



Kenai Beautification Commission

Regular Meeting

April 08, 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. **Election of Chair and Vice Chair**
4. Agenda Approval

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

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

**D. APPROVAL OF MINUTES**

1. November 19, 2024 Regular Meeting Minutes..... **Pg. 3**
2. February 11, 2025 Regular Meeting Minutes..... **Pg. 6**

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion/Recommendation** – Annual report of 2024 work plan goals ..... **Pg. 8**
2. **Discussion/Recommendation-** Workplan Goals for 2025 ..... **Pg. 11**

**G. REPORTS**

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

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

**I. NEXT MEETING ATTENDANCE NOTIFICATION** – May 13, 2025

**J. COMMISSIONER COMMENTS AND QUESTIONS**

**K. ADJOURNMENT**

**L. INFORMATION ITEMS**

1. Park inventory ..... **Pg. 28**

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

<https://us02web.zoom.us/join/sp8Z0u3USHaPw7x4Q0KPCw>

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

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

**KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING  
NOVEMBER 19, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR SARAH DOUTHIT, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Beautification Commission was held on November 18, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Chair Douthit led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Sarah Douthit, Chair  
Brittney Hoffert

Emily Heale  
Samantha Springer

A quorum was present.

Absent:

Terri Wilson  
Sonja Earsley

Christina Warner, Vice Chair

Also in attendance were:

Tyler Best, Parks & Recreation Director  
Victoria Askin, City Council Liaison

**3. Agenda Approval**

**MOTION:**

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

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

**B. SCHEDULED PUBLIC COMMENTS - None.**

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF MINUTES**

1. May 14, 2024

**MOTION:**

Commissioner Heale **MOVED** to approve the May 14, 2024 Beautification Commission minutes. Commissioner Hoffert **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS – None.**

## **F. NEW BUSINESS**

1. **Discussion** - Review and work plan goals and prepare a report for the council.

Director Best gave a staff report from information provided in the packet; clarification was provided on the current status of projects; Plant Day was suggested as a future goal of the Commission.

Chair Douthit volunteered to write the report for Council.

2. **Discussion**– Review Flower order for FY25

Director Best gave a staff report from information provided in the packet; discussion followed and the Commission provided suggestions for colors and patterns for planting.

3. **Discussion** – Winter tour date

Director Best reported on the winter decor the Parks & Recreation Department have installed; the Commission scheduled the Winter Tour for December 3, 2024.

4. **Discussion/Recommendation** – Capital Improvement Plan Priority list

### **MOTION:**

Commissioner Hoffert **MOVED** to recommend City Council approval of the Capital Improvement Plan Priority list. Commissioner Springer **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet; Commission discussion followed.

**UNANIMOUS CONSENT** was requested on the motion.

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

## **G. REPORTS**

1. Parks & Recreation Director – Director Best reviewed the Midmonth Reports as provided in the packet.
2. Commission Chair – Chair Douthit discussed the little free library on Forest Drive; expressed appreciation for City décor.
3. City Council Liaison – Council Member Askin reported on the recent actions of the City Council.

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

## **I. NEXT MEETING ATTENDANCE NOTIFICATION – January 14, 2025**

Commissioner Heale noted that she may be absent or attending remotely.

## **J. COMMISSION QUESTIONS AND COMMENTS**

Commissioner Hoffert discussed commissioner term reappointments.

Commissioner Heale noted she hoped to attend the Winter Tour.

## **K. ADJOURNMENT**

## **L. INFORMATIONAL ITEMS**

1. September Mid-month report
2. October Mid-Month Report

There being no further business before the Beautification Commission, the meeting was adjourned at 7:08 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of November 19, 2024.

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Meghan Thibodeau  
Deputy City Clerk

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

**KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING  
FEBRUARY 11, 2025 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611**

**ACTION MINUTES**

**A. CALL TO ORDER**

*[Clerk's Note: due to a lack of quorum confirmed prior to the meeting, Beautification Commission members were notified in advance that no meeting would be held and they did not need to attend.]*

**1. Pledge of Allegiance**

**2. Roll Call**

There were present: None

A quorum was not present.

Absent:

Sarah Douthit, Chair  
Terri Wilson  
Sonja Earsley  
Samantha Springer

Emily Heale  
Christina Warner, Vice Chair  
Brittney Hoffert

**3. Agenda Approval**

**B. SCHEDULED PUBLIC COMMENTS - None.**

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF MINUTES**

1. November 7, 2024

**E. UNFINISHED BUSINESS – None.**

**F. NEW BUSINESS**

1. **Discussion/Recommendation** -Review work plan summary report from fy25
2. **Discussion**- Discuss work plan goals for 2025

**G. REPORTS**

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

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

**I. NEXT MEETING ATTENDANCE NOTIFICATION – February 6, 2025**

J. **COMMISSION QUESTIONS AND COMMENTS**

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS** – None.

Due to a lack of a quorum, the meeting was not held.

I certify the above represents accurate minutes of the Beautification Commission meeting of February 11, 2025.

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Meghan Thibodeau  
Deputy City Clerk

DRAFT

## SUMMARY OF REPORT



The Beautification Commission set several goals in collaboration with the Parks and Recreation Department, prioritizing initiatives based on their collective perspective and input from community members they have engaged with

## MISSION STATEMENT



The purpose of the Beautification Commission is to advise the Council and Administration on enhancing the appearance of the City. Duties include advising the Parks & Recreation Department on seasonal displays, decorations, and annual plantings of flora to be displayed in the City; advising Council and Administration on City beautification issues and/or projects as requested by the Council or Administration; and submitting annually a list of the recommended capital improvement

## HIGHLIGHTS



see attached document, it goes over the goals set by the Commission and approved by council.



## ACCOMPLISHMENTS



see attached document, it goes over the goals set by the Commission and approved by council.

## EDUCATION AND OUTREACH



see attached document, it goes over the goals set by the Commission and approved by council.

## City of Kenai Beautification

### Goal or Objective #1 Parks and Gardens Tour-**Completed/Ongoing**

In August the committee toured our parks and gardens. The field of flowers was beautiful in spite of the rainy weather. There were pinks and yellows as well as other colors of flowers in the beds and planters that faired decently again, with a rainy summer. City Hall and the Visitor center had beautiful hanging baskets.

