

**KENAI CITY COUNCIL – REGULAR MEETING  
JANUARY 15, 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 January 15, 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 ( <i>remote participation</i> )	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 (*remote participation*)  
Stephanie Randall, Human Resource Director  
Tyler Best, Parks and Recreation 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**

Mayor Gabriel noted the following additions to the Packet:

Add to item E.6.	<b>Public Hearing - Resolution No. 2025-04</b> <ul style="list-style-type: none"><li>• Public Comment</li></ul>
Add to item K.1.	<b>City Managers Report</b> <ul style="list-style-type: none"><li>• Finance Midmonth Report Attachment</li></ul>

**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**

1. Kenai Tourism and Marketing Report, Inger Deede and John Papendieck, Agnew::Beck Consulting.

Deede Inger and John Papendieck provided an update on the City's tourism and marketing efforts. The primary objectives are to promote Kenai as a year-round destination, increase tourism, engage residents, and support workforce recruitment and economic development. These efforts include rebranding to better reflect the community's authentic experiences and appeal to locals, regional visitors, and national tourists. The rebranding emphasizes Kenai's natural beauty, cultural heritage, small-town charm, and recreational opportunities, and includes replacing the "I Love Kenai" brand.

The long-term communication plan involves utilizing social media, city and chamber calendars, and collaboration with regional partners to position Kenai as both a desirable place to live and an attractive destination to visit.

There was also discussion about Alaska's diverse regions, the implementation of measures to track marketing success, and appreciation for the rebranding initiative.

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

**D. UNSCHEDULED PUBLIC COMMENTS - None.**

**E. PUBLIC HEARINGS**

1. **Ordinance No. 3446-2024** - Accepting and Appropriating a Grant from the Alaska Food Coalition to the Kenai Senior Center. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3446-2024. 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.

**VOTE:**

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

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

2. **Ordinance No. 3447-2025** - Accepting and Appropriating a Grant from the State of Alaska, Division of Senior and Disabilities Services to the Kenai Senior Center for Disaster Emergency Planning and Preparation. (Administration) [KMC 1.15.070(d)]

1. Motion for Introduction
2. Motion for Second Reading (Requires a Unanimous Vote)
3. Motion for Enactment (Requires Five Affirmative Votes)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to introduce Ordinance No. 3447-2025. Council Member Askin **SECONDED** the motion.

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

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

**MOTION:**

Vice Mayor Knackstedt **MOVED** to conduct the second reading on Ordinance No. 3447-2025. Council Member Sounart **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion to conduct the second reading.

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

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3447-2025. 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 the application and award was a team effort from City staff, Senior Center Administrative Assistant Pierce applied for the grant with the help from Fire Chief Teague and Finance Controller Anderson. The grant will be utilized for purchasing emergency food for seniors, supplies for AEDs and development of a site-specific emergency plan for the Senior Center.

Appreciation was stated for the City staff and their teamwork.

**VOTE:**

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

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

3. **Resolution No. 2025-01** - Authorizing the City Manager to Enter into a Restaurant Concession Agreement for the Kenai Municipal Airport. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-01. 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.

There was discussion regarding separate utility meters for the restaurant space.

**UNANIMOUS CONSENT** was requested.

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

4. **Resolution No. 2025-02** - Authorizing a Budget Transfer in the Municipal Roadway Improvements Capital Project Fund of Remaining Balances from Completed Projects to a New Project for City Dock Float Replacement and Concrete Ramp Repairs. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-02. 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 the plan was to address the floats first with bids going out within the month; concrete work would take place in the fall after the dipnet season or possibly next spring.

**UNANIMOUS CONSENT** was requested.

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

**5. Resolution No. 2025-03 - Amending the Authorized Staffing Table by Adding a Part-Time Administrative Assistant I Position to the Police Department. (Administration)**

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-03. 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.

There was discussion regarding the responsibilities and tasks of the new position.

