



Kenai Parks & Recreation Commission

Regular Meeting

February 05, 2026 - 6:00 PM

Kenai City Hall - Council Chambers

210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information on Page 1

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Election of Chair and Vice Chair**
4. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

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

D. APPROVAL OF MINUTES

<u>1.</u> December 04, 2025 Regular Meeting Minutes	3
<u>2.</u> October 2, 2025 Regular Meeting Minutes	5

E. UNFINISHED BUSINESS

F. NEW BUSINESS

<u>1.</u> Discussion - Recap 2025 Workplace Goals	8
<u>2.</u> Discussion - Discuss 2026 Workplan Goals	12
<u>3.</u> Discussion - Cigarette Litter	15

G. REPORTS

1. Parks & Recreation Director	
2. Commission Chair	
<u>3.</u> City Council Liaison	16

H. ADDITIONAL PUBLIC COMMENTS (*Public comments limited to five (5) minutes per speaker*)

I. NEXT MEETING ATTENDANCE NOTIFICATION - March 05, 2026

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

<u>1.</u> November Mid-month report	21
<u>2.</u> December Mid-month Report	23

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

https://us02web.zoom.us/meeting/register/QqQ1P_jkQIy5Y-xBOVEEew

The agenda and agenda items are posted on the City's website at www.kenai.city. Copies of the agenda items are available at the City Clerk's Office or outside of Council Chambers prior to the meeting. Please contact the Parks and Recreation Director at 907-283-8262 for additional details.

****COMMISSIONERS, PLEASE CONTACT US IF YOU WILL NOT BE ABLE TO ATTEND THE MEETING****

KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
DECEMBER 4, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GRANT WISNIEWSKI, PRESIDING

MINUTES

A. CALL TO ORDER

[Clerk's note: meeting cancelled due to a lack of quorum.]

1. **Pledge of Allegiance**
2. **Roll Call**

There were present: None.

A quorum was not present.

Absent:

Grant Wisniewski, Chair	Marti Pepper
Sharon Fisher	Michael Bernard

3. **Agenda Approval**

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. October 2, 2025 Regular Meeting Minutes

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Recommendation** - Moving or Cancelling the January 1, 2026 Parks and Recreation Commission Regular Meeting.
2. **Discussion** - Development of Long-term Goals and Development of a Unique Work Plan Goal for Fiscal Year 2026.
3. **Discussion** - Reviewing 2025 Workplan Goals.

G. REPORTS

1. Parks & Recreation Director
2. Commission Chair
3. City Council Liaison

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - February 5, 2026.

J. **COMMISSION QUESTIONS AND COMMENTS**

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Midmonth Report
2. Ice Rink Schedule
3. Recreation Center Schedule

Due to a lack of quorum, the meeting was not held.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of December 4, 2025.

Logan Parks
Deputy City Clerk

DRAFT

KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
OCTOBER 2, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR PRO-TEM BERNARD, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks & Recreation Commission was held on October 2, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Pro-Tem Bernard called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Pro-Tem Bernard led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Marti Pepper
Sharon Fisher

Bridget Grieme
Michael Bernard

A quorum was present.

Absent:

Grant Wisniewski, Chair

Also in attendance were:

Tyler Best, Parks & Recreation Director
Jenna Brown, Parks & Recreation Assistant Director
Alex Douthit, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Pepper **MOVED** to approve the agenda as presented. Commissioner Fisher **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. May 1, 2025 Regular Meeting Minutes

MOTION:

Commissioner Fisher **MOVED** to approve the May 1, 2025 Parks & Recreation Commission minutes. Commissioner Grieme **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Parks and Recreation projects for the Fiscal Year 2027 - Fiscal Year 2031 Capital Improvement Plan.

MOTION:

Commissioner Fisher **MOVED** to recommend City Council approval of the Fiscal Year 2027 - 2031 Parks and Recreation Capital Improvement Plan. Commissioner Grieme **SECONDED** the motion.

Director Best summarized the staff report included in the packet and recommended the removal of the Multipurpose Facility Refrigeration System Project at this time, noting the item would come back at a later date after completion of a study of the compressor system.