### Goal or Objective # 2- Winter Tour-**Completed/Ongoing**

On December 3<sup>rd</sup>, Director Best was able to secure the senior center van, and the commission toured the city's static displays and winter lights in our parks. It was a fun new way for the commission to see the holiday décor around the city.

### Goal or Objective #3 – **Fountain Repair- Partially completed/ Ongoing**

There were funds available for design, but no business was willing to submit a quote after multiple solicitations. This led to continued discussion with the commission and Parks Department on what to do with the fountain in Leif Hanson Memorial Park—moving from a design plan to a unique project plan. Rather than a new design, input is being sought, and Director Best is working with local landscapers on an acid wash concept to enhance the fountain design and potentially apply the idea to other areas, such as our concrete planters.

### Goal or Objective #4 – **Green Strip Pavilion- completed**

Last year, the committee chose new paint colors, Brown Velvet & Perennial Green. These new colors were used by staff to paint the pavilion at the green strip. The result is cleaner and appealing in it's appearance. There is continued work on shrubs and landscaping.



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Beatification Commission

**FROM:** Tyler Best, Parks and Recreation Director

**DATE:** April 1st, 2025

**SUBJECT:** 2025 Workplan Goals

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During the April 8<sup>th</sup> meeting, the Beautification Commission will review and vote on its work plan goals for 2025.

Goals 1-3 are repeatable goals, similar to those voted on by the Commission last year, and can be renewed annually. Goals 4 and 5 introduce new goals to assist the Commission in advising on current and future beautification projects within the City.

Below is the commissions code which guides all its goals.

(a) *Purpose.* The purpose of the Beautification Commission is to advise the Council and Administration on enhancing the city's appearance.

(b) *Duties and Powers.* The Beautification Commission will:

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

(c) *Qualifications and Membership.* Members of the Beautification Commission will conform to the requirements of KMC Chapter [1.90](#), except the Commission may at the discretion of the Council have up to two (2) nonresident members.

(5) Advise and provide recommendations to the Administration as requested on the qualifications for a Director of Parks and Recreation.

## INTRODUCTION

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

The purpose of the Beautification Commission is to advise the Council and Administration on enhancing the appearance of the City

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

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



Objective No. **1**      Objective: **Parks and Garden Tour**      Estimated Time to Complete: **3 hours**

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

Tour of Gardens and Parks with a focus on landscaping ( plant, shrubs, beds, & ext) and beautification of parks. The hope would be to do this tour annually during the month of August when most of the plants and flowers and in full bloom

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

Determine if updates or changes and needed to improve the beautification of The City of Kenai.

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

Beautification Coimission and the Parks and Recreation Department

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

none, the tour would happen as a regular schedule meeting or work session.

## INTRODUCTION

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Objective No. **2** Objective: **Winter Tour**

Estimated Time to Complete: **3 hours**

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

Tour of the City's winter beautification areas and static displays. This tour would work best to have a Annual Work Session in December.

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

determine if updates or changes and needed to improve the beautification of The City of Kenai during the Winter Months.

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

Beautification Coimission and the Parks and Recreation Department

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

none, the tour would happen as a regular schedule meeting or work session.

## INTRODUCTION

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Objective No. **3**      Objective: **Lief Hansen Memorial Fountain**      Estimated Time to Complete: **3 hours**

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

Provide input on the redesign of the Lief Hansen Memorial Fountain and immediate surrounding area.

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

To enhance the beauty of the Leif Hansen Memorial Park with the Fountain as the center piece.



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

Beautification Coimission and the Parks and Recreation Department

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

There is a current project for FY26 that the Parks department is submitting to fix up the fountain.

## INTRODUCTION

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Objective No. **4**      Objective: **City Wide Murals**      Estimated Time to Complete: **n/a**

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

It's the goal of the commission to continue discussion and seek community input in collaboration with the Kenai's arts partners to design and produce artistic murals within the city.

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

To enhance the beauty of the City of Kenai

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

Beautification Coimission and the Parks and Recreation Department

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

Depending on pricing there may be a special project submitted in future budgets

## INTRODUCTION

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



Objective No. **5**      Objective: **Banners and Static Displays**      Estimated Time to Complete: **n/a**

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

It's the goal of the commission to be a consulting body to the city departments on the development, improvement, design and aesthetics of new or improved static displays, light pole displays, light pole banners and other displays around the city.

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

To enhance the beauty of the City of Kenai and give the public a chance to give feedback on future designs

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

Beautification Commission and the Parks and Recreation Department

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

N/A



## Kenai City Council - Regular Meeting

March 05, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

[www.kenai.city](http://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*)**

#### **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. 3451-2025** - Accepting and Appropriating Donations to the Kenai Community Library for Library Materials, Equipment, Furniture, and Programming. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3452-2025** - Accepting and Appropriating a Polar Bear and Brown Bear Taxidermy Donation from the Warren E Johnson Estate for Display in the Kenai Municipal Airport Terminal. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3453-2025** - Amending Kenai Municipal Code Chapter 7.15 - Purchases and Sales, Sections 7.15.060 - Procurement of Professional Services and 7.15.070 - Innovative Procurements and Other Exceptions, to Allow Insurance Coverages to be Procured by Direct Negotiation and Authorize Other Procurement Exceptions Subject to City Council Approval by Resolution. (Knackstedt)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3454-2025** - Amending Kenai Municipal Code 23.35.032 - Arbitration Panel to Amend the Member Terms from Indefinite Terms to Three-Year Terms. (City Clerk)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3455-2025** - Authorizing the Purchase of a Used Ventrac Tractor and Attachments from KNC Golf, Inc., that Deviates from Procurement Procedures Authorized by Kenai Municipal Code Chapter 7.15 Purchases and Sales. (Administration)

6. **ADOPTED UNANIMOUSLY. Resolution No. 2025-16** - Authorizing a Professional Service Agreement and Corresponding Purchase Order for the 2026 Airport Perimeter and Security Fence Line Improvement Project for the Kenai Municipal Airport. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2025-17** - Authorizing the City Manager to Renew the Memorandum of Understanding for the Kenai Watershed Forum Kenai River Water Quality Monitoring Program. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2025-18** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Equipment to Upfit Three New Police Vehicles. (Administration)

