

**KENAI CITY COUNCIL - REGULAR MEETING
NOVEMBER 5, 2025 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR HENRY KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on November 5, 2025, in City Hall Council Chambers, Kenai, AK. Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Knackstedt led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Henry Knackstedt, Mayor	Sovala Kisena
Phil Daniel	Deborah Sounart
Victoria Askin	Bridget Grieme

A quorum was present.

Also in attendance were:

****Josh Bolling, Student Representative**
Dave Ross, Acting City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Lee Frey, Public Works Director
Mary Bondurant, Interim Airport Manager
Logan Parks, Deputy City Clerk
Shellie Saner, City Clerk

3. Election of Vice Mayor

Council Member Kisena **MOVED** to nominate Council Member Askin as Vice Mayor.

Having no other nominations and hearing no objections, Council Member Askin was elected to the position of Vice Mayor.

4. Agenda and Consent Agenda Approval

MOTION:

Vice Mayor Askin **MOVED** to approve the agenda and consent agenda. Council Member Sounart **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

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

1. Kenai Police Department Accreditation, Scott Hayes, Executive Director of Northwest Accreditation Alliance.

Scott Hayes, Executive Director of the Northwest Accreditation Alliance, presented the Kenai Police Department with their second award of Accreditation; he provided an overview of the goals established within the accreditation process, noting there were 110 standards which had to be met in order to receive accreditation.

2. Community Development Block Grant Program, Kevin Buettner, City of Kenai Planning Director.

Planning Director Buettner provided a presentation on the Community Development Block Grant Program (CDBG), reporting that it was federal funding managed by the Alaska Department of Commerce, Community and Economic Development; project categories included: community development, planning and special economic development projects; maximum funding was up to \$850,000 per community per funding round; a 25% match was encouraged, but not mandatory; in-kind matches were allowed; and phased projects may be funded depending on structure. He further reported:

- Eligible Community Development Projects include: water and sewer, solid waste disposal, flood and drainage improvements; dock and harbor improvements, local road service, some airport activities; ADA compliance for public facilities, and Fire protection facilities and equipment.
- Planning Projects include: data collection and analysis, marketing and feasibility studies, community and economic development plans, land use and capital improvement plans and plan updates.
- Special Economic Development Projects include: Public-private partnerships supporting commercial or industrial improvements; and must create/maintain jobs for low to moderate-income persons or provide affordable goods/services to low- and moderate-income residents.
- 2025 Proposed Project: installation of new water and wastewater mains along future 6th Street to serve newly constructed low-income and senior housing developments.

Mr. Buettner stated that the City is seeking ideas for additional feasible projects from the public which would qualify under the CDBG program.

Clarification was provided regarding the application periods and requirements which needed to be met before applying for the next funding round; potential use and restrictions related to fire protection; the program required municipalities to give the public an opportunity to propose alternate projects; and the definition of low-and moderate-income residents varied by community and was based on household size and income levels.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

Maeve Spiegler addressed the Council regarding installing fencing around playgrounds, noting it could be a future CDBG program project, She clarified it was her goal to have an all-inclusive playground with wheelchair-accessible swings as well as other features; however, a good start would be fencing around existing playgrounds.

E. PUBLIC HEARINGS

1. **Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration). (Administration)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3490-2025. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

City staff provided a summary overview of the memorandum as attached to Ordinance No. 3490-2025 was provided; it was noted that although funds were previously appropriated, bids came in higher than expected and additional funding was needed.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

2. **Ordinance No. 3491-2025** - Accepting the Donation of Three Bronze Statues from the Kenai Chamber of Commerce and Visitors Center. (Administration)

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

MOTION:

Council Member Sounart **MOVED** to introduce Ordinance No. 3491-2025. Vice Mayor Askin **SECONDED** the motion.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

MOTION:

Vice Mayor Askin **MOVED** to conduct the second reading on Ordinance No. 3491-2025. Council Member Sounart **SECONDED** the motion.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3491-2025. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

