



Kenai Parks & Recreation Commission

Regular Meeting

May 01, 2025 - 6:00 PM

Kenai City Hall - Council Chambers

210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information on Page 2

Agenda

A. CALL TO ORDER

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

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

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

D. APPROVAL OF MINUTES

- [1.](#) April 3, 2025 Regular Meeting Minutes..... **Pg. 3**

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** - Approval of City of Kenai Leif Hansen Memorial Park Policy No. PRK-70.002.
- [2.](#) **Discussion/Recommendation** - Amending the Kenai Municipal Cemetery Regulations and Fee Schedule, to Revise Marker and Headstone Regulations and Other Housekeeping Amendments..... **Pg. 5**
- [3.](#) **Discussion/Recommendation** - Amending the Kenai Recreation Center Open Hours.. **Pg. 12**

G. REPORTS

1. Parks & Recreation Director
2. Commission Chair
- [3.](#) City Council Liaison..... **Pg. 17**

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

I. NEXT MEETING ATTENDANCE NOTIFICATION – June 5, 2025

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

- [1.](#) Event Flyers **Pg. 23**

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

<https://us02web.zoom.us/join/KWYMhHGPPSDSJpnK0U5trFQ>

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

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

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
APRIL 3, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GRANT WISNIEWSKI, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks & Recreation Commission was held on April 3, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Wisniewski called the meeting to order at approximately 6:06 p.m.

1. Pledge of Allegiance

Chair Wisniewski led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Grant Wisniewski, Chair
Kyle Graham, Vice Chair
Michael Bernard
Bridget Grieme

Charlie Stephens
Sharon Fisher
Marti Pepper

A quorum was present.

Also in attendance were:

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

3. Agenda Approval

MOTION:

Commissioner Stephens **MOVED** to approve the agenda as presented.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. February 6, 2025 Regular Meeting Minutes
2. March 6, 2025 Regular Meeting Minutes

MOTION:

Commissioner Fisher **MOVED** to approve the February 6, 2025 and March 6, 2025 Parks & Recreation Commission minutes.

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

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. Discussion/Recommendation -work plan goals for 2025

MOTION:

Commissioner Bernard **MOVED** to recommend City Council approval of the Parks & Recreation Commission work plan goals for 2025. Commissioner Grieme **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet, and described the purpose of the unique one-time goals.

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Parks & Recreation Director – Director Best reported on the following:

- Provided information on upcoming community events.
- Noted an upcoming Kenai Recreation Center closure for flooring refinishing work.
- Recruitment has opened for summer position vacancies.
- Plans to coordinate and schedule a kickoff meeting with Corvus Design, inviting community members to participate and provide input on the Parks Master Plan. Commissioner Bernard requested that reminders to be sent to the Commission via text or email.

[Clerk's note: Commissioner Pepper arrived 6:20 p.m.]

2. Commission Chair – Chair Wisniewski expressed concern about the flexibility of fees associated with the golf course as operational expenses rise and fall.

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

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – May 1, 2025

Commissioner Stephens noted he will be absent.

J. COMMISSION QUESTIONS AND COMMENTS

Commissioner Pepper apologized for being late to the meeting.

Commissioner Graham suggested that the next work session should be held at a shared table.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS – None.

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:49 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of April 3, 2025.

Meghan Thibodeau
Deputy City Clerk

MEMORANDUM

TO: Chair Wisniewski and Parks & Recreation Commission Members

THROUGH: Shellie Saner, City Clerk

FROM: Meghan Thibodeau, Deputy City Clerk

DATE: April 21, 2025

SUBJECT: **Numbering Kenai Municipal Cemetery Regulations and Fee Schedule to Policy No. PRK-70.001, Revising Marker and Headstone Regulations and Making Housekeeping Changes.**

