



Kenai City Council - Regular Meeting

September 16, 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*)

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3544-2026** - Amending Kenai Municipal Code Chapter 1.56 Kenai Municipal Library Department, Removing the Library Regulations from the Appendices of Kenai Municipal Code, and Amending the City of Kenai Schedule of Rates, Changes, and Fees for Housekeeping Purposes and to Align the Library with Other City Departments. (Administration)
2. **Ordinance No. 3545-2026** - Increasing Estimated Revenues and Appropriations in the General and Senior Center Improvement Capital Project Funds to Provide Supplemental Funding for the Senior Center Canopy Roof Replacement Project. (Administration)
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)
3. **Resolution No. 2026-61** - Authorizing Purchase of Two Police Interceptors Using the City's Fleet Replacement Fund and the State of Alaska Equipment Fleet Contract. (Administration)
4. **Resolution No. 2026-62** - Authorizing a Contract Award for SCADA Design and Installation Services. (Administration)

F. MINUTES

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

G. UNFINISHED BUSINESS**H. NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
- [3.](#) ***Action/Approval** - Non-Objection to the Acceptance and Appropriation of a Donation from the Derek Kaufman Fund in the Amount of \$1,000 in Accordance with KMC 7.25.030. (Administration)
- [4.](#) ***Action/Approval** - Non-Objection to the Acceptance and Appropriation of the Fiscal Year 2027 Public Library Assistance Grant in the Amount of \$7,000 in Accordance with KMC 7.25.030 (Administration)
- [5.](#) ***Action/Approval** - Confirmation of Mayoral Nomination of Joshua Bolling as Student Representative to City Council and Caroline Karpik as Student Representative to the Council on Aging Commission.
- [6.](#) **Discussion** - Council Employee Review Consultant. (Grieme)

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**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/i2h3GksfSZuj1xtJGGNKVg>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3544-2026**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE CHAPTER 1.56 KENAI MUNICIPAL LIBRARY DEPARTMENT, REMOVING THE LIBRARY REGULATIONS FROM THE APPENDICES OF KENAI MUNICIPAL CODE, AND AMENDING THE CITY OF KENAI SCHEDULE OF RATES, CHANGES, AND FEES FOR HOUSEKEEPING PURPOSES AND TO ALIGN THE LIBRARY WITH OTHER CITY DEPARTMENTS.

WHEREAS, the provisions set forth in Kenai Municipal Code (KMC) Chapter 1.56 and Appendix - Library Regulations and Policies govern various aspects of Library operations, including the issuance of library cards, borrowing limits, fees, electronic devices, internet access, materials and programs, patron conduct, and facility use; and,

WHEREAS, having these provisions codified limits the Library's ability to update policies and respond to changing operational needs effectively; and,

WHEREAS, Kenai Municipal Code Chapter 1.56 is amended to retain KMC 1.56.010 and KMC 1.56.020, and to repeal all remaining sections; and,

WHEREAS, KMC 1.56.010 remains unchanged and KMC 1.56.020 is amended to define the powers and duties of the Kenai Municipal Library Department in a manner that is consistent with other City departments; and,

WHEREAS, Appendix - Library Regulations is repealed in its entirety; and,

WHEREAS, the City of Kenai Schedule of Rates, Changes, and Fees is amended to remove references to Appendix - Library Regulations and Policies; and,

WHEREAS, these amendments to KMC allow the Library to establish, revise, and implement policies without requiring formal amendments to Kenai Municipal Code; and,

WHEREAS, this approach is consistent with other City departments regarding their day-to-day operational policies; and,

WHEREAS, maintaining policies in administrative form better aligns with best practices in library management, ensuring that staff can manage day-to-day library operations effectively; and

WHEREAS, this change preserves transparency by ensuring that all Library policies remain documented, accessible, and available to the public.

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

Section 1. Amendment of Chapter 1.56 of Kenai Municipal Code: That Kenai Municipal Code, Chapter 1.56 – Kenai Municipal Library Department, is hereby amended as follows:

**Chapter 1.56
KENAI MUNICIPAL LIBRARY DEPARTMENT**

Sections:

- 1.56.010 Creation.
- 1.56.020 [AUTHORITY FOR ADOPTION OF RULES, REGULATIONS, AND FINES] Powers and Duties.
- [1.56.025 LIBRARY CARDS.
- 1.56.030 SLEEPING AND RESTING PROHIBITED.
- 1.56.040 REFUSING TO RETURN LOANED MATERIAL.
- 1.56.045 LENDING POLICY WHERE LOANED MATERIAL NOT RETURNED.
- 1.56.050 PENALTY.]

1.56.010 Creation.

There shall be a Municipal Library Department, the head of which shall be the Library Director, appointed by the City Manager for an indefinite term. The Library Director shall be an officer of the City and have supervision and control of the Kenai Community Library.

1.56.020 [Authority for Adoption of Rules, Regulations, and Fines] Powers and Duties.

[THE LIBRARY DIRECTOR SHALL ESTABLISH RULES AND REGULATIONS FOR CONDUCT ON THE PROPERTY OF, AND USE OF, THE KENAI COMMUNITY LIBRARY AND LIBRARY MATERIALS AND A FINE OR PENALTY CHARGE SCHEDULE FOR OVERDUE, DAMAGED, OR FAILURE TO RETURN LOANED LIBRARY PROPERTY, WHICH RULES AND REGULATIONS SHALL BE EFFECTIVE AFTER APPROVAL BY CITY COUNCIL AND AFTER BEING POSTED IN A LOCATION WITHIN THE LIBRARY READILY VISIBLE BY LIBRARY PATRONS.]

The Library Director is responsible for the overall administration and operation of the municipal library and its services. Under the direction of the Library Director, the department oversees library facilities, resources, and programs; manages personnel and budgets; and ensures the provision of accessible and responsive library services to the community.

The department may establish policies and procedures necessary for effective library operations, maintain library property and collections, and carry out any additional responsibilities assigned by the City Manager or required by municipal ordinance.

[1.56.025 LIBRARY CARDS.

NO MATERIALS WILL BE LOANED FROM THE LIBRARY EXCEPT TO PARTIES HAVING A VALID LIBRARY IDENTIFICATION CARD WHICH IS NOT SUBJECT TO ANY UNPAID FINES OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00). SUCH LIBRARY IDENTIFICATION CARD WILL BE ISSUED TO ANY RESIDENT OF THE AREA MAKING APPLICATION THEREFOR AND UPON A FORM PREPARED BY THE LIBRARIAN AND CONTAINING AN AGREEMENT TO BE RESPONSIBLE FOR ALL MATERIALS BORROWED THEREON AND TO PAY ANY FINES, CHARGES, OR PENALTIES IMPOSED BY MISUSE OF LIBRARY PROPERTY. HOWEVER, NO SUCH CARD WILL BE ISSUED TO A MINOR (UNDER THE AGE OF EIGHTEEN (18)) UNLESS THE APPLICATION FOR SAID CARD IS ALSO SIGNED BY A PARENT OF SUCH CHILD OR ONE STANDING IN PLACE OF THE PARENT WHO IS WILLING TO ASSUME RESPONSIBILITY FOR THE CHILD AND FOR ANY MISUSE OF LIBRARY PRIVILEGES.

1.56.030 SLEEPING AND RESTING PROHIBITED.

NO ONE SHALL SLEEP WITHIN THE LIBRARY OR OUTSIDE THE LIBRARY UPON LIBRARY PROPERTY AT ANY TIME NOR SHALL ANYONE LIE IN A RECLINED POSITION WITHIN OR OUTSIDE THE LIBRARY OR LIBRARY GROUNDS. TO LIE IN A RECLINED POSITION MEANS TO POSITION ONE'S BODY PARALLEL TO THE FLOOR OR GROUND WHETHER ONE IS ON THE FLOOR, GROUND, A TABLE, BENCH, CHAIRS, COUCH, COUNTER, SHELVES, CARD CASES, OR ANY OTHER ITEM OF FURNITURE.

1.56.040 REFUSING TO RETURN LOANED MATERIAL.

NO PERSON, FIRM, OR CORPORATION SHALL KNOWINGLY REFUSE TO RETURN ANY READING MATERIAL, INCLUDING BOOKS, PERIODICALS, NEWSPAPERS, MAPS, ATLASES, OR ANY NON-READING MATERIAL INCLUDING

CASSETTES, RECORD PLAYERS, SCREENS, AND PROJECTORS LOANED TO SAID PERSON, FIRM, OR CORPORATION WITHIN THIRTY (30) DAYS AFTER SAID READING OR NON-READING MATERIAL BECOMES OVERDUE.

