

**KENAI CITY COUNCIL – REGULAR MEETING
APRIL 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 April 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 | Brian Gabriel, Mayor (<i>remote participation</i>) |
| Phil Daniel | Deborah Sounart |
| Alex Douthit | Victoria Askin |
| James Baisden | |

A quorum was present.

Also in attendance were:

**Xinlan Tanner, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Linda Mitchell, Planning Director
Stephanie Randall, Human Resource Director
Katja Wolf, Library Director
Tyler Best, Parks and Recreation Director
Scott Curtin, Public Works Director
Kathy Romain, Senior Services Director
Derek Ables, Airport Manager
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda Approval

Vice Mayor Knackstedt noted the following additions to the Packet:

- | | |
|-------------------|--|
| Add to item E. 3. | Public Hearing - Ordinance No. 3406-2024 <ul style="list-style-type: none">• Amendment Memo |
| Add to item H. 5. | Action/Approval - Community Purpose Exemption to Donate Sand <ul style="list-style-type: none">• Public Comment |

MOTION:

Council Member Baisden **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Askin **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: 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

1. Classification and Compensation Report, Malayna Halvorson Maes, Senior Consultant for McGrath Human Resources Group and Stephanie Randall, Human Resource Director.

Malayna Halvorson Maes, Senior Consultant for McGrath Human Resource Group provided an overview of her firm and presented the classification and compensation report for the City of Kenai, outlined the importance of classification and compensation in workforce management; challenges faced today with recruitment and retention; highlighting the City's demographics and turnover rates and the need for retention efforts; the importance of aligning the City's compensation with the local market; reviewed the current compensation structure; and presented recommended changes to the compensation structure to address market shifts.

Stephanie Randall, Human Resource Director provided an overview of the City's compensation package on healthcare, retirement benefits, leave policies and other fringe benefits; identified the goal is to ensure competitiveness in attracting and retaining talent while managing the budget effectively; recommendations include: maintaining current employer-employee cost sharing ratios for healthcare, continuing the life insurance coverage, and adjusting pay structures to ensure fairness and competitiveness; and summarized that the goal is to create a workplace where employees feel valued, supported and empowered for success.

There was discussion regarding the longevity cap being set at 15-years instead of 20-years; the financial impact to the budget with the recommended changes; and changing the probationary period from 6-months to 12-months.

C. SCHEDULED PUBLIC COMMENTS

1. Alaska Christian College Update, Dr. Keith Hamilton, President of Alaska Christian College.

Dr. Keith Hamilton, President of Alaska Christian College provided an overview of the history, mission, growth and offerings of the college; highlighted the college focus of empowering Alaska Natives; outlined the new facilities, future construction plans and the commitment to the community.

D. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson, Kenai Fine Art Center Board President provided an update to Council on the 33rd Annual KPBSD Juried Student Art Show.

E. PUBLIC HEARINGS

1. **Ordinance No. 3404-2024 - Increasing Estimated Revenues and Appropriations in the Airport Fund to Provide Supplemental Funding for 100 Low Lead Float Plane Basin Fuel. (Administration)**

MOTION:

Council Member Baisden **MOVED** to enact Ordinance No. 3404-2024. 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.

VOTE:

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

NAY: None

**Student Representative Tanner: Yea

MOTION PASSED.

- 2. Ordinance No. 3405-2024** - Increasing Estimated Revenues and Appropriations in the Congregate Housing Fund for Costs Above Budgeted Amounts. (Administration)

MOTION:

Council Member Baisden **MOVED** to enact Ordinance No. 3405-2024. 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 the increase was needed due to ongoing issues with keeping the boiler working and a sewer leak.

VOTE:

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

NAY: None

**Student Representative Tanner: Yea

MOTION PASSED.

- 3. Ordinance No. 3406-2024** - Increasing Estimated Revenues and Appropriations in the Airport Special Revenue and Airport Improvement Capital Project Funds and Authorizing a Final Adjusting Contract Amendment to the Professional Services Agreement with HDL Engineering for Construction Administration Services for the 2020 Kenai Municipal Airport Sand Storage Facility Project. (Administration)

MOTION:

Council Member Baisden **MOVED** to enact Ordinance No. 3406-2024. 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.

MOTION TO AMEND:

Council Member Baisden **MOVED** to amend Ordinance No. 3406-2024 as follows:

Title to read, "An Ordinance Increasing Estimated Revenues and Appropriations in the [AIRPORT SPECIAL REVENUE AND] Airport Improvement Capital Project Fund[s] and Authorizing a Final Adjusting Contract Amendment to the Professional Services Agreement with HDL Engineering for Construction Administration Services for the 2020 Kenai Municipal Airport Sand Storage Facility Project. (Administration)"

Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE ON MAIN MOTION AS AMENDED:

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

NAY: None

**Student Representative Tanner: Yea

MAIN MOTION AS AMENDED PASSED.

