

**KENAI CITY COUNCIL – REGULAR MEETING  
JUNE 5, 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 June 5, 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 (*remote participation*)**  
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.1.	<b>Public Hearing – Ordinance No. 3418-2024</b> <ul style="list-style-type: none"><li>• Amendment Memo - Radio Advertising</li></ul>
Add to item E.5.	<b>Public Hearing – Resolution No. 2024-20</b> <ul style="list-style-type: none"><li>• Attachment to Recreation Center Fees Amendment Memo</li><li>• Amendment Memo - Adopt-A-Bench Fees</li></ul>
Add to item E.6.	<b>Public Hearing – Resolution No 2024-21</b> <ul style="list-style-type: none"><li>• Request to Postpone Indefinitely Memo</li></ul>

Add to item G.1.

**Unfinished Business - Public Hearing – Resolution No. 2024-17**

- Public Comments
- Request to Postpone Memo

Add to item H.15.

**Discussion - Scheduling a Joint Work Session with the Planning and Zoning Commission on the Comprehensive Safety Action Plan (CSAP)**

**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:** 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**

1. Fiscal Year 2023 Audit Report, Joy Merriner, BDO USA, LLP.

Joy Merriner, Assurance Office Managing Partner of BDO USA, LLP reported on the FY23 Audit Wrap-up Document, providing an overview of the Status of Audit Report; Audit Standards; and summarized the Annual Comprehensive Financial Report.

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

**D. UNSCHEDULED PUBLIC COMMENTS**

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center noted that the Visitor Center is currently open seven-days a week; provided an update on current activities; reminded everyone about that June 8, 2024 is Lemonade Day; and stated they were still in need of volunteers for events.

Marion Nelson, Board Member of the Kenai Art Center provided an update on ongoing Work Shops; summarized the Summer Show line-up; and reported that Sandra Lewis was the new Board President.

**E. PUBLIC HEARINGS**

1. **Ordinance No. 3418-2024** - Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2024 and Ending June 30, 2025 and Committing \$4,499,039 of General Fund, Fund Balance for Future Capital Improvements. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to enact Ordinance No. 3418-2024. Council Member Askin **SECONDED** the motion.

Vice Mayor Knackstedt opened the floor for public comment.

Tim Dillon, Central Area Rural Transit System, Board of Directors Vice President addressed the Council regarding the ability to leverage local funding for additional grants; the operational changes which were made to improve services; the number one request of CARTS is for weekend service; and that Walmart in Kenai is the number-one destination.

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

**MOTION TO AMEND:**

Council Member Douthit **MOVED** to include funding for radio advertising and amend the Draft FY2025 Annual Budget as follows:

General Fund, Legislative, page 84

Increase Account Number 4534, Advertising by \$7,920; and,

General Fund, Non-Departmental, page 110

Increase Account Number 4534, Advertising by \$5,832.

For an overall increase of \$13,752 to the Draft FY2025 Annual Budget Document.

Council Member Daniel **SECONDED** the motion to amend.

There was Council discussion regarding a portion of the funds being utilized for advertising the meetings of the City and Elections and a portion being utilized for other City type events; the importance of getting information about the City out to the public; and that radio is an important advertising tool.

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

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

**MOTION TO AMEND: (Primary)**

Council Member Askin **MOVED** to include funding of \$2,500 for Central Area Rural Transit Systems, Inc. and amend the FY2025 Annual Budget as follows:

General Fund - Legislative, page 84

Increase Account Number 5047, Grants to Agencies by \$2,500; and,

General Fund - Legislative, page 85

Include in 5047 - Grants to Agencies list: Central Area Rural Transit System, Inc. \$2,500.

Council Member Daniel **SECONDED** the motion to amend.

There was discussion regarding the request from Central Area Rural Transit Systems, Inc. being for \$5,000.

**MOTION TO AMEND: (Secondary)**

Council Member Douthit **MOVED** to amend the primary amendment and increase the amount of funding from \$2,500 to \$5,000. Council Member Daniel **SECONDED** the secondary motion to amend.

