



Kenai City Council - Regular Meeting

September 18, 2024 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

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

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

1. Samantha Springer, Kenai Chamber of Commerce & Visitor Center Executive Director, Kenai Silver Salmon Derby Grand Prize Awards

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3432-2024** - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed Through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)
2. **Ordinance No. 3433-2024** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
3. **Ordinance No. 3434-2024** - Amending the Employee Classification Plan by Reclassifying the Capital Projects Manager to a Public Works Assistant Director and Increasing General Fund Estimated Revenues and Appropriations to Reflect the Position's Support of Public Works Divisions. (Administration)
4. **Ordinance No. 3435-2024** - Amending Kenai Municipal Code Section 23.55.030 (b) – Qualification Pay, to Include Qualification Pay for a Public Works Assistant Director Holding a Professional Engineer License. (Administration)
5. **Ordinance No. 3436-2024** - Increasing Estimated Revenues and Appropriations in the General Fund Lands Administration Department for Professional Services Associated with the Sale of City-Owned Land, Determining Eleven City-Owned Properties are Not Needed for a Public

Purpose, Authorizing the City Manager to Dispose of Properties by Public Outcry Auction, Approving the Terms of Financing to be Offered on the Sale, and Designating Those Parcels as Eligible for a 25% Veterans Discount. (Administration)

6. **Ordinance No. 3437-2024** - Amending Kenai Municipal Code to Revise Requirements Related to Publication in a Newspaper of General Circulation to Address Publication Requirements Which Cannot Be Met Due to the Newspaper Publications Being Reduced to One Day a Week. (City Clerk)

F. MINUTES

1. *Regular Meeting of September 4, 2024. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to the Issuance of a New Retail Marijuana Store License for Shackleford Farms LLC., DBA Shackleford Farms LLC - License No. 38593 (City Clerk)
3. ***Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Zachary Rohr to the Harbor Commission. (Mayor Gabriel)
4. ***Ordinance No. 3438-2024** - Accepting and Appropriating Donations from the Kenai River Marathon Through the Kenai Community Foundation for the Installation of Bike Racks and Bike Repair Stations. (Administration)
5. **Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Stacie Krause to the Planning & Zoning Commission. (Mayor Gabriel)

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**

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

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

<https://us02web.zoom.us/meeting/register/tZYkduGvrDIrE9ycdgukyx2MGCRF-2RvZz6j>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3432-2024**

AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDS FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES, PASSED THROUGH THE STATE OF ALASKA, DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT, DIVISION OF LIBRARY, ARCHIVES & MUSEUMS, FOR LIBRARY EMPLOYEE TRAINING.

WHEREAS, the Kenai Community Library has been awarded up to \$1250 in federal grant funds from the Institute of Museum and Library Services, passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for continuing education expenses; and,

WHEREAS, the funds will be used to reimburse travel costs related to a staff member's attendance at the Association for Small & Rural Libraries conference; and,

WHEREAS, it is in the best interest of the City of Kenai to appropriate these grant funds for the purpose intended.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept a grant in the amount of up to \$1250.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Revenues –	
Federal Grants -Library	<u>\$1250</u>

Increase Appropriations –	
Library—Travel and Transportation	<u>\$1250</u>

Section 3. That the City Manager is authorized to execute grant agreements and to expend the grant funds to fulfill the purpose and intent of this ordinance.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF SEPTEMBER, 2024.

ATTEST:

Brian Gabriel Sr., Mayor

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	September 4, 2024
Enacted:	September 18, 2024
Effective:	September 18, 2024



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: August 27, 2024

SUBJECT: **Ordinance No. 3432-2024** - An Ordinance Accepting And Appropriating Funds From The Institute Of Museum And Library Services, Passed Through The State Of Alaska, Department Of Education And Early Development, Division Of Library, Archives & Museums, For Library Employee Training

The State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums receives funds from the Institute of Museum and Library Services to pay for Continuing Education (CE) grants for Alaska library workers. These funds can be spent on travel, lodging, per diem and registration expenses for conferences and workshops.

The purpose of this Ordinance is to accept and appropriate a CE grant from the IMLS, passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, of up to \$1250 to reimburse the City of Kenai for a staff member's attendance at the annual Alaska Library Association conference.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3433-2024**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT FROM THE STATE OF ALASKA FOR THE PURCHASE OF LIBRARY MATERIALS.

WHEREAS, the Kenai Community Library received the FY 2025 Public Library Assistance grant of \$1,829 from the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums; and,

WHEREAS, the funds will be used to purchase library materials; and,

WHEREAS, it is in the best interest of the City of Kenai to appropriate these grant funds for the purpose intended.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept this grant in the amount of \$1,829 and to execute grant agreements and to expend the grant funds to fulfill the purpose and intent of this Ordinance.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
State Grants - Library	<u>\$1,829</u>

Increase Appropriations –	
Library - Books	<u>\$1,829</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF SEPTEMBER, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Ordinance No. 3433-2024
Page 2 of 2

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: August 27, 2024

SUBJECT: **Ordinance No. 3433-2024** - An Ordinance Accepting And Appropriating A Grant From The State Of Alaska For The Purchase Of Library Materials

The Kenai Community Library has been awarded the annual Public Library Assistance Grant by the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums. The amount for FY 2025 is \$1,829.

To receive the funds, the library must meet various eligibility requirements, including maintaining a collection, providing Interlibrary Loan and reference services, offering children's programming, and the library director's participation in continuing education. The grant funds will be used for purchasing library materials.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3434-2024**

AN ORDINANCE AMENDING THE EMPLOYEE CLASSIFICATION PLAN BY RECLASSIFYING THE CAPITAL PROJECTS MANAGER TO A PUBLIC WORKS ASSISTANT DIRECTOR AND INCREASING GENERAL FUND ESTIMATED REVENUES AND APPROPRIATIONS TO REFLECT THE POSITION'S SUPPORT OF PUBLIC WORKS DIVISIONS.

WHEREAS, pursuant to KMC 23.20.020, the City's job classification plan must be revised as changing positions require it based on the City Manager's recommendation and City Council's approval; and,

WHEREAS, these revisions may involve adding, abolishing, consolidating, dividing, or amending existing job classifications; and,

WHEREAS, Ordinance 3197-2021 established the Capital Projects Manager position within the Public Works Department at a Range 21, which was subsequently amended to a Range 22; and,

WHEREAS, the Capital Projects Manager position will become vacant on October 11, 2024; and,

WHEREAS, the Capital Projects Manager has been responsible for overseeing capital projects from inception to completion, with the position's costs being reimbursed from the Capital Project Funds for the managed projects; and,

WHEREAS, Human Resources worked with the Public Works Director to revise the position description to expand the role to include additional responsibilities such as procurement to better meet the City's Public Works needs; and,

WHEREAS, a review of the duties and responsibilities of the Public Works Assistant Director position has been conducted to ensure an amendment to the position classification as a Range 24 fairly reflects the compensation within the City's classification plan and is competitive with compensation for comparable positions in other places of public employment; and,

WHEREAS, the adopted FY2025 Budget did not include funds for a Public Works Assistant Director, and an increase in the General Fund is necessary to fund the position in the amount of \$54,740 for the remainder of FY2025, an estimated annual cost of \$72,987; and,

WHEREAS, this amendment ensures that the title and range for the Public Works Assistant Director position accurately reflect its duties and responsibilities, is comparable to other positions within the City, is adequate to recruit and retain qualified candidates for the position, and is in the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. The Council amends the Employee Classification Plan by reclassifying the position Public Works Capital Project Manager position as follows:

400 – [CAPITAL PROJECTS MANAGER] Public Works Assistant Director Range [22]24

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –

Appropriation of Fund Balance	<u>\$54,740</u>
Increase Expenditures – Public Works Administration	
Salaries	\$34,780
Leave	535
Medicare	512
PERS	7,769
Workers Comp	74
Unemployment	177
Health/Life	10,021
Supplemental Retirement	<u>872</u>
	<u>\$54,740</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF SEPTEMBER, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: August 26, 2024

SUBJECT: **Ordinance 3434-2024** - An Ordinance Amending The Employee Classification Plan By Reclassifying The Capital Projects Manager To A Public Works Assistant Director And Increasing General Fund Estimated Revenues And Appropriations To Reflect The Position's Support Of Public Works Divisions

This Ordinance proposes an amendment to the City's Employee Classification Plan, specifically reclassifying the Capital Projects Manager position within the Public Works Department. The amendment includes changes to the job title, responsibilities, pay range, and budget appropriations.

The current position, classified as "Capital Projects Manager," was established by Ordinance 3197-2021 to assist the Public Works Director in managing capital projects from inception to completion. The incumbent in this role has announced their retirement, effective October 11, 2024.

As part of a recent Public Works Organizational Structure Assessment, it was determined that the role could be expanded to better support the Public Works Department. The revised position, now proposed as "Public Works Assistant Director," would include additional responsibilities such as procurement and staff supervision. This reclassification would allow the Public Works Director to focus more on core duties and community engagement.

The position title would be changed from "Capital Projects Manager" to "Public Works Assistant Director," with an adjustment to the pay range from 22 to 24, ensuring it remains competitive with similar roles across Alaska. Funding for this position will continue to come from Capital Project Funds; however, it is estimated that only 50% of the position's cost will be reimbursed, with the remaining 50% covered by the general fund, compared to the previous 100% allocation to capital projects.

This change is intended to enhance the efficiency and effectiveness of the Public Works Department, ultimately benefiting the City.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3435-2024**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE SECTION 23.55.030 (b) – QUALIFICATION PAY, TO INCLUDE QUALIFICATION PAY FOR A PUBLIC WORKS ASSISTANT DIRECTOR HOLDING A PROFESSIONAL ENGINEER LICENSE.

WHEREAS, the Public Works Director position initially required registration as a Civil Engineer until 1978, when the City hired an Assistant Engineer, which was reclassified to a City Engineer in 1981; and,

WHEREAS, as part of a reorganization to increase efficiency in the Public Works Department, the positions of Public Works Director and City Engineer were reclassified into two Public Works Manager positions in 1998 and further consolidated into a single Public Works Director position without a civil engineer requirement in 2008; and,

WHEREAS, the City of Kenai recognizes the significant value, cost-savings, and specialized expertise that a Professional Engineer (PE) license brings to the Public Works Department; and,

WHEREAS, the City of Kenai is committed to attracting and retaining a highly qualified individual for the position of Public Works Assistant Director, particularly those who hold a PE license; and,

WHEREAS, the adopted FY2025 Budget did not include funds for qualification pay for a professional engineer license, and an increase in the General Fund is necessary to provide for the cost of this qualification pay in the amount of \$2,256 for the remainder of FY2025, an estimated annual cost of \$3000; and,

WHEREAS, it is in the best interest of the City of Kenai to provide additional compensation for employees who meet this higher level of professional qualification, thereby enhancing the overall effectiveness of the Public Works Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Amendment of Section 23.55.030 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.030 (b), Qualification Pay, is hereby amended as follows:

23.55.030 Qualification Pay.

- (a) In recognition of professional development, personal time, and effort of the individual to achieve same, the following annual recognition entitlement is authorized, payable on a pro rata monthly basis.
- (b) This recognition entitlement, except senior officer pay, investigator pay, certified municipal clerk pay, public works assistant director pay, and driver/operator pay, is not considered when calculating hourly rates for annual leave or holiday pay.
 - (1) Police Department.
 - (i) Certification in accordance with State of Alaska Certification Standards as follows:

Intermediate Certification An additional 2.25% of Step A of the Police Officer range. Eligible grades are Police Officer and Police Sergeant.

Advanced Certification An additional 3.75% of Step A of the Police Officer range. Eligible grades are Police Officer, Police Sergeant, Police Lieutenant, and Police Chief.

- (ii) Recognition Pay for Qualified Senior Officers. Senior officer pay is for police officers who have completed five (5) years of service with the City of Kenai subject to an overall evaluation rating of "Meets Expectations" or better, as follows:

An additional five percent (5%) of the employee's current range and step.

- (iii) Recognition pay for qualified field training officer personnel for officers temporarily assigned field training officer duties for eligible shifts only as follows:

Five percent (5%) increase of the employee's current range and step.

- (iv) Recognition pay for qualified "investigator" personnel for temporary assignment as an investigator when the assignment is the employee's primary assignment and the assignment has been approved by the City Manager or designee as follows:

Five percent (5%) increase of the employee's current range and step.

- (v) Recognition pay for qualified Public Safety Dispatcher personnel for employees temporarily assigned dispatcher training duties for eligible shifts only as follows:

An additional five percent (5%) of the employee's current range and step.

(2) Fire Department.

- (i) Recognition entitlement for an associate degree in fire science is four hundred eighty dollars (\$480.00) per year. Eligible grades are fire fighter, engineer, and captain.

- (ii) Recognition entitlements for EMT certification for eligible grades of fire fighter, engineer, captain, Fire Marshal, Deputy Fire Chief, and Fire Chief are as follows:

EMT/EMS Instructor An additional one-half percent (0.5%) of Step A of the Fire Fighter range.

EMT III / Advanced Emergency Medical Technician (AEMT)

An additional two and one-quarter percent (2.25%) of Step A of the Fire Fighter range.

Paramedic An additional five percent (5%) of the employee's current range and step (included AEMT pay).

- (iii) Recognition entitlements for driver/operator qualified personnel for eligible grades of fire fighter are as follows:

Driver/Operator Qualified An additional 5% of the employee's current range and step.

(3) Water and Sewer Utility. Certification in accordance with the State of Alaska Certification Standards.

W & S II \$300/year

W & S III \$480/year

(4) City Clerk's Office. Certification in accordance with International Institute of Municipal Clerks.

Certified Municipal Clerk 2.5% of the employee's base pay

- (5) Building Plans Examiner. Recognition pay for certification in accordance with the International Code Council as a Building Plans Examiner beyond the basic requirements of the employee's position, which provides substantial cost savings or additional benefit to the City, upon recommendation by the department head and approval of the City Manager as follows:

An additional two and one-quarter percent (2.25%) of Step A of the employee's current range and step.

- (6) Public Works Assistant Director. Recognition pay for holding a license in accordance with the State of Alaska Professional Engineer (PE) license beyond the basic requirements of the employee's position, which provides substantial benefit to the City, upon recommendation by the department head and approval of the City Manager as follows:

An additional five percent (5%) of the employee's current range and step.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$2,256</u>
 Increase Expenditures – Public Works Administration	
Salaries	\$1,740
Medicare	25
PERS	383
Supplemental Retirement	<u>108</u>
	<u>\$2,256</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF SEPTEMBER, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

Introduced:	September 4, 2024
Enacted:	September 18, 2024
Effective:	October 18, 2024



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: August 26, 2024

SUBJECT: **Ordinance 3435-2024** - An Ordinance Amending Kenai Municipal Code Section 23.55.030 (B) – Qualification Pay, To Include Qualification Pay For A Public Works Assistant Director Holding A Professional Engineer License

This Ordinance proposes an amendment to Kenai Municipal Code Section 23.55.030(b) to include qualification pay for the Public Works Assistant Director position when held by an individual with a Professional Engineer (PE) license.

Historically, the City of Kenai has recognized the importance of engineering expertise within the Public Works Department. The Public Works Director position initially required registration as a Civil Engineer until organizational changes in 1978, followed by further restructuring in 1998 and 2008. These changes consolidated the roles into a single Public Works Director position, removing the civil engineering requirement.

The City recognizes the significant value, cost-savings, and specialized expertise that a PE license brings to the Public Works Department. The addition of qualification pay for a PE license aims to attract and retain highly qualified candidates for the Public Works Assistant Director role, thereby enhancing the department's efficiency and effectiveness.

The adopted FY2025 Budget did not allocate funds for this qualification pay. Therefore, an increase in the General Fund is required to cover the additional cost, estimated at \$2,256 for the remainder of FY2025 with an estimated annual cost of \$3,000.

This ordinance supports the City's commitment to maintaining a high level of expertise in its Public Works Department by offering additional compensation for a PE license. This incentive aligns with the City's broader goals of effective public service and professional development.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3436-2024**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND LANDS ADMINISTRATION DEPARTMENT FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE SALE OF CITY-OWNED LAND, DETERMINING ELEVEN CITY-OWNED PROPERTIES ARE NOT NEEDED FOR A PUBLIC PURPOSE, AUTHORIZING THE CITY MANAGER TO DISPOSE OF PROPERTIES BY PUBLIC OUTCRY AUCTION, APPROVING THE TERMS OF FINANCING TO BE OFFERED ON THE SALE, AND DESIGNATING THOSE PARCELS AS ELIGIBLE FOR A 25% VETERANS DISCOUNT.

WHEREAS, the Administration has identified eleven City-owned properties intended for residential use for public sale having access to improved streets, water and sewer utility access or of adequate size for onsite water and wastewater systems, a residential zoning designation, and a recommendation for disposal in the City's Land Management Plan; and,

WHEREAS, the identified properties are:

1. KPB Parcel 06361018, Lot 3, Block 2, Salty Dog Heights Subdivision Part 1
2. KPB Parcel 04521047, Lot 6, Doyle Subdivision
3. KPB Parcel 04513025, Lot 2, Bloc 1, Kaknu Korner Subdivision
4. KPB Parcel 04317003, Government Lot 128 T6N R11W Sec 31
5. KPB Parcel 04310039, Lot 1, Block 3, Evergreen Subdivision Kim Addition
6. KPB Parcel 03910109, Lot 2, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
7. KPB Parcel 03910111, Lot 4, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
8. KPB Parcel 03910112, Lot 5, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
9. KPB Parcel 03906309, Lot 9, Block 11, Carl F. Ahlstrom Subdivision
10. KPB Parcel 03906310, Lot 10, Block 11, Carl F. Ahlstrom Subdivision
11. KPB Parcel 03906311, Lot 11, Block 11, Carl F. Ahlstrom Subdivision; and,

WHEREAS, these properties are not needed for a public purpose; and,

WHEREAS, sale by public outcry auction is an authorized method of sale pursuant to KMC 22.05.095 (b) (2) (i) and has proven to be a successful method by other local governments; and,

WHEREAS, establishing the minimum bid for parcels at the current Kenai Peninsula Borough tax assessment is reasonable and appropriate for a public outcry auction; and,

WHEREAS, the Lands Administration Department's FY2025 Budget did not include funds for professional services related to the sale of City owned land that are estimated at \$27,250; and,

WHEREAS, to expedite and facilitate the sale, the City Manager is authorized to accept terms for sales and may accept a note secured by a deed of trust for a portion of the purchase price; and,

WHEREAS, accepting a note secured by a deed of trust for a portion of the purchase price with reasonable terms requiring a 15% down payment, a fixed interest rate of prime plus 2%, and a maximum term of 10 years are reasonable terms in order to expedite and facilitate the sale of City lands; and,

WHEREAS, KMC 22.05.095 (d) allows an eligible veteran to a discount of 25% off the purchase price of certain City-owned land intended for the principal use as a single-family dwelling when the land is designated as eligible for the City's veterans discount prior to sale; and,

WHEREAS, as all parcels are zoned with a residential designation, designating as eligible for the City's veterans discount is appropriate; and,

WHEREAS, the sale of these properties by public outcry auction, with financing terms to expedite and facilitate the sale of City lands and designating the parcels as eligible for the City's veteran's discount will encourage residential development and is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Form: This is a non-code ordinance.

