

**KENAI CITY COUNCIL – REGULAR MEETING  
APRIL 19, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
MAYOR BRIAN GABRIEL, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on April 19, 2023, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Mayor Gabriel led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

|                      |                           |
|----------------------|---------------------------|
| Brian Gabriel, Mayor | James Baisden, Vice Mayor |
| Teea Winger          | Deborah Sounart           |
| Alex Douthit         | Victoria Askin            |
| Henry Knackstedt     |                           |

A quorum was present.

Also in attendance were:

\*\*Silas Thibodeau, Student Representative  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
Larry Semmens, Acting Finance Director  
Lana Metcalf, Controller  
Kathy Romain, Senior Center Director  
Linda Mitchell, Planning Director  
Eland Conway, Airport Manager  
Tony Prior, Fire Chief  
Dave Ross, Police Chief  
Shellie Saner, City Clerk

**3. Agenda and Consent Agenda Approval**

Mayor Gabriel noted the following additions to the Packet:

- |               |  |
|---------------|--|
| Add item H.5. | <b>Introduction of Ordinance No. 3347-2023</b> <ul style="list-style-type: none"><li>• Storefront and Streetscape Improvement Program Guide</li></ul>                            |
| Add item H.6. | <b>Discussion Action - Scheduling a Work Session on Employee Recruitment and Retention Challenges and Recommendations</b> <ul style="list-style-type: none"><li>• Memo</li></ul> |
| Add item P.1. | <b>Informational Item</b> <ul style="list-style-type: none"><li>• Letter of Support for the Kenai Art Center Rasmuson Grant Application</li></ul>                                |

**MOTION:**

Council Member Knackstedt **MOVED** to approve the agenda and consent with the requested revisions. Vice Mayor Baisden **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

**UNANIMOUS CONSENT** was requested.

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

\*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.

*[Clerk's Note: Mayor Gabriel presented the Kardinal Cheer Squad with a Proclamation of congratulations.]*

**B. SCHEDULED ADMINISTRATIVE REPORTS**

1. Fiscal Year 2022 Audit Report, Joy Merriner, BDO USA, LLP

Joy Merriner, Assurance Office Managing Partner of BDO USA, LLP reported on the FY22 Audit Wrap-up Document, noting the audit on the CARES Act, ARPA Act and Airport Improvement Program came through with flying colors; the clean opinion on the report; there were no audit adjustments; new GASB 87 standards required lease reporting; and summarized the Annual Comprehensive Financial Report document.

2. Spruce Bark Beetle Mitigation Update, City of Kenai Fire Chief Tony Prior.

Tony Prior, City of Kenai Fire Chief provided an update on the City's Spruce Bark Beetle Mitigation Program; provided imagery of the areas where trees had been cut; and reported on the progress so far and the plans for the next phase.

**C. SCHEDULED PUBLIC COMMENTS - None.**

**D. UNSCHEDULED PUBLIC COMMENTS - None.**

**E. PUBLIC HEARINGS**

1. **Ordinance No. 3342-2023** - Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for Costs in Excess of Budgeted Amounts. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3342-2023. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

**VOTE:**

YEA: Askin, Douthit, Knackstedt, Sounart, Winger, Gabriel, Baisden

NAY: None

\*\*Student Representative Thibodeau: Yea

**MOTION PASSED.**

2. **Ordinance No. 3343-2023** - Accepting and Appropriating a Volunteer Fire Assistance Grant from the United States Department of Agriculture Forest Service Passed through the State of Alaska Division of Forestry for the Purchase of Forestry Firefighting Equipment. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3343-2023. Council Member Sounart **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

**VOTE:**

YEA: Douthit, Knackstedt, Sounart, Winger, Gabriel, Baisden, Askin

NAY: None

\*\*Student Representative Thibodeau: Yea

**MOTION PASSED.**

- 3. Ordinance No. 3344-2023** - Amending Kenai Municipal Code Chapter 8.20 - Fireworks Control, by Removing References to City Permits - which are Redundant to the States Firework Display Permit. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3344-2023. Council Member Sounart **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

It was reported that this would eliminate redundancy; the State requires a letter of non-objection from the City prior to issuing the State permit.

**VOTE:**

YEA: Knackstedt, Sounart, Winger, Gabriel, Baisden, Askin, Douthit

NAY: None

\*\*Student Representative Thibodeau: Yea

**MOTION PASSED.**

- 4. Resolution No. 2023-26** - Amending the City Council's Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01 and Renumbering to Policy No. 20.020. (Gabriel, Baisden)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-26. Vice Mayor Baisden **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

**UNANIMOUS CONSENT** was requested.

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

- 5. Resolution No. 2023-27** - Repealing the City Council's Unnumbered Student Representative Policy, Repealing the Parks and Recreation Commission Student Representative Policy No. 2018-01, and Enacting City of Kenai Student Representative Policy No. 20.100. (Gabriel, Baisden)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-27. Council Member Askin **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

**UNANIMOUS CONSENT** was requested.

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

- 6. Resolution No. 2023-28** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and Schillings Rentals, LLC for Airport Reserve Lands Described as Lot 5A, Block 1, FBO Subdivision 2018 Replat. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-28. Council Member Winger **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Duane Bannock representing Schilling Rentals LLC addressed the Council regarding the reasons for the requested the extension referencing the letter which was provided within the packet.

