



Kenai Beautification Commission

Regular Meeting

October 14, 2025 - 6:00 PM

Kenai City Hall - Council Chambers

210 Fidalgo Ave., Kenai, AK 99611

Telephonic/Virtual Information on Page 2

Agenda

A. CALL TO ORDER

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

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

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

D. APPROVAL OF MINUTES

1. May 13, 2025 Regular Meeting Minutes

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Recommendation** - Recommending Parks and Recreation Projects for the Fiscal Year 2027 - Fiscal Year 2031 Capital Improvement Plan as shown in the CIP Plan Memo. 6
2. **Discussion** - 2026 Spring Flower Order 7
3. **Discussion** - Mural Location and Themes 8
4. **Discussion** - Winter Tour Date 9
5. **Discussion** - 2024 Winter Tour Recap 10

G. REPORTS

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

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

I. NEXT MEETING ATTENDANCE NOTIFICATION - January 13, 2026

J. COMMISSIONER COMMENTS AND QUESTIONS

K. ADJOURNMENT

L. INFORMATION ITEMS

1. Mid-Month Report July
2. Mid-Month Report August

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

<https://us02web.zoom.us/meeting/register/mXotPIG0RvqHN8p7FyloSQ>

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

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

**KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING
MAY 13, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR SARAH DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Beautification Commission was held on May 13, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Douthit led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sarah Douthit, Chair
Sonja Earsley
Brittney Hoffert

Emily Heale
Samantha Springer (*electronic participation*)

A quorum was present.

Absent:

Christina Warner, Vice Chair Terri Wilson

Also in attendance were:

Jenna Brown, Parks & Recreation Assistant Director
Phil Daniel, City Council Member

3. Election of Chair and Vice Chair

MOTION:

Commissioner Hoffert **MOVED** to re-appoint Sarah Douthit as Chair. Commissioner Heale **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

MOTION:

Commissioner Hoffert **MOVED** to appoint Sonja Earsley as Vice Chair. Commissioner Heale **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

4. Agenda Approval

MOTION:

Commissioner Heale **MOVED** to approve the agenda as presented. Commissioner Hoffert **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. November 19, 2024 Regular Meeting Minutes
2. February 11, 2025 Regular Meeting Minutes
3. April 8, 2025 Regular Meeting Minutes

MOTION:

Vice Chair Earsley **MOVED** to approve the November 19, 2024, February 11, 2025, and April 8, 2025 Beautification Commission minutes. Commissioner Hoffert **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Annual report of 2024 work plan goals

MOTION:

Commissioner Hoffert **MOVED** to recommend approval of the Beautification Commission Annual report of 2024 work plan goals. Vice Chair Earsley **SECONDED** the motion.

The report of information provided in the packet was reviewed.

UNANIMOUS CONSENT was requested on the motion.

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

2. **Discussion/Recommendation** - Workplan Goals for 2025

MOTION:

Vice Chair Earsley **MOVED** to recommend approval of the Beautification Commission Workplan Goals for 2025. Commissioner Hoffert **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Parks & Recreation Director – Assistant Director Brown reported on the following:
 - Temporary summer staff positions have mostly been filled.
 - Parks staff summer maintenance including playground inspections, preparing fields.
 - Annual Easter Egg hunt in April; over 300 participants.
 - Parks Master Plan introduction input meeting on March 29; online survey for additional input.
 - Kite Festival and Planting Day events on May 31.
 - Pickup day on May 3; 27 participants.

[Clerk's Note: this report was provided earlier in the meeting under item F.1.]

2. Commission Chair – No report.

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

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

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – September 9, 2025

J. **COMMISSION QUESTIONS AND COMMENTS**

Chair Douthit noted that the August Tour needs to be scheduled; there was consensus that August 5, 2025 would work for the Commissioners.

Vice Chair Earsley expressed excitement for spring and the fishing season.

Commissioner Heale thanked the Parks & Recreation Department for their great work hosting the Easter Egg Hunt event; looking forward to the Kite Festival.

Commissioner Hoffert asked about Planting Day event; clarification was provided that it would be held on May 31 but Parks staff would be available starting May 27 to meet with volunteers at their chosen flower beds and plant with them.

Chair Douthit provided additional details about the Planting Day Event; expressed excitement for spring; toured the Parks & Recreation greenhouse; thanked Parks staff.

Commissioner Springer expressed excitement for summer.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Park inventory

There being no further business before the Beautification Commission, the meeting was adjourned at 6:30 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of May 13, 2025.

Meghan Thibodeau
Deputy City Clerk

MEMORANDUM

TO: Beautification Commission

FROM: Tyler Best, Parks and Recreation Director

DATE: 9/30/25

SUBJECT: Capital Project Review

Capital Projects usually exceed \$35,000. The Parks and Recreation Master Plan is an example of a capital project the Administration is working on.

The current proposed priority list is attached for the Commission to review.

Project name	FY27	FY28	FY29	FY30	FY31
Drop Curtain for Kenai Rec Center	40,000				
Old Town Playground Replacement Design	130,000				
Old Town Playground Replacement phase 1-3		524,000	661,000	320,000	
Multipurpose Facility Roof Design		\$75,000			
Multipurpose Facility Roof Replacement			850,000		
Relocation of Parks and Rec to Daubenspeck Design		150,000			
Relocation of Parks and Rec to Daubenspeck			\$3,000,000		
Multipurpose Facility Refrigeration System Replacement Design				130,000	
Street light display replacement	50,0000				

MEMORANDUM

TO: Beautification Commission

FROM: Tyler Best, Parks and Recreation Director

DATE: 10/7/2025

SUBJECT: 2026 Flower Order

As planning begins for the 2026 flower order, the focus this year will not be on changing the types or varieties of flowers currently used, but on improving how they are color-matched and coordinated throughout park spaces. The goal is to create a more cohesive and visually balanced appearance across all planting locations.

By maintaining existing flower selections, Parks and Recreation can continue using plants that are proven to perform well in the local climate and soil conditions. The emphasis will be on refining combinations and ensuring that colors complement one another and enhance the overall presentation in each area. This approach will create a consistent look citywide while keeping costs predictable and using the established planting plan as a foundation.

Going into next year, the Commission is asked to focus on ideas for areas such as the Fire Department, City Hall, and other key spots around town. Any thoughts or suggestions on how to tie these areas together through coordinated colors or design elements would be appreciated.

Please let Parks and Recreation know if there are any notes or suggestions from the recent tour. Orders can still be adjusted and tweaked as needed before they are finalized.

MEMORANDUM

TO: Beautification Commission

FROM: Tyler Best, Parks and Recreation Director

DATE: 10/7/2025

SUBJECT: Mural Location and Themes

As part of this year's special projects, Parks and Recreation is exploring opportunities to add murals in select park locations. The goal of this project is to introduce creative, community-oriented artwork that enhances the visual appeal of our public spaces and helps promote local identity.

Two potential locations that stand out for mural installations are the bathrooms at the Green Strip, the Green Strip shelter, and the softball field bathrooms. These areas receive high foot traffic and would greatly benefit from added visual interest. Murals in these locations could reflect themes tied to nature, recreation, or Kenai's community character.

Feedback on mural themes, styles, or additional possible locations would be appreciated as planning for this special project continues.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Beautification Commission
FROM: Tyler Best, Parks and Recreation Director
DATE: 10/7/2025
SUBJECT: Winter Tour Date

Planning is underway for the Beautification winter tour. This year's tour will be conducted in a slightly different format due to vehicle availability. A shared van will not be available, so participants will need to drive their own vehicles to each location.

While this change adjusts how the group travels together, the tour will still include visits to key park sites and facilities to review winter operations, maintenance needs, and project updates. The format may also allow for more flexibility in scheduling and time spent at each location.

The hope is to pick a date here; typically, the first week in December is selected.



KENAI

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MEMORANDUM

TO: Beautification Commission
FROM: Tyler Best, Parks and Recreation Director
DATE: 10/7/2025
SUBJECT: Winter Tour Recap

Planning is underway for the Beautification winter tour. Before finalizing details for this year's schedule, Parks and Recreation would like to reflect on the 2024 tour held last year.

At this time, any notes or feedback from last year's tour would be appreciated as planning continues for the upcoming one. This input will help guide which locations to revisit and what areas may need additional attention.



Kenai City Council - Regular Meeting

September 17, 2025 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 2****

Action Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Kenai Silver Salmon Derby Grand Prize Awards, Executive Director of the Kenai Chamber of Commerce & Visitor Center, Samantha Springer.

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

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3485-2025** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3486-2025** - Accepting and Appropriating a Grant Received from the Rasmuson Foundation for the Kenai Bronze Bear Family Sculpture Project. (Administration) [KMC 1.15.070(d)]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)

F. MINUTES

1. *Regular Meeting of September 3, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Confirming the Appointment of the Election Precinct Boards for the October 7, 2025 Regular City Election. (City Clerk)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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Kenai City Council - Regular Meeting

October 01, 2025 — 6:00 PM

Kenai City Council Chambers

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B. SCHEDULED ADMINISTRATIVE REPORTS

1. 2025 Audit Plan, Michelle Kiese, CPA, BDO USA, LLP.

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

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

E. PUBLIC HEARINGS

F. MINUTES

1. *Regular Meeting of September 17, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to the Transfer of Ownership of a Beverage Dispensary Liquor License to KJB Investments, LLC DBA Skeets Dive Bar- License No. 1312. (City Clerk)
3. ***Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
4. ***Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)

5. ***Ordinance No. 3489-2025** - Repealing Kenai Municipal Code 7.15.100 Purchase and Sales- Certain City Officers, to Prohibit Purchases and Sales Transactions of Personal Property to City Officials and Employees. (Legal)
6. ***APPROVED, WITHOUT OBJECTION. Action/Approval*** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
7. ***Action/Approval** - Confirmation of the Mayoral Nomination of Student Representative to City Council, and Parks & Recreation Commission. (Gabriel)
8. ***ENACTED AS AMENDED, WITHOUT OBJECTION. Action/Approval*** - Directing the Planning & Zoning Commission to Explore the Issue of Tent Camping within the City. (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

1. **Mayoral Proclamation** - Declaring October 2025 as “Domestic Violence Awareness Month”.

K. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk
 - Liquor License Annual Report
 - Personnel Arbitration Board Nominations

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

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jenna Brown, Assistant Parks and Recreation Director

DATE: August 13, 2025

SUBJECT: **Mid-Month Report - July**

The month of July began with Parks and Recreation staff supporting the Kenai Chamber of Commerce 4th of July parade and festivities. Crews prepared green spaces, set up event tents and fencing for the beer garden, placed additional amenities such as trash receptacles and picnic tables, and handled post-event cleanup.

Parks staff supported several field reservations, including the Kenai Softball Association's Annual Firecracker Tournament at the Steve Shearer Memorial Ball Fields and the Kenai River Wolfpack Rugby Club's Dipnet Fest Rugby Tournament at Millennium Fields, providing event preparations, support throughout, and cleanup for both multi-day events that welcomed teams from across Alaska. Staff also supported the Little League All-Star Tournament through the second week of July, ensuring fields were prepared and maintained for visiting teams.

Amidst these tournaments, crews worked on staging for the Personal Use Fishery, including installation of signage, fencing, and other logistical support measures in and around the dipnet fee areas.

Parks facilitated seven shelter reservations in July, down from ten during the same month last year.

At the Kenai Recreation Center, drop-in shower use increases significantly during the summer months. Last month recorded more than double the usage of any other month in the past year. Additionally, overall facility sign-ins rose by more than 11% compared to July of last year.

Kenai Recreation Center Visits – Month of July

Weight Room/Cardio Room	1029
Racquetball /Wallyball Court	120
Shower/Sauna	555
Gymnasium & Other (not including rental parties)	1264
Total Number of Visits	3010
Total Gym Rental (Half & Full Court) Hours	14

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: September 10th, 2025

SUBJECT: **Mid-Month Report - August**

The start of August begins with the wrapping up of the Personal Use Fishery. The fishery ended on July 31st, and for the first two days of August, the Parks and Recreation, Public Safety, and Public Works teams get together to clean up and pick up all the fishery infrastructure. This includes tasks like raking the beach and picking up the dipnet shacks.

During mid-August, the Annual Industry Event took place on the Greenstrip. This is a great local Kenai event that Parks and Recreation helps set up and break down. It's a wonderful celebration of industry in the community, and a great benefit is that everything at the event is free!

August means the Kenai Field of Flowers is blooming and looks amazing. On the few non-rainy days there are in August, there are families and friends taking pictures in the field. See some photos attached.

The Kenai Recreation Center started to see an influx of after-school traffic at the end of the month as school started up. It is a popular place to shoot hoops and work out after school.

Kenai Recreation Center Visits – Month of August

Weight Room/Cardio Room	844
Racquetball /Wallyball Court	126
Shower/Sauna	243
Gymnasium & Other (not including rental parties)	1291
Total Number of Visits	2,504