1.56.045 LENDING POLICY WHERE LOANED MATERIAL NOT RETURNED.

LENDING PRIVILEGES FOR ANY LIBRARY MATERIALS WILL BE SUSPENDED ON ANY LIBRARY CARD ON WHICH MATERIALS HAVE BEEN LOANED AND HAVE NOT BEEN RETURNED WHEN DUE OR ON WHICH ANY FINES, CHARGES, OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00) HAVE BEEN ASSESSED WHICH ARE IN ARREARS.

1.56.050 PENALTY.

IN ADDITION TO ANY FINE LEVIED OR OTHER PENALTY IMPOSED PURSUANT TO THIS CHAPTER OR REGULATIONS IMPOSED THEREUNDER, ANY PERSON, FIRM, OR CORPORATION WHO SHALL VIOLATE ANY PROVISION OF THIS CHAPTER INCLUDING ANY RULES AND REGULATIONS AS HEREIN SET FORTH, OR FAIL TO COMPLY THEREWITH UPON CONVICTION THEREOF SHALL BE PUNISHED BY A FINE AS PROVIDED FOR VIOLATIONS IN KMC 13.05.010.]

Section 2. Repeal of Library Regulations and Policies Appendix of Kenai Municipal Code: That Kenai Municipal Code Appendices – Library Regulations and Policies is hereby repealed in its entirety as follows:

[LIBRARY REGULATIONS

1. BORROWERS' CARDS

- A. ALL TRANSACTIONS WILL REQUIRE THE PRESENCE OF A VALID LIBRARY IDENTIFICATION CARD WHICH WILL BE ISSUED TO A RESIDENT FILING AN APPLICATION, AND ACCEPTING RESPONSIBILITY FOR THE USAGE THEREOF. NO CARD WILL BE ISSUED TO A MINOR UNDER EIGHTEEN (18) YEARS OF AGE UNLESS THE APPLICATION, AND ACCEPTANCE OF RESPONSIBILITY, IS SIGNED BY THE MINOR AND ALSO BY A PARENT OR LEGAL GUARDIAN. THE RESPONSIBLE ADULT MUST BE A CURRENT CARDHOLDER AND BE WILLING TO ASSUME THE RESPONSIBILITY FOR THE MINOR FOR MISUSE OR ABUSE OF THE PRIVILEGES OF LIBRARY USAGE.
- B. WHERE PRIVILEGES HAVE BEEN SUSPENDED ON A CARD OF A MINOR, PRIVILEGES ON A CARD OF A PARENT OR LEGAL GUARDIAN WITH LEGAL CUSTODY OF THE MINOR MAY BE SUSPENDED BY GIVING PRIOR WRITTEN NOTICE OF SUSPENSION TO SUCH PARENT OR A LEGAL GUARDIAN AT THE ADDRESS ON THE LIBRARY RECORD, AND WILL REMAIN IN EFFECT UNTIL THE OVERDUE MATERIALS HAVE BEEN RETURNED, AND/OR THE LATE FEES, CHARGES, OR PENALTIES ON THE SUSPENDED CARD HAVE BEEN PAID IN FULL.

2. LATE FEES

ALL FEES FOR THE LATE RETURN OF LIBRARY MATERIALS SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

3. SERVICE AND REPLACEMENT CHARGES

THE REPLACEMENT COST OF BOOKS OR OTHER MATERIALS THAT ARE LOST OR DAMAGED BEYOND REPAIR SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. ALL REPLACEMENT FEES FOR ANY ITEM, INCLUDING BUT NOT LIMITED TO A LIBRARY IDENTIFIER/BARCODE, LOST LIBRARY CARDS, RECORD SLEEVES, HANG-UP BAGS, AND AV OR CASSETTE CONTAINERS, SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL

4. DAMAGES

ALL FEES FOR DAMAGED, TORN, OR DEFACED PAGES OR COVERS, INCLUDING ANY PAGES OR COVERS THAT HAVE BEEN MENDED WITH SCOTCH TAPE OR LIKE MATERIAL OR PAGES OR COVERS THAT CONTAIN SCRIBBLING OR WRITING SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

5. RENEWALS

BOOKS AND/OR OTHER LIBRARY MATERIALS MAY BE RENEWED IN PERSON, ON-LINE OR BY TELEPHONE ONCE IF NOT RESERVED.

6. USE OF LIBRARY CONFERENCE ROOM

USE OF THE LIBRARY CONFERENCE ROOM IS LIMITED TO GENERAL GOVERNMENT AND LIBRARY RELATED EVENTS OR MEETINGS.

7. EXHIBITS

ONLY GOVERNMENTAL OR LIBRARY RELATED EXHIBITS MAY BE DISPLAYED AT THE LIBRARY.

KENAI COMMUNITY LIBRARY POLICIES

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- A. HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- B. RELAX AND READ CURRENT MATERIALS;
- C. RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- D. PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- E. FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- F. ENJOY PROGRAMS OR PERFORMANCES;
- G. HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE, AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES, AND MATERIALS IN A VARIETY OF FORMATS.

THE KENAI COMMUNITY LIBRARY WILL ENDEAVOR TO:

- A. PROVIDE SERVICE TO EVERY RESIDENT IN THE COMMUNITY;
- B. PROVIDE NON-RESIDENTS THE SAME SERVICES:
- C. HAVE THE LIBRARY OPEN SEVEN (7) DAYS A WEEK FOR AT LEAST A TOTAL OF FIFTY-NINE (59) HOURS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

MATERIALS

BOOKS AND OTHER LIBRARY MATERIALS WILL BE ADDED TO THE PRESENT COLLECTION TO PROVIDE INFORMATION, ENTERTAINMENT, INTELLECTUAL DEVELOPMENT AND ENRICHMENT TO ALL THE PEOPLE OF THE COMMUNITY.

PERSONNEL

SALARY SCHEDULE, HOLIDAYS, VACATION AND SICK LEAVE SHALL CONFORM TO THOSE RULES OUTLINED IN THE PERSONNEL REGULATIONS OF THE CITY OF KENAI.

BUDGET, OPERATIONAL

THE BUDGET SHALL BE PRESENTED TO THE CITY BY THE LIBRARY STAFF.

New Text Underlined; [DELETED TEXT BRACKETED]

BUDGET, CAPITAL IMPROVEMENTS

THE INITIATION OF A BUDGET FOR CAPITAL IMPROVEMENTS SHALL BE DONE BY THE LIBRARY COMMISSION AND THE LIBRARY STAFF.

BOOK SELECTION

THE LIBRARY COMMISSION, RECOGNIZING THE PLURALISTIC NATURE OF THIS COMMUNITY AND THE VARIED BACKGROUNDS AND THE NEEDS OF THE CITIZENS, DECLARES AS A MATTER OF BOOK SELECTION POLICY THAT:

- A. BOOKS AND/OR OTHER LIBRARY MATERIAL SELECTION ARE AND SHALL BE VESTED IN THE LIBRARIAN. ANY BOOK AND/OR LIBRARY MATERIAL SO SELECTED SHALL BE HELD TO BE SELECTED BY THE COMMISSION.
- B. SELECTION OF BOOKS AND/OR OTHER LIBRARY MATERIAL SHALL BE MADE ON THE BASIS OF THEIR VALUE OF INTEREST, INFORMATION, AND ENLIGHTENMENT OF ALL THE PEOPLE OF THE COMMUNITY. NO BOOK AND/OR LIBRARY MATERIAL SHALL BE EXCLUDED BECAUSE OF THE RACE, NATIONALITY OR THE POLITICAL OR SOCIAL VIEWS OF THE AUTHOR.
- C. THIS COMMISSION BELIEVES THAT CENSORSHIP IS A PURELY INDIVIDUAL MATTER AND DECLARES THAT WHILE ANYONE IS FREE TO REJECT FOR HIMSELF BOOKS OF WHICH HE DOES NOT APPROVE, HE CANNOT EXERCISE THIS RIGHT OF CENSORSHIP TO RESTRICT THE FREEDOM TO READ TO OTHERS.
- D. THIS COMMISSION DEFENDS THE PRINCIPLES OF THE FREEDOM TO READ AND DECLARES THAT WHENEVER CENSORSHIP IS INVOLVED NO BOOK AND/OR LIBRARY MATERIAL SHALL BE REMOVED FROM THE LIBRARY SAVE UNDER THE ORDERS OF A COURT OR COMPETENT JURISDICTION.
- E. THIS COMMISSION ADOPTS AND DECLARES THAT IT WILL ADHERE TO AND SUPPORT:
 1. THE LIBRARY BILL OF RIGHTS, AND
 2. THE FREEDOM TO READ STATEMENT ADOPTED BY THE AMERICAN LIBRARY ASSOCIATION, BOTH OF WHICH ARE MADE A PART HEREOF.

