

**KENAI CITY COUNCIL – REGULAR MEETING
APRIL 2, 2025 – 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 April 2, 2025, 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	Henry Knackstedt, Vice Mayor
Phil Daniel	Deborah Sounart
Alex Douthit	Victoria Askin
Sovala Kisena	

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 - remote participation
Lee Frey, Public Works Director
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

- | | |
|---------------|---|
| Add item H.5. | New Business - Ordinance No. 3463-2025 - Conditionally Donating Certain City Owned Property Described as Three Approximately 1½ Acre Parcels to be Subdivided from a Portion of the Approximately 69½ Acre Parcel Described as Kenai Meadows Addition No 1, Tract A1 According to Plat 2023-48 (KPB Parcel No. 03901067) to Kenai Peninsula Housing Initiative for the Development of Restricted Income and Senior Housing. (Administration) <ul style="list-style-type: none">• Introduction and Scheduling of the Public Hearing |
|---------------|---|

It was reported that the Administration had been working with Kenai Peninsula Housing Initiative (KPHI) on some development; KPHI recently identified another funding source for the project, which had a short application period closing on April 30, 2025; and the laydown was requested to allow for the public hearing on the Ordinance to be held on April 16, 2025.

MOTION:

Vice Mayor Knackstedt **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.

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. Kenai River Quality Monitoring Funding, Kenai Watershed Forum, Environmental Scientist and Water Quality Coordinator, Benjamin Meyer.

Mr. Meyer stated this presentation was a follow up from the presentation on March 5, 2025; and to request Fiscal Year 2026 annual contribution from the City be restored to its previous level of \$5,000, noting it had been reduced to \$1,500 in Fiscal Year 2025. He reported the Kenai River water quality monitoring project was initiated in the year 2000; it was intended to be a twice a year health checkup on the river; he provided a video presentation on the Kenai River Water Quality Monitoring Program; and provided an overview of other features of the program.

There was discussion regarding other funding sources to included funding from the State of Alaska; the office location and number of employees; the City of Soldotna's donation of in-kind lab services; certification requirements for lab services; and the possibility of the City of Kenai offering in-kind lab services.

2. Request for Land Donation, Kenai Peninsula Housing Initiatives, Inc., Finance Director Dana Gregoire.

Ms. Gregoire provided information about Kenai Peninsula Housing Initiatives (KPHI), noting the type of housing they develop and the locations developed on the Kenai Peninsula; provided an overview of previous developments on lands donated by the City; reported the with the additional land donation it will bring the total development up to 54 senior housing units and 54 low-income multifamily units for the ten-acre parcel. She stated the request was time sensitive due to the application deadline for securing funding and the land donation was critical to KPHI's ability to remain competitive in securing funding.

There was discussion regarding the market price for units being established by HUD; occupants had to be income-certified to qualify for the restricted units in advance of occupancy and annually; rents would increase if the occupant's income increased; and this type of housing did not compete with for profit housing.

D. UNSCHEDULED PUBLIC COMMENTS

Marion Nelson, Board Member for the Kenai Art Center reported on the Current Student Show and the upcoming First Friday.

E. PUBLIC HEARINGS

1. **Resolution No. 2025-21** - Amending City Council Policies 20.010 - Recording Council Meetings, and 20.020 Standing Commissions and Other Advisory Body Procedures, to

Establish that Meeting Recordings are Retained in Accordance with the Records Management Schedule and Record Retention Policy of the City. (City Clerk)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-21. 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 retention in the current policies conflicted with the retention schedule; the current retention schedule aligned with the recommended retention for meeting recordings as established in the State of Alaska, Local Government Model; amendments to the retention schedule required Council approval; and the retention schedule was available in the City's online archives and would be made available from the Clerk's Office on request.

UNANIMOUS CONSENT was requested.

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

2. **Resolution No. 2025-22** - Amending Council Policy 20.000 Agenda & Packet - Preparation, Distribution and Publication, to Establish a Twenty Minute Aggregate Time Limit for Scheduled Public Comment and a Thirty Minute Aggregate Time Limit for Unscheduled Public Comment. (Gabriel)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-22. 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 that establishing aggregated time limits at the beginning of the meeting ensured sufficient time to take up the business on the agenda; additional opportunity for public comment was allowed during individual public hearing items and again at the end of the agenda after business was completed; the Council may suspend the rules and by majority vote extend the aggregated time during a meeting.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of March 19, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Ordinance No. 3462-2025** - Accepting and Appropriating Donations to the Kenai Animal Shelter for the Purchase of Equipment and Supplies. (Administration)

Introduced by the consent agenda and Public Hearing set for April 16, 2025.

3. **Action/Approval** - Council on Aging Commission 2025 Work Plan. (City Clerk)

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the Council on Aging Commission 2025 Work Plan. Council Member Daniel **SECONDED** the motion.

It was noted the three objectives aligned with the role of the Commission and gratitude was expressed for the work of the commission.

UNANIMOUS CONSENT was requested on the motion.

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

4. Discussion - Scheduling a Budget Work Session. (Administration)

The Fiscal Year 2026 Budget Work Session was scheduled for May 3, 2025, beginning at 9:00 a.m.

