



Kenai City Council - Regular Meeting

November 20, 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*)

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3440-2024** - Accepting and Appropriating a Grant from the State of Alaska Department of Education and Early Development, Division of Library, Archives, and Museums for the Purchase of Library Materials. (Administration)
2. **Ordinance No. 3441-2024** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
3. **Ordinance No. 3442-2024** - Amending Kenai Municipal Code Section KMC 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, to Amend the Effective Date a Step Increase Occurs and KMC 23.55.030 Qualification Pay, to Clarify Annual Leave and Holiday Pay Calculations and Correct an Error to Building Plans Examiner Recognition Pay. (Administration)
4. **Ordinance No. 3443-2024** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)

F. MINUTES

1. *Regular Meeting of November 6, 2024. (City Clerk)

G. UNFINISHED BUSINESS

H. **NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Non-Objection to Renewal of a Limited Marijuana Cultivation License for Grateful Bud LLC, DBA Grateful Bud LLC - License No. 16474. (City Clerk)
- [3.](#) ***Action/Approval** - Non-Objection to Renewal of a Retail Marijuana Store License for KRC LLC, DBA Kenai River Cannabis - License No. 17808. (City Clerk)
- [4.](#) ***Action/Approval** - Non-Objection to Renewal of a Standard Marijuana Cultivation Facility License for Shackelford Investments LLC, DBA Shackelford Investments LLC - License No. 31826. (City Clerk)
- [5.](#) ***Action/Approval** - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Upper Deck LLC, DBA the Upper Deck - License No. 2993 (City Clerk)
- [6.](#) ***Action/Approval** - Special Use Permit to the American Red Cross for Use of 475 Square Feet of Office Space at the Alaska Regional Fire Training Facility. (Administration)
- [7.](#) ***Action/Approval** - Assignment of Leases of Kenai City Lands as Requested by KNC Golf Inc., for Kenai Municipal Golf Course. (Administration)
- [8.](#) ***Action/Approval** - Assignment of Lease of Airport Reserve Lands & Consent to Assignment for Security Purposes as Requested by Schilling Rentals, LLC for Lot 5A, Block 1, FBO Sub. 2018 Replat. (Administration)
- [9.](#) ***Ordinance No. 3444-2024** - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs to Hire a Contractor to Add a Cybersecurity Section to the City's Emergency Operations Plan. (Administration)
- [10.](#) **Action/Approval** - Council Confirmation of Mayoral Nominations to the City's Commissions. (Gabriel)
- [11.](#) **Action/Approval** - Council Confirmation of Mayoral Nominations to the Planning & Zoning Commission. (Gabriel)
- [12.](#) **Discussion** - Scheduling a Capital Improvement Plan Joint Work Session. (Administration)
- [13.](#) **Discussion** - Scheduling a Budget Goals Work Session. (Administration)

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/tZYqc-yvrj8pHdOmr-alZX36o3RC59ZqqXA1>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3440-2024**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT FROM THE STATE OF ALASKA DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT, DIVISION OF LIBRARY, ARCHIVES, AND MUSEUMS FOR THE PURCHASE OF LIBRARY MATERIALS.

WHEREAS, the Kenai Community Library received the FY2025 Public Library Assistance (PLA) grant of \$5,171 from the State of Alaska, Department of Education and Early Development, Division of Library, Archives and Museums; and,

WHEREAS, this award supplements the original grant of \$1,829 (see ORD 3433-2024) for a total of \$7,000; 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 accept and 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 \$5,171 and to execute grant agreements and to expend the grant funds to fulfill the purpose and intent of the grant agreement and this Ordinance.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
State Grants - Library	<u>\$5,171</u>

Increase Appropriations –	
Library - Books	<u>\$5,171</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 20TH DAY OF NOVEMBER, 2024.

Henry Knackstedt, Vice Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:	November 6, 2024
Enacted:	November 20, 2024
Effective:	November 20, 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: October 24, 2024

SUBJECT: **Ordinance No. 3440-2024** - Accepting and Appropriating a Grant From the State of Alaska Department of Education and Early Development, Division of Library, Archives and Museums For The Purchase Of Library Materials

The Alaska State Library has awarded the Kenai Community Library a supplemental FY25 Public Library Assistance (PLA) grant of \$5,171. Between this award and the original grant award of \$1,829 (see ORD 3433-2024), the Library has received the full PLA grant amount of \$7,000 for FY 2025.

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. 3441-2024**

AN ORDINANCE ACCEPTING AND APPROPRIATING A DONATION FROM HILCORP ENERGY COMPANY TO ASSIST WITH THE ANNUAL AREA-WIDE SENIOR THANKSGIVING DINNER.

WHEREAS, annually the Kenai Senior Center hosts a Thanksgiving Dinner that is open to seniors from all over the Central Peninsula; and,

WHEREAS, the City received a donation from Hilcorp Energy Services in the amount of \$5,000 for the purchase of food and supplies for the dinner; and,

WHEREAS, it is in the best interest of the City of Kenai to accept and appropriate this donation for the purposes described above.

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 donation from Hilcorp Energy Company in the amount of \$5,000 and to expend the donated funds to fulfill the purpose and intent of the donation and this ordinance.

Section 2. That the estimated revenues and appropriations be increased as follows:

Senior Citizen Special Revenue Fund:

Increase Estimated Revenues –

Donations

\$5,000

Increase Appropriations –

Congregate Meals – Operating Supplies

\$5,000

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 20TH DAY OF NOVEMBER, 2024.

Henry Knackstedt, Vice Mayor

ATTEST:

Ordinance No. 3441-2024
Page 2 of 2

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	November 6, 2024
Enacted:	November 20, 2024
Effective:	November 20, 2024



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: October 22, 2024

SUBJECT: Ordinance No. 3441-2024 – Hilcorp Energy Services Donation

Hilcorp Energy Services has generously donated \$5,000 for the annual Areawide Senior Thanksgiving Dinner, which will be held on Friday, November 22, 2024. This marks the eleventh consecutive year that Hilcorp has funded this beloved event, and seniors in our community eagerly look forward to enjoying a warm meal together, served by dedicated Hilcorp employees who volunteer their time.

The Areawide Senior Thanksgiving Dinner has a rich history, beginning in 1976 when a Homemakers Club first provided and served the meal. Over the years, the tradition has been carried on by UNOCAL, Agrium, and Marathon Oil. Since 2012, Hilcorp has taken up the mantle, continuing to provide both funding and volunteers. We are grateful to live in a community that honors the elders who played a significant role in shaping Alaska into what it is today.

The donation will be used as follows:

Congregate Meals – Operating Supplies	\$5,000
Total Donation	\$5,000

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3442-2024**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE SECTION KMC 23.55.020 – COMPENSATION STRUCTURE BY GRADE FOR EMPLOYEES IN THE CLASSIFIED SERVICE, TO AMEND THE EFFECTIVE DATE A STEP INCREASE OCCURS AND KMC 23.55.030 QUALIFICATION PAY, TO CLARIFY ANNUAL LEAVE AND HOLIDAY PAY CALCULATIONS AND CORRECT AN ERROR TO BUILDING PLANS EXAMINER RECOGNITION PAY.

WHEREAS, pursuant to KMC 23.15.010, the City Manager prepares and recommends revisions and amendments to the personnel regulations as deemed necessary; and,

WHEREAS, Ordinance 3419-2024 amended sections of the personnel regulations related to compensation structure by grade, which created two additional double letter steps in the Salary Schedule and amendments to qualification pay; and,

WHEREAS, Ordinance 3419-2024 contained an error by way of additions or omissions to the Ordinance enacting Building Examiner Pay that failed to omit contradictory language; and,

WHEREAS, it is necessary to clarify and update the language in the personnel regulations to ensure that annual leave and holiday calculations are consistently applied for qualification pay and the effective date for step increases is clearly defined; and,

WHEREAS, amendments to adjust the step increase effective date, clarify qualification pay in annual leave and holiday calculations, and correct an error to recognition pay for Building Plans Examiner are necessary and 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. Amendment of Section 23.55.020 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.020 (b), Compensation Structure by Grade for Employees in the Classified Service, is hereby amended as follows:

23.55.020 Compensation Structure by Grade for Employees in the Classified Service.

- (a) Compensation structure by grade for employees in the classified service is hereby established in accordance with the most recent salary schedule effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.
- (b) On completion of the probationary period, each employee in the classified service shall be advanced one (1) step. At succeeding anniversary dates, subject to an evaluation of “Meets Expectations” or better, the employee may be advanced a step increment subject to City Manager approval effective on the first day of the payroll period following the date the increase occurs. The time period normally between Steps B to C to D to E to F is one (1) year. The time normally between Steps F to AA to BB to CC to DD to EE is two (2) years.

Section 2. Amendment of Section 23.55.030 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.030 Qualification Pay is hereby amended as follows:

23.55.030 Qualification Pay.

New Text Underlined; [DELETED TEXT BRACKETED]

(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) When [T]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] is calculated based on an employees' current range and step, it will be included in 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 years of service with the City of Kenai subject to an overall evaluation rating of "Meets Expectations" or better, as follows:

An additional 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 Firefighter 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 An additional t[T]wo and one-half percent (2.5%) of [THE EMPLOYEE'S BASE PAY] the employee's current range and step.

- (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 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 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 20TH DAY OF NOVEMBER, 2024.

Henry Knackstedt, Vice Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced: November 6, 2024
Enacted: November 20, 2024
Effective: December 20, 2024



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager
Scott Bloom, City Attorney

FROM: Stephanie Randall, Human Resources Director

DATE: October 22, 2024

SUBJECT: **Ordinance No. 3442-2024 – Amending Kenai Municipal Code Title 23 Personnel Regulations**

Following the implementation of amendments made to the personnel code through Ordinance 3419-2024, a few areas need further review and clarification. The purpose of this memo is to provide background and justification for the proposed amendments to the City of Kenai's personnel code, specifically Sections 23.55.020(b) and 23.55.030(b) of the Kenai Municipal Code (KMC). These amendments ensure the equitable and consistent application of personnel regulations, improve efficiency, and make housekeeping changes to correct errors.

The following amendments to clarify and update key sections of the personnel code:

Section 1. This section amends 23.55.020(b) which sets the time for step increases to be applied. When this section was last updated, employees were paid on a monthly basis. Currently, employees are paid bi-weekly, and this amendment will update the effective date of pay increases to align with the current payroll practices of the finance department. Under the amendment, pay increases will take effect on the first day of the payroll period following the date an employee is eligible for a step increase. This will eliminate the need to manually adjust pay rates in the middle of a pay period, saving time for payroll staff and reducing the likelihood of errors.

Section 2. This section amends 23.55.030(b), which establishes qualification pay for employees in recognition of professional development, personal time, and effort for Police Department, Fire Department, Public Works, and Clerk's Office employees. The amendments to this section clarify annual leave and holiday pay calculations as they relate to recognition pay. Currently, when recognition pay is based on an employees' current range and step, it is included in the hourly rates for annual leave and holiday pay. If the recognition pay is flat amount that is the same for all employees eligible to receive the pay, annual leave and holiday pay are not included. The proposed amendment reflects the current practice and will reduce the potential for misunderstandings or disputes. The recommended change to the Certified Municipal Clerk and Building Plans Examiner qualification pay will align both of these with the other qualification pay in this section.

These amendments aim to ensure uniformity and clarify the City's compensation and classification structure, ensuring fairness, competitiveness, and alignment with industry standards.

Thank you for your consideration.





Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3443-2024**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE SECTION 14.30.030 – GENERAL PROVISIONS, TO UPDATE THE MOST RECENT VERSION OF THE “FLOOD INSURANCE STUDY”.

WHEREAS, the Council expressed its intent to participate in the National Flood Insurance Program (NFIP), via Resolution 2022-13; and,

WHEREAS, participation in the NFIP is a requirement for the City to work with the US Army Corps of Engineers to complete the City’s bluff erosion project; and,

WHEREAS, participating in the NFIP benefits affected property owners through the availability of more affordable flood insurance; and,

WHEREAS, the purpose of this ordinance is to promote public health, safety, and general welfare, and to minimize public and private losses due to flooding in flood hazard areas; and,

WHEREAS, the Federal Emergency Management Agency released a new Flood Insurance Study covering the Kenai Peninsula Borough and incorporated areas effective February 28, 2025 and it is in the best interest of the City to adopt the updated study; and,

WHEREAS, at its meeting on November 13, 2024, the Planning and Zoning Commission recommended _____.

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

Section 1. Amendment of Section of Kenai Municipal Code Section 14.30.030: That Kenai Municipal Code, Section 14.30.030 General Provisions, Subsection (b) Basis for Establishing Flood Hazard Areas, is hereby amended as follows:

14.30.030 General Provisions.

(a) *Lands to Which This Chapter Applies.* This chapter shall apply to all flood hazard areas within the City of Kenai.

(b) *Basis for Establishing Flood Hazard Areas.* Flood hazard areas are identified as follows:

The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study” applicable to the City of Kenai in its most recent adopted version ([OCTOBER 20, 2016], February 28, 2025 titled “Flood Insurance Study for the Kenai Peninsula Borough, Alaska and Incorporated Areas”) and any subsequent revisions thereto, with accompanying Flood Insurance Maps and revisions thereto. The Flood Insurance Study is on file at the City of Kenai administrative offices. The best available information for flood hazard area identification provided in this chapter will be the basis for regulation until a new FIRM is issued.

(c) *Warning and Disclaimer of Liability.* The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering

considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the City of Kenai, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

- (d) *Noncompliance—Enforcement.* Structures and activities which are not permitted or allowed by this chapter are prohibited. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements shall be enforced by the remedies set forth in KMC Chapter [14.20](#) including any injunctive remedies allowed by law. Each day a violation continues is a separate violation.
- (e) *Abrogation and Greater Restrictions.* This chapter is not intended to repeal, abrogate, or impair any existing easements or deed restrictions. However, where this chapter is more stringent, it must be complied with.
- (f) *Interpretation.* In the interpretation and application of this chapter, all provisions are considered minimum requirements, liberally construed in favor of the City, and do not limit or repeal any other powers granted under State statutes.

Section 2. 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 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect February 28, 2025.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 20TH DAY OF NOVEMBER, 2024.

Henry Knackstedt, Vice Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	November 6, 2024
Enacted:	November 20, 2024
Effective:	February 28, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: November 6, 2024

SUBJECT: **Ordinance 3443-2024** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”.

At their November 13, 2024 meeting, and in accordance with KMC 14.05.010 Duties and Powers, the Planning and Zoning Commission will review the proposed ordinance amending the KMC Section 14.30.030 – General Provisions. Areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled “The Flood Insurance Study” are applicable to the City of Kenai. The latest Flood Insurance Study was completed in August 2024 and takes effect on February 28, 2025.

This amendment to the KMC is necessary to adopt the new Flood Insurance Study and its related hazard identification maps and to maintain participation in the National Flood Insurance Program (NFIP), which Council expressed their intent to participate in via Resolution 2022-13. Participation in the program also allows residents to purchase flood insurance at more affordable rates.

The commission may recommend council enact the ordinance, or propose council amend and enact it with modifications recommended by the commission, or to not enact the ordinance.

The commission is not making a final decision, so the commission action is not subject to appeal.