GIFTS WILL BE ACCEPTED WITH PROVISIONS AS TO ADDITION TO THE COLLECTION UPON EXAMINATION OF MATERIALS. NON-USABLE GIFTS WILL BE GIVEN THE DISPOSITION THAT IS OF MOST VALUE TO THE LIBRARY.

PUBLIC RELATIONS

COOPERATION WILL BE GIVEN TO OTHER LIBRARIES TO ADVANCE THE USAGE OF ALL LIBRARIES AND TO PROVIDE ADDITIONAL SERVICES TO THE READERS OF OUR COMMUNITY, AND TO PUBLICIZE THE VALUE OF LIBRARY SERVICES TO ALL.

UNATTENDED CHILDREN

THE LIBRARY OFFERS MANY PROGRAMS AND SERVICES THAT ENCOURAGE CHILDREN TO DEVELOP A LOVE OF BOOKS, READING AND LEARNING. HOWEVER:

- BECAUSE THE LIBRARY IS A PLACE WHERE CHILDREN GATHER, IT MAY ATTRACT PEOPLE WHOSE INTEREST IN CHILDREN IS NOT ENTIRELY WHOLESOME.
- THE SAFETY AND WELL-BEING OF CHILDREN AT THE LIBRARY IS OF SERIOUS CONCERN.
- RESPONSIBILITY FOR CHILDREN USING THE LIBRARY RESTS AT ALL TIMES WITH THE PARENT(S) OR ASSIGNED CAREGIVER(S), NOT WITH THE LIBRARY PERSONNEL.
- THE LIBRARY STAFF HAS LEEWAY TO INTERVENE IF AWARE OF DISRUPTIVE BEHAVIOR.
- THE STAFF CANNOT KNOW IF CHILDREN ARE LEAVING THE BUILDING WITH THEIR PARENTS OR STRANGERS.

FOR THE PROTECTION AND WELL-BEING OF CHILDREN WHO ENJOY LIBRARIES, THE FOLLOWING HAS BEEN ESTABLISHED:

- CHILDREN UNDER EIGHT (8) YEARS MUST BE CONTINUALLY ATTENDED BY A PARENT OR A CAREGIVER WHILE IN THE LIBRARY.
- PARENTS AND CAREGIVERS SHOULD BE FAMILIAR WITH THE LIBRARY'S HOURS OF OPERATION AND SHOULD NOT LEAVE CHILDREN BEFORE OPENING OR AFTER CLOSING.
- THE LIBRARY STAFF IS NOT RESPONSIBLE FOR SUPERVISING CHILDREN LEFT ALONE WHEN THE LIBRARY IS CLOSED, BUT WILL MAKE ATTEMPTS TO REACH A PARENT FOR IMMEDIATE PICK-UP.
- THE POLICE DEPARTMENT WILL BE NOTIFIED OF ANY CHILD WHO HAS BEEN LEFT TOO LONG OR REPEATEDLY IN THIS UNSAFE SITUATION.

ELECTRONIC DEVICE CHECKOUT POLICY

CHECKING OUT A DEVICE

- A. THE KENAI COMMUNITY LIBRARY OFFERS ELECTRONIC DEVICES FOR CHECKOUT. A PATRON MUST HAVE A VALID KENAI COMMUNITY LIBRARY CARD OR ALASKA LIBRARY CATALOG MEMBER LIBRARY CARD, AND AN ELECTRONIC DEVICE LIABILITY FORM MUST BE ON FILE. A LIBRARY CARD IS CONSIDERED VALID IF THE PATRON'S INFORMATION IS CURRENT AND THE ACCOUNT IS IN GOOD STANDING.
- B. PATRONS MUST BE AT LEAST THIRTEEN (13) YEARS OF AGE TO BORROW AN ELECTRONIC DEVICE. PATRONS THIRTEEN (13) TO SEVENTEEN (17) YEARS OF AGE MUST HAVE A PARENT OR LEGAL GUARDIAN SIGN A LIABILITY FORM IN PERSON BEFORE FIRST CHECK-OUT. THE PARENT/LEGAL GUARDIAN ASSUMES RESPONSIBILITY FOR THE ELECTRONIC DEVICE.

AVAILABLE DEVICES

IN-LIBRARY LAPTOPS ARE AVAILABLE FOR LOAN AT THE SERVICE DESK ON A FIRST-COME, FIRST-SERVED BASIS. HOLDS OR ADVANCE BOOKINGS FOR LAPTOPS ARE NOT AVAILABLE. THE LOAN PERIOD FOR LAPTOPS IS TWO (2) HOURS, WHICH MAY BE EXTENDED SUBJECT TO STAFF APPROVAL. LAPTOPS MUST BE RETURNED AT LEAST FIFTEEN (15) MINUTES PRIOR TO LIBRARY CLOSING. IN-LIBRARY LAPTOPS SHOULD NEVER BE LEFT UNATTENDED. REMOVAL OF AN IN-LIBRARY DEVICE FROM THE LIBRARY BUILDING CONSTITUTES THEFT.

CHROMEBOOKS ARE AVAILABLE FOR CHECKOUT FOR 21 DAYS WITH ONE RENEWAL IF NO OTHER HOLDS EXIST. HOLDS ON CHROMEBOOKS CAN BE PLACED BY CALLING THE KENAI COMMUNITY LIBRARY DURING BUSINESS HOURS. CHROMEBOOKS WILL BE HELD FOR NO MORE THAN TWO (2) DAYS. CHROMEBOOKS MUST BE PICKED UP AND DROPPED OFF AT THE KENAI COMMUNITY LIBRARY ONLY. CHROMEBOOKS SHOULD NEVER BE LEFT UNATTENDED. OVERDUE CHROMEBOOKS WILL BE REMOTELY DISABLED AT THREE (3) DAYS OVERDUE AND REPLACEMENT COSTS WILL BE ASSESSED AT SEVEN (7) DAYS OVERDUE.

PATRON RESPONSIBILITIES

PATRONS MUST ABIDE BY THE INTERNET SAFETY POLICY AND ALL OTHER APPLICABLE POLICIES. COPIES OF THESE POLICIES ARE AVAILABLE ON THE LIBRARY'S WEBSITE OR UPON REQUEST AT THE SERVICE DESK. PATRONS ARE RESPONSIBLE FOR ANY VIOLATION OF THIS AND ALL OTHER APPLICABLE LIBRARY POLICIES.

- A. PATRONS MAY NOT TAMPER WITH, ALTER OR DELETE ANY SETTINGS OR CONFIGURATIONS, OR INSTALL SOFTWARE ON THE DEVICE.
- B. PATRONS WILL NOT ENGAGE IN ANY ILLEGAL ACTIVITY USING AN ELECTRONIC DEVICE.
- C. PATRONS MAY BORROW NO MORE THAN ONE DEVICE AT THE SAME TIME.
- D. ALL DEVICES MUST BE RETURNED TO A LIBRARY STAFF MEMBER AND WILL BE CHECKED FOR DAMAGE BEFORE CHECK-IN.

- E. DOCUMENTS SHOULD BE SAVED TO A USB DRIVE OR CLOUD STORAGE. THE LIBRARY DOES NOT PROVIDE THESE DEVICES. ALL USER FILES WILL BE DELETED WHEN THE DEVICE IS TURNED OFF.
- F. THE KENAI COMMUNITY LIBRARY IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO LIBRARY USER'S DATA OR MEDIA DUE TO VIRUSES, HARDWARE, SOFTWARE, ELECTRICAL SURGE OR FAILURE, BATTERY FAILURE OR ANY OTHER CAUSE WHILE THE LIBRARY USER IS USING LIBRARY ELECTRONIC DEVICES.
- G. THE USER AGREES TO ASSUME ANY AND ALL LIABILITY FOR THE COST OF REPAIR OR REPLACEMENT IN THE EVENT OF LOSS DUE TO THEFT, DAMAGE WHETHER INTENTIONAL OR UNINTENTIONAL, NEGLIGENCE OR MISUSE. A REPAIR FEE WILL BE LEVIED FOR DAMAGED DEVICES AND/OR ACCESSORIES BASED ON THE COST OF THE REPAIRS. ANY EQUIPMENT MALFUNCTIONS OR LOSS SHOULD BE REPORTED IMMEDIATELY TO LIBRARY STAFF. FEES FOR THE ELECTRONIC DEVICE AND/OR ACCESSORIES WILL BE CHARGED BASED ON REPLACEMENT COST.

