

SOLDOTNA



CITY COUNCIL AGENDA PACKET

JUNE 23, 2021

5:00 P.M. WORK SESSION: REQUEST FROM ALASKA CHRISTIAN
COLLEGE TO EXTEND WATER MAIN OUTSIDE CITY LIMITS

6:00 P.M. REGULAR CITY COUNCIL MEETING

SOLDOTNA CITY HALL

177 N. BIRCH STREET

SOLDOTNA, ALASKA

907-262-9107



City of Soldotna

2021 Meeting Schedule

All meetings take place at Soldotna City Hall Council Chambers, 177 N. Birch St., unless otherwise noted. For more information call 262-9107

January						
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City Council

Regular meeting time is 6:00 p.m.

January 13, 2021	June 23, 2021
January 27, 2021	July 14, 2021
February 10, 2021	July 28, 2021
February 24, 2021-Special 4 p.m.	August 11, 2021
February 24, 2021	August 25, 2021
March 10, 2021	September 8, 2021
March 24, 2021	September 22, 2021
April 14, 2021	October 13, 2021
April 28, 2021	October 27, 2021
May 12, 2021	November 17, 2021
May 26, 2021	December 15, 2021
June 9, 2021	

Planning and Zoning Commission

Regular meeting time is 5:30 p.m.

January 6, 2021	July 7, 2021
February 3, 2021 - Cancelled	August 4, 2021
March 3, 2021	September 1, 2021
April 7, 2021	October 6, 2021
May 5, 2021 - Cancelled	November 3, 2021
June 2, 2021	December 1, 2021

Airport Commission

Regular meeting time is 5:30 p.m.

March 18, 2021	September 16, 2021
June 17, 2021	December 16, 2021

Library Advisory Board

Regular meeting time is 5:15 p.m.

January 18, 2021	July 19, 2021
April 19, 2021	October 19, 2021

Parks and Recreation Advisory Board

Regular meeting time is 5:30 p.m.

February 4, 2021	August 5, 2021
May 6, 2021	November 4, 2021

Elections

October 5, 2021 - Local Municipal Elections

Holidays - City Hall Closed

January 1, 2021	October 18, 2021
February 15, 2021	November 11, 2021
May 31, 2021	November 25, 2021
July 5, 2021	November 26, 2021
September 6, 2021	December 25, 2021

July						
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SOLDOTNA

CITY COUNCIL MEETING AGENDA

Paul Whitney, Mayor
Linda Hutchings, Seat A
Erick Hugarte, Seat B
Jordan Chilson, Seat C
Dave Carey, Seat D
Lisa Parker, Seat E
Justin Ruffridge, Seat F

JUNE 23, 2021, 6:00 P.M.

CITY COUNCIL CHAMBERS, SOLDOTNA, ALASKA

REGULAR MEETING

Participating during COVID-19: While in-person testimony will be taken during the meetings of the City Council, due to the limited space in Council Chambers, interested persons are encouraged to participate via Zoom Webinar or to submit written comments in advance of the meeting. The Zoom Webinar ID is: 845 1108 3895. To join the webinar from a computer visit <https://us02web.zoom.us/j/84511083895> or to join by telephone call toll free 1-877-853-5257 or 1-888-475-4499, Webinar ID: 845 1108 3895. Persons who wish to submit written comments may send comments to council@soldotna.org, please contact the City Clerk's Office at 907-262-9107 or visit Soldotna.org for additional information.

5:00 p.m. – Work Session: Request from Alaska Christian College to Extend Water Main Outside City Limits

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

2. APPROVAL OF AGENDA AND CONSENT AGENDA

(All items 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.)*

3. APPROVAL OF MINUTES

*A. [June 9, 2021 Council Meeting Minutes](#)1

4. PUBLIC COMMENTS AND PRESENTATIONS *(Items other than those appearing on the Agenda; 3 minutes per speaker; 20 minutes aggregate)*

5. ASSEMBLY / LEGISLATIVE REPORT

6. ADMINISTRATIVE REPORTS

A. Updated CARES Act Spending Report and Close-out Plan [**Late item to be provided prior to the Council Meeting**]

B. [American Rescue Plan Act \(ARPA\) Update and Discussion](#)8

7. PUBLIC HEARINGS *(Testimony limited to 3 minutes per speaker)* – None

8. NEW BUSINESS

A. Ordinances *(for introduction)* – None

B. Resolutions

1. [Resolution 2021-029](#) – Adopting Joint Resolution 2021-001 of the Assembly of the Kenai Peninsula Borough and Councils of the Cities of Homer, Kenai, Seldovia, Seward and Soldotna, for the Purpose of Intergovernmental Administration of Borough and City Elections (City Clerk)10

*2. [Resolution 2021-030](#) – Authorizing the City Manager to Execute a Contract with GV Jones & Associates, Inc. in the Amount of \$41,247 for Professional Design Services on the Wastewater Treatment Plant Biosolids Dewatering Design Project (City Manager)25

C. Other

- *1. [Action Memorandum 2021-009](#) – Resuming Pre-COVID Meeting Procedures & Discontinuing Video Conferencing (Mayor).....27

9. MAYOR / COUNCIL REPORTS

A. Mayor’s Report & Proclamations

1. [Proclamation](#) Declaring July 18 – 25, 2021 as “Soldotna Businesses Appreciation Days”28

B. Council Reports on Boards / Commissions

10. CITY MANAGER’S REPORT (*Written report included*) 29

11. PUBLIC COMMENTS

12. COUNCIL COMMENTS

13. EXECUTIVE SESSION

14. MEETING ANNOUNCEMENTS

- A. July 7, 2021 Planning and Zoning Commission Meeting 5:30 p.m.
B. July 14, 2021 City Council Meeting 6:00 p.m.

15. ADJOURNMENT

The next Regular City Council Meeting is Wednesday, July 14, 2021, at 6:00 p.m. All meetings are held in the City Council Chamber, 177 N. Birch Street, Soldotna, Alaska 99669 and through Zoom Webinars during the COVID-19 Pandemic.

City Council meetings are broadcast live via the City’s website at soldotna.org/streaming.

The agenda and agenda items are posted on the City’s website at soldotna.org/meetingcalendar. To view the agenda or agenda items, select the meeting you are interested in. Please contact the City Clerk’s Office at 907-262-9107 for additional details.

CALL TO ORDER AND ROLL CALL

Mayor Whitney called the Regular Soldotna City Council Meeting of June 9, 2021, to order at 6:00 p.m.

There were present:

Mayor Paul Whitney
Jordan Chilson
Lisa Parker

Linda Hutchings
Dave Carey
Justin Ruffridge

comprising a quorum of the council.

Also in attendance were:

** Quinn Cox, Student Representative
Stephanie Queen, City Manager
Kyle Kornelis, Director of Public Works
Peter Mlynarik, Police Chief
Melanie Imholte, Director of Finance
Shellie Saner, City Clerk

APPROVAL OF AGENDA AND CONSENT AGENDA

(06:01:49)

MOTION: Council Member Hutchings moved to approve the agenda and consent agenda.

Mayor Whitney called for additions, corrections or deletions to the agenda or consent agenda.

The following item was added to the agenda:

- Executive Session – Status of Negotiations with the Kenai Peninsula Borough Regarding 911 Dispatch Services [AS 44.62.310(c)(1)]

Copies having been made available to the public, City Clerk Saner noted by title only the business items on the consent agenda.

- May 26, 2021 Regular Council Meeting Minutes
- Resolution 2021-028 – Approving the Employment Agreement Between the City of Soldotna and the Soldotna City Clerk, Michelle Saner (Mayor)
- Action Memorandum 2021-007 – Request for an Excused Absence from the June 23, 2021 Regular City Council Meeting (Chilson)
- Action Memorandum 2021-008 – Confirming the Recommended Candidate for Appointment to the Kenai Peninsula Borough Planning & Zoning Commission as the City of Soldotna Representative (Mayor)

[Clerk's Note: Council Member Hutchings declared a possible conflict with Action Memorandum 2021-008, as she was the candidate being recommended for appointment to the Kenai Peninsula Borough Planning and Zoning Commission. Mayor Whitney ruled a conflict did exist and Council Member Hutchings abstained from discussion and approval of Action Memorandum 2021-008.]

- Informational Memorandum 2021-003 – 2021 Scholarship Awards (City Manager)

Mayor Whitney called for public comment, with none offered.

AGENDA AND CONSENT AGENDA APPROVED: Unanimously.

[Clerk's Note: Mayor Whitney presented Cindy Harris with a proclamation declaring June 20, 2021 as "The Longest Day".]

SEATING OF NEWLY APPOINTED MEMBERS

(06:08:28)

Council Members interviewed the two applicants for appointment to City Council Seat B.