MOTION TO AMEND:

Commissioner Grime **MOVED** to amend the Fiscal Year 2027- 2031 Capital Improvement Plan to as follows:

Delete Project, ["PROJECT MULTIPURPOSE FACILITY REFRIGERATION SYSTEM REPLACEMENT | FY31 - \$4,092,385"]

Commissioner Pepper **SECONDED** the motion.

UNANIMOUS CONSENT was requested main motion and the motion to amend.

VOTE: There being no objection; **SO ORDERED**.

2. **Discussion/Recommendation** - Recommending Council Approval of Ordinance 3488-2025 Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club.

MOTION:

Commissioner Pepper **MOVED** to recommend City Council approval Ordinance 3488-2025. Commissioner Grieme **SECONDED** the motion.

Director Best summarized the Ordinance and memo as included in the packet, noting the pavilion designed mimicked existing City of Kenai pavilions; and minimal maintenance requirements would be needed.

There was discussion regarding the obligations of accepting the donation; and the benefits of community partnerships.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED**.

G. REPORTS

1. Parks & Recreation Director – Director Best reported on the following:
 - Summarized the Mid-Month reports as included in the packet.
 - The Pumpkin Festival is next week; location has changed from Millennium Square to the Kenai Softball Green Strip; and the Pumpkin Drop will be at 2:00 p.m.
 - Reported that Mid-Month reports from all Departments were included in the Council packets.
 - The Kenai River Marathon was last weekend, there were inspiring runners and humorous motivational signs.
2. Commission Chair - No Report.
3. City Council Liaison - Council Member Douthit reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** - November 6, 2025.

J. **COMMISSION QUESTIONS AND COMMENTS**

Commissioner Grieme and Commissioner Pepper noted how nice the City's green spaces have been.

Commissioner Fisher thanked everyone for their responsiveness.

Clarification was provided that they were always looking for volunteers for the Kenai River Marathon and public participation in creating signs of encouragement for the marathon was encouraged.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS** - None.

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:44 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of October 2, 2025.

Logan Parks
Deputy City Clerk



KENAI

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MEMORANDUM

TO: Parks and Recreation Commission
FROM: Tyler Best, Parks & Recreation Director
DATE: January 29th, 2026
SUBJECT: 2025 Workplan Review

This memo provides a summary review of the Parks and Recreation Commission's 2025 Annual Work Plan objectives and documents the level of completion for each objective based on actions taken by the commission and the Parks and Recreation department during the year. The information below reflects the Parks and Recreation Department's interpretation of progress and completion status and is intended to assist the commission in evaluating its accomplishments.

The review below outlines the original intent of each goal, identifies whether the objective was completed, partially completed, or not completed, and provides supporting context for each determination.

This memo is not the commission's final report to the City Council. The commission will need to designate a member to prepare a commission-authored report that incorporates or responds to the information below. That report will be brought forward for commission review and approval. Upon the commission's approval, the final report will be forwarded to the City Council. (See attached instructions on filling out the report and a template to use for filling it out)

2025 Workplan review:

Objective 1: Tour Parks and Trails Twice Annually

Status: Partially Completed

A tour of the Kenai Recreation Center and Multi-Purpose Facility was conducted on 6/5/2025. A second tour of other Parks facilities was not conducted.

Objective 2: Capital Improvement Plan Work Session Twice Annually

Status: Partially Completed

A work session was held in the fall to discuss the Capital Improvement Plan for the Parks and Recreation budget.

Objective 3: Development of Long-Term Goals

Status: Not Completed

A discussion item was added to the agenda for the 12/4/25 commission meeting; however, the meeting was canceled due to a lack of quorum.

Objective 4: Development of a Unique Work Plan for FY26

Status: Not Completed

A discussion item was added to the agenda for the 12/4/25 commission meeting; however, the meeting was canceled due to a lack of quorum.



SUMMARY OF REPORT



Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.

MISSION STATEMENT



It's not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commission's purpose.

HIGHLIGHTS



- Provide a bullet point list of highlights.
- Use broad descriptions including the problem and solution.
- Be brief, do not provide details in the highlights.

