



Kenai Beautification Commission
Regular Meeting
April 14, 2026 - 6:00 PM
Kenai City Hall - Council Chambers
210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information on Page 1

Agenda

A. CALL TO ORDER

- 1. Pledge of Allegiance
- 2. Roll Call
- 3. Agenda Approval

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

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

D. APPROVAL OF MINUTES

- 1. May 13, 2025 Regular Meeting Minutes 3
- 2. December 9, 2025 Special Meeting Minutes 6
- 3. January 13, 2026 Regular Meeting Minutes 9

E. UNFINISHED BUSINESS

- 1. 2025 Workplan Review - Discussion 11
- 2. 2026 Workplan - Discussion 13
- 3. Commission Status 19

F. NEW BUSINESS

G. REPORTS

- 1. Parks & Recreation Director
- 2. Commission Chair
- 3. City Council Liaison 22

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

I. NEXT MEETING ATTENDANCE NOTIFICATION - May 12, 2026

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

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

<https://us02web.zoom.us/meeting/register/RyWFvypmRza04mogGmDZ5A>

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

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

**KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING
MAY 13, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR SARAH DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Beautification Commission was held on May 13, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Douthit led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sarah Douthit, Chair
Sonja Earsley
Brittney Hoffert

Emily Heale
Samantha Springer (*electronic participation*)

A quorum was present.

Absent:

Christina Warner, Vice Chair Terri Wilson

Also in attendance were:

Jenna Brown, Parks & Recreation Assistant Director
Phil Daniel, City Council Member

3. Election of Chair and Vice Chair

MOTION:

Commissioner Hoffert **MOVED** to re-appoint Sarah Douthit as Chair. Commissioner Heale **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

MOTION:

Commissioner Hoffert **MOVED** to appoint Sonja Earsley as Vice Chair. Commissioner Heale **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

4. Agenda Approval

MOTION:

Commissioner Heale **MOVED** to approve the agenda as presented. Commissioner Hoffert **SECONDED** the motion.

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

- B. **SCHEDULED PUBLIC COMMENTS** - None.
- C. **UNSCHEDULED PUBLIC COMMENTS** - None.
- D. **APPROVAL OF MINUTES**

- 1. November 19, 2024 Regular Meeting Minutes
- 2. February 11, 2025 Regular Meeting Minutes
- 3. April 8, 2025 Regular Meeting Minutes

MOTION:

Vice Chair Earsley **MOVED** to approve the November 19, 2024, February 11, 2025, and April 8, 2025 Beautification Commission minutes. Commissioner Hoffert **SECONDED** the motion.

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

- E. **UNFINISHED BUSINESS** – None.
- F. **NEW BUSINESS**

- 1. **Discussion/Recommendation** - Annual report of 2024 work plan goals

MOTION:

Commissioner Hoffert **MOVED** to recommend approval of the Beautification Commission Annual report of 2024 work plan goals. Vice Chair Earsley **SECONDED** the motion.

The report of information provided in the packet was reviewed.

UNANIMOUS CONSENT was requested on the motion.

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

- 2. **Discussion/Recommendation** - Workplan Goals for 2025

MOTION:

Vice Chair Earsley **MOVED** to recommend approval of the Beautification Commission Workplan Goals for 2025. Commissioner Hoffert **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

- G. **REPORTS**

- 1. Parks & Recreation Director – Assistant Director Brown reported on the following:
 - Temporary summer staff positions have mostly been filled.
 - Parks staff summer maintenance including playground inspections, preparing fields.
 - Annual Easter Egg hunt in April; over 300 participants.
 - Parks Master Plan introduction input meeting on March 29; online survey for additional input.
 - Kite Festival and Planting Day events on May 31.
 - Pickup day on May 3; 27 participants.

[Clerk's Note: this report was provided earlier in the meeting under item F.1.]

- 2. Commission Chair – No report.

3. City Council Liaison – Council Member Daniel reported on the recent actions of the City Council.

H. **ADDITIONAL PUBLIC COMMENTS** – None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – September 9, 2025

J. **COMMISSION QUESTIONS AND COMMENTS**

Chair Douthit noted that the August Tour needs to be scheduled; there was consensus that August 5, 2025 would work for the Commissioners.