Section 2. That the Council determines that the following properties are no longer needed for a public purpose and are available for sale:

1. KPB Parcel 06361018, Lot 3, Block 2, Salty Dog Heights Subdivision Part 1
2. KPB Parcel 04521047, Lot 6, Doyle Subdivision
3. KPB Parcel 04513025, Lot 2, Bloc 1, Kaknu Korner Subdivision
4. KPB Parcel 04317003, Government Lot 128 T6N R11W Sec 31
5. KPB Parcel 04310039, Lot 1, Block 3, Evergreen Subdivision Kim Addition
6. KPB Parcel 03910109, Lot 2, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
7. KPB Parcel 03910111, Lot 4, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
8. KPB Parcel 03910112, Lot 5, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
9. KPB Parcel 03906309, Lot 9, Block 11, Carl F. Ahlstrom Subdivision
10. KPB Parcel 03906310, Lot 10, Block 11, Carl F. Ahlstrom Subdivision
11. KPB Parcel 03906311, Lot 11, Block 11, Carl F. Ahlstrom Subdivision; and,

Section 3. Council authorizes these properties to be sold by public outcry auction to the highest bidder and that the established minimum bid for the parcels will be the current Kenai Peninsula Borough assessed value.

Section 4. In order to expedite and facilitate the sale of City-owned lands, the Council authorizes the acceptance of a note secured by a deed of trust for a portion of the purchase price requiring a minimum down payment of 15% of the purchase price, at a fixed interest rate of prime plus 2%, for a maximum term of 10 years, and requiring the buyer to pay all closing costs.

Section 5. In recognition of their service to the country, the Council designates these parcels as eligible for the City's veteran's discount which provides a 25% discount off the purchase price.

Section 6. That estimated revenues and appropriations be increased as follows:

General Fund:

Increase estimated revenues –	
Appropriation of Fund Balance	<u>\$27,250</u>

Increase expenditures –	
Land Administration – Professional Services	<u>\$27,250</u>

Section 7. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in

which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 8. Effective Date: That pursuant to KMC 1.15.070(f), section 6 of this ordinance shall take effect immediately upon enactment and the remaining sections shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF SEPTEMBER, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced: September 4, 2024
Enacted: September 18, 2024
Effective: September 18 & October 18, 2024



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, City Manager

DATE: August 26, 2024

SUBJECT: **Ordinance No. 3436-2024** - An Ordinance Increasing Estimated Revenues And Appropriations In The General Fund Lands Administration Department For Professional Services Associated With The Sale Of City-Owned Land, Determining Eleven City-Owned Properties Are Not Needed For A Public Purpose, Authorizing The City Manager To Dispose Of Properties By Public Outcry Auction, Approving The Terms Of Financing To Be Offered On The Sale, And Designating Those Parcels As Eligible For A 25% Veterans Discount

This memorandum supports the proposed Ordinance for the sale of eleven City-owned properties, the establishment of the sale method and terms, and the designation of these properties as eligible for a veteran's discount. The goal is to effectively manage City land resources and encourage residential development.

The Administration has identified eleven City-owned parcels suitable for sale for residential development based on their location, utility access, and residential zoning. These parcels, listed below and on the attached map, are intended for the principal use as a single-family dwelling, not restricted in use or sale, have road access, have been identified as not needed for a public purpose, and are recommended for disposal in the City's Land Management Plan:

1. KPB Parcel 06361018, Lot 3, Block 2, Salty Dog Heights Subdivision Part 1
2. KPB Parcel 04521047, Lot 6, Doyle Subdivision
3. KPB Parcel 04513025, Lot 2, Block 1, Kaknu Korners Subdivision
4. KPB Parcel 04317003, Government Lot 128 T6N R11W Sec 31
5. KPB Parcel 04310039, Lot 1, Block 3, Evergreen Subdivision Kim Addition
6. KPB Parcel 03910109, Lot 2, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
7. KPB Parcel 03910111, Lot 4, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
8. KPB Parcel 03910112, Lot 5, Block 7, Mommsen's Subdivision Replat Addition No. 1 & 2
9. KPB Parcel 03906309, Lot 9, Block 11, Carl F. Ahlstrom Subdivision
10. KPB Parcel 03906310, Lot 10, Block 11, Carl F. Ahlstrom Subdivision
11. KPB Parcel 03906311, Lot 11, Block 11, Carl F. Ahlstrom Subdivision

The Ordinance outlines the following framework for the sale process, financing terms, and eligibility for a veteran's discount:

1. **Sale Method and Terms:** The ordinance authorizes the sale of these parcels through a public outcry auction, which is a proven method for ensuring competitive pricing and transparency. The minimum bid for each parcel will be set at the current Kenai Peninsula Borough tax assessment value, ensuring a reasonable minimum bid and maximum potential for higher bidding at a public outcry auction.
2. **Financing Terms:** To facilitate the sale and broaden buyer interest, the ordinance allows the City Manager to accept terms for sales, including notes secured by deeds of trust. Proposed terms include a 15% down payment, a fixed interest rate of prime plus 2%, and a maximum term of 10 years. These terms are designed to balance buyer accessibility with financial prudence.
3. **Professional Services Funding:** The ordinance provides for professional auction services estimated at \$27,250 required for the sale process. Since these funds were not included in the FY2025 Budget, the ordinance increases the General Fund to cover costs. The scope of services would include conducting a live-online simulcast auction, online and print advertising, property postings, marketing, MLS listings, and documentation.
4. **Veterans Discount:** The ordinance designates these parcels as eligible for the City's veterans discount pursuant to KMC 22.05.095 (d). This policy supports veterans and encourages residential development on these parcels.

The City's last General Fund land sale, conducted as a sealed bid auction in 2007, included several of the above-listed properties, none of which received bids. The proposed ordinance outlines a more effective and efficient approach that adheres to the sale methods outlined in the City Lands Code. By authorizing the sale of these parcels, setting clear sale terms, and providing necessary professional services, the City will promote residential development, facilitate the successful disposal of surplus land, support community development, and uphold its commitment to supporting veterans.

Your consideration is appreciated.





Legend

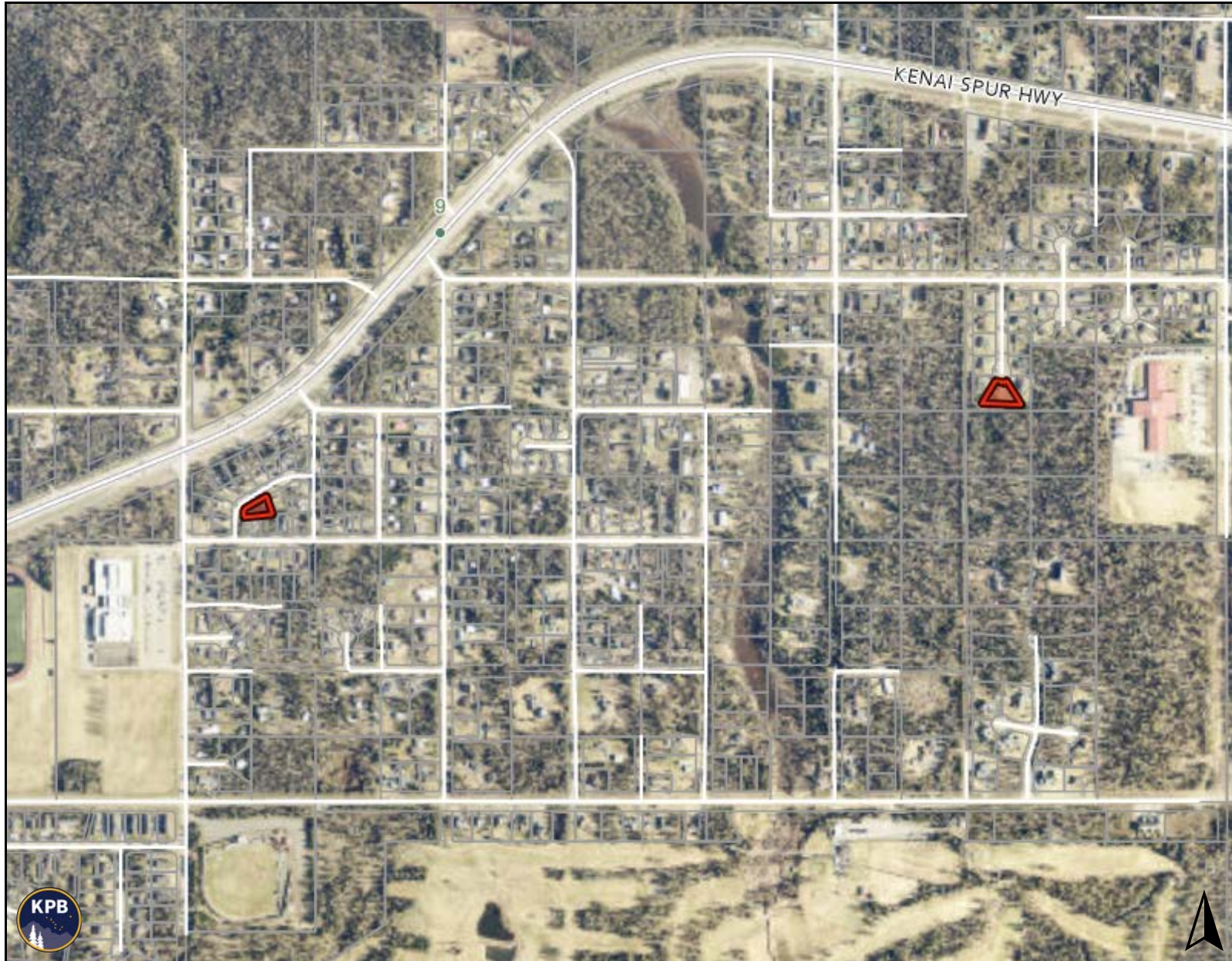
Transportation

Roads

- Medium Collector
- Medium Volume - Unmaintained
- Medium Volume - Maintained
- Low / Seasonal
- Legal Trail
- Private
- State Hwy
- Platted / Proposed

0 3.5 7 mi

NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use, operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correctness of the data, or use of the data.











Legend

Transportation

Mileposts

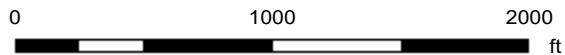


Roads

-  Medium Collector
-  Medium Volume - Unmaintained
-  Medium Volume - Maintained
-  Low / Seasonal
-  Legal Trail
-  Private
-  State Hwy
-  Platted / Proposed

Parcels and PLSS

Tax Parcels



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Legend

Transportation

Mileposts



Roads

Medium Collector

Medium Volume -

Unmaintained

Medium Volume -

Maintained

Low / Seasonal

Legal Trail

Private

State Hwy

Platted / Proposed

Parcels and PLSS

Tax Parcels



0 500 1000
ft

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Legend

Transportation

Mileposts

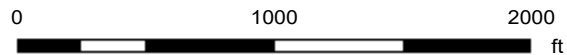


Roads

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- State Hwy
- Platted / Proposed

Parcels and PLSS

Tax Parcels



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Legend

Transportation

Mileposts



Roads

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Parcels and PLSS

Tax Parcels



0 450 900
ft

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Sponsored by: City Clerk

**CITY OF KENAI
ORDINANCE NO. 3437-2024**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE TO REVISE REQUIREMENTS RELATED TO PUBLICATION IN A NEWSPAPER OF GENERAL CIRCULATION TO ADDRESS PUBLICATION REQUIREMENTS WHICH CANNOT BE MET DUE TO THE NEWSPAPER PUBLICATIONS BEING REDUCED TO ONE DAY A WEEK.

WHEREAS, various sections of Kenai Municipal Code (KMC) require noticing by publication in a newspaper of general circulation; and,

WHEREAS, when these requirements were codified the local newspaper of general circulation was published multiple days a week; and,

WHEREAS, throughout the years the local newspaper has reduced the number of days a week they publish, the most recent reduction was from two days a week to only one day a week; and,

WHEREAS, amendments to KMC are needed to address publication requirements that cannot be met with a one day a week publication of the newspaper of general circulation in our community.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Amendment of Section 1.10.060 of Kenai Municipal Code: That Kenai Municipal Code, Section 1.10.060 - Agencies, Officers and Employees - The Council - Calling Special Meetings, paragraph (c) is hereby amended as follows:

- (c) For the purpose of giving notice of a special meeting, reasonable public notice is given if a statement containing the date, time, and place of the meeting, along with the expected subject(s) of discussion, is [PUBLISHED] noticed not less than three [(3)] days before the time of the meeting by posting the statement in a minimum of three [(3)] public places within the City, one of which places shall be the official bulletin board of the City at City Hall. [A COPY OF T]The notice of the special meeting [SHALL] will also be [PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY AND BE] posted to the City's website. The specific public notice requirements shall not be jurisdictional to the holding of any such meeting at which the Council has determined that circumstances exist to justify calling a special meeting on an emergency basis.

Section 2. Amendment of Section 14.05.015 of Kenai Municipal Code: That Kenai Municipal Code, Section 14.05.015 - Planning and Zoning - Planning and Zoning Commission - Appointment to Planning and Zoning Commission, paragraph (a)(2) is hereby amended as follows:

- (a) Public Notice—Application.
 - (1) Whenever a term of a Commission member is to expire, and whenever a vacancy on the Commission occurs, the City Clerk shall notify the Council and advertise the notice of vacancy and request for applications, along with the deadline for filing an application. The application deadline shall be the same deadline as the Council observes for timely submissions to the City Clerk for inclusion of materials in the City Council meeting packet (as set by the policies and

procedures of the Council) for the meeting at which the nomination for appointment is on the Council agenda.

- (2) The Clerk [SHALL] will advertise the notice at least [TWO (2) TIMES A WEEK FOR ONE (1) WEEK BY PUBLICATION] once in a newspaper of general circulation of the City, if one is published in the City; and by posting on the City's website, and [BY POSTING] in at least three [(3)] other public places in the City, one [(1)] of which [SHALL] will be the official bulletin board of the City at City Hall. The [LAST DATE OF] newspaper publication [SHALL] will occur [BE] not [LATER] less than seven (7) days before [NOMINATION FOR APPOINTMENT BY THE MAYOR AT A COUNCIL MEETING] the application deadline.

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF SEPTEMBER, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	September 4, 2024
Enacted:	September 18, 2024
Effective:	October 18, 2024



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: August 26, 2024

SUBJECT: **Ordinance No. 3437-2024** - Amending Kenai Municipal Code to Revise Requirements Related to Publication in a Newspaper of General Circulation to Address Publication Requirements Which Cannot be Met Due to the Newspaper Publications Being Reduced to One Day a Week.

Kenai Municipal Code publications requirements related to newspaper of general circulation were established when the community had a newspaper which was published multiple days of the week. Throughout the years the number of days a week the local newspaper published has been reduced, with the latest reduction being from two days a week to one day a week. Certain portions of municipal code cannot be met when there is only one publication day per week. The following identifies changes as proposed in the ordinance:

- Section 1: Currently as written code requires notice of Special Meeting be published in a newspaper of general circulation, which restricts when the Council may hold a special meeting to the newspaper deadline for the once weekly publication. The proposed amendment would remove the newspaper requirement. Meetings are posted on the City website, once posted notice is sent by email to the subscription list for Council and the meeting is also noticed on the City Facebook page.
- Section 2: Currently as written code requires notice of vacancy for a Planning Commission seat to be published two times a week for one week. With the paper only publishing once a week this cannot be met, the proposed amendment will reduce the publication requirement to one time.

**KENAI CITY COUNCIL – REGULAR MEETING
SEPTEMBER 4, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on September 4, 2024, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Phil Daniel
Alex Douthit
James Baisden

Henry Knackstedt, Vice Mayor
Deborah Sounart
Victoria Askin

A quorum was present.

Also in attendance were:

Dave Ross, Acting City Manager
Scott Bloom, City Attorney (*remote attendance*)
David Swarner, Finance Director
Astrea (Red) Piersee, Senior Services Administrative Assistant
Derek Ables, Airport Manager
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add to item H.15.

Discussion - Scheduling Board of Adjustment Appeal Hearings

- Appellant Scheduling Request
- September and October Calendars

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Baisden **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

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

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.

[Clerk's Note: Mayor Gabriel presented Kenai Peninsula Food Bank, Executive Director Greg Meyer and Development Director Lilly Murray with a Proclamation declaring September 2024 as "Hunger Action Month".]

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided an update on the Silver Salmon Derby; the 18th Annual Kenai River Marathon; the 39th Annual Fundraiser; the progress of the new Museum Cultural Coordinator; and noted that Silver Salmon Derby tickets could be purchased on line this year.

E. PUBLIC HEARINGS

1. **Ordinance No. 3430-2024** - Accepting and Appropriating a Meals on Wheels of America Grant in Partnership with DoorDash for the Kenai Senior Center Meals on Wheels Delivery Program. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3430-2024. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

Appreciation was stated for efforts of the Senior Center staff on the grant; it was reported that DoorDash would start delivering next week and this was a very competitive grant process.

VOTE:

YEA: Sounart, Knackstedt, Daniel, Gabriel, Askin, Douthit, Baisden

NAY: None

MOTION PASSED.

2. **Ordinance No. 3431-2024** - Increasing Estimated Revenues and Appropriations in the General Fund, Land Administration Department for the Purchase of Survey Services to Subdivide City of Kenai Parcel 04901022. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3431-2024. Council Member Douthit **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that this would allow subdivision of the parcel for future resource extraction.

VOTE:

YEA: Knackstedt, Daniel, Gabriel, Askin, Douthit, Baisden, Sounart

NAY: None

MOTION PASSED.

3. **Resolution No. 2024-41** - Adopting Joint Resolution No. 2024-002 of the Assembly of the Kenai Peninsula Borough and the Councils of the City of Homer, Kachemak, Kenai, Seward, Seldovia, and Soldotna, Supporting the Kenai Peninsula Economic Development District's Request that the 2026 and 2027 Cook Inlet Finfish Meetings be Held in Soldotna, Alaska to Provide Resource Stakeholders with the Opportunity to be Present at Public Discussions Affecting the Management of their Resources. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-41. Council Member Douthit **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

[Clerk's Note: Mayor Gabriel disclosed that he is a Cook Inlet Set-Netter and request was to the body that makes the management decisions for all of the Upper Cook Inlet drainages; the Resolution would not translate in to any sort of benefit to himself and he did not see any reason to recuse himself. There were no objections stated by Council Members to Mayor Gabriel's participation on the resolution.]

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of August 21, 2024. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Non-Objection to Renewal of a Club Liquor License for George H. Plumley Memorial Post 20 American Legion, DBA George H. Plumley Memorial Post 20 American Legion - License No. 1380. (City Clerk)

Approved by the consent agenda.

4. ***Action/Approval** - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Mitak LLC., DBA Main Street Tap & Grill - License No. 4555. (City Clerk)

Approved by the consent agenda.

5. ***Action/Approval** - Non-Objection to Renewal of a Retail Marijuana Store License for Cook Inlet Cannabis Co., DBA East Rip - License No. 13382. (City Clerk)

Approved by the consent agenda.

6. ***Action/Approval** - Confirming the Appointment of the October 1, 2024 Election Precinct Boards for the October 1, 2024 Regular City Election. (City Clerk)

Approved by the consent agenda.

7. *Action/Approval - Harbor Commission 2024 Work Plan. (Administration)

Approved by the consent agenda.

