

**KENAI PARKS & RECREATION COMMISSION
REGULAR MEETING
MARCH 1, 2018 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
<http://www.kenai.city>**

WORK SESSION AT 6:00 PM

There will be a work session prior to the regular meeting to discuss
Capital Improvement Projects for FY20 and FY21.

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. February 1, 2018
5. **UNFINISHED BUSINESS**
 - a. **Discussion** - Draft FY2019 / 2020 / 2021 Capital Improvement Projects
6. **NEW BUSINESS** – None
7. **REPORTS**
 - a. Parks & Recreation Director
 - b. Commission Chair
 - c. City Council Liaison
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – April 5, 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, BOB -- 283-8261

(This page was intentionally left blank)

**KENAI PARKS & RECREATION COMMISSION
FEBRUARY 1, 2018 – 7:00 PM
CITY HALL COUNCIL CHAMBERS
CHAIR CHARLIE STEPHENS, PRESIDING**

MEETING SUMMARY

1. CALL TO ORDER

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

a. Pledge of Allegiance

Chair Stephens led those assembled in the Pledge of Allegiance.

b. Roll was confirmed as follows:

Commissioners present: C. Stephens, J. Joanis, T. Wisniewski, N. Widmayer

Commissioners absent: J. Halstead, S. Kisena

Staff/Council Liaison present: Parks & Rec Director B. Frates, Council Member T. Navarre

A quorum was present.

c. Agenda Approval

MOTION:

Commissioner Widmayer **MOVED** to approve the agenda as presented; Commissioner Wisniewski **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. January 4, 2018

MOTION:

Commissioner Wisniewski **MOVED** to approve the meeting summary of January 4, 2018 and Commissioner Widmayer **SECONDED** the motion. There were no objections; **SO ORDERED.**

5. UNFINISHED BUSINESS – None.

6. NEW BUSINESS

a. Discussion – Draft FY2019 / 2020 / 2021 Capital Improvement Projects

The Capital Improvement Project list was presented and reviewed for FY2019, 2020 and 2021.

Director Frates explained that some of the projects requested were carryovers from previous requests, specifically the Little League restrooms, soccer irrigation, and 4th Avenue Park. The focus of the discussion was on FY2019 and establishing priorities. Projects were reviewed and prioritized.

Brief discussion followed regarding the Kenai Sports Complex - Soccer Fields. It was noted that a playground area was something that should be looked at in the near future along with a layout design for future fields. Director Frates stated that a work session is an option for some long-term master planning for that area.

The commission prioritized FY2019 projects as follows: 1) Kenai Trails/Signage, 2) Kenai Little League Restrooms/Storage Facility, 3) 4th Avenue Park Playground, 4) Outdoor Event Stage Design Work, 5) Soccer Park Irrigation, and 6) Dog Park.

It was recommended that a work session be held at 6 p.m. in advance of the next meeting to further discuss the FY2020 and FY2021 Capital Improvement Projects list.

7. REPORTS

a. **Parks and Recreation Director** – Frates reported on the following:

- There were some addendums to the cemetery RFP but otherwise moving along as planned;
- Consideration was being given to a possible pond hockey tournament sponsored by the Kenai Brown Bears hockey;
- Grooming of the ski trails continued to be unpredictable; the Tsalteshi youth program is scheduled to utilize the course Saturday, February 3, pending conditions.
- Summer positions would be opening soon for recruitment;
- The department recruited help by a Kenai Central High School (KCHS) student in building a bike repair station; the first one would serve as a prototype with others to possibly follow.

b. **Commission Chair** – None.

c. **City Council Liaison** – Navarre reported on the recent actions taken by City Council; noted that Council would be considering an ordinance by Administration to replace five spectator heaters at the multi-purpose facility; and provided an update of the policy regarding the student representative's role on the Parks and Recreation Commission.

8. NEXT MEETING ATTENDANCE NOTIFICATION – March 1, 2018

9. COMMISSION QUESTIONS & COMMENTS

It was requested that when Council discussed Airport lands, trails, connectivity and quality of life issues were a part of those discussions.

Commissioner Joanis spoke to the Beaver Loop Pedestrian project and noted the path was scheduled for the south side of the road. She added that a flashing safety light (similar to KCHS, off Lawton Dr.) would hopefully be installed to assist users coming across Beaver Loop Road to access the Unity Trail.

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

11. **INFORMATION**

a. Hockey Ice Schedule

12. **ADJOURNMENT**

There being no further business before the Commission, the meeting was adjourned at 8:35 p.m.

Meeting summary prepared and submitted by:

Jacquelyn Kennedy
Deputy City Clerk

DRAFT

(This page was intentionally left blank)



"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
Telephone: 907-283-7535 / FAX: 907-283-3014



MEMO:

TO: Kenai Parks & Recreation Commission

FROM: Robert J. Frates, Parks & Recreation Director

DATE: January 25, 2018

SUBJECT: Draft Capital Improvement Plan

Attached is a draft Capital Improvement Plan (CIP) for FY19, 20, and 21 for your review. Please be prepared to discuss and update these recommendations at the February 1st meeting. Administration will once again refine the scope and cost estimates, including any changes you may have before submission to the Planning & Zoning Commission.

Please let me know if you have any questions.

Attachments

**KENAI PARKS AND RECREATION
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
FY2019**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
1	4th Ave Park	Project would replace existing playground equipment and increase amount of play activities for children ages 5-12. Accompanying site amenities would be included, i.e. benches and swing bench.	\$ 100,000.00	Play area needs to be relocated toward front of park property for higher visibility and safety. Engineered wood fiber should be utilized for fall protection. Equipment installation would be performed in-house. Existing play equipment was removed in summer 2017.
2	Kenai Little League Facility Restroom and Storage Space	Project would construct permanent restrooms with attached storage space. Storage would be shared by KLL & COK.	\$ 75,000.00	Portable restrooms are rented by several entities for their respective programs. Additionally, the COK rents units during the PUF.
3	Soccer Field Irrigation	The COK maintains four natural turf soccer fields totaling approximately 13 acres. Currently, staff waters fields via reel sprinklers which becomes time consuming for staff.	\$ 395,000.00	
4	Outdoor Event Park Stage - Phase I	Project would provide design & construction of an outdoor stage and associated electrical and lighting needs (Phase I).	\$ 250,000.00	COK has one large park-like setting to accommodate large venues (4th July, Industry Appreciation, etc.) and is located on Kenai Municipal Airport land. Due to FAA restrictions, ability to add future infrastructure is limited.
5	Kenai Trails/Signage	Project would construct Phase I of trail system and associated signage within Municipal Park Boundary.	\$ 5,000.00	Trail construction methods would incorporate use of D-1 gravel. It is expected Phase I to be partially grant funded (90/10) for estimated total project cost of \$30,000.00
6	Dog Park	Project provides construction for a fenced in area for citizens to exercise, socialize and train dogs.	\$80,000.00	Project would provide agility-type equip. with access to Daubenspeck pond.

**KENAI PARKS RECREATION
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
FY2020**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
1	Playground Replacement	Project would replace aging equipment and provide overall renovation to park	\$ 250,000.00	Park serves as primarily a small residential area surrounded by several apartment complexes with multiple family units. It is anticipated that this project could be partially or entirely funded by another entity.
2	Large Area Grass Mower	Project would provide a large mower to keep up with turf mowing demand each summer.	\$ 30,000.00	Amount of turf areas continue to expand and department needs to acquire another large mower capable of providing efficient turf maintenance. Mower would replace a John Deere Reel mower purchased in 1992. It currently has 1,900 hrs and increasingly difficult finding replacement parts.
3	Adult softball Infield Dirt Replacement	Project would replace approximately 6" to 10" of infield dirt on Field #1, #2 and #3	\$ 25,000.00	New infield dirt would provide increased safety.
4	LH Park Electrical Upgrades	Funds would be used to bury an overhead power line within LH Park and add outdoor lighting to the flagpoles	\$ 15,000.00	There is an power line directly overhead of a memorial tree. Additionally, there is no lighting for the flag poles.
5	Kenai Trails/Signage	Project would construct Phase II of trail system and associated signage within Municipal Park Boundary.	\$ 5,000.00	Trail construction methods would incorporate use of D-1 gravel. It is expected Phase II to be partially grant funded (90/10) for estimated total project cost of \$50,000.00

**KENAI PARKS RECREATION
CAPITAL IMPROVEMENTS (CIP) PRIORITIES
FY2021**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
1	Softball Greenstrip Playground Replacement	Project would replace aging play equipment and for ages 5-12.	\$ 75,000.00	Current playground was installed around 1991.

**KENAI PARKS RECREATION
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
OTHER PROJECTS WHICH WERE CONSIDERED**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
	New Baseball Fields	Project would design and construct seven baseball fields at property identified as Sect. 36	Unknown	Parks and Recreation Commission has discussed the development of ball fields in this area. Project could include 5 Little League fields and two Sr. League fields and associated infrastructure. Due to cost, this project should be phased with focus on fields identified as having the greatest need.
	City of Kenai Indoor Turf Field Facility	This project would construct a 100'x200' indoor turf field possibly as an addition to the existing Kenai Multi-Purpose Facility. The facility would be used by area school, pre-schools and other organizations.	\$ 5,000,000.00	This project is of interest to the Parks & Recreation Commission but significant work needs to be accomplished to determine its feasibility.
	Multi-Purpose Facility Refrigeration Conversion	Project would convert R-22 refrigeration system to a non-ozone depleting alternative	Unknown	Manufacturing of R-22 is being phased out and will no longer be produced in year 2020. It is anticipated quantities of R-22 will be sufficient, however, costs will continually increase.
	Kenai Multi-Purpose Facility Locker Rooms	Project would construct six (6) locker rooms with restrooms and shower rooms.	\$1,250,000.00	Facility was originally constructed to accommodate locker/shower rooms. Project would most likely be tied into a larger construction project, i.e., indoor turf field facility.

**KENAI PARKS RECREATION
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
OTHER PROJECTS WHICH WERE CONSIDERED**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
	Sports Complex Playground	Project would purchase small playground structure to be located at the soccer fields.	\$ 20,000.00	Soccer fields are heavily used during summer season by many organizations and families and is a gathering location. Play equipment would provide play structure to children.
	Kenai Nordic Trail Lighting - Design	Project would provide for design & cost estimates for a lighting system at the Kenai Golf Course.	\$ 50,000.00	Lighted system would improve general safety for skiers and maintenance personnel. Project would be phased over several years.
	Scenic Bluff Overlook	Project would provide upgrades to area.	Unknown	Specific upgrades need to be determined based on use of this area. Upgrades could include small concrete picnic pads and tables.

**KENAI PARKS RECREATION
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
OTHER PROJECTS WHICH WERE CONSIDERED**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
	New Baseball Fields	Project would design and construct seven baseball fields at property identified as Sect. 36	Unknown	Parks and Recreation Commission has discussed the development of ball fields in this area. Project could include 5 Little League fields and two Sr. League fields and associated infrastructure. Due to cost, this project should be phased with focus on fields identified as having the greatest need.
	City of Kenai Indoor Turf Field Facility	This project would construct a 100'x200' indoor turf field possibly as an addition to the existing Kenai Multi-Purpose Facility. The facility would be used by area school, pre-schools and other organizations.	\$ 5,000,000.00	This project is of interest to the Parks & Recreation Commission but significant work needs to be accomplished to determine its feasibility.
	Dog Park	Project provides construction for a fenced in area for citizens to exercise/train dogs.	Unknown	Project could be included into design & function of Sect. 36 and phased into overall design. There has been some interest expressed by citizens and or groups for such a park.
	Kenai Softball Fields	Project provides upgrades to the existing complex.	Unknown	Project would provided upgrades to adult softball complex. Specific project would be determined by highest priority and could include new dug-outs or turf infield(s).

**KENAI PARKS RECREATION
CAPITAL IMPROVEMENTS PROGRAM (CIP) PRIORITIES
OTHER PROJECTS WHICH WERE CONSIDERED**

PRIORITY NUMBER	PROJECT TITLE	DESCRIPTION	REQUIRED FUNDING	NOTES/COMMENTS
	Sports Complex Concession Building & Permanent Restrooms	Funding would design/construct a concession facility and permanent restrooms at the Kenai Sports Complex	Unknown	Building would provide a small concession area and restroom facility. Concession area could be rented to user groups throughout the summer soccer season.

ACTION AGENDA
KENAI CITY COUNCIL – REGULAR MEETING
FEBRUARY 21, 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. **Mayor John Williams** – Board of Director’s Report to Cook Inlet Regional Citizens Advisory Council Stakeholders and Carport for the Renovated Firetruck.
2. **Sean Wedemeyer, Public Works Director, City of Kenai** – An Overview of the Wastewater Treatment Plant.

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. 3006-2018** – Increasing Estimated Revenues and Appropriations by \$1,441.42 in the General Fund for the Police Department to Purchase Supplies from Asset Forfeiture Funds Received from the State of Alaska.
2. **ENACTED UNANIMOUSLY. Ordinance No. 3007-2018** – Appropriating Available Fund Balance to the Multipurpose Facility Capital Project Fund for Facility Improvements Including the Purchase of New Heaters for the Player Benches and Spectator Area.
3. **ENACTED UNANIMOUSLY. Ordinance No. 3008-2018** – Accepting and Appropriating \$1,600.00 from the Kenai Chamber of Commerce and Visitor Center (the Chamber) for a New Camera in Support of the City and the Chamber’s Joint Eagle Camera Project.

4. **ADOPTED UNANIMOUSLY. Resolution No. 2018-11** - Authorizing a Budget Transfer within the General Fund – Fire Department for Overtime in Excess of Budgeted Amounts.
5. **ADOPTED AS AMENDED. Resolution No. 2018-12** – Approving an Amended Policy to Include Alternatives for the Sale of Ten Specific City-Owned Airport Fund Leased Lands Outside the Airport Reserve with Substantial Constructed Leasehold Improvements.

E. **MINUTES** – None.

F. **UNFINISHED BUSINESS**

1. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 2993-2017** - Amending Kenai Municipal Code Chapter 14.25-Landscaping/Site Plan Regulations, to Require Landscaping and Site Plans for All Retention Basins, Commercial, Industrial and Multifamily Development and Land Clearing in Certain Zones in the City and Making other Material and Housekeeping Changes. *[Clerk’s Note: This Item was Postponed as Amended to this Meeting from the February 7, 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. **REMOVED FROM THE AGENDA. *Action/Approval** – Purchase Orders Exceeding \$15,000.
3. **APPROVED BY THE CONSENT AGENDA. *Action/Approval** – Non-Objection to Liquor License Renewals for:
 - BPO Elks Lodge #2425
 - New Peking Restaurant
4. **INTRODUCED BY CONSENT AGENDA/PUBLIC HEARING 03/07/2018 *Ordinance No. 3009-2018** – Increasing Estimated Revenues and Appropriations by \$63,850 in the Water and Sewer Capital Project Fund for Projects Identified in the FY2018 Budget.
5. **MEETING START TIME CHANGED TO 6:00 P.M. Action/Approval** – Revise the Beautification Committee Meeting Start Time, Pursuant to Policy, from 7:00 p.m. to 6:00 p.m.
6. **FREDDIE PEREZ CONFIRMED TO PARKS & RECREATION COMMISSION. Action/Approval** – Mayoral Nomination of Freddie Perez for Appointment to the Parks and Recreation Commission.

7. **CITY MANAGER AUTHORIZED TO SEND LETTER. Action/Approval** – City of Kenai Letter to Alaska Department of Environmental Conservation in Response to Kenai River Special Management Area Advisory Board Comments.

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. Cross Inlet Pipeline Extension Project Decision Information

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.