Vice Chair Earsley expressed excitement for spring and the fishing season.

Commissioner Heale thanked the Parks & Recreation Department for their great work hosting the Easter Egg Hunt event; looking forward to the Kite Festival.

Commissioner Hoffert asked about Planting Day event; clarification was provided that it would be held on May 31 but Parks staff would be available starting May 27 to meet with volunteers at their chosen flower beds and plant with them.

Chair Douthit provided additional details about the Planting Day Event; expressed excitement for spring; toured the Parks & Recreation greenhouse; thanked Parks staff.

Commissioner Springer expressed excitement for summer.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Park inventory

There being no further business before the Beautification Commission, the meeting was adjourned at 6:30 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of May 13, 2025.

Meghan Thibodeau
Deputy City Clerk

**KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING
DECEMBER 09, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR SARAH DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Beautification Commission was held on December 09, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:01 p.m.

1. Pledge of Allegiance

Chair Douthit led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sarah Douthit, Chair
Samantha Springer
Brittney Hoffert

Emily Heale
Sonja Earsley, Vice Chair

A quorum was present.

Absent:

None

Also in attendance was:

Tyler Best, Parks & Recreation Director

3. Agenda Approval

MOTION:

Commissioner Hoffert **MOVED** to approve the agenda as presented. Commissioner Earsley **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. October 14, 2025 Regular Meeting Minutes

MOTION:

Commissioner Heale **MOVED** to approve the October 14, 2025 Beautification Commission minutes. Commissioner Hoffert **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Parks and Recreation Projects for the Fiscal Year 2027 - Fiscal Year 2031 Capital Improvement Plan, as shown in the CIP Plan Memo.

MOTION:

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

Director Best provided a summary overview of the memorandum as provided in the packet.

There was discussion in support of the projects as outlined.

UNANIMOUS CONSENT was requested on the motion.

MOTION PASSED.

2. **Discussion** - 2026 Spring Flower Order

Director Best provided a summary overview of the memorandum as provided in the packet.

Clarification was provided on flower types and there was support stated for the order overall; however, two members did not support the purchase of kale.

3. **Discussion** - Mural Locations and Themes

Director Best provided a summary overview of the memorandum as provided in the packet.

There was discussion regarding potential locations including: Green Strip, Kenai Recreation Center and the when entering into City limits.

4. **Discussion** - 2024 Winter Tour Recap

Director Best provided a summary overview of the memorandum as provided in the packet.

There was discussion regarding colors and placement of lights, and support for a more uniform or concentrated color scheme.

G. REPORTS

1. Parks & Recreation Director - Director Best reported on the following:
 - Presented materials included in the packet.
 - Reminded Commissioners about mid-month reports.
 - Mentioned the upcoming joint work session with the City Council.
2. Commission Chair - Chair Douthit reported on the following:
 - Meeting with Director Best to review the Capital Improvement Plan
3. City Council Liaison - No report.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - January 13, 2026.

J. COMMISSION QUESTIONS AND COMMENTS

Commissioner Springer expressed excitement about summer flowers and fatigue with winter ice.

Commissioner Hoffert asked about decorating Daubenspeck Pond; Director Best responded that staff decorates it when possible.

Commissioner Earsley thanked staff for putting together the meeting packet.

Commissioner Heale thanked staff for their work and reflected on her final meeting.

Chair Douthit noted there are currently three vacancies on the commission.

Commissioner Hoffert mentioned she is moving outside city limits; Chair Douthit advised contacting the City Clerk.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS - July 2025 and August 2025 Mid-month Reports.

There being no further business before the Beautification Commission, the meeting was adjourned at approximately 7:07 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of December 09, 2025.

Logan Parks
Deputy City Clerk

DRAFT

**KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING
JANUARY 13, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR SARAH DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Beautification Commission was held on January 13, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:10 p.m.

1. Pledge of Allegiance

Chair Douthit led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sarah Douthit, Chair
Brittney Hoffert

Sonja Earsley, Vice Chair

A quorum was not present.

