

**KENAI HARBOR COMMISSION
REGULAR MEETING
MAY 7, 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. April 9, 2018

5. **UNFINISHED BUSINESS** - None.

6. **NEW BUSINESS**
 - a. **Discussion** – Dip Net Vendor Operation

7. **REPORTS**
 - a. Public Works Director
 - b. Commission Chair
 - c. City Council Liaison

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – June 11, 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
APRIL 9, 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, Public Works Assistant K.
Feltman, Council Member J. Glendening

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner DuPerron **MOVED** to approve the agenda with the addition of 5c. Wake Zones.
Commissioner Peters **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. March 12, 2018

MOTION:

Commissioner DuPerron **MOVED** to approve the meeting summary of March 12, 2018; and
Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

5. UNFINISHED BUSINESS

a. **Discussion** – List of Motions by Harbor Commission 2012 – 2017

The list of motions by the Harbor Commission in 2012 – 2017 was reviewed.

b. **Discussion/Recommendation** – Capital Improvement Program Priorities

Priority discussion of the Capital Improvement Projects included bluff erosion/stabilization, mooring buoy study, float replacement, continuation of floats, drift boat pull-out, and the master plan. It was noted that buoy permitting was not funded and the launch ramp extension design was not permitted.

MOTION:

Commissioner DuPerron **MOVED** to recommend the Capital Improvement Project Priorities be 1) Bluff Erosion, 2) Float Replacement, 3) Drift Boat Pullout in the Lower Kenai River, and 4) Mooring Buoy Permitting Study. Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

c. **Discussion** – Wake Zones

It was noted that this item was discussed at the April 4 City Council Meeting. The Commission needs to define where to place the No Wake Zone signs for Council approval. No permitting was required nor Kenai Municipal Code revisions to put up signs.

Locations and the size of the No Wake Zone signs was discussed.

MOTION:

Commissioner Dunn **MOVED** to request City Council approve installation of two No Wake Signs at the mouth of the Kenai River; and Commissioner DuPerron **SECONDED** the motion.

MOTION TO AMEND:

Commissioner DuPerron **MOVED** to amend by including the size of the signs of up to 4 x 8 feet; and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

MOTION TO AMEND:

Commissioner Crandall **MOVED** to amend by requesting including information in the Dipnet Brochure to be handed out at the fee shack, and posted on the App; and Commissioner DuPerron **SECONDED** the motion. There were no objections; **SO ORDERED**.

MOTION TO AMEND:

Commissioner DuPerron **MOVED** to amend by including a timeframe to the No Wake Zone signs of June – October 1; Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

VOTE ON THE MAIN MOTION:

YEA: Hutchison, DuPerron, Dunn, Greenberg, Crandall, Peters

NAY:

MOTION PASSED UNANIMOUSLY.

6. NEW BUSINESS

a. **Discussion/Recommendation** – Formation of a Sub-Committee

The purpose of the sub-committee was discussed, including determining roles and responsibilities of the Harbor Commission to bring back findings and determination to the Commission as a whole. It was noted that the formation of a sub-committee would need to be approved by City Council.

It was requested that Rick Koch's memo, as included in this meeting packet, be forwarded to the Sub-Committee.

MOTION:

Commissioner DuPerron **MOVED** to request City Council approve the formation of a Sub-Committee consisting of Commissioners DuPerron, Dunn, and Crandall to determine the roles and responsibilities of the Harbor Commission and present to City Council at the first meeting in May 2018; and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

b. **Discussion** – City Harbor Safety Concerns

Boating safety was discussed and how to get that information to the public was emphasized.

MOTION:

Commissioner DuPerron **MOVED** to request Administration include boating education information in the brochure; and Commissioner Crandall **SECONDED** the motion. There were no objections; **SO ORDERED**.

7. REPORTS

a. **Public Works Director** – City Manager Ostrander reported:

- There will be additional training for commissions and committees, coming soon;
- The feasibility report for the Bluff Erosion Project was delayed but would provide an update when available; and
- Administration was doing budget preparations to include more details by each department to show how it connects with the City of Kenai mission statement.

b. **Commission Chair** – Hutchison noted interest in discussion of the Dipnet App and VIP passes for the Harbor Commission.

c. **City Council Liaison** – Council Member Glendening reported on the March 21 Council Meeting actions and provided information about the live Kenai Eagle camera.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 7, 2018

9. **COMMISSIONER COMMENTS AND QUESTIONS**

Commissioner DuPerron expressed thanks to the committee and City Manager for their time and efforts. He further noted that the sub-committee should meet monthly, immediately following approval by City Council.

Commissioner Peters wished the sub-committee best wishes in their work.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – Volunteer Appreciation Dinner on April 19

12. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 7:57 p.m.

Meeting summary prepared and submitted by:

Jacquelyn Kennedy
Deputy City Clerk



"Village with a Past, City with a Future"

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MEMORANDUM

TO: Chair Hutchison and Harbor Commission Members
FROM: Jamie Heinz, City Clerk
DATE: April 25, 2018
SUBJECT: Dipnet Vendors

At their meeting on 12/06/2017, Council asked Administration to address mobile vendors during the dipnet fishery. While the City has always allowed vendors to operate in the parking areas during the fishery, treating them the same as any other vehicle parking in the area, we decided the dipnet vendors could be addressed by providing consistency to the dipnet fishery users while at the same time providing an opportunity for local businesses to expand their business.

Feedback from the industry showed that most vendors felt the venue could be better, wanted to see some sort of exclusivity, easier access, a specific vendor area, and suggested on-site electric and potable/grey water dumping and refill site nearby. While the electricity and dumping/refilling site will need to be accomplished in future years, we felt that we could accomplish some of the suggestions in the near term and, combined with more consistency the fishery users could depend on, the venue would improve for them.

To accomplish our goal and requests from the industry, we'll be developing a simple application for the vendors to complete and will encourage local businesses to apply. The applications will ask for brief information about what the vendor offers, days and hours they will operate, where they are based out of, and their facilities, which will then be ranked. Additional points will be given to applicants that currently operate in the City of Kenai. We have outlined what we feel to be the safest area, facing the beach, where two food vendors, one specialty coffee vendor, and one ice vendor will be situated and the highest ranking applications of each type will be the vendors chosen to operate. The outlined area has enough space for the vendor's 'facility' and at least one support vehicle; we will be giving the vendors vendor specific parking passes to come and go as they need.

With this plan, we've provided an opportunity for local businesses to expand their business, exclusivity, easier access, and a specific vendor area. By also selecting vendors that will commit to operating for the most amount of time, we hope that over time, the fishery users see this consistency and will utilize these vendors instead of bringing loaded coolers from their hometowns.

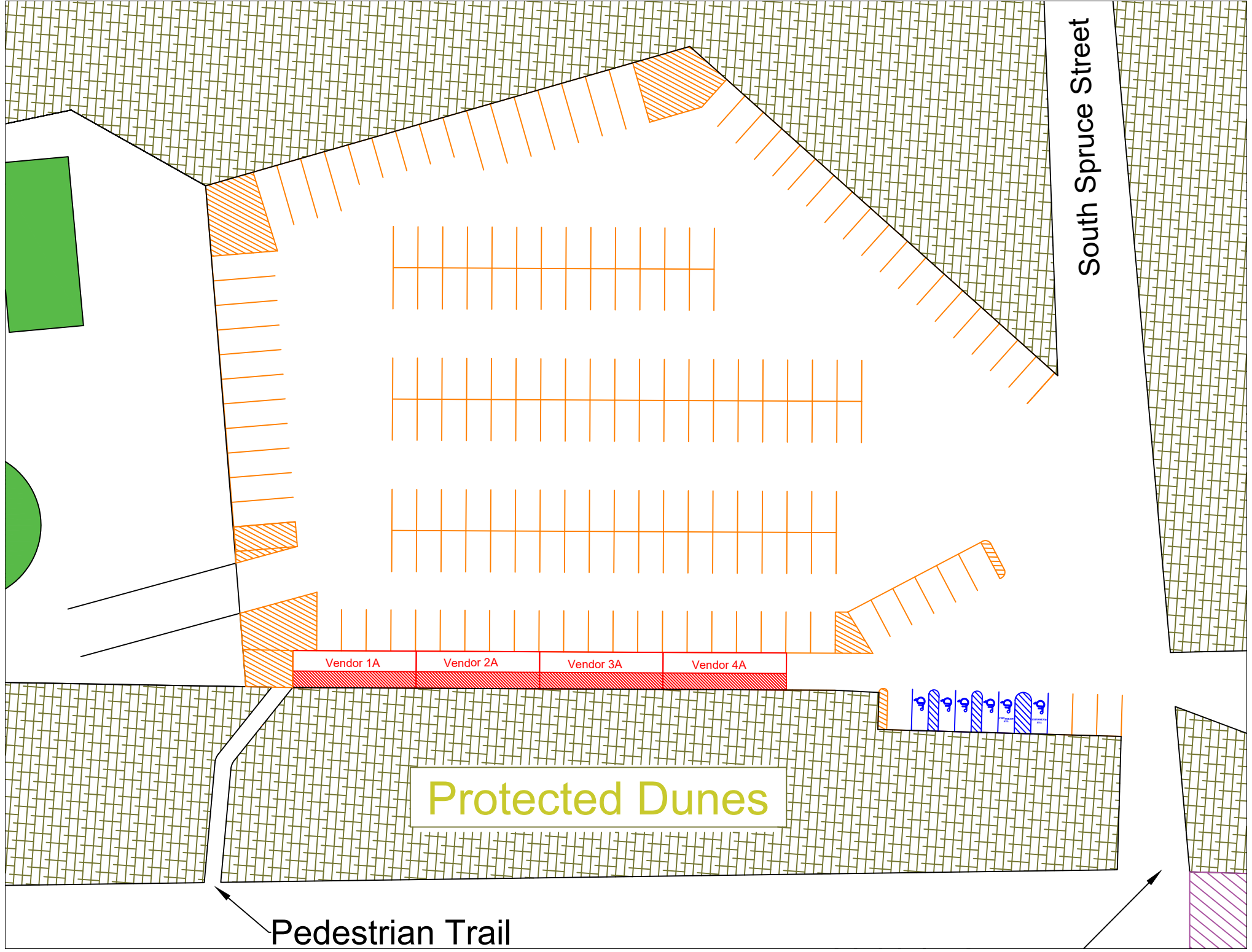


In the case that we did not have enough of the specific vendors apply, we would allow another vendor to come in by the day. For instance, if we did not have a specialty coffee vendor apply to operate the entire time, we would allow a specialty coffee vendor to operate on a day by day basis or, if we only had one food vendor apply, we would allow another food vendor to operate on a day by day basis but we would never allow a third food vendor operate in a specialty coffee vendor slot or visa versa.

We are doing this as a pilot project for this season and once we have more insight in how well it works we will make changes to the code as necessary.

If there are any questions, I am happy to answer them.





South Spruce Street

Vendor 1A

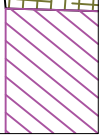
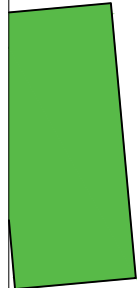
Vendor 2A

Vendor 3A

Vendor 4A

Protected Dunes

Pedestrian Trail



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ACTION AGENDA
KENAI CITY COUNCIL – REGULAR MEETING
APRIL 18, 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. **Chelsea Plagge, KPBSD Student** – Overview of Skills USA Competition, an Opportunity for Students to Learn Hands on Skills.
2. **Mayzie Potton and Leah Johnson, KPBSD Students** – Overview of their “T-Books” Organization that fundraises to provide literature to schools and students in several communities.

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. 3013-2018** - Increasing Estimated Revenues and Appropriations by \$286,288 in the Airport Special Revenue and Airport Terminal Improvements Capital Project Funds for Increased Costs Associated with Phase II of the Project to Design the Airport Terminal Rehabilitation Project and Authorizing a Contract Amendment with Wince-Corthell-Bryson for Completion of Phase II of the Project’s Design. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3014-2018** – Making Housekeeping Amendments to KMC Section 3.25.060- Adoption Procedure, 3.25.090- Protective Custody, 3.30.030-Quarantine of Individual Animal, 4.25.020- Fee Schedule, 12.25.030- Leaving of Junk or Illegally Parked Vehicles, 13.30.090-Sign Bearing the

Legend, 18.25.030 – Inspection Fee, and 23.50.010- Employee Classification. (Legal and City Clerk)

E. MINUTES

1. **APPROVED BY THE CONSENT AGENDA.** *Regular Meeting of April 4, 2018

F. UNFINISHED BUSINESS – None.

G. NEW BUSINESS

1. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Bills to be Ratified.
2. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Purchase Orders Exceeding \$15,000.
3. **APPROVED BY THE CONSENT AGENDA.** *Action/Approval – Non-Objection to Liquor License Renewal for:
 - George’s Casino Lounge
 - Pizza Hut
 - Wal-Mart Supercenter #4474
4. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 05/02/2018.** *Ordinance No. 3015-2018 – Accepting and Appropriating a Volunteer Fire Assistance (VFA) Grant From the United States Department of Agriculture Forest Service Passed Through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)
5. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 05/02/2018.** *Ordinance No. 3016-2018 – Increasing Estimated Revenues and Appropriations by \$4,434.88 in the General Fund – Police Department for State Traffic Grant Overtime Expenditures. (Administration)
6. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 05/02/2018.** *Ordinance No. 3017-2018 – Accepting Drug Seizure Funds Forfeited to the City in the Amount of \$4,709.63 and Appropriating the Funds for the Purchase of Police Department Small Tools. (Administration)
7. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 05/02/2018.** *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 Member Navarre)
8. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 05/02/2018.** *Ordinance No. 3019-2018 – Increasing Estimated Revenues and Appropriation in the General and Municipal Roadway Improvements Capital Project Funds and

Awarding A Contract To Complete The Ryan's Creek Outfall Repair Project To Foster Construction, Inc. (Administration)

9. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 05/02/2018.**
***Ordinance No. 3020-2018** – Increasing Estimated Revenues and Appropriations in the Water & Sewer Special Revenue and Water & Sewer Improvements Capital Project Funds and Authorizing a Change Order to the Contract with the State of Alaska Department of Transportation for the Project Entitled “Spur Highway Water Main Replacement – Spur Highway and Shotgun Drive”. (Administration)
10. **SPECIAL USE PERMIT APPROVED UNANIMOUSLY.** **Action/Approval** – Approving a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry, for Aircraft Parking and Loading on the Apron. (Administration)
11. **CONSENT TO ASSIGNMENT OF LEASE APPROVED UNANIMOUSLY.** **Action/Approval** – Consenting to Assignment of Kenai Municipal Airport Lease from Alaska Realty Group, Inc. to Mossy Oak Properties (Administration)

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 – None.

M. PENDING ITEMS – None.

N. ADJOURNMENT

INFORMATION ITEMS

1. Purchase Orders between \$2,500 and \$15,000 for Council Review
2. Kenai Historical Society – March Newsletter
3. Frontier Community Services World Series of Baseball
4. Certificate and Award of Financial Reporting Achievement

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.