#### **F. MINUTES**

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

#### **G. UNFINISHED BUSINESS**

#### **H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Non-Objection to the Issuance of a Package Store Sampling Endorsement for Three Bears Alaska, Inc. DBA Three Bears - License No. 4118. (City Clerk)
3. **\*Action/Approval** - Non-Objection to the Issuance of a Restaurant Endorsement for Salamatof Cannery Lodge, LLC. DBA Salamatof Cannery Lodge - License No. 15960. (City Clerk)
4. **\*Action/Approval** - Non-Objection to the Renewal of a Seasonal Golf Course Liquor License for Griffin Golf, LLC. DBA Kenai Golf Course - License No. 5788. (City Clerk)
5. **\*Action/Approval** - Non-Objection to the Renewal of a Package Store Liquor License for AK, Inc. DBA Speedway Express - License No. 4544. (City Clerk)
6. **\*Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License and a Standard Marijuana Cultivation License for Majestic Gardens LLC., DBA: Majestic Gardens LLC. - License No.'s 15393 and 15395. (City Clerk)
7. **\*Action/Approval** - Non-Objection to the Renewal of a Restaurant Eating Place Liquor License for Ramon Gonzalez DBA Playa Azul - License No. 5224. (City Clerk)
8. **\*Ordinance No. 3456-2025** - Accepting and Appropriating a Grant Received Through Best Friends Animal Society to the Kenai Animal Shelter for Attendance at the Best Friends National Conference. (Administration)
9. **\*Ordinance No. 3457-2025** - Accepting and Appropriating Donations Designated by Tom Anderson from the Alaska Community Foundation for the Construction of Softball Dugouts and the Dedication of a Dugout in Memoriam of Hannah Hill. (Administration)
10. **\*Ordinance No. 3458-2025** - Accepting and Appropriating a Grant Received Through the Alaska Geriatric Exchange Network to the Kenai Senior Center for Attendance at the 2025 Legislative Fly-In. (Administration)
11. **\*Ordinance No. 3459-2025** - Determining that Real Property Described as Lot 10, Block 1, Etolin Subdivision Number 3, According to Plat 82-103, City-Owned Airport Land Located Outside the Airport Reserve, is Not Needed for a Public Purpose and Authorizing the Sale of the Property to LOROC, LLC. (Administration)

12. **\*Ordinance No. 3460-2025** - Determining that Real Property Described as Lot 11, Block 1, Etolin Subdivision Number 3, According to Plat 82-103, City-Owned Airport Land Located Outside the Airport Reserve, is Not Needed for a Public Purpose and Authorizing the Sale of the Property to LOROC, LLC. (Administration)
13. **\*Ordinance No. 3461-2025** - Amending the Official Zoning Map and Land Use Table by Rezoning the Properties at 202 North Forest Drive and 1408 Second Avenue from Suburban Residential (RS) to General Commercial (CG) Zoning District. (Administration)
14. **APPROVED UNANIMOUSLY. Action/Approval** - Harbor Commission 2025 Work Plan. (City Clerk)
15. **APPROVED UNANIMOUSLY. Action/Approval** - Nominations Received for Council Consideration of Robert Molloy and Vaughn Dosko for Appointment to the Personnel Arbitration Board. (City Clerk)

**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](http://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.*





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March 19, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

[www.kenai.city](http://www.kenai.city)

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

### **Action Agenda**

#### **A. CALL TO ORDER**

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#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

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

1. 100% Communities and the 907 Navigation App, Abby Struffert, Southcentral Consulting

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

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3. **ENACTED UNANIMOUSLY. Ordinance No. 3458-2025** - Accepting and Appropriating a Grant Received Through the Alaska Geriatric Exchange Network to the Kenai Senior Center for Attendance at the 2025 Legislative Fly-In. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3459-2025** - Determining that Real Property Described as Lot 10, Block 1, Etolin Subdivision Number 3, According to Plat 82-103, City-Owned Airport Land Located Outside the Airport Reserve, is Not Needed for a Public Purpose and Authorizing the Sale of the Property to LOROC, LLC. (Administration)
5. **ENACTED UNANIMOUSLY. Ordinance No. 3460-2025** - Determining that Real Property Described as Lot 11, Block 1, Etolin Subdivision Number 3, According to Plat 82-103, City-

Owned Airport Land Located Outside the Airport Reserve, is Not Needed for a Public Purpose and Authorizing the Sale of the Property to LOROC, LLC. (Administration)

6. **ENACTED UNANIMOUSLY. Ordinance No. 3461-2025** - Amending the Official Zoning Map and Land Use Table by Rezoning the Properties at 202 North Forest Drive and 1408 Second Avenue from Suburban Residential (RS) to General Commercial (CG) Zoning District. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2025-19** - Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Aleutian Airways. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2025-20** - Authorizing Award of the Airport Engineering Services Term Contract. (Administration)

#### **F. MINUTES**

1. \*Regular Meeting of March 5, 2025. (City Clerk)

#### **G. UNFINISHED BUSINESS**

#### **H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Authorizing a Memorandum of Agreement with Greatland Consulting and Training LLC. for use of the Alaska Regional Fire Training Facility. (Administration)
3. \***Action/Approval** - Authorizing a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Kenai Municipal Airport Float Plane Basin. (Administration)
4. \***Action/Approval** - Authorizing a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Fuel Tank Storage at the Kenai Municipal Airport Float Plane Basin. (Administration)
5. \***Action/Approval** - Approving Amendments to the Lease and Concession Agreements for the Kenai Municipal Golf Course and Recreation Area between the City of Kenai and KNC Golf, Inc. (Administration)
6. **APPROVED UNANIMOUSLY. Action/Approval** - Reporting Requirements for Agencies Receiving Grants through the Legislative Budget. (Douthit)
7. **SPECIAL MEETING SCHEDULED FOR 4/15/2025 AT 6:00 P.M. Discussion** - Scheduling Council Employee Evaluations. (Gabriel)
8. **Discussion** - Kenai Municipal Code, Title 2 Alcoholic Beverages and Marijuana - License Renewals. (City Clerk)
9. **APPROVED UNANIMOUSLY. Action/Approval** - Authorizing the Mayor to Sign a Letter of Support for the American Tidal Energy Project led by ORPC. (Gabriel)