Absent:

Samantha Springer

Also in attendance were:

Tyler Best, Parks and Recreation Director
Jenna Brown, Assistant Parks and Recreation Director
Bridget Grieme, City Council Liaison

3. Election of Chair and Vice Chair

4. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. December 9, 2025 Regular Meeting Minutes

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion** - Recap 2025 Workplan Goals
2. **Discussion** - Discuss 2026 Workplan Goals

G. REPORTS

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - April 14, 2026

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. November Mid-Month Report

Due to a lack of quorum, the Beautification Commission meeting was adjourned at approximately 6:11 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of January 13, 2026.

Logan Parks, Deputy City Clerk

DRAFT



KENAI

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

MEMORANDUM

TO: Chair Douthit and Beautification Commission
FROM: Tyler Best, Parks & Recreation Director
DATE: January 6th, 2026
SUBJECT: **2025 Workplan Review**

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

The objective-by-objective breakdown that follows outlines the original intent of each goal, identifies whether the objective was completed, partially completed, or not completed, and provides supporting context for each determination.

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

2025 Workplan review:

Objective 1: Parks and Garden Tour

Status: Completed

A Parks Garden Tour was conducted during the fall of 2025. The tour provided insight into flowers, landscaping, and decorative elements throughout City parks and public spaces. Information gathered during the tour supported discussion regarding potential updates and changes to improve the beautification of the City of Kenai.

Objective 2: Winter Tour

Status: Not Completed

A publicly noticed Winter Beautification Tour was scheduled. After convening, the commission members decided not to participate in the tour. Parks and Recreation staff visited the tour locations at the posted times to verify public attendance; no members of the public were present.

Objective 3: Lief Hansen Memorial Fountain**Status: Completed**

The Lief Hansen Memorial Fountain was a focal point of the fall tour, during which commission members provided input on the fountain and the immediate surrounding area. Feedback received fulfilled the intent of this objective and contributed to ongoing discussions regarding future improvements.

Objective 4: City-Wide Murals**Status: Partially Completed**

This objective was originally scheduled for discussion during a regular commission meeting; however, the meeting was canceled due to a lack of quorum. The item was subsequently addressed as a discussion item during a special meeting held in December. While progress was made through discussion, the objective remains partially completed.

Objective 5: Banners and Static Displays**Status: Completed**

The commission voted on a Capital Improvement Program (CIP) item to revitalize light pole decorations and discussed current lighting restrictions. The commission fulfilled its advisory role by providing feedback on the development and improvement of static displays throughout the City.





KENAI

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MEMORANDUM

TO: Chair Douthit and Beatification Commission
FROM: Tyler Best, Parks & Rec Director
DATE: January 6th, 2026
SUBJECT: **Annual Commission Work Plan**

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

As outlined in the Kenai Municipal Code, the Beautification Commission's purpose is to advise the Council and Administration on enhancing the City's appearance. Duties include advising on seasonal displays, decorations, and annual plantings of flora, advising on city beautification issues or projects as requested, and submitting an annual list of recommended capital improvements. [Kenai Municipal Code 1.95.020](#).

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

INTRODUCTION

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

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

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



Objective No.

Objective:

Estimated Time to Complete:

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

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

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

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

SUMMARY OF REPORT**MISSION STATEMENT****HIGHLIGHTS**

ACCOMPLISHMENTS**EDUCATION AND OUTREACH**

SUMMARY OF REPORT



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

MISSION STATEMENT



Its not necessary; however, restating the mission statement of the board is a good reminder to the reader about the commissions purpose.

HIGHLIGHTS



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

ACCOMPLISHMENTS



Provide an Objective Title

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

Provide an Objective Title

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

EDUCATION AND OUTREACH



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



KENAI

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

MEMORANDUM

TO: Beautification Commission
FROM: Tyler Best, Parks and Recreation Director
DATE: March 30, 2026
SUBJECT: **Commission Status**

Council Member Grieme and Vice Mayor Askin have requested the Administration present the following data to the Beautification Commission to consider merging the Beautification Commission with the Parks and Recreation Commission.

Currently the Beautification Commission has four members, three residents and one non-resident. The Parks and Recreation Commission has six members, all of which are residents of the City. One of the commission members serves on both the Parks and Recreation Commission and the Beautification Commission.