8. *Ordinance No. 3432-2023 - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed Through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

9. *Ordinance No. 3433-2023 - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

10. *Ordinance No. 3434-2023 - Amending the Employee Classification Plan by Reclassifying the Capital Projects Manager to a Public Works Assistant Director and Increasing General Fund Estimated Revenues and Appropriations to Reflect the Position's Support of Public Works Divisions. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

11. *Ordinance No. 3435-2023 - Amending Kenai Municipal Code Section 23.55.030 (b) – Qualification Pay, to Include Qualification Pay for a Public Works Assistant Director Holding a Professional Engineer License. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

12. *Ordinance No. 3436-2023 - Increasing Estimated Revenues and Appropriations in the General Fund Lands Administration Department for Professional Services Associated with the Sale of City-Owned Land, Determining Eleven City-Owned Properties are Not Needed for a Public Purpose, Authorizing the City Manager to Dispose of Properties by Public Outcry Auction, Approving the Terms of Financing to be Offered on the Sale, and Designating Those Parcels as Eligible for a 25% Veterans Discount. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

13. *Ordinance No. 3437-2023 - Amending Kenai Municipal Code to Revise Requirements Related to Publication in a Newspaper of General Circulation to Address Publication Requirements Which Cannot Be Met Due to the Newspaper Publications Being Reduced to One Day a Week. (City Clerk)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

14. Action/Approval - Authorizing a Memorandum of Agreement with the Kenaitze Indian Tribe for Projects to Enhance the Aquatic Organism Passage in Our Local Waterways, Including Improving Fish Passage in Cemetery Creek. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to authorize the Memorandum of Agreement with Kenaitze Indian Tribe. Council Member Douthit **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

15. Discussion - Scheduling Board of Adjustment Appeal Hearings. (City Clerk)

The Board of Adjustment Appeal Hearings were scheduled for Tuesday, October 15, 2024 at 5:00 p.m.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting September 12, 2024.

2. Airport Commission

No report, next meeting September 12, 2024

3. Harbor Commission

No report, September 9, 2024 meeting cancelled.

4. Parks and Recreation Commission

No report, work session schedule for September 5, 2024.

5. Planning and Zoning Commission

No report, next meeting September 11, 2024.

6. Beautification Commission

No report, next meeting September 10, 2024.

J. REPORT OF THE MAYOR

1. Proclamation Declaring September 2024 as “Hunger Action Month”

Mayor Gabriel reported on the following:

- Attending the Grand Opening of The Glaze Donut Shop.

K. ADMINISTRATION REPORTS

1. City Manager - Acting City Manager Ross reported on the following:

- Public Works Director position posted, closing date September 12, 2024.
- Paul Ostrander will be serving as the interim Public Works Director.
- Peet Coots has been promoted to Deputy Fire Chief, internal recruitment for Fire Captain has begun.
- Julie Scherma has been promoted to Chief Animal Control Officer.
- An offer for the Planning Director position was accepted, more information from City Manager Eubank at the next meeting.
- Recruitment for the Airport Seasonal Equipment Operator is open.
- City Manager Eubank attended the KPEDD hosted City Manager meeting.
- The meeting with Senator Murkowski to discuss the Air Service Development Grant was cancelled, her office will reach out next time she is in the area.
- Attending the Kenai Peninsula borough Comprehensive Safety Action Plan Forum with Fire Chief Teague.

2. City Attorney - No report.

3. City Clerk - City Clerk Saner reported on the following:

- Logic and Accuracy Testing for the October 1, 2024 Municipal Elections will take place at the Kenai Peninsula Borough Building, September 4 - 6, 2024
- Absentee Voting for the October 1, 2024 City and Borough Election opens on Monday, September 16, 2024.

- Taking steps to begin live streaming the Advisory Commission meetings on the City's YouTube Channel.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Douthit reported attending the Old Timer Luncheon and the Grand Opening of Glaze Donuts; advising High School Students that helping at the Senior Center is a Civics Project; and the Spruce Bark Beetle trees that were cut were available for fire wood.

Council Member Sounart thanked Public Works Director Scott Curtin for his years of service.

Council Member Askin thanked Public Works Director Scott Curtin for his years of service.

Council member Daniel wished Public Works Director Scott Curtin the best; and reported attending the Grand Opening of Glaze Donuts.

Council Member Knackstedt noted that the First Friday for the Kenai Fine Art Center and Kenai Chamber was coming up; attending the Food Bank Soup Supper Fundraiser; and thanked the individuals who would be serving as the Election Boards.

Mayor Gabriel thanked Public Works Director Scott Curtin for his years of service and reminded everyone that Friday would be the retirement celebration for Deputy Fire Chief John Harris after 25-years of service.

M. EXECUTIVE SESSION

1. Discussion of Airport Concession Restaurant Agreement Terms a Subject which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City. [AS 44.62.310(c)(1)]

MOTION:

Vice Mayor Knackstedt **MOVED** to enter into executive session to discuss Airport Concession Restaurant Agreement Terms. [AS 44.62.310(c)(1)]. The executive session will include Mayor Gabriel and City Council Members; Acting City Manager Ross, Airport Manager Ables and City Attorney Bloom.

Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Vice Mayor Knackstedt **MOVED** to reconvene into regular session. Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: The Council entered into executive session at 6:56 p.m. and reconvened into regular session at 7:34 p.m.]

- a. **Action/Approval:** Authorizing Amendments to Kenai Municipal Airport, Restaurant Concession Agreement.

It was reported that the City Council in Executive Session discussed the Kenai Municipal Airport, Restaurant Concession Agreement Terms and direction was provided to the City Manager to negotiate.

N. **PENDING ITEMS** - None.

O. **ADJOURNMENT**

P. **INFORMATIONAL ITEMS** - None.

There being no further business before the Council, the meeting was adjourned at 7:35 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 4, 2024.

Michelle M. Saner, MMC
City Clerk

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

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: SEPTEMBER 18, 2024

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	110,300.78
PREMERA	SEPTEMBER PREMIUM	VARIOUS	HEALTH INSURANCE	202,568.24
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	94,964.35

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: September 6, 2024

SUBJECT: **Action/Approval – Shackleford Farms New Marijuana License Issuance**

The following establishment has submitted applications to the Alcohol and Marijuana Control Office (AMCO) for the issuance of a new license:

Applicant: Shackleford Farms LLC
D/B/A: Shackleford Farms LLC
License Type: Retail Marijuana Store
License No.: 38593

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicant and they have satisfied all obligations to the City. With the approval of Council, a letter will be forwarded to the ABC Board and the applicants stating that the City has no objection to the issuance of their Retail Marijuana Store License.

Your consideration is appreciated.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce,
Community,
and Economic Development

Alcohol and Marijuana Control Office

550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 23, 2024

City of Kenai

Kenai Peninsula Borough

VIA Email: cityclerk@kenai.city; micheletturner@kpb.us; jkasper@kpb.us; sessert@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us; mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us;

License Number:	38593
License Type:	Retail Marijuana Store
Licensee:	Shackleford Farms LLC
Doing Business As:	Shackleford Farms LLC
Physical Address:	8847 Kenai Spur Highway Kenai, AK 99611
Designated Licensee:	Nicholas Mann
Phone Number:	719-221-9919
Email Address:	Shackleford.farms.llc@gmail.com

☒ **New Application** ☐ **New Onsite Consumption Endorsement Application (Retail Only)**

AMCO has received a complete application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.025(d)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant. If the protest is a “conditional protest” as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license, but require the applicant to show to the board’s satisfaction that the requirements of the local government have been met before the director issues the license.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our **September 11th- 12th, 2024** meeting.

Sincerely,



Joan Wilson, Director

amco.localgovernmentonly@alaska.gov

Submit

by Meghan Thibodeau 8/23/2024 11:05:58 AM (Form Submission)

Approve

by Tina Williamson 8/26/2024 8:24:27 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: September 3, 2024 5:00 PM 8/23/2024 11:06:00 AM

Approve

by Cindy Herr 8/26/2024 11:35:45 AM (Legal Asst Review)

- There are no monies owed in fines or restitution.
- The task was assigned to Cindy Herr. The due date is: September 3, 2024 5:00 PM 8/23/2024 11:06:00 AM

Approve

by Joe Fisher 8/27/2024 9:57:04 AM (Building Official Review)

- A building permit will be required for the change of use of the space and alterations required and proposed by the building code. See letter attached
- The task was assigned to Joe Fisher. The due date is: September 3, 2024 5:00 PM 8/23/2024 11:05:59 AM

Approve

by David Ross 8/27/2024 10:34:27 AM (Police Department Review)

- The task was assigned to David Ross. The due date is: September 3, 2024 5:00 PM 8/23/2024 11:06:00 AM

Approve

by Max Best 8/30/2024 8:47:01 AM (Lands Review)

- The task was assigned to Max Best. The due date is: September 3, 2024 5:00 PM 8/23/2024 11:06:00 AM

Approve

by David Swarner 8/30/2024 9:44:52 AM (Finance Review)

- The task was assigned to David Swarner. The due date is: September 10, 2024 5:00 PM 8/30/2024 8:47:03 AM

Approve

by Max Best 8/30/2024 12:48:13 PM (P&Z Department Review)

- The task was assigned to Max Best. The due date is: September 10, 2024 5:00 PM 8/30/2024 8:47:04 AM

Approve

by Scott Bloom 9/3/2024 8:57:15 AM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: September 10, 2024 5:00 PM 8/30/2024 8:47:03 AM

Approve

by Jeremy Hamilton 9/5/2024 6:09:50 PM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: September 3, 2024 5:00 PM 8/23/2024 11:05:59 AM

Date

8/23/2024

Establishment Information

License Type

Retail Marijuana Store

Licensee

Shackleford Farms LLC

Doing Business As

Shackleford Farms LLC

Premises Address

8847 Kenai Spur Hwy

City, State

Kenai, AK

Contact Information

Contact Licensee

Nicholas Mann

Contact Phone No.

719-221-9919

Contact Email

Shackleford.farms.llc@gmail.com

Additional Contact Information

Name

Phone No.

Email

Documents

File Upload

38593 MJ-00 Nicholas.pdf	767.07KB
38593 MJ-01.pdf	1.24MB
38593 MJ-02.pdf	2.58MB
38593 MJ-03.pdf	346.69KB
38593 MJ-07.pdf	652.77KB
38593 MJ-08.pdf	669.46KB
38593 MJ-09_Redacted.pdf	644.7KB
38593 Publishers Affidavit.pdf	820.1KB
License #38593 DBA Shackleford Farms LLC Local Government Notice.pdf	340.95KB
Right of posession Farms FINAL.pdf	1.69MB
Shackleford Farms Entity Documents.pdf	324.29KB



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Why is this form needed?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

This form must be completed and submitted to AMCO's Anchorage office by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Shackleford Farms LLC	License Number:	38593		
License Type:	Retail Marijuana Store				
Doing Business As:	Shackleford Farms LLC				
Premises Address:	8847 Kenai Spur Highway				
City:	Kenai	State:	Alaska	ZIP:	99611

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Nicholas Francis Mann
Title:	Owner

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?

☒☐

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

standard marijuana cultivation - 31826



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

WFM

I certify that I am not currently on felony probation or felony parole.

WFM

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

WFM

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

WFM

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

WFM

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

WFM

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

WFM

I certify that my proposed premises is not located in a liquor licensed premises.

WFM

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

WFM

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.

WFM

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.

WFM



Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify and understand that I must operate in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

NFM

I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.

NFM

Read each line below, and then sign your initials in the box to the right of only the applicable statement:

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.

NFM

All marijuana establishment license applicants:

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

NFM

Nicholas Francis Mann

Printed name of licensee

Signature of licensee



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Board
550 W 7th Avenue, Suite 100
Anchorage, Alaska 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Page 48

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the licensed business.

License Type:	Retail Marijuana Store	License Number:	38593
Name of Business:	Shackleford Farms LLC		
Physical Address:	8847 Kenai Spur Highway, Kenai, AK 99611		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Submitting Payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
This is for a:	<input checked="" type="checkbox"/> New Application <input type="checkbox"/> Transfer Application <input type="checkbox"/> Renewal Application <input type="checkbox"/> Other (specify):
Included Documents:	MJ-01 Marijuana Establishment Operating Plan MJ-01-3.3 employee and guest IDs MJ-01-9.1 24 hour video surveillance sign MJ-01-9.1 Customer Warnings MJ-01-9.1 Green Cross Flag MJ-01-9.1 Logo and Sign MJ-01-9.1 Marijuana Flag MJ-01-9.1 No loitering MJ-01-9.1 No persons under 21 MJ-01-9.1 No Weapons MJ-01-9.1 Vinyl Sign

AMCO Received 7/24/2024



Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan**Why is this form needed?**

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (Form MJ-03, Form MJ-04, Form MJ-05, or Form MJ-06) to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Shackleford Farms LLC	MJ License #:	38593		
License Type:	Retail Marijuana Store				
Doing Business As:	Shackleford Farms LLC				
Premises Address:	8847 Kenai Spur Highway				
City:	Kenai	State:	Alaska	ZIP:	99611

Mailing Address:	140 Bidarka Street #1342				
City:	Kenai	State:	Alaska	ZIP:	99611

Designated Licensee:	Nicholas Francis Mann				
Main Phone:	719.221.9919	Cell Phone:			
Email:	Shackleford.farms.LLC@gmail.com				

**Section 2 – Control Plan for Persons Under the Age of 21**

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The shop will have a large sign saying "no entry for anyone under 21" on the main entrance in plain view.

Before engaging with any customers that enter the shop they will be required to provide valid ID, compliant with 3 AAC 306.350:

For the purpose of this section, a valid form of photographic identification is

- (1) an unexpired, unaltered passport;
- (2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
- (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card; or,
- (4) a tribal identification card, issued by a federally recognized tribe, that meets the following criteria;
 - (A) the identification card has a photograph, a signature, and a date of birth; and
 - (B) the identification card has security features as identified by AS 28.15.111(a)(4).

Section 3 – Security**Restricted Access Areas (3 AAC 306.710):**

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

As shown on the premises diagram, the general public will only have access to a 10x16 foot area that is separated from the storage and clerk area by a floor to ceiling wall and window.

Entry to the restricted area will be through a single locked door with a 3 AAC 306.710 compliant sign that says that says "Restricted access area. Visitors must be escorted."

Guests will be admitted in groups no larger than 5

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Visitors would be admitted in groups no larger than 5 by a manager or the owner through the locked door. After being signed in to a log maintained at the door, they would be required to:

- (1) show identification as required in 3 AAC 306.350 to prove that person is 21 years of age or older;
- (2) obtain a visitor identification badge before entering the restricted access area; and
- (3) be escorted at all times by a licensee, employee, or agent of the marijuana establishment.



3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

See Attached

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

I have 2 lights on the front of the building, one over the entrance for the retail, and the neighboring building has a rear spotlight that completely illuminates at least 100 feet from the exterior walls of the building.



3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The security system will have sensors on the door, as well as having motion sensors distributed throughout the building. These will be monitored 24/7 by a third party security firm (Cardoso Integrated Security) In event of an unauthorized breach, a member of the managerial staff will attempt to access the camera feeds remotely to ascertain whether or not it is a false alarm. In the case of a false alarm, the security system would be remotely disabled.

In the case of unauthorized access, police would be contacted while the perpetrator is kept under surveillance remotely for evidence purposes. Management will contact the Department of Commerce, Community, and Economic Development by phone and email no more than 24 hours after such a breach

additionally, the only windows are covered in chain link fencing to restrict unauthorized access

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The entire premises is under 24/7 video surveillance. All transfers will be performed by an authorized manager or the owner. Marijuana will be held in numbered packages checked in during the transfer. only one jar/bag/container will be sold from until completely empty. They will be checked off of the transfer list in succession with a date for reference.

Additionally, there will be weekly audits of the weight and counts compared against the weeks sales to catch any discrepancies.

3.7. Describe your policies and procedures for preventing loitering:

The customer area will not have anywhere to sit, and there will be a visible "No Loitering" sign inside the retail and on the exterior wall next to the entrance. If a customer is loitering after the sale has been completed, they will be asked to leave. If they refuse, Kenai Police Department will be contacted o remove them.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

**Form MJ-01: Marijuana Establishment Operating Plan****Video Surveillance (3 AAC 306.720):**

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

JFM

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

JFM

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

JFM

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

JFM

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The entrance to the retail from outside will be covered to a distance of 20 feet. Upon entry to the retail, the only publicly accessible area will have 2 cameras for easy identification. The clerk area will have 4 cameras for complete coverage: on the till, full coverage of the marijuana storage cabinet and workbench, and 2 cameras to cover the rear window and work area. (total of 6 cameras in the retail establishment)

The exit to the unrestricted internal staff break area will be covered to 20 feet on both the retail and cultivation side.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The security footage for the retail will be routed to the upstairs surveillance room in the cultivation (lic. 31826) indicated on the site plan (MJ-02 Diagrams Pg. A2) where the security footage is stored for the cultivation as well. this room is far removed from the retail and behind 2 locked doors labeled "authorized personnel only". only the owner or authorized manager will have access to the security footage and the room it is housed in.



Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises:

Initials

- a. all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years (*records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises*);
- b. a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;
- c. the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;
- d. records related to advertising and marketing;
- e. a current diagram of the licensed premises, including each restricted access area;
- f. a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;
- g. all records normally retained for tax purposes;
- h. accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;
- i. transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and
- j. registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.

NFM

NFM

NFM

NFM

NFM

NFM

NFM

NFM

NFM

NFM

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

all records will be backed up both in an electronic cloud based service, and in duplicate for paper. The duplicate paper records will be kept off site, providing copies in the event of catastrophic loss. The cloud based storage will be accessible from any electronic device.



Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

WFM

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

WFM

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

WFM

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

WFM

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

WFM

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

WFM

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

All routines will be thoroughly taught to each new employee as part of their onboarding process. They will be taught from a standard operating procedure handbook that will stay on site for reference. It will include:

- record keeping procedure
- how to sign out a new package from the locked cabinet
- how to finalize a finished package for confirmation by a manager
- how to account for dropped/otherwise unsellable marijuana that needs to be disposed of
- how to count open/close the drawer
- what to do in the event of a robbery/unruly customer

**Section 7 – Health and Safety Standards**

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

Wku

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

Wku

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

Wku

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Wku

Answer "Yes" or "No" to each of the following questions:

Yes No

7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.



7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.



7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Licensed marijuana transport will be done by an authorized member of staff in opaque totes that are locked shut. The Delivery car is outfitted with a locking wooden box capable of holding 2 25 gallon totes, which is secured to the frame of the car with bolts only accessible from inside the locked box.

They will have a clipboard with a copy of the metrc transport information and an official invoice in compliance with 3 AAC 306.750

Transfers FROM this retail TO other establishments will be rare. An authorized manager will be retrieving marijuana from the cultivation (31826) regularly



You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

PFU

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

PFU

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

PFU

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

PFU

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

PFU

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

PFU

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

PFU

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

- The front of the building facing the highway will have a 10x10 Marijuana leaf painted in order to differentiate it from the other buildings on the property. the marijuana warnings will also be painted underneath (see notes)
- Mounted above the door will be 2 4X8 foot vinyl signs featuring our logo and the words "Recreational Cannabis" (attached)
- Easily visible will be "no Loitering" "firearms Prohibited" "no entry under 21", "area under camera surveillance" and a banner with the 306.365 customer warnings
- (Pending future city and landlord approval) a double sided 4x8 foot freestanding highway frontage sign with a copy of the vinyl signs mounted above the door
- During summer months, We will also deploy banners along the highway to alert passing traffic to our presence. these banners will be of a generic design saying "Marijuana" or green cross imagery. (see attached)

*** All signs have been approved by the city of Kenai building official ***



9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

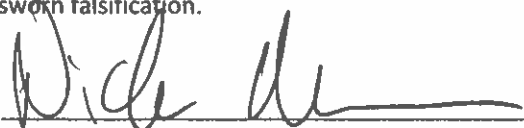
flyers and stickers of our logo and possibly future radio ads (see notes)

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

pm

Nicholas Francis Mann

Printed name of licensee


Signature of licensee



(Additional Space as Needed):

9.1 - the warnings below will be painted under the Marijuana Leaf on the front of the retail:

9.2 - All ads will include our license number, business name, and the required warnings:

- (1) "Marijuana has intoxicating effect's and may be habit forming and addictive";
- (2) "Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence.";
- (3) "There are health risks associated with consumption of marijuana.";
- (4) "For use only by adults twenty-one and older. Keep out of the reach of children.";
- (5) "Marijuana should not be used by women who are pregnant or breast feeding."