**UNANIMOUS CONSENT** was requested.

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

**6. Resolution No. 2025-04 - Adopting Goals to Guide the Preparation of the Fiscal Year 2026 Annual Budget. (Administration)**

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-04. 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.

**UNANIMOUS CONSENT** was requested.

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

**7. Resolution No. 2025-05 - Authorizing a Contract Award to Supply Microsoft Enterprise Agreements. (Administration)**

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-05. 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.

**UNANIMOUS CONSENT** was requested.

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

**8. Resolution No. 2025-06 - Adopting the City's Capital Improvement Plan for Fiscal Years 2026-2030. (Administration)**

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-06. 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.

There was discussion regarding the Council on Aging Commission request that Council look into senior housing; the cost associated with a senior housing feasibility study; the possibility of adding it to the Capital Improvement Plan or starting smaller with a market analysis to determining specific needs and type for senior housing.

**MOTION TO AMEND:**

Vice Mayor Knackstedt **MOVED** to amend the City's Capital Improvement Plan for Fiscal Years 2026-2030 as follows:

"Include a General Fund Project for a Feasibility Study on Senior Housing in the Amount of \$300,000 for Fiscal Year 2029 to be filled with \$200,000 in Grant Funds and \$100,000 in General Funds."

Council Member Askin **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**.

**MOTION TO RECONSIDER:**

Vice Mayor Knackstedt **MOVED** to reconsider previously voted on Resolution No. 2025-05. Council Member Askin **SECONDED** the motion.

It was reported that motion to reconsider was brought forward to address a needed amendment to the Resolution.

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

**VOTE:** There being no objection; **SO ORDERED**, and Resolution No. 2025-05 was back before the Council.

**7. Resolution No. 2025-05 - Authorizing a Contract Award to Supply Microsoft Enterprise Agreements. (Administration)**

**MOTION:**

Vice Mayor Knackstedt **MOVED** to amend Resolution No. 2025-05 as follows:

Second Whereas Clause to read, "two bids were received

<u>Vendor</u>	<u>Bid Price</u>
Zones, LLC	\$[33,375.92] <u>36,375.92</u>
Insight Public Sector, Inc.	\$36438.23; and,"

Third Whereas Clause to read, "Zones, LLC was the lowest bid at \$[33,375.92] 36,375.92 annual cost; and,"

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.

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

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

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

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

9. **Resolution No. 2025-07** - Requesting the Governor of the State of Alaska Designate by Proclamation the Area of the Upper Cook Inlet East Side Set Net Fishery as an Area Impacted by an Economic Disaster in 2024 and Supporting a Recovery Plan. (Askin)

*[Clerk's Note: Mayor Gabriel passed the gavel to Vice Mayor Knackstedt and declared a possible conflict with Resolution No. 2025-07 as he is an Upper Cook Inlet East Side Fisherman; Vice Mayor Knackstedt ruled a conflict did exist and Mayor Gabriel abstained from discussion and voting on Resolution No. 2025-07.]*

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-07. Council Member Sounart **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Andy Hall, President of the Kenai Peninsula Fisherman's Association addressed the Council in support of Resolution No. 2025-07; thanked the Council for their previous support on past disaster declarations; and noted fund ware critical to keeping our fishermen active.

Eric Nyce addressed the Council in support of Resolution No. 2025-07; thanked the Council for their support in the past and continued support.

There being no one else wishing to be heard, the public comment period was closed.

**UNANIMOUS CONSENT** was requested.

**VOTE:** Motion **APPROVED**, without objections.

**F. MINUTES**

1. \*Regular Meeting of December 18, 2024. (City Clerk)

**G. UNFINISHED BUSINESS**

1. **Ordinance No. 3445-2024** - Increasing Estimated Revenues and Appropriation in the Kenai City Municipal Roadway Improvement Capital Project Funds to Transfer Residual Balance from Completed Projects Back to Their Original Funding Sources, and Increasing Estimated Revenues and Appropriation in the Kenai City Water & Sewer, Public Safety, and Airport Improvements Capital Project Funds to Fully Fund Projects Approved in the FY2025 Budget. (Administration) *[On 12/18/24 this item was postponed to 01/15/25]*

*[Clerk's Note: The motion to enact Ordinance No. 3445-2024 was on the floor from the December 18, 2024 regular City Council meeting.]*

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 administration was requesting an amendment and the memo was included in the packet.

