

**KENAI CITY COUNCIL – REGULAR MEETING  
OCTOBER 4, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
VICE MAYOR JAMES BAISDEN, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on October 4, 2023, in City Hall Council Chambers, Kenai, AK. Vice Mayor Baisden called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Vice Mayor Baisden led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

James Baisden, Vice Mayor	Henry Knackstedt
Teea Winger	Deborah Sounart
Alex Douthit	Victoria Askin

A quorum was present.

Absent:

Brian Gabriel, Mayor

Also in attendance were:

**\*\*Xinlan Tanner, Student Representative**  
Dave Ross, Acting City Manager  
Scott Bloom, City Attorney  
Tony Prior, Fire Chief  
Scott Curtin, Public Works Director  
Shellie Saner, City Clerk

**3. Agenda Approval**

Vice Mayor Baisden noted the following additions to the Packet:

Add item K.3.                      **City Clerk's Report**

- Unofficial Election Results

**MOTION:**

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

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

Vice Mayor Baisden 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:**     Motion **APPROVED**; without objection.

\*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.

Vice Mayor Baisden presented representatives from the LeeShore Center with a proclamation declaring October 2023 as Domestic Violence Awareness Month.

**B. SCHEDULED ADMINISTRATIVE REPORTS - None.**

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

**D. UNSCHEDULED PUBLIC COMMENTS**

Bob Molloy stated his appreciation for the opportunity to work as an Absentee Voting Official and noted it was great to see how state and local laws were implemented; accountability reporting procedures; Americans with Disabilities Act compliance procedures; and voting methods for people who cannot come to the polls.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided an update regarding the Haunted Chamber and reported that there were five seats up for the Chamber Board of Directors.

Paul Shadura addressed the Council regarding previous requests by the City Council to the Board of Fisheries to move the Upper Cook Inlet Regulatory meetings from Anchorage to the Kenai/Soldotna area; he thanked staff and Council Members for helping provide previous legislations and correspondence to assist with his request this year.

**E. PUBLIC HEARINGS**

- 1. Ordinance No. 3371-2023 - Accepting and Appropriating Funds from the Institute of Museum and Library Services, Passed through the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums, for Library Employee Training. (Administration)**

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3371-2023. Council Member Askin **SECONDED** the motion.

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

**VOTE:**

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

NAY: None

ABSENT: Gabriel

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

- 2. Ordinance No. 3372-2023 - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)**

**MOTION:**

Council Member Knackstedt **MOVED** to enact Ordinance No. 3372-2023. Council Member Askin **SECONDED** the motion.

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

Gratitude was expressed to the Library Director for applying and receiving grant funds.

**VOTE:**

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

NAY: None

ABSENT: Gabriel

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

3. **Ordinance No. 3373-2023** - Amending Kenai Municipal Code 14.20.330 - Standard for Commercial Marijuana Establishments to Prohibit Licensed Retail Marijuana Establishments from Serving Customers through a Walk-Up or Drive-Through Window. (Baisden, Winger, Douthit)

**MOTION:**

Council Member Askin **MOVED** to enact Ordinance No. 3373-2023. Council Member Sounart **SECONDED** the motion.

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

There was discussion regarding support of the Ordinance; concerns with the state changing laws that created more enforcement issues within the local municipalities; and concerns with possible consumption in public.

**VOTE:**

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

NAY: None

ABSENT: Gabriel

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

4. **Resolution No. 2023-60** - Authorizing the Use of Equipment Replacement Fund to Purchase a Second Replacement Ambulance for the Fire Department Fleet Under the Existing Contract with Braun Northwest, and Authorizing a Change Order to the Contract. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-60. Council Member Winger **SECONDED** the motion.

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

There was discussion regarding the anticipated delivery date of March 2024; the shortened equipment replacement schedule being due to higher call volumes; and the increased call volumes were due to the increased assisted living facilities.

**UNANIMOUS CONSENT** was requested.

**VOTE:** Motion **APPROVED**; without objection.

5. **Resolution No. 2023-61** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of Snow Removal Equipment for the City Streets Department Utilizing a State of Alaska Procurement Contract. (Administration)

**MOTION:**

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-61. Council Member Askin **SECONDED** the motion.

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

There was discussion regarding the availability of the equipment; the City currently does not have this equipment; and it will assist with widening the roads after the initial snow removal, could potentially clear bike paths, and expedite the clearing of cul-de-sacs.

**UNANIMOUS CONSENT** was requested.

**VOTE:** Motion **APPROVED**; without objection.

**F. MINUTES**

1. \*Regular Meeting of September 20, 2023. (City Clerk)

**G. UNFINISHED BUSINESS** - None.

**H. NEW BUSINESS**

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

Approved by the consent agenda.

