

**KENAI PARKS & RECREATION COMMISSION  
REGULAR MEETING  
JANUARY 4, 2024 – IMMEDIATELY FOLLOWING THE WORK SESSION  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
*\*Telephonic/Virtual Information Below\**  
<http://www.kenai.city>**

**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 comment limited to ten (10) minutes per speaker)***

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

**D. APPROVAL OF ACTION MINUTES**

1. November 2, 2023 .....Pg. 2

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Recommendations as Discussed During the Commission Review - Work Session Held Immediately Prior.

**G. REPORTS**

1. Parks & Recreation Director
2. Commission Chair
3. City Council Liaison ..... Pg. 5

**H. ADDITIONAL PUBLIC COMMENT**

**I. NEXT MEETING ATTENDANCE NOTIFICATION – February 1, 2024**

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. Parks & Recreation Midmonth Report – November 2023.....Pg. 11

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**Passcode:** 101492

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING  
NOVEMBER 2, 2023  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GRANT WISNIEWSKI, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Parks & Recreation Commission was held on November 2, 2023, in City Hall Council Chambers, Kenai, AK, following the adjournment of their 6:00 p.m. Work Session. Chair Wisniewski called the meeting to order at approximately 7:21 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

Sovala Kisena, Vice Chair  
Jennifer Joanis

A quorum was present.

Absent:

David Rigall

Charlie Stephens

Also in attendance were:

Tyler Best, Parks & Recreation Director  
Jenna Brown, Parks & Recreation Assistant Director  
Deborah Sounart, City Council Liaison

**3. Agenda Approval**

**MOTION:**

Commissioner Joanis **MOVED** to approve the agenda as written. Commissioner Bernard **SECONDED** the motion.

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

**B. SCHEDULED PUBLIC COMMENTS - None.**

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF ACTION MINUTES**

1. May 4, 2023 Special Meeting
2. September 7, 2023 Regular Meeting

**MOTION:**

Vice Chair Kisena **MOVED** to approve the minutes of May 4, 2023 and September 7, 2023. Commissioner Bernard **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Recommending Council Consideration of the Parks & Recreation Commission FY2025-FY2029 Capital Improvement Project Priority List

**MOTION:**

Vice Chair Kisena **MOVED** to recommend Council consideration of the Parks & Recreation Commission's FY2025-2029 Capital Improvement Project Priority List as follows:

FY25

Tractor purchase  
Old Town Playground

FY26

Sports Complex design

FY27

Beaver Creek Park Pavilion replacement

FY28

Greenstrip Pavilion replacement  
ADA parking and pathway at the Greenstrip

FY29

Relocation of Parks and Rec to Daubenspeck

Commissioner Joanis **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion.

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

**G. REPORTS**

1. Parks & Recreation Director – Director Best reported on the following:
  - Currently hanging up Christmas lights pre-snowfall and winter décor.
  - Potential Kenai Recreation Center HVAC arrival in February.
2. Commission Chair – Chair Wisniewski discussed trailers being evicted out of town.
3. City Council Liaison – Council Member Sounart reported on the actions of the November 1, 2023 City Council Meeting.

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

**I. NEXT MEETING ATTENDANCE NOTIFICATION** – December 7, 2023.

**J. COMMISSION QUESTIONS AND COMMENTS** – None.

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS** – None.

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at approximately 7:37 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of November 2, 2023.

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Meghan Thibodeau  
Deputy City Clerk

DRAFT



## Kenai City Council - Regular Meeting

November 15, 2023 – 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 UNANIMOUSLY. Ordinance No. 3377-2023** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health and Social Services for Nutrition, Transportation and Support Services and an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3378-2023** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
3. **ENACTED UNANIMOUSLY. Ordinance No. 3379-2023** - 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 for the Purchase of Trauma Care Supplies. (Administration)
4. **ENACTED UNANIMOUSLY. Ordinance No. 3380-2023** - Amending Kenai Municipal Code 22.05.095 - Methods of Sale or Disposal, to Provide a Veterans Land Purchase Price Discount for Certain Residential Land Purchases. (Baisden)

