

**KENAI HARBOR COMMISSION
REGULAR MEETING
JUNE 11, 2018 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>**

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Agenda Approval
2. **SCHEDULED PUBLIC COMMENTS** *(Public comment limited to ten (10) minutes per speaker)*
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
4. **APPROVAL OF MEETING SUMMARY**
 - a. May 7, 2018
5. **UNFINISHED BUSINESS** - None.
6. **NEW BUSINESS**
 - a. **Discussion** – United Cook Inlet Drift Association Comments regarding Wake Sign
7. **REPORTS**
 - a. Public Works Director
 - b. Commission Chair
 - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – July 9, 2018
9. **COMMISSIONER COMMENTS AND QUESTIONS**
10. **ADDITIONAL PUBLIC COMMENT**
11. **INFORMATION ITEMS**
12. **ADJOURNMENT**

**PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING:
JACQUELYN -- 283-8231 OR, KAYLA -- 283-8236**

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**KENAI HARBOR COMMISSION
MAY 7, 2018 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
CHAIR CHRISTINE HUTCHINSON, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

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

a. Pledge of Allegiance

Chair Hutchinson led those assembled in the Pledge of Allegiance.

b. Roll Call

Roll was confirmed as follows:

Commissioners present: Chair C. Hutchison, Vice-Chair N. DuPerron, M. Dunn,
G. Greenberg, B. Peters, C. Crandall

Commissioners absent: J. Desimone

Staff/Council Liaison present: City Manager P. Ostrander, City Clerk J. Heinz, Public
Works Assistant K. Feltman, Council Member B. Molloy

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner DuPerron **MOVED** to approve the agenda as presented. Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

2. SCHEDULED PUBLIC COMMENTS – None.

3. UNSCHEDULED PUBLIC COMMENT – None.

4. APPROVAL OF MEETING SUMMARY

a. April 9, 2018

MOTION:

Commissioner DuPerron **MOVED** to approve the meeting summary of April 9, 2018; and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. **UNFINISHED BUSINESS** – None.

6. **NEW BUSINESS**

a. **Discussion** – Dip Net Vendor Operation

City Clerk Heinz informed the Commission that the City of Kenai wanted to provide consistency to dipnet fishery users while at the same time providing an opportunity for local businesses to expand their business. Heinz presented an outline used for gathering vendor information, which led to the development of a more streamlined approach including specific vendor location and ease of access, size of space, and exclusivity for certain items. The proposed vendor operations would consist of two food vendors, one specialty coffee vendor, and an ice vendor.

City Clerk Heinz addressed questions concerning size, costs, and areas of operation.

7. **REPORTS**

a. **Public Works Director** – City Manager Ostrander discussed the feasibility study for the Bluff Erosion project and the request for an extension; and noted that there was a joint work session with the Kenai Peninsula Borough, City of Kenai, Soldotna, Seldovia and Homer, and discussed an increase in Borough sales tax. Ostrander further reported that the requested sub-committee was approved by Council to review/determine the Harbor Commission's roles and responsibilities; and he provided an update on the No Wake sign that would be posted June 1.

b. **Commission Chair** – None.

c. **City Council Liaison** – Council Member Molloy reported on the May 2 Council Meeting actions, as provided in the packet, and noted that the formation of a Harbor Commission sub-committee was unanimously approved and that Council Member Glendening would be the Liaison for it. Molloy further noted the joint work session was a success and there was thorough discussion.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 11, 2018

9. **COMMISSIONER COMMENTS AND QUESTIONS**

Commissioners expressed support of the No Wake sign wording and having it up year-round.

Commissioner DuPerron noted interest in the sub-committee providing a monthly update to the Commission on the progress of determining the roles and responsibilities.

10. **ADDITIONAL PUBLIC COMMENT**

Council Member Glendening thanked City Manager Ostrander for his leadership, specifically in Harbor Commission recommendations to Council and follow-up.

11. **INFORMATION ITEMS** – None.

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 6:49 p.m.

Meeting summary prepared and submitted by:

Jacquelyn Kennedy
Deputy City Clerk

DRAFT

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ACTION AGENDA
KENAI CITY COUNCIL – REGULAR MEETING
MAY 16, 2018 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>

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. **Frank Richards, Alaska Gasline Development Corporation** – LNG Project Presentation.
2. **Riley Graves, Caring for the Kenai Contestant** – Magnetic Beach Sweeper Concept Overview.

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

D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3021-2018** – Determining that Tract C Dragseth Subdivision – 2017 Addition, Located within the East ½ Section 7, Township 5 North, Range 11 West, Seward Meridian, City of Kenai, Kenai Recording District, Kenai Peninsula Borough, Alaska is Not Needed for a Public Purpose and Approving a Sale of the Property for its Appraised Value to Ron Hyde. (Administration)
2. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2018-21** - Amending Policy 2016-01, Procedures for Commissions, Committees and Council on Aging –to Clarify the Policy on Council’s Referral of Items for the Agendas of the City’s Commissions, Committees and the Council on Aging Prior to any Final Council Action. (Council Member Molloy)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of May 2, 2018

F. UNFINISHED BUSINESS

1. **ENACTED AS AMENDED. Ordinance No. 3018-2018** – Amending Kenai Municipal Code Title 23-Personnel Regulations, to Create a New Class of Employees Defined as “Department Head Service” that Includes Employees who Work at Will and are Compensated within A Salary Range Approved by the Council, and Making other Housekeeping Changes. (Council Members Navarre & Glendening) *[Clerk’s Note: This Item was Postponed to this Meeting from the May 2, 2018 Meeting; A Motion to Enact is On the Floor.]*

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Bills to be Ratified.
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Non-Objection to New Marijuana Product Manufacturing Facility License for Herban Extracts, LLC – License No. 14432.
3. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 06/06/2018.** *Ordinance No. 3022-2018 – Adopting the Annual Budget for the Fiscal Year Commencing July 1, 2018 and Ending June 30, 2019 And Committing \$750,000 of General Fund, Fund Balance For Capital Improvements, Amending The Salary Schedule In Kenai Municipal Code Chapter 23.55 - Pay Plan, Amending Employee Classifications In Kenai Municipal Code Chapter 23.50, And Amending Police Department Qualification Pay In Kenai Municipal Code Chapter 23.55. (Administration)
4. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 06/06/2018.** *Ordinance No. 3023-2018 – Increasing FY2018 General Fund Estimated Revenues and Appropriations by \$13,747 and FY2019 General Fund Estimated Revenues and Appropriations by \$35,996 in the General Fund Parks, Recreation and Beautification Department for the Receipt of a Grant from the United States Environmental Protection Agency Passed through the State of Alaska Department of Environmental Conservation for Bacteria Level Monitoring on the City’s Beaches During the 2018 - 2019 Personal Use Fishery. (Administration)
5. **SPECIAL USE PERMIT APPROVED. Action/Approval** – Approve a Special Use Permit to HDL Engineering Consultants, LLC, for Storage Space at Tract A, FBO Subdivision. (Administration)
6. **SPECIAL USE PERMIT APPROVED. Action/Approval** – Special Use Permit to Reddi Towing & Salvage, LLC, for Impound Lot Space at Lot 4, Block 5, Cook Inlet Industrial Park. (Administration)
7. **Discussion** – Dipnet Vendor Operations (City Clerk)

H. COMMISSION/COMMITTEE REPORTS

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

I. REPORT OF THE MAYOR

J. ADMINISTRATION REPORTS

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

K. ADDITIONAL PUBLIC COMMENT

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

L. EXECUTIVE SESSION

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

M. PENDING ITEMS – None.

N. ADJOURNMENT

INFORMATION ITEMS

1. Purchase Orders between \$2,500 and \$15,000 for Council Review
2. Kenai Historical Society Newsletter – April 2018

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.