The Clerk's Office is proposing several housekeeping changes to the Marker and Headstone section of the Kenai Municipal Cemetery Regulations & Fee Schedule. Since the Regulations were last updated in 2022, the Clerk's Office has been performing an audit on Cemetery records which includes collecting photo of headstones installed at the Cemetery. Through the audit, inconsistencies between cemetery regulations and current practices were identified. Proposed changes include:

- Clarification on marker limits per plot: The current language limits each plot to a single marker or headstone. Because up to three burials may occur in a single standard plot, the revised policy will allow for one marker per standard or infant plot, limited to one upright per plot.
- Headstones spanning multiple plots: The current language states that all markers must be "maintained within the foot print of the plot," and "within the assigned plot." This language inadvertently prohibits shared or dual markers that span two or more plots, which is common practice. The revised policy would remove this restriction.
- New standard for marker inscriptions: A new provision would require that marker and headstone inscriptions be deeply engraved or raised in high relief. Through the Cemetery headstone on-site audit, it has been noted there are markers which had been painted or lightly scratched-out by hand in way that will likely deteriorate and become illegible over time.
- Consistent terminology: Terms such as "burial site," "burial space," and "grave" have been updated to interment location (referring to both plots and columbarium niches) or interment plot (referring specifically to in-ground spaces).

The final version of the policy, as recommended by the Commission, will be forwarded to the City Council for consideration and approval.

**CITY OF KENAI
PRK – 70.001
KENAI MUNICIPAL CEMETERY REGULATIONS**

Approved by:
City Council

PRK – 70.001 KENAI MUNICIPAL CEMETERY REGULATIONS

Purpose

The City of Kenai has ordinances and regulations in place for the administration of the Kenai Municipal Cemetery. These regulations apply to all persons utilizing the Kenai Municipal Cemetery. This document has been prepared as an informational guide and is not inclusive of all ordinances and regulations.

The Kenai City Clerk is charged with administration and maintains necessary records required by the State to ensure continuity in the operation of the cemetery. The Parks and Recreation Director enforces all cemetery regulations.

Administration and General Provisions

Hours of Operation: The Kenai Municipal Cemetery is open year-round for pedestrian traffic. No person shall enter the Kenai Municipal Cemetery except through the established access routes. Summer/Winter hours when vehicle access is permitted are as follows:

1. Summer Hours – 6:00 a.m. to 10:00 p.m. from May 1st to September 30th
2. Winter Hours – Closed from October 1st to April 30th

Fees: All fees shall be as set forth in the City's schedule of fees adopted by the City Council. The purchase of interment [SPACES] [locations](#), interment services or required deposits shall be made through the City Clerk or a professional service provider licensed by the State of Alaska and authorized by the City. At the time of purchase of an interment [SPACE] [location](#), a designated interment [SPACE] [location](#) will be assigned upon receipt payment.

Re-sell or re-assign: It is prohibited for the purchaser of an interment [SPACE] [location](#) to re-sell or re-assign except to the City.

Records: The City Clerk shall maintain all records of interment or disinterment within the Kenai Municipal Cemetery. The record shall include all files, maps and [BURIAL] records [of interment and inurnment](#).

Interment and Disinterment

All interment or disinterment's shall be made in compliance with the laws and regulations of the City of Kenai and State of Alaska.

The City Clerk shall be provided with the appropriate State burial-transit permits before interment will be permitted; a burial-transit permit is not required when interring cremains. [THE BURIAL PLOTS] [Interment plots](#) can be used for no other purpose than interment of human remains and

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cremains plots or columbarium niches can be used for no other purpose but inurnment of human remains.

Interment **[SPACE]** [Location](#) Specifications: One (1) casket and up to two (2) cremains may be interred in a standard or infant plot. Up to three (3) cremains may be buried in a standard or infant plot. Only one (1) cremains may be inurned in a cremains plot. Up to two cremains may be inurned in a standard columbarium niche. (Inner Niche dimensions 12" x 12".)