Additionally, all printed ads will feature our logo



**NO FIREARMS
OR WEAPONS**

**ALLOWED ON
THIS PROPERTY**

**NO PERSONS
UNDER 21
YEARS OF AGE
ALLOWED**

NO

NO

LOITERING

Enjoy! #ES-3018A

Setu x Sha x 2.St x Gov x Mar x Sect x Hom x Sho x Sha x Sha x Hom x Proj x Sha x Cop x Sha x Sect x Sect x recn x Mar x


lookourway.com/products/marijuana-feather-flag-green

New FastZip Tradeshow Booths - Free Custom Design - Just in time for Trade Show Season






LookOurWay

Inflatable Tube Men Custom Canopy Tents Flags Inflatables Costumes Trade Show & Events Signs & Banners **1HR FREE DESIGN MOCKUP**

\$25 OFF



←



→

MARIJUANA FEATHER FLAG GREEN

SKU: 10M1200302

\$64.95

No reviews yet!

1 Items Selected

\$45.00

QUANTITY

1

ADD TO CART

Split your purchase into monthly installments with shopify

learn more

CUSTOMIZE YOUR OWN!

CLICK HERE

Chat

AMCO Received 7/24/2024



Order today! and GET FREE SHIPPING on orders of \$100 + Use Coupon Code: **SAVEMONEY** (restrictions apply)

FFN

Search Products


DESIGN REQUEST





Cart

Custom Feather FlagsStock Feather FlagsCustom 3x5 FlagsInflatable Tube ManRectangle FlagsTeardrop FlagsVinyl BannersRoll-up BannersHardware

Wanted too long and need your custom flags in a rush? Contact us! Our custom flags are made in the USA, so we offer 1 Day Rush Services

50%





SKU: **FFN-6891**

Marijuana Dispensary Feather Flag


~~\$20.99~~ **\$14.99** after 50% off

12ft Flag Single Sided


\$14.99 is for the flags only. Add poles and base from the options below

STEP 1 - Click one the images to change selection. One option must be selected.


Select Poles*



Flexible Pole Kit and Tie-Down Clip
~(\$34.99)



Pre-Curved Pole Kit
~(\$37.99)




No Poles
~(\$0.00)


Curved or Flexible Poles? Both will function the same. The only difference is the flexible poles fit in our travel bag while the curved poles do not.

STEP 2 - Click on image to change selection.


Select Base*



Ground Spike
~(\$16.99)



Cross Base & Weight Donut
~(\$44.99)



No Base
~(\$0.00)

STEP 3 (optional) - Click on image to select.

AMCO Received 7/24/2024

4.7 / 5
★★★★★
Verified
Customer
Feedback
REVIEWS

CUSTOMER WARNINGS:

3 AAC 306.365

- (1) "Consumption of marijuana in public is prohibited by law."
- (2) "Transportation or carriage of marijuana or marijuana products on Alaska waterways, including cruise ships, or by air carrier is prohibited by federal law."
- (3) "Transportation or shipment of marijuana or marijuana products outside the State of Alaska is prohibited by federal law."
- (4) "Providing marijuana to persons under 21 years of age is prohibited by law."









Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control Board
550 W 7th Avenue,
Anchorage, Alaska 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Page 69

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the licensed business.

License Type:	Retail Marijuana Store	License Number:	38593
Name of Business:	Shackleford Farms LLC		
Physical Address:	8847 Kenai Spur Highway, Kenai, AK 99611		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Submitting Payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
This is for a:	<input checked="" type="checkbox"/> New Application <input type="checkbox"/> Transfer Application <input type="checkbox"/> Renewal Application <input type="checkbox"/> Other (specify):
Included Documents:	MJ-02 Premises Diagram Checklist MJ-02 Diagrams 1,2,5



Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
A diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;
- **Diagram 2:**
If different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change or Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
A **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
An **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
A diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's Anchorage office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Shackleford Farms LLC	MJ License #:	38593		
License Type:	Retail Marijuana Store				
Doing Business As:	Shackleford Farms LLC				
Premises Address:	8847 Kenai Spur Highway				
City:	Kenai	State:	Alaska	ZIP:	99611

**Form MJ-02: Premises Diagram****Section 2 – Required Information**

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g) for marijuana retail establishments. Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.

The following details must be included in all diagrams:

- ☒ License number and DBA
- ☒ Legend or key
- ☒ Color coding
- ☒ Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- ☒ Dimensions
- ☒ Labels
- ☒ True north arrow

The following additional details must be included in Diagram 1:

- ☒ Surveillance room
- ☒ Restricted access areas
- ☒ Storage areas
- ☒ Entrances, exits, and windows, including walk-up or drive-through exterior window for marijuana retail establishments
- ☒ Walls, partitions, and counters
- ☒ Any other areas that must be labeled for specific license or endorsement types
- ☐ ** Serving area(s)
- ☐ **Employee monitoring area(s)
- ☒ **Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- ☒ Areas of ingress and egress
- ☒ Entrances and exits
- ☒ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☒ Areas of ingress and egress
- ☒ Cross streets and points of reference

The following additional details must be included in Diagram 5:

- ☒ Areas of ingress and egress
- ☒ Entrances and exits
- ☒ Walls and partitions
- ☒ Cross streets and points of reference

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Initial:

Nicholas Francis Mann

Printed name of licensee

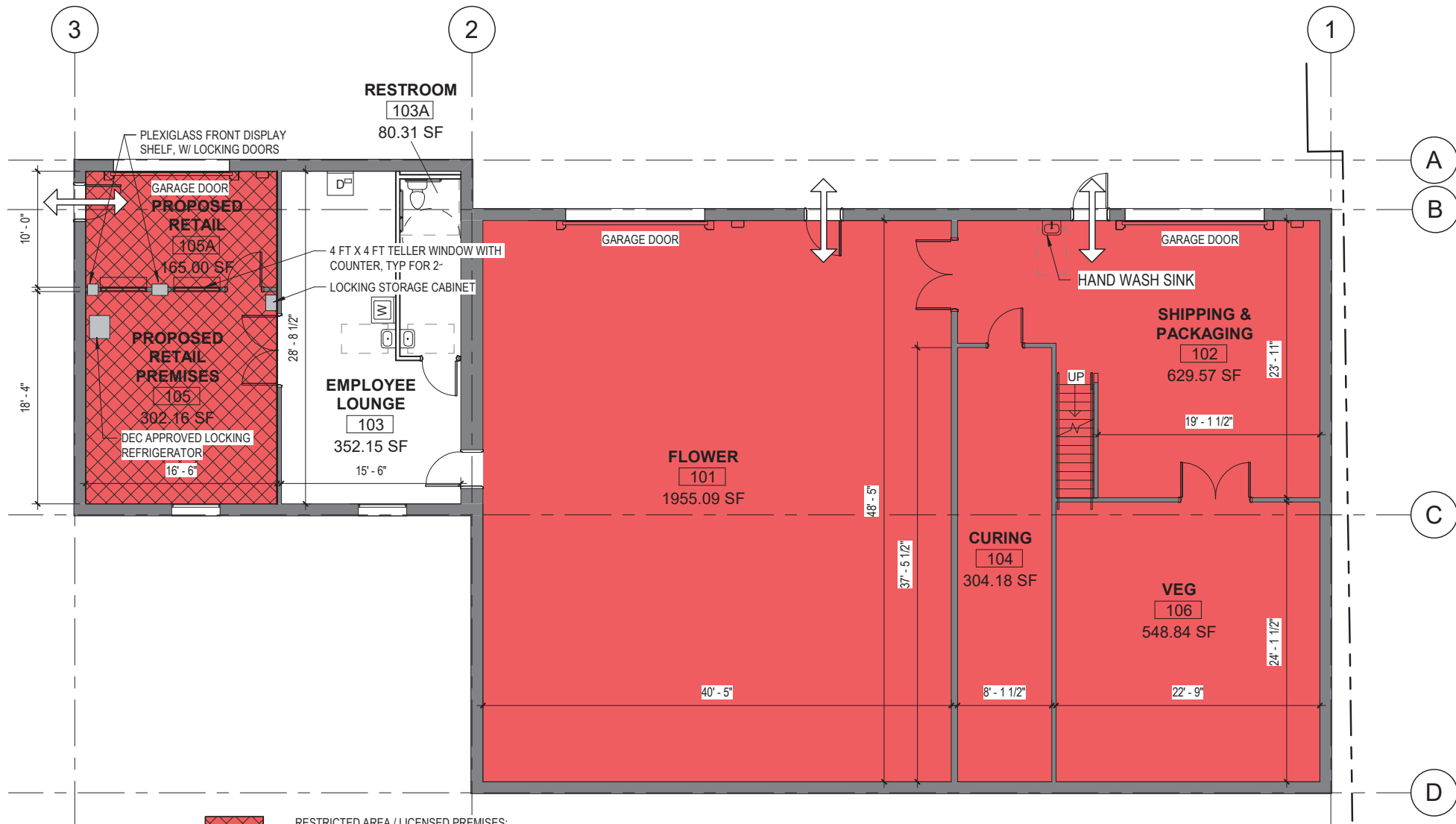
Signature of licensee



Section 3 – Cultivation Applicants ONLY

Review the requirements under 3 AAC 306.420 and 3 AAC 306.430.

3.1. Describe the site of the space(s) the marijuana cultivation facility intends to be under cultivation, including dimensions and overall square footage. Provide your calculations below:



BRIAN COBB
P.O. Box 664
Donald, OR 97020
(b) 503.989.2992

- RESTRICTED AREA / LICENSED PREMISES; SHACKLEFORD FARMS, LLC
- RESTRICTED AREA / LICENSED PREMISES; SHACKLEFORD INVESTMENTS, LLC
- UNRESTRICTED AREA
- TRAVEL IN THIS DIRECTION ONLY
- TRAVEL IN BOTH DIRECTIONS



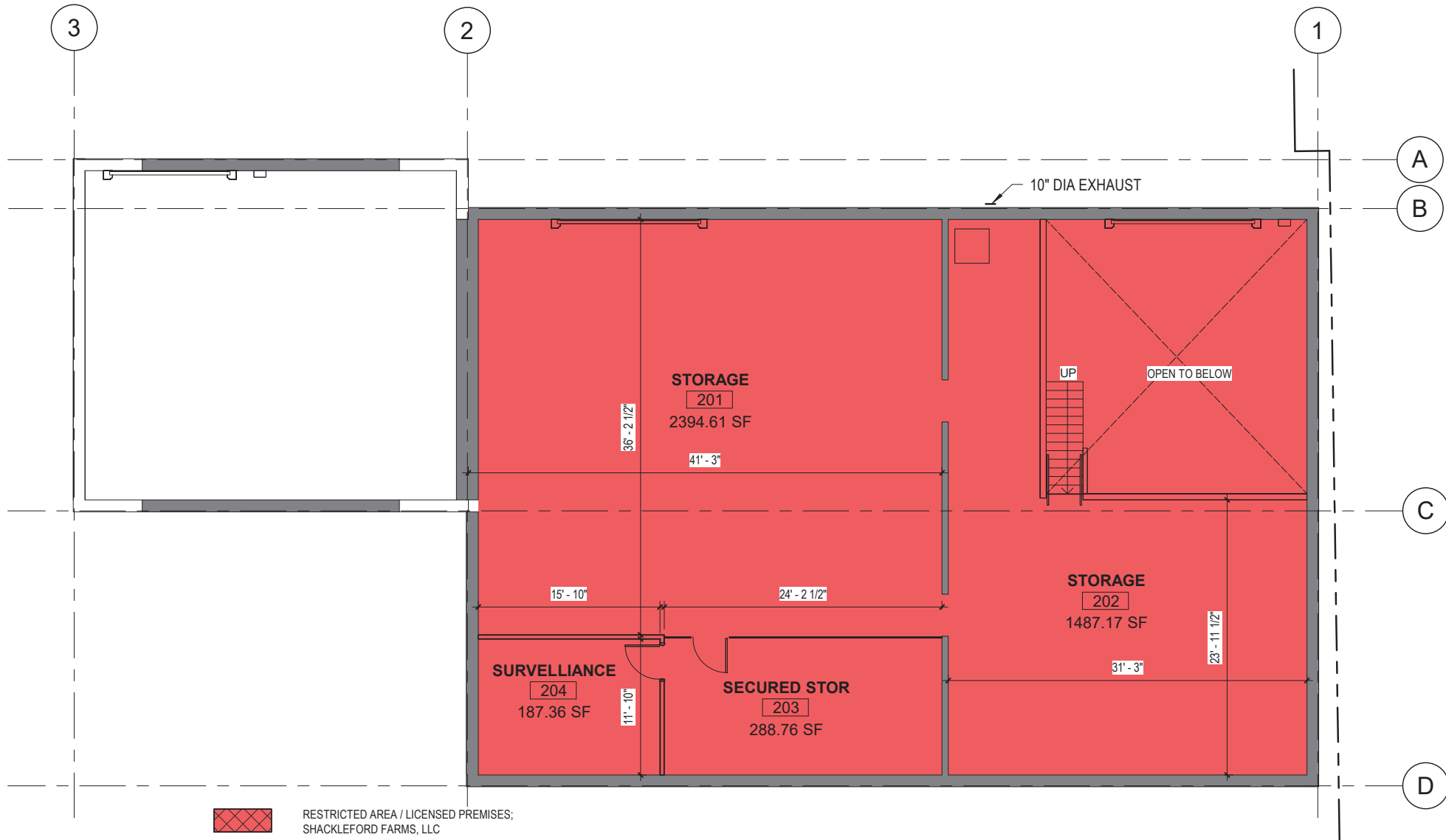
FLOOR PLAN L1 - DIAGRAM - 1, 2, & 5

SHACKLEFORD INVESTMENTS, LLC; LICENSE #31826
SHACKLEFORD FARMS, LLC; LICENSE #38593

8847 KENAI SPUR HWY
KENAI, AK 99611

DATE: 6/28/2024
SCALE: As indicated
PROJ. N 1/8" = 1'-0" DWN BY: BTC

A1



BRIAN COBB
P.O. Box 664
Donald, OR 97020
(b) 503.989.2992

- RESTRICTED AREA / LICENSED PREMISES;
SHACKLEFORD FARMS, LLC
- RESTRICTED AREA / LICENSED PREMISES;
SHACKLEFORD INVESTMENTS, LLC
- UNRESTRICTED AREA,
- TRAVEL IN THIS DIRECTION ONLY
- TRAVEL IN BOTH DIRECTIONS



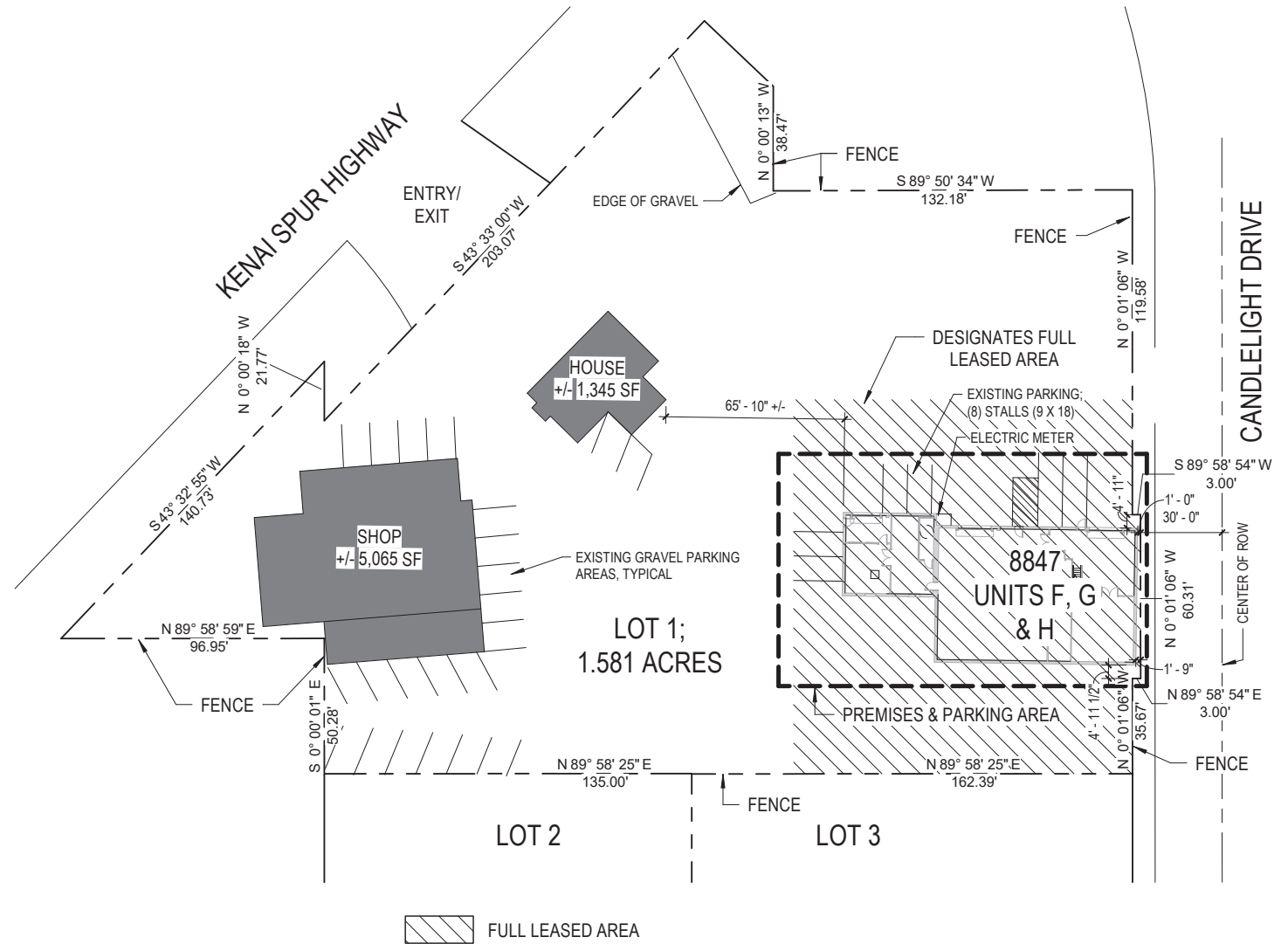
FLOOR PLAN L2 - DIAGRAM 1, 2, & 5

SHACKLEFORD INVESTMENTS, LLC; LICENSE #31826
SHACKLEFORD FARMS, LLC; LICENSE #38593

8847 KENAI SPUR HWY
KENAI, AK 99611

DATE: 6/28/2024
SCALE: As indicated
PROJ. N 1/8" = 1'-0" DWN BY: BTC

A2



SITE PLAN - DIAGRAM 3

SHACKLEFORD INVESTMENTS, LLC; LICENSE #31826
SHACKLEFORD FARMS, LLC; LICENSE #38593

8847 KENAI SPUR HWY
KENAI, AK 99611

DATE: 6/28/2024

SCALE: As indicated

PROJ. N₁" = 40'-0"

DWN BY: BTC



BRIAN COBB
P.O. Box 664
Donald, OR 97020

(b) 503.989.2992

A3



BRIAN COBB
P.O. Box 664
Donald, OR 97020
(b) 503.989.2992



AERIAL PLAN - DIAGRAM 4

SHACKLEFORD INVESTMENTS, LLC; LICENSE #31826
SHACKLEFORD FARMS, LLC; LICENSE #38593

8847 KENAI SPUR HWY
KENAI, AK 99611

DATE: 6/28/2024
SCALE: 1" = 60'-0"
PROJ. NO.: 2021-08 DWN BY: BTC

A4



Alaska Marijuana Control Board

Cover Sheet for Marijuana Establishment Applications

Alcohol & Marijuana Control

550 W 7th Avenue, Suite 100

Anchorage, AK 99501

marijuana.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Page 77

What is this form?

