



Kenai City Council - Regular Meeting

July 03, 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*)

1. Legislative Update, Representative Justin Ruffridge, State of Alaska House of Representatives.

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

E. PUBLIC HEARINGS

1. **Resolution No. 2024-32** - Amending City Council Policy No. 20.000 Agenda & Packet - Preparation, Distribution and Publication to Remove Requirements Related to Publishing in a Newspaper of General Circulation. (City Clerk)
2. **Resolution No. 2024-33** - Protesting the Issuance of a New Retail Marijuana Store License for Canna Get Happy, LLC, DBA Canna Get Happy, LLC – License No. 37844, Located at 11888 Kenai Spur Hwy #3. (Administration)
3. **Resolution No. 2024-34** - Approving an Easement on Tract B, Kenai Bluff Stabilization Subdivision, Parcel No. 04701030, for the Construction and Maintenance of Seawalls Benefitting Certain Adjacent Upland Properties. (Administration)
4. **Resolution No. 2024-35** - Adopting Joint Resolution No. 2024-001 of the Assembly of the Kenai Peninsula Borough and the Councils of the City of Homer, Kachemak, Kenai, Seward, Seldovia, and Soldotna, Supporting the City of Kenai Small Community Air Service Development Grant Proposal to Support Incentives Aimed at Direct Air Services from the Kenai Municipal Airport to Seattle/Tacoma and the Lower 48. (Administration)

F. MINUTES

1. *Regular Meeting of June 19, 2024. (City Clerk)

G. UNFINISHED BUSINESS**H. NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - FY2024 Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
- [3.](#) ***Action/Approval** - FY2025 Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
- [4.](#) ***Action/Approval** - Non-Objection to the Renewal of a Beverage Dispensary Liquor License for G & P Inc., DBA: The White Moose - License No. 204. (City Clerk)
- [5.](#) ***Action/Approval** - Non-Objection to the Renewal of a Package Store Liquor License for Walmart, Inc., DBA: Wal-Mart Supercenter #4474 - License No. 4878. (City Clerk)
- [6.](#) ***Action/Approval** - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License for Herban Extracts, LLC, DBA: Herban Extracts, LLC - License No. 14432. (City Clerk)
- [7.](#) ***Action/Approval** - Authorizing a Utility Easement Homer Electric Association within Lot 2, Block 5, General Aviation Apron Subdivision No. 1 Amended. (Administration)
- [8.](#) ***Action/Approval** - Authorizing an Extension to the Agreement with the Boys and Girls Club of the Kenai Peninsula to Operate a Teen Center within a Designated Area of the Kenai Recreation Center. (Administration)
- [9.](#) ***Action/Approval** - Authorizing a Memorandum Agreement to the Boys and Girls Club to Provide Temporary Road Access on City Property During Utility Work. (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/tZllc-CpqzloHtE3Q2uZQ1Nyfl4JXP2RtKrN>



Sponsored by: City Clerk

**CITY OF KENAI
RESOLUTION NO. 2024-32**

A RESOLUTION AMENDING CITY COUNCIL POLICY NO. 20.000 AGENDA & PACKET - PREPARATION, DISTRIBUTION AND PUBLICATION TO REMOVE REQUIREMENTS RELATED TO PUBLISHING IN A NEWSPAPER OF GENERAL CIRCULATION.

WHEREAS, the City was notified on June 18, 2024, that the Peninsula Clarion would be going from a two-day-a-week publication to a weekly publication on Fridays; and,

WHEREAS, City Council meetings are currently advertised in the newspaper on the Saturday preceding the meeting; and,

WHEREAS, the deadline to submit an ad in the Saturday publication is the preceding Wednesday by 3:00 p.m.; and,

WHEREAS, the new deadline to submit an ad in the Friday publications will now be the preceding Tuesday by 3:00 p.m.; and,

WHEREAS, shortening the deadline by one day is extremely restrictive on the City and may cause delays when conducting City business within an acceptable timeline; and,

WHEREAS, as a Home-Rule Municipality Alaska Statutes 29.25.020 Ordinance Procedures publication requirements do not apply to the City of Kenai; and,

WHEREAS, Kenai Municipal Charter, Section 1-7(d) Interpretation - Definitions, in part establishes that the word "publish(ed)" means a newspaper of general circulation within the City at least one time or by posting on the official City bulletin board; provided that the Council may require that any publication shall be in a newspaper of general circulation; and,

WHEREAS, Council Policy No 20.000 Agenda & Packet - Preparation, Distribution and Publication currently requires public hearing notice publication in a newspaper of general circulation; and,

WHEREAS, removal of the requirement to publish public hearing and meeting notices in a newspaper of general circulation will permit the City to continue to bring business forward to the Council for action in a timely manner; and,

WHEREAS, the Alaska Open Meetings Act, AS 44.62.310(e) in part requires reasonable public notice for all meetings required to be open to the public, that notice may be given by print or broadcast media or posted at the principal office, and shall be provided in a consistent fashion for all meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That City Council Policy No. 20.000 Agenda & Packet - Preparation, Distribution and Publication as amended and attached is hereby adopted.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 3RD DAY OF JULY, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

CITY COUNCIL – 20.000**AGENDA & PACKET - PREPARATION, DISTRIBUTION AND PUBLICATION**

Effective Date: August 1,

2009

Last Action Date:

February 15, 2023

See Also:

Approved by:

City Council

POLICY – 20.000 Agenda & Packet - Preparation, Distribution and Publication**Purpose**

The purpose of this policy is to ensure a consistent process in preparing, distributing and publish the City Council Agenda's and Packets.

Scope

This policy identifies the roles of the Administration when preparing the agenda and packet items, the appropriate times for public participation during meetings and the role of the City Clerk when preparing, distributing and publishing the agenda and packet for City Council meetings.

Policy**A. Agenda Preparation and Format; Public Testimony**

1. The City Clerk shall prepare the agenda for each Council meeting after consultation with the Mayor and the City Manager, subject to paragraphs (a) through (d) of KMC 1.15.040. The City Clerk shall circulate a draft agenda to the Mayor, to other Council Members, and to the City Manager.
2. Scheduled Public Comment. The agenda shall include time for "Scheduled Public Comment." Any member of the public may request that an item be placed on the agenda for a regular Council meeting under "Scheduled Public Comment". A person who desires to address the Council under Scheduled Public Comment shall make that request in writing on a form provided by the City Clerk a minimum of eight (8) days in advance of the Council meeting. The speaker will be permitted 10 minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name and stating if they are a resident or non-resident of the City of Kenai. The person may speak on any topic except:
 - a. items scheduled for consideration on that consent agenda;
 - b. items scheduled for public hearing on that agenda;
 - c. personnel matters; and,
 - d. items upon which litigation involving the person or his/her representative and the City is currently pending.
3. Unscheduled Public Comment. The agenda shall include time for "Unscheduled Public Comment." Any member of the public may address the Council at the time designated on the agenda for "Unscheduled Public Comment". The speaker will be permitted three (3) minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name and stating if they are a resident or non-resident of the City of Kenai. The person may speak on any topic except:
 - a. items scheduled for consideration on that consent agenda;
 - b. items scheduled for public hearing on that agenda;
 - c. personnel matters; and,

- d. items upon which litigation involving the person or his/her representative and the City is currently pending.

4. Public Hearings; Consent Agenda Testimony.

- a. Any member of the public present may be heard at public hearings on resolutions and ordinances at the time designated on that agenda for the public hearing or as that time may be extended at the discretion of the Council. Any member of the public present may be heard at a time designated on that agenda to accept public comment on matters appearing on the consent agenda. The agenda shall state that the speaker will be permitted three (3) minutes to address the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name and stating if they are a resident or non-resident of the City of Kenai. The person shall speak to the issue that is the subject of the public hearing or item on the consent agenda. The speaker may elect whether to address any questions from the Council.
- b. With respect to public testimony in public hearings and relating to items on the consent agenda, persons present at a meeting may give their time over to another speaker present at the meeting; provided, however, that no single speaker present may speak for more than 30 minutes combined on their own and on others' behalf.

5. Citizen Comments. The agenda shall include time for citizen comments. Any member of the public may be heard under an agenda section for "Citizens Comment" under agenda item "Additional Public Comments." The speaker will be permitted five (5) minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves by providing their name and stating if they are a resident or non-resident of the City of Kenai. The person may speak on any topic except:

- a. personnel matters; and,
- b. items upon which litigation involving the person or his/her representative and the City is currently pending.

B. Council Packet Preparation

- 1. All reports, ordinances, resolutions, contracts, documents, or other matters to be submitted to the Council for a regular meeting shall be submitted to the City Clerk not later than four p.m. on the Thursday preceding the Wednesday meeting. The City Clerk shall prepare the agenda for all of these matters according to the order of business, numbering each item consecutively.
- 2. Council Members and Administration are each encouraged to submit explanatory memoranda for any action item requiring Council action that person requests be placed on the agenda.

C. Agenda and Council Packet Publication and Distribution

- [1. NOTICE OF THE DATE, TIME AND PLACE, AND PUBLIC HEARING AGENDA ITEMS FOR EACH REGULAR COUNCIL MEETING SHALL BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION NO LATER THAN THREE (3) DAYS PRIOR TO EACH REGULAR COUNCIL MEETING.]
- 1. Notice of date, time and place of meeting will be posted on the City's Facebook page no later than (6) days prior to each regular Council meeting.
- 2. Notice of the date, time, and place, and the agenda and public hearing notice for each regular Council meeting shall be posted on the City's official bulletin board at City Hall no later than six (6) days prior to each regular Council meeting.
- 3. The City Clerk shall post a copy of the agenda, public hearing notice, and meeting packet to the City's web site, and shall also provide a copy of the packet to the Kenai Municipal Library, no later than six (6) days prior to each regular Council meeting.
- 4. Any person and any organization may request a copy of the meeting packet, either by paper or electronic copy. The City Clerk will provide the copy as soon as practical.

5. "Day" is a calendar day. The day of posting and/or publication and the day of the Council meeting each shall be counted for the purpose of computing compliance with the posting and publication deadlines.
6. "Non-routine agenda items" means scheduled public comments, public hearings, unfinished business items, ordinances for introduction, action items not appearing on the consent agenda, and executive session items.

D. Special Meetings

The agenda format, preparation, posting, publication, and public participation policies set forth in sections A, B, and C, above, do not apply to special meetings of the Council. Notice of special meetings shall be made under KMC 1.10.060 and the agenda shall be circulated to each member of the Council and to the City Manager at least 24 hours prior to the special meeting where practicable. The City Clerk will prepare the agenda for a special meeting after consultation with the Mayor and the City Manager, subject to paragraphs (a) through (d) of KMC 1.15.040. The agenda for a special meeting will not include time for Scheduled Public Comment, Unscheduled Public Comment, or Additional Public Comment unless requested by a Council member, the City Manager, or the City Attorney. The agenda shall include time for a public hearing where otherwise required by law for adoption of ordinances and resolutions.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Ordinance No. 2347-2008; Resolution No. 2010-07; Ordinance No. 3089-2019; Resolution 2023-11



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: June 27, 2024

SUBJECT: **Resolution No. 2024-32** - Amending City Council Policy No. 20.000 Agenda & Packet - Preparation, Distribution and Publication to Remove Requirements Related to Publishing in a Newspaper of General Circulation.

On June 18, 2024 the City was notified that the Peninsula Clarion would be going from a two-day-a-week publication to a weekly publication on Fridays. City Council meetings are currently published in the Saturday publication and in order to meet that publication date the ad must be submitted at 3:00 p.m. on the Wednesday prior. With the change to Friday publications, the City was notified that our ads would now have to be submitted by 3:00 p.m. on Tuesday prior, that is more than a week prior to the meeting and restricts the amount of time staff has to prepare items for public hearings.

Kenai Municipal Charter, Section 1-7 establishes in part that “publish(ed) means a newspaper of general circulation within the City at least one time or by posting on the official City bulletin board; provided that the Council may require any publication shall be in a newspaper of general circulation”

Currently Council Policy No. 20.000 requires newspaper publication of the date, time, place of meeting and public hearing agenda items. The proposed amendment to the policy would remove the newspaper publishing requirement, leave the official City bulletin board publishing and include noticing the date, time and place of meeting on the City’s Facebook page, which is already a current practice.

The Facebook post includes a link to the agenda and public hearing notice.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2024-33**

A RESOLUTION PROTESTING THE ISSUANCE OF A NEW RETAIL MARIJUANA STORE LICENSE FOR CANNA GET HAPPY, LLC, DBA CANNA GET HAPPY, LLC – LICENSE NO. 37844, LOCATED AT 11888 KENAI SPUR HWY #3.

WHEREAS, Canna Get Happy, LLC (applicant) submitted an application with the Alaska Alcohol and Marijuana Control Office (AMCO), for consideration by the Marijuana Control Board, and has paid the required fees for the issuance of a new Retail Marijuana Store, License No. 37844, to be used for Canna Get Happy, LLC, located at 11888 Kenai Spur Highway, Suite 3, Kenai, AK 99611; and,

WHEREAS, Alaskan Statute 17.38.210 - Local Control, allows for local control of commercial marijuana establishments; and,

WHEREAS, the City requires all commercial marijuana establishments in the City to obtain a conditional use permit prior to operation; and,

WHEREAS, the City Council must enter any protest to the AMCO within 60 days following receipt of the application; and,

WHEREAS, the Kenai City Clerk's Office received a copy of this application on May 13, 2024 and have determined that the last day for the Council to file a protest is July 12, 2024; and,

WHEREAS, the Council Meeting on July 3, 2024 is the last scheduled regular meeting of the City Council prior to the expiration of the protest period; and,

WHEREAS, Canna Get Happy, LLC does not have a conditional use permit to operate a retail marijuana store in the City; and,

WHEREAS, protest by the City Council is in order as Canna Get Happy, LLC has not met the City's requirements to operate in the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the Kenai City Council hereby enters its **PROTEST** for the new Retail Marijuana Store, License No. 37844.

Section 2. That a copy of this Resolution may be presented to AMCO as proof that the Kenai City Council, as the local governing body, has stated its protest.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 3RD DAY OF JULY, 2024.