All columbarium niche openings and closings shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee. A niche may be opened only at the request of the niche owner as listed in the cemetery records or as determined by the City Clerk. The initial opening and closing (inurnment) of the niche is included in the original cost of the niche. Additional openings and closings thereafter, for a second **[INTERMENT]** [inurnment](#) or for other reasons are charged at a rate pursuant to the City's Schedule of Rates, Charges and Fees.

All plot preparations for interments or disinterment's shall be overseen by the City and under the supervision of the Parks and Recreation Director or designee. Opening and closing of **[GRAVES]** [interment plots](#) shall be conducted by a professional licensed by the State of Alaska and authorized by the City to provide interment services within the Kenai Municipal Cemetery.

Maintenance and Landscaping

The City of Kenai shall take reasonable precaution to protect all interment markers within the Kenai Municipal Cemetery from loss or damage but expressly disclaims any responsibility for loss or damage from causes beyond such reasonable precautions. Damages incurred directly or collaterally and caused by or resulting from thieves, vandals, malicious mischief, natural disaster or unavoidable accidents shall be excluded from the City of Kenai's responsibilities.

The City will, if able to, clear a path to the interment **[SITE]** [location](#) when an interment is scheduled during winter months; however, the City reserves the right to suspend interment services due to high snow levels, other severe weather conditions or natural disasters.

Plants and Decorations

Prohibited:

- Enclosures such as picket fences or establishing a perimeter around an interment **[SITE]** [location](#) are prohibited.
- Planting of trees, shrubbery, plants or turf within the Kenai Municipal Cemetery is prohibited.
- Attaching decorations to trees, shrubs or fences is prohibited.

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Permitted:

- Boxes, shelves, toys and other such articles upon an [\[GRAVE OR BURIAL LOT\]](#) [interment location](#) shall be permitted only if contained within the plot and maintained monthly (April 1 through September 30). Articles that are not maintained, impede maintenance efforts, or become unsightly will be removed and discarded without prior notice at the discretion of the Parks and Recreation Director or designee.
- Plastic or silk flowers and artificial decorations are permitted.
- All decorations (except those on [\[BURIALS\]](#) [interments](#) less than thirty (30) days) will be removed during a selected Saturday in the month of May each year during the annual cemetery clean up. A twenty (20) day notice will be posted at the cemetery. Family and friends may either remove their properly placed decorations before Saturday's clean up and replace them later, or request the cemetery not to remove their properly placed decorations by calling or writing the Parks and Recreation Director. A final cleanup of the cemetery will also occur in late September.
- A professional licensed by the State of Alaska and authorized by the City may provide, place and remove greens, decorations or seating used for an interment service and must provide necessary lowering devices.

Plants, flowers, decorations, or articles not otherwise removed by the deadlines or regulations set forth herein, or that have become withered or discolored, will be removed by the Parks and Recreation Director or designee without prior notice. The cemetery is not responsible for damage or liable for the return of such items.

No material shall be allowed to remain in the Kenai Municipal Cemetery longer than is reasonably necessary for any construction work. During periods of break-up, no heavy hauling will be permitted. Within one (1) year of interment, [\[GRAVES\]](#) [plots](#) shall be restored to ground level and re-seeded.

Marker and Headstones

[NO MORE THAN ONE (1) MARKER OR HEADSTONE PER PLOT SHALL BE ALLOWED. ALL MARKER OR HEADSTONE PLACEMENT AND REMOVALS SHALL BE OVERSEEN BY THE CITY UNDER THE SUPERVISION OF THE PARKS AND RECREATION DIRECTOR OR DESIGNEE. UPRIGHT MARKERS OR HEADSTONES SHALL ONLY BE ALLOWED IN SPECIFIC DESIGNATED AREAS, ALL OTHER AREAS SHALL BE MARKED WITH FLAT MARKERS OR HEADSTONES THAT ARE FLUSH WITH THE GROUND AND ARE MAINTAINED WITHIN THE FOOT PRINT OF THE PLOT. MARKERS SHALL BE CONSTRUCTED OF MATERIALS THAT WILL NOT DECAY, ROT OR DECOMPOSE. EXAMPLES ARE HARD STONE, CONCRETE OR HARD METALS.

