

**FEBRUARY 5, 2025
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED ADDITIONS TO THE PACKET

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>	<u>PAGE</u>
Add to Item C.1.	Scheduled Public Comments - Kenai Chamber of Commerce and Visitor Center Annual Report <ul style="list-style-type: none">• 2024 Annual Report	City Clerk	2
Add to Item K.1.	City Manager's Report <ul style="list-style-type: none">• Project Related Federal Funding Memo	Administration	16



2024

Year End Report



Prepared by
Samantha Springer
Executive Director

Kenai Visitor & Cultural Center
Facility Management Services
Submitted to City of Kenai



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2024 Year in Review

Throughout the year, the Kenai Chamber of Commerce and Visitor Center has remained steadfast in its commitment to community engagement, collaboration, and fostering economic growth on the Kenai Peninsula.

Successful Execution of Signature Events: Our commitment to the continuity of time-honored traditions was evident in the successful execution of signature events, notably the 4th of July celebration, Kenai Silver Salmon Derby, Kenai River Marathon, and Christmas Comes to Kenai. These events contribute significantly to the social and community focus we are always striving to achieve.

Expansion of Community-Focused Programming: In response to evolving community interests, we expanded our programming to offer new and engaging experiences. The introduction of the Community Business Lecture Series provided valuable educational opportunities on topics such as public speaking, graphic design, conflict resolution, and more. Additionally, our Free Family Movie Nights, held from January to May and again in December, created a fun and accessible activity for local families to enjoy.

Enhancing the Kenai Silver Salmon Derby: To make the Kenai Silver Salmon Derby more accessible, we implemented online ticket sales, resulting in increased participation. Furthering our efforts, we partnered with KRSA to sell tickets during the Women's Classic event, adding an additional 80+ participants. These strategic changes contributed to the derby's overall success and engagement in an uncertain year in regards to the silver salmon run.

Strengthening Cultural and Historical Initiatives: A significant milestone for the year was the addition of a Cultural Center Coordinator position. This role has been instrumental in developing a rotating exhibit schedule within the cultural center, marking an essential step toward obtaining museum accreditation. The expansion of exhibits ensures that our community has greater access to historical and cultural resources while fostering education and appreciation.

Building and Strengthening Community Partnerships: Throughout 2024, we continued to strengthen relationships not only with the City of Kenai but also with other chambers on the Kenai Peninsula, KPEDD, and the Kenai Peninsula Borough. These partnerships have been instrumental in developing new ways to support local businesses, drive economic development, and enhance tourism opportunities.

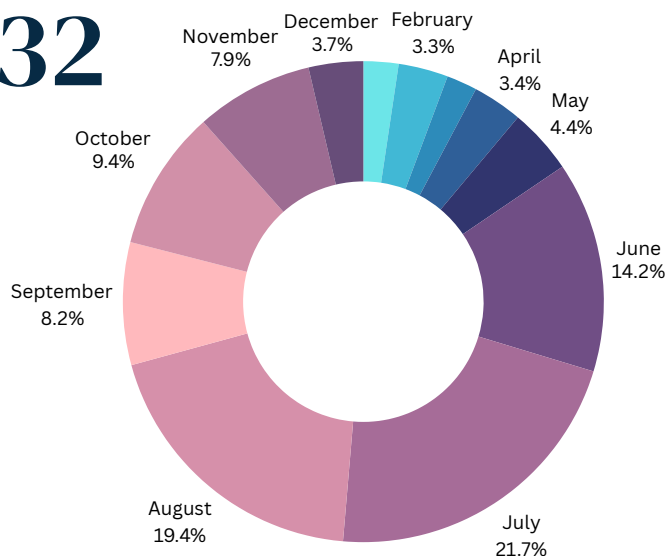
Looking Ahead: As we move into 2025, the Kenai Chamber of Commerce and Visitor Center is poised for even greater community impact. We are excited to introduce monthly cultural exhibits accompanied by a new lecture series, "Kenai Chronicles: Beyond the Exhibit," which will provide deeper insight into historical topics. Our commitment to supporting businesses remains strong as we continue to highlight training opportunities that address their evolving needs. With a fully scheduled luncheon calendar and ongoing efforts to expand our community staple events—including the 4th of July, the Haunted Chamber, and Christmas Comes to Kenai—we look forward to another year of growth and innovation.