Brian Gabriel Sr., Mayor

Resolution No. 2024-33

Page 2 of 2

ATTEST:

Michelle M. Saner, MMC, City Clerk



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: Linda Mitchell, Planning Director

DATE: June 27, 2024

SUBJECT: **Resolution No. 2024-33 - Protesting the Issuance of a New Retail Marijuana Store License for Canna Get Happy, LLC, DBA Canna Get Happy, LLC – License No. 37844, Located at 11888 Kenai Spur Hwy #3**

Staff recommends that the City Council protest the issuance of a License for a Retail Marijuana Store at the property located at 11888 Kenai Spur Highway #3.

Pursuant to Kenai Municipal Code (KMC) 14.20.330 *Standards for Commercial Marijuana Establishments*, a Conditional Use Permit (CUP) is required as permitted and allowed in KMC 14.22.010 *Land Use Table* and subject to the provisions of this code section. The applicant submitted a CUP application to the Planning Department on February 28, 2024 and it was determined that the subject property does not meet certain buffering distances as required by KMC 14.20.330(f) for consideration of a CUP.

Thank you for your consideration.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce,
Community,
and Economic Development

Alcohol and Marijuana Control Office

550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

May 13, 2024

City of Kenai/ Kenai Peninsula Borough

VIA Email: micheletturner@kpb.us ; seSSERT@kpb.us ; mjenkins@kpb.us ; nscarlett@kpb.us ;
mboehmler@kpb.us ; rraidmae@kpb.us ; slopez@kpb.us ; bcarter@kpb.us ; mquainton@kpb.us ;
cityclerk@kenai.city

License Number:	37844
License Type:	Retail Marijuana Store
Licensee:	Canna Get Happy LLC
Doing Business As:	Canna Get Happy LLC
Physical Address:	11888 Kenai Spur Hwy #3 Kenai, AK 99611
Designated Licensee:	Sandra Millhouse
Phone Number:	907-373-8761
Email Address:	sandrahbic@yahoo.com

☒ **New Application** ☐ **New Onsite Consumption Endorsement Application (Retail Only)**

AMCO has received a complete application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.025(d)(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. 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, 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.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our June 26th, 2024, meeting.

Sincerely,



Alaska Marijuana Control Board

Form MJ-00: Application Certifications**Why is this form needed?**

This application certifications form is required for all marijuana establishment license 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.

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

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Canna Get Happy, LLC	License Number:	37844
License Type:	Retail Marijuana Store		
Doing Business As:	Canna Get Happy		
Premises Address:	11888 Kenai Spur Hwy #3		
City:	Kenai	State:	AK
		ZIP:	99611

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Sandra D Millhouse
Title:	Owner

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

Yes No

Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?



If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

Canna Get Happy, 22327
Canna Get Happy, 20151





Alaska Marijuana Control Board

Form MJ-00: 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 I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.

I certify that I am not currently on felony probation or felony parole.

I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.

I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.

I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.

I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.

I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).

I certify that my proposed premises is not located in a liquor licensed premises.

I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.

I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.





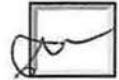
Alaska Marijuana Control Board

Form MJ-00: Application Certifications

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

Initials

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



I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located.

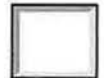


Read each line below, and then sign your initials in the box to the right of only the applicable statement:

Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.



Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license.



All marijuana establishment license applicants:

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.



Sandra D Millhouse

Printed name of licensee

Signature of licensee





Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous. All diagrams must have the licensed premises area labeled, and outlined or shaded as appropriate.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
A diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;
- **Diagram 2:**
If different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises (*details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change or Form MJ-31: Walk-Up or Drive-Through Exterior Window Pick-Up Diagram and Operating Plan must be submitted and approved before any planned expansion area may be added to the licensed premises*);
- **Diagram 3:**
A **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;
- **Diagram 4:**
An **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises (*this can be obtained from sources like Google Earth*); and
- **Diagram 5:**
A diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants (*a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises*).

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's Anchorage office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Canna Get Happy, LLC	MJ License #:	37844		
License Type:	Retail Marijuana Store				
Doing Business As:	Canna Get Happy				
Premises Address:	11888 Kenai Spur Hwy #3				
City:	Kenai	State:	Alaska	ZIP:	99611



**Section 2 – Required Information**

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices. However, AMCO will require full coverage of the walk-up or drive-through exterior window area as required by 3 AAC 306.380(b) and (g) for marijuana retail establishments. Items marked with a double asterisks (**) are only required for those retail marijuana establishments that are also applying for an onsite consumption endorsement.

The following details must be included in all diagrams:

- ☒ License number and DBA
- ☒ Legend or key
- ☒ Color coding
- ☒ Licensed Premises Area Labeled and Shaded, or Outlined as appropriate
- ☒ Dimensions
- ☒ Labels
- ☒ True north arrow

The following additional details must be included in Diagram 1:

- ☒ Surveillance room
- ☒ Restricted access areas
- ☒ Storage areas
- ☒ Entrances, exits, and windows, including walk-up or drive-through exterior window for marijuana retail establishments
- ☒ Walls, partitions, and counters
- ☒ Any other areas that must be labeled for specific license or endorsement types
- ☒ ** Serving area(s)
- ☒ ** Employee monitoring area(s)
- ☒ ** Ventilation exhaust points, if applicable

The following additional details must be included in Diagram 2:

- ☒ Areas of ingress and egress
- ☒ Entrances and exits
- ☒ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☒ Areas of ingress and egress
- ☒ Cross streets and points of reference

The following additional details must be included in Diagram 5:

- ☒ Areas of ingress and egress
- ☒ Entrances and exits
- ☒ Walls and partitions
- ☒ Cross streets and points of reference



Initial:

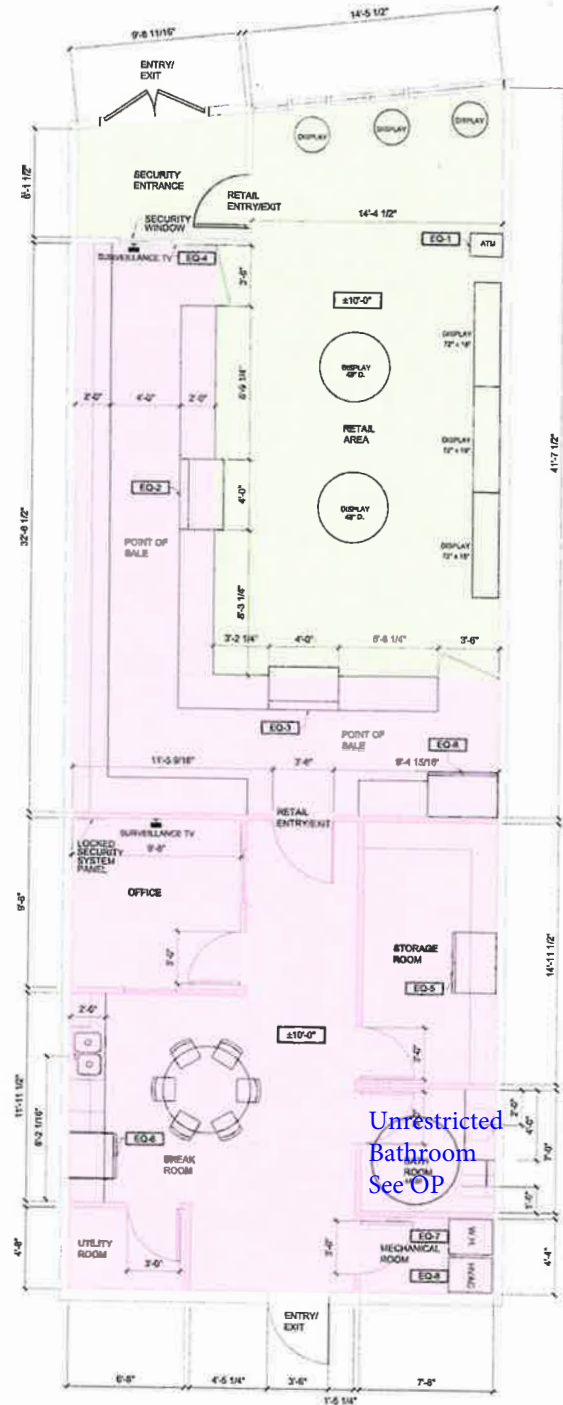
I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand 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.

Sandra D Millhouse

Printed name of licensee

Signature of licensee

- KEY NOTE
- EXISTING PARTITIONS
 - WINDOW
 - EQUIPMENT TAG
 - PLUMBING FIXT. TAG
 - ELEVATION TAGS
 - PUBLIC ACCESS
 - RESTRICTED ACCESS AREA
 - TRUE NORTH
 - SURVEILLANCE TV



- EQUIPMENT:
- (EQ-1) ATM, CASH DISPENSING MACHINE, TBD "W" X "D" X "H"
 - (EQ-2) CASH DISPENSING MACHINE, TBD "W" X "D" X "H"
 - (EQ-3) CASH DISPENSING MACHINE, TBD "W" X "D" X "H"
 - (EQ-4) SECURITY BUZZER "W" X "D" X "H"
 - (EQ-5) STORAGE REFRIGERATOR, TBD "W" X "D" X "H"
 - (EQ-6) BREAK ROOM REFRIGERATOR, TBD "W" X "D" X "H"
 - (EQ-7) WATER HEATER "W" X "D" X "H"
 - (EQ-8) SALES FLOOR REFRIGERATOR, TBD "W" X "D" X "H"

PROPOSED FLOOR PLAN
SCALE: 3/16" = 1'-0"

Unrestricted Bathroom See OP

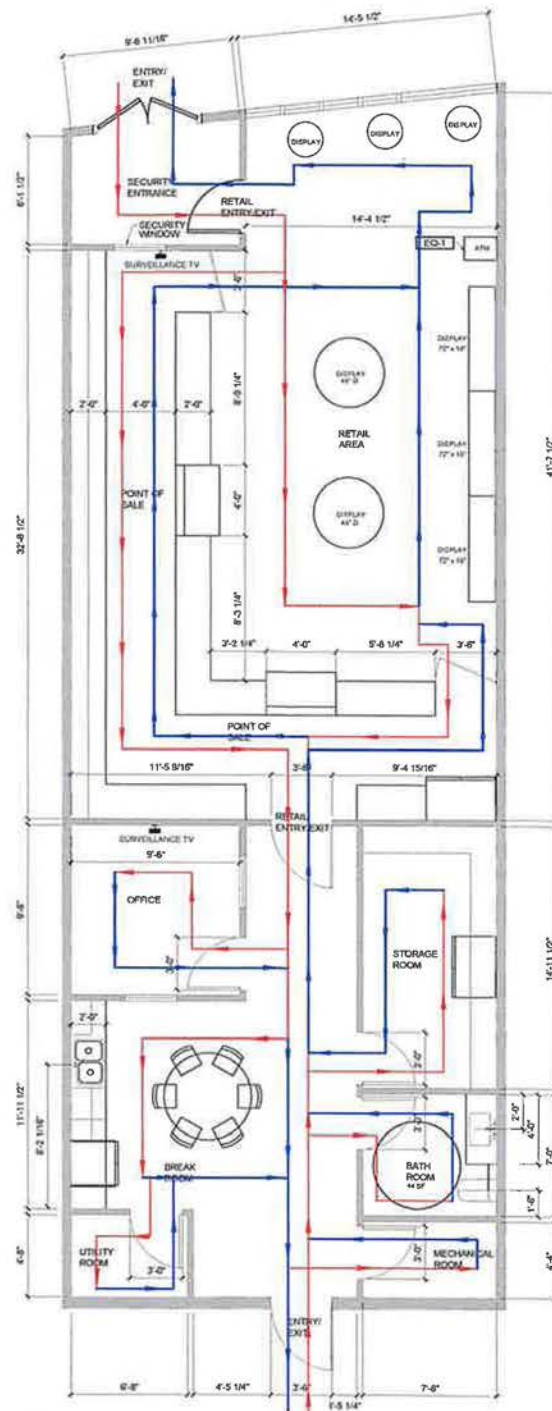


1	UPDATED	02.21.24
1	CREATED	02.06.24

DESIGNED BY:
OST DESIGNS
P.O. BOX 874574
WASILLA, AK 99687

PROJECT:
CANNABET HAPPY, LLC
LICENSING: 280035
SANDRA D. MILLHOUSE
11888 KENAI SPUR HWY, UNIT 3
KENAI, AK 99611

PROJECT: CANNABET HAPPY	DIAGRAM
DATE: 02/06/24	1
SCALE: 3/16"=1'-0"	



- KEY NOTE
- EXISTING PARTITIONS
 - WINDOW
 - EQ-1 EQUIPMENT TAG
 - PB-1 PLUMBING FIXT. TAG
 - ELEVATION TAG
 - TRUE NORTH
 - SURVEILLANCE TV
 - MENU TV
 - INGRESS
 - EGRESS

