



Kenai City Council - Regular Meeting

January 20, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED PUBLIC COMMENTS

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

1. **Dr. Kristin Mitchell** - COVID-19 Vaccine Update and Q & A.
2. **Joy Merriner, BDO USA, LLP** - Presentation of the FY2020 City of Kenai Comprehensive Annual Financial Report, Federal and State Single Audit Reports, and Audit Wrap Up.

C. UNSCHEDULED PUBLIC COMMENTS

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

D. PUBLIC HEARINGS

1. **Ordinance No. 3177-2021** - Authorizing a Shop Local Economic Stimulus Program to Benefit Kenai Small Businesses And Award of a Professional Services Agreement to the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.
 - **Substitute Ordinance No. 3177-2021** - Authorizing a Shop Local Economic Stimulus Program to Benefit Kenai Small Businesses And Residents And Award of a Professional Services Agreement to the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.
2. **Ordinance No. 3178-2021** - Accepting and Appropriating a COVID Cares Act for Older Adults and Their Caregivers 2021 Grant Passed Through the State of Alaska for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency.

- 3. Resolution No. 2021-01** - Approving Amendments to the Kenai Community Library Policies to Adopt Rules Regarding the Lending of Various Electronic Devices and to Make Housekeeping Changes.
- 4. Resolution No. 2021-02** - Further Extending the Disaster Emergency Declaration for the City of Kenai Made on March 18, 2020 in Response to the COVID-19 Health Emergency.
- 5. Resolution No. 2021-03** - Supporting an Amendment Under Consideration by the Kenai Peninsula Borough Anadromous Waters Habitat Protection Work Group to Allow Limited Commercial Activities Within the Habitat Protection District in the City of Kenai.
- 6. Resolution No. 2021-04** - Accepting a Quitclaim Deed from the Kenai Peninsula Borough for the Land Described as T.6N., R.11W. Sec. 31, Lots 40, 41, and 42 Containing 3.75 Acres, More Commonly Known as the 4th Avenue Park, for the Public Purposes of Maintaining a Public Park.

E. MINUTES

- 1.** *Regular Meeting of January 6, 2021.

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1. *Action/Approval** - Bills to be Ratified.
- 2. *Action/Approval** - Purchase Orders Over \$15,000.
- 3. *Action/Approval** - Non-Objection to the Liquor License Renewals for The Bow Bar and The Cannery Lodge.
- 4. *Ordinance No. 3179-2021** - Amending Positions in the Classified Service in the Public Works and Senior Center Departments as Established by the Annual Budget.
- 5. *Ordinance No. 3180-2021** - Amending Kenai Municipal Code 3.05.070-Citation Procedure, and Kenai Municipal Code 13.10.015 – Minor Offense Fine Schedule to Incorporate Various Animal Control Offenses into the Minor Offense Fine Schedule and Make Other Housekeeping Changes.
- 6. *Ordinance No. 3181-2021** - Waiving Kenai Municipal Code 21.10.130 - Lease Execution and Approving a Lease Execution Extension to July 27, 2021 to Kenai Aviation Operations, LLC for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5.
- 7. Action/Approval** - Confirmation of Mayoral Nomination for Appointment to Harbor Commission.
- 8. Action/Approval** - Supporting a Transportation Program for Individuals Receiving COVID-19 Vaccinations at Locations in Kenai.
- 9. Action/Approval** - Supporting an Amendment to the Grant Agreement with the Kenai Peninsula Food Bank of Alaska.

10. Discussion - Development of City of Kenai Business Stimulus / Incentive Programs.

11. Discussion - Kenai Fine Arts Center Remodel Update.

12. Discussion - COVID-19 Response.

H. COMMISSION / COMMITTEE REPORTS

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

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

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

K. ADDITIONAL PUBLIC COMMENT

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

L. EXECUTIVE SESSION

M. PENDING ITEMS

N. ADJOURNMENT

O. INFORMATION ITEMS

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

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/88043579001>

Meeting ID: 880 4357 9001 **Passcode:** 372771

OR

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

Meeting ID: 880 4357 9001 **Passcode:** 372771



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3177-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AUTHORIZING A SHOP LOCAL ECONOMIC STIMULUS PROGRAM TO BENEFIT KENAI SMALL BUSINESSES AND AWARD OF A PROFESSIONAL SERVICES AGREEMENT TO THE KENAI CHAMBER OF COMMERCE AND VISITOR CENTER FOR ADMINISTRATION OF THE PROGRAM.

WHEREAS, the COVID-19 Public Health Emergency has had a significant effect on local business; and,

WHEREAS, local businesses are the lifeblood of the Kenai economy providing jobs to residents and sales taxes used to provide essential public services like public safety, street maintenance, parks & recreation, senior services, etc.; and,

WHEREAS, creation of a buy local promotion will encourage shopping at Kenai businesses at a critical time in the community's recovery from the COVID-19 Public Health Emergency; and,

WHEREAS, the City has worked directly with the Kenai Chamber of Commerce and Visitor Center on a project to create a Shop Local program which will provide economic relief and stimulus to local businesses and incentivize local spending in the months following the holiday season; and,

WHEREAS, the Kenai Chamber of Commerce and Visitor Center is uniquely qualified to administer the program because of its relationship with and advocacy for Kenai businesses; and,

WHEREAS, the success of the City is dependent upon the success of the local economy and its businesses and a program to reward local shopping, promote Kenai businesses, and continue the community's recovery from the COVID-19 Public Health Emergency is in the best interest of the City and its residents.

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

Section 1. That the City Manager is authorized to establish a Shop Local Economic Stimulus Program in the amount of \$100,000.

Section 2. That the City Manager is authorized to execute a professional service agreement with the Kenai Chamber of Commerce for administration of the program for a total cost not to exceed \$15,000 including up to \$10,000 to promote the program and up to \$5,000 for program administration and support.

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

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$115,000</u>
Increase Appropriations – Non-Departmental	
Professional Services	\$ 15,000
Grants to Others	<u>100,000</u>
	<u>\$115,000</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: January 6, 2021
Enacted: January 20, 2021
Effective: January 20, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, Acting City Manager

DATE: December 21, 2020

SUBJECT: **Ordinance 3177-2021 – Shop Local Economic Stimulus Program to Benefit Kenai Small Business**

The Administration has worked with the Kenai Chamber of Commerce and Visitor Center to develop a Shop Local program (“Shop Here All Year in Kenai”) to provide economic relief and stimulus to Kenai small businesses as well as assistance for residents purchasing required goods and services by incentivizing local purchases. Patrons who spend \$200 at Kenai businesses will qualify for a \$100 coupon to be used at businesses participating in the program.

The program will provide economic support during a usually slow time of year and during this critical time of recovery from the COVID-19 Public Health Emergency. The program would run between February 1 and March 1, 2021, when residents and businesses may benefit from the program the most.

The Administration recommends entering into an Agreement with the Kenai Chamber of Commerce and Visitor Center to administer the program for \$115,000. This amount includes \$100,000 as a direct incentive to shoppers and \$15,000 for actual administrative costs, including a marketing campaign, supplies and materials, and administrative costs.

Ordinance 3177-2021 would authorize the City Manager to enter into an Agreement with the Kenai Chamber of Commerce and Visitor Center for the Shop Local program.

Your consideration is appreciated.

CITY OF KENAI

**AGREEMENT BETWEEN OWNER AND SERVICE PROVIDER
FOR KENAI SHOP LOCAL ECONOMIC STIMULUS PROGRAM TO BENEFIT KENAI
SMALL BUSINESS**

MADE AS OF THE _____ DAY OF _____ 2021.

BETWEEN the OWNER: CITY OF KENAI
210 Fidalgo Avenue
Kenai, Alaska 99611

AND the SERVICE PROVIDER: Kenai Chamber of Commerce and Visitor Center, Inc.
11471 Kenai Spur Highway
Kenai, AK 99611

FOR the PROJECT: Kenai Shop Local Economic Stimulus Program to Benefit Kenai
Small Business

The Owner and Service Provider agree as set forth below.

ARTICLE 1

THE WORK

The Service Provider shall perform all the work described in the Proposed Kenai Shop Local Program as Attachment "A" hereto, including but not limited to:

- 1. Basic Services, as described in the Program Description.

ARTICLE 2

TIME OF COMMENCEMENT AND COMPLETION

The Service Provider's performance of services required by this AGREEMENT shall commence on February 1, 2021 (date) and terminate on March 30, 2021.

ARTICLE 3

COMPENSATION

The Owner shall compensate the Service Provider for actual administrative as follows:

Administrative Costs not to exceed \$15,000 including up to \$10,000 to promote the program and up to \$5,000 for program administration and support.

And fund the program through the Service Provider for direct incentive to shoppers up to \$100,000

ARTICLE 4

ENUMERATION OF CONTRACT DOCUMENTS

The documents which are specifically incorporated into this AGREEMENT by reference and form the contract documents are listed below. Should any provision or requirement of one portion of the contract documents conflict with any other portion of the contract documents, unless otherwise provided herein, the conflict will be resolved by reference to the contract documents in the following order of priority:

- A. Any and all later modifications, Change Orders, and written interpretations of the Contract Documents issued by the Owner
- B. This AGREEMENT
- C. The Service Provider's Proposal, including Cost Proposal

Any other attachments to this AGREEMENT do not form a part of the AGREEMENT but are for reference or proof of compliance with the requirements of the AGREEMENT, except where the provisions of this AGREEMENT provide such attachments will be or are a part of the AGREEMENT.

These form the contract and what is required by any of the documents shall be as binding as if required by all. The intention of the contract documents is to require the furnishing of all labor, material, equipment, and other items necessary for the proper execution and completion of the program and to prescribe the terms and conditions of the contract and payment, so as to include work and materials which may be necessary to produce the intended results.

ARTICLE 5

INSURANCE

- A. Service Provider shall, at Service Provider's own expense, secure and maintain the following insurance:
 - i. comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than \$1,000,000 combined single limit;
 - ii. worker's compensation insurance with coverage for all employees engaged in work under this Agreement as required by AS 23.30.045 (Service Provider is responsible for worker's compensation insurance for any subService Provider who directly or indirectly provides services under the Agreement); and,
 - iii. comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 combined single limit per occurrence.

Where specific limits are stated, the limits are the minimum acceptable limits. If Service Provider's insurance policy contains higher limits, Owner is entitled to coverage to the extent of the higher limits.

- B. All insurance required by this Section shall meet the following additional requirements:
 - i. for comprehensive general liability and automobile liability insurance, name the City of Kenai as an additional insured;
 - ii. for worker's compensation insurance, general liability, and automobile liability insurance, where possible, include a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Kenai for payments made under the policy;
 - iii. provide Owner with at least 30 days' notice before any termination, cancellation, or material change in insurance coverage is effective; and,

iv. be issued by a company/corporation currently rated "A-" or better by A.M. Best.

C. Service Provider shall submit to Owner proof of insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf. The effective date of the insurance will be no later than the first day of the term of this Agreement.

D. The indemnification and insurance coverage requirements stated in this Section and in Section 6 below do not relieve Service Provider of any other obligation under this Agreement.

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

ARTICLE 6

Indemnity, Defend, and Hold Harmless

Service Provider shall indemnify, defend, and hold harmless Owner and its agents, employees, and/or insurers from claim, loss, damage, liability, including injury and death or expense in any way related to any act or omission of Service Provider or Service Provider's employees, agents, or invitees arising out of Service Provider's performance of services under this Agreement, except to the extent any negligence of Owner or its employees or agents is a proximate cause of any injury or damage. If a third party asserts a claim against Service Provider and Owner, Service Provider and Owner shall seek in good faith to achieve Agreement to an apportionment of fault as between them without an independent of litigation. This provision shall survive expiration or termination of this Agreement.

ARTICLE 7

All legal notices relating to this contract, including change of address, shall be mailed to the Owner and the Service Provider at the following addresses:

OWNER

City of Kenai
210 Fidalgo Ave
Kenai, Alaska 99611

SERVICE PROVIDER

Kenai Chamber of Commerce
and Visitor Center, Inc.
11471 Kenai Spur Highway
Kenai, Alaska 99611

ARTICLE 8

EXTENT OF AGREEMENT

This AGREEMENT represents the entire and integrated AGREEMENT between the Owner and the Service Provider, and supersedes all prior, inconsistent negotiations, representations, or AGREEMENTS, either written or oral. This AGREEMENT may be amended only by written instrument signed by both Owner and Service Provider.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names by their duly authorized representatives as of the date and year above written.

ARTICLE 9

ATTACHMENTS

In the event there is any difference between an attachment to the original of this AGREEMENT on file with the City of Kenai and any attachment to a duplicate original of the AGREEMENT, the attachments to the original filed with the City shall control.

ARTICLE 10

JURISDICTION: CHOICE OF LAW

This contract shall be governed by the laws of the State of Alaska, and any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

OWNER and SERVICE PROVIDER each binds themselves, their partners, successors, assigns and legal representatives in respect to all covenants, AGREEMENTs and obligations contained in the Contract Documents.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names or by their duly authorized representatives as of the date and year above written.

OWNER:
CITY OF KENAI

By: _____
Paul Ostrander
City Manager

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2021.

Paul Ostrander, City Manager,
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 by Legal: _____
Approved by Finance: _____

SERVICE PROVIDER:

By: _____
Name: _____
Title: _____

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2021.

_____,(title)
_____of
_____ 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 corporation.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

Attachment A

Kenai Shop Local Program: *Shop Here All Year in Kenai***Budget:** \$115,000**Purpose:** To encourage and motivate local spending at Kenai businesses**Dates:** February 1 – March 1, 2021

Program Description: By shopping and spending \$200 (or more) on discretionary items in Kenai, participants will receive one (1) \$100 voucher of their choice to spend at local participating businesses. Vouchers will be issued on a first-come, first-serve basis, concluding on March 1, or when funds run out. Vouchers must be spent by March 30, 2021

Definitions:

- Discretionary purchases in this program include, but are not limited to: Clothing, furniture, tools, sporting goods, art, jewelry, massage, haircuts, restaurants, cafes, bars & distilleries, museums, books, flowers, and collectibles.
- Non-Discretionary purchases are not eligible under this program, and include, but are not limited to: Groceries, fuel, utilities, vehicles, mortgage or rent, firewood, medical bills, or prescriptions.

Participant Rules:

- Participants must submit up to 10 receipts totaling at least \$200 via an online form or bring them into the Kenai Chamber of Commerce.
- Submitted receipts must be from a business located within the Kenai City limits.
- Receipts must be readable and itemized. The date, name of the business, and the full total must be included. Receipts must be dated between February 1, 2020 and March 1, 2020.
- Taxes, tips, delivery fees, and shipping are not eligible for the purchase total.
- After submitting receipts, participants choose a participating businesses they would like to receive a \$100 shopping voucher from by selecting them from the available list. If there is any problem validating your receipts, you will be contacted by email and asked to clarify or submit additional receipts to reach \$200.
- Vouchers will be mailed to the address provided within two – four business days of receiving the submitted form or receipts. Participants may also choose to pick up their vouchers in person.

Participating Business Rules:

- Voucher merchants must be located within the Kenai City limits.
- The business must have been in existence with a valid State of Alaska business license as of January 1, 2021.
- Must be current in sales tax registration with the Kenai Peninsula Borough and not be delinquent with the Kenai Peninsula Borough Tax Department.
- Must not be a national chain or a C corporation traded on the U.S. stock exchange. Individually owned-and-operated local franchise are eligible.

Additional Details:

- Payments for awarded vouchers will be made weekly to participating businesses.
- New businesses will be able to sign up on to the program at any time, provided they meet the criteria.



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Henry Knackstedt, City Council Member

DATE: January 12, 2021

SUBJECT: **Ordinance 3177-2021 – Amendment to Service Provider’s Proposal and Increasing the Appropriation to the Program**

After reviewing the initial “Shop Here All Year” program proposal provided by the Kenai Chamber of Commerce and Visitors Center (KCCVC), I was concerned that the requirement that participants spend a minimum of \$200 to be eligible to receive a \$100 voucher would be limiting for some individuals within our community who may not have \$200 to spend on discretionary items. I asked administration to determine if the KCCVC would be able to modify the program to provide an additional tier of eligibility whereby a participant could spend \$100 on allowable discretionary purchases and be eligible to receive a \$50 voucher. Administration confirmed with the KCCVC that this tier could be added without additional cost to the City.

I move that Council direct administration to work with the KCCVC to add a second tier of eligibility to the Shop Here All Year program to allow participants who spend \$100 on allowable discretionary purchases be eligible to receive a \$50 voucher.

I have a second motion that I would like Council to consider:

I would move to add \$50,000 to the program by amending the Ordinance as follows:

Under Section 1, change \$100,000 to \$150,000.

Under Section 3, increase the Appropriation of Fund Balance from \$115,000 to \$165,000, increase Grants to Others from \$100,000 to \$150,000, and increase the total appropriation from \$115,000 to \$165,000.

Adding \$50,000 will ensure that there are sufficient funds available to accommodate the demand for vouchers until the Council meeting of February 17, 2021. Depending on the level of interest, the ease of administration, and the positive impacts of the program on our local businesses, the Council may want to consider at that meeting if additional funding is appropriate and needed.

As we move forward through February and into the spring, Council must also consider other programs that could provide effective support to those businesses that have been hit hardest by the pandemic, to assure that all of them survive the economic impacts of COVID-19. Council is

tasked with making well-reasoned and responsible decisions on how best to utilize the City's limited funds for the greatest benefit to both our business community and our residents.

Your consideration is appreciated.





MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Victoria Askin, City Council Member
DATE: January 14, 2021
SUBJECT: Ordinance 3177-2021 – Amendment to Service Provider’s Proposal

Based on the purpose of the “Shop Here All Year” program proposal provided by the Kenai Chamber of Commerce and Visitors Center, to encourage and motivate local spending at Kenai businesses, I followed up with administration to ask if a raffle could be added as a part of the program to further incentivize participation. Participants would be entered into a raffle for a chance to win vouchers from a participating business in the amount of \$500, \$300, and \$200. Administration confirmed with the Kenai Chamber that this proposed amendment to the program to include a raffle would not increase the administrative costs of the program and would be allowed under the Kenai Chamber’s gaming permit.

I move that Council direct administration to work with the Kenai Chamber of Commerce and Visitors Center to add a raffle to the Shop Here All Year program to allow participants to be automatically entered into a raffle for a chance to win a \$500, \$300, and \$200 voucher from a participating business.

Based on the additional cost of the proposed program, I would include a second motion for Council’s consideration:

I would move to add \$1,000 to the program by amending the Ordinance as follows:

Under Section 1, change \$100,000 to \$101,000.

Under Section 3, increase the Appropriation of Fund Balance from \$115,000 to \$116,000, increase Grants to Others from \$100,000 to \$101,000, and increase the total appropriation from \$115,000 to \$116,000.

Your consideration is appreciated.



Sponsored by: Council Member Teea Winger

CITY OF KENAI

ORDINANCE NO. 3177-2021 (SUBSTITUTE)

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AUTHORIZING A SHOP LOCAL ECONOMIC STIMULUS PROGRAM TO BENEFIT KENAI SMALL BUSINESSES AND RESIDENTS AND AWARD OF A PROFESSIONAL SERVICES AGREEMENT TO THE KENAI CHAMBER OF COMMERCE AND VISITOR CENTER FOR ADMINISTRATION OF THE PROGRAM.

WHEREAS, the COVID-19 Public Health Emergency has had a significant effect on local businesses and residents; and,

WHEREAS, local businesses are the foundation of the Kenai economy providing jobs to residents and sales taxes used to provide essential public services like public safety, street maintenance, parks & recreation, senior services, etc.; and,

WHEREAS, creation of a shop local program will encourage shopping at Kenai businesses at a critical time in the community's recovery from the COVID-19 Public Health Emergency; and,

WHEREAS, the Kenai Chamber of Commerce and Visitor Center in cooperation with the City has developed a Shop Local program which will provide economic relief and stimulus to local businesses and incentivize local spending in the months following the holiday season; and,

WHEREAS, the Kenai Chamber of Commerce and Visitor Center is uniquely qualified to administer the program because of its relationship with and advocacy for Kenai businesses; and,

WHEREAS, the City of Kenai currently has approximately \$1,100,000 in the general fund that was originally intended to stimulate the local economy; and,

WHEREAS, the "Million Reasons to Shop in Kenai" program will provide much needed economic relief to Kenai small businesses and residents through the purchase of taxable goods and services; and,

WHEREAS, the "Million Reasons to Shop in Kenai" program can provide much needed economic stimulus for up to three months (February, March, and April), and potentially incentivize the spending of federal tax returns locally; and,

WHEREAS, this substitute allows groceries to be a qualifying purchase, which will give our residents food security, which many in our community are currently struggling with; and,

WHEREAS, consumers who spend up to \$400 at Kenai businesses, will qualify for vouchers at 100% match that can be redeemed at participating businesses; and,

WHEREAS, by increasing the stimulus package from \$100,000 to \$1,000,000 the net effect could be up to \$2,000,000 in economic stimulus and the associated increase in city sales tax revenues; and,

WHEREAS, by increasing the stimulus package management budget to \$40,000, the Kenai Chamber of Commerce will have adequate funds available for administrative costs, including an aggressive marketing campaign, supplies, and hiring of part time employees to ensure the maximum positive impact for small businesses and residents alike; and,

WHEREAS, the success of the City is dependent upon the success of the local economy and its businesses and a program to reward local shopping, promote Kenai businesses, and continue the community’s recovery from the COVID-19 Public Health Emergency is in the best interest of the City and its residents.

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

Section 1. That the City Manager is authorized to establish a Shop Local Economic Stimulus Program in the amount of 1,040,000.

Section 2. That the City Manager is authorized to execute a professional service agreement with the Kenai Chamber of Commerce for administration of the program for a total cost not to exceed \$40,000 including up to \$10,000 to promote the program and up to \$30,000 for program administration and support.

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

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$1,040,000</u>
Increase Appropriations – Non-Departmental	
Professional Services	\$ 40,000
Grants to Others	<u>1,000,000</u>
	<u>\$1,040,000</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: January 6, 2021
Enacted: January 20, 2021
Effective: January 20, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Teea Winger, Council Member

DATE: January 14, 2021

SUBJECT: **Substitute Ordinance 3177-2021 – Shop Local Economic Stimulus Program to Benefit Kenai Small Business**

I have been working with the Kenai Chamber of Commerce and Visitor Center to expand Ordinance 3177-2021 and develop a Million dollar Shop Local Program (“Million Reasons to Shop in Kenai”) to provide much needed economic relief to Kenai small businesses and residents through purchasing taxable goods and services. The program would provide consumers who spend up to \$400 at Kenai businesses, vouchers at 100% match to participating businesses in \$100 increments. This substitute allows groceries to be a qualifying purchase, which will give our residents food security, which many in our community are struggling with. The proposed substitute program also expands allowable qualifying purchases as shown in Attachment A with track changes. Other notable changes in Attachment A include allowing purchases from dispensaries, (but not providing vouchers to them) and other procedural changes based on discussion with the chamber and experience in the retail and hospitality industries.

This Million-dollar program will provide much needed economic stimulus for the months of February, March, and April also incentivizing the spending of federal tax returns locally. By extending the dates to cover all the off-season months this will help economic recovery from the COVID -19 pandemic with increased sales. This would potentially help rehire laid off employees and hire seasonal workers earlier.

I recommend administration enter into an Agreement with the Kenai Chamber of Commerce and Visitor Center to administer the program for \$1,040,000. This amount includes the \$1,000,000 as a direct incentive to shoppers and \$40,000 for administrative costs, including an aggressive marketing campaign, supplies, and materials. A revised agreement reflecting these changes is attached.

This substitute ordinance would authorize the City Manager to enter into an Agreement with the Kenai Chamber of Commerce and Visitor Center for the substitute Shop Local Program.

Approving this substitute will show the support Kenai has for its small businesses.

Your consideration is appreciated.

CITY OF KENAI

**AGREEMENT BETWEEN OWNER AND SERVICE PROVIDER
FOR KENAI SHOP LOCAL ECONOMIC STIMULUS PROGRAM TO BENEFIT KENAI
SMALL BUSINESS**

MADE AS OF THE _____ DAY OF _____ 2021.

BETWEEN the OWNER: CITY OF KENAI
210 Fidalgo Avenue
Kenai, Alaska 99611

AND the SERVICE PROVIDER: Kenai Chamber of Commerce and Visitor Center, Inc.
11471 Kenai Spur Highway
Kenai, AK 99611

FOR the PROJECT: Kenai Shop Local Economic Stimulus Program to Benefit Kenai
Small Business

The Owner and Service Provider agree as set forth below.

ARTICLE 1

THE WORK

The Service Provider shall perform all the work described in the Proposed Kenai Shop Local Program as Attachment "A" hereto, including but not limited to:

- 1. Basic Services, as described in the Program Description.

ARTICLE 2

TIME OF COMMENCEMENT AND COMPLETION

The Service Provider's performance of services required by this AGREEMENT shall commence on February 1, 2021 (date) and terminate on May 31, 2021.

ARTICLE 3

COMPENSATION

The Owner shall compensate the Service Provider for actual administrative as follows:

Administrative Costs not to exceed \$40,000 including up to \$10,000 to promote the program and up to \$30,000 for program administration, support and materials.

And fund the program through the Service Provider for direct incentive to shoppers up to \$1,000,000.

ARTICLE 4

ENUMERATION OF CONTRACT DOCUMENTS

The documents which are specifically incorporated into this AGREEMENT by reference and form the contract documents are listed below. Should any provision or requirement of one portion of the contract documents conflict with any other portion of the contract documents, unless otherwise provided herein, the conflict will be resolved by reference to the contract documents in the following order of priority:

- A. Any and all later modifications, Change Orders, and written interpretations of the Contract Documents issued by the Owner
- B. This AGREEMENT
- C. The Service Provider's Proposal, including Cost Proposal

Any other attachments to this AGREEMENT do not form a part of the AGREEMENT but are for reference or proof of compliance with the requirements of the AGREEMENT, except where the provisions of this AGREEMENT provide such attachments will be or are a part of the AGREEMENT.

These form the contract and what is required by any of the documents shall be as binding as if required by all. The intention of the contract documents is to require the furnishing of all labor, material, equipment, and other items necessary for the proper execution and completion of the program and to prescribe the terms and conditions of the contract and payment, so as to include work and materials which may be necessary to produce the intended results.

ARTICLE 5

INSURANCE

- A. Service Provider shall, at Service Provider's own expense, secure and maintain the following insurance:
 - i. comprehensive general liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual coverage with a per occurrence limit of not less than \$1,000,000 combined single limit;
 - ii. worker's compensation insurance with coverage for all employees engaged in work under this Agreement as required by AS 23.30.045 (Service Provider is responsible for worker's compensation insurance for any subService Provider who directly or indirectly provides services under the Agreement); and,
 - iii. comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits not less than \$1,000,000 combined single limit per occurrence.

Where specific limits are stated, the limits are the minimum acceptable limits. If Service Provider's insurance policy contains higher limits, Owner is entitled to coverage to the extent of the higher limits.

- B. All insurance required by this Section shall meet the following additional requirements:
 - i. for comprehensive general liability and automobile liability insurance, name the City of Kenai as an additional insured;
 - ii. for worker's compensation insurance, general liability, and automobile liability insurance, where possible, include a waiver of subrogation so that the insurer waives all rights of subrogation against the City of Kenai for payments made under the policy;
 - iii. provide Owner with at least 30 days' notice before any termination, cancellation, or material change in insurance coverage is effective; and,

iv. be issued by a company/corporation currently rated "A-" or better by A.M. Best.

C. Service Provider shall submit to Owner proof of insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf. The effective date of the insurance will be no later than the first day of the term of this Agreement.

D. The indemnification and insurance coverage requirements stated in this Section and in Section 6 below do not relieve Service Provider of any other obligation under this Agreement.

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

ARTICLE 6

Indemnity, Defend, and Hold Harmless

Service Provider shall indemnify, defend, and hold harmless Owner and its agents, employees, and/or insurers from claim, loss, damage, liability, including injury and death or expense in any way related to any act or omission of Service Provider or Service Provider's employees, agents, or invitees arising out of Service Provider's performance of services under this Agreement, except to the extent any negligence of Owner or its employees or agents is a proximate cause of any injury or damage. If a third party asserts a claim against Service Provider and Owner, Service Provider and Owner shall seek in good faith to achieve Agreement to an apportionment of fault as between them without an independent of litigation. This provision shall survive expiration or termination of this Agreement.

ARTICLE 7

All legal notices relating to this contract, including change of address, shall be mailed to the Owner and the Service Provider at the following addresses:

OWNER

City of Kenai
210 Fidalgo Ave
Kenai, Alaska 99611

SERVICE PROVIDER

Kenai Chamber of Commerce
and Visitor Center, Inc.
11471 Kenai Spur Highway
Kenai, Alaska 99611

ARTICLE 8

EXTENT OF AGREEMENT

This AGREEMENT represents the entire and integrated AGREEMENT between the Owner and the Service Provider, and supersedes all prior, inconsistent negotiations, representations, or AGREEMENTS, either written or oral. This AGREEMENT may be amended only by written instrument signed by both Owner and Service Provider.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names by their duly authorized representatives as of the date and year above written.

ARTICLE 9

ATTACHMENTS

In the event there is any difference between an attachment to the original of this AGREEMENT on file with the City of Kenai and any attachment to a duplicate original of the AGREEMENT, the attachments to the original filed with the City shall control.

ARTICLE 10

JURISDICTION: CHOICE OF LAW

This contract shall be governed by the laws of the State of Alaska, and any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

OWNER and SERVICE PROVIDER each binds themselves, their partners, successors, assigns and legal representatives in respect to all covenants, AGREEMENTs and obligations contained in the Contract Documents.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in their respective names or by their duly authorized representatives as of the date and year above written.

OWNER:
CITY OF KENAI

By: _____
Paul Ostrander
City Manager

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2021.

Paul Ostrander, City Manager,
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 by Legal: _____
Approved by Finance: _____

SERVICE PROVIDER:

By: _____
Name: _____
Title: _____

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on
this ____ day of _____, 2021.

_____,(title)
_____of
_____ 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 corporation.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

Attachment A

Kenai Shop Local Program: *A Million reasons to shop in Kenai***Budget:** \$1,040,000.00**Purpose:** To encourage and motivate local spending at Kenai businesses**Dates:** February 1, 2021 – May 31, 2021

Program Description:

By shopping and spending on taxable discretionary items in Kenai, participants will receive a voucher for 100% match up to \$400 to spend at local participating businesses. Vouchers will be issued in \$100 increments at a max of \$400 to spend at Kenai participating businesses. Vouchers will be issued on a first-come, first-serve basis, concluding on April 30, 2021, or when funds run out. Vouchers must be spent by May 31, 2021

Definitions:

Discretionary purchases eligible under this program include, but are not limited to: taxable items, groceries, Clothing, furniture, tools, sporting goods, vehicles, art, jewelry, massage, nails or hair services, , restaurants, cafes, bars & dispensaries, auto parts, collectables, books, museums, flowers, firewood, movies, storage, lodging or arcades.

- Non-Discretionary purchases are not eligible under this program, and include, but are not limited to: non-taxable items, child care, gaming, utilities, fuel, insurance, medical bills, or prescriptions.

Participant Rules:

- Participants may submit up to 10 receipts totaling a max of \$400 via an online form or bring them into the Kenai Chamber of Commerce.
- Submitted receipts must be from a business located within the Kenai City limits.
- Receipts must be readable and itemized. The date, name of the business, and the full total must be included. Receipts must be dated between February 1, 2021 and April 30th, 2021.
- Taxes, tips, delivery fees, SNAP, WIC or shipping are not eligible for the purchase total.
- After submitting receipts, participants choose a participating businesses they would like to receive shopping vouchers from in \$100 increments, by selecting them from the participating business list. If there is any problem validating your receipts, you will be contacted by email and asked to clarify or submit additional receipts.
- Vouchers will be mailed to the address provided within two – five business days after approving the submitted form or receipts. Participants may also choose to pick up their vouchers in person.
- Vouchers cannot be redeemed for cash. Lost or Damage vouchers will not be re-issued or accepted.

Participating Business Rules:

- Voucher merchants must be located within the Kenai City limits.
- The business must have been in existence with a valid State of Alaska business license as of January 1, 2021.
- Must be current in sales tax registration with the Kenai Peninsula Borough and not be delinquent with the Kenai Peninsula Borough Tax Department.
- Must not be a national chain or a C corporation traded on the U.S. stock exchange. Individually owned-and-operated local franchise are eligible.

- Payments for awarded vouchers will be made the 2nd and 4th week of the month to participating businesses.
- New businesses will be able to sign up to be on the program at any time, provided they meet the above criteria.
- Lost or damaged or damaged vouchers will not be re-issued or accepted

Attachment A

Kenai Shop Local Program: ~~Shop Here All Year in Kenai~~ A Million reasons to shop in Kenai

Budget: ~~\$145,000~~ \$1,040,000.00

Purpose: To encourage and motivate local spending at Kenai businesses

Dates: February 1—~~March 1, 2021~~ 1, 2021 – May 31, 2021

Program Description:

By shopping and spending ~~\$200 (or more)~~ on taxable discretionary items in Kenai, participants will receive a voucher for 100% match up to \$400 ~~one (1) \$100 voucher of their choice to spend at local participating businesses.~~ Vouchers will be issued in \$100 increments at a max of \$400 to spend at Kenai participating businesses. Vouchers will be issued on a first-come, first-serve basis, concluding on ~~March 1~~ April 30, 2021, or when funds run out. Vouchers must be spent by ~~March 30~~ May 31, 2021

Definitions:

Discretionary purchases ~~in this~~ eligible under this program include, but are not limited to: taxable items, groceries, Clothing, furniture, tools, sporting goods, vehicles, art, jewelry, massage, nails or hair services, haircuts, restaurants, cafes, bars & dispensaries, auto parts, collectables, & distilleries, museums, books, museums, flowers, firewood, movies, storage, lodging or arcades, and collectibles.

- Non-Discretionary purchases are not eligible under this program, and include, but are not limited to: ~~Groceries non-taxable items, child care, gaming, fuel,~~ utilities, fuel, insurance, vehicles, mortgage or rent, firewood, medical bills, or prescriptions.

Participant Rules:

- Participants ~~must~~ may submit up to 10 receipts totaling at least \$200 a max of \$400 via an online form or bring them into the Kenai Chamber of Commerce.
- Submitted receipts must be from a business located within the Kenai City limits.
- Receipts must be readable and itemized. The date, name of the business, and the full total must be included. Receipts must be dated between February 1, ~~2020~~ 2021 and ~~March 1, 2020~~ April 30th, 2021.
- Taxes, tips, delivery fees, SNAP, WIC and or shipping are not eligible for the purchase total.
- After submitting receipts, participants choose a participating businesses they would like to receive shopping vouchers from in a \$100 increments, ~~shopping voucher from~~ by selecting them from the available participating business list. If there is any problem validating your receipts, you will be contacted by email and asked to clarify or submit additional receipts ~~to reach \$200.~~
- Vouchers will be mailed to the address provided within two – four ~~five~~ business days after approving of receiving the submitted form or receipts. Participants may also choose to pick up their vouchers in person.
- Vouchers cannot be redeemed for cash. Lost or Damage vouchers will not be re-issued or accepted.
- —

Participating Business Rules:

- Voucher merchants must be located within the Kenai City limits.
- The business must have been in existence with a valid State of Alaska business license

as of January 1, 2021.

- Must be current in sales tax registration with the Kenai Peninsula Borough and not be delinquent with the Kenai Peninsula Borough Tax Department.
- Must not be a national chain or a C corporation traded on the U.S. stock exchange. Individually owned-and-operated local franchise are eligible.
- Payments for awarded vouchers will be made the 2nd and 4th week of the month to participating businesses.
- New businesses will be able to sign up to be on the program at any time, provided they meet the above criteria.
- Lost or damage or damaged vouchers will not be re-issued or accepted

Additional Details:

~~Payments for awarded vouchers will be made weekly to participating businesses.~~

~~New businesses will be able to sign up on to the program at any time, provided they meet the criteria.~~

From: [Dave Peck](#)
To: [City Council](#)
Subject: Wednesday's city council agenda item 3. *Ordinance No. 3177-2021 input for council
Date: Monday, January 4, 2021 8:53:33 PM

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

Hello & Good Afternoon.