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: November 14, 2024

SUBJECT: **Ordinance 3443-2024 Requested Amendment**

This memo requests an amendment to Ordinance 3443-2024 which will amend Kenai Municipal Code Section 14.30.030 – General Provisions, to update the most recent version of the “Flood Insurance Study”.

At the regularly scheduled Planning & Zoning Commission meeting of November 13, 2024, the Commission voted to recommend that City Council enact Ordinance 3443-2024.

The following amendment is respectfully requested.

Motion

Amend the fifth WHEREAS by filling in the blank with enactment. The amended WHEREAS, after amendment will read:

WHEREAS, at its meeting on November 13, 2024, the Planning and Zoning Commission recommended enactment.

Thank you for your consideration.

**KENAI CITY COUNCIL – REGULAR MEETING
NOVEMBER 6, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE MAYOR HENRY KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

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

1. Pledge of Allegiance

Vice Mayor Knackstedt led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Henry Knackstedt, Vice Mayor
Phil Daniel
Alex Douthit
Sovala Kisenia

Brian Gabriel, Mayor (*remote participation*)
Deborah Sounart
Victoria Askin

A quorum was present.

Also in attendance were:

**Xiling Tanner, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Stephanie Randall, Human Resource Director
Tyler Best, Parks and Recreation Director
Lee Frey, Public Works Director
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Election of Vice Mayor

MOTION:

Council Member Daniel **MOVED** to nominate Council Member Knackstedt as Vice Mayor.

Having no other nominations and hearing no objections, Council Member Knackstedt was elected to the position of Vice Mayor.

4. Agenda Approval

MOTION:

Council Member Askin **MOVED** to approve the agenda and consent agenda. Council Member Sounart **SECONDED** the motion.

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

Vice Mayor Knackstedt 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.

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson, Kenai Fine Art Center Board Member introduced Board President Sandra Lewis; reported on the upcoming Mural Show and provided a summary of how the show Mural Show started.

Sandra Lewis, Kenai Fine Art Center Board President addressed the Council on the upcoming Mural Show; reported the Annual Craft Fair at Kenai Central High School was a major fundraiser for the center and the funds raised supported operational expenses; she itemized essential repairs needed at the center, suggesting coordination with City Officials on those repairs since the building is City owned; and clarified her intent to make the center more of a tourist destination.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided an update on recent and upcoming events and reported that the Haunted Chamber had over 1,200 visitors; preparations were underway for Christmas Comes to Kenai; the museum is updating displays; there is a new monthly lecture series Kenai Chronicles; and she noted the gingerbread competition is open.

Jodi Dura addressed the Council on behalf of the Kenai Peninsula Hockey Association (KPHA) noting she was a strong proponent of youth sports; she reported that the association has faced financial difficulties; their goal is to make youth sports more affordable; reported the association was hosting two invitational tournaments; requested the City defer some of the tournament costs such as in-kind ice donations; and noted that the tournament will bring many families to the community which benefits the local economy.

Ms. Dura provided clarification that out of town teams were charged fees to cover costs, while local teams play for free; the association hoped this would be a one-time request, noting gaming revenue has decreased due to various reasons; that 22 sheets of ice were booked for the Power Play Tournament; the cost to play in a tournament is \$1,650 and it covers the ice rental, referee fees and various other expenses; and the tournament would take place using both the Kenai and Soldotna rinks.

[Clerk's Note: Council was advised that this subject was not previously noticed and no action could be taken at this meeting; if Council wished to donate it would need to take place at the next meeting and be noticed accordingly.]

E. PUBLIC HEARINGS

1. Resolution No. 2024-43 - Authorizing the Use of the Equipment Replacement Fund and Awarding a Contract for the Purchase of Datacenter Equipment. (Administration)

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2024-43. Council Member Daniel **SECONDED** the motion.

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

It was reported that the data centers included the servers, storage devices and is where the City's data is housed; and typically every five to six years the City goes through the process of replacing the servers and storage equipment.

UNANIMOUS CONSENT was requested.

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

2. **Resolution No. 2024-44** - Amending the City of Kenai Schedule of Rates, Charges, and Fees by Establishing an Annual Locker Rental Fee While Continuing to Provide Free Day-Use Lockers. (Administration)

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2024-44. Council Member Douthit **SECONDED** the motion.

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

It was reported that the average annual locker rental cost across the nation varied between \$100 to \$200 per year; \$10 per month was appropriate for our facility for an annual fee of \$120; single day use lockers were still available; and the annual service was for those who want to leave their things in a locker on a more permanent basis.

UNANIMOUS CONSENT was requested.

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

3. **Resolution No. 2024-45** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2025. (Administration)

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2024-45. Council Member Sounart **SECONDED** the motion.

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

It was reported that due to the City's current claim status the initial quote received was a 16.5% increase; additional negotiation and an early bird discount reduced that amount to an 11.2% increase; and based on the current claim status a more competitive bid was unlikely.

Clarification was provided on the plan type and other services that would be offered to employees through the contract renewal.

UNANIMOUS CONSENT was requested.

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

4. **Resolution No. 2024-46** - Establishing the 2025 City Council Regular Meeting Schedule. (City Clerk)

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2024-46. Council Member Daniel **SECONDED** the motion.

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

It was reported that the first Wednesday in January fell on New Year Day and the Council could cancel the meeting or reschedule for an other day.

MOTION TO AMEND:

Council Member Douthit **MOVED** to amend the 2025 Meeting Calendar by canceling the January 1, 2025 meeting. Council Member Daniel **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

UNANIMOUS CONSENT was requested on the main motion as amended.

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

5. **Resolution No. 2024-47** - Approving a Lease of Airport Reserve Lands Described as Lot Four Block One FBO Subdivision with Crowley Fuels, LLC, on a Non-Standard Lease Form. (Administration)

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2024-47. Council Member Sounart **SECONDED** the motion.

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

It was reported that the existing lease with Crowley had expired in July; the lessee will make the minimum investment in real property improvements; above ground equipment would remain the lessee's personal property; and when the lease ends the lessee will remove the underground tanks.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of October 16, 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** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Sharon Fisher to the Parks & Recreation Commission. (Gabriel)

Approved by the consent agenda.

3. ***Ordinance No. 3440-2023** - Accepting and Appropriating a Grant from the State of Alaska Department of Education and Early Development, Division of Library, Archives, and Museums for the Purchase of Library Materials. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

4. ***Ordinance No. 3441-2023** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

5. ***Ordinance No. 3442-2023** - Amending Kenai Municipal Code Section KMC 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, to Amend the Effective

Date a Step Increase Occurs and KMC 23.55.030 Qualification Pay, to Clarify Annual Leave and Holiday Pay Calculations and Correct an Error to Building Plans Examiner Recognition Pay. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

- 6. *Ordinance No. 3443-2023** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

- 7. Action/Approval** - Mayoral Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Gabriel)

Mayor Gabriel reported that he tries to give members different commission assignments; referenced the significant time commitment of the Liaison to the Planning & Zoning Commission and noted that Council Members Askin and Sounart would be sharing the Liaison assignments for both the Beautification Commission and Planning and Zoning Commission; he requested to include the nomination of Council Member Douthit to the Supervisory Sub-Committee.

MOTION:

Council Member Douthit **MOVED** to approve the Mayoral Nominations of Council Liaisons for appointment to commissions and appoint Council Member Douthit to the Supervisory Sub-Committee. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting November 14, 2024.

2. Airport Commission

No report, next meeting November 14, 2024.

3. Harbor Commission

No report, next meeting November 12, 2024.

4. Parks and Recreation Commission

No report, next meeting November 7, 2024.

5. Planning and Zoning Commission

No report, next meeting November 13, 2024.

6. Beautification Commission

No report, next meeting November 19, 2024.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Thanked Vice Mayor Knackstedt for filling in for him.
- Reminded everyone Veterans day is on November 11, 2024.
- Congratulated apparent election winners for State House and State Representative.

K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank reported on the following:
 - City Land Sale will be on Saturday, December 7, 2024.
 - City was not a recipient of the 2023 Small Community Air Service Development Grant (SCASD) award.
 - Meeting with Vice Mayor Knackstedt and Senator Murkowski, noting she may support the City with a letter of support for future SCASD application.
 - An artificial intelligence policy was established for City employees as well as offering training for employees using artificial intelligence.
 - Currently recruiting for multiple Police Officers, a Safety Dispatcher and a temporary Equipment Operator for the Streets Department.
 - An affiliate agreement with the University of Alaska is now in place to allow EMT and Paramedic students from KPC to work with our Fire Department, including ride-along and on the job experience.
 - The Board of Fish did not consider the proposal to relocate the upcoming South-Central Finfish meeting to our area.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
 - Recruitment for term ending Commission seats is currently in progress.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Douthit thanked Samantha Springer for the Chamber update; reminded everyone to come out for Christmas comes to Kenai; and noted that the old Nickel Chiropractic building would be taken down.

Student Representative Tanner reported on current activities for Connections, Kenai Central High School and Kenai Alternative High School.

Council Member Sounart welcomed new Public Works Director Lee Frey, Planning Director Kevin Buettner and Student Representative Xiling Tanner; and noted that there was a good turnout for the General Election.

Council Member Askin welcomed new Public Works Director Lee Frey, Planning Director Kevin Buettner and Student Representative Xiling Tanner; and reminded everyone to be careful on the ice.

Council Member Daniel welcomed new Public Works Director Lee Frey, Planning Director Kevin Buettner, Student Representative Xiling Tanner and Council Member Kisenia.

Vice Mayor Knackstedt reported attending the ribbon cutting ceremony for Odyssey Urgent Care & Occupational Health and welcomed Public Works Director Lee Frey, Planning Director Kevin Buettner.

M. EXECUTIVE SESSION - None.**N. PENDING ITEMS - None.**

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:31 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 6, 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 will not affect the outcome of the official council vote. Advisory votes will 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: NOVEMBER 20, 2024

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	123,974.84
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	111,480.07

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 Kenai Council Members
FROM: Shellie Saner, City Clerk
DATE: November 6, 2024
SUBJECT: Action/Approval – Grateful Bud License Renewal

The following establishment has submitted an application to the Alcohol and Marijuana Control Office (AMCO) for a renewal of license:

Applicant: Grateful Bud, LLC
D/B/A: Grateful Bud, LLC
License Type: Limited Marijuana Cultivation
License No: 16474

Pursuant to KMC 2.40, a review of City accounts has been completed and the applicant has satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the marijuana license renewal will be forwarded to AMCO and applicant.

Your consideration is appreciated.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 23, 2024

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: **GRATEFUL BUD LLC**

DBA: GRATEFUL BUD LLC

VIA email: gratefulbudllc@gmail.com

CC: n/a

Local Government 1: Kenai Peninsula Borough

Local Government 2: City of Kenai

Via Email: micheleturner@kpb.us; tward@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us;

mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us; jbeauchamp@kpb.us;

cityclerk@kenai.city

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Limited Marijuana Cultivation Facility #16474 Combined Renewal Notice

License Number:	#16474
License Type:	Limited Marijuana Cultivation
Licensee:	GRATEFUL BUD LLC
Doing Business As:	GRATEFUL BUD LLC
Physical Address:	1817 Sunset Blvd Kenai, AK 99611
Designated Licensee:	Richard Huffman
Phone Number:	907-283-2837
Email Address:	gratefulbudllc@gmail.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(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.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. 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 renewal, 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.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email marijuana.licensing@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first name "Joan" being the most prominent part.

Joan M. Wilson, Director
907-269-0350

Submit

by Meghan Thibodeau 9/23/2024 5:25:12 PM (Form Submission)

Approve

by Brandon McElrea 9/23/2024 5:46:03 PM (Lands Review)

■ No Code violations. Compliant with current CUP.

- The task was assigned to Brandon McElrea. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:25:13 PM

Approve

by Tina Williamson 9/24/2024 9:40:12 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:25:13 PM

Approve

by Cindy Herr 9/24/2024 10:59:34 AM (Legal Asst Review)

■ There are no monies owed in restitution or minor offense fines to the City.

- The task was assigned to Cindy Herr. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:25:13 PM

Approve

by David Ross 9/24/2024 11:17:58 AM (Police Department Review)

- The task was assigned to David Ross. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:25:13 PM

Approve

by Brandon McElrea 9/24/2024 11:29:16 AM (P&Z Department Review)

■ No Code violations. Compliant with current CUP.

- The task was assigned to Brandon McElrea. The due date is: October 3, 2024 5:00 PM 9/24/2024 10:59:35 AM

Approve

by Scott Bloom 9/24/2024 11:37:20 AM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: October 3, 2024 5:00 PM 9/24/2024 10:59:35 AM

Approve

by David Swarner 9/24/2024 12:09:05 PM (Finance Review)

- The task was assigned to David Swarner. The due date is: October 3, 2024 5:00 PM 9/24/2024 10:59:35 AM

Approve

by Jeremy Hamilton 10/25/2024 8:54:32 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:25:12 PM

Approve

by Joe Fisher 11/6/2024 9:09:51 AM (Building Official Review)

- The task was assigned to Joe Fisher. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:25:12 PM

AMCO License Application

Date

9/23/2024

Establishment Information**License Type**

Limited Marijuana Cultivation

Licensee

Grateful Bud LLC

Doing Business As

Grateful Bud LLC

Premises Address

1817 Sunset Blvd

City, State

Kenai, AK

Contact Information**Contact Licensee**

Richard Huffman

Contact Phone No.

907-283-2837

Contact Email

gratefulbudllc@gmail.com

Additional Contact Information**Name****Phone No.****Email****Documents****File Upload**

#16474 DBA GRATEFUL BUD LLC Combined MJ Renewal Notice.pdf	307.47KB
16474 MJ-20.pdf	603.91KB
Online Application.pdf	1.83MB



Alaska Marijuana Control Board

Form MJ-20: Renewal Application Certifications

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
marijuana.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal 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. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

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

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Richard Huffman	License Number:	4b-16474		
License Type:	Limited Marijuana Cultivation				
Doing Business As:	Grateful Bud LLC				
Premises Address:	1817 Sunset Blvd				
City:	Kenai	State:	AK	ZIP:	99611

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Richard Huffman
Title:	Member

Section 3 – Violations & Charges

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

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

RH

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

RH

I certify that a notice of violation has **not** been issued for this license.

RH

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

**Form MJ-20: Renewal 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 no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(f)(1), in the business for which the marijuana establishment license has been issued.

RH

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

RH

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

RH

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

RH

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

RH

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

RH

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.