[Clerk's Note: In accordance with the Council adopted procedures for selecting and appointing a qualified person to fill a vacancy in the Soldotna City Council, the voting will be determined by a simple majority vote of the remaining council members.]

City Clerk Saner collected and counted the secret ballots and read the results of the vote for the appointment to City Council Seat B.

VOTE ON APPOINTMENT TO CITY COUNCIL SEAT B:

Sweeney: 1 Vote
Hugarte: 4 Votes

MOTION: Council Member Carey moved to appoint Erick Hugarte to City Council Seat B for an appointed term ending October 2021.

VOTE ON MOTION TO APPOINT:

Yes: Ruffridge, Carey, Chilson, Parker, Hutchings
No: None

MOTION TO APPOINT PASSED: 5 Yes, 0 No

[Clerk's Note: City Clerk Saner gave newly appointed Council Member Hugarte his oath of office and Council Member Hugarte took his seat at the dais.]

PRESENTATIONS WITH PRIOR NOTICE

(06:31:49)

Peter Torkelson, Executive Director of the Alaska Redistricting Board, provided a report on the map drawing cycle.

ASSEMBLY/LEGISLATIVE REPORT

(06:47:46)

Tyson Cox, Kenai Peninsula Borough (KPB) Assembly Representative provided an update on current KPB Assembly activities and the KPB FY22 Annual Budget; he congratulated Council Member Hugarte on his appointment.

PUBLIC HEARINGS

(06:58:40)

Ordinance 2021-011 – Repealing the Disaster Emergency Declared for the City of Soldotna in Response to the COVID-19 Pandemic (Mayor)

MOTION: Council Member Carey moved to enact Ordinance 2021-011.

Mayor Whitney summarized the written report.

Mayor Whitney asked for public comments. With no one wishing to speak, the item was back before the Council.

VOTE ON MOTION:

Yes: Carey, Chilson, Hutchings, Ruffridge, Hugarte
No: Parker

**Student Representative Cox: Yes

MOTION PASSED: 5 Yes, 1 No

(07:04:36)

Ordinance 2021-012 – Conditionally Waiving Certain Provisions of SMC 13.16 – Water and Sewer User Charges as it Relates to Penalties and Shut Off for Water and Sewer Accounts that are Past Due at the Expiration of the City’s COVID-19 Emergency Disaster Declaration (City Manager)

MOTION: Council Member Chilson moved to enact Ordinance 2021-012.

City Manager Queen summarized the written report.

Mayor Whitney asked for public comments. With no one wishing to speak, the item was back before the Council.

Council Member Carey spoke in support of Ordinance 2021-012.

VOTE ON MOTION:

Yes: Chilson, Parker, Hutchings, Ruffridge, Hugarte, Carey

No: None

**Student Representative Cox: Yes

MOTION PASSED: 6 Yes, 0 No

(07:14:08)

Ordinance 2021-013 – Adopting the Biennial Operating Budget and Establishing Appropriations for Fiscal Years 2022 and 2023 (City Manager)

MOTION: Council Member Hutchings moved to enact Ordinance 2021-013.

City Manager Queen summarized the written report.

Mayor Whitney asked for public comments. With no one wishing to speak, the item was back before the Council.

(07:16:06)

MOTION TO AMEND: Council Member Chilson moved to amend the FY22 and FY23 biennial operating budget document as follows:

Page 7, Mayor & Council, increasing line item 001.1100.46300, Donations, Mini Grant Program, by \$1000, for a total budget amount of \$4,000 for both FY22 and FY23.

Update the remaining biennial operating budget document accordingly to effectuate these changes.

MOTION TO AMEND PASSED: Unanimously.

(07:18:34)

MOTION TO AMEND: Council Member Parker moved to amend the FY22 and FY23 biennial operating budget document as follows:

Page 7, Mayor & Council, Travel & Training, by

Amending the AML Summer Conference, Description, "AML Summer Conference ([SITKA 2022] Fairbanks FY22) ([HOMER 2023] Sitka FY23)"

Increasing line item 001.1100.42100, Travel & Training, AML Summer Conference, FY22, by \$1,150, for a total FY22 budget amount of \$4,350.

Decreasing line item 001.1100.42100, Travel & Training, AML Summer Conference, FY23, by \$400, for a total FY23 budget amount of \$4,800.

Increasing line item 001.1100.42100, Travel & Training, AML Winter Conference, FY22 and FY23, by \$1,450, for a total budget amount of \$4,350 for both FY22 and FY23.

Update the remaining biennial operating budget document accordingly to effectuate these changes.

MOTION TO AMEND PASSED: Unanimously.

MOTION TO AMEND: Council Member Carey moved to amend the FY22 and FY23 biennial operating budget document as follows: (07:21:47)

Page 57, Parks & Recreation, removing the FY22 budgeted amount of \$1,200 for a Pop Up Tent for Parks Events from Materials and Supplies, line item 001.5800.42200.

Update the remaining biennial operating budget document accordingly to effectuate these changes.

MOTION TO AMEND PASSED: Unanimously.

MOTION TO AMEND: Council Member Hutchings moved to amend the FY22 and FY23 biennial operating budget document as follows: (07:22:42)

Page 49, Soldotna Regional Sports Complex, increasing line item 001.5600.42301, Telephone, by \$3,675, for a total budget amount of \$13,275 for both FY22 and FY23.

Page 57, Parks & Recreation, increasing line item 001.5800.42301, Telephone, by \$3,975, for a total budget amount of \$4,575 for both FY22 and FY23.

Update the remaining biennial operating budget document accordingly to effectuate these changes.

MOTION TO AMEND PASSED: Unanimously.

MOTION TO AMEND: Council Member Ruffridge moved to amend the FY22 and FY23 biennial operating as follows: (07:24:53)

Page 86, Equipment Replacement Fund, with replacement page 86.

Page 25, Police, increasing line item 001.2100.43400, Equipment Replacement Payment, FY23 by \$314, for a total FY23 budget amount of \$53,765.

Page 31, Shop Department, increasing line item 001.3120.43400, Equipment Replacement Payment, FY23 by \$300, for a total FY23 budget amount of \$8,529.

Page 53, Campgrounds, increasing line item 001.5700.43400, Equipment Replacement Payment, FY23 by \$90, for a total FY23 budget amount of \$6,364.

Page 68, Water, increasing line item 003.5100.43400, Equipment Replacement Payment, FY23 by \$200, for a total FY23 budget amount of \$12,592.

Page 71, Sewer, increasing line item 003.5200.43400, Equipment Replacement Payment, FY23 by \$400, for a total FY23 budget amount of \$14,792.

Update the remaining biennial operating budget document accordingly to effectuate these changes.

MOTION TO AMEND PASSED: Unanimously.

MOTION TO AMEND: Council Member Chilson moved to amend Ordinance 2021-013 as follows: (07:27:23)

Section 2, financial table to read:

"General Fund	\$[11,494,808] <u>11,504,858</u>
Utility Fund	2,204,693
Airport Fund	221,747
Equipment Replacement Fund	211,500
Debt Service Fund	<u>159,500</u>
	\$[14,292,359] <u>14,302,409</u>

Section 3, financial table to read:

"General Fund	\$[11,509,572] <u>11,519,976</u>
Utility Fund	[2,118,457] <u>2,189,057</u>
Airport Fund	228,861
Equipment Replacement Fund	[191,000] <u>211,000</u>
Debt Service Fund	<u>154,500</u>
	\$[14,272,390] <u>14,303,394</u>

VOTE ON MOTION TO AMEND:

Yes: Hutchings, Ruffridge, Hugarte, Carey, Chilson, Parker

No: None

**Student Representative Cox: Yes

MOTION TO AMEND PASSED: 6 Yes, 0 No

VOTE ON MAIN MOTION AS AMENDED:

Yes: Parker, Hutchings, Ruffridge, Hugarte, Carey, Chilson

No: None

**Student Representative Cox: Yes

MAIN MOTION AS AMENDED PASSED: 6 Yes, 0 No

NEW BUSINESS *[New business items were approved with the approval of the Consent Agenda.]*

MAYOR/COUNCIL REPORTS

Mayor Whitney congratulated Council Member Chilson on his upcoming nuptials and reported his attendance at the Memorial Day services in Kenai and Soldotna. (07:32:11)

Council Member Hutchings reported on the June 2, 2021 Planning and Zoning Commission meeting.

CITY MANAGER'S REPORT

(07:33:46)

City Manager Queen congratulated Council Member Hugarte on his appointment.

PUBLIC COMMENTS

(07:34:36)

Tyson Cox, KPB Assembly Representative provided additional information on the KPB FY22 Annual Budget.

