



Kenai City Council - Regular Meeting

October 21, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

1. Local Marketing for Local Businesses, Thomas R. Daly, River Cities Living.

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **Ordinance No. 3546-2026** - Amending Public Noticing Requirements within Kenai Municipal Code Chapters 14.05 - Planning and Zoning Commission, 14.10 - Subdivision Regulations, 14.20 - Kenai Zoning Code, 21.10 - Leasing and Acquisition Of Airport Reserve Lands, And 22.05 - Disposition of City Lands, to Modernize Public Notification Procedures. (Administration)
2. **Ordinance No. 3547-2026** - Accepting and Appropriating the Award of a US Department of Health and Human Services - Centers for Medicare and Medicaid Services Rural Health Transformation Program Grant Passed through the State of Alaska Department of Health in the Amount of \$435,770 for the Purchase of Emergency Medical Equipment. (Administration)
3. **Ordinance No. 3548-2026** - Increasing Estimated Revenues and Appropriations in the Employee Health Care Fund and Authorizing a Contract for Employee Health Care and Basic Life Insurance and Other Ancillary Policies Effective January 1, 2027. (Administration)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)

- [4.](#) **Resolution No. 2026-67** - Amending the City's Schedule of Rates, Charges, and Fees to Add Event Rental Fees for the Challenger Center Building. (Administration)
- [5.](#) **Resolution No. 2026-68** - Authorizing a Professional Services Agreement for Legal Services with Pioneer Law LLC for Legal Assistance with Pore Space Gas Storage Transactions. (Administration)

F. MINUTES

- [1.](#) *Regular Meeting of October 7, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Non-Objection to the Acceptance and Appropriation of a US Department of Transportation passed through the State of Alaska Department of Transportation and Public Facilities - Alaska Highway Safety Office (AHSO) Grant in the amount of \$8,110.82, in accordance with KMC 7.25.030. (Administration)
- [3.](#) ***Action/Approval** - Special Use Permit to LifeMed Alaska, LLC for Ambulance Warm Storage. (Administration)

I. COMMISSION REPORTS

- [1.](#) Council on Aging Commission
- [2.](#) Airport Commission
- [3.](#) Parks and Recreation Commission
- [4.](#) Planning and Zoning Commission
- [5.](#) Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

- [1.](#) City Manager
- [2.](#) City Attorney
- [3.](#) City Clerk

L. ADDITIONAL PUBLIC COMMENTS

- [1.](#) Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
- [2.](#) Council Comments

M. EXECUTIVE SESSION

- [1.](#) City Council Discussion and Review of City Clerk's Job Description and Applicant Qualifications for Recruitment Purposes. [AS 44.62.310 (d)(5) Meetings of the Governmental Body when Holding a Meeting Solely to Act Upon Matters of Professional Qualifications.] (Mayor)

(a) **Discussion/Action** - Council Action Related to the City Clerk Job Description.

2. Competing Applications for Gas Storage Space. *[AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City and AS 44.62.310(c)(3) a Matter of which by Law, Municipal Charter, or Ordinance are required to be Confidential.]* (Administration)

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk at 907-283-8231.

Registration is required to join the meeting remotely through Zoom. Please use the following link to register:

https://us02web.zoom.us/meeting/register/Z_KBkABOR--BEV-r3TdHQA



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3546-2026**

AN ORDINANCE AMENDING PUBLIC NOTICING REQUIREMENTS WITHIN KENAI MUNICIPAL CODE CHAPTERS 14.05 – PLANNING AND ZONING COMMISSION, 14.10 – SUBDIVISION REGULATIONS, 14.20 – KENAI ZONING CODE, 21.10 – LEASING AND ACQUISITION OF AIRPORT RESERVE LANDS, AND 22.05 – DISPOSITION OF CITY LANDS, TO MODERNIZE PUBLIC NOTIFICATION PROCEDURES.

WHEREAS, providing public notice through accessible and commonly used sources of information promotes effective public awareness and participation; and,

WHEREAS, accommodating the newspaper's publishing schedule can significantly extend the advance notice period, reducing efficiency and flexibility in the public noticing process; and,

WHEREAS, the reduced publication and distribution of local newspaper's has significantly reduced their effectiveness in the public noticing process; and,

WHEREAS, the City maintains a public website and can develop and implement a dedicated public noticing webpage that consolidates public notices in a prominent, centralized location that is easily and freely accessible to the public; and,

WHEREAS, the Planning & Zoning Commission held a public hearing on October 14, 2026, and recommended the City Council _____ this Ordinance; and,

WHEREAS, it is in the best interest of the City to ensure that public funds and methods are used in a manner that maximizes public notice, accessibility, and community awareness.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Amendment of Section 14.05.015(a)(2) of Kenai Municipal Code: That Kenai Municipal Code, Section 14.05.015(a)(2) – *Public Notice-Application* is hereby amended as follows:

The Clerk will advertise the notice placed in a consolidated location on the City's official website [AT LEAST ONCE IN A NEWSPAPER OF GENERAL CIRCULATION OF THE CITY, IF ONE IS PUBLISHED IN THE CITY; AND BY POSTING ON THE CITY'S WEBSITE], and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall. The [NEWSPAPER] publication will occur not less than seven (7) days before the application deadline.

Section 2. Amendment of Section 14.20.280(b) of Kenai Municipal Code: That Kenai Municipal Code, Section 14.20.280(b) – *Public Hearings and Notifications* is hereby amended as follows:

Public Hearing Notice. Notice of the public hearing shall be placed in a consolidated location on the City's official website [PUBLISHED IN A PAPER OF GENERAL CIRCULATION WITHIN THE CITY] and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall not less than seven (7) days prior to the date of hearing. The notice shall contain at least the following information:

- (1) A brief description of the proposal on which the public body is to act;

- (2) A legal and common description of the property involved;
- (3) Date, time, and place of the public hearing;
- (4) Person and place to contact for more detailed information.

Section 3. Amendment of Section 14.10.110 of Kenai Municipal Code: That Kenai Municipal Code, Section 14.10.110 – *Changes and Amendments* is hereby amended as follows:

Any regulations or provisions of this chapter may be changed and amended from time to time by the City Council; provided, however, that such changes or amendments will not become effective until after study and report by the Planning Commission and until after a public hearing has been held, public notice of which will have been placed in a consolidated location on the City's official website and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall [GIVEN IN A NEWSPAPER OF GENERAL CIRCULATION] at least fifteen (15) days prior to such hearing and posted in the City Hall.

Section 4. Amendment of Section 14.20.230(e)(4) of Kenai Municipal Code: That Kenai Municipal Code, Section 14.20.230(e)(4) – *Permit Application* is hereby amended as follows:

Notice of the consideration by the Commission of a home occupation permit application shall be placed in a consolidated location on the City's official website and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall published [ONCE] at least two (2) days prior to the meeting [IN A PAPER OF GENERAL CIRCULATION IN THE CITY OF KENAI].

Section 5. Amendment of Section 21.10.060(c) of Kenai Municipal Code: That Kenai Municipal Code, Section 21.10.060(c) – *Lease Application Review* is hereby amended as follows:

Notice of applications for new leases, renewals or extensions must be placed in a consolidated location on the City's official website and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall [PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY]. The notice must contain the name of the applicant, a brief description of the land and the date upon which any competing applications must be submitted (thirty (30) days from the date of publication).

Section 6. Amendment of Section 22.05.040(c) of Kenai Municipal Code: That Kenai Municipal Code, Section 22.05.040(c) – *Lease Application Review* is hereby amended as follows:

Notice of complete applications for new leases, renewals or extensions shall be placed in a consolidated location on the City's official website and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall [PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY] and posted on the property. The notice must contain the name of the applicant, a brief description of the land, whether the applicant requests a lease with an option to purchase, and the date upon which any competing applications must be submitted [(thirty (30) days from the date of publication)].

Section 7. Amendment of Section 22.05.100(i) of Kenai Municipal Code: That Kenai Municipal Code, Section 22.05.100(i) – *Sale Procedure* is hereby amended as follows:

If the land is to be sold through a competitive process, notice of sale and the manner in which the land is to be sold must be posted to the extent possible to be visible from each improved street adjacent to the property, placed in a consolidated location on the City's official website, and in at least three (3) other public places in the City, one (1) of which will be the official bulletin board of the City at City Hall [PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION WITHIN THE CITY]. The published notice must contain:

- (1) The legal description of the land;
- (2) A brief physical description of the land;
- (3) The area and general location of the land;
- (4) The minimum acceptable offer for the land (which shall be the fair market value);
- (5) The terms under which the land will be sold;
- (6) Any limitations on the sale of the land;
- (7) The time and place set for the auction or bid opening;
- (8) The amount of deposit to be submitted with each bid in order to cover the City's expenses such as survey, appraisal, and reviews;
- (9) Any other matters concerning the sale of which the City Manager believes the public should be informed.

Section 8. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 9. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21ST DAY OF OCTOBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	October 7, 2026
Enacted:	October 21, 2026
Effective:	November 20, 2026



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: September 10, 2026

SUBJECT: **Ordinance No. 3546-2026** - Amending Public Noticing Requirements within Kenai Municipal Code Chapters 14.05 - Planning and Zoning Commission, 14.10 - Subdivision Regulations, 14.20 - Kenai Zoning Code, 21.10 - Leasing and Acquisition Of Airport Reserve Lands, And 22.05 - Disposition of City Lands, to Modernize Public Notification Procedures.

The City's public noticing requirements are intended to ensure that members of the public receive timely and meaningful information regarding public hearings, land use matters, and other matters requiring public notice. As methods of accessing information have evolved, there is an opportunity to modernize the City's public noticing process while maintaining transparency and promoting meaningful public participation.

The proposed ordinance would update existing public-noticing requirements to place greater emphasis on accessible, commonly used, and efficient methods of communicating information to the public. A key component of the proposed changes is the development and implementation of a dedicated public-noticing webpage on the City's existing website. A centralized online notice location would provide several benefits, including:

- **Improved Accessibility:** Public notices would be available to the public at no cost and without requiring paid access to a particular publication.
- **Increased Public Awareness:** Notices from different City departments could be published on a dedicated webpage that would provide a consistent location for residents, property owners, businesses, and other parties to find City notices.
- **Greater Efficiency:** The City would have greater flexibility in publishing notices without being constrained by the publication schedule of an outside newspaper.
- **Reduced Costs:** Public funds could be directed toward methods of notification that provide broad and convenient public access while reducing reliance on increasingly costly publication requirements, which have nearly doubled in the past two years.

The proposed changes are intended to provide a more efficient, flexible, accessible, and cost-effective public-noticing process while continuing to promote transparency and meaningful opportunities for public awareness and participation.

Thank you for your consideration.





KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Kevin Buettner, Planning Director
DATE: October 15, 2026
SUBJECT: Ordinance 3546-2026 Requested Amendment

This memo requests an amendment to Ordinance 3546-2026. During the regularly scheduled Planning & Zoning Commission meeting on October 14, 2026, the Commission voted to recommend Council enact Ordinance 3546-2026

The following amendment is respectfully requested.

Motion

Amend the fifth WHEREAS to add the word “enact”. The new WHEREAS, after amendment, would read:

WHEREAS, the Planning and Zoning Commission held a public hearing on October 14, 2026, and recommended the City Council enact this Ordinance; and,

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3547-2026**

AN ORDINANCE ACCEPTING AND APPROPRIATING THE AWARD OF A US DEPARTMENT OF HEALTH & HUMAN SERVICES – CENTERS FOR MEDICARE & MEDICAID SERVICES RURAL HEALTH TRANSFORMATION PROGRAM GRANT PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF HEALTH IN THE AMOUNT OF \$435,770 FOR THE PURCHASE OF EMERGENCY MEDICAL EQUIPMENT.

WHEREAS, the State of Alaska Division administers the Volunteer Rural Health Transformation Grant Program to support fire departments within designated rural transport regions with funding from the US Department of Health & Human Services; and,

WHEREAS, the City of Kenai Fire Department applied for and has been awarded a Rural Health Transformation Grant in the amount of \$435,770 for the purchase of emergency medical equipment; and,

WHEREAS, the awarded funds will enhance the Fire Department's capability to respond to emergency medical patients and improve operational readiness; and,

WHEREAS, it is in the best interest of the City of Kenai to accept the grant and appropriate the funds for the intended purpose.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept a US Department of Health & Human Services – Centers for Medicare & Medicaid Services Rural Health Transformation Program (RHTP) Grant Passed Through the State of Alaska Department of Health in the amount of \$435,770.