I'd like to provide this letter for the Council's consideration relating to the above proposed ordinance RE: using COVID funds to finance a merchant voucher program.

First, this seems like a great program that can assist residents & businesses alike during this virus emergency. So great idea.

But using \$200 spent (if I understand this correctly) as the threshold to obtain a \$100 voucher might be a little high for some people. So maybe also allowing a \$50 voucher for \$100 spent would permit more people to participate if they can't afford the \$200 spend right now.

Second, we now have the possibility of a more contagious form of the virus beginning to circulate in the US (the one which started in England) that is causing severe travel restrictions already in Europe. Hopefully this won't happen here especially as the vaccines are distributed, but we can't be sure things won't get worse. Therefore, extending the program at least through April or May could make sense. If we don't get tourism this summer I think we all realise how bad that might effect business & individuals/families considering last summer's lack of tourism. Of course, if the time period is extended, and if you allow vouchers for \$100 purchases, you may need more funding. I hope there is additional covid money available specifically to help business if that is necessary, especially since that was one of the main purposes of the COVID funding. I don't know exactly how much would be needed but I would guess at least triple or more.

Third, I'm not sure how you'll get the word out this program exists, but I'd guess a good way would be to send all eligible businesses a notice and application to participate. Maybe they could post notices of the program for their customers.

Those are my thoughts,
Respectfully

Dave Peck
705 Sycamore St
Kenai. 907-953-3248

DLP1951@gmail.com

From: [AK Wellness & Tanning LLC](#)
To: [City Clerk](#); [City Council](#); [Victoria Askin](#); [Brian G. Gabriel, Sr.](#); [Jim Glendening](#); [Henry Knackstedt](#); [Bob Molloy](#); [Gleneise Pettey](#); [Teea Winger](#); [Paul Ostrander](#)
Subject: Ordinance # 3177-2021
Date: Tuesday, January 12, 2021 9:33:37 PM

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

As a business owner I'm reaching out in support of council member Teea Winger's ammendment to ordinance number 3177-2021. I believe this funding should go towards helping the local economy and local businesses. All local businesses took a huge hit from COVID closures/mandates at the beginning of last year and are still drastically impacted. I believe this program should be the full \$1,000,000 for three months to help businesses get through the winter months, along with having a few different voucher amounts to get the most impact (by allowing low income community members to participate in the program). I plan to expand my business this year and bring new services to the community but I've been drastically impacted by COVID. This program has the ability to help bring in business and help the local community members who are struggling as well. Local businesses need the support of community members and this will drive sales, helping to stimulate the economy and helping local businesses survive. It's sad to see how many businesses have closed their doors for good due to COVID and this can help prevent more businesses from going under.

I would like this to be read aloud during public comment due to the fact that I won't be able to attend while running my business.

From: [Paul Ostrander](#)
To: [Jamie Heinz](#)
Subject: FW: Kenai Ordinance # 3177-2021
Date: Wednesday, January 13, 2021 10:26:38 AM

From: Katie Uei <katieuei@gmail.com>
Sent: Tuesday, January 12, 2021 10:55 PM
To: Brian G. Gabriel, Sr. <bgabriel@kenai.city>; Bob Molloy <bmolloy@kenai.city>; Glenese Pettey <gpettey@kenai.city>; Henry Knackstedt <hknackstedt@kenai.city>; Jim Glendening <jglendening@kenai.city>; Teea Winger <twinger@kenai.city>; council@soldotna.org; Paul Ostrander <postrander@kenai.city>
Subject: Kenai Ordinance # 3177-2021

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

I have blind Cc all friends and family (respecting your privacy) that I believe would want to know what's happening with this ordinance. I ask that each of you pray and email the city officials your thoughts regarding what I have written below. I am okay with you using what I wrote for your message. What I have written is the truth. Untinted we stand and divided we fall. We must always strive for what is right, good and promised holding our elected officials accountable to their promise. I have added a list of the city councils emails at the bottom of this message.

I believe this shop kenai program your creating with the promised small business covid-19 funds should be \$1,178,000 number you promoted and promised originally. The Bible says let your yes be yes and your no be no. You got praise and were thanked when you promoted giving these funds to small business. I understand non-profit and large business got a huge bulk of the COVID-19 stimulus. I don't understand why because non profits receive federal grants and big business (Home Depot & wallmart) were never forced to close with threats of jail time and fines. After distributing funds you had \$1,178,000 left that was allotted for small business. You failed to help small business and kept it as slush funds in your general account. You did this by allotting the fund to firefighter wages. These wages were already covered in the general fund. This makes the newly stashed money become a slush fund for city to use however they wish. Now after community push back....you only wish to purpose \$100,000 of that promised \$1,178,000 money for the shop kenai program. You promised the businesses \$1,178,000 balance for economic recovery. You kept the \$1,078,000 for your slush fund. This is wrong. People are closing their businesses everywhere loosing the american dream. People in the community and businesses are suffering; enough is enough.

As a business owner I'm reaching out in support of council member Teea Winger's ammendment to ordinance number 3177-2021 with the exception of the amount originally promised (\$1,178,000). I believe this funding should go towards helping the local economy and local businesses through the shop Kenai program; as you allotted and promised. The COVID-19 economic stimulus needs to go to the businesses to help them survive. YOU promised as city officials & promoted \$1,178,000.00

would go to small business. Now you choose to designate it to firefighter patrol. This payroll was already accounted for in the general budget. No additional funds were needed for this..... Doing this made the promised small business support become a city of kenai slush fund that is NO longer governed by Covid-19 stipulations through borough, state and federal level. Basically you can do whatever you wish with the general fund extras.... You gave businesses hope with your promise. Then behind closed doors publicly during the assembly meeting you patted yourselves on the back during a city hall meeting bragging about keeping the promised funds in your general spending account before they expired DEC 31st 2020. You were all so proud and happy at the expense of small business and the community. Teea did not Bragg and Teea was just as disturbed as the businesses and community that were let down. This seems fraudulent and corrupt.

All local businesses took a huge hit from COVID closures/mandates at the beginning of last year and are still drastically impacted. 110,000 small business have closed throughout the USA in the last three months. These are reported stats that reflect the real suffering small business is going through. Businesses have double the bills with both home bills and store front bills.

This program needs to be heavily promoted for a duration of three months to help businesses get through the winter months, along with having a few different voucher amounts to get the most impact (by allowing low income community members to participate in the program as well).

I plan to expand my business this year in Kenai and bring new services to the community but I've been watching how bad and drastically the unfounded unconstitutional mandates have impacted the small businesses all in the name of COVID 19. This program has the ability to help bring in business and help the local community members who are struggling as well. Local businesses need the support of community members and this will drive sales, helping to stimulate the economy and helping local businesses survive. It's sad to see how many businesses have closed their doors Once and for all due to unlawful, unconstitutional, unfounded, illegal government overreach in the name of "Safety or COVID-19." Keep your promise and allow the \$1,178,000 to be put in to small business preventing more businesses from going under.

When you drive around Kenai you see half empty malls and suffering businesses everywhere. Now is your opportunity to show the businesses you are a "ALL AMERICAN CITY" that keeps promises and supports the businesses bringing both faith and hope back to kenai again. This community is watching your actions. Now is the time to do what is right. Do what you promised. Stick to your promise and help kenai prevail. This is a win win and will also gain Kenai sales tax revenue.

I would like this to be read aloud during public comment due to the fact that I won't be able to attend while running my business.

The city of kenai emails are below (copy & paste them in to your email),

City of kenai emails

twinger@kenai.city

bmolloy@kenai.city

hknackstedt@kenai.city

bgabriel@kenai.city

postrander@kenai.city

iglendening@kenai.city

gpettey@kenai.city

If you have any questions at all ask me. I am always happy to help.

Katie Uei

Top Producing ICON Realtor

eXp Realty LLC

License #18597

Cell-(907)398-3864

"Real estate is the simplest, most consistent and easiest way to substantially increase your net worth!"

"You can have everything in life you want if you'll just help enough other people to get what they want!" -- Zig Ziglar

"Honesty and integrity will govern our actions Commitments made will be fulfilled Everyone will be treated with dignity and respect"

"Do you know anyone looking to buy or sell real estate? Please allow me the opportunity of contacting and assisting them. The highest compliment I could ever receive is a referral from your friends and family."

P Go Green! **Please consider the environment before printing this e-mail**

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CONFIDENTIALITY NOTICE:

This electronic mail transmission, and any attachment to it, contains privileged and confidential

information intended only for the personal and confidential use of recipient(s) designated above. If you are not the intended recipient of this communication, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any review, disclosure, copying, distribution or use of the contents of this information is strictly prohibited. If you have received this communication in error, please immediately notify the sender and please destroy the original message and all copies. Thank you



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3178-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ACCEPTING AND APPROPRIATING A COVID CARES ACT FOR OLDER ADULTS AND THEIR CAREGIVERS 2021 GRANT PASSED THROUGH THE STATE OF ALASKA FOR KENAI SENIOR CENTER EXPENDITURES IN SUPPORT OF ITS RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY.

WHEREAS, the first coronavirus patient in Alaska was diagnosed in Anchorage on March 12, 2020, and other positive diagnoses have since occurred on the Kenai Peninsula; and,

WHEREAS, Governor Mike Dunleavy issued a Declaration of Public Health Disaster Emergency on March 11, 2020, and the President of the United States issued a Proclamation Declaring a National Emergency on March 13, 2020; and,

WHEREAS, the United States Department of Health and Human Services announced on April 21, 2020, nearly \$1 Billion in CARES Acts Grants to Support Older Adults and People with Disabilities in the community during the COVID-19 Public Health Emergency; and,

WHEREAS, the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services requested proposals from current Senior and Disabilities Services grantees who service Older Alaskans and their Caregivers to provide services through the COVID Relief for Older Adults and their Caregivers program for the State of Alaska in FY21; and,

WHEREAS, the Kenai Senior Center is a long-standing grantee of the Title III funding through the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services; and,

WHEREAS, the Kenai Senior Center has applied and been awarded a grant for \$39,230.83 for services offered beginning January 1, 2021 – June 30, 2021; and,

WHEREAS, acceptance of these funds is in the best interest of the City, its business and its residents.

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

Section 1. That the City Manager is authorized to accept a grant in the amount of \$39,230.83 from the United States Department of Health and Human Services passed through the State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services for Kenai Senior Center expenditures in support of its response to the COVID-19 Public Health Emergency.

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

Senior Citizen Fund:

Increase Estimated Revenues –	
Federal Grants	<u>\$39,230.83</u>
Increase Appropriations – Home Meals:	
Salaries	\$ 8,212.83
Medicare	119.00
Social Security	509.00
Unemployment Insurance	82.00
Workers Compensation	308.00
Operating & Repair Supplies	14,000.00
Machinery & Equipment	<u>16,000.00</u>
	<u>\$39,230.83</u>

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


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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: 

Introduced: January 6, 2021
Enacted: January 20, 2021
Effective: January 20, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: December 28, 2020
SUBJECT: **Ordinance No. 3178-2021**

The State of Alaska, Department of Health and Social Services, Division of Senior and Disabilities Services requested proposals from current Senior and Disabilities Services (Title III) grantees to provide services through the COVID Relief for Older Adults and their Caregivers program. The intent of this grant is to provide disaster assistance related to relief services for Coronavirus mitigation and/or health and safety services needed, and for grant funds to ensure the health and safety of older adults and their caregivers during the COVID-19 public health emergency.

The funding from this grant is to be utilized from January 1, 2021 – June 30, 2021. The Kenai Senior Center's application requested funding for a temporary part-time meal driver, a new kitchen range/oven for the Center and supplies to provide approximately 200 emergency kits for Kenai - area seniors.

On December 16, 2020, we received notification of our award for the full amount of \$39,230.83.

Your support for the Ordinance No. 3178-2021 is greatly appreciated.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY OF KENAI, ALASKA, APPROVING AMENDMENTS TO THE KENAI COMMUNITY LIBRARY POLICIES TO ADOPT RULES REGARDING THE LENDING OF VARIOUS ELECTRONIC DEVICES AND TO MAKE HOUSEKEEPING CHANGES.

WHEREAS, KMC 1.56.020 - Authority for the Adoption of Rules, Regulations, and fines provides that the Library Director shall establish rules and regulations for the conduct and use of the Library, which rules and regulations shall be effective after approval by City Council and after being posted in the Library; and,

WHEREAS, the Library Director recommends changes to the In-Library Laptop Policy to reflect the addition of new electronic technology to the library collection; and,

WHEREAS, updating the In-Library Laptop Loan Policy to an Electronic Device Checkout Policy to reflect actual and best practice is in the best interest of the City and Library; and,

WHEREAS, the Electronic Device Checkout Policy will be posted in a location in the Library readily visible by Library users.

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

Section 1. That the City Council approves the following amendments and housekeeping changes to the Library's In-Library Laptop Loan Policy as recommended by the Library Director:

[IN-LIBRARY LAPTOP LOAN POLICY] ELECTRONIC DEVICE CHECKOUT POLICY

Checking out a device

a. The Kenai Community Library offers electronic devices for checkout. [LAPTOP COMPUTERS ARE AVAILABLE TO PATRONS FOR USE IN THE LIBRARY ONLY.] A patron must have a valid Kenai Community Library card or Alaska Library Catalog member library card. [MUST BE PRESENTED AT CHECK-OUT AND A LAPTOP LIABILITY] and an Electronic Device Liability form must be [FILLED OUT AND] on file. A library card is considered valid if the patron's information is current and the account is in good standing.

b. Patrons must be at least thirteen (13) years of age to borrow [A LAPTOP] an electronic device. Patrons thirteen (13) to seventeen (17) years of age must have a parent or legal guardian sign a liability form in person before first check-out. [PATRONS THIRTEEN (13) TO SEVENTEEN (17) YEARS OLD WHO DO NOT HAVE A KENAI COMMUNITY LIBRARY CARD, BECAUSE OF PARENTAL CHOICE, MUST PROVIDE WRITTEN AUTHORIZATION FROM A PARENT OR LEGAL GUARDIAN.] The parent/legal guardian assumes responsibility for the [LAPTOP] electronic device. [ON THEIR KENAI COMMUNITY LIBRARY CARD. A LIBRARY CARD IS

CONSIDERED VALID IF THE PATRON'S INFORMATION IS CURRENT AND THE ACCOUNT IS IN GOOD STANDING.]

Available Devices

a. [C. LAPTOPS] In-library laptops are available for loan at the service desk on a first-come, first-served basis. Holds or advance bookings for laptops are not available. The loan period for laptops is two (2) hours, which may be extended subject to staff approval. Laptops must be returned at least fifteen (15) minutes prior to library closing. In-library laptops should never be left unattended. Removal of an in-library device from the library building constitutes theft. [USERS MUST ABIDE BY THE INTERNET SAFETY POLICY.]

[D. NO FOOD OR DRINK IS ALLOWED WHEN USING THE LAPTOP.]

b. Chromebooks are available for checkout for 21 days with one renewal if no other holds exist. Holds on Chromebooks can be placed by calling the Kenai Community Library during business hours. Chromebooks will be held for no more than two (2) days. Chromebooks must be picked up and dropped off at the Kenai Community Library only. Chromebooks should never be left unattended. Overdue Chromebooks will be remotely disabled at three (3) days overdue and replacement costs will be assessed at seven (7) days overdue.

Patron Responsibilities

a. Patrons must abide by the Internet Safety policy and all other applicable policies. Copies of these policies are available on the library's website or upon request at the service desk. Patrons are responsible for any violation of this and all other applicable library policies.

b. Patrons may not tamper with, alter or delete any settings or configurations, or install software on the device.

c. Patrons will not engage in any illegal activity using an electronic device.

d. Patrons may borrow no more than one device at the same time.

e. [THE LOAN PERIOD IS TWO (2) HOURS. LAPTOPS ARE CHECKED OUT AND RETURNED TO THE CIRCULATION DESK. UPON RETURN OF THE LAPTOP, USERS ARE REQUIRED TO WAIT WHILE THE COMPUTER IS CHECKED TO ENSURE ALL EQUIPMENT IS INTACT. LOAN PERIOD MAY BE EXTENDED SUBJECT TO STAFF APPROVAL.] All devices must be returned to a library staff member and will be checked for damage before check-in. [LAPTOPS MUST BE RETURNED AT LEAST THIRTY (30) MINUTES PRIOR TO LIBRARY CLOSING]

f. Documents should be saved to a USB drive or cloud storage. The Library does not provide these devices. All user files will be deleted when the [Laptop] device is turned off. [PRINTING FROM THE LAPTOP IS NOT AVAILABLE. THE LIBRARY IS NOT RESPONSIBLE FOR LOST FILES FOR ANY REASON.]

g. The Kenai Community Library is not responsible for any loss or damage to library user's data or media due to viruses, hardware, software, electrical surge or failure, battery failure or any other cause while the library user is using library electronic devices.

h. [G.]**The user agrees to assume any and all liability for the cost of repair or replacement** in the event of loss due to theft, damage whether intentional or unintentional, negligence or misuse. A repair fee will be levied for damaged [LAPTOPS] devices and/or accessories based on the cost of the repairs [PLUS AN ADMINISTRATIVE FEE]. Any [LAPTOP] equipment malfunctions or loss should be reported immediately to Library staff. Fees for the [laptop computer] electronic device [, POWER CORD OR ADAPTER] and/or accessories will be charged based on replacement cost.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Katja Wolfe, Library Director

DATE: January 8, 2021

SUBJECT: **Resolution 2021 - 01 Regarding Various Electronic Devices**

The purpose of this resolution is to update the language in the In-Library Laptop Loan policy in order to allow expansion of our collection of circulating electronic devices and to use best practices in electronic device management. The proposed changes will allow us to offer cost-effective cloud-computing devices for checkout and home use, in addition to the more traditional PCs we currently provide.

Thank you for your consideration.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021 - 02

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, FURTHER EXTENDING THE DISASTER EMERGENCY DECLARATION FOR THE CITY OF KENAI MADE ON MARCH 18, 2020 IN RESPONSE TO THE COVID-19 HEALTH EMERGENCY.

WHEREAS, pursuant to AS 26.23.140 the City Manager, as the principal executive officer of the City, issued a Disaster Emergency Declaration on March 18, 2020 for a period not to exceed seven days in response to the COVID-19 public health emergency; and,

WHEREAS, that same day, the City Council extended the Disaster Emergency Declaration for 90 days, which expired on June 16, 2020; and,

WHEREAS, on June 3, 2020, the City Council passed Resolution 2020-40, extending the Disaster Emergency Declaration for 90 days, with an expiration date of September 15, 2020; and,

WHEREAS, on September 2, 2020, the City Council passed Resolution 2020-73, again extending the Disaster Emergency Declaration to December 31, 2020; and,

WHEREAS, on December 16, 2020, the City Council passed Resolution 2020-96, again extending the Disaster Emergency Declaration to January 31, 2021; and,

WHEREAS, while the City, State and Nation move towards reopening business and resuming certain activities the City Council expects that the continued impact of COVID-19, including public health risks, restrictions on travel, and economic impacts will be of a severity and magnitude that is beyond the authority and capacity of the City to provide an effective response without assistance; and,

WHEREAS, many public and private facilities remain closed or only partially opened, gatherings and other events remain cancelled or postponed in order to prevent the transmission of COVID-19; and,

WHEREAS, these events continue to have a significant impact on business, commerce, and the local economy now and likely in the future, as the COVID-19 vaccine is limited at this time and it is not yet known when it will become widely available and impacts from restrictions imposed to reduce transmission will impact the City through the winter; and,

WHEREAS, it is in the best interest of the City to further extend the Disaster Emergency Declaration emergency issued by the City Manager for 28 days, until February 28, 2021.

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

Section 1. That the City Council of the City of Kenai further extends, until February 28, 2021, or until repealed sooner, the Disaster Emergency Declaration issued by the City Manager on

Resolution No. 2021-02
Page 2 of 2

March 18, 2020 pursuant to AS 26.23.140, and subsequently previously extended by this Council, due to the current and expected imminent impacts of the COVID-19 health emergency.

Section 2. That the City requests that the State of Alaska provide disaster assistance to the City by making available resources as needed in the ongoing response and recovery from the current and potential impacts of this health emergency, to provide individual assistance for affected businesses and individuals, and to provide technical expertise and guidance, to help the City in its response and recovery from this event.

Section 3. That the City additionally requests assistance from federal agencies where state capability is not adequate.

Section 4. That a copy of this declaration will be promptly filed with the Alaska Division of Homeland Security and Emergency Management.

Section 5. That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Paul Ostrander, City Manager
DATE: January 12, 2021
SUBJECT: **Resolution 2021-02 – Extending the Disaster Emergency Declaration**

The Disaster Emergency Declaration issued on March 18, 2020 and extended by the City Council, is set to expire on January 31, 2021. Based on the continued impact of the COVID-19 public health emergency, an extension until February 28, 2021 is warranted.

Extending the emergency declaration will extend:

1. Temporary leave to employees to address COVID-19 related illness, emergency closures of facilities, and transmission reduction.
2. City Moratorium on penalty and interest for water and sewer accounts.
3. City Moratorium on water and sewer disconnect for non-payment.

An extension of the Disaster Emergency Declaration will also allow the Mayor or other current Presiding Officer authority to waive certain provisions of Code related to scheduling, teleconference participation, public participation, and other related provisions of code related to meetings of the Council and other advisory and adjudicatory bodies, if deemed necessary.

An extension will additionally provide to the City Manager the authority to take emergency actions that may be necessary to protect critical functions of the City and protect the health and safety of City employees and the public. These include alternative scheduling for Police Officers and Public Safety Dispatchers and planning for coverage during COVID-19 related absences.

As Administration looks toward the recovery aspect of this public health emergency, we look forward to taking actions to resume regular operations and services and support the restoration of businesses and the community while balancing the need to return to normalcy with the health and safety of City employees and the public.

Your consideration is appreciated.



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2021-03

A RESOLUTION OF THE CITY OF KENAI, ALASKA, SUPPORTING AN AMENDMENT UNDER CONSIDERATION BY THE KENAI PENINSULA BOROUGH ANADROMOUS WATERS HABITAT PROTECTION WORK GROUP TO ALLOW LIMITED COMMERCIAL ACTIVITIES WITHIN THE HABITAT PROTECTION DISTRICT IN THE CITY OF KENAI.

WHEREAS, Kenai Peninsula Borough Code Chapter 21.18- Anadromous Waters Habitat Protection, established an anadromous waters habitat district on all lands within 50 horizontal feet of certain waters including the Kenai River; and,

WHEREAS, City Administration had been in contact with the Borough in regards to allowing greater flexibility for development within the habitat protection district in certain areas in the City that have historical commercial/ industrial uses and existing footprints in the district and are zoned industrial or commercial; and,

WHEREAS, it is important that there is reasonable flexibility for responsible development, or re-development along the river in certain areas as long as the purposes of Chapter 21.18 can be maintained; and,

WHEREAS, the Borough recently established an Anadromous Waters Habitat Protection Work Group to review KPB Chapter 21.18 and make recommendations; and,

WHEREAS, the City Administration worked with the Work Group's Chair, Robert Ruffner, and the Borough's Legal Department to develop a proposed amendment to 21.18; and,

WHEREAS, the amendment provides a permit process for certain commercial development within the habitat protection district in the City of Kenai; and,

WHEREAS, the uses that can be permitted include docks, boat launches, pedestrian stairs and boardwalks, utility infrastructure and other activities that do not expand the applicants surface area footprint, within the habitat protection district; and,

WHEREAS, allowing a process for responsible commercial development within the Borough created Habitat Protection District in the City of Kenai is in the City's best interest.

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

Section 1. That the City Council support an amendment to KPB Chapter 21.18 that allows for responsible development in certain areas of the Habitat Protection District in the same or a similar form as provided in the attached recommendation from Sean Kelley, dated January 14, 2014.

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

Resolution No. 2021-03
Page 2 of 2

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Scott Bloom, City Attorney

DATE: January 14, 2021

SUBJECT: **Resolution 2021-03 Anadromous Waters Habitat Protection**

Resolution 2021-03 supports an amendment to KPB Chapter 21.18- Anadromous Waters Habitat Protection that would allow responsible development within the habitat protection district in certain areas in the City of Kenai. KPB Chapter 21.18 creates a habitat protection district 50 horizontal feet from certain anadromous waters including the Kenai River, for the purpose of protecting and preserving anadromous fish, providing a guide for growth and development, achieving goals and implementing policies of the Borough's comprehensive plan, protecting and enhancing property values and continuing to enjoy the prosperity and abundance provided by anadromous fish. This habitat district has restricted certain development along the river. Within the City of Kenai, there is existing commercial and industrial development along the river that would benefit from further development or redevelopment that has previously been prohibited by KPB 21.18. The City Administration has worked with a Borough Work Group, reviewing KPB Chapter 21.18 to promote an exception for development in the City in these industrial and Commercial zones (and in other municipalities) that would allow for reasonable commercial or industrial uses of the land that either are water dependent with mitigation or would not expand the existing development footprint.

Your support and consideration for the approach provided in the attached memo from Sean Kelley is appreciated.

Kenai Peninsula Borough

Legal Department

MEMORANDUM

TO: Robert Ruffner, Chair
Members, Anadromous Waters Habitat Protection Work Group

THRU: Melanie Aeschliman, Planning Director *MA*
Samantha Lopez, Acting River Center Manager *SL*

FROM: Sean Kelley, Deputy Borough Attorney *SK*

COPY: Paul Ostrander, City of Kenai Manager

DATE: January 14, 2021

RE: Commercial Activities Re-Write – KPB 21.18.072 – to Improve the Permitting Code Related to Commercial Activities

This proposed amendment was drafted in collaboration with City of Kenai Administration pursuant to Chair Ruffner's request.

KPB 21.18.072 (Limited commercial activity within the habitat protection area) is the only section of code within KPB 21.18 specific to commercial or business activities, uses or structures with the HPD. The current wording of this section permitting commercial activities is difficult to interpret, often open to debate, and has proven to have little useful, practical application. For example, in the past 5 years, it appears that no permits have been issued under this section of code.

It has been requested that this group review commercial activities, specifically commercial activities within the municipal district, to allow necessary flexibility, including development or re-development, for growth within our cities while at the same time continuing to protect important fish habitat.

The proposed amendment essentially repeals current KPB 21.18.072 and replaces it with a more efficient, standard-driven permitting process specific to commercial activities. The opening paragraph establishes a permit process for commercial activities within a municipal district. Subsection A provides for activities that do not require a permit pursuant to KPB 21.18.065. Subsection B provides 4 categories of allowed commercial activities with the HPD. Subsection C provides the general standards applicable to a permit application under this section. Subsection D sets out the general conditions. Subsection E provides that commercial activities not permitted under this section are prohibited, unless the use or structure otherwise qualifies for prior existing status under KPB 21.18.090.

Page 2 of 4

January 14, 2021

To: Anadromous Waters Habitat Protection Work Group

RE: Commercial Activities (KPB 21.18.072) Repeal & Replace

This proposed amendment provides the planning commission authority to impose permit conditions necessary to meet the general standards. The proposed amendments will require mitigation when the proposed activity seeks to expand the applicant's surface footprint within the HPD.

Code additions are in **bold** underline and code deletions are shown in [CAPS], bracketed. Since this amendment proposes a repeal and replace, the deleted code follows the proposed new language for this section.

21.18.072. - Limited commercial activity within habitat protection district [AREA].

Within the habitat protection district and subject to the requirements of this chapter, the planning commission may issue a permit for commercial activities to be conducted within the municipal district as defined in KPB 21.04.010. Commercial activities are operations, uses, structures or other activities implemented for a private business purpose. Public parks, docks, and other public infrastructure are not considered commercial activities for purposes of this section.

A. Activities not requiring permit. Commercial activities of the same nature as those allowed under KPB 21.18.065 do not require a permit under this section.

B. Allowable Activities. The following commercial activities, uses or structures may be permitted under this section:

- 1. Dock and boat launch.**
- 2. Stairs and pedestrian use boardwalks.**
- 3. Gas, electric, water or other utility connections, lines, or poles.**
- 4. Other activities, uses, or structures that either do not expand the applicant's surface area footprint within the habitat protection district or are necessary to the operation of the applicant's business and cannot be located outside of the habitat protection district due to conditions specific to the property. The burden is on the applicant, through a registered professional engineer, to show that conditions specific to the property exist.**

C. General standards. The following standards apply to permits issued under this section:

Page 3 of 4

January 14, 2021

To: Anadromous Waters Habitat Protection Work Group

RE: Commercial Activities (KPB 21.18.072) Repeal & Replace

1. The use or structure will not damage the riparian ecosystem or riparian wetlands. If substantial evidence supports a finding that the use or structure will damage the riparian ecosystem or riparian wetlands, then mitigation shall be required.
 2. Granting of the permit shall be consistent with the purposes of this chapter, the borough comprehensive plan, other applicable chapters of the borough code, and other applicable planning documents adopted by the borough;
 3. The development of the use or structure shall not physically damage the adjoining property;
 4. The proposed use or structure is water-dependent or does not expand the surface area footprint of the structure or use in the habitat protection district.
 5. Applicant or owner's compliance with other borough permits and ordinance requirements.
 6. If the use or structure expands the applicant's surface area footprint within the habitat protection district then mitigation offsets shall be required.
- D. General Conditions. The planning commission may impose permit conditions that it finds are necessary to meet the standards under this section and establish such conditions on the commercial activity, use or structure, for which the permit is granted as it determines necessary to prevent erosion, sedimentation, ground or surface water pollution, or damage to the habitat protection district, riparian wetlands, or riparian ecosystems. The planning commission may require the performance of mitigation activities to offset impacts that the planning commission finds may occur as a result of the proposed project or activity.
- E. Prohibited Activities. A commercial activity, use or structure, that is not permitted under this section and does not qualify for prior existing status under KPB 21.18.090 is prohibited.
- F. Application procedure. Applicants must complete the application and pay any applicable filing fee(s) to the river center on a form provided by the river center and receive planning commission approval prior to commencement of the project. An applicant's failure to abide by the terms and conditions of the planning commission's resolution approving the permit is grounds for revocation of the permit and removal of all non-compliant uses or structures.

Page 4 of 4

January 14, 2021

To: Anadromous Waters Habitat Protection Work Group

RE: Commercial Activities (KPB 21.18.072) Repeal & Replace

[THE PLANNING COMMISSION MAY ISSUE A PERMIT FOR ACTIVITIES TO BE CONDUCTED WITHIN OR USING THE HABITAT PROTECTION AREA AS PROVIDED IN THIS SECTION. PERMITS ARE REQUIRED FOR COMMERCIAL ACTIVITIES OF THE SAME NATURE AS THOSE ALLOWED UNDER KPB 21.18.065 FOR PRIVATE NON-COMMERCIAL USE UPON CONDITIONS THAT THE ACTIVITY IS LIMITED TO PEDESTRIAN USE OVER BOARDWALKS, STAIR AND DOCKS NECESSARY TO ALLEVIATE THE INCREASED LEVELS OF ACTIVITY ATTENDANT TO THE COMMERCIAL ACTIVITY. A PERMIT MAY NOT BE ISSUED UNLESS THE PLANNING COMMISSION DETERMINES THE ACTIVITY WILL BE CONDUCTED IN A MANNER THAT DOES NOT RESULT IN SIGNIFICANT EROSION, SEDIMENTATION, DAMAGE TO THE HABITAT PROTECTION DISTRICT, AN INCREASE IN GROUND OR SURFACE WATER POLLUTION, AND DAMAGE TO RIPARIAN WETLANDS AND RIPARIAN ECOSYSTEMS. IN GRANTING A PERMIT, THE PLANNING COMMISSION MAY ESTABLISH SUCH CONDITIONS ON THE DEVELOPMENT, USE OR OPERATION OF THE ACTIVITY OR FACILITY FOR WHICH THE CONDITIONAL USE PERMIT IS GRANTED AS IT DETERMINES NECESSARY TO PREVENT SIGNIFICANT EROSION, SEDIMENTATION, DAMAGE TO THE HABITAT PROTECTION DISTRICT, AN INCREASE IN GROUND OR SURFACE WATER POLLUTION, AND DAMAGE TO RIPARIAN WETLANDS AND RIPARIAN ECOSYSTEMS. THE ACTIVITY MUST BE CONDUCTED ON A PORTION OF PROPERTY ADJACENT TO THE PROPERTY WITHIN THE HABITAT PROTECTION AREA FOR WHICH THE PERMIT IS SOUGHT.]



Sponsored by: Legal

CITY OF KENAI

RESOLUTION NO. 2021-04

A RESOLUTION OF THE CITY OF KENAI, ALASKA, ACCEPTING A QUITCLAIM DEED FROM THE KENAI PENINSULA BOROUGH FOR THE LAND DESCRIBED AS T.6N., R.11W. SEC. 31, LOTS 40,41, AND 42 CONTAINING 3.75 ACRES, MORE COMMONLY KNOWN AS THE 4TH AVENUE PARK, FOR THE PUBLIC PURPOSE OF MAINTAINING A PUBLIC PARK.

WHEREAS, the 4th Avenue Park was previously owned by the federal government which granted the property to a home owners association, which lost the property through a tax foreclosure process from which the City obtained ownership; and,

WHEREAS, since 1978 the City owned 4th Avenue Park and maintained it as a public park until the United States Bureau of Land management in 2000, reasserted ownership of the Park based on a reverter clause in its original patent to the home owners association, recording its decision in 2018, and subsequently conveying the property to the State of Alaska; and,

WHEREAS, Resolution 2019-83 passed by the Council on December 18, 2019 requested the Kenai Peninsula Borough to select the 4th Avenue park from the State through its municipal land entitlement for the purpose of conveying the property back to the City; and,

WHEREAS, the Borough has obtained title to the 4th Avenue Park from the State and now desires to grant the property via quitclaim deed to the City to be maintained as a Park pursuant to KPB Ordinance 2020-04 for \$1.00; and,

WHEREAS, it is in the best interest to accept conveyance of the property from the Borough for the public purpose of continuing to maintain the property as a park; and,

WHEREAS, there is no need to obtain an appraisal, as the City is not purchasing the property for more than a nominal sum.

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

Section 1. That the City Council authorizes the City Manager to accept a quitclaim deed from the Kenai Peninsula Borough for the land described as T.6N., R.11W. Sec. 31, Lots 40, 41, and 42 containing 3.75 acres, more commonly known as the 4th Avenue park, for the public purpose of maintaining a public park open to the general public.

Section 2. That the public interest is not served by obtaining an appraisal on the subject property because the purchase price is nominal.

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

Resolution No. 2021-04
Page 2 of 2

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20th day of January, 2021.

BRIAN GABRIEL, SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Scott Bloom, City Attorney

DATE: January 14, 2021

SUBJECT: **Resolution 2021-04 – Acceptance of a Deed to the 4th Avenue Park**

This Resolution approving acceptance of a deed to the 4th Avenue Park from the Kenai Peninsula Borough is the culmination of a bureaucratic nightmare. At statehood, the property was owned by the federal government who patented the land to a home owners association, with the caveat that it had to be retained as a park. The homeowners association did not pay taxes on the land and the land was foreclosed on by the Borough. The City requested the land from the Borough and the Kenai Superior Court issued a deed to the City in 1978. Many years later the federal government found out the Homeowners Association no longer owned the land, and made a decision in 2000 that it once again owned the property, ignoring our State Superior Court. The City did not appeal the federal government's decision in 2000 but continued to maintain and operate the park as the owner until the federal government recorded its assertion of ownership in 2018. Rather than sue the federal government to quiet title, the City worked with the federal government on a plan to get the Park back into City ownership. No, not that the federal government would grant title to the City, instead that the feds would grant title to the state, who would then grant title to the borough that would then grant title to the City. This would not have been possible without the cooperation of the Borough.

