

**KENAI CITY COUNCIL – REGULAR MEETING
SEPTEMBER 18, 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 18, 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:

Terry Eubank, City Manager
David Swarner, Finance Director
Stephanie Randall, Human Resource Director
Katja Wolf, Library Director
Shellie Saner, City Clerk

3. Agenda Approval

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda. Council Member Douthit **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.

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS

1. Silver Salmon Derby Grand Prize Award, Samantha Springer, Executive Director of the Kenai Chamber of Commerce & Visitor Center

Samantha Springer, Executive Director of the Kenai Chamber of Commerce presented the results of the Silver Salmon Derby, noting this year had 153 participants and 395 daily tickets sold, with 76 fish weighed; the adult grand prize of \$5,000 was awarded to Kevin Dell for a 10.83-pound salmon and the youth prize of \$1,000 was awarded to Carter Romero for a 9.86-pound Salmon.

[Clerk's Note: A recess was taken for ceremonial award to the winners of the Silver Salmon Derby.]

Ms. Springer provided an update on the upcoming events including the Kenai River Marathon; Chambers Annual Fund Raiser; and the Haunted Chamber.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

- 1. Ordinance No. 3432-2024** - 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)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3432-2024. Council Member Sounart **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 the funds would be utilized for staff attendance at the Alaska Library Association Conference in Juneau.

VOTE:

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

NAY: None

MOTION PASSED.

- 2. Ordinance No. 3433-2024** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3433-2024. Council Member Daniel **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 the annual grant amount is typically around \$7,000 and incorporated into the Library budget; this year's amount was unexpectedly reduced; the reduction caused concerns in the Library Community; efforts were underway to restore funding and if restored a similar ordinance would be brought forward at that time.

Appreciation was stated for the Library's pursuit of funding.

VOTE:

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

NAY: None

MOTION PASSED.

- 3. Ordinance No. 3434-2024** - 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)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3434-2024. Council Member Baisden **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 the proposed restructuring of the Public Works department would improve efficiency and effectiveness; the new position would help reduce the span of control for the Director who oversees nineteen employees within five departments; and this would allow for better management of projects and long-term planning.

There was discussion in support of the restructuring and agreement that the approach was a positive step forward.

VOTE:

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

NAY: None

MOTION PASSED.

- 4. Ordinance No. 3435-2024** - 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)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3435-2024. 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.

It was reported this would provide incentive pay for employees holding a professional engineering (PE) certification; it would not eliminate the need for external design services; however, would provide valuable expertise in project oversight.

There was discussion regarding the 5% pay increase may not be adequate to attract highly qualified candidates; and the recruitment would wait until the new Public Works Director could participate in the hiring process.

VOTE:

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

NAY: None

MOTION PASSED.

- 5. Ordinance No. 3436-2024** - 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)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3436-2024. 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.

It was reported this would set the sale terms and offer a Veteran's discount on the eleven City owned properties which have been deemed suitable for residential development and are not needed for public use.

There was discussion regarding the minimum bid being based on the Borough tax assessment; veterans would bid full price and if awarded the 25% discount would then be applied; the veteran discount was a one-time discount; and there were no requirements for buyers to develop the land.

VOTE:

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

NAY: None

MOTION PASSED.

6. **Ordinance No. 3437-2024** - 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)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3437-2024. 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.

It was reported this would modify publication requirements within code that cannot be met when the newspaper of general circulation is only published once a week.

VOTE:

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

NAY: None

MOTION PASSED.

F. MINUTES

1. *Regular Meeting of September 4, 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** - Non-Objection to the Issuance of a New Retail Marijuana Store License for Shackleford Farms LLC., DBA Shackleford Farms LLC - License No. 38593 (City Clerk)

Approved by the consent agenda.

3. ***Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Zachary Rohr to the Harbor Commission. (Mayor Gabriel)

Approved by the consent agenda.

4. ***Ordinance No. 3438-2023** - Accepting and Appropriating Donations from the Kenai River Marathon Through the Kenai Community Foundation for the Installation of Bike Racks and Bike Repair Stations. (Administration)

Introduced by the consent agenda and Public Hearing set for October 2, 2024.

5. **Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Stacie Krause to the Planning & Zoning Commission. (Mayor Gabriel)

MOTION:

Vice Mayor Knackstedt **MOVED** to confirm the partial term appointment of Stacie Krause to the Planning & Zoning Commission. Council Member Douthit **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

Council Member Baisden reported on the September 12, 2024 meeting.

2. Airport Commission

Vice Mayor Knackstedt reported on the September 12, 2024 meeting.

3. Harbor Commission

No report, next meeting November 12, 2024.

4. Parks and Recreation Commission

Council Member Sounart reported on the September 5, 2024 meeting.

5. Planning and Zoning Commission

Council Member Douthit reported on the September 11, 2024 meeting.

6. Beautification Commission

Council Member Daniel reported on the September 10, 2024 work session.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Participating in spinning the wheel for the Silver Salmon Derby.
- Being provided copy of a letter from the Chamber that he submitted as a boy in October of 1975.
- No qualified applicants applied for Student Representative, the application period was extended to September 23.

K. ADMINISTRATION REPORTS

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

- Kevin Buettner has accepted the position of Planning Director, his first day is October 21.
- Public Works Director interviews are underway, with four interviews scheduled.
- Controller Reena Voivedich has accepted a position with the School District.
- Currently recruiting for an Animal Control Officer and temporary equipment operators for the Airport.
- Attended the Safe Streets Comprehensive Plan workshop on September 11.

- Currently waiting for a response from Brothers Café regarding the amendment to their agreement.
 - The need for parking lot striping and maintenance at the Senior Center.
 - The map associated with the Beaver Loop subdivision was omitted from the previous packet and was included in this packet.
2. City Attorney - No report.
 3. City Clerk - City Clerk Saner reported on the following:
 - Absentee Voting locations and hours.
 - Records Retention Schedule Audit underway.
 - New Advisory Commission Handbook and Planning & Zoning Commission Handbooks were complete as well as an update of the application form.
 - Working with IT to streamline the online Public Records Request process.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Douthit encouraged everyone to check out the new Airport Landscaping as well as the improvements to Lilac Lane; he noted that Salamatof had withdrawn their offer for the Kiana Lane property.

Council Member Askin thanked Council Member Baisden for sponsoring the Reagan movie she attended; and reported attending the School Board Candidate forum, noting we have two strong candidates.

Council Member Baisden noted he visited both of the new restaurants on Willow Street, he highly recommended them; and he wished the United States Airforce a happy 77th Birthday.

Vice Mayor Knackstedt thanked Samantha Springer for all of the energy that she brings to the Chamber.

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 7:06 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 18, 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.**