In conclusion, I extend my sincere gratitude to our members, partners, and the community at large for your support throughout 2024. Together, we have laid a strong foundation for the Kenai Chamber of Commerce and Visitor Center to continue serving as a vital resource on the Kenai Peninsula.

Samantha Springer
Executive Director
Kenai Chamber of Commerce and Visitor Center

2024 Visitors: 22,732

2023 Visitors 2022 Visitors
22,451 20,091



Facility Usage

2024 Programs

- KCCVC Luncheons
- Community Business Lecture Series
- Gingerbread Contest
- Lemonade Day
- Scholarship Program
- Job Shadow Day
- Free Family Movie Night
- First Friday Artist Series

2024 Rentals

Scholarship Fair

Alaska VA x3

Rasmuson Foundation

The LeeShore Center x3

Defenders of Wildlife

Liberty Action AK

Caring for the Kenai

AOGA

Community Informational Meetings x3

Peninsula Building & Design

Multifamily Mindset

Triumvirate Theatre

KSRM

Weaver Brothers

Celebration of Life

Birthday Party x2

Independant Meetings x8

2024 Exhibits

Nine (9)

Local Artists

Independent

Shows

	2022	2023	2024
Exhibits Offered	4	4	9
Programs Offered	5	6	8
Facility Events Offered	8	10	14
Total Facility Rentals	14	32	31

2024 Events

Valentine's Day Bazaar

Mother's Day Bazaar

Lemonade Day Workshop

Salmon Cooking Class

Summer Solstice Run

4th of July Festivities and Parade

Kenai Silver Salmon Derby

KRM Feed

Kenai River Marathon

Senate District D Debate Forum

Haunted Chamber

Annual Fundraiser

Christmas Comes to Kenai

Happy Holly Jolly Festival

Staffing



Position	Quantity	Hours	Yearly or Seasonally
KCCVC Manager (Executive Director)	1	Salary	Yearly
Programs & Marketing Coordinator	1	Salary	Yearly
Finance & Operations Coordinator	1	Salary	Yearly
Cultural Center Coordinator	1	Part Time/24hrs	Yearly
Administrative Assistant	1	Part Time/30hrs	Yearly
Visitor Center Representative	1	Part Time/32hrs	Yearly
Visitor Center Representative	1	Part Time/32hrs	Seasonally

Staffing notes:

- We have updated job descriptions to better fit the needs of the facility and are fully staffed.
- Currently working on applying for grants and additional funding to increase the Cultural Center Coordinator position to 40 hours per week.

Board of Directors



2024 KENAI CHAMBER BOARD OF DIRECTORS

CHAIR

Greg Stein Holmes, Weddle, & Barcott
Work: (907) 283-7167 Cell: (208) 596-2843
Email: gstein@hwb-law.com
Committees: Executive, Finance
Terms: 2019-2021; 2022-2025

VICE CHAIR

Alex Douthit KP Driving Instruction
Work: (907) 690-3783 Cell: (907) 398-2080
Email: alex@douthits.com
Committees: Executive, Finance, Cultural Center
Terms: 2021; 2022-2025

TREASURER

Stephanie Raymond First National Bank of AK
Work: (907) 283-6804 Cell: (360) 840-5023
Email: sraymond@fnbalaska.com
Committees: Executive, Finance, Scholarship
Terms: 2023-2025

SECRETARY

Katy Rice Kenai Vision
Work: (907) 802-6468 Cell: (614) 214-5289
Email: drrice@kenaivision.com
Committees: Executive, Finance, Scholarship
Terms: 2022-2025

DIRECTOR

Serena Sevener-Byerly Aspen Suite Hotels
Work: (907) 283-2272 Cell: (907) 953-1363
Email: sbyerly@aspenhotelsak.com
Committees: Scholarship
Terms: 2023-2025

DIRECTOR

Fred Werth Nutrien
Work: (907) 776-8144 Cell: (907) 395-7626
Email: frederick.werth@nutrien.com
Committees:
Terms: 2023-2025

DIRECTOR

Scott Rosin Marathon Petroleum
Work: (907) 776-3520 Cell: (907) 398-8715
Email: sdrosin@marathonpetroleum.com
Committees:
Terms: 2022-2025

DIRECTOR

Brittany Brown Sitnasuak Native Corporation
Work: (907) 929-7000 Cell: (907) 841-6579
Email: brownbrittanyann@gmail.com
Committees: Cultural Center
Terms: 2023, 2024-2027