Your consideration and support is appreciated.

LMD 19-38

QUITCLAIM DEED

The GRANTOR, KENAI PENINSULA BOROUGH, (“KPB”), an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669, for one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, and pursuant to Assembly Ordinance 2020-04 conveys and quitclaims unto the GRANTEE, CITY OF KENAI, whose address is 210 Fidalgo Avenue, Kenai, Alaska 99611, all interest it has, if any, in the following described real property (“the PROPERTY”):

Government Lots 40, 41 and 42 within Section 31, T6N, R11W, Seward Meridian, Kenai Recording District, Third Judicial District, State of Alaska

TOGETHER WITH all the improvements thereon, if any, and all rights of the Grantor to any and all hereditaments and appurtenances hereto, and

SUBJECT TO any taxes and assessments, exceptions, reservations, restrictions, rights of entry, conditions, covenants, easements, rights-of-way, encroachments either of record or ascertainable by physical inspection.

FURTHER SUBJECT TO the following deed restriction:

That, pursuant to Kenai Peninsula Borough Ordinance 2020-04, this deed requires that the PROPERTY be used as a park only and that it not be limited to use by Kenai residents but rather shall be open to the general public. If at any time the PROPERTY is used for purposes other than a park, the PROPERTY shall revert to the Kenai Peninsula Borough.

Dated this ____ day of _____, 2021.

KENAI PENINSULA BOROUGH

Charlie Pierce, Mayor

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Johni Blankenship,
Borough Clerk

Sean Kelley,
Deputy Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____day of _____, 2021 by Charlie Pierce, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

Notary Public in and for Alaska
My commission expires: _____

ACCEPTANCE:

CITY OF SOLDOTNA:

Paul Ostrander, City Manager

ATTEST:

Jamie Heinz,
City Clerk

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021 by Paul Ostrander, City Manager of the City of Kenai, an Alaska municipal corporation, for and on behalf of the corporation.

Notary Public in and for Alaska
My commission expires: _____

Please return to: City of Kenai
 210 Fidalgo Avenue
 Kenai, Alaska 99611

Introduced by:	Mayor
Date:	01/21/20
Hearing:	02/04/20
Action:	Enacted as Amended
Vote:	8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2020-04**

**AN ORDINANCE AUTHORIZING THE MAYOR TO SELECT A PARCEL OF LAND
IN THE CITY OF KENAI THROUGH THE KENAI PENINSULA BOROUGH'S
MUNICIPAL ENTITLEMENT LAND GRANT AND AUTHORIZING THE
CONVEYANCE OF THE PARCEL TO THE CITY OF KENAI FOR A MUNICIPAL
PARK**

- WHEREAS**, City of Kenai Resolution No. 2019-83, dated December 18, 2019, requested that the borough select Kenai Peninsula Borough parcel #043-050-17 through the state municipal entitlement program and convey the parcel to the City of Kenai in order to return ownership of the parcel to the City of Kenai in an efficient and timely manner; and
- WHEREAS**, the 3.75-acre parcel #043-050-17 is legally described as Government Lots 40, 41, and 42 within Section 31, T. 6N., R. 11W., S.M., Kenai Recording District, Third Judicial District, State of Alaska; and
- WHEREAS**, the property on which the Park sits was originally patented from the BLM to the North Kenai Home Owners Association (“HOA”) with the restriction that it could only be used for playground purposes and could not be further conveyed without BLM consent; and
- WHEREAS**, the parcel was transferred to the City of Kenai in 1978 by Clerk’s Deed through tax foreclosure by the Kenai Peninsula Borough (BK 126, PG 786-788, Kenai Recording District); and
- WHEREAS**, subsequent to the City of Kenai receiving the parcel through Clerk’s Deed, the United States Bureau of Land Management re-asserted ownership of the parcel through a reversionary provision of the original patent to North Kenai Home Owners Association, Inc.; and
- WHEREAS**, the State of Alaska, pursuant to Section 6(b) of the Alaska Statehood Act of July 7, 1958, Pub. L. 85-508, 72 Stat. 339, as amended, selected the lands and subsequently received patent to the lands (#50-2019-0040) on January 25, 2019; and
- WHEREAS**, the City of Kenai currently maintains the 4th Avenue Park on the property and has done so since the 1970s; and

WHEREAS, within the 2016 Imagine Kenai 2030 Comprehensive Plan, Object 2 of Goal 6 is to maintain existing recreational opportunities and plan for new parks and recreation improvements; and

WHEREAS, the 4th Avenue Park is included within the City of Kenai's inventory of parks and recreational areas, including on the city's website and within the 2016 Imagine Kenai 2030 Comprehensive Plan, with the listed amenities of a playground, basketball court, shelter, barbecue grill, and baseball field; and

WHEREAS, acquisition of parcel #043-050-17 by the borough and conveyance to the City of Kenai would further Goal 6, Objective 2 of the 2016 Imagine Kenai 2030 Comprehensive Plan; and

WHEREAS, the Kenai Peninsula Borough (KPB) is entitled to select 155,780 acres of land under AS 29.65.010 municipal general land grant entitlement; and

WHEREAS, the KPB, as of this date, has a remaining entitlement of approximately 13,000 acres; and

WHEREAS, the 3.75-acre parcel #043-050-17 has an assessed value of \$56,000; and

WHEREAS, the Kenai Peninsula Borough Planning Commission held a public hearing on January 27, 2020 and recommended approval by unanimous consent;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the mayor is authorized to submit an application pursuant to AS 29.65.010 to the State of Alaska Department of Natural Resources for parcel #043-050-17, legally described as Government Lots 40, 41, and 42 within Section 31, T. 6N., R. 11W., S.M., Kenai Recording District, Third Judicial District, State of Alaska.

SECTION 2. That pursuant to KPB 17.10.120(D) the Assembly finds that conveying the above-described property at less than fair market value to the City of Kenai for continued use as a park is in the best interest of the borough.

This finding is based on the following facts:

- a. The conveyance will benefit borough residents by allowing the continuation of a municipal park within the City of Kenai that will be available to both city and non-city residents.
- b. The City of Kenai will be responsible for the costs of maintenance and operation of the park for the benefit of the city and other borough residents.


- c. Charging fair market value for this property would preclude the use of such funds for the maintenance and operation of the park.
- d. The offer to convey the above-described property must be accepted within 60 days after enactment of this ordinance.

SECTION 3. The mayor is authorized, pursuant to KPB 17.10.100(D), (E), and (I) to convey property to the City of Kenai as described in Section 1 above for the sum of \$1. Borough land shall be conveyed to the City of Kenai by Quitclaim Deed. The City of Kenai shall be responsible for title insurance and any other closing costs.

SECTION 4. There shall be a restriction placed on the deed to the City of Kenai. The deed restriction shall require that the parcel be used as a park only and that it not be limited to use by Kenai residents but rather shall be open to the general public. If at any time the parcel is used for purposes other than a park, the parcel shall revert to the borough.


SECTION 5. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF FEBRUARY, 2020.

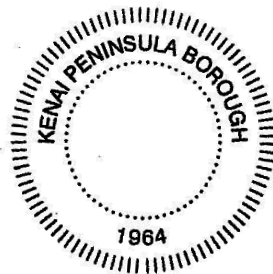


 Kelly Cooper, Assembly President

ATTEST:



 Johni Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Blakeley, Carpenter, Cox, Hibbert, Johnson, Smalley, Cooper
 No: None
 Absent: Dunne



State of Alaska



Patent No. 24856

ADL No. 2 3 3 6 0 1

Know Ye By These Presents that the Grantor, the STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, 550 West 7th Avenue, Suite 1050A, Anchorage, Alaska 99501-3579, pursuant to AS 29.65.010 - .140, and the regulations promulgated thereunder, the Final Finding and Decision dated July 7, 2020, for good and valuable consideration, grants and conveys to the Grantee, KENAI PENINSULA BOROUGH, whose mailing address of record is 144 N Binkley Street, Soldotna, Alaska 99669, Grantee's successors and assigns, all that real property described as follows:

TOWNSHIP 6 NORTH, RANGE 11 WEST, SEWARD MERIDIAN, ALASKA
SECTION 31: LOTS 40, 41 AND 42.

ACCORDING TO THE SURVEY MAP APPROVED BY THE U.S. SURVEYOR GENERAL'S OFFICE IN JUNEAU, ALASKA JUNE 9, 1922, AND THE PLAT OF DEPENDENT RESURVEY AND SUBDIVISION OF SECTION 31, ACCEPTED BY THE UNITED STATES DEPARTMENT OF INTERIOR, BUREAU OF LAND MANAGEMENT IN WASHINGTON, D.C. ON DECEMBER 1, 1953.

AGGREGATING 3.75 ACRES, MORE OR LESS.

Situated in the Kenai Recording District.

Net chargeable acreage under as as 29.65 is 3.75 acres, more or less.

Subject To:

1. Lot 42 is subject to an easement fifty (50) feet in width along the surveyed section line in common with Section 31 and Section 32, Township 6 North, Range 11 West, Seward Meridian, for use as a public highway and for public utilities as established by AS 19.10.010.
2. ADL 391094, an Oil and Gas Lease, as now or hereafter amended, including by an applicable unit agreement
3. Valid existing rights, including reservations, easements, and exceptions in the U.S. Patent, or other state or federal conveyance, and in acts authorizing the issue thereof; easements, rights-of-way, covenants, conditions, reservations, notes on the plat, and restrictions of record, if any.

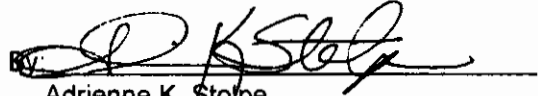
The Grantor hereby expressly saves, excepts and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, all oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils of every name, kind or description, and which may be in or upon said lands above described, or any part thereof, and the right to explore the same for such oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils, and it also hereby expressly saves and reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right to enter by itself, its or their agents, attorneys, and servants upon said lands, or any part or parts thereof, at any and all times for the purpose of opening, developing, drilling, and working mines or wells on these or other lands and taking out and removing therefrom all such oils, gases, coal, ores, minerals, fissionable materials, geothermal resources, and fossils, and to that end it further expressly reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right by its or their agents, servants and attorneys at any and all times to erect, construct, maintain, and use all such buildings, machinery, roads, pipelines, powerlines, and railroads, sink such shafts, drill such wells, remove such soil, and to remain on said lands or any part thereof for the foregoing purposes and to occupy as much of said lands as may be necessary or convenient for such purposes hereby expressly reserving to itself, its lessees, successors, and assigns, as aforesaid, generally all rights and power in, to, and over said land, whether herein expressed or not, reasonably necessary or convenient to render beneficial and efficient the complete enjoyment of the property and rights hereby expressly reserved.

To Have And To Hold the said land, together with the tenements, hereditaments, and appurtenances thereunto appertaining, unto the said Grantee and Grantee's successors and assigns forever.

[Signature page to follow]



In Testimony Whereof the State of Alaska has caused these presents to be executed by the Chief of the Realty Services Section, Division of Mining, Land and Water, Department of Natural Resources, State of Alaska, pursuant to delegated authority, this 5th day of November, 2020.

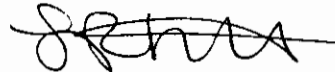


Adrienne K. Stolpe
Chief, Realty Services Section
Division of Mining, Land and Water
Department of Natural Resources

State of Alaska)
) ss.
Third Judicial District)

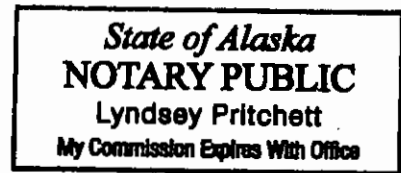
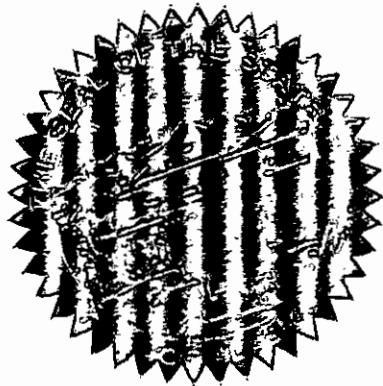
This is to certify that on the 5th day of November, 2020, personally appeared before me ADRIENNE K. STOLPE, who is known to me to be the person who has been lawfully delegated the authority of the Director of the Division of Mining, Land and Water, Department of Natural Resources, State of Alaska, to execute the foregoing document under such legal authority and with knowledge of its contents, and who acknowledged said document before me on behalf of Grantor.

Witness my hand and official seal the day and year in this certificate first above written.



Notary Public in and for the State of Alaska
My commission expires with office

Return to:
Kenai Peninsula Borough
144 N Binkley Street
Soldotna, Alaska 99669



Patent No. 24856
ADL No. 233601
Location Index:
T. 6 N., R. 11 W., S.M.
Section 31



**KENAI CITY COUNCIL – REGULAR MEETING
JANUARY 6, 2021 – 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 January 6, 2021, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Henry Knackstedt
Jim Glendinging
Victoria Askin

Robert Molloy
Teea Winger
Glenese Pettey

A quorum was present.

Also in attendance were:

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

3. Agenda Approval

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

- | | |
|--|--|
| Add to item G.3. | Ordinance No. 3177-2021 |
| | <ul style="list-style-type: none"> • Public Comment |
| Add to item G.5. | COVID-19 Response |
| | <ul style="list-style-type: none"> • USDA Farmers to Families Food Box Program Article • CARES Act Small Business Grant Timeline • CARES Act Program Expenditure Update |
| Add to item G.3. | Planning & Zoning Commission |
| | <ul style="list-style-type: none"> • McIntyre Resignation Letter |
| Additional Public Comment being provided in written format due to COVID-19 | |
| | <ul style="list-style-type: none"> • Nancy Lathey Email re. COVID-18 Vaccinations |

MOTION:

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

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

4. **Consent Agenda**

MOTION:

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

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

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

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

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

B. SCHEDULED PUBLIC COMMENTS

1. **Jodi Stuart** - Annual update of Project Homeless Connect.

Jodi Stuart presented an overview of the Project Homeless Connect event, provided data collected from the 2020 event, and encouraged Council to consider the homeless when making decisions regarding City partnerships and funding. Explained that due to COVID-19, the event that takes place in 2021 will be different than in previous years.

2. **Coy West** - City of Kenai Tourism and Marketing Update.

Coy West, CEO of Divining Point, provided an update on the work his marketing agency has done for the City of Kenai during the previous year. He discussed his plans for their upcoming campaign and presented a new video entitled "How Do You Alaska 1."

C. UNSCHEDULED PUBLIC COMMENTS – None.

D. PUBLIC HEARINGS

1. **Ordinance No. 3173-2020** - Accepting and Appropriating Asset Forfeiture Sharing Funds for the Police Department for the Purpose of Purchasing Law Enforcement Equipment.

MOTION:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3173-2020 and Council Member Knackstedt **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.

Clarification was provided regarding how and where the funds were allocated.

VOTE:

YEA: Gabriel, Knackstedt, Molloy, Winger, Glendening, Pettey, Askin

NAY:

MOTION PASSED UNANIMOUSLY.

2. **Ordinance No. 3174-2020** - Accepting And Appropriating a FM Global Fire Prevention Grant for the Purchase of Two Ipads and Accessories to be Used Toward Fire Prevention Efforts.

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3174-2020 and Council Member Winger **SECONDED** the motion.

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

Excitement was expressed for bringing on this equipment, having been used with success in other states. Clarification was provided that the Ipads would have protective cases.

VOTE:

YEA: Gabriel, Knackstedt, Molloy, Winger, Glendening, Pettey, Askin

NAY:

MOTION PASSED UNANIMOUSLY.

3. **Ordinance No. 3175-2020** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Fund, and Authorizing an Increase to the Construction Purchase Order to Kirila Fire, Inc.

MOTION:

Vice Mayor Molloy **MOVED** to enact Ordinance No. 3175-2020 and Council Member Askin **SECONDED** the motion.

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

Clarification was provided that, although most of the construction on this project was completed in March 2020, this purchase order would cover some remaining items that have been identified since then and they are outside the original scope of work.

VOTE:

YEA: Gabriel, Knackstedt, Molloy, Winger, Glendening, Pettey, Askin
 NAY:

MOTION PASSED UNANIMOUSLY.

4. **Ordinance No. 3176-2020** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and the Airport Snow Removal Equipment Capital Project Funds to Provide Supplemental Funding for the Project, and Authorizing a Purchase Agreement for the Purchase of a Replacement Wide-Area Tractor & Mower.

- **Substitute Ordinance No. 3176-2020**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3176-2020 and Council Member Glendening **SECONDED** the motion.

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

MOTION TO AMEND:

Council Member Knackstedt **MOVED** to amend Ordinance No. 3176-2020 by substitute and requested **UNANIMOUS CONSENT**. Council Member Glendening **SECONDED** the motion.

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

Clarification was provided that the tractor will be two-wheel drive.

VOTE ON THE MAIN MOTION AS AMENDED:

YEA: Gabriel, Knackstedt, Molloy, Winger, Glendening, Pettey, Askin
 NAY:

MOTION PASSED UNANIMOUSLY.

E. MINUTES

1. *Regular Meeting of December 16, 2020.

Approved by the consent agenda.

F. UNFINISHED BUSINESS

G. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified.

Approved by the consent agenda.

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

Approved by the consent agenda.

3. ***Ordinance No. 3177-2021** - Authorizing a Shop Local Economic Stimulus Program to Benefit Kenai Small Businesses And Award of a Professional Services Agreement to the Kenai Chamber of Commerce and Visitor Center for Administration of the Program.

Introduced by the consent agenda and Public Hearing set for January 20, 2021.

4. ***Ordinance No. 3178-2021** - Accepting and Appropriating a COVID Cares Act for Older Adults and Their Caregivers 2021 Grant Passed Through the State of Alaska for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency.

Introduced by the consent agenda and Public Hearing set for January 20, 2021.

5. **Discussion** - COVID-19 Response.

City Manager Ostrander noted that there are currently no City employees who are under COVID-19 protocol, a significant improvement since the last Council meeting. Discussed City buildings and facilities that are now open to the public with safety measures in place, including City Hall, Kenai Multipurpose Facility Ice Rink, Kenai Recreation Center, and Chamber of Commerce. Library was scheduled to be open January 18th, 2021. Explained current numbers on hospitalizations, and the status of COVID-19 related employee leave. Noted the memo on CARES Act expenditures and available balances for city departments. Discussed how Administration worked hard to receive the maximum amount of CARES Act funds available to the City, and also the significant outreach efforts that were made to distribute grant funds to as many recipients as possible. Notices were mailed to local businesses to apply for grant funding, and Administration worked one-on-one with members of the community to maximize their success in receiving those grants. Clarified that the funds left over that did not go to small businesses were the result of the City maxing out the amount of funds they could distribute, and that those funds were now in the general fund for the Council do decide how to best use them to serve the community. Also discussed potential solutions for citizens of Kenai who currently have to travel to Soldotna to reach a location that provides COVID-19 vaccinations.

H. COMMISSION / COMMITTEE REPORTS

1. Council on Aging – January 14, 2021 meeting cancelled; next meeting February 11, 2021.
2. Airport Commission – No report; next meeting January 14, 2021.
3. Harbor Commission – No report; next meeting February 8, 2021.

4. Parks and Recreation Commission – January 7, 2021 meeting cancelled. Council Member Winger noted the ongoing maintenance on the ice at Daubenspeck Park and the ski trails. Next meeting February 4, 2021.
5. Planning and Zoning Commission – No report; next meeting January 13, 2020.
6. Beautification Committee – January 12, 2021 meeting cancelled; next meeting April 13, 2021.
7. Mini-Grant Steering Committee – No report.

I. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Many people took advantage of the fireworks window for New Year's, and he received positive feedback for allowing this. Many people have expressed interest in allowing fireworks to be sold in Kenai, and the Mayor would consider bringing this issue back to Council;
- Chamber of Commerce hosting an upcoming meet-and-greet taking place over Zoom;
- Three new police officers to be sworn in on Friday, January 8, 2021;
- Recalled the beginning of the COVID-19 pandemic last March, and how Administration prepared and took initial steps to support businesses.

J. ADMINISTRATION REPORTS

1. City Manager - City Manager P. Ostrander reported on the following:
 - Met with the Borough's anadromous task force, and is recommending amendments to a part of their code. He is working with Borough attorney on specific language in order to draft this for responsible development in the area. Would like to bring this code to Council for their consideration, and will do so during the next meeting;
 - Final audit supplement for CARES Act expenditures was released. Financials will be finalized by Finance, and will be presented at next Council meeting;
 - Bluff Project: RFP nearing completion, hoping to get out on the street this month;
 - Preliminary report on Fine Arts Center will be presented to Council soon.
2. City Attorney -- City Attorney S. Bloom reported that he would not be bringing legislation to Council regarding the Governor's budget item proposal to start charging the municipalities for the prosecution of misdemeanors. Instead he would be drafting a letter that can be shared with various representatives throughout the state, as well as Council and any other municipalities who are interested.
3. City Clerk – No report.

K. ADDITIONAL PUBLIC COMMENT

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

Council Member Glendening revealed his new haircut.

Council Member Pettey expressed gratitude for Administration on COVID-19 expenditures and looks forward to living COVID-free.

Council Member Winger says she looks forward to attending the police swearing in. Discussed how she is looking forward to children going back into school and attending other activities, and is glad to see we're moving in the direction of being open. Believes that close relationships with businesses are important for building a strong future for our children, and expressed her desire to see one million dollars go towards the Shop Local Program.

Vice Mayor Molloy noted he was looking forward to working with colleagues and Administration in the challenging upcoming year. Noted that he misses having a student representative on Council.

Council Member Knackstedt noted that he and the City Attorney had worked on a fireworks ordinance that would allow for sale of fireworks in some areas of city during December, and expressed interest in seeing that revived. Stated that he received feedback from members of the public who had difficulty booking an appointment to receive the COVID-19 vaccination, and shared that his daughters had received their first vaccinations and reported that it was a positive experience.

L. **EXECUTIVE SESSION** – None.

M. **PENDING ITEMS** – None.

N. **ADJOURNMENT**

O. **INFORMATION ITEMS**

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

There being no further business before the Council, the meeting was adjourned at 7:34 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of January 6, 2021.

Jamie Heinz, CMC
City Clerk

**PAYMENTS OVER \$15,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: JANUARY 20, 2021**

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	102,458.98
REBORN AGAIN JANITORIAL	DECEMBER SERVICES	AIRPORT	REPAIR & MAINTENANCE	4,231.25
PREMERA BLUE CROSS	JANUARY PREMIUM	VARIOUS	INSURANCE	223,060.44
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	111,717.05
ENSTAR GAS	GAS USAGE	VARIOUS	UTILITIES	36,241.41

INVESTMENTS

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

**PURCHASE ORDERS OVER \$15,000.00 WHICH NEED COUNCIL APPROVAL
COUNCIL MEETING OF: JANUARY 20, 2021**

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
ALASKA SAFETY	NEW POLICE VEHICLE EQUIP.	FLEET REPLACEMENT	MACHINERY & EQUIP	30,048.00
TWQ RIVERS TERMINAL LLC	UREA RUNWAY DE-ICER	AIRPORT	OPERATING SUPPLIES	15,400.00

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
SADLER PROPERTY MGMT.	FY21 FACILITY MANAGEMENT CONTRACT	120503 - CONG. HOUSING	TO COVER REMAINING FY	8,500.00	75,151.00
KENAI PENINSULA BOROUGH	FY21 SLUDGE DISPOSAL	120968 - WWTP	LESS IMPACTFUL RATE INCREASE & OPERATIONAL EFFICIENCIES	-15,000.00	27,000.00



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: David Ross, Police Chief
DATE: January 11, 2021
SUBJECT: **Purchase Order Exceeding \$15,000 – Alaska Safety, Inc.**

The purpose of this memo is to request support for a purchase order in the amount of \$30,048 for the purchase and installation of police equipment into three new police vehicles. This includes items such as window barriers, passenger compartment partitions, gun locks, siren speakers, push bumpers, computer mounts, siren controllers, power distribution systems, light bars, map lights, consoles, truck bed boxes, etc.

Alaska Safety has a State bid contract for the majority of items and installation included in this purchase order. For other items we have deviated from the State contract to the benefit of the City. Alaska Safety has been the source of police vehicle equipment for many years and they have a great deal of experience in setting up police vehicles from around the state.

Your consideration is appreciated.



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant
DATE: January 8, 2021
SUBJECT: **Purchase Order over \$15,000 – Urea**

The purpose of this memo is to request approval to purchase 20 tons of urea for the 2020-2021 winter season.

The Airport uses a variety of methods to maintain the surface friction, including mechanical, sand and E36. Due to the unusual winter conditions (rain, freezing rain, rain with mixed snow) we are experiencing, urea is the deicer of choice and we are close to being totally out of the product.

Without the proper runway surface control, winter weather can seriously impact safe airport operations by creating conditions that lead to incidents, accidents, and delays.

Three vendors were contacted for 20 tons delivered to Kenai:

Two Rivers Terminal, LLC	\$15,400
Alaska Garden and Pet	\$19,540
Univar	no response

Two Rivers Terminal, LLC. price was found to be fair and reasonable.

Thank you for your consideration.



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: January 12, 2021

SUBJECT: **Purchase Order Increase to Sadler Property Management**

This memo is to request a change order to purchase order #120503 to Sadler Property Management for the FY21 Contractor's Fee for Vintage Pointe Manor.

An increase to the purchase order in the amount of \$8500.00 is requested to cover the remainder of FY21. These expenses are credited to the extremely icy weather in November and December and extra services provided by the Contractor brought on by the COVID-19 virus. While the CARES money was able to cover the COVID costs during 2020, additional funds will be needed to ensure these will be covered for the remainder of the fiscal year.

The current Contractor has continuously maintained a secure and sanitized building to ensure the residents and staff of Vintage Pointe remain safe. I respectfully ask for your approval to amend the purchase order to Sadler Property Management.

Thank you.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Scott Curtin, Public Works Director

DATE: January 15, 2020

SUBJECT: **Purchase Order Reduction – Sludge Disposal**

The purpose of this memo is to request approval to reduce Purchase Order 120968 to the Kenai Peninsula Borough for the Central Peninsula Landfill Waste Water Treatment Sludge disposal. The Purchase Order was opened for \$42,000 to start the fiscal year, we are requesting approval to reduce that amount to \$27,000, a reduction of \$15,000 to free up funds within the department's Professional Services account. This will allow the Waste Water Treatment Plant to cover additional lab costs as requested by DEC for the renewal of our APDES Discharge Permit.

The reduction in Sludge Disposal costs are the result of improved efficiencies at the plant resulting in the need to haul less sludge to the landfill, as well as the previously forecasted impacts of potential cost increases by the Borough did not impact the department as severely as originally considered.

Council's support is respectfully requested.



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jamie Heinz, City Clerk
DATE: January 14, 2021
SUBJECT: **Liquor License Renewals**

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

- D & E Investments, Inc. D/B/A The Bow Bar
- The Cannery Lodge, LLC D/B/A The Cannery Lodge

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

Your consideration is appreciated.

AMCO License Application

Date

12/15/2020

Establishment Information

License Type

Beverage Dispensary

Licensee

D&E Investments, Inc.

Doing Business As

The Bow Bar

Premises Address

502 South Main Street

City, State

Kenai, AK

Contact Information

Contact Licensee

Karen McGahan

Contact Phone No.

907-252-4989

Contact Email

kmcgahan@outlook.com

Additional Contact Information

Name

Phone No.

Email

Documents

File Upload

1312 LGB Notice - City of Kenai in KP 121120.pdf

566.53KB

1312 The Bow CRA BD.PDF

3.26MB

Submit

by Jamie Heinz 12/15/2020 10:01:10 AM (Form Submission)

Approve

by Jeremy Hamilton 12/15/2020 10:30:29 AM (Fire Marshall Review)

■ *Inspection completed in October.*

- The task was assigned to Jeremy Hamilton. The due date is: December 24, 2020 5:00 PM 12/15/2020 10:01 AM

Approve

by Michael Wesson 1/12/2021 11:43:14 AM (Building Official Review)

- The task was assigned to Michael Wesson. The due date is: December 24, 2020 5:00 PM 12/15/2020 10:01 AM

Approve

by David Ross 12/21/2020 12:42:36 PM (Police Department Review)

- Jamie Heinz reassigned the task to David Ross 12/15/2020 10:38 AM
- Jamie Heinz assigned the task to Jamie Heinz 12/15/2020 10:37 AM
- Jamie Heinz reassigned the task to Jamie Heinz, David Ross 12/15/2020 10:35 AM
- Jamie Heinz reassigned the task to David Ross 12/15/2020 10:33 AM
- The task was assigned to Jamie Heinz, David Ross. The due date is: December 24, 2020 5:00 PM 12/15/2020 10:01 AM

Approve

by Tina Williamson 12/15/2020 10:36:25 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: December 24, 2020 5:00 PM 12/15/2020 10:01 AM

Approve

by Cindy Herr 12/21/2020 4:04:58 PM (Legal Asst Review)

■ *No monies owed in fines or restitution.*

- The task was assigned to Cindy Herr. The due date is: December 24, 2020 5:00 PM 12/15/2020 10:01 AM

Approve

by Wilma Anderson 12/15/2020 10:03:02 AM (Lands Review)

- The task was assigned to Wilma Anderson. The due date is: December 24, 2020 5:00 PM 12/15/2020 10:01 AM

Approve

by Terry Eubank 12/22/2020 10:31:05 AM (Finance Review)

- The task was assigned to Terry Eubank. The due date is: December 30, 2020 5:00 PM 12/21/2020 4:05 PM

Approve

by Scott Bloom 12/21/2020 4:19:43 PM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: December 30, 2020 5:00 PM 12/21/2020 4:05 PM

Approve

by Ryan Foster 1/4/2021 3:26:27 PM (P&Z Department Review)

- Jamie Heinz reassigned the task to Ryan Foster 1/4/2021 3:11 PM
- The task was assigned to Paul Ostrander. The due date is: December 30, 2020 5:00 PM 12/21/2020 4:05 PM



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

December 11, 2020

City of Kenai

Kenai Peninsula Borough

Via Email: jheinz@kenai.city ; MBerg@kpb.us ; MJenkins@kpb.us ; SNess@kpb.us ; BTaylor@kpb.us ; JHindman@kpb.us ; TShassetz@kpb.us ; JBlankenship@kpb.us

Re: Notice of Liquor License Renewal Application

Table with 6 columns: License Numb, DBA, Type, City, Borough, Community Council. Row 1: 1312, The Bow, Beverage Dispensary, Kenai, Kenai Peninsula Borough, NONE

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

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

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

Sincerely,

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	The Bow	License Number:	1312
License Type:	Beverage Dispensary		
Examiner:	RANDI	Transaction #:	100004316

Document	Received	Completed	Notes
AB-17: Renewal Application	12/1	12/01	
App and License Fees	12/1	12/01	

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

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

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

Waive Protest Lapsed

LGB 2 Response:

Waive Protest Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	D & E Investments Inc	License #:	1312
License Type:	Beverage Dispensery		
Doing Business As:	The Bow Bar		
Premises Address:	502 South Main St., Kenai, AK 99611		
Local Governing Body:	Kenai		
Community Council:	Kenai Peninsula Borough		

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

Mailing Address:					
City:		State:		ZIP:	

Section 1 - Licensee Contact Information

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

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

Contact Licensee:	Dianne Ireland	Contact Phone:	907-398-3911
Contact Email:	thebow@alaska.net		

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

Name of Contact:	Karen McGahan	Contact Phone:	907-252-4989
Contact Email:	kmcgahan@outlook.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO

DEC - 1 2020



Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

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

Table with 2 columns: Alaska CBPL Entity #: 55056D

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

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

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

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

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

Table for Elton McGahan: Name of Official: Elton McGahan, Title(s): President/Treasurer, Phone: 907-252-5169, % Owned: 50, Mailing Address: Box 8013, City: Nikiski, State: AK, ZIP: 99635

Table for Dianne Ireland: Name of Official: Dianne Ireland, Title(s): Vice President/Secretary, Phone: 907-398-3911, % Owned: 50, Mailing Address: Box 1913, City: Soldotna, State: AK, ZIP: 99669

Empty table structure for another official entry.

AMCO DEC 1 2021



Section 3 – Sole Proprietor Ownership Information

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

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

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

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

This individual is an: [] Applicant [] Affiliate

Form for individual information: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

This individual is an: [] Applicant [] Affiliate

Form for individual information: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 – License Operation

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

- 1. The license was regularly operated continuously throughout each year. (Year-round) [checked] 2019 [checked] 2020
2. The license was only operated during a specific season each year. (Seasonal) [] 2019 [] 2020
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. [] 2019 [] 2020
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. [] 2019 [] 2020

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

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020? Yes [] No [checked]

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

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

AMCO DEC - 1 2020



Form AB-17: 2021/2022 License Renewal Application

Section 6 – Certifications

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

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

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

Signature of licensee

Notary Public
KAREN MCGAHAN
State of Alaska
My Commission Expires Oct 6 2021

Signature of Notary Public

Elton McGahan

Notary Public in and for the State of: Alaska

Printed name of licensee

My commission expires: October 6, 2021

Subscribed and sworn to before me this 21 day of November, 2020

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

All renewal and supplemental forms are available online

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

FOR OFFICE USE ONLY

License Fee:	\$ <u>2500</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>2800</u>

AMCO
DEC - 1 2020

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

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

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	D & E INVESTMENTS, INC.

Entity Type: Business Corporation

Entity #: 55056D

Status: Good Standing

AK Formed Date: 12/19/1994

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2022

Entity Mailing Address: 502 S. MAIN, KENAI, AK 99611

Entity Physical Address: 502 S. MAIN, KENAI, AK 99611

Registered Agent

Agent Name: Elton McGahan

Registered Mailing Address: PO BOX 8013, NIKISKI, AK 99635

Registered Physical Address: 47265 MILKY WAY ROAD, NIKISKI, AK 99635

Officials

Show Former

AK Entity #	Name	Titles	Owned
	DIANNE IRELAND	Director, Secretary, Shareholder, Vice President	50.00
	ELTON MCGAHAN	President, Shareholder, Treasurer	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
12/19/1994	Creation Filing		
2/13/1995	Biennial Report		
9/03/1996	Biennial Report	Click to View	
3/29/2000	Biennial Report	Click to View	
2/25/2002	Biennial Report	Click to View	
5/03/2004	Biennial Report	Click to View	
2/28/2007	Biennial Report	Click to View	
3/06/2007	Agent Change	Click to View	
4/30/2008	Biennial Report	Click to View	
2/11/2009	Entity Address Change	Click to View	
2/15/2011	Biennial Report	Click to View	
3/04/2013	Biennial Report	Click to View	
3/04/2013	Agent Change	Click to View	
8/17/2014	Admin Dissolution		Click to View
12/30/2014	Biennial Report	Click to View	
12/30/2014	Reinstatement	Click to View	Click to View
4/08/2016	Biennial Report	Click to View	
6/22/2018	Biennial Report	Click to View	
1/16/2020	Biennial Report	Click to View	

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

THE BOW

502 S. MAIN STREET, KENAI, AK 99611

owned by

D & E INVESTMENTS, INC.

is licensed by the department to conduct business for the period

November 4, 2019 to December 31, 2021
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

THE BOW

502 S. MAIN STREET, KENAI, AK 99611

owned by

D & E INVESTMENTS, INC.

ENDORSEMENT: 935197 - 1

Effective November 4, 2019 through December 31, 2021

This business license has an endorsement for the physical address shown below:

502 S MAIN ST, KENAI, AK 99611



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce,
Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 8, 2020

Owner: D&E Investments Inc
DBA: The Bow
Via email: thebow@alaska.net
Re: Liquor Licenses # 1312

Dear Applicant:

I have received your application for renewal of your liquor license. Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body will have 60 days to protest the renewal of your license or waive protest.