#### F. MINUTES

1. \*Regular Meeting of November 1, 2023. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Non-Objection to the Renewal of a Standard Marijuana Cultivation Facility License for Shackelford Investments, LLC, DBA Shackelford Investments, LLC – License No. 31826. (City Clerk)
3. **\*Action/Approval** - Non-Objection to the Issuance of a New Beverage Dispensary Tourism Liquor License to Salamatof Cannery Lodge LLC, DBA Salamatof Cannery Lodge LLC – License No. 6111. (Administration)
4. **\*Action/Approval** - Special Use Permit to American Red Cross of Alaska for General Office Space at the Alaska Regional Fire Training Center. (Administration)
5. **\*Ordinance No. 3381-2023** - Repealing Kenai Municipal Code Appendices - Public Record Inspection Regulations, Repealing Kenai Municipal Code Chapter 10.40 - Release of Public Records and Re-Enacting Kenai Municipal Code 10.40 - Access to Public Records. (Baisden)
6. **\*Ordinance No. 3382-2023** - Amending Kenai Municipal Code Chapter 7.05 Taxation of Real and Personal Property to Provide an Exemption on the First \$100,000 of Assessed Valuation Other Than Motor Vehicles and Watercraft Owned by Each Taxpayer and Making Housekeeping Changes. (Gabriel, Knackstedt, Baisden, Daniel, Askin, Sounart, Douthit)
7. **NOMINATIONS APPROVED UNANIMOUSLY. Action/Approval** - Council Confirmation of Mayoral Nominations to the City's Commissions and Committee. (Mayor Gabriel)
8. **NOMINATIONS APPROVED UNANIMOUSLY. Action/Approval** - Council Confirmation of Mayoral Nominations to the Planning & Zoning Commission. (Mayor Gabriel)
9. **POSTPONED TO 12/20/2023. Discussion** - Scheduling a Joint Work Session with Kenaitze Indian Tribe. (Administration)

**I. COMMISSION / COMMITTEE REPORTS**

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

**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

December 20, 2023 – 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

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#### B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Services Provided by the LeeShore Center, Cheri Smith, Executive Director

#### 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. 3381-2023** - Repealing Kenai Municipal Code Appendices - Public Record Inspection Regulations, Repealing Kenai Municipal Code Chapter 10.40 - Release of Public Records and Re-Enacting Kenai Municipal Code 10.40 - Access to Public Records. (Baisden)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3382-2023** - Amending Kenai Municipal Code Chapter 7.05 Taxation of Real and Personal Property to Provide an Exemption on the First \$100,000 of Assessed Valuation Other Than Motor Vehicles and Watercraft Owned by Each Taxpayer and Making Housekeeping Changes. (Gabriel, Knackstedt, Baisden, Daniel, Askin, Sounart, Douthit)
3. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-66** - Adopting an Alternative Allocation Method for the FY24 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)
4. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-67** - Authorizing a Contract Award and Corresponding Purchase Order for the 2023 Community Wildfire Protection Plan Mitigation Phase Two Project. (Administration)



5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-68** - Declaring a Portion of Outside Way as Dedicated on Townsite of Kenai (US Survey 2970) is No Longer Needed for a Public Purpose and Consenting to Vacation of the Right-Of-Way. (Administration)
6. **ADOPTED WITHOUT OBJECTION. Resolution No. 2023-69** - Naming the Dedicated Right-Of-Way on the Preliminary Plat for Kenai Townsite Oiler's 2024 Addition "Oiler's Street." (Administration)

**F. MINUTES**

1. \*Regular Meeting of November 15, 2023. (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** - Special Use Permit to Beacon Occupational Health and Safety Services for Use of Office Space at the Alaska Regional fire Training Facility. (Administration)
4. \***Action/Approval** - Special Use Permit to Alaska Sure Seal for Snow Storage. (Administration)
5. \***Action/Approval** - Special Use Permit to Schillings Alaska, Inc. for Snow Storage. (Administration)
6. \***Action/Approval** - Confirmation of Mayoral Nominations for Partial Term Appointments to the Council on Aging and Beautification Committee. (Gabriel)
7. \***Ordinance 3383-2023** - Amending the Official Zoning Map by Rezoning all Parcels within the Letzing 1985 Subdivision (Plat No. 85-55) and Government Lot 170 from General Commercial (CG) to Suburban Residential (RS) Zoning District. (Administration)
8. \***Ordinance 3384-2023** - Cancelling Previously Appropriated Projects, Authorizing a Transfer of Funds from the Wastewater Facility Capital Project Fund to the Water and Sewer Capital Project Fund and Appropriating Supplemental Funds for the Construction of a New Water Pump House at the City's Water Treatment Facility. (Administration)
9. **APPROVED WITHOUT OBJECTION. Action/Approval** - Authorizing Memorandum of Agreement with the Kenai Peninsula Borough for Tourism Promotion. (Administration)
10. **WORK SESSION SCHEDULED FOR 4:30 P.M. ON 1/3/2024. Discussion** - Schedule a Budget Goals Work Session. (Administration)
11. **WORK SESSION SCHEDULED FOR 4:30 P.M. ON 1/17/2024. Discussion** - Scheduling a CIP Work Session. (Administration)
12. **WORK SESSION SCHEDULED FOR 6:00 P.M. ON 1/18/2024. Discussion** - Scheduling a Joint Work Session with Kenaitze Indian Tribe. (Administration)
13. **Discussion/Action** - Virtual Meeting Participation. (City Clerk)
14. **ADDED DURING LAYDOWN AND APPROVED BY THE CONSENT AGENDA. \*Action/Approval** - Letter Supporting KPEDD's Application to EDA for a Three-Year Partnership Planning Program.