COUNCIL COMMENTS

(07:36:18)

Student Representative Cox congratulated Council Member Hugarte on his appointment; provided an update on sports activities and thanked the Council for the opportunity to serve as Student Representative.

Council Member Ruffridge welcomed Council Member Hugarte and said goodbye to Student Representative Cox.

Council Member Carey thanked the Council for their decision to appoint Council Member Hugarte.

Council Member Parker noted it had been a pleasure working with Student Representative Cox; congratulated Council Member Chilson on his upcoming nuptials; and welcomed Council Member Hugarte.

Council Member Chilson stated it was great working with Student Representative Cox and that it was encouraging to see students interested in participating with the City Council. He congratulated Council Member Hugarte and noted that it was encouraging to see life coming back to our community at local events.

Council Member Hugarte noted that it was nice to see youth involved with the City Council and thanked Student Representative Cox for his service; he stated that this appointment to Council was one of the proudest moments of his life.

Council Member Hutchings thanked Student Representative Cox; congratulated Council Member Chilson on his upcoming nuptials and Council Members Hugarte on his appointment; she reported that the State had provided \$410,000 to the Kenai Peninsula Tourism Marketing Center.

EXECUTIVE SESSION

Status of Negotiations with the Kenai Peninsula Borough Regarding 911 Dispatch Services [AS 44.62.310(c)(1)]

[Clerk's Note: Contractual agreement negotiations is a matter, if discussed in public the immediate knowledge of would have an adverse effect upon the finances of the City of Soldotna; therefore, may be held in Executive Session.]

MOTION: Council Member Parker moved to enter into an Executive Session to discuss the status of negotiations with the Kenai Peninsula Borough regarding 911 Dispatch Services.

The Executive Session will include Mayor Whitney, City Council Members, City Manager Queen, Police Chief Mlynarik, City Attorney Chandler, and City Clerk Saner.

MOTION PASSED: Unanimously.

MOTION: Council Member Parker moved to reconvene into regular session.

MOTION PASSED: Unanimously.

[Clerk's Note: City Council entered into Executive Session at 7:43 p.m. and reconvened at 8:34 p.m.]

MEETING ANNOUNCEMENTS

(08:34:21)

Mayor Whitney announced the following meetings scheduled at Soldotna City Hall:

- June 17, 2021 Airport Commission Meeting 5:30 p.m.
- June 23, 2021 City Council Meeting 6:00 p.m.

ADJOURNMENT

(08:34:37)

There being no further business to come before the Council, Mayor Whitney adjourned the June 9, 2021 Council Meeting at 8:34 p.m. The next regular meeting is scheduled for June 23, 2021 at 6:00 p.m.

I certify the above represents accurate minutes of the Soldotna City Council meeting of June 9, 2021.

Michelle M. Saner, MMC, City Clerk

Approved by Council: _____

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



SOLDOTNA

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: MAYOR WHITNEY AND CITY COUNCIL MEMBERS
FROM: STEPHANIE QUEEN, CITY MANAGER
CC: MELANIE IMHOLTE, FINANCE DIRECTOR
DATE: WEDNESDAY, JUNE 16, 2021
SUBJECT: AMERICAN RESCUE PLAN ACT (ARPA) UPDATE

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) of 2021 into law. ARPA is a \$1.9 trillion economic stimulus bill, which includes \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to allow eligible state, local, territorial, and Tribal governments to respond to the COVID-19 emergency. Boroughs and entitlement cities (Anchorage and Fairbanks) received funding directly through the federal Treasury department. Non-entitlement cities (all other cities in Alaska, including Soldotna) and census areas will receive ARPA funds that are distributed through the State of Alaska, based on a per capita formula.

The State of Alaska received this funding in early June, and per the stipulations of the law now has 30 days to distribute the funds to non-entitlement cities. We believe the State may request a 30-day extension of this deadline. Once the funds are made available, cities will have 30 days to accept them. Calculations from the Alaska Municipal League (AML) show Soldotna's allocation estimated to be around \$1,139,130 in total. The City will receive these funds in two equal tranches, with half of the funding distributed this year, and the second half in 2022.

ARPA funds may be used to cover costs for eligible expenses incurred beginning March 3, 2021 and must be fully obligated by December 31, 2024. The key funding objectives outlined by Treasury for local recovery funds are to:

- Support urgent COVID-19 response efforts;
- Replace lost public sector revenue;
- Support immediate economic stabilization; and
- Address systemic public health and economic challenges.

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- Support public health expenditures;
- Address negative economic impacts caused by the public health emergency;
- Replace lost public sector revenue;
- Provide premium pay for essential workers; and
- Invest in water, sewer, and broadband infrastructure.

In addition to the state and local government recovery funds, the American Rescue Plan Act includes funding for many other Federal and State grant opportunities that can assist communities and businesses in recovering from the pandemic. These include grant opportunities directed toward mental health supports, substance use disorder services, economic development, broadband infrastructure,

homelessness, food supply chains, child care, education, and more. A full list of current and pending grant opportunities relevant to Alaskans can be found at www.AlaskaARPA.org. The website is a joint effort of the Alaska Municipal League, State of Alaska, Alaska Small Business Development Center, Alaska Chamber, and others.

A key difference between ARPA and the previous CARES funding the City received is the ability of local governments to use ARPA funds to replace lost public sector revenue. This gives recipients broad flexibility to use this funding for the provision of government services, to the extent of reduction in revenue experienced due to the pandemic. Treasury has established a methodology to calculate reduction in revenue, by comparing actual revenue to the revenue that could have been expected in the absence of the pandemic. Preliminary calculations by Melanie Imholte, Finance Director, indicate that the City of Soldotna will be eligible to use the full amount of our ARPA funds to replace lost public sector revenue – i.e. use the funds for general government expenses and priorities not necessarily related to the COVID-19 pandemic. This could have the effect of reducing the City's planned expenses (for example, by charging normal expenses to the grant that would have otherwise been paid for out of our General Fund or other department funds as identified in our operating budget), or by funding new projects or expenditures that had not been previously identified for specific funding (i.e. spruce bark beetle mitigation).

As noted above, we are awaiting further guidance from the State of Alaska as to the timeline and process to request the City's ARPA funding. When that is available, the City Manager will bring forward legislation for the Council's consideration to authorize the City to accept the funds, and to prioritize their use.

Introduced By:
Date:
Action:
Vote:

City Clerk
June 23, 2021

CITY OF SOLDOTNA
RESOLUTION 2021-029

A RESOLUTION ADOPTING JOINT RESOLUTION 2021-001 OF THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH AND COUNCILS OF THE CITIES OF HOMER, KENAI, SELDOVIA, SEWARD AND SOLDOTNA, FOR THE PURPOSE OF INTERGOVERNMENTAL ADMINISTRATION OF BOROUGH AND CITY ELECTIONS

WHEREAS, the City of Soldotna (COS) has collaborated with the Kenai Peninsula Borough (KPB) on the administrations of the annual regular elections for more than twenty years; and

WHEREAS, the borough and the city share a common goal and find that it serves public interest to work together to minimize costs, increase efficiencies and to ensure municipal elections are conducted in a fair and consistent way throughout the borough; and

WHEREAS, Joint Resolution 2021-001 authorizes the manager to enter into an agreement for the intergovernmental administration, including cost and equipment sharing, of borough and city elections;

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

Section 1. That the Soldotna City Council adopts Joint Resolution 2021-001.

Section 2. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 23RD DAY OF JUNE, 2021.

Paul J. Whitney, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Yes:
No:
Absent:

**KENAI PENINSULA BOROUGH
CITY OF HOMER
CITY OF KENAI
CITY OF SELDOVIA
CITY OF SEWARD
CITY OF SOLDOTNA**

JOINT RESOLUTION NO. 2021-001

**A JOINT RESOLUTION OF THE ASSEMBLY OF THE KENAI PENINSULA
BOROUGH AND COUNCILS OF THE CITIES OF HOMER, KENAI, SELDOVIA,
SEWARD AND SOLDOTNA RESPECTIVELY, FOR THE PURPOSE OF
INTERGOVERNMENTAL ADMINISTRATION OF BOROUGH AND CITY
ELECTIONS**

WHEREAS, Article X, Section 13 of the Alaska Constitution authorizes local government to enter into agreements for the cooperative or joint administration of any function or power, unless otherwise prohibited by law or charter; and

WHEREAS, AS 29.35.010(13) provides authority for the Borough to enter into intergovernmental cooperative agreements for the joint administration of a borough function or power; and

WHEREAS, historically the borough and five (5) of the cities within the borough (Homer, Kenai, Seldovia, Seward, and Soldotna) have collaborated on the administration of the annual regular municipal election; and

WHEREAS, the Borough and the Cities share a common goal and find that it serves public interest to work together to minimize costs, increase efficiencies and to ensure municipal elections are conducted in a fair and consistent way throughout the borough;

NOW, THEREFORE, BE IT RESOLVED BY THE KENAI PENINSULA BOROUGH ASSEMBLY AND THE COUNCILS OF THE CITY OF HOMER, CITY OF KENAI, CITY OF SELDOVIA, CITY OF SEWARD AND CITY OF SOLDOTNA:

SECTION 1. That the borough administration and administrations for the Cities of Homer, Kenai, Seldovia, Seward, and Soldotna respectively are authorized, upon approval of this resolution by the borough assembly and respective councils for each city, to execute a Memorandum of Agreement substantially in the form of the attached agreement, for the purpose of intergovernmental administration of Borough and City Elections.