THE CITY WILL ATTEMPT TO REASONABLY ACCOMMODATE ANY RELIGIOUS PRACTICES THAT MAKE CONFORMANCE WITH THE BELOW REQUIREMENTS IMPOSSIBLE.]

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All marker or headstone placement and removals shall be overseen by the City under the supervision of the Parks and Recreation Director or designee. Upright markers or headstones shall only be allowed in specific designated areas, all other areas shall be marked with flat markers or headstones that are flush with the ground. Markers and headstones shall comply with the following provisions:

- Each interment location must have at least one (1) permanent marker or headstone.
- Each standard or infant plot may have a maximum of three (3) markers, and each cremains plot may have a maximum of one (1) marker. If the plot is located in an area designated for upright headstones, one (1) upright marker is permitted; any additional markers must be flush with the ground.
- Markers shall be constructed of materials that will not decay, rot or decompose. Examples are hard stone, concrete or hard metals.
- Inscriptions of names and dates must be deeply engraved or raised in high relief to ensure long-term legibility.

The City will attempt to reasonably accommodate any religious practices that make conformance with the above requirements impossible.

Marker Deposit: If at the time of interment, a marker or headstone is not ordered, the City will collect a deposit. Deposit refunds will be issued after proper installation of a marker or headstone. If after eighteen (18) months for a plot and six (6) months for a columbarium niche a permanent marker or headstone has not been installed, the City shall install a marker or headstone utilizing the deposit as payment.

Marker and Headstone Placement: Markers for cemetery interment plots may be set in a concrete base and installed at the head of the **[GRAVE]** plot(s), centered and within the assigned plot(s). The Parks and Recreation Director must be notified prior to any plot preparation, construction, or placement of headstone or marker.

Columbarium Markers: These markers shall follow a standard format, font, and size as determined by the City and shall include the first and last name of the deceased, year of birth, and year of death.

Columbarium Inscriptions: An inscription is required to be inscribed directly onto the granite faceplate. The Kenai City Cemetery requires a specific format for unification of inscriptions that shall be followed according to the purchaser's name designation. Emblems and/or photos will be allowed as space allows. When a suffix is needed (Jr., Sr., IV, etc.) they will be placed after the first name.

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Two (2) Urns with Same Last Name

(Emblem)	SMITH	(photo)
JOHN ALAN		
APR. 8, 1964 – FEB. 10, 2005		
(Emblem)	KATE ANN	(photo)
JAN. 30, 1954 – AUG. 5, 2003		

Two (2) Urns with Different Last Names

(Emblem)	JOHN Jr.	(photo)
SMITH		
SEPT. 5, 1954 – NOV. 8, 2004		

(Emblem)	KATE	(photo)
WILLIAMS		
DEC. 5, 1960 – MAR. 10, 1999		

One (1) Urn – Single Inscription

(Emblem)	
JOHN ALAN SMITH	
OCT. 10, 1965 – NOV. 25, 2006	
(photo)	

Prohibited

Alcoholic beverages or controlled substances are strictly prohibited within the confines of the cemetery.

Fire/Flames: Open flames or fires of any type are prohibited within the confines of the Cemetery. This includes candles, memorial lanterns, barbeques or any other type of flame or fire.

Motorized Vehicle: Trucks over one ton, buses, tractors, trailers and over sized vehicles are strictly prohibited from the cemetery unless approved in writing by the Parks and Recreation Director or designee.

Motorized-Off Road Vehicles: motor bikes, three and four wheelers are prohibited in the cemetery. It is unlawful for any person to operate any motorized off-road vehicles within the cemetery.

Non-Motorized transportation: Bicycles, skateboards, roller blades, roller skates or other such riding devices are prohibited within the cemetery.