**UNANIMOUS CONSENT** was requested on the secondary motion to amend.

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

**UNANIMOUS CONSENT** was requested on the primary motion to amend, as amended.

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

**MOTION TO AMEND:**

Council Member Askin **MOVED** to decrease funding to the Kenai Watershed Forum from \$5,000 to \$1,500 and amend the Draft FY2025 Annual Budget as follows:

General Fund, Legislative, page 84

Decrease Account Number 5047, Grants to Agencies by \$3,500; and,

General Fund, Legislative, page 85

Amend in 5047 - Grants to Agencies list: Kenai Watershed Forum [\$5,000] \$1,500

Council Member Baisden **SECONDED** the motion to amend.

There was discussion regarding other members of the Kenai Watershed Forum who do not donate; and consideration regarding the City allowing testing by the Forum at the City Plant.

**VOTE ON MOTION TO AMEND:**

YEA: Knackstedt, Daniel, Sounart, Baisden, Askin

NAY: Douthit

ABSENT: Gabriel

\*\*Student Representative Tanner: Yea

**MOTION TO AMEND PASSED.**

**MOTION TO AMEND:**

Council Member Baisden **MOVED** to increase the amount of donations received from Senior Connection, Inc. and amend Ordinance No. 3418-2024 and the Draft FY2025 Annual Budget as follows:

Ordinance 3418-2024:

Section 2, Decrease the General Fund appropriation by \$20,000; and,

Draft FY2025 Annual Budget Document:

General Fund - Non-Departmental, page 110

Decrease Account Number 9090, Transfers by \$20,000; and,

Senior Citizens Fund - Title III Summary, page 237

Increase Revenue, Donation - Senior Connection, Inc. by \$20,000; and,

Decrease Revenue, Transfers from General Fund - Operations by \$20,000.

Council Member Askin **SECONDED** the motion to amend.

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

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

**MOTION TO AMEND:**

Council Member Baisden **MOVED** to increase the range for Fire Captain from 21 to 22, amend Ordinance 3418-2025 and the FY2025 Draft Annual Budget as follows:

Ordinance 3418-2024, Section 5, Cass Code 311 - Fire Captain

Increase the range from 21 to 22; and,

Draft FY2025 Annual Budget Document:

General Fund - Fire, page 132

Increase the Salaries and Benefits section, by 7,483; and,

Draft FY2025 Annual Budget Document:

Increase the Class Code for Fire Captain from range 21 to range 22 throughout the Draft FY2025 Annual Budget Document accordingly.

Council Member Askin **SECONDED** the motion to amend.

There was discussion regarding the recent Classification Study done by the City; the difficulty maintain and keeping employees; and this will keep the City comparable with other nearby governments.

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

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

**MOTION TO AMEND:**

Council Member Baisden **MOVED** to include qualification pay for Public Safety Dispatchers; adjust recognition entitlements for Paramedic Certification for eligible Fire Department grades and amend the FY2025 Annual Budget as follows:

General Fund, Fire, page 132

Increase the Salaries and Benefits Section by an additional \$25,504; and,

General Fund, Communications, page 137

Increase the Salaries and Benefit Section by an additional \$2,996

For an overall increase of \$28,500 to the Draft FY2025 Annual Budget Document.

Council Member Daniel **SECONDED** the motion to amend.

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

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

**MOTION TO AMEND:**

Council Member Baisden **MOVED** to include funding for a Veterans Columbarium at the Kenai Cemetery and amend Ordinance No. 3418-2024 and the Draft FY2025 Annual Budget as follows:

Ordinance 3418-2024:

Section 2, Increase the General Fund appropriation by \$25,000; and,

Draft FY2025 Annual Budget Document:

General Fund - Non-Departmental, page 110

Increase Account Number 9090, Transfers by \$25,000; and,

General Fund - Non-Departmental, page 111

Include in 9090 Transfers list: Veterans Columbarium \$25,000; and,

Fund 118- Cemetery Improvement Capital Project Fund, page 284

Increase Revenues, Transfer from General Fund, by \$25,000; and,

Increase Expenditures, Current Year Authorizations - Veterans Columbarium by \$25,000.