Section 2. That estimated revenues and appropriations be increased as follows:

General Fund:

Increase Revenue –
Federal Grant - Fire

\$435,770

Increase Appropriations –
Fire Department – Machinery & Equipment

\$435,770

Section 3. That the City Manager is authorized to execute all documents and agreements necessary to complete the grant acceptance and equipment purchases.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21st DAY OF OCTOBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

DS

Introduced:	October 7, 2026
Enacted:	October 21, 2026
Effective:	October 21, 2026



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: September 21, 2026

SUBJECT: **Ordinance No. 3547-2026** - Accepting and Appropriating the Award of a US Department of Health and Human Services - Centers for Medicare and Medicaid Services Rural Health Transformation Program Grant Passed through the State of Alaska Department of Health in the Amount of \$435,770 for the Purchase of Emergency Medical Equipment.

Background:

The (RHTP) is a federal initiative designed to strengthen rural healthcare systems by expanding access to care, improving health outcomes, modernizing infrastructure and technology, and supporting innovative models of care. Alaska's RHTP specifically identifies emergency medical services as an area for investment, including upgrading specialized equipment and technology to improve patient assessment, treatment, triage, and transport.

Through RHTP funding, the Kenai Fire Department will replace aging and EMS equipment and introduce new technologies that will enhance the capabilities of our emergency medical providers. These investments will allow KFD personnel to provide more advanced assessment and treatment in the field, improve the quality and timeliness of care, and better support residents during medical emergencies—particularly given the geographic distances and healthcare access challenges faced by our community.

- **Donor/Grantor:** US Department of Health & Human Services – Centers for Medicare & Medicaid Services Rural Health Transformation Program (RHTP) Grant Passed Through the State of Alaska Department of Health
- **Amount:** \$435,770
- **Purpose:** To replace aged equipment and add additional lifesaving capabilities to EMS response.
- **Intended Use:** The Kenai Fire Department will be replacing our Cardiac Monitors (nearing end of useful life), acquiring pre-hospital ventilators, ultra-sound probes, automated patient movement devices, and advanced pre-hospital training.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3548-2026**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE EMPLOYEE HEALTH CARE FUND AND AUTHORIZING A CONTRACT FOR EMPLOYEE HEALTH CARE AND BASIC LIFE INSURANCE AND OTHER ANCILLARY POLICIES EFFECTIVE JANUARY 1, 2027.

WHEREAS, as part of a comprehensive employee benefit package and pursuant to KMC 23.40.120 the City provides group life, medical, vision, and dental insurance to its employees; and,

WHEREAS, pursuant to KMC 7.15.060(g) group insurance coverage for employees may be procured by direct negotiation subject to Council approval by resolution; and,

WHEREAS, the City's current provider for group medical, vision, and dental is PREMERA Blue Cross Blue Shield of Alaska, and the City's current provider for basic life, accidental death and dismemberment (AD&D) is Lincoln Financial Services; and,

WHEREAS, Administration worked with the City's health care insurance broker to obtain renewal and alternative plan quotes and proposals to be effective on January 1, 2027; and,

WHEREAS, PREMERA Blue Cross Blue Shield of Alaska provided a quote for continuing group medical and vision coverage with a premium increase of 29% and dental coverage at a premium increase of 15%; and,

WHEREAS, after reviewing the renewal and alternative plan options, the City's health insurance broker and the Administration recommend the City enter into a contract renewal with PREMERA Blue Cross Blue Shield of Alaska to provide group medical, vision, and dental insurance to the employees of the City of Kenai effective January 1, 2027, for an estimated annual premium of \$3,508,632; and,

WHEREAS, the City's health insurance broker and the administration recommend the City enter into a contract renewal with Lincoln Financial Group to provide basic life insurance and ancillary insurance to the employees of the City of Kenai effective January 1, 2027, for an estimated annual premium of \$12,120; and,

WHEREAS, the increased insurance costs exceed the amounts budgeted for expenses in the Employee Health Care Fund, requiring an additional appropriation of \$343,749 to fund anticipated costs for remainder of the fiscal year; and,

WHEREAS, providing quality medical, vision, and dental insurance is a component of a comprehensive compensation package that allows the City to recruit and retain quality employees to provide the services of the City for its residents is in the best interests of the City; and,

WHEREAS, a double reading of this ordinance is requested to exercise Premera's November 2 early bird discount deadline and begin employee open enrollment; and,

WHEREAS, pursuant to KMC 1.15.070(d) the City may introduce and finally pass on the same day, an ordinance making, repealing, transferring or otherwise changing and appropriation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

New Text Underlined; [DELETED TEXT BRACKETED]

Section 1. That estimated revenues and appropriations be increased as follows:

Employee Health Care Fund:

Increase in Estimated Revenues

Appropriation of Retained Earnings \$343,749

Increase Expenses:

Insurance \$343,749

Section 2. That the City Manager is authorized to execute a contract renewal with PREMIER Blue Cross Blue Shield of Alaska to provide group medical, vision, and dental insurance to the employees of the City of Kenai, effective January 1, 2027, for an estimated annual premium of \$3,508,632.

Section 3. That the City Manager is authorized to execute a contract renewal with Lincoln Financial Group to provide basic life insurance and ancillary insurance to the employees of the City of Kenai effective January 1, 2027, in the amount of \$12,120.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21ST DAY OF OCTOBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

Introduced:	October 21, 2026
Enacted:	October 21, 2026
Effective:	October 21, 2026



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: October 15, 2026

SUBJECT: **Ordinance 3548-2026** An Ordinance Increasing Estimated Revenues and Appropriations in the Employee Health Care Fund and Authorizing a Contract for Employee Health Care and Basic Life Insurance and Other Ancillary Policies Effective January 1, 2027.

The City currently provides employee medical, vision, and dental insurance through Premiera Blue Cross Blue Shield of Alaska and basic life, accidental death and dismemberment (AD&D), and voluntary employee-paid supplemental policies with Lincoln Financial Group. The proposed ordinance authorizes the renewal of the contracts and provides additional funding for the remainder of the current fiscal year, effective January 1, 2027.

The City currently provides medical, vision, and dental insurance to employees under a level-funded arrangement. This structure offers flexibility and the potential for cost savings. Under the current arrangement, if claims cost are less than expected, the City is eligible for a refund of 50% of the unused claim funds, after payment of predetermined plan administration costs. In 2026, the City received a refund of \$179,385.49 because actual claims in 2025 were lower than anticipated. A portion of the refund was shared with employees through a premium holiday in May 2026.

Actual 2026 year-to-date claims are overall higher than expected, with a greater concentration of high-cost claims. The City's medical, dental, and vision plan renewal is based on claims experience and market factors. The City's insurance broker, IMA, negotiated Premiera's medical and vision renewal quote from an initial 36% increase to 30%, with an additional early renewal discount of 1% available if the City renews by November 2, 2026. Premiera's dental renewal quote proposed an increase of 15% with an early renewal discount of 1% available if the City renews by November 2, 2026.

To evaluate alternatives and identify potential cost savings, the Administration asked IMA to obtain proposals from other carriers. Aetna declined to submit a proposal. Moda proposed a fully insured plan approximately 35% higher than the City's current premiums and without the potential of a surplus refund.

IMA also reviewed the existing Premiera medical plans and alternatives to the plan deductibles and Health Reimbursement Arrangement (HRA) plan designs for potential cost savings. The

alternatives to the PPO and HSA plan designs increase deductibles, copays, coinsurance percentages, and out-of-pocket limits.

After reviewing the available options, the Administration recommends renewing the City's medical, vision, and dental insurance with Premiera, for an estimated annual premium of \$3,508,632, a \$792,362 annual increase from the current premium.

In the FY2027 annual budget, the employee premium cost share was scheduled to increase from 13% to 15% of premium costs effective January 1, 2027. Under the recommended plans, employee premiums, absent an increase in employee cost share, will increase approximately 29%. If the employee cost share were to increase to 15%, employee premiums would increase by 48%. Due to the increased insurance costs caused by a 29% premium increase, the Administration does not recommend increasing the employee cost share at this time.

The Administration and IMA also reviewed the City's basic life and supplemental life insurance coverage through Lincoln Financial Group, which has not been subject to a rate increase for three years. Lincoln's basic life and AD&D renewal is estimated at \$12,120 annually, an increase of \$499, or 4.3%, with rates guaranteed through January 1, 2029. Voluntary life rates remain unchanged; short-term disability rates increase approximately 5%.

The proposed ordinance increases estimated revenues and appropriations in the Employee Health Care Fund by \$343,749 to provide funding for the additional insurance costs from January 1 through the end of the fiscal year, June 30, 2027. This amount includes the employee contribution to the premium of \$51,503. Reserves in the Employee Health Care Fund are sufficient and exist for situations like unusually high renewal rate increases.

Renewing with the City's existing insurance providers supports continuity of coverage, maintaining benefits comparable to those offered by other public employers, and the City's objective of providing a compensation structure that attracts and retains competent employees. The appropriation provides the additional funding necessary to cover the increased cost of employee insurance benefits.

Your consideration is appreciated.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-67**

A RESOLUTION AMENDING THE CITY'S SCHEDULE OF RATES, CHARGES, AND FEES TO ADD EVENT RENTAL FEES FOR THE CHALLENGER CENTER BUILDING.

WHEREAS, Resolution No. 2025-64 authorized the City Manager to execute a lease termination with the Alaska Center for Space Technology, Inc., for the property located at 9711 Kenai Spur Highway, formerly operated as the Challenger Learning Center; and,

WHEREAS, the City desires to make the Challenger Center building available for event rentals managed by the Parks and Recreation Department; and,

WHEREAS, Kenai Municipal Code 7.25.110 provides that rates, charges, and fees imposed by the City shall be set by the City Manager and become effective upon approval by resolution of the Council, unless otherwise provided in the Kenai Code of Ordinances; and,

WHEREAS, Kenai Municipal Code 7.25.110 provides that rates, charges, and fees imposed by the City shall be set by the City Manager and become effective upon approval by resolution of the Council, unless otherwise provided in the Kenai Code of Ordinances; and,

WHEREAS, the City Manager has proposed rental fees based on rates charged for comparable event space in Kenai; and,

WHEREAS, it is in the best interest of the City to amend the fee schedule to establish event rental fees for the former Challenger Center.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City of Kenai Schedule of Rates, Charges, and Fees is hereby amended to include the following under Parks and Recreation Fees:

Challenger Center Building Event Rental

Fee Description	Fee Amount
Event Room Rental, per hour—four hour minimum	\$200.00
Cleaning Fee, per rental	\$250.00
Late Stay—beyond the scheduled rental end time, per hour	\$200.00
Refundable rental deposit	\$1,000.00

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21ST DAY OF OCTOBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Terry Eubank, City Manager

DATE: October 9, 2026

SUBJECT: **Resolution No. 2026-67** – Amending the City’s Schedule of Rates, Charges, and Fees to Add Event Rental Fees for the Challenger Center Building.

Council approval is requested to establish event rental fees for the former Challenger Center and add event rental fees for the Challenger Center building to the City’s Schedule of Rates, Charges, and Fees.

Following Council’s authorization to terminate the lease with the Alaska Center for Space Technology, Inc., under Resolution No. 2025-64, Administration has received several community requests to rent the facility. These requests indicate a need for additional event rental space in Kenai. Administration proposes making the event room available for rentals managed by the Parks and Recreation Department.

Event rentals are proposed as an interim use, with availability subject to future facility needs. The proposed fees are based fees based on rates charged for comparable event space in Kenai:

Challenger Center Building Event Rental

<u>Fee Description</u>	<u>Fee Amount</u>
Event Room Rental, per hour—four hour minimum	\$200.00
Cleaning Fee, per rental	\$250.00
Late Stay—beyond the scheduled rental end time, per hour	\$200.00
Refundable rental deposit	\$1,000.00

For purposes of the staffing charge, normal hours would be Monday through Friday, 8:00 a.m. to 5:00 p.m. The late-stay charge would apply beyond the scheduled rental end time.

Under KMC 7.25.110, fees set by the City Manager become effective upon Council approval by resolution. The proposed resolution places these fees under Parks and Recreation Fees and takes effect immediately upon passage.

Your consideration is appreciated.



Sponsored by: City Attorney

**CITY OF KENAI
RESOLUTION NO. 2026-68**

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR LEGAL SERVICES WITH PIONEER LAW LLC FOR LEGAL ASSISTANCE WITH PORE SPACE GAS STORAGE TRANSACTIONS.