ACCOMPLISHMENTS



Provide an Objective Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

Provide an Objective Title

Include a paragraph for all of the different projects and accomplishments, the highlight section of the report should guide the readers to here for more detail.

EDUCATION AND OUTREACH



This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.

SUMMARY OF REPORT



Provide a brief description of the report, include overall guidance and direction that the commission gave the city in recommendations.

MISSION STATEMENT



It's not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commission's purpose.

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- Provide a bullet point list of highlights.
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Provide an Objective Title

Detailed description of the accomplishment to include, but not limited to dates, locations, data collected, department and community support, and challenges faced.

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This section should be used to detail how the accomplished item benefited the City, residents and visitors. Really emphasize community engagement with the item.



MEMORANDUM

TO: Parks and Recreation Commission
FROM: Tyler Best, Parks & Rec Director
DATE: January 28th, 2026
SUBJECT: Annual Commission Work Plan

The purpose of this memo is to help guide the Commission in developing a work plan. Attached to this memo is the work plan template to fill out.

As outlined in the Kenai Municipal Code The purpose of the Parks and Recreation Commission is to advise the Council and Administration on issues involving the City's parks and recreational facilities. Kenai Municipal Code 1.95.050

Please review the attached template with the Kenai Municipal Code in mind and consider any updates, new initiatives, or priorities that would advance the Commission's role. At the upcoming meeting, the Commission will discuss these ideas and identify a member to finalize the proposed work plan goals on paper. That member will bring the completed goals to a future meeting for the Commission's review and discussion. Once the goals are finalized and approved by the Commission, they will be forwarded to the City Council for consideration. (See attached template for work plan development)

INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.

Instructions: In the space provided below, identify an issue or goals (objective) your commission would like to address in the upcoming year, the information provided should include plans on how to address those issues. This item should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority (objective number).



GOAL OR OBJECTIVE



COLLABORATION



FUNDING RESOURCES



TIME TO COMPLETE

Objective No.

Objective:

Estimated Time to Complete:

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Collaboration: *(Who needs to be involved to obtain the objective?)*

Funding: *(Are funds available, or is funding needed in a future budget?)*



KENAI

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MEMORANDUM

TO: Parks and Recreation Commission
FROM: Tyler Best, Parks and Recreation Director
DATE: January 29th, 2026
SUBJECT: Cigarette Litter in Parks

The Parks and Recreation Department has received several complaints regarding cigarette butt litter in City parks. This litter negatively impacts park appearance and maintenance efforts.

Two potential approaches have been identified for discussion. One option is installing cigarette butt receptacles or combination trash and ashtray units in areas where smoking is common. Another option is to consider designating City parks as smoke-free zones.

This item is presented for discussion only at this time and may result in a future recommendation by the Commission.



Kenai City Council - Regular Meeting

January 21, 2026 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items 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 ADMINISTRATIVE REPORTS

1. Kenai Municipal Airport Small Community Air Service Development Program (SCASDP) Application, Jack Penning, Managing Partner, Volaire Aviation Consulting.

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

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

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3498-2026** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Supplemental Funding for Election Costs in Excess of Budgeted Amounts for the Purpose of Conducting a Special Election. (City Clerk)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3499-2026** - Increasing Estimated Revenues and Appropriations by \$6,500 in the General Fund for Expenditures Which Could Influence the Outcome of the City of Kenai Ballot Proposition No. 2026-A at the April 14, 2026 Special Election. (City Clerk)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2026-02** - Adopting the City's Capital Improvement Plan for Fiscal Years 2027-2031. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2026-03** - Adopting Goals to Guide the Preparation of the Fiscal Year 2027 Annual Budget. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2026-04** - Authorizing a Budget Transfer Within the Kenai Recreation Center Improvements Capital Project Fund. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2026-05** - Declaring a 20-Foot Pedestrian Easement on Lot 48, Shoreline Heights 2023 Addition (Plat KN 2024-83), and as Set Forth on

the Attached Exhibit "A" is Not Needed for a Public Purpose and Consenting to Vacation of The Easement. (Administration)

