

**KENAI CITY COUNCIL – REGULAR MEETING  
NOVEMBER 6, 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 November 6, 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
Sovala Kisenia	

A quorum was present.

Also in attendance were:

**\*\*Xiling Tanner, Student Representative**  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
David Swarner, Finance Director  
Kevin Buettner, Planning Director  
Stephanie Randall, Human Resource Director  
Tyler Best, Parks and Recreation Director  
Lee Frey, Public Works Director  
Dave Ross, Police Chief  
Shellie Saner, City Clerk

**3. Election of Vice Mayor**

**MOTION:**

Council Member Daniel **MOVED** to nominate Council Member Knackstedt as Vice Mayor.

Having no other nominations and hearing no objections, Council Member Knackstedt was elected to the position of Vice Mayor.

**4. Agenda Approval**

**MOTION:**

Council Member Askin **MOVED** to approve the agenda and consent agenda. Council Member Sounart **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 - None.**

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

**D. UNSCHEDULED PUBLIC COMMENTS**

Marion Nelson, Kenai Fine Art Center Board Member introduced Board President Sandra Lewis; reported on the upcoming Mural Show and provided a summary of how the show Mural Show started.

Sandra Lewis, Kenai Fine Art Center Board President addressed the Council on the upcoming Mural Show; reported the Annual Craft Fair at Kenai Central High School was a major fundraiser for the center and the funds raised supported operational expenses; she itemized essential repairs needed at the center, suggesting coordination with City Officials on those repairs since the building is City owned; and clarified her intent to make the center more of a tourist destination.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided an update on recent and upcoming events and reported that the Haunted Chamber had over 1,200 visitors; preparations were underway for Christmas Comes to Kenai; the museum is updating displays; there is a new monthly lecture series Kenai Chronicles; and she noted the gingerbread competition is open.

Jodi Dura addressed the Council on behalf of the Kenai Peninsula Hockey Association (KPHA) noting she was a strong proponent of youth sports; she reported that the association has faced financial difficulties; their goal is to make youth sports more affordable; reported the association was hosting two invitational tournaments; requested the City defer some of the tournament costs such as in-kind ice donations; and noted that the tournament will bring many families to the community which benefits the local economy.

Ms. Dura provided clarification that out of town teams were charged fees to cover costs, while local teams play for free; the association hoped this would be a one-time request, noting gaming revenue has decreased due to various reasons; that 22 sheets of ice were booked for the Power Play Tournament; the cost to play in a tournament is \$1,650 and it covers the ice rental, referee fees and various other expenses; and the tournament would take place using both the Kenai and Soldotna rinks.

*[Clerk's Note: Council was advised that this subject was not previously noticed and no action could be taken at this meeting; if Council wished to donate it would need to take place at the next meeting and be noticed accordingly.]*

**E. PUBLIC HEARINGS**

- 1. Resolution No. 2024-43 - Authorizing the Use of the Equipment Replacement Fund and Awarding a Contract for the Purchase of Datacenter Equipment. (Administration)**

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2024-43. 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 the data centers included the servers, storage devices and is where the City's data is housed; and typically every five to six years the City goes through the process of replacing the servers and storage equipment.

**UNANIMOUS CONSENT** was requested.

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

2. **Resolution No. 2024-44** - Amending the City of Kenai Schedule of Rates, Charges, and Fees by Establishing an Annual Locker Rental Fee While Continuing to Provide Free Day-Use Lockers. (Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2024-44. 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 average annual locker rental cost across the nation varied between \$100 to \$200 per year; \$10 per month was appropriate for our facility for an annual fee of \$120; single day use lockers were still available; and the annual service was for those who want to leave their things in a locker on a more permanent basis.

**UNANIMOUS CONSENT** was requested.

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

3. **Resolution No. 2024-45** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2025. (Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2024-45. 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 due to the City's current claim status the initial quote received was a 16.5% increase; additional negotiation and an early bird discount reduced that amount to an 11.2% increase; and based on the current claim status a more competitive bid was unlikely.

Clarification was provided on the plan type and other services that would be offered to employees through the contract renewal.

**UNANIMOUS CONSENT** was requested.

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

4. **Resolution No. 2024-46** - Establishing the 2025 City Council Regular Meeting Schedule. (City Clerk)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2024-46. 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 the first Wednesday in January fell on New Year Day and the Council could cancel the meeting or reschedule for an other day.

**MOTION TO AMEND:**

Council Member Douthit **MOVED** to amend the 2025 Meeting Calendar by canceling the January 1, 2025 meeting. Council Member Daniel **SECONDED** the motion.