Your application will be scheduled for the **January 2021** board meeting for Alcoholic Beverage Control Board consideration.

The Zoom link and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us via email at alcohol.licensing@alaska.gov if you have any questions.

Sincerely,

A handwritten signature in purple ink, appearing to read "D. Parker".

Occupational Licensing Examiner



Office of the Borough Clerk

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

Johni Blankenship, MMC
Borough Clerk

December 29, 2020

Sent via email: jheinz@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	D & E Investments Inc.
Business Name	:	Bow Bar, The
License Type	:	Beverage Dispensary
License Location	:	502 South Main Street, Kenai, AK 99611, City of Kenai
License No.	:	1312
Application Type	:	License Renewal

Dear Ms. Heinz,

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

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

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/ts

Encl.

cc: thebow@alaska.net; jheinz@kenai.city; MBerg@kpb.us; SNess@kpb.us;
MJenkins@kpb.us

Date

1/5/2021

Establishment Information

License Type

Outdoor Recreation Lodge Liquor License

Licensee

The Cannery Lodge, LLC

Doing Business As

The Cannery Lodge

Premises Address

2101 Bowpicker Lane #13

City, State

Kenai, AK

Contact Information

Contact Licensee

Ron Hyde

Contact Phone No.

907-223-1242

Contact Email

ron.hyde@pacrimlog.com

Additional Contact Information

Name

Vicki Smith

Phone No.

907-261-9442

Email

vsmith@pacrimlog.com

Documents

File Upload

5369 LGB Notice - City of Kenai in KP B 121820.pdf	566.17KB
5369 The Cannery Lodge CRA OUTDOOR REC LODGE.PDF	4.03MB

Submit

by Jamie Heinz 1/4/2021 3:27:28 PM (Form Submission)

Approve

by Jeremy Hamilton 1/5/2021 11:14:26 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: January 13, 2021 5:00 PM 1/4/2021 3:27 PM

Approve

by Michael Wesson 1/12/2021 11:43:38 AM (Building Official Review)

- The task was assigned to Michael Wesson. The due date is: January 13, 2021 5:00 PM 1/4/2021 3:27 PM

Approve

by David Ross 1/4/2021 4:28:59 PM (Police Department Review)

- Jamie Heinz reassigned the task to David Ross 1/4/2021 3:30 PM
- The task was assigned to Jamie Heinz, David Ross. The due date is: January 13, 2021 5:00 PM 1/4/2021 3:27 PM

Approve

by Tina Williamson 1/5/2021 9:38:22 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: January 13, 2021 5:00 PM 1/4/2021 3:27 PM

Approve

by Cindy Herr 1/4/2021 3:33:28 PM (Legal Asst Review)

■ *No monies owed for citations or in restitution*

- The task was assigned to Cindy Herr. The due date is: January 13, 2021 5:00 PM 1/4/2021 3:27 PM

Approve

by Wilma Anderson 1/6/2021 11:25:24 AM (Lands Review)

■ *The Cannery Lodge is in compliance with the Conditional Use Permit on the premises.*

- The task was assigned to Wilma Anderson. The due date is: January 13, 2021 5:00 PM 1/4/2021 3:27 PM

Approve

by Terry Eubank 1/6/2021 1:45:46 PM (Finance Review)

- The task was assigned to Terry Eubank. The due date is: January 15, 2021 5:00 PM 1/6/2021 11:25 AM

Approve

by Scott Bloom 1/6/2021 3:08:03 PM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: January 15, 2021 5:00 PM 1/6/2021 11:25 AM

Approve

by Ryan Foster 1/7/2021 5:14:18 PM (P&Z Department Review)

- The task was assigned to Ryan Foster. The due date is: January 15, 2021 5:00 PM 1/6/2021 11:25 AM



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

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

December 18, 2020

City of Kenai

Kenai Peninsula Borough

Via Email: jheinz@kenai.city ; MBerg@kpb.us ; MJenkins@kpb.us ; SNess@kpb.us ; BTaylor@kpb.us ; JHindman@kpb.us ; TShassetz@kpb.us ; JBlankenship@kpb.us

Re: Notice of Liquor License Renewal Application

Table with 6 columns: License Numb, DBA, Type, City, Borough, Community Council. Row 1: 5369, The Cannery Lodge, Outdoor Recreation Lodge, Kenai, Kenai Peninsula Borough, NONE

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

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

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

Sincerely,

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	The Bow	License Number:	1312
License Type:	Beverage Dispensary		
Examiner:	RANDI	Transaction #:	100004316

Document	Received	Completed	Notes
AB-17: Renewal Application	12/1	12/01	
App and License Fees	12/1	12/01	

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

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

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

LGB 2 Response:

Waive
 Protest
 Lapsed
 Waive
 Protest
 Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	The Cannery Lodge, LLC	License #:	5369
License Type:	Outdoor Recreation Lodge		
Doing Business As:	The Cannery Lodge		
Premises Address:	2101 Bowpicker Lane Unit #13		
Local Governing Body:	City of Kenai (Kenai Peninsula Borough)		
Community Council:	NONE		

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

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

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

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

Contact Licensee:	Ronald Hyde	Contact Phone:	9072231242
Contact Email:	ron.hyde@pacrimlog.com		

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

Name of Contact:	Vicki Smith	Contact Phone:	9072619442
Contact Email:	vsmith@pacrimlog.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

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

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

Table with 2 columns: Alaska CBPL Entity #: 112351

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

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

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

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

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

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: PRL Logistics Inc, Member, 9072619442, 100%, PO Box 222029, Anchorage, AK, 99522

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: Ronald Hyde, Manager, 9072231242, 0%, 2270 Royal Street, Kenai, AK, 99611

Table with 5 columns: Name of Official, Title(s), Phone, % Owned, Mailing Address, City, State, ZIP. Row 1: (Empty)



Section 3 – Sole Proprietor Ownership Information

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

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

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require. If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: [] Applicant [] Affiliate

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

This individual is an: [] Applicant [] Affiliate

Form with fields: Name, Contact Phone, Mailing Address, City, State, ZIP, Email

Section 4 – License Operation

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

- 1. The license was regularly operated continuously throughout each year. (Year-round) [checked] 2019 [] 2020
2. The license was only operated during a specific season each year. (Seasonal) [] 2019 [checked] 2020
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. [] 2019 [] 2020
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year... [] 2019 [] 2020

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

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020? [] Yes [checked] No

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

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



Section 6 - Certifications

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

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application... I certify that all current licensees... I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL)... I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course... I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises...

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

Signature of licensee

Ronald B. Hyde

Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 5/14/2023

Subscribed and sworn to before me this 8 day of December, 2020.



Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

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

FOR OFFICE USE ONLY

Table with 4 columns: License Fee (\$1250.00), Application Fee (\$300.00), Misc. Fee (\$), Total Fees Due (\$1550.00)

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

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ENTITY DETAILS

Name(s)

Type	Name
Legal Name	The Cannery Lodge, LLC
Previous Legal Name	NANVAQ PEBBLE, LLC

Entity Type: Limited Liability Company

Entity #: 112351

Status: Good Standing

AK Formed Date: 11/18/2007

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: PO BOX 222029, ANCHORAGE, AK 99522

Entity Physical Address: 6375 KULIS DR, STE 113, ANCHORAGE, AK 99502

Registered Agent

Agent Name: Roy Longacre

Registered Mailing Address: PO BOX 191025, ANCHORAGE, AK 99519

Registered Physical Address: 905 STOLT LN, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Prl Logistics, Inc.	Member	100.00
	RONALD HYDE	Manager	

AMCO Received 12/8/20

Filed Documents

Date Filed	Type	Filing	Certificate
11/18/2007	Creation Filing	Click to View	
3/14/2008	Agent Resignation	Click to View	
4/22/2009	Agent Change	Click to View	
5/14/2009	Biennial Report	Click to View	
4/04/2010	Biennial Report	Click to View	
12/31/2012	Biennial Report	Click to View	
9/08/2014	Amendment	Click to View	Click to View
10/20/2014	Change of Officials	Click to View	
11/25/2014	Certificate of Compliance		Click to View
12/16/2014	Agent Change	Click to View	
12/31/2014	Biennial Report	Click to View	
12/02/2016	Biennial Report	Click to View	
10/05/2018	Biennial Report	Click to View	
12/04/2018	Correction	Click to View	Click to View
4/20/2020	Agent Change	Click to View	
11/13/2020	Biennial Report	Click to View	

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Department of Commerce, Community, and Economic Development
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ENTITY DETAILS

Name(s)

Type	Name
Legal Name	PRL Logistics, Inc.
Previous Legal Name	PACIFIC RIM LOGISTICS, INC.
Previous Legal Name	PRL Government Services, Inc.

Entity Type: Business Corporation

Entity #: 77189D

Status: Good Standing

AK Formed Date: 8/2/2002

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2022

Entity Mailing Address: P.O. BOX 222029, ANCHORAGE, AK 99522

Entity Physical Address: 6510 FOX RUN WY, ANCHORAGE, AK 99502

Registered Agent

Agent Name: Roy Longacre

Registered Mailing Address: PO BOX 191025, ANCHORAGE, AK 99519

Registered Physical Address: 905 STOLT LN, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	RONALD HYDE	Director, President, Shareholder, Treasurer	100.00

AMCO Received 12/8/20

AK Entity #	Name	Titles
	Roy Longacre	Secretary

Filed Documents

Date Filed	Type	Filing	Certificate
8/02/2002	Creation Filing	Click to View	
9/12/2002	Initial Report	Click to View	
6/14/2004	Biennial Report	Click to View	
2/13/2006	Change of Officials	Click to View	
3/10/2006	Biennial Report	Click to View	
6/15/2006	Amendment	Click to View	Click to View
4/17/2007	Amendment	Click to View	Click to View
11/01/2009	Biennial Report	Click to View	
3/21/2010	Biennial Report	Click to View	
4/05/2010	Change of Officials	Click to View	
9/01/2010	Change of Officials	Click to View	
12/20/2010	Correction	Click to View	Click to View
3/07/2011	Biennial Report	Click to View	
10/05/2011	Change of Officials	Click to View	
10/03/2013	Biennial Report	Click to View	
12/23/2013	Correction	Click to View	Click to View
11/11/2015	Biennial Report	Click to View	
3/29/2016	Agent Change	Click to View	
12/20/2017	Biennial Report	Click to View	
10/06/2019	Biennial Report	Click to View	
4/20/2020	Agent Change	Click to View	
7/27/2020	Entity Address Change	Click to View	

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ENTITY DETAILS

Name(s)

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Legal Name	The Cannery Lodge, LLC
Previous Legal Name	NANVAQ PEBBLE, LLC

Entity Type: Limited Liability Company

Entity #: 112351

Status: Good Standing

AK Formed Date: 11/18/2007

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: PO BOX 222029, ANCHORAGE, AK 99522

Entity Physical Address: 6375 KULIS DR, STE 113, ANCHORAGE, AK 99502

Registered Agent

Agent Name: Roy Longacre

Registered Mailing Address: PO BOX 191025, ANCHORAGE, AK 99519

Registered Physical Address: 905 STOLT LN, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	PrI Logistics, Inc.	Member	100.00
	RONALD HYDE	Manager	

Filed Documents

Date Filed	Type	Filing	Certificate
11/18/2007	Creation Filing	Click to View	
3/14/2008	Agent Resignation	Click to View	
4/22/2009	Agent Change	Click to View	
5/14/2009	Biennial Report	Click to View	
4/04/2010	Biennial Report	Click to View	
12/31/2012	Biennial Report	Click to View	
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12/31/2014	Biennial Report	Click to View	
12/02/2016	Biennial Report	Click to View	
10/05/2018	Biennial Report	Click to View	
12/04/2018	Correction	Click to View	Click to View
4/20/2020	Agent Change	Click to View	
11/13/2020	Biennial Report	Click to View	

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

THE CANNERY LODGE, LLC

PO BOX 222029, ANCHORAGE, AK 99522-2029

owned by

THE CANNERY LODGE, LLC

is licensed by the department to conduct business for the period

December 2, 2020 to December 31, 2022
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

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

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

December 17, 2020

The Cannery Lodge, LLC
DBA: The Cannery Lodge
Via Email: ron.hype@pacrimlog.com

Re: Outdoor Recreation Lodge License #5369 DBA: The Cannery Lodge

Dear Applicant:

I have received your application for renewal of your liquor license. Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body will have 60 days to protest the renewal of your license or waive protest.

A temporary license has been issued for this establishment.

Your application will be scheduled for the January 2021 board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the alcohol.licensing@alaska.gov email address if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Olivia Frank".

Olivia Frank
Occupational Licensing Examiner



Office of the Borough Clerk

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

Johni Blankenship, MMC
Borough Clerk

December 29, 2020

Sent via email: jheinz@kenai.city

Kenai City Hall
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	The Cannery Lodge, LLC
Business Name	:	Cannery Lodge
License Type	:	Lodge
License Location	:	2101 Bowpicker Lane Unit 13, Kenai, AK 99611, City of Kenai
License No.	:	5369
Application Type	:	License Renewal

Dear Ms. Heinz,

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

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

Sincerely,

Johni Blankenship, MMC
Borough Clerk

JB/ts

Encl.

cc: ron.hyde@pacrimlog.com; jheinz@kenai.city; MBerg@kpb.us; SNess@kpb.us; MJenkins@kpb.us



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3179-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING POSITIONS IN THE CLASSIFIED SERVICE IN THE PUBLIC WORKS AND SENIOR CENTER DEPARTMENTS AS ESTABLISHED BY THE ANNUAL BUDGET.

WHEREAS, pursuant to KMC 23.10.030, positions in the classified service are established by the annual budget or classification plan; and,

WHEREAS, Ordinance 3121-2020 adopted the annual budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021, which included the Authorized Personnel Staffing Table, organizational chart, and staffing for each department; and,

WHEREAS, the fiscal year 2021 Budget included an Activities/Volunteer Coordinator position graded at a range 2.40 in the Senior Citizens Fund and a Public Works Administrative Assistant II position graded at a range 9 in the General Fund; and,

WHEREAS, the Human Resource Director worked with the City Manager, Assistant to City Manager, Public Works Director, and Senior Center Director to improve the position descriptions, classification, grading and title for the existing Public Works Administrative Assistant II and Activities/Volunteer Coordinator positions to better reflect the current administrative support needs in the Public Works and the Senior Center; and,

WHEREAS, the updated position descriptions reflect the expanded scope and responsibility for both positions, adding project support and procurement experience to the Public Works Administrative Assistant II position, and resulting in a role classified appropriately as an Administrative Assistant III graded at a range 10 and adding administrative support duties to the Activities/Volunteer Coordinator resulting in a role graded at a range 9; and,

WHEREAS, this update in the structure, due to vacancy and an employee transfer, will not require an increase to the adopted FY2021 Budget; however, it will have implications beyond the current fiscal year as the amended and reclassified position are graded at higher salary ranges; and,

WHEREAS, the City Manager recommends updating the organizational structure to allow for revised Public Works Administrative Assistant III and Senior Center Activities/Volunteer Coordinator positions with salary ranges reflecting the revised responsibilities of those positions as referenced in Attachment A; and,

WHEREAS, these amendments to position descriptions and Authorized Personnel Staffing Table are in the best interests of the City.

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

Section 1. The Authorized Personnel Staffing Table in the annual budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021, is amended as referenced in Attachment A.

Section 2. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect upon adoption.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 3rd day of February, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Approved by Finance: _____

Introduced: January 20, 2021
Enacted: February 3, 2021
Effective: February 3, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Stormy Brown, Human Resources Director

DATE: January 11, 2021

SUBJECT: **Ordinance 3179-2021 - Amending Positions in the Classified Service Established by the Annual Budget**

Each fiscal year, the City Manager proposes the Authorized Personnel Staffing Table as part of the Budget document to communicate how each specific position within the City shall be assigned to support each department. In most cases, the Table remains as published. On occasion, however, the City Manager may find it necessary to request that mid-budget revisions to the approved personnel plans be considered by the City Council in order to best support the changing needs of the City's departments. In this Ordinance, the Administration seeks the Council's approval to make changes to two positions in order to improve the administrative support models for both the Public Works and Senior Center departments.

First, we ask that the City Council approve the grade change requested for the administrative support position within Public Works. The City Council has authorized and appropriated funds for an increased amount of important capital projects needed by the City, however several currently funded projects are not yet started due to a lack of available internal resources to initiate the work. Administration worked with Human Resources and Public Works to review the support needs of the Public Works department and identified that a restructure of the department's support position will be a critical first step to strengthening the capacity of this group.

Today, the support position for Public Works, an **Administrative Assistant II** (Grade 9), fills the role of a general administrative support function but does not require the level of project support and procurement experience necessary to successfully coordinate expanded procurement needs or carry each project through the necessary tollgates, addressing gaps and following up on open items as an active participant in this critical process. Restructuring this position to include procurement and project support experience will ensure that the position can be utilized to fully support the project and purchasing needs of the department. A newly structured position has been proposed as the equivalent to an **Administrative Assistant III** (Grade 10), which would provide additional project and purchasing support in Public Works. As the Administrative Assistant III is already identified and classified within the City's Classification Plan, this change does not

amend the Classification Plan but requires an adjustment to the Authorized Personnel Staffing Table as published on page 330 of the approved FY21 Budget document.

In addition to the Public Works staffing change, while working with the Kenai Senior Center Director, the Administration has identified an opportunity for the role of the **Activities and Volunteer Coordinator** position (Grade 2.4) within the Kenai Senior Center to be reviewed and changed to include administrative support, covering its current duties and adding responsibilities which support the broader department. Currently, a vacant position, the Senior Center Director worked with Human Resources to review the role which would include new administrative support responsibilities to meet the level of support required at the Senior Center and extend the capabilities of other positions within the department. These duties, in addition to the original responsibilities, together resemble the level of support usually found in the City's administrative assistant support levels. Once rewritten and evaluated, the revised position has been established at the Administrative Assistant II level, grade 9, still with a focus on Activities and Volunteer programs at the Senior Center. This approach is similar to many of the City's administrative positions which support specific department needs.

As the current incumbent holding the Administrative Assistant II position in Public Works does not have the procurement and project support experience to assume the new Administrative Assistant III position, it is our intention to transfer the employee into the Administrative Assistant II position now vacant at the Senior Center. We have discussed this opportunity with the current employee, who has indicated interest in making the transfer.

Thank you for your consideration of these revisions and grade changes.



Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>General Fund</u>							
<u>Legislative</u>	Mayor	Unclassified	Unclassified	Unclassified			
	Council Members	Unclassified	Unclassified	Unclassified			
<u>City Clerk</u>	City Clerk	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Legal Department</u>	City Attorney	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>City Manager</u>	City Manager	Unclassified	Unclassified	Unclassified	1.00	1.00	1.00
	Assistant to the City Manager/Special Projects	18.00	18.00	18.00	1.00	1.00	1.00
<u>Human Resources</u>	Human Resource Director	21.00	21.00	21.00	1.00	1.00	1.00
<u>Finance Department</u>	Finance Director	24.00	24.00	24.00	1.00	1.00	1.00
	IT Manager	18.00	18.00	18.00	1.00	1.00	1.00
	IT Intern	2.40	2.40	2.40	0.10	0.10	0.10
	Accountant	16.00	16.00	16.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.50	0.50	0.50
	Accounting Technician II	11.00	11.00	11.00	1.00	1.00	1.00
	Administrative Assistant I	8.00	8.00	8.00	0.25	0.25	0.25
<u>Land Administration</u>	Temporary Land Technician	10.00	10.00	10.00	0.12	0.02	-
<u>Planning & Zoning Department</u>	City Planner	16.00	16.00	16.00	0.70	0.70	0.70
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
	Commissioners	Unclassified	Unclassified	Unclassified			
<u>Police Department</u>	Police Chief	23.00	23.00	23.00	1.00	1.00	1.00
	Police Lieutenant	20.00	20.00	20.00	1.00	1.00	1.00
	Police Sergeant	18.00	18.00	18.00	3.00	3.00	3.00
	Police Officer	16.00	16.00	16.00	13.00	13.00	13.00
	Temporary Enforcement Officer	3.00	3.00	3.00	0.60	0.60	0.60
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
<u>Fire Department</u>	Fire Chief	22.00	22.00	22.00	1.00	1.00	1.00
	Deputy Chief	-	20.00	20.00	-	1.00	1.00
	Fire Marshall	17.00	17.00	17.00	1.00	1.00	1.00
	Battalion/Training Chief	17.00			1.00	-	-
	Fire Captain	16.00	16.00	16.00	3.00	3.00	3.00
	Fire Engineer	15.00	15.00	15.00	3.00	3.00	3.00
	Firefighter/EMT	13.00	13.00	13.00	10.00	10.00	10.00
	Administrative Assistant II	9.00	9.00	9.00	1.00	1.00	1.00
<u>Communications Department</u>	Communications Supervisor	12.00	12.00	12.00	1.00	1.00	1.00
	Public Safety Dispatcher	9.00	9.00	9.00	7.00	7.00	7.00
<u>Animal Control Department</u>	Chief Animal Control Officer	11.00	11.00	11.00	1.00	1.00	1.00
	Animal Control Officer	9.00	9.00	9.00	2.00	2.00	2.00
<u>Public Works Administration</u>	Public Works Director	23.00	23.00	23.00	0.71	0.71	0.71
	Administrative Assistant II <u>Administrative Assistant III</u>	9.00	9.00	9.00 10.00	1.00	1.00	1.00
<u>Shop Department</u>	Shop Foreman	16.00	16.00	16.00	1.00	1.00	1.00
	Shop Mechanic	14.00	14.00	14.00	2.00	2.00	2.00
<u>Street Department</u>	Street Foreman	16.00	16.00	16.00	0.90	0.91	0.91
	Equipment Lead Operator	14.00	14.00	14.00	0.89	0.90	0.90
	Equipment Operator	11.00	11.00	11.00	3.59	3.64	3.64
	Temporary Equipment Operator	11.00	11.00	11.00	0.14	-	-

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>Building Department</u>	Building Official	17.00	17.00	17.00	1.00	1.00	1.00
	Building Maintenance Lead Technician	14.00	14.00	14.00	0.66	0.66	0.66
	Building Maintenance Technician	12.00	12.00	12.00	0.66	0.66	0.66
<u>Library</u>	Library Director	18.00	18.00	18.00	1.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	10.00	1.00	1.00	1.00
	Library Assistant	6.00	6.00	6.00	3.00	3.00	3.00
	Library Aide (52 week 40 hr/week position)	2.50	2.50	2.50	1.00	1.00	1.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	2.50	1.05	1.05	1.05
	Library Aide (52 week 25 hr/week position)	2.50	2.50	2.50	0.60	0.60	0.60
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	17.00	0.96	0.96	0.96
	Parks & Recreation & Beautification Operator	9.00	9.00	9.00	1.98	1.98	1.92
	Parks, Recreation & Beautification Laborer	2.40	2.40	2.40	0.97	0.97	0.98
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	2.30	0.33	0.48	0.38
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	2.10	2.46	1.67	1.77
	Temporary Parks & Grounds Gardener	2.20	2.20	2.20	0.29	0.29	0.29
	Administrative Assistant I	8.00	8.00	8.00	0.50	0.50	0.50
<u>Dock</u>	Street Foreman	16.00	16.00	16.00	0.04	0.04	0.04
	Equipment Lead Operator	14.00	14.00	14.00	0.04	0.04	0.04
	Equipment Operator	11.00	11.00	11.00	0.19	0.19	0.19
<u>General Fund Totals</u>					<u>92.23</u>	<u>91.42</u>	<u>91.35</u>
	<u>Water and Sewer Fund</u>						
<u>Water</u>	Public Works Director	23.00	23.00	23.00	0.09	0.09	0.09
	Water & Sewer Foreman	16.00	16.00	16.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	14.00	0.50	0.50	0.50
	Water & Sewer Operator	13.00	13.00	13.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.25	0.25	0.25
	Administrative Assistant I	8.00	8.00	8.00	0.13	0.13	0.13
<u>Sewer</u>	Public Works Director	23.00	23.00	23.00	0.09	0.09	0.09
	Water & Sewer Foreman	16.00	16.00	16.00	0.50	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	14.00	0.50	0.50	0.50
	Water & Sewer Operator	13.00	13.00	13.00	1.00	1.00	1.00
	Accounting Technician I	10.00	10.00	10.00	0.25	0.25	0.25
	Administrative Assistant I	8.00	8.00	8.00	0.13	0.13	0.13
<u>Sewer Treatment Plant</u>	Public Works Director	23.00	23.00	23.00	0.12	0.12	0.12
	Sewer Treatment Plant Foreman	16.00	16.00	16.00	1.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	14.00	1.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	13.00	1.00	1.00	1.00
<u>Water and Sewer Fund Totals</u>					<u>8.05</u>	<u>8.05</u>	<u>8.05</u>
	<u>Airport Fund</u>						
<u>Administration</u>	Airport Manager	20.00	20.00	20.00	1.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	9.00	0.67	0.67	0.67
<u>Airfield</u>	Airport Operations Supervisor	15.00	15.00	15.00	1.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	11.00	1.00	1.00	1.00
	Equipment Operator	-	-	-	-	-	-
	Seasonal Equipment Operator	11.00	11.00	11.00	0.83	0.83	0.83
	Temporary Equipment Operator	11.00	11.00	11.00	0.19	0.19	0.19
<u>Other Buildings & Areas</u>	Temporary Land Technician	-	10.00	10.00	0.12	0.20	-
	City Planner	16.00	16.00	16.00	0.30	0.30	0.30
	Building Maintenance Lead Technician	14.00	14.00	14.00	0.17	0.17	0.17
	Building Maintenance Technician	12.00	12.00	12.00	0.17	0.17	0.17
<u>Airport Terminal</u>	Building Maintenance Lead Technician	14.00	14.00	14.00	0.17	0.17	0.17
	Building Maintenance Technician	12.00	12.00	12.00	0.17	0.17	0.17
	Administrative Assistant II	9.00	9.00	9.00	0.33	0.33	0.33
	Airport Operations Specialist	11.00	11.00	11.00	1.00	1.00	1.00
<u>Airport Fund Totals</u>					<u>7.12</u>	<u>7.20</u>	<u>7.00</u>

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>Congregate Housing Fund</u>							
<u>Congregate Housing</u>	Senior Center Director	18.00	18.00	18.00	0.25	0.35	0.35
	Administrative Assistant III	10.00	10.00	10.00	0.25	0.25	0.25
	Data Entry Clerk	1.10	1.10	1.10	0.02	0.01	0.02
<u>Congregate Housing Fund Totals</u>					<u>0.52</u>	<u>0.61</u>	<u>0.62</u>
<u>Senior Citizens Fund</u>							
<u>Title III Access</u>	Senior Center Director	18.00	18.00	18.00	0.15	0.15	0.15
	Administrative Assistant III	10.00	10.00	10.00	-	0.10	0.10
	Activities & Volunteer Coordinator Administrative Assistant II	2.40	2.40	2.40 9.00	1.00	1.00	1.00
	Janitor	2.40	2.40	2.30	0.35	0.26	0.26
	Data Entry Clerk	1.10	1.10	1.10	0.05	0.06	0.05
	Temporary Maintenance Assistant	1.00	1.00	1.00	0.06	0.06	-
<u>Congregate Meals</u>	Senior Center Director	18.00	18.00	18.00	0.16	0.14	0.14
	Administrative Assistant III	10.00	10.00	10.00	0.27	0.20	0.21
	Data Entry Clerk	1.10	1.10	1.10	0.08	0.09	0.09
	Meals Driver, 20 Hours/Week			2.40	-	-	0.21
	Meals Driver, 25 Hours/Week	2.40	2.40		0.22	0.25	-
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.13	0.14	0.15
	Cook	2.40	2.40	2.40	0.36	0.41	0.42
	Janitor	2.40	2.40	2.30	-	0.04	0.04
	Kitchen Assistant	2.20	2.20	2.20	0.36	0.41	0.42
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.01	0.01	0.02
<u>Home Meals</u>	Senior Center Director	18.00	18.00	18.00	0.12	0.12	0.13
	Administrative Assistant III	10.00	10.00	10.00	0.20	0.18	0.18
	Data Entry Clerk	1.10	1.10	1.10	0.06	0.08	0.08
	Cook	2.40	2.40	2.40	0.26	0.35	0.36
	Janitor	2.40	2.40	2.30	-	0.03	0.03
	Kitchen Assistant	2.20	2.20	2.20	0.26	0.35	0.36
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.01	0.01	0.01
	Meals Driver, 20 Hours/Week			2.40	-	-	0.18
	Meals Driver, 25 Hours/Week	2.40		2.40	0.16	0.22	-
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.09	0.12	0.12
<u>Transportation</u>	Senior Center Director	18.00	18.00	18.00	0.15	0.15	0.15
	Administrative Assistant III	10.00	10.00	10.00	-	0.15	0.15
	Data Entry Clerk	1.10	1.10	1.10	0.05	0.05	0.05
	Driver, 14 Hours/Week	1.00	1.00	1.00	1.05	1.05	0.07
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	18.00	0.17	0.09	0.08
	Administrative Assistant III	10.00	10.00	10.00	0.28	0.12	0.11
	Data Entry Clerk	1.10	1.10	1.10	0.09	0.06	0.06
	Cook	2.40	2.40	2.40	0.38	0.24	0.22
	Kitchen Assistant	2.20	2.20	2.20	0.38	0.24	0.22
	Temporary Kitchen Assistant	2.40	2.40	2.40	0.02	0.02	0.01
	Meals Driver, 20 Hours/Week			2.40	-	-	0.11
	Meals Driver, 25 Hours/Week	2.40	2.40		0.23	0.15	-
	Meals Driver, 14 Hours/Week	2.40	2.40	2.40	0.13	0.09	0.08
	Janitor	2.40	2.40	2.30	-	0.02	0.02
<u>Senior Citizen Fund Total</u>					<u>7.29</u>	<u>7.21</u>	<u>6.04</u>
<u>Personal Use Fishery Fund</u>							
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	3.00	0.56	0.56	0.56
<u>Streets</u>	Street Foreman	16.00	16.00	16.00	0.03	0.03	0.03
	Equipment Lead Operator	14.00	14.00	14.00	0.04	0.04	0.04
	Equipment Operator	11.00	11.00	11.00	0.13	0.10	0.10

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2019 Grade</u>	<u>FY2020 Grade</u>	<u>FY2021 Grade</u>	<u>FY2019 Full Time Equivalent Positions</u>	<u>FY2020 Full Time Equivalent Positions</u>	<u>FY2021 Full Time Equivalent Positions</u>
<u>Parks, Recreation & Beautification Department</u>							
	Parks & Recreation & Beautification Director	17.00	17.00	17.00	0.04	0.04	0.04
	Parks & Recreation & Beautification Operator	9.00	9.00	9.00	0.02	0.02	0.08
	Parks, Recreation & Beautification Laborer	2.40	2.40	2.40	0.03	0.03	0.02
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	2.30	0.06	0.06	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	2.10	0.52	0.63	0.13
	Fee Shack Operator	-	-	2.10	-	-	0.47
	Beach Aide	-	-	2.10	-	-	0.07
	Administrative Assistant I	8.00	8.00	8.00	0.50	0.50	0.50
<u>Dock</u>							
	Street Foreman	16.00	16.00	16.00	0.03	0.02	0.02
	Equipment Lead Operator	14.00	14.00	14.00	0.03	0.02	0.02
	Equipment Operator	11.00	11.00	11.00	0.10	0.07	0.07
	Dock Worker	3.00	3.00	3.00	0.33	0.33	0.33
<u>Personal Use Fishery Fund Total</u>					<u>2.42</u>	<u>2.45</u>	<u>2.54</u>
All Funds Totals					<u>117.63</u>	<u>116.94</u>	<u>115.60</u>

NOTE: Updates made to grades in Senior Center and Public Works, as identified by removal (strike through) and addition/revision (underlined) were made effective by City Council adoption of Ordinance 3179-2021 on:



Sponsored by: Legal

CITY OF KENAI

ORDINANCE NO. 3180-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, AMENDING KENAI MUNICIPAL CODE 3.05.070-CITATION PROCEDURE, AND KENAI MUNICIPAL CODE 13.10.015 – MINOR OFFENSE FINE SCHEDULE TO INCORPORATE VARIOUS ANIMAL CONTROL OFFENSES INTO THE MINOR OFFENSE FINE SCHEDULE AND MAKE OTHER HOUSEKEEPING CHANGES.

WHEREAS, this Ordinance incorporates existing mandatory court appearances into the fine schedule, establishes progressive fines for multiple offenses, provides a citation process for animal control officers to address livestock violations, and makes other housekeeping changes; and,

WHEREAS, KMC 3.05.060- Penalties and Remedies, KMC 3.05.070- Citation Procedure, and KMC 13.05.010- Penalties, provide a citation process for Animal Control to enforce animal control ordinances adjudicated through the court system; and,

WHEREAS, the City's fine schedule contained in KMC 13.10.015 provides the specific fine amount for each offense; and,

WHEREAS, pursuant to KMC 3.05.070, certain offenses, including cruelty charges and third offenses within a 12 month period, require a mandatory court appearance as opposed to an ability to pay for the citation without a court hearing; and,

WHEREAS, many mandatory court appearance charges were inadvertently excluded from the City's fine schedule and should be included; and,

WHEREAS, while mandatory Court appearances are typically required when offenses are more serious, or prior citations have failed to curb the offensive behavior, they are more burdensome on the defendant, the City and the court system; and,

WHEREAS, Animal Control recommends that some offenses currently requiring a mandatory court appearance be changed to a set fine amount without a requirement to appear in court; and,

WHEREAS, KMC 3.10.030 Maintenance and Sanitation, that requires animals and associated facilities to be kept in a clean and sanitary condition, currently requires a mandatory court appearance, but a progressive fine schedule is preferable given the nature of the offense; and,

WHEREAS, changing KMC 3.10.050 – Animals Near Streets, from a mandatory court appearance to a progressive fine schedule is also recommended; and,

WHEREAS, changing KMC 3.15.010 – Licenses Required, that requires animal kennels to be licensed, from a mandatory court appearance to a progressive fine schedule is likewise recommended; and,

WHEREAS, finally, changing KMC 3.15.050(a) – Standards For Operating Kennel Facilities, that outlines minimum health and safety standards for operation of a kennel facility, from a mandatory court appearance to a progressive fine schedule is recommended; and,

WHEREAS, KMC 3.10.070- Livestock Within City Limits, prohibits certain livestock on some properties in some zones within the City; and,

WHEREAS, while livestock ordinances are managed by animal control, offenses for livestock violations have not previously been incorporated into the citation process, but instead have been enforced through the Planning Department's code compliance officer; and,

WHEREAS, providing a citation process for livestock violations will allow for an ease of enforcement and provide clarity to the process; and,

WHEREAS, a prior update of the Minor Offense Fine Schedule inadvertently removed KMC 3.10.020 – Control and Confinement of Animals, subsection (a) related to restraint of dogs that should be placed back into the fine schedule for enforcement purposes; and,

WHEREAS, increasing the fine amount to \$50.00 and establishing a progressive fine schedule for KMC 3.20.010 – Failure to License Dog, will discourage owners from choosing to pay a \$25 fine, instead of the non-sterilized dog license fee of \$30.60; and,

WHEREAS, updating KMC 13.10.015 – Minor Offense Fine Schedule, to reflect the revised fines is in the best interest of the City; and,

WHEREAS, a previous amendment of KMC 3.10.020 – Control and Confinement of Animals, requires an additional update to 3.05.070 – Citation Procedure, to reflect a correct cross reference that was previously inadvertently missed.