WHEREAS, the City is in the process of negotiating with the State of Alaska Department of Natural Resources, Enstar and Hilcorp regarding various subsurface and surface estate property transactions and ownership rights related to underground gas storage; and,

WHEREAS, pursuant to KMC 7.15.060(f) the City Attorney previously retained Pioneer Law LLC for assistance in these transaction for a sum less than \$15,000; and,

WHEREAS, the City Attorney recommends continuing utilization of legal services from Pioneer Law LLC for a current amount not to exceed an additional \$15,000 which is available in Legal Department and City Manager's budgets; and,

WHEREAS, Kenai Municipal Code 7.15060(f) provides that legal services may be procured by direct negotiation with Council approval in amounts in greater than \$15,000; and,

WHEREAS, Pioneer Law LLC has experience and expertise in the legal services required by the City; and,

WHEREAS, retaining legal services from Pioneer Law LLC for assistance in negotiating property transactions related to underground gas storage is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA:

Section 1. That the City Attorney is authorized to retain Pioneer Law LLC for an amount not exceed \$30,000. If additional services beyond \$30,000 are required, further Council Authorization is required.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF SEPTEMBER 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Finance DS_____



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Scott Bloom, City Attorney

DATE: September 14, 2026

SUBJECT: **Resolution No. 2026-68** - Authorizing A Professional Services Agreement for Legal Services with Pioneer Law LLC for Legal Assistance with Pore Space Gas Storage.

This Resolution authorizes the procurement of additional legal services from Pioneer Law LLC related to underground gas storage. I previously retained Pioneer Law LLC to provide legal assistance for an amount less than \$15,000 pursuant to KMC 7.15.060(f). As this project has progressed, it is my recommendation that continuing to use Pioneer Law LLC to assist the City in negotiations related to competing gas storage leases sought by Hilcorp and Enstar is in the best interest of the City. The law firm has specific experience in oil and gas transactions as well as tax law. Many other firms in the state are unavailable to the City because of prior or existing relationships with the other relevant parties.

The Resolution requests Council approve a total sum for the retention not to exceed \$30,000, which the City Manager and Legal Department have budgetarily available. If further legal services are needed, beyond the \$30,000, which is difficult to anticipate at this point, an ordinance appropriating additional funds will need to be brought to Council.

Thank you for your consideration.

**KENAI CITY COUNCIL – REGULAR MEETING
OCTOBER 7, 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 October 7, 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 Kisena
Phil Daniel

Victoria Askin, Vice Mayor
Bridget Grieme
Glense Pettey (*remote participation*)

A quorum was present.

Absent:

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
Lee Frey, Public Works Director
Rick Johnson, Airport Manager
Jay Teague, Fire Chief
Ryan Coleman, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Mayor Knackstedt noted the following additions to the Packet:

- Add to item G.1. **Unfinished Business - Public Hearing - Resolution No. 2026-63**
- Resolution No. 2026-63 Substitute

MOTION:

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

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

Mayor Knackstedt opened the floor for public comments 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. **Resolution No. 2026-64** - Authorizing the City Manager to Submit an Application to the U.S. Department of the Interior, National Park Service, Via the State of Alaska Department of Natural Resources, for the Land and Water Conservation Fund Grant Program for Facility Improvements at Old Town Park and Committing Upon Grant Award and Acceptance to Provide a Cash Match Equal to the Grant Award, up to a Maximum of \$250,000, to Meet Grant Matching Requirements. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-64. Council Member Grieme **SECONDED** the motion.

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

A summary overview of the memorandum as attached to Resolution No. 2026-64 was provided; clarification was provided if funding were received and utilized it would permanently incur the land for that specific use; and approval of this resolution only authorized application, acceptance of funding would be done in the future if awarded.

UNANIMOUS CONSENT was requested.

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

2. **Resolution No. 2026-65** - Granting Street Improvement Exceptions to Kenai Municipal Code 14.10.080, Minimum Improvements, for Micah Subdivision Parks Replat Pursuant to Kenai Municipal Code 14.10.090, Variations and Exceptions. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-65. Council Member Kisena **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments.

Zachary Rininger, applicant addressed the Council in support, noting approval of the resolution would provide relief from the Pioneer Road improvement requirements; development and replatting of the property began before the improvement requirements were instituted; the improvement requirements would affect approximately 600 linear feet along the north and east side of his property; the improvement costs were approximately \$63,000; he questioned whether the improvements would benefit access to surrounding undeveloped lots; and the improvement requirements would create an additional financial hardship.

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

In responses to questions Mr. Rininger clarified that the Glacier Street right-of-way vacation would combine properties he owned; the property is currently accessed by Rainbow Drive; and improvements to Misty Haven would not serve the property as currently developed.

A summary overview of the memorandum as attached to Resolution No. 2026-65 was provided. It was clarified that code requirements had not changed; however, the requirements had not consistently been enforced in prior years; the Pioneer Road concept was introduced through new road design standards allowing construction without requiring a property owner to bear the full cost; the staff report as included in the packet was reviewed; and that the Administration did not recommend approval, citing the need for incremental right-of-way dedication and road construction to provide access surrounding undeveloped land.

There was Council discussion in support for granting the exception, noting the \$60,000 cost to the property owner; poor conditions and potential lack of connectivity to surrounding roads; limited access benefits of the required improvements; the exception was reasonable based on the circumstances and the recommendation from the Planning and Zoning Commission; the replat would combine two lots into one, rather than create additional lots, traffic or burdens on the City, which distinguished it from future subdivisions that divide larger parcels into smaller ones.

UNANIMOUS CONSENT was requested.

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

3. Resolution No. 2026-66 - Authorizing a Contract Award for the Citywide Paving Design Project. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-66. Council Member Kisena **SECONDED** the motion.

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

A summary overview of the memorandum as attached to Resolution No. 2026-66 was provided; clarification was provided that a grant application had been submitted for portions of the larger roadway project, with an award decision anticipated between mid-October and early December; and the grant funding would supplement the project and potential sidewalk improvements.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of September 16, 2026. (City Clerk)
2. *Special Meeting of September 30, 2026. (City Clerk)

Approved by the consent agenda.

G. UNFINISHED BUSINESS

1. **Resolution No. 2026-63** - Authorizing a Contract Award for the Kenai Bluff Erosion and Stabilization - Mission Avenue Erosion Control Project. (Administration) *[Clerk's Note: At the September 30, 2026 Special Meeting this item was postponed to October 7, 2026.]*

The motion to enact Resolution No. 2026-63 was on the floor from the September 30, 2026 Special Meeting.

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

MOTION TO AMEND BY SUBSTITUTE:

Vice Mayor Askin **MOVED** to amend the Resolution No. 2026-63 by Substitute Resolution No. 2026-63. Council Member Daniel **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend by Substitute.

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

A summary overview of the memorandum as attached to Resolution No. 2026-64 was provided. It was clarified that the project was developed in response to significant erosion caused by spring runoff and would primarily involve relocating water service, with additional erosion mitigation measures as feasible; the project was delayed while awaiting engineering design and receiving no responses to the bid solicitation; and a proposal was obtained from Peninsula Construction, with work anticipated to begin as soon as practicable to address the exposed water service before winter.

UNANIMOUS CONSENT was requested.

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

H. NEW BUSINESS

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

Approved by the consent agenda.

2. *Action/Approval - Non-Objection to the Acceptance and Appropriation of an US Department of Transportation Passed through the State of Alaska Department of Transportation and Public Facilities - Alaska Highway Safety Office (AHSO) Grant in the amount of \$2,065.17, in accordance with KMC 7.25.030. (Administration)

Approved by the consent agenda.

3. *Action/Approval - Consent for Alaska Rent-A-Car Inc., to Assume Copper River Rentals LLC. Concession Agreement with the City of Kenai. (Administration)

Approved by the consent agenda.

4. *Action/Approval - Confirming the Appointment of the Election Precinct Boards for the November 3, 2026 Regular City Election. (Administration)

Approved by the consent agenda.

5. *Ordinance No. 3546-2026 - Amending Public Noticing Requirements within Kenai Municipal Code Chapters 14.05 - Planning and Zoning Commission, 14.10 - Subdivision Regulations, 14.20 - Kenai Zoning Code, 21.10 - Leasing and Acquisition Of Airport Reserve Lands, And 22.05 - Disposition of City Lands, to Modernize Public Notification Procedures. (Administrations)

Introduced by the consent agenda and Public Hearing set for October 21, 2026.

6. *Ordinance No. 3546-2026 - Accepting and Appropriating the Award of a US Department of Health and Human Services - Centers for Medicare and Medicaid Services Rural Health Transformation Program Grant Passed through the State of Alaska Department of Health in the Amount of \$435,770 for the Purchase of Emergency Medical Equipment. (Administrations)

Introduced by the consent agenda and Public Hearing set for October 21, 2026.

7. Action/Approval - Authorization to File Motion to Intervene – FERC Project No. P-15423-000, DeepGreen Cook Inlet SPV, LLC. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to authorize the filing of a motion to intervene. Council Member Grieme **SECONDED** the motion.

Appreciation was stated for preparation of the motion to intervene.

UNANIMOUS CONSENT was requested on the motion.

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

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting October 8, 2026.

2. Airport Commission

No report, next meeting October 8, 2026.

3. Parks and Recreation Commission

Council Member Grieme reported on the October 1, 2026 meeting, next meeting November 5, 2026.

4. Planning and Zoning Commission

Council Member Daniel reported on the September 23, 2026 work session and meeting, next meeting October 14, 2026.

5. Beautification Commission

No report, next meeting October 13, 2026.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Kenai Fire Department hosted the Alaska Firefighters Conference, organized by Chief Teague.
- Attended a gathering to welcome new Airport Manager Rick Johnson.
- Thanked City Manager Eubank and staff for working with the State of Alaska for the completion of the Wildwood Drive improvement project.
- Kenai Municipal Airport runway reopened following the completion of the rehabilitation project.

K. ADMINISTRATION REPORTS

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

- Staffing and recruitment update: three new employees and nine temporary equipment operators hired for winter airport operations.
- Kenai Recreation Center received the Facility of Excellence Award at the Alaska Recreation and Parks Association Conference hosted in Kenai.
- Kenai Airport's main runway reopened.
- The City's Small Community Air Service Development Grant application was unsuccessful; staff to continue working with the Airport Manager and consultant to identify potential next steps.
- Updates on road improvements, including the repaving of Wildwood Drive and ongoing storm drainage replacement and repaving preparations on Aliak Drive.
- New pavilions were completed at Municipal and Beaver Creek Parks.

- Kenai hosted the Alaska Fire Chiefs Conference, with more than 200 fire service personnel attending.
 - October is Fire Prevention Month and fire safety education being was provided in Kenai schools.
 - Plans to expand limited community use of the former Challenger Learning Center facility, with a proposed fee amendment anticipated for the next Council meeting.
 - Continued coordination with the Kenai Peninsula Economic Development District regarding workforce development grant opportunities involving the Challenger Center, with potential legislation anticipated at the next meeting.
 - The City's public surplus auction and the availability of surplus computers and monitors.
 - Upcoming community events, including the Pumpkin Festival, Library Haunted House, and Senior Center trick-or-treating event.
2. City Attorney - No report.
 3. City Clerk - City Clerk Saner reported on the following:
 - Annual Liquor License Renewals and Continuations.
 - Personnel Board - Arbitration Panel Annual Recruitment.
 - Absentee voting information.

L. ADDITIONAL PUBLIC COMMENTS

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

Alex Cook, Kenai resident, encouraged the City to consider American with Disabilities Act accessibility when planning road improvements, including ensuring pedestrian and bicycle pathways are accessible to individuals using wheelchairs.

2. Council Comments - None.

M. EXECUTIVE SESSION

1. Competing Applications for Gas Storage Space. *[Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City and AS 44.62.310(c)(3) a Matter of which by Law, Municipal Charter, or Ordinance are required to be Confidential.]* (Administration)

[Clerk's Note: Vice Mayor Askin declared a possible conflict of interest with the discussion of Gas Storage Space as she was an employee of one of the companies involved. Mayor Knackstedt ruled a conflict did exist and Vice Mayor Askin abstained from participating in the Executive Session and discussion of the subject.]

MOTION:

Council Member Grieme **MOVED** to enter into executive session to discuss competing applications for gas storage space which may be a subject that immediate knowledge would clearly have an adverse effect upon the finances of the City and is a matter which by law, municipal charter, or ordinance is required to be confidential. The executive session will include Mayor Knackstedt, City Council Members, Manager Eubank, and Attorney Bloom. Council Member Daniel **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Council Member Grieme **MOVED** to reconvene into regular session. Council Member Daniel **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: The Council entered into executive session at 7:27 p.m. and reconvened into regular session at 8:02 p.m.]

