

**KENAI CITY COUNCIL – REGULAR MEETING
FEBRUARY 19, 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 February 19, 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
Phil Daniel
Alex Douthit
Sovala Kisena

Henry Knackstedt, Vice Mayor
Deborah Sounart (*remote participation*)
Victoria Askin

A quorum was present.

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
Tyler Best, Parks and Recreation Director
Lee Frey, Public Works Director
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda. 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. Project Homeless Connect 2025, Executive Director of Love INC Leslie Rohr.

Leslie Rohr, Executive Director of Love INC, presented an overview of the 2025 Project Homeless Connect event; provided statistical information from the data collected; and highlighted the success of the event and its positive impact on the participants.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Ordinance No. 3449-2025** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3449-2025. 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.

Appreciation was expressed to Chief Ross for obtaining the grant; clarification was provided that the ballistic vests are on a five-year replacement cycle.

VOTE:

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

NAY: None

**Student Representative Tanner: Yea

MOTION PASSED.

2. **Ordinance No. 3450-2025** - Amending Sections of Kenai Municipal Code Title 23 - Personnel Regulations, Sections 23.05.070 - Definitions, 23.25.080 - Promotion, 23.30.030 - Probationary Period for Employees in the Classified Service, and 23.55.020 - Compensation Structure by Grade for Employees in the Classified Service, to Ensure a Consistent Approach to Pay Adjustments for City Employees. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3450-2025. 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 that this Ordinance will amend the City's current personnel structure, including amendments to employee probationary period, step increases and anniversary date definition.

Appreciation was conveyed to staff; and support was expressed for the Ordinance.

VOTE:

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

NAY: None

**Student Representative Tanner: Yea

MOTION PASSED.

3. **Resolution No. 2025-15** - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and ENA, Limited Liability Corporation for Lots 5A and 5B, FBO Subdivision No. 10, to be Described as Lot 5C, FBO Subdivision 2024 Addition Upon Approval of Final Plat. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-15. 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.

Support was expressed for execution of the lease, as it would allow Everts to move forward with development of a hangar. Clarification was provided that the lease allows for three years to complete development with the possibility of two one-year extensions; and the lessee would vacate their current lease space once development is complete.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of February 5, 2025. (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** - First Extension to the Agreement with Guardian Security Systems, Inc. for Security Guard Services at the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Council Confirmation of Mayoral Nomination of Gina Kuntzman to the Council on Aging Commission. (Gabriel)

Approved by the consent agenda.

4. ***Ordinance No. 3451-2025** - Accepting and Appropriating Donations to the Kenai Community Library for Library Materials, Equipment, Furniture, and Programming. (Administration)

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

5. ***Ordinance No. 3452-2025** - Accepting and Appropriating a Polar Bear and Brown Bear Taxidermy Donation from the Warren E Johnson Estate for Display in the Kenai Municipal Airport Terminal. (Administration)

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

6. ***Ordinance No. 3453-2025** - Amending Kenai Municipal Code Chapter 7.15 – Purchases and Sales, Sections 7.15.060 – Procurement of Professional Services and 7.15.070 – Innovative Procurements and Other Exceptions, to Allow Insurance Coverages to be Procured by Direct Negotiation and Authorize Other Procurement Exceptions Subject to City Council Approval by Resolution. (Knackstedt)

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

7. ***Ordinance No. 3454-2025** - Amending Kenai Municipal Code 23.35.032 - Arbitration Panel to Amend the Member Terms from Indefinite Terms to Three-Year Terms. (City Clerk)

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

8. ***Ordinance No. 3455-2025** - Authorizing the Purchase of a Used Ventrac Tractor and Attachments from KNC Golf, Inc., that Deviates from Procurement Procedures Authorized by Kenai Municipal Code Chapter 7.15 Purchases and Sales. (Administration)

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

9. **Action/Approval** - Authorizing the City Manager to Modify the Agreement with the Kenai Peninsula Borough for Accepting Landfill Leachate at the Waste Water Treatment Plant. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to authorize the City Manager to Modify the Agreement. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

10. **Discussion/Action** - Digester Blowers Standardization. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to support the standardization of the digester blowers at the Waste Water Treatment Facility. Council Member Daniel **SECONDED** the motion.