7. **ADOPTED UNANIMOUSLY. Resolution No. 2026-06** - Scheduling a Special Election for April 14, 2026, for the Purpose of Providing for Submission to the Qualified Voters of the City the Question(s) of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Time. (Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2026-07** - Providing for Submission to the Qualified Voters of the City of Kenai, at the Special Election to be Held on April 14, 2026, the Question of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Times, to Provide that the Annual Date of the City's General Election is Aligned with the Current Annual Election Date of the Kenai Peninsula Borough. (Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt)
9. **ADOPTED UNANIMOUSLY. Resolution No. 2026-08** - Providing for Submission to the Qualified Voters of the City of Kenai, at the Special Election to be Held on April 14, 2026, the Question of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Times, to Set the Fixed Date of the City's Annual General Election in 2026 and Thereafter Remove the Fixed Date of the City's Annual General Election and Authorize the City Council to Establish the Annual General Election Date by Ordinance. (Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt)
10. **ADOPTED AS AMENDED UNANIMOUSLY. Resolution No. 2026-09** - Authorizing a Contract for Design of a New Approach Procedure for the Temporary Runway to be Used During the Main Runway Rehabilitation Project. (Administration)

F. MINUTES

1. *Regular Meeting of January 7, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Ordinance No. 3500-2026** - Sunsetting the Harbor Commission, Amending Kenai Municipal Code 1.90.010 - General Standards for Standing Advisory Commissions, Repealing Kenai Municipal Code 1.95.040 - Harbor Commission, Repealing Kenai Municipal Code 11.20 - Leasing of Tidelands, Amending Kenai Municipal Code 14.05.010 - Duties and Powers, Enacting Kenai Municipal Code 22.05.016 - Tidelands Available for Leasing, Enacting Kenai Municipal Code Chapter 22.10 - Tideland Leases for Shore Fisheries, and Amending Council Policy 20.020 to Reflect the Sunsetting of The Harbor Commission. (Administration)
4. ***Ordinance No. 3501-2026** - Determining Four City-Owned Properties in the Beaver Loop Area are Not Needed for a Public Purpose and Authorizing Sale by Public Sealed Bid Auction. (Administration)
5. ***Ordinance No. 3502-2026** - Authorizing the City Manager to Reimburse Annual Leave Used by Firefighter Garrick Martin for Attending a Paramedic Internship Program. (Administration)

6. ***Ordinance No. 3503-2026** - Increasing Estimated Revenues and Appropriations in the Water & Sewer Capital Project Fund and Accepting a Loan from the State Revolving Fund Program for the Water Treatment Pumphouse Project. (Administration)
7. **APPROVED UNANIMOUSLY. Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Autumn Carlson to the Beautification Commission and the Parks and Recreation Commission. (Knackstedt)
8. **APPROVED UNANIMOUSLY. Action/Approval** - Authorizing the Use of City Facility People Counter Cameras for Operational and Safety Purposes. (Administration)
9. **Discussion** - International Pacific Halibut Commission (IPHC) Proposed Fishery Regulations Reducing Sport Caught Halibut in Alaska from Two (2) Fish to One (1) Fish a Day. (Grieme, Askin)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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Kenai City Council - Regular Meeting

January 07, 2026 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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B. SCHEDULED ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION** **Ordinance No. 3497- 2025** - Accepting and Appropriating a Donation to the Kenai Community Library for Library Materials, Wayfinding, and Programming. (Administration)
2. **ADOPTED WITHOUT OBJECTION** **Resolution No. 2026-01** - Amending the City of Kenai's Schedule of Rates, Charges, and Fees by Increasing the City League Participation Fee and Removing the City League Basketball Team Fee. (Administration)

F. MINUTES

1. *Regular Meeting of December 17, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Ordinance No. 3498-2026** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Supplemental Funding for Election Costs in Excess of Budgeted Amounts for the Purpose of Conducting a Special Election. (City Clerk)

4. ***Ordinance No. 3499-2026** - Increasing Estimated Revenues and Appropriations by \$6,500 in the General Fund for Expenditures Which Could Influence the Outcome of the City of Kenai Ballot Proposition No. 2026-A at the April 14, 2026 Special Election. (City Clerk)
5. **APPROVED WITHOUT OBJECTION** **Action/Approval** - Authorizing the City Manager to Complete an Agreement for Mutual Aid and Assistance for the Alaska Water / Wastewater Agency Response Network. (Administration)
6. **APPROVED WITHOUT OBJECTION** **Action/Approval** - Consent to Assignment and Assignment of Lease Agreement of Tract A and Tract B, City of Kenai Shore Fishery No. 1. (Administration)
7. **Discussion/Action** - 2026 Special Election - Proposition Question(s) (City Clerk)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

1. Boys and Girls Clubs of the Kenai Peninsula - Thank You Letter

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 at 907-283-8231.