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 8:03 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 7, 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.*

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: OCTOBER 21, 2026

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	122,860.91
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	106,147.98



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Police Chief

DATE: October 21, 2026

SUBJECT: **Action/Approval** - Non-Objection to the Acceptance and Appropriation of a US Department of Transportation passed through the State of Alaska Department of Transportation and Public Facilities - Alaska Highway Safety Office (AHSO) Grant in the amount of \$8,110.82, in accordance with KMC 7.25.030.

Background:

The Kenai Police Department continues to participate in overtime traffic enforcement patrols, the cost for which is reimbursed to the City of Kenai through a grant from the US Department of Transportation passed through the State of Alaska Department of Transportation and Public Facilities - AHSO. This grant is for extra patrols focused around the Labor Day holiday weekend.

- **Donor/Grantor:** US Department of Transportation passed through the State of Alaska Department of Transportation and Public Facilities - AHSO
- **Amount:** \$8,110.82
- **Purpose:** Labor Day Holiday Weekend Traffic Safety Patrol
- **Intended Use:** The overtime for these additional traffic safety patrols was not budgeted, and the Department is requesting appropriation into the FY27 overtime budget equal to the amount of the AHSO grant funding received.

Intended Appropriation:

That the City Manager intends to increase estimated revenues and appropriations as follows:

Fund: General Fund

Increase Estimated Revenues – Federal Grants - Police	<u>\$8,110.82</u>
Increase Appropriations – Police Department - Overtime	<u>\$8,110.82</u>



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Rick Johnson, Airport Manager

DATE: October 12, 2026

SUBJECT: **Action/Approval** - Special Use Permit to LifeMed Alaska, LLC for Ambulance Warm Storage.

LifeMed Alaska, LLC, is requesting a Special Use Permit for 234 square feet in Warm Storage 1 for the winter storage of their ambulance.

This Special Use Permit will be effective November 1, 2026 through April 30, 2027 for a monthly fee of \$234 plus applicable tax.

The Special Use Application Fee of \$100 has been paid.

Does Council recommend the City Manager enter into a Special Use Permit with LifeMed Alaska, LLC?

Thank you for your consideration.

attachment

SPECIAL USE PERMIT 2026-2027

The **CITY OF KENAI** (City), for the consideration, and pursuant to the conditions set out below, hereby grants to **LIFEMED ALASKA, LLC** (PERMITTEE) 3838 West 50th Avenue, Anchorage, Alaska, 99502 the non-exclusive right to use 234 square feet of area as described below:

Tract A FBO Subdivision consisting of approximately 234 square feet in an area described as Warm Storage 1.

and as further shown in the attached Exhibit A.

1. **TERM.** This special use permit shall be for approximately six (6) months from November 1, 2026 to April 30, 2027.
2. **PERMIT FEES.** The Permittee shall be charged a monthly permit fee of \$234.00 plus applicable sales tax.

The Permittee shall pay the City the permit fee by the 10th day of the preceding month.

Checks, bank drafts, or postal money orders shall be made payable to the City of Kenai and delivered to the City Hall, 210 Fidalgo Avenue, Kenai, Alaska 99611.

In addition to the permit fee specified above, the Permittee agrees to pay to the appropriate parties all levies, assessments, and charges as hereinafter provided:

- A. Sales tax not enforced, or levied in the future, computed upon the permit fee payable in monthly installments whether said fee is paid on a monthly or yearly basis;
 - B. All necessary licenses and permits; all lawful taxes and assessments which, during the term hereof may become a lien upon or which may be levied by the State, Borough, City, or by any other tax levying body, upon any taxable possessory right which Permittee may have in or to the Premises by reason of its use or occupancy or by reason of the terms of this Permit, provided however, that nothing herein contained shall prevent Permittee from contesting any increase in such tax or assessment through procedures provided by law.
 - C. Interest at the rate of eight percent (8%) per annum and penalties of ten percent (10%) of any amount of money owed under this Special Use Permit which are not paid on or before the due date.
 - D. Costs and expenses incident to this Special Use Permit, including but not limited to recording costs.
 - E. Annual Special Use Permit Application fee of \$100.00 plus applicable sales tax.
3. **USE.** The use by the Permittee of the Premises is limited to the purpose of Storage for LifeMed Ambulance. This use is subject to City, Borough, and State laws and regulations

and the reasonable administrative actions of the City for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities. Use of the Premises is subject to the following conditions:

- A. Permittee shall use the Premises only for storage of one ambulance.
 - B. The premises shall be returned to its current condition prior to the end of the term of this Special Use Permit.
4. **INSURANCE.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, the City is entitled to coverage to the extent of the higher limits.
- A. Garage Liability or Commercial General Liability Insurance, including Premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must name the City as an additional insured.
 - B. Worker's Compensation Insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.
 - C. Commercial Automobile Coverage with not less than \$1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses for snow moving and storage activities to, from, or on the Premises. The policy must name the City as an additional insured.
 - D. All insurance required must meet the following additional requirements:
 - i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
 - ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.
 - iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.
 - iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.

- v. Evidence of insurance coverage must be submitted to City by November 1, 2026. The effective date of the insurance shall be no later than November 1, 2026.
 - vi. This insurance shall be primary and exclusive of any other insurance carried by the City of Kenai. This insurance shall be without limitation on the time within which the resulting loss, damage, or injury is actually sustained.
- 5. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** The Permittee shall fully indemnify, hold harmless, and defend the City of Kenai, its officers, agents, employees, and volunteers at its own expense from and against any and all actions, damages, costs, liability, claims, losses, judgments, penalties, including reasonable Attorney's fees of or for liability for any wrongful or negligent acts, errors, or omissions of the Permittee, its officers, agents or employees, or any subcontractor under this Permit. The Permittee shall not be required to defend or indemnify the City for any claims of or liability for any wrongful or negligent act, error, or omission solely due to the independent negligence of the City. If there is a claim of or liability for the joint negligence of the Permittee and the independent negligence of the City, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be established upon final determination of the percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "Permittee" and "City" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, for each party. The term "independent negligence of the City" is negligence other than in the City's selection, administration, monitoring, or controlling of the Permittee.
- 6. **PERMITTEE'S OBLIGATION TO PREVENT AND REMOVE LIENS.** Permittee will not permit any liens, including mechanic's, laborer's, construction, supplier's, mining, or any other liens obtainable or available under existing law, to stand against the Premises or improvements on the Premises for any labor or material furnished to Permittee or to any related entity or claimed entity. The Permittee shall have the right to provide a bond as contemplated by State of Alaska law and contest the validity or amount of any such lien or claimed lien. Upon the final determination of the lien or claim for lien, the Permittee will immediately pay any judgment rendered with all proper costs and charges and shall have such lien released or judgment satisfied at Permittee's own expense.
- 7. **PERSONALTY.** Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit. Personal property placed or used upon the Premises and not removed upon termination of this Permit will be removed and/or impounded by the City. Property removed or impounded by the City may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus a storage fee of \$25 per day. The City of Kenai is not responsible for any damage to or theft of any personal property of Permittee or its customers.
- 8. **FORBEARANCE.** Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

9. **TERMINATION, DEFAULT.** This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. The City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety. The City may also terminate this Permit immediately, or upon notice shorter than 30 days, due to a failure of Permittee to comply with conditions and terms of this Permit, which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period to correct the violation or breach.
10. **NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.
11. **ASSIGNMENT.** Permittee may not assign, by grant or implication, the whole any part of this Permit, the Premises, or any improvement on the Premises without the written consent of the City. Unless the City specifically releases the Permittee in writing, the City may hold the Permittee responsible for performing any obligation under this permit which an assignee fails to perform.
12. **ASSUMPTION OF RISK.** Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Permit.
13. **NO JOINT VENTURE.** The City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises.
14. **SURVIVAL.** The obligations and duties of Permittee under paragraphs 5 and 6 of this Permit shall survive the cancellation, termination, or expiration of this Permit.
15. **AUTHORITY.** By signing this Permit, Permittee represents that is has read this agreement and consents to be bound by the terms and conditions herein and that the person signing this Permit is duly authorized by the business to bind the business hereunder.

CITY OF KENAI

LIFEMED ALASKA, LLC

By: _____

Terry Eubank
City Manager

Date:

By: _____

William Chaplin
Chief Operations Officer

Date:

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2026, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager of the City of Kenai, Alaska, an Alaska home rule municipality, on behalf of the City.

 Notary Public for Alaska
 My Commission Expires: _____

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2026, the foregoing instrument was acknowledged before me by William Chaplin, Chief Operations Officer, an Alaska limited liability company, on behalf of the company.

 Notary Public for Alaska
 My Commission Expires: _____

ATTEST:

APPROVED AS TO FORM:

 Scott Bloom, City Attorney

**KENAI AIRPORT COMMISSION – REGULAR MEETING
OCTOBER 8, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on October 8, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld

Cody Whicker
Dan Knesek

A quorum was present.

Absent:

Paul Minelga, Vice Chair
Scott Bremmer

James Zirul

Also in attendance were:

Rick Johnson, Airport Manager
Julie Semmens, Airport Administrative Assistant
Victoria Askin, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda as presented. Commissioner Knesek **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. September 10, 2026 Regular Meeting Minutes

MOTION:

Commissioner Bielefeld **MOVED** to approve the September 10, 2026 Airport Commission minutes. Commissioner Knesek **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS - None.

G. REPORTS

1. Airport Manager - Airport Manager Johnson reported on the following:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) is anticipated to be completed by the end of November.
 - Runway rehabilitation project completed.
 - Taxiway project anticipated to be completed by mid-October.
 - Air Force noted interest in renewing the Memorandum of Understanding for weather cameras at the operations building.
 - LifeMed Alaska submitted a Special Use Permit application for warm storage during the upcoming winter season.
2. Commission Chair - No report.
3. City Council Liaison - Vice Mayor Askin reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - November 12, 2026

J. COMMISSION QUESTIONS AND COMMENTS - None.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS - None.

1. 2026 Float Plane Basin Activity
2. 2026 Enplanements
3. August 2026 Midmonth Report
4. August 2026 Plane Pass Data
5. Assignment of Concession Agreement, AVIS

There being no further business before the Airport Commission, the meeting was adjourned at 6:13 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of October 8, 2026, 2026.

Logan Parks, Deputy City Clerk

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
OCTOBER 01, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GRANT WISNIEWSKI, PRESIDING**

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MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks & Recreation Commission was held on October 1, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Wisniewski called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Wisniewski led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Grant Wisniewski, Chair
Sharon Fisher

Autumn Carlson
Michael Bernard

A quorum was present.

Absent:

Maeve Spiegler

Also in attendance were:

Tyler Best, Parks & Recreation Director
Bridget Grieme, City Council Liaison

3. Agenda Approval

MOTION:

Commissioner Bernard **MOVED** to approve the agenda as presented. Commissioner Fisher **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. September 3, 2026 Regular Meeting Minutes

MOTION:

Commissioner Carson **MOVED** to approve the September 3, 2026 Parks & Recreation Commission minutes. Commissioner Fisher **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. **NEW BUSINESS**

1. **Action/Approval** - Authorizing Participation in the Current Solicitation of the Land & Water Conservation Grant

MOTION:

Commissioner Fisher **MOVED** to recommend City Council approval of Authorizing Participation in the Current Solicitation of the Land & Water Conservation Grant. Commissioner Carlson **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet.

There was discussion regarding the process of selecting equipment for the park; and the previous scope of work and costs associated.

UNANIMOUS CONSENT was requested on the motion.

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

2. **Recommendation** - Recommending the Fiscal Year 2028 - Fiscal Year 2032 Capital Improvement Plan Priority List

MOTION:

Commissioner Bernard **MOVED** to recommend City Council approval of Fiscal Year 2032 Capital Improvement Plan Priority List. Commissioner Carlson **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet, providing an overview of individual projects included in the priority list.

UNANIMOUS CONSENT was requested on the motion.

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

G. **REPORTS**

1. Parks & Recreation Director - Director Best provided a summary overview of his August Mid-Month report as included in the packet.
2. Commission Chair - Chair Wisniewski reported speaking with an individual regarding the possibility of including a pumpkin launcher at the Pumpkin Festival.
3. City Council Liaison - Council Member Grieme reported on recent actions of the City Council.