SECTION 2. That this resolution takes effect immediately upon adoption of the Kenai Peninsula Borough Assembly and the City Councils of the City of Homer, City of Kenai, City of Seldovia, City of Seward and the City of Soldotna.

APPROVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS _____ DAY OF _____, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

APPROVED BY THE COUNCIL OF THE CITY OF HOMER THIS _____ DAY OF _____, 2021.

Ken Castner, Mayor

ATTEST:

Melissa Jacobsen, MMC, City Clerk

APPROVED BY THE COUNCIL OF THE CITY OF KENAI THIS _____ DAY OF _____, 2021.

Brian Gabriel Sr., Mayor

ATTEST:

Jamie Heinz, MMC, City Clerk

APPROVED BY THE COUNCIL OF THE CITY OF SELDOVIA THIS _____ DAY OF _____, 2021.

Jeremiah Campbell, Mayor

ATTEST:

Heidi Geagel, City Clerk

APPROVED BY THE COUNCIL OF THE CITY OF SEWARD THIS _____ DAY OF _____, 2021.

Christy Terry, Mayor

ATTEST:

Brenda Ballou, MMC, City Clerk

APPROVED BY THE COUNCIL OF THE CITY OF SOLDOTNA THIS _____ DAY OF _____, 2021.

Paul Whitney, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Memorandum of Agreement

Between Kenai Peninsula Borough and the Cities of
Kenai, Homer, Seldovia, Seward, and Soldotna
For the Intergovernmental Administration of Borough and City Municipal Elections

This Memorandum of Agreement (hereinafter the “Agreement”) is by and between the Kenai Peninsula Borough, whose address is 144 North Binkley Street, Soldotna, AK 99669, (hereinafter “Borough”) and the participating Cities of Kenai, Homer, Seldovia, Seward, and Soldotna (hereinafter “Cities,” or “City”) whose addresses are included on the signatory page below, for the purpose of intergovernmental administration of the Borough and the Cities’ local municipal elections (hereinafter “municipal elections”).

WHEREAS, Article X, Section 13 of the Alaska Constitution authorizes local government to enter into agreements for the cooperative or joint administration of any function or power, unless otherwise prohibited by law or charter; and

WHEREAS, AS 29.35.010(13) provides authority for the Borough to enter into intergovernmental cooperative agreements for the joint administration of a borough function or power; and

WHEREAS, historically the borough and five (5) of the cities within the borough (Homer, Kenai, Seldovia, Seward, and Soldotna) have collaborated on the administration of the annual regular municipal election; and

WHEREAS, the Borough and the Cities share a common goal and find that it serves public interest to work together to minimize costs, increase efficiencies and to ensure municipal elections are conducted in a fair and consistent way throughout the borough; and

WHEREAS, the parties hereto wish to memorialize past practices and understandings through this written document which shall constitute their specific agreement on terms and conditions related to roles, responsibilities, permissions and fees associated with the Borough’s administration of municipal elections;

THE PARTIES THEREFORE AGREE, in consideration of the mutual promises contained in this Agreement and the services and fees provided, as set forth below:

1. PURPOSE AND INTENT

This Agreement is established and entered into between the parties for the purpose of jointly administering municipal elections. This Agreement contemplates basic and core election services for municipal elections, including special elections. The Borough Clerk’s Office will be primarily responsible for providing the basic and core election services as set out below. The Cities agree to pay the Borough for reasonable costs related to the election services pursuant to the fee schedule established below, or as amended by mutual written agreement of the parties. In-line with current and past practices, the Borough’s Clerk’s Office will collaborate with the City Clerk’s Offices regarding administration of municipal elections.

2. BOROUGH'S OBLIGATIONS

- a. Election and Ballot Programming:
 - i. The Borough Clerk's Office will program the election(s) and ballot(s) for all regular and special municipal elections.
 - ii. Each City will pay an administration fee for this service as set out in Section 3 below. Each City will provide final approval of ballot proofs to the Borough Clerk's Office.
 - iii. Ballots shall be delivered to each City at least 15 days before each regular election and at least 10 days before each special or runoff election.
- b. Logic and Accuracy Testing
 - i. The Borough Clerk's Office will ensure all ballots and equipment is tested and set for municipal elections.
 - ii. Each City will pay an administration fee for this service as set out in Section 3 below.
 - iii. Copies of the logic and accuracy testing will be provided to each City.
- c. Voter Pamphlet – to include Borough and Cities candidates and issues
 - i. The Borough Clerk's Office will provide the Cities forms for candidate and ballot propositions submissions, and sample ballots, to be included in the Information Brochure (aka Voter Pamphlet). The completed forms will be submitted to the Borough Clerk's Office camera ready.
 - ii. Each City will pay an administration fee for this service as set out in Section 3 below.
- d. Shared services for absentee voting
 - i. The Borough Clerk's Office will open an absentee voting site two weeks prior to the regular election and provide for absentee voters to have access to borough and city ballots for all precincts within the borough.
 - ii. This is an in-kind service; there is no administrative charge for this service.
- e. Election worker recruitment, training, and administration
 - i. The Borough Clerk's Office will, in collaboration with each City, recruit, train, and provide for administration of all shared election workers, to include election judges, election officials, canvass board, election board, and any other similar terms in City or Borough codes referring to election workers. Election workers hired for a regular municipal election will be considered temporary employees of the Borough.
 - ii. Each City will pay or cause to be paid an administration fee for this service as set out in Section 3 below.
 - iii. For the purposes of Workers' Compensation and all other employment related matters Election Workers shall be considered temporary employees of the Borough.
 - iv. Because City of Seldovia is within the Seldovia/Kachemak Bay voting precinct which is a by mail precinct for the borough, the Borough Clerk's

Office will only be responsible for hiring an absentee voting official to work on Seldovia/Kachemak elections.

- f. Equipment delivery and storage
 - i. The Borough Clerk's Office will provide for all necessary election equipment to be delivered to polling sites and absentee voting stations, unless specific arrangements are otherwise made with individual cities.
- g. Precinct/Polling Site Rental
 - i. In the event a polling site requires a rental charge, the KPB will handle all aspects of securing the site for use.
 - ii. Each City will pay an administration fee for this service as set out in Section 3 below.
- h. Special elections support
 - i. Section 2(a) through (g) above do not apply to City special elections.
 - ii. Unless specific arrangements are otherwise made with individual cities, the Borough Clerk's Office will program ballots, provide logic and accuracy testing, and provide for use of Borough election equipment for the City's special election which will include print ready artwork to printer, ballot tabulator, ADA compliant tablet, ballot printer, and ballot box per precinct for special elections conducted by a City.
 - iii. Each City will pay an administration fee for this service as set out in Section 3 below. The Borough will not provide for an absentee voting site for special elections conducted by a City. Each City will pick up the Borough election equipment that it will use in its special election.

3. CITIES OBLIGATIONS AND FEES

- a. The Cities' respective Clerk's Office will open an absentee voting site two weeks prior to the regular election and provide for absentee voters to have access to borough ballots for precincts within or near the city limits. Except that it is understood City of Soldotna and the KPB will share an absentee voting site at the Borough Administration Building located at 144 N. Binkley Street.
- b. The Cities' respective Clerk's Office will provide all candidate information and proposition language in order to accommodate timelines for ballot programming and voter pamphlet information.
- c. By signing this Agreement, Cities consent to the following fee schedule:

<u>Service</u>	<u>Cost</u>	<u>Description</u>
Ballot Programming	\$500 per regular election	See description of services in 2(a) above.
Logic and Accuracy Testing	\$100 per regular election	See description of services in 2(b) above.
Voter Pamphlet	\$100 per page	See description of services in 2(c) above.