2. \***Ordinance No. 3374-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund for the Purchase of Aviation Fuel Due to Fuel Sales at the Kenai Municipal Airport Float Plane Basin Being in Excess of Budgeted Amounts. (Administration)

Introduced by the consent agenda and Public Hearing set for October 19, 2023.

3. **Discussion/Action** - Cancelling the December 6, 2023 City Council Meeting to Allow for Council Member Travel to the Alaska Municipal League Conference. (Administration)

There was discussion in support of cancelling the December 6, 2023 meeting so that Council Members may attend the Alaska Municipal League (AML) Conference and staff could attend the affiliate meetings that would also be taking place.

**MOTION:**

Council Member Askin **MOVED** to cancel the December 6, 2023 City Council Meeting. Council Member Sounart **SECONDED** the motion.

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

**VOTE:** Motion **APPROVED**; without objection.

**I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging

No report, next meeting October 12, 2023.

2. Airport Commission

No report, next meeting October 12, 203

3. Harbor Commission

Council Member Douthit reported on the September 11, 2023 work session.

4. Parks and Recreation Commission

No report, next meeting October 5, 2023 - Joint Work Session with the Beautification Committee.

5. Planning and Zoning Commission

Vice Mayor Baisden reported on the September 27, 2023 meeting and reported that the meeting of October 11, 2023 was cancelled.

6. Beautification Committee

No report, next meeting October 5, 2023 - Joint Work Session with the Parks and Recreation Commission.

**J. REPORT OF THE MAYOR**

Vice Mayor Baisden thanked all of the candidates who ran for City Council.

**K. ADMINISTRATION REPORTS**

1. City Manager - Acting City Manager Ross reported on the following:

- Conditional offer was made to Mr. Derek Ables for the Airport Manager position.
- Paving is complete on the Miscellaneous Street Repair Project, the 1<sup>st</sup> Avenue Project; and the North Willow Street Project was about 95% complete.
- Design work has begun on the Cemetery Creek culvert replacement project.
- Salamatof Native Association has contacted the City regarding working on other culvert replacement projects within the City.

2. City Attorney - No report.

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

- Reminded everyone that Wednesday October 18, 2023 is a recognized holiday of the City "Alaska Day" and the next City Council meeting would be on Thursday October 19, 2023.
- Provided an update on the number of absentee, personal representative and questioned ballots to be canvassed.

**L. ADDITIONAL PUBLIC COMMENTS**

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

2. Council Comments

Council Member Douthit reported his attendance at the New Hope Counseling Center Harvest of Hopes fundraiser and the Kenai Fine Art Center Harvest Auction fundraiser.

Student Representative Tanner reported on Connection Home School activities: cards for athletes participating in athletic events at other schools; National Honors Society ceremony induction of four new members; second annual forest gathering focused on wildland fire prevention and an upcoming Fuel Your Future meeting. Kenai Central Highschool: Volleyball schedule; Football schedule; Swim Meet schedule and Wrestling schedule. Kenai Alternative School: Planning Thanksgiving and Christmas Events.

Council Member Sounart reported attending the Bluff Stabilization signing event; working as an Election Precinct Co-Chair and recommended everyone work at least one election; she thanked all of the candidates for running.

Council Member Askin reported attending the Kenai Fine Art Center Harvest Auction; the Honored American Veterans Afield (HAVA) event; the Bluff Stabilization signing event; she thanked all the election workers for their work.

Council Member Winger welcomed Student Representative Tanner and thanked her for her detailed report; reported attending the Bluff Stabilization signing; thanked the election workers and candidates who ran for office; reminded everyone about the Kenai Peninsula Borough meeting regarding salt brine on the roads; reminded everyone the Kenai Slash site would be closing soon and to fire wise their property; and reported working the Kenai River Marathon.

Council Member Knackstedt reported attending the Bluff Stabilization signing, the Kenai Fine Art Center Harvest Auction; and noted his appreciation for election workers.

M. **EXECUTIVE SESSION** - None.

N. **PENDING ITEMS** - None.

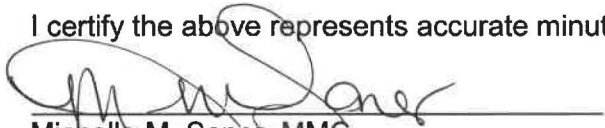
O. **ADJOURNMENT**

P. **INFORMATIONAL ITEMS**

1. CIRCAC Director's Report

There being no further business before the Council, the meeting was adjourned at 7:04 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 4, 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.*