H. **ADDITIONAL PUBLIC COMMENTS** - None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** - November 5, 2026

J. **COMMISSION QUESTIONS AND COMMENTS** - None.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Mid-Month Report
2. Pumpkin Festival Flyer

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6.47 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of October 01, 2026.

Logan Parks, Deputy City Clerk

DRAFT

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
SEPTEMBER 23, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR DOUTHIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on September 23, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Vice Chair Douthit led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Alex Douthit, Vice Chair
Stacie Krause
Marty Askin

Gwen Woodard
Diane Fikes

A quorum was present.

Absent:

Sonja Earsley

Jeanne Keaton, Chair

Also in attendance were:

Kevin Buettner, Planning Director
Phil Daniel, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

Vice Chair Douthit noted the following additions to the Packet:

Add to item F.2. **Public Comment**

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda with the requested revisions. Commissioner Askin **SECONDED** the motion.

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

Vice Chair Douthit 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 Commissioner 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. APPROVAL OF MINUTES

1. *Regular Meeting of August 26, 2026.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2026-30** - Recommending that Preliminary Plat Micah Subdivision Parks Replat be Approved.

MOTION:

Commissioner Askin **MOVED** to approve Resolution PZ2026-30. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-30.

Vice Chair Douthit opened the floor for public comment.

Zachary Rininger, applicant, spoke in support of the replat request, noting a contractor estimate for required road improvements and maps illustrated potential impacts to existing vegetation, privacy buffers, and access to surrounding lots.

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

There was Commission discussion regarding existing and proposed portions of Rainbow Drive and Misty Haven; current City maintenance limits; pioneer road development standards and maintenance; potential drainage and culvert requirements associated with future road development; access to the property; the scope of the proposed vacation and associated road requirements; issuance of the building permit; the previous replat; the timing and applicability of updated road standards; potential hardship associated with requiring construction of portions of Rainbow Drive and Misty Haven and existing and future access to surrounding properties.

Clerk's Note: A five minute at-ease was taken to determine appropriate wording for an amendment.

Vice Chair Douthit **MOVED** to amend Resolution PZ2026-30 as follows:

Section 1, add a new fifth condition that reads, "Add Plat Note: Lot 155A will be subject to assessment for any improvements required by Kenai Municipal Code 14.10.080(g)(1) when installed at a future time by the City for the installation of Rainbow Drive and Misty Haven Lane."

Commissioner Askin **SECONDED** the motion.

There was Commission Discussion regarding making amendments to KMC 14.10.090 to allow for consideration of City actions causing unjust conditions mid application.

Staff noted they would review this issue and return to the Commission at a future meeting with recommendations.

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE ON MAIN MOTION AS AMENDED:

YEA: Askin, Krause, Fikes, Woodard, Douthit

NAY: None

ABSENT: Earsley, Keaton

MAIN MOTION PASSED AS AMENDED.

- 2. Resolution PZ2026-31** - Recommending that Preliminary Plat Enders Subdivision 2027 Replat be Approved.

MOTION:

Commissioner Askin **MOVED** to approve Resolution PZ2026-31. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-31.

Vice Chair Douthit 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.**

F. PUBLIC HEARINGS

- 1. Resolution PZ2026-28** - Granting the Application for a Variance Permit to Build into the Ten-Foot (10') Setback Along the North Side of Parcel 04510014 Located at 503 Candlelight Drive.

MOTION:

Commissioner Askin **MOVED** to approve Resolution PZ2026-28. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-28.

Vice Chair Douthit opened the floor for public comment.

Jesse Updike, applicant, made himself available to answer questions from the Commission.

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

There was Commission discussion regarding the proposed building design; roof height and slope; setbacks; potential impacts to the adjacent commercial property and utilities; neighboring property owner notification; and site plan requirements.

VOTE:

YEA: Krause, Fikes, Woodard, Douthit, Askin

NAY: None

ABSENT: Keaton, Earsley

MOTION PASSED.

Vice Chair Douthit noted the 15-day appeal period.

- 2. Resolution PZ2026-29** - Granting a Conditional Use Permit for the Operation of a Non-Commercial Recreational Vehicle Park and Campground at 1518 Tundra Rose Lane.

MOTION:

Commissioner Askin **MOVED** to approve Resolution PZ2026-29. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-29.

Vice Chair Douthit opened the floor for public comment.

Nicole and David Smith, applicants, spoke in support of their application, addressing traffic; seasonal use; compatibility with surrounding properties; consistency with the Comprehensive Plan; future development of the property; and the recommended conditions of the approval.

There was Commission discussion regarding RV occupancy and length-of-stay requirements; requirements for RV parks and campgrounds; plans for installation of electric, well, and septic utilities; seasonal use and storage of the RVs; and applicable building permit and site development requirements.

Ron and Ginger Pitts, neighbors, spoke in opposition of the Conditional Use Permit, noting concerns regarding compatibility with the residential character of the neighborhood; increased traffic; noise; lighting; trash; activity; impacts to Tundra Rose Lane; consistency with the Comprehensive Plan; and the proposed site layout and intensity of use.

Ken Corbett, neighbor, spoke in opposition to the Conditional Use Permit, citing concerns regarding compatibility with the residential neighborhood; increased occupancy and traffic; consistency with the Comprehensive Plan; water, sanitation, and utility needs associated with the proposed use.

Chris Garcia spoke in support of the Conditional Use Permit, noting the proposed seasonal use, planned site improvements and utilities, and similar RV use on nearby properties.

Barbara Lichner-Brew spoke in opposition to the Conditional Use Permit, noting concerns regarding the compatibility of an RV park and campground with the residential character of the neighborhood and potential long-term impacts to surrounding properties.

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

Staff clarified that a change from the proposed non-commercial use to a commercial use permit would require additional Commission review; while construction of a single-family residence would not require modification of the conditional use permit.

VOTE:

YEA: Krause

NAY: Fikes, Woodard, Douthit, Askin

ABSENT: Keaton, Earsley

MOTION FAILED.

Vice Chair Douthit noted the 15-day appeal period.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. ***Action/Approval** - Home Occupation Permit for a Home-Based Food Business Specializing in Baked Goods and Confections that will be Prepared, Packaged, and Stored Inside the Family Residence at 207 Linwood Lane.

Approved by the consent agenda.

2. **Discussion** - Federal Energy Regulatory Commission Notice of Preliminary Permit Application Accepted for Filing and Soliciting Comments, Motions to Intervene, and Competing Application.

Planning Director Buettner summarized the memo as included in the packet.

There was discussion regarding the proposed location and design; potential impacts to the regional power grid; the regulatory process; and the City's potential in future proceedings.

3. **Action/Approval** - Request for Inclusion of Comprehensive Plan Project into FY2028-2032 of Kenai Capital Improvement Plan

MOTION:

Commissioner Askin **MOVED** to request inclusion of the Comprehensive Plan Project into the Kenai Capital Improvement Plan. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet

UNANIMOUS CONSENT was requested on the motion.

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

4. Action/Approval - Rescheduling End of Year Meeting

MOTION:

Commissioner Woodard **MOVED** to reschedule the end of year meeting to December 15, 2026. Commissioner Askin **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- The quarterly code enforcement report.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.

4. City Council Liaison

Council Member Daniel reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: October 14, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Askin noted the cooler temperatures.

Vice Chair Douthit noted Jersey Subs moved into the airport café and expanded their menu.

M. PENDING ITEMS - None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 9:03 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of September 23, 2026.

Logan Parks, Deputy City Clerk

DRAFT

KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING
OCTOBER 13, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR SARAH DOUTHIT, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Beautification Commission was held on October 13, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Douthit called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Douthit led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Sarah Douthit, Chair

Sonja Earsley, Vice Chair

Autumn Carlson

Missy Wallace

Brittney Hoffert (*remote participation*)

A quorum was present.

Absent:

Sherry Powell

Also in attendance were:

Tyler Best, Parks and Recreation Director

Jenna Brown, Assistant Parks and Recreation Director

3. Agenda Approval

MOTION:

Commissioner Carlson **MOVED** to approve the agenda as presented. Vice Chair Earsley **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. September 8, 2026 Regular Meeting Minutes

MOTION:

Commissioner Carlson **MOVED** to approve the September 8, 2026 Beautification Commission minutes. Vice Chair Earsley **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Recommendation** - Approval of the Fiscal Year 2028 - Fiscal Year 2032 Capital Improvement Plan Priority List

MOTION:

Vice Chair Earsley **MOVED** to recommend City Council approval of the Capital Improvement Plan Priority List. Commissioner Carlson **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet.

[Clerk's Note: Commissioner Hoffert entered the discussion via Zoom at 6:06 p.m.]

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Parks and Recreation Director - Director Best reported on the following:
 - The mid-month report.
 - A comparison of sign-in records and door counter data.
 - The success of the 2026 Pumpkin Festival.
2. Commission Chair - Chair Douthit reported on the following:
 - High level of attendance at the Pumpkin Festival.
3. City Council Liaison - No report.

H. ADDITIONAL PUBLIC COMMENTS - None.

Comment goes here.

I. NEXT MEETING ATTENDANCE NOTIFICATION - January 12, 2027

J. COMMISSION QUESTIONS AND COMMENTS

Vice Chair Earsley noted the positive atmosphere and strong attendance at the Pumpkin Festival and suggested hosting a similar winter event.

Commissioner Hoffert noted safety concerns regarding roadway obstructions during the Pumpkin Festival and suggested hosting a similar event during the winter.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Mid-Month Report

There being no further business before the Beautification Commission, the meeting was adjourned at 6:29 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of October 13, 2026.

Logan Parks, Deputy City Clerk



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Rick Johnson, Airport Manager
DATE: October 8, 2026
SUBJECT: **Airport Mid-month Report September 2026**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Runway rehabilitation is complete, and operations returned to the main runway on October 2nd around 3:00 AM. Taxiway Alpha is being converted back from the temporary runway configuration, with crack sealing and painting underway. The ILS remains out of service pending an FAA flight check; no timeline has been established for its return to service.
- Airport Master Plan – Phase 2 Update

HDL is moving forward with the development of an implementation and financial plan, with a presentation to the City to follow.

FY2026 Airport Capital Improvement Projects

- Airport Perimeter Fence Project
Added scope of work for Construction Administration for the Airport Perimeter Fence and Gate Improvement Project. Estimated start and completion are April 15, 2026 to September 30, 2027 (24 weeks):

In-house Activities

- Met with Nelson Engineering to review and answer questions regarding the draft Storm Water Pollution Prevention Plan (SWPPP). A site walk-through was also conducted with the engineer to verify that the SWPPP accurately reflects current site conditions and tenant operations. Minor revisions are anticipated, with the updated 2026 SWPPP expected to be completed by the end of October.

- Airport received the second report from Vector Airport Systems for August 2026. The billable arrivals showed that there were 365 arrivals, 36 invoices sent to collect \$13,948. Total collected by Vector since July 1, 2026 is \$19,230.95.
- LifeMed Alaska, LLC, is requesting a Special Use Permit for 234 square feet in Warm Storage 1 for the winter storage of their ambulance. The application fee of \$100 has been paid, they have current COI on file, and their SUP is slated to go to Council for approval on October 21, 2026.





MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Ryan Coleman, Police Chief
FROM: Ian Braman, Animal Control Chief
DATE: October 1, 2026
SUBJECT: September 2026 Monthly Report

This month the Kenai Animal Shelter took in **29** animals one of which was a stray parakeet, released **20** animals and issued **5** licenses.

DOGS:

Intake	Total	Outcome	Total
Aggression towards humans	1	Adopted	1
Bite Incident	1	Claimed	10
Protective Custody	1	Euthanized	1
Stray	9		0
Waiver	3		0
Total Intakes	15	Total Outcomes	12

CATS:

Intake	Total	Outcome	Total
Stray	2	Adopted	7
Waiver	11	Claimed	1
Total Intakes	13	Total Outcomes	8

OTHER ANIMALS:

Intake	Total	Outcome	Total
Bird - Stray	1		0

Intake	Total	Outcome	Total
Total Intakes	1	Total Outcomes	0

JURISDICTION SUMMARY:

14 animal intakes were received from "City Of Kenai".

9 animal intakes were received from "City Of Soldotna".

6 animal intakes were received from "Kenai Peninsula Borough".

Total jurisdiction intakes: 29 animals.

AFTER HOURS SUMMARY:

1 animal was dropped off after hours by "City Of Kenai".

2 animals were dropped off after hours by "Kenai Peninsula Borough".

Total after hours drop-offs: 3 animals.