**MOTION TO AMEND:**

Vice Mayor Knackstedt **MOVED** to amend the Ordinance No. 3445-2024 as follows:

Section 2, to read, "That the estimated revenues and appropriations be increased as follows:

**Water & Sewer Fund:**

### Increase Estimated Revenues –

### Appropriation of Fund Balance

**\$[9,610.95] 29,999.35**

### Increase Appropriations –

**Transfer to Water & Sewer Capital Project Fund**

**\$[9,610.95] 29,999.35**

**Water & Sewer Capital Project Fund:**

**Increase Estimated Revenues –**

Transfer from Water & Sewer Fund

\$[9,610.95] 29,999.35

### Increase Appropriations –

## Broad Street Lift Station Capital Project

**\$[9,610.95] 29,999.35"**

Council Member Daniel **SECONDED** the motion.

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

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

**VOTE ON MAIN MOTION AS AMENDED:**

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

**NAY:** None

**\*\*Student Representative Tanner:**      Yea

**MAIN MOTION AS AMENDED PASSED.**

## 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 Club Liquor License for Kenai Elks Lodge #2425 DBA Kenai Elks Lodge #2425 - License No. 5644. (City Clerk)

Approved by the consent agenda.

3. **\*Action/Approval** - Non-Objection to Renewal of a Restaurant/Eating Place Liquor License  
Jersey Subs AK LLC DBA Jersey Subs - License No. 5900. (City Clerk)

Approved by the consent agenda.

**4. \*Action/Approval - Council Confirmation of Mayoral Nomination of Dominick Sarte to the Harbor Commission. (Gabriel)**

Approved by the consent agenda.

**5. \*Action/Approval** - Council Confirmation of Mayoral Nominations of Marti Pepper and Bridget Grieme to the Parks and Recreation Commission. (Gabriel)

Approved by the consent agenda.

6. **\*Ordinance No. 3448-2025 3448-2025** - Amending Kenai Municipal Code Section 14.22.010 - Land Use Table, to Allow Airports as a Principal Permitted Use in the Airport Light Industrial Zone. (Administration)

Introduced by the consent agenda and Public Hearing set for February 5, 2025.



**7. Discussion/Action - Scheduling a Board of Adjustment Meeting for the Purpose of Approving Hearing Minutes. (City Clerk)**

A Board of Adjustment meeting was scheduled for February 5, 2025 at 5:30 p.m. in the Kenai City Hall Council Chambers.

**I. COMMISSION / COMMITTEE REPORTS**

**1. Council on Aging Commission**

Vice Mayor Knackstedt reported on the January 9, 2025 meeting, next meeting February 13, 2025.

**2. Airport Commission**

Council Member Knackstedt reported on the January 9, 2025 meeting, next meeting February 13, 2025.

**3. Harbor Commission**

No report, next meeting February 10, 2025.

**4. Parks and Recreation Commission**

No report, next meeting February 6, 2025.

**5. Planning and Zoning Commission**

Council Member Askin reported on the January 8, 2025 meeting, next meeting January 22, 2025.

**6. Beautification Commission**

No report, next meeting February 11, 2025.

**J. REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Attending the Joint Chamber event for Kristen Faulkner who won two gold medals in the women's individual road race and women's track cycling team during the 2024 Olympics.
- Attending the new exhibit opening at the Kenai Visitor Center.
- He reminded everyone with the low snow amount, it was a good time to clear trees for wildfire prevention.