Shared services for absentee voting	No charge, in kind service provided	See description of services in 2(d) above.
Election worker recruitment, training, and administration	50% of wages and employer's share of FICA for all election officials working at polling locations within city's jurisdiction.	Wages are based on the current election worker hourly rate as set by the Division of Elections See description of services in 2(e) above.
Equipment delivery and storage	No charge	See description of services in 2(f) above.
Precinct rental or lease fees	50/50, with a maximum charge to the city of \$50 if charged by the site	See description of services in 2(g) above.
City's Special Elections	\$1500 flat rate	See description of services in 2(h) above.

4. ELECTION WEBPAGES AND LOCAL INFORMATION

The parties agree that the Borough and each City shall continue to maintain, with each party continuing to bear respective associated costs, its own election webpage and other information items regarding municipal elections.

5. WITHDRAWAL

- a. If the Borough or a City wants to withdraw from agreement They must provide 4 months' written notice.
- b. The Borough or a City cannot cancel or terminate this agreement within 90 days of the regular municipal election.

6. TERM OF AGREEMENT

This Agreement shall be in effect for five (5) years beginning _____, 2021 and terminating _____, 2026. This Agreement is eligible for two (2) 5-year renewals by mutual written consent of the parties.

7. CITY AND KPB CODE AND STATE LAW

This Agreement does not supersede any City or KPB code or state law. If a provision of this Agreement conflicts with KPB or City code or state law, the respective code and state law controls.

8. WORKERS' COMPENSATION; LIABILITY INSURANCE

Each Party shall be responsible for the purchase and maintenance of minimum insurance coverage as specified in paragraphs (a) and (b) of this section. Insurance coverage shall be in acceptable form, and for the amounts specified by the Borough, or as required by law, whichever is greater.

Insurance coverage shall remain in effect for the life of this Agreement, and any extensions thereto. This insurance shall be primary.

- a. Commercial general/automobile liability insurance of not less than \$1,000,000 combined single limit bodily injury and property damage per occurrence.
- b. Worker's Compensation and Employer's Liability insurance shall be provided for all employees and volunteers as per Alaska State Statutes.

9. DEFAULT

Failure of either party to fully perform its obligations under the terms of this Agreement will constitute a default. If default is not cured, within 30 days, by full performance under this Agreement, then the non-defaulting party may immediately terminate the Agreement by delivering written notice to the defaulting party.

10. AMENDMENT OF AGREEMENT

This Agreement may only be modified or amended by written agreement of the parties.

11. COUNTERPARTS; ELECTRONIC SIGNATURE

This Agreement may be executed in counterparts and may be executed by way of facsimile or electronic signature in compliance with AS 09.80, each of which when so executed shall constitute an original and all of which together shall constitute one and the same instrument.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties. There are no other understandings or agreements between the parties, either oral or memorialized in writing regarding the matters addressed in this Agreement. The parties may not amend this Agreement unless agreed to in writing with both parties signing through their authorized representatives.

13. SAVINGS CLAUSE

If any provision of this Agreement shall be invalidated on any ground by any court of competent jurisdiction, then the invalidated provision shall remain in force and effect only to the extent not invalidated and the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

14. OBLIGATIONS

All of the Borough's and the Cities obligations as specified in Sections 1 and 2 are subject to lawful appropriations, if necessary, for the specific purpose of carrying out the Borough and City's obligations.

**KENAI PENINSULA BOROUGH
144 N BINKLEY STREET
SOLDOTNA, AK 99669**

By: Charlie Pierce, Mayor

Date: _____

ATTEST:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Johni Blankenship, Borough Clerk

Sean Kelley, Deputy Borough Attorney

**CITY OF KENAI
210 FIDALGO AVE.
KENAI, AK 99611**

By: Paul Ostrander, City Manager

ATTEST:

Jamie Heinz, City Clerk

**CITY OF HOMER
491 E. PIONEER AVE.
HOMER, AK 99603**

By: Rob Dumouchel, City Manager

Date: _____

ATTEST:

Melissa Jacobsen, City Clerk

**CITY OF SELDOVIA
PO DRAWER B
SELDOVIA, AK 99663**

By: _____, City Manager

Date: _____

ATTEST:

Heidi Geagel, City Clerk

**CITY OF SEWARD
PO BOX 167
SEWARD, AK 99664**

By: _____, City Manager

Date: _____

ATTEST:

Brenda Ballou, City Clerk

**CITY OF SOLDOTNA
177 N BIRCH ST.
SOLDOTNA, AK 99669**

By: Stephanie Queen, City Manager

Date: _____

ATTEST:

Shellie Saner, City Clerk

Introduced By:
Date:
Action:
Vote:

City Manager
June 23, 2021

CITY OF SOLDOTNA
RESOLUTION 2021-030

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH
GV JONES & ASSOCIATES, INC. IN THE AMOUNT OF \$41,247 FOR PROFESSIONAL
DESIGN SERVICES ON THE WASTEWATER TREATMENT PLANT BIOSOLIDS
DEWATERING DESIGN PROJECT

WHEREAS, the City recently advertised and solicited proposals for professional design services for the Wastewater Treatment Plant Biosolids Dewatering Design Project SOLP 21-04; and

WHEREAS, two proposals were received for this project; and

WHEREAS, an evaluation review committee found that GV Jones & Associates, Inc. submitted the highest ranking proposal; and

WHEREAS, it is in the best interest of the City of Soldotna to award the professional design services contract for the Wastewater Treatment Plant Biosolids Dewatering Design project to GV Jones & Associates, Inc. in the amount of \$41,247;

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

Section 1. The City Manager is hereby authorized to execute a contract with GV Jones & Associates, Inc. for professional design services for the Wastewater Treatment Plant Biosolids Dewatering Design Project in the amount of \$41,247, and to execute any subsequent change orders according to Soldotna Municipal Code which are reasonable and necessary to effectuate the intent and purpose of the project.

Section 2. This resolution shall become effective immediately upon its adoption.



ADOPTED BY THE CITY COUNCIL THIS 23RD DAY OF JUNE, 2021.

Paul J. Whitney, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Yes:
No:
Absent:

TO: STEPHANIE QUEEN, CITY MANAGER
THROUGH: KYLE KORNELIS, PUBLIC WORKS DIRECTOR 
FROM: C.O. RUDSTROM, PROJECT MANAGER 
DATE: JUNE 15, 2021
SUBJECT: WASTEWATER TREATMENT PLANT BIOSOLIDS DEWATERING DESIGN

The Public Works Department formally solicited and received proposals for professional design services on the Wastewater Treatment Plant Biosolids Dewatering Design project. The request for proposals was published in the Peninsula Clarion on March 9 and 12, 2021 and the Anchorage Daily News on March 8 and 14, 2021. Two proposals were received on the due date of April 15, 2021 and were ranked in the following order by an evaluation review committee:

<u>Rank</u>	<u>Firm</u>
1	GV Jones & Associates, Inc.
2	HDR Alaska, Inc.

This equipment modernization project is identified in the five year capital plan and the wastewater facilities master plan. Phase one of the project will determine the best technology to replace our aging belt filter press, prepare a RFP for equipment vendors, and determine a construction cost estimate. Phase Two will be negotiated and incorporated by contract amendment and includes the design and preparation of drawings and specifications for the construction of the project. Per the original ordinance (2021-003) this cost-effective approach will require a second appropriation for phase two efforts.

The Public Works department recommends awarding the subject project to the highest ranking proposer, GV Jones & Associates, Inc. for the amount of \$41,247.

Funding for this project is available through the Utility Fund appropriated by Ordinance 2021-003.

TO: Members of the City Council
FROM: Paul Whitney, Mayor
DATE: June 23, 2021
SUBJECT: Resuming Pre-COVID Meeting Procedures & Discontinuing Video Conferencing

At the July 22, 2020 Regular City Council Meeting in response to the COVID-19 Pandemic, the Council approved a motion to implement video streaming and two-way video teleconferencing. Prior to this motion City Meetings were audio streamed live, with the recording available after the meeting on the City website at Soldotna.org/streaming.

The conditions that generated the need for two-way video conferencing have subsided, vaccinations are now available and public participation through video conferencing has decreased substantially, with no public interaction through zoom during the last three meetings.

Approval of this Memorandum will establish:

- Council Chambers seating will be arranged in the same format as pre-COVID, for both public and council seating.
- Two-way video conferencing (zoom) will no longer be available for City Meetings.

With the installation of permanent cameras in Council Chambers, the live stream now includes video, approval of this memorandum will not discontinue the live video stream.

The public will be encouraged to follow CDC Guidelines and to stay home if feeling sick.

Your consideration is appreciated.