DIRECTOR

Jacob Caldwell Kenai Aviation
Work: (907) 283-4124 Cell: (907) 398-9447
Email: jacob@kenaiaviation.com
Committees: Finance
Terms: 2024-2027

DIRECTOR

Scott Hamilton KSRM Radio Group
Work: (907) 283-8700 Cell: (907) 513-1105
Email: scott@radiokenai.com
Committees: Cultural Center
Terms: 2024-2027

DIRECTOR

Candice Parker
Cell: (907) 342-5663
Email: candiceparker72@yahoo.com
Committees: Cultural Center
Terms: 2024-2027

Hours of Operations



Winter

Winter Hours (Labor Day to Memorial Day)
Monday - Friday 9AM - 5PM

Summer

Summer Hours (Memorial Day to Labor Day)
Monday - Friday 9AM - 6PM
Saturday 10AM - 5PM
Sunday 12PM - 5PM

Closed Days

New Years Day
Presidents Day
Memorial Day
Independence Day (Floating Holiday)
Labor Day
Veterans Day

Thanksgiving Day
Day after Thanksgiving Day (Floating Holiday)
Day before Christmas
Christmas Day
Extended Holiday

Fee Schedule

	Standard Rate	Non-Profit Rate	Chamber Member Rate	
Conference Room I	\$100.00	\$90.00	\$80.00	Per Hour
Max Capacity: TBD				
Comfortable Capacity: TBD	\$1,000.00	\$900.00	\$800.00	10+ Hours
Conference Room II	\$100.00	\$90.00	\$80.00	Per Hour
Max Capacity: TBD				
Comfortable Capacity: TBD	\$1,000.00	\$900.00	\$800.00	10+ Hours
Conference Room I & II	\$200.00	\$180.00	\$160.00	Per Hour
Max Capacity: TBD				
Comfortable Capacity: TBD	\$2,000.00	\$1,800.00	\$1,600.00	10+ Hours
Board Room	\$50.00	\$45.00	\$40.00	Per Hour
Max Capacity: TBD				
Comfortable Capacity: TBD	\$500.00	\$450.00	\$400.00	10+ Hours
Additional Fees (cumulative to rental rate)				
After Hours:	\$25.00		per hour	
Cleaning Fee Minimum:	\$75.00		flat rate	
Late Stay:	\$100.00		per hour	
Additional Services (cumulative to rental rate)				
Projector & 10'x7.5' Screen:	\$25.00			
Laptop:	\$25.00			
Wireless Microphone (max of 3):	\$20.00		per microphone	
Table Linens:	\$7.00		per linen	
Coffee & Tea:	\$15.00		Per 102oz Airpot (max of 4)	
<p>*Please Note: Delegations for the City of Kenai, Kenai Peninsula Borough, Kenai Peninsula Borough School District, State of Alaska or Congressional Delegation may use the Kenai Visitor & Cultural Center for official business only at no cost.</p> <p>NO CAMPAIGNING EVENTS</p> <p>Facility rental is subject to availability.</p>				

INVENTORY & EQUIPMENT

Item	Owner	Quantity
Phones		
Front Reception Landline COK	COK	1
Office #1 Wired Landline COK	COK	1
Office #2 Wired Landline COK	COK	2
Kenai Municipal Airport		
Mounted: 24 rack card brochure rack KCCVC	KCCVC	1
Mounted: 9 magazine brochure rack KCCVC	KCCVC	1
Foyer		
Office Desk KCCVC	KCCVC	1
Metal Brochure Racks KCCVC	KCCVC	5
Open sandwich board KCCVC	KCCVC	1
Janitor Office		
Book shelf - 4 shelves KCCVC	KCCVC	1
Book shelf - 3 shelf KCCVC	KCCVC	1
Vacuum KCCVC	KCCVC	1
Janitorial Supplies KCCVC	KCCVC	1
Mop and bucket Integrity Janitorial	KCCVC	1
Metal Shelf KCCVC	KCCVC	1
Women's Restroom		
Trash bin KCCVC	KCCVC	1
Men's Restroom		
Trash bin KCCVC	KCCVC	1
Front Lobby		
KVCC art posters-framed KCCVC	KCCVC	12
Electric open sign KCCVC	KCCVC	1
Wood Counter COK	COK	1
Customer Reception Desk COK	COK	1
Computer Desk KCCVC	KCCVC	1
White island table COK	COK	1
Office Chairs KCCVC	KCCVC	3
Square POS System KCCVC	KCCVC	1
Retail island display rack KCCVC	KCCVC	2
Postcard display rack KCCVC	KCCVC	1
Notecard display rack KCCVC	KCCVC	1
Whiteboards KCCVC	KCCVC	1
Retail coat hooks KCCVC	KCCVC	9
Retail display hooks KCCVC	KCCVC	48
Metal hanging baskets KCCVC	KCCVC	6
Acrylic long display rack KCCVC	KCCVC	6
Retail 5 slot brochure display KCCVC	KCCVC	1
Retail 5 slot brochure display KCCVC	KCCVC	1
5 shelf bookcase KCCVC	KCCVC	2
Acrylic 12 slot magazine rack KCCVC	KCCVC	1
Acrylic 32 slot rack card brochure rack KCCVC	KCCVC	2
Acrylic 12 slot rack card brochure rack KCCVC	KCCVC	1
Acrylic 8 slot rack card magazine rack KCCVC	KCCVC	1
Trash bin KCCVC	KCCVC	3
4 shelf glass shelves COK	COK	2
Boardroom		
15 ft. table KCCVC	KCCVC	1
Red seated chairs KCCVC	KCCVC	15
Stage - 4 Piece Set KCCVC	KCCVC	1