**K. ADMINISTRATION REPORTS**

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

- National legislation recently approved that removed the Windfall Elimination Provisions and Government Pension Offset of Social Security.
- State of Alaska PERS reporting portal has been down since November due to suspicious activity; they are migrating to a cloud-based system; and the City has a substantial balance of employee contributions awaiting transmission.
- Firefighter Mike Oden has resigned for a promotional opportunity.
- New Police Officer Lucas Michael has started and will attend the Public Safety Academy.
- Working with Kenaitze Indian Tribe on grant application to address fish passages and culverts.
- The Kenai Visitor Center and Cultural Center grand reopening and their monthly rotating exhibits to display artifacts and revitalize the cultural side.
- Markings on the recently updated pickleball court were incorrect, the contractor will sand and redo the floors at not cost to the City, there will be related gym closures while this is corrected.



- Provided a status report on the Spruce Bark Beetle tree mitigation, noting that mitigation would continue until the funding is exhausted.

2. City Attorney - No report.

3. City Clerk - No report.

#### **L. ADDITIONAL PUBLIC COMMENTS**

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

Marion Nelson, Kenai Fine Art Center Board Member addressed the Council regarding upcoming shows; and facility issues with the building.

##### **2. Council Comments**

Council Member Douthit stated he hoped to attend the Joint Work Session with the Kenaitze in person.

Student Representative Tanner reported on the upcoming Connections Spelling Bee and provided an overview of upcoming Kenai Central High School sporting events.

Council Member Sounart thanked Red Piersee and staff for securing the grant for the Senior Center and reminded everyone to be careful on the ice.

Council Member Askin thanked Red Piersee and staff for securing the grant for the Senior Center; reported attending the ribbon cutting at the Visitor Center and complimented the exhibits.

Council Member Daniel said it was nice to be back and that he was looking forward to the Joint Work Session with the Kenaitze Indian Tribe.

Council Member Kisenia noted he was participating in a lot of hockey, stating it was nice to see Mayor Gabriel participating and reminded everyone about the upcoming KPH Youth Tournament.

Vice Mayor Knackstedt thanked the contractor who would be correcting the Pickleball court; reported attending the ribbon cutting at the Visitor Center; and said he was looking forward to the Joint Work Session with the Kenaitze Indian Tribe.

#### **M. EXECUTIVE SESSION**

1. City Clerk Contract Renewal Discussion and Negotiation. *[AS 44.62.310 (c)(1)(2) May be a subject that tends to prejudice the reputation and character of the City Clerk and is a matter of which the immediate knowledge may have an adverse effect upon the Finance of the City.]*

##### **MOTION:**

Vice Mayor Knackstedt **MOVED** to enter into executive session for contract renewal discussion and negotiation for the City Clerk. Pursuant to AS 44.62.310(c)(1)(2) may be may be a subject that tends to prejudice the reputation and character of the City Clerk and is a matter of which the immediate knowledge may have an adverse effect upon the finances of the City.

The executive session will include Mayor Gabriel, City Council Members, and City Clerk Michelle Saner.

Council Member Askin **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested on the motion to enter into executive session.

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

##### **MOTION:**

Vice Mayor Knackstedt **MOVED** to reconvene into regular session. Council Member Daniel **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 8:22 p.m. and reconvened into regular session at 8:35 p.m.]*

a. **Action/Approval** - Council Action Related to the City Clerk Contract Renewal.

**MOTION:**

Vice Mayor Knackstedt **MOVED** to approve the employment agreement between the City of Kenai and City Clerk, Michelle Saner. Council Member Kisenia **SECONDED** the motion.

**UNANIMOUS CONSENT** was requested.

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

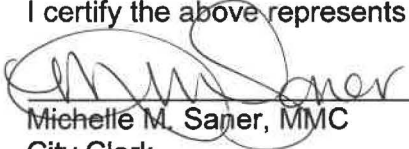
N. **PENDING ITEMS** - None.

O. **ADJOURNMENT**

P. **INFORMATIONAL ITEMS** - None.

There being no further business before the Council, the meeting was adjourned at 8:35 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of January 15, 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.**