

**KENAI BEAUTIFICATION COMMITTEE  
REGULAR MEETING  
APRIL 11, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR SARAH DOUTHIT, PRESIDING**

**MINUTES**

**1. CALL TO ORDER**

A Regular Meeting of the Kenai Beautification Committee was held on April 11, 2023, in City Hall Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:00 p.m.

**a. Pledge of Allegiance**

Chair Douthit led those assembled in the Pledge of Allegiance.

**b. Roll Call**

There were present:

Sarah Douthit, Chair	Lisa Gabriel, Vice Chair
Emily Heale	Terri Wilson
Barbara Roland	Janet Phillips
Christina Warner	

A quorum was present.

Also in attendance were:

Tyler Best, Acting Parks & Recreation Director  
Shellie Saner, City Clerk  
Tea Winger, City Council Liaison

**c. Election of Chair and Vice-Chair**

**MOTION:**

Vice Chair Gabriel **MOVED** to re-appoint Sarah Douthit as Chair. Committee Member Phillips **SECONDED** the motion.

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

**MOTION:**

Vice Chair Gabriel **Moved** to nominate Emily Heale as Vice-Chair. Chair Douthit **SECONDED** the motion.

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

**d. Agenda Approval**

**MOTION:**

Committee Member Gabriel **MOVED** to approve the agenda as presented. Vice Chair Heale **SECONDED** the motion.

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

**2. SCHEDULED PUBLIC COMMENTS - None.**

**3. UNSCHEDULED PUBLIC COMMENTS - None.**

#### 4. APPROVAL OF MEETING SUMMARY

a. October 11, 2022

The meeting summary of October 11, 2022 was approved without objection.

#### 5. UNFINISHED BUSINESS – None.

#### 6. NEW BUSINESS

a. **Discussion/Recommendation** – Recommending City Council Approval of the Student Representative Policy No. 20.100

City Clerk Saner reported that this would repeal both of the existing student representative policies and establish one policy that would be applicable to all boards, commissions and councils; she reviewed the proposed changes to the policy.

Clarification was provided on the role of the student representative, that the draft policy as currently written would allow non-resident students attending school within the city limits to be eligible for board and commission appointments, that the one-year term would begin in the fall and extend until the following fall, and that the student's attendance would be required during the academic school year but optional during the summer.

##### **MOTION:**

Vice Chair Heale **MOVED** to recommend City Council approval of the Student Representative Policy No. 20.100. Committee Member Gabriel **SECONDED** the motion.

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

b. **Discussion/Recommendation** – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01

City Clerk Saner reviewed the proposed amendments to the Procedures for Commissions, Committees and Council on Aging Policy.

##### **MOTION:**

Committee Member Gabriel **MOVED** to recommend City Council approval of amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01. Vice Chair Heale **SECONDED** the motion.

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

#### 7. REPORTS

a. Parks & Recreation Director – Acting Direct Best reported on the following:

- Leif Hansen Memorial Park Fountain repair was taken off the Capital Improvement Plan. Minor repairs were done last summer, and a special project has been submitted to do further repairs to it.
- Fallen tree at the Chamber of Commerce will be replaced by a mature tree, but will take approximately 10 years before its ready to decorate; another tree has been selected to decorate for Christmas comes to Kenai.
- Planting Day event will be the first weekend of June; all flowers have been received, are a different color scheme than previous years.
- Current light pole banners were designed by the Divining Point team who were hired by the City Council in 2019 to refresh the City's logo and start a marketing plan; their marketing efforts included soliciting community feedback which resulted in a second round of banner designs.

- Flowers started arriving in the greenhouse March 24<sup>th</sup>; new scheme due to weather conditions; red, white and blue colors will complement the City colors as an All-American City.
  - Streets and Parks & Recreation departments worked together to clear off sports fields.
  - Ski trails continuing to be groomed.
  - Flower hill will not be planted this year due to overgrowth of weeds; a reoccurring maintenance plan will be developed for future years.
  - Committee Member Warner got a flower box for the community garden.
- b. Committee Chair – There was discussion on the roles and direction of the Beautification Committee, and Committee members expressed a desire for increased opportunities for engagement and input. It was noted that the Clerk’s Office is researching the past actions of the Committee and a work session will be held to discuss it; there was general consensus on the need for defining the scope of the Committee.
- c. City Council Liaison – Council Member Winger reported on the actions of the April 5, 2023 City Council Meeting.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – May 9, 2023

9. **COMMISSION QUESTIONS AND COMMENTS**

Committee Member Roland thanked everyone for the good meeting.

Committee Member Phillips noted she is looking forward to spring.

Vice Chair Heale stated she is looking forward to codifying the Beautification Committee's responsibilities.

Committee Member Gabriel noted that she is excited for the future of the Beautification Committee, and thanked City Clerk Saner for the Commission & Committee training session.

Committee Member Warner thanked the Clerk’s Office and Parks & Recreation department and stated that she is looking forward to working them in the future to define the Committee’s role.

Chair Douthit said she looking forward to spring. She stated that she has been considering how to expand the vision of the committee and looks forward to seeing it flourish.

10. **ADDITIONAL PUBLIC COMMENTS** - None.

11. **INFORMATION ITEMS** - None.

12. **ADJOURNMENT**

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

I certify the above represents accurate summary of the Kenai Beautification Committee meeting of April 11, 2023.

  
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Meghan Thibodeau  
Deputy City Clerk