INVENTORY & EQUIPMENT Continued

Copy Room		
Hangers KCCVC	KCCVC	283
Office supplies KCCVC	KCCVC	1
Xerox Printer	Xerox	1
Radio System COK	COK	1
Microphones COK	COK	2
Paper cutter KCCVC	KCCVC	2
File organizer-4 shelf KCCVC	KCCVC	1
Copy Room Storage - Downstairs		
12' x 12' Shelf COK	COK	3
File Cabinet KCCVC	KCCVC	4
Office # 1		
Bluetooth keyboard	KCCVC	1
Computer Chair	KCCVC	1
3 shelf bookshelf	KCCVC	2
Side table	KCCVC	1
2 chairs with wooden arms	KCCVC	1
Trash bin	KCCVC	1
Small Electric Heater	KCCVC	1
Computer Desk	KCCVC	1
Computer Monitor	KCCVC	3
Bluetooth Mouse	KCCVC	1
Office # 2		
File cabinet - 4 drawer	KCCVC	1
File cabinet - 3 drawer	KCCVC	1
Bluetooth Mouse	KCCVC	2
Paper shredder	KCCVC	1
Wall shelf	KCCVC	4
Computer desk	KCCVC	3
Computer chair	KCCVC	2
Computer monitor	KCCVC	4
Bluetooth keyboard	KCCVC	2
Small Electric Heater	KCCVC	2
Museum Storage		
20' x 8' Cabinet - 12 cubbies	COK	1
File cabinets	COK	3
File Cabinets	KCCVC	1
Computer Chair	KCCVC	1
Storage # 1		
Podium with KCCVC banner	KCCVC	1
5' x 6' screen	KCCVC	1
10' x 7.5' screen	KCCVC	1
Laptop	KCCVC	1
Projector and AV Cart	KCCVC	1
Da-Lite Sound System	COK	1
8' metal rack-5 shelf	KCCVC	2
Swivel high chair	KCCVC	1
VHS player	KCCVC	1
File cabinet	KCCVC	1
Wall Shelf	COK	1
DVD player	KCCVC	1
Overhead projector	KCCVC	1
Tall stanchions	KCCVC	25
Storage boxes and totes	KCCVC	41