This cover sheet **must** be completed and submitted any time a document, payment, or other marijuana establishment application item is emailed, mailed, or hand-delivered to AMCO's main office.

Items that are submitted without this page will be returned in the manner in which they were received.

Section 1 – Establishment Information

Enter information for the licensed business.

License Type:	Retail Marijuana Store	License Number:	38593
Name of Business:	Shackleford Farms LLC		
Physical Address:	8847 Kenai Spur Highway, Kenai, AK 99611		

Section 2 – Attached Items

List all documents, payments, and other items that are being submitted along with this page.

Submitting Payment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
This is for a:	<input checked="" type="checkbox"/> New Application <input type="checkbox"/> Transfer Application <input type="checkbox"/> Renewal Application <input type="checkbox"/> Other (specify):
Included Documents:	MJ-03 Retail Marijuana Store Operating Plan Supplemental MJ-03-7.2 Sample Labels

AMCO Received 7/24/2024



Alaska Marijuana Control Board Operating Plan Supplemental Form MJ-03: Retail Marijuana Store

Why is this form needed?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code**. This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal
- Walk-up or drive-through exterior window pick-up service

This form must be completed and submitted to AMCO's Anchorage office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Shackleford Farms LLC	MJ License #:	38593
License Type:	Marijuana Retail		
Doing Business As:	Shackleford Farms		

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

The majority of the marijuana sold at Shackleford Farms will come from our own cultivation, which is in the same building. A Metrc transfer will be made and the marijuana will be walked from the restricted area of Shackleford Investments (lic. 31826) through the employee lounge into the retail by an authorized manager. After the transfer is checked off and accepted in the retail, the packages will be locked in the cabinet behind the teller wall. One package of each strain will be opened and sold from, deli style. For packages coming from other licenses, deliveries will be taken through the exterior door, and brought behind the sales counter. The courier will sign a guest log and the order will be checked as normal.

A standard customer visit would entail coming through the exterior door, observing the menu on a large flatscreen, and examining the bud on display behind the checkout desk. After they have made their decision, the requested weight (compliant with 3 AAC 306.355) will be weighed in front of the customer and placed in a 3 AAC 306.345 compliant container. the POS will generate a compliant tag with all necessary information

AMCO Received 7/24/2024

**Section 3 – Exterior Window Service Operating Plan**

3.1. Describe how you will comply with the requirements set forth in 3 AAC 306.380 and 3 AAC 306.715. Your response must include include policies and procedures regarding video surveillance, ID verification, display of marijuana or marijuana products, security features including alarm systems and locks, measures to prevent consumers from unlawfully accessing marijuana and funds through the exterior window and licensee control of the area outside of the exterior window.

No Planned Drive through

Read each statement below, and then sign your initials in the corresponding box to the right [if applicable]:

Initials

I have included a title, lease or other documentation showing sole right of possession to the additional area(s), including the exterior window area, if the additional area(s) are not already part of my approved licensed premises.

WFAU

I certify the area immediately outside the walk-up or drive-through exterior window does not include any public property including public streets, public sidewalks, or public parking lots.

I certify I have read, understood and will comply with all requirements set forth in 3 AAC 306.380, 3 AAC 306.715 and 3 AAC 306.720.

Section 4 – Prohibitions

Review the requirements under 3 AAC 306.310.

4.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Upon entry, every customer will be asked to present a 3 AAC 306.350 compliant ID, and during that initial interaction all employees will be trained to look for signs of intoxication. these include poor balance, the smell of alcohol/other intoxicants, and slurred speech. Should signs of intoxication be seen, the customer will be asked to leave the premises. If they refuse, Kenai Police will be contacted and asked to remove them.

4.2. I certify that the retail marijuana store will not:

Initials

a. Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355; or in violation of 3 AAC 306.380.

WFAU

b. Sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet; other than as permitted under 3 AAC 306.380.

WFAU

c. Offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;

WFAU

d. Offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or

WFAU

e. Allow a person to consume marijuana or a marijuana product on the licensed premises, except as allowed under 3 AAC 306.370.

WFAU



Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 5 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a).

NFM

5.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products.

NFM

5.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).

NFM

5.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.

NFM

5.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

a. Is false or misleading;

NFM

b. Promotes excessive consumption;

NFM

c. Represents that the use of marijuana has curative or therapeutic effects;

NFM

d. Depicts a person under the age of 21 consuming marijuana; or

NFM

e. Includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.

NFM

5.6. I certify that no advertisement for marijuana or marijuana product will be placed:

a. Within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;

NFM

b. On or in a public transit vehicle or public transit shelter;

NFM

c. On or in a publicly owned or operated property;

NFM

d. Within 1,000 feet of a substance abuse or treatment facility; or

NFM

e. On a campus for postsecondary education.

NFM

Section 6 – Displays and Sales

6.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

built into the wall is a set of shelves (behind plexiglass) that display the bud/prerolls in clear glass jars with a label that will include strain name/testing information. These jars will be available for customers to observe closer to help their decision. If the customer wishes to smell the marijuana, a perforated mason jar lid will be placed on the jar, and the budtender will hold the jar closer for the customer to smell. After making their choice the requested weight will be weighed out and placed into a 3 AAC 306.345 compliant container. The container will be labeled in compliance with 3 AAC 306.475 on a label printed from our POS system.



Section 7 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

7.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

After a selection is made, the marijuana will be weighed out and put into an opaque, childproof container. Either mylar bags or hard plastic pop top tubes. After the weight is finalized, a printer will coordinate with our POS and print off a 3 AAC 306.345(b) compliant label.

7.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

**SHACKLEFORD
FARMS**

PRODUCT NAME ~ QUANTITY

METRC:

S/I/H | THC: 00.0% | Terps: 00.0% | CBD: 00.0%

Sold by: Shackelford Farms LLC #38593 | Harvest Batch: 01/01/2022
Microbe: Pass | Visual: Pass | Harmful Chemicals: None

Marijuana has intoxicating effects and may be habit-forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

**SHACKLEFORD
FARMS**

UTOPIA HAZE ~ 1 GRAM

METRC:

S | THC: 20.0% | Terps: 2.4% | CBD: 00.0%

Sold by: Shackelford Farms LLC #38593 | Harvest Batch: 01/01/2022
Microbe: Pass | Visual: Pass | Harmful Chemicals: None

Marijuana has intoxicating effects and may be habit-forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.



Section 8 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

8.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

Before any interaction with the customer, an ID will be requested. the bud tender will ensure it is canadian or american in origin, not expired/damaged, and the photo matches the customer that presents it. (specifics in notes)

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

8.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area.

MF

Section 9 – Waste Disposal

Review the requirements under 3 AAC 306.740.

9.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

Should the retail need to dispose of any marijuana, it will be mixed 50/50 by weight with shredded paper or other garbage from the retail. After the garbage and ground marijuana product is thoroughly mixed, it will be held for 3 days pending AMCO inspection. After the waiting period, the marijuana will be doused with soap water and disposed of in the dumpster.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right:

Initials

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

MF

Nicholas Francis Mann

Printed name of licensee

Nicholas Francis Mann

Signature of licensee



(Additional Space as Needed):

9.1 -

(b) For the purpose of this section, a valid form of photographic identification is

- (1) an unexpired, unaltered passport;
- (2) an unexpired, unaltered driver's license, instruction permit, or identification card of a state or territory of the United States, the District of Columbia, or a province or territory of Canada;
- (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card; or.
- (4) a tribal identification card, issued by a federally recognized tribe, that meets the following criteria;
 - (A) the identification card has a photograph, a signature, and a date of birth; and
 - (B) the identification card has security features as identified by AS 28.15.111(a)(4).

SHACKLEFORD EST. 2023 FARMS LLC #38593

PRODUCT NAME ~ QUANTITY

METRC:

S/I/H | THC: 00.0% | Terps: 00.0% | CBD: 00.0%

Sold by: Shackelford Farms LLC #38593 | Harvest Batch: 01/01/2022

Microbe: Pass | Visual: Pass | Harmful Chemicals: None

Marijuana has intoxicating effects and may be habit-forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

SHACKLEFORD EST. 2023 FARMS LLC #38593

UTOPIA HAZE ~ 1 GRAM

METRC:

S | THC: 20.0% | Terps: 2.4% | CBD: 00.0%

Sold by: Shackelford Farms LLC #38593 | Harvest Batch: 01/01/2022

Microbe: Pass | Visual: Pass | Harmful Chemicals: None

Marijuana has intoxicating effects and may be habit-forming and addictive. Marijuana impairs concentration, coordination, and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.



City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

August 27, 2024

TO: Nicolas Mann

RE: AMCO application

Mr. Mann

Your application for operating a retail store in a portion of the building at 8847 Kenai Spur Hwy depicts converting a portion of your building to a mercantile (M) occupancy. This change of occupancy will require a building permit as required by the 2021 International Building Code (IBC) section 105.1. After successful plan review and inspection, a Certificate of Occupancy will be issued for the M occupancy before the building can be used as a retail store.

Joe Fisher

A handwritten signature in blue ink that reads "Joe Fisher".

Building Official

Work: 907-283-8238

Email: jfisher@kenai.city

From: [Joe Fisher](#)
To: [Meghan Thibodeau](#)
Subject: RE: Shackleford AMCO license
Date: Monday, September 9, 2024 11:15:44 AM
Attachments: [image003.png](#)
[image004.wmz](#)
[image001.png](#)

Meghan,

Nick did get a building permit and the final inspection was completed today.



Joe Fisher
Building Official

City of Kenai | 210 Fidalgo Avenue | Kenai, AK 99611
P: (907)283-8238 | **W:** www.kenai.city | **E:** jfisher@kenai.city

From: Meghan Thibodeau <MThibodeau@kenai.city>
Sent: Monday, September 9, 2024 10:02 AM
To: Joe Fisher <jfisher@kenai.city>
Subject: Shackleford AMCO license

Hey Joe,

I saw on the AMCO license approval for Shackleford's retail store that you approve but he needs a building permit. Do you think he'll be able to get one by Oct 16th (the last Council meeting it can be approved within the 60-day timeframe,) or will it be a conditional approval? Let me know, or give me a call if you have any questions. Thanks!

Meghan Thibodeau
Deputy City Clerk

City of Kenai | 210 Fidalgo Avenue | Kenai, AK 99611
P: (907) 283-8249 | **W:** www.kenai.city | **E:** mthibodeau@kenai.city



Thursday, September 5, 2024

Sent via email: cityclerk@kenai.city

Shellie Saner, City Clerk
City of Kenai

RE: New Application for Retail Marijuana Store

Business Name	:	Shackleford Farms, LLC
License Location	:	Kenai/8847 Kenai Spur Hwy Kenai, AK 99611
License No.	:	38593
License Type	:	Retail Marijuana Store

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough (KPB) has reviewed the above referenced application and has no objection to the issuance of the license.

Should you have any questions, or need additional information, please don't hesitate to let us know.

Sincerely,

Michele Turner, CMC
Borough Clerk

cc: shackleford.farms.llc@gmail.com

amco.localgovernmentonly@alaska.gov



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: September 12, 2024

SUBJECT: **Action/Approval - Confirmation of Mayoral Nomination for a Partial Term Appointment of Zachary Rohr to the Harbor Commission**

Four vacancies currently exist on the Harbor Commission; an application to the Harbor Commission was received and is attached for consideration.

Pursuant to Kenai Municipal Code 1.90.010 members are nominated by the Mayor and confirmed by the City Council. Mayor Gabriel has requested Council confirmation of the following appointment:

- Zachary Jay Rohr for appointment to a partial term ending on December 31, 2026.

Your consideration is appreciated.

From: [Zachary Jay Rohr](#)
To: [City Clerk](#)
Subject: Form submission from: Commission Application (Webform)
Date: Thursday, September 5, 2024 5:03:24 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Thursday, September 5, 2024 - 5:03pm

Submitted by anonymous user: 107.152.126.131

Submitted values are:

Date: Mon, 09/09/2024
Name: Zachary Jay Rohr
Resident of City of Kenai?: Yes
If resident, how long?: 14 years
Residence Address:
Mailing Address:
Home Telephone:
Home Fax:
Business Telephone:
Business Fax:
Email address:
May we include your contact information on our website?: No
If not all, what may we include?:
Employer: Hilcorp Alaska LLC
Job Title: Lead Operator
Name of Spouse:
Current Membership Organization: None
Past organizational memberships:
Commissions in which you are interested: Harbor Comission
Why do you want to be involved with this commission?:
Seems like a good place to start. I have never been in public service, but I am a lifelong Alaskan who loves his community and if I can help make positive impact in it I will. Eager to learn and help make a difference.
What background, experience, or credentials do you possess to bring the commission membership?:
I am a lead operator at the Kenai Gas Field, Father of two, Happily married, Navy veteran, Local business owner, driven.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/11468>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3438-2024**

AN ORDINANCE ACCEPTING AND APPROPRIATING PROCEEDS FROM THE KENAI RIVER MARATHON THROUGH THE KENAI COMMUNITY FOUNDATION FOR THE INSTALLATION OF BIKE RACKS AND BIKE REPAIR STATIONS.

WHEREAS, the Kenai River Marathon, organized by the Kenai Chamber of Commerce, generates revenue that goes to the Kenai Community Foundation; and,

WHEREAS, the revenue received by the Kenai Community Foundation goes into an account set aside for improved recreation, trails, and improved health and wellness in the City; and,

WHEREAS, the City has identified a project that would install bike racks and bike repair stations within the City; and,

WHEREAS, the installation of bike racks and repair stations will promote the use of the trails and parks, which promotes health and wellness in the City; and,

WHEREAS, acceptance of \$28,000 will facilitate the purchase all the supplies and materials for this project; and,

WHEREAS, acceptance and expenditure of these funds is consistent with the intended use and is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept donated funds in the amount of \$28,000 and expend these funds consistent with the intended use and this ordinance

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
Donation	<u>\$28,000</u>
 Increase Appropriations –	
Parks and Recreation - Repair and Maintenance Supplies	<u>\$28,000</u>

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF OCTOBER, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	September 18, 2024
Enacted:	October 2, 2024
Effective:	October 2, 2024



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: September 9th, 2024

SUBJECT: **Ordinance 3438-2024 - Accepting and Appropriating Proceeds from the Kenai River Marathon Through the Kenai Community Foundation for the Installation of Bike Racks and Bike Repair Stations**

Ordinance 3438-2024 will appropriate proceeds from the Kenai River Marathon donated to the City by the Kenai Community Foundation. The Kenai River Marathon is an event that is co-hosted by the City of Kenai and the Kenai Chamber of Commerce. The Kenai Chamber collects registration fees for the event. The revenue generated by registrations is given to the Kenai Community Foundation. The Foundation has a specific fund that the money resides in that is set up to benefit health and wellness within the City of Kenai.

The Parks and Recreation Department has worked with the Kenai Chamber of Commerce and the Kenai Community Foundation to identify a project that would benefit health and wellness in the City. The project is to install bike racks at various City facilities and parks. Then bike repair stations will be added at high-traffic locations next to the bike rack. A picture of a bike rack and repair station is attached that was recently added to the front of the Kenai Library. The following locations were selected for locations of a bike rack and repair station: Steve Shearer Memorial Ball Park, Kenai Rec Center, Kenai Little League Fields, Daubenspeck Family Park, Old Town Park, Kenai Sports Complex, Visitor Center, and Municipal Park (front). The following locations were selected for a bike rack: Greenstrip, Dog Park, Library (rear entrance), Beaver Creek Park, Cunningham Park, and the Bluff Overlook.

Installing bike racks and repair stations promotes health and wellness by giving the residents of Kenai and visitors a safe place to store and maintain their bicycles while visiting parks and other City facilities. Your support is respectfully requested.



g





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: September 12, 2024

SUBJECT: **Action/Approval - Confirmation of Mayoral Nomination for a Partial Term Appointment of Stacie Krause to the Planning & Zoning Commission**

The Planning & Zoning Commission currently has a vacancy; all requirements pursuant to Kenai Municipal Code (KMC) have been met to fill this vacancy. An application was received and is attached for consideration.

Pursuant to KMC 14.05.015 (b), "... the Mayor shall make nominations only from the list of persons who timely submitted an application..." and, as per KMC 14.15.015 (c), "... The Kenai City Council shall review the Mayor's nomination no later than the next regular Council meeting following the meeting in which the Mayor made the nomination, at which time the Council shall consider whether to confirm the nominations."

Mayor Gabriel has nominated the following for consideration and confirmation of the City Council:

- Stacie Krause for appointment to a partial term ending on December 31, 2025.

Council shall consider confirmation of the Mayor's nominations no later than the October 2, 2024 meeting.

From: [Stacie Krause](#)
To: [City Clerk](#)
Subject: Form submission from: Commission Application (Webform)
Date: Monday, August 26, 2024 3:43:00 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Monday, August 26, 2024 - 3:42pm

Submitted by anonymous user: 216.67.76.138

Submitted values are:

Date: Mon, 08/26/2024
Name: Stacie Krause
Resident of City of Kenai?: Yes
If resident, how long?: 22 years
Residence Address: 1107 Inlet Woods Dr
Mailing Address: 1107 Inlet Woods Dr
Home Telephone: 9074200655
Home Fax:
Business Telephone:
Business Fax:
Email address: welcomehomeak@gmail.com
May we include your contact information on our website?: Yes
If not all, what may we include?:
Employer: Jack White Soldotna Office
Job Title: Associate Broker
Name of Spouse: Kevin Krause
Current Membership Organization: National Association of Realtors, Certified Residential Specialist
Past organizational memberships:
Commissions in which you are interested: Planning and Zoning
Why do you want to be involved with this commission?:
I've worked in real estate for more than 20 years where I have helped residential and commercial clients navigate zoning in the city. I believe that balanced and responsible zoning decisions are key to preserving our community's quality of life and economic vitality.
What background, experience, or credentials do you possess to bring the commission membership?:
Knowledge of the real estate market and zoning regulations
Experience working with property owners and builders
A desire to support positive growth of our diverse city.

The results of this submission may be viewed at:

<https://www.kenai.city/node/2601/submission/11459>

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
AUGUST 14, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JOE HALSTEAD, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on August 14, 2024, in City Hall Council Chambers, Kenai, AK. Chair Halstead called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Halstead led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Joe Halstead, Chair
Glenese Pettet
Jeff Twait
Gwen Woodard

John Coston, Vice Chair
Sonja Earsley
Diane Fikes

A quorum was present.

Also in attendance were:

Max Best, Interim Planning Director
Brandon McElrea, Planning Technician
Alex Douthit, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda. Commissioner Fikes **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Chair Halstead opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.
There being no objection; **SO ORDERED.**

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission 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. APPROVAL OF MINUTES

1. *Regular Meeting of June 26, 2024

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENTS** - None.

D. **UNSCHEDULED PUBLIC COMMENTS** - None.

E. **CONSIDERATION OF PLATS** - None.

F. **PUBLIC HEARINGS**

1. **Resolution No. PZ2024-18** – Consideration of a Variance Permit for Reduced Buffer Distances on the Property Described as Govt. Lots 19, 20 & 21, Section 6, T5N, R11W, Located at 11888 Kenai Spur Highway Suite #3, in the General Commercial (CG) Zone.

It was noted that the resolution was denying an application for a variance permit.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-18. Commissioner Fikes **SECONDED** the motion.

Interim Planning Director Best provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-18; he noted that the application was for a variance permit for buffering distance within a conditional use permit (CUP) to allow a retail marijuana store; the CUP would be addressed in a separate public hearing on Resolution PZ2024-19. The criteria for a variance were reviewed; and it was reported the application did not meet the criteria for a variance and City staff recommended denial.

Chair Halstead opened the floor for public hearing.

Deneise Isaacs spoke in opposition to the applications; stating that she had previously been denied a conditional use permit to operate a marijuana store in the same location.

Nancy Wiles spoke in opposition to the applications; highlighted her family's involvement in sports at the nearby fields; explained that tournaments are large family events and a marijuana establishment should not be close to the fields.

Ken Dunbar spoke in opposition to the applications and stated that the applicants should have put the property in escrow subject to receiving all necessary permits.

Tea Winger spoke in opposition to the applications; stating that she conducted a neighborhood poll on the subject and the results showed the majority of respondents were not in support; expressed concerns about drugs, homelessness, traffic, ATV use and child safety in the neighborhood.

Jim Glendening spoke in opposition to the applications; provided a history of the City's development of marijuana laws through community, City and State involvement; and stated there was no reason to deviate from the established system.

Richard Moses, representative of the applicant, spoke in support of the applications; emphasized that this was an issue of fairness; stated that a previous City employee had provided assurances that the applicant was compliant with code.

Sandra Millhouse, applicant, stated that she was unaware the Isaacs had previously been denied a retail marijuana CUP when she purchased and remodeled the property; she lived in close proximity to the marijuana store she operated in Wasilla and had not experienced public trespassing; and the previous Planning Director had told her she had measured wrong.

There being no one else wishing to be heard, the public hearing period was closed.

[Clerk's note: Chair Halstead passed the gavel to Vice Chair Coston and disclosed a potential conflict with Resolution No. PZ2024-19 and Resolution No. PZ2024-19, as he had received a comment from the

public on the proposed marijuana business. Vice Chair Coston ruled he had no conflict and returned the gavel.]

Clarification was provided on the City's buffer distance requirements; previous Planning decisions on other marijuana properties; and the City's method of distance measurement.

Commissioner Twait noted that he had not observed homelessness issues related to marijuana properties, and the City has code in place for handling these issues.

Commissioner Fikes stated that she agreed with staff's finding, and did not support approving a variance from the established marijuana laws.

VOTE:

YEA: Fikes, Twait, Woodard, Earsley, Coston, Halstead

NAY: None

ABSENT: Pettey

MOTION PASSED WITHOUT OBJECTION.

Chair Halstead noted the 15-day appeal period.

2. **Resolution PZ2024-19** – Consideration of a Conditional Use Permit to Operate a Retail Marijuana Store on the Property Described as Govt. Lots 19, 20 & 21, Section 6, T5N, R11W, Located at 11888 Kenai Spur Highway Suite #3, in the General Commercial (CG) Zone.

It was noted that the Resolution was denying a Conditional Use Permit for a Retail Marijuana Store.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-19. Commissioner Fikes **SECONDED** the motion.

Interim Planning Director Best provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-19; he noted that the application was for a CUP to operate a retail marijuana store. The criteria for a CUP were reviewed; and it was reported that the application did not meet the criteria for a CUP and City staff recommended denial.

Richard Moses, representative of the applicant, stated that he was available for questions.

Chair Halstead opened the floor for public hearing.

Deniece Isaacs spoke in opposition to the application; emphasized due diligence and abiding to rules; and discussed history of previous tenants and owners of the property.

Nancy Wiles spoke in opposition to the application; expressed concerns about increased traffic and drug activity; and spoke of previous issues with other businesses near the property.

Teea Winger spoke in opposition to the application; expressed concerns about drug activity among the homeless and in her neighborhood; noted there was no written evidence of what the previous Planning Director told the applicant; and stated that the neighborhood was not in support of the proposed business.

There being no one else wishing to be heard, the public hearing period was closed.

MOTION TO AMEND:

Commissioner Twait **MOVED** to amend Criteria 5 to read as following:

Given the preceding Variance Permit application not meeting required criteria (PZ2024-18), staff believes that pursuant to KMC 14.20.330(f)(2) the findings cannot be made and that the proposed retail marijuana store consisting of approximately 1,600 square feet would [NOT] be harmful to the public safety, health, or welfare.

Commissioner Woodard **SECONDED** the motion.

Commissioner Twait expressed sympathy for the applicant's position; stated that the Commission's role is to consider the application within Code; and said he was in support of Staff's recommendation to deny the permit.

Commissioner Halstead stated that the situation is unfortunate; noted that the City's zoning regulations were developed in the best interest of the community.

VOTE:

YEA: Coston, Earsley, Halstead, Woodard, Fikes, Twait

NAY: None

ABSENT: Pettey

MOTION PASSED WITHOUT OBJECTION.

Chair Halstead noted the 15-day appeal period.

G. UNFINISHED BUSINESS

1. **Discussion/Recommendation** – Proposal to Reduce the Number of Meetings for Planning and Zoning Commission. *[On 6/12/24 this item was postponed.]*

Deputy Clerk Thibodeau reviewed the memo provided in the packet, and noted that the City Clerk recommended postponing this item indefinitely.

MOTION:

Commissioner Twait **MOVED** to postpone the discussion to reduce the number of Planning and Zoning Commission Meetings indefinitely. Vice Chair Coston **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

H. NEW BUSINESS

1. ***Action/Approval** – Requesting an Excused Absence for the June 26, 2024 Regular Meeting – Halstead

Approved by the consent agenda.

I. REPORTS

1. Planning Director – Interim Planning Director Best reported on the following:
 - The August 28, 2024 Regular Meeting will be cancelled due to lack of agenda items.
 - Thanked Planning Technician Brandon McElrea and Administrative Assistant Beth McDonald on their help during his time as Interim Director.
2. Commission Chair – None.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission Meeting.
4. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT

Jim Glendening thanked the Commission for their work on the public hearing items.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: August 28, 2024

It was noted this meeting had been cancelled.

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Woodard thanked Max Best for returning as Interim Planning Director.

Commissioner Twait asked about the Board of Adjustment Hearing date.


M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:24 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of August 24, 2024.



Meghan Thibodeau
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 11, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JOE HALSTEAD, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on September 11, 2024, in City Hall Council Chambers, Kenai, AK. Chair Halstead called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Halstead led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Joe Halstead, Chair
Glenese Pettey
Jeff Twait
Gwen Woodard

John Coston, Vice Chair
Sonja Earsley
Diane Fikes

A quorum was present.

Also in attendance were:

Brandon McElrea, Acting Planning Director
Alex Douthit, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Twait **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Chair Halstead opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

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

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission 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. APPROVAL OF MINUTES

1. *Regular Meeting of August 14, 2024

Approved by the consent agenda.

C. **SCHEDULED PUBLIC COMMENTS** - None.

D. **UNSCHEDULED PUBLIC COMMENTS** - None.

E. **CONSIDERATION OF PLATS**

1. **Resolution No. PZ2024-20** – Recommending Approval on Preliminary Plat – Highlands Subdivision Evans Replat for a Replat of Lots 2 and 3, Block 1 of the Highlands Subdivision located in the Rural Residential (RR) Zoning District.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-20. Commissioner Fikes **SECONDED** the motion.

Acting Planning Director McElrea provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2024-20, and explained the purpose of the replat was to merge two lots into a single lot. Staff's findings were reviewed, and it was noted that staff's recommendation is approval subject to the condition specified within the staff report as attached to Resolution No. PZ2024-20.

UNANIMOUS CONSENT was requested.
There being no objection; **SO ORDERED.**

F. **PUBLIC HEARINGS**

G. **UNFINISHED BUSINESS** - None.

H. **NEW BUSINESS**

1. ***Action/Approval** – Requesting an Excused Absence for the August 14, 2024 Regular Meeting – Pettey

Approved by the consent agenda.

2. ***Action/Approval** – Recommending Approval of a Lease of Airport Reserve Land for the Property Described as Lot 4, Block 1, FBO Subdivision.

Approved by the consent agenda.

I. **REPORTS**

1. Planning Director – Acting Planning Director McElrea reported on the following:
 - New Planning Director has been hired, first day will be in October; McElrea is Acting Director in the meantime.
2. Commission Chair – Reported that the appeals have been received for the applications denied at the previous Planning & Zoning Commission meeting; will be reviewed by the Board of Adjustment.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

J. **ADDITIONAL PUBLIC COMMENT** – None.

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: September 25, 2024

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Earsley expressed appreciation for Acting Planning Director McElrea.

Commissioner Fikes asked about the decision issued on the previous Board of Adjustment appeal.

Chair Halstead noted that the Kenai Fire Department and Central Emergency Services had a memorial event honoring firefighters lost on September 11, 2001.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:19 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of September 11, 2024.

Meghan Thibodeau
Deputy City Clerk





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubanks, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Juliana Scherma, Animal Control Chief
DATE: September 10th, 2024
SUBJECT: August 2024 Monthly Report

This month the Kenai Animal Shelter took in **30** animals.

DOGS:				
	INTAKE	9	DISPOSITION	13
	Waiver	3	Adopted	3
	Stray	3	Euthanized	1
	Impound	0	Claimed	9
	Protective Custody	3	Field Release	
	Quarantine	0	Transferred	
	Other Intakes	0	Other Dispositions	
CATS:				
	INTAKE	21	DISPOSITION	28
	Waiver	9	Adopted	15
	Stray	11	Euthanized	6
	Impound	0	Claimed	2
	Protective Custody	1	Field Release	
	Quarantine	0	Transferred	5
	Other Intakes	0	Other Dispositions	

OTHER ANIMALS:				
	INTAKE	0	DISPOSITION	0
	Guinea Pig	0	Rabbit	0
	Rabbit	0	Bird	0
	Other	0	Guinea Pig	0
DOA:			OTHER STATISTICS:	
	Dog	0	Licenses (City of Kenai Dog Licenses)	4
	Cat	0	Rabies Clinic	0
	Rabbit	0		

1 Animal dropped After Hours (days we are closed but cleaning and with KPD)
 15 Field Investigations & patrols
 0 Volunteer Hours Logged
 0 Citations
 0 Educational Outreach
 6 Microchip

Total Animal Contacts:

9 Animals are *known* borough animals
 11 Animals are *known* City of Kenai
 13 Animals are *known* City of Soldotna
 0 Animals are *unknown* location

Statistical Data:

309 2022 YTD Intakes
 360 2023 YTD Intakes
 284 2024 YTD Intakes

In August the Animal Control Chief resigned, leaving a second vacancy in Animal Control which is normally staffed by three. Since then we have filled the position of Animal Control Chief and we are recruiting for an Animal Control Officer. One of the Temporary Enforcement Officers from the Police Department was willing to extend their season to help at the Animal Shelter during this period of being short staffed, and is currently working at the Shelter.

At the same time, the Shelter is experiencing significant capacity challenges with high numbers of animals to take care of. To help deal with these challenges, there is currently a moratorium in place on accepting animal from outside the City of Kenai or City of Soldotna.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Derek Ables, Airport Manager

DATE: September 9, 2024

SUBJECT: **Airport Mid-month Report August 2024**

Terminal Landscaping- In August, an extensive landscaping project transformed the surroundings of the airport terminal, enhancing the aesthetics. For many, the airport is the first thing they see when coming to Kenai. Now we can showcase the terminal inside and out. The project involved the installation of lush greenery, including birch trees, shrubs, and flowering plants, strategically placed, to provide a welcoming environment for travelers. The project also created a space with driftwood that will allow for the installation of bronze bears in the future. Decorative river rock, mulch, grass, and curbing were also used to tie the entire project together. The project was completed with minimal disruption to airport operations, thanks to careful planning of the landscaping crew.

Winter Hiring- The airport advertised hiring for two seasonal equipment operator positions to help manage increased operational demands during the winter. These roles are critical for maintaining the smooth and efficient operation of the airport's grounds, including snow removal, runway maintenance, and other essential tasks. Successful candidates will operate heavy machinery such as snowplows, loaders, and sweepers, ensuring the safety and functionality of the airfield in various weather conditions. These temporary positions offer a unique opportunity to contribute to the airport's team and gain valuable experience in aviation operations.

Pavement Inspection- The Pavement Management Team from the State Department of Transportation (DOT) visited the airport to conduct a comprehensive pavement inspection. Their primary objective was to assess the condition of the airport's runways, taxiways, and aprons. The team meticulously evaluated the pavement for signs of wear, including cracks, rutting, and other potential damage that could affect performance. They will assign a Pavement Condition Index value (PCI) to each area. The inspection data collected will help plan future maintenance plans, repairs, and possible upgrades, ultimately supporting the safety and efficiency of airport operations.

Part 139 Inspection- The airport received a closeout letter from the FAA for all findings from the Inspection in May. This is the official notification that the discrepancies to Title 14 CFR Part 139, identified during the 2024 periodic certification inspection were corrected. This included identifying and procuring sand that met the size requirements, and updating the airports wildlife log forms.

Sand Storage- The Airport staff has been working with the Engineers and Contractor to complete the final punch list items for the Sand Storage building. The period of performance (or end of work) will be September 23, 2024. We will then be able to complete the administrative closeout of this grant by the due date of December 22, 2024. Operations has also been working with the streets department to fill it up again in preparation for winter with 1100 yards of sand. That involves 110 truck loads from the storage facility to the airport.





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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: September 9, 2024

SUBJECT: **Finance Department Mid-Month Report – August 2024**

With the end of FY2024, the department's focus has switched to closing of that year's books and completion of the City's Annual Comprehensive Financial Report. This process includes closing of the FY24 financial records, fiscal year end grant reporting, completion of the annual Audit and finally financial statement preparation. The annual audit is scheduled for the first week of November.

The Controller position will be vacant beginning 9-20-24, the position is currently posted.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: September 9, 2024

SUBJECT: Fire Department Mid-Month Report – August.

For August, we experienced a 6.5% call volume decrease from the previous year.

During the month of August,

August	2023	2024	% change
Month totals	154	144	-6.5%
EMS	130	99	-23.8%
All Other	24	45	87.5%
Year total	1002	1027	2.5%

Training:

- Fire Marshall Hamilton is 50% complete in Fire Officer 1 Course
- All shifts completed training on new meds/protocols
- A Shift (Drafting & Portable Tanks Training)
- B Shift (Drivers training throughout the month to get FF Martin certified for operation of Engine 3; FF Martin and Turkington both enrolled in Paramedic course, begin Sept.)
- C Shift (Crews working with recent hire FF Nelson to get her signed off on apparatus and equipment)
- Kenai Fire participated in CISPRI Water Hazmat Exercise

Projects/Grants:

- Crews completed hose testing for three more apparatus.
- Chief Teague received CWPP Grant Info from Scott Curtain.
- Kenaitze tour of the Fire Department.
- A-Shift Crews began repainting stall doors at Station 1.
- Deputy Chief hiring process completed to fill Chief Harris' vacancy.
- Fire Marshall performed 25 Inspections (16 Fire Inspections; 4 Follow-Up; 3 Site Inspections; 2 Complaints)
- Fire Prevention/Public Education Events Scheduled for October
- New Ambulances in service



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: September 11, 2024
SUBJECT: Human Resources Activity – August 2024

Recruitment

Human Resources collaborated with the City Manager's office to actively recruit for both a Planning Director and a Public Works Director. The recruitment for the Planning Director was successful, and Kevin Buettner will be joining the City in this role on October 21, 2024. Recruitment for the Public Works Director is ongoing, with several applications under review.

In addition, the Chief Animal Control Officer position was successfully filled through an internal promotion, which has opened a recruitment for an Animal Control Officer.

The Airport has initiated recruitment for two Seasonal Equipment Operator positions, and within the Fire Department, Pete Coots was promoted to Deputy Fire Chief. As a result, the Fire Department has launched an internal recruitment to fill the Fire Captain position.

Safety

There was one accident reported in August which did not involve an employee.

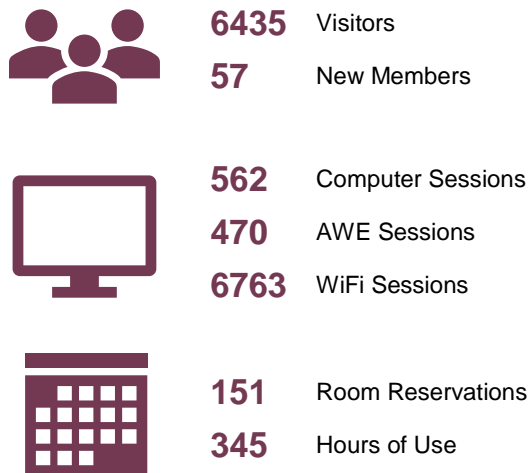
Special Projects

Human Resources is working with the City's health and life insurance benefits consultants on the renewal of employee benefits and preparing for open enrollment to take place in November.

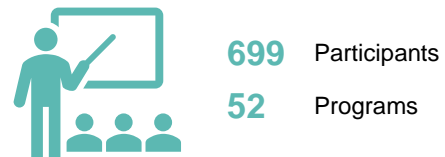
MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Katja Wolfe, Library Director
DATE: September 10, 2024
SUBJECT: Library Report for August 2024

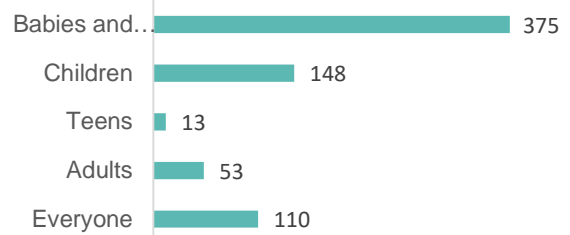
SERVICES



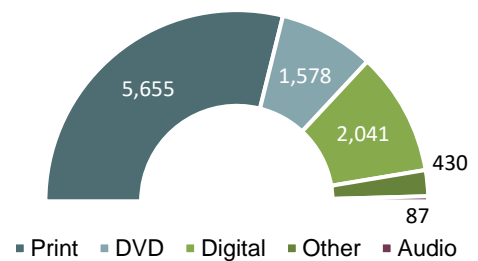
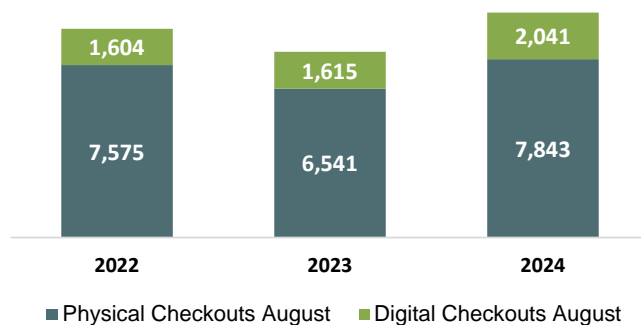
PROGRAMS AND EVENTS



Program Attendance



CIRCULATION





MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: September 9th 2024

SUBJECT: Mid-Month Report-August

In August, one event stands out above the rest: Industry Day! Industry Day took place on August 17th at the Greenstrip in Kenai. This event celebrates all Industries across the Peninsula and is 100 percent free, with food, prizes, and activities provided at no cost to participants. Parks and Recreation helps plan the event with the local community group that puts it on and supports it by setting up the event space and cleaning it up afterward.

The Kenai Rec Center has posted closures from September 16th to 22nd and September 30th to October 6th. This is due to the lobby and locker room floors being redone.

A trail improvement is happening at Daubenspeck Family Park. Currently, at the park, there is a ¼ mile trail with a well-groomed Story walk, except for a part that goes down into a beach area that can be difficult to traverse. Parks and Recreation will extend the well-groomed part of the trail along the edge of the beach so it remains easily accessible for walkers of all abilities.

Kenai Rec. Center Visits-June

Weight Room/Cardio Room	969
Racquetball /Wallyball	178
Shower/Sauna	8
Gymnasium	1353
Other	0
Gym Rental Visits	180
Total Number of Visits	2688

Stripping and priming the floor for the finish



Trail Development at Daubenspeck





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Brandon McElrea, Acting Planning Director

FROM: Beth McDonald, Planning Assistant

DATE: September 10, 2024

SUBJECT: Planning and Zoning – August 2024 Monthly Report

General Information

- Planning Director job has been filled, and his anticipated start date is October 14th.

Public Inquiry

See attached report.

Application Summary

- Lands - See attached report – No changes in August.
- Leases – See attached report – No changes In August.
- Planning & Zoning – See attached report.

Code Enforcement and Compliance

In August, Planning and Zoning received nine (9) new complaints and one (1) case was closed. There is a cumulative total of twenty-nine (29) open cases for 2024.

Due to other priorities, the implementation of the code enforcement solution was temporarily placed on-hold. Staff has been in contact with Cloud Permit about the incoming Planning Director.

Planning and Zoning Commission

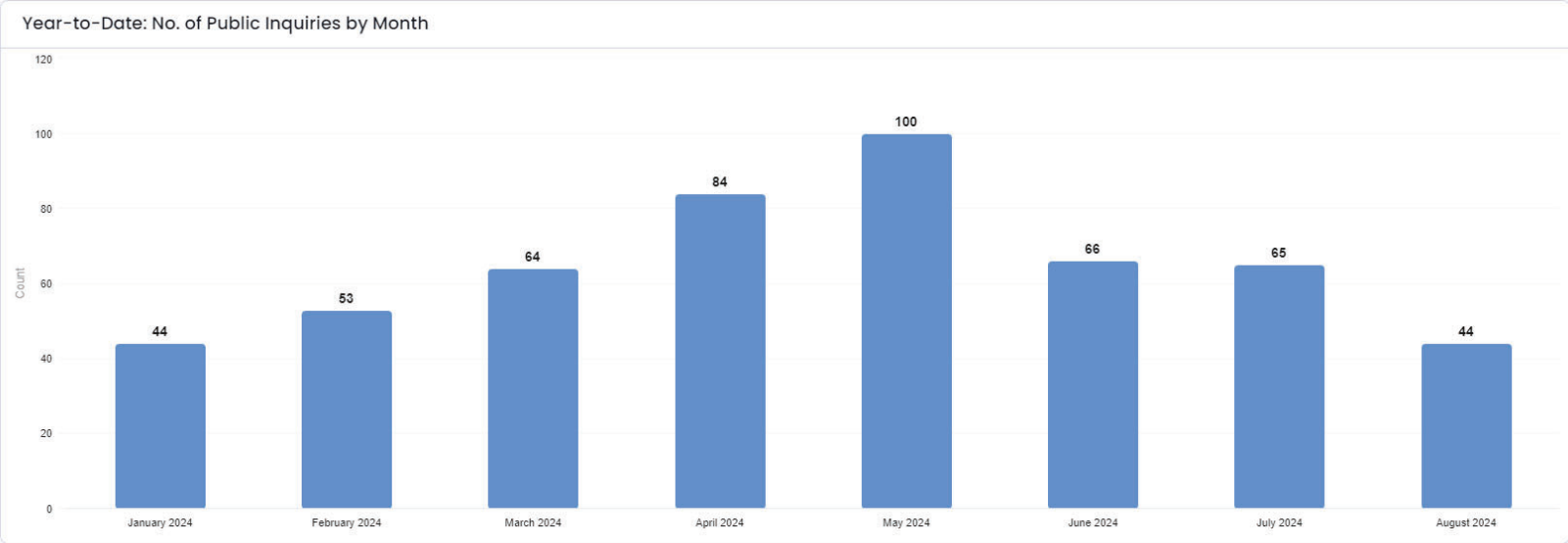
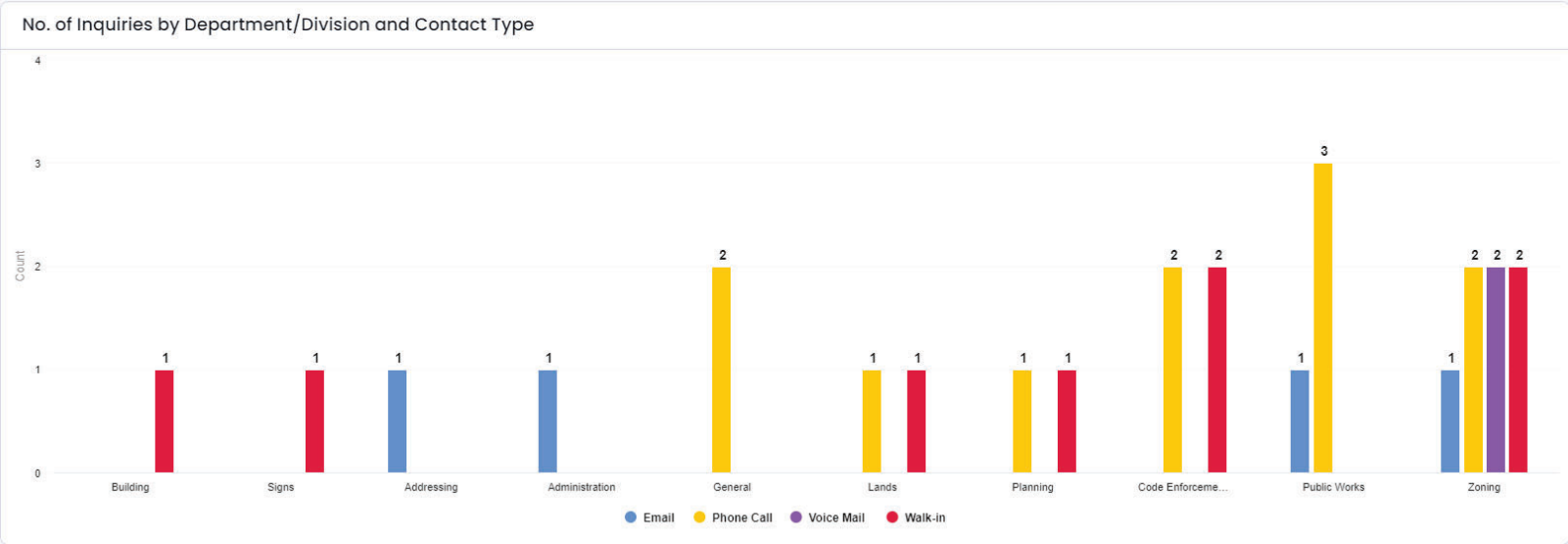
One (1) public meeting was held in the month of August with the following actions/recommendations.

- **Resolution PZ2024-18** – Approved the Denial of a Variance Permit for Reduced Buffer Distances on the Property Described as Govt. Lots 19, 20 & 21, Section 6, T5N, R11W, Located at 11888 Kenai Spur Highway Suite #3, in the General Commercial (CG) Zone.
- **Resolution PZ2024-19** – Approved the Denial of a Conditional Use Permit to Operate a Retail Marijuana Store on the Property Described as Govt. Lots 19, 20 & 21, Section 6,

T5N, R11W, Located at 11888 Kenai Spur Highway Suite #3, in the General Commercial (CG) Zone.

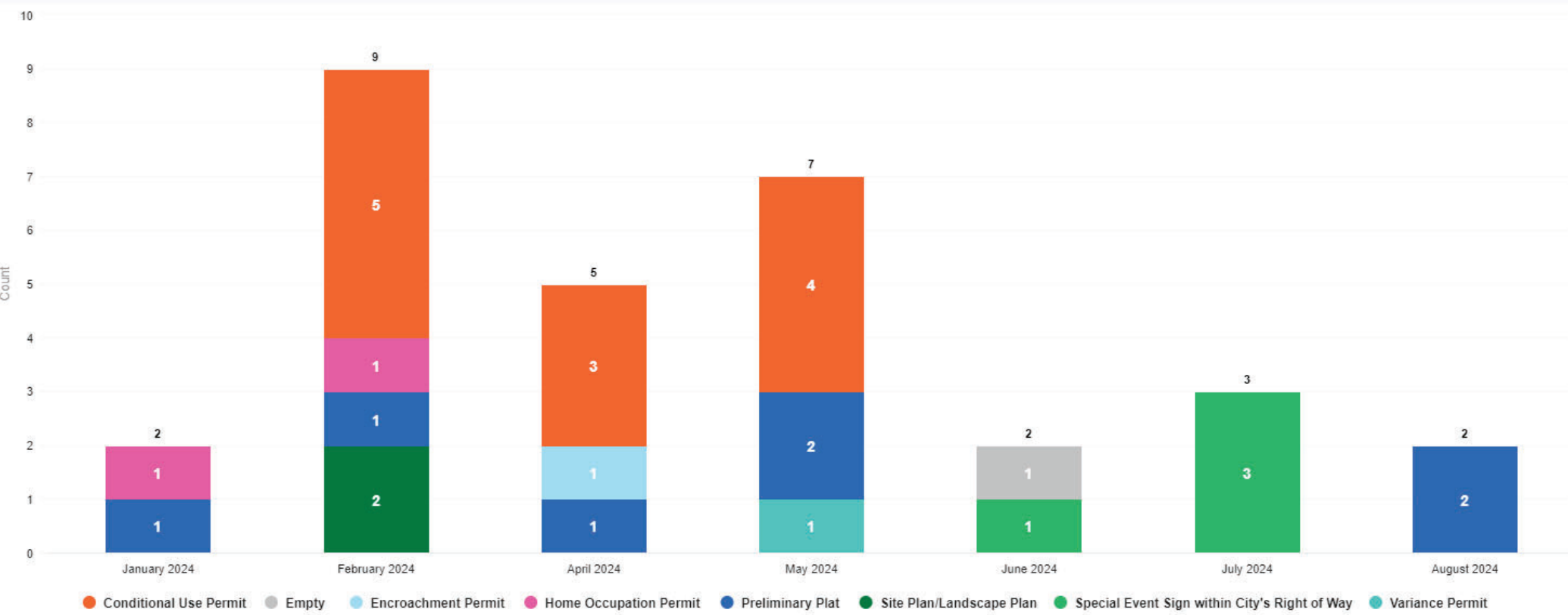
- **Discussion/Recommendation** – Proposal to Reduce the Number of Meetings for Planning and Zoning Commission. *On June 12, 2024, this item was postponed until August. And on August 14th, this was postponed indefinitely, to be reintroduced by the future Planning Director, if required.*





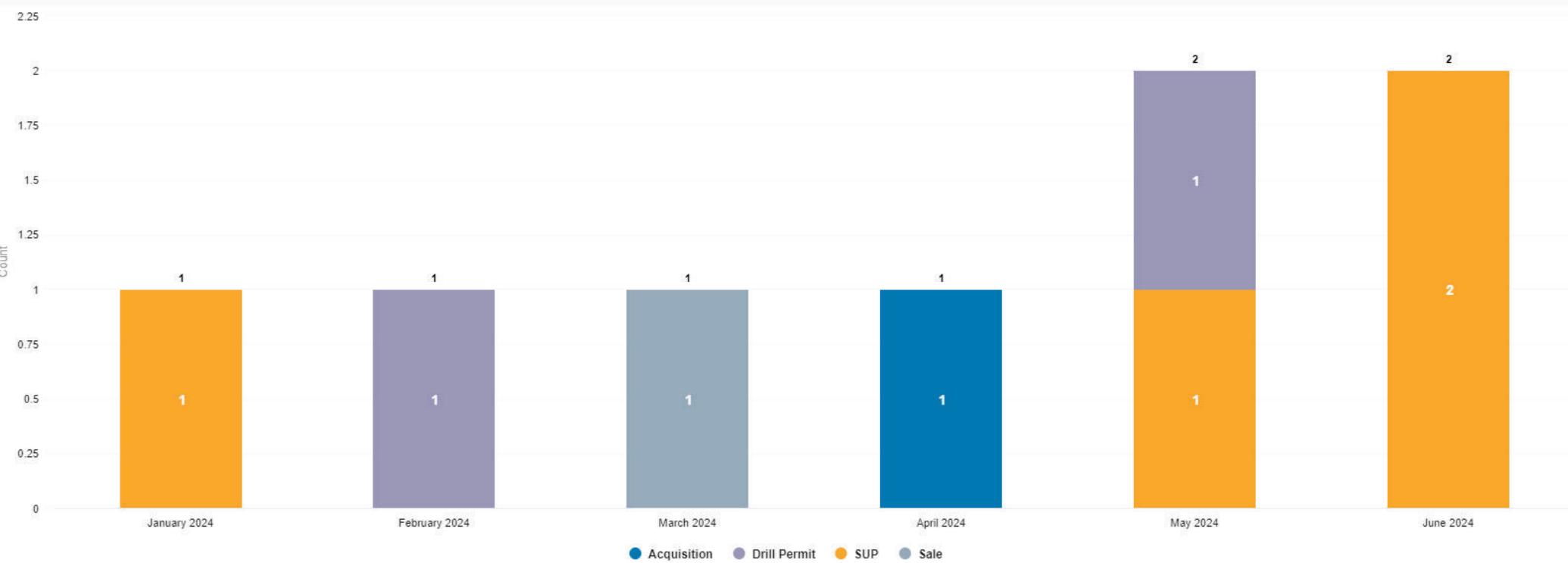
YTD Planning Applications

September 09, 2024 | 13:58:27



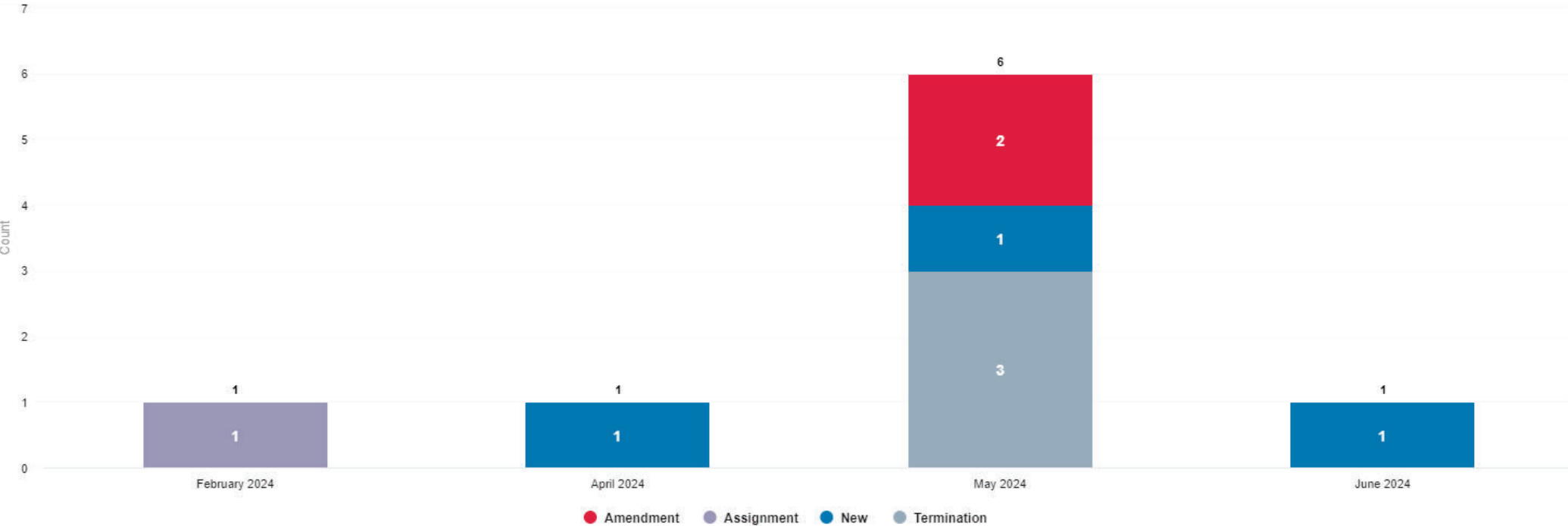
YTD Land Applications

September 09, 2024 | 13:59:23



YTD Lease Applications

September 09, 2024 | 14:00:20





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: September 3, 2024

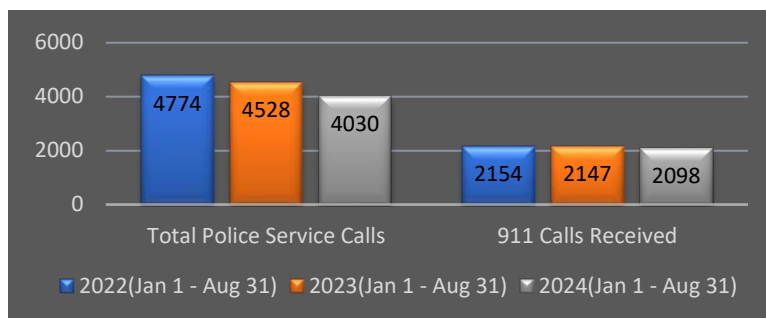
SUBJECT: Police & Communications Department Activity – August 2024

Police handled 635 calls for service in August and 383 calls were received by dispatch via 911. Officers made 41 arrests. Traffic enforcement resulted in 129 traffic contacts with 43 traffic citations issued and there were 5 DUI arrests. There were 17 reported motor vehicle collisions in August and none involved drugs or alcohol.

One Dispatcher attended a week-long public safety training conference in Florida. One police supervisor attended an online Human Trafficking training. The KPD Officer on the SWAT team attended two days of training. One Officer was recertified as a Taser instructor.

Two new dispatchers continued in field training for the month of August. Two Temporary Enforcement Officers (TEO) completed their summers with the City in August and one will be continuing into September at the Police Department. Another TEO agreed to stay on into September in order to help with a short staffing issue at the Animal Shelter.