RH

Richard Huffman

Printed name of licensee

Signature of licensee

Department of Commerce, Community, & Economic Development

Alcohol & Marijuana Control Office

License #16474

Initiating License Application

6/5/2024 3:54:25 PM

License Number: 16474

License Status: Active-Operating

License Type: Limited Marijuana Cultivation Facility

Doing Business As: GRATEFUL BUD LLC

Business License Number: 1064927

Designated Licensee: Richard Huffman

Email Address: gratefulbudllc@gmail.com

Local Government: Kenai (City of)

Local Government 2: Kenai Peninsula Borough

Community Council:

Latitude, Longitude: 60.588000, -151.332000

Physical Address: 1817 Sunset Blvd
Kenai, AK 99611
UNITED STATES**Licensee #1**

Type: Entity

Alaska Entity Number: 10075543

Alaska Entity Name: GRATEFUL BUD LLC

Phone Number: 907-283-2837

Email Address: gratefulbudllc@gmail.com

Mailing Address: 1817 Sunset Blvd
Kenai, AK 99611
UNITED STATES**Entity Official #1**

Type: Individual

Name: Richard Huffman

[REDACTED]

[REDACTED]

Phone Number: 907-283-2837

Email Address: gratefulbudllc@gmail.com

Mailing Address: 1817 Sunset Blvd
Kenai, AK 99611
UNITED STATES*Note: No affiliates entered for this license.*



Monday, October 7, 2024

Sent via email: cityclerk@kenai.city

Shellie Saner, City Clerk
City of Kenai

RE: Renewal Application for Limited Marijuana Cultivation Facility

Business Name	:	Grateful Bud LLC
License Location	:	Kenai/1817 Sunset Blvd, Kenai, AK 99611
License No.	:	16474
License Type	:	Limited Marijuana Cultivation Facility

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: gratefulbudllc@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 Kenai Council Members
FROM: Shellie Saner, City Clerk
DATE: November 6, 2024
SUBJECT: **Action/Approval – Kenai River Cannabis License Renewal**

The following establishment has submitted an application to the Alcohol and Marijuana Control Office (AMCO) for a renewal of license:

Applicant: KRC, LLC
D/B/A: Kenai River Cannabis
License Type: Retail Marijuana Store
License No: 17808

Pursuant to KMC 2.40, a review of City accounts has been completed and the applicant has satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the marijuana license renewal will be forwarded to AMCO and applicant.

Your consideration is appreciated.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

September 23, 2024

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: **KRC LLC**

DBA: KENAI RIVER CANNABIS

VIA email: kenairivercannabis@yahoo.com

CC: n/a

Local Government 1: Kenai Peninsula Borough

Local Government 2: City of Kenai

Via Email: micheleturner@kpb.us; tward@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us;

mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us; jbeauchamp@kpb.us;

cityclerk@kenai.city

Community Council: n/a

Via Email:

CC: n/a

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store #17808 Combined Renewal Notice

License Number:	#17808
License Type:	Retail Marijuana Store
Licensee:	KRC LLC
Doing Business As:	KENAI RIVER CANNABIS
Physical Address:	14429 Kenai Spur Highway Kenai, AK 99611
Designated Licensee:	Clint Pickarsky
Phone Number:	907-953-1985
Email Address:	kenairivercannabis@yahoo.com

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2023/2024 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(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.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. 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 renewal, 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.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email marijuana.licensing@alaska.gov.

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan M. Wilson, Director
907-269-0350

Submit

by Meghan Thibodeau 9/23/2024 5:22:54 PM (Form Submission)

Approve

by Brandon McElrea 9/23/2024 5:45:33 PM (Lands Review)

■ No Code violations. Compliant with current CUP.

- The task was assigned to Brandon McElrea. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:22:57 PM

Approve

by Tina Williamson 9/24/2024 9:39:36 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:22:57 PM

Approve

by Cindy Herr 9/24/2024 10:56:54 AM (Legal Asst Review)

■ There are no monies owed in restitution or minor offense fines to the City.

- The task was assigned to Cindy Herr. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:22:57 PM

Approve

by David Ross 9/24/2024 11:15:26 AM (Police Department Review)

- The task was assigned to David Ross. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:22:57 PM

Approve

by Brandon McElrea 9/24/2024 11:28:47 AM (P&Z Department Review)

■ No Code violations. Compliant with current CUP.

- The task was assigned to Brandon McElrea. The due date is: October 3, 2024 5:00 PM 9/24/2024 10:56:56 AM

Approve

by Scott Bloom 9/24/2024 11:37:11 AM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: October 3, 2024 5:00 PM 9/24/2024 10:56:56 AM

Approve

by David Swarner 9/24/2024 12:08:47 PM (Finance Review)

- The task was assigned to David Swarner. The due date is: October 3, 2024 5:00 PM 9/24/2024 10:56:56 AM

Approve

by Jeremy Hamilton 10/11/2024 1:07:11 PM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:22:56 PM

Approve

by Joe Fisher 11/6/2024 9:10:03 AM (Building Official Review)

- The task was assigned to Joe Fisher. The due date is: October 2, 2024 5:00 PM 9/23/2024 5:22:56 PM

AMCO License Application

Date

9/23/2024

Establishment Information**License Type**

Retail Marijuana Store

Licensee

KRC LLC

Doing Business As

Kenai River Cannabis

Premises Address

14429 Kenai Spur Hwy

City, State

Kenai, AK

Contact Information**Contact Licensee**

Clint Pickarsky

Contact Phone No.

907-953-1985

Contact Email

kenairivercannabis@yahoo.com

Additional Contact Information**Name****Phone No.****Email****Documents****File Upload**

#17808 KRC LLC Combined MJ Renewal Notice.pdf

307KB

17808 MJ-20.pdf

176.7KB

17808 Online Application.pdf

155.59KB



Alaska Marijuana Control Board

Form MJ-20: 2024-2025 Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal 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. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

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

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	KRC LLC	License Number:	17808		
License Type:	Retail Marijuana Store				
Doing Business As:	Kenai River Cannabis				
Premises Address:	14429 Kenai Spur Highway				
City:	Kenai	State:	AK	ZIP:	99611

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Clint Pickarsky
Title:	Managing Member

RECEIVED

JUN 14 2024

Dept. of Commerce
AMCO

Section 3 – Violations & Charges

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

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

I certify that a notice of violation has **not** been issued for this license between July 1, 2023 and June 30, 2024.

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

**Form MJ-20: 2024-2025 Renewal Application Certifications****Section 5 - Certifications****Read each line below, and then sign your initials in the box to the right of each statement:**

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

CP

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

CP

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

CP

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

CP

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

CP

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

CP

Initial this box if you are submitting an original fingerprint card and the applicable fees to AMCO for AMCO to obtain criminal justice information and a national criminal history record required by AS 17.38.200 and 3 AAC 306.035(d). If I have multiple marijuana licenses being renewed, I understand one fingerprint card and fee will suffice for all marijuana licenses being renewed.

☐

If multiple licenses are held, list all license numbers below:

34794 - Retail Marijuana Store

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.

CP

Clint Pickarsky

Printed name of licensee

Clint Pickarsky
Signature of licensee

RECEIVED

JUN 14 2024

Dept. of Commerce
AMCO

RECEIVED

Dept. of Commerce

AMCO Page 2 of 2

Alcohol & Marijuana Control Office

License Number: 17808

License Status: Active-Operating

License Type: Retail Marijuana Store

Doing Business As: KENAI RIVER CANNABIS

Business License Number: 1069832

Designated Licensee: Clint Pickarsky

Email Address: kenairivercannabis@yahoo.com

Local Government: Kenai (City of)

Local Government 2: Kenai Peninsula Borough

Community Council:

Latitude, Longitude: 60.579850, -151.320238

Physical Address: 14429 Kenai Spur Highway
Kenai, AK 99611
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10081943

Alaska Entity Name: KRC LLC

Phone Number: 907-953-1985

Email Address: kenairivercannabis@yahoo.com

Mailing Address: PO Box 1016
Soldotna, AK 99669
UNITED STATES

Entity Official #1

Type: Individual

Name: Clint Pickarsky
[REDACTED]
[REDACTED]

Phone Number: 907-953-1985

Email Address: kenairivercannabis@yahoo.com

Mailing Address: PO Box 1016
Soldotna, AK 99669
UNITED STATES

Affiliate #1

Type: Individual

Name: Clint Pickarsky
[REDACTED]
[REDACTED]

Phone Number: 907-953-1985

Email Address: kenairivercannabis@yahoo.com

Mailing Address: PO Box 1016
Soldotna, AK 99669
UNITED STATES

RECEIVED
JUN 14 2024
Dept. of Commerce
AMCO



Friday, September 27, 2024

Sent via email: cityclerk@kenai.city

Shellie Saner, City Clerk
City of Kenai

RE: Renewal Application for Retail Marijuana Store

Business Name	:	Kenai River Cannabis
License Location	:	Kenai/14429 Kenai Spur Highway, Kenai, AK 99611
License No.	:	17808
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: kenairivercannabis@yahoo.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 Kenai Council Members
FROM: Shellie Saner, City Clerk
DATE: November 6, 2024
SUBJECT: **Action/Approval – Shackleford Investments License Renewal**

The following establishment has submitted an application to the Alcohol and Marijuana Control Office (AMCO) for a renewal of license:

Applicant: Shackleford Investments LLC
D/B/A: Shackleford Investments LLC
License Type: Standard Marijuana Cultivation Facility
License No: 31826

Pursuant to KMC 2.40, a review of City accounts has been completed and the applicant has satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the marijuana license renewal will be forwarded to AMCO and applicant.

Your consideration is appreciated.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

October 21, 2024

From: marijuana.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: **Shackleford Investments LLC**

DBA: Shackleford Investments LLC

VIA email: Shackleford.investments.LLC@gmail.com

Local Government: Kenai (city of), 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 jrasor@kpb.us

Community Council:

Via Email:

CC: n/a

Re: Standard Marijuana Cultivation Facility #31826 Combined Renewal Notice

License Number:	#31826
License Type:	Standard Marijuana Cultivation Facility
Licensee:	Shackleford Investments LLC
Doing Business As:	Shackleford Investments LLC
Physical Address:	8847 Kenai Spur Highway, Kenai, AK 99611
Designated Licensee:	Nicholas Mann
Phone Number:	719-221-9919
Email Address:	Shackleford.investments.LLC@gmail.com

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2024/2025 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2).

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.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. 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 renewal, 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.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

AMCO has received a complete renewal application for the above listed license within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To object to the approval of this application pursuant to 3 AAC 306.065, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the objection within 30 days of the date of this notice. We recommend that you contact the local government with jurisdiction over the proposed premises to share objections you may have about the application.

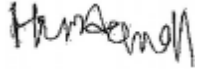
At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for

this license, the board will consider the application independently. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email marijuana.licensing@alaska.gov.

Sincerely,

Hunter Carrell

A handwritten signature in black ink, appearing to read "Hunter Carrell", written over the printed name.

For Lizzie Kubitz, Acting Director
907-269-0350

Submit

by Meghan Thibodeau 10/21/2024 4:37:09 PM (Form Submission)

Approve

by Tina Williamson 10/21/2024 4:39:29 PM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: October 30, 2024 5:00 PM
10/21/2024 4:37:11 PM

Approve

by Cindy Herr 10/21/2024 4:42:05 PM (Legal Asst Review)

- No monies owed in restitution or traffic fines.
- The task was assigned to Cindy Herr. The due date is: October 30, 2024 5:00 PM
10/21/2024 4:37:12 PM

Approve

by David Ross 10/21/2024 4:46:21 PM (Police Department Review)

- The task was assigned to David Ross. The due date is: October 30, 2024 5:00 PM
10/21/2024 4:37:11 PM

Approve

by Brandon McElrea 10/21/2024 5:37:06 PM (Lands Review)

- No Code violations. Compliant with current CUP.
- The task was assigned to Brandon McElrea. The due date is: October 30, 2024 5:00 PM
10/21/2024 4:37:12 PM

Approve

by David Swarner 10/21/2024 5:52:44 PM (Finance Review)

- The task was assigned to David Swarner. The due date is: October 30, 2024 5:00 PM
10/21/2024 5:37:08 PM

Approve

by Kevin Buettner 10/21/2024 5:56:18 PM (P&Z Department Review)

- The task was assigned to Planning_Director. The due date is: October 30, 2024 5:00 PM
10/21/2024 5:37:09 PM
- Kevin Buettner assigned the task to Kevin Buettner 10/21/2024 5:54:54 PM

Approve

by Scott Bloom 10/22/2024 8:59:40 AM (Legal Review)

- The task was assigned to City_Attorney. The due date is: October 30, 2024 5:00 PM
10/21/2024 5:37:09 PM
- Scott Bloom assigned the task to Scott Bloom 10/22/2024 8:59:34 AM

Approve

by Jeremy Hamilton 10/22/2024 9:53:48 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: October 30, 2024 5:00 PM
10/21/2024 4:37:11 PM

Approve

by Joe Fisher 11/6/2024 9:04:59 AM (Building Official Review)

- The task was assigned to Joe Fisher. The due date is: October 30, 2024 5:00 PM
10/21/2024 4:37:11 PM

AMCO License Application

Date

10/21/2024

Establishment Information**License Type**

Standard Marijuana Cultivation Facility

Licensee

Shackleford Investments LLC

Doing Business As

Shackleford Investments LLC

Premises Address

8847 Kenai Spur Highway, Kenai,

City, State

Kenai, AK

Contact Information**Contact Licensee**

Nicholas Mann

Contact Phone No.

719-221-9919

Contact Email

Shackleford.investments.LLC@gmail.com

Additional Contact Information**Name****Phone No.****Email****Documents****File Upload**

31826 2024-2025 Renewal Notice.pdf

274.7KB

Mj 20 31826.pdf

694.12KB

online app 31826.pdf

180.66KB



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 53

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:	Standard Marijuana Cultivation	License Number:	31826
Name of Business:	Shackleford Investments 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 type="checkbox"/> New Application <input type="checkbox"/> Transfer Application <input checked="" type="checkbox"/> Renewal Application <input type="checkbox"/> Other (specify):
Included Documents:	MJ-20 Renewal Application 7600 \$ CASHIER CHECK- 31826 RENEWAL 100811352 <div>RECEIVED JUN 21 2024 ALCOHOL MARIJUANA CONTROL OFFICE STATE OF ALASKA</div>



Alaska Marijuana Control Board

Form MJ-20: Renewal Application Certifications

Why is this form needed?

This renewal application certifications form is required for all marijuana establishment license renewal 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. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

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

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Nicholas Mann	License Number:	31826		
License Type:	Standard Marijuana Cultivation				
Doing Business As:	Shackleford Investments LLC				
Premises Address:	8847 Kenai Spur Highway				
City:	Kenai	State:	AK	ZIP:	99611

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Nicholas Francis Mann
Title:	Owner



Section 3 – Violations & Charges

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

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

NFM

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

NFM

I certify that a notice of violation has **not** been issued for this license.

NFM

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

--



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 no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(f)(1), in the business for which the marijuana establishment license has been issued.

NFM

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

NFM

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

NFM

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

NFM

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

NFM

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

NFM

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





Public Notice

Application for Marijuana Establishment License

License Number: 31826

License Status: Active-Operating

License Type: Standard Marijuana Cultivation Facility

Doing Business As: Shackleford Investments, LLC

Business License Number: 2144664

Email Address: shackelford.investments.llc@gmail.com

Latitude, Longitude: 60.568000, -151.193000

Physical Address: 8847 Kenai Spur Highway Buildings F,G,H
Kenai, AK 99611
UNITED STATES

Licensee #1

Type: Entity

Alaska Entity Number: 10180947

Alaska Entity Name: Shackleford Investments, LLC

Phone Number: 719-221-9919

Email Address: Shackelford.investments.LLC@gmail.com

Mailing Address: 140 Bidarka Street Unit 1342
Kenai, AK 99611
UNITED STATES

Entity Official #1

Type: Individual

Name: Nicholas Mann

Phone Number: 719-221-9919

Email Address: Nicholas.mann051@gmail.com

Mailing Address: 140 Bidarka Street Unit 1342
Kenai, AK 99611
UNITED STATES

Note: No affiliates entered for this license.

Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO) not later than 30 days after the director has determined the application to be complete and has given written notice to the local government. Once an application is determined to be complete, the objection deadline and application information will be posted on AMCO's website at

<https://www.commerce.alaska.gov/web/amco>. Objections should be sent to AMCO at marijuana.licensing@alaska.gov or to 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.

POSTING DATE _____



Monday, November 4, 2024

Sent via email: cityclerk@kenai.city

Shellie Saner, City Clerk
City of Kenai

RE: Renewal Application for Standard Marijuana Cultivation Facility

Business Name	:	Shackleford Investments, LLC
License Location	:	Kenai/8847 Kenai Spur F, G, H
License No.	:	31826
License Type	:	Standard Marijuana Cultivation Facility

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.investments.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: November 8, 2024
SUBJECT: **Action/Approval** – The Upper Deck Liquor License Renewal

The following establishment has submitted an application to the Alcohol and Marijuana Control Office (AMCO) for a renewal of license:

Applicant: Upper Deck LLC
D/B/A: The Upper Deck
License Type: Beverage Dispensary Tourism
License No.: 2993

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicants and they have satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the liquor license renewal will be forwarded to the ABC Board and the applicants.

Your consideration is appreciated.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

November 1, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: Upper Deck Llc

DBA: The Upper Deck

VIA email: peterkin4@alaska.net

Local Government 1: Kenai Peninsula Borough

Local Government 2: Kenai

Via Email: micheletturner@kpb.us; jkaspar@kpb.us; seSSERT@kpb.us; mjenkins@kpb.us; nsCarlett@kpb.us;

mjenkins@kpb.us; mboehmler@kpb.us; rRaidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us;

jrasor@kpb.us; cityclerk@kenai.city

Community Council: N/A

Via Email: N/A

RE: Beverage Dispensary Tourism License #2993 Combined Renewal Notice

License Number:	2993
License Type:	Beverage Dispensary Tourism
Licensee:	Upper Deck Llc
Doing Business As:	The Upper Deck
Physical Address:	305 N Willow Street
Licensee Tel.	907-398-1578

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **November 19, 2024**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,

Lizzie Kubitz, Acting Director
907-269-0350

Submit

by Meghan Thibodeau 11/1/2024 1:23:36 PM (Form Submission)

Approve

by David Ross 11/1/2024 1:50:35 PM (Police Department Review)

- The task was assigned to David Ross. The due date is: November 12, 2024 5:00 PM
11/1/2024 1:23:39 PM

Approve

by Tina Williamson 11/1/2024 1:59:06 PM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: November 12, 2024 5:00 PM
11/1/2024 1:23:40 PM

Approve

by Cindy Herr 11/1/2024 2:11:09 PM (Legal Asst Review)

- There are no monies owed in restitution or fines.
- The task was assigned to Cindy Herr. The due date is: November 12, 2024 5:00 PM
11/1/2024 1:23:40 PM

Approve

by Brandon McElrea 11/1/2024 3:28:37 PM (Lands Review)

- Spoke with Airport. Lessee current on terms and obligations.
- The task was assigned to Brandon McElrea. The due date is: November 12, 2024 5:00 PM
11/1/2024 1:23:40 PM

Approve

by Scott Bloom 11/1/2024 3:34:12 PM (Legal Review)

- The task was assigned to City_Attorney. The due date is: November 12, 2024 5:00 PM
11/1/2024 3:28:40 PM
- Scott Bloom assigned the task to Scott Bloom 11/1/2024 3:34:06 PM

Approve

by Kevin Buettner 11/4/2024 8:47:07 AM (P&Z Department Review)

- The task was assigned to Planning_Director. The due date is: November 12, 2024 5:00 PM
11/1/2024 3:28:41 PM
- Kevin Buettner assigned the task to Kevin Buettner 11/4/2024 8:46:33 AM

Approve

by David Swarner 11/4/2024 10:10:21 AM (Finance Review)

- The task was assigned to David Swarner. The due date is: November 12, 2024 5:00 PM
11/1/2024 3:28:40 PM

Approve

by Joe Fisher 11/6/2024 9:04:01 AM (Building Official Review)

- The task was assigned to Joe Fisher. The due date is: November 12, 2024 5:00 PM
11/1/2024 1:23:39 PM

Approve

by Jeremy Hamilton 11/8/2024 3:34:04 PM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: November 12, 2024 5:00 PM
11/1/2024 1:23:39 PM

AMCO License Application

Date

11/1/2024

Establishment Information**License Type**

Beverage Dispensary Tourism

Licensee

Upper Deck LLC

Doing Business As

The Upper Deck

Premises Address

305 N. Willow St

City, State

Kenai, AK

Contact Information**Contact Licensee**

Rodney Peterkin

Contact Phone No.

907-398-1578

Contact Email

peterkin4@alaska.net

Additional Contact Information**Name****Phone No.****Email****Documents****File Upload**

2993 Complete 24-25 Renewal Application.pdf

760.56KB

2993 Complete 24-25 Renewal Notice.pdf

258.62KB



Alaska Alcoholic Beverage Control Board

Form AB-37: Tourism Statement

A new, transfer, or renewal application for a Beverage Dispensary – Tourism or Restaurant/Eating Place – Tourism license must be accompanied by a written statement that explains how the establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

This document must be completed and submitted to AMCO's Anchorage office before any tourism license application will be reviewed.

Section 1 – Establishment Information

Enter information for the licensed establishment or the business seeking to be licensed.

Doing Business As:	The Upper Deck	License #:	2993
License Type:	Tourism		

Section 2 – Tourism Statement

2.1. Explain how issuance of a liquor license at your establishment has/will encourage tourism.

Upper Deck LLC
Beverage Dispensary License Renewal Tourism Statement

The Upper Deck Lounge, located in the Kenai Municipal Airport Terminal, was established in 1990. Our lounge is o'en the first and last place tourists to our area visit. We do not offer any rooms as we are as previously stated, in the airport terminal, however, we do provide information on to our area visitors regarding lodging. Our staff is knowledgeable and o'en provide travelers informa-on regarding ameni-es in our area. Our establishment does not provide a dining facility as there is a restaurant located in the terminal. We do provide a limited menu of food available if the restaurant is closed or the visitor is short on -me.

The City of Kenai operates the terminal building where the Upper Deck is located.

2.2. Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1):

pper Deck LLC
Beverage Dispensary License Renewal Tourism Statement

The Upper Deck Lounge, located in the Kenai Municipal Airport Terminal, was established in 1990. Our lounge is o'en the first and last place tourists to our area visit. We do not offer any rooms as we are as previously stated, in the airport terminal, however, we do provide information on to our area visitors regarding lodging. Our staff is knowledgeable and o'en provide travelers informa-on regarding ameni-es in our area. Our establishment does not provide a dining facility as there is a restaurant located in the terminal. We do provide a limited menu of food available if the restaurant is closed or the visitor is short on -me.

The City of Kenai operates the terminal building where the Upper Deck is located.

2.3 Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located?

YES

☐

NO

☒

2.4 If "no" who operates the tourism facility?

City of Kenai



Alaska Alcoholic Beverage Control Board

Form AB-37: Tourism Statement

2.5 Do you offer room rentals to the traveling public?

☐☒

If "yes" answer the following questions:

How many rooms are available?

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)?

Do you stock or plan to stock alcoholic beverages in guest rooms?

☐☒

If "no" is your facility located within an airport terminal?

☒☐

2.6 If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

2.7 If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".



Alaska Alcoholic Beverage Control Board

Form AB-37: Tourism Statement

Section 3 – Certification

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

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.

Rp

Rodney Peterkin

Printed name of licensee/affiliate

A handwritten signature in black ink, appearing to read "Rodney Peterkin", written over a horizontal line.

Signature of licensee/affiliate



Document reference ID : 2496

Renewal Application Summary

Application ID:	2496
License No:	2993
License Type applied for Renewal:	Beverage Dispensary Tourism License (BDTL)
Licensee Name:	Upper Deck, Llc
Application Status:	In Review
Application Submitted On:	02/22/2024 03:50 AM

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	135439
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	P.O. Box 11, Kenai, AK, 99611
------------------------	-------------------------------

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

Please select the seasonality:

Year-round

Please select the reason to update license.:

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years?:

No

Have any notices of violation or citations been issued for this license during the preceding two years?:

No

Attestations

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

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.

Signature

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : CC

Payment Id: 2b4158f4-0d2d-4026-837f-01183959893d

Receipt Number: 100776555

Payment Date: 2/21/2024 6:54:28 PM



Document reference ID : 2496

Licensing Application Summary

Application ID:	2496
Applicant Name:	Upper Deck, Llc
License Type applied for:	Beverage Dispensary Tourism License (BDTL) (AS 04.09.350)
Application Status:	In Review
Application Submitted On:	02/22/2024

Entity Information

Business Structure:	Limited liability company
Alaska Entity Number (CBPL):	135439

Entity Contact Information

Entity Address:	PO Box 11, Kenai, AK, 99611, USA
-----------------	----------------------------------

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Upper Deck, Llc	Rodney A Peterkin	Member	100

Premises Address

Nearest municipality, city, and/or borough:	Kenai
---	-------

Basic Business information

Business/Trade Name:

The Upper Deck

Local Government and Community Council Details

City/Municipality

Kenai (City of)

Borough

Kenai Peninsula Borough

Public Notice Posting Attestation and Publishers Affidavit

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

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.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

The proposed changes conform to all applicable public health, fire, and safety laws.

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.

Signature

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : CC

Payment Id: 2b4158f4-0d2d-4026-837f-01183959893d

Receipt Number: 100776555

Payment Date: 2/21/2024 6:54:28 PM



Thursday, November 7, 2024

Sent via email: cityclerk@kenai.city

Shellie Saner, City Clerk
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Upper Deck/ Peterkin
Business Name	:	UPPER DECK, THE
License Type	:	Beverage Dispensary/Tourism
License Location	:	305 N Willow Street, City of Kenai
License No.	:	2993
Application Type	:	License Renewal

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Michele Turner, CMC
Borough Clerk

cc: updeckkenai@gmail.com;

<mailto: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

THROUGH: Terry Eubank, City Manager

FROM: Derek Ables, Airport Manager

DATE: November 7, 2024

SUBJECT: **Action/Approval** - Special Use Permit to the American Red Cross for use of 475 Square Feet of office Space at the Alaska Regional Fire Training Facility

The American Red Cross is requesting to renew their Special Use Permit that expires on November 30, 2024 under the same terms and conditions.

The American Red Cross is a nonprofit corporation that provides services to the Kenai Peninsula including house and forest fire response, smoke alarm installation, preparedness training, and more.

The permit is for approximately 475 square feet of office space on the second floor of the Alaska Regional Fire Training Facility. The permit fee is \$1.00 per month plus \$211.44 per month for utility costs plus applicable tax. The term of the Special Use Permit will be December 1, 2024 to November 30, 2025.

The Special Use Permit Application has been completed and the \$100 application fee paid. The Airport has a current Certificate of Insurance on file and the American Red Cross is current on all fees owed to the City.

Thank you for your consideration.

Attachment- Special Use Permit, Application

SPECIAL USE PERMIT

THE CITY OF KENAI (CITY) for the considerations and pursuant to the conditions and requirements set forth below, hereby grants **AMERICAN RED CROSS OF ALASKA** (PERMITTEE), a nonprofit corporation, whose address is 235 E. 8th Ave. Ste. 200, Anchorage Alaska, 99501, the non-exclusive right to use that area described below:

Access to second floor office space, ROOM 228, and parking at the Alaska Regional Fire Training Center, located at 450 Marathon Rd., Kenai, Alaska 99611. Approximately 475 square feet.

1. **TERM.** This special use permit shall commence and be effective on December 1, 2024, and shall extend through November 30, 2025.
2. **PERMIT FEES.** The monthly fee for this permit is \$1.00 per month, plus \$211.44 utilities cost per month, plus applicable sales tax.
3. **USE.** The right to use the ROOM 228 for General Office Space, Training and/or Testing, and Storage. This includes reasonable ingress and egress to and from ROOM 228 through the Building's common areas. Permittee shall not have the right to use any other space in the Building (such as library, conference rooms, break room, coffee room) or any equipment belonging to the City unless given written permission to do so.
4. **LICENSES AND PERMITS; LAWS.** Permittee shall adhere to all federal, state, and local laws, ordinances, and regulations while conducting its activities on the Premises. Permittee shall obtain and maintain all required federal, state, and local licenses, permits, certificates, and other documents required for Permittee's operations under the Permit. Permittee shall provide proof of compliance to the City upon request by the City.
5. **NO EXCLUSIVITY.** This Permit is not intended to grant any exclusive use to the described Premises.
6. **INSURANCE.** Permittee shall provide proof of insurance coverage, including worker's compensation, if necessary, in an amount satisfactory to the City Manager, and listing the City as an additional insured.
7. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** Permittee agrees to indemnify, defend, and hold the City, its agents, and employees harmless from and against any and all liability, loss, suit, claim, judgment, fine, demand, damage, penalty,

property damage, or personal injury of whatever kind, including sums paid in settlements of claims, attorney fees, consultant fees, expert fees, or costs incurred arising from or connected with the Permittee's use or occupation of the Premises. Permittee shall give the City of Kenai reasonable notice of any such claims or actions. However, Permittee shall not be responsible for any damage or claims from the sole negligence, activities, or omission of the City or its agents or employees.

8. PERSONALITY. Permittee must keep the space and all other materials on the Premises clean and in good condition.

Permittee shall remove any and all personal property from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of \$25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personal property of Permittee at or from the Premises.

9. NO WAIVER. Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions or requirements.

10. MUTUAL CANCELLATION. This Permit may be cancelled in whole or in part with one month written notice by Permittee or the City.

11. NO DISCRIMINATION. Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.

12. ASSUMPTION OF RISK. Permittee shall provide all proper safeguards and shall assume all risks incurred in its use of the Premises.

13. NO JOINT VENTURE. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises.

14. CONTACT INFORMATION. The contact information for Permittee, and the person in responsible charge for Permittee during the term of the Permit, for purposes of notice and all communications from City to Permittee is:

American Red Cross of Alaska
235 E. 8th Ave. Ste. 200
Anchorage, Alaska 99501

The contact information for City for purposes of notice and all communications from Permittee to City is:

Airport Administration
305 North Willow, Suite 200
Kenai, Alaska 99611
Telephone: (907) 283-8281

15. RIGHTS OR REMEDIES. No right or remedy herein conferred upon or reserved to each respective party is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy given hereunder, or now or hereafter existing at law or in equity.

16. GOVERNING LAW; VENUE. The laws of State of Alaska will determine the interpretation of this Agreement and the performance thereof. Any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

17. AUTHORITY. By signing this Permit, Permittee represents that it has read this agreement and it agrees to be bound by the terms and conditions herein and that the person signing this Permit is authorized to bind Permittee.

CITY OF KENAI

By: _____
Terry Eubank
City Manager

AMERICAN RED CROSS OF ALASKA

By: _____
 Paul Ramage
 Regional Facility Coordinator

Approved as to form:

 Scott Bloom
 City Attorney

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the ____ day of _____, 2024, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

 Notary Public for Alaska
 My Commission Expires: _____

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2024, the foregoing instrument was acknowledged before me by Paul Ramage, of American Red Cross, an Alaska non-profit corporation, on behalf of the corporation.