3. **Resolution No. 2025-62** - Declaring the Vacation of Portions of Utility Easements Associated with Lots 8, 9, 27 And 28, Block 7, Valhalla Heights Subdivision Part 3 (Plat KN 1568), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and are Consenting Vacation. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-62. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

City staff provided a summary overview of the memorandum and backup materials as attached to Resolution No. 2025-62; it was noted that the property owner previously submitted a preliminary plat; access from Phillips Drive would remain restricted, with access maintained from Standard Ave; and the easement vacation was necessary to finalize the plat.

UNANIMOUS CONSENT was requested.

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

4. **Resolution No. 2025-63** - Establishing the 2026 City Council Regular Meeting Schedule. (City Clerk)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-63. Council Member Grieme **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

City staff provided a summary overview of the memorandum and calendar as attached to Resolution No. 2025-63.

UNANIMOUS CONSENT was requested.

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

5. **Resolution No. 2025-64** - Mutually Agreeing to Terminate the Lease Located at 9711 Kenai Spur Highway with the Alaska Center for Space Technology, Inc. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-64. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment.

Tim Dillon, President of the Challenger Learning Center (Center) Board of Directors, addressed the Council regarding the closure of the Center, reporting the closure was due to declining revenue streams and financial challenges; he thanked the City administration and staff for their assistance during the transition process; clarified that the Center operated as a franchise and did not receive direct funding from NASA; and final closure would be on November 15, 2025.

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

There was discussion and appreciation stated for the Center and staff, with recognition of the significant impact the Center had on students and families in our community; and personal experiences emphasizing the lasting influence on multiple generations were shared.

UNANIMOUS CONSENT was requested.

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

6. **Resolution No. 2025-65** - Authorizing the Use of the Equipment Replacement Fund for Purchase of Datacenter Equipment Software. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-65. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt 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. 2025-66** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of a New Trackless MT7 with Snow Blower Attachment. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-66. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment. There being no one wishing to be heard, the public comment period was closed.

City staff provided a summary overview of the memorandum as attached to Resolution No. 2025-66; clarification was provided that the MT7 model was the current replacement for the MT6 model.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of October 15, 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** - Special Use Permit to LifeMed Alaska, LLC for Ambulance Warm Storage. (Administration)

Approved by the consent agenda.

3. ***Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

4. ***Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

5. ***Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

6. ***Ordinance No. 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

7. **Action/Approval** - Directing the Planning & Zoning Commission to Review and Make Recommendations to Update Kenai Municipal Code 14.10 – Subdivision Regulations. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to direct the Planning & Zoning Commission to review and make recommendations to update KMC 14.10. Council Member Sounart **SECONDED** the motion.

City staff provided a summary overview of the memorandum as included in the packet; noting this would look at how process could be streamlined and reduce the red tape on the City's end; this would essentially take specific details out of code and instead refer to manual.

UNANIMOUS CONSENT was requested on the motion.

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

8. **Action/Approval** - Mayor Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Knackstedt)

Mayor Knackstedt requested to include the nomination of Council Member Sounart to the Supervisory Sub-Committee.

MOTION:

Council Member Daniel **MOVED** to approve the Mayoral Nominations of Council Liaisons for appointment to commissions and appoint Council Member Sounart to the Supervisory Sub-Committee. Vice Mayor Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

9. **Action/Approval** - Confirmation of Mayor Nomination for a Partial Term Appointment of Marty Askin to the Planning & Zoning Commission. (Knackstedt)

[Clerk's Note: Vice Mayor Askin declared a conflict with confirmation of the appointment, as the candidate is her spouse. Mayor Knackstedt ruled a conflict did exist and Vice Mayor Askin abstained from discussion and voting on the appointment.]

MOTION:

Council Member Daniel **MOVED** to confirm the appointment of Marty Askin to a partial term on the Planning & Zoning Commission. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

10. Discussion/Action - Scheduling a Joint Work Session with the Salamatof Tribal Council.
(Administration)

The Joint Work Session with the Salamatof Tribal Council was tentatively scheduled for January 12, 2025 with an alternative date of January 15, 2025 depending on the availability of the Tribal Council.

11. Discussion/Action - Scheduling a Work Session to Discuss City Elections. (Clerk)

The Work Session to discuss City Elections was schedule for December 3, 2025 at 5:00 p.m.

12. Discussion/Action - Selecting a Sub-Committee to Develop Interview Questions for Council Applicant Interviews. (Clerk)

Mayor Knackstedt, Council Member Kisena and Council Member Grieme were selected as the Sub-Committee members.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting November 13, 2025.

2. Airport Commission

No report, next meeting November 13, 2025.

3. Harbor Commission

No report, next work session and meeting November 10, 2025.

4. Parks and Recreation Commission

No report, next meeting cancelled.

5. Planning and Zoning Commission

Vice Mayor Askin reported on the October 22, 2025 meeting, next meeting November 12, 2025.

6. Beautification Commission

Vice Mayor Askin reported there was no quorum present at the October 14, 2025 meeting.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Congratulated the Kenai Police Department on their Accreditation.
- Welcomed Council Member Grieme.
- Thanked Parks & Recreation Director Best for the Personal Use Fisher Report.
- Thanked Public Works for the street light repairs.
- Congratulated the Chamber on the Haunted House, noting the tour was amazing.
- Meeting with the Rotary Club on October 28, 2025.
- Participating in the Bluff Stabilization end of project celebration.

K. ADMINISTRATION REPORTS

1. City Manager - Acting City Manager Ross reported on the following:

- Provided a recruitment update.
- Welcomed Julie Semmens as the Airport Administrative Assistant.
- Announced City Planner Kevin Buettner was now President of the Kenai Peninsula Economic Development District.
- There were now 88 responses to the Community Survey.
- HDR would be providing a Bluff Stabilization wrap-up report on December 3, 2025.
- The Senior Center was preparing a DOT Grant application for an ADA-Accessible vehicle.
- Kayla Feltman, Activity Volunteer Coordinator at the Senior Center, earned national certification from the National Certification of Council for Activity Professionals.
- The Bronze Bear Sculpture unveiling is schedule for 2:00 p.m. on November 6, 2025.

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*)

Mary Bondurant, Interim Airport Manager addressed the Council providing the schedule of events for the Bronze Bear Sculpture unveiling; summarized the community efforts pulled together to bring this project to completion; and stated her appreciation for all who donated to the project.

2. Council Comments

Council Member Grieme stated she was excited to be on the Council; thanked everyone for helping her with her first meeting, Public Works for the street light repairs, Kenai Police Department for the extra presence on Halloween, the Chamber for the Haunted House; and gave a shout-out to the Kenai Central High School swim team during the Regional Competition, noting the girls team broke the school record twice.

Student Representative Bolling congratulated those recently elected; reported that Kenai Central High School and Kenai Middle School were hosting a canned food drive, the donations would go to the Food Bank; provided an update on sports activities; and thanked the Council for their continued support to our schools.

Council Member Sounart congratulated the Police Department on their accreditation; welcomed Council Member Grieme; and congratulated Mayor Knackstedt and Vice Mayor Askin.

Vice Mayor Askin welcomed Council Member Grieme; congratulated the Police Department, Planning Director Buettner and Kayla Feltman on their achievements; and reported attending the Bluff Stabilization wrap-up celebration.

Council Member Daniel congratulated Council Member Grieme, Mayor Knackstedt and Vice Mayor Askin; reported attending the Chamber Haunted House and the Bluff Stabilization wrap-up celebration.

Council Member Kisena congratulated the Police Department; reported it was the Fifth year for the Slapshot Regatta and there 132 participants.

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:33 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 05, 2025.

 for _____

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.*