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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: December 8th, 2025
SUBJECT: **Mid-Month Report – November**

November marks the start of winter operations for Parks and Recreation. Shortly after Halloween, the Parks team begins installing light-pole decorations in preparation for the holiday season, aiming to have all lights and decorations in place by Christmas Comes to Kenai.

The Multi-Purpose Facility (MPF) is fully open and consistently busy with skaters. Due to warmer temperatures, ice could not be installed in Nikiski, so the Nikiski Hockey Association has primarily been using the MPF for practices.

November holds quite a few City Holidays. The Kenai Rec Center is typically closed or partially open on these holidays. Several holidays occurred this month, including Veterans Day, Thanksgiving, and the day after Thanksgiving. The facility was open regular hours on Veterans Day and partial hours on the day after Thanksgiving and on Thanksgiving Day it was closed.

Because of the warm weather, the ski trails are no longer skiable. Trails were groomed at the beginning of the month, providing good skiing conditions for approximately one week. Municipal Park walking trails continue to be maintained through regular plowing and sanding of entrances. Recently, approximately 0.5 miles of trails were sanded to help provide a safer walking surface.

Kenai Recreation Center Visits – Month of November

Weight Room/Cardio Room	983
Racquetball /Wallyball Court	268
Shower/Sauna	123
Gymnasium	1246
Gym rental participants	190
Total Number of Visits	2,937