It was reported that replacement of digester blowers would create significant energy savings to City; replacement equipment from the same manufacturer as the previous blowers would result in greater efficiency in regards to maintenance of parts and operator training; a grant was received for the project and the EPA concurred and approved the City's bid document with designated manufacturer.

Support was expressed for standardization of equipment; and it was suggested that Council members tour the Waste Water Treatment Facility.

UNANIMOUS CONSENT was requested on the motion.

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

11. **Discussion** - Grants to Other Agencies - Annual Reports. (Douthit)

Council Member Douthit proposed the possibility of creating a standard requirement for all annual recipients of legislative grants to provide a report each year on their use of the grant funding; and he explained that updated annual information could help guide the Council's decisions during the budget process.

There was discussion regarding whether all grantees would need to report annually; how the reporting process could be administered; and what information the grantees could provide on their reports.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

Vice Mayor Knackstedt reported on the February 13, 2025 work session, next meeting March 13, 2025.

2. Airport Commission

Council Member Daniel reported on the February 13, 2025 meeting, next meeting March 13, 2025.

3. Harbor Commission

Council Member Kisena reported on the February 10, 2025 meeting, next meeting March 10, 2025.

4. Parks and Recreation Commission

Council Member Douthit reported on the February 6, 2025 meeting, next meeting March 6, 2025.

5. Planning and Zoning Commission

Council Member Askin reported on the February 12, 2025 meeting, next meeting February 26, 2025.

6. Beautification Commission

Meeting cancelled due to no quorum, next meeting April 8, 2025.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Attended Job Shadow Day at the Kenai Chamber of Commerce.
- Upcoming employee evaluation surveys for City Manager, Attorney and Clerk.

K. ADMINISTRATION REPORTS

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

- Several employees and first responders in Dispatch, Police and Fire Departments have been nominated for Lifesaver Awards for their response to a recent house fire.
- PERS employer portal update: State has portal up and running; City will be able to upload employee payroll data between March 20 and April 9.
- James Hagar, Utility Lead Operator has been promoted to Utility Foreman position; recruitment underway for two Utility Lead Operator positions, a firefighter and seasonal summer positions in Police and Parks & Recreation Departments.
- Airport Manager Ables met with consultant regarding Airline Operating Agreement, which expires June 30, 2025; draft agreement will be presented to the Airport Commission.
- Staff met with representatives from KSRM to discuss the City's radio advertising program.
- Special Use Permit for Kenai Silver Salmon Derby has been submitted; scheduled for September 9-14, 2025.
- Employee Appreciation Event is scheduled for April 25, 2025.
- Several new position and reclassification requests have been received; Administration is working on how to incorporate them into the FY2026 budget process.
- Working with Army Corps of Engineers to facilitate a contractor and public meeting to discuss the bluff erosion project; and construction scheduled to start on May 16, 2025.

2. City Attorney - No report.

3. City Clerk - City Clerk Saner reported on the following:

- One nomination has been received for the Personnel Arbitration Panel.
- Commission Training Event will be held on February 24, 2025 at 5:30 p.m. at the Kenai Visitor and Cultural Center.

L. ADDITIONAL PUBLIC COMMENTS

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

2. Council Comments

Council Member Sounart noted touring the Hoover Dam; and she would appreciate touring Waste Water Treatment Facility.

Council Member Douthit warned of the dangers of black ice on the roads; and expressed appreciation to City staff for fixing potholes.

Student Representative Tanner reported on an upcoming Connections Homeschool ski trip; provided an update on Kenai Central High School sports and band.

Council Member Askin noted that she attended a lunch with Amazon that was held to solicit businesses for a local hub; and warned about black ice.

Council Member Daniel expressed gratitude for the City's first responders.

Council Member Kisena expressed appreciation for the new Commission applicants; spoke highly of new Council on Aging Commissioner Gina Kuntzman; and said he was looking forward to attending the Commission Training Event.

Vice Mayor Knackstedt noted he would attend the Commission Training Event; Dorothy Grey would be giving a talk on the history of the Russian church in Alaska at the Chamber of Commerce; Bronze Bear Project promotion and fundraising efforts include a Paint and Sip fundraiser at the Chamber of Commerce; expressed appreciation for Three Bears and Grant Aviation for their donations to the project.

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 7:23 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of February 19, 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.*