 Notary Public for Alaska
 My Commission Expires: _____



City of Kenai Special Use Permit Application

Application Date: 10/22/2024

Applicant Information

Name of Applicant:	American Red Cross of Alaska				
Mailing Address:	235 E 8th Ave	City:	Anchorage	State:	AK
				Zip Code:	99501
Phone Number(s):	Home Phone: ()		Work/ Message Phone: () 907 715 7649		
E-mail: (Optional)	paul.ramage@redcross.org				
Name to Appear on Permit:	American Red Cross of Alaska				
Mailing Address:	235 E 8th Ave	City:	Anchorage	State:	AK
				Zip Code:	99501
Phone Number(s):	Home Phone: ()		Work/ Message Phone: ()		
E-mail: (Optional)					
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input checked="" type="checkbox"/> Other <u>Non Profit</u>				

Property Information

Legal or physical description of the property:	450 Daubenspek Circle Kenai, AK 99611		
Description of the proposed business or activity intended:	Office of the American Red Cross of Alaska		
Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
If you answered yes to any of the above questions, please explain:			
What is the term requested (not to exceed one year)?	One Year		
Requested Starting Date:	12/1/2024 through 11/30/2025		
Signature:		Date:	
Print Name:		Title:	

For City Use Only: <input type="checkbox"/> General Fund <input type="checkbox"/> Airport Reserve Land <input type="checkbox"/> Airport Fund <input type="checkbox"/> Outside Airport Reserve	Date Application Fee Received: _____ City Council Action/Resolution: _____ Account Number: _____
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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

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Planning Technician

DATE: November 4, 2024

SUBJECT: **Action/Approval – Assignment of Leases of Kenai City Lands as Requested by KNC Golf Inc., for Kenai Municipal Golf Course***

KNC Golf, Inc., submitted an application for an Assignment and Assumption of Lease Agreements from Griffin Golf, LLC, Assignor to KNC Golf Inc., Assignee. The location of the affected parcels is shown on the attached Exhibit A. City Administration has no objections to the lease assignments. Griffin Golf, LLC is in compliance with the terms of its existing leases.

The original leases were signed in the 1980s and were most recently amended in 2018. On June 7, 1985, the City entered into a 20-year Lease and Concession Agreement for the construction and operation of a public golf facility with a 10-year option to extend and, in 1987, the City entered into a second lease for an adjacent area with similar terms to the first agreement. On October 21, 2015, the Kenai City Council passed Resolution 2015-60, authorizing an amendment to the leases that provided a second 10-year term with a 10-year option to extend. On August 15, 2018, the Kenai City Council passed Resolution 2018-47, which amended certain terms of the leases in order to incentivize additional investment by reducing the annual rent to \$1 per year and extending the term of the lease by 20 years upon completion of new investment. Additional terms specify a percentage of ordinary business income due to the City upon completion of the improvements.

The Kenai Municipal Golf Course was constructed on lands partially restricted by Section 6(f)(3) of the Land and Water Conservation Fund (LWCF), which requires the property to be maintained in perpetuity for public outdoor recreation. In 1998, the City requested the restriction on adjacent lots located within the Five Irons Heights Subdivision be lifted and placed on the City-owned golf course, which resulted in restrictions under Section 6(f)(3) of the LWCF for the entirety of the Kenai Municipal Golf Course.

*Please note that the Kenai Municipal Golf Course referred to above consists of the following:

Parcel A:

The unsubdivided remainder of Government Lots 1 and 2, located within the N1/2 N1/2, Section 3, T5N, R11W, S.M. containing 71.919 acres, according to Plat No. 97-105.

Parcel B:

The unsubdivided remainder of Government Lots 3 and 4, located within the N1/2 N1.2, Section 3, T5N, R11W, S.M. and containing 47.788 acres, according to Plat No. 97-105.

If City Council approves, City Administration would execute the reassignment of the leases from Griffin Golf, LLC to KNC Golf Inc. Thank you for your consideration.

Attachments

Consent A & B

Exhibit A



**CITY OF KENAI
CONSENT TO ASSIGNMENT**

The Assignment of that certain lease entered into on June 7, 1985, and recorded at Book 265 Pages 720-731 in the Kenai Recording District, Third Judicial District, State of Alaska, as amended, most recently by the Thirteenth Amendment to Lease and Concession Agreement on August 27, 2018, and recorded as 2018-007904-0 in the Kenai Recording District, Third Judicial District, State of Alaska, from GRIFFIN GOLF, LLC, whose address is P.O. Box 289, Kenai, AK 99611, to KNC GOLF, INC., whose address is 275 S. Kobuk St., Soldotna, AK 99669, covering the following-described property:

Parcel A

The unsubdivided remainder of Government Lots 1 and 2, located within the N1/2 N1/2 Section 3, T5N, R11W, S.M., City of Kenai, Kenai Recording District, Kenai Peninsula Borough, Alaska containing 71.919 acres, according to Plat No. 97-105

and further described in the attached Exhibit A,

is hereby ACKNOWLEDGED AND APPROVED, subject to the same terms and conditions as contained in the original lease above-described.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this ____ day of _____, 2024.

Terry Eubank
City Manager

Approved as to Form:

Scott Bloom, City Attorney

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2024, TERRY EUBANK, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

Notary Public for Alaska
My Commission Expires:_____

Return to:
City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

**CITY OF KENAI
CONSENT TO ASSIGNMENT**

The Assignment of that certain lease entered into on May 28, 1987, and recorded at Book 311 Pages 134-143 in the Kenai Recording District, Third Judicial District, State of Alaska, as amended, most recently by the Twelfth Amendment to Lease and Concession Agreement on August 27, 2018, and recorded as 2018-007903-0 in the Kenai Recording District, Third Judicial District, State of Alaska, from GRIFFIN GOLF, LLC, whose address is P.O. Box 289, Kenai, AK 99611, to KNC GOLF, INC., whose address is 275 S. Kobuk St., Soldotna, AK 99669, covering the following-described property:

Parcel B

The unsubdivided remainder of Government Lots 3 and 4, located within the N1/2 N1/2 Section 3, T5N, R11W, S.M., City of Kenai, Kenai Recording District, Kenai Peninsula Borough, Alaska containing 47.788 acres, according to Plat No. 97-105

and further described in the attached Exhibit A,

is hereby ACKNOWLEDGED AND APPROVED, subject to the same terms and conditions as contained in the original lease above-described.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this ____ day of _____, 2024.

Terry Eubank
City Manager

Approved as to Form:

Scott Bloom, City Attorney

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2024, TERRY EUBANK, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

Notary Public for Alaska
My Commission Expires:_____

Return to:
City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

Exhibit A





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

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Planning Technician

DATE: November 6, 2024

SUBJECT: **Action/Approval – Assignment of Lease of Airport Reserve Lands & Consent to Assignment for Security Purposes as requested by Schilling Rentals, LLC for Lot 5A, Block 1, FBO Sub. 2018 Replat**

Schilling Rentals, LLC. Has requested a collateral assignment of its Lease of the above referenced property to Northrim Bank to secure a line of credit. Article VI, Section A of the Lease requires the written consent of the City for any assignment.

The property is identified on the attached map and is Airport Land located inside of the Airport Reserve. The Lease is for a term of forty-five (45) years, was executed on June 7, 2024, and expires on June 6, 2069. The purpose for which the Lease is issued is: "Fixed Base Operator (FBO) with Hangar".

The Lessee maintains numerous leases with the City, and is in compliance with all leases and current with all obligations due to the City.

If City Council approves the assignment, the City Manager will execute the *Consent to Assignment for Security Purposes* can be executed. Thank you for your consideration.

Attachment

Consent to Assignment

CITY OF KENAI**CONSENT TO ASSIGNMENT OF LEASE FOR SECURITY PURPOSES**

The CITY OF KENAI, Lessor, in a Lease recorded on June 14, 2024, Document Number 2024-004151-0 in the Kenai Recording District, Covering the following described property:

Lot 5A, Block 1, FBO Subdivision 2018 Replat, according to the official plat thereof, filed under Plat No. 2019-2, records of the Kenai Recording District, Third Judicial District, State of Alaska.

hereby consents to the assignment of the right, title, and interest of the Lessee in the above referenced lease agreement, for security purposes, to NORTHRIM BANK, whose address is 3111 C Street, Anchorage, AK 99503.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this ____ day of _____, 2024.

Terry Eubank
City Manager

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2024, TERRY EUBANK, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

Notary Public for Alaska
My Commission Expires:_____

Approved as to Form

Scott Bloom, City Attorney

After Recording Return To:
City of Kenai
210 Fidalgo Ave.
Kenai, Alaska 99611



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3444-2024**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT FROM THE U.S DEPARTMENT OF HOMELAND SECURITY PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS TO HIRE A CONTRACTOR TO ADD A CYBERSECURITY SECTION TO THE CITY'S EMERGENCY OPERATIONS PLAN.

WHEREAS, the City of Kenai received a notice from the State of Alaska Department of Military Veterans' Affairs that it was awarded \$25,000 for a grant project under the 2023 State and Local Cybersecurity Grant Program; and,

WHEREAS, the City of Kenai's project is to add a section related to cybersecurity to the City's Emergency Operations Plan; and,

WHEREAS, a recently completed cybersecurity assessment found the lack of a disaster response plan; and,

WHEREAS, the acceptance of these grant funds does not require matching funds 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 a grant from the U.S. Department of Homeland Security passed through the State of Alaska Department of Military and Veterans' Affairs in the amount of \$25,000, and to expend the grant consistent with this ordinance and the grant requirements.

Section 2. That the estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –	
Federal Grants	<u>\$25,000</u>

Increase Appropriations –	
Non-Departmental – Professional Services	<u>\$25,000</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 4TH DAY OF DECEMBER, 2024.

ATTEST:

Brian Gabriel Sr., Mayor

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:	November 20, 2024
Enacted:	December 4, 2024
Effective:	December 4, 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

THROUGH: Dave Swarner, Finance Director

FROM: Dan Castimore, IT Manager

DATE: November 12, 2024

SUBJECT: **Ordinance No. 3444-2024 Accepting and Appropriating DHS Grant**

A grant was applied for by the City of Kenai, under the 2023 State and Local Cybersecurity Grant Program, and was funded in the amount of \$25,000. The City received a notice of award of the \$25,000 for Disaster Response Planning, specifically to update the City's Emergency Operations Plan to include a section on cybersecurity.

The City recently completed a cybersecurity assessment, and in that assessment the consultant found that the lack of a disaster response plan posed a risk to the City. These grant funds will allow the City to eliminate this risk.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds for the purposes they were intended.



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: November 14, 2024

SUBJECT: **Action/Approval** - Council Confirmation of Mayoral Nominations to the City's Commissions.

Pursuant to Kenai Municipal Code (KMC) 1.90.020 and 1.90.030, the Mayor has nominated the following individuals to be confirmed by City Council to a three-year term beginning January 1, 2025 and ending December 31, 2027:

Airport Commission:

Daniel Knesek
Cody Whicker

Beautification Committee:

Samantha Springer
Brittney Hoffert

Parks & Recreation Commission:

Charlie Stephens

KMC requires Council confirmation of nominations presented by the Mayor. Your consideration is appreciated.



Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Daniel

Last Name: *

Knesek

Residence Address: *

Street Number & Street Name.

If appointed, select items approved for publication on City Website:

☐ Primary Phone

☐ Home Phone

☒ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

Home Phone:

E-mail *

dknesek@flygrant.com

Are you a Resident of the City of Kenai? *

☐ Yes

☒ No

If resident, how long?

Name of Spouse:

Name of Employer:

Grant Aviation

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Airport Commission

Airport Commission Designated Seats:

Fixed Base Operator (FBO)

Why do you want to be involved with this Commission?

Grant Aviation is now the largest passenger air carrier operating at the Kenai Municipal Airport. We are committed to continuing this service and provide further public service through continuing to serve on the Airport Commission. I am an Executive with Grant Aviation and am proud to help the Kenai Municipal Airport as a Commissioner on the Airport Commission

List Current Organization Memberships:

Alaska Air Carrier Association - Board Member, Executive Committee Officer, Past President

List Past Organization Memberships:

Airline Pilot's Association - elected member of the Master Executive Committee, member

Regional Air Cargo Carriers Association - Member

What background, experience or other credentials do you possess to bring to the Commission?

I have been a part of the aviation industry since a very young age. I soloed in a glider at the age 14 and worked at a glider operation until I left for college. I attended the University of North Dakota earning a bachelor's degree in Aeronautical Studies. I have recently earned a Graduate Certificate in Airline Financial Management from Purdue University. I started my airline career in 2000 as a pilot operating large jet aircraft based out of Chicago O'Hare, New York's La Guardia, and Washington Dulles Airports. After I left the Part 121 airlines, I managed the flight operations for a Nascar team in North Carolina eventually making my way to Alaska in 2011. I have since held numerous management and executive level positions at two different air carriers in Alaska. I have been at Grant Aviation since May of 2017 and have helped guide the company through its significant growth since joining.



Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Samuel Cody

Last Name: *

Whicker

Residence Address: *

Street Number & Street Name.

If appointed, select items approved for publication on City Website:

☒ Primary Phone

☐ Home Phone

☐ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

907-741-2852

Home Phone:

E-mail *

Are you a Resident of the City of Kenai? *

☒ Yes

☐ No

If resident, how long?

12

Name of Spouse:

Ronnie Whicker

Name of Employer:

Self Employed - Homemaker

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Airport Commission

Airport Commission Designated Seats:

Expertise in Federal Aviation Administration (FAA)

Why do you want to be involved with this Commission?

I would like to learn as much as I can and Serve my Community while I do it.

List Current Organization Memberships:

- Board Member and Chief Umpire of Kenai Little League
- National Air Traffic Controllers Association, NATCA

List Past Organization Memberships:

- Served as the Local FS1 NATCA Union President
- Served as the Kenai Flight Service Station's Facility Representative
- Former Member of Civil Air Patrol
- Served 20+ years, in different capacities, as a Youth Leader for Local Church organizations.

- Coached Baseball, Basketball and Wrestling.
- Kenai Central High School Booster for Wrestling, Football, Baseball and Softball
- Served for 15+ years as a Scoutmaster for the Boy Scouts of America.
- Former member and Cadet Captain of the Arnold Air Society

What background, experience or other credentials do you possess to bring to the Commission?

- Graduated From University of Alaska Anchorage in Air Traffic Control
- University of Utah Air Force ROTC Cadet
- Worked on my Private Pilots license at OK3Air in Utah
- Worked for the Department of Homeland Security/Transportation Security Administration in Salt Lake City Utah and Anchorage Alaska
- Originally hired by the FAA and worked at the Salt Lake City TRACON (Terminal Radar Approach Control)
- FAA CTO (Certified Tower Operator) worked Clearance Delivery and Flight Data in both the Salt Lake City Tower and Salt Lake City TRACON
- FAA Ground Control rating at Great Falls Tower in Montana
- FAA ATC Flight Service Specialist (rated/certified and worked in) Kenai, Homer, McGrath, Iliamna, Dillingham and Cold Bay
- Certified FAA Weather Observer
- Had a FAA Part 107 UAS Remote Pilot License



Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Brittney

Last Name: *

Hoffert

Residence Address: *

If appointed, select items approved for publication on City Website:

☐ Primary Phone

☐ Home Phone

☐ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

Home Phone:

E-mail *

Are you a Resident of the City of Kenai? *

☒ Yes

☐ No

If resident, how long?

