

**KENAI CITY COUNCIL – REGULAR MEETING
NOVEMBER 20, 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 20, 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	Sovala Kisenia
Phil Daniel	Deborah Sounart
Alex Douthit	Victoria Askin

A quorum was present.

Absent:

Brian Gabriel, Mayor

Also in attendance were:

**Xiling Tanner, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Stephanie Randall, Human Resource Director
Lee Frey, Public Works Director
Kathy Romain, Senior Services Director
Derek Ables, Airport Manager
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

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

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center provided the Council with the 2025 Kenai Chamber of Commerce schedule, noting some events were not yet assigned; she reminded everyone that Christmas Comes to Kenai is next week.

E. PUBLIC HEARINGS

- 1. Ordinance No. 3440-2024** - 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)

MOTION:

Council Member Askin **MOVED** to enact Ordinance No. 3440-2024. 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.

Gratitude was expressed for the Library staff pursuing funding opportunities.

VOTE:

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

NAY: None

ABSENT: Gabriel

****Student Representative Tanner: Yea**

MOTION PASSED.

- 2. Ordinance No. 3441-2024** - Accepting and Appropriating a Donation from Hilcorp Energy Company to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)

MOTION:

Council Member Askin **MOVED** to enact Ordinance No. 3441-2024. 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 there were 230 registered attendees so far; this was the eleventh year Hilcorp has donated funding for the areawide Senior Thanksgiving Dinner; and Hilcorp would be filming a commercial during the event, showcasing how they contribute to the community.

Gratitude was expressed for Hilcorp.

VOTE:

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

NAY: None

ABSENT: Gabriel

****Student Representative Tanner: Yea**

MOTION PASSED.

3. **Ordinance No. 3442-2024** - 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)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3442-2024. 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.

It was reported that with the implementation of amendments that were approved by Council last year issues were identified that were not anticipated; this clarifies that step increases are effective on the first day of a payroll period; and clarifies how qualification pay is applied to holiday and leave pay.

VOTE:

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

NAY: None

ABSENT: Gabriel

**Student Representative Tanner: Yea

MOTION PASSED.

4. **Ordinance No. 3443-2024** - Amending Kenai Municipal Code Section 14.30.030 – General Provisions, to Update the Most Recent Version of the “Flood Insurance Study”. (Administration)

MOTION:

Council Member Askin **MOVED** to enact Ordinance No. 3443-2024. 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 Daniel **MOVED** to amend the sixth whereas clause to read:

“Whereas, at its meeting on November 13, 2024, the Planning and Zoning Commission recommended enactment.”

Council Member Douthit **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE ON MAIN MOTION AS AMENDED:

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

NAY: None

ABSENT: Gabriel

**Student Representative Tanner: Yea

MAIN MOTION AS AMENDED PASSED.

F. MINUTES

1. *Regular Meeting of November 6, 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 Renewal of a Limited Marijuana Cultivation License for Grateful Bud LLC, DBA Grateful Bud LLC - License No. 16474. (City Clerk)

Approved by the consent agenda.

3. *Action/Approval - Non-Objection to Renewal of a Retail Marijuana Store License for KRC LLC, DBA Kenai River Cannabis - License No. 17808. (City Clerk)

Approved by the consent agenda.

4. *Action/Approval - Non-Objection to Renewal of a Standard Marijuana Cultivation Facility License for Shackleford Investments LLC, DBA Shackleford Investments LLC - License No. 31826. (City Clerk)

Approved by the consent agenda.

5. *Action/Approval - Non-Objection to Renewal of a Beverage Dispensary Tourism Liquor License for Upper Deck LLC, DBA the Upper Deck - License No. 2993 (City Clerk)

Approved by the consent agenda.

6. *Action/Approval - Special Use Permit to the American Red Cross for Use of 475 Square Feet of Office Space at the Alaska Regional Fire Training Facility. (Administration)

Approved by the consent agenda.

7. *Action/Approval - Assignment of Leases of Kenai City Lands as Requested by KNC Golf Inc., for Kenai Municipal Golf Course. (Administration)

Approved by the consent agenda.

8. *Action/Approval - Assignment of Lease of Airport Reserve Lands & Consent to Assignment for Security Purposes as Requested by Schilling Rentals, LLC for Lot 5A, Block 1, FBO Sub. 2018 Replat. (Administration)

Approved by the consent agenda.

9. *Ordinance No. 3444-2024 - Accepting and Appropriating a Grant from the U.S. Department of Homeland Security Passed through the State of Alaska Department of Military and Veterans' Affairs to Hire a Contractor to Add a Cybersecurity Section to the City's Emergency Operations Plan. (Administration)

Introduced by the consent agenda and Public Hearing set for December 4, 2024.