#### **I. COMMISSION REPORTS**

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission

4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

**J. REPORT OF THE MAYOR**

**K. ADMINISTRATION REPORTS**

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

**L. ADDITIONAL PUBLIC COMMENTS**

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

**M. EXECUTIVE SESSION**

**N. PENDING ITEMS**

**O. ADJOURNMENT**

**P. INFORMATION ITEMS**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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/D2kvBJR9Rdey7qnGdqWUPg>



## Park and Recreation Inventory

Tyler Best  
Parks and Recreation Director  
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907.283.8261

## Introduction

The City of Kenai Parks and Recreation Department oversees a diverse array of parks, trails, and recreational facilities to enhance the quality of life for residents and visitors. With a team of dedicated year-round staff and seasonal employees, the department maintains over 25 parks, miles of trails, and numerous green spaces across the city. Facilities range from playgrounds and sports fields to specialized areas like the Kenai Bark Park and the Kenai Recreation Center.

The department coordinates seasonal displays, landscaping efforts, and public events, ensuring parks are vibrant and accessible throughout the year. The Parks and Recreation Department actively supports recreation, conservation, and cultural heritage through partnerships with local organizations, volunteers, and the community.

## Maintenance and Seasonal Operations

From May to October, the department employs seasonal staff to assist with mowing, landscaping, and prepping sports fields. They transition to snow clearing, light displays, and ski trail grooming in winter. The team also manages extensive flower displays, supported by local volunteers and vendors, making Kenai vibrant year-round.

Staffing at Kenai Parks and Rec

### Full-Time Staff

1. **Director:** Oversees the Parks and Recreation Department and the PU Fishery
2. **Assistant Director:** Directly oversees the Kenai Recreation Center and the PU Fishery
3. **Parks and Recreation Maintenance Technicians (2):** Responsible for maintenance and landscaping duties across the department's facilities and parks.
4. **Laborer (1):** Supports maintenance operations.

### Recreation Center Staff

- **Part-Time Recreation Center Workers (7):** Operate the Kenai Recreation Center's front desk, handle transactions, and manage facility cleaning.

*Note: Supervised by the Assistant Director.*

### Seasonal Staff (May to October)

- **Seasonal Maintenance Workers (10):** Hired to manage increased workload during summer months, including landscaping, mowing, trail maintenance, and other seasonal tasks.

This comprehensive inventory reflects the City of Kenai's commitment to fostering recreation, preserving natural beauty, and promoting community well-being through its parks and facilities.

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## **Kenai Little League Fields**

### **Inventory**

- Kenai Little League Fields – 3 baseball fields and one softball field. Shared space with Municipal Park
- Shared space with Municipal Park and Waste Water Treatment Plant

**Acreage: 45.6**

**Land Management Plan page 59 Parcel ID 04701008**

**Notes:** The Parks and Recreation Department preps these fields for the start of the season and then performs weekly maintenance on them. This maintenance includes snow removal, mowing, dragging the fields, fertilizing, weed whacking, and laying lines.

Little League fields were constructed before 1979. The Sr. Field was home to the Peninsula Oilers before 1979. Girls' softball field was constructed in 1987.



## **Steve Shearer Memorial Ball Fields**

### **Inventory**

- Steve Shearer Memorial Fields – 4 Softball fields
- Running water bathrooms (only in summer)
- Shared space with Green strip pavilion and playground

**Acreage: 33**

**Land Management Plan page 71, Parcel ID 04327036**

**Notes:** The Parks and Recreation Department preps these fields for the start of the season and then performs weekly maintenance on them. This maintenance includes snow removal, mowing, dragging the fields, fertilizing, weed whacking, and laying lines.

Three (3) fields were constructed in 1980, and a fourth (4th) bordering 1st Ave. was completed in 1989. These are FAA fields, and if deemed beneficial for the airport, the land could be developed for such.





## **Kenai Sports Complex**

### **Inventory**

- Kenai Sports Complex Fields – 6 Soccer Fields

**Acreage: 53.8**

**Land Management Plan page 33, Parcel ID 04310038**

**Notes:** The Parks and Recreation Department preps these fields for the start of the season and then performs weekly maintenance, including mowing, fertilizing, and weed whacking.

The park was an LWCF project, and the fields were constructed in 2006. The local soccer clubs heavily utilize the fields during the summer months. While no official plan has been approved, the park commission has discussed expanding this sports complex.



## **Millennium Square** **Inventory**

- Field 04705807 acres 3.05
- Field 04705805 acres 3.22
- open fields provide space for events, snow storage, and seasonal weekly rugby,

**Acreage: 6.27**

**Land Management Plan page 133, Parcel ID 04705807, 04705805**

**Notes:** The Parks and Recreation Department preps these fields for the start of the season and then performs weekly maintenance. This maintenance includes mowing, fertilizing, and weed whacking. The Parks Department also hosts several events a year in this field.

Lot 04705805 has been become an unofficial field for the local rugby team who host weekly practices and an annual tournament.