The City of Kenai | www.kenai.city



Kenai Multi-Purpose Facility Ice Schedule

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
The Kenai MPF Ice Rink is Open to the public for use during ALL unreserved times, and when specified between reservations. Public Skate is FREE.	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	5:00a-5:30a -RLS 5:30a-6:30a -KCHS 6:30a-7:00a -RLS 7:00a-2:45p -PUBLIC USE 7:45p-3:30p - RLS 3:30p-5:00p -KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -Kisena	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - NIKISKI Game 14U NHIA v KPHA 12U AA	3:30p-4:30p - RLS 4:30p-9:00p - KCHS 5:00p J.V. Game 7:00p Varsity Game 9:15p-10:15p -QUEENS	3:30p-4:30p - RLS 4:30p-9:00p - KCHS 5:00p J.V. Game 7:00p Varsity Game	8:30a-9:30a - RLS 9:30a-2:00p - KCHS 10:00a J.V. Game 12:00p Varsity Game 2:15p-3:15p - KPHA 10U AA Game 3:30p-4:30p - NIKISKI 4:45p-5:45p - NIKISKI 6:00p-7:00p - NIKISKI 7:15p-8:15p - NIKISKI
7	8	9	10	11	12	13
9:00a-10:00a - RLS 10:00a-11:00a - KPHA 10U AA Game 11:15a-12:15p - KPHA 12:30p-1:30p - KPHA 1:45p-2:45p - KPHA 3:00p-4:00p - QUEENS 4:15p-5:15p - QUEENS 5:30p-6:45p - KPHA 14U AA Game	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:00a-2:45p -PUBLIC USE 7:45p-3:30p - RLS 3:30p-5:00p -KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	5:00a-5:30a -RLS 5:30a-6:30a -KCHS 6:30a-7:00a -RLS 7:00a-2:45p -PUBLIC USE 7:45p-3:30p - RLS 3:30p-5:00p -KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	4:30p-5:15p - RLS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - NIKISKI 9:00p-10:00p -QUEENS	4:30p-5:15p - RLS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	12:30p-1:30p - RLS 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - KPHA 5:15p-6:15p - NIKISKI
14	15	16	17	18	19	20
12:00p-1:00p - RLS 1:00p-2:00p - KPHA 12U AA Game 2:15p-3:15p - KPHA 3:30p-4:30p - KPHA 4:45p-5:45p - QUEENS 6:00p-7:00p - QUEENS	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:00a-2:45p -PUBLIC USE 7:45p-3:30p - RLS 3:30p-5:00p -KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -QUEENS COED scrimmage	5:00a-5:30a -RLS 5:30a-6:30a -KCHS 6:30a-7:00a -RLS 7:00a-2:45p -PUBLIC USE 7:45p-3:30p - RLS 3:30p-5:00p -KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -QUEENS	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - NIKISKI 6:30p-7:30p - NIKISKI 7:45p-8:45p - NIKISKI 9:00p-10:00p -QUEENS	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	8:45a-9:45a - RLS 9:45a-10:45a - KPHA 11:00a-12:00p - KPHA 12:15p-1:15p - KPHA 1:30p-2:30p -NIKISKI 2:45p-3:45p -NIKISKI 4:00p-5:00p -NIKISKI 5:15p-6:15p -NIKISKI
21	22	23	24	25	26	27
11:15a-12:15p - RLS 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS 6:30p-7:30p - KPHA	3:00p-4:00p - RLS 4:00p-5:00p - NIKISKI Game 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -QUEENS	3:15p-4:00p - RLS 4:00p-5:00p - NIKISKI 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -QUEENS	Christmas Eve: No Reservations	Christmas Day: No Reservations	OPEN for Public Use	OPEN for Public Use
8:45a-9:45a - RLS 9:45a-10:45a - KPHA 11:00a-12:00p - KPHA 12:15p-1:15p - KPHA 1:30p-2:30p -NIKISKI 2:45p-3:45p -NIKISKI 4:00p-5:00p -NIKISKI 5:15p-6:15p -NIKISKI	11:15a-12:15p - RLS 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS 6:30p-7:30p - KPHA	3:15p-4:00p - RLS 4:00p-5:00p - NIKISKI 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -QUEENS	New Years Eve: No Reservations	OPEN for Public Use	OPEN for Public Use	OPEN for Public Use
For reservations or other rink related inquiries contact City of Kenai Parks & Recreation Department at (907) 283-8262 or email PARKS@KENAI.CITY	11:15a-12:15p - RLS 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS 6:30p-7:30p - KPHA	3:15p-4:00p - RLS 4:00p-5:00p - NIKISKI 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p -QUEENS	New Years Eve: No Reservations	OPEN for Public Use	OPEN for Public Use	OPEN for Public Use
Posted: 12/03/25						





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: January 12th, 2026
SUBJECT: Mid-Month Report – December

December brought cold temperatures, a lack of snow, and persistent high winds. These conditions kept Parks staff busy, as numerous trees and decorations fell due to the wind. Additionally, Daubenspeck Pond became thick enough to skate on safely. Parks and Recreation cleared snow from the pond, scraped the surface with light equipment, and hot-mopped it for skating use (see attached photos).

The Multi-Purpose Facility (MPF) experienced a lull in scheduled rentals due to the holiday break and extremely cold temperatures. During this time, however, ice skating increased both during the day and in the evening by the public. As a reminder, this facility is treated much like a field. If nothing is scheduled, it is open to the public for skating.

The Recreation Center was closed on Christmas Day and New Year's Eve. With the installation of turf at the Soldotna Field House, afternoon pickleball is back in full swing. City League basketball is scheduled to begin at the Recreation Center next month.

Due to the continued lack of snow, ski trails were not skiable for most of the month. However, toward the end of the month, a significant snowfall allowed Parks staff to resume grooming, just in time for the Middle School ski season, which begins at the end of Christmas Break. Municipal Park walking trails continue to be maintained through regular plowing and sanding of entrances.