Council Member Askin **SECONDED** the motion to amend.

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

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

**MOTION TO AMEND:**

Council Member Douthit **MOVED** to reduce the Storefront and Streetscapes Improvement Grant amount by \$20,000 and amend the FY2025 Annual Budget as follows:

General Fund - Land Administration, page 107

Decrease Account Number 5047, Grants to Agencies by \$20,000.

Council Member Askin **SECONDED** the motion to amend.

A summary of the previous two-years of use of the funding was provided in support of the reduction.

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

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

**MOTION TO AMEND:**

Council Member Askin **MOVED** to amend Ordinance 3418-2024 as follows:

Title to read, "Adopting the Annual Budget, Salary Schedule and Employee Classification Plan for the Fiscal Year Commencing July 1, 2024 and Ending June 30, 2025 and Committing \$[4,499,039] 4,451,423 of General Fund, Fund Balance for Future Capital Improvements."

Section 2 to read,

“General Fund	\$ [20,226,392] <u>20,262,232</u>
Enterprise Fund –	
Congregate Housing Fund	793,714
Internal Service Funds:	
Equipment Replacement Fund	272,476
Fleet Replacement Fund	93,332
Employee Health Care Fund	<u>3,209,541</u>
Total Internal Service Funds	3,575,349
Special Revenue Funds:	
Personal Use Fishery Fund	537,796
Water & Sewer Fund	3,746,439
Airport Fund	3,709,963
Senior Citizen Fund	<u>1,067,727</u>
Total Special Revenue Funds	9,061,925
Permanent Funds:	
Airport Land Sale Permanent Fund	1,090,387
General Land Sale Permanent Fund	<u>151,278</u>
Total Permanent Revenue Funds	1,241,665
Capital Project Funds:	
<u>Cemetery Improvements</u>	<u>25,000</u>
Park Improvement	150,000
Kenai Senior Center Improvement	50,000
Kenai Public Safety Improvement	150,000
Municipal Roadway Improvement	440,000
Congregate Housing Improvement	215,000
Airport Improvement	125,000
Water & Sewer Improvement	662,000
Water & Sewer vehicle replacements	145,000
Waste Water Treatment Plant Equipment	<u>100,000</u>
Total Capital Project Funds	[2,037,000] <u>2,062,000</u>
Debt Service Fund – Library Expansion Bonds	<u>130,750</u>
Total All Funds	\$[37,066,795] <u>37,127,635”</u>

Section 3 to read, “Council hereby commits \$[4,499,039] 4,451,423 of Unassigned General Fund, Fund Balance for future renovations and improvements to City facilities.”

Council Member Baisden **SECONDED** the motion to amend.

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

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

**VOTE ON MAIN MOTION AS AMENDED:**

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

NAY: None

ABSENT: Gabriel

**MAIN MOTION AS AMENDED PASSED.**

*[Clerk's Note: Due to audio difficulties Student Representative Tanner was unable to vote at times during the meeting.]*

2. **Ordinance No. 3419-2024** - Amending Sections of Kenai Municipal Code Title 23 - Personnel Regulations, Sections 23.05.070 - Definitions, 23.25.070 - Acting Positions, 23.30.030 - Probationary Period for Employees in the Classified Service, 23.30.110 - Travel Expense, 23.40.040 - Terminal Leave, 23.55.020 - Compensation Structure by Grade for Employees in the Classified Service, 23.55.030 - Qualification Pay, and 23.55.080 - Longevity Pay for Employees in the Classified Service, to Ensure Appropriate Compensation and Benefits to City Employees Comparable to Other Places of Public Employment Improving Recruitment and Retention of Qualified Employees. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to enact Ordinance No. 3419-2024. 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.