The Police Department started the school year with a new School Resource Officer (SRO), Investigator Josh Hall. He has attended a number of staff meeting and orientations at the schools to introduce himself and prepare for the year. He has also handled a number of police related calls in the schools.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Paul Ostrander, Interim Public Works Director
DATE: September 2024
SUBJECT: **Mid-Month Report; Public Works / Capital Projects**

Airport Fund Projects:

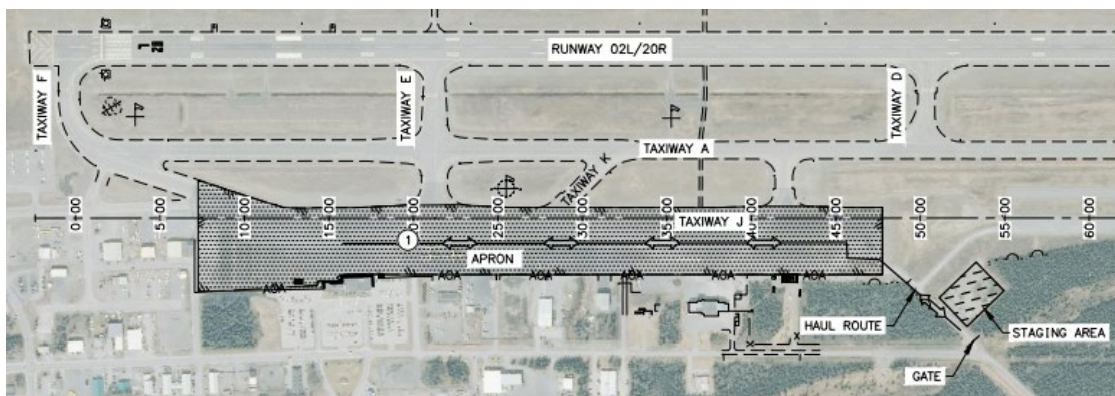
- Kenai Municipal Airport Runway Rehabilitation Project – Currently in Preconstruction Design Phase, with HDL Engineering Consultants currently under contract at a total to date cost of \$1,132,886. This project known as Task 4 within HDL Engineering Consultants LLC term service agreement will provide bid ready construction documents to rehabilitate Runway 2L/20R as well as Taxiways A/B/C/D/E/K/L/M under a second construction phase. Work is approaching 65% design completion as of July 31, 2024. On April 1, 2024 the City received the Environmental Investigation Report conducted by Shannon & Wilson. On May 20th, 2024 a microsoft teams meeting was held in coordination with DEC representatives where the environmental report was reviewed. On a good note the water and soil sampling conducted at the airport did not find PFAS above actionable levels. It was requested by DEC to conduct additional sampling in several ditchline locations to determine if any restrictions would be necessary within those areas. The additional sampling work will take place during the summer months. The project continues toward a grant application in 2025 and dependent upon timing of receipt of grant funds ground breaking may not be until spring 2026 for the runway and 2027 for the taxiway. A contract amendment to HDL is pending in the amount of \$48,987 to cover the additional DEC requested PFAS sampling. *The contract amendment to HDL was approved the week of September 9, 2024. Project continues on time.*
- Kenai Municipal Airport (KMA) Terminal Landscaping Project – Moore's Landscaping was the successful bidder at a total contract amount of \$94,733 as approved by Council on June 5th, 2024 through passage of Resolution 2024-22. Earthscape LLC provided the landscape design at a cost of \$28,255 and has completed their contracted efforts. A Preconstruction meeting was held at the site on July 29th, 2024. Construction is scheduled to start on August 5th and is expected to take approximately three weeks to complete. Fund raising for the bronze bears will continue and will complement the work if and when they become available. *This project is now complete. A change order in the amount of \$5,733.00 was approved to*



prepare the area for placement of the bronze bears. Total contract amount after the approved change order was \$100,466.00. Photos below show the finished project.



- Kenai Municipal Airport (KMA) Operations Building HVAC Controls Upgrade & Boiler Replacement Project – This project will replace existing mechanical equipment including boilers, pumps and controls that have reached the end of their intended life cycle. Project was not originally started as being grant eligible, however after coordinations with Airport Managers past and present as well as our FAA counterparts, the project is now grant eligible at a 65% FAA and 35% City of Kenai financial cost share. Grant funds are now available, and the project was formally released for construction bids on July 23, 2024 with bids due on August 13th. Orion Construction was the successful bidder at a total bid of \$699,400. Council enacted Ordinance 3428-2024 at the August 21st meeting to accept these grant funds and award a construction agreement. *The contract with Orion Construction should be finalized in the next week. Project is anticipated to run seven months to completion.*
- Kenai Municipal Airport (KMA) Apron Crack Seal and Seal Coat Project – Currently awaiting grant funding to enter construction bid phase. HDL Engineering Consultants currently contracted at a total of \$121,730 in support of the project has finalized the construction bid documents. The project is awaiting FAA receipt of their anticipated cost share funding which will be delayed until first quarter 2025. Assuming funds become available at that time the project will bid in March 2025 for a May 2025 construction start. Map below defines the anticipated project area.



- Kenai Municipal Airport (KMA) Master Plan Update – Staff has received word from the FAA that grant funds are now available for this project. Ordinance 3425-2024 is being introduced on August 7th with a double reading planned for enactment the same day to meet the FAA's grant application deadlines to secure the funding. Phase 1 work will continue over the next year. HDL Engineering Consultant's initial contract to date will be \$729,445. Airport Master Plans are typically updated approximately every ten years to clearly communicate the direction of the airport. Completion of this work allows the City to continue to coordinate and receive federal grant funds in support of airport operations. *Execution of contract documents is underway.*

General Fund Projects:

- USACE Kenai Bluff Bank Stabilization Project – *Currently in the construction phase.* This project encompasses approximately 5000 lineal feet of coastal bluff starting at the mouth of the Kenai river extending upriver along the northern river bank. The bluff in this area varies from 55'-70' above the toe. A protective armored rock berm with a crest elevation of approximately 12' in height is planned. The Design and Bid phases have now concluded and Construction is anticipated to continue through the 2024 & 2025 construction seasons. Milestones to date listed below.
 - This project was formally released through USACE for Construction Bids on 11/29/23 with a Pre-Bid Meeting conducted on 12/12/23.
 - On February 7th, 2024 the City received word from USACE that Western Marine Construction Inc, based out of Seattle, Washington was awarded a construction contract for \$19,321,000 as a firm fixed price. There is an additional construction element related to an inspection path that was requested, by the City and our design team, to be included within the project. That element will cost \$864,000 and will be funded 100% by the City. The larger amount has a 90/10 cost share split with the City share costing \$1,932,100 + \$864,000 for a total anticipated City share of \$2,796,100, USACE total cost share of \$17,388,900.
 - Western Marine Construction Inc was provided a Notice to Proceed on February 20, 2024.
 - The Initial Construction Kick-off Meeting took place in Anchorage on March 28, 2024. Contractor currently is not anticipated to mobilize to the site until spring 2025.
 - Formal Ribbon Cutting Ceremony was well attended on June 10th, 2024.
 - Rock Production continues in Sand Point, AK and is anticipated to be completed by October 1st with all rock materials needed stockpiled. Photo below is from rock production activities in July 2024 at the Sand Point location.
 - August 12th, 2024 Construction meeting held in Anchorage at HDR's facility. Rock production continues. Discussions around measurement of settlement as rock is being placed was a primary discussion item for the team. Coordination with PacStar and bouy placements within the river for next year are underway to avoid conflicts next year. Project continues on time and on budget.
 - *Survey work is tentatively scheduled to start next Tuesday, September 17, 2024 that utilizes the tide monitor that was installed at the City Dock earlier this year.*





- Community Wildfire Prevention Plan (CWPP) Mitigation Project Phase One – Doug Koch Professional Tree Service contracted with the City on February 28, 2023 in the amount of \$282,000 to mitigate 105 acres within the no name creek drainage extending from Redoubt Avenue down to the City's North Beach through Municipal Park. Phase One work is now completed and paid for. As this is a phased project grant closeout will extend for some time until the other phases are fully completed.
- Multi-purpose Facility Project – Design documents have now been completed and were received on May 30, 2024. MBA Consulting Engineers have completed their work at a total cost of \$30,580. Design work covers ventilation, lighting, bleacher radiant heating. Currently project estimates exceed budgeted amounts. The department is coordinating with the administration on next steps. We will likely be bidding the ventilation and radiant heating components later this summer, with additional fund raising to complete the lighting portions of the project. *No new update at this time.*
- Cemetery Expansion – This project is located at the corner of First Ave and Float Plane Rd and will provide for additional burial space as the existing adjacent cemetery has reached capacity. The Public Works Department using in house personnel has already cleared, leveled and graded the site, and placed and compacted gravel sub-base for the parking area. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are



available through the Clerk's office. Cemetery Phase 2 Fencing was completed in the fall 2023 by AAA Fence, Inc at a total cost of \$147,595. Nelson Engineering has completed the site paving plan and this work is expected to bid in August 2024.

- Softball Shelter Dugouts – Larsen Engineering has been awarded the design work for the dugouts. Design requirements are being discussed with the engineer, however this project is moving slowly as staff and engineer are heavily involved in other projects. Project will move forward shortly as staff time becomes available. Parks & Rec Director and Public Works Director had phone conference with design engineer on April 30th. Draft plans were received on May 30, 2024, final comments are expected to be incorporated prior to June 30, 2024. The Streets Department in order to stretch available funding for the project will be demolishing the existing structures in late August 2024 and will excavate and install new foundation gravel base pad for each structure. Project will then be on hold until first quarter 2025 when the project will be released for construction bids with an anticipated construction start of May 2025.
- Lilac Ln. Roadway Improvements Project – Construction contract documents are routing for final signatures as of June 12th. To date Nelson Engineering has completed their design efforts at a total cost of \$38,840. Peninsula Construction, the successful bidder at a total cost of \$637,765, as approved by council on June 5th through passage of Ordinance 3420-2024. Construction mobilization is anticipated for the week of June 24th with work expected to continue through the summer months. Map below highlights the project area. *Paving on the project is scheduled for September 13 or 14, 2024 and will be completed in one work day.*



Bury pit excavation at Sta 15+00



Organic bury pit material

- Cemetery Creek Culvert Replacement – Currently on hold in design phase awaiting grant funding. This project is in coordination with the US Fish & Wildlife. Work involves replacement of several aging culverts with fish passage type culverts. 35% design documents have been completed and will be used to apply for grant funding. Documents



have been provided to the Kenaitze and Salamatof tribes to assist with grant opportunities. On July 11, 2024 representatives from the Kenaitze tribal association met with the Administration and discussed upcoming grant opportunities to be pursued in support of this project. As of July 31, 2024, nothing new to report.

- Community Wildfire Prevention Plan (CWPP) Mitigation Phase Two – Currently in construction phase. Doug Koch Professional Tree Service was the low bidder on this project that was released for bids on November 1, 2023 with bids due on November 29, 2023. His bid in the amount of \$177,700 to mitigate 84.75 acres within the Cemetery Creek drainage extending from Float Plane Basin down to the Lee Shore Center. Resolution 2023-67 awarded the project. Work will continue throughout the next year. Contractor was out of state for some time, Contract was fully executed on January 29, 2024. Contractor is anticipating starting work in February 2024. To date 45 of 85 acres has been mitigated with much of the airport side of the project now complete with the drainage extending down Spruce St. Work will be shut down for a period over the summer months and will start back up as temperatures subside.
- Public Safety Building Tower Guy Wire System Upgrade – This project will provide improvements to our existing communications tower located at the Public Safety Building to allow additional components to be mounted to the tower. Procurement for this work has been challenging as they are few companies performing this work in state. Resolution 2024-37 will be introduced on August 7th, 2024 for approval for a construction contract award. If approved this work is expected to be completed prior to the winter months. *Execution of Contract documents are now in process.*

Water & Sewer Fund Projects:

- Lift Station Renovations – Currently in design phase. Resolution 2021-58 awarded HDL Engineering agreement in the amount of \$59,560 to provide bid ready construction documents for three lift stations. These locations included the stations at mile posts 13 and 14, which are near the soccer fields and Spur / Redoubt Ave respectively, as well as a station on Lawton Drive. These locations are intended to receive new pumps and pump control panels as part of this project. After determination of which lift stations would receive renovations to start, a design meeting was held on 12/3/21 to discuss pump and control panel design. Basis of design memo received on January 6, 2022. Design documents are approaching 95%. Design is finally approaching completion. Challenges with our current SCADA team required some changes to different lift station controllers which has now been resolved. Supplemental funding will be needed to complete these three locations, staff is working on finalizing those estimated costs, with upcoming legislation to be expected. Construction expected for summer 2024. Resolution 2024-16 in the May 15th council packet is transferring funds in support of this project. *The scope of this project has been modified to focus on the completion of the lift stations at mile post 13 and 14, and the design team was instructed to cost engineer the design to reduce costs. This resulted in the identification a component on each lift station that, if eliminated, reduces cost by \$65,000 to \$85,000 per station and will not impact*



functionality. The intent is to complete the mile post 13 and 14 stations within the budgeted amount of \$400,000, however this will require additional design efforts that will delay construction of this project until the 2025 construction season.

- Wastewater Plant Digester Blowers Replacements – Currently awaiting finalization of grant application to enter construction bid phase, funds are available. HDL Engineering was authorized to proceed on design documents for this project through passage of Resolution 2022-29 on May 18, 2022. Design Agreement is currently in the amount of \$382,513 and will provide bid ready construction documents for the replacement of two 40+ year old blowers at the WWTP. The Department received 35% Design Study Report on September 23, 2022 and the project is currently moving toward 65% design documents. A grant for this project has been applied for through Senator Murkowski's office through the Congressional Directed Spending (CDS) program. We are awaiting word on if we were successful in receiving grant funds. This is a high priority project for the department and is anticipated to provide further energy savings similar to the aeration basin blower replacement project completed a few years ago. Final 65% plan reviews are being conducted on site with HDL on 12/19/22, bid documents are expected to be ready 5/1/23 and if funding is in place will be bid immediately, if not will be delayed until funding arrives. Environmental review process is delayed as we are not sure of the grant requirements at this time, and may not know until a future grant is executed. Until then this will be a shovel ready project waiting on funding. May 5th a Community Grants Webinar was held to discuss the pending grant requirements, the Public Works Director and HDL Engineering participated in the webinar. Consultants are reviewing requirements and hope to have the design moving forward shortly. Project will not be able to be bid until funding formally arrives. Design team is actively working with granting agency. Construction expected for summer 2024. This project is behind schedule due to difficulties with grant application process, staff is working to remedy. HDL Engineering is actively working on environmental requirements associated with the application. *Grant documents are nearing completion and staff intends to submit the application to the EPA the week of September 16, 2024*
- Water Treatment Plant Pumphouse – *Grant application was successfully submitted to DEC on April 30th, 2024.* This project will construct a new pumphouse building and provide replacement distribution pumps for the City's Water System. On August 1, 2023 received letter that the State of Alaska Department of Environmental Conservation (ADEC) has awarded the City of Kenai a \$1,200,000 loan through the state's revolving fund program and that the loan would receive 100% forgiveness in support of this project. Resolution 2023-56 was approved by Council at the September 20, 2023 Council Meeting to allow access to these funds. Ordinance 3384-2023 is being introduced 12/20/23 to move funding into place for the design work to proceed. HDL Engineering Consultant's pending design agreement as detailed within Resolution 2024-14 up for council approval at the April 17, 2024 meeting totals \$187,461. Currently working on additional grant requested environmental paperwork and financial statements.



- WWTP & WTP Electronic Access Gate & Controls – On August 13, 2023 HDL Engineering provided a proposal under their term agreement to begin design work on the Electronic Access Gates projects at both the Water and Wastewater Plants. The project identified as Task 13 under their agreement has a proposed design cost of \$24,902. Design work will continue over the winter months for construction to take place summer 2024. HDL working under purchase order 127771 is now actively working on this project. *No new update.*

Senior Citizens Fund Projects:

- Senior Center Front Entry Modifications – Capital Project Manager has completed the construction bid documents for this work, which is now under review. This work will make repairs to the automatic doors entering the facility.

Other Projects Informational:

- DOT Kenai Spur Highway to Sports Lake Rd – This project continues to wait for appropriation of state funds. Reached out to DOT staff on September 13, 2023, no new information provided at this time. *Update July 31, 2024: this project, listed as no. 92 under STIP ID 30549 linked here <https://publicinput.com/stip/#tab-53339>*
- DOT Bridge Access Road Bike Path – Council passed Resolution 2021-53 on August 4, 2021 authorizing the City Manager execute a memorandum of agreement with DOT for design, construction, and maintenance of the Kenai Bridge Access Road Pathway project. In speaking with representatives from DOT the state has not provided funding as yet for this project to move forward. To date the City has appropriated \$294,947 in support of this project which is intended to provide a 1.2 mile path connecting the paths between the Spur Highway and Beaver Loop. Total cost of project per DOT estimates equals \$3,266,301. Per communications with the DOT, design funding is in place and they are waiting on final signatures for the Reimbursable Services Agreement (RSA) with DNR. Once the RSA is approved they will be able to begin design work. Process is expected to be completed by the end of January. *Update:* Formal kickoff meeting took place on March 30th with the City Manager and Public Works Director in attendance. From appearances this design process will be a slow one, we are not anticipating seeing construction on the path this calendar year. Will continue to update as more information becomes available. *Update:* A site meeting will be taking place between the City, DNR, & DOT on 6/9/22 to review the project. HDL Engineering appears to conducting surveying services in support of the project, crews were in the area on 6/7/22. On June 29, 2022 the City Manager & Public Works Director met with DOT representatives and discussed projects. State funding continues to be an issue. Reached out to DOT staff on September 13, 2023, no new information provided at that time. *Update:* this project, listed as No. 126 under STIP ID 33038 is listed as programmed for STIP 24-27 with



funds indicated within the 2025 construction season on the States website <https://publicinput.com/stip/#tab-53339>

- DOT Kenai River Flats Pedestrian Improvements – Update: This is a new project listed on the States website, identified as project No 91 under STIP ID 33039 at the link above as well. Intended to construct a walkway along the banks of the Kenai River for ADA compliant access. This project is listed for 2024 construction within the STIP 24-27 program.

ALASKA DEPT. OF TRANSPORTATION & PUBLIC FACILITIES

2024-2027 STIP

(STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM)

2024-2027 STIP with partial approval Vision Framework for Transportation Dig Deep Jan. 19, 2024 Submission of 2024-2027 STIP

Feb. 2024 FHWA and DOT&PF Correspondence 2024-2027 STIP Revisions **Amendment #1 Open For Public Review** Draft 2024 - 2027 STIP Amendment #1 Projects

STIP Amendment #1 Documents Now Available for Public Review and Comment!
Public Comment Portal Open Below--Public Comment Extended to Monday, Aug. 5, 2024

Public comment open for Amendment #1 from Wednesday, July 3 through Monday, Aug. 5, 2024. Comments received after Aug. 5, 2024 will be considered in subsequent public comment periods.

STIP Narrative: [Alaska DOT&PF 2024-2027 STIP Narrative](#)

STIP Amendment #1 Volume 1: [STIP 24-27: Volume 1 PROJECTS and PROGRAMS IN THE 2024-2027 STIP \(alaska.gov\)](#)

STIP Amendment #1 Volume 2: [STIP 24-27: Volume 2 ADOPTED BY REFERENCE \(alaska.gov\)](#)

Documents

- 02.12.2024 2024 - 2027 STIP FHWA PTA Joint Federal Planning Finding (Transmitted 021224).pdf
- 02.12.2024 2024-2027 Alaska STIP FHWA Planning Finding Transmittal Letter 020924 (Transmitted 021224).pdf
- 02.16.2024 Alaska DOT&PF Tier 1 Communication to FHWA.pdf





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: September 4, 2024
SUBJECT: August 2024 Monthly Report

August was a bustling month at the Kenai Senior Center, filled with engaging activities. Mondays featured afternoon choir practice preparing for their annual fall concert. A lively polka dance, accompanied by the Button Box Gang's music, had everyone on their feet, with Howard's Snack Shack serving up brats and kraut. The Kenai Bell Ringers made an appearance at the Kenai Peninsula Fair, and a day trip to Homer included a no-host lunch, visits to the Islands and Ocean Visitors Center, and the Pratt Museum. The month wrapped up with the cherished Old Timers Luncheon, with 180 in attendance, adding a perfect touch to the busy schedule.

	2024	2023
Home Delivered Meals	2090	2062
Individuals	98	87
Dining Room (Congregate) Meals	1792	1165
Individuals	155	236
Transportation (1-way rides)	291	302
Individuals	33	36
Grocery Shopping Assistance	19/35	32/75
Writers Group	9	30
Caregiver Support Group	10	16
Growing Stronger Exercise	268	71
Tai Chi Class	44	42
TOPS Weight Loss Class	63	68
Bluegrass & Music Sessions	60	136
Card Games	168	125
Wii Bowling	25	38
Arts & Crafts	26	25
Total Event Sign-ins *	2139	2339
Individuals *	240	254
Vintage Pointe Manor Vacancies	1	0

*(not including home meals clients)