Prior to April 2026, the Beautification Commission was not able to hold a meeting in 2026 due to lack of quorum. In 2025 the Beautification Commission had six meetings scheduled, only two of those were actually held due to lack of quorum and re-scheduling. One work session was held in 2025. Of the meetings held in 2025, only one was a regular meeting, the other was a special meeting. In 2024, only two regular meetings were held. Similarly, in 2023 only two regular meetings were held. Many meetings over these years were canceled or rescheduled due to lack of quorum, some work sessions were held that did not require a quorum, and some special meetings were held to address matters that could not be considered at regular meetings due to lack of quorum. The Beautification Commission is scheduled to have five regular meetings a year, more than half of these regular meetings have had to be cancelled in the last three years or couldn't be held due to lack of quorum.

The Beautification Commission originally operated as a committee. Several years ago, during a review of City boards and Commissions, the Committee was presented with options: sunset the Committee, merge it with the Parks and Recreation Commission, or make it a codified commission. The Committee chose to become a commission, partly reflecting interest in expanding beyond a typical committee role. Kenai Municipal Code currently provides for the Beautification Commission:

- (a) *Purpose.* The purpose of the Beautification Commission is to advise the Council and Administration on enhancing the appearance of the City.
- (b) *Duties and Powers.* The Beautification Commission will:
 - (1) Advise Administration on seasonal displays and decorations promoted by the City; and
 - (2) Advise Administration on selection of annual plantings of flora to be displayed in the City; and
 - (3) Advise Council and Administration on City beautification issues and/or projects as requested by the Council or Administration; and
 - (4) Submit annually to the City Manager and Council, not less than ninety (90) days prior to the beginning of the budget year, a list of the recommended capital improvements which, in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming five (5) year period. Such list will be arranged in order of preference, with recommendations as to which projects are recommended for construction in which year.

For the Parks and Recreation Commission, code provides:

- (a) *Purpose.* The purpose of the Parks and Recreation Commission is to advise the Council and Administration on issues involving the City's parks and recreational facilities.
- (b) *Duties and Powers.* The Parks and Recreation Commission will:
 - (1) Review and provide recommendations on any master plans for the physical development of recreation facilities for the City. Such master plans with accompanying maps, plats, charts, descriptive, and explanatory matter, may show the Commission's recommendations for the development of the City's recreation facilities including:
 - (i) Development of the type, location, and sequence of all public recreation facilities; and
 - (ii) The relocation, removal, extension, or change of use of existing recreation facilities;
 - (2) Advise the Council and Administration on concerns and recommendations regarding parks and recreational facilities within the City including



recommendations for consideration by the Administration in the development of the Parks and Recreation Department's annual budget; and

- (3) Submit annually to the City Manager and Council, not less than ninety (90) days prior to the beginning of the budget year, a list of recommended capital improvements, which, in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming five (5) year period. Such list will be arranged in order of preference, with recommendations as to which projects are recommended for construction in which year; and
- (4) Provide information and recommendations as requested by the City Council and Administration; and
- (5) Advise and provide recommendations to the Administration as requested on the qualifications for a Director of Parks and Recreation.

As both a committee and a commission, this body has provided valuable advisory input on beautification issues in the City. However, in the interest of optimizing volunteer commission members' time, City administrative resources, recognizing low numbers on the commission and the number of canceled meetings, Council Member Grieme and Vice Mayor Askin request this commission explore merging with the Parks and Recreation Commission. This is intended to preserve the group's advisory value, improve participation, and ensure more consistent and effective use of volunteer time. This issue is posed for discussion at this time, it has not been presented to the Parks and Recreation Commission, or considered by City Council. If a merger was to occur, it is likely all current Beautification Commission members could serve on the Parks and Recreation Commission, dependent upon timing and future recruitment.

Your consideration is appreciated.





Kenai City Council - Regular Meeting

March 18, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

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

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

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

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3508-2026** - Accepting and Appropriating Donations to the Kenai Community Library for Library Materials, Equipment, and Programming. (Administration)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2026-15** - Authorizing the City Manager to Enter into a Memorandum of Agreement Between the City of Kenai and the Alaska Department of Transportation & Public Facilities for the Wildwood Drive Pavement Preservation Project. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2026-16** - Authorizing the Purchase of Permitting Software. (Administration)

F. MINUTES

1. *Regular Meeting of March 4, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

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

2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Confirming the Appointment of the Election Precinct Boards for the April 14, 2026 Special City Election. (City Clerk)
4. ***Action/Approval** - Special Use Permit to Rebecca Boettcher, DBA: The Fishing Grounds, LLC for Operation of a Snack/Gift Shop inside the Kenai Municipal Airport. (Administration)
5. ***Action/Approval** - Second Extension to the Agreement with Guardian Security Systems, Inc. for Security Guard Services at the Kenai Municipal Airport. (Administration)
6. ***Action/Approval** - Confirmation of Mayoral Nominations for a Partial Term Appointment of Ginger Kaona and Patricia (Patty) Segura to the Council on Aging Commission. (Knackstedt)
7. ***Ordinance 3509-2026** - Increasing Estimated Revenues and Appropriations in the General Fund - Legislative Department, to Provide Matching Funds for a Grant in the Amount of \$10,380 to the Alaska Children's Institute for the Performing Arts DBA Triumvirate Theatre for Parking Lot Paving and Landscaping Improvements. (Administration)
8. **INTRODUCED, REFERRED TO THE PLANNING COMMISSION. PUBLIC HEARING SCHEDULED FOR APRIL 1, 2026. Ordinance 3510-2026** - Amending the Official Zoning Map by Rezoning the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)
9. **APPROVED. Discussion/Action** - Recommending a Motion to Authorize Administration to Provide a Health Insurance Premium Holiday as a Result of a Surplus Refund. (Administration)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

1. **Mayor Proclamation** - In Recognition of the Kenai Central High School Nordic Ski Team at the 2026 Alaska School Activities Association Division II Nordic Ski State Championship.

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 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/Ozy6S1cLRi-gYFsvxFVlxg>



Kenai City Council - Regular Meeting

April 01, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

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

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Public Safety Building / Challenger Center Update, K+A dsignstudios, Principal Architect Chris Parker.

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

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

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance 3509-2026** - Increasing Estimated Revenues and Appropriations in the General Fund - Legislative Department, to Provide Matching Funds for a Grant in the Amount of \$10,380 to the Alaska Children's Institute for the Performing Arts DBA Triumvirate Theatre for Parking Lot Paving and Landscaping Improvements. (Administration)
2. **POSTPONED TO MAY 6, 2026. Ordinance 3510-2026** - Amending the Official Zoning Map by Rezoning the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

Ordinance No. 3510-2026 (Substitute) - Amending the Official Zoning Map by Rezoning a Portion of the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

3. **APPROVED UNANIMOUSLY. Resolution No. 2026-17** - Authorizing a Contract Award for the 2026 Water Treatment Pump House Construction. (Administration)

F. MINUTES

1. *Regular Meeting of March 18, 2026. (City Clerk)

2. *Special Meeting of March 25, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Authorizing a Memorandum of Agreement with Greatland Consulting and Training LLC for the use of the Alaska Regional Fire Training Facility. (Administration)
3. ***Ordinance No. 3511-2026** - 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)
4. ***Ordinance No. 3512-2026** - Amending Kenai Municipal Code Chapter 7.22 Investment of Monies to Broaden the Range of Permitted Investments and Extend the Maturity Profile of the City's Investment Portfolio. (Administration)
5. **WORK SESSION SCHEDULED FOR MAY 2, 2026. Discussion/Action** - Scheduling a Budget Work Session. (Administration)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

1. **Mayor Proclamation** - Declaring April 2026 as "Sexual Assault Awareness Month".
2. **Mayor Proclamation** - In recognition of Aidan Cole as the 2026 Alaska State Spelling Bee Champion

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

1. Review and Discussion of the City Attorney's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney [AS 44.62.310(C)(2)].

2. Review and Discussion of the City Manager's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Manager [AS 44.62.310(C)(2)].
3. Review and Discussion of the City Clerk's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Clerk [AS 44.62.310(C)(2)].

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

1. David Martin - Kenai Area Pools

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

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

<https://us02web.zoom.us/meeting/register/WbEpZlqZTsOL9sKgCk5bIA>