1	UPDATED	02/21/24
1	CREATED	02/06/24

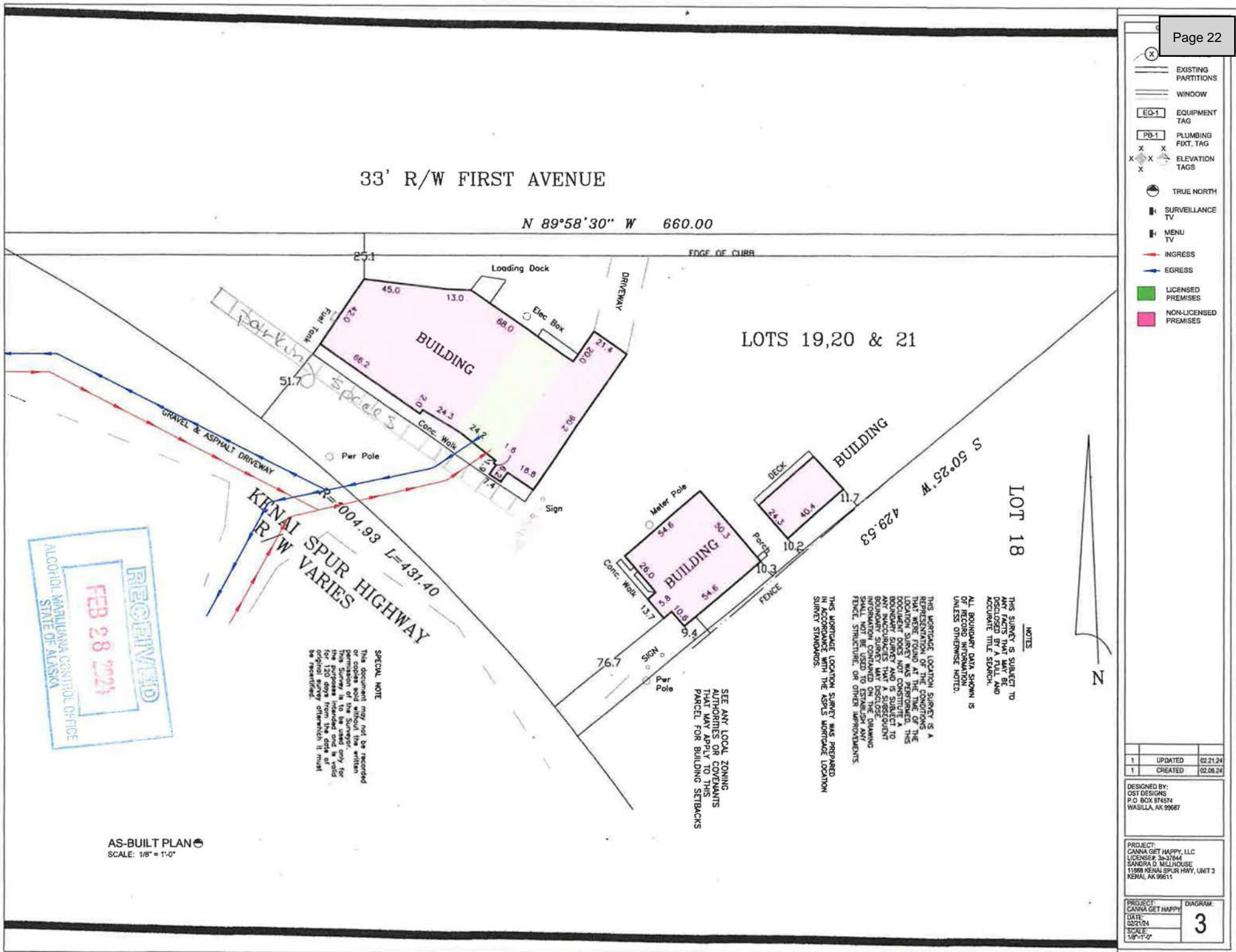
DESIGNED BY:
CST DESIGNS
P.O. BOX 874574
VASILLA, AK 99687

PROJECT:
CANNY GET HAPPY, LLC
LICENSER: 3a-37844
SANDRA D. MILLHOUSE
11888 KENAI SPUR HWY, UNIT 3
KENAI, AK 99611

PROJECT:
CANNY GET HAPPY
DATE:
02/21/24
SCALE:
3/16"=1'-0"

DIAGRAM
2







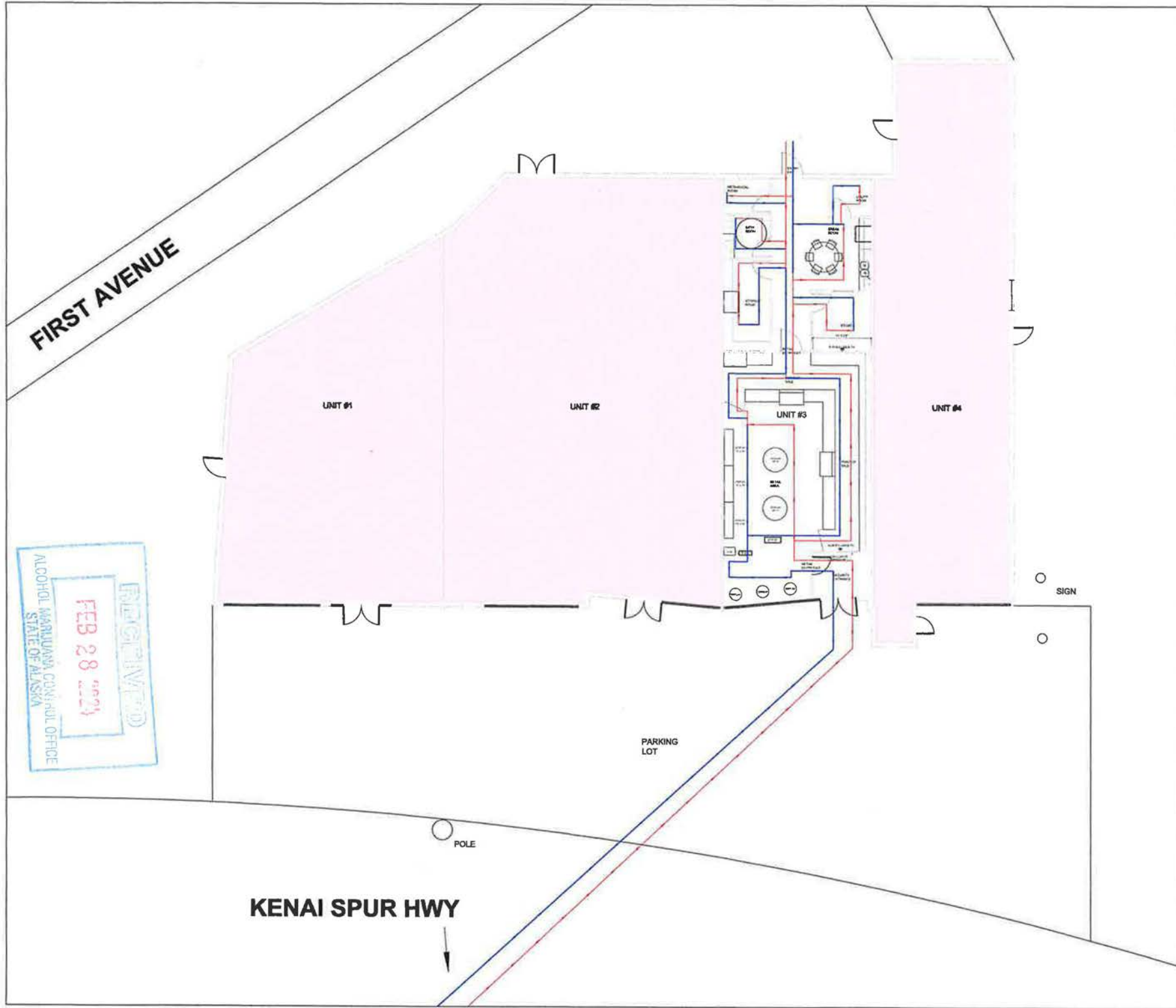
- KEY NOTE
- EXISTING PARTITIONS
 - WINDOW
 - EQ-1 EQUIPMENT TAG
 - PB-1 PLUMBING FIXT. TAG
 - ELEVATION TAGS
 - TRUE NORTH
 - INGRESS
 - EGRESS
 - LICENSED PREMISES
 - NON-LICENSED PREMISES

1	CREATED	12.06.24
DESIGNED BY: OST DESIGNS P.O. BOX 874574 VAILLANTA, AK 99687		
PROJECT: CANNABET HAPPY, LLC LICENSE# 36-37844 SANDRA D. MILLHOUSE 11543 KENAI SPUR HWY, UNIT 3 KENAI, AK 99511		
PROJECT: CANNABET HAPPY	DATE: 03/21/24	DIAGRAM: 4
SCALE: 1/8"=1'-0"		

SITE PLAN
SCALE: 1/8" = 1'-0"

ALCOHOL MARSHALLS CONTROL OFFICE
STATE OF ALASKA

FEB 28 2024



- (X) EXISTING PARTITIONS
- WINDOW
- EQ-1 EQUIPMENT TAG
- PG-1 PLUMBING FIXT. TAG
- X X X ELEVATION TAGS
- TRUE NORTH
- SURVEILLANCE TV
- MENU TV
- NON-LICENSED PREMISES
- INGRESS
- EGRESS

2	CREATED	02.21.24
1	CREATED	02.06.24
DESIGNED BY: DST DESIGNS P.O. BOX 874574 WASILLA, AK 99687		
PROJECT: CANNAN GET HAPPY, LLC LICENSE# 30-27664 SANDRA D. KELLYHOUSE 11888 KENAI SPUR HWY, UNIT 3 KENAI, AK 99611		
PROJECT: CANNAN GET HAPPY	DIAGRAM:	
DATE: 02/21/24		
SCALE: 3/32"=1'-0"		

5



Office of the Borough Clerk

144 North Binkley Street, Soldotna, Alaska 99669 • (907) 714-2160 • (907) 714-2388 Fax

Michele Turner, CMC
Borough Clerk

Monday, June 10, 2024

Sent via email: cityclerk@kenai.city

Ms. Shellie Saner, City Clerk
City of Kenai

RE: New Application for Retail Marijuana Store

Business Name	:	Canna Get Happy, LLC
License Location	:	Kenai/11888 Kenai Spur Hwy #3 Kenai, AK 99611
License No.	:	37844

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: sandradhbic@yahoo.com

amco.localgovernmentonly@alaska.gov



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2024-34**

A RESOLUTION APPROVING AN EASEMENT ON TRACT B, KENAI BLUFF STABILIZATION SUBDIVISION, PARCEL NO. 04701030, FOR THE CONSTRUCTION AND MAINTENANCE OF SEAWALLS BENEFITTING CERTAIN ADJACENT UPLAND PROPERTIES.

WHEREAS, on May 15, 2024 the Council enacted Ordinance 3417-2024, approving the purchase of approximately 7.8 acres of beach property described as Tract B, Kenai Bluff Stabilization Subdivision; and,

WHEREAS, acquisition of this parcel was subject to an existing easement for a seawall benefitting three adjacent upland parcels; and,

WHEREAS, the owners of the remaining adjacent upland parcels, upstream or South East of the existing seawall, desire to construct a contiguous seawall that ties into the existing structure; and,

WHEREAS, construction of any improvements within the easement will be required to comply with all local, state and federal laws; and,

WHEREAS, the easement will allow for construction, maintenance, repair, access, and potential reconstruction if needed, and require the adjacent properties to be responsible for an adjacent property damage and repair, maintenance and removal of the structures if they fall into disrepair or present a threat to public safety; and,

WHEREAS, seawall construction on the subject property is in the best interest of the City, consistent with the public purpose for which the City purchased and retained the property and is intended to protect residential property and improvements; and,

WHEREAS, at its meeting on July 1, 2024 the Harbor Commission recommend_____.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That an Easement on Tract B, Kenai Bluff Stabilization Subdivision, Parcel No. 04701030, for the construction and maintenance of seawalls benefitting certain adjacent upland properties is hereby approved as attached hereto, or in a materially similar form, and the City Manager is authorized to execute the Easement of behalf of the City.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 3RD DAY OF JULY, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



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: Scott Bloom, City Attorney

DATE: June 27, 2024

SUBJECT: **Approving An Easement On Tract B, Kenai Bluff Stabilization Subdivision, Parcel No. 04701030, For The Construction And Maintenance Of Seawalls Benefitting Certain Adjacent Upland Properties.**

On May 15, 2024 the Council enacted Ordinance 3417-2024, approving the purchase of approximately 7.8 acres of beach property described as Tract B, Kenai Bluff Stabilization Subdivision. The property had a pre-recorded easement for a seawall immediately seaward of three bluff properties adjacent to the property recently purchase by the City. The owners of 6 additional adjacent properties desire to build a sheet pile seawall in front of their properties to tie into the existing structure (see map attached). The City Council recently approved an SUP allowing for the storage of some of the sheet metal on the City's recently acquired property. The seawall is intended to slow erosion by protecting the toe of the bluff. At least one adjacent property owner has secured US Army Corp. of Engineer's permitting. The proposed easement would require the subject adjacent property owners to all get Corp permitting prior to construction, comply with all local federal and state laws in the constructing and maintenance process, require separate specific City administrative approval prior to construction, obligate the property owners to maintain, repair, or remove the seawalls once constructed, and make them liable for any damages related to their construction, maintenance, repair, or removal of the seawalls.

Your consideration is appreciated.

EASEMENT FOR CONSTRUCTION AND MAINTENANCE OF SEAWALL

This Easement made this ____ day of July, 2024, by the City of Kenai, a Home Rule Municipal Corporation, Grantor, owner of the following described property on which this is easement is created:

Tract B, Kenai Bluff Stabilization Subdivision, according to the official plat thereof, filed under Plat Number 2021-32, Records of the Kenai Recording District, Third Judicial District, State of Alaska;

Is for the benefit of the following described properties:

1. LOTS 9 AND 10, BLOCK 6, REDOUBT TERRACE SUBDIVISION ADDITION NO. 3, ACCORDING TO THE OFFICIAL PLAT THEREOF, FILED UNDER PLAT NUMBER 76-96.
2. LOTS 11A AND 12A, BLOCK 6, REDOUBT TERRACE SUBDIVISION ADDITION NO. 5, ACCORDING TO THE OFFICIAL PLAT THEREOF, FILED UNDER PLAT NUMBER 93-19.
3. LOTS 13 AND 14, BLOCK 6, REDOUBT TERRACE SUBDIVISION ADDITION NO. 7, ACCORDING TO THE OFFICIAL PLAT THEREOF, FILED UNDER PLAT NUMBER 83-207.

All Records of the Kenai Recording District, Third Judicial District, State of Alaska.

Purpose:

This Easement created by the City of Kenai, is for the sole purposes of:

1. The right, but not obligation of the benefitted property's legal owners, their successors and assigns, to construct a seawall in compliance with all local, state and federal laws within 7 feet of the toe of the bluff on the property as it now, or may exist in the future, on the City's above described property.
2. The right of the benefitted property's legal owners, their successors and assigns, to access any constructed seawalls for the purpose of construction, maintenance, repair, reconstruction and removal.