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Approved by:
City Council

Effective Date	Description of Changes
July 15, 2022	Initial policy approved via Ordinance No. 3293-2022
Pending	Revising Marker and Headstone Regulations and Making Housekeeping Changes.

DRAFT

MEMORANDUM

TO: Parks and Recreation Commission

FROM: Tyler Best, Parks and Recreation Director

DATE: April 21st, 2025

SUBJECT: Changing the Kenai Rec Center Open Hours

Attached is a petition submitted by a community member requesting that the Kenai Recreation Center's winter hours be extended year-round.

The petitioner initially brought a blank version of the petition to the Parks and Recreation Department. After reviewing it, the Parks and Recreation Director agreed to bring the request forward to the Parks and Recreation Commission for the Commission to advise on. Within 24 hours, the petitioner returned with 66 signatures in support of the request.

Over the years, the department has received similar feedback, with patrons commonly asking for earlier summer hours, increased Sunday access during the winter, and more consistent year-round hours. Parks and Recreation has taken this and the petition's feedback seriously and weighed it against staffing and operational considerations.

After discussing potential changes with the petitioner, the following revised schedule was proposed, which they indicated would meet the intent of the petition:

Current Schedule:

- *October–April:*
 - Monday–Friday: 6:00 am–10:00 pm
 - Saturday: 8:00 am–10:00 pm
 - Sunday: 1:00 pm–5:00 pm
- *May–September:*
 - Monday–Saturday: 8:00 am–10:00 pm
 - Sunday: Closed
- **Total Annual Hours:** Approx. 4,788 (excluding holidays)

Proposed Schedule:

- *September–May:*
 - Monday–Saturday: 6:30 am–9:30 pm
 - Sunday: 11:00 am–5:00 pm

- *May–September:*
 - Monday–Saturday: 6:30 am–9:30 pm
 - Sunday: Closed
- **Total Annual Hours:** Approx. 4,914(excluding holidays)

This proposal balances community requests with operational capacity. It offers more consistent hours year-round, expands Sunday access during the colder months, and supports operational needs by limiting Sunday openings to the most requested times of year.

The Parks and Recreation Department respectfully requests a recommendation from the Commission to adopt the proposed revised hours for the Kenai Recreation Center.



Petition to keep the Kenai Rec Center Winter Hours through the entire year.

Monday- Friday 6 am-10pm

Saturday 8am-1 pm

Sunday 1pm-5pm

Name	Signature	Date
1		4-10-25
2		4-10-25
3		4-10-25
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Kenai City Council - Regular Meeting

April 02, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Kenai River Quality Monitoring Funding, Kenai Watershed Forum, Environmental Scientist and Water Quality Coordinator, Benjamin Meyer.
2. Request for Land Donation, Kenai Peninsula Housing Initiatives, Inc., Finance Director Dana Gregoire.

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

E. PUBLIC HEARINGS

1. **ADOPTED UNANIMOUSLY. Resolution No. 2025-21** - Amending City Council Policies 20.010 - Recording Council Meetings, and 20.020 Standing Commissions and Other Advisory Body Procedures, to Establish that Meeting Recordings are Retained in Accordance with the Records Management Schedule and Record Retention Policy of the City. (City Clerk)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2025-22** - Amending Council Policy 20.000 Agenda & Packet - Preparation, Distribution and Publication, to Establish a Twenty Minute Aggregate Time Limit for Scheduled Public Comment and a Thirty Minute Aggregate Time Limit for Unscheduled Public Comment. (Gabriel)

F. MINUTES

1. *Regular Meeting of March 19, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Ordinance No. 3462-2025** - Accepting and Appropriating Donations to the Kenai Animal Shelter for the Purchase of Equipment and Supplies. (Administration)
3. **APPROVED UNANIMOUSLY. Action/Approval** - Council on Aging Commission 2025 Work Plan. (City Clerk)
4. **WORK SESSION SCHEDULED FOR 5/3/2025 AT 9:00 AM. Discussion** - Scheduling a Budget Work Session. (Administration)
5. **INTRODUCED/PUBLIC HEARING SET FOR 4/16/2025 - Ordinance No. 3463-2025** - Conditionally Donating Certain City Owned Property Described as Three Approximately 1 ½ Acre Parcels to be Subdivided from a Portion of the Approximately 69 ½ Acre Parcel Described as Kenai Meadows Addition No 1, Tract A1 According to Plat 2023-48 (KPB Parcel No. 03901067) to Kenai Peninsula Housing Initiative for the Development of Restricted Income and Senior Housing. (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