- 5. Ordinance 3463-2025 - Conditionally Donating Certain City Owned Property Described as Three Approximately 1 ½ Acre Parcels to be Subdivided from a Portion of the Approximately 69 ½ Acre Parcel Described as Kenai Meadows Addition No 1, Tract A1 According to Plat 2023-48 (KPB Parcel No. 03901067) to Kenai Peninsula Housing Initiative for the Development of Restricted Income and Senior Housing. (Administration)**

MOTION:

Council Member Askin **MOVED** to introduce Ordinance 3463-2025 and schedule the public hearing for April 16, 2025. 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.

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 cancelled.

2. Airport Commission

No report, next meeting April 10, 2025.

3. Harbor Commission

No report, next meeting April 7, 2025.

4. Parks and Recreation Commission

No report, next meeting April 3, 2025.

5. Planning and Zoning Commission

Council Member Sounart reported on the March 26, 2025 meeting.

6. Beautification Commission

No report, next meeting April 8, 2025.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Attending the March for Meals dessert auction and thanked Senior Center staff for the work to make it happen.
- Presenting the State of the City with City Manager Eubank, and stated his appreciation for the City Employees.

K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank reported on the following:
 - Water and Sewer Department: James Hagar promoted to Utility Foreman; Cody Mackay and Bradley Barrett promoted to Utility Lead Operators; and currently recruiting for a Utility Operator.
 - Fire Department: Jessie Tauriainen promoted to Engineer; and two new firefighters joining in April and May.
 - Streets Department: Eric Lervig hired as Equipment Operator.
 - Parks and Recreation: Actively recruiting for summer positions.
 - Employee Appreciation Event scheduled for April 25 at the Senior Center.
 - Departmental budget reviews underway; draft budget to be presented to Council on April 18, 2025.
 - Economic Development, Industry Outlook Forum scheduled for April 24, 2025 at the Visitor and Cultural Center.
 - The March for Meals, dessert auction was a success.
 - Kenai Annual, Easter Egg Hunt scheduled for April 19, 2025 at Municipal Park.
 - Storefront and Streetscape Improvement Program applications deadline was April 11, 2025.
 - Army Corps of Engineer, Bluff Stabilization Project meeting scheduled for April 17, 2025 at the Visitor and Cultural Center.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
 - Reminder of the upcoming Financial Disclosure Statement deadline.

L. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*) - None.
2. Council Comments

Council Member Douthit noted that the March for Meals event was great fun and complimented staff for the work involved with the event.

Student Representative Tanner reported on the upcoming Connections Art Show; provided a list of students recognized for their achievements by Connections; listed upcoming Kenai Central High School sport events; and the Kenai Central High School Prom.

Council Member Sounart noted that the March for Meals event was a wonderful evening; thanked Senior Center Director Romain and staff for all they do; complimented Ms. Saner on her cake entry; and thanked the Public Works Director Frey and Waste Water Treatment staff for the tour of the facility.

Council Member Askin noted the March for Meals event was fun; complimented Council Members Sounart and Douthit on their costumes; and thanked Public Works Director Frey and staff for the tour of the Waste Water Treatment facility.

Council Member Daniel thanked staff for the tour of the Waste Water Treatment Facility and tour of the Airport.

Council Member Kisena thanked staff for the tour of the Waste Water Treatment Facility; attending the Kaleidoscope townhall for the principal hiring process; and attending the Kenai Central Highschool, Marching Band, Taco dinner and silent auction.

Vice Mayor Knackstedt stated his appreciation for the March for Meals event; thanked staff for the tour of the Waste Water Treatment facility; recognized the certification process required to work at the Waste Water Treatment facility; and reported attending the State of the City address.

M. EXECUTIVE SESSION

1. Review and Discussion of the City Manager's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Manager [AS 44.62.310(C)(2)].
2. Review and Discussion of the City Attorney's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney [AS 44.62.310(C)(2)].
3. Review and Discussion of the City Clerk's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Clerk [AS 44.62.310(C)(2)].

MOTION:

Vice Mayor Knackstedt **MOVED** to enter into executive session to review and discuss the annual evaluations of the City Manager, City Attorney and City Clerk which may be a subject that tends to prejudice the reputation and character of the City Manager, City Attorney or City Clerk. [AS 44.62.310(C)(2)]

Mr. Eubank, Mr. Bloom and Ms. Saner have elected to have the discussion take place in executive session.

The executive session will include Mayor Gabriel and City Council Members; City Manager Eubank, City Attorney Bloom and City Clerk Saner may be included if and when the Council requests their presence.

Council Member Askin **SECONDED** the motion.

VOTE:

YEA: Daniel, Sounart, Gabriel, Kisenia, Douthit, Askin, Knackstedt
NAY: None

MOTION PASSED.

MOTION:

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

UNANIMOUS CONSENT was requested on the motion to reconvene into regular session.

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

[Clerk's Note: City Council entered into executive session at 7:26 p.m. and reconvened into regular session at 8:40 p.m.]

It was reported that the City Council convened in executive session to discuss the evaluations of the City Manager, City Attorney and City Clerk.

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 8:41 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of April 2, 2025.

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.*