11

Name of Spouse:

N/A

Name of Employer:

DOT&PF

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Beautification Commission

Why do you want to be involved with this Commission?

To continue keeping the charm, the peninsula has to hold

List Current Organization Memberships:

Beautification commission

List Past Organization Memberships:

Benevolent and protective order of Elks / I was the past President.

What background, experience or other credentials do you possess to bring to the Commission?

Continue with community involvement.



Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Samantha

Last Name: *

Springer

Residence Address: *

Street Number & Street Name.

If appointed, select items approved for publication on City Website:

☒ Primary Phone

☐ Home Phone

☒ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

9079470514

Home Phone:

E-mail *

samantha@kenaichamber.org

Are you a Resident of the City of Kenai? *

☐ Yes

☒ No

If resident, how long?

Name of Spouse:

Gregory Springer

Name of Employer:

Kenai Chamber of Commerce & Visitor Center

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Beautification Commission

Why do you want to be involved with this Commission?

As the current Executive Director of the Kenai Chamber of Commerce & Visitor Center, I am passionate about enhancing our community's appeal for both citizens and tourists. Joining the Beautification Committee for the City of Kenai is a natural extension of my commitment to fostering an inviting and enjoyable environment. I believe that a well-maintained and attractive city not only boosts local pride but also draws visitors, benefiting our local economy. My love for community involvement and dedication to service drive my desire to contribute to initiatives that enhance the aesthetic and functional quality of our city, making Kenai an even more wonderful place to live and visit.

List Current Organization Memberships:

List Past Organization Memberships:

President of Alpha Sigma Alpha at UAA.

President, LeeShore Center Board of Directors; Housing subcommittee on the KPB Working Group; Bronze Bear committee member, commissioner for Beatification Commission.

What background, experience or other credentials do you possess to bring to the Commission?

With extensive experience serving on various committees and boards, I am well-equipped to contribute effectively to the Beautification Committee for the City of Kenai. My love for community service began in college when I served as the Alpha Sigma Alpha Philanthropic Chair, instilling in me a deep commitment to community enhancement. As the President of the LeeShore Center Board of Directors, I have honed my leadership and collaborative skills, working towards community-focused goals. My involvement in the Housing subcommittee on the KPB Working Group has provided me with a deep understanding of local needs and the intricacies of project development. Additionally, my participation in the Bronze Bear committee has enriched my perspective on community enhancement projects. These roles have collectively prepared me to bring a wealth of knowledge, strategic thinking, and a strong commitment to the Beautification Committee, ensuring our city remains a vibrant and attractive place for all.



Commission Application

Page 100

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Charlie

Last Name: *

Stephens

Residence Address: *

Street Number & Street Name.

If appointed, select items approved for publication on City Website:

☐ Primary Phone

☐ Home Phone

☒ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

Home Phone:

E-mail *

ccstephens711@gmail.com

Are you a Resident of the City of Kenai? *

☒ Yes

☐ No

If resident, how long?

26 years

Name of Spouse:

Julie Stephens

Name of Employer:

Retired

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Parks and Recreation Commission

Why do you want to be involved with this Commission?

I have been a part of the commission for several years and I have been a common sense contributor during that time. I can continue to be a positive member of the commission.

List Current Organization Memberships:

List Past Organization Memberships:

What background, experience or other credentials do you possess to bring to the Commission?

I am a retired teacher with 30+ years experience in education and coaching. Most of my teaching experience was in physical education.



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: November 14, 2024

SUBJECT: **Action/Approval** - Council Confirmation of Mayoral Nominations to the Planning & Zoning Commission.

The Planning and Zoning Commission will have two vacancies as of December 31, 2024, due to terms ending. All requirements pursuant to Kenai Municipal Code (KMC) have been met to fill these vacancies. Applications received for consideration are attached to this correspondence.

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:

- Jeff Twait reappointment for a term beginning January 1, 2025, and ending December 31, 2027.
- Gwen Woodard reappointment for a term beginning January 1, 2025, and ending December 31, 2027.

Council shall consider confirmation of the Mayor's nominations no later than the December 4, 2024 meeting.



Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Jeff

Last Name: *

Twait

Residence Address: *

Street Number & Street Name.

If appointed, select items approved for publication on City Website:

☒ Primary Phone

☐ Home Phone

☒ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

9073984624

Home Phone:

E-mail *

jtwait@kenai.city

Are you a Resident of the City of Kenai? *

☒ Yes

☐ No

If resident, how long?

24 years

Name of Spouse:

Heather

Name of Employer:

Self

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Planning and Zoning Commission

Why do you want to be involved with this Commission?

To be involved in shaping the development and planning of our city. And to give back to my community.

List Current Organization Memberships:

Kenai Peninsula builders Association
ALASKA State homebuilding association
National Association of HomeBuilders

List Past Organization Memberships:

What background, experience or other credentials do you possess to bring to the Commission?

Previous years of service on the commission and working in the area building over the past 25 years



Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Gwen

Last Name: *

Woodard

Residence Address: *

If appointed, select items approved for publication on City Website:

☐ Primary Phone

☐ Home Phone

☒ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

Home Phone:

E-mail *

woodard.g@outlook.com

Are you a Resident of the City of Kenai? *

☒ Yes

☐ No

If resident, how long?

57 yrs

Name of Spouse:

Michael Woodard

Name of Employer:

Retired

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at-large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Planning and Zoning Commission

Why do you want to be involved with this Commission?

I have been serving for nearly 5 years and would like to continue. I offer a different perspective as the "Senior" on the Commission and as a 50 year small business owner in Kenai.

List Current Organization Memberships:

District 7, Republican Party
Republican Women of the Kenai

List Past Organization Memberships:

PTA

What background, experience or other credentials do you possess to bring to the Commission?

Page 105

47 year Homeowner in Kenai
50 year Kenai business owner



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: November 14, 2024

SUBJECT: Discussion – Scheduling a CIP Work Session

The Public Works Department in cooperation with Administration and City Departments, is completing a draft version of the FY2026-2030 Capital Improvement Plan. Departments and Commissions have reviewed their specific project priorities and made recommendations for the draft version of the plan. Administration and Public Works have worked to develop a draft document encompassing all projects for the City of Kenai, with the intention of the FY2026 projects being included in the capital budget for next year or to seek grant funds for applicable projects. We anticipate providing a draft plan to Council for a Work Session to be held prior to the December 18th meeting. The plan could then be finalized for approval on the January 15th meeting.

We appreciate your time in reviewing this plan and will be available for any questions about items in the draft plan.



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MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Terry Eubank, City Manager

DATE: November 13, 2024

SUBJECT: **Setting of FY2026 Budget Goals Work Session**

As the Administration begins preparations for the FY2026 Annual Budget, we are requesting a work session to discuss and establish the Council's budget goals. While these goals are typically broad in nature, setting clear objectives at this stage is a valuable exercise in guiding the budget development process and providing clear targets for preparing the proposed budget.

This approach has proven beneficial since the FY2023 Budget process, and we would like to continue this practice for the FY2026 Budget. The Administration will provide a draft of the proposed budget goals ahead of the work session to help facilitate a productive discussion. Following the work session, a resolution will be presented for adoption at a subsequent City Council meeting to finalize the FY2026 Budget Goals.

For your reference, I have attached the Council-adopted budget goals for FY2025, which can serve as a starting point for our discussion. If there are any specific goals you would like to see incorporated or discussed during the work session, please do not hesitate to share them with me ahead of time.

Your support in scheduling a work session to discuss the FY2026 Budget Goals is greatly appreciated.

Adopted Fiscal Year 2025 Budget Development Goals

Broad Statement of Purpose

It is the goal of the City to formulate and adopt a fiscally responsible budget that meets the needs and priorities of the community it serves. A fiscally responsible budget ensures revenues, taxes, and fees are sufficient but not excessive to fund current operations and contribute to the long-term maintenance of City infrastructure used to provide services. Meeting the needs and priorities of the community means prioritizing essential services while being mindful that non-essential services such as parks, recreation, arts, library, and senior services have significant importance in creating a vibrant, well-balanced community in which individuals desire to live and businesses seek to locate.

Specific Goals

1. Submit a budget for consideration that maintains the City's current mill and sales tax rates and complies with the General Fund, Fund Balance Policy codified in KMC 7.25.
2. Review the City's salary schedule and pay plan, utilizing the employee compensation and classification study currently being prepared, to ensure it provides appropriate compensation to employees comparable to other places of public employment and which allows the City to recruit and retain competent employees without a reduction in critical services or infrastructure support. Incorporate adjustments necessary to the salary schedule and pay plan to address any pay inequities caused by misclassification of positions or those needed for the City to be a competitive public employer.
3. Review the City's health, dental and life insurance benefits offered to employees to improve the sustainability and maintain the quality of employee insurance coverage to ensure it provides adequate coverage comparable to other places of public employment. If the comparison indicates an increase is warranted, limit the increase to employee cost share to not more than 1% of program's total costs. A 1% increase in the employee cost share for FY2025 would bring the employee share to 14%.
4. Seek opportunities to achieve cost savings and efficiencies without negatively impacting operations and services through a transparent budget development process that includes performance measures and a review of previous spending, future needs, and priorities,
5. Compile a list of capital projects, which are projects that cost \$35,000 or more, for Council adoption and ensure that the minimum investment in maintaining City infrastructure over time equals the depreciation, an accounting process by which the cost of an asset is spread over its useful life, recorded annually on City capital assets and infrastructure. The City's FY2023 depreciation by fund and function were:

General Fund:

General Government	\$ 104,337
Public Safety	251,693
Public Works	838,701
Parks, Recreation & Culture	331,605

Social Welfare Services	<u>67,285</u>
	\$1,593,621

Airport Fund:	\$2,341,217
Water & Sewer Fund	<u>1,062,536</u>
Total All Funds	<u>\$4,997,374</u>

6. Adjust rates, charges and fees in all funds commensurate with inflation as measured by the Alaska Consumer Price Index for All Urban Consumers, second half over second half. Limit any increase in the monthly rents at Vintage Pointe to not more than \$50.00 per month over FY2024 rates for existing tenants as of June 30, 2024.
7. Project ending fund balance/retained earnings of at least 50% of the FY2024 budgeted expenditures net of any projected lapse for the Airport, Water & Sewer, Personal Use Fishery, and Congregate Housing Funds. Ensure any use of fund balance is for one-time or capital purchases and not for reoccurring expenditures/expenses so that the ending fund balance for each fund is not less than:

Airport Fund	\$1,692,487
Water & Sewer Fund	1,520,841
Personal Use Fishery Fund	200,512
Congregate Housing Fund	268,336

8. Adjust Senior Citizen Fund fees and rates to a level sufficient to limit the increase in required transfer from the General Fund to no more than a 10% increase, which equals \$19,948, over FY2024 amounts.



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Derek Ables, Airport Manager

DATE: November 7, 2024

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

Annual Airport Emergency Plan Tabletop- On October 3, The Kenai Municipal Airport conducted its annual Airport Emergency Plan Tabletop Exercise, bringing together airport personnel, local emergency responders, and community stakeholders to simulate a coordinated response to potential airport emergencies. This year's exercise focused on improving communication, and ensuring all involved parties are familiar with the procedures outlined in the Airport Emergency Plan. Participants discussed and practiced an aircraft emergency scenario, allowing teams to identify strengths and areas for improvement. These annual exercises help strengthen preparedness, build inter-agency relationships, and ensure the safety and readiness of the Kenai Airport and its surrounding community.

Snow and Ice Control Committee Meeting- The Airport held its annual Snow and Ice Control Committee meeting on October 15th to kick off preparations for the upcoming winter season. During the meeting, key stakeholders reviewed protocols, discussed equipment readiness, and outlined strategies to ensure smooth operations despite potential winter weather challenges. The team emphasized safety, efficiency, and coordination among all departments, setting the stage for effective snow and ice management throughout the season. During the month of October, the Airport also completed its annual hiring of seasonal and temporary equipment operators.

Airport Master Plan- HDL conducted building and airfield inspections at the airport, marking the beginning phase of a comprehensive new Airport Master Plan. The visit, which took place on October 21st and 22nd, allowed HDL to assess the current infrastructure and operational conditions on-site. This initial evaluation is essential for understanding the airport's needs and setting a strategic direction for future developments. The insights gained from these inspections will form the next steps in planning, ensuring the airport's growth aligns with industry standards, safety requirements, and anticipated demand. The next step will be scheduling public meetings and garnering input from community members.



KENAI

City of Kenai - Animal Control | 510 N. Willow St, Kenai, AK 99611 | 907.283.7353 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Ross, Police Chief

FROM: Juliana Scherma, Animal Control Chief

DATE: November 1st, 2024

SUBJECT: October 2024 Monthly Report

This month the Kenai Animal Shelter took in 25 animals.

DOGS:

	INTAKE	14	DISPOSITION	11
	Waiver	3	Adopted	7
	Stray	11	Euthanized	0
	Impound	0	Claimed	4
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0
	Other Intakes	0	Other Dispositions	0

CATS:

	INTAKE	11	DISPOSITION	15
	Waiver	1	Adopted	12
	Stray	10	Euthanized	0
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	2
	Other Intakes	0	Other Dispositions	0

OTHER ANIMALS:				
	INTAKE	0	DISPOSITION	0
	Guinea Pig	2	Rabbit	0
	Rabbit	0	Bird	0
	Other	0	Guinea Pig	2
DOA:			OTHER STATISTICS:	
	Dog	4	Licenses (City of Kenai Dog Licenses)	3
	Cat	4	Rabies Clinic	0
	Rabbit			
	Bird	1		

0 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
 25 Field Investigations & patrols
 0 Volunteer Hours Logged
 3 Citations
 2 Educational Outreach
 17 Microchip

Total Animal Contacts:

2 Animals are *known* borough animals (Guinea Pigs)
 16 Animals are *known* City of Kenai
 11 Animals are *known* City of Soldotna
 0 Animals are *unknown* location

Statistical Data:

419 2022 YTD Intakes
 460 2023 YTD Intakes
 328 2024 YTD Intakes

This October, staff participated in two outreach events. The first was Howl-O-Ween, a trick or treat event for dogs hosted at the Soldotna Food Bank. The second event was a Trunk or Treat for humans hosted by Frontier Community Services. Both events were fun, successful and a great way to introduce the community to the new staff members of Kenai Animal Control.





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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: November 14, 2024

SUBJECT: Finance Department Mid-Month Report – October 2024

With the end of FY2024, the department's is focused on closing the books for 2024 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 City was recently awarded a \$25,000 grant under the 2023 State and Local Cybersecurity Grant Program to be used towards updating a section of the City's Emergency Operation Plan for cybersecurity. The recent cybersecurity assessment identified the lack of a disaster response plan as a risk to the City. Putting this plan in place will allow the City to eliminate that risk.

Preparation will soon begin for the FY25 annual budget. Historical and future projections are provided to departments in December to assist in their budget preparation and much work takes place in putting this information together.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: November 9, 2024

SUBJECT: Fire Department Mid-Month Report – October.