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

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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/am9d7e9fS9KAMhuetsTcKA>



Kenai City Council - Regular Meeting

April 16, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Action Agenda

A. CALL TO ORDER

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

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B. SCHEDULED ADMINISTRATIVE REPORTS

1. Fiscal Year 2024 Audit Report, Principal Assurance Practice Leader Joy Merriner, BDO USA, LLP.

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

1. Boys and Girls Club of the Kenai Peninsula, Chief Executive Officer Shanette Wik.
2. Central Area Rural Transit System (CARTS), Board of Directors Secretary Linda Hutchings and Executive Director Jessica Schultz.

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

E. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3462-2025** - Accepting and Appropriating Donations to the Kenai Animal Shelter for the Purchase of Equipment and Supplies. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3463-2025** - Conditionally Donating Certain City Owned Property Described as Three Approximately 1½ Acre Parcels to be Subdivided from a Portion of the Approximately 69½ Acre Parcel Described as Kenai Meadows Addition No 1, Tract A1 According to Plat 2023-48 (KPB Parcel No. 03901067) to Kenai Peninsula Housing Initiative for the Development of Restricted Income and Senior Housing. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2025-23** - Redirecting Water & Sewer Capital Project Funds to Complete Citywide Lift Station Improvements. (Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2025-24** - Implementing a New Fee for a Truck Fill Station Permit in the Water Fees Section of the Schedule of Rates, Charges and Fees. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2025-25** - Authorizing Award of the Contract to Use Cranes, Offices, and Operation Area at the Boating Facility. (Administration)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2025-26** - Authorizing the City Manager to Enter into an Agreement with the City of Soldotna to Continue Providing Animal Shelter Services for the City of Soldotna at the Kenai Animal Shelter. (Administration)

F. MINUTES

1. *Regular Meeting of April 2, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Special Use Permit to Rebecca Boettcher, DBA: The Fishing Grounds, LLC for Operation of a Snack/Gift Shop Inside the Kenai Municipal Airport. (Administration)
3. ***Action/Approval** - Special Use Permit to the State of Alaska, Division of Forestry for Use of Apron Space at the Kenai Municipal Airport. (Administration)
4. ***Ordinance No. 3464-2025** - Amending Kenai Municipal Code 21.05.085 - Airport Fuel Flowage Fee, to Remove the Set Amount in Code and Instead Refer to the Annually Updated Schedule of Rates, Charges and Fees. (Administration)
5. ***Ordinance No. 3465-2025** - Amending Kenai Municipal Code, Title 2 - Alcoholic Beverage and Marijuana, Standardizing How Licenses are Reviewed by the City, Allowing for Administrative Non-Objections for Renewal of Existing Licenses When No Grounds to Object to the Renewal are Identified, Updating Public Hearings for Protests or Conditional Non-Objections, Aligning Municipal Code with Requirements of Alaska Statutes, and Other Housekeeping Amendments. (City Clerk)
6. ***Ordinance No. 3466-2025** - Amending Kenai Municipal Code, Chapter 4.32 Residential Code, to Reinstate Provisions Related to Engineered Design and Location, Including Fire Code Protection on Floors Provisions of the 2021 International Residential Code. (Administration)
7. ***Ordinance No. 3467-2025** - Accepting and Appropriating a Grant Received Through the Alaska Animal Control Association to the Kenai Animal Shelter for Attendance at the Alaska Animal Control Association 2025 Training Conference. (Administration)
8. ***Ordinance No. 3468-2025** - Accepting and Appropriating a Donation to the Kenai Community Library for the Summer Reading Program 2025. (Administration)
9. ***Ordinance No. 3469-2025** - Amending KMC 1.85.060-Conflicts of Interest Prohibited, to Allow Municipal Officers and City Employees to Participate in Certain Sales Open to the Public Through a Public Process and Narrowing the Existing Prohibition on Purchases to Personal Property Items. (Douthit)
10. **APPOINTMENT OF JEANNE REVEAL APPROVED. Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Jeanne Reveal to the Planning & Zoning Commission. (Gabriel)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

