

**KENAI CITY COUNCIL – REGULAR MEETING
OCTOBER 1, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE MAYOR KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on October 1, 2025, 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 Kisena
Phil Daniel	Deborah Sounart
Alex Douthit	Victoria Askin

A quorum was present.

Absent:

Brian Gabriel, Mayor

Also in attendance were:

**Josh Bolling, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Tyler Best, Parks and Recreation Director
Lee Frey, Public Works Director
Dave Ross, Police Chief
Logan Parks, Deputy City Clerk
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Vice Mayor Knackstedt noted the following additions to the Packet:

Add item K.1. **City Manager Report**
 • Community Survey Memo

Add item K.2. **City Attorney Report**
 • Challenger Learning Center Memo

MOTION:

Council Member Askin **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Sounart **SECONDED** the motion.

[Clerk's Note: Agenda item H. 7. Action/Approval - Confirmation of the Mayoral Nomination of Student Representatives to City Council, and Parks & Recreation Commission was added to the Consent Agenda.]

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: Motion **APPROVED**, without objection.

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. 2025 Audit Plan, Michelle Kiese, CPA, BDO USA, LLP.

Michelle Kiese provided a presentation to Council on the 2025 Audit Plan, summarizing the audit timeline, overview and strategy; clarified the intent to use persons not employed by BDO USA, P.C.; and the updated requirements of GASB.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS - None.

F. MINUTES

1. *Regular Meeting of September 17, 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** - Non-Objection to the Transfer of Ownership of a Beverage Dispensary Liquor License to KJB Investments, LLC DBA Skeets Dive Bar- License No. 1312. (City Clerk)

Approved by the consent agenda.

3. ***Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)

Introduced by the consent agenda and Public Hearing set for October 15, 2025.

4. ***Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)

Introduced by the consent agenda and Public Hearing set for October 15, 2025.

5. ***Ordinance No. 3489-2025** - Repealing Kenai Municipal Code 7.15.100 Purchase and Sales- Certain City Officers, to Prohibit Purchases and Sales Transactions of Personal Property to City Officials and Employees. (Legal)

Introduced by the consent agenda and Public Hearing set for October 15, 2025.

- 6. Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

MOTION:

Council Member Askin **MOVED** to approve the Purchase Order and Purchase Order Amendments. Council Member Douthit **SECONDED** the motion.

It was reported that the original contract with HDL was for design only; this is an additional scope of work and FAA procurement requirements do not allow cost to be a factor when selecting design consultants for Airport improvements.

UNANIMOUS CONSENT was requested on the motion.

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

- 7. *Action/Approval** - Confirmation of the Mayoral Nomination of Student Representative to City Council, and Parks & Recreation Commission. (Gabriel)

Approved by the consent agenda.

- 8. Action/Approval** - Directing the Planning & Zoning Commission to Explore the Issue of Tent Camping within the City. (Administration)

MOTION:

Council Member Askin **MOVED** to direct the Planning & Zoning Commission to Explore the Issue of Tent Camping. Council Member Douthit **SECONDED** the motion.

It was reported that the City had received statements of concerns from citizens regarding tent camping in residential neighborhoods; Kenai Municipal Code contained very little regulations on tent camping; and tent camping may not be a compatible use in a residential neighborhood.

MOTION TO AMEND:

Council Member Douthit **MOVED** to amend the Action/Approval item to include Recreational Vehicles. Direction to the Planning & Zoning Commission to read as follows:

"Directing the Planning & Zoning Commission to Explore the Issue of Tent and Recreational Vehicle Camping within the City."

Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

VOTE: Motion to amend **APPROVED**, without objection.

UNANIMOUS CONSENT was requested on the main motion as amended.

VOTE: Motion **APPROVED** as amended, without objection.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting October 9, 2025.

2. Airport Commission

No report, next meeting October 9, 2025.

3. Harbor Commission

No report, next meeting November 10, 2025.

4. Parks and Recreation Commission

Council Member Kisena reported on the September 18, 2025 Work Session, next meeting October 2, 2025.

5. Planning and Zoning Commission

No report, next meeting is a Work Session on October 8, 2025.

6. Beautification Commission

No report, next meeting October 14, 2025.

J. REPORT OF THE MAYOR

Vice Mayor Knackstedt welcomed Student Representative Bolling and reported on the following:

- Kenai Chamber of Commerce for winning the Local Chamber of the Year award.
- Alaska LNG was hosting an open house on October 8, 2025.
- The Kenai Peninsula Historical Society meeting locations has moved to the Cook Inlet Aquaculture Association.
- Reminded everyone about the upcoming City of Kenai Pumpkin Festival.

K. ADMINISTRATION REPORTS

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

- Recruitment for the Airport Manager, Building Official, Chief Animal Control Officer, Utility Operators, Recreation Center Attendant and other seasonal positions are ongoing.
- Planning Director Buettner is working toward a survey for businesses along the Spur Highway.
- The community survey has been finalized, postcards will be mailed next week, followed later by the survey being posted on the City website.
- Alaska LNG was hosting an open house on October 8, 2025.
- Storefront Improvement application period is open through October 17, 2025.
- The City's consultant for the Small Community Air Service Development Program will provided an update in January.
- Upcoming events include: Pumpkin Festival, Kenai Community Library Literary Haunted House; Senior Center Halloween Event and the Bluff Stabilization Project Celebration.
- Congratulated the Chamber for receiving the Local Chamber of the Year award.
- Working with the Challenger Learning Center Board through the closing of the center process.

There was discussion regarding the intended outcome of the business survey.

2. City Attorney - City Attorney Bloom reported on the following:

- Update memo regarding the closing of the Challenger Learning Center was included in the laydown.

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

- Annual Liquor License report was included in the packet.
- Recruitment for nominations to the Personnel Board were open.
- Reminded everyone to vote next Tuesday.

L. ADDITIONAL PUBLIC COMMENTS

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

2. Council Comments

Council Member Douthit reminded the public about the upcoming fundraiser for the Kenai Chamber of Commerce and the upcoming Pumpkin Festival.

Student Representative Bolling provided a sports and homecoming update for Kenai Central Highschool; and thanked the Parks and Recreation Commission and City Council for continued support for the students.

Councilmember Sounart welcomed Student Representative Bolling and congratulated the Kenai Chamber of Commerce for winning the Local Chamber of the Year award.

Councilmember Askin welcomed Student Representative Bolling and congratulated the Kenai Chamber of Commerce for winning the Local Chamber of the Year award.

Councilmember Daniel encouraged the public to vote.

Councilmember Kisenia recognized the new Student Representative and thanked former Student Representative Xiling for his service.

M. **EXECUTIVE SESSION** - None.

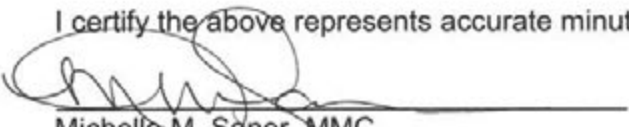
N. **PENDING ITEMS** - None.

O. **ADJOURNMENT**

P. **INFORMATIONAL ITEMS** - None.

There being no further business before the Council, the meeting was adjourned at 7:01 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 1, 2025.


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.*