INCIDENTS BY TYPE:

Aggressive Animal(s)	3
Animals at large	9
Animal(s) in vehicle	1
Bite	2
Food Donation Request	5
General Complaint	2
Information	1
Nuisance	4
Owner Incarcerated	1
Patrols	8
Stray	7
Total Incidents	43

YEAR TO DATE INTAKES:

YTD Intakes 2026	217
YTD Intakes 2025	325
YTD Intakes 2024	321
YTD Intakes 2023	355





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: October 10, 2026

SUBJECT: **Finance Department Mid-Month Report – September 2026**

With the end of FY2026, the department's focus has switched to closing of that year's books and completion of the City's Annual Comprehensive Financial Report. This process includes closing of the FY26 financial records, fiscal year end grant reporting, completion of the annual audit and finally financial statement preparation. Auditors will be onsite the week of November 9th.

IT is in the process of computer lifecycle replacement. Surplus equipment will be sold at the Library once the computer lifecycle replacements are complete.



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Knackstedt and Council Members

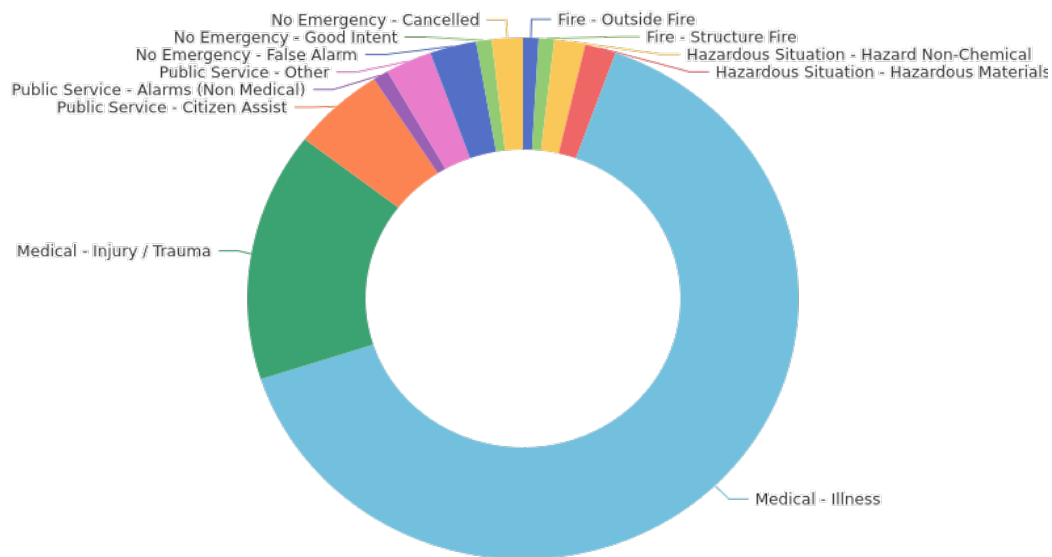
THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: October 5, 2026

SUBJECT: Fire Department Mid-Month Report – September.

SEPTEMBER	2025	2026	% change
Month totals	115	110	(4.3%)
EMS	85	88	3.5%
Fires	1	2	100.0%
All Other	29	20	(31.0%)
Year total	1131	1115	(1.4%)



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Fire	2	1.82%
Fire - Outside Fire	1	0.91%
Fire - Structure Fire	1	0.91%
Hazardous Situation	4	3.64%
Hazardous Situation - Hazard Non-Chemical	2	1.82%
Hazardous Situation - Hazardous Materials	2	1.82%
Medical	88	80.00%
Medical - Illness	71	64.55%
PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
Medical - Injury / Trauma	17	15.45%
Public Service	10	9.09%
Public Service - Citizen Assist	6	5.45%
Public Service - Alarms (Non Medical)	1	0.91%
Public Service - Other	3	2.73%
No Emergency	6	5.45%
No Emergency - False Alarm	3	2.73%
No Emergency - Good Intent	1	0.91%
No Emergency - Cancelled	2	1.82%
Total	110	100.00%



Training:

- **Total Training Hours: 400 total hours**
- Auto Extrication Training conducted for new hires.
- Firefighter Turkington sent to Texas for Paramedic Internship
- Training conducted on new Ambulance Ventilator Units
- Captain Summers to Kansas City for First Due Admin Training
- Firefighter Rocho completed EMT 2 Certification and is now working on AEMT cert.

Projects/Grants/MISC:

- Fire Department received "Intent To Award" letter for RHTP Grant (Rural Health Transformation Program). \$435K
- Kenai Fire Department hosted 2026 State Fire Conference (200+ in attendance)
- Fire Marshal's Office conducted 21 Commercial Inspections in September





KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: October 6, 2026
SUBJECT: Human Resources Activity – September 2026

Recruitment

Human Resources continued working with the Public Works department to recruit a Utility Operator and two janitors. Both the Planning department and the Police department recruited and hired part-time Administrative Assistants. The Police continued recruitment for a Police Officer and the Parks Department recruited for part-time Recreation Center Attendants. The Airport hired nine temporary equipment operators, and the Public Works Streets hired a temporary equipment operator for the winter season.

Safety

In September, there was one accident report submitted with a Workers' Compensation claim filed.

Special Projects

Human Resources has been working with Administration and the City's health and life insurance benefits consultants to review coverage and consider options for calendar year 2026 and to plan for open enrollment to take place in November. Human Resources continues to work on a comprehensive review and standardization of City position descriptions.

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: October 5, 2026

SUBJECT: Library Report for September 2026

SERVICES



6426 Visitors
74 New Members



627 Computer Sessions
7566 WiFi Sessions



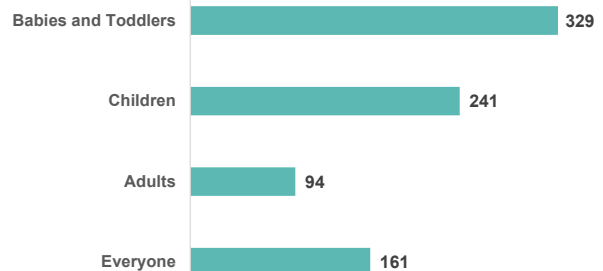
187 Room Reservations
381 Hours of Use

PROGRAMS AND EVENTS

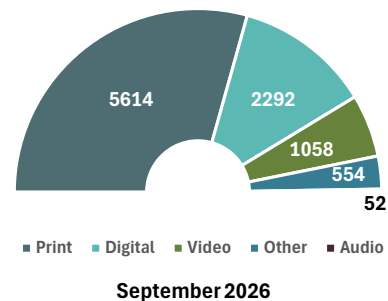
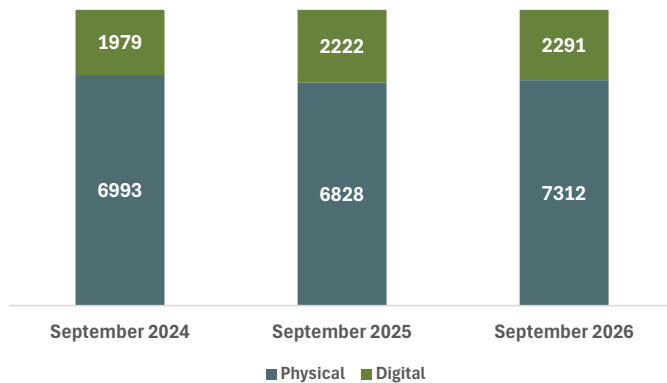


825 Participants
61 Programs

Program Attendance



CIRCULATION





KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: May 12, 2026
SUBJECT: **Mid-Month Report – September**

September marks the transition from summer to fall operations for Parks and Recreation. Typically, after Labor Day, seasonal maintenance begins to wind down, with outdoor running-water restrooms closing and most portable toilets removed. One portable toilet remains at the disc golf course trail to support the October Chilly Chains tournament.

A major highlight of the month was hosting the 2026 Alaska Parks and Recreation Conference, which brought more than 55 parks and recreation professionals and partners to Kenai. During the conference, the Kenai Recreation Center received the Facility Excellence Award, recognizing the facility and its service to the community.

Hosting the conference also provided additional training opportunities for both conference attendees and the local community. An out-of-state organization specializing in grant writing offered a pre-conference grant-writing course open to the public. Kenai also brought in an outside field expert to lead a free field-training day. These opportunities brought additional expertise to Alaska's parks and recreation profession while making valuable training available to

The last Sunday of September marked the annual Kenai River Marathon. The Kenai Chamber of Commerce and the City of Kenai have a long-standing partnership in putting on this great community event. This year's race welcomed runners from across Alaska and the Lower 48, with the farthest participant traveling from Arkansas.

Kenai Recreation Center Visits – Month of Sept-3,233

Gym Rentals-5

WB/RB Court rentals-19

Shelter Rentals-4



Photos from the Grant Writing course and the 2026 ARPA Conference





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: October 13, 2026

SUBJECT: **Planning and Zoning – September 2026 Monthly Report**

General Information

For the month of September Planning maintained focus on continuing the excellent progress we have made regarding code enforcement. A new protocol has been created for the City to have a streamlined process for abandoned vehicles parked on City streets and City-owned lands. Lands continued developing an updated map for all City-owned parcels. The Planning Director continued to focus on grant administration and the master plan for the Airport. Please find below a summarized list of September projects for Planning & Zoning.

Department Summary

Lands & Leases:

- Continued clean-up of Zoning map and Water and Sewer map
- Continued review and itemization of leases
- Continued LMP update with Administration
- Dena'ina Point/Tidewater project
- Finalized transfer and recording of two City parcels sold through the gravel resource parcels 2026 sealed bid auction
- Formalized termination of expired DNR lease for old wellhouse 1 site
- City/RABUF replat
- Discussed zoning regulations, plats, easements, mapping, and leases with various departments, lessees, surveyors and members of the public.
- Met with prospective lessee for airport property

Planning & Zoning:

- Continued meetings to discuss residential and commercial development in Kenai
- Met with state agencies to discuss housing opportunities/programs
- Researched upcoming grant/funding opportunities for brownfields, parks, & culverts
- Met with Alaska DNR staff to discuss Land & Water Conservation Fund requirements
- Completed a revised letter to request FAA land release and environmental review