## **Multi-Purpose Facility**

### **Inventory:**

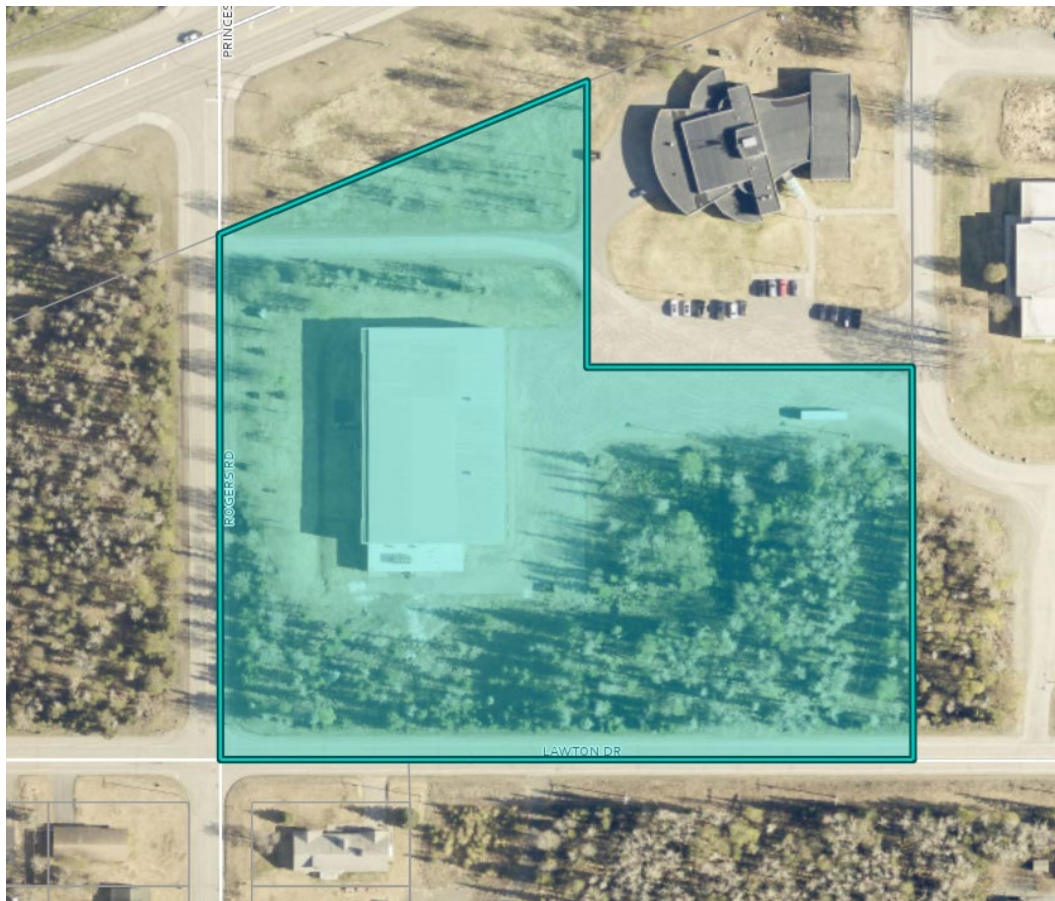
- Refrigerated partially enclosed ice rink for Hockey
- Running water bathrooms (no showers)
- six heated locker rooms

**Acreage 7.26**

**Land Management Plan page 153, Parcel ID 04501023**

**Notes:** The facility was constructed in 1999, and refrigeration equipment was added in 2001. The Parks and Recreation Commission has expressed interest in someday obtaining an indoor turf facility and marked this as a possible location. This building is closed in the summer except for limited particular use. Current project

The Parks and Recreation Department contracts for the ice maintenance and cleaning of this facility. City staff provide ice scheduling and facility maintenance. Parks maintains all the green space around this facility in the summer months.



## **Kenai Recreation Center**

### **Inventory:**

- Kenai Recreation Center – building consists of a weight room, full gymnasium, 2 Wallyball courts, and year-round programming and activities for all ages, including a teen center operated by the Boys and Girls Club 4 locker rooms with showers; 2 of the locker rooms have saunas

### **Acreage 1.58**

### **Land Management Plan page 125, Parcel ID 04337004,04337005,04337001,04337002**

Notes: This Facility is operated by six part-time regular staff members, supported by the Assistant Parks and Recreation Director. They operate the front desk, which handles all transactions for Kenai Recreation Center, and perform all of the facility cleaning.

Construction of the Recreation Center (phase I) was completed in 1981. Phase II (gymnasium) was completed in 1983.

The Boys & Girls Club of the Kenai Peninsula managed and operated the facility since 2003 under a Partnership Agreement until 2021, when the City took over the operation of the downstairs of the facility, and the Boys and Girls Club of the Kenai Peninsula still manages the teen center which is located upstairs.

In the Summer months, Parks maintains all the green space around this facility.



City of Kenai Park Inventory

## **Municipal Park**

### **Inventory**

- four rentable shelters,
- Playground
- Outdoor Basketball court
- Half mile of walking trails
- Beach access
- one running water bathroom (only open in summer)
- Shared space with Kenai Little League and Waste Water Treatment Plant

**Acreage: 1.99**

### **Land Management Plan page 59 Parcel ID 04701008**

**Notes:** The Parks and Recreation Department maintains the grass, playground structure, walking trail, court, pavilions, bathrooms, and landscaping.

The property became parkland in 1966 through LWCF. It originally served as a campground through the 1970s and '80s and discontinued as such in the late '80s; trail upgrades were performed in 2004.





## **Old Town Park**

### **Inventory**

- Playground
- Play structure
- Picnic structure
- Half-court basketball court
- Shared space with Historical cabins operated by the Historical Society and Kenai Art Center operated by a local nonprofit.

**Acreage 1.9**

**Land Management Plan page 89 Parcel ID 0410105**

**Notes:** The Parks and Recreation Department maintains the grass, playground structures, court, and landscaping.

Currently, a Schematic Design to completely redo this park in the Capital Improvement Plan





## **Leif Hansen Memorial Park**

### **Inventory**

- Gazebo
- Paved walking path
- Memorial plaques
- Town clock
- Fountain
- Multiple memorials

**Acreage 1.93**

**Land Management Plan page 133 Parcel ID 04705101**

Notes: The property was developed beginning in 1986. The park is a focal point of the town, with a wide variety of tree plantings and memorial plaques purchased by individuals in memory of family members or friends. Memorial plaques are purchased through the Clerk's office and installed by Parks & Recreation personnel. The sprinkler system was installed in 2008.



## **Erik Hansen Scout Park**

### **Inventory**

- Memorial Benches
- Boy Scout Statue
- Scenic view

**Acreage .64**

### **Land Management Plan Parcel ID 04709307**

**Notes:** Property donated to the City by Dr. Peter O. and Karolee T Hansen in 1997 for a park for public use in perpetuity. Park was named after their son Erik, whose demise was November 25, 1996. Erik was an active Boy Scout and achieved the rank of Eagle Scout in 1982. A statue of a scout leader was placed to honor all scouts. This park receives a very high number of visitors throughout the summer months.

