

**KENAI CITY COUNCIL – REGULAR MEETING  
MARCH 18, 2026 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
MAYOR HENRY H. KNACKSTEDT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on March 18, 2026, 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 Kisenia  
Glenese Pettey

Victoria Askin, Vice Mayor  
Bridget Grieme

A quorum was present.

Absent:

Phil Daniel

Deborah Sounart

Also in attendance were:

\*\*Josh Bolling, Student Representative  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
David Swarner, Finance Director  
Kevin Buettner, Planning Director  
Stephanie Randall, Human Resource Director  
Katja Wolf, Library Director  
Ryan Coleman, Police Sergeant  
Lee Frey, Public Works Director  
Shellie Saner, City Clerk

**3. Agenda and Consent Agenda Approval**

**MOTION:**

Vice Mayor Askin **MOVED** to approve the agenda and consent agenda with the requested revisions. Council Member Grieme **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 - None.**

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

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

**E. PUBLIC HEARINGS**

- 1. Ordinance No. 3508-2026 - Accepting and Appropriating Donations to the Kenai Community Library for Library Materials, Equipment, and Programming. (Administration)**

**MOTION:**

Vice Mayor Askin **MOVED** to enact Ordinance No. 3508-2026. Council Member Pettey **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.

Clarification was provided regarding the source of donations; and staff expressed appreciation for the donations.

**VOTE:**

YEA: Askin, Pettey, Kisenka, Knackstedt, Grieme

NAY: None

ABSENT: Daniel, Sounart

\*\*Student Representative Bolling: Yea

**MOTION PASSED.**

- 2. Resolution No. 2026-15 - Authorizing the City Manager to Enter into a Memorandum of Agreement Between the City of Kenai and the Alaska Department of Transportation & Public Facilities for the Wildwood Drive Pavement Preservation Project. (Administration)**

**MOTION:**

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-15. 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.

It was reported that Wildwood Drive is labeled one of the worst roads in Kenai; the agreement is similar to the agreement when Beaver Loop was done; and this project was going to be combined with the Spur Highway Reconstruction Phase II Project.

Clarification was provided that the timeline would be dependent on how this project would be incorporated into the existing project.

**UNANIMOUS CONSENT** was requested.

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

- 3. Resolution No. 2026-16 - Authorizing the Purchase of Permitting Software. (Administration)**

**MOTION:**

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-16. 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.

It was reported the permitting software would be implemented in multiple departments; web-based portal for applications would be available through it; the software integrated with our records management archives; and was compatible with the financial software, supporting online payments.

Clarification was provided that paper submissions would still be accepted; however, the goal would be full transition to use of the web portal.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Regular Meeting of March 4, 2026. (City Clerk)

Approved by the consent agenda.

**G. UNFINISHED BUSINESS - None.**

**H. NEW BUSINESS**

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

Approved by the consent agenda.

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

Approved by the consent agenda.

3. \***Action/Approval** - Confirming the Appointment of the Election Precinct Boards for the April 14, 2026 Special City Election. (City Clerk)

Approved by the consent agenda.

4. \***Action/Approval** - Special Use Permit to Rebecca Boettcher, DBA: The Fishing Grounds, LLC for Operation of a Snack/Gift Shop inside the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

5. \***Action/Approval** - Second Extension to the Agreement with Guardian Security Systems, Inc. for Security Guard Services at the Kenai Municipal Airport. (Administration)

Approved by the consent agenda.

6. \***Action/Approval** - Confirmation of Mayoral Nominations for a Partial Term Appointment of Ginger Kaona and Patricia (Patty) Segura to the Council on Aging Commission. (Knackstedt)

Approved by the consent agenda.

7. \***Ordinance No. 3509-2026** - Increasing Estimated Revenues and Appropriations in the General Fund - Legislative Department, to Provide Matching Funds for a Grant in the Amount of \$10,380 to the Alaska Children's Institute for the Performing Arts DBA Triumvirate Theatre for Parking Lot Paving and Landscaping Improvements. (Administration)

Introduced by the consent agenda and Public Hearing set for April 1, 2026.

- 8. Ordinance No. 3510-2026** - Amending the Official Zoning Map by Rezoning the Property at 10060 Kenai Spur Highway from Conservation to Suburban Residential Zoning District. (Administration)

**MOTION:**

Vice Mayor Askin **MOVED** to introduce Ordinance 3510-2026, refer the ordinance to the March 25, 2026 Planning & Zoning Commission meeting for recommendation from the Commission on an alternate ordinance at the recommendation of the administration and to schedule the public hearing for April 1, 2026. Council Member Grieme **SECONDED** the motion.

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

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

- 9. Discussion/Action** - Recommending a Motion to Authorize Administration to Provide a Health Insurance Premium Holiday as a Result of a Surplus Refund. (Administration)

**MOTION:**

Vice Mayor Askin **MOVED** to approved the Administration's proposal to provide a one-month, employee healthcare premium holiday in May 2026. Council Member Grieme **SECONDED** the motion.

It was reported that providing a one-month premium holiday to employees was the recommended method for distributing a portion of the refund to employees.

There was discussion in support of the premium holiday; and appreciation was stated for the creative approach.

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

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

**I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging Commission

Vice Mayor Askin reported on the March 12, 2026 work session, next meeting April 14, 2026.

2. Airport Commission

Vice Mayor Askin reported on the March 12, 2026 meeting, next meeting April 14, 2026.

3. Parks and Recreation Commission

Council Member Grieme reported the March 5, 2026 meeting was cancelled, next meeting April 2, 2026.

4. Planning and Zoning Commission

Council Member Kisena reported on the March 11, 2026 meeting, next meeting March 25, 2026.

5. Beautification Commission

No report, next meeting April 14, 2026.

**J. REPORT OF THE MAYOR**

Mayor Knackstedt reported on the following:

- Stated his appreciation for the coordinated response by the Kenai Police Department, Kenai Fire Department and the Alaska State troopers in response to the recent standoff on the Spur Highway.
- Attendance at the Employee Appreciation Event, thanking Deputy Clerk Parks for serving as the emcee.

- Reminded everyone of the upcoming April 14, 2026 Special Election; and the upcoming March 25, 2026 Special City Council Meeting.

## **K. ADMINISTRATION REPORTS**

1. City Manager - City Manager Eubank reported on the following:
  - Staffing and recruitment updates: Matt Kleiss has accepted the Airport Manager position; welcomed new Firefighter Seth Hagan; and currently recruiting for public safety dispatcher, part time administrative assistant for the Police Department and multiple seasonal positions.
  - Nine employees were recognized for service milestones during the Employee Appreciation event; and three of those were recognized for more than 20-years of service.
  - Department heads, City Attorney, City Manager, and City Clerk recently attended a Clifton Strengths leadership training session, focused on teamwork and collaboration.
  - Five bids were received for the sealed bid auction on four parcels off of Beaver Loop road; and proceeds were just north of \$1.1 million.
  - A meeting was scheduled with KPB Mayor Micciche, other City Managers and Mayors to discuss keeping the pools open.
  - Representatives from Horizon Air came to Kenai to thank the City for their assistance during a prior diversion of a flight; staff took the opportunity to advocated for direct services to the Lower 48.
  - Budget meetings with Department heads were underway.
  - Annual removal of snow from the Kenai Central High School field and track has been completed by our Streets staff.
  - Special flight approach documentation related to the Runway Rehabilitation project has been submitted to the FAA and is currently under review.
  - Four bids were received on the Pump House Project; and the bids were below the engineer's estimate.
  - Successful transition and implementation to the Bid Express platform.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
  - Sample postcard mailers for the upcoming Special Election were provided; official mailers will be distributed to voters later in the week.
  - Absentee voting scheduled to open March 30, 2026.

## **L. ADDITIONAL PUBLIC COMMENTS**

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

Student Representative Bolling congratulated Kenai Central High School's boys' and girls' varsity basketball teams for qualifying for the state championships; thanked the Kenai Police and Fire Departments for assisting with team sendoff; and congratulated the Nordic Ski Team on their achievements.

Council Member Grieme wished the KCHS boys' and girls' basketball teams good luck; congratulated the KCHS cheer team; Deputy Clerk Parks on receiving a scholarship from the Alaska Association of Municipal Clerks; the Ice Dogs hockey teams on their wins; reminded the public of the Kenai Animal Control rabies and microchip clinic; and expressed appreciation for the library "Crafternoon" event.

Council Member Kisenia congratulated Deputy Clerk Parks; the Ice Dogs hockey teams; thanked the staff and contributors for the Employee Appreciation event; wished KPHA teams' good luck at the state tournament; and thanked Parks & Recreation for organizing the event.

Council Member Pettey noted her attendance at the Employee Appreciation event, thanking staff and employees; reminded everyone of the upcoming March for meals fundraiser; and the upcoming Triumvirate Theater dinner event.

Vice Mayor Asking reminded everyone about the upcoming Choose Respect Walk; congratulated Deputy Clerk Parks on his scholarship; attendance at the Employee Appreciation event; wished the KCHS boys' and girls' basketball teams, cheer teams, Nordic Ski Teams and Ice Dogs good luck and congratulated them on their achievements; and reminded everyone to use caution due to icy conditions.

**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 6:58 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 18, 2026.



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.*