KENAI COMMUNITY LIBRARY INTERNET SAFETY POLICY

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- RELAX AND READ CURRENT MATERIALS;
- RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- ENJOY PROGRAMS OR PERFORMANCES;
- HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES AND MATERIALS IN A VARIETY OF FORMATS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

CURRENT INTERNET POLICIES

- INTERNET ACCESS SHALL BE MADE REASONABLE, FAIR, AND EQUITABLE TO ALL USERS WITH THE UNDERSTANDING THAT IT IS THE INDIVIDUAL USER'S RESPONSIBILITY TO DEMONSTRATE JUDGMENT, RESPECT FOR OTHERS, AND APPROPRIATE CONDUCT WHILE USING PUBLIC LIBRARY RESOURCES AND FACILITIES. USE OF THE INTERNET CONSTITUTES AGREEMENT TO COMPLY WITH THIS POLICY.
- INTERNET COMMUNICATIONS SHALL BE CONSIDERED PRIVATE AND CONFIDENTIALITY WILL BE ENCOURAGED WITHIN THE LIMITS OF A PUBLIC ENVIRONMENT, THE TECHNOLOGY OF THE EQUIPMENT, AND THE REQUIREMENTS OF LAW.
- VIOLATIONS OF LIBRARY GUIDELINES AND ENGAGING IN CERTAIN PROHIBITED PRACTICES IN INTERNET USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF INTERNET ACCESS THROUGH THE LIBRARY.

GUIDELINES FOR RESPONSIBLE USE

IT IS EXPECTED THAT THE USER OF THE INTERNET:

- SHALL MAKE ONLY AUTHORIZED ACCESS TO SYSTEMS, NETWORKS, SOFTWARE AND DATABASES FOR EDUCATIONAL, INFORMATIONAL AND RECREATIONAL PURPOSES ONLY;
- SHALL AVOID THE SENDING, RECEIVING, AND DISPLAYING OF TEXT OR GRAPHICS THAT MAY BE REASONABLY CONSTRUED AS SEXUALLY EXPLICIT OR OFFENSIVE. A WRITTEN DEFINITION OF WHAT CONSTITUTES "SEXUALLY EXPLICIT" MATERIAL IS AVAILABLE AT THE FRONT DESK;
- SHALL OBEY THE LAW AND REGULATIONS IN THEIR APPLICATION TO COPYRIGHT, LICENSED SOFTWARE AND DATA;
- SHALL BE AWARE THAT VIOLATIONS OF THESE GUIDELINES FOR RESPONSIBLE USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF YOUR INTERNET ACCESS WITHIN THE LIBRARY.

UNACCEPTABLE USES OF COMPUTERS AND RULES OF CONDUCT

AMONG THE USES THAT ARE CONSIDERED UNACCEPTABLE AND WHICH CONSTITUTE A VIOLATION OF THIS POLICY ARE THE FOLLOWING:

- USES THAT VIOLATE THE LAW OR ENCOURAGE OTHERS TO VIOLATE THE LAW. DOWNLOADING AND VIEWING VISUAL DEPICTIONS THAT ARE (1) OBSCENE, (2) CHILD PORNOGRAPHY, OR (3) HARMFUL TO MINORS;
- USES THAT VIOLATE COPYRIGHT LAWS AND LICENSING AGREEMENTS, SUCH AS DOWNLOADING MATERIALS THAT ENCOURAGE OTHERS TO VIOLATE THE LAW; DOWNLOADING OR TRANSMITTING CONFIDENTIAL, TRADE SECRET INFORMATION, OR COPYRIGHTED MATERIALS;
- USES THAT CAUSE HARM TO OTHERS OR DAMAGE TO THEIR PROPERTY. ENGAGING IN DEFAMATION, UPLOADING ANY HARMFUL FORM OF PROGRAMMING, VANDALISM; OR "HACKING";
- USES THAT JEOPARDIZE THE SECURITY OF ACCESS OF THE COMPUTER NETWORK OR OTHER NETWORKS ON THE INTERNET, ALTERING THE LIBRARY'S COMPUTER SETTINGS; DAMAGING OR MODIFYING COMPUTER EQUIPMENT OR SOFTWARE;
- USES THAT COMPROMISE THE SAFETY AND SECURITY OF MINORS WHEN USING E-MAIL, CHAT ROOMS AND OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATIONS: GIVING OTHERS PRIVATE INFORMATION ABOUT ONE'S SELF OR OTHERS. MINOR IS DEFINED AS UNDER AGE EIGHTEEN (18);
- USES THAT VIOLATE CONFIDENTIALITY OF INFORMATION: PERSONALLY IDENTIFIABLE INFORMATION ABOUT USERS MAY NOT BE DISCLOSED OR USED IN ANY WAY, EXCEPT TO LAW ENFORCEMENT AUTHORITIES AS PROVIDED IN THE LAW.

STATEMENT OF RESPONSIBILITY

THE INTERNET WITH ITS HIGHLY DIVERSE AND OFTEN CONTROVERSIAL CONTENT IS AN UNREGULATED RESOURCE AND CAN BE USED ONLY AT YOUR OWN RISK. BEYOND ITS HOME PAGES, KENAI COMMUNITY LIBRARY CANNOT CONTROL THE INFORMATION FOUND ON THE INTERNET AND IS NOT RESPONSIBLE FOR ITS ACCURACY, CORRECTNESS OR ITS SUITABILITY.

LIBRARY MAY SUGGEST SPECIFIC INTERNET SITES THAT HAVE POTENTIAL INTEREST FOR LIBRARY USERS, BUT THE LIBRARY CANNOT CONTROL A USER'S ACCESS TO OTHER INTERNET RESOURCES.

THE KENAI COMMUNITY LIBRARY HAS INSTALLED LIMITED FILTERS FOR INTERNET ACCESS. NO FILTERING SYSTEM IS COMPLETELY EFFECTIVE OR EFFICIENT. THIS IS ESPECIALLY TRUE IN FILTERING OF IMAGES AND VIDEO. FILTERS ON INTERNET TERMINALS MIGHT RESTRICT ACCESS TO SITES THAT COULD BE DEEMED OBJECTIONABLE, BUT WOULD ALSO LIMIT ACCESS TO SITES THAT HAVE LEGITIMATE RESEARCH VALUE.

***A SPECIAL NOTE TO PARENTS**

THE INTERNET'S "USER FRIENDLINESS" AND INTRINSIC FLEXIBILITY TO ACCESS A WIDE RANGE OF WELL KNOWN AND MANY LESSER KNOWN INFORMATION RESOURCES DEMANDS DILIGENT AND THOUGHTFUL PARENTAL SUPERVISION.

IT SHOULD BE UNDERSTOOD THAT THE KENAI COMMUNITY LIBRARY CANNOT ACT AS A CENSOR OR AS A SUBSTITUTE PARENT. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OVERSIGHT TO ENSURE THEIR CHILDREN'S USE OF THE INTERNET IN AN APPROPRIATE AND SAFE MANNER.

AS WITH ALL LIBRARY RESOURCES, THE LIBRARY AFFIRMS THE RIGHT AND RESPONSIBILITY OF PARENTS/GUARDIANS, NOT LIBRARY STAFF, TO DETERMINE AND MONITOR THEIR MINOR CHILDREN'S USE OF THE INTERNET. (MINORS ARE DEFINED IN THIS POLICY AS CHILDREN AND YOUNG PEOPLE UNDER THE AGE OF EIGHTEEN (18) YEARS.) PARENTS WHO BELIEVE THAT THEIR CHILDREN CANNOT RESPONSIBLY USE THE LIBRARY'S INTERNET ACCESS ARE REQUESTED TO MONITOR THEIR CHILDREN'S INTERNET USE.

