

**KENAI CITY COUNCIL – REGULAR MEETING
JANUARY 3, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE MAYOR HENRY KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on January 3, 2024, in City Hall Council Chambers, Kenai, AK. Vice Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Henry Knackstedt, Vice Mayor	James Baisden
Phil Daniel	Deborah Sounart
Alex Douthit	Victoria Askin

A quorum was present.

Absent:

Brian Gabriel, Mayor

Also in attendance were:

- **Xinlan Tanner, Student Representative
- Terry Eubank, City Manager
- Scott Bloom, City Attorney
- David Swarner, Finance Director
- Linda Mitchell, Planning Director
- Dave Ross, Police Chief
- Shellie Saner, City Clerk

3. Agenda Approval

MOTION:

Council Member Askin **MOVED** to approve the agenda and consent agenda. Council Member Baisden **SECONDED** the motion.

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

Vice Mayor Knackstedt 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.

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center reported to Council that there were more than 22,000 visitors at the chamber last year; and provided a summary of upcoming chamber activities.

Marion Nelson, Kenai Fine Art Center Board President addressed the Council stating that the upcoming show, "Feels Like Home" would benefit the Kenai Peninsula Borough School District, Students in Transition Program.

E. PUBLIC HEARINGS

- 1. Ordinance No. 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)

MOTION:

Council Member Baisden **MOVED** to enact Ordinance No. 3383-2023. Council Member Sounart **SECONDED** the motion.

Vice Mayor Knackstedt opened the floor for public comment.

Nancy Wiles thanked the City Staff and Council for addressing the rezone.

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

There was Council discussion in support of the Ordinance.

VOTE:

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

NAY: None

ABSENT: Gabriel

**Student Representative Tanner: Yea

MOTION PASSED.

- 2. Ordinance No. 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)

MOTION:

Council Member Baisden **MOVED** to enact Ordinance No. 3384-2023. Council Member Douthit **SECONDED** the motion.

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

It was reported that the canceled projects would be moved to the fiscal year 2025 Capital Improvement Plan; the City would forward fund the New Water Pump House project; and the City was successful in application for the 100-percent forgiveness loan for this project.

VOTE:

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

NAY: None

ABSENT: Gabriel

**Student Representative Tanner: Yea

MOTION PASSED.

- 3. Resolution No. 2024-01** - Approving the Use of the Fleet Replacement Fund for the Purchase of Two Ford Police Responders Utilizing the State of Alaska Equipment Fleet Contract. (Administration)

MOTION:

Council Member Askin **MOVED** to adopt Resolution No. 2024-01. Council Member Sounart **SECONDED** the motion.

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

It was reported that these were replacement vehicles; trucks were chosen as they would be useful to rotate out to other departments; and the upfitting's would be done by the City Shop.

UNANIMOUS CONSENT was requested.

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

- 4. Resolution No. 2024-02** - Amending the Authorized Staffing Table by Adding a Part Time Administrative Assistant II Position to the Planning and Zoning Department. (Administration)

MOTION:

Council Member Baisden **MOVED** to adopt Resolution No. 2024-02. Council Member Askin **SECONDED** the motion.

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

It was reported the additional position would benefit the department substantially; it would allow the director to focus on more long term goals; and provide the support needed in the day to day tasks.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of December 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. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License and a Standard Marijuana Cultivation License for Red Run Cannabis Cultivators, LLC., DBA: Red Run Cannabis Cultivators, LLC. - License No.'s 19372 and 10052; and a Retail Marijuana Store License for Red Run Cannabis Company, LLC., DBA: Red Run Cannabis Company, LLC. – License No. 10056 (City Clerk)

Approved by the consent agenda.

4. ***Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License and a Standard Marijuana Cultivation License for Majestic Gardens LLC., DBA: Majestic Gardens LLC. - License No.'s 15393 and 15395. (City Clerk)

Approved by the consent agenda.

5. ***Ordinance No. 3385-2024** - Accepting and Appropriating a Donation to the Kenai Community Library for the Purchase of Library Materials and Software for Room and Event Scheduling. (Administration)

Introduced by the consent agenda and Public Hearing set for January 17, 2024.

6. ***Ordinance No. 3386-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Conduct an Assessment of City Street Lighting. (Administration)

Introduced by the consent agenda and Public Hearing set for January 17, 2024.

7. ***Ordinance No. 3387-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Public Works Department's Street Division's Professional Services Budget to Review and Update the City's Roadway Improvements Standards. (Administration)

Introduced by the consent agenda and Public Hearing set for January 17, 2024.

8. **Action/Approval** - Authorizing the City Manager to Enter into an Agreement with the Kenai Peninsula Borough to Accept Landfill Leachate at the Waste Water Treatment Plant. (Administration)

MOTION:

Council Member Baisden **MOVED** to authorize the City Manager to Enter into the Agreement. Council Member Sounart **SECONDED** the motion.

Ley Frey, Solid Waste Director for the Kenai Peninsula Borough (KPB) addressed the Council regarding what solid waste leachate is; how it would be transported; KPB anticipates when their new unit is installed they will be able to process the leachate themselves.

It was reported that the City would monitor how this effects our plant; it was not anticipated that this would have a significant impact on our plant; and the agreement allowed the City to stop accepting the leachate at any time of it were causing a problem.

UNANIMOUS CONSENT was requested on the motion.

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

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, next meeting January 11, 2024.

2. Airport Commission

No report, next meeting January 11, 2024.

3. Harbor Commission

No report, next meeting is a Special meeting on January 8, 2024.

4. Parks and Recreation Commission

No report, next meeting January 4, 2024.

5. Planning and Zoning Commission
No report, next meeting January 10, 2024.

6. Beautification Committee
No report, next meeting January 9, 2024.

J. REPORT OF THE MAYOR - None.

K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank introduced Heather Schafer a graduate student working on her Master's in Public Administration who would be doing her internship with the City and reported on the following:
 - Army Corps of Engineers extended the bid closing to January 11, 2024.
 - Finalizing the agenda for the Joint Work Session with the Kenaitze Indian Tribe.
 - Grant Aviation now has two additional aircraft, both dedicated to the Kenai - Anchorage route.
 - The hockey rink is generally open to the public 24-hours a day; however, due to recent vandalism it would be closed temporarily during off hours; this usually takes care of the issue and user's self-police in order to have 24-hour access.
2. City Attorney - None.
3. City Clerk – City Clerk Saner reported on the following:
 - Thursday, January 4, 2024 would kick off the first Commission Review meeting with the Parks & Recreation Commission; with the other Commissions and Committees taking place during the next two weeks.
 - Orientation and training will be held with the new to Kenai commission members on Friday, January 5, 2024.

L. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments - None.
(Public comments limited to (5) minutes per speaker)
2. Council Comments

Council Member Douthit noted he was glad to be back.

Student Representative Tanner provided an update on activities at Connections, Kenai Central High School and Kenai Alternative High School.

Council Member Sounart wished everyone a Happy New Year.

Council Member Askin wished everyone a Happy New Year.

Council Member Daniel wished everyone a Happy New Year.

Council Member Baisden thanked the Administration for a good Work Session.

M. EXECUTIVE SESSION - None.

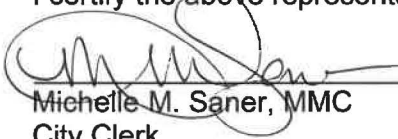
N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 6:47 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of January 3, 2024.



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.*