For October, we experienced a 9.5% call volume increase from the previous year:

October	2023	2024	% change
Month totals	146	160	9.6%
EMS	91	115	26.4%
All Other	55	45	-18.2%
Year total	1305	1300	-0.4%

Training:

- Crews conducted “Make-Up” ARFF training.
- Dr. Paxman from Kenai Peninsula College met with all 3 shifts (Training on Professional Communications)
- EMS Training conducted and approved meds in service on ambulances.
- ESO/PSTrax Training/Evaluation for FD reporting

Projects/Grants/Misc:

- Crews completed stall door project/new paint scheme.
- Firefighter Lehl attended Fire Instructor 1 course in Sitka.
- Hosted KPD Retirement at Fire Department.
- Fire Marshall and crews conducted Fire Safety Training/Smoke House with schools for Fire Prevention Month.
- Vacant Engineer position filled (Ben Nabinger was promoted).
- Testing and Interviews underway for vacated firefighter position (12 applicants).
- Lee from Public Works conducted fire station walk-thru/assessment.
- Notable Response(s): Crews had a baby delivery and heart attack save/conversion this month.



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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: November 8, 2024

SUBJECT: Human Resources Activity – October 2024

Recruitment

Human Resources worked with various departments on several recruitments. The Kenai Police Department continued recruitment for two police officers and a dispatcher. The Kenai Fire Department filled an Engineer position internally and is currently conducting interviews for a fire fighter position. Public Works is recruiting for an Assistant Public Works Director position. The Finance department successfully filled the position of Controller. The Airport was able to fill eight temporary equipment operator positions while the Streets Department is still recruiting for a temporary equipment operator. The Library recruited for a part time janitor and the Parks and Recreation Department is conducting interviews for a part time Recreation Center Attendant.

Safety

There were two accidents reported in October, with no employee injuries reported.

Special Projects

Human Resources continued working with Administration and the City's health and life insurance benefits consultants to negotiate a renewal and develop a plan design to include a second plan option which is eligible for a Health Savings Account.

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: November 4, 2024

SUBJECT: Library Report for October 2024

SERVICES



6080 Visitors
66 New Members



624 Computer Sessions
738 AWE Sessions
5517 WiFi Sessions



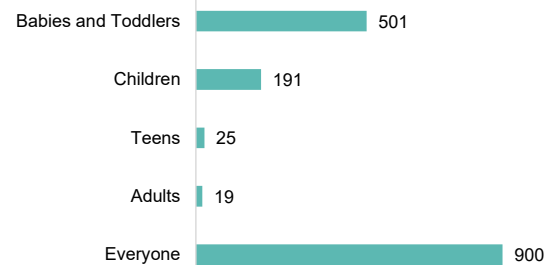
135 Room Reservations
249 Hours of Use

PROGRAMS AND EVENTS

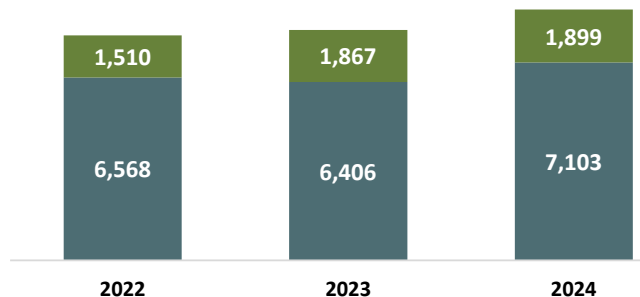


1636 Participants
48 Programs

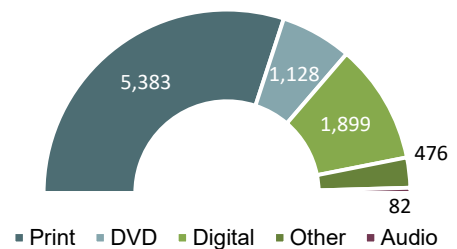
Program Attendance



CIRCULATION



■ Physical Checkouts October ■ Digital Checkouts October



■ Print ■ DVD ■ Digital ■ Other ■ Audio



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: November 12th, 2024

SUBJECT: Mid-Month Report-October

On October 12th, Parks and Recreation put on the Annual Fall Pumpkin Festival. There was a hay maze, face painting, pumpkin decorating contest, and a bunch of activities set up for the community. The activities were provided by Salvation Army, Walmart, Home Depot, Frostbit Fins, Kenai Parks and Rec, Wolf Pack Rugby, Kenai Feed, Country Foods, and Matti's Farm. Three Bears helped provide the drinks, and the glaze provided free donut holes. In addition to all these great Local partners, the Kenai Community Library helped distribute pumpkins for the pumpkin contest (see a photo of the winning pumpkins below, the Kenai Senior Center provided warming containers for the cider and hot chocolate, and the Kenai Fire Department brought over the ladder truck for the famous Pumpkin Drop!

Fall marks the end of the Parks and Recreation Summer Season. The parks crew started closing down bathrooms, winterizing all of the summer equipment, taking out our winter equipment, and prepping our winter décor and Christmas lights!

Kenai Rec. Center Visits- October (reopened on October 7th.)

Weight Room/Cardio Room	941
Racquetball /Wallyball	164
Shower/Sauna	63
Gymnasium	930
Gym Rental Visits	3680
Total Number of Visits	5778

The four winning pumpkins!





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Beth McDonald, Planning Assistant

DATE: November 12, 2024

SUBJECT: Planning and Zoning – October 2024 Monthly Report

General Information

- Planning Director started in their position on October 21st. A special recognition to Brandon McElrea for being interim Planning Director.
- The Planning staff are drafting an RFP for upcoming appraisal services for city-owned lands to be completed in Spring 2025.
- The Planning staff have worked with the State of Alaska to ensure continued participation in the National Flood Insurance Program, as new maps from FEMA were completed and sent for review and approval.
- The Planning staff are developing an internal CY 2025 Work Plan to guide larger planning initiatives for the City, such as the Hazard Mitigation Plan and a rewrite of the Comprehensive Plan.

Public Inquiry

See attached report.

Application Summary

- Lands - See attached report.
- Leases – See attached report.
- Planning & Zoning – See attached report.

Code Enforcement and Compliance

In October, Planning and Zoning received four (4) new complaints and twelve (12) cases were closed. There is a cumulative total of twenty (20) open cases for 2024.

With the arrival of the new planning director, we have begun the process of implementing the Code Enforcement program, Cloud Permit. We are working on the GIS requirements, and hope to have Cloud Permit up and running by the end of the year. This is a 3-year contract, and we are hopeful that it will streamline the Code Enforcement process.

Planning and Zoning Commission

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

- **Resolution PZ2024-21** – Granting a Conditional Use Permit to Operate a Crematory and Funeral Home Within the Existing Building on the Property Described as Lot 5A-1, Block 2, Valhalla Heights Subdivision Wisniewski Second Addition, Located at 5839 Kenai Spur Highway, Within the Limited Commercial (LC) Zoning District.



Public Inquiries

November 04, 2024 | 14:21:49

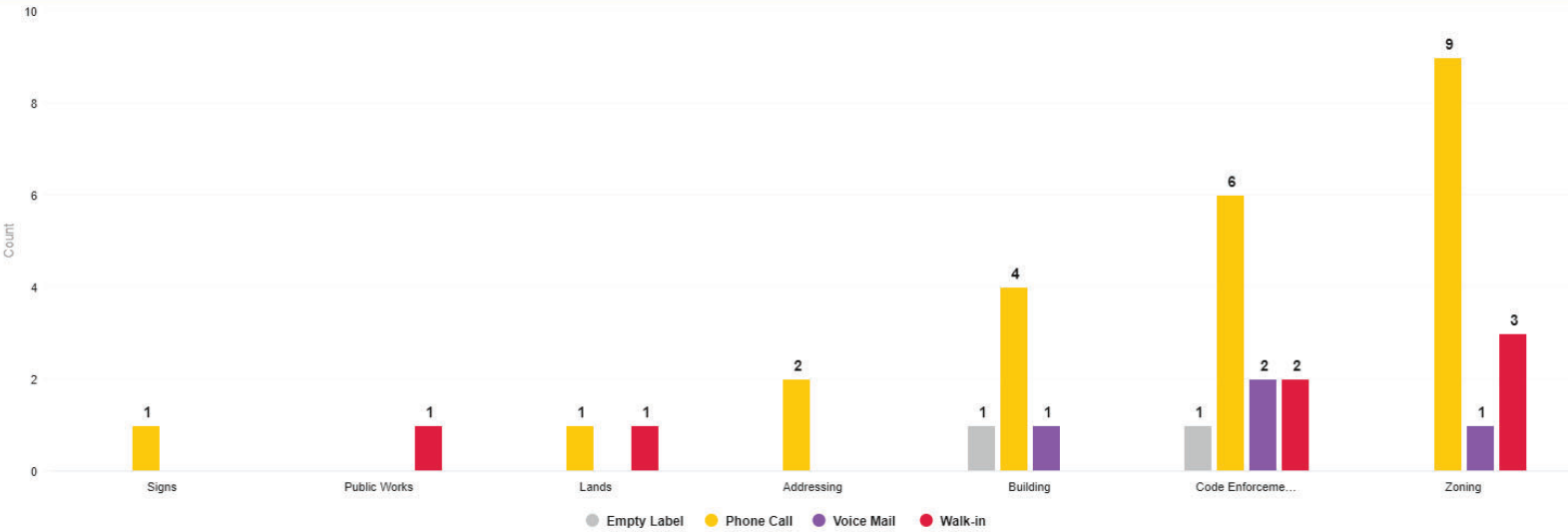
Average Days to Respond to a Public Inquiry