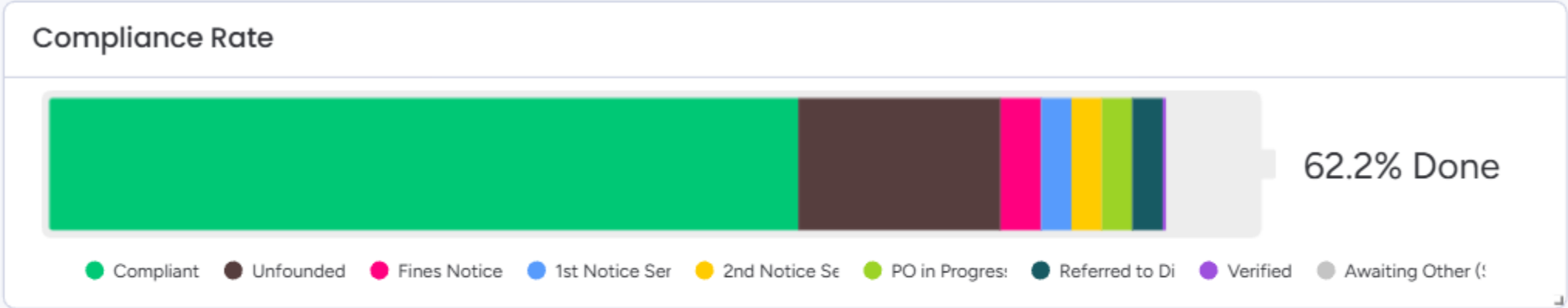
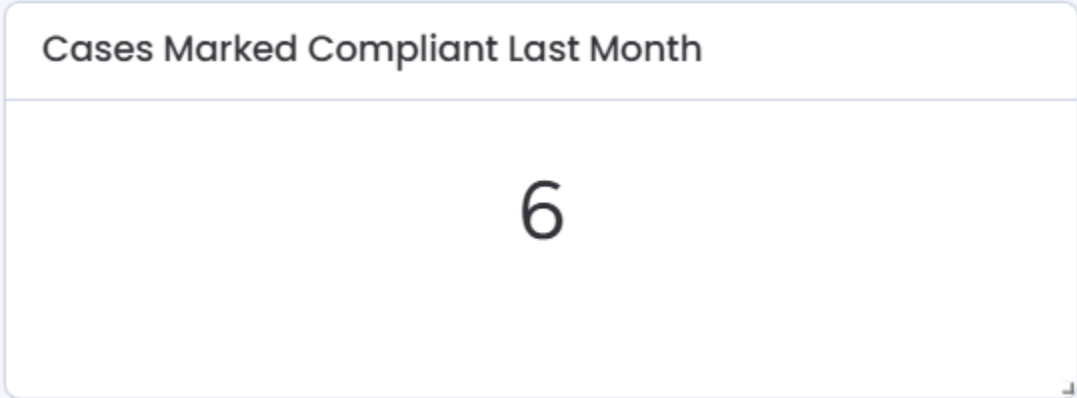
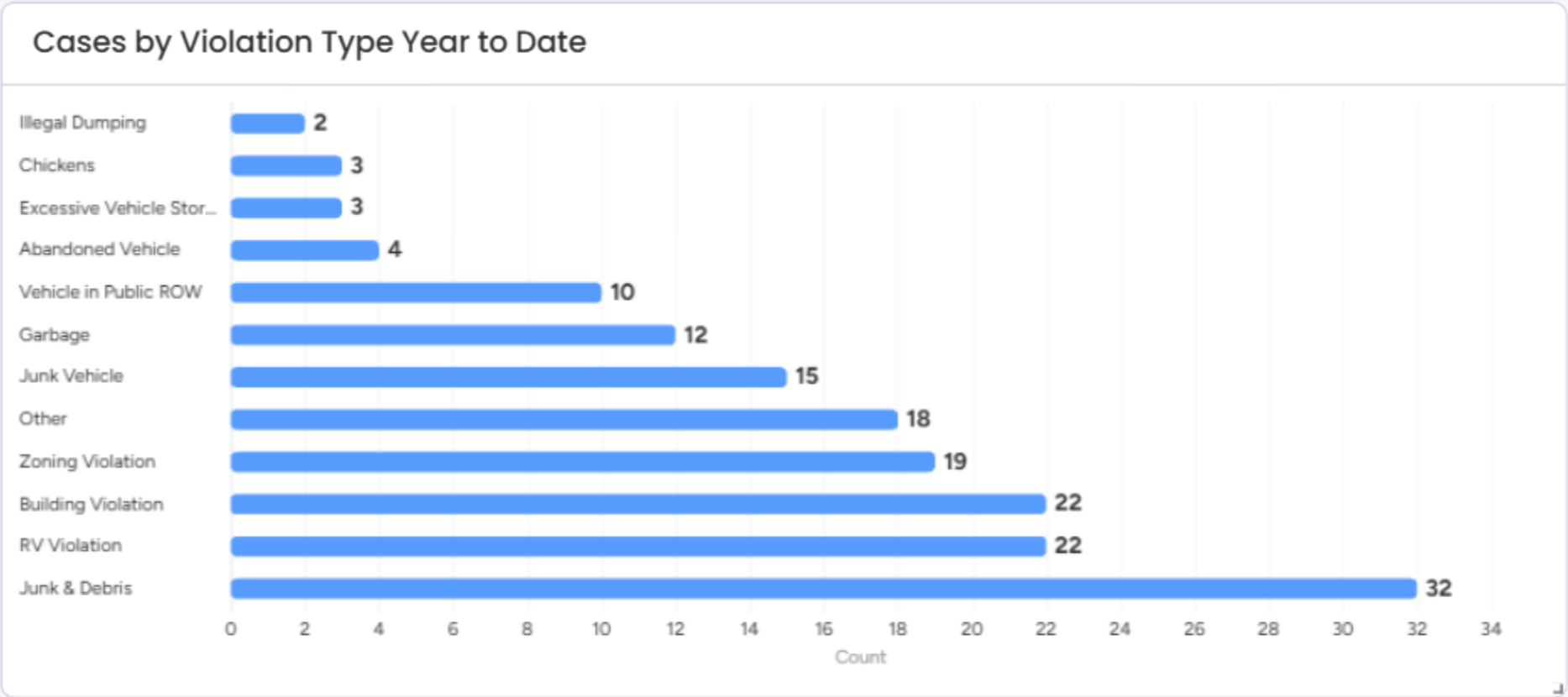
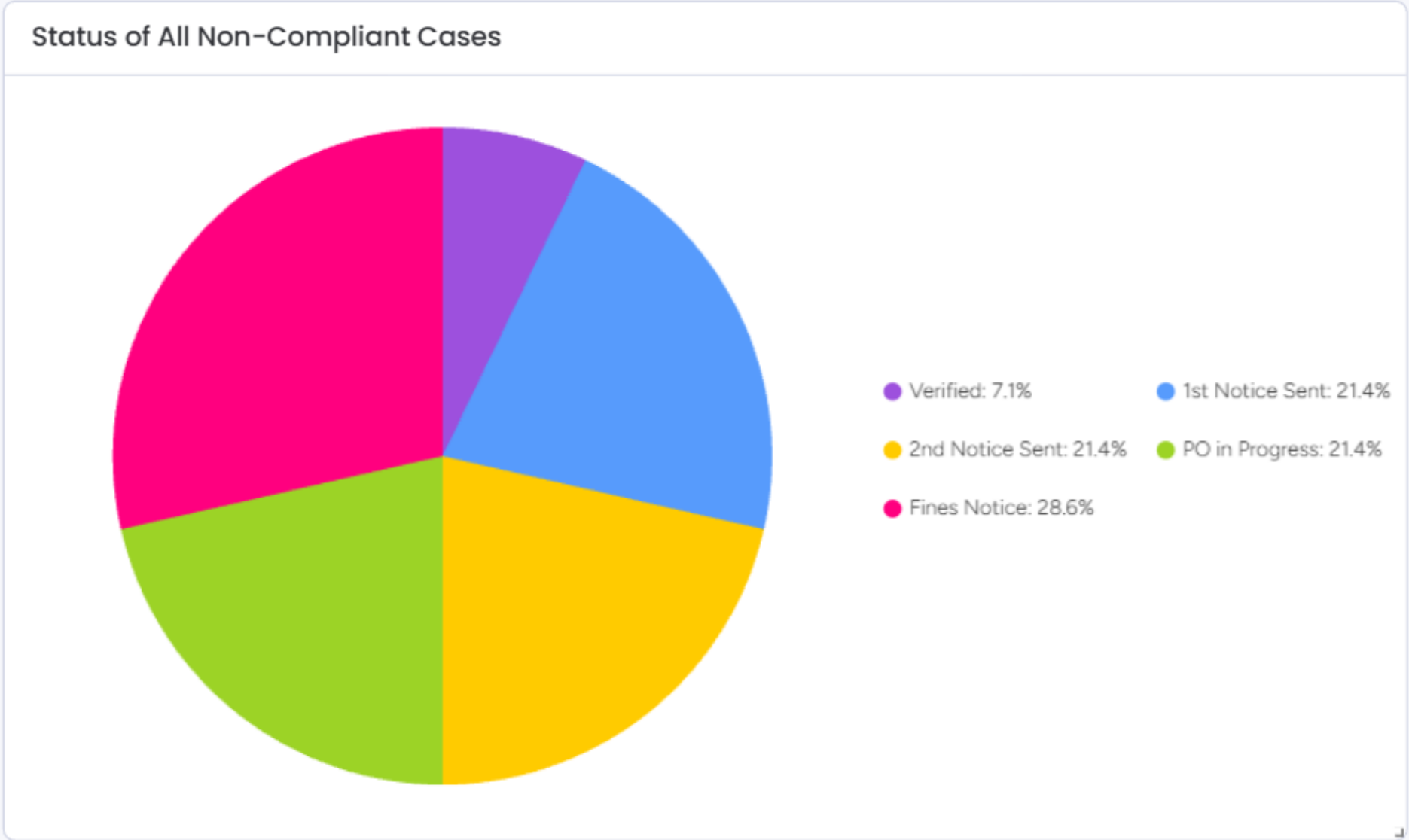
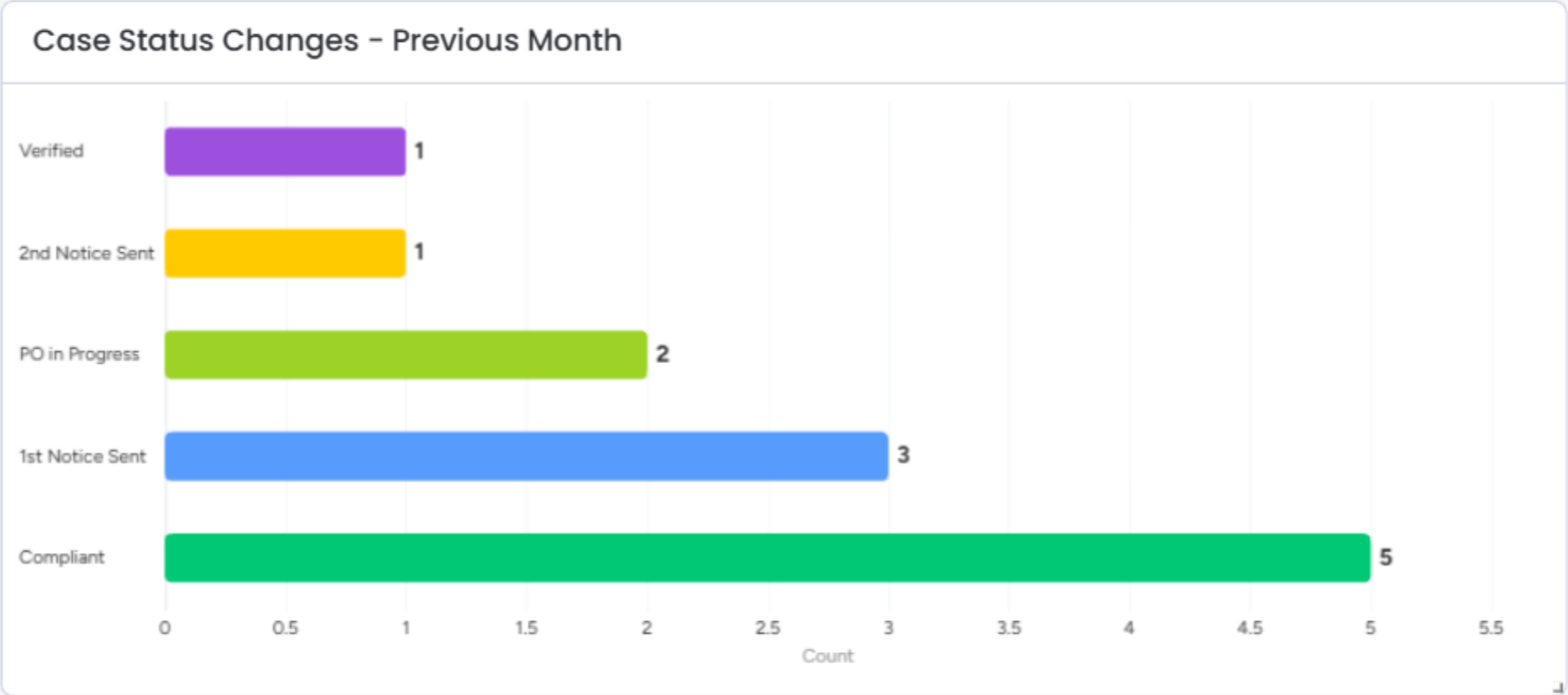
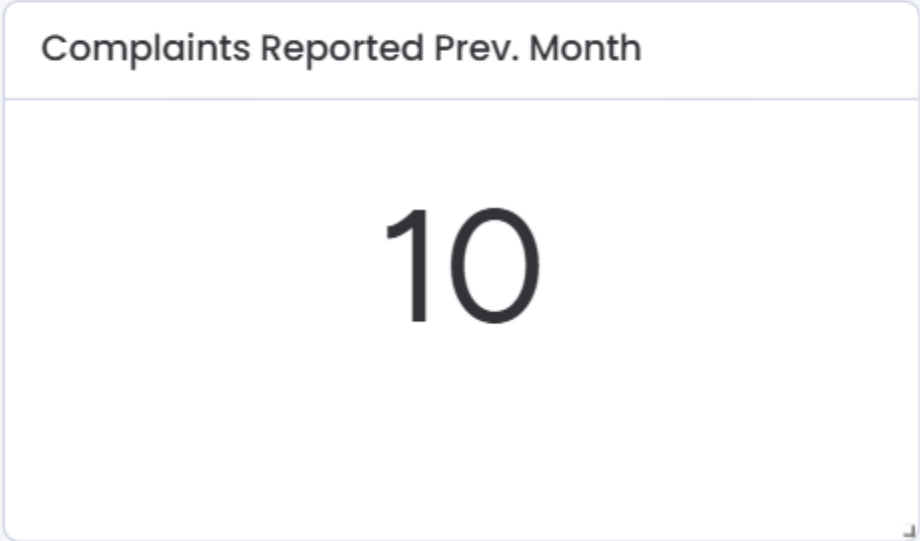
Code Enforcement:

- Code Enforcement follow-up on new cases and all outstanding cases
- 39 complaints have been received in 2026
- 25 open cases in total
- 4 properties are currently in fines
- 6 cases closed in September

Planning and Zoning Commission

There was one regular Commission meeting and one Commission work session held in September, on the 23rd. One plat was approved as recommended, and one was approved with a recommendation to Council for an exception to Kenai Municipal Code. There were two public hearings. A variance permit was approved, and a non-commercial RV park was denied. The Commission discussed an opposition letter received regarding the proposed “data center” in Cook Inlet, as filed through the FERC. The Commission also recommended the inclusion of a Comprehensive Plan update into the upcoming Capital Improvement Plan and rescheduled the December meeting to December 15th.