In the Summer, Parks maintains all the green space and landscaping at this park. In the winter months, they hang winter décor throughout the park.



## **Cunningham Park**

### **Inventory**

- Vault Toilets
- Pedestrian River Access
- Bike Repair station

**Acreage 2.16**

**Land Management Plan page 191 Parcel ID 04108019**

Notes: The park was an LWCF project starting in 1973. The project description was to construct a general park area on the Kenai River, including a boat launch, site improvements, a comfort station, parking, landscaping, and a sign.

In the Summer, Parks maintains all the green space, landscaping, and bathrooms around this facility.





## **Beaver Creek Park**

### **Inventory**

- Vault Toilet(out of order currently a porta potties is rented in the summer)
- Picnic shelter
- Playground
- Full outdoor basketball court

**Acres 5.23**

**Land Management Plan page 99 Parcel ID 04709307**

Notes: Before 1972, the park was maintained primarily by the local Boy Scouts. In 1972, the city obtained LWCF monies and used them to construct the park. The project was to develop a small community park on the south bank of Beaver Creek. Work would include site improvement, landscaping, playground equipment, a comfort station, picnic tables, parking, and signs. The land was leased from the State for several years and purchased by the city in 1980.

The Parks and Recreation Department maintains the grass, playground structures, court, and landscaping.



## **Daubenspeck Family Park**

### **Inventory**

- Vault Toilet
- 2 pavilions available for rent
- Walking trail
- Beach/swimming area
- Story walk
- Ice skating surface in winter months
- Shared space with Kenai Bark Park
- Little Free Library

**Acreage 8.28**

**Land Management Plan page 147 Parcel ID 04501062**

**Notes :** The Parks and Recreation Department maintains the grass, playground structures, court, and landscaping.



## **Kenai Bark Park**

### **Inventory**

- Pavilion
- Walking trail
- Catch and release area for dogs
- Small and large dog areas
- Shared space with Daubenspeck Family Park

**Acreage 8.28**

**Land Management Plan page 147 Parcel ID 04501062**

**Notes:** Officially opened in 2023. The Parks and Recreation Department maintains the grass, and landscaping.





## **Elson Family Rest stop**

### **Inventory**

- Path
- Picnic Table

**Acreage .72**

**Land Management Plan page 207 Parcel ID 04937002**

**Notes:** Property acquired through a donation by James A. Elson and Jo Ann Elson in June 2005 to be used as a park/rest stop. The park is located adjacent to the Unity Trail.

Parks maintain the trail and the picnic table



## **Kenai Municipal Cemetery**

### **Inventory**

- 2 fenced-in cemetery areas
- Columbarium
- 2 shared lots due to expansion

**Acreage 9.5 & 4.1**

**Land Management Plan page 71 Parcel Id 04317038 & 04317037**

**Notes:** The clerk's office manages reservations for the cemetery. Parks maintain the grass, landscaping and will mark plot for burial and the seed the mounds after burial.







## **4 Ave Park**

### **Inventory**

- Baseball backstop
- Full outdoor basketball court
- Picnic structure

**Acreage 2.5**

**Land Management Plan page n/a Parcel Id 04305017**

**Notes:** The Park previously had playground equipment, which was initially planned to be replaced, but no official plans had been made. Discussion through the Park Commission mentioned a playground at the local school several blocks away.

Parks maintain the grass and the basketball court



## **Greenstrip Pavilion and Playground**

### **Inventory**

- Share Steve Shearer Memorial Fields and Kenai community garden
- two pavilions with power available to rent
- Event Space

**Acreage: 33**

**Land Management Plan page 71, Parcel ID 04327036**

Notes: The shelter was constructed around 1991 and expanded in 2009. A permanent restroom was added around 1992 or '93.

Parks maintains the playground, grass and landscaping in the summer





## **Kenai Community Garden**

### **Inventory**

- Steve Shearer Memorial Fields – 4 Softball fields
- Running water bathrooms (only in summer)
- Community apple trees and berry bushes
- Raised and low beds available for rent

**Acreage: 33**

**Land Management Plan page 71, Parcel ID 04327036**

**Notes:** Parks manages the reservation of the beds and will prep them for the renters. Then, they maintain the grass inside the park.



## **Scenic Bluff Overlook**

### **Inventory**

- Rentable pergola (known as bird cage)
- Scenic View
- Little Free Library

**Acreage: 4.13**

**Land Management Plan page 133, Parcel ID 04705806**

**Notes:** A gazebo (donated by Scott Hamann/Metal Magic) was installed in 2009.





## **Bernie Huss Trail**

### **Inventory**

- 9-hole disc golf course
- Trash receptible
- .4 miles of trails
- Shared with Ryan's Creek Trail
- Part of Path of 10,000 steps

### **Land Management Plan page 107(blue trail)**

**Notes:** Parks maintain the trail throughout the summer



## **Ryan's Creek Trail**

### **Inventory**

- 9-hole disc golf course
- Trash receptible
- .4 miles of trails
- Shared with Ryan's Creek Trail
- Part of the path of 10,000 steps

### **Land Management Plan page 107(red trail)**

**Notes:** Parks maintain the trail throughout the summer





## **Shqui Tsatnu Trail(Richka Creek)**

### **Inventory**

- Bench
- Footbridge

**Land Management Plan page 55 Parcel ID 04304011, 04304004**

**Notes:** Parks maintain the trail throughout the summer





## Meeks Trail

### Inventory

- Trash can
- Bench
- Beach access

### Land Management Plan page 85

**Notes:** Parks maintain the trail throughout the summer



**Ski Trails/ Kenai Golf Course**

**Acreage 119.7**

**Land Management Plan page 183 Parcel ID 04938216**

**Notes:** The city leases the Property to be privately operated as a community golf course. Development began in 1986.

Parks groom the ski trains weekly in the winter months.



## **East End Trails**

### **Inventory**

- 1 mile of walking trails
- Shared 18-course disc golf course
- Benches
- Trash receptacles

**Acreage 15.18**

**Land Management Plan page 183 Parcel ID 04938215**

**Notes:** The Park was an LWCF project, and hiking and ski trails were developed beginning in 1972. The Peninsula Oilers Baseball Club leases the adjacent parcel from the City for a summer baseball program.

Parks maintain the trail throughout the summer.



## Eagle Disc Golf Course

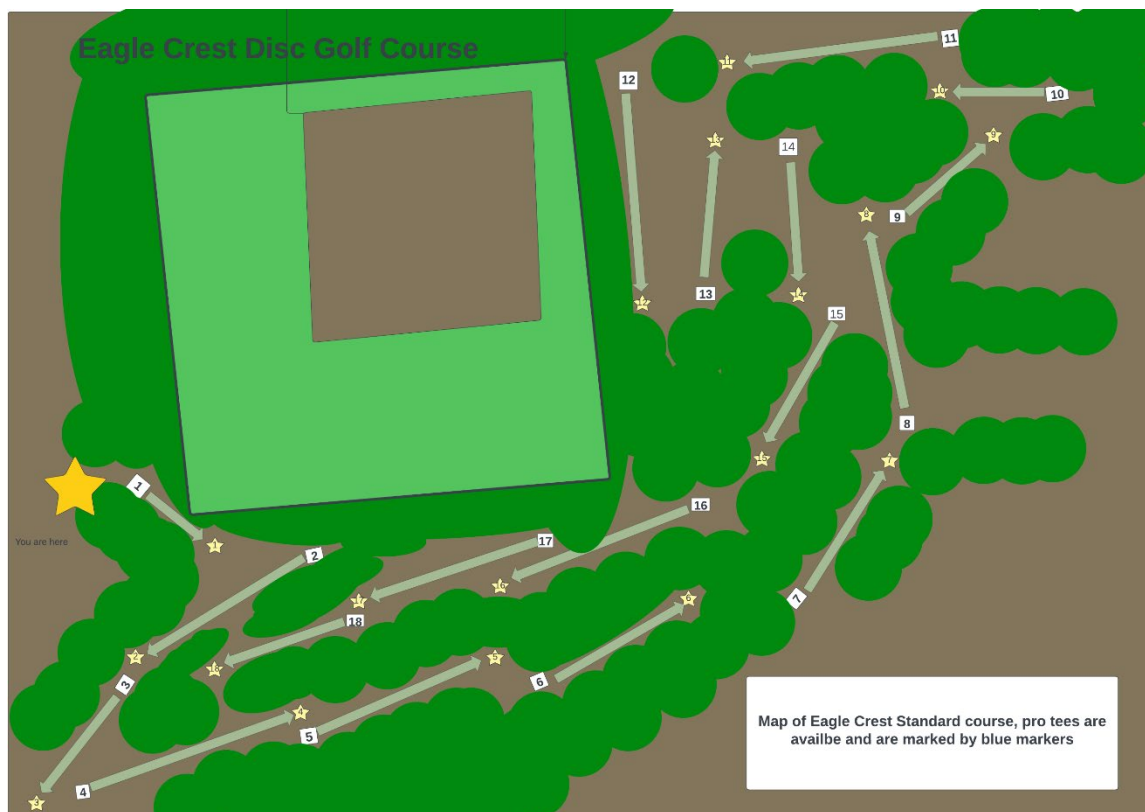
### Inventory

- 1 mile of walking trails
- Shared pathway for multipurpose use
- Benches
- Trash receptacles

**Acreage 15.18**

**Land Management Plan page 183 Parcel ID 04938215**

**Notes:** Parks maintain the trail throughout the summer







## **Lawton Drive extension**

### **Inventory**

- 1+ mile of multi trails open to pedestrians and ATVs

### **Land Management Plan page 187**

**Notes:** Currently, the parks department does not maintain this trail but will run a ski groomer down it in the winter.



#### **4 Ave Pocket green space**

##### **Inventory**

- bench
- little free library

**Land Management Plan parcel Id 04304017**page 53

**Notes:** Parks maintain the green space in the summer





## **Blue Star Memorial** **Inventory**

- Blue Star memorial
- Benches

**Notes:** Parks maintain the green space in the summer





## City Hall Campus Inventory

- Flower Beds
- Benches

**Notes:** Parks maintain the grass and landscaping of the Library, City Hall, and Public Safety. In the winter months, they clear the pedestrian pathways of snow.



### **Field of Flowers**

- Flower Beds
- Benches
- Gazebo

**Acreage 16.4**

**Land Management Plan parcel Id 00451003 page 153**

**Notes:** Parks maintain the green space in the summer. A contractor hydroseeds it every summer, and the parks maintain the flowers through the summer.



## Kenai Visitor Center

### Inventory

- Flower Beds
- Benches

**Notes:** Parks maintain the grass and landscaping of the Library, City Hall, and Public Safety. In the winter months, they clear the pedestrian pathways of snow.





