

**KENAI CITY COUNCIL – REGULAR MEETING
SEPTEMBER 4, 2024 – 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 September 4, 2024, 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
Phil Daniel
Alex Douthit
James Baisden

Henry Knackstedt, Vice Mayor
Deborah Sounart
Victoria Askin

A quorum was present.

Also in attendance were:

Dave Ross, Acting City Manager
Scott Bloom, City Attorney (*remote attendance*)
David Swarner, Finance Director
Astrea (Red) Piersee, Senior Services Administrative Assistant
Derek Ables, Airport Manager
Shellie Saner, City Clerk

3. Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

- | | |
|-------------------|---|
| Add to item H.15. | Discussion - Scheduling Board of Adjustment Appeal Hearings <ul style="list-style-type: none">• Appellant Scheduling Request• September and October Calendars |
|-------------------|---|

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Baisden **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.

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.

[Clerk's Note: Mayor Gabriel presented Kenai Peninsula Food Bank, Executive Director Greg Meyer and Development Director Lilly Murray with a Proclamation declaring September 2024 as "Hunger Action Month".]

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 provided an update on the Silver Salmon Derby; the 18th Annual Kenai River Marathon; the 39th Annual Fundraiser; the progress of the new Museum Cultural Coordinator; and noted that Silver Salmon Derby tickets could be purchased on line this year.

E. PUBLIC HEARINGS

- 1. Ordinance No. 3430-2024** - Accepting and Appropriating a Meals on Wheels of America Grant in Partnership with DoorDash for the Kenai Senior Center Meals on Wheels Delivery Program. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3430-2024. 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 efforts of the Senior Center staff on the grant; it was reported that DoorDash would start delivering next week and this was a very competitive grant process.

VOTE:

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

NAY: None

MOTION PASSED.

- 2. Ordinance No. 3431-2024** - Increasing Estimated Revenues and Appropriations in the General Fund, Land Administration Department for the Purchase of Survey Services to Subdivide City of Kenai Parcel 04901022. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3431-2024. 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.

It was reported that this would allow subdivision of the parcel for future resource extraction.

VOTE:

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

NAY: None

MOTION PASSED.

3. **Resolution No. 2024-41** - Adopting Joint Resolution No. 2024-002 of the Assembly of the Kenai Peninsula Borough and the Councils of the City of Homer, Kachemak, Kenai, Seward, Seldovia, and Soldotna, Supporting the Kenai Peninsula Economic Development District's Request that the 2026 and 2027 Cook Inlet Finfish Meetings be Held in Soldotna, Alaska to Provide Resource Stakeholders with the Opportunity to be Present at Public Discussions Affecting the Management of their Resources. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2024-41. 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.

[Clerk's Note: Mayor Gabriel disclosed that he is a Cook Inlet Set-Netter and request was to the body that makes the management decisions for all of the Upper Cook Inlet drainages; the Resolution would not translate in to any sort of benefit to himself and he did not see any reason to recuse himself. There were no objections stated by Council Members to Mayor Gabriel's participation on the resolution.]

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of August 21, 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** - 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 Renewal of a Club Liquor License for George H. Plumley Memorial Post 20 American Legion, DBA George H. Plumley Memorial Post 20 American Legion - License No. 1380. (City Clerk)

Approved by the consent agenda.

4. ***Action/Approval** - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Mitak LLC., DBA Main Street Tap & Grill - License No. 4555. (City Clerk)

Approved by the consent agenda.

5. ***Action/Approval** - Non-Objection to Renewal of a Retail Marijuana Store License for Cook Inlet Cannabis Co., DBA East Rip - License No. 13382. (City Clerk)

Approved by the consent agenda.

6. ***Action/Approval** - Confirming the Appointment of the October 1, 2024 Election Precinct Boards for the October 1, 2024 Regular City Election. (City Clerk)

Approved by the consent agenda.

7. *Action/Approval - Harbor Commission 2024 Work Plan. (Administration)

Approved by the consent agenda.

8. *Ordinance No. 3432-2023 - 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)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

9. *Ordinance No. 3433-2023 - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

10. *Ordinance No. 3434-2023 - Amending the Employee Classification Plan by Reclassifying the Capital Projects Manager to a Public Works Assistant Director and Increasing General Fund Estimated Revenues and Appropriations to Reflect the Position's Support of Public Works Divisions. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

11. *Ordinance No. 3435-2023 - Amending Kenai Municipal Code Section 23.55.030 (b) – Qualification Pay, to Include Qualification Pay for a Public Works Assistant Director Holding a Professional Engineer License. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

12. *Ordinance No. 3436-2023 - Increasing Estimated Revenues and Appropriations in the General Fund Lands Administration Department for Professional Services Associated with the Sale of City-Owned Land, Determining Eleven City-Owned Properties are Not Needed for a Public Purpose, Authorizing the City Manager to Dispose of Properties by Public Outcry Auction, Approving the Terms of Financing to be Offered on the Sale, and Designating Those Parcels as Eligible for a 25% Veterans Discount. (Administration)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

13. *Ordinance No. 3437-2023 - Amending Kenai Municipal Code to Revise Requirements Related to Publication in a Newspaper of General Circulation to Address Publication Requirements Which Cannot Be Met Due to the Newspaper Publications Being Reduced to One Day a Week. (City Clerk)

Introduced by the consent agenda and Public Hearing set for September 18, 2024.

