

**KENAI CITY COUNCIL – REGULAR MEETING
MAY 17, 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 May 17, 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
Deborah Sounart
Alex Douthit
Henry Knackstedt

James Baisden, Vice Mayor
Teea Winger (*electronic participation*)
Victoria Askin

A quorum was present.

Also in attendance were:

Terry Eubank, City Manager
Scott Bloom, City Attorney
Larry Semmens, Interim Finance Director
Dave Ross, Police Chief
Scott Curtin, Public Works Director
Katja Wolfe, Library Director
Meghan Thibodeau, Deputy City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add to item K.1.

City Manager's Report

- Planning & Zoning Midmonth Report
- Cemetery Updates Memo

MOTION:

Council Member Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions, and the removal of item H.2. Council Member Askin **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.

There being no one else wishing to comment, 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.

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS

1. 2023 Meals on Wheels Event, Velda Geller, Kenai Senior Connections.

Velda Geller, President of Kenai Senior Connection, thanked Council for their support and attendance at the fundraiser; and presented a \$100,000 check to the Kenai Senior Center from the proceeds from the March for Meals event and the Kenai Senior Connection Endowment Fund.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Ordinance No. 3348-2023** - 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. 3348-2023. 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.

Appreciation was stated for Library Director Wolfe's work in securing the funds.

VOTE:

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

NAY: None.

MOTION PASSED UNANIMOUSLY.

2. **Ordinance No. 3349-2023** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Early Literacy Equipment and Furniture. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3349-2023. 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.

Ms. Deborah McCarthy was thanked for her donation.

VOTE:

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

NAY: None.

MOTION PASSED UNANIMOUSLY.

3. **Ordinance No. 3350-2023** - Accepting and Appropriating Grant Funds from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3350-2023. 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.

Appreciation was stated for Police Chief Ross's work obtaining the grant.

VOTE:

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

NAY: None.

MOTION PASSED UNANIMOUSLY.

4. **Ordinance No. 3351-2023** - Accepting and Appropriating Funding from the State of Alaska Department of Health and Social Services, Division of Public Health for the Healthy and Equitable Communities Program, and Authorizing the City Manager to Execute a Memorandum of Agreement for this Funding. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3351-2023. 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: Knackstedt, Douthit, Winger, Gabriel, Baisden, Askin, Sounart

NAY: None.

MOTION PASSED UNANIMOUSLY.

5. **Ordinance No. 3352-2023** - Increasing Estimated Revenues and Appropriation in the Kenai City Dock Improvement, Animal Control Improvement, and Airport Snow Removal Equipment Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3352-2023. 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.

Clarification was provided that the funds represented residual balances from completed projects, and the ordinance would return the funds to their original source.

VOTE:

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

NAY: None.

MOTION PASSED UNANIMOUSLY.

6. **Resolution No. 2023-34** - Awarding a Contract for Ambulance Billing Services. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-34. Council Member Douthit **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.**

7. **Resolution No. 2023-35** - Authorizing a Service Agreement for the Personal Use Fishery Dumpsters and Portable Restrooms. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-35. Council Member Douthit **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.**

8. **Resolution No. 2023-36** - Authorizing a Service Agreement to Provide Refueling Services for City Facility Fuel Tanks. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-36. 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.

UNANIMOUS CONSENT was requested.

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

9. **Resolution No. 2023-37** - Authorizing a Reallocation of Funds Within the Municipal Roadway Improvements Capital Project Fund. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2023-37. 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.

Clarification was provided that the fee shack for the personal use fishery causes a backup of vehicles on South Spruce Street which obstructs traffic; the funds would be used to create a bypass lane to alleviate the backup of traffic; and the funding was from residual grant funds for personal use fishery beach improvements.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Special Meeting of April 27, 2023. (City Clerk)

Approved by the consent agenda.

2. *Regular Meeting of May 3, 2023. (City Clerk)

Approved by the consent agenda.

G. **UNFINISHED BUSINESS** – None.

H. **NEW BUSINESS**

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

Approved by the consent agenda.