INTERNET OFFERINGS AND LIMITATIONS

- LIBRARY ACCESS TO THE INTERNET IS AVAILABLE AT WORK STATIONS THAT USE SOFTWARE DESIGNED TO BROWSE THE WORLD WIDE WEB (WWW). DIAL IN ACCESS IS NOT AVAILABLE THROUGH THE LIBRARY.
- YOU MAY NOT USE YOUR OWN SOFTWARE PROGRAMS ON THE LIBRARY COMPUTERS, NOR INSTALL ANY PROGRAMS OR DRIVERS ON THE LIBRARY COMPUTERS. THIS WILL HELP PREVENT COMPUTER VIRUSES THAT ARE COMMON ON PUBLIC COMPUTERS.
- MISUSE OF THE COMPUTER OR INTERNET ACCESS WILL RESULT IN LOSS OF YOUR COMPUTER PRIVILEGES.
- BECAUSE OF LIBRARY SCHEDULING, INTERNET-TRAINED STAFF MAY NOT ALWAYS BE AVAILABLE.

RESPONSE TO VIOLATIONS

INTERNET COMPUTERS MAY NOT BE USED BY ANYONE, INCLUDING MINORS, FOR ILLEGAL ACTIVITY, TO ACCESS ILLEGAL MATERIALS, OR TO ACCESS MATERIALS THAT BY LOCAL COMMUNITY STANDARDS WOULD BE OBSCENE. LIBRARY EMPLOYEES ARE AUTHORIZED TO TAKE PROMPT AND APPROPRIATE ACTIONS TO PROHIBIT USE BY PERSONS WHO FAIL TO COMPLY WITH THE INTERNET SAFETY POLICY AS STATED OR IMPLIED HEREIN.

RESPONSIBILITIES OF LIBRARY STAFF AND USERS

LIBRARY STAFF WILL NOT MONITOR A USER'S INTERNET USE, EXCEPT FOR LENGTH OF USE IN ORDER TO ENSURE EQUAL OPPORTUNITY OF ACCESS FOR EVERYONE. THE USER, OR THE PARENT OF A MINOR, IS RESPONSIBLE FOR HIS OR HER INTERNET SESSION AT ALL TIMES. THE LIBRARY RESERVES THE RIGHT TO TERMINATE AN INTERNET SESSION THAT DISRUPTS LIBRARY SERVICES OR THAT INVOLVES USER BEHAVIOR THAT VIOLATES THE LIBRARY'S POLICIES.

DISCLAIMERS

WHILE THE LIBRARY ENDEAVORS TO PROVIDE ACCESS TO INFORMATION OF THE HIGHEST QUALITY, THE LIBRARY SPECIFICALLY DISCLAIMS ANY WARRANTY AS TO THE INFORMATION'S ACCURACY, TIMELINESS, AUTHORITATIVENESS, USEFULNESS OR FITNESS FOR A PARTICULAR PURPOSE.

THE LIBRARY WILL HAVE NO LIABILITY FOR DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES RELATED TO THE USE OF INFORMATION ACCESSED THROUGH THE LIBRARY'S INTERNET SERVICE.

SINCE SOFTWARE AND INFORMATION DOWNLOADED FROM ANY SOURCES, INCLUDING THE INTERNET, MAY CONTAIN COMPUTER VIRUSES, USERS ARE ADVISED TO UTILIZE VIRUS CHECKING SOFTWARE ON THEIR HOME COMPUTERS. THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGE TO USERS' DISKS OR COMPUTERS OR FOR ANY LOSS OF DATA, DAMAGE OR LIABILITY THAT MAY OCCUR FROM USE OF THE LIBRARY'S COMPUTERS.]

Section 3. Amendment the City of Kenai Schedule of Rates, Charges and Fees: That the City of Kenai Schedule of Rates, Charges and Fees for Library Fees is hereby amended as follows:

Library Fees

[APX - LIBRARY REGULATIONS AND POLICIES]

1. Default fees for lost, stolen or damaged materials when no retail value is available.
 - a. Adult book (hardcover) \$33.00
 - b. Adult large print \$40.00
 - c. Adult audiobook \$50.00
 - d. Youth board book \$10.00
 - e. Youth book (hardcover) or picture book \$25.00
 - f. Youth audiobook \$25.00
 - g. Adult/youth trade paperbacks \$15.00
 - h. Adult/youth mass market paperbacks \$10.00
 - i. Magazines \$5.00
 - j. Video/DVD/music CD \$30.00
 - k. DVD set \$50.00
 - l. Interlibrary loan item (fee or actual cost charged by lender) \$30.00
 - m. Juvenile kits/Adult kits/Playaway launchpads \$150.00
 - n. Microfilm reel or microfiche \$35.00
 - o. Chromebook kit \$370.00
 - p. Laptop \$800.00
2. **Proctoring per test** \$25.00
3. **Replacement Costs** Costs
 - a. processing fee for all lost/damaged items \$5.00
 - b. processing labels (e.g., spine labels, barcodes, etc.) \$1.00
 - c. RFID Tag \$1.00
 - d. replacement library card \$1.00
 - e. book covers \$2.00
 - f. Tonie, Yoto, music CD or single disc DVD case \$2.00
 - g. multidisc DVD or audiobook case \$5.00
 - h. power cord Chromebook/Laptop \$20.00
 - i. power cord Launchpads, Tonies, etc. \$10.00
4. Damages
 - a. defaced or torn pages per page \$2.00
5. Photocopying and Printing
 - a. Black & white prints or copies (per single-sided page) \$0.25
 - b. Color - photocopies only (per single-sided page) \$0.50

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 30 days after enactment.

ENACTED 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

Introduced:	September 9, 2026
Enacted:	September 16, 2026
Effective:	October 16, 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: Katja Wolfe, Library Director

DATE: August 26, 2026

SUBJECT: **Ordinance 3544-2026** - Amending Kenai Municipal Code Chapter 1.56 Kenai Municipal Library Department, Removing the Library Regulations from the Appendices of Kenai Municipal Code, and Amending the City of Kenai Schedule of Rates, Changes, and Fees for Housekeeping Purposes and to Align the Library with Other City Departments.

The purpose of this ordinance is to amend and update provisions of the Kenai Municipal Code (KMC) related to the Kenai Municipal Library Department.

The proposed changes fall under three general categories, outlined below:

❖ **Amending Chapter 1.56 – Kenai Municipal Library Department**

- Amends **Section 1.56.020 Authority for Adoption of Rules, Regulations, and Fines** by renaming the section to **Powers and Duties**, which now defines the powers and duties of the department consistent with practices in other City departments.
- Removes **Section 1.56.025 Library Cards**. Library card eligibility, borrower responsibilities, and fines and fees related to circulation would be governed by administrative policies and procedures.
- Removes **Section 1.56.030 Sleeping and Resting Prohibited**. Patron behavior would be governed by administrative policies and procedures.. The existing provision singles out a specific behavior (sleeping), which is more appropriately addressed within the broader conduct standards and applied in accordance with current practice.
- Removes **Sections 1.56.040 Refusing to Return Loaned Material and 1.56.045 Lending Policy where Loaned Material Not Returned**. Borrower responsibilities, as well as fines and fees related to would be governed by administrative policies and procedures.
- Removes **Section 1.56.050 Penalty**. Violations would be governed by administrative policies and procedures and are approved by Council in the City's Schedule of Rates, Charges and Fees

❖ **Removing Appendices - Library Regulations and Policies**

- Removes **Appendices - Library Regulations and Policies** in its entirety.
- All sections will be addressed in Kenai Community Library policies and procedures

❖ **Amending the City of Kenai Schedule of Rates, Changes and Fees – Library Fees**

- Removes a reference to APX-Library Regulations and Policy

As part of this update, Library regulations and policies currently set forth in KMC and requiring Council action through code amendments are removed from KMC and established as standalone policies subject to administrative review and approval. This will enable city staff to efficiently manage public-facing Library policies and procedures in response to changing operational needs and consistent with practices in other Kenai City departments. Policies will remain publicly available at the Library and online, ensuring continued access to current policy information.

The policy documents replacing those currently in KMC are attached to this Ordinance. They have undergone administrative review and approval by the Library Director, City Manager, and City Attorney and are provided for informational purposes only.

The following provides an analysis of the changes within the Ordinance. Comments shown in red provide additional context and detail regarding those changes.

Section 1. Amendment of Chapter 1.56 of Kenai Municipal Code: That Kenai Municipal Code, Chapter 1.56 – Kenai Municipal Library Department is hereby amended as follows:

Chapter 1.56

KENAI MUNICIPAL LIBRARY DEPARTMENT

Sections:

- 1.56.010 Creation.
- 1.56.020 [AUTHORITY FOR ADOPTION OF RULES, REGULATIONS, AND FINES] Powers and Duties.
- [1.56.025 LIBRARY CARDS.
- 1.56.030 SLEEPING AND RESTING PROHIBITED.
- 1.56.040 REFUSING TO RETURN LOANED MATERIAL.
- 1.56.045 LENDING POLICY WHERE LOANED MATERIAL NOT RETURNED.
- 1.56.050 PENALTY.]

1.56.010 Creation.

There shall be a Municipal Library Department, the head of which shall be the Library Director, appointed by the City Manager for an indefinite term. The Library Director shall be an officer of the City and have supervision and control of the Kenai Community Library.

1.56.020 [Authority for Adoption of Rules, Regulations, and Fines] Powers and Duties.

[THE LIBRARY DIRECTOR SHALL ESTABLISH RULES AND REGULATIONS FOR CONDUCT ON THE PROPERTY OF, AND USE OF, THE KENAI COMMUNITY LIBRARY AND LIBRARY MATERIALS AND A FINE OR PENALTY CHARGE SCHEDULE FOR OVERDUE, DAMAGED, OR FAILURE TO RETURN LOANED LIBRARY PROPERTY, WHICH RULES AND REGULATIONS SHALL BE EFFECTIVE AFTER APPROVAL BY CITY COUNCIL AND AFTER BEING POSTED IN A LOCATION WITHIN THE LIBRARY READILY VISIBLE BY LIBRARY PATRONS.]

The Library Director is responsible for the overall administration and operation of the municipal library and its services. Under the direction of the Library Director, the department oversees library



facilities, resources, and programs; manages personnel and budgets; and ensures the provision of accessible and responsive library services to the community.

The department may establish policies and procedures necessary for effective library operations, maintain library property and collections, and carry out any additional responsibilities assigned by the City Manager or required by municipal ordinance.

Defines the powers and duties of the department consistent with practices in other City departments.

[1.56.025 Library Cards.

NO MATERIALS WILL BE LOANED FROM THE LIBRARY EXCEPT TO PARTIES HAVING A VALID LIBRARY IDENTIFICATION CARD WHICH IS NOT SUBJECT TO ANY UNPAID FINES OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00). SUCH LIBRARY IDENTIFICATION CARD WILL BE ISSUED TO ANY RESIDENT OF THE AREA MAKING APPLICATION THEREFOR AND UPON A FORM PREPARED BY THE LIBRARIAN AND CONTAINING AN AGREEMENT TO BE RESPONSIBLE FOR ALL MATERIALS BORROWED THEREON AND TO PAY ANY FINES, CHARGES, OR PENALTIES IMPOSED BY MISUSE OF LIBRARY PROPERTY. HOWEVER, NO SUCH CARD WILL BE ISSUED TO A MINOR (UNDER THE AGE OF EIGHTEEN (18)) UNLESS THE APPLICATION FOR SAID CARD IS ALSO SIGNED BY A PARENT OF SUCH CHILD OR ONE STANDING IN PLACE OF THE PARENT WHO IS WILLING TO ASSUME RESPONSIBILITY FOR THE CHILD AND FOR ANY MISUSE OF LIBRARY PRIVILEGES.

This section is repealed as library card eligibility, patron responsibilities, and the issuance of minor cards are addressed in the Library Circulation Policy.

1.56.030 Sleeping and Resting Prohibited.

NO ONE SHALL SLEEP WITHIN THE LIBRARY OR OUTSIDE THE LIBRARY UPON LIBRARY PROPERTY AT ANY TIME NOR SHALL ANYONE LIE IN A RECLINED POSITION WITHIN OR OUTSIDE THE LIBRARY OR LIBRARY GROUNDS. TO LIE IN A RECLINED POSITION MEANS TO POSITION ONE'S BODY PARALLEL TO THE FLOOR OR GROUND WHETHER ONE IS ON THE FLOOR, GROUND, A TABLE, BENCH, CHAIRS, COUCH, COUNTER, SHELVES, CARD CASES, OR ANY OTHER ITEM OF FURNITURE.

This section is repealed as behavior expectations are addressed in the broader Library Code of Conduct Policy, providing a consistent framework for staff to support a welcoming library environment.

1.56.040 Refusing to Return Loaned Material.

NO PERSON, FIRM, OR CORPORATION SHALL KNOWINGLY REFUSE TO RETURN ANY READING MATERIAL, INCLUDING BOOKS, PERIODICALS, NEWSPAPERS, MAPS, ATLASES, OR ANY NON-READING MATERIAL INCLUDING CASSETTES, RECORD PLAYERS, SCREENS, AND PROJECTORS LOANED TO SAID PERSON, FIRM, OR CORPORATION WITHIN THIRTY (30) DAYS AFTER SAID READING OR NON-READING MATERIAL BECOMES OVERDUE.

This section is repealed. The Library Circulation Policy provides the framework for the management of overdue items.

1.56.045 Lending Policy Where Loaned Material Not Returned.

LENDING PRIVILEGES FOR ANY LIBRARY MATERIALS WILL BE SUSPENDED ON ANY LIBRARY CARD ON WHICH MATERIALS HAVE BEEN LOANED AND HAVE NOT BEEN RETURNED WHEN DUE OR ON WHICH ANY



FINES, CHARGES, OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00) HAVE BEEN ASSESSED WHICH ARE IN ARREARS.

This section is repealed. The Library Circulation Policy provides the framework for the management of overdue items and lost items.

1.56.050 Penalty.

IN ADDITION TO ANY FINE LEVIED OR OTHER PENALTY IMPOSED PURSUANT TO THIS CHAPTER OR REGULATIONS IMPOSED THEREUNDER, ANY PERSON, FIRM, OR CORPORATION WHO SHALL VIOLATE ANY PROVISION OF THIS CHAPTER INCLUDING ANY RULES AND REGULATIONS AS HEREIN SET FORTH, OR FAIL TO COMPLY THEREWITH UPON CONVICTION THEREOF SHALL BE PUNISHED BY A FINE AS PROVIDED FOR VIOLATIONS IN KMC 13.05.010.]

This section is repealed and managed through the Library Code of Conduct and Circulation policies.

Section 2. Repeal of Library Regulations and Policies Appendix of Kenai Municipal Code: That Kenai Municipal Code Appendices – Library Regulations and Policies is hereby repealed in its entirety as follows:

[LIBRARY REGULATIONS

1. BORROWERS' CARDS

- A. ALL TRANSACTIONS WILL REQUIRE THE PRESENCE OF A VALID LIBRARY IDENTIFICATION CARD WHICH WILL BE ISSUED TO A RESIDENT FILING AN APPLICATION, AND ACCEPTING RESPONSIBILITY FOR THE USAGE THEREOF. NO CARD WILL BE ISSUED TO A MINOR UNDER EIGHTEEN (18) YEARS OF AGE UNLESS THE APPLICATION, AND ACCEPTANCE OF RESPONSIBILITY, IS SIGNED BY THE MINOR AND ALSO BY A PARENT OR LEGAL GUARDIAN. THE RESPONSIBLE ADULT MUST BE A CURRENT CARDHOLDER AND BE WILLING TO ASSUME THE RESPONSIBILITY FOR THE MINOR FOR MISUSE OR ABUSE OF THE PRIVILEGES OF LIBRARY USAGE.
- B. WHERE PRIVILEGES HAVE BEEN SUSPENDED ON A CARD OF A MINOR, PRIVILEGES ON A CARD OF A PARENT OR LEGAL GUARDIAN WITH LEGAL CUSTODY OF THE MINOR MAY BE SUSPENDED BY GIVING PRIOR WRITTEN NOTICE OF SUSPENSION TO SUCH PARENT OR A LEGAL GUARDIAN AT THE ADDRESS ON THE LIBRARY RECORD, AND WILL REMAIN IN EFFECT UNTIL THE OVERDUE MATERIALS HAVE BEEN RETURNED, AND/OR THE LATE FEES, CHARGES, OR PENALTIES ON THE SUSPENDED CARD HAVE BEEN PAID IN FULL.

2. LATE FEES

ALL FEES FOR THE LATE RETURN OF LIBRARY MATERIALS SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

3. SERVICE AND REPLACEMENT CHARGES

THE REPLACEMENT COST OF BOOKS OR OTHER MATERIALS THAT ARE LOST OR DAMAGED BEYOND REPAIR SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. ALL REPLACEMENT FEES FOR ANY ITEM, INCLUDING BUT NOT LIMITED TO A LIBRARY IDENTIFIER/BARCODE, LOST LIBRARY CARDS, RECORD SLEEVES, HANG-UP BAGS, AND AV OR CASSETTE



CONTAINERS, SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL

4. DAMAGES

ALL FEES FOR DAMAGED, TORN, OR DEFACED PAGES OR COVERS, INCLUDING ANY PAGES OR COVERS THAT HAVE BEEN MENDED WITH SCOTCH TAPE OR LIKE MATERIAL OR PAGES OR COVERS THAT CONTAIN SCRIBBLING OR WRITING SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

5. RENEWALS

BOOKS AND/OR OTHER LIBRARY MATERIALS MAY BE RENEWED IN PERSON, ON-LINE OR BY TELEPHONE ONCE IF NOT RESERVED.

Library Regulations 1 through 5 are repealed. Library card eligibility, fees and fines, as well as renewals are addressed in the Library Circulation Policy.

6. USE OF LIBRARY CONFERENCE ROOM

USE OF THE LIBRARY CONFERENCE ROOM IS LIMITED TO GENERAL GOVERNMENT AND LIBRARY RELATED EVENTS OR MEETINGS.

The Library Regulation limiting or restricting use of the Library Conference Room is repealed. The new Library Room Use Policy expands public access to the Library Conference Room and governs the use of all reservable spaces, subject to availability and the requirements of the policy.

7. EXHIBITS

ONLY GOVERNMENTAL OR LIBRARY RELATED EXHIBITS MAY BE DISPLAYED AT THE LIBRARY.

The Library Regulation regarding exhibits is repealed. The new Displays, Exhibits, and Bulletin Board Policy provides a framework for staff-curated exhibits that may include community information in line with the library's mission, policies, and available space.

KENAI COMMUNITY LIBRARY POLICIES

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- A. HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- B. RELAX AND READ CURRENT MATERIALS;
- C. RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- D. PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- E. FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- F. ENJOY PROGRAMS OR PERFORMANCES;



G. HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE, AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES, AND MATERIALS IN A VARIETY OF FORMATS.

THE KENAI COMMUNITY LIBRARY WILL ENDEAVOR TO:

- A. PROVIDE SERVICE TO EVERY RESIDENT IN THE COMMUNITY;
- B. PROVIDE NON-RESIDENTS THE SAME SERVICES:
- C. HAVE THE LIBRARY OPEN SEVEN (7) DAYS A WEEK FOR AT LEAST A TOTAL OF FIFTY-NINE (59) HOURS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

MATERIALS

BOOKS AND OTHER LIBRARY MATERIALS WILL BE ADDED TO THE PRESENT COLLECTION TO PROVIDE INFORMATION, ENTERTAINMENT, INTELLECTUAL DEVELOPMENT AND ENRICHMENT TO ALL THE PEOPLE OF THE COMMUNITY.

PERSONNEL

SALARY SCHEDULE, HOLIDAYS, VACATION AND SICK LEAVE SHALL CONFORM TO THOSE RULES OUTLINED IN THE PERSONNEL REGULATIONS OF THE CITY OF KENAI.

BUDGET, OPERATIONAL

THE BUDGET SHALL BE PRESENTED TO THE CITY BY THE LIBRARY STAFF.

BUDGET, CAPITAL IMPROVEMENTS

THE INITIATION OF A BUDGET FOR CAPITAL IMPROVEMENTS SHALL BE DONE BY THE LIBRARY COMMISSION AND THE LIBRARY STAFF.

BOOK SELECTION

THE LIBRARY COMMISSION, RECOGNIZING THE PLURALISTIC NATURE OF THIS COMMUNITY AND THE VARIED BACKGROUNDS AND THE NEEDS OF THE CITIZENS, DECLARES AS A MATTER OF BOOK SELECTION POLICY THAT:

- A. BOOKS AND/OR OTHER LIBRARY MATERIAL SELECTION ARE AND SHALL BE VESTED IN THE LIBRARIAN. ANY BOOK AND/OR LIBRARY MATERIAL SO SELECTED SHALL BE HELD TO BE SELECTED BY THE COMMISSION.
- B. SELECTION OF BOOKS AND/OR OTHER LIBRARY MATERIAL SHALL BE MADE ON THE BASIS OF THEIR VALUE OF INTEREST, INFORMATION, AND ENLIGHTENMENT OF ALL THE PEOPLE OF THE COMMUNITY. NO BOOK AND/OR LIBRARY MATERIAL SHALL BE EXCLUDED BECAUSE OF THE RACE, NATIONALITY OR THE POLITICAL OR SOCIAL VIEWS OF THE AUTHOR.



- C. THIS COMMISSION BELIEVES THAT CENSORSHIP IS A PURELY INDIVIDUAL MATTER AND DECLARES THAT WHILE ANYONE IS FREE TO REJECT FOR HIMSELF BOOKS OF WHICH HE DOES NOT APPROVE, HE CANNOT EXERCISE THIS RIGHT OF CENSORSHIP TO RESTRICT THE FREEDOM TO READ TO OTHERS.
- D. THIS COMMISSION DEFENDS THE PRINCIPLES OF THE FREEDOM TO READ AND DECLARES THAT WHENEVER CENSORSHIP IS INVOLVED NO BOOK AND/OR LIBRARY MATERIAL SHALL BE REMOVED FROM THE LIBRARY SAVE UNDER THE ORDERS OF A COURT OR COMPETENT JURISDICTION.
- E. THIS COMMISSION ADOPTS AND DECLARES THAT IT WILL ADHERE TO AND SUPPORT:
 - 1. THE LIBRARY BILL OF RIGHTS, AND
 - 2. THE FREEDOM TO READ STATEMENT ADOPTED BY THE AMERICAN LIBRARY ASSOCIATION, BOTH OF WHICH ARE MADE A PART HEREOF.

GIFTS WILL BE ACCEPTED WITH PROVISIONS AS TO ADDITION TO THE COLLECTION UPON EXAMINATION OF MATERIALS. NON-USABLE GIFTS WILL BE GIVEN THE DISPOSITION THAT IS OF MOST VALUE TO THE LIBRARY.

PUBLIC RELATIONS

COOPERATION WILL BE GIVEN TO OTHER LIBRARIES TO ADVANCE THE USAGE OF ALL LIBRARIES AND TO PROVIDE ADDITIONAL SERVICES TO THE READERS OF OUR COMMUNITY, AND TO PUBLICIZE THE VALUE OF LIBRARY SERVICES TO ALL.

UNATTENDED CHILDREN

THE LIBRARY OFFERS MANY PROGRAMS AND SERVICES THAT ENCOURAGE CHILDREN TO DEVELOP A LOVE OF BOOKS, READING AND LEARNING. HOWEVER:

- BECAUSE THE LIBRARY IS A PLACE WHERE CHILDREN GATHER, IT MAY ATTRACT PEOPLE WHOSE INTEREST IN CHILDREN IS NOT ENTIRELY WHOLESOME.
- THE SAFETY AND WELL-BEING OF CHILDREN AT THE LIBRARY IS OF SERIOUS CONCERN.
- RESPONSIBILITY FOR CHILDREN USING THE LIBRARY RESTS AT ALL TIMES WITH THE PARENT(S) OR ASSIGNED CAREGIVER(S), NOT WITH THE LIBRARY PERSONNEL.
- THE LIBRARY STAFF HAS LEEWAY TO INTERVENE IF AWARE OF DISRUPTIVE BEHAVIOR.
- THE STAFF CANNOT KNOW IF CHILDREN ARE LEAVING THE BUILDING WITH THEIR PARENTS OR STRANGERS.

FOR THE PROTECTION AND WELL-BEING OF CHILDREN WHO ENJOY LIBRARIES, THE FOLLOWING HAS BEEN ESTABLISHED:

- CHILDREN UNDER EIGHT (8) YEARS MUST BE CONTINUALLY ATTENDED BY A PARENT OR A CAREGIVER WHILE IN THE LIBRARY.
- PARENTS AND CAREGIVERS SHOULD BE FAMILIAR WITH THE LIBRARY'S HOURS OF OPERATION AND SHOULD NOT LEAVE CHILDREN BEFORE OPENING OR AFTER CLOSING.
- THE LIBRARY STAFF IS NOT RESPONSIBLE FOR SUPERVISING CHILDREN LEFT ALONE WHEN THE LIBRARY IS CLOSED, BUT WILL MAKE ATTEMPTS TO REACH A PARENT FOR IMMEDIATE PICK-UP.
- THE POLICE DEPARTMENT WILL BE NOTIFIED OF ANY CHILD WHO HAS BEEN LEFT TOO LONG OR REPEATEDLY IN THIS UNSAFE SITUATION.



ELECTRONIC DEVICE CHECKOUT POLICY

CHECKING OUT A DEVICE

- A. THE KENAI COMMUNITY LIBRARY OFFERS ELECTRONIC DEVICES FOR CHECKOUT. A PATRON MUST HAVE A VALID KENAI COMMUNITY LIBRARY CARD OR ALASKA LIBRARY CATALOG MEMBER LIBRARY CARD, AND AN ELECTRONIC DEVICE LIABILITY FORM MUST BE ON FILE. A LIBRARY CARD IS CONSIDERED VALID IF THE PATRON'S INFORMATION IS CURRENT AND THE ACCOUNT IS IN GOOD STANDING.
- B. PATRONS MUST BE AT LEAST THIRTEEN (13) YEARS OF AGE TO BORROW AN ELECTRONIC DEVICE. PATRONS THIRTEEN (13) TO SEVENTEEN (17) YEARS OF AGE MUST HAVE A PARENT OR LEGAL GUARDIAN SIGN A LIABILITY FORM IN PERSON BEFORE FIRST CHECK-OUT. THE PARENT/LEGAL GUARDIAN ASSUMES RESPONSIBILITY FOR THE ELECTRONIC DEVICE.

AVAILABLE DEVICES

IN-LIBRARY LAPTOPS ARE AVAILABLE FOR LOAN AT THE SERVICE DESK ON A FIRST-COME, FIRST-SERVED BASIS. HOLDS OR ADVANCE BOOKINGS FOR LAPTOPS ARE NOT AVAILABLE. THE LOAN PERIOD FOR LAPTOPS IS TWO (2) HOURS, WHICH MAY BE EXTENDED SUBJECT TO STAFF APPROVAL. LAPTOPS MUST BE RETURNED AT LEAST FIFTEEN (15) MINUTES PRIOR TO LIBRARY CLOSING. IN-LIBRARY LAPTOPS SHOULD NEVER BE LEFT UNATTENDED. REMOVAL OF AN IN-LIBRARY DEVICE FROM THE LIBRARY BUILDING CONSTITUTES THEFT.

CHROMEBOOKS ARE AVAILABLE FOR CHECKOUT FOR 21 DAYS WITH ONE RENEWAL IF NO OTHER HOLDS EXIST. HOLDS ON CHROMEBOOKS CAN BE PLACED BY CALLING THE KENAI COMMUNITY LIBRARY DURING BUSINESS HOURS. CHROMEBOOKS WILL BE HELD FOR NO MORE THAN TWO (2) DAYS. CHROMEBOOKS MUST BE PICKED UP AND DROPPED OFF AT THE KENAI COMMUNITY LIBRARY ONLY. CHROMEBOOKS SHOULD NEVER BE LEFT UNATTENDED. OVERDUE CHROMEBOOKS WILL BE REMOTELY DISABLED AT THREE (3) DAYS OVERDUE AND REPLACEMENT COSTS WILL BE ASSESSED AT SEVEN (7) DAYS OVERDUE.

PATRON RESPONSIBILITIES

PATRONS MUST ABIDE BY THE INTERNET SAFETY POLICY AND ALL OTHER APPLICABLE POLICIES. COPIES OF THESE POLICIES ARE AVAILABLE ON THE LIBRARY'S WEBSITE OR UPON REQUEST AT THE SERVICE DESK. PATRONS ARE RESPONSIBLE FOR ANY VIOLATION OF THIS AND ALL OTHER APPLICABLE LIBRARY POLICIES.

- A. PATRONS MAY NOT TAMPER WITH, ALTER OR DELETE ANY SETTINGS OR CONFIGURATIONS, OR INSTALL SOFTWARE ON THE DEVICE.
- B. PATRONS WILL NOT ENGAGE IN ANY ILLEGAL ACTIVITY USING AN ELECTRONIC DEVICE.
- C. PATRONS MAY BORROW NO MORE THAN ONE DEVICE AT THE SAME TIME.
- D. ALL DEVICES MUST BE RETURNED TO A LIBRARY STAFF MEMBER AND WILL BE CHECKED FOR DAMAGE BEFORE CHECK-IN.
- E. DOCUMENTS SHOULD BE SAVED TO A USB DRIVE OR CLOUD STORAGE. THE LIBRARY DOES NOT PROVIDE THESE DEVICES. ALL USER FILES WILL BE DELETED WHEN THE DEVICE IS TURNED OFF.
- F. THE KENAI COMMUNITY LIBRARY IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO LIBRARY USER'S DATA OR MEDIA DUE TO VIRUSES, HARDWARE, SOFTWARE, ELECTRICAL SURGE OR



FAILURE, BATTERY FAILURE OR ANY OTHER CAUSE WHILE THE LIBRARY USER IS USING LIBRARY ELECTRONIC DEVICES.

- G. THE USER AGREES TO ASSUME ANY AND ALL LIABILITY FOR THE COST OF REPAIR OR REPLACEMENT IN THE EVENT OF LOSS DUE TO THEFT, DAMAGE WHETHER INTENTIONAL OR UNINTENTIONAL, NEGLIGENCE OR MISUSE. A REPAIR FEE WILL BE LEVIED FOR DAMAGED DEVICES AND/OR ACCESSORIES BASED ON THE COST OF THE REPAIRS. ANY EQUIPMENT MALFUNCTIONS OR LOSS SHOULD BE REPORTED IMMEDIATELY TO LIBRARY STAFF. FEES FOR THE ELECTRONIC DEVICE AND/OR ACCESSORIES WILL BE CHARGED BASED ON REPLACEMENT COST.

KENAI COMMUNITY LIBRARY INTERNET SAFETY POLICY

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- RELAX AND READ CURRENT MATERIALS;
- RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- ENJOY PROGRAMS OR PERFORMANCES;
- HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES AND MATERIALS IN A VARIETY OF FORMATS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

CURRENT INTERNET POLICIES

- INTERNET ACCESS SHALL BE MADE REASONABLE, FAIR, AND EQUITABLE TO ALL USERS WITH THE UNDERSTANDING THAT IT IS THE INDIVIDUAL USER'S RESPONSIBILITY TO DEMONSTRATE JUDGMENT, RESPECT FOR OTHERS, AND APPROPRIATE CONDUCT WHILE USING PUBLIC LIBRARY RESOURCES AND FACILITIES. USE OF THE INTERNET CONSTITUTES AGREEMENT TO COMPLY WITH THIS POLICY.
- INTERNET COMMUNICATIONS SHALL BE CONSIDERED PRIVATE AND CONFIDENTIALITY WILL BE ENCOURAGED WITHIN THE LIMITS OF A PUBLIC ENVIRONMENT, THE TECHNOLOGY OF THE EQUIPMENT, AND THE REQUIREMENTS OF LAW.
- VIOLATIONS OF LIBRARY GUIDELINES AND ENGAGING IN CERTAIN PROHIBITED PRACTICES IN INTERNET USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF INTERNET ACCESS THROUGH THE LIBRARY.



GUIDELINES FOR RESPONSIBLE USE

IT IS EXPECTED THAT THE USER OF THE INTERNET:

- SHALL MAKE ONLY AUTHORIZED ACCESS TO SYSTEMS, NETWORK, SOFTWARE AND DATABASES FOR EDUCATIONAL, INFORMATIONAL AND RECREATIONAL PURPOSES ONLY;
- SHALL AVOID THE SENDING, RECEIVING, AND DISPLAYING OF TEXT OR GRAPHICS THAT MAY BE REASONABLY CONSTRUED AS SEXUALLY EXPLICIT OR OFFENSIVE. A WRITTEN DEFINITION OF WHAT CONSTITUTES "SEXUALLY EXPLICIT" MATERIAL IS AVAILABLE AT THE FRONT DESK;
- SHALL OBEY THE LAW AND REGULATIONS IN THEIR APPLICATION TO COPYRIGHT, LICENSED SOFTWARE AND DATA;
- SHALL BE AWARE THAT VIOLATIONS OF THESE GUIDELINES FOR RESPONSIBLE USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF YOUR INTERNET ACCESS WITHIN THE LