



## Kenai Parks & Recreation Commission

### Regular Meeting

January 02, 2025 - 6:00 PM

Kenai City Hall - Council Chambers

210 Fidalgo Ave., Kenai, AK 99611

**\*Telephonic/Virtual Information Below\***

### Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Election of Chair and Vice Chair**
4. Agenda Approval

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

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

#### D. APPROVAL OF MINUTES

1. November 7, 2024 Regular Meeting Minutes ..... 3

#### E. UNFINISHED BUSINESS

#### F. NEW BUSINESS

1. **Discussion/Recommendation** -Review work plan summary report from fy25 ..... 6
2. **Discussion**- Discuss work plan goals for 2025 ..... 9

#### G. REPORTS

1. Parks & Recreation Director
2. Commission Chair
3. City Council Liaison ..... 11

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

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

#### J. COMMISSIONER COMMENTS AND QUESTIONS

#### K. ADJOURNMENT

#### L. INFORMATION ITEMS

1. Parks & Recreation Midmonth Report – November 24 ..... 17

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

<https://us02web.zoom.us/meeting/register/tZYsdeGgrDotH9L5nkUZHEIxKU0sKyaStIH0>

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

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

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING  
NOVEMBER 7, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GRANT WISNIEWSKI, PRESIDING**

Item 1.

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Parks & Recreation Commission was held on November 7, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Wisniewski called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Chair Wisniewski led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Grant Wisniewski, Chair  
Kyle Graham  
Michael Bernard

Charlie Stephens  
Jennifer Joanis (*electronic participation*)  
Sharon Fisher

A quorum was present.

Absent:

Nigel LaRicca

Also in attendance were:

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

**3. Election of Vice Chair**

**MOTION:**

Commissioner Stephens **MOVED** to appoint Kyle Graham as Vice Chair. Commissioner Bernard **SECONDED** the motion.

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

**4. Agenda Approval**

**MOTION:**

Commissioner Bernard **MOVED** to approve the agenda as presented. Commissioner Stephens **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. October 3rd, 2024 Regular Meeting

**MOTION:**

Commissioner Bernard **MOVED** to approve the October 3, 2024 Parks & Recreation Commission minutes. Vice Chair Graham **SECONDED** the motion.

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

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

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

Director Best gave a staff report from information provided in the packet. City Clerk Saner reviewed the purpose of the Commission Annual Report.

Vice Chair Graham volunteered to draft the Parks & Recreation Commission annual report for delivery to Council by the end of the year; Director Best offered assistance in report development.

**G. REPORTS**

1. Parks & Recreation Director – Director Best reported on the following:
  - Reviewed Parks & Recreation Midmonth Report provided in the packet;
  - City League Basketball will start in late November.
2. Commission Chair – No report.
3. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

**H. ADDITIONAL PUBLIC COMMENTS – None.****I. NEXT MEETING ATTENDANCE NOTIFICATION – December 5, 2024****J. COMMISSION QUESTIONS AND COMMENTS**

Commissioners Stephens welcomed new Commissioner Sharon Fisher.

Commissioner Bernard welcomed Commissioner Fisher; expressed appreciation for the efforts of the Parks & Recreation Department for putting on the Pumpkin Festival; thanked Vice Chair Graham for volunteering to draft the annual report.

Vice Chair Graham welcomed Commissioner Fisher; noted he attended the Pumpkin Festival and enjoyed it.

Commissioner Fisher noted she looked forward to working with the Commission.

Commissioner Joanis welcomed Commissioner Fisher.

**K. ADJOURNMENT****L. INFORMATIONAL ITEMS**

1. September Mid-month report

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:33 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of November 7, 2024.

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Meghan Thibodeau  
Deputy City Clerk

DRAFT



# KENAI

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

Item 1.

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

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

**DATE:** December 26<sup>th</sup>, 2024

**SUBJECT:** **2024 Commission Workplan Report**

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Attached is a summary of the 2024 work plan. It reviews each goal and how it was completed or addressed during the 2024 year. The commission will vote on this report, which, if approved, will go forward to the council for them to review.

## Kenai Parks and Recreation Department – Objectives – Summary Report

### Objective 1:

#### *Tour Parks & Trails Twice Annually*

##### Strategy

The Parks & Recreation Commission (Commission) will work with the Parks & Recreation Department (Department) to tour the City's parks, trails, and recreation facilities twice a year (spring and fall). Tours will include highlighting the Department's accomplishments and goals as well as facilitate the opportunity for the Commission to provide recommendations on capital improvements and master plans. Transportation will be provided by the Department, as available.

##### Outcome

Objective one was achieved successfully in 2024 with completion of tours on June 6th and October 3rd. The Parks & Recreation staff coordinated and provided transportation for the Commission field tour in June and provided updates to regarding future improvements. In October the Parks and Recreation Director led a tour of the recent updates to the Kenai Recreation Center. As a result of the tours, the Commission is better equipped to advise the Department on community needs and issues.

### Objective 3:

#### *Capital Improvement Plan (CIP) Work Session Twice Annually*

##### Strategy

The Parks & Recreation Commission (Commission) will work with the Parks & Recreation Department (Department) to hold CIP Work Sessions twice a year (spring and fall) after the parks, trails, and recreation facilities tours. CIP Work Sessions will include a review of the status, progress, and accomplishments on existing capital improvements as well as facilitate the opportunity for the Commission to provide additional recommendations on new or existing capital improvements.

##### Outcome

In 2025, the Commission partially accomplished this goal. The Commission met and discussed the CIP at the September 5<sup>th</sup> meeting but did not meet to discuss the CIP prepared by City of Kenai admin staff in the spring. The Commission desires to meet twice a year to review the CIP but more discussion is needed among the Commission to determine if this remains a priority.

**Objective 4:***Development of Long-Term Goals***Strategy**

The Commission serves as an effective intermediary between the public, the Department, Council, and Administration by conveying public feedback in a structured and organized manner. Through this objective, the Commission will more effectively represent and communicate the diverse perspectives of the community, provide expertise and specialization, capitalize on regular communication channels with the Department, serve as an accountable and transparent bridge between the public and Council, and leverage the Commission's capacity to build stronger community engagement.

**Outcome**

The Commission believes that this objective is best accomplished by the creation of a Master Plan that provides guidance on the direction of the Department. The Commission desires a long-term vision that includes actionable recommendations that can be incorporated into the Department's operations.

In 2025, the Commission moved closer to achieving this goal by completing objectives 1 and 3. In the coming year the Commission will take steps further clarify this objective and strategy.





# KENAI

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Item 2.

## MEMORANDUM

**TO:** Chair Wisniewski and Parks & Recreation Commission  
**FROM:** Tyler Best, Parks and Rec Director  
**DATE:** December 26<sup>th</sup>, 2024  
**SUBJECT:** Annual Commission Work Plan

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The purpose of this memo is to help guide you in developing a work plan. Attached to this memo are the new code changes proposed to the council and the template to fill out. This new code may be a tool to help guide the commission work plan.

### Purpose of a Work Plan.

1. Documents that the commission's work plan aligns with the City's assigned role, plans, policies, and procedures.
2. Ensures the Council and Administration is aware of the work intended for the Commission for the year ahead.

Using the template provided on the following page, create a list of issues and goals (objectives) your Commission would like to address in the upcoming year; your list should also include plans on how to address those issues. Each objective listed should include information regarding additional staff resources and/or community volunteers needed; funding resources: are funds available in the budget? If not, are you proposing that the Council include funding in the upcoming budget cycle, and how long is it expected to obtain the objective? Please prioritize the objectives of your group, with number one (1) being the top priority.

### INTRODUCTION

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

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

			
GOAL OR OBJECTIVE	COLLABORATION	FUNDING RESOURCES	TIME TO COMPLETE
Objective No. _____ Objective: _____ Estimated Time to Complete: _____			

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

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

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

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



## Kenai City Council - Regular Meeting

December 04, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### Action Agenda

#### A. CALL TO ORDER

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

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

#### B. SCHEDULED ADMINISTRATIVE REPORTS

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

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

#### E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3444-2024** - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs to Hire a Contractor to Add a Cybersecurity Section to the City's Emergency Operations Plan. (Administration)
2. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-48** - Approving the Use of the Fleet Replacement Fund for the Purchase of Three Ford Police Interceptors Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-49** - Authorizing the Acceptance of 2018 and 2020 Copper River and Prince William Sound Salmon Disaster Relief Funds. (Administration)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-50** - Authorizing the Acceptance of 2018 East Side Set Gillnet and 2020 Upper Cook Inlet Salmon Disaster Relief Funds. (Administration)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-51** - Adopting an Alternative Allocation Method for the FY25 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in Fisheries Management Area 14: Cook Inlet Area. (Administration)

#### F. MINUTES

1. \*Regular Meeting of November 20, 2024. (City Clerk)

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

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

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Non-Objection to Renewal of a Restaurant/Eating Place Liquor License for Los Compadres Mexican Restaurant LLC, DBA Los Compadres Mexican Restaurant - License No. 5859 (City Clerk)
3. \***Action/Approval** - Ninety Day Extension of Special Use Permit to Cook Inlet Natural Gas Storage Alaska for Vehicle Parking. (Administration)
4. \***Action/Approval** - Special Use Permit for Snow Storage for Schilling Alaska, Inc. (Administration)
5. \***Action/Approval** - Special Use Permit for Snow Storage for Alaska Sure Seal, Inc. (Administration)
6. \***Ordinance No. 3445-2024** - Decreasing Estimated Revenues and Appropriation in the Kenai City Municipal Roadway Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to Their Original Funding Sources, and Increasing Estimated Revenues and Appropriation in the Kenai City Water & Sewer, Public Safety, and Airport Improvements Capital Project Funds to Fully Fund Projects Approved in the FY2025 Budget. (Administration)
7. **Discussion** - Scheduling a Joint Work Session with Kenaitze. (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**

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<https://us02web.zoom.us/join/tZ0lcu2opzkiH9XHEorqOBukjduqWm8G2f0K>



## Kenai City Council - Regular Meeting

December 18, 2024 — 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### Action Agenda

#### A. CALL TO ORDER

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

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#### B. SCHEDULED ADMINISTRATIVE REPORTS

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

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

#### E. PUBLIC HEARINGS

1. **POSTPONED TO 1/15/2025. Ordinance No. 3445-2024** - Decreasing Estimated Revenues and Appropriation in the Kenai City Municipal Roadway Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to Their Original Funding Sources, and Increasing Estimated Revenues and Appropriation in the Kenai City Water & Sewer, Public Safety, and Airport Improvements Capital Project Funds to Fully Fund Projects Approved in the FY2025 Budget. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2024-52** - Reinstating a Player Registration Fee for the City of Kenai City League Basketball to Support More Games During the Season. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2024-53** - Approving Extensions and Amendments to Two Agreements with the State of Alaska Division of Forestry and Fire Protection. (Administration)

#### F. MINUTES

1. \*Regular Meeting of December 4, 2024. (City Clerk)

#### G. UNFINISHED BUSINESS

#### H. NEW BUSINESS

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Schilling Alaska, LLC DBA Uptown Motel/Louie's - License No. 1859. (City Clerk)
3. **\*Action/Approval** - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License and a Standard Marijuana Cultivation License for Red Run Cannabis Cultivators, LLC., DBA: Red Run Cannabis Cultivators, LLC. - License No.'s 19372 and 10052; and a Retail Marijuana Store License for Red Run Cannabis Company, LLC., DBA: Red Run Cannabis Company, LLC. – License No. 10056. (City Clerk)
4. **\*Action/Approval** - Special Use Permit to Echo Lake Meats for Use of 20 Square Feet of Terminal Space at the Kenai Municipal Airport. (Administration)
5. **\*Ordinance No. 3446-2024** - Accepting and Appropriating a Grant from the Alaska Food Coalition to the Kenai Senior Center. (Administration).
6. **APPROVED UNANIMOUSLY. Action/Approval** - Approving a Certificate of Acceptance Notice for Kee's Turn Subdivision. (Administration)
7. **WORK SESSION SCHEDULED FOR 1/16/2025 AT 6:00 P.M AT THE KENAI CHAMBER OF COMMERCE. Discussion/Approval** - Scheduling a Joint Work Session with the Kenaitze Indian Tribe. (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**

## 1. CIRCAC Director's Report

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# KENAI

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

Item 1.

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Tyler Best, Parks and Recreation Director  
**DATE:** November 12th, 2024  
**SUBJECT:** Mid-Month Report-November

Parks staff has been working hard to hang Christmas lights and displays throughout the city to create a festive atmosphere for the "Christmas Comes to Kenai" celebration and the Holiday Season. The Staff's new favorite is the fish on the Christmas tree in front of City Hall!

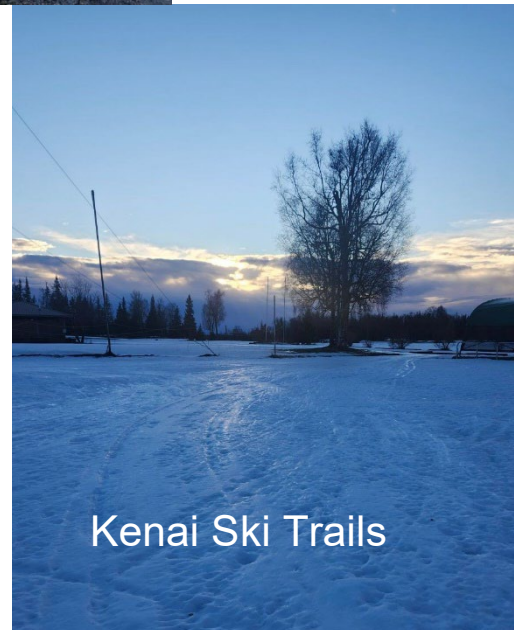
The Parks team has begun grooming ski trails for winter recreation, maintaining walking trails at Municipal Park and the skating area at Daubenspeck Pond. These efforts provide diverse opportunities for outdoor activities during the season. The Ski trails were in excellent condition until this warm weather hit, which posed some maintenance challenges, leaving the ski trails in poor condition and the pond unsuitable for skating. Despite these obstacles, the Parks team is doing its best to keep them accessible.

Weekly trail updates are provided to the community via social media and the city website. ( see an example below). Additionally, on the Parks and Recreation social media and website, there has been a promotion for the Adopt a Hydrant program, where residents can adopt a hydrant and keep it clear of snow throughout the winter. ( see the form attached)

Preparations for next year's City League Basketball program are progressing steadily. Schedules are being finalized, and team coordination is underway. The player and coach meetings are in November, and the next one is planned for December. The league starts around mid-January.

### Rec Center Visits November

Weight Room/Cardio Room	1219
Racquetball /Wallyball	313
Shower/Sauna	63
Gymnasium	1498
Gym Rental Visits	1306
<b>Total Number of Visits</b>	<b>4485</b>



Municipal Park Walking Trails are in poor condition due to recent rain and temperature fluctuations. Expect patches of slippery ice and exposed ground or gravel sections with no snow cover.

Conditions at Kenai Ski Trails are similarly poor, and use is not recommended. The snow is soft and nearly at ground level due to the rain. Grooming is currently on hold until conditions improve.



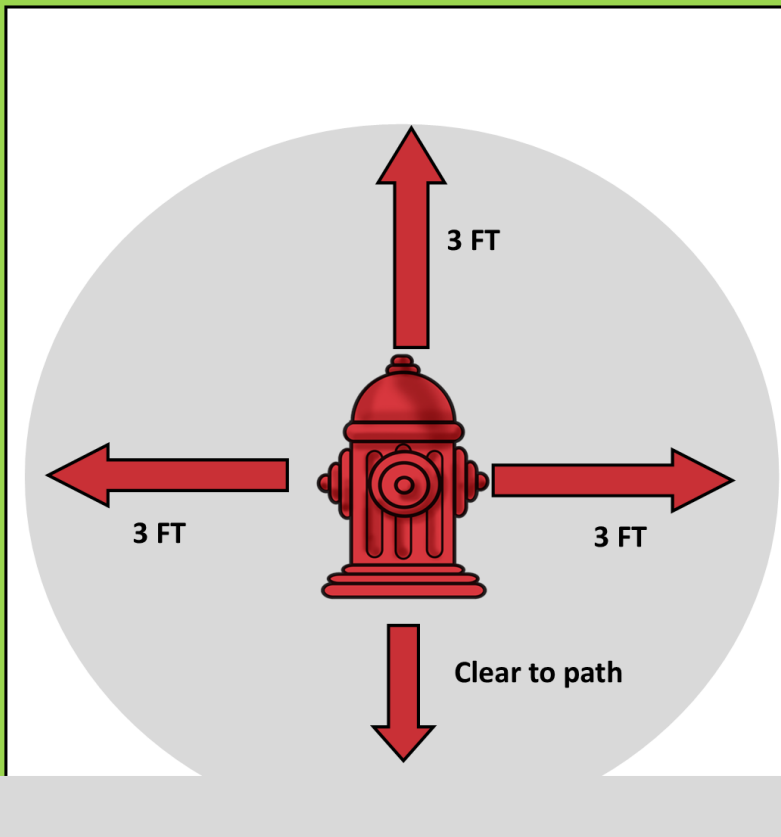
# KENAI

## City of Kenai

### Adopt-A-Hydrant Program

Do you want to serve your community? Then this may be the perfect program for you. During the Winter months, the City of Kenai has over 500 fire hydrants to maintain and to keep clear of snow. The City works hard to keep hydrants clear, but with the large snowfalls that can happen it can be difficult to maintain. We are asking for your help in this endeavor to adopt a fire hydrant. By adopting a fire hydrant, you will be helping emergency services locate and use these hydrants quicker and safer in case of winter emergencies!

#### City of Kenai Adopt-A-Hydrant



- Do not use a snowblower they can damage the hydrants
- Clear a path to the hydrant
- Clear a 3 feet around the whole hydrant!
- clear snow and ice off of the hydrant





# KENAI

Item 1.

What do you need to do?

Locate and identify a hydrant, fill out the form below and send it to the Parks and Recreation Department at [Parks@kenai.city](mailto:Parks@kenai.city) or bring it to the Kenai Recreation Center at 227 Caviar, Kenai, Alaska 99669. Questions call the parks department at 907-283-8262.

Then every time it snows, we ask that you check your hydrant and make sure it is clear of snow, as shown in the above graphic on the front page.

Name: \_\_\_\_\_

Business: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Hydrant Location:

\_\_\_\_\_

\_\_\_\_\_