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

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

1. CIRCAC Director's Report - Williams

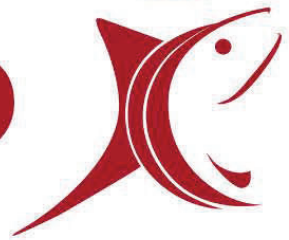
The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

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

<https://us02web.zoom.us/meeting/register/8Yr9FnwQoqEILV-k1WOIA>



2025 KENAI CLEAN-UP



Come together with fellow residents for a day of environmental stewardship as we work to remove litter and beautify Kenai. Clean up supplies will be provided. Every hand makes a lighter load!

Saturday May, 3rd 10:00 AM - 12:30PM

Meet at: Kenai Chamber of Commerce & Visitors Center parking area - 11471 Kenai Spur Hwy

Contact: parks@kenai.city

FOR DETAILED INFORMATION PLEASE VISIT THE CITY
WEBPAGE AT: [HTTPS://WWW.KENAI.CITY/PARKSREC](https://www.kenai.city/parksrec)
OR SCAN QR CODE BELOW

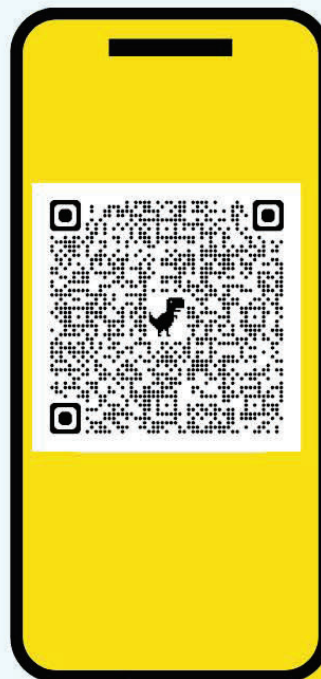


CITY OF KENAI

SPRUCE BARK BEETLE SLASH DUMP SITE

Open Four Days a Week!
Thursday through Sunday
From 10 AM to 6 PM

Rules Apply!
Slash only
(Branches & Limbs),
No Stumps, Debris,
Trash, OR tops over
2" around, site not
open to commercial
operators



SCAN
ME!



CITY OF KENAI
PRESENTS



KITE FESTIVAL

LET FUN TAKE FLIGHT!

SATURDAY MAY 31 12PM - 3PM

LOCATED AT:
MILLENNIUM SQUARE
(BEHIND LOUIE'S)

Lunch Options
Available
for Purchase!

ALASKA KITERS DEMO
BUILD-A-KITE STATION
FROZEN TREATS, FIELD GAMES,
BUBBLES, MUSIC & MORE!
(ALL FREE - while supplies last)

A special thank you to volunteers
and event contributors.

MAIN STREET
Tap & Grill





PLANTING DAYS VOLUNTEERS NEEDED!

Come team up with The City of Kenai Parks and Recreation to elevate the Kenai Flower Beds for the upcoming Summer!

When? **Saturday, May 31st 10 AM - 12:00 PM**

Where? **Kenai City Hall Building
210 Fidalgo Ave.**



Following our event, Lunch will be hosted at the Kenai Fire Station for all planting volunteers!



***ALL Ages, No Experience Necessary -
Please Bring Gardening Gloves!
(Limited Availability)***