PROCLAMATION

WHEREAS, the City of Soldotna on March 19, 2020, issued a Disaster Emergency Declaration in response to the COVID-19 pandemic the City Council the same day extended the declaration; and

WHEREAS, the Disaster Emergency Declaration remained in effect through June 9, 2021; and

WHEREAS, the COVID-19 pandemic had a serious effect on the business operations of many of Soldotna's business owners and employees; and

WHEREAS, these Soldotna business worked diligently and hard to keep their businesses open and their employees gainfully employed during the pandemic to serve the needs of the residents of Soldotna and surrounding area; and

WHEREAS, the Soldotna Chamber of Commerce worked hand in hand with their membership and the City of Soldotna to encourage people to "Shop Local"; and

WHEREAS, the City of Soldotna and the residents wish to thank all the businesses for all they have done to maintain operations and serve their customers as efficiently and safely as possible during this difficulty time;

NOW THEREFORE, I Paul J. Whitney, Mayor of the City of Soldotna, do hereby proclaim July 18 through July 25, 2021, as:

"SOLDOTNA BUSINESSES APPRECIATION DAYS"

in the City of Soldotna and urge everyone to thank, patronize and show appreciation to all the local businesses and their employees for all they have done to provide for us during the pandemic.

Dated this 23rd day of June, 2021.

Paul J. Whitney, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



SOLDOTNA

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: MAYOR WHITNEY AND CITY COUNCIL MEMBERS
FROM: STEPHANIE QUEEN, CITY MANAGER
DATE: WEDNESDAY, JUNE 16, 2021
SUBJECT: CITY MANAGER REPORT

[Parks Dept. to Partner with KWF on Riverbank Restoration/Protection](#)

The Kenai Watershed Forum (KWF) is applying for a grant through the Alaska Sustainable Salmon Fund to complete riverbank restoration and riparian protection work on the Anchor River, Russian River, Kasilof River, and Kenai River in the Spring of 2022. Specific to Soldotna, the scope of work includes approximately 450-500 lineal feet of riverfront restoration and spruce tree revetment at Rotary Park and Swiftwater Park. As the grantee, KWF will be responsible for a 30% local match. The Parks and Recreation Department intends to contribute labor, equipment, and materials that are already budgeted for in the Parks Department operating budget to the project. By supporting this effort, we will see improvements and riparian protection at our own City properties, and KWF will be able to 'count' our City personnel time and expenses toward their in-kind matching requirements. Andrew Carmichael, Parks and Recreation Director, estimates we will utilize four employees for approximately 40 hours each plus an additional \$3,000 in direct expenses (materials/supplies) for the work.

[Streets / Maintenance Updates](#)

Asphalt repair work on Lover's Lane started on June 13th, and will continue through Friday, June 25th. The project will require temporary closures of the entry and exit to the Ischi Mall, with one driveway closed at a time. The roadway on Lovers Lane will be narrowed during construction, and at times the roadway will be limited to one-way traffic controlled by flaggers. Scott Sundberg, Maintenance Manager, is in regular communication with the impacted property owner and we have put public notices about the project on the City's website and Facebook Page.

[Library Programming](#)

The STORYWALK at Soldotna Creek Park is installed with the first book, 'The Hike,' by Alison Farrell. You can find it by looking for the signpost next to the playground, and following the trail to read along. Summer reading programs are in full swing, with DIY-to-go challenge packets available for teens and adults every 2 weeks. Also, the Library has resumed in-person story time for kids, with the first one of the summer planned for the Library lawn on June 17th. In-person adult programs remain popular, and are being offered on a variety of topics as well.

[Personnel Vacancies](#)

We are currently advertising for a regular, part-time Library Clerk I position (application deadline is June 28th) and we continue to advertise for the vacant Building Official and Utility Manager positions - both of which will remain open until filled. Jessica O'Reagan, HR Manager, has reached out to several executive search firms and we are considering contracting with them to assist with our recruitment efforts for these critical positions.

The Public Works Department has contracted with Tauriainen Engineering for the interim, to assist with commercial plan review and inspections within the building department. And Kyle Kornelis, Public Works Director, is providing additional support to the Utility Department while we search for a new full-time manager.

Funding Strategy for Homelessness Planning Grants

John Czarnezki, Dir. of Economic Development and Planning, contracted with a local grant specialist to explore funding opportunities for a strategic planning effort focusing on homelessness in the central Kenai Peninsula. On June 5th, we received the attached Funding Strategy (attached), which initially evaluated over 250 grant opportunities, whittling them down based on programmatic alignment, funding history, and award size. Our consultant individually contacted many funding agencies directly, to gauge the competitiveness of their program and interest in our community's project. With this information, she able to produce a funding strategy that highlights six grant opportunities, along with action items and upcoming key milestones, that are the most-likely fit for our community's needs.

It is not our intent for the City to apply for these grant funds or lead the eventual planning effort directly. Rather, we will be meeting with and providing this information to local organizations and leaders involved with the Kenai Peninsula Continuum of Care (a regional planning body that coordinates housing and services funding for homeless families and individuals). Our goal is to support them by helping identify potential grant opportunities that could fund a collaborative planning process and community assessment. We will keep the Council up-to-date on these efforts.

5-year CIP and Capital Budget Schedule

We are planning for a July 14th City Council work session to review and discuss the City's 5-year Capital Improvement Plan. Our current plan is attached for your reference, and at the work session Public Works Director Kyle Kornelis will provide an update on all current projects, as well as share potential new projects for consideration that were identified by Department Heads and/or the various City Boards and Commissions.

Hydrant Assessment and Upgrades

The Utility Department is performing a city-wide assessment of our hydrants, to ensure we have accurate and up-to-date status information about each. As we previously discussed, there are some hydrants that are currently non-functional, and we are taking immediate steps to address this, including: purchasing three new hydrants from Ferguson in Anchorage that match our preferred specifications (\$13,500 total); buying additional replacement and repair parts for existing hydrants that can be fixed (\$5,500); and buying a new tool that will assist with future assessment and maintenance work (\$11,000). These expenses were not previously identified in the Utility Fund operating budget, but sufficient funds remain in the FY21 (current year) Utility Department budget that I am able to administratively transfer into the correct accounts to facilitate the purchases.

GRANT FUNDING STRATEGY

PREPARED FOR THE CITY OF SOLDOTNA & CONTINUUM OF CARE



Memorandum

June 5, 2021

John Czarnezki
City of Soldotna
jczarnezki@soldotna.org

Dear John and team,

Enclosed is a grant funding strategy for the Strategic Planning to Address Homelessness project of the City of Soldotna and the Continuum of Care. This document is designed to be shared externally with key stakeholders and advisors if desired.

What is a Funding Strategy?

A funding strategy is a simple document that specifies what planning is still needed to position your organization for success and what grants to pursue and when.

Why is a Funding Strategy important?

Preparing a grant application is the easy part. The greatest challenge lies in researching what grants exist and which ones are worth your limited time and resources. It is costly to prepare grants- easily requiring more than 40 hours of effort. Additionally, the competitive nature of grants requires effective research to help mitigate against risks involved with grant writing.

By putting in the upfront time now to identify the best pursuits, your organization can more wisely expend resources. A funding strategy prevents us from chasing grants haphazardly and allows us to focus on actions that align with your long-term vision.

What is the process?

We researched funding opportunities to support strategic planning to address homelessness through the City of Soldotna and the Continuum of Care using a series of online grant databases. We found over 250 matches initially, which we then filtered by programmatic alignment, funding history, and award size. Once that funding list was whittled down to a manageable ~50 grants, we contacted funding agencies directly to gauge the competitiveness of their program and interest in your project. With this information, we produced this funding strategy for your review and for approval moving forward with grant proposals.

Respectfully,

Katie Cowgill
Swiftwater Consulting

GRANT FUNDING STRATEGY

Funding Sources to Pursue

Funding Agency	Program	Eligible Projects	Funding Available	Application Deadline	Website
Alaska Mental Health Trust Authority	Partnership Grant	Projects that benefit AMHTA Beneficiaries: Alaskans with physical, behavioral, developmental and intellectual disabilities	Up to \$50,000	Rolling	www.alaskamentalhealthtrust.org/alaska-mental-health-trust-authority/grants/partnership-grants

Eligible government agencies, nonprofit organizations and tribal entities can apply for a one-time Partnership grant with the Alaska Mental Health Trust Authority. The Trust funds organizations and projects that align with its mission of improving the lives of Alaskans living with mental illness, substance use disorders, developmental disabilities, Alzheimer's disease, dementia, and traumatic brain injuries. Additionally, the Trust prioritizes projects that focus on housing for beneficiaries. Letters of Intent are due by the 15th day of each month. From the date this letter is submitted, a notice of funding is generally given within two-three months.