10. Action/Approval - Council Confirmation of Mayoral Nominations to the City's Commissions. (Gabriel)

Airport Commission, Term January 1, 2025 through December 31, 2027:

- Daniel Knesek
- Cody Whicker

Beautification Commission, Term January 1, 2025 through December 31, 2027:

- Samantha Springer
- Brittney Hoffert

Parks and Recreation Commission, Term January 1, 2025 through December 31, 2027:

- Charlie Stephens

MOTION:

Council Member Askin **MOVED** to confirm the Mayoral Nominations to the City's Commissions. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

11. Action/Approval - Council Confirmation of Mayoral Nominations to the Planning & Zoning Commission. (Gabriel)

Term January 1, 2025 through December 31, 2027:

- Jeff Twait
- Gwen Woodard

MOTION:

Council Member Douthit **MOVED** to confirm the Mayoral Nominations to the Planning & Zoning Commission. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

12. Discussion - Scheduling a Capital Improvement Plan Joint Work Session. (Administration)

The Capital Improvement Plan Joint Work Session was scheduled for December 18, 2024 at 4:30 p.m.

13. Discussion - Scheduling a Budget Goals Work Session. (Administration)

The Budget Goals Work Session was scheduled for December 4, 2024 at 4:30 p.m.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

Vice Mayor Knackstedt reported on the November 14, 2024 meeting, next meeting December 12, 2024.

2. Airport Commission

Vice Mayor Daniel reported on the November 14, 2024 meeting, next meeting December 12, 2024.

3. Harbor Commission

Council Member Kisenia reported on the November 12, 2024 meeting, next meeting February 10, 2024.

4. Parks and Recreation Commission

Council Member Douthit reported on the November 7, 2024 meeting, next meeting December 5, 2024.

5. Planning and Zoning Commission

Council Member Askin reported on the November 13, 2024 meeting, next meeting November 27, 2024.

6. Beautification Commission

Council Member Askin reported on the November 19, 20254 meeting, next meeting January 14, 2024.

J. REPORT OF THE MAYOR - None.

K. ADMINISTRATION REPORTS

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

- Public Land Sale is scheduled for Saturday, December 7, 2024.

- Small Community Air Service Development Grant Application was unsuccessful, which is common for first time applicants; efforts are underway for future application to include supporting documents from organizations and letters of interest from Airlines; Alaska Airlines has agreed to further discussion.
- Working with Kenaitze Indian Tribe on scheduling a Joint Work Session.
- Discussions with the State to amend the Beetle Kill Mitigation agreement to allow additional phases of tree removal.
- Utility Forman Eric Jean has been promoted to the Assistant Public Works Director position.
- Currently recruiting for a public safety dispatcher, recreation center attendant, firefighter, temporary equipment operation and two police officers.
- Brother's Café will close operations on December 23; currently recruiting for a new concessionaire.
- The City is receiving funding from the Cook Inlet Salmon Disaster.
- Thanked the Streets Crew for maintaining the City Roads.

2. City Attorney - No report.

3. City Clerk

- Commission Meetings are now livestreaming on the City YouTube channel.

L. ADDITIONAL PUBLIC COMMENTS

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

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center thanked the administration for helping prevent vehicles from using the parking lot as a road; she recommended eventually closing the parking lot entrance from the Kenai Spur Hwy.

2. Council Comments

Council Member Douthit reminded everyone of the challenges with cold weather, to plug in your vehicles and make sure you have a safety kit in your car.

Student Representative Tanner provided a summary of events for Connections Homeschool including Career Talks, preparing Thanksgiving boxes and a Christmas music program; Kenai Alternative has a Christmas Giving Tree; and summarized the upcoming sports events for Kenai Central Highschool.

Council Member Sounart wished everyone a Happy Thanksgiving.

Council Member Askin stated she enjoyed attending the Kenai Alternative Highschool Thanksgiving luncheon and was looking forward to serving dinner the during the Annual Area-Wide Senior Thanksgiving Dinner.

Council Member Daniel wished everyone a Happy Thanksgiving.

Council Member Kisenia wished everyone a Happy Thanksgiving and reminded everyone to not only check their vehicle safety kits but also check their spare tires.

Vice Mayor Knackstedt reported attending the Veterans events at Mountain View Elementary and the American Legion Post 20; attending the Boys and Girls Club Annual Fundraiser, noting during the outcry auction nearly \$100,000 was raised for sponsorships.

M. EXECUTIVE SESSION - None.

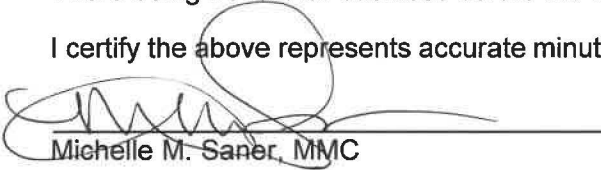
N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 6:57 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 20, 2024.



Michelle M. Sauer, 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.*