INVENTORY & EQUIPMENT Continued

Storage # 2		
Banquet tables	KCCVC	12
8' table	KCCVC	11
6' table	KCCVC	1
4' table	KCCVC	5
Banquet chairs	KCCVC	117
Lounge chairs	KCCVC	12
Plotter printer	KCCVC	1
Museum Room		
Floor Displays	COK	4
Display cases	COK	24
Collection Items	COK	413
Bench Seats	COK	2
LG TV	COK	1
DVD Player and remote	Kenaitze	1
DVD-R Movie - Denai'ina Way	Kenaitze	1
Chain display	COK	1
Storage # 4		
Storage totes	KCCVC	8
Banner display	KCCVC	2
Kitchen		
Contents in all cabinets	KCCVC	1
Coffee urns-Pumpable	KCCVC	4
Coffee urns-electric	KCCVC	4
Glass coffee pot	KCCVC	2
Tea box	KCCVC	2
Ceramic coffee supplies organizer	KCCVC	1
Warming oven	COK	1
Microwave	COK	2
Fridge	COK	1
Coca Cola Mini fridge	KCCVC	1
Garbage Cans	KCCVC	8
7' x 3' shelf	KCCVC	1
Linens	KCCVC	333
Linen Inventory		
Black Round	KCCVC	55
Black Rectangle	KCCVC	26
Black Tall Cover	KCCVC	4
Cream Round	KCCVC	43
Cream Rectangle	KCCVC	39
Woven Cream Rectangle	KCCVC	8
Woven White Rectangle	KCCVC	8
White Round	KCCVC	6
White Rectangle	KCCVC	6
Bright White Round	KCCVC	16
Beige Rectangle	KCCVC	4
Quilted Gold Round	KCCVC	1
Silver Square	KCCVC	40
Green Rectangle	KCCVC	2
Red Round	KCCVC	15
Red Rectangle	KCCVC	40
Orange Round	KCCVC	8
Orange Rectangle	KCCVC	12

2025 Chamber Schedule (updated 2/4/2025)

January

- Grand Re-Opening of Cultural Center – January 15
- Luncheon – January 15 – Cultural Center Information for 2025
- Free Family Movie Night – Inside Out 2 – January 24
- Kenai Chronicles Beyond the Exhibit: Early Kenai featuring Dr. Dunstan, Professor of Anthropology at KPC – January 29

February

- Joint Luncheon – February 5 – Kenai & Soldotna Fire Marshals – Business Fire Basics & Fire Extinguisher Training
- Last Chance Valentines Day Bazaar – February 8 & 9
- Special Joint Luncheon – February 12 – Amazon Lunch & Learn – Free lunch sponsored by Amazon
- Community Business Lecture Series – February 13 – How to be an Effective and Influential Manager
- Job Shadow Day – February 19
- Private Luncheon – Feb 19 – Job Shadow Day Lunch
- Kenai Chronicles Beyond the Exhibit: Russian Alaska – Dorothy Gray - February 21 @ 12pm
- Joint Luncheon (Soldotna) – February 26: DEED Commissioner on Education Reform
- Free Family Movie Night – IF – February 28

March

- First Friday Artist Series – March 7 – Jessie Gacal
- Luncheon – March 5: Bronze Bear Project at the Kenai Airport Update & Information
- Community Business Lecture Series – March 13 – QuickBooks for Beginners
- Joint Luncheon – March 19: Bureau of Ocean Energy Management Q&A
- Kenai Chronicles Beyond the Exhibit: Later Kenai – Dr. Jeff Meyers Jr., Professor of History at KPC - March 20th @12pm
- Free Family Movie Night – Ghostbusters Frozen Empire – March 28

April

- Luncheon - April 2 – City of Kenai – Annual State of the City
- First Friday Artist Series - April 4 – Theresa Ritter
- Joint Luncheon (Soldotna) - April 9: KPBSD Update
- Community Business Lecture Series – April 10 – Event Planning
- Mother's Day Bazaar – April 12 & 13
- Joint Luncheon - April 16: Kenai Peninsula Borough Update with Mayor Micciche
- City of Kenai Bluff Project Update – April 17, 6-8pm
- Free Family Movie Night – Despicable Me 4 – April 25
- Kenai Chronicles Beyond the Exhibit: Education in the Kenai Peninsula featuring Dr. Cheryl Siemers - Director of KPC– April 30

May

- First Friday Artist Series – May 2 – Nicole McTrusty
- Joint Luncheon – May 7 - First National Bank – Yearly update with Tim Redder
- Community Business Lecture Series – May 8 –
- Kenai Clean Up Day – May 10
- Kenai Chronicles Beyond the Exhibit: Oral Histories and Biographies of Kenai's People featuring Danielle Lopez Stamm – May 15
- Luncheon - May 21 – Kenai Chamber Membership Appreciation and Awards
- Free Family Movie Night – Harold & the Purple Crayon – May 23

June

- Joint Chamber Luncheon – June 4 – Senator Jesse Bjorkman – Legislative Update
- Lemonade Day Workshop – June 5
- First Friday Artist Series – June 6 – Christina Reed
- Lemonade Day – June 14
- Community Business Lecture Series - June 12
- Joint Luncheon – June 18 – Representative Bill Elam – Legislative Update
- Summer Solstice Fun Run – June 21
- Kenai Chronicles Beyond the Exhibit: Fish, Water, and Maritime Legends and History of the Kenai Peninsula – Date TBD