14. Action/Approval - Authorizing a Memorandum of Agreement with the Kenaitze Indian Tribe for Projects to Enhance the Aquatic Organism Passage in Our Local Waterways, Including Improving Fish Passage in Cemetery Creek. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to authorize the Memorandum of Agreement with Kenaitze Indian Tribe. Council Member Douthitt **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

15. Discussion - Scheduling Board of Adjustment Appeal Hearings. (City Clerk)

The Board of Adjustment Appeal Hearings were scheduled for Tuesday, October 15, 2024 at 5:00 p.m.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting September 12, 2024.

2. Airport Commission

No report, next meeting September 12, 2024

3. Harbor Commission

No report, September 9, 2024 meeting cancelled.

4. Parks and Recreation Commission

No report, work session schedule for September 5, 2024.

5. Planning and Zoning Commission

No report, next meeting September 11, 2024.

6. Beautification Commission

No report, next meeting September 10, 2024.

J. REPORT OF THE MAYOR

1. Proclamation Declaring September 2024 as "Hunger Action Month"

Mayor Gabriel reported on the following:

- Attending the Grand Opening of The Glaze Donut Shop.

K. ADMINISTRATION REPORTS

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

- Public Works Director position posted, closing date September 12, 2024.
- Paul Ostrander will be serving as the interim Public Works Director.
- Peet Coots has been promoted to Deputy Fire Chief, internal recruitment for Fire Captain has begun.
- Julie Scherma has been promoted to Chief Animal Control Officer.
- An offer for the Planning Director position was accepted, more information from City Manager Eubank at the next meeting.
- Recruitment for the Airport Seasonal Equipment Operator is open.
- City Manager Eubank attended the KPEDD hosted City Manager meeting.
- The meeting with Senator Murkowski to discuss the Air Service Development Grant was cancelled, her office will reach out next time she is in the area.
- Attending the Kenai Peninsula borough Comprehensive Safety Action Plan Forum with Fire Chief Teague.

2. City Attorney - No report.

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

- Logic and Accuracy Testing for the October 1, 2024 Municipal Elections will take place at the Kenai Peninsula Borough Building, September 4 - 6, 2024
- Absentee Voting for the October 1, 2024 City and Borough Election opens on Monday, September 16, 2024.

- Taking steps to begin live streaming the Advisory Commission meetings on the City's YouTube Channel.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Douthit reported attending the Old Timer Luncheon and the Grand Opening of Glaze Donuts; advising High School Students that helping at the Senior Center is a Civics Project; and the Spruce Bark Beetle trees that were cut were available for fire wood.

Council Member Sounart thanked Public Works Director Scott Curtin for his years of service.

Council Member Askin thanked Public Works Director Scott Curtin for his years of service.

Council member Daniel wished Public Works Director Scott Curtin the best; and reported attending the Grand Opening of Glaze Donuts.

Council Member Knackstedt noted that the First Friday for the Kenai Fine Art Center and Kenai Chamber was coming up; attending the Food Bank Soup Supper Fundraiser; and thanked the individuals who would be serving as the Election Boards.

Mayor Gabriel thanked Public Works Director Scott Curtin for his years of service and reminded everyone that Friday would be the retirement celebration for Deputy Fire Chief John Harris after 25-years of service.

M. EXECUTIVE SESSION

1. Discussion of Airport Concession Restaurant Agreement Terms a Subject which the Immediate Knowledge may have an Adverse Effect Upon the Finances of the City. [AS 44.62.310(c)(1)]

MOTION:

Vice Mayor Knackstedt **MOVED** to enter into executive session to discuss Airport Concession Restaurant Agreement Terms. [AS 44.62.310(c)(1)]. The executive session will include Mayor Gabriel and City Council Members; Acting City Manager Ross, Airport Manager Ables and City Attorney Bloom.

Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Vice Mayor Knackstedt **MOVED** to reconvene into regular session. Council Member Baisden **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: The Council entered into executive session at 6:56 p.m. and reconvened into regular session at 7:34 p.m.]

- a. **Action/Approval:** Authorizing Amendments to Kenai Municipal Airport, Restaurant Concession Agreement.

It was reported that the City Council in Executive Session discussed the Kenai Municipal Airport, Restaurant Concession Agreement Terms and direction was provided to the City Manager to negotiate.

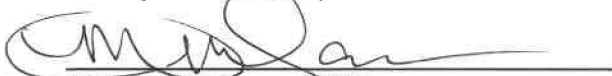
N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:35 p.m.

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