



Kenai Beautification Commission
Regular Meeting
January 13, 2026 - 6:00 PM
Kenai City Hall - Council Chambers
210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information on Page 1

Agenda

A. CALL TO ORDER

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

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

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

D. APPROVAL OF MINUTES

1. December 9, 2025 Regular Meeting Minutes 3

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion** - Recap 2025 Workplan Goals 6
2. **Discussion** - Discuss 2026 Workplan Goals 11

G. REPORTS

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

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

I. NEXT MEETING ATTENDANCE NOTIFICATION - April 14, 2026

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

1. November Mid-Month Report

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

<https://us02web.zoom.us/meeting/register/xCWybbSqRJCoQHIMOtX4Fw>

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
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

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.



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.

SUMMARY OF REPORT



MISSION STATEMENT



HIGHLIGHTS



ACCOMPLISHMENTS**EDUCATION AND OUTREACH**

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.

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?)*