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

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

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

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

5. **Resolution No. 2024-47** - Approving a Lease of Airport Reserve Lands Described as Lot Four Block One FBO Subdivision with Crowley Fuels, LLC, on a Non-Standard Lease Form. (Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2024-47. 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 existing lease with Crowley had expired in July; the lessee will make the minimum investment in real property improvements; above ground equipment would remain the lessee's personal property; and when the lease ends the lessee will remove the underground tanks.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Regular Meeting of October 16, 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** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Sharon Fisher to the Parks & Recreation Commission. (Gabriel)

Approved by the consent agenda.

3. \***Ordinance No. 3440-2023** - Accepting and Appropriating a Grant from the State of Alaska Department of Education and Early Development, Division of Library, Archives, and Museums for the Purchase of Library Materials. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

4. \***Ordinance No. 3441-2023** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

5. \***Ordinance No. 3442-2023** - Amending Kenai Municipal Code Section KMC 23.55.020 – Compensation Structure by Grade for Employees in the Classified Service, to Amend the Effective Date a Step Increase Occurs and KMC 23.55.030 Qualification Pay, to Clarify Annual Leave and

Holiday Pay Calculations and Correct an Error to Building Plans Examiner Recognition Pay.  
(Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

6. **\*Ordinance No. 3443-2023** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)

Introduced by the consent agenda and Public Hearing set for November 20, 2024.

7. **Action/Approval** - Mayoral Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Gabriel)

Mayor Gabriel reported that he tries to give members different commission assignments; referenced the significant time commitment of the Liaison to the Planning & Zoning Commission and noted that Council Members Askin and Sounart would be sharing the Liaison assignments for both the Beautification Commission and Planning and Zoning Commission; he requested to include the nomination of Council Member Douthit to the Supervisory Sub-Committee.

**MOTION:**

Council Member Douthit **MOVED** to approve the Mayoral Nominations of Council Liaisons for appointment to commissions and appoint Council Member Douthit to the Supervisory Sub-Committee. Council Member Askin **SECONDED** the motion.

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

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

**I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging Commission

No report, next meeting November 14, 2024.

2. Airport Commission

No report, next meeting November 14, 2024.

3. Harbor Commission

No report, next meeting November 12, 2024.

4. Parks and Recreation Commission

No report, next meeting November 7, 2024.

5. Planning and Zoning Commission

No report, next meeting November 13, 2024.

6. Beautification Commission

No report, next meeting November 19, 2024.

**J. REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Thanked Vice Mayor Knackstedt for filling in for him.
- Reminded everyone Veterans day is on November 11, 2024.
- Congratulated apparent election winners for State House and State Representative.

**K. ADMINISTRATION REPORTS**

1. City Manager - City Manager Eubank reported on the following:
  - City Land Sale will be on Saturday, December 7, 2024.
  - City was not a recipient of the 2023 Small Community Air Service Development Grant (SCASD) award.
  - Meeting with Vice Mayor Knackstedt and Senator Murkowski, noting she may support the City with a letter of support for future SCASD application.
  - An artificial intelligence policy was established for City employees as well as offering training for employees using artificial intelligence.
  - Currently recruiting for multiple Police Officers, a Safety Dispatcher and a temporary Equipment Operator for the Streets Department.
  - An affiliate agreement with the University of Alaska is now in place to allow EMT and Paramedic students from KPC to work with our Fire Department, including ride-along and on the job experience.
  - The Board of Fish did not consider the proposal to relocate the upcoming South-Central Finfish meeting to our area.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
  - Recruitment for term ending Commission seats is currently in progress.

**L. ADDITIONAL PUBLIC COMMENTS**

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

Council Member Douthit thanked Samantha Springer for the Chamber update; reminded everyone to come out for Christmas comes to Kenai; and noted that the old Nickel Chiropractic building would be taken down.

Student Representative Tanner reported on current activities for Connections, Kenai Central High School and Kenai Alternative High School.

Council Member Sounart welcomed new Public Works Director Lee Frey, Planning Director Kevin Buettner and Student Representative Xiling Tanner; and noted that there was a good turnout for the General Election.

Council Member Askin welcomed new Public Works Director Lee Frey, Planning Director Kevin Buettner and Student Representative Xiling Tanner; and reminded everyone to be careful on the ice.

Council Member Daniel welcomed new Public Works Director Lee Frey, Planning Director Kevin Buettner, Student Representative Xiling Tanner and Council Member Kisena.

Vice Mayor Knackstedt reported attending the ribbon cutting ceremony for Odyssey Urgent Care & Occupational Health and welcomed Public Works Director Lee Frey, Planning Director Kevin Buettner.

**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 7:31 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 6, 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 will not affect the outcome of the official council vote. Advisory votes will be recorded in the minutes. A student representative may not move or second items during a council meeting.***