2025 Chamber Schedule (updated 2/4/2025)

July

- First Friday Artist Series – July 3 (THURSDAY) – Susan Watkins
- 4th of July Parade & Festivities (Vendor Event)
- Community Business Lecture Series – July 10
- Kenai Chronicles Beyond the Exhibit: Businesses in Kenai: From Fur Trapping to Canneries and More

August

- First Friday Artist Series – August 1 – Nicole Hall
- Joint Luncheon – August 6 – Representative Justin Ruffridge – Legislative Update
- Community Business Lecture Series – August 7
- Joint Luncheon – August 20 – Alaska Oil and Gas Association - General Update
- Kenai Chronicles Beyond the Exhibit: Kenai's Natural History (volcanoes, glaciers, flora, fauna, etc.) - Date TBD

September

- Joint Luncheon – September 3 – KPBSD Update with Superintendent Clayton Holland
- First Friday Artist Series -September 5 – Laura Dewey
- Community Business Lecture Series – September 11 –
- Kenai Silver Salmon Derby: September 9-14th
- Joint Luncheon – September 17 – Alaska Airline – Business Travel Solutions and General Update – Speaker Emily Accipiter Stewart
- Silver Salmon Derby Awards at City Council Sept 17
- KRM Speaker & Bib Pickup: September 27
- Kenai River Marathon: September 28
- Kenai Chronicles Beyond the Exhibit: Food and Subsistence Throughout Kenai's History – Date TBD

October

- Annual Fundraiser: October 4 – Speakeasy Soiree
- Community Business Lecture Series – October 9
- Haunted Chamber – October 18-31
- Kenai Chronicles Beyond the Exhibit: Mushing Throughout Kenai's History - From Mail Runs to the Iditarod - Date TBD (in cultural center)

November

- Luncheon – November 5 - Open
- Gingerbread Contest – November 1-18 drop-off, voting November 19 -December 21
- Community Business Lecture Series – November 13
- Luncheon – November 19 - Open
- Christmas Comes to Kenai – November 28
- Kenai Chronicles Beyond the Exhibit: Military Presence and History in the Kenai Peninsula - Date TBD

December

- Luncheon – December 3 - Open
- Holiday Bazaar – December 6 & 7
- Community Business Lecture Series – December 11
- Luncheon – December 17 - Open
- Free Family Movie Night – The Grinch – December 19
- Kenai Chronicles Beyond the Exhibit: Oil and Gold in Kenai - Date TBD

Contact Us



907-283-1991



info@kenaichamber.org



www.kenaichamber.org

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: February 4, 2025

SUBJECT: Project Related Federal Funding

On January 27th there was a directive from OMB, directing federal agencies to temporarily freeze most federal grants and loans. It was subsequently rescinded. The City has a number of projects and programs that rely on federal funding. We have been in contact with Senator Murkowski's office and reached out to a number of government agencies to identify how this directive may have impacted our operations.

Senator Murkowski's office confirmed that Congressionally Directed Spending (CDS) projects (Digester Blower at the Wastewater Treatment Plant) were not affected. Our EPA contact stated that the EPA is moving forward with funding related to community grants.

The Engineering Associate from the Alaska Department of Environmental Conservation (ADEC) stated that the State Revolving Fund (SRF) Program (Water Treatment Pumphouse project) was not affected by a potential federal funding freeze.

The U.S. Army Corps of Engineers (Bluff Stabilization Project) confirmed that the "Awarded effort is full forward – No Freezes."

We have been in communication with our FAA Alaska Region Division Director, FAA Project Manager and the civil engineer with our contractor HDL regarding the numerous airport projects (Master Plan – Phase 1, Ecocart, Boiler replacement, Snow Removal Equipment – Loader and sander/plow truck, and airfield drainage improvements). The FAA Division Director stated that grant reimbursement and project close-outs were being processed, also that they are processing grant requests. We are continuing forward with our grant requests for an ARFF truck, Master Plan – Phase 2, Runway Rehabilitation and Apron crack seal and seal coating projects.

The Meals for Wheels program was not aware of any interrupted services but concerned that a freeze, disruption or reduction would adversely impact the program.

We are still checking on the Community Wildfire Protection funding at the Federal level and continuing to move forward with bid documents for that program.

Moving forward we will continue monitoring for any changes that may impact operations or projects at the City of Kenai, keeping in communication with our partners at the federal agencies.