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

Section 1. Amendment of Section of the Kenai Municipal Code: That Kenai Municipal Code, Section 3.050.070 – Citation procedure, is hereby amended as follows:

3.05.070 Citation [P]Procedure.

- (a) An officer may serve a summons and complaint in the form of a citation upon a person for violating a provision of this chapter, or a term, condition, or limitation of a license issued hereunder, or a City regulation promulgated under this title.
- (b) A summons and complaint issued under this section shall contain a notice directing the person to whom it is issued to appear in the Court for the Third Judicial District of the State of Alaska at Kenai, or pay a fine to the City of Kenai.

(c) An officer who issues a summons and complaint under this section shall deposit the original and a copy of the citation with the officer's immediate superior who shall forward the citation to the City of Kenai Legal Department.

(d) Mandatory court appearance shall be required:

- (1) For a violation of KMC 3.10.020~~[(C)]~~(d).
- (2) For a violation of KMC 3.10.070(g).
- (3) For all cruelty charges under this code.
- (4) Upon third citation of all other provisions of KMC Chapter 3.10 in a twelve (12) month period.

Section 2. Amendment of Section of the Kenai Municipal Code: That Kenai Municipal Code, Section 13.10.015 – Minor offense fine schedule, is hereby amended as follows:

13.10.015 Minor ~~[O]~~Offense ~~[F]~~Fine ~~[S]~~Schedule.

In accordance with AS 29.25.070(a), citations for the following offenses may be disposed of as provided in AS 12.25.195 through 12.25.230, without a court appearance, upon payment of the fine amounts listed below or on the State of Alaska Uniform Minor Offense Tables for Titles 28 and 13 AAC offenses plus the state surcharge required by AS 12.55.039 and 29.25.074. Fines must be paid to the City of Kenai. The Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses listed below. Citations charging these offenses must meet the requirements of Minor Offense Rule 3. If a person charged with one (1) of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense. If an offense is not listed on this fine schedule or another fine schedule the defendant must appear in court to answer to the charges.

The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone, as those terms are defined in AS 28.90.990 and 13 AAC 40.010(b).

An offense may not be disposed of without a court appearance if the offense is in connection with a motor vehicle accident that results in a death of a person.

MINOR OFFENSE FINE SCHEDULE

	CITE	RULE/OFFENSE	FINE	
		OFF-ROAD VEHICLE OPERATION		
1	KMC 13.40.020(a)	On public or private property without the express or implied consent of the owner, authorized agent, or representative.	100.00	

	CITE	RULE/OFFENSE	FINE	
2	KMC 13.40.020(b)	On municipal park lands, except where specifically authorized, municipal playgrounds and school playground areas except by special authorization or in a specially designated area. Notwithstanding, wheelchairs may be operated on park lands and playgrounds by persons with mobility disabilities, subject to the other provisions of this chapter.	100.00	
3	KMC 13.40.020(c)	On a City or State maintained roadway, sidewalk, or on a path or trail designated for bicycles or pedestrians, unless such travel is necessary to go around an obstruction or hazard.	100.00	
4	KMC 13.40.020(d)	On any City or State road right-of-way that has been landscaped, seeded, or otherwise improved.	100.00	
5	KMC 13.40.020(e)	In such a manner as to produce sufficient noise to disturb the peace and quiet of another.	100.00	
6	KMC 13.40.020(f)	In such a manner as to cause damage to improved property or destruction to the terrain.	100.00	
7	KMC 13.40.030	Special stops required	90.00	
8	KMC 13.40.050	Helmet required	100.00	
9	KMC 13.30.080	Operating vehicle in a prohibited area	100.00	
		ANIMALS		
10	KMC 3.10.010	No person may permit an animal which he owns to interfere with another person's reasonable right to peace or privacy by making repeated or continued noise. (1 st offense)	50.00	
11	KMC 3.10.010	No person may permit an animal which he owns to interfere with another person's reasonable right to peace or privacy by making repeated or continued noise. (2 nd offense)	100.00	
12	<u>KMC 3.10.010</u>	<u>No person may permit an animal which he owns to interfere with another person's reasonable right to peace or privacy by making repeated or continued noise. (3rd offense)</u>	<u>UP TO 500.00</u>	
13	<u>KMC 3.10.020(a)</u>	<u>A person who owns a dog shall keep the dog under restraint at all times. (1st offense)</u>	<u>50.00</u>	
14	<u>KMC 3.10.020(a)</u>	<u>A person who owns a dog shall keep the dog under restraint at all times. (2nd offense)</u>	<u>100.00</u>	
15	<u>KMC 3.10.020(a)</u>	<u>A person who owns a dog shall keep the dog under restraint at all times. (3rd offense)</u>	<u>UP TO 500.00</u>	

	CITE	RULE/OFFENSE	FINE	
[12]16	KMC 3.10.020(b)	A person who owns an animal other than a dog that is capable of annoying or endangering other persons or damaging their property shall keep the animal under restraint at all times. (1 st offense)	50.00	
[13]17	KMC 3.10.020(b)	A person who owns an animal other than a dog that is capable of annoying or endangering other persons or damaging their property shall keep the animal under restraint at all times. (2 nd offense)	100.00	
18	<u>KMC 3.10.020(b)</u>	<u>A person who owns an animal other than a dog that is capable of annoying or endangering other persons or damaging their property shall keep the animal under restraint at all times. (3rd offense)</u>	<u>UP TO 500.00</u>	
[14]19	KMC 3.10.020(c)	A person who owns a dog or other animal shall use reasonable means, including restraint or confinement, to prevent that dog or other animal from causing harm or injury to another person or animal unless the animal is on the private property of the owner.	100.00	
[15]20	KMC 3.10.020(d)	A person who owns a vicious or dangerous animal shall at all times either confine the animal in a building or a secure enclosure, or otherwise secure the animal, as with a muzzle, so it cannot injure other persons or their property. (1st offense)	50.00	
[16]21	KMC 3.10.020(d)	A person who owns a vicious or dangerous animal shall at all times either confine the animal in a building or a secure enclosure, or otherwise secure the animal, as with a muzzle, so it cannot injure other persons or their property. (2nd offense)	100.00	
22	<u>KMC 3.10.020(d)</u>	<u>A person who owns a vicious or dangerous animal shall at all times either confine the animal in a building or a secure enclosure, or otherwise secure the animal, as with a muzzle, so it cannot injure other persons or their property. (3rd offense)</u>	<u>UP TO 500.00</u>	
[17]23	KMC 3.10.020(e)	A person who owns a female dog or cat in heat or during ovulation shall keep the dog or cat under restraint in such a manner that it cannot come into contact with a male of its species except for planned breeding purposes; provided, that a female sled dog in heat shall be confined unless it is restrained by proper harnessing in a team in such a manner that it cannot come in contact with a male dog except for planned breeding purposes. (1 st offense)	50.00	

	CITE	RULE/OFFENSE	FINE	
[18]24	KMC 3.10.020(e)	A person who owns a female dog or cat in heat or during ovulation shall keep the dog or cat under restraint in such a manner that it cannot come into contact with a male of its species except for planned breeding purposes; provided, that a female sled dog in heat shall be confined unless it is restrained by proper harnessing in a team in such a manner that it cannot come in contact with a male dog except for planned breeding purposes. (2 nd offense)	100.00	
25	<u>KMC 3.10.020(e)</u>	<u>A person who owns a female dog or cat in heat or during ovulation shall keep the dog or cat under restraint in such a manner that it cannot come into contact with a male of its species except for planned breeding purposes; provided, that a female sled dog in heat shall be confined unless it is restrained by proper harnessing in a team in such a manner that it cannot come in contact with a male dog except for planned breeding purposes. (3rd offense)</u>	<u>UP TO</u> <u>500.00</u>	
[19]26	KMC 3.10.020(f)	No person other than an officer performing his duties under this title may release an animal from restraint without its owner's consent, except to preserve the animal's life. (1 st offense)	50.00	
[20]27	KMC 3.10.020(f)	No person other than an officer performing his duties under this title may release an animal from restraint without its owner's consent, except to preserve the animal's life. (2 nd offense)	100.00	
28	<u>KMC 3.10.020(f)</u>	<u>No person other than an officer performing his duties under this title may release an animal from restraint without its owner's consent, except to preserve the animal's life. (3rd offense)</u>	<u>UP TO</u> <u>500.00</u>	
29	<u>KMC 3.10.030</u>	<u>A person who owns an animal shall maintain all structures, pens, and yards where he keeps the animal, and all areas adjacent thereto, in a clean and sanitary condition and free from objectionable odor. (1st offense)</u>	<u>50.00</u>	
30	<u>KMC 3.10.030</u>	<u>A person who owns an animal shall maintain all structures, pens, and yards where he keeps the animal, and all areas adjacent thereto, in a clean and sanitary condition and free from objectionable odor. (2nd offense)</u>	<u>100.00</u>	
31	<u>KMC 3.10.030</u>	<u>A person who owns an animal shall maintain all structures, pens, and yards where he keeps the animal, and all areas adjacent thereto, in a clean and sanitary condition and free from objectionable odor. (3rd offense)</u>	<u>UP TO</u> <u>500.00</u>	

	CITE	RULE/OFFENSE	FINE	
32	<u>KMC 3.10.050</u>	<u>No person may tie, stake, or otherwise confine an animal by a street, sidewalk, alley, or public place, or in such a manner that the animal may enter a street, alley, or public place, except as permitted under KMC 3.05.080. (1st offense)</u>	<u>50.00</u>	
33	<u>KMC 3.10.050</u>	<u>No person may tie, stake, or otherwise confine an animal by a street, sidewalk, alley, or public place, or in such a manner that the animal may enter a street, alley, or public place, except as permitted under KMC 3.05.080. (2nd offense)</u>	<u>100.00</u>	
34	<u>KMC 3.10.050</u>	<u>No person may tie, stake, or otherwise confine an animal by a street, sidewalk, alley, or public place, or in such a manner that the animal may enter a street, alley, or public place, except as permitted under KMC 3.05.080. (3rd offense)</u>	<u>UP TO 500.00</u>	
35	<u>KMC 3.10.070</u>	<u>No person shall keep or maintain livestock (1st offense)</u>	<u>50.00</u>	
36	<u>KMC 3.10.070</u>	<u>No person shall keep or maintain livestock (2nd offense)</u>	<u>100.00</u>	
	<u>KMC 3.10.070</u>	<u>No person shall keep or maintain livestock (3rd offense)</u>	<u>UP TO 500.00</u>	
[22]37	<u>KMC 3.10.080</u>	<u>Failure to properly dispose of dog waste</u>	<u>50.00</u>	
38	<u>KMC 3.15.010</u>	<u>No person may operate a kennel facility without a license (1st offense)</u>	<u>50.00</u>	
39	<u>KMC 3.15.010</u>	<u>No person may operate a kennel facility without a license (2nd offense)</u>	<u>100.00</u>	
40	<u>KMC 3.15.010</u>	<u>No person may operate a kennel facility without a license (3rd offense)</u>	<u>UP TO 500.00</u>	
41	<u>KMC 3.15.050(a)</u>	<u>Standards for operating facilities (1st offense)</u>	<u>50.00</u>	
42	<u>KMC 3.15.050(a)</u>	<u>Standards for operating facilities (2nd offense)</u>	<u>100.00</u>	
[23]43	<u>KMC 3.15.050(a)</u>	<u>Standards for operating facilities (3rd offense)</u>	<u>UP TO [500]500.00</u>	
[21]44	<u>KMC 3.20.010</u>	<u>Failure to license a dog. (1st offense)</u>	<u>[25.00] 50.00</u>	
45	<u>KMC 3.20.010</u>	<u>Failure to license a dog (2nd offense)</u>	<u>100.00</u>	
46	<u>KMC 3.20.010</u>	<u>Failure to license a dog (3rd offense)</u>	<u>UP TO 500.00</u>	
		PARKING		
[24]47	<u>KMC 13.10.060</u>	<u>Camping on private property</u>	<u>50.00</u>	

	CITE	RULE/OFFENSE	FINE	
[25]48	KMC 13.30.030	Night parking prohibited	50.00	
[26]49	KMC 13.30.035	Paid parking	50.00	
[27]50	KMC 13.30.095	Parking prohibited on Kenai Avenue	50.00	
[28]51	KMC 18.35.010	Overnight camping	50.00	
[29]52	AR 6.05.010-030	Parking at airport (1st offense)	25.00	
[30]53	AR 6.05.010-030	Parking at airport (2nd offense)	50.00	
		ABANDONED / JUNK VEHICLES / LITTERING		
[31]54	KMC 12.20.010	Deposit of refuse (littering)	500.00	
[32]55	KMC 12.20.010	No fish, fish carcasses, fish parts or offal may be deposited in dumpsters or receptacles unless marked specifically to allow for fish or fish parts.	150.00	
[33]56	KMC 12.25.020	Abandonment of vehicle	100.00	
[34]57	KMC 12.25.030	Junk vehicle	100.00	
		OFFENSES AGAINST PROPERTY		
[35]58	KMC 13.20.030	Protection of North and South Shore—No physical damage	150.00	
[36]59	KMC 13.20.030	Protection of North and South Shore—Physical damage	500.00	
[37]60	KMC 13.20.035	Burning of pallets and other wood materials containing metal fasteners	50.00	

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 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 3rd day of February, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Introduced: January 20, 2021
Enacted: February 3, 2021
Effective: March 5, 2021



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Scott Bloom, City Attorney
DATE: January 7, 2021
SUBJECT: **Ordinance 3180-2021 – Animal Control**

The purpose of this ordinance is to incorporate existing mandatory court appearances into the fine schedule, establish progressive fines for multiple offenses, provide a citation process for animal control officer to address livestock, and make other housekeeping changes.

Removing mandatory appearances for first time violations to progressive fines will provide Animal Control Officers with an opportunity to work with and educate animal owners. The first violation fine will be \$50.00, the second violation fine within a rolling calendar year will be \$100.00. A third violation within that rolling calendar year would then progress to a mandatory court appearance and up to a \$500.00 fine. Cruelty to animal violations will remain a first time mandatory court appearance.

The progressive fines will also apply to livestock within city limits. Animal Control having both management and authority to assess fines for violations regarding livestock will provide clarity to the public and make enforcement less burdensome.

A non-sterilized dog license is \$30.60, costing more than the \$25.00 fine for an unlicensed dog. Changing the fine to a progressive fine beginning at \$ 50.00 will eliminate the owners paying the fine and in lieu of licensing the dog.

The update of KMC 13.10.015 Minor Offense Schedule will incorporate these changes and housekeeping corrections from prior schedule modifications.

Your consideration is appreciated.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3181-2021

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, WAIVING KENAI MUNICIPAL CODE 21.10.130- LEASE EXECUTION AND APPROVING A LEASE EXECUTION EXTENSION TO JULY 27, 2021 TO KENAI AVIATION OPERATIONS, LLC FOR LOT 9A, BLOCK 5, GENERAL AVIATION APRON SUBDIVISION NO. 5.

WHEREAS, the Kenai City Council approved of a 45-year lease application from Kenai Aviation Operations, LLC for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5 to be used as a hangar with office space; and,

WHEREAS, a 60-day extension allowed by Kenai Municipal Code 21.10.130 was granted by the City Manager with good cause of the COVID-19 public health emergency for the execution of a lease agreement; and,

WHEREAS, Kenai Aviation Operations, LLC has provided a letter to the City requesting a lease execution extension greater than the 60 days allowed by Kenai Municipal Code 21.10.130 due to the unforeseen circumstances of the COVID-19 public health emergency and its impact on their business plans; and,

WHEREAS, the granting of a lease execution extension to Kenai Aviation Operations, LLC needs to be retroactive from January 27, 2021 to July 27, 2021; 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 ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, as follows:

Section 1. That KMC 21.10.130 is hereby waived due to the COVID-19 public health emergency for the exclusive purpose of granting a lease execution extension to Kenai Aviation Operations, LLC retroactively from January 27, 2021 to July 27, 2021, for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5.

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.

Ordinance No. 3181-2021
Page 2 of 2

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 3rd day of February, 2021.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, CMC, City Clerk

Introduced: January 20, 2021
Enacted: February 3, 2021
Effective: March 5, 2021



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Ryan Foster, Planning Director

DATE: January 12, 2021

SUBJECT: **Ordinance No. 3181-2021 - Lease Execution Extension to Kenai Aviation Operations, LLC for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5.**

City Council approved a 45-year lease application from Kenai Aviation Operations, LLC on September 16, 2020 for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5 at 155 North Willow Street to be used as a hangar with office space. Kenai Municipal Code 21.10.130 requires a lease be executed within 60 days of the applicant being mailed a lease form for signature. If the applicant shows good cause, the City Manager may grant an extension not exceeding 60 days for the applicant to execute and return a signed lease. The City Manager found good cause due to the COVID-19 public health emergency to grant a 60-day extension to the execution of the lease for Lot 9A. This extended the deadline for the execution and signature of the lease to January 27, 2021.

Kenai Aviation Operations has requested a greater extension for signing the lease than the 60 days allowed by Kenai Municipal Code due to the unforeseen circumstances created by the COVID-19 public health emergency. If City Council approves, Ordinance 3181-2021 would extend the date for Kenai Aviation Operations, LLC to execute the lease and sign the lease agreement with the City retroactively from January 27, 2021 to July 27, 2021.

Thank you for your consideration.

Attachment:

Email dated January 11, 2021 from Kenai Aviation Operations, LLC requesting a lease execution extension.

From: [Jacob Caldwell](#)
To: [Ryan Foster](#)
Subject: Extension for Kenai Aviation Operations Lease Execution
Date: Monday, January 11, 2021 3:18:50 PM

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

To whom it may concern,

We are writing to request an additional extension on our lease application. As we have all experienced, the ability to secure financing for big projects this year has been very difficult due to the uncertainty related to covid 19. Our investors, like many others have chosen to wait to make big commitments for a few more months. So, although we intend to build on the lot, our timeline for financing is indefinite for the near future. We are requesting the longest extension that you feel comfortable giving us. Our hope would be for an answer from our investors before the extension period is up.

Thank you for your consideration,
Joel Caldwell
Owner
Kenai Aviation Operations
907-252-4878



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jamie Heinz, City Clerk
DATE: January 14, 2021
SUBJECT: Harbor Commission Appointment

On December 31, 2020, terms for certain seats on the Harbor Commission expired. Jeanette Desimone did not seek reappointment which left a vacancy on the Commission. David Peck has applied and Mayor Gabriel has nominated him to fill the vacancy. The term for this seat expires December 31, 2023.

Kenai Municipal Code (KMC) 1.90.010 requires Council confirmation of nominations presented by the Mayor.

Your consideration regarding confirmation is appreciated.

From: [David Peck via Kenai, Alaska](#)
To: [City Clerk](#)
Subject: Form submission from: Commission/Committee Application
Date: Wednesday, January 13, 2021 10:09:08 AM

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

Submitted on Wednesday, January 13, 2021 - 10:08am
Submitted by anonymous user: 206.174.127.134
Submitted values are:

Date: Wed, 01/13/2021
Name: David Peck
Resident of City of Kenai? Yes
If resident, how long? About 3 years
Residence Address: 705 Sycamore St, Kenai, Ak 99611
Mailing Address: 705 Sycamore St, Kenai, Ak 99611
Home Telephone: 907-953-3248
Home Fax:
Business Telephone:
Business Fax:
Email address: dlp1951@gmail.com
May we include your contact information on our website? Yes
If not all, what may we include?
Employer: Retired
Job Title: Retired
Name of Spouse: Virginia Reynolds
Current Membership Organization: District 30 Republican Committee, Precinct Leader 220
Past organizational memberships: Nevada State Peace Officer's Association Past President & Board member 1990's
Committees or commissions in which you are interested: Harbor Commission
Why do you want to be involved with this commission or committee? As a resident of Kenai, I'm interested in our Harbor. It is a great resource so I'd like to participate in it's planning. I think there may be many opportunities.
What background, experience, or credentials do you possess to bring the board, commission, or committee membership? I currently participate as a Precinct Leader on the District 30 Republican Committee. I previously served as President and a Director of the Nevada State Peace Officer's Association. This was some time ago in the 1990's while I was employed as a Parole & Probation Officer. I worked for Alaska Airlines in Ketchikan & Petersburg 2008-2013 as a ramp agent, cargo agent & station agent. During that time I gained some knowledge of the fishing industry working with companies like Icicle & Trident and their shipping people preparing loads for the jet of fresh & frozen fish, crab & other seafood products. I hope this may help me to serve the Harbor Commission as it relates to the seafood industry's presence in the harbor. I will be out of town visiting family 01-22-21 thru 02-04-21 but will be available after that. Thank you, Dave Peck

The results of this submission may be viewed at:
<https://www.kenai.city/node/2601/submission/7121>



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Teea Winger, Council Member
DATE: January 11, 2021
SUBJECT: Vaccine Transportation Program

Based on comments provided to the City by Kenai from residents that identified a need for transportation to a COVID-19 vaccination provider, I worked with administration on a short-term transportation program for individuals receiving vaccinations at locations in Kenai. This program would not exceed a budget of \$5,000 and would enable individuals to receive free transportation to Kenai vaccination providers, once they become available.

The purpose of the program would be to provide transportation to individuals receiving vaccinations in Kenai and provide for round-trip rides from a location with a Kenai address to the Kenai vaccination clinic at no cost to the individual. The City would contract with taxi providers and other transportation providers that are willing and able to provide the service, and the providers would invoice the City for the rides on a weekly basis. The program would be offered on a first-come, first-driven basis until the budgeted funds run out. Participants would need to provide proof of vaccination to the provider for rides to and from the vaccination location. Information identifying participants in the program would not be shared with the City.

Administration has reached out to the three current Kenai Vehicle-for-Hire taxi cab businesses in Kenai as well as CARTS to determine their willingness to participate in the program. If approved, Administration would reach out to care providers on the Central Peninsula and ensure that information about the program is communicated to these organizations as well as the media. I respectfully request the City Council approve this short-term program that addresses an important transportation need within our community.

Your support is appreciated.



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Vice Mayor Bob Molloy
Council Member Henry Knackstedt
Council Member Teea Winger

DATE: January 13, 2021

SUBJECT: **Food Assistance Services Program**

The City of Kenai awarded a Food Assistance Services grant as part of the City's CARES Act Relief and Recovery Grant Program. Resolution No. 2020-70 authorized the City Manager to enter into a grant agreement with Kenai Peninsula Food Bank to provide weekly food distributions to individuals and families in need of food in the City of Kenai. The program helped to relieve the strain on City of Kenai households significantly impacted by COVID-19 under a grant awarded by the City in the amount of \$77,000. The program ran from September 5 through December 30, 2020.

Based on the continuing need for food assistance in Kenai, an amendment to the grant Agreement with the Kenai Peninsula Food Bank in the amount of \$50,000 would cover weekly food distributions from February through April and provide at least 200 food bags per week.

If approved, Administration would work with the Kenai Peninsula Food Bank to amend the original grant agreement to provide an additional \$50,000 of federal CARES Act funding. Funding for this expansion of the program is available under the City's CARES Act Relief and Recovery Grant Program in the Individual Assistance Grants Department as funds were not expended under a grant awarded for Mental Health Services, which expired December 31. We respectfully request the City Council approve an amendment to the Food Services Assistant program to provide this critical food assistance program in Kenai.

Your support is appreciated.

Jamie Heinz

Subject: FW: Covid funds and local Kenai needs.

From: Jack Castimore <jcastimore@gmail.com>

Date: January 10, 2021 at 4:49:36 PM AKST

To: Bob Molloy <bmolloy@kenai.city>

Subject: Covid funds and local Kenai needs.

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

Dear Bob Molloy,

During the past few months, our local food pantries and the Food Bank have seen enormous requests for help. During a normal week, we would see 35 to 40 families needing food assistance, but during the past months that has increased to 150 plus families each week. (local food pantry) Our local families are suffering and need continued help. With funds that the city has, the Peninsula Food Bank, and the city's housing and utility assistance programs, need to continue for the next few months. Many of **OUR local families** need our continued help NOW. Please continue funding these vital programs during this pandemic.

Thank you.

Jack Castimore 283-4609
2775 Watergate Way, Kenai, AK 99611

Jamie Heinz

Subject: FW: Food bank

From: Nelson <kevinpeggynelson@aol.com>

Date: January 11, 2021 at 9:55:56 AM AKST

To: Bob Molloy <bmolloy@kenai.city>

Subject: Food bank

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

Dear Honorable Mayor and City Council,

We are members of the Kenai United Methodist church and very active in the Food Pantry's program. We have been outside every Monday for the last several months on Mondays handing out the bags of food and produce boxes provided by the Kenai Food Bank. We also provide a cup of warm soup and gloves and hats to people who need them. We see first hand the need for help in this community for food and shelter. We very much appreciated the CARE funds you provided to the Food bank and so do the people of Kenai. Whenever the opportunity arose we told the people receiving the food that The city of Kenai was responsible for providing the funding. We are respectfully requesting that the Kenai Food Bank receive additional funding to provide the needed food to the residents of this community
Thank you for your consideration.

Kevin and Peggy Nelson

Sent from my iPhone

Jamie Heinz

Subject: FW: COVID-19 Funds

From: "kari@alaska.net" <kari@alaska.net>

Date: January 11, 2021 at 9:44:11 AM AKST

To: Bob Molloy <bmolloy@kenai.city>

Subject: COVID-19 Funds

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

Greetings Vice Mayor Molloy,

Hi Bob, I wish to commend the Kenai City Council for awarding a grant to the Kenai Peninsula Food Bank to aid in feeding of those affected by COVID-19. I have been a volunteer distributing the bags of food purchased by Greg Meyer, the Food Bank Director, through the Food Pantry of the Kenai United Methodist Church. As funds become available, I urge that this much needed program be continued.

Best Wishes,

Kari Mohn
712 N. Strawberry Rd.
Kenai, AK 99611

907/598-2313

Jamie Heinz

Subject: FW: Community projects

From: Milly Perry <millyp@hotmail.com>
Date: January 10, 2021 at 6:10:09 PM AKST
To: "bgabriel@kenai.city" <bgabriel@kenai.city>
Subject: Community projects

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

Mr. Gabriel,

My name is Milly Perry and I am the assistant director for the Kenai United Methodist Church food pantry. Since September our food pantry has been the distribution point for the CARES grant to supply food for the residents of Kenai. Almost every week we have distributed about 200 bags of shelf staple food. Some weeks the demand has been so great we have filled additional bags from our church supplies. Our group does not believe in allowing anyone to leave without food.

We have also been the distribution point for the Farms to Families produce boxes. The Kenai church is committed to helping the community in every way possible.

The last two weeks we have provided the food from our pantry because the grant ended. We are prepared to do this tomorrow. However, we can continue this ministry for only a few more weeks before we have to return to our once a month program.

I am asking that the city council see fit to continue the food program. Kenai Methodist wants to help as many people as possible. We need your help. Please continue to provide this service.

Prayerfully submitted,
Milly Perry
478-279-1730

Sent from my iPad



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Paul Ostrander, City Manager

DATE: January 13, 2021

SUBJECT: **Discussion Item – Development of City of Kenai Business Stimulus / Incentive Programs**

Administration has worked on developing programs that can help our local business community thrive beginning prior to the COVID-19 pandemic. Recently, our focus has been twofold. First, and most urgently, we have been actively working to recommend programs focused on the immediate needs in our community and that will provide stimulus to our local small businesses hardest hit by the COVID-19 pandemic. It is critical that the City use available funding responsibly to benefit the citizens of Kenai and to offset the ongoing impacts of COVID-19 on the City over the next several years. Secondly, we have been working on programs that will provide incentives for existing businesses to expand and improve their storefront and attract new businesses to locate in Kenai. These programs are focused on the long-term health of our business community and support the efforts of the Council to establish Kenai as the best place in Alaska to own and run a business.

At the January 20, 2021 meeting, Council is considering additional funding for the “Shop Here All Year” program. I want to provide Council an update on administration’s ongoing efforts and active work to recommend additional programs for consideration. These programs, although not fully developed, provide a comparable benefit to the City. This update on these developing programs is intended to provide Council with additional information to consider to make the best decisions on how best to utilize the City’s limited funds for the greatest benefit to both our local small businesses and our residents. It is also important to note that these programs are still being developed, and while they will likely provide significant benefit to the City, a full analysis of the needs of the City as we emerge from this pandemic does not exist. It may be that other needs of the City are identified that are higher priority items that will provide greater benefit to the citizens of Kenai. Examples could include capital projects such as the bluff erosion project, bike path construction, street paving and maintenance, ice rink improvements, or modifications to our service model such as improved public safety or senior services.

There are two programs that the administration has worked on that address the immediate needs of our business community in response to the COVID-19 pandemic.

Shop Here All Year in Kenai

This program was developed in conjunction with the Kenai Chamber of Commerce and Visitor Center and will be considered by Council on January 20, 2021. Participants who spend \$200 at a Kenai business on discretionary items will be eligible to receive a \$100 voucher to spend at participating businesses in Kenai. This program was developed to support small businesses in the City that focus on the sale of discretionary items. During periods of economic uncertainty, consumers spend less on discretionary items than normal. Sales tax data clearly shows that grocery stores and the larger box stores have weathered the COVID-19 pandemic well, so the focus on the smaller businesses was warranted.

The Second One is On Us

This program is currently being developed by the administration. This program would focus primarily on the hospitality, entertainment, and tourism businesses in our community. These are businesses that were significantly impacted by the COVID-19 pandemic through forced shutdowns and restrictions imposed by the State of Alaska mandates and due to the substantial drop in tourism during 2020. The program would piggyback on the City's marketing campaign, The Best Place to Alaska, by promoting folks to come to Kenai to eat in our restaurants, stay in our hotels, go to the theatre, or to enjoy other types of related activities. Participating Kenai businesses would be eligible to offer a promotion called "The Second One is on Us," in which the program covers the cost of a second purchased item or service up to an established average value of the first. In the case of a restaurant, the participating business could offer customers to buy one meal, and "the second one is on us." A hotel could provide customers with a second night of their stay "on us." The City would provide a voucher for the second item or service by tailoring the program to each type of business with voucher amounts equivalent to the average cost of the first purchased item.

There are two programs that the administration is working on that will provide incentives for existing businesses to expand and improve their storefront and attract new businesses to locate in Kenai.

Storefront Improvement Program

The framework of this program is currently being developed by the administration. This program would provide matching funds for participating City of Kenai businesses that are looking to make physical improvements to building facades. Matching funds would be provided through an application process to businesses to encourage private investment in Kenai to beautify the City. Improved storefronts have a measurable impact on business sales and ability to attract new customers as well as improves community pride, and is an investment that provides benefits to the business and the City's residents for decades. In addition to the Storefront Improvement Program, the administration has discussed similar proposed programs with a focus on the interior, such as a Tenant Improvement Program.

Property Tax Incentive Program

This proposed program is under development and is a component of the larger Council-driven initiative to create an environment in the City that attracts new businesses and supports existing businesses that wish to expand. This program would waive property taxes on improvements



made by existing Kenai businesses to deteriorated buildings for a period of time once the improvements were made, likely five years. For new construction within the City, the program would focus on specific deteriorated zones within the City where development would be encouraged by waiving property tax on newly constructed businesses for a period of time after the construction was completed, again, likely for five years. While the City would not see a reduction in property tax revenues as a result of this program, it would defer revenue growth until the waiver period ended. It would be appropriate to fund this program at some level to offset the lack of revenue growth in case utilization of this program was significant enough to increase expenses to the General Fund.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: January 12, 2021
SUBJECT: **Fine Arts Center Capital Improvements Current Estimates**

The purpose of this Memo is to update Council on the current project standings at the Fine Arts Center. As Council may recall Ordinance 3146-2020 appropriated \$120,000 at the August 5, 2020 regularly scheduled meeting. Part of that Ordinance required, if project estimates once determined, exceeded \$150,000 that the project would be brought back to Council for further consideration.

Attached to this memo is the original legislation authorizing the funds as well as the current contractors estimate for specific work requested by the Fine Arts Center to date. Additionally, in coordination with K+A Architecture, City of Kenai Building Official and Fire Marshal, a compiled list of known issues at the facility has now been created and is attached as well for Council's review and consideration.

Pursuant to the provision in Ordinance 3146-2020 staff is bringing this project back to Council for discussion to ensure that Work should continue with the knowledge that the Work they have identified will likely cost in the \$170K-\$180K range. The additional items identified in the included Master List is anticipated to add another \$100K, however this work could be completed over time and as funding may become available.

Council's consideration is respectfully requested.



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. 3146-2020

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND, LIBRARY IMPROVEMENT CAPITAL PROJECT FUND, VISITOR CENTER IMPROVEMENT CAPITAL PROJECT FUND, MUNICIPAL ROADWAY IMPROVEMENTS CAPITAL PROJECT FUND, KENAI RECREATION CENTER IMPROVEMENTS CAPITAL PROJECT FUND, INFORMATION TECHNOLOGY IMPROVEMENTS CAPITAL PROJECT FUND, KENAI FINE ARTS CENTER CAPITAL PROJECT FUND, AND CITY HALL IMPROVEMENTS CAPITAL PROJECT FUND TO FUND CAPITAL PROJECTS DEFERRED DURING THE FY2021 BUDGET PROCESS.

WHEREAS, Uncertainty caused by the COVID-19 public health emergency resulted in deferment of \$941,560 in planned capital projects to FY2022; and,

WHEREAS, by Ordinance 3137-2020 Council appropriated \$216,560 for the Bridge Access Road bike path leaving \$725,000 in project deferments; and,

WHEREAS, the administration has identified Bryson Street Storm Drain Repairs as a project in need of immediate funding to prevent future damage and increased repair costs; and,

WHEREAS, in addition to the projects deferred to FY2022, the administration recommends funding of the FY2023 project, Willow Street Repairs, in FY2021; and,

WHEREAS, greater knowledge of the impacts of the COVID-19 public health emergency on the City's finances have led to the recommendation to fund these projects at this time; and,

WHEREAS, an expenditure of funds on these needed capital projects will create jobs and provide economic support in this critical time of recovery from the COVID-19 public health emergency; and,

WHEREAS, completion of these capital projects is in the best interest of the City and its residents by maintaining the infrastructure needed to provide City services.

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>\$1,565,000</u>

Increase Appropriations –

Transfer to Other Funds \$1,565,000

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

Library Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$58,000

Increase Appropriations –
HVAC Control Upgrade - Construction \$58,000

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

Visitor Center Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$182,000

Increase Appropriations –
HVAC Control Upgrade - Construction \$ 62,000
Roof Replacement – Construction 120,000
\$182,000

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

Municipal Roadway Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$900,000

Increase Appropriations –
First Street Repairs – Construction \$ 60,000
Inlet Wood Storm Drain Improvements – Construction 120,000
Bryson Street Storm Drain Outfall Repair – Construction 300,000
Willow Street Repaving – Construction 420,000
\$900,000

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

Kenai Recreation Center Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$60,000

Increase Appropriations –
Water Heater Replacement - Construction \$60,000

Section 6. That the estimated revenues and appropriations be increased as follows:

Information Technology Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$35,000

Increase Appropriations –

IT Master Planning – Professional Services \$35,000

Section 7. That the estimated revenues and appropriations be increased as follows:

City Hall Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$210,000

Increase Appropriations –
Air Handler Replacement – Construction \$210,000

Section 8. That the estimated revenues and appropriations be increased as follows:

Kenai Fine Arts Center Improvement Capital Project Fund:

Increase Estimated Revenues –
Transfer from General Fund \$120,000

Increase Appropriations –
Construction \$120,000

Section 9. That the funding for the Kenai Fine Arts Center Improvement be restricted as follows:


- 1) If the engineer’s estimate for the project exceeds \$150,000, the appropriation should be brought back to the City Council for re-consideration.
- 2) The \$120,000 appropriation must be committed or encumbered by November 10, 2021.
- 3) The \$120,000 may only be used for construction at the Kenai Fine Arts Center.

Section 10. 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 11. 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 5th day of August, 2020.