**MOTION TO AMEND:**

Council Member Baisden **MOVED** to amend Ordinance 3419-2024 as follows:

Section 7, Section 23.55.030 - Qualifications Pay to include a new subparagraph (b)(1)(v) to read:

"Recognition pay for qualified Public Safety Dispatcher personnel for employees temporarily assigned dispatcher training duties for eligible shifts only as follows:

An additional five percent (5%) of the employee's current range and step."

Council Member Askin **SECONDED** the motion to amend.

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

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

**MOTION TO AMEND:**

Council Member Baisden **MOVED** to amend Ordinance 3419-2024 as follows:

Section 7, Section 23.55.030 - Qualifications Pay, paragraph (b)(2)(ii), to read:

"Recognition entitlements for EMT certification for eligible grades of fire fighter, engineer, captain, Fire Marshal, Deputy Fire Chief, and Fire Chief are as follows:

EMT / <u>EMS</u> [I] Instructor	An additional <u>one-half percent</u> (.5%) of step A of the firefighter range.
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EMT III / Advanced Emergency Medical Technician (AEMT)	An additional <u>two and one-quarter percent</u> (2.25%) of step A of the Firefighter range.
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[EMT-] Paramedic	An additional [3.75% OF STEP A FIREFIGHTER RANGE (INCLUDES EMT III PAY)] <u>five percent (5%) the employee's current range and step (includes AEMT Pay."</u>
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Council Member Daniel **SECONDED** the motion to amend.

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

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

**VOTE MAIN MOTION AS AMENDED:**

YEA: Sounart, Baisden, Askin, Douthit, Knackstedt, Daniel  
NAY: None  
ABSENT: Gabriel

**\*\*Student Representative Tanner:** Yea

**MAIN MOTION AS AMENDED PASSED.**

- 3. Ordinance No. 3420-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund and Awarding a Construction Agreement and Corresponding Purchase Order for the 2024 Lilac Lane Roadway Improvement Project. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to enact Ordinance No. 3420-2024. 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 this project would correct failing portions of Lilac Lane; two bids were received under the Engineer estimate; and this would allow the City to enter into contract.

**VOTE:**

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

NAY: None

ABSENT: Gabriel

**\*\*Student Representative Tanner:** Yea

**MOTION PASSED.**

- 4. Resolution No. 2024-19** - Fixing the Rate of Levy of Property Tax for the Fiscal Year Commencing July 1, 2024 and Ending June 30, 2025. (Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2024-19. 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 mill rate had not changed since Fiscal Year 2015.

**UNANIMOUS CONSENT** was requested.

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

- 5. Resolution No. 2024-20** - Amending the Comprehensive Schedule of Rates, Charges, and Fees to Incorporate Changes Included in the FY2025 Budget to Include Adjusting Airport Fees, Water Fees, Sewer Fees, and Adjusting the Monthly Rental Rates at Vintage Pointe. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to adopt Resolution No. 2024-20. Council Member Daniel **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 Askin moved to amend the Parks and Recreation Schedule of Rates, Charges and Fees for the Weights/Cardio/Sauna and Basketball Pickleball sections as follows:

**Multipurpose Facility**

hourly rate (reservation)

\$165.00

**Kenai Recreation Center**

**Weights/Cardio/Sauna** - includes weight/cardio room, shower, sauna and gym. (When using the weight room, must be 16 or older unless accompanied by guardian)

<u>Day Pass: Adults</u>	\$5.00
<u>Day Pass: College Students, Veterans &amp; Seniors (55 and older)</u>	\$2.50
High School Students and younger	FREE
[VETERANS AND SENIORS (55 AND OLDER)]	\$2.50]
[ADULT ]10 visit punch card: <u>Adults</u>	\$40.00
<u>10 visit punch card: College Students, Veterans &amp; Seniors (55 and older)</u>	\$20.00
[ADULT ]Monthly Pass: <u>Adults</u>	\$50.00
<u>Monthly Pass: College Student, Veterans &amp; Senior [MONTHLY PASS] (55 and older)</u>	\$25.00

**[BASKETBALL/PICKLEBALL - INCLUDES BASKETBALL GYM AND SHOWERS**

ADULTS	\$3.00
COLLEGE STUDENTS	\$3.00
HIGH SCHOOL STUDENTS AND YOUNGER	FREE
ADULT & COLLEGE STUDENT MONTHLY PASS (ALL AGES)	\$25.00
GYM PUNCH CARD - 12 VISITS (ALL AGES)	\$25.00]
City League Basketball (per team)	\$325.00

Council Member Baisden Seconded the motion to amend.

It was reported that this would establish a standard user fee, regardless of the intended use.

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

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

**MOTION TO AMEND:**

Council Member Askin moved to amend the Parks and Recreation Schedule of Rates, Charges and Fees for the Racquetball & Wallyball Court Rentals section follows:

**Racquetball & Wallyball Court Rentals** - per hour and includes showers for participants.

Adult Racquetball <u>or Wallyball</u>	\$[10.00] 15.00
Racquetball <u>or Wallyball</u> Punch Card (10 hours all ages)	\$[80.00] 120.00
[ADULT WALLYBALL	\$12.00
WALLYBALL PUNCH CARD (10 HOURS ALL AGES)	\$100.00]

Council Member Baisden **SECONDED** the motion to amend.

It was reported that the fee increase aligned with other facilities.

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

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

**MOTION TO AMEND:**

Council Member Askin moved to amend the Parks and Recreation Schedule of Rates, Charges and Fees for the Facility Rental section follows:

**Facility Rental** - per hour

Gym	\$50.00
1/2 Gym	\$25.00
[NON-PROFIT YOUTH ATHLETIC PROGRAMS	FREE]

Council Member Baisden Seconded the motion to amend.

There was discussion regarding the youth non-profits affected by the proposed amendment; the proposed amendment would establish that the Recreation Center be managed similarly with the fee

charge to Hockey organizations using ice; that school groups would be charged when transferred to the Rec Center because the school gym was unavailable; and that user fees collected at the Rec Center only covered roughly twenty percent of the operational costs.

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

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

**MOTION TO AMEND:**

Council Member Askin moved to amend the Parks and Recreation Fee Schedule for Parks/Gazebos/Gardens - Adopt-A-Bench as follows:

"Adopt-A-Bench (Maintenance [~~I~~included[s].) [~~B~~]Bench,  
freight, and installation [~~AND MAINTENANCE. FREIGHT CHARGES~~  
ADDITIONAL] at actual cost.) \$[595.00] Actual Costs"

Council Member Baisden **SECONDED** the motion to amend.

It was reported that the actual cost for a bench, freight and installation exceeds \$1000.

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

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

**UNANIMOUS CONSENT** was requested on the main motion as amended.

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

6. **Resolution No. 2024-21** - Authorizing a Budget Transfer in the Airfield Fund, Airport Department for Amounts in Excess of Budget. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to adopt Resolution No. 2024-21. 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 since the enactment of Ordinance No. 3307-2022 a budget transfers within a fund may be authorized by the City Manager and this Resolution was not necessary.

**MOTION:**

Council Member Baisden **MOVED** to postpone indefinitely Resolution No. 2024-21. Council Member Daniel **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion to postpone indefinitely.

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

7. **Resolution No. 2024-22** - Authorizing a Budget Transfer in the Airport Terminal Improvements Capital Fund, and Awarding a Construction Contract and Corresponding Purchase Order for the Airport Landscaping Project. (Administration)

**MOTION:**

Council Member Douthit **MOVED** to adopt Resolution No. 2024-22. Council Member Daniel **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 this would install shrubbery and rocks completing the landscaping portion of the Terminal Rehabilitation project; the amount of grass was minimal and due to the costs sprinkler systems were not included; and current funding is only \$10,000 short the other \$15,000 is for contingency.

**VOTE:**

YEA: Askin, Douthit, Knackstedt, Daniel, Sounart

NAY: Baisden

ABSENT: Gabriel

**MOTION PASSED.**

8. **Resolution No. 2024-23** - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and D & M Land Company, Limited Liability Corporation for Lot 9A, Block 5, General Aviation Apron Subdivision No. 5. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to adopt Resolution No. 2024-23. Council Member Douthit **SECONDED** the motion.

Vice Mayor Knackstedt opened the floor for public comment.

Duane Bannock representing D & M Land Company addressed the Council regarding the legal requirements being met for this lease; and stated that the building for the lease associated with the next Resolution No. 2024-24 is in transit.

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

**UNANIMOUS CONSENT** was requested.

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

9. **Resolution No. 2024-24** - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and Schilling Rentals, Limited Liability Corporation for Lot 5A, Block 1, FBO Subdivision 2018 Replat. (Administration)

**MOTION:**

Council Member Daniel **MOVED** to adopt Resolution No. 2024-24. 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.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Regular Meeting of May 15, 2024. (City Clerk)

**G. UNFINISHED BUSINESS**

1. **Resolution No. 2024-17** - Renaming Cook Inlet View Drive to Cook Inlet Drive. (Sounart) *[On 05/15/24 this item was referred to the Planning and Zoning Commission for recommendation to Council and postponed to 06/05/24.]*

*[Clerk's Note: The motion to adopt Resolution No. 2024-17 was on the floor from the May 15, 2024 City Council Meeting.]*

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

**MOTION:**

Council Member Sounart **MOVED** to amend Resolution No. 2024-17 as follows:

Fifth whereas clause to read, "adjacent property owners have provided written support to changing the street name to Cook Inlet Drive; and"

Seventh whereas clause to read, "the Planning and Zoning Commission during their May [22] 29, 2024 regular meeting recommended Council approve this resolution renaming Cook Inlet View Drive to Cook Inlet Drive; and"

Council Member Baisden **SECONDED** the motion to amend.

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

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

**MOTION:**

Council Member Sounart **MOVED** to postpone Resolution No. 2024-17 until the June 19, 2024 City Council Meeting. Council Member Askin **SECONDED** the motion to postpone.

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

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

**H. NEW BUSINESS**

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

Approved by the consent agenda.

2. **\*Action/Approval** - Special Use Permit to Crowley Fuels, LLC for Use of 35,000 Square Feet of Apron Space at the Kenai Municipal Airport for Aviation Fueling. (Administration)

Approved by the consent agenda.

3. **\*Action/Approval** - Special Use Permit to Empire Airlines, Inc. for Use of 11,250 Square Feet of Apron Space at the Kenai Municipal Airport for Aircraft Parking. (Administration)

Approved by the consent agenda.

4. **\*Action/Approval** - Special Use Permit to Everts Air Fuel, Inc. for Use of 30,000 Square Feet of Apron Space at the Kenai Municipal Airport Aircraft Parking. (Administration)

Approved by the consent agenda.

5. **\*Action/Approval** - Fourth Amendment to Agreement for Janitorial Services with Reborn Again Janitorial Service at the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

6. **\*Action/Approval** - Special Use Permit to Kenai Aviation Operations, LLC. for Use of 2,714 Square Feet of Apron Space at the Kenai Municipal Airport for Aircraft Parking. (Administration)

Approved by the consent agenda.

7. **\*Action/Approval** - Special Use Permit to United Parcel Service Co., Inc. for Use of 4,000 Square Feet of Apron Space at the Kenai Municipal Airport for Aircraft Loading and Parking. (Administration)

Approved by the consent agenda.

8. **\*Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Joshua Belter to the Airport Commission. (Gabriel)

Approved by the consent agenda.

9. **\*Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Samantha Springer to the Beautification Committee. (Gabriel)

Approved by the consent agenda.

10. **\*Ordinance No. 3421-2023** - Increasing Estimated Revenues and Appropriation in the Kenai City Airport Snow Removal Equipment, Visitor Center, and Public Safety Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)

Introduced by the consent agenda and Public Hearing set for June 19, 2024.

11. **\*Ordinance No. 3422-2023** - Increasing Estimated Revenues and Appropriations in the General Fund and Public Safety Capital Project Fund for Cost in Excess of Projected Budgeted Amounts for Fire Department Flooring Replacement Phase 2. (Administration)

Introduced by the consent agenda and Public Hearing set for June 19, 2024.

12. **\*Ordinance No. 3423-2023** - Increasing Estimated Revenues and Appropriations in the General Fund and Personal Use Fishery Fund for Annual Transfer from Personal Use Fishery Fund to the General Fund for Non-Departmental Expenses. (Administration)

Introduced by the consent agenda and Public Hearing set for June 19, 2024.

13. **Action/Approval** - Airport Commission 2024 Work Plan. (City Clerk)

**MOTION:**

Council Member Askin **MOVED** to approve the Airport Commission 2024 Work Plan. Council Member Douthit **SECONDED** the motion.

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

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

14. **Action/Approval** - Beautification Committee 2024 Work Plan. (City Clerk)

**MOTION:**

Council Member Daniel **MOVED** approve the Beautification Committee 2024 Work Plan. Council Member Douthit **SECONDED** the motion.

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

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

15. **Discussion** - Scheduling a Joint Work Session with the Planning and Zoning Commission on the Comprehensive Safety Action Plan (CSAP)

A Joint Work Session with the Planning and Zoning Commission was scheduled for June 19, 2024 at 4:30 p.m.

**I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging

No report, next meeting June 13, 2024.

2. Airport Commission

No report, next meeting June 13, 2024.

3. Harbor Commission

No report, next meeting cancelled.

4. Parks and Recreation Commission

No report, next meeting June 6, 2024.

5. Planning and Zoning Commission

Council Member Douthit reported on the May 29, 2024 meeting.

6. Beautification Committee

No report, next meeting September 10, 2024.

**J. REPORT OF THE MAYOR**

Vice Mayor Knackstedt reported on the following:

- Attending the Ribbon Cutting Ceremony for 5150 Audio.

**K. ADMINISTRATION REPORTS**

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

- June 10, 2024 at 9:00 a.m. Bluff Stabilization Project Ribbon Cutting Ceremony.
- June 10, 2024 at 2:00 p.m. Swearing in of new Police Officer Jonathyn Saravia.
- June 8, 2024 is the Kenai Peninsula Air Fair.
- June 15, 2024 is the Kite Festival.
- Welcomed the new City Building Official Joe Fisher.
- Animal Control Officer Kris Giordano accepted the promotion to Chief Animal Control Officer.
- Fire Chief interviews are being conducted.
- Recruiting for two Senior Center part time drivers.
- Property owner from Toyon Way requested an easement for installation of a retaining wall.
- June 19, 2024 City Council meeting will include a presentation on the Leakage Study Report from Volaire, the Airport Commission will be invited to attend.
- Thanked staff for their work on the FY2025 Annual Budget

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

- Provided a summary report on Minor Offense Citations

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

- Thanked the Council for the opportunity to attend the International Institute of Municipal Clerks Conference in Calgary Canada.

**L. ADDITIONAL PUBLIC COMMENTS**

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

2. Council Comments

Council Member Douthit noted that the Division of Elections new office at the Kenai Mall was now open.

Council Member Sounart noted that Council Member Askin would be covering for her at the Parks and Recreation Commission meeting so she could rehearse with the Kenai Peninsula Orchestra who are back together and doing summer concerts.

Council Member Askin thanked the administration and staff for all the great work on the budget; and thanked Parks and Recreation Director Best for helping with the amendments to the fee scheduled.

Council Member Daniel thanked the administration and staff for the work on the budget.

Council Member Baisden reported that Kenai Central High School won five individual titles at the Division II State Invitational Track and Field; the Girls Soccer Team won State; and Coach Verkuilen is retiring after coaching for 25-years.

M. EXECUTIVE SESSION - None.

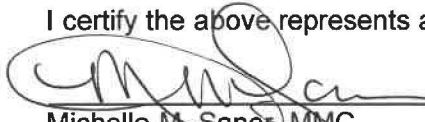
N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 8:53 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of June 5, 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.*