This grant program aligns with a Strategic Planning Project to address homelessness and housing instability on the Kenai Peninsula due to the high majority of individuals served by the project being Trust beneficiaries. We believe the Letter of Intent process is worth our limited resources to pursue and has a high likelihood of leading to an invitation to apply for this funding.

Major League Baseball	Healthy Relationships Community Grant	Projects that support mental health resiliency and critical services for survivors of domestic violence/sexual assault	Up to \$50,000	9/1/2021	www.mlb.com/mlb-community/healthy-relationships-community-grants
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The Major League Baseball Association is funding projects in 2021 that align with its funding priorities of building mental health resilience among vulnerable populations and strengthening critical support services for survivors of domestic abuse and sexual assault. These projects may include advocacy, capacity-building efforts, and community-based interventions that will help to alleviate suffering among these populations. Nonprofit organizations may apply for up to \$50,000 in funding through this grant program. The grant period for this program is November 1, 2021 - October 31, 2022. Applicants will be notified by 10/18/21.

The City of Soldotna was encouraged to apply for this funding by the MLB/Players Association Grants Review Committee as the Kenai Peninsula Borough would be a strong candidate for this program. This project aligns with the mission of the City of Soldotna and the Continuum of Care to find effective solutions to address homelessness and housing instability among Kenai Peninsula residents because many of the area's homeless suffer from mental health disorders, substance use issues, and have been victims of domestic violence.

Funding Agency	Program	Eligible Projects	Funding Available	Application Deadline	Website
United States Conference of Catholic Bishops	Campaign for Human Development: Community Development Grant	Projects led by and benefitting low-income individuals and organizations	Up to \$75,000 Average \$25,000 - \$75,000	Pre-Proposal 11/1/21 Full Proposal 1/15/22	www.usccb.org/committees/catholic-campaign-human-development/cchd-community-development-grant-program
<p><i>The US Conference of Catholic Bishops grant program reaches across the nation. The Western Region receives approximately 60 grants per year, with a success rate of 77-83%. This grant program is motivated by the Conference's priorities of strengthening families, protecting human life, and nurturing diversity. The mission of the Community Development Grant is to nurture leadership among low-income individuals by requiring a dominant voice among project managers and benefit to those less fortunate within the community.</i></p> <p><i>A Kenai Peninsula nonprofit with 501(c)(3) status is encouraged to apply for this program as long as a dominant voice is given to low-income individuals throughout the process of this program. Based on the high rate of successful applications and the encouragement by the Anchorage Diocese, we believe it is worth your limited resources to apply for funds from this program. There are a couple faith-based nonprofit organizations on the Peninsula that may be well-suited as the applicant organization for this program and may be able to leverage additional resources utilizing the faith community.</i></p>					
Marathon Petroleum	Community Investment Grant	Public Safety & Health Preference given to Kenai Peninsula Borough	Up to \$100,000 Average \$25,000	Rolling	www.marathonpetroleum.com/Sustainability/Creating-Shared-Value-and-Opportunity/
<p><i>The Marathon Petroleum Foundation gives preference to organizations and causes that benefit areas where it has a presence, including the Kenai Peninsula Borough. Marathon also focuses its funding on areas where it can make a measurable, sustainable impact: Health & Public Safety are among three core areas of priority.</i></p> <p><i>We believe a Strategic Planning project to address homelessness in the area aligns well with Marathon's funding priorities. It is a hard truth that individuals suffering from mental health and substance use disorders make up the bulk of our area's homeless population. Unfortunately, this also means an increased level of crime is committed among the housing insecure. This project will undoubtedly fulfill Marathon's goals of increasing public safety on the Kenai Peninsula by tackling the root causes of homelessness and identifying effective means of dealing with those issues.</i></p>					

Funding Agency	Program	Eligible Projects	Funding Available	Application Deadline	Website
MJ Murdock Charitable Trust	Strategic Projects: Capital, Equip., Technology Grants, Program & Staff Grants	Funding for Program & Staff costs related to Human Services, Health & Healthcare	\$50,000 - \$250,000	Rolling	www.murdocktrust.org/grant-opportunities
<p><i>The MJ Murdock Trust generally funds direct service costs for new and existing projects. Nonprofit organizations requiring at least \$50,000 in funding are eligible to apply. Most program and staff grants from the Trust are given on a three-year declining basis. Additional strategic grant priorities include capital projects, equipment and technology purchases.</i></p> <p><i>We believe the MJ Murdock trust is a good fit with a Strategic Planning Project to address homelessness as a means of paying for a new staff member to direct the project. Since most agencies involved at this stage are built on volunteers, having a dedicated staff member with funds that can be drawn from outside sources will alleviate the stress of making time and allocating resources that are already stretched among the community.</i></p>					
Premera	Social Impact Grant	Strategic, Long-Range Planning and Capacity-Building Projects	Unknown (possibly < \$1 million)	Rolling	https://www.premera.com/visitor/community-support/grants-sponsorships
<p><i>Premera Blue Cross funds programs that focus on improving behavioral health needs among historically underserved populations and communities. This grant program is open to nonprofit organizations in Alaska and Washington.</i></p> <p><i>At this time, we are unable to offer additional information on the competitiveness of this program or the availability of funds. This grant program is still under investigation.</i></p> <p><i>Applications are completed and submitted using an online grant portal at the address above.</i></p>					

Timeline

Month/Year	Action Items or Key Milestone	Funding Agency & Program
~8/15/21	Letter of Intent <u>Due</u>	Alaska Mental Health Trust <i>Partnership Grant</i>
9/1/21	Pre-Application Period Open	US Conference of Catholic Bishops <i>Community Development Grant</i>
~9/15/21	Response to Letter of Intent (Notice to Apply)	Alaska Mental Health Trust <i>Partnership Grant</i>
~12/1/21	Letter of Intent	MJ Murdock Charitable Trust <i>Strategic Projects: Program & Staff Grant</i>
~12/14/21	Response to Letter of Intent (Notice to Apply)	MJ Murdock Charitable Trust <i>Strategic Projects Grant Program</i>
1/15/22	Full Proposal <u>Due</u>	US Conference of Catholic Bishops <i>Community Development Grant</i>
3/1/22	Full Proposal <u>Due</u>	Major League Baseball <i>Healthy Relationships Grant</i>
4/19/22	Decision Notification	Major League Baseball <i>Healthy Relationships Grant</i>
Rolling	Submission of Proposal	Marathon Petroleum Foundation <i>Community Investment Grant</i>
Rolling	Submission of Proposal	Premiera Blue Cross <i>Social Impact Grant</i>

Concluding Remarks

Making Progress

It is an iterative process to develop a funding strategy. It pays dividends to focus on the right grant opportunities. Determining which grants are right for your organization often requires reflection and refinement of current operations. While seemingly burdensome at the time, this process can be a positive tool for focusing limited resources and making sure your organization is working on that which is *most* important for achieving your long-term vision.

The community is working to do immense good for an overburdened group of people. Although this project will require the time and resources of many organizations, the long-term benefits are obvious. Understanding the role of individuals and organizations moving forward will help to address some of the potential burdens and barriers to this project. By queuing-in on key persons and agencies needed to implement this project, we will solidify responsibility and strengthen the overall capacity to execute strategic planning efforts.

If you have any questions about this Funding Strategy, please contact Katie Cowgill at ktcowgill@gmail.com or (907) 953-7833. We appreciate your consideration.



SOLDOTNA
City of Soldotna, Alaska

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FISCAL YEAR 2021-2025

CITY OF SOLDOTNA **CAPITAL IMPROVEMENT PLAN**

Each year the Public Works Department updates the 5 year capital improvement plan (CIP). The CIP is developed for long range capital improvement planning and budgeting. A capital improvement project is typically a one-time expenditure, usually in excess of \$50,000, that results in a tangible fixed asset. Projects can focus on immediate needs or anticipate future needs before critical failures.

Projects that are identified on the CIP are not yet funded, and are included for planning purposes and to recognize a need. Not all projects receive the necessary funding to accomplish them in a projected year, which is why the list is updated annually. Many projects are dependent on non-local funding sources which the City can expect to seek, but are not guaranteed. Availability of outside funds can vary with local, state, and federal economies, among other unpredictable factors. Additionally, the City's needs can, and do, change frequently.

Each project has a preliminary cost estimate and brief description. Some projects rely on outside funding, such as major building projects. Some projects may seek outside funds but end up locally funded based on the severity and critical nature of the project, such as pavement repair.

The CIP is developed in coordination with city departments, the administration, boards & commissions, and the city council. The plan attempts to balance capital needs, funding expectations, manpower, and resources, in achieving the cities policy, goals and objectives related to infrastructure and capital needs.