BRIAN GABRIEL SR., MAYOR

ATTEST:

Jacquelyn LaPlante for
Jamie Heinz, CMC, City Clerk



Approved by Finance: 

Introduced: July 15, 2020
Enacted: August 5, 2020
Effective: August 5, 2020



MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Paul Ostrander, City Manager
FROM: Terry Eubank, Finance Director
DATE: July 9, 2020
SUBJECT: Ordinance No. 3146-2020

The purpose of this memo is to recommend the enactment of Ordinance 3146-2020. If enacted, Ordinance 3146-2020 will accomplish three things:

1. Appropriation of capital projects deferred to FY2021 because of financial uncertainty caused by the COVID-19 public health emergency.
2. Appropriate funds for a new project to design and construct repairs to Bryson Street, where a storm drain outfall is failing and resulting in significant erosion and damage to the roadway.
3. Appropriate the first priority project slated for FY2023, previously projected for FY2022 but deferred because of financial uncertainty caused by the COVID-19 public health emergency.

In total Ordinance 3146-2020, if enacted, will appropriate \$1,445,000 of capital projects including:

1. First Street Repairs	\$ 60,000
2. Library HVAC Control Upgrade	58,000
3. Visitor Center HVAC Control Upgrade	62,000
4. Inlet Woods Storm Drain Improvements	120,000
5. Kenai Recreation Center Water Heater Replacement	60,000
6. Completion of an IT Master Plan	35,000
7. City Hall Air Handler Replacement	210,000
8. Visitor Center Roof Replacement	120,000
9. Bryson St. Repairs	300,000
10. Willow Street Resurfacing	420,000
	<u>\$1,445,000</u>

See the attached project descriptions for additional information.

Funding of these projects will ensure the City's infrastructure is maintained and will provide economic opportunity for local contractors as the City and its businesses recover from the

economic impacts of the COVID-19 public health emergency. Your support is respectfully requested.

FIRST STREET REPAIRS

03

Department: Public Works
Total Project Cost: \$60,000
Project Phased: No
Project Type: Infrastructure
Funding Source(s): General Fund
Potential Grant Identified: State Capital Project Submission
Operating Budget Impact: Minimal or No Impact



YEAR	2021	2022	2023	2024	2025
COST:	\$60,000				

Details:
This project removes and replaces approximately 250 feet of damaged roadway and curb on First Street.

LIBRARY DDC CONTROLS

05

Department: Public Works
Total Project Cost: \$58,000
Project Phased: No
Project Type: Building Improvement
Funding Source(s): General Fund
Potential Grant Identified: None
Operating Budget Impact: Slight Decrease



YEAR:	2021	2022	2023	2024	2025
COST:	\$58,000				

Details:
This project replaces older control components with new, as well as recommissions existing heating, ventilation, and air conditioning (HVAC) controls system. The Library had major improvements completed approximately 10 years ago, and older areas of the library continue to struggle with maintaining set-point temperatures.



VISITOR CENTER DDC CONTROLS

06

Department: Public Works
 Total Project Cost: \$62,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Decrease



YEAR:	2021	2022	2023	2024	2025
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COST: \$62,000

Details:

The Kenai Visitor and Cultural Center's mechanical systems and existing Direct Digital Control (DDC) systems are in need of major maintenance and recommissioning. Several areas of the facility are not operating correctly. This project will identify the components which are failing and provide for their replacements.

INLET WOODS STORM WATER IMPROVEMENTS

07

Department: Public Works
 Total Project Cost: \$120,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Decrease



YEAR:	2021	2022	2023	2024	2025
-------	------	------	------	------	------

COST: \$120,000

Details:

This project will improve catch basin conveyance and capacity to resolve several areas within the Inlet Woods Subdivision that experience flooding of the roadways due to insufficient storm water infrastructure.



REC CENTER WATER HEATER REPLACEMENTS

09

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



YEAR:	2021	2022	2023	2024	2025
-------	------	------	------	------	------

COST: \$60,000

Details:

This project will remove and replace the existing water heaters with new comparably-sized equipment. The Kenai Recreation Center water heaters are beyond their useful life and have been requiring extensive maintenance to remain operational.

IT MASTER PLANNING

17

Department: Finance - Information Technology
 Total Project Cost: \$35,000
 Project Phased: No
 Project Type: Technology
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Decrease



YEAR:	2021	2022	2023	2024	2025
-------	------	------	------	------	------

COST: \$35,000

Details:

This project analyzes the City's needs for updating existing or new computer and network infrastructure as well as the need to update or acquire new software to increase the efficiency, transparency and effectiveness of City departments in performing their daily tasks and activities.



CITY HALL AIR HANDLER REPLACEMENT

18

Department: Public Works
 Total Project Cost: \$210,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Slight Decrease



YEAR	2021	2022	2023	2024	2025
COST:	\$210,000				

Details:

This project replaces the existing roof top unit air handler at City Hall, which was installed in 1980. The Facility is approximately 9,588 square feet, and this project includes Direct Digital Controls (DDC) for operational efficiency.

VISITOR CENTER ROOF REPLACEMENT

20

Department: Public Works
 Total Project Cost: \$120,000
 Project Phased: No
 Project Type: Building Improvement
 Funding Source(s): General Fund
 Potential Grant Identified: None
 Operating Budget Impact:
 Minimal or No Impact



YEAR	2021	2022	2023	2024	2025
COST:	\$120,000				

Details:

This project removes and replaces the roof at the Kenai Visitor and Cultural Center and includes new ice and water shield. The existing Asphalt Shingle Roof has reached the end of its useful life. Leaks are occurring more often over the last few years. The existing roof is approximately 30 years old.



BRYSON STREET STORM DRAIN REPAIR

04

Department: Public Works
 Total Project Cost: \$300,000
 Project Phased: No
 Project Type: Infrastructure
 Funding Source(s): General fund
 Potential Grant Identified: None
 Operating Budget Impact: Minimal or No Impact



YEAR:	2021	2022	2023	2024	2025
-------	------	------	------	------	------

COST: \$300,000

Details:

This project will design and construct an existing stormwater pipe that conveys stormwater from Redoubt Avenue to the east out to Cook Inlet along Bryson Avenue. The existing pipe has failed and continues to erode section by section into the ravine that has been created by the runoff. This project will provide new piping down to a new riprap lined outfall on the beach, backfill of eroded materials with sand to restore historical grades.

WILLOW STREET REPAIRS

21

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



YEAR	2021	2022	2023	2024	2025
------	------	------	------	------	------

COST: \$420,000

Details:

This project includes milling and repaving of asphalt roadway approximately 40 feet in width and 1,950 feet in length between Main Street and Airport Way.





MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Tim Navarre and Robert Peterkin, Council Members

DATE: July 29, 2020

SUBJECT: **Ordinance No. 3146-2020** – FY 2021 Capital Improvement projects amendment to add Kenai Fine Arts Center project

The Fine Arts Center has been pursuing upgrades to the City owned building that they occupy for the last several years including upgrading the bathroom, increasing the functionality of the back portion of the building, and new windows and lighting. Design work is nearing completion. Although an estimate has not been conducted as of yet, it is anticipated that the cost of construction will be between \$100,000 and \$150,000. This amendment would commit \$100,000 in City funds to the project with the intent of the Kenai Fine Arts Center being responsible for the remainder of the cost.

Our motion is to Amend Ordinance No. 3146-2020 by adding a new Section 8 as follows:

Section 8. That the estimated revenues and appropriations be increased as follows:

Kenai Fine Arts Center Improvement Capital Project Fund:

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$100,000</u>
Increase Appropriations –	
Construction	<u>\$100,000</u>

Your consideration is appreciated.



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Henry Knackstedt, City Council Member
DATE: August 4, 2020
SUBJECT: **Ordinance No. 3146-2020** – FY2021 Capital Improvement Projects
Amendment to Kenai Fine Arts Center Project funding.

I am in support of Council Member Navarre's amendment adding City funds to support the improvements at the City-owned Fine Arts Center building, but I have some concerns that I believe warrant placing some reasonable restrictions on how the money is utilized. Although the design of the project is nearing completion, an engineer's estimate has not been provided to date. Completed engineering and a cost estimate would clarify the scope of work and could indicate that the cost of the project exceeds the current rough estimate of \$100,000 to \$150,000, potentially by a significant amount.

Additionally, I believe that the money should be utilized in a reasonable timeframe, and it should be clear that it should only be used for construction costs at the Kenai Fine Arts Center.

My motion will be to add a new Section 9 as follows:

Section 9. That the funding for the Kenai Fine Arts Center Improvement be restricted as follows:

- 1) If the engineer's estimate for the project exceeds \$150,000, the appropriation should be brought back to the City Council for re-consideration.
- 2) The \$100,000 appropriation must be committed or encumbered by November 10, 2021.
- 3) The \$100,000 may only be used for construction at the Kenai Fine Arts Center.

Later sections in the ordinance will be renumbered accordingly.

Your consideration is appreciated.



Polar North Construction, LLC
 PO Box 3926
 Soldotna, AK 99669
 Cell (907) 398-0473
 Email: alex@pncalaska.com
 stephanie@pncalaska.com

11-17-20

Kenai Fine Arts Center Workshop Upgrades

To Whom It May Concern:

This proposal is for workshop upgrades at the Kenai Fine Arts Center, work is based off plans by K+A Design Studio dated August 3rd 2020.

Due to the age of the structure, unknown mechanical and electrical issues, and what we have seen during a pre-proposal walk through I suggest a phased approach to pricing and completing the work. We offer the following approach to phasing of this project.

Phase 1-Demolition of suspended ceiling, abatement of all gypsum wall board within the scope of work area, demolition of shelf wall (note 2 Demo plans), Demolition of flooring in existing bathroom and future staff bathroom, relocate electrical panel, Removal and abatement of flooring and mastics, Inspection of studs and insulation for mold, remediation of mold if found.

Phase 2-Renovation of mechanical and electrical systems to clean up the ceiling area to be exposed truss, Renovate mechanical and electrical systems in new bathrooms.

Phase 3-Removal of CMU wall and installation of new beam per plans, infill of existing bathroom door, Installation of new GWB throughout scope of work area, Painting of exposed trusses/GWB, Installation of new plumbing and electrical fixtures in bathrooms, Installation of new light fixtures per plans, Installation of new exterior window on north wall, Slope flooring between gallery sales room and hallway, grind and seal concrete floors throughout scope of work area.

Firm quote pricing can be provided for phases 1 & 3, Phase 2 can be firm quoted after phase 1 or done on a time and material basis due to the unknowns about the building. Insulation value of roof will have to be determined and sufficient before exposed trusses can be utilized. Prices will be based on fixtures as chosen by the contractor, submittals of these fixtures will be provided to the owner for approval. Disapproval of fixtures will change pricing.

Cost-

Phase 1

General-\$15,547.00

Mechanical-\$3,720.25

Electrical-\$18,860.00
Abatement-\$43,700.00
Total-\$81,827.25

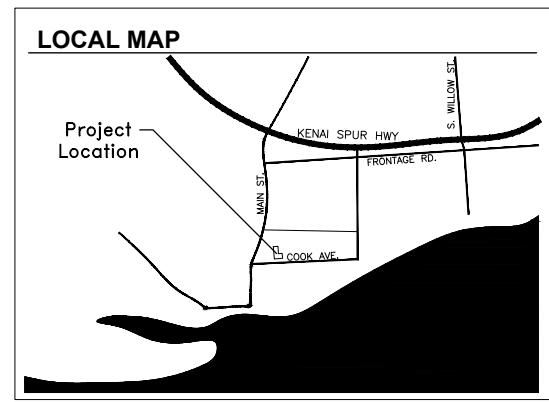
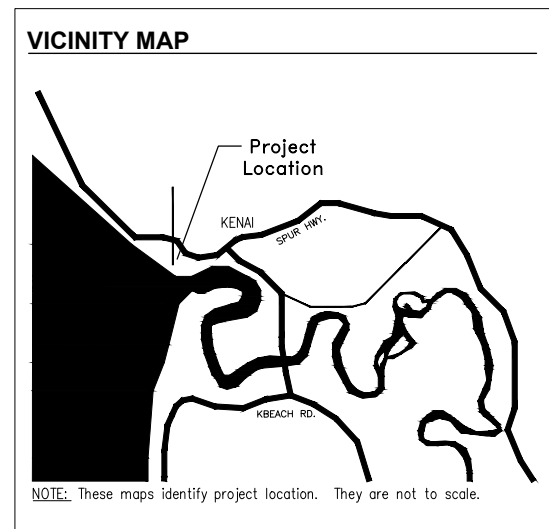
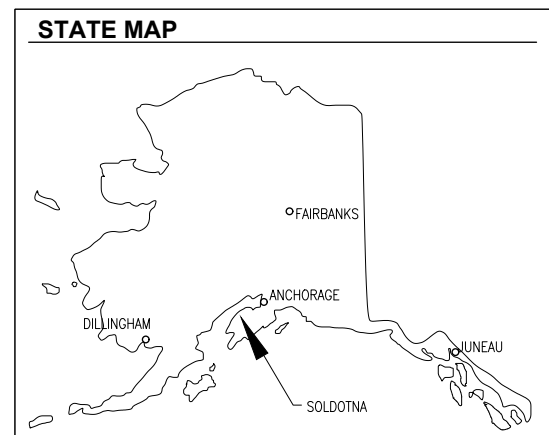
Phase 2-TBD

Phase 3
General-\$49,044.40
Mechanical-\$6,422.75
Electrical-\$16,128.75
Total-\$71,595.90

KENAI FINE ARTS CENTER WORKSHOP UPGRADES KENAI, ALASKA

CONSTRUCTION DOCUMENTS

AUGUST 3, 2020



ABBREVIATIONS LIST			
ABV Above AFF Above Finished Floor AC Acoustical ACT Acoustical Tile ADAAG Americans w/ Disabilities Act Accessible Guidelines ADD Addendum ADH Adhesive ADJ Adjacent AGG Aggregate A/C Air Conditioning ALT Alternate AL Aluminum ANC Anchorage AB Anchor Bolt ANOD Anodized ARCH Architectural ASPH Asphalt ASSY Assembly A.W.W. All Weather Wood BCS Baby Changing Station BRG Bearing BM Bench Mark BLK Block BLKG Blocking BO Board BOT Bottom BRK Brick BRNZ Dark Bronze BLDG Building BUR Built-Up Roofing CAB Cabinet CFMU Conc. Form Masonry Unit CPT Carpet CSMT Casement CI Cast Iron CK Caulk CLG Ceiling CEM Cement CL Center Line CER Ceramic CT Ceramic Tile CIR Circle CJ Control Joint CLG Ceiling CLR Clear CLS Closure COL Column COMB Combination CONC Concrete COTF Clean Out Thru Floor CMU Concrete Masonry Unit CFMU Concrete Form Masonry Unit CONST Construction CONT Continuous CONTR Contract CORR Corrugated CTR Counter CFL Counterflashing CRS Course DEM Demolish DEP Depressed DTL Detail DIAG Diagonal DIAM Diameter DIM Dimension DIV Division DR Door DH Double Hung DWG Drawing DF Drinking Fountain DW Dumb Waiter	EIFS Exterior Insulation Finish System EL Elevation ELEC Electrical ELEV Elevator ENC Enclosure EQ Equal EST Estimate EXG Existing EXH Exhaust EXP Exposed EXT Exterior EXTING Extinguisher FBRK Fire Brick FCO Floor Clean Out FD Floor Drain FE Fire Extinguisher FEC Fire Extinguisher Cabinet FF Factory Finish FFL Finished Floor Line FFW Finish Face of Wall FG Finish Grade FIXT Fixture FLG Flashing FLR Floor FLUR Fluorescent FN Finish FND Foundation FOC Face Of Concrete FOF Face Of Finish FOM Face Of Masonry FOS Face Of Structure FP Fireproof FPL Fireplace FR Frame FRP Fiberglass Reinforcing Panel FS Floor Sink FTG Footing GA Gauge GALV Galvanized GB Grab Bar GD Grade GI Galvanized Iron GL Glass GLB Glu-Lam Beam GP Galvanized Pipe GT Grout GVL Gravel GWB Gypsum Wall Board HB Hose Bibb HC Hollow Core HDR Header HDW Hardware HM Hollow Metal HOR Horizontal HPL High Pressure HR Hour HT Height HTG Heating HVAC Heating/Ventil./Air Cond. HWD Hardwood HWH Hot Water Heater IB Infiltration Barrier Include INS Insulate INT Interior JT Joint KIT Kitchen KO Knockout KPL Kickplate Laminate	LBL Label LAM Laminated LAV Lavatory LT Light LTL Lintel LVR Louver MB Machine Bolt MFR Manufacturer MAS Masonry M.O. Masonry Opening MTL Material MAX Maximum MECH Mechanical MC Medicine Cabinet MED Medium MBR Member ML Measuring Line MET Metal MIN Minimum MIR Mirror MISC Miscellaneous MOD Modular MNAP Manifold Access Panel MR Moisture Resistant MULL Mullion NAT Natural ND Napkin Disposal NOM Nominal North NIC Not In Contract NFS Non-Frost Susceptible NTS Not To Scale OBS Obscure OC On Center OPCI Owner Provided Contractor Installed OPG Opening OPP Opposite OD Outside Diameter OA Outside Air O.F.D. Overflow Drain OH Over Head PNL Panel PB Panic Bar PAR Parallel PK Parking PED Pedestal PLAM Plastic Laminate PL Plate PLYWD Plywood PT Point PTD. Painted, Paper Towel Dispenser PSF Pounds Per Square Foot PSI Pounds Per Square Inch PVMT Pavement PL Property Line PVB Poly Vapor Barrier RAD Radius R&S Rod And Shelf RFL Reflective REC. Recommendation REFR Refrigerator RES Resilient RET Return RA Return Air RVS Reverse Side REV Revised ROW Right Of Way RD Roof Drain RO Rough Opening RB Rubber Base	RL Rain Leader RM Radiant Manifold SAT Satellite SC Specimen Cabinet SCD Seat Cover Dispenser SCH Schedule SD Soap Dispenser SNT Sealant SEC Section SHTH Sheathing SHT Sheet SH Soap Holder SIM Similar SKL Skylight SC Solid Core SPK Speaker SPL Special SPEC Specification SQ Square SST Stainless Steel STD Standard ST Steel STO Storage STR Structural SUSP Suspended TEL Telephone TV Television THK Thick TPTN Toilet Partition T.O. Top Of TOL Tolerance T&G Tongue & Groove TPD Toilet Paper Dispenser TSL Top Of Slab TST Top of Steel TW Top Of Wall TYP Typical UC Undercut UNF Unfinished UON Unless Otherwise Noted UPS Uninterrupted Power Supply VB Vapor Barrier VG Vertical Grain VIF Verify in Field VIN Vinyl VINB Vinyl Base VCT Vinyl Composition Tile VF Vinyl Fabric VT Vinyl Tile VTR Vent Thru Roof WSCT Wainscot WH Wall Hung WC Water Closet WP Waterproofing WR Water Resistant WS Waterstop WWF Welded Wire Fabric WIN Window WD Wood WB Wood Base

- ### GENERAL NOTES
- 1.) DIMENSIONAL HIERARCHY
 - a. AS SPECIFICALLY NOTED
 - b. GRID LINES
 - c. FACE OR TOP OF CONCRETE
 - d. FACE OR TOP OF CMU
 - e. FACE OF FRAMING
 - f. FACE OF HOLLOW METAL FRAMES
 - 2.) CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY AMBIGUITIES OR CONTRADICTIONS IN THESE DOCUMENTS PRIOR TO PROCEEDING IN EACH AREA.
 - 3.) ARCHITECTURAL DRAWINGS REFERENCE ALL WORK FROM FINISH FLOOR ELEVATION OF 100'-0". SEE CIVIL FOR SITE LAYOUT DATUM.
 - 4.) SOME DETAILS ARE DIAGRAMMATIC IN NATURE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE A COMPLETE AND FUNCTIONING BUILDING IN ACCORDANCE WITH INDUSTRY STANDARDS
 - 2012 INTERNATIONAL BUILDING CODE
 - 2018 NATIONAL ELECTRICAL CODE
 - 2012 INTERNATIONAL MECHANICAL CODE
 - 2015 UNIFORM PLUMBING CODE
 - 2012 INTERNATIONAL FIRE CODE
 - AMERICANS WITH DISABILITIES ACT
 - ACCESSIBILITY GUIDELINES FOR BUILDING FACILITIES
 - NFPA 10, 13 AND 72
 - ASHRAE 90.1-2010
 - 5.) SCALE NOTE: DO NOT SCALE DRAWINGS.
 - 6.) WHERE INDICATED, COMPLY WITH REQUIREMENTS AND RECOMMENDATIONS OF REFERENCED STANDARDS AND OTHER PUBLICATIONS, EXCEPT WHERE MORE DETAILED OR MORE STRINGENT PROVISIONS ARE REQUIRED BY CURRENT APPLICABLE CODES AND GOVERNING REGULATIONS.
 - 7.) WHERE TWO OR MORE STANDARDS OR RECOMMENDATIONS OF TRADE ASSOCIATIONS APPLY TO SAME QUALITY CONTROL REQUIREMENTS FOR WORK, COMPLY WITH THE MOST STRINGENT. REFER UNCERTAIN INSTANCES TO THE OWNER'S REPRESENTATIVE.
 - 8.) CONSTRUCTION WHICH IS NOT GOVERNED BY A LOCAL BUILDING CODE OR THE CONTRACT DOCUMENTS WILL BE GOVERNED BY THE MORE STRINGENT PROVISIONS OF THE LATEST PUBLISHED, STATUTE ADOPTED EDITION, OF THE FOLLOWING APPLICABLE CODES.

PROJECT TEAM

ARCHITECTURAL:
 K+A designstudios
 130 TRADING BAY DRIVE
 SUITE 330
 KENAI, ALASKA
 PHONE: 907.283.3698
 E-MAIL: admin@klugestudios.com

STRUCTURAL:
 NELSON ENGINEERING
 155 Bidarka St
 Kenai, Alaska
 PHONE: 907.283.3583

DESIGN DATA

LEGAL DESCRIPTION: T 5N R 11W SEC 5 SEWARD MERIDIAN KN 0002970 ORIGINAL TOWNSITE OF KENAI LOT 3 BLK 17
PHYSICAL ADDRESS: 816 COOK DRIVE, KENAI, AK 99611

SYMBOLS

<p>4 A3.1 EXTERIOR ELEVATION</p>	<p>6 A3.2 BUILDING SECTION</p>
<p>4 A2.1 DETAIL NO. SHEET</p>	<p>6 A4.2 INTERIOR ELEVATION SHEET</p>
<p>103 DOOR NUMBER</p>	<p>15 REVISION NOTE</p>
<p>A1 OPENING TYPE</p>	<p>12 NOTE</p>
<p>104 ROOM NUMBER</p>	<p>ELEVATION</p>
<p>B GRID</p>	<p>W1 WALL TYPE</p>

DRAWING INDEX

T1.1 COVER SHEET

ARCHITECTURAL

A1.1 EXISTING & NEW FLOOR PLAN
 A1.2 EXISTING & NEW REFLECTED CEILING PLAN
 A2.1 SCHEDULES

STRUCTURAL

S1 NOTES & SPECIFICATIONS
 S2 PLANS & DETAILS

MATERIALS

EARTH PLYWOOD GYPSUM BOARD SPRAYED INSULATION	CONCRETE STEEL WOOD RIGID INSULATION BATT INSULATION
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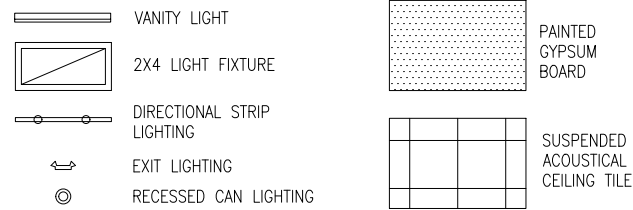
KENAI FINE ARTS CENTER
 WORKSHOP UPGRADES
 KENAI, ALASKA
 CONSTRUCTION DOCUMENTS

Revisions:
Date: AUG. 3, 2020
Drawn: MCM
Checked: CMP
Project: 1187
File Name:
Sheet Title: COVER SHEET
Sheet: T1.1
1 of 1

DEMO CEILING PLAN - KEY NOTES

- ① DEMO EXISTING CEILING GRID AND LIGHTING.
- ② DEMO EXISTING TRACK LIGHTING.
- ③ DEMO EXISTING GWB CEILING
- ④ EXISTING GWB CEILING TO REMAIN.

CEILING PLAN LEGEND

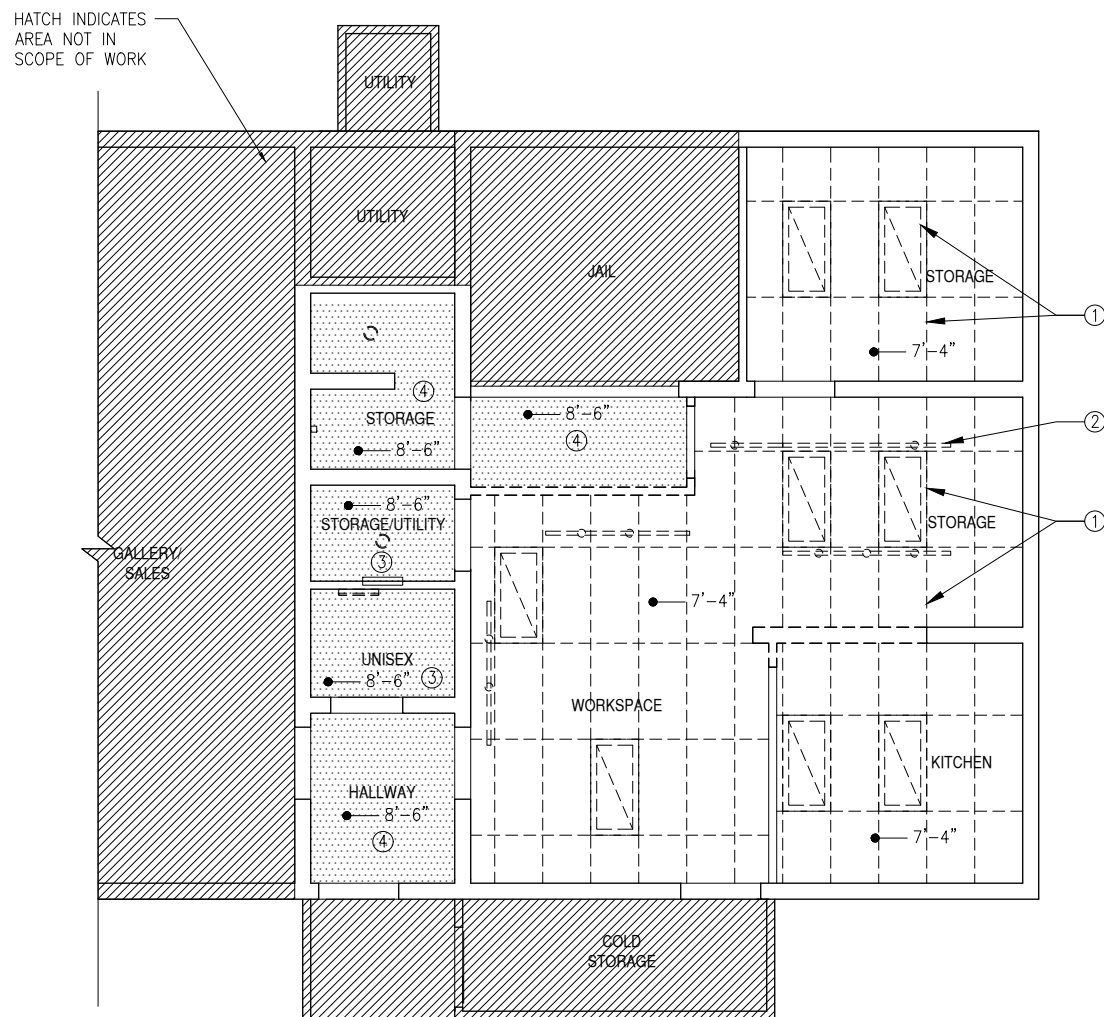
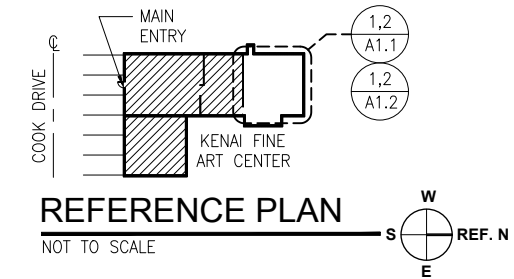


GENERAL CEILING PLAN NOTES

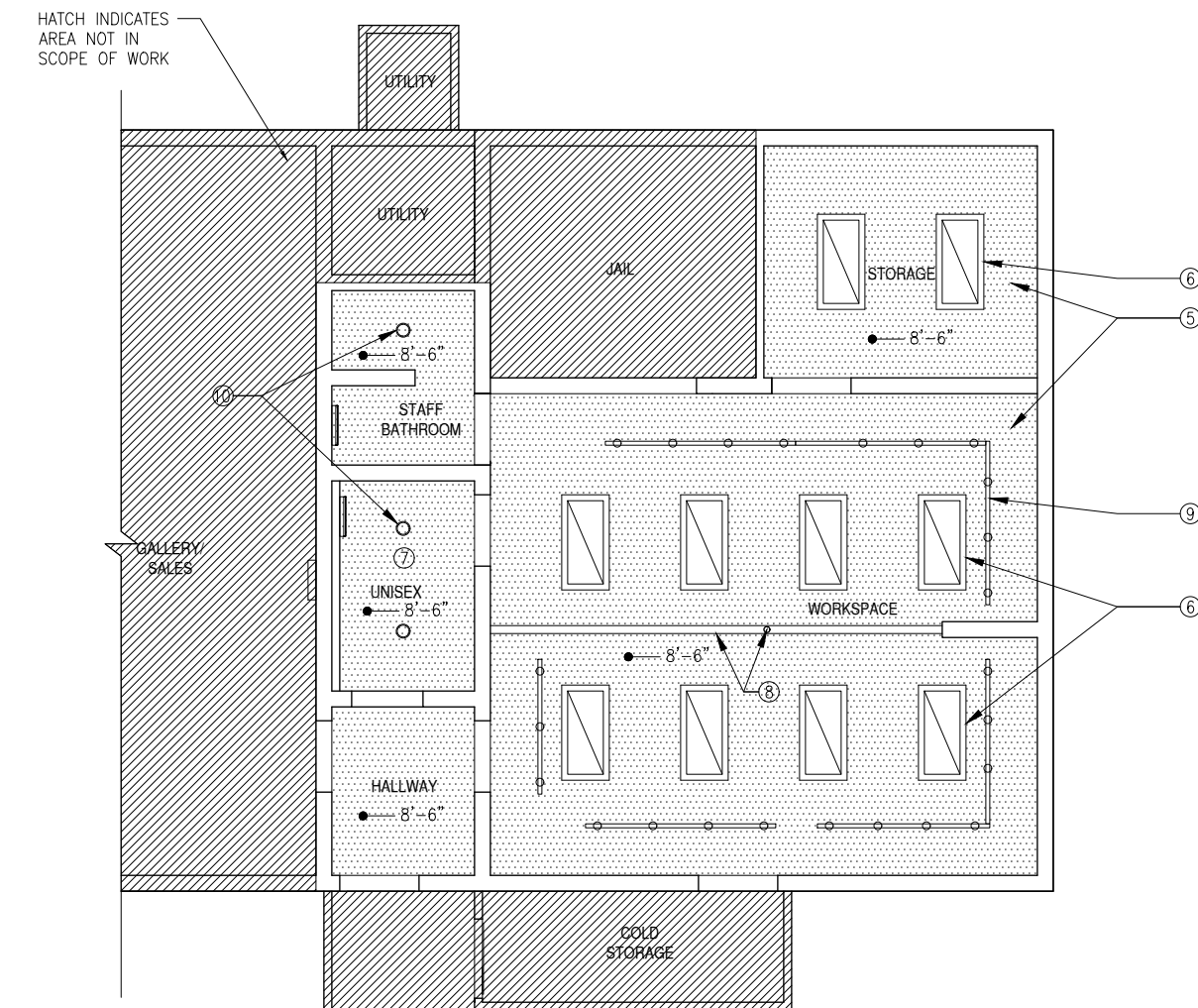
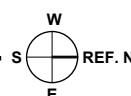
- A. REPAIR ANY DAMAGED OR MISSING GYPSUM WALL BOARD TO ENSURE ALL COMBUSTIBLE MATERIALS ARE COVERED WITH 5/8" TYPE X GWB AND FIRE-TAPED. ALL PENETRATIONS SHALL BE FIRE CAULKED.
- B. REROUTE HEATING LINES EXPOSED ABOVE DEMOLISHED ACT GRID AS NEEDED.
- C. CONTRACTOR TO MAINTAIN CLEAN WORK AREA THROUGHOUT PROJECT.

NEW CEILING PLAN - KEY NOTES

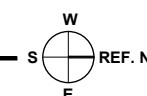
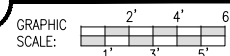
- ⑤ NEW PAINT AT EXISTING GWB, TYP.
- ⑥ NEW SURFACE MOUNTED 2X4 LED LIGHTING FIXTURE, TYP.
- ⑦ NEW 5/8" TYP X GWB CEILING.
- ⑧ NEW COLUMN AND BEAM PER STRUCTURAL DRAWINGS.
- ⑨ NEW SURFACE MOUNTED LED TRACK LIGHTING, TYP.
- ⑩ NEW 6" LED RECESSED CAN LIGHTING, TYP.