2. ***Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Clerk, Michelle Saner. (Gabriel)

Withdrawn from the agenda.

3. ***Action/Approval** - Amending an Employment Agreement between the City of Kenai and City Attorney, Scott Bloom. (Gabriel)

Approved by the consent agenda.

4. ***Ordinance No. 3353-2023** - Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2023 And Ending June 30, 2024 and Committing \$5,761,661 of General Fund, Fund Balance for Future Capital Improvements. (Administration)

Introduced by the consent agenda and Public Hearing set for June 7, 2023.

5. ***Ordinance No. 3354-2023** - Accepting and Appropriating Grant Funds from the Department of Justice Passed Through the Alaska Internet Crimes Against Children Task Force for the Purchase of Forensic Software. (Administration)

Introduced by the consent agenda and Public Hearing set for June 7, 2023.

6. ***Ordinance No. 3355-2023** - Amending KMC 13.10.015-Minor Offense Fine Schedule, to Incorporate Prior Amendments to KMC 13.30.030- Street Parking Prohibitions, and the Repeal of KMC 13.30.095- Parking Prohibited on Kenai Avenue. (Legal)

Introduced by the consent agenda and Public Hearing set for June 7, 2023.

7. ***Ordinance No. 3356-2023** - Amending Kenai Municipal Code Title 23—Personnel Regulations to Address Recruitment and Retention of Employees and Make Housekeeping Changes. (Administration)

Introduced by the consent agenda and Public Hearing set for June 7, 2023.

8. **Action/Approval** - Special Use Permit to Rogue Wave Processing for Aircraft Loading and Parking Space Related to Fish Haul Operations. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve the Special Use Permit to Rogue Wave Processing. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

9. **Action/Approval** - Memorandum of Agreement with Ted Stevens Anchorage International Airport for Use of the Alaska Regional Aircraft Fire Training Center. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve the Memorandum of Agreement with Ted Stevens Anchorage International Airport. Council Member Sounart **SECONDED** the motion.

Clarification was provided that the City had entered into a Memorandum of Agreement with the State of Alaska for rental of the Alaska Regional Aircraft Fire Training Center to provide aircraft rescue firefighting training to rural airport staff; and the same agreement was being extended to the fire department at Ted Stevens Anchorage International Airport.

UNANIMOUS CONSENT was requested on the motion.

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

10. **Action/Approval** - Extending the Agreement for Tourism and Marketing Services with Divining Point, LLC for One Year. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to approve the extension of the Agreement for Tourism and Marketing Services with Divining Point. Council Member Douthit **SECONDED** the motion.

Concerns were expressed about the quality of work and marketing results that this contract has produced; it was noted that funds for marketing would be better spent locally than on an out-of-state company.

Clarification was provided that the City had asked for a reduced scope of work from the consultant, focusing on local content and management of the ilovekenai website; and the new scope would decrease the marketing cost by \$20,000 from the previous fiscal year.

There was discussion regarding the possibility of working with the Kenai Chamber of Commerce on marketing initiatives in the future and ending the agreement with Divining Point; and it was suggested that more time was needed to have further discussions with the Chamber on their capabilities.

MOTION TO POSTPONE:

Council Member Knackstedt **MOVED** to postpone to the June 7, 2023 City Council Meeting. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to postpone.

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

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

Council Member Sounart reported on the May 11, 2023 regular meeting.

2. Airport Commission

Council Member Douthit reported on the May 11, 2023 regular meeting.

3. Harbor Commission

No report.

4. Parks and Recreation Commission

Council Member Knackstedt reported on the May 4, 2023 special meeting and work session.

5. Planning and Zoning Commission

Vice Mayor Baisden reported that there would be a joint work session with the Beautification Committee on May 18, 2023; next regular meeting May 24, 2023.

6. Beautification Committee

Council Member Winger reported that there would be a joint work session with the Planning & Zoning Commission on May 18, 2023.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Noted the passing of Coach Dan Gensel, and extended condolences to his family.
- Memorial Day ceremonies will take place at the Kenai Municipal Cemetery and Leif Hansen Memorial Park.