1.143

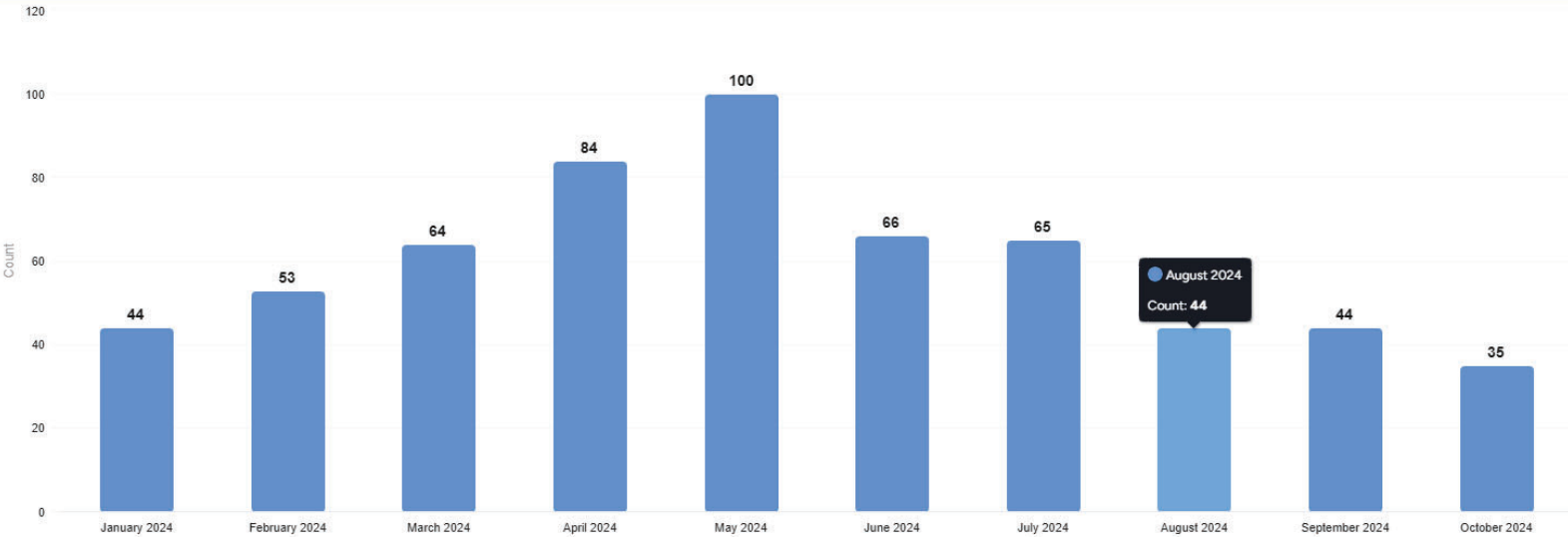
No. of Public Inquiries

35

No. of Inquiries by Department/Division and Contact Type

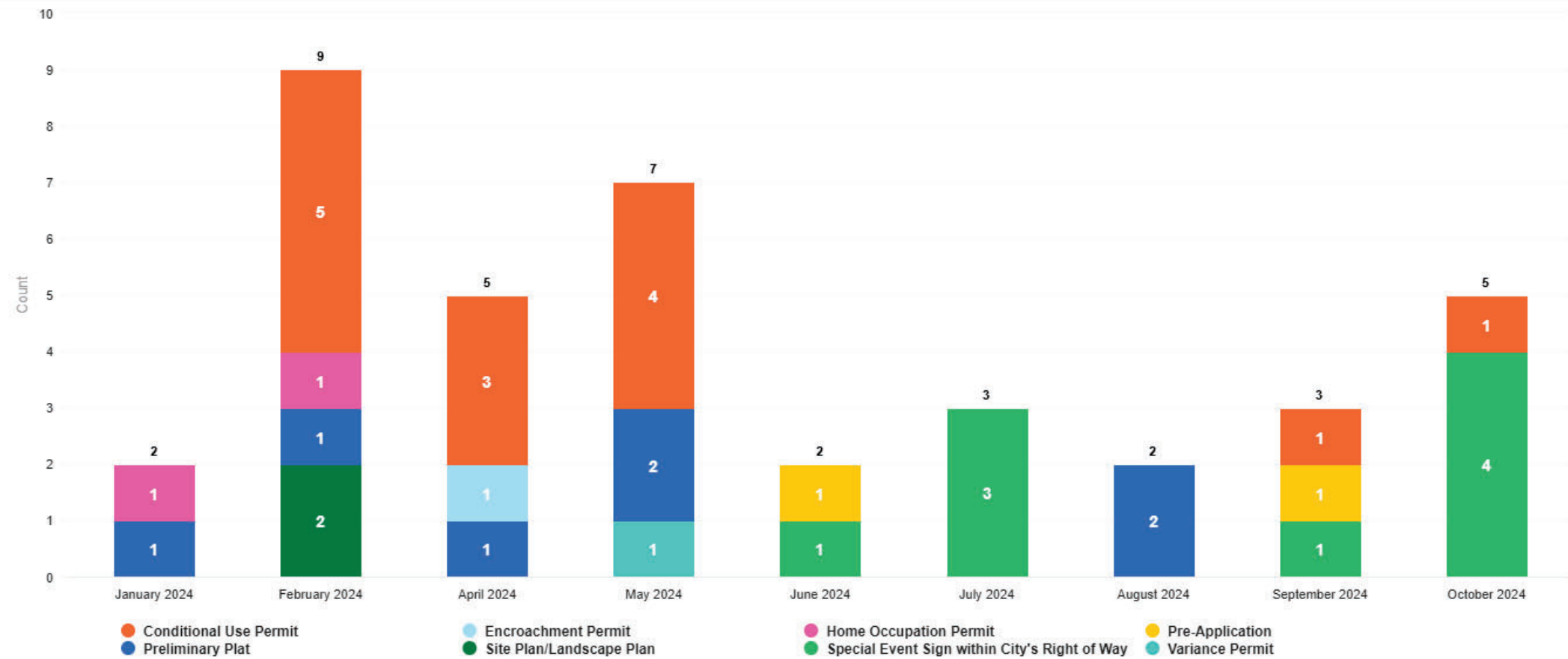


Year-to-Date: No. of Public Inquiries by Month

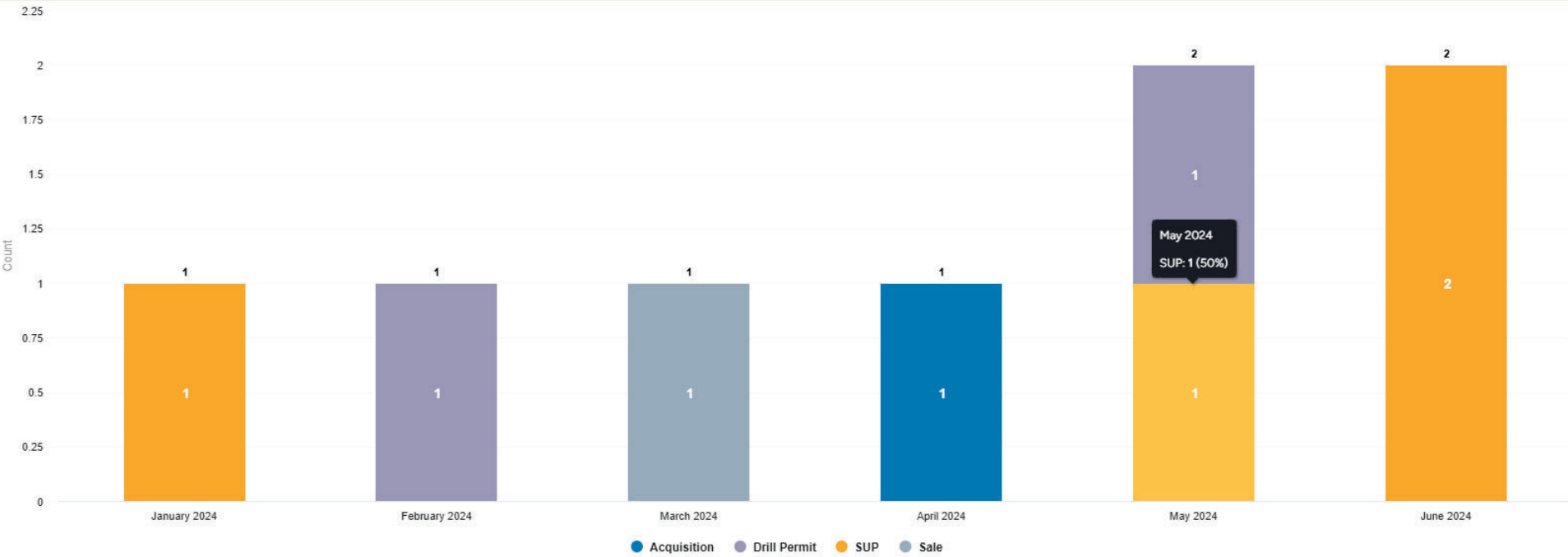


YTD Planning Applications

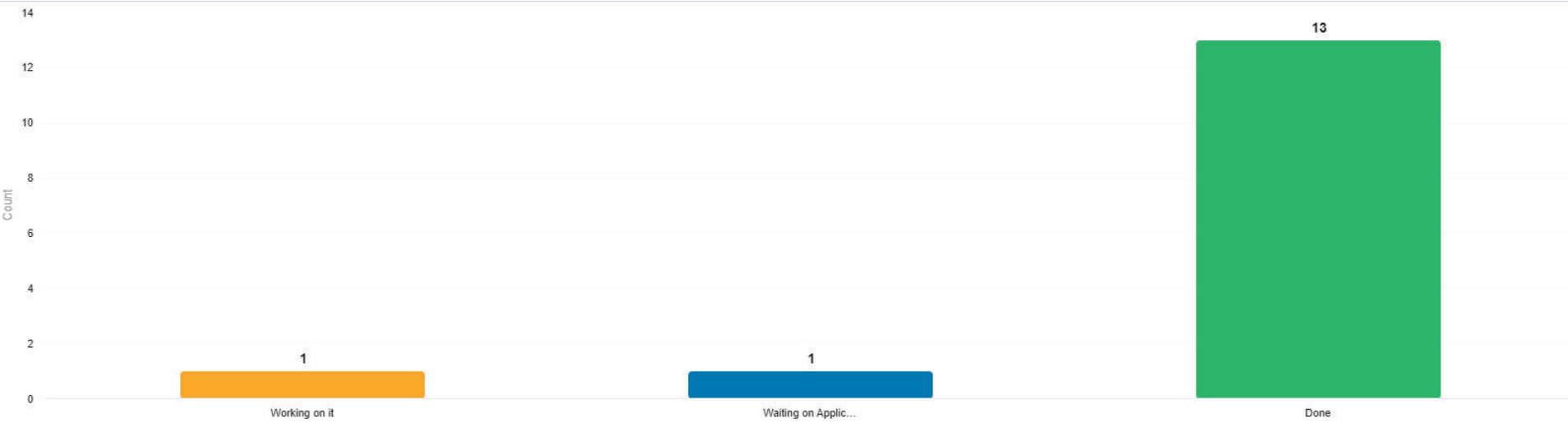
November 04, 2024 | 14:25:35



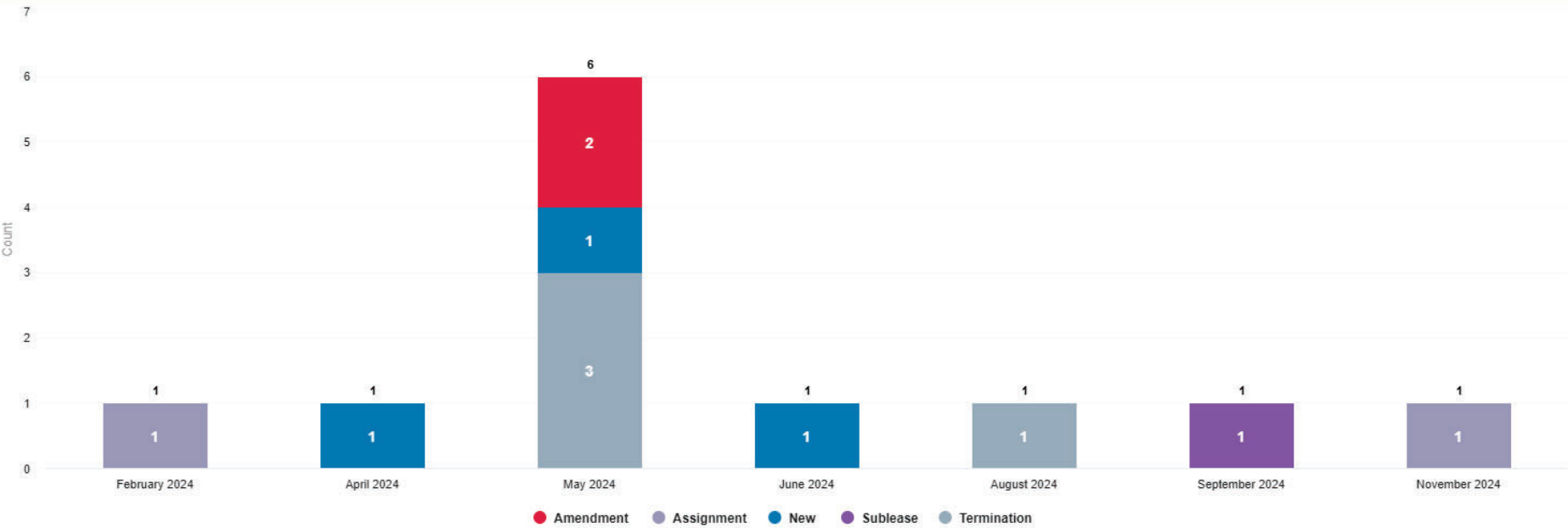
YTD Land Applications



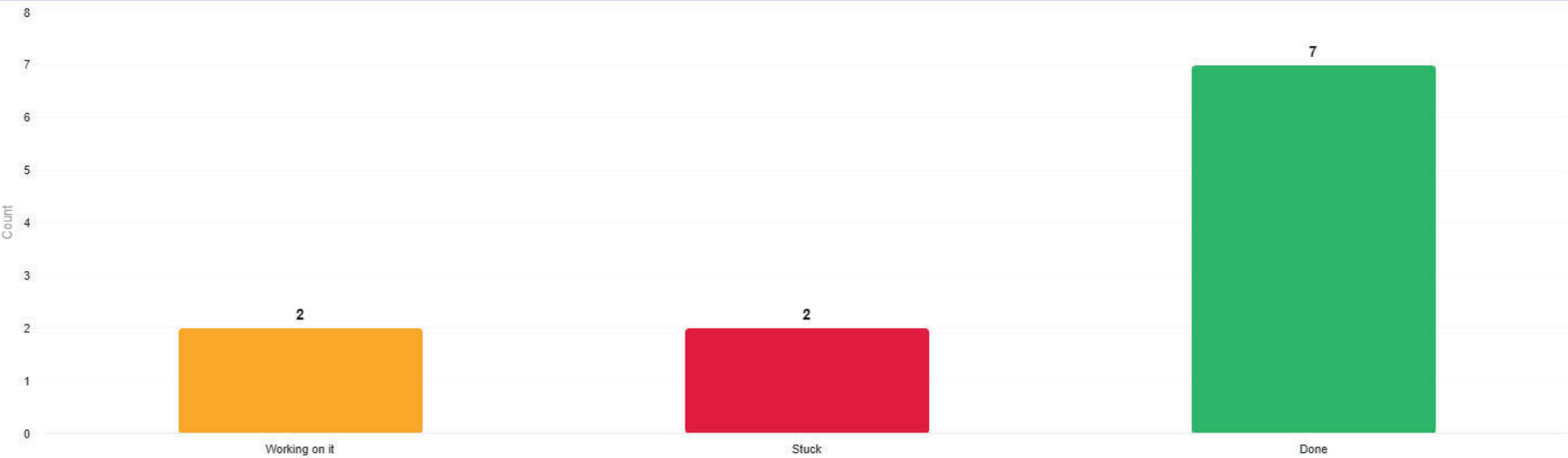
Application Status



YTD Lease Applications



Status





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: November 5, 2024

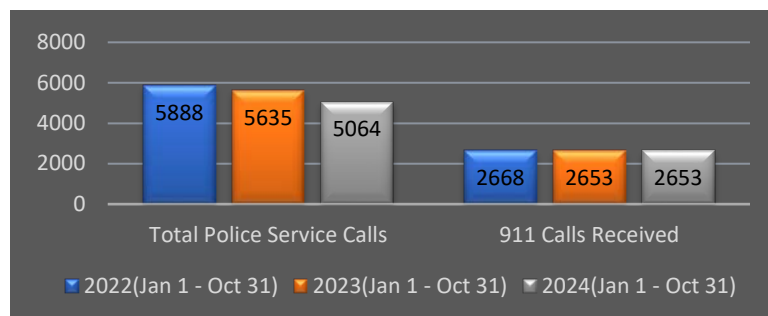
SUBJECT: Police & Communications Department Activity – October 2024

Police handled 525 calls for service in September and 287 calls were received by dispatch via 911. Officers made 20 arrests. Traffic enforcement resulted in 113 traffic contacts with 22 traffic citations issued and there were 4 DUI arrests. There were 28 reported motor vehicle collisions.

One police officer attended a two-day Simmunitions training in Kenai. One officer attended a three-day Datamaster Instructor training in Anchorage. Seven Officers attended a Less Lethal device refresher training in Kenai. The Dispatch Supervisor attended a 2-day Mental Health workshop in Kenai.

Officer Trevor Miller retired after over 26 years with the Kenai Police Department. The Police Department is currently recruiting for two officers and one dispatcher.

Pursuant to Kenai Municipal Code section 7.15.090(d)(2), 5,000 rounds of .45 caliber ammunition was traded to Soldotna Ammunition and Supply in exchange for 9mm ammunition (The Department has undergone a transition to 9mm handguns). This notification of disposal is intended to meet the requirements of KMC 7.15.090(d) to report the disposal of police property to the City Manager and City Council.





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: November 13, 2024
SUBJECT: **Public Works Mid-month Report November 2024**

I have been settling into the role and learning about the various departments and operations within the City of Kenai. The primary focus has been reviewing existing capital projects and funding to develop the 5-year Capital Improvement Plan for the next fiscal year. The following is the list of projects we expect to put out for design or construction this winter:

- Parks & Recreation Master Plan
- Emergency Services Facility Assessment
- Dugout Replacement Construction
- Senior Center Front Entry and Canopy Repair
- Vintage Point Kitchen/Bathroom Remodel Design
- Harbor Float Replacement
- Sewer Lift Station Upgrades
- Street Lighting Improvements

Multiple capital projects are currently ongoing throughout the City.

- Kenai Municipal Airport Runway Rehabilitation Project
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project
- Kenai Municipal Airport Master Plan Update
- USACE Kenai Bluff Bank Stabilization Project
- Public Safety Building Tower Guy Wire System Upgrade
- Wastewater Plant Digester Blowers Replacements
- Water Treatment Plant Pumphouse

The Building Department has issued 49 residential and 36 commercial building permits so far in calendar year 2024.



The Streets Department put in 93.5 hours of overtime the last two weeks to handle our first snowfall and clean up the streets. 65 loads of snow were hauled out of parking lots and cul-de-sacs this week as well. The wet and heavy snow slowing normal clearing progress and the Shop was key in getting graders back up and running after issues arose to keep clearing operations moving.

The Utility Department has been working with the Alaska Rural Water Association to complete a Leak Detection Study for our water system. This has been an ongoing project that saves City funds and will help identify any major issues in our water piping. They have also completed a inventory of lead service lines and submitted to ADEC.

We are excited to announce that Eric Jean, the current Utility Foreman, has accepted the position of Public Works Assistant Director. We will be working towards shifting his workload and hiring a new Foreman for the Utility Department.





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: November 6, 2024
SUBJECT: October 2024 Monthly Report

October was packed with many exciting activities at the Kenai Senior Center! Highlights included "Bring a Friend to Lunch Day," featuring a delightful performance by our Center's choir; "Waffles with a Cop"; pumpkin painting; a folded fabric star craft; a no-host dinner at Siam Noodles; and a warm, family-friendly Trick-or-Treat event where children and parents enjoyed balloon creations and treats together.

Additionally, we're thrilled to see a growing number of seniors participating in our exercise activities. To accommodate the increased interest, we've added a second Thursday afternoon session at the Nikiski Pool, as the morning session continues to reach capacity.

	2024	2023
Home Delivered Meals	2141	2252
Individuals	95	118
Dining Room (Congregate) Meals	1006	1351
Individuals	145	144
Transportation (1-way rides)	251	208
Individuals	30	25
Grocery Shopping Assistance	20/49	17/35
Writers Group	26	23
Caregiver Support Group	24	9
Growing Stronger Exercise	255	282
Tai Chi Class	49	19
TOPS Weight Loss Class	72	29
Bluegrass & Music Sessions	48	48
Card Games	112	124
Wii Bowling	20	32
Arts & Crafts	46	28
Total Event Sign-ins *	2010	2099
Individuals *	190	203
Vintage Pointe Manor Vacancies	0	0

*(not including home meals clients)