Restrictions:

1. Any construction or reconstruction of a seawall by a benefitted property owner may only commence after prior separate written approval of the design and location of said seawall by the City or its successors or assigns.
2. A seawall may only be a constructed by a benefitted property owner, successors or assigns, directly seaward of the owner's property.
3. Any seawall must be constructed or reconstructed in a manner that does not interfere with the public's right to access public waters or to travel along the beach as protected in the Alaska Constitution, State Statutes and regulations.
4. The right to construct, reconstruct, access, maintain, repair, and remove any seawall is subject to reasonable regulations of the City of Kenai, and the City has the right, but not obligation, to regulate its property, including the location of the seawalls if any, constructed pursuant to this easement, for the benefit of the public, including removal if necessary.

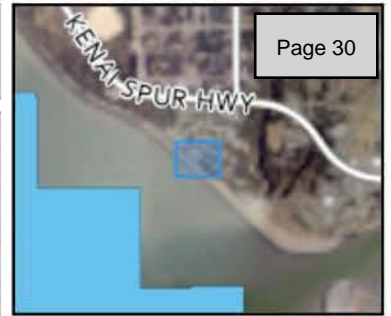
Obligations of Benefitted Property Owners that Construct a Seawall Pursuant to the Rights Granted in this Easement:

- This easement shall run with the land and shall be binding on the parties, their heirs, successors and assigns forever, or until all benefitted parties agree, in writing, to release this easement or until there is no longer any relevant purpose for this easement.

Terry Eubank, City Manager

The foregoing instrument was acknowledged before me this ____ day of July, 2024, by Terry Eubank, the City Manager of the City of Kenai, a home rule municipality, on behalf of the City.

My Commission Expires: _____



Legend

Transportation

Mileposts



Roads

- Medium Collector
- Medium Volume - Unmaintained
- Medium Volume - Maintained
- Low / Seasonal
- Legal Trail
- Private
- State Hwy
- Platted / Proposed

Parcels and PLSS

Tax Parcels



9" Imagery

- Red: Red
- Green: Green
- Blue: Blue
- Red: Red
- Green: Green
- Blue: Blue
- Red: Red
- Green: Green

0 250 500
ft

NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use, operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correctness of the data, or use of the data.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2024-35**

A RESOLUTION ADOPTING JOINT RESOLUTION NO. 2024-001 OF THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH AND THE COUNCILS OF THE CITY OF HOMER, KACHEMAK, KENAI, SEWARD, SELDOVIA, AND SOLDOTNA, SUPPORTING THE CITY OF KENAI SMALL COMMUNITY AIR SERVICE DEVELOPMENT GRANT PROPOSAL TO SUPPORT INCENTIVES AIMED AT DIRECT AIR SERVICES FROM THE KENAI MUNICIPAL AIRPORT TO SEATTLE/TACOMA AND THE LOWER 48.

WHEREAS, residents of the Kenai Peninsula must travel through Anchorage when traveling by air outside of the State of Alaska; and,

WHEREAS, travel times when driving to Anchorage range from two to as much as five hours in good weather conditions; and,

WHEREAS, a recent study commissioned by Kenai Municipal Airport shows that the passenger market is sufficient to support nonstop flights to Seattle/Tacoma; and,

WHEREAS, the benefits of adding direct flights from Kenai to the lower 48 include increased economic development, reduced traffic and congestion on Alaska Highway 1 and Sterling Highway corridors and less dependence on Anchorage Ted Stevens International Airport; and,

WHEREAS, Joint Resolution No. 2024-001 support the efforts of the City of Kenai to apply for grant funding for the purpose of providing incentives aimed at direct air services from the Kenai Municipal Airport to Seattle/Tacoma and the Lower 48.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the Kenai City Council adopts and hereby authorizes the Mayor of the City of Kenai to sign Joint Resolution 2024-01.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 3RD DAY OF JULY, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

CITY OF KENAI
CITY OF SOLDOTNA
CITY OF SEWARD
CITY OF HOMER
CITY OF SELDOVIA
CITY OF KACHEMAK
KENAI PENINSULA BOROUGH

JOINT RESOLUTION NO. 2024-001

A JOINT RESOLUTION OF THE COUNCILS OF THE CITIES OF KENAI, SOLDOTNA, SEWARD, HOMER, SELDOVIA, KACHEMAK RESPECTIVELY, AND THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH SUPPORTING THE CITY OF KENAI'S SMALL COMMUNITY AIR SERVICE DEVELOPMENT GRANT PROPOSAL TO SUPPORT INCENTIVES AIMED AT DIRECT AIR SERVICE FROM THE KENAI MUNICIPAL AIRPORT TO SEATTLE/TACOMA AND THE LOWER 48.

WHEREAS, Communities of the Kenai Peninsula are some of the most isolated in the country, separated from Anchorage Ted Stevens International Airport by distances ranging from 126.5 miles to as much as 226 miles; and,

WHEREAS, travel times range from two to as much as five hours in good weather conditions; and,

WHEREAS, the Kenai Mountains separate the population of the Peninsula from the rest of Alaska, hampering potential economic growth; and,

WHEREAS, a recent study commissioned by the Kenai Municipal Airport shows that the passenger market is large enough to support nonstop flights to Seattle/Tacoma with more than 800 passengers driving between the Kenai area and Anchorage daily for flights; and,

WHEREAS, the study indicated the average one-way fare for passengers within the Kenai catchment area is \$389, well above the national average for air travel, and is likely suppressing travel to and from the Kenai catchment area; and,

WHEREAS, the benefits from additional jet flights to Kenai are multifold including increased economic development in the Kenai Peninsula, reduced traffic and congestion along Alaska Highway 1 and Sterling Highway corridors and less dependence on Anchorage Ted Stevens International Airport.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City of Kenai and the Cities of Soldotna, Seward, Homer, Seldovia, Kachemak, and the Kenai Peninsula Borough, respectively, support the City of Kenai and the Kenai Municipal Airport's Small Community Air Service Development Grant proposal and the respective administrations are authorized to execute letters of support or other necessary documentation in support of the City's request for federal assistance to provide schedule air service from Kenai to Seattle/Tacoma and the lower 48.

Section 2. That this Resolution takes effect immediately upon adoption by the City Councils of the City of Kenai, Soldotna, Seward, Homer, Seldovia, and Kachemak and the Kenai Peninsula Borough Assembly.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS XXND DAY OF XXXX, 2024.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

PASSED BY THE COUNCIL OF THE CITY OF SOLDOTNA, ALASKA, THIS XXND DAY OF XXXX, 2024.

Paul J. Whitney., Mayor

ATTEST:

Johni Blankenship, MMC, City Clerk

PASSED BY THE COUNCIL OF THE CITY OF SEWARD, ALASKA, THIS XXND DAY OF XXXX, 2024.

Sue McClure., Mayor

ATTEST:

Kris Peck, City Clerk

PASSED BY THE COUNCIL OF THE CITY OF HOMER, ALASKA, THIS XXND DAY OF XXXX, 2024.

Ken Castner., Mayor

ATTEST:

Melissa Jacobsen, MMC, City Clerk

PASSED BY THE COUNCIL OF THE CITY OF SELDOVIA, ALASKA, THIS XXND DAY OF XXXX, 2024.

Jeremiah Campbell., Mayor

ATTEST:

Liz Diament, City Clerk

PASSED BY THE COUNCIL OF THE CITY OF KACHEMAK, ALASKA, THIS XXND DAY OF XXXX, 2024.

Connie Isenhour., Mayor

ATTEST:

Laurie Wallace, City Clerk

PASSED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH, ALASKA, THIS XXND DAY OF XXXX, 2024.

Brent Johnson., Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk



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: Terry Eubank, City Manager

DATE: June 27, 2024

SUBJECT: Resolution No. 2024-35 – Joint Resolution 2024-001

At the Kenai City Council meeting on June 19, Volaire Aviation Consulting presented the results of a Leakage and Retention Study commissioned by the Kenai Municipal Airport. The study reveals that the passenger market is robust enough to support nonstop flights to Seattle/Tacoma, with over 800 passengers driving daily to or from the Kenai area to Anchorage for flights. Implementing this project would reduce road traffic and provide direct travel options to Seattle.

The introduction of jet flights to Kenai offers numerous benefits, including a significant boost to economic development in the western Kenai Peninsula, reduced traffic and congestion along the Alaska Highway 1 corridor, and decreased reliance on Anchorage Ted Stevens International Airport.

However, the report also identified several challenges in attracting an airline to establish direct flights from Kenai to Seattle/Tacoma. These challenges include a current pilot shortage, increased costs, and fewer airlines. To help address these obstacles, the City's consultant identified a grant opportunity through the Small Community Air Service Development Grant Program (SCASDP). This program, funded by the Airport and Airway Trust Fund (AATF), provides financial assistance to small communities to enhance their air service. The AATF collects revenue from taxes on domestic flight tickets, international arrivals and departures, air cargo, plane fuel, and purchases in loyalty and frequent flier programs.

In response, the Administration has reached out to the cities of Soldotna, Seward, Homer, Seldovia, Kachemak, and the Kenai Peninsula Borough for support through a Joint Resolution. Joint Resolution No. 2024-001 endorses the City of Kenai's application for SCASDP grant funding to provide incentives for direct air services from the Kenai Municipal Airport to Seattle/Tacoma and the Lower 48, aiming to enhance economic development and reduce traffic congestion.

Your support is respectfully requested.

**KENAI CITY COUNCIL – REGULAR MEETING
JUNE 19, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on June 19, 2024, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Phil Daniel
Victoria Askin

Henry Knackstedt, Vice Mayor
Deborah Sounart
James Baisden

A quorum was present.

Absent:

Alex Douthit

Also in attendance were:

Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Linda Mitchell, Planning Director
Scott Curtin, Public Works Director
Derek Ables, Airport Manager
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add to item E.6.

Public Hearing – Resolution No. 2024-26

- Aerial Map

Add to item E.11.

Public Hearing – Resolution No. 2024-31

- Aerial Map

Add to item H.7.

Action/Approval - Special Use Permit to Shane Morgan for Sheet Pile Storage

- Request to remove from consent and Amendment Memo

[Clerk's Note: Agenda Item H. 7. Special Use Permit to Shane Morgan for Sheet Pile Storage was removed from the Consent Agenda to be heard at its regular place on the Agenda.]

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Baisden **SECONDED** the motion.

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

Mayor Gabriel 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: Motion **APPROVED**, without objection.

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

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Water and Wastewater Rate Study, William Wilks of Parrish, Blessing & Associates, Inc.

Mr. Wilks provided a presentation on the rate study for the water and wastewater utility of the City noting, the rate study was a comprehensive analysis of the utility's revenue requirements, including operating costs, capital costs and reserves; presented the results of the study, including a scenario analysis showing the impact of different rate increases; recommended a strategy of modest rate increases starting at five-percent in 2024 and increasing by four-percent annually thereafter; and emphasized the importance of regularly reviewing the rate model to ensure rates are adequate to cover expenses and reserves.

2. Kenai Regional Airport - Leakage and Retention Study, Jack Penning of Volaire Aviation Consulting.

Mr. Penning provided a presentation on the air service market in Kenai noting, from 1995 to 2003 the average daily passenger traffic has decreased by 33%; the average fare for passengers flying out of Kenai is \$389 compared to the nation average of \$185; 95% of passengers flying out of Kenai have connecting flights in Anchorage, indicating they are buying two separate tickets; the airline industry is facing significant challenges, including pilot shortage and rising costs; there is potential for growth in the air service market in Kenai, if fares are lowered to make travel more affordable; and the community can support more flights without damaging current services, there is an opportunity to attract more passengers with lower fares.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Ordinance No. 3421-2024** - Increasing Estimated Revenues and Appropriation in the Kenai City Airport Snow Removal Equipment, Visitor Center, and Public Safety Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3421-2024. Council Member Askin **SECONDED** the motion.

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

VOTE:

YEA: Knackstedt, Daniel, Gabriel, Askin, Baisden, Sounart

NAY: None

ABSENT: Douthit

MOTION PASSED.

- 2. Ordinance No. 3422-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Public Safety Capital Project Fund for Cost in Excess of Projected Budgeted Amounts for Fire Department Flooring Replacement Phase 2. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3422-2024. Council Member Daniel **SECONDED** the motion.

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

VOTE:

YEA: Daniel, Gabriel, Askin, Baisden, Sounart, Knackstedt

NAY: None

ABSENT: Douthit

MOTION PASSED.

- 3. Ordinance No. 3423-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Personal Use Fishery Fund for Annual Transfer from Personal Use Fishery Fund to the General Fund for Non-Departmental Expenses. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3423-2024. Council Member Askin **SECONDED** the motion.

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

It was reported that \$75,000 was the typical amount transferred annually.

VOTE:

YEA: Gabriel, Askin, Baisden, Sounart, Knackstedt, Daniel

NAY: None

ABSENT: Douthit

MOTION PASSED.

- 4. Ordinance No. 3424-2024** - Increasing FY2025 Estimated Revenues and Appropriations in the General Fund and Authorizing Renewal of the City's Property, Liability, Workers' Compensation, Airport and Other Ancillary Policies with the Alaska Municipal League Joint Insurance Association for July 1, 2024 through June 30, 2025. (Administration) *[KMC 1.15.070(d)]*

MOTION:

Vice Mayor Knackstedt **MOVED** to introduce Ordinance No. 3424-2024. Council Member Sounart **SECONDED** the motion.

VOTE ON MOTION TO INTRODUCE:

YEA: Daniel, Gabriel, Sounart, Baisden, Askin, Knackstedt

NAY: None

ABSENT: Douthit

MOTION TO INTRODUCE PASSED.

MOTION:

Vice Mayor Knackstedt **MOVED** to conduct the second reading on Ordinance No. 3424-2024. Council Member Sounart **SECONDED** the motion.

VOTE ON MOTION FOR SECOND READING:

YEA: Gabriel, Sounart, Baisden, Askin, Knackstedt, Daniel

NAY: None

ABSENT: Douthit

MOTION FOR SECOND READING PASSED.**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3424-2024. Council Member Sounart **SECONDED** the motion.

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

VOTE:

YEA: Baisden, Sounart, Knackstedt, Daniel, Gabriel, Askin

NAY: None

ABSENT: Douthit

MOTION PASSED.

- 5. Resolution No. 2024-25** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Equipment to Upfit Three New Police Vehicles. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-25. Council Member Askin **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

- 6. Resolution No. 2024-26** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and State of Alaska, Division of Forestry for Airport Reserve Lands Described as Lot 4A, FBO Subdivision No.11, Plat No. 2021-44. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-26. Council Member Askin **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

- 7. Resolution No. 2024-27** - Authorizing the City Manager to Enter into an ATM Concession Agreement for the Kenai Municipal Airport. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-27. Council Member Sounart **SECONDED** the motion.

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

There was discussion regarding the location the ATM would be placed.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

- 8. Resolution No. 2024-28** - Amending City Council Policy No. 20.020 Commissions, Committees and Council on Aging Procedures to Amend the Meeting Location for the Airport Commission and Making Other Housekeeping Amendments. (City Clerk)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-28. Council Member Daniel **SECONDED** the motion.

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

It was reported that this would relocate the Airport Commission meetings back to Council Chambers and amend the Policy to reflect the changes made to Kenai Municipal Code related to Standing Advisory Commissions.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

- 9. Resolution No. 2024-29** - Authorizing a Service Agreement for the Personal Use Fishery Dumpsters and Portable Restrooms. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2024-29. Council Member Askin **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

- 10. Resolution No. 2024-30** - Authorizing a Contract Award and Corresponding Purchase Order for the 2024 Recreation Center Epoxy Flooring Project. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-30. Council Member Sounart **SECONDED** the motion.

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

It was noted that it was good to see more than one bidder on the project.

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

- 11. Resolution No. 2024-31** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease between the City of Kenai and Joel Caldwell for Airport Reserve Lands Described as Lot 3, Block 4, General Aviation Apron Subdivision No. 1, Plat No. 73-68. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-31. Council Member Askin **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

VOTE: Motion **APPROVED**, without objection.

F. MINUTES

1. *Regular Meeting of June 5, 2024. (City Clerk)

G. UNFINISHED BUSINESS

1. **Resolution No. 2024-17** - Renaming Cook Inlet View Drive to Cook Inlet Drive. (Sounart)
[On 05/15/24 this item was referred to the Planning and Zoning Commission for recommendation to Council and postponed to 06/05/24; on 06/05/24 this item was postponed as amended to the 06/19/24 City Council meeting.]

[Clerk's Note: The motion to adopt Resolution No. 2024-17 was on the floor from the May 15, 2024 City Council meeting.]

Mayor Gabriel 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 name is misleading indicating there is a view and attracts tour buses and other users causing congestion and safety concerns for residents; the families living in the area share the same concerns and support changing the name; the sign is a State of Alaska, Department of Transportation Sign (DOT); and the DOT is willing to let the City make the changes to the sign.

UNANIMOUS CONSENT was requested on the motion as amended.

VOTE: Motion **APPROVED**, without objection.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Special Use Permit to the State of Alaska, Division of Forestry for Use of 30,000 Square Feet of Apron Space at the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Special Use Permit to Echo Lake Meats for Use of 20 Square Feet of Terminal Space at the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

4. ***Action/Approval** - Special Use Permit to Kenai Aviation Operations, LLC for Use of 1200 Square Feet of Apron Space at the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

5. ***Action/Approval** - Special Use Permit to Weaver Brothers, Inc. for Trucks and Trailers Storage. (Administration)

Approved by the consent agenda.

6. ***Action/Approval** - Special Use Permit to Kenai Chamber of Commerce and Visitor Center - Moose Meat John Cabin. (Administration)

Approved by the consent agenda.

7. **Action/Approval** - Special Use Permit to Shane Morgan for Sheet Pile Storage. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to the Special Use Permit to Shane Morgan. Council Member Askin **SECONDED** the motion.

Vice Mayor Knackstedt **MOVED** to amend the effective date of the Special Use Permit to Shane Morgan from July 3, 2024 to June 20, 2024. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

VOTE: Motion **APPROVED**, without objection.

It was reported this would allow storage of steel sheet piling; the steel will be used along the property to minimize erosion; and this will allow storage of the steel at a location near the installation site.

UNANIMOUS CONSENT was requested on the main motion as amended.

VOTE: Motion **APPROVED**, without objection.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting July 11, 2024.

2. Airport Commission

Vice Mayor Knackstedt reported on the June 13, 2024 meeting, next meeting July 11, 2024.

3. Harbor Commission

No report, next meeting August 12, 2024.

4. Parks and Recreation Commission

Council Member Askin reported on the June 6, 2024 meeting, next meeting August 1, 2024.

5. Planning and Zoning Commission

No report, next meeting June 26, 2024.

6. Beautification Commission

No report, next meeting September 10, 2024.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Thanked Vice Mayor Knackstedt for filling in for him at the last meeting.
- Thanked everyone involved for the work on the budget.
- Cutting the ribbon at the Bluff Stabilization Project Ribbon Cutting Ceremony.

K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank reported on the following:

- Attending the Bluff Stabilization Project Ribbon Cutting Ceremony, noting the great turn out.
 - There will be a Ribbon Cutting Ceremony at Municipal Park for the new inclusive seesaw on June 27, 2024 at 1:00 p.m.
 - The Kenai Peninsula Borough Ordinance placing a bed tax question on the ballot was tabled at their last meeting and may be brought back up at their July meeting.
 - A Kenai Peninsula Borough Assembly member is working on expanding the boundaries of the Nikiski Senior Service Area, City representation will be present during the process to clarify the services already being provided by the City.
 - The Kite Festival was a success.
 - Public Use Fishery is quickly approaching.
 - Played a Video of the battery back up system created by the mechanics at our shop for installation in the police cars.
2. City Attorney - No report
 3. City Clerk - City Clerk Saner reported on the following:
 - Upcoming 2024 Election Cycle.

L. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*) - None.
2. Council Comments

Council Member Sounart reported attending the Bluff Stabilization Project Ribbon Cutting Ceremony, noting it was a beautiful morning.

Council Member Askin reported attending the Bluff Stabilization Project Ribbon Cutting Ceremony and having the opportunity to talk with the contractor about the rock testing process.

Council Member Daniel reported attending the Bluff Stabilization Project Ribbon Cutting Ceremony and reported he would be absent from the July 3, 2024 meeting.

Council Member Knackstedt noted he enjoyed the Bluff Stabilization Project Ribbon Cutting Ceremony.

M. EXECUTIVE SESSION

1. Discussion of Potential Payroll Settlement. [AS 44.62.310(c)(1) and AS 44.62.310(c)(3)]

MOTION:

Vice Mayor Knackstedt **MOVED** to enter into executive to discuss a potential payroll settlement which may be a subject that immediate knowledge of would clearly have an adverse effect upon the finances of the City and is a matter which by law, municipal charter or ordinance is required to be confidential.

Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Vice Mayor Knackstedt **MOVED** to reconvene into regular session. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: The Council entered into executive session at 8:19 p.m. and reconvened into regular session at 8:40 p.m.]

N. **PENDING ITEMS** - None.

O. **ADJOURNMENT**

P. **INFORMATIONAL ITEMS** - None.

There being no further business before the Council, the meeting was adjourned at 8:41 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of June 19, 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 shall be cast in the rotation of the official council vote and shall not affect the outcome of the official council vote. Advisory votes shall 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: JULY 3, 2024

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PREMERA	JUNE PREMIUM	VARIOUS	LIABILITY	192,501.63

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
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INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
NELSON ENGINEERING	LILAC LANE ROADWAY IMPROVEMENTS	127559 - MUNICIPAL ROADWAY	CONSTRUCTION ADMINISTRATIVE SERVICES	10,000.00	48,840.00
PENINSULA REFUSE	FY24 DUMPSTER SERVICE	127552 - WWTP	TWO MONTH EXTENSION	25,000.00	127,765.02
BRENNTAG PACIFIC	FY24 CHEMICALS	127001 - WWTP/WATER	TWO MONTH EXTENSION	15,000.00	104,722.10



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: Scott Curtin, Public Works Director

DATE: June 25, 2024

SUBJECT: **Purchase Order – Nelson Engineering**

The purpose of this memo is to request Council's authorization to increase Purchase Order 127559 to Nelson Engineering from \$38,840 to \$48,840 to cover construction administrative services associated with the Lilac Lane Roadway Improvements Project. Council recently awarded the construction agreement for this project to Peninsula Construction at the June 5, 2024 council meeting through passage of Ordinance 3420-2024. The additional fees associated with Nelson's additional efforts were not known at that time, and as such were left out of that Ordinance.

The Contractor was provided a Notice to Proceed on June 15th, construction is anticipated to start in early July and continue into the fall with all work expected to be completed this construction season. Submittal reviews and approvals are ongoing.

Council's authorization is respectfully requested.



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Scott Curtin, Public Works Director

DATE: June 25, 2024

SUBJECT: Purchase Order - Peninsula Refuse

The purpose of the memo is to request a two-month contract extension to Peninsula Refuse LLC's dumpster service agreement for the Public Works Water & Sewer Department. The current agreement for these services is set to expire on June 30, 2024 and will now be August 31, 2024 with this extension.

Their current contract for FY2024 services is \$102,765.02. This two-month extension will add \$25,000 for a new contract total of \$127,765.02. As these services will be provided during the FY2025 operations, a new Purchase Order to Peninsula Refuse LLC in the amount of \$25,000 will be opened.

Staff is preparing an Invitation to Bid to be released in the next few weeks for the Water & Sewer Dumpster Services through June 30, 2026. Council can expect to see legislation to award that agreement at an upcoming council meeting in August.

Council's authorization is respectfully requested.



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: Scott Curtin, Public Works Director

DATE: June 25, 2024

SUBJECT: Purchase Order – Brenntag Pacific

The purpose of the memo is to request a two-month contract extension to Brenntag Pacific's chemical supply agreement for the Public Works Water & Sewer Department. The current agreement for FY2024 chemicals is set to expire on June 30, 2024 and will now be August 31, 2024 with this extension.

As the chemicals to be ordered during this time extension are for the FY2025 operations a new Purchase Order to Brenntag Pacific in the amount of \$15,000 will be opened. The original contract was \$89,722.10 and with this increase of \$15,000, the new agreement will be for \$104,722.10. Brenntag Pacific has agreed to hold their pricing during this time extension.

Staff is preparing an Invitation to Bid to be released in the next few weeks for Chemical supply through June 30th 2026. Council can expect to see legislation to award that agreement at an upcoming council meeting in August.

Council's authorization is respectfully requested.

FISCAL YEAR 2025

PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL
COUNCIL MEETING OF: JULY 3, 2024

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
NALCO COMPANY	FY25 CHEMICALS	WATER	OPERATING SUPPLIES	50,000.00



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: Scott Curtin, Public Works Director
DATE: June 25, 2024
SUBJECT: **Purchase Order - Nalco**

This memo is to request approval for our annual Purchase Order to Nalco Company LLC for the supply of proprietary chemicals for the Water Treatment Plant for the 2025 Fiscal Year. Sufficient budget for this purchase resides in the Water Operating Repair & Maintenance Supply account, as authorized through Council's approval of the FY2025 budget. This is a routine annual sole source purchase.

Account information below:

010-465-2022 Water Operating Repair & Maintenance Supply - \$50,000

The Water Department will be conducting water sampling and testing this fall, which will be open to a competitive process with multiple firms being invited. This is intended to provide multiple vendor options for the Utility to ensure chemicals are being purchased as cost effectively as possible. For this reason the initial purchase order is only being requested for \$50,000, there is a possibility a different Vendor will be providing these chemicals after the testing is completed. Council will see additional legislation if that comes to pass.

Council's approval is respectfully requested.



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: June 20, 2024
SUBJECT: **Liquor License Renewal – The White Moose**

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

Applicant: G & P Inc.
D/B/A: The White Moose
License Type: Beverage Dispensary
License No.: 204

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

May 13, 2024

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

Licensee: Country Liquor LLC

DBA: Country Liquor

VIA email: gianainc@gmail.com

Local Government 1: Kenai Peninsula Borough

Local Government 2: Kenai

Via Email: micheletturner@kpb.us; seSSERT@kpb.us; mjenkins@kpb.us; nscarlett@kpb.us;
mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; bcarter@kpb.us; mquainton@kpb.us;
jkaspar@kpb.us; cityclerk@kenai.city

Community Council: N/A

Via Email: N/A

License Number:	204
License Type:	Beverage Dispensary
Licensee:	G & P Inc.
Doing Business As:	The White Moose
Physical Address:	815 Frontage Road
Designated Licensee:	Joanna Pitsilionis
Phone Number:	907-252-6430
Email Address:	gianainc@gmail.com

☒ 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 **April 16th, 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,

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 Shellie Saner 5/13/2024 5:58:18 PM (Form Submission)

Approve

by Cindy Herr 5/14/2024 9:34:39 AM (Legal Asst Review)

■ No monies owed in restitution or traffic fines

- The task was assigned to Cindy Herr. The due date is: May 22, 2024 5:00 PM 5/13/2024 5:58:20 PM

Approve

by Tina Williamson 5/14/2024 10:13:22 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: May 22, 2024 5:00 PM 5/13/2024 5:58:20 PM

Approve

by David Ross 5/14/2024 12:00:31 PM (Police Department Review)

- The task was assigned to David Ross. The due date is: May 22, 2024 5:00 PM 5/13/2024 5:58:19 PM

Approve

by Scott Curtin 5/16/2024 7:37:51 PM (Building Official Review)

- The task was assigned to Scott Curtin. The due date is: May 22, 2024 5:00 PM 5/13/2024 5:58:19 PM

Approve

by Jeremy Hamilton 5/21/2024 11:07:00 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: May 22, 2024 5:00 PM 5/13/2024 5:58:19 PM

Approve

by Linda Mitchell 6/13/2024 7:40:15 AM (Lands Review)

- The task was assigned to Linda Mitchell. The due date is: May 22, 2024 5:00 PM 5/13/2024 5:58:20 PM

Approve

by Linda Mitchell 6/13/2024 7:49:41 AM (P&Z Department Review)

- The task was assigned to Linda Mitchell. The due date is: June 24, 2024 5:00 PM 6/13/2024 7:40:17 AM

Approve

by Scott Bloom 6/13/2024 9:04:24 AM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: June 24, 2024 5:00 PM 6/13/2024 7:40:17 AM

Approve

by David Swarner 6/20/2024 10:37:27 AM (Finance Review)

- The task was assigned to David Swarner. The due date is: June 24, 2024 5:00 PM 6/13/2024 7:40:16 AM

AMCO License Application

Date

5/13/2024

Establishment Information**License Type**

Beverage Dispensary

Licensee

G & P Inc.

Doing Business As

The White Moose

Premises Address

815 Frontage Road

City, State

Kenai, AK

Contact Information**Contact Licensee**

Joanna Pitsilionis

Contact Phone No.

907-252-6430

Contact Email

gianainc@gmail.com

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

204 Complete 24-25 Renewal Application Notice.pdf

305.03KB

204 Complete 24-25 Renewal Application.pdf

297.08KB



Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than January 2, 2024 per AS 04.11.270, 3 AAC 305.050, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by February 28, 2024 will be expired per AS 04.11.540, 3 AAC 305.050(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the mandatory fees and all documents required, or the application will be returned without being processed, per AS 04.11.270.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Doing Business As:	THE WHITE MOOSE	License #:	204
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If your mailing address has changed, write the NEW address below:

Mailing Address:	G & P, INC. P.O. BOX 151		
City:	KENAI	State:	ALASKA
		ZIP:	99611

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license unless the Optional contact is completed.

Contact Licensee:	JOANNA PITSILIONIS	Contact Phone:	907953-2222
Contact Email:	GIANAINC@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below: JOSE PONCE-VIVES OR 907-252-6430

Name of Contact:	JOANNA PITSILIONIS	Contact Phone:	9079532222
Contact Email:	GIANAINC@gmail.com		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2024 and/or 2025? If so, you will need to apply for a Shipping Endorsement here:

<https://accis.elicense365.com/#>

YES NO

<input type="checkbox"/>	<input type="checkbox"/>
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Section 4 - Ownership Structure Certification

YES NO

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Did the ownership structure of the licensed business change in 2022/2023?

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application. If No, certify the statement below by initialing the box to the right of the statement:

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2022 or 2023.

**RECEIVED**
JAN 02 2024



Section 5 – License Operation

Unless you operated more than 240 hours in 2022 or 2023, check ONE BOX for EACH CALENDAR YEAR that best describes how this alcoholic beverage license was operated as set forth in AS 04.11.330:

- | | 2022 | 2023 |
|---|--------------------------|--------------------------|
| 1. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 6 - Violations and Convictions

- | | YES | NO |
|---|--------------------------|-------------------------------------|
| Have any Notices of Violation been issued for this license in 2022 or 2023? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2). If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

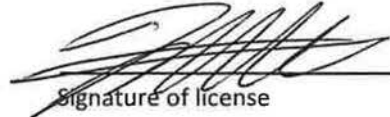
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- 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.

RECEIVED
JAN 02 2024



JOANNA PITSILIONIS
Printed name of licensee


Signature of licensee

- Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed AB-36: Recreational Site Statement
- Tourism** applications must include a completed AB-37: Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:
<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

RECEIVED
JAN 02 2024

FOR OFFICE USE ONLY

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	G & P, INC.

Entity Type: Business Corporation

Entity #: 64845D

Status: Good Standing

AK Formed Date: 9/24/1998

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2026

Entity Mailing Address: PO BOX 2917, KENAI, AK 99611

Entity Physical Address: 811 MAIN STREET, KENAI, AK 99611

Registered Agent

Agent Name: Joanna Pitsilionis

Registered Mailing Address: PO BOX 151, KENAI, AK 99611

Registered Physical Address: 811 MAIN ST, KENAI, AK 99611

Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	Joanna Pitsilionis	Director, President, Secretary, Shareholder, Treasurer	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
9/24/1998	Creation Filing	Click to View	
9/25/1998	Biennial Report		
6/06/2000	Biennial Report	Click to View	
2/04/2002	Biennial Report	Click to View	
6/10/2004	Biennial Report	Click to View	
7/10/2006	Change of Officials	Click to View	
4/19/2007	Biennial Report	Click to View	
7/06/2012	Biennial Report	Click to View	
7/06/2012	Biennial Report	Click to View	
7/06/2012	Biennial Report	Click to View	
4/16/2014	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
2/29/2016	Biennial Report	Click to View	
2/23/2018	Biennial Report	Click to View	
8/20/2020	Biennial Report	Click to View	
2/25/2021	Change of Officials	Click to View	
3/09/2022	Biennial Report	Click to View	
3/10/2023	Change of Officials	Click to View	
3/10/2023	Agent Change	Click to View	
1/06/2024	Biennial Report	Click to View	

Close Details

 Print Friendly Version



Wednesday, May 15, 2024

Sent via email: cityclerk@kenai.city

Ms. Shellie Saner, City Clerk
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	G & P, Inc.
Business Name	:	The White Moose
License Type	:	Beverage Dispensary
License Location	:	815 Frontage Road, Kenai, AK 99611, City of Kenai
License No.	:	204
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: gianainc@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
FROM: Shellie Saner, City Clerk
DATE: June 20, 2024
SUBJECT: **Liquor License Renewal – Wal-Mart Supercenter #4474**

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

Applicant: Walmart, Inc.
D/B/A: Wal-Mart Supercenter #4474
License Type: Package Store
License No.: 4878

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

May 17, 2024

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

Licensee: Walmart, Inc.

DBA: Wal-Mart Supercenter #4474

VIA email: angie.coleman@walmart.com; complic@wal-mart.com

Local Government 1: Kenai Peninsula Borough

Local Government 2: Kenai

Via Email: micheleturner@kpb.us; jkasper@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; mquainton@kpb.us; cityclerk@kenai.city

Community Council: N/A

Via Email: N/A

RE: Package Store License #4878 Combined Renewal Notice

License Number:	4878
License Type:	Package Store
Licensee:	Walmart, Inc.
Doing Business As:	Wal-Mart Supercenter #4474
Physical Address:	10096 Kenai Spur Highway

☒ 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 **June 25, 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,

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 5/20/2024 1:19:43 PM (Form Submission)

Approve

by Cindy Herr 5/20/2024 1:33:37 PM (Legal Asst Review)

■ No monies owed in restitution or fines

- The task was assigned to Cindy Herr. The due date is: May 29, 2024 5:00 PM 5/20/2024 1:19:45 PM

Approve

by Tina Williamson 5/20/2024 2:44:05 PM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: May 29, 2024 5:00 PM 5/20/2024 1:19:45 PM

Approve

by Jeremy Hamilton 5/21/2024 11:06:48 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: May 29, 2024 5:00 PM 5/20/2024 1:19:44 PM

Approve

by Ben Langham 5/22/2024 10:10:14 AM (Police Department Review)

- The task was assigned to Ben Langham. The due date is: May 29, 2024 5:00 PM 5/20/2024 1:19:44 PM

Approve

by Scott Curtin 5/23/2024 5:42:15 PM (Building Official Review)

- The task was assigned to Scott Curtin. The due date is: May 29, 2024 5:00 PM 5/20/2024 1:19:44 PM

Approve

by Linda Mitchell 6/13/2024 7:40:08 AM (Lands Review)

- The task was assigned to Linda Mitchell. The due date is: May 29, 2024 5:00 PM 5/20/2024 1:19:45 PM

Approve

by Linda Mitchell 6/13/2024 7:53:39 AM (P&Z Department Review)

- The task was assigned to Linda Mitchell. The due date is: June 24, 2024 5:00 PM 6/13/2024 7:40:10 AM

Approve

by Scott Bloom 6/13/2024 9:04:12 AM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: June 24, 2024 5:00 PM 6/13/2024 7:40:10 AM

Approve

by David Swarner 6/20/2024 10:37:41 AM (Finance Review)

- The task was assigned to David Swarner. The due date is: June 24, 2024 5:00 PM 6/13/2024 7:40:10 AM

AMCO License Application

Date

5/20/2024

Establishment Information**License Type**

Package Store Liquor License

Licensee

Walmart, Inc.

Doing Business As

Wal-Mart Supercenter #4474

Premises Address

10096 Kenai Spur Highway

City, State

Kenai, AK

Contact Information**Contact Licensee**

Angie Coleman

Contact Phone No.

479-258-6107

Contact Email

angie.coleman@walmart.com

Additional Contact Information**Name****Phone No.**

479-204-2096

Email

complic@wal-mart.com

Documents**File Upload**

4878 Complete 24-25 Renewal Application.pdf	206.77KB
4878 Complete 24-25 Renewal Notice.pdf	293.88KB
4878_2024-05-17_ABC_Non_Obj_Letter.pdf	219.9KB

License Renewal

Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.

No

Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES," indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.

No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in the next two years ?

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No

Have any Notices of Violation been issued for this license in 2022 or 2023?


No

License Number:
4878

License Expiration Date:
12/31/2023

License Trade Name:
Wal-Mart Supercenter #4474

Mailing Address:

 **702 SW 8TH STREET MS 0500
Bentonville , AR
72716**



Document reference ID : 918

Licensing Application Summary

Application ID:	918
Applicant Name:	Walmart, Inc.
License Type applied for:	Package Store License(PSL) (AS 04.09.230)
Application Status:	In Review
Application Submitted On:	05/16/2024

Entity Information

Business Structure:	Corporation
Alaska Entity Number (CBPL):	51180F

Entity Contact Information

Entity Address:	702 SW 8th St, Bentonville, AR, USA
-----------------	-------------------------------------

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Walmart, Inc.	Carl Douglas Mcmillon	President	
Walmart, Inc.	Rachel Brand	Secretary	
Walmart, Inc.	Emma Waddell	Vice President	

Premises Address

Nearest municipality, city, and/or borough:

Kenai

Page 70

Country, State, Zip:

AK, United States,

Basic Business information

Business/Trade Name:

Wal-Mart Supercenter #4474

Local Government and Community Council Details

City/Municipality

Kenai (City of)

Borough

Kenai Peninsula Borough

Ninety Day Sign Requirements

Posted the 90 day sign: No

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 attachments 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.

Signature

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

Payment Info

Payment Type : CC

PaymentId: 18e7dd62-c2d0-4bb8-b83d-4128cc90267c

Receipt Number:



Friday, May 17, 2024

Sent via email: cityclerk@kenai.city

Ms. Shellie Saner, City Clerk
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Wal-Mart Stores iNc
Business Name	:	Wal-Mart Supercenter
License Type	:	Package Store
License Location	:	10096 Kenai Spur Hwy, City of Kenai
License No.	:	4878
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: angie.coleman@walmart.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 Kenai Council Members

THROUGH: Shellie Saner, City Clerk

FROM: Meghan Thibodeau, Deputy City Clerk

DATE: June 27, 2024

SUBJECT: **Marijuana License Renewal – Herban Extracts**

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

Applicant: Herban Extracts, LLC
D/B/A: Herban Extracts, LLC
License Type: Marijuana Product Manufacturing Facility
License No: 14432

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

June 11, 2024

Licensee: **Herban Extracts, LLC**

DBA: Herban Extracts, LLC

VIA email: lisa@ljoutfitters.com

Local Government: Kenai (City of)

Local Government 2: Kenai Peninsula Borough

Via Email: micheleturner@kpb.us ; jkaspar@kpb.us ; seesert@kpb.us ; mjenkins@kpb.us ;
nscarlett@kpb.us ; mboehmler@kpb.us ; rmaidmae@kpb.us ; slopez@kpb.us ; bcarter@kpb.us ;
mquainton@kpb.us ; cityclerk@kenai.city

Community Council: N/A

Via Email: N/A

Re: Marijuana Product Manufacturing Facility #14432 Combined Renewal Notice

License Number:	#14432
License Type:	Marijuana Product Manufacturing Facility
Licensee:	Herban Extracts, LLC
Doing Business As:	Herban Extracts, LLC
Physical Address:	14927 Kenai Spur Highway Kenai, AK 99611
Designated Licensee:	Lisa Coates
Phone Number:	907-252-4755
Email Address:	lisa@ljoutfitters.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). 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.

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 6/11/2024 10:48:27 AM (Form Submission)

Approve

by David Ross 6/11/2024 10:52:21 AM (Police Department Review)

- The task was assigned to David Ross. The due date is: June 20, 2024 5:00 PM 6/11/2024 10:48:29 AM

Approve

by Cindy Herr 6/11/2024 11:16:26 AM (Legal Asst Review)

■ No monies owed in Kenai fines or restitution.

- The task was assigned to Cindy Herr. The due date is: June 20, 2024 5:00 PM 6/11/2024 10:48:29 AM

Approve

by Tina Williamson 6/11/2024 1:42:34 PM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: June 20, 2024 5:00 PM 6/11/2024 10:48:29 AM

Approve

by Brandon McElrea 6/13/2024 4:26:52 PM (Lands Review)

- The task was assigned to Linda Mitchell. The due date is: June 20, 2024 5:00 PM 6/11/2024 10:48:29 AM
- Linda Mitchell reassigned the task to Brandon McElrea 6/13/2024 7:39:55 AM

Approve

by Scott Bloom 6/13/2024 5:41:06 PM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: June 24, 2024 5:00 PM 6/13/2024 4:26:53 PM

Approve

by Brandon McElrea 6/14/2024 1:29:00 PM (P&Z Department Review)

■ No Code violations. Compliant with current CUP.

- The task was assigned to Linda Mitchell. The due date is: June 24, 2024 5:00 PM 6/13/2024 4:26:53 PM
- Linda Mitchell reassigned the task to Brandon McElrea 6/13/2024 5:10:05 PM

Approve

by David Swarner 6/20/2024 10:37:19 AM (Finance Review)

- The task was assigned to David Swarner. The due date is: June 24, 2024 5:00 PM 6/13/2024 4:26:53 PM

Approve

by Scott Curtin 6/25/2024 3:35:57 PM (Building Official Review)

- The task was assigned to Scott Curtin. The due date is: June 20, 2024 5:00 PM 6/11/2024 10:48:28 AM

Approve

by Jeremy Hamilton 6/27/2024 8:30:18 AM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: June 20, 2024 5:00 PM 6/11/2024 10:48:28 AM

AMCO License Application

Date

6/11/2024

Establishment Information**License Type**

Marijuana Product Manufacturing Facility

Licensee

Herban Extracts, LLC

Doing Business As

Herban Extracts, LLC

Premises Address

14927 Kenai Spur Hwy

City, State

Kenai, AK

Contact Information**Contact Licensee**

Lisa Coates

Contact Phone No.

907-252-4755

Contact Email

lisa@ljoutfitters.com

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

14432 Combined MJ Renewal Notice.pdf	305.84KB
14432 MJ-20 Buddy.pdf	1.31MB
14432 MJ-20 Lisa.pdf	1.31MB
14432 Online App_Redacted.pdf	146.29KB



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:	HERBAN EXTRACTS, LLC	License Number:	14432		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Herban Extracts, llc				
Premises Address:	14927 Kenai Spur Hwy				
City:	Kenai	State:	AK	ZIP:	99611

Section 2 – Individual Information

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

Name:	Buddy Crowder
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.

BC

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.

BC

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

BC

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.

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.

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

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

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

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.

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:

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.

Buddy Crowder

Printed name of licensee

Signature of licensee



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:	HERBAN EXTRACTS, LLC	License Number:	14432		
License Type:	Marijuana Product Manufacturing Facility				
Doing Business As:	Herban Extracts, llc				
Premises Address:	14927 Kenai Spur Hwy				
City:	Kenai	State:	AK	ZIP:	99611

Section 2 – Individual Information

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

Name:	Lisa Coates
Title:	Manager/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.

LC

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.

LC

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

LC

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.

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.

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

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

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

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.

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:

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.

Lisa Coates

Printed name of licensee

Signature of licensee



Tuesday, June 18, 2024

Sent via email: cityclerk@kenai.city

Ms. Shellie Saner, City Clerk
City of Kenai

RE: Renewal Application for Marijuana Product Manufacturing Facility

Business Name	:	Herban Extracts, LLC
License Location	:	Kenai/14927 Kenai Spur Highway, Kenai, AK 99611
License No.	:	14432

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: lisa@ljoutfitters.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 Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Linda Mitchell, Planning Director

FROM: Brandon McElrea, Planning Technician

DATE: June 27, 2024

SUBJECT: **Action/Approval – Grant Utility Easement Along the South Boundary of Government Lot 126**

Scott Huff, on behalf of Homer Electric Association, Inc. (HEA) has requested for a utility easement within Government Lot 126. HEA received a request from Dan Green, G&S Construction, Inc. to install a new underground electric line between the subject lot and the adjacent lot, described as Lot 1, Block 1, City Park Subdivision, located at 310 S. Spruce Street for the development of Tract A, City Park Subdivision No. 2, located at 320 S. Spruce Street. The proposed easement would be approximately 15 feet wide and 158 feet long, for a total area of +/- 2,370 square feet. The proposed utility easement would allow for electric service to Phase 3 of the Boys and Girls Club development project.

Kenai Municipal Code Subsection 22.05.135(b), states that “[r]ights-of-way and easements may be accepted or issued by the City Manager after approval by the City Council for utility lines and services of all types and for necessary rights-of-way easements. This requirement does not apply to rights-of-way or easements dedicated through the City and Borough platting process.”

If City Council approves the request for a utility easement, then the City Manager will be authorized to sign the Utility Easement Agreement.

Thank you for your consideration.

Attachments

Utility Easement Agreement
Map of Proposed Easement

**HOMER ELECTRIC ASSOCIATION, INC.
UTILITY EASEMENT**

City of Kenai, whose address is **210 Fidalgo Avenue, Suite 200, Kenai, AK 99611**, for a good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant to **Homer Electric Association, Inc.**, an Alaska non-profit electric cooperative, **3977 Lake Street, Homer, AK 99603 ("HEA")**, its successors and assigns, the following described sole and exclusive easement in perpetuity:

Within **Government Lot 126** according to the Dependent Resurvey and Subdivision of Section 6, Township 5 North, Range 11 West of the Seward Meridian, Alaska as shown on official plat prepared by the US BLM dated April 16, 1954, and part of **KPB Tax Parcel 04701008, Kenai** Recording District, Third Judicial District, State of Alaska.

More particularly described as follows,

A 15-foot by approximately 158-foot easement adjoining the south boundary of said Government Lot 126 located between power pole G5-06-5921 and the metal fence. Said easement is +/- 2,370 sq. ft. and shown on EXHIBIT A, attached to and made part of this document.

This grant gives HEA the right of ingress and egress together with the right to construct, reconstruct, repair, maintain, operate, upgrade and patrol, for the transmission and distribution of communication services and electric current, wires, cables, poles, and all necessary appurtenances, and to remove, renew, replace, add to any or all of such facilities, through, over, in, under and across the aforesaid premises as may from time to time be necessary or desirable for the exclusive use, occupation, and enjoyment of such right-of-way, and the right to excavate, remove soils or fill on said premises, and the right to cut and keep clear of all trees, shrubbery, under-growth, and other obstructions on said premises as may be reasonably required for the construction, reconstruction, relocation, installation, operation, and maintenance of such facilities, including the trimming or removal of trees within or without the easement described above, which Grantee believes threaten its facilities.

Grantor(s) warrant and covenant that Grantor(s) are the owners of the above-described land, have the right to convey this easement, and that HEA shall have quiet and peaceful use of the easement. Any entity to whom HEA is legally or contractually obligated to allow the use of HEA's easements is also hereby warranted and covenanted the right of ingress and egress and the quiet and peaceful use of this easement for the entity's utility purposes.

Signed by Grantor(s) this _____ day of _____, 20____.

Terry Eubank
City Manager – City of Kenai

NOTARY ACKNOWLEDGEMENT

For: Terry Eubank
This instrument was acknowledged before me
on this _____ day of _____, 20____.

Notary Public for Alaska
My Commission Expires: _____

(SEAL)

After Recording Return to:
Homer Electric Association, Inc.
280 Airport Way
Kenai, Alaska 99611



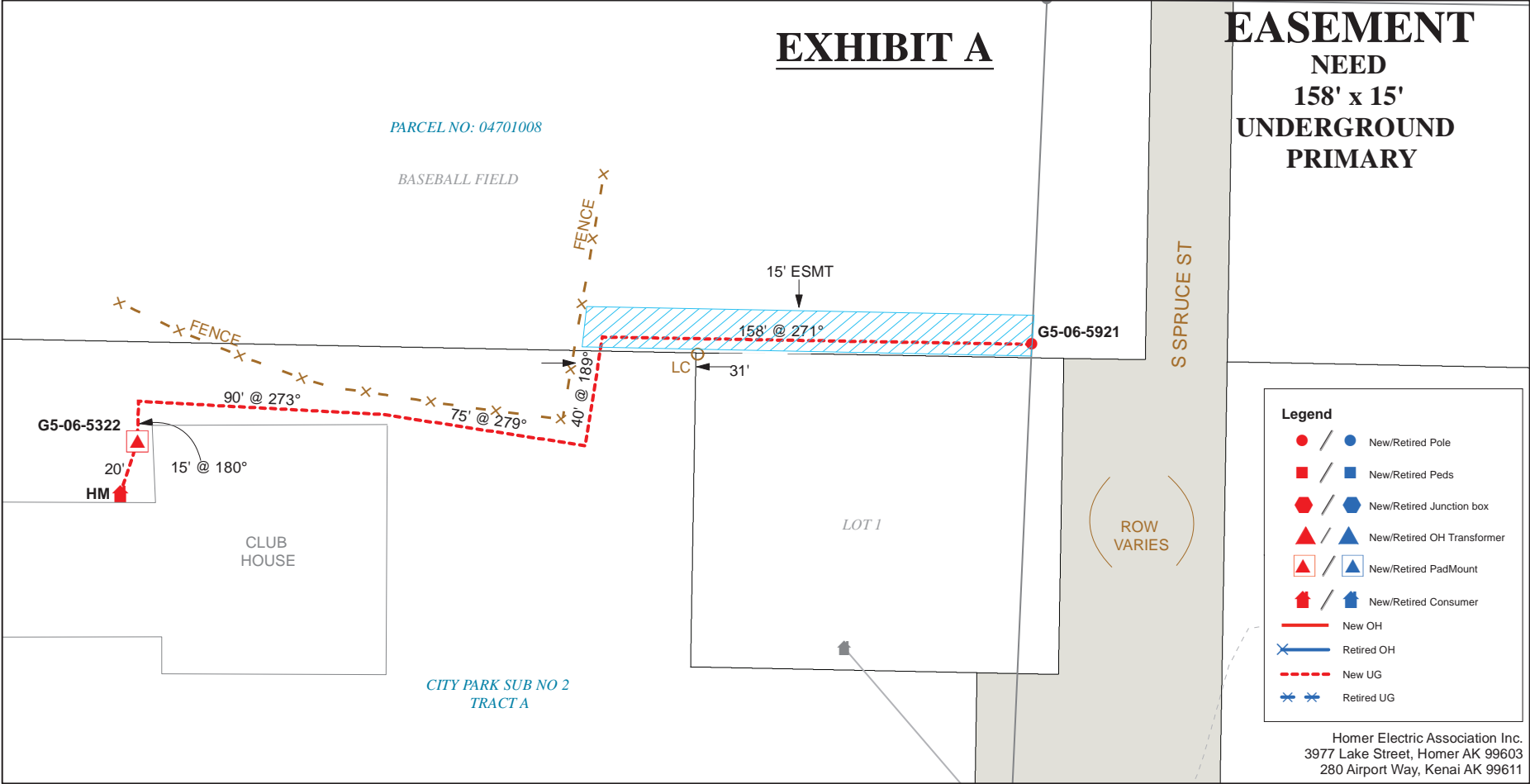
NAME: CITY OF KENAI
ADDRESS: 200 S SPRUCE ST

SUBDIVISION: PARCEL NO: 04701008
PARCEL ID: 04701008

MAP 1 OF 3
W.O.# 112 JOB# 37546

EXHIBIT A

**EASEMENT
NEED
158' x 15'
UNDERGROUND
PRIMARY**



LEGAL DESCRIPTION: PARCEL NO: 04701008

Design: JC Date: 06/19/2024



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: Tyler Best, Parks and Recreation Director

DATE: June 26, 2024

SUBJECT: **Extension To Agreement For Use Of A Designated Area Of The Kenai Recreation Center To Operate A Teen Center**

This memo requests support for extending the agreement with the Boys and Girls Club of the Kenai Peninsula to operate a teen center in a designated area of the Kenai Recreation Center.

On June 16th, 2021, the Council approved Resolution 2021-45, which approved a 3-year agreement for the Boys and Girls Club of the Kenai Peninsula to operate a teen center in a section of the Kenai Recreation Center, with the possibility of a 2-year extension upon mutual agreement of both parties.

Boys and Girls Club of the Kenai Peninsula offers teen center services in the upstairs section of the Kenai Recreation Center. This provides teens with a safe place to go during the day in the summer and after school during the winter. The Boys and Girls Club can provide these services at no charge because of an annual grant of \$10,000 from the City.

The Boys and Girls Club of the Kenai Peninsula and the Administration both support extending the agreement for two years, which would end on June 30th.2026.

**EXTENSION TO AGREEMENT FOR USE OF A DESIGNATED AREA OF THE KENAI RECREATION CENTER TO
OPERATE A TEEN CENTER**

The City of Kenai (Owner), whose address is 210 Fidalgo Avenue, Kenai, AK 99611, and Boys and Girls Club of the Kenai Peninsula (User), whose address is 230 South Spruce Street, Kenai, AK 9961, entered into an agreement for use of a designated area of the Kenai Recreation Center and hereby amend this Agreement by extension as follows:

1. Pursuant to Section 2 of the Agreement, the two year extension is mutually agreed to, extending the term of the Agreement to June 30th, 2026.
2. Except as expressly modified or stated herein, all other terms and conditions of the Agreement remain in full force and effect.

Dated: _____

CITY OF KENAI

BY _____
Terry Eubank, City Manager

Dated: _____

USER

BY _____
Shanette Wik, CEO Boys and Girls
Club of the Kenai Peninsula



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: Terry Eubank, City Manager

DATE: June 27, 2024

SUBJECT: **Memorandum Of Agreement Between The City Of Kenai And Boys And Girls Club Of The Kenai Peninsula**

In connection with the remodel and construction of new facilities by the Boys and Girls Club of the Kenai Peninsula on their campus located off of South Spruce Street, there will be a need to close South Spruce Street during excavation and tie-in to City water and sewer utilities. Closure is expected to take less than 7 days and will take place between August 5 – 31st. Closure is required due to the location of the utility mains and their depth.

An alternate emergency access is being proposed to provide City personnel access to the City's Sewer Treatment Facility, emergency vehicle access, and access for employees and clients of the Leeshore Center. Public access to the City's North Beach via South Spruce Street will be closed during this time.

The alternate access is being provided by the Boys and Girls Club, the access will be removed at the completion of the tie in, and the site will be restored to a similar condition as it was prior to the public access, all at no cost to the City.

Your support for this memorandum of agreement is respectfully requested.

**MEMORANDUM OF AGREEMENT BETWEEN
THE CITY OF KENAI AND BOYS AND GIRLS CLUB OF THE KENAI PENINSULA**

WHEREAS, the City of Kenai Supports the Boys and Girls Club of the Kenai Peninsula's (Boys and Girls Club) efforts to develop a facility serving the needs of local youth, and;

WHEREAS, the Boys and Girls Club is in the process of developing new infrastructure to serve local youth, and;

WHEREAS, this new development will require a temporary road closure on South Spruce Street to tie into existing City utility mainlines, and;

WHEREAS, South Spruce Street provides the only road access to the City's Waste Water Treatment Plant and Leeshore Center and this access must be maintained, and;

WHEREAS, the City and Boys and Girls Club agree that alternate temporary access may be created on adjacent City and Boys and Girls Club property to maintain access to these facilities.

Now therefore, for good and valuable consideration, as provided herein, the City and Boys and Girls Club agree as follows:

1. Contingent on the Boys and Girls Club getting a City right-of-way excavation permit, a City building permit, and coordinating activities with the City of Kenai Police and Fire Department, the Boys and Girls Club may close South Spruce Street for a period of up to 7 days, between August 5th and August 30th, 2024 for the purpose of creating a new connection to City utilities.
2. The Boys and Girls Club must provide temporary alternate access for the City of Kenai employees at the Waste Water Treatment Plant, employees and patrons of the Leeshore Center, and emergency service vehicles. This alternate access may be constructed on city property described as follows:

T 5N R 11W SEC 6 Seward Meridian KN GLs 41 & 42, 62-65, 84-90, 105-112, 124-126, 133-135, 149-151, 159-161, 164-166 & PTNS GLs 43,60,66,83 & 90 EXCL THAT PTN DESC. AS: S 0 DEG 13' E 77.88 FT & S86 DEG 5'E 35.09 FT FROM N1/4 COR; TH S 0 DEG 13'E 683.85 FT; TH N89 DEG 47'E 330 FT; TH N 0 DEG 13'W 660 FT; TH N86 DEG 5'W 330.86 FT TO POB

200 S Spruce Street/301 N Forest Drive, Kenai, Alaska, KPB #04701008

3. The Boys and Girls Club are responsible for all necessary signage related to the road closure and for limiting access as necessary on any temporary access road in coordination with the City of Kenai.
4. The Boys and Girls Club will restore City property to a similar condition as it was prior to the creation of any temporary road access within 15 days of the reopening of South Spruce Street to public access.

5. The Boys and Girls Club and City agrees to work cooperatively to provide reasonable and necessary public notice of any road closure.

CITY OF KENAI

BOYS AND GIRLS CLUB
OF THE KENAI PENINSULA

Terry Eubank, City Manager

Jeffery Dolifka, President

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of July, 2024, by Terry Eubank, the City Manager of the City of Kenai, a home rule municipality, on behalf of the City.

Notary Public for State of Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of July, 2024, by Jeff Dolifka, the President of the Boys and Girls Club of the Kenai Peninsula, an Alaska corporation, for and on behalf of the corporation.

Notary Public for State of Alaska
My Commission Expires: _____

**KENAI AIRPORT COMMISSION – REGULAR MEETING
JUNE 13, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on June 13, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld
James Zirul

Paul Minelga, Vice Chair
Daniel Knesek
Joshua Belter

A quorum was present.

Absent:

Jacob Caldwell

Also in attendance were:

Derek Ables, Airport Manager
Sarah Conley, Airport Administrative Assistant
Henry Knackstedt, City Council Liaison

3. Agenda Approval

Chair Feeken noted the following additions to the packet:

Add Item F.7

Discussion/Recommendation – Recommending Council Approve a 1-Year Extension to Joel Caldwell for Lease Improvements.

- Memo
- Request Letter

Add Item L.2

Informational Items

- Airport Landscaping

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda with the requested revisions. Commissioner Knesek **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 9, 2024

MOTION:

Commissioner Bielefeld **MOVED** to approve the May 9, 2024 Airport Commission minutes, with an amendment to note that Dan Pitts attended the meeting. Commissioner Knesek **SECONDED** the motion.

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

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

1. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Kenai Aviation Operations, LLC for 1200 Square Feet of Apron Space for Shipping of Fish.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Special Use Permit to Kenai Aviation Operations, LLC. Vice Chair Minelga **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

2. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Echo Lake Meats for 20 Square Feet of Terminal Space to Operate a Vending Machine.

MOTION:

Vice Chair Minelga **MOVED** to recommend City Council award a Special Use Permit to Echo Lake Meats. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

3. **Discussion** – Title VI Plan and Community Participation Plan.

Airport Manager Ables gave a staff report from information provided in the packet.

There was discussion; concerns were expressed about the complexity of the document, how it will affect staff's workload and budget, and whether it is needed. Commissioner Bielefeld spoke in opposition.

4. **Discussion/Recommendation** – Recommending a 1-Year Extension to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for Lease Improvements.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approve a 1-Year Extension to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for Lease Improvements. Commissioner Knesek **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

5. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for 30,000 Square Feet of Apron Space.

MOTION:

Commissioner Zirul **MOVED** to recommend City Council award a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

6. **Discussion/Recommendation** – Recommending Council Award a Concession Agreement for ATM Machine Services to Tyler Distributing.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Concession Agreement for ATM Machine Services to Tyler Distributing. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

7. **Discussion/Recommendation** – Recommending Council Approve a 1-Year Extension to Joel Caldwell for Lease Improvements.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approve a 1-Year Extension to Joel Caldwell for Lease Improvements. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Airport Manager – Airport Manager Ables reported on the following:
 - Reviewed the report provided in the packet.
 - TSA Security inspection went well.
 - The Airport held a retirement party for Jim Lackey.
 - Attended a meeting on post-season ice and snow control.
 - Air Fair on June 8th.
 - Commission goals approved at last City Council meeting.
 - June 19th City Council meeting will include a presentation on the results of leakage study.
 - Taxiway Sierra plan submitted.
2. Commission Chair – Chair Feeken reported that she attended the Air Fair and handed out information at the Airport Commission's booth.

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

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

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – July 11, 2024

J. **COMMISSION QUESTIONS AND COMMENTS**

New Commissioners were welcomed.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Airport Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:46 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of June 13, 2024.

Meghan Thibodeau
Deputy City Clerk

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
JUNE 12, 2024 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JOE HALSTEAD, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on June 12, 2024, in City Hall Council Chambers, Kenai, AK. Chair Halstead called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Halstead led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Joe Halstead, Chair
Glenese Pettley
Jeff Twait

John Coston, Vice Chair (*electronic participation; arrived 7:02 p.m.*)
Gwen Woodard
Diane Fikes

A quorum was present.

Absent:

Sonja Barbaza

Also in attendance were:

Linda Mitchell, Planning Director
Brandon McElrea, Planning Technician
Alex Douthit, City Council Liaison
Meghan Thibodeau, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

MOTION:

Commissioner Twait **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **SECONDED** the motion.

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

Chair Halstead 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.

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

All items listed with an asterisk () are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission 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. APPROVAL OF MINUTES

1. *Regular Meeting of May 29, 2024

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS - None.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2024-13** – Granting a Conditional Use Permit for a Day Care Center, Recreation, and Youth Center on the Property Described as Tract A, City Park Subdivision No. 2, Located at 320 and 330 S. Spruce Street Within the Suburban Residential (RS) Zoning District.

MOTION:

Commissioner Twait **MOVED** to approve Resolution PZ2024-13. Commissioner Pettey **SECONDED** the motion.

Planning Technician McElrea presented a staff report with information provided in the packet, and explained that the applicant had requested a Conditional Use Permit (CUP) for a Day Care Center, Recreation, and Youth Center. It was noted that this CUP would expand the uses at the existing daycare and gymnasium facility, and allow for the development of a teen center, clubhouse and new parking area; future expansions will include a multi-use field and accessory structures. The criteria for CUPs were reviewed; it was noted that the application met the CUP criteria and City staff recommends approval subject to the following conditions:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.

Chair Halstead opened the floor for public hearing.

Ryan Tunseth, Boys and Girls Club board member, spoke in support and explained that the Boys and Girls Club's goal is to develop a large-scale childcare facility and that this has been possible with help from the City. He noted that he and Chris Parker with K+A Designstudios were available for questions.

In response to questions from the Commission, Parker provided clarification was provided on the phases of development. Director Mitchell explained that the City land donation of Tract A has a provision that it must be developed or the land will revert back to the City, and that the plat is in the final stages of being recorded; there was discussion on how the development provision would be affected by the parcel merger.

Tunseth noted that the Boys & Girls Club has been communicating with neighboring residential property owners and considering their input on how to develop the greenspace between their properties.

Shanette Wik, Executive Director, explained that the childcare facility would be for-profit; the hours of operation for childcare, and that food would be provided on-site.

There being no one else wishing to be heard, the public hearing period was closed.

Commissioner Pettey spoke in support, noting that it would be a great addition to the community.

VOTE:

YEA: Fikes, Twait, Halstead, Pettey, Woodard

NAY: None

ABSENT: Barbaza
MOTION PASSED WITHOUT OBJECTION.

[Clerk's note: Commissioner Coston abstained from discussion and voting on Resolution PZ2024-13 pursuant to KMC 14.05.025(e)]

Chair Halstead noted the 15-day appeal period.

2. **Resolution PZ2024-14** - Granting a Conditional Use Permit for Cabin Rentals (i.e., Short-Term Rentals) on the Property Described as Lot 3, Block 1, of Scalf Subdivision, Located at 106 N. Tinker Lane Within the Suburban Residential (RS) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2024-14. Commissioner Twait **SECONDED** the motion.

Director Mitchell presented a staff report with information provided in the packet, and explained that the applicant had requested a CUP for Cabin Rentals (i.e. short-term rentals) as needed and/or when necessary on an existing fourplex which the owner had previously been using for long-term rentals. It was noted that neighboring properties have been used as short-term rentals and the City had not received complaints about them. The criteria for CUPs were reviewed; it was noted that the application met the CUP criteria and City staff recommends approval subject to the following condition:

1. Any development or use of the property shall comply with all applicable Federal, State of Alaska, and City regulations regardless of whether or not the requirements are listed as conditions for the approval of the Conditional Use Permit.
2. Upon request, the applicant or applicant's representative shall meet with City staff for an on-site inspection.

Applicant Rebecca Ross explained that she has owned this property for many years and has been using it for long-term rentals to hospital staff; the hospital wants to continue but are interested in a short-term rental option.

Chair Halstead opened the floor for public hearing; there being no one wishing to be heard, the public hearing period was closed.

Commissioner Twait, Commission Pettey and Chair Halstead expressed support for the local ownership and management.

There was discussion on whether quiet hours should be added as a condition to the CUP; Mitchell clarified that they were not included in order to stay consistent with the cabin rental property next door, and that revising older CUPs to include conditions for quiet hours would not be done without just cause such as unremedied code enforcement issues. Rebecca Ross clarified that her contracts would include 10:00 p.m. to 10:00 a.m. quiet time.

MOTION TO AMEND:

Commissioner Twait **MOVED** to amend Resolution PZ2024-14 by adding a condition stating that "Quiet hours are from 10:00 p.m. to 7:00 a.m." Commissioner Pettey **SECONDED** the motion.

Commissioner Fikes noted she would not support the amendment as quiet hours were already included in the rental contract, the use would be primarily residential and hours can be added in the future if issues arise. Commissioner Woodard and Chair Halstead noted their agreement with Commissioner Fikes.

VOTE ON AMENDMENT:

YEA: Twait

NAY: Fikes, Woodard, Pettey, Halstead

ABSENT: Barbaza

MOTION FAILED.

VOTE ON MAIN MOTION:

YEA: Pettey, Woodard, Halstead, Twait, Fikes

NAY: None

ABSENT: Barbaza

MOTION PASSED WITHOUT OBJECTION.

[Clerk's note: Commissioner Coston abstained from discussion and voting on Resolution PZ2024-14 pursuant to KMC 14.05.025(e)]

Chair Halstead noted the 15-day appeal period.

G. UNFINISHED BUSINESS – None.**H. NEW BUSINESS**

1. ***Action/Approval** – Requesting an Excused Absence for the May 29, 2024 Regular Meeting – Halstead

Approved by the consent agenda.

2. ***Action/Approval** – Requesting an Excused Absence for the May 29, 2024 Regular Meeting – Coston

Approved by the consent agenda.

3. **Discussion/Recommendation** – Proposal to Amend the Start Time for Planning and Zoning Commission Regular Meetings to 6:30 PM

Director Mitchell presented a staff report with information provided in the packet, and explained that this item had been requested by Commissioner Pettey at the previous meeting, and if the Commission voted to change the start time their recommendation would be forwarded to Council who may approve amending the policy.

Commissioners Woodard, Fikes, Coston, Twait and Halstead stated opposition to amending the start time; Commissioner Pettey spoke in support.

MOTION:

Commissioner Pettey **MOVED** to recommend amending the start time for Planning and Zoning Commission Regular Meetings to 6:30 PM. Commissioner Twait **SECONDED** the motion.

VOTE:

YEA: Pettey

NAY: Fikes, Twait, Halstead, Coston, Woodard

ABSENT: Barbaza

MOTION FAILED.

4. **Discussion/Recommendation** – Proposal to Reduce the Number of Meetings for Planning and Zoning Commission

Director Mitchell presented a staff report with information provided in the packet, and explained how the reduction of Planning & Zoning Commission meetings would ease the burden on staff; her recommendation would be to hold regular meetings once per month.

There was discussion on how the fourth Wednesday of the month often conflicts with holidays; that reducing the number of regular meetings instead of cancelling them as needed would reduce the cost of newspaper noticing; and that special meetings could be scheduled if the need arises.

The Commission discussed how the change would affect staff's workload and service to the public. It was noted that not all Commissioners were present at this meeting to vote on the change.

MOTION:

Commissioner Twait **MOVED** to postpone the recommendation to the July 24, 2024 Regular Meeting. Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested.
There being no objection; **SO ORDERED**.

I. REPORTS

1. Planning Director – Planning Director Mitchell reported on the following:
 - Her last day with the City would be July 5th; spoke on her role as Planning Director.
 - Joint Work Session with the City Council on the Comprehensive Safety Action Plan/Safe Streets for All is scheduled for June 19th.
2. Commission Chair – No report.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENT – None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: June 26, 2024

L. COMMISSION COMMENTS AND QUESTIONS

Commissioners Pettey and Fikes expressed appreciation for Director Mitchell.

M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:43 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of June 12, 2024.



Meghan Thibodeau
Deputy City Clerk