Kenai Recreation Center Visits – Month of December

Weight Room/Cardio Room	1231
Racquetball /Wallyball Court	301
Shower/Sauna	226
Gymnasium	1553
Gym rental participants	251
Total Number of Visits	3562



KENAI



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Kenai Multi-Purpose Facility Ice Schedule

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Last Updated 1/12/26			
For reservations or other rink related inquiries contact City of Kenai Parks & Recreation Department at (907) 283-8262 or email PARKS@KENAI.CITY				New Years Day OPEN for Public Use		
					1 4:30p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS	2 OPEN for Public Use
The Kenai MPF Ice Rink is Open to the public for use during ALL unreserved times, and when specified between reservations. Public Skate is FREE.						
	4	5	6	7	8	9
11:00a-12:00p -RLS 12:00p-1:15p -KPHA Game 1:30p-2:30p -KPHA 2:45p-3:45p -KPHA 4:00p-5:00p -QUEENS 5:15p-6:15p -QUEENS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS COED scrimmage	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS COED scrimmage	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS MPF CLOSED to Public 2:45 PM PENINSULA WINTER GAMES TOURNAMENT	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -PWG 6:30p-7:30p -PWG 7:45p-8:45p -PWG 9:00p-10:00p -QUEENS MPF CLOSED to Public PENINSULA WINTER GAMES TOURNAMENT	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -PWG 6:30p-7:30p -PWG 7:45p-8:45p -PWG 9:00p-10:00p -QUEENS MPF CLOSED to Public PENINSULA WINTER GAMES TOURNAMENT	
	11	12	13	14	15	16
MPF Re-Open to Public 6:30 PM PENINSULA WINTER GAMES TOURNAMENT 12:15p-1:15p -KPHA 1:30p-2:30p -KPIIA 2:45p-3:45p -KPHA 4:00p-5:00p -QUEENS 5:15p-6:15p -QUEENS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 7:00p Varsity Game	2:45p-3:45p -RLS 3:45p-5:00p -KCHS Game (mid 7/12) 5:15p-6:15p -KPHA 6:30p-9:00p -KCHS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS	4:30p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-11:00a -RLS	4:30p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 11:00a-12:00p -KPHA Game	10:00a-11:00a -RLS 11:00a-12:00p -KPHA Game
	18	19	20	21	22	23
1:15p-2:00p -RLS 2:00p-3:00p -KPHA	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS COED scrimmage	4:30p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS COED scrimmage	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:45p -KPHA Game 7:45p-8:45p -KPHA 9:15p-10:15p -QUEENS	2:45p-3:00p -RLS 3:00p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:45a-10:45a -RLS	2:15p-3:00p -RLS 3:00p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:45a-10:45a -RLS	11:00a-12:00p -KPHA Game 12:15p-1:15p -KPHA Game 1:30p-2:30p -KPHA Game 2:45p-3:45p -KPHA Game 4:00p-5:15p -KPHA Game 5:30p-6:30p -KPHA Game 6:45p-7:45p -KPHA Game (mid 1/7)
	25	26	27	28	29	30
8:45a-9:45a -RLS 9:45a-10:45a -KPHA Game 11:00a-12:00p -KPHA Game 12:15p-1:15p -KPHA 4:00p-5:00p -QUEENS (change 1/12) 5:15p-6:15p -QUEENS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 4:30p-9:00p -KCHS 5:15p-6:15p -KPIIA 6:30p-7:30p -KPIIA 7:45p-8:45p -KPIIA 7:00p Varsity Game	3:30p-4:30p -RLS 4:30p-5:00p -KCHS 5:00p JV Game 6:30p-7:30p -KPIIA 7:45p-8:45p -KPIIA 9:00p-10:00p -QUEENS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPIIA 6:30p-7:30p -KPIIA 7:45p-8:45p -KPIIA 9:00p-10:00p -QUEENS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPIIA 6:30p-7:30p -KPIIA 7:45p-9:00p -KPIIA Game 9:00p-10:00p -QUEENS	2:45p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPIIA 6:30p-7:30p -KPIIA 7:45p-9:00p -KPIIA Game 9:00p-10:00a -AK Salmon Shark	9:00a-10:00a -RLS 10:00a-11:00a -AK Salmon Shark 11:15a-12:15p -Queens Game 12:30p-1:30p -Queens Game 1:45p-2:45p -AK Salmon Shark 4:15p-5:15p -KPIIA Game 5:30p-6:30p -KPIIA Game 6:45p-7:45p -KPIIA Game