**Kenai Challenger Center**  
**Inventory**

- Multi-use building
- Benches

**Land Management Plan page 153**

**Notes:** The building is leased by a nonprofit. Parks maintain the grass and landscaping of the Challenger Center



**North Beach**  
**Inventory**

- Vault Toilets
- Trash cans

**Land Management Plan page 59**

**Notes:** Parks maintain the bathrooms and the beach



**South Beach**  
**Inventory**

- Vault Toilets
- Trash cans

**Land Management Plan page 166**

**Notes:** Parks maintain the bathrooms and the beach





## **City Dock**

### **Inventory**

- Running Water Toilets (summer only)
- Trash cans
- 4-lane boat launch

**Land Management Plan page 175, Parcel ID N/A**

**Notes:** Parks maintains the bathrooms and small greenspace behind them.



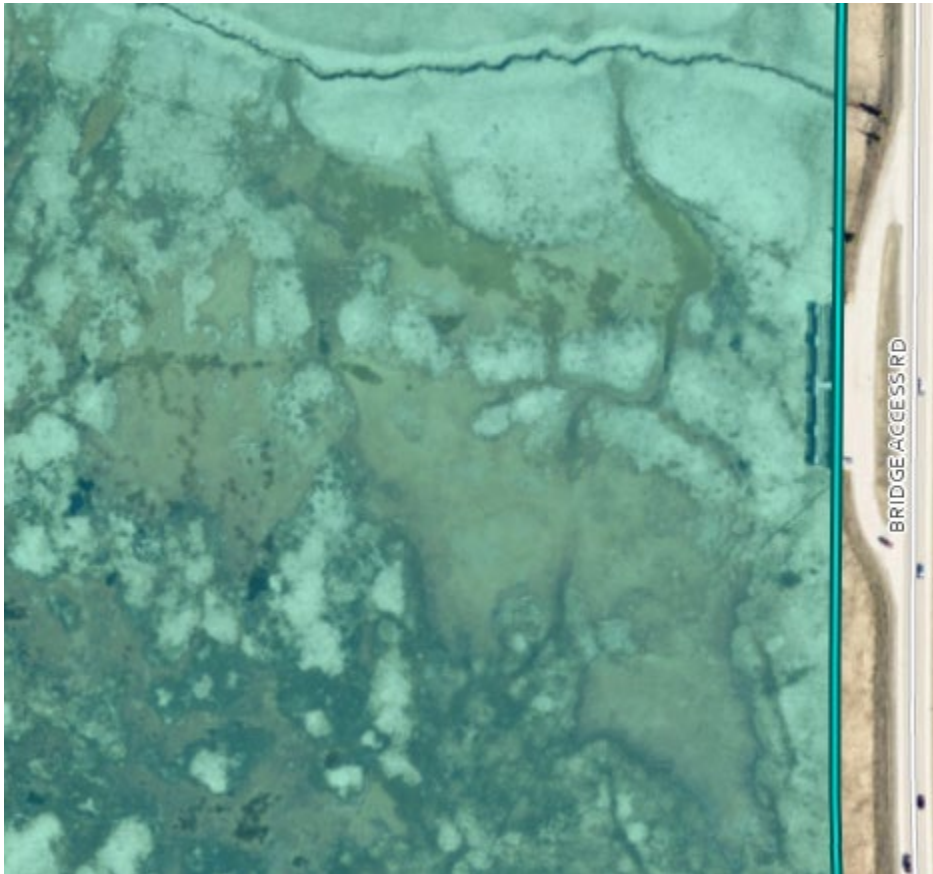
## **Wildlife Viewing Platform**

### **Inventory**

- Viewing platform
- Viewing scope
- Trash can
- Interpretive display

**Land Management Plan page 175, Parcel ID N/A**

**Notes:** LWCF project with development in 1990.  
Parks maintain the basic maintenance of the platform.



## **Tarbox Bird Viewing**

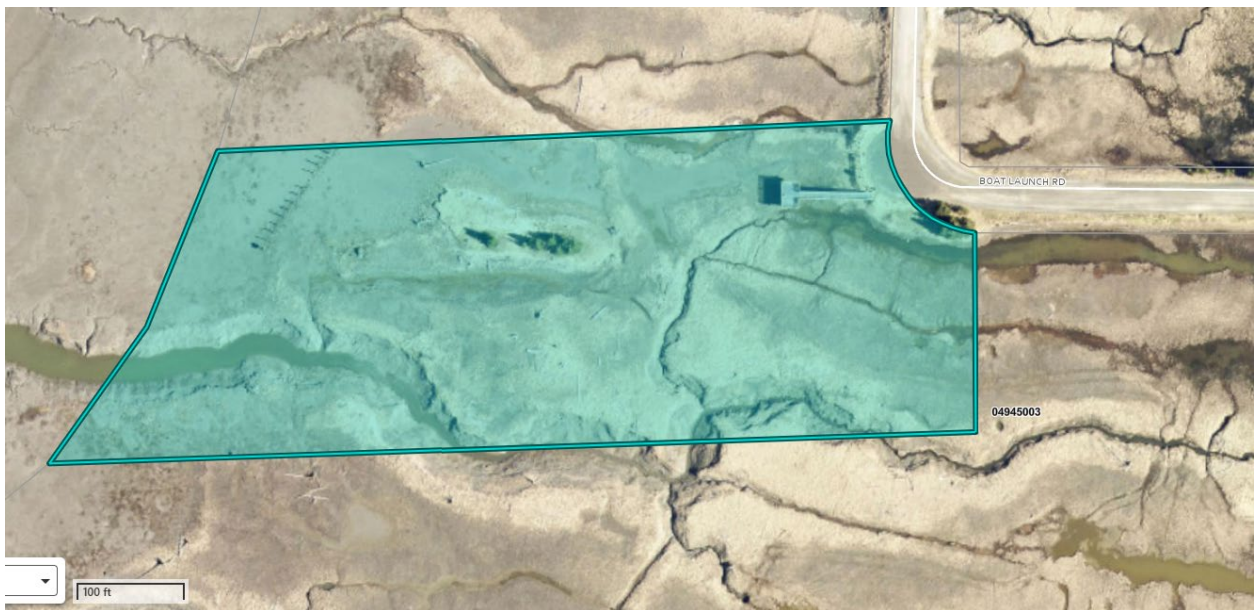
### **Inventory**

- Viewing platform
- Viewing scope
- Trash can

### **Land Management Plan page 175, Parcel ID 04945003**

**Notes:** The project was completed in 2009 through the combined efforts of ConocoPhillips Alaska Inc., Kenai Watershed Forum, Keen Eye Birders, the City of Kenai, and the State of AK DNR & USF&W.

Parks maintain the basic maintenance of the platform.



### **Unity Trail**

This excellent paved trail is one of the most used trails in our area. Following the Kenai Spur Highway, this path is excellent for walking, running, jogging, biking, and rollerblading and is a beautiful place to take strollers or wagons. With many scenic views, park benches, and parks along the way, you can go almost as far as you would like and then return.

**Notes:** The Unity Trail is on state land, but if a tree falls on it or there is another maintenance issue, Parks and Streets will usually take care of it if it is within City Limits.

**Notes:** Interconnecting our trails, parks, fields, and facilities is an essential step for our future. An example of this is that there is no connection trail across the Bridge access that would connect the unity and trail.

### **Right of Ways**

Along the State right of way between Tinker Lane and N. Forrest Drive, the Parks department maintains all greenspace. This includes flower beds, signs, benches, trash cans, and turf. There is also a select road inside the City limits that the City maintains. All of this green space equates to an estimated 20 acres of turf and landscape maintenance.