K. ADMINISTRATION REPORTS

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

- First Quarter 2023 sales tax data from the Borough shows increase; City of Kenai only the jurisdiction that saw year-over-year growth in the first quarter of 2023.
- Joint work session with Planning & Zoning Commission and Beautification Committee tomorrow on the Storefront and Streetscape Improvement Program.
- Kickoff meeting for the Old Town Playground design envisioning tomorrow, including members from the Kenaitze Indian Tribe, Salamatof Native Association, and the Kenai Art Center.
- Bid releases for three road projects tomorrow: Willow Street Phase I, First Street repairs and miscellaneous repairs at various sites.
- Third recruitment for Finance Director position ongoing; in final phases of Parks & Recreation Director recruitment.
- Construction underway at the Kenai Dog Park.
- Visitor Center re-roofing is almost complete.
- Rec Center work begins next week.
- Bluff project update: waiting on agreement from the Army Corps of engineers; acquisition of the final piece of property required for the project was finally secured by City Attorney Bloom.
- Meeting with Alaska Gasline Development Corporation on June 15 to discuss the Nikiski L&G project.
- Spruce Bark Beetle Slash Site will open on May 19.
- Eubank will be out of the office May 30-June 2.

2. City Attorney – City Attorney Bloom reported on the following:

- A Kenai Peninsula Borough ordinance will make changes to the composition of its Planning Commission; he is recommending an amendment that would make sure the City can forward a list of applicants. If passed, the ordinance would guarantee the City a seat, and potentially 3 seats.

3. City Clerk – No report.

L. ADDITIONAL PUBLIC COMMENTS

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

Samantha Springer, Executive Director of the Kenai Chamber of Commerce, explained that the Chamber is redoing its website and because they are already engaged in this process it would be possible to manage the ilovekenai website at the same time.

Marian Nelson reported on upcoming shows at the Kenai Art Center in June and July, and the Kenai Potters' Guild 50th anniversary celebration with a Kenai River Brewing Company beer launch; reminded everyone that First Thursday art openings will now be held on First Fridays; and stated that the Art Center may be receiving funds they intend to spend on a storage unit.

2. Council Comments

Council Member Winger congratulated the Kenai Central High School class of 2023 graduates, including Student Representative Silas Thibodeau; and reported on the end of the Whaler wrestling season, noting that there was a clean sweep in all divisions and that they were grand champions.

Council Member Douthit reported that with the help of Acting Parks and Recreation Director Best and Chamber of Commerce interns a life-size beluga whale statue was placed in the Visitor Center, and an antique cash register was recovered.

Council Member Sounart thanked Chamber Director Samantha Springer for being willing to speak to the Council about the Chamber's marketing capabilities; thanked City Attorney Bloom for securing the last piece of property needed for the bluff project; and reported that she had participated as a judge in a State music festival.

Council Member Askin thanked Council Member Douthit for filling in for her at the Airport Commission; congratulated the Kenai Central High School class of 2023; and expressed appreciation for the Administration in their hard work to secure project funding.

Vice Mayor Baisden discussed tree stump disposal; congratulated Kenai Kardinal graduates; reported on the upcoming regional soccer tournament, noting the Kenai girls team finished their regular season undefeated. He thanked the Administration for the cemetery update memo, and noted he would like to see a columbarium in the new cemetery which could accommodate veterans' plaques; and expressed concerns about the direction of the budget, with expenditures outpacing revenues.

Council Member Knackstedt thanked Council for appropriating funds to fix the Rec Center floor; thanked City Attorney Bloom for acquiring the signatures to secure the last piece of land for the bluff project; and discussed the high quality of education, teachers and programs in Kenai schools, noting that both of his daughters who attended City schools have gone on to achieve doctorates.

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 7:19 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of May 17, 2023.



Michelle M. Sauer, MMC
City Clerk