City of Soldotna
Five Year Capital Plan
FY2021 - 2025

GENERAL FUND | 02

General Fund

<i>FY2021</i>	Detail No.	COST	DESCRIPTION
<i>COVID-19 RESILIENCY PROJECTS</i>	01	\$1,250,000	CARES Act funded projects, reimbursable through DCCED grant.
<i>STOREFRONT IMPROVEMENT PROGRAM</i>	02	\$15,000	Continuation of storefront improvement grant program
<i>SRSC MAJOR MAINTENANCE PROJECTS</i>	03	\$1,242,808	Front entry, siding, doors, locker room, paint arena walls, replace ceiling
		\$2,507,808	
<i>FY2022</i>	Detail No.	COST	DESCRIPTION
<i>REDOUBT AVENUE AND SMITH WAY REHABILITATION</i>	04	\$250,000	Local match for Grant dependent rehab of Smith Way and Redoubt
<i>DOWNTOWN PARKING IMPROVEMENTS</i>	05	\$75,000	On-street parking, event parking, and signage-various streets
<i>SRSC CONFERENCE CENTER EXPANSION (DESIGN)</i>	06	\$400,000	Design of conference room expansion, pre-function area, restrooms, etc
		\$725,000	
<i>FY2023</i>	Detail No.	COST	DESCRIPTION
<i>RECONSTRUCT MARYDALE AVENUE PHASE 1 OF 2</i>	07	\$1,120,000	Reconstruct Marydale from Kenai Spur to Kobuk. 6' sidewalk on south side
<i>KAREN STREET PARK UPGRADES</i>	08	\$200,000	Install concrete slab, soccer wall, BMX, and landscaping
<i>SRSC CONFERENCE CENTER EXPANSION (CONSTRUCTION)</i>	09	\$5,000,000	Conference Center Expansion Project
<i>TRAIL AND PEDESTRIAN IMPROVEMENTS</i>	10	\$250,000	Install/upgrade pedestrian facilities per the comp/trail plan-various locations
		\$6,570,000	

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<i>FY2024</i>	Detail No.	COST	DESCRIPTION
<i>CENTENNIAL CAMPGROUND ROAD PAVING</i>	11	\$750,000	Pave main Centennial Park road from highway to terminus
<i>RECONSTRUCT MARYDALE AVENUE PHASE 2 OF 2</i>	12	\$700,000	Reconstruct Marydale from Kobuk to SOHL. 6' sidewalk on south side
		\$1,450,000	
<i>FY2025</i>	Detail No.	COST	DESCRIPTION
<i>SOUTH FIREWEED AVENUE CONSTRUCTION</i>	13	\$2,500,000	Construct new collector street in existing ROW, Kobuk to Redoubt Avenue
<i>MAINTENANCE WARM STORAGE FACILITY</i>	14	\$900,000	Construct warm storage for City equipment at Arbor shop. Phase 1 of 2
<i>MECHANIC SHOP AT ARBOR AVENUE</i>	15	\$2,000,000	Construct building to consolidate maintenance at the Arbor shop. Phase 2 of 2
		\$5,400,000	

City of Soldotna
Five Year Capital Plan
FY2020 - 2024

Utility Fund

<i>FY2021</i>	Detail No.	COST	DESCRIPTION
<i>APDES PERMIT RENEWAL</i>	01	\$80,000	Discharge permit renewal process. Placeholder for regulatory agency requirements
<i>SEWER SYSTEM I/I STUDY</i>	02	\$31,000	Conduct inflow and infiltration (I/I) study: identify excessive sources

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<i>FY2022</i>	Detail No.	COST	DESCRIPTION
<i>PH CONTROL AT WWTP</i>	03	\$200,000	Implement pH control to adjust effluent based on APDES permit requirements
<i>REDOUBT AVENUE AND SMITH WAY REHABILITATION</i>	04	\$200,000	Utility funds anticipated for utility repairs and improvements that would be completed during the street rehabilitation project.
		\$400,000	
<i>FY2023</i>	Detail No.	COST	DESCRIPTION
<i>LS 4 UPGRADES</i>	05	\$50,000	Reconstruct lift station lid and hatch to reduce inflow.
<i>RECONSTRUCT MARYDALE AVENUE PHASE 1 OF 2</i>	06	\$400,000	Replacement of undersized water main laterals down side streets and upgrading Lift Station 9 at the corner of Fireweed avenue
<i>K-BEACH MANHOLE UPGRADES</i>	07	\$50,000	Repair damaged/failing manholes along Kbeach (plus I/I repairs)
		\$500,000	
<i>FY2024</i>	Detail No.	COST	DESCRIPTION
<i>NEW WELL SITE AND BOOSTER SELECTION</i>	08	\$500,000	Identify, purchase, and prove new well and booster site for system expansion
<i>RECONSTRUCT MARYDALE AVENUE PHASE 2 OF 2</i>	09	\$150,000	Utility funds anticipated for utility repairs and improvements that would be completed during the street rehabilitation project
		\$650,000	
<i>FY2025</i>	Detail No.	COST	DESCRIPTION
<i>AEROBIC DIGESTER AND DEWATERING</i>	10	\$300,000	Expand digester capacity and implement new dewatering system
<i>REFURBISH HEADWORKS BUILDING</i>	11	\$350,000	Fix interior insulation, replace grit chamber
<i>SOUTH FIREWEED CONSTRUCTION</i>	12	\$500,000	Utility funds anticipated for utility construction that would be completed during the street construction project
		\$1,150,000	

2021-2022 Soldotna City Council Board, Commission and Committees

City of Soldotna

Advisory Boards & Commissions

- **Airport Commission**

Charlene Tautfest	<i>(Term Ends 12/31/22)</i>
James Stenga, Chair	<i>(Term Ends 12/31/22)</i>
Alexander Bias, Vice Chair	<i>(Term Ends 12/31/23)</i>
Nancy Eoff	<i>(Term Ends 12/31/21)</i>
Kurt Olson	<i>(Term Ends 12/31/23)</i>

- **Library Advisory Board**

Jane Fuerstenau, Chair	<i>(Term Ends 12/31/22)</i>
Gloria Sweeney	<i>(Term Ends 12/31/21)</i>
Mary Lou Mires	<i>(Term Ends 12/31/23)</i>
Edward von Breyman, Vice Chair	<i>(Term Ends 12/31/23)</i>
Sherril Miller	<i>(Term Ends 12/31/21)</i>

- **Parks and Recreation Advisory Board**

Penny Vadla, Chair	<i>(Term Ends 12/31/21)</i>
Jim Delker, Vice Chair	<i>(Term Ends 12/31/23)</i>
Denise Dutile	<i>(Term Ends 12/31/21)</i>
VACANT	<i>(Term Ends 12/31/22)</i>
Annette Villa	<i>(Term Ends 12/31/23)</i>

- **Planning & Zoning Commission**

VACANT	<i>(Term Ends 12/31/22)</i>
Kaitlin Vadla, Chair	<i>(Term Ends 12/31/23)</i>
Charlene Tautfest, Vice Chair	<i>(Term Ends 12/31/21)</i>
Jenny Smithwick Aley	<i>(Term Ends 12/31/21)</i>
Thomas Anderson	<i>(Term Ends 12/31/22)</i>
Mark D. Burton	<i>(Term Ends 12/31/23)</i>
David Blossom	<i>(Term Ends 12/31/23)</i>

Soldotna City Council Ex-Officio Members

To City of Soldotna Advisory Boards & Commissions

- **Airport Commission**

Lisa Parker, Ex-Officio Member	<i>(Term Ends 12/31/21)</i>
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- **Library Advisory Board**

Dave Carey, Ex-Officio Member	<i>(Term Ends 12/31/21)</i>
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- **Parks & Recreation Advisory Board**

Justin Ruffridge, Ex-Officio Member	<i>(Term Ends 12/31/21)</i>
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- **Planning & Zoning Commission**

The 2021 Ex-Officio Council Member assignment to the Planning & Zoning Commission schedule is as follows:

Linda Hutchings, Ex-Officio Member	<i>(01/01/21-02/29/21)</i>
Erick Hugarte, Ex-Officio Member	<i>(03/01/21-04/30/21)</i>
Jordan Chilson, Ex-Officio Member	<i>(05/01/21-06/30/21)</i>
Justin Ruffridge, Ex-Officio Member	<i>(07/01/21-08/31/21)</i>
Lisa Parker, Ex-Officio Member	<i>(09/01/21-10/31/21)</i>
Dave Carey, Ex-Officio Member	<i>(11/01/21-12/31/21)</i>

Non-City Boards & Committees

- **Chamber of Commerce**

Jordan Chilson, Ex-Officio Member

- **Kenai River Special Management Area**

Andrew Carmichael

- **Kenai Peninsula Economic Development District**

John Czarnezki