**I. COMMISSION / COMMITTEE REPORTS**

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

**J. REPORT OF THE MAYOR**

1. Proclamation in Recognition of Kenai Central High School Football Team as the Alaska Division III State Champions for the Year 2023.
2. Proclamation in Recognition of Kenai Central High School Girls Varsity Volleyball Team as the Alaska Division 3A State Girls Champions for the Year 2023.
3. Southcentral Mayors' Energy Coalition

**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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

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

**DATE:** December 12, 2023

**SUBJECT:** **Mid-Month Report-November**

Parks and Recreation staff started hanging Christmas lights on November 1st. The Parks crew decorates various parks, city properties, and hangs Christmas décor on the street lights. The goal is to have all the lights up by Christmas Comes to Kenai.

In addition to hanging Christmas lights, the cold weather and snow mean the park crew will start maintaining our ski trails at the Kenai Golf Course, our walking trails at Municipal Park, and Daubenspeak Pond for Ice Skating.

The Parks staff also removes snow from fire hydrants around the City. We maintain a fire hydrant adoption program (see form attached). One community member who adopted their hydrant named it “Little Pump.”

### Kenai Rec. Center Visits-September

Weight Room/Cardio Room	1281
Racquetball	56
Walleyball	72
Shower/Sauna	0
Gymnasium	1423
Other	0
Gym Rental Visits	2832
<b>Total Number of Visits</b>	<b>4312</b>

Municipal Park Walking Trails



Kenia Golf Course Ski Trails



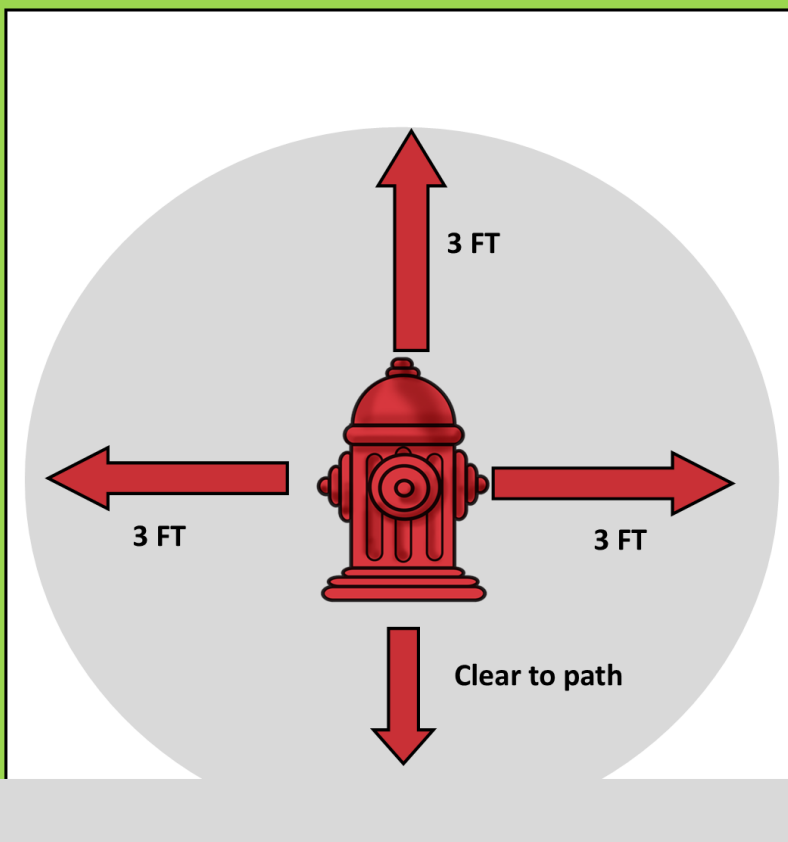


## City of Kenai

### 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

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:

\_\_\_\_\_

\_\_\_\_\_