There was discussion with Mr. Bannock regarding the original request being for a twenty-four-month extension; Kenai Municipal Code only allowed for one, twelve-month extension and that a twenty-four-month extension would require a non-code ordinance; and the delay related to the required improvements was related to the increased costs for construction.

There being no one else wishing to be heard, the public comment period was closed.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Regular Meeting of April 5, 2023. (City Clerk)

**G. UNFINISHED BUSINESS** - None.

**H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. \***Action/Approval** - Non-Objection to the Renewal of a Liquor License for AK Inc., DBA: Speedway Express #60206 - License No. 4544. (City Clerk)

Approved by the consent agenda.

3. \***Ordinance No. 3345-2023** - Accepting and Appropriating Donations for Construction of the Kenai Community Dog Park. (Administration)

Introduced by the consent agenda and Public Hearing set for May 3, 2023.

4. \***Ordinance No. 3346-2023** - Increasing Estimated Revenues and Appropriations in the General Fund, Fire Department for the Purchase of an Inflatable Rescue Boat. (Administration)

Introduced by the consent agenda and Public Hearing set for May 3, 2023.

5. \***Ordinance No. 3347-2023** - Establishing the Storefront and Streetscape Improvement Program and Appropriating \$50,000 from the General Fund. (Askin, Sounart)

Introduced by the consent agenda and Public Hearing set for May 3, 2023.

**6. Discussion/Action** - Scheduling a Council Work Session on Employee Recruitment and Retention Difficulties and Recommendations for May 3, 2023 at 4:30 p.m. (Administration)

An Employee Recruitment and Retention Difficulties and Recommendations work session was scheduled for Wednesday, May 3, 2023 at 4:30 p.m.

**I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging

Council Member Knackstedt reported on the April 13, 2023 meeting, next meeting May 11, 2023.

2. Airport Commission

Council Member Askin reported on the April 13, 2023 work session, next meeting May 11, 2023.

3. Harbor Commission

Council Member Douthit reported no quorum was present at the April 10, 2023 meeting, next meeting May 8, 2023.

4. Parks and Recreation Commission

No report, next meeting May 4, 2023.

5. Planning and Zoning Commission

No report, next meeting April 26, 2023.

6. Beautification Committee

Council Member Winger reported on the April 11, 2023 meeting, next meeting May 9, 2023.

**J. REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Attending the virtual Alaska Conference of Mayors meeting on May 19, 2023 where an update was provided on the status of Bills currently with the State Legislature.

**K. ADMINISTRATION REPORTS**

1. City Manager – City Manager Eubank reported on the following:

- The City would be receiving roughly \$43,000 from round two of the Healthy and Equitable Communities Program; the Kenai Peninsula Borough had been contacted to see if they would be allocation their share to the City like they did in the first round.
- With the City now being a member of the Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), new maps were generated by FEMA, who would like to present the maps at one meeting.

There was general agreement that the presentation could be made to the Planning and Zoning Commission and interested Council Members could watch the presentation remotely.

- Streets were now being swept which was a good indication that spring was here.
- Second interviews were being conducted for the Finance Director position.
- Interviews were being conducted for the Parks and Recreation Director.

2. City Attorney - No report.

3. City Clerk – City Clerk Saner reported on the following:

- With the approval of the last two policy amendment the final document containing all Council adopted policies would soon be available.

**L. ADDITIONAL PUBLIC COMMENTS**

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*)

Marion Nelson, Kenai Art Center Board President informed Council about an upcoming Alaska Humanities Forum; the Potters Guild would be having their Annual Mother's Day Pottery sale; stated her appreciation for the City taking care of the snow levels; and provided an update on the upcoming Nathan Perry show.

2. Council Comments

Council Member Douthit reported that the Kenai Chamber of Commerce would host a Mother's Day Bizarre on May 29 & 30, 2023 and the June Fish Frenzy would be on June 24, 2023; and that the Chamber was fully staffed.

Student Representative Thibodeau provided an update on High School Sports and Prom.

Council Member Sounart thanked Fire Chief Prior for the presentation and wished everyone a happy spring.

Council Member Askin reminded everyone about the upcoming The Godfather Dinner Theater and Auction hosted by Triumvirate Theater on April 21 & 22, 2023 and the Annual Hospice Fundraiser on April 22, 2023; and wished everyone a happy spring.

Council Member Winger congratulated the Kenai Kardinal Cheer Squad; and thanked Fire Chief Prior for the Spruce Bark Beetle Mitigation update.

Council Member Knackstedt thanked the Kenai Chamber of Commerce noting that he was impressed with their current activities; and that he would be attending the Annual Hospice Fundraiser.

**M. EXECUTIVE SESSION - None.**


**N. PENDING ITEMS - None.**

**O. ADJOURNMENT**

**P. INFORMATIONAL ITEMS - None.**

There being no further business before the Council, the meeting was adjourned at 8:15 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of April 19, 2023.

  
Michelle M. Saner, MMC  
City Clerk

**\*\* The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast in the rotation of the official council vote and shall not affect the outcome of the official council vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a council meeting.**