- 4. Resolution No. 2024-13** - Authorizing a Contract Award and Corresponding Purchase Order for Library Materials. (Administration)

MOTION:

Council Member Baisden **MOVED** to adopt Resolution No. 2024-13. 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 the primary goal is to budgeted funds wisely; the purpose of the proposal was reviewing things like cost, added value through discounts, shipping, and collection management.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of March 20, 2024. (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** - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 1, Block 5, General Aviation Apron No. 1 Amended. (Administration)

Approved by the consent agenda.

3. ***Ordinance No. 3407-2023** - 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)

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

4. ***Ordinance No. 3408-2023** - Accepting and Appropriating a State of Alaska Code Blue Fiscal Year 2025 Grant Passed through the Southern Region EMS Council, Inc. to Purchase Two Video Laryngoscopes. (Administration)

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

5. **Action/Approval** - Authorizing the City Manager to Request a Community Purpose Exemption to Donate Sand for the Construction of the Triumvirate Theatre. (Administration)

MOTION:

Council Member Douthit **MOVED** to authorize the City Manager to Request a Community Purpose Exemption to Donate Sand. Council Member Askin **SECONDED** the motion.

Vice Mayor Knackstedt opened the floor for public comment.

Jenny Neyman, President of the Board of Directors for Triumvirate Theatre thanked the City Council for their generosity with the previous land donation; stated the request for the sand donation was due to the unexpected cost related to the high water table; the value of the sand donation would be the equivalent

to three years of utility costs or a summer camp for 25 kids; the goal is to limit construction cost to minimize the need for loans and ensuring sustainability and the ability to serve the community.

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

Clarification was provided that the City had not previously requested a community purpose exemption from the FAA; the sand was already excavated; the sand was dusty and not as useful for City purposes as other sand; and if it were used by the City, the City would need to purchase it.

UNANIMOUS CONSENT was requested on the motion.

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

6. Discussion - Scheduling a Budget Work Session. (Administration)

A Budget Work Session was scheduled for May 4, 2024 at 9:00 a.m.

[Clerk's Note: Mayor Gabriel left the meeting at 7:37 p.m.]

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging

No report, next meeting April 11, 2024.

2. Airport Commission

No report, next meeting April 11, 2024.

3. Harbor Commission

No report, the April 8, 2024 meeting was cancelled.

4. Parks and Recreation Commission

No report, next meeting April 4, 2024.

5. Planning and Zoning Commission

No report, the April 10 2024 meeting, next meeting cancelled.

6. Beautification Committee

No report, next meeting April 9, 2024.

J. REPORT OF THE MAYOR - None.

K. ADMINISTRATION REPORTS

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

- Provided an update on the Leachate Agreement with the Kenai Peninsula Borough, and seeing no noticeable difference at the plant when accepting 5,000 gallons a day, the plant was now accepting 10,000 gallons a day.
- Minimal damage to City facilities during the windstorm, Parks & Recreation and Streets cleared trees, and due to power surges, some equipment at the sewer plant needed repairs.
- Public Works Director Curtin attended a Bluff Stabilization Project meeting; due to the rock testing process more than likely rock placement would not begin this year; the Army Corps of Engineers is still committed to two-years for completion; and various quarries were being reviewed.
- Kenai Police Sergeant Coleman recently graduated from the FBI Academy.
- The City received a refund of \$72,000 due to the change in 2023 in insurance programs which included shared savings if it existed.

- Attending an upcoming Infrastructure Symposium in Anchorage.
 - Fire Chief Prior resigned, his last day will be April 30, 2024.
2. City Attorney - No report.
 3. City Clerk – City Clerk Saner reported on the following:
 - Implementation of a text messaging software for the purpose of confirming Commission meeting quorums.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Douthit noted he would be attending the Senior Connections March for Meals Fundraiser and Art Show; and reported the Kenai Chamber of Commerce and Visitor Center had hired a curator.

Student Representative Tanner provided detailed schedule of upcoming events and activities with Connections Home School, Kenai Alternative High School and Kenai Central High School.

Council Member Sounart stated she was looking forward to the Senior Connections March for Meals Fundraiser.

Council Member Askin stated she was looking forward to the Senior Connections March for Meals fundraiser; and the Historical Society would be meeting this Sunday.

Council Member Baisden reported that Emma Beck signed with UAA Volleyball; stated his appreciation for the City clearing the snow from the soccer fields; and noted it was a good work session.

Vice Mayor Knackstedt stated he was looking forward to the Senior Connections March for Meals Fundraiser.

M. EXECUTIVE SESSION - None.

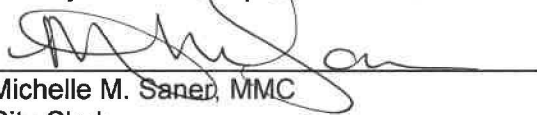
N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 8:04 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of April 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.**