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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Police Chief

DATE: October 8, 2026

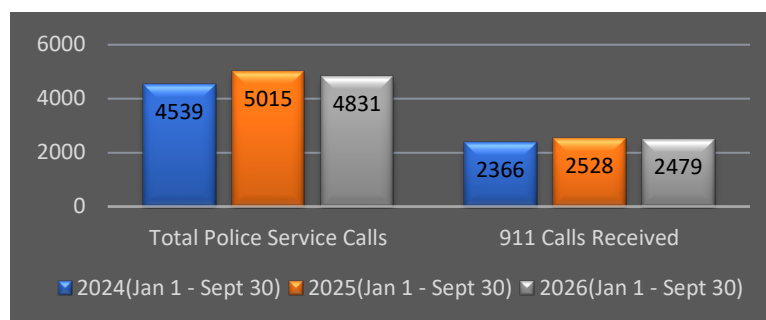
SUBJECT: Police & Communications Department Activity – September 2026

Police handled 539 calls for service in August and 260 calls were received by dispatch via 911. Officers made 22 arrests. Traffic enforcement resulted in 172 traffic contacts with 44 traffic citations issued and there were 3 DUI arrests. There were 19 reported motor vehicle collisions in August. Six of those collisions involved moose or caribou and one involved alcohol or drugs.

Officer Trevor Hamilton received his Basic Police Officer Certification from the Alaska Police Standards Council after completing his first full year with the Kenai Police Department. Trevor joined KPD in 2025 as a lateral officer from Utah. Melissa Earl was hired as a part-time Administrative Assistant and began September 8th.

Kristin Bonner was hired as a Public Safety Dispatcher, beginning on September 8th. Several Dispatchers attended a two-day online Wellness Certification training, which along with continuing education credits, enhances our Peer Support Team.

School Resource Officer Chad Larsen was busy making the rounds to Kenai Schools. He assisted in interventions and investigations of thefts, assaults, and driving complaints involving students both on and off campus. Several schools competed in ALICE drill training. DARE classes began last week at Mountain View Elementary, involving three 5th grade classes.





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: October 14, 2026
SUBJECT: **Public Works Mid-month Report September 2026**

Capital Projects currently in process:

- Emergency Services Facility Assessment – Assessment complete. Project on hold.
- KMA Apron Sealcoating and Crack Sealing – Project completed. Closeout ongoing.
- Kenai Municipal Airport Runway Rehabilitation Project - Runway is open. Painting and work on Taxiway being completed to closeout project.
- Kenai Municipal Airport Master Plan Update – Phase 2 ongoing.
- USACE Kenai Bluff Bank Stabilization Project – Warranty walkthrough completed. Closeout ongoing.
- Wastewater Plant Digester Blowers Replacements – Digester is taken down from service and being worked on by Utility staff. Building is up and new blowers have been set.
- Water Treatment Plant Pumphouse – Foundation for new pumphouse being poured. Additional parts on order to complete water main tie in on Beaver Loop side.
- Harbor Float Replacement – Construction of floats ongoing.
- Aliak Storm Drain Repairs – Project completed. Closeout ongoing.
- Architectural Services – Design services ongoing.
- Crack Sealing – Work complete.
- Pavilion Replacements – Project complete.
- Animal Control and Senior Center Canopy Roof Replacements – Animal Control completed. Senior Center canopy has been rebuilt and waterproofed. Metal to complete project to arrive soon.
- SCADA Design/Construction – Notice to Proceed issued.
- Vintage Pointe Windows – Project unawarded due to cost. Reviewing options to proceed.
- Citywide Paving Design – Notice to Proceed issued. Survey to start soon on Willow and Airport.
- Mission Avenue Erosion Mitigation – Project ongoing.

Capital Projects in planning to be released:

- Sewer Lift Station Upgrades

- Kenai Recreation Center LED Conversion
- Mission/Main Storm Drain Improvements
- Cemetery Improvements Design
- Flight Services RTU Replacement
- Old Town Playground Design

Other Projects/Services in development for ITB/RFP:

- Banking Services

Building season continues and the department is busy managing inspection and plan review. We have 41 new residential construction permits and 19 new commercial building permits in 2026. Buildings continues to work on regular maintenance at our facilities and has been managing some minor roofing repairs after discovering leaks from the heavy rains. They have been working with our new fire systems contractor to complete annual inspections and repair issues in the systems.

The Streets crew is preparing equipment for winter and notifying residents to remove items off the roadway for plowing operations. They have been busy grading roads with the wet weather and are working on construction of new floats.

The Shop is managing the second auction that is currently ongoing. The bulk of their current workload includes tire changeover and services for vehicles before winter.

The Utility Department is working to fill the open Operator position. Staff have been very busy taking on the project of draining and cleaning the digester at the Wastewater Treatment Plant as a part of the new Digester Blower project. Having staff complete this work saves considerable project funds and it is a difficult project they should be commended for managing. Upon taking down the digester from operations, it has been noted that the existing piping and concrete is all in very good condition. Staff is replacing air diffusers inside the digester after finding some of those in poor condition.



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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: October 11, 2026
SUBJECT: September 2026 Monthly Report

Number of individuals served in September:

Home Delivered Meals	1913
Individuals	102
Dining Room (Congregate) Meals	876
Individuals	122
Transportation (1-way rides)	403
Individuals	44
Homemaker Assistance	55/119
Writers Group	36
Caregiver Support Group	10
Widows/Widowers Grief Support Group	10
Growing Stronger Exercise	280
Tai Chi Class	41
TOPS Weight Loss Class	55
Bluegrass & Music Sessions	60
Card Games	115
Wii Bowling	3
Arts & Crafts	51
Volunteers Hours	588
Individuals	35
Total Event Sign-ins *	1709
Individuals *	193
Vintage Pointe Manor Vacancies	1

*(not including home meals clients)

September offered a variety of outings, activities, and opportunities for seniors to connect and enjoy time together. Highlights included a no-host dinner at Papi's Mexican Grill and Cantina, a tour of the Norman Lowell Gallery followed by a no-host lunch at the Blue Bus Diner, and a day trip to Hope. Seniors also had the opportunity to receive flu shots courtesy of Safeway Pharmacy, participate in a creative glass heart terrarium class, and enjoy a relaxing afternoon scenic drive along Funny River Road. These special activities, along with our regular center programs, helped keep September engaging, social, and enjoyable for our seniors.



**CITY OF KENAI
OFFICE OF THE CITY CLERK**

TITLE: CITY CLERK
 RANGE: NG (Non-graded)
 SUPERVISOR: CITY COUNCIL
 NO. SUPERVISED: 1
 NORMAL HOURS/WK: Monday through Friday 8:00 a.m. – 5:00 p.m. but also requires frequent evening assignments
 SERVICE TYPE: EXEMPT (Supervisory and Professional)

GENERAL DESCRIPTION The *City Clerk* is appointed by and reports to the Mayor and the City Council. The appointee serves as clerical officer of the Council and performs all duties and assumes all responsibilities required by Alaska Statutes, the City Code and the Charter of the City of Kenai. The Clerk works with the broadest level of independence with only guidelines established for final results. Areas of responsibility include planning, organizing, performing, and supervising the activities of the City Clerk's office which generally involves records management, elections, support services to the City Council, and other duties required by statute. This position requires daily contact with the public, elected officials, department directors, other City employees, and outside agencies. The incumbent is a contracted employee of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages all functions operations, activities, and personnel in the Office of the City Clerk.
2. Responsible for the overall supervision of Clerk's office employees, including but not limited to hiring, training, discipline and employee evaluation. Develops and assigns work; monitors and assigns quantity and quality of work.
3. Attends all meetings and work sessions of the Council as well as meetings of the Planning and Zoning Commission; serves as clerical officer of the Council and keeps the journals of proceedings for the Council and its advisory commissions.
4. Prepares agendas and packets for Council meetings (including work sessions and special meetings) and gives notice of the time and place of all public meetings (including those of boards and commissions) in accordance with state and local public notice requirements.
5. Acts as parliamentary advisor for the City Council and its advisory commissions.
6. Composes proclamations, ordinances, and resolutions as requested.

7. Acts as liaison between the City Council, administrative departments, state and federal agencies, and the general public.
8. Supervises City elections. Supervises and trains staff in absentee, special needs, and poll voting procedure; candidate filing and qualification; petition handling; advertisements and notification; recruitment of election officials; ballot preparation, printing, securing and counting process; training of staff and election officials; record keeping systems, audit and control, and election returns. Assists with state elections and acts as a voter registrar for the State of Alaska.
9. Provides for the codification of City ordinances.
10. Serves as records manager for the City; administers the records management program; establishes standards, guidelines, and procedures for maintaining, filing, storing, and retrieving City records. Serves as custodian of all ordinances, resolutions, policies, and procedures that appear before the Council. Responds to public records requests.
11. Maintains custody of the official city seal and attests to all deeds, contracts and other legal documents of the City.
12. Administers and maintains the City website and social media page.
13. Administers the City's Public Official Financial Disclosure program.
14. Maintains Municipal Cemetery burial records and assigns plots upon request.
15. Administers permitting and licensing programs for the City.
16. Prepares and administers the annual budget for the City Council and City Clerk Departments.
17. Administers oaths of office and acts as notary public.
18. Serves as secretary to the Board of Adjustment and other boards of appeal.
19. Provides necessary transcripts and certifications for bond issues.
20. Administers the petition process for initiative, referendum and recall, including preparation, issuance and certification of the petitions.
21. Administers the Special Assessment District petition process and maintains files of current Special Assessment Districts.

22. Maintains and keeps a correct and up-to-date record of the City boundaries and changes to the City boundaries.
23. Performs other related duties as requested by the City Council or as required by law.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. Must have a high-school diploma or equivalent (GED).
3. Bachelor's degree in public administration or an equivalent combination of experience and training displaying at least five (5) years of high level administrative and/or management experience requiring independent judgment and initiative, preferably in the area of municipal government.
4. Must agree to obtain and maintain a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) within three (3) years of employment.
5. Appointee must have working knowledge of state and local legislative and election procedures, parliamentary procedures, and record management programs.
6. Must possess or obtain a regular or limited governmental notary commission within thirty (30) days of employment.
7. The applicant (or appointee after hire) must pass a background investigation, including, but not limited to a criminal background check.
8. The applicant must possess any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.
9. The appointee must be available to work varying schedules including weekend days and evenings, City holidays and the employee may be asked to respond to emergency call outs when available.

DESIRABLE QUALIFICATIONS

1. Have and sustain a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC).

2. Working knowledge of Laserfiche document management software, including Laserfiche Forms.
3. Working knowledge of the Drupal website content management system.

WORKING ENVIRONMENT The work environment is typically in an indoor office and community room setting, adequately heated, lighted, and ventilated. The City Clerk must work during daytime and nighttime hours. The employee must attend public meetings, often at night. The appointee must occasionally travel to other areas in the community, particularly public office buildings.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment (e.g., computers, telephones, photocopiers, keyboards, scanners, and other general office equipment). The employee must be able to communicate orally in person and on the telephone. The employee is frequently required to sit for long periods of time and is occasionally required to stand, walk, stoop, bend, crouch, lift, and reach with hands and arms. The employee must occasionally exert up to 40 pounds of force and may be required to drive or walk to other City or State buildings. Specific vision abilities required include close vision and the ability to adjust focus.

MISCELLANEOUS INFORMATION The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all, with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

Review and Approval:	Initials/Signature	Date
Human Resources	_____	_____
City Attorney	_____	_____
City Manager	_____	_____