1 DEMO REFLECTED CEILING PLAN



2 NEW REFLECTED CEILING PLAN



KENAI FINE ARTS CENTER
 WORKSHOP UPGRADES
 KENAI, ALASKA
 CONSTRUCTION DOCUMENTS

Revisions:
Date: AUG. 3, 2020
Drawn: MCM
Checked: CMP
Project: 1187
File Name:
Sheet Title: REFLECTED CEILING PLAN
Sheet: A1.2
2 of 3A

DOOR SCHEDULE

OPNG. NO.	DOOR SIZE	RATING	FRAME TYPE	FRAME MAT'L	DOOR TYPE	DOOR MAT'L	DOOR GLASS MAT'L	HEAD DETAIL	HINGE JAMB DETAIL	SILL DETAIL	HDWR GROUP	NOTES
101	3'-0" x 7'-0"	0	F1	HM	1	DM1	---	---	---	---	---	
103	2'-8" x 7'-0"	0	F1	HM	1	DM1	---	---	---	---	---	

NOTES:

RATING
 0 NO RATING

FRAME MAT'L
 HM HOLLOW METAL

DOOR MAT'L
 DM1 1 3/4" SOLID CORE WOOD

GLASS
 GL1 1/4" TEMP. LAMINATED SAFETY GLAZING, CLEAR

ROOM FINISH SCHEDULE

MARK	ROOM NAME	FLOORING	BASE	WALLS				CEILING	CEILING HEIGHT	ROOM FINISH NOTE
				NORTH	EAST	SOUTH	WEST			
100	HALLWAY	F1	B1	W1	W1	W1	W1	C1	8'-6"	
101	UNISEX	F1	B1	W1	W1	W1	W1	C1	8'-6"	
102	WORKSPACE	F1	B1	W1	W1	W1	W1	C1	8'-6"	
103	STAFF BATHROOM	F1	B2	W1	W1	W1	W1	C1	8'-6"	
104	STORAGE	F1	B1	W1	W1	W1	W1	C1	8'-6"	

NOTES:

FLOORING
 F1 SEALED CONCRETE

BASE
 B1 4" RUBBER BASE

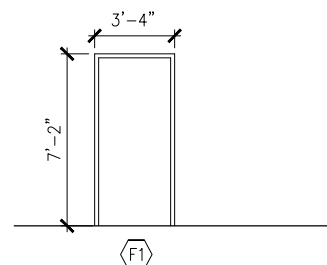
WALLS
 W1 G.W.B./ IPS 10 PAINT

CEILING
 C1 G.W.B./ IPS 10 PAINT

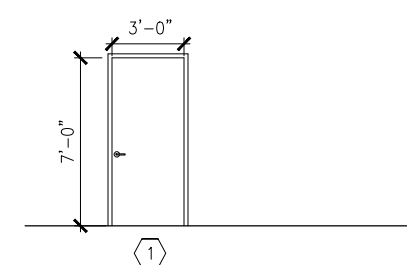
INTERIOR PAINT SYSTEMS
 IPS 10 GENERAL

FINISH NOTES

- THE CONTRACTOR SHALL PROPERLY PREPARE THE SURFACES PER FINISH MANUFACTURER'S SPECIFICATIONS PRIOR TO APPLICATION OF FINISH. ALL FINISHES AND ADJOINING SURFACES SHALL REMAIN FREE OF GLUE, PLASTER AND PAINT EXCESS.
- THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COORDINATION BETWEEN TRADES TO INSURE PROPER INSTALLATION OF FINISH FOR COLORS AND QUALITIES.
- PREPARE FLOOR AREAS AS REQUIRED TO RECEIVE FLOOR FINISHES, INCLUDING FLASH PATCHING REQUIRED TO LEVEL TO 1/4" IN 20' AND SMOOTH FLOOR.
- DOOR FRAMES SHALL BE PAINTED AND DOORS SHALL BE STAINED UNLESS NOTED OTHERWISE.
- ANY CHANGE IN FLOOR FINISH SHALL OCCUR AT CENTERLINE OF DOOR OR CASED OPENING UNLESS OTHERWISE NOTED. RAMP AS REQUIRED TO SET TOP OF CARPET 1/8" ABOVE ADJACENT FINISH (IF POSSIBLE).
- NO SEAMS IN CARPET SHALL OCCUR PERPENDICULAR TO DOORS OR ENTRIES. SEAMS OCCURRING PARALLEL TO DOORS SHALL BE CENTERED DIRECTLY UNDER DOOR IN CLOSED POSITION. ALL TRANSITIONS BETWEEN CARPET AND CONCRETE SHALL OCCUR WITH A VINYL REDUCER TRANSITION STRIP.
- PAINT AND FINISH EXPOSED SURFACES UNLESS OTHERWISE NOTED. PAINT SURFACES BEHIND REMOVABLE EQUIPMENT OR FURNITURE. PAINT BEHIND NON-REMOVABLE ITEMS WITH PRIME COAT ONLY.
- CONFIRM THAT MATERIALS USED FOR INTERIOR WALL AND CEILING FINISHES MEET OR EXCEED THE FOLLOWING FLAME SPREAD RATINGS:
 A ENCLOSED VERTICAL EXIT WAYS - CLASS 1 OR A,0-25.
 B OTHER EXIT WAYS - CLASS 11 OR B,26-75
 C ROOMS AND OTHER AREAS - CLASS 111 OR C,76-200.



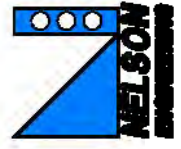
FRAME TYPES



INTERIOR DOOR TYPES

DOOR NOTES

- COORDINATE KEYING OF LOCKS WITH BUILDING OWNER. PROVIDE TWO KEYS PER LOCK. FABRICATE FRAMES TO ALLOW CLEARANCES AND SHIM SPACE AROUND PERIMETER.
- ACCURATELY FIT CORNERS AND HAIRLINE JOINTS. ALIGN FACES AND SECURE FRAMES RIGIDLY IN PLACE. PROVIDE INTERNAL REINFORCING FOR DOOR HARDWARE. INSURE FRAMES ARE PLUMB, LEVEL AND FREE OF WARPS AND TWISTS.
- DOOR FRAMES SHALL BE LOCATED 4" FROM ADJACENT WALL TO BACK SIDE OF FRAME, UNLESS OTHERWISE NOTED.
- DOOR/OPENING DIMENSIONS INDICATED ARE NOMINAL. DIMENSIONS FOR FLOOR FINISH AND UNDERCUT HAVE NOT BEEN TAKEN INTO ACCOUNT. CONTRACTOR SHALL MODIFY DIMENSIONS AS REQUIRED FOR DIMENSIONAL VARIATIONS DUE TO SITE CONDITIONS AND CONSTRUCTION TOLERANCES.
- UNDERCUT DOORS TO CLEAR TOP OF FLOOR FINISHES BY 1/2" (UNLESS OTHERWISE NOTED).
- ALL RATED WOOD DOORS SHALL BE FLUSH, SOLID CORE CONSTRUCTION, 1 3/4" THICK AND COMPLY WITH AWI SECTION 1300.



NOTES & SPECIFICATIONS

GENERAL
 ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO REQUIREMENTS OF THE INTERNATIONAL CODE COUNCIL INTERNATIONAL BUILDING CODE (IBC) 2018 EDITION. WHERE EXPLICIT DETAILS ARE NOT SHOWN OR DESCRIBED, THE MINIMUM REQUIREMENTS OF THE ABOVE CODE SHALL APPLY. UNLESS OTHERWISE NOTED, ALL CODES, STANDARDS AND OTHER PUBLICATIONS CITED SHALL REFER TO THE LATEST EDITION.

LOCATION
 THESE STRUCTURAL DRAWINGS ARE INTENDED FOR THE CONSTRUCTION OF (1) BUILDING REMODEL IN KENAI, ALASKA

DESIGN LOADS
 IN ADDITION TO DEAD LOADS, THE FOLLOWING LIVE LOADS WERE USED FOR DESIGN:

ROOF:GROUND SNOW LOAD $P_g = 70$ PSF
FLAT-ROOF SNOW LOAD $P_f = 50$ PSF
SNOW EXPOSURE FACTOR $C_e = 1.0$
SNOW LOAD IMPORT FACTOR $I_s = 1.0$
THERMAL FACTOR $C_t = 1.0$

WIND: BASIC WIND SPEED (3 SEC GUST) $V = 140$ MPH
EXPOSURE B $EXP = 1.21$
WIND LOAD IMPORT FACTOR $I_w = 1.0$

METHOD 1 SIMPLIFIED PROCEDURE USED FOR DESIGN COMP & CLADDING WIND LOADS TO BE USED FOR DESIGN PER ASCE 7-10.

SEISMIC: SEISMIC IMPORTANCE FACTOR $I_e = 1.0$
SPECT. RESPONSE ACCEL. $S_s = 150\%$, $S_1 = 80\%$
SITE CLASS D
SPECTRAL RESPONSE COEFF. $S_{ds} = 1.00$
SEISMIC DESIGN CATEGORY: D
 SIMPLIFIED DESIGN PROCEDURE PER ASCE 7-10 12-14 USED FOR DESIGN.

LATERAL LOADS ARE RESISTED BY MASONRY SHEAR WALLS AND FLEXIBLE WOOD DIAPHRAGMS.

THIS DESIGN ASSUMES THAT THE STRUCTURE IS TO BE HEATED AT ALL TIMES DURING WINTER SEASON.

CONCRETE
 MIXING, SELECTION OF MATERIALS, AND PLACING OF ALL CONCRETE SHALL CONFORM TO THE REQUIREMENTS OF THE IBC, CHAPTER 19. AN AIR ENTRAINING AGENT SHALL BE USED IN ALL CONCRETE MIXES FOR CONCRETE WORK WHICH IS TO BE EXPOSED TO EARTH OR WEATHER. AIR ENTRAINMENT SHALL BE 5% +/- 1% BY VOLUME. ALL CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH (F'_c) = 3000 P.S.I. EXCEPT CONCRETE GROUT FOR MASONRY WALLS WHICH SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH (F'_c) = 2000 P.S.I. CONCRETE FOR INTERIOR AND EXTERIOR SLABS SHALL CONTAIN 0.1% BY VOLUME OF 'GENESIS FIBER' COLLATED FIBRILLATED POLYPROPYLENE FIBER. THE FIBER SHALL BE THOROUGHLY MIXED INTO THE CONCRETE IN TRANSIT TO THE SITE, IN ACCORDANCE WITH THE FIBER MANUFACTURER'S RECOMMENDATIONS.

REINFORCING STEEL
 UNLESS NOTED OTHERWISE, ALL REINFORCING STEEL SHALL BE DEFORMED BARS CONFORMING TO IBC CHAPTER 19. REINFORCING BARS SHALL BE GRADE 60. REINFORCING STEEL SHALL BE SECURELY TIED IN PLACE WITH NO. 16 DOUBLE ANNEALED IRON WIRE. REINFORCING IN FOOTINGS SHALL BE SUPPORTED ON WELL CURED CONCRETE BLOCKING OR APPROVED METAL CHAIRS. REINFORCING BARS NO. 6 AND SMALLER SHALL BE SPLICED BY A LAP OF AT LEAST (44) BAR DIAMETERS. REINFORCING BARS NO. 7 OR LARGER SHALL BE SPLICED BY A LAP OF AT LEAST (55) BAR DIAMETERS. A MINIMUM LAP FOR ALL BARS SHALL BE 24". CONCRETE COVER OVER REINFORCING SHALL BE 3" FOR CONCRETE CAST AGAINST EARTH. CONCRETE COVER FOR FORMED CONCRETE THAT WILL BE EXPOSED TO WEATHER OR EARTH SHALL BE 2" MINIMUM FOR NO. 6 THROUGH NO. 18 BARS AND 1 1/2" MINIMUM FOR NO. 5 BARS AND SMALLER, INCLUDING WELDED WIRE FABRIC (WWF). OTHER REINFORCEMENT SHALL HAVE A MINIMUM COVERAGE OF NOT LESS THAN 3/4".

ANCHOR BOLTS AND CONCRETE EXPANSION ANCHORS
 ANCHOR BOLTS, THREADED RODS AND CONCRETE EXPANSION ANCHORS SHALL CONFORM TO ASTM F1554 GRADE 36. CONCRETE EXPANSION ANCHORS (KB) SHALL BE "HILTI KWIK BOLT II" CONCRETE EXPANSION ANCHORS OR STRUCTURAL EQUIVALENT, INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. ANCHOR BOLTS SHALL BE PROVIDED WITH HEX HEAD NUTS AND EMBEDDED 3"x3"x1/4" STEEL PLATES. WHERE BOLTS OR RODS ARE USED WITH CEDAR SILL PLATES, BOLTS, NUTS AND WASHERS SHALL BE GALVANIZED. ALL FASTENERS IN CONTACT WITH PRESSURE TREATED WOOD SHALL BE HOT DIPPED GALVANIZED OR SHALL BE STAINLESS STEEL.

ADHESIVE ANCHORING SYSTEM:
 THREADED ROD ANCHORS AND REINFORCING BAR DOWELS SHALL BE SET IN HILTI HIT HY 200 ADHESIVE OR ENGINEER APPROVED SUBSTITUTION. ADHESIVE ANCHORS SHALL BE INSTALLED IN ACCORDANCE WITH THE ADHESIVE MANUFACTURER'S RECOMMENDED INSTALLATION PROCEDURES. MINIMUM EMBEDMENT IN CONCRETE FOR ALL ANCHORS SHALL BE 6-3/4" FOR 3/4" DIAMETER BOLTS UNLESS NOTED OTHERWISE.

SAWN LUMBER AND TIMBER
 LUMBER SHALL CONFORM TO THE CLASSIFICATION, DEFINITION, AND GRADING REQUIREMENTS OF IBC CHAPTER 23 WITH ALLOWABLE UNIT STRESSES AS GIVEN IN THE AMERICAN FOREST & PAPER ASSOCIATION 'NATIONAL DESIGN SPECIFICATION 2012 SUPPLEMENT', TABLE 4A. LUMBER SHALL BE GRADE MARKED BY THE WEST COAST LUMBER INSPECTION BUREAU /WESTERN WOOD PRODUCTS ASSOCIATION.

ITEM	SPECIES
4 X AND LARGER	DOUGLAS FIR #2
BEARING WALL PLATES	HEM FIR #2
BEARING WALL STUDS	HEM FIR #2
ALL OTHER LUMBER	HEM FIR #2

ALL LUMBER SHALL BE FASTENED IN CONFORMANCE WITH TABLE 2304.9.1 OF THE IBC, UNLESS NOTED OTHERWISE. FASTENERS SHALL BE GALVANIZED UNLESS OTHERWISE NOTED. FASTEN ALL JOIST BLOCKING TO PLATES WITH (4) 18D MINIMUM AND FASTEN ALL WALL PLATES TO WOOD FLOORS WITH 18D AT 6" ON CENTER TYPICAL. DOUBLE TOP PLATES SHALL OVERLAP 10' - 0" MINIMUM AND SHALL BE SPLICED TOGETHER WITH 18D NAILS AT 6" ON CENTER MINIMUM UNLESS NOTED OTHERWISE.

PROVIDE JOIST/BREAM HANGERS WITH LOAD CAPACITY EQUAL TO SUPPORTED MEMBER SHEAR LOAD CAPACITY FOR ALL MEMBERS NOT OTHERWISE PROVIDED WITH DIRECT BEARING SUPPORT. PROVIDE A MINIMUM OF (2) KING STUDS AND (2) CRIPPLE STUDS FOR ALL HEADERS. PROVIDE SOLID BLDCKING SUPPORT FOR HEADERS CONTINUOUS DOWN TO FOUNDATIONS UNDER ALL BEAMS AND HEADERS. MINIMUM HEADER OVER OPENINGS SHALL BE 4X10 DF#2 UNLESS NOTED OTHERWISE.

BOLT HEADS AND NUTS BEARING AGAINST WOOD TO BE PROVIDED WITH FLAT WASHERS. SOLID BLOCKING OF NOT LESS THAN 2" NOMINAL THICKNESS SHALL BE PROVIDED AT ENDS AND AT ALL SUPPORTS OF JOISTS AND RAFTERS, UNLESS SHOWN OTHERWISE. BEAM AND JOIST HANGERS SHALL HAVE A CAPACITY EQUAL TO THE SHEAR STRENGTH OF THE BEAM OR JOIST WHICH IT IS SUPPORTING, UNLESS NOTED OTHERWISE. ALL METAL FRAMING ANCHORS AND HANGERS SHOWN ON DRAWINGS SHALL BE "STRONG TIE CONNECTORS" AS MANUFACTURED BY SIMPSON COMPANY OR APPROVED EQUAL. ALL NAILS AND SIMPSON CONNECTORS IN CONTACT WITH PRESSURE TREATED WOOD SHALL BE TYPE 304 OR TYPE 316 STAINLESS STEEL.

STRUCTURAL STEEL AND CONNECTORS
 STRUCTURAL STEEL SHALL CONFORM TO IBC CHAPTER 22, FOR ASTM SPECIFICATION A-36, $F_y = 36$ K.S.I. EXCEPT WHERE NOTED OTHERWISE. STEEL W-SHAPES SHALL CONFORM TO ASTM A992 $F_y = 50$ KSI. STEEL TUBING (HSS) SHALL CONFORM TO ASTM A500, GRADE B, $F_y = 46$ K.S.I. DESIGN, FABRICATION AND ERECTION SHALL BE IN ACCORDANCE WITH THE IBC CHAPTER 22, DIVISION IX, ALLOWABLE STRESS DESIGN. MACHINE BOLTS (MB) SHALL CONFORM TO ASTM 307 UNLESS NOTED OTHERWISE AND SHALL BE PROVIDED WITH STANDARD HEX HEAD NUTS, AND WASHERS CONFORMING TO TABLE 2.

BOLT	NUT	WASHER
A307	A563 GR. A	F436 TYPE 1
A325	A563 GR. C	F436 TYPE 1
A490	A563 GR. DH	F436 TYPE 1

TO ASTM A563, GRADE A AND HARDENED STEEL CIRCULAR WASHERS CONFORMING TO ASTM F436. ALL WELDING SHALL CONFORM TO AMERICAN WELDING SOCIETY D1.1. WELD ALL FAYING SURFACES WITH CONTINUOUS 3/16" FILLET WELD (MINIMUM) UNLESS OTHERWISE NOTED. ELECTRODES SHALL BE A.W.S. E-70. ANCHOR ALL COLUMNS WITH MINIMUM (4) 3/4" X 10" ANCHOR BOLTS UNLESS SHOWN OTHERWISE. PROVIDE ADEQUATE LATERAL BRACING FOR STRUCTURE DURING CONSTRUCTION.

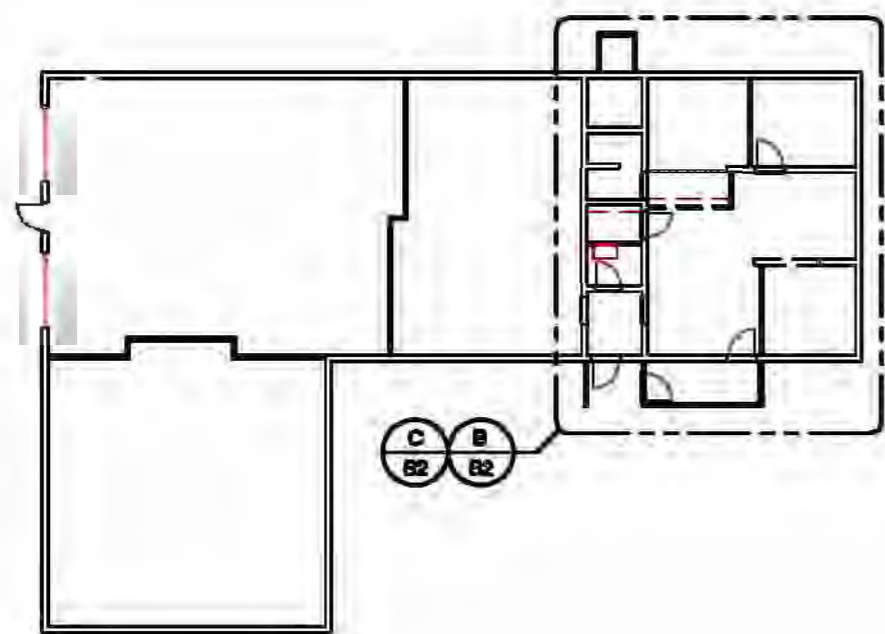
Revisions:

FOR REVIEW

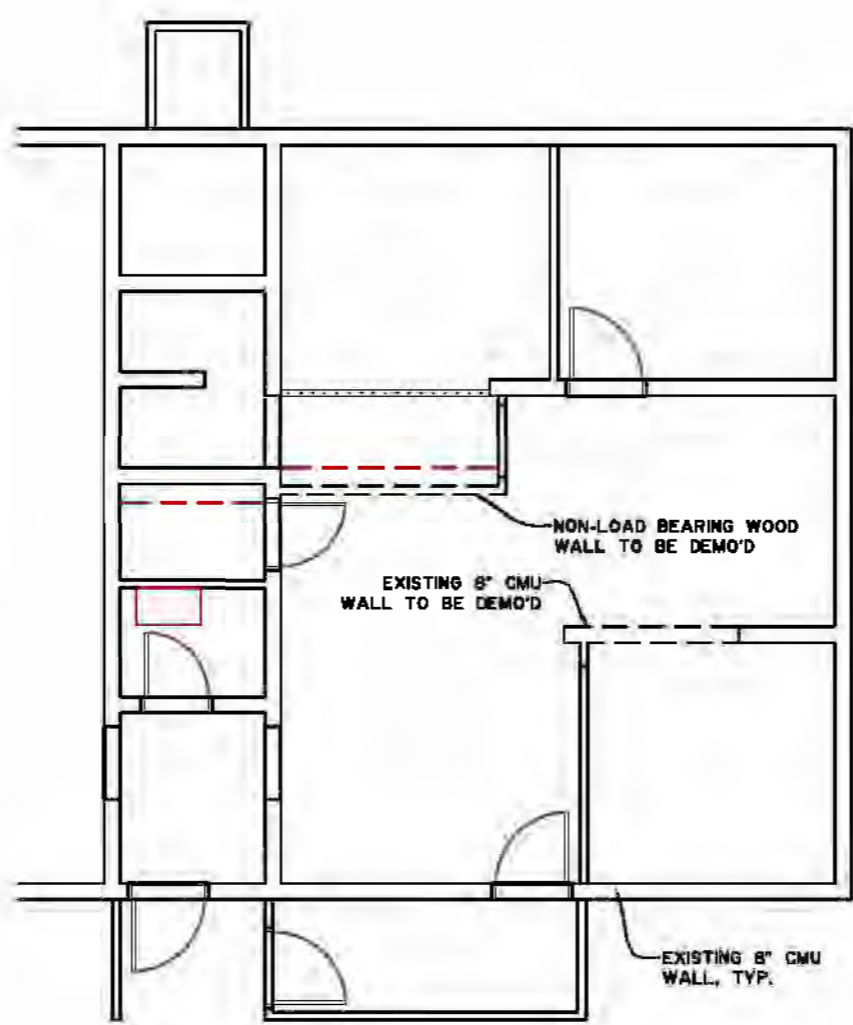
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 Drawn: CAM
 Checked: MJD
 Project: 2020036
 File Name:
 Sheet Title: NOTES & SPECIFICATIONS

Sheet:
S1

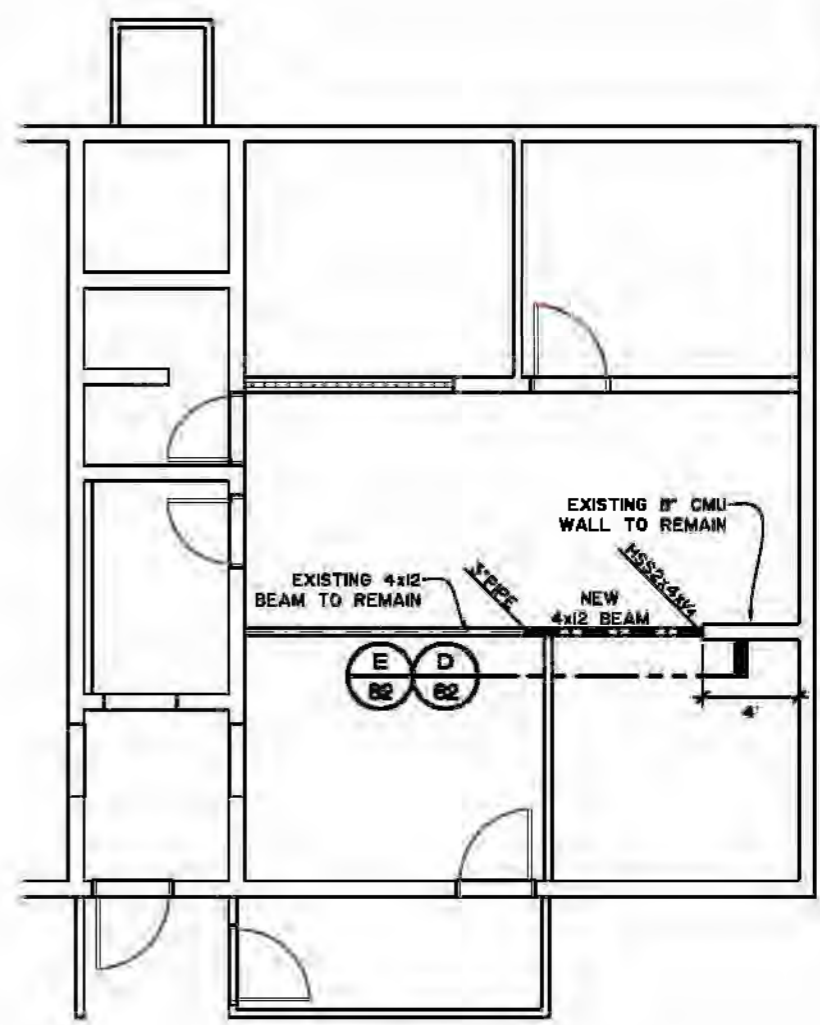
1 of 2



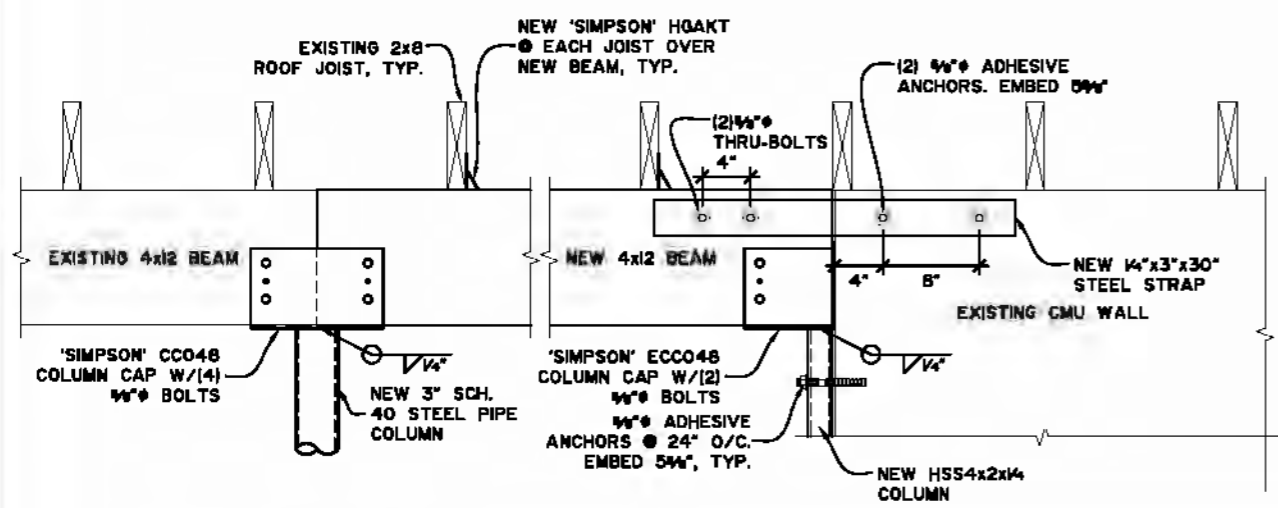
A OVERALL FLOOR PLAN
 SCALE: 3/32"=1'-0" (22x34) / 3/84"=1'-0" (11x17)



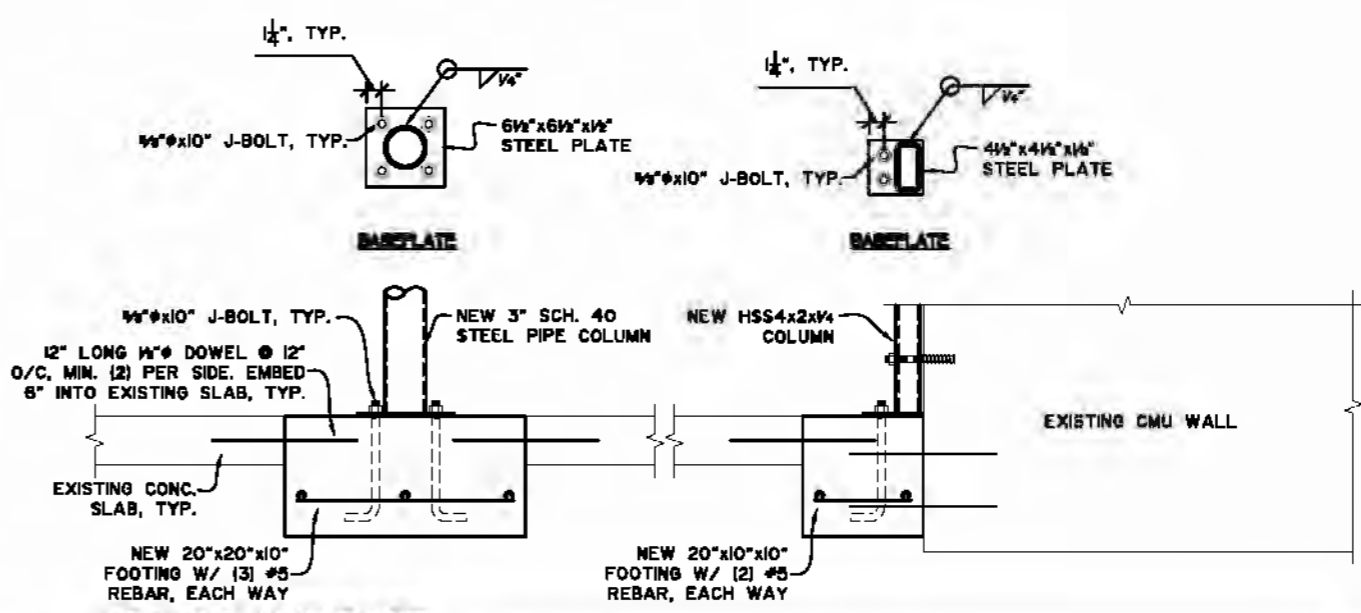
B EXISTING FLOOR PLAN
 SCALE: 1/4"=1'-0" (22x34) / 1/8"=1'-0" (11x17)



C NEW FLOOR PLAN
 SCALE: 1/4"=1'-0" (22x34) / 1/8"=1'-0" (11x17)



D BEAM CONNECTION
 SCALE: 1-1/2"=1'-0" (22x34) / 3/4"=1'-0" (11x17)



E COLUMN BASE
 SCALE: 1-1/2"=1'-0" (22x34) / 3/4"=1'-0" (11x17)

Revisions:
FOR REVIEW
Date: AUG. 3, 2020
Drawn: CAM
Checked: MJD
Project: 2020036
File Name:
Sheet Title: PLANS & DETAILS
Sheet:
S2
2 of 2

Kenai Fine Arts Building
816 Cook Drive Kenai, Alaska

Date: 1/4/2021

Master Action Item List

In association with:
City of Kenai, Kenai Fire Marshal,
Kenai Fine Arts Center, Kenai Potters Guild
and K+A designstudios

I. Overall Building Action Items**Building Exterior:**

1. Roof/Insulation:
 - a. Add insulation to fix seasonal leak due to condensation issues.
 - b. Fix roof drainage issues that cause leaking at Potter's Studio North wall.
 - c. Reroute exterior gas line to eliminate piping over roof or provide protection under gas piping at roof.
2. Exterior Walls & Awnings:
 - a. Repair cracks in exterior walls and sandblast/repaint building, including new window trim.
 - b. Upgrade to provide a covered entry awning at both Potter and Main Gallery entries.
3. Exterior Doors:
 - a. Replace Main Gallery front door.
 - b. Replace Potter's Studio main double door, with relite or peep hole for safety.
 - c. Replace Boiler Room door.
 - d. Add Commercial access locks and keyless entry.
4. Exterior lighting:
 - a. Upgrade exterior lighting, including new security light above Potter's Entry.

Building Interior:

1. Mechanical:
 - a. Replace existing boiler and associated pumps with an efficient upgrade.
 - b. Assess termination of existing open-floor plumbing at Jail floor.
2. Electrical & Communications:
 - a. Upgrade electrical panels to provide separate panel for Potter's Studio.
 - b. Upgrade interior lighting throughout to LED fixtures. New track lighting in Gallery.
 - c. Add Security System throughout building with cameras.

Kenai Fine Arts Building
816 Cook Drive Kenai, Alaska

Date: 1/4/2021

Master Action Item List

(cont. Elec. & Comm.)

- d. Upgrade security access between Main Gallery and Workshop/Jail area.
 - e. Upgrade/Expand Network Wiring for the following:
 - 1. Wireless access points
 - 2. Keyless entry.
 - 3. Projector and digital signage.
 - 4. Future Expansion
 - 5. Communication lines to Jail, for recently upgraded computers/accounting.
3. Finishes – Repair & Upgrades:
- a. Fix seasonal water leak damage at Gallery ceiling near Potter’s Studio door.
 - b. Fix water leak and damage at North wall of the Potter’s Studio.
 - c. Remove all black ceiling plastic where present and repaint.
 - d. Install sheetrock to cover top 12” of exposed 2x4 framing and insulation (where occurs at perimeter of building).
 - e. Upgrade flooring in Gallery and Sales Gallery.

II. Building Code Items

- 1. Main Gallery Entry Door:
 - a. Replace door hardware with panic hardware.
- 2. Second Egress from Gallery:
 - a. Replace door hardware with panic hardware.
 - b. Upgrade/add exit signs locating exit.
 - c. Maintain unobstructed, clear path from exit door through courtyard to public way.
- 3. Door from Potter’s Studio to Gallery:
 - a. Review code issues concerning step at door and provide new landing, new door swing & hardware.
- 4. Potter’s Studio electrical fixtures and wiring currently not being used.
- 5. Occupant Load
 - a. Current occupant load is posted incorrectly at 49. Review and post new occupant load per current code.

Kenai Fine Arts Building
816 Cook Drive Kenai, Alaska

Date: 1/4/2021

Master Action Item List

III. Current 2020/21 Workshop Upgrade to Include:

1. Abatement of Hazardous Materials:
 - a. Abatement of Hazardous Materials at all existing areas for construction, see construction drawings.
2. Mechanical:
 - a. Consolidation of miscellaneous heat piping above existing ceiling grid.
 - b. Demolition and replacement of bathroom fixtures. New fixtures to be ADA compliant.
 - c. New under slab plumbing as necessary for new plumbing fixtures.
 - d. New multi-compartment sink at south wall of Workspace 102 and associated plumbing.
3. Electrical:
 - a. Demolition and replacement of Lighting fixtures throughout upgraded area, see construction drawings.
 - b. Relocation of electrical panel located in Storage/Utility room. Upgrade for future gallery lighting.
 - c. Consolidation of miscellaneous wiring and light switches in Workspace 102.
 - d. Consolidation of miscellaneous wiring above existing ceiling grid.
4. Structural:
 - a. Demolition of (3) wood framed walls and (1) CMU wall per construction drawings.
 - b. Demolition of raised floor and existing shower floor in Staff Bathroom 103.
 - c. New structural beam and columns, including new concrete footing for each, see drawings.
5. Finishes:
 - a. Demolition & replacement of remaining old Windows (4), to match recent window upgrades.
 - b. Demolition and adjustment of existing wood step/ramp at Hallway 100.
 - c. Demolition and replacement of door, flooring at Bathroom 101.
 - d. Replacement of door at Staff Bathroom 103.
 - e. Demolition of ACT ceiling grid and ceiling sheetrock in Workspace 102 and Storage 104.
 - f. New paint on all exposed sheetrock throughout upgraded area.
 - g. New resilient flooring or sealed concrete, to be determined after demolition of existing flooring.



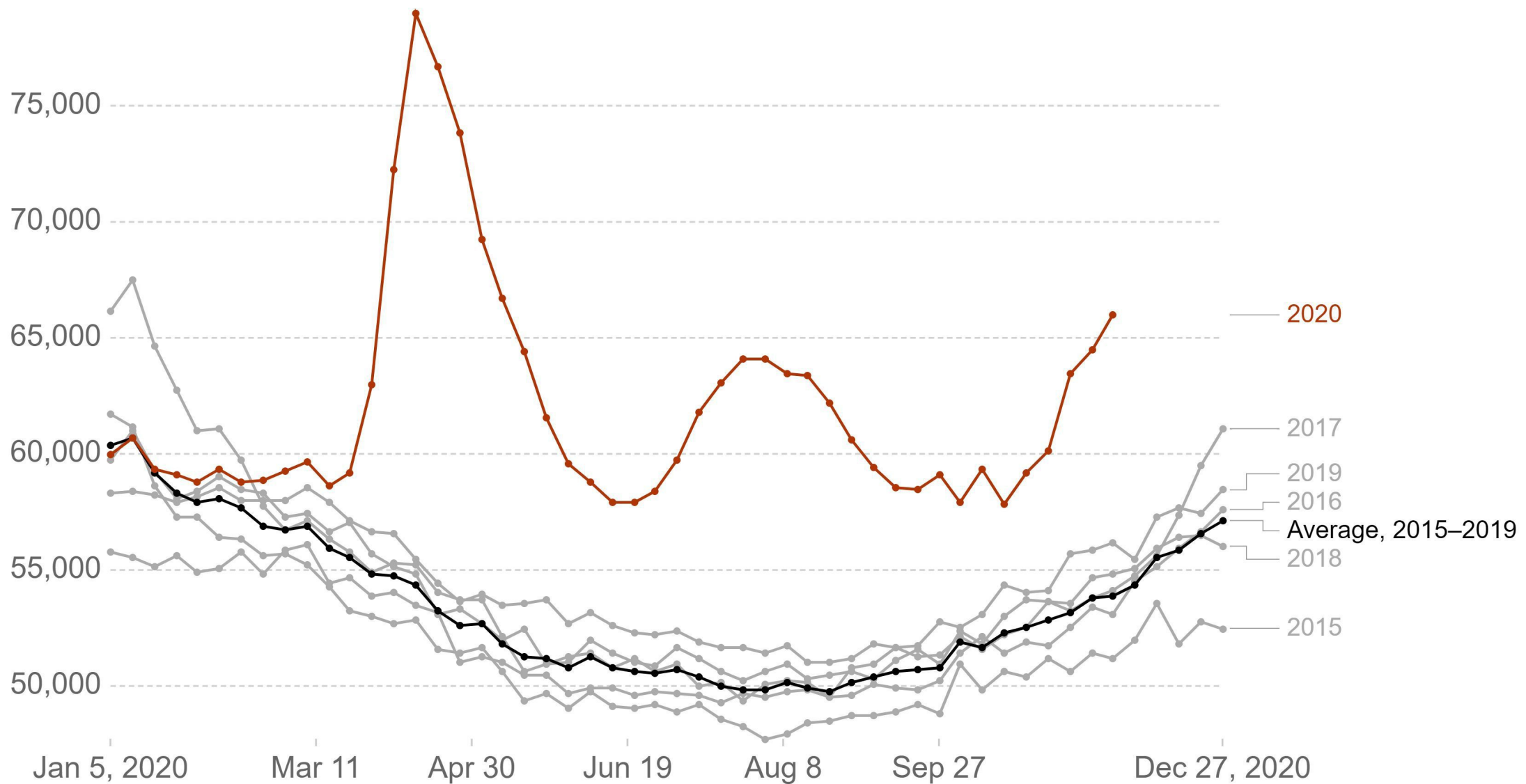
MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Paul Ostrander, City Manager
DATE: January 14, 2021
SUBJECT: **City Managers Report – Excess Mortality Chart**

I was requested to include an Excess Mortality Chart that provided updated numbers from the last chart I provided to Council in October of 2020. Attached is that chart updated through November 22, 2020. They exclude the most recent weeks of data because due to reporting delays, the data is incomplete. The total number of excess mortalities in the United States for 2020 through November 22 based on this data is 416,734.

Excess mortality during COVID-19: Raw number of deaths from all causes compared to previous years, United States

Shown is how the raw number of weekly deaths in 2020 differs from the number of deaths in the same week over the previous five years (2015–2019). We do not show data from the most recent weeks because it is incomplete due to delays in death reporting.



Source: Human Mortality Database (2020)

OurWorldInData.org/coronavirus • CC BY

Note: Dates refer to the last day in each reporting week for most but not all countries. More details can be found in the Sources tab.

**Mountain View/Kenai Middle School
Christmas Drive Committee
315 Swires Rd.
Kenai, AK 99611**

January 4, 2021

City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611

Attention: Christine Cunningham

Dear Christine & City of Kenai Employees,

The Christmas Drive Committee would like to extend our heartfelt thank you for participating in our 2020 Christmas Drive.

Each year the generosity of our community is so awesome. This year we were able to provide a Christmas dinner, as well as two new toys, hats and mittens, for 22 families, including 62 children. We were also able to provide winter clothes and boots for children that needed them.

This year, as in the past, we coordinated our efforts with other agencies here on the peninsula to prevent duplication and to ensure our funds went as far as possible.

Our goal would have been impossible without your support and the support of others in our community.

Thanks again and best wishes for a safe, healthy, and prosperous 2021!

Sincerely,



Kimb Remsen
Barbara Ralston
Mountain View/Kenai Middle School
Christmas Drive Committee



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Mary Bondurant, Airport Manager
DATE: January 8, 2021
SUBJECT: **Airport Mid-Month Report January 2021**

2018 Terminal Rehabilitation Project – Construction: The project has reached the closeout stage. The ribbon cutting ceremony has been postponed due to the COVID pandemic.

2019 Alaska Fire Training Facility Rehabilitation & Acquire Aircraft Rescue and Firefighting Trucks (ARFF) – This project has reached the closeout stage. The two ARFF vehicles are on-order with OSHKOSH with a delivery date of June 2021.

2020 Acquire SRE (Loader) – The loader is at the Anchorage Yukon Equipment Shop going through the inspection and setup process and all attachments have also arrived in Anchorage. The Airport should see the new loader around the end of January 2021.

2020 Sand/SRE Storage Building – This project is in winter shutdown.

2020 Land Acquisition – The project is in the closeout process.

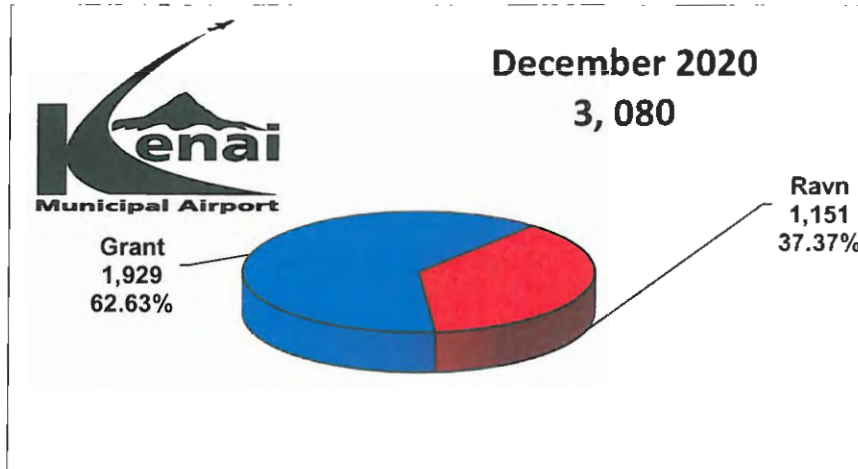
In-house Activities:

Airport Administration – Administration Office is open and available Monday-Friday, 8am to 5pm for customer service.

Airport Administration and staff are working on the FY22 budget with the operating budget submission due February 5, 2021 to City Administration; updates to Exhibit A Property Map to the Airport Layout Plan, Lands Database, 5-year Capital Improvement Plan due February 1, 2021 to the FAA, airport rates and fees, terminal landscaping plan, informational signs for the float plane basin, and reviewing the Airport's efficiencies report.

Airport is advertising for Airport Security Services with a bid due date of February 2, 2021.

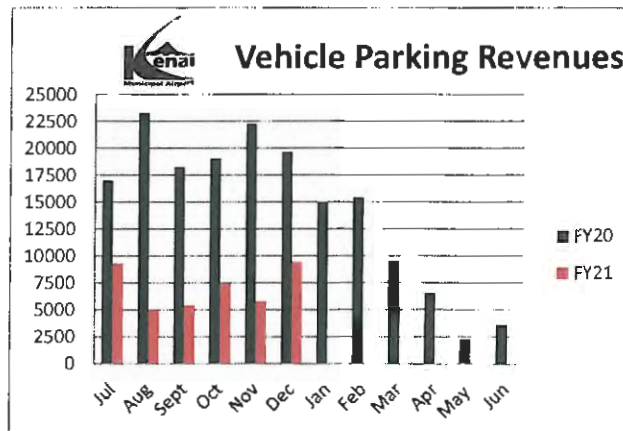
December Enplanement Report



Month	RAVN ALASKA	GRANT AVIATION	Total 2020	2019	Change from 2019
January	4,109	2,281	6,390	6,785	-395
February	3,988	1,942	5,930	5,957	-27
March	0	1,317	1,317	6,808	-5,491
April	0	359	359	6,441	-6,082
May	0	702	702	7,198	-6,496
June	0	1,367	1,367	7,656	-6,289
July	0	2,445	2,445	10,658	-8,213
August	0	3,063	3,063	12,925	-9,862
September	0	2,806	2,806	8,951	-7,045
October	5	2,601	2,606	7,594	-4,988
November	115	2,251	2,366	6,998	-4,632
December	1,151	1,929	3,080	7,033	-3,953
Totals	9,368	23,063	32,431	95,004	-63,473

Terminal - Vehicle Parking Revenues

December		FY20 Total	FY21 YTD
FY19	\$19,656	\$171,739	\$42,308
FY20	\$9,458		





MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Paul Ostrander, City Manager

FROM: Terry Eubank, Finance Director

DATE: January 13, 2021

SUBJECT: Finance Department Mid-Month Report – January 2021

The fiscal year 2020 Comprehensive Annual Financial Report (CAFR) has been completed with the assistance of many departments but especially the staff in the finance department. Presentation of the report by the City's auditor will occur at tonight's, January 20, 2021, meeting.

The FY22 Budget is now a major focus of the department with preparation packets having been distributed to department heads. The Council is scheduled to receive its first draft of the FY2022 budget in April. The budget calendar is attached. There is much work to be done by all City departments over the next couple of months.

The department is also preparing for a portfolio review of the Airport Land Sale and General Land Sale Permanent funds. Representatives from Alaska Permanent Capital will be scheduled to present a portfolio review at the February 3, 2021 Council meeting. The review will include a summary of 2020 performance, the allowable transfer amount for each permanent fund, and a recommendation for establishment of 2021 asset allocations and evaluation benchmarks. In addition, there may be a proposal to institute minor changes to the portfolio as the projected ten-year rate of return has decreased predominately driven by 2020 reductions in short-term interest rates and the projection low rates will continue for an extended period of time.

With completion of this year's audit, the department will be seeking involvement from Council in soliciting the City's auditors for the next three-years. Specifically, assistance will be needed in establishing the evaluation criteria of the request for proposal (RFP) and evaluation of the RFP's once received. Two to three Council members are requested to work on the project which can begin once the group is identified.

FY 2022 BUDGET PREPARATION CALENDAR

Date	Facilitator	Action
January 5	Finance Director	Revenue & COLA estimates to City Manager
January 8	City Manager & Finance Director	Budget guidance and submission requirements provided to department heads with preparation packets.
January 15	Department Heads	Overtime, new positions, and reclassification requests to City Manager.
January 22	City Manager	Personnel requests forwarded for analysis to Human Resource Director.
January 29	Human Resource Director	Personnel requests forwarded for analysis to Finance Director.
February 5	Department Heads	Department operational budget submission due to Finance.
February 5	Department Heads	Department Special Project requests due to Finance.
February 12	Finance Director	Personnel budget submitted to City Manager
February 19	City Manager	City Manager approval of personnel budget requests.
February 19	Finance Director	Consolidated operational budget submitted to City Manager.
February 19	Finance Director	Consolidated Special Project requests submitted to City Manager.
February 24-26 March 1-3	City Manager, Finance Director & Department Heads	Departmental budget meetings with City Manager.
March 24	Finance Director & City Manager	Budget goals public meeting
March 31	Public Works Director	5-year Capital Plan Complete
April 7	Finance Director	Draft budget distributed to Council.
April 12 – April 30	City Manager, Finance Director & Department Heads	Budget work session. Meeting date to be determined by Council.
April 28	Finance Director	Budget Ordinance to City Clerk for May 5 Council packet.
May 5	Finance Director	Introduction of Budget Ordinance.
May 10	Finance Director	Publish notice of public hearing to adopt FY22 Budget.
May 11	Finance Director	Mill Rate Resolution to City Clerk for May 19 Council packet.
May 19	Finance Director	Public hearing and adoption of Budget Ordinance
May 19	Finance Director	Public hearing and approval of Mill Rate Resolution (Must be provided to KPB by 6/15).
June 25	Finance Director	Publication & distribution of Budget document.



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MEMORANDUM

TO: Mayor Brian Gabriel and City Council

THROUGH: Paul Ostrander, City Manager

FROM: Tony Prior, Fire Chief

DATE: January 11, 2021

SUBJECT: Fire Department Mid-Month Report – December

As we wrap up 2020, we had the lowest call volume since 2014 with a 17.3% decrease compared to 2019’s calls for service. December was significantly slower in relation to 2019 calls for service as we experienced a 35.2% decrease. KFD responded to 9 confirmed and 32 unknown COVID patients. Total calls for service are as follows:

Year	2019	2020	% change
December total	159	103	-35.2%
EMS	131	83	-36.6%
All Other	28	20	-28.6%
Year total	1563	1292	-17.3%

Our two new utility trucks are finished and we now have them in service. Installation of Station Alerting equipment is underway at the Airport Fire Station and should be completed soon.

We have completed the second round of Paramedic Student Internships and I commend Engineer Scott Summers and Driver Operator Ben Nabinger for being Preceptors for those students. All other Paramedics from our department had the opportunity to work with the students and assisted in training them through the internship period. Thank you!

Vaccinations are complete for most of our personnel that participated and we continue to work with the State of Alaska to become vaccinators here at KFD. Our personnel experienced minimal side effects such as: soreness in the injection site, tiredness, and headaches, which were consistent with phase 3 studies from Pfizer (no adverse reactions).

Happy New Year and welcome 2021!







MEMORANDUM

TO: Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Katja Wolfe, Library Director
DATE: January 7, 2021
SUBJECT: Library Mid-Month Report December 2020

The Kenai Community Library temporarily closed to the public on November 14, 2020 in light of Governor Dunleavy asking Alaskans to take immediate action to slow the spread of COVID-19. However, library staff are busy filling curbside pickup orders, answering reference questions, creating virtual programs, and working on the collection. For more information on the services we provide while closed, please visit our website at <https://www.kenai.city/library>.

December 2020 at a Glance

Checkouts		Dec-19	Dec-20	2020 YTD
Physical		6,923	2,311	51,337
Digital		1,139	1,490	17,150
Visits				
Number of Visitors		5,731	n/a	26,115
New Library Cards		29	14	309
Room Use		179	n/a	396
Programs				
Number of Programs		34	24	247
Program Attendance		667	n/a	43,381
Volunteer Hours		20	n/a	94
Technology Sessions				
Computer Sessions		629	n/a	3,753
iPad Sessions		141	n/a	203
WiFi Sessions		n/a	3,073	23,648
Early Literacy Station Sessions		298	n/a	786

December 2020 programming highlights

- All programs in December 2020 were virtual (Facebook, YouTube, and Zoom)
 - Weekly Lego® challenge (167 views)
 - Virtual story times (626 views)
 - Zoom class visit (17 participants)
 - Let's Draw! Gnomes (377 views)
 - DIY holiday wreath (94 views)
 - Oh Fudge! Staff recipe competition (227 views)
 - Various DIY kits for all ages (467 recipients)

December 2020 library services highlights

- Average of 20 curbside pickups per day (509 total)
- Transits:
 - We loaned 569 items to member libraries of the Alaska Library Catalog
 - We borrowed 689 items from member libraries of the Alaska Library Catalog
- 3,073 Wi-Fi sessions by 557 unique users were registered





MEMORANDUM

TO: Mayor Brian Gabriel & Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Robert J. Frates, Parks & Recreation Director
DATE: January 11, 2021
SUBJECT: **Mid-month Report – December 2020**

The Kenai Multi-Purpose Facility had a total of 186.25 hours reserved for the month of December. This is up from 113.25 hours recorded last year during this time. Restrictions placed on out of town teams and use of the warming shacks were lifted January 4. While the warming shacks are open, facial coverings are required while inside. The Kenai Peninsula Hockey Association (KPHA) will host their annual tournament January 15-17.

The aluminum framing around the Tarbox Bird Viewing sign was completed and is scheduled to be installed the week of January 11.

The Recreation Center had a total of 1,223 visits and the Teen Center had 205 total visits. Certain restrictions due to COVID-19 such as 25% capacity, 10' social distancing, credit card payments only and limitations on certain programs still apply. B&GC Executive Officer Chaffee is hopeful that these restrictions can be relaxed as the community moves into the green alert level.

Administrative Assistant Bannock is putting on the final touches to the 2021 department calendar and distributed December's newsletter. The department also provided some airport terminal landscape ideas to airport staff.

Other work activities included:

- Department received 12 volunteer hours from Hope Community Resources.
- 147.75 hours (38.75 miles) dedicated to grooming ski trails.
- 17.50 hours clearing snow away from hydrants.
- 40 hours spent maintaining the skating pond at Daubenspeck Family Park.
- 10.50 hours spent on waste management (trash and restroom cleaning).
- 48 hours removing snow from sidewalks and 24.50 clearing parking lot areas.
- Flower plugs for the upcoming summer ordered.
- Construction of the vaulted restrooms along Kenai Avenue was completed.
- Coordinated repair of two hockey goals.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Ryan Foster, Planning Director
DATE: January 12, 2021
SUBJECT: **Planning and Zoning December 2020 Report**

Planning and Zoning Commission Agenda Items and Resolutions

- **Resolution PZ2020-36** - Preliminary Subdivision Plat of Integrity Plaza II, submitted by Cliff Baker, Surveyor, 201 Barrow Street, Unit 202, Anchorage, AK 99501, on behalf of Cliff Baker, 201 Barrow Street, Unit 202, Anchorage, AK 99501
- **Resolution PZ2020-35** – Application for a Conditional Use Permit for seven zero lot line/townhouse dwellings, on Tract A, Kenai Landing Cottages, and located at 2101 Bowpicker Lane. The application was submitted by the Kenai Landing, Inc., 2101 Bowpicker Lane, Kenai, AK 99611

Building Permit and Site Plan Reviews

Planning and Zoning staff reviews all Building Permits for compliance with the zoning code. The Department conducted 1 Building Permit review in December 2020.

Code Enforcement

1 case was opened in December 2020 for a junk vehicle.
1 case were opened in December 2020 for a vehicle parked in the City right-of-way.

Lands

Special Use Permit to Schilling Alaska, Inc., d/b/a The Uptown Motel for Snow Storage.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: David Ross, Police Chief

DATE: January 6, 2021

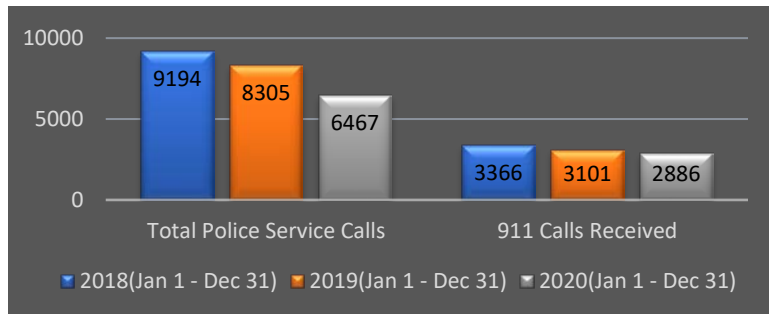
SUBJECT: **Police & Communications Department Activity – December 2020**

Police handled 546 calls for service in December. Dispatch received 226 9-1-1 calls. Officers made 21 arrests. Traffic enforcement resulted in 158 traffic contacts and 61 traffic citations. There were 6 DUI arrests. Officer investigations were conducted on 9 motor vehicle crashes. There were 2 collisions involving moose. There were no collisions involving drugs or alcohol. The police department experienced its lowest call volume this year since 2003, approximately a 22% decrease from 2019.

One officer attended a one day Less-Lethal instructor training in Fairbanks. One officer attended a one day virtual interviewing class. One officer attended a one day virtual human trafficking class. Two dispatchers completed a virtual Communications Training Officer Certification program. One new officer completed his field training.

Our School Resource Officer served solely as an investigator for the month of December, while school was not in session due to COVID and the holiday break. The plan is for that position to return to the school this semester as school openings allow.

The Dispatch Center experienced some extreme staffing challenges through the holidays due to COVID-related quarantine of employees, even causing us to re-hire a former employee in a temporary capacity. All staff has returned and no services were interrupted.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Jessica “JJ” Hendrickson, Animal Control Chief
DATE: January 4, 2021
SUBJECT: December 2020 Monthly Report

This month the Kenai Animal Shelter took in **62** animals. Animal intake and disposition:

DOGS:				
	INTAKE	23	DISPOSITION	10
	Waiver	5	Adopted	4
	Stray	3	Euthanized	1
	Impound	0	Claimed	2
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	3
	Microchips	13	Other Dispositions	0
	Other Intakes	2		
CATS:				
	INTAKE	39	DISPOSITION	40
	Waiver	26	Adopted	30
	Stray	13	Euthanized	0
	Impound	0	Claimed	0
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	10

	Microchips		Other Dispositions	
	Other Intakes	0		0
OTHER ANIMALS:				
	INTAKE	0	DISPOSITION	4
	Chinchilla	0	Chinchilla	0
	Rabbit	0	Rabbit	4
	Other	0	Guinea Pig	0
	DOA:	7	OTHER STATISTICS:	
	Dog	3	Licenses (City of Kenai Dog Licenses)	41
	Cat	4		

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

Statistical Data:

- 829 2018 YTD Intakes
- 911 2019 YTD Intakes
- 717 2020 YTD Intakes





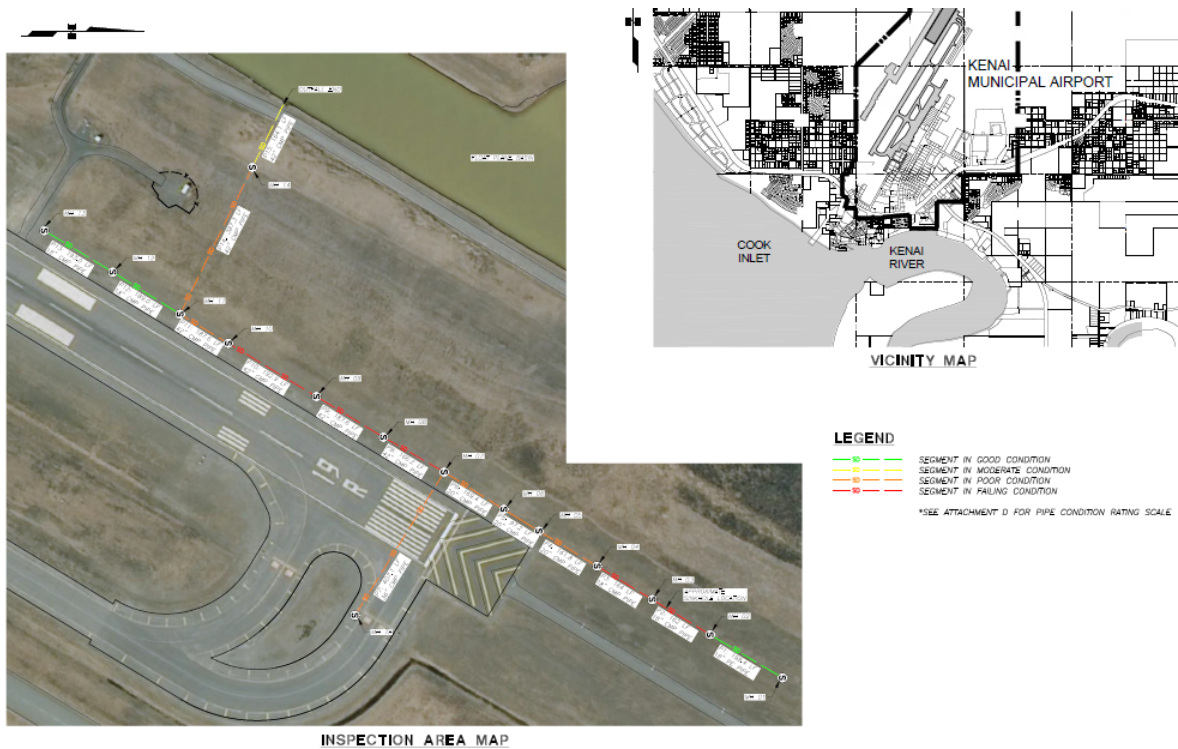
MEMORANDUM

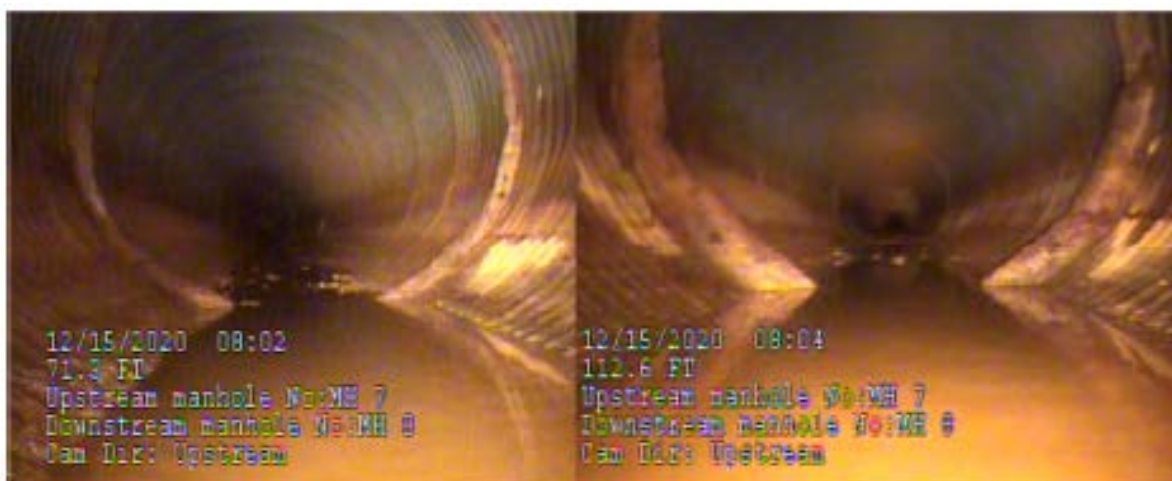
TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Paul Ostrander, City Manager
FROM: Scott Curtin, Public Works Director
DATE: January 2021
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

-
- Terminal Building Rehabilitation Project – The project reached Substantial Completion on March 27, 2020! *Facility is in the warranty period through March 27, 2021. All closeout documentation has been received from the Contractor. Final Notice of Completion was sent to the Department of Labor on December 21, 2020, they have until January 21, 2021 to provide their approval to release the final payment to the Contractor.*
 - Alaska Regional Fire Training Facility Building Rehabilitation Project – The project reached Substantial Completion on June 2, 2020 and Fire Training successfully took place this summer. Staff continues to work with the FAA on project closeout. Project will continue through Warranty phase through June 2021.
 - Alaska Regional Fire Training Facility Equipment Rehabilitation Project - The project reached Substantial Completion on March 13, 2020 and Fire Training successfully took place this summer. The Contractor did return to complete Punch list items in September, a propane tank inspection was conducted at that time and did identify deficiencies within that part of the equipment. These repairs will take place in the spring coinciding with the next round of training, so the Contractor will be onsite in the event of any operational issues.
 - Kenai Municipal Airport Wheeled Loader Replacement – An Invitation to Bid was released on May 20, 2020 with bids due on June 10, 2020. Two bids were received with Yukon Equipment, Inc. providing the lowest responsive bid for 2020 Case model 621G and associated attachments. Total cost of loader with all attachments as well as some minor administrative costs equal \$270,000. An FAA grant will be covering 100% of the costs. Contract was executed on September 4, 2020 and the Loader has now been ordered. Currently anticipating delivery in February 2021. *Received notice on January 8th from Yukon Equipment that the loader and all attachments are now in Alaska going through the final setup process. Delivery remains on schedule.*



- Kenai Municipal Airport Sand Storage Facility – The City executed a design agreement to HDL Engineering on April 17, 2020 for a new Sand Storage Facility. On August 7, 2020 Final Design Documents were received and a Formal Invitation to Bid was released on August 10th with Bids due on August 31st, 2020. Orion Construction was the successful bidder with a low bid of \$2,289,000. The City successfully executed a grant with the FAA on September 25, 2020 in the amount of \$1,954,101, a second grant is anticipated for next Spring, May 2021, to cover the remaining costs on a total project cost of \$2,835,263. A Notice to Proceed for Construction was issued for October 14, 2020, and the schedule will run 365 days. The Contractor successfully mobilized to the site, cleared the area for the new building and brought in structural fill where required by Contract. Project is now winterized and will start back up in spring. Submittals will be completed over the winter months.
- Kenai Municipal Airport Airfield Drainage – Ordinance 3166-2020 Authorized HDL Engineering to begin an assessment on both the existing runway as well as some ongoing drainage issues. On December 14, 2020 an agreement was executed to begin investigations on the Airfield Drainage project. The initial agreement in the amount of \$37,230 will provide for CCTV camera inspections of several thousand feet of storm main near the runway. On January 8, 2021 we received a report from HDL with the condition assessment of the drainage lines that were inspected prior to the Holidays. Photos below show the location of the lines and section of piping with some corrosion and minor blockages. Based on this information HDL will provide a proposal to complete Construction Documents for the replacement of approximately 500 LF of the most deteriorated pipe, with other sections to wait and be completed along with the future Runway Rehabilitation Project.





MH7 to MH8 obstruction in joint. The obstruction appears to be geotextile fabric.

- Dock repair – An Invitation to Bid was released on May 29, 2020 with Bids due on June 19, 2020. No bids were received. On July 10, 2020 the project was re-advertised for bids with bids due on July 27, 2020. The City received one Bid from Endries Company in the amount of \$298,365. Ordinance 3154-2020 was introduced on August 5, 2020 and approved on August 19, 2020. Formal contract was executed with Endries Company on August 31, 2020 with a formal Notice to Proceed provided on the same day. Work associated with the Cathodic Protection is now complete. The remaining Work will need to wait until warmer temperatures arrive in the spring. Anticipated final completion June 1, 2021.
- Peninsula Avenue Bluff Erosion 2020 – An Invitation to Bid was released on May 31, 2020 with Bids due on June 19, 2020. Four bids were received with Foster Construction being the lowest responsive responsible bidder at \$94,670. Council approved the project through passage of Resolution 2020-57 at the July 1, 2020 meeting. Contractor has completed submittals with the Engineers, and is anticipated to mobilize to the site on September 11, 2020 and begin moving dirt the week of the 14th. As of October 13th the project is nearly complete. The project was successful and will require installation of top soil and grass seed in the spring. The December 16, 2020 Council Packet includes a Purchase Order increase request, to Foster's Construction to account additional necessary measures taken to control ground water and runoff during construction, details within the included Memo. The Department would like to thank Fosters Construction and Larsen Engineering for their efforts on the project.
- Vault Restrooms – 100% Design documents were received on June 10, 2020 from Nelson Engineering. An Invitation to Bid was released on June 14, 2020 with Bids due on June 29, 2020. Four bids were received with Polar North Construction being the lowest responsive responsible bidder at \$359,850. Council approved the project through passage of Resolution 2020-58 at the July 1, 2020 meeting. Contract documents were executed on July 23, 2020. Construction is now shutdown for the winter. Pending Change Order 1 shall provide for a credit back to Owner in the amount of \$264 for minor changes to door hardware, and will add time to the contract to allow final painting to take place in spring under warmer temperatures.



Construction has proceeded very smoothly, please extend the City's gratitude to Polar North Construction and Nelson Engineering for making this project a success.

- Waste Water Treatment Plant Master Plan – HDL Engineering Consultants will be beginning to assist the Public Works Department in development of a new Master Plan for the facility. The last one was completed in March 2004. Resolution 2020-48 was approved at the June 17, 2020 Council meeting allowing this work to proceed. On July 2, 2020 HDL staff and consultants spent the day on the property going through all systems of the plant, it is anticipated that these services will take place throughout the summer months. On August 31, 2020 the first draft assessment was received. Staff continues to work with HDL to develop plans for the facility in preparation of updates to the Capital Plan. HDL also continues to assist the department with the renewal of our APDES Permit which expires every five years.
- Waste Water Treatment Plant WAS Pumps – Polar North was awarded a Contract on September 22, 2020 in the amount of \$79,703 to demo and replace 40 year old pumps. *Currently both pumps are now installed with final piping connections underway, delivery of four air release valves has been delayed and they are anticipated any day now. Project is proceeding well on time and on budget.*



- 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. First step will be to request proposals from various press manufacturers and make a selection to move through



design phases with. Presses of this type typically take six months to manufacturer, goal will be to have an operational new press around late November 2021.

- USACE Bluff Erosion – See City Manager’s report. Director’s Report from the Army Corp of Engineers was signed April 10, 2019. On June 17, 2020 Council authorized the City Manager to sign the MOU received from the Corp. PED Agreement arrived on September 2, 2020. The City mailed a check in the amount of \$350,000 on September 18, 2020 to cover the City’s initial share of PED costs. Meetings have begun with the City Manager and Public Works Director with the ACOE. RFP Docs to obtain Professional Engineering Services are beginning to be developed. Draft RFP Docs were sent to ACOE Staff for comment on December 8, 2020 during phone conference with ACOE, City Manager and PWD. Comments were received back on December 9th. Next scheduled meeting with Corp is for December 17, 2020 to continue with Development of the documents. *RFP Documents are still under development at this time, follow up meeting with ACOE is anticipated for late January.*
- Multi-purpose Facility – The Building Maintenance Department went through the Ice Rink and pressure washed all of the algae that has been growing on the steel beams. Nelson Engineering was also able to come out and assess the structure and condition of the rusting. Formal report was received on October 6, 2020. *Work will continue in the spring.*
- Recreation Center – The Building Maintenance Department and Streets Department are performing repairs with in house personnel. Repairs to a drainage issue on the west side of building are being completed, as well as pressure washing of the building and new exterior staining. Photos below. *Work will continue into the spring as weather warms back up.*
- Kenai Municipal Airport (KMA) Tractor & Mower – Invitations to Bid were released on November 20, 2020 with Bids Due on December 8, 2020. This project is in support of Airfield Maintenance Operations and is identified as Project No. 5 for the Airport Fund in the City’s current Capital Improvement Plan. Council can expect to see legislation in December in relation to this Project. Ordinance 3176-2020 *was approved at the January 6th, 2021 Council Meeting with an Award to Craig Taylor Equipment in the amount of \$151,736.* Formal Notice of Award was issued on January 12th, contract is being circulated now for signatures and is anticipated to be in place by January 18th. Tractor delivery is anticipated by August 2021.



- Fire Sprinkler Testing, Inspection & Monitoring – Invitations to Bid were released on November 20, 2020 with Bids Due on December 8, 2020. This will be for up to a five year term service agreement for all City Facilities. Resolution 2020-93 with a Contract Award to Yukon Fire Protection is included in Councils Packet for the December 16, 2020 meeting. Total contract for five years services totals \$74,373. *Contractor will be in Kenai on starting on January 18th going through all City owned facilities.*





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Paul Ostrander, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: January 9, 2021

SUBJECT: **December 2020 Monthly Report**

Home Delivered Meals	1171
Home Delivered Meals – COVID-19	1409
Pick-Up Meals – COVID-19	178
Grocery Shopping Assistance	8
Vintage Pointe Meals – COVID-19	388

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

- Home delivered meals, served Monday – Friday to over 100 individuals in the greater Kenai area.
- Shopping and delivery assistance through Country Foods.
- Prescription pickups and delivery.
- Low income food box delivery.
- Information on COVID19, State of Alaska benefits, and the newest scams surrounding the current crisis.

The remodel of the Game Room/Library was completed in December. This is now a wide-open beautiful space with new flooring and better accessibility. Touchless faucets in the restrooms were installed, as well as the completion of the table top refurbishment for the Dining Room. New webcams were received for the offices as well as the Computer Lab. These items were made possible by the KPB CARES Act Relief Fund Program for our area senior centers.

The holidays are always a special time around the Senior Center and though we remained closed to the public, there was still some good old-fashioned Christmas cheer for the seniors we serve. All of those who receive home meals were treated to a Christmas Bag full of goodies, primarily sponsored by the Kenai Senior Connection, Inc. with additional items from Peninsula Community Health Services and Hilcorp Alaska.

PURCHASE ORDERS BETWEEN \$2,500.00 AND \$15,000.00 FOR COUNCIL REVIEW

COUNCIL MEETING OF: JANUARY 20, 2021

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
DOORS & WINDOWS	REPLACE COMMON AREA BACK DOOR	CONGREGATE HOUSING	REPAIR & MAINTENANCE	5,950.00
DOORS & WINDOWS	LEXAN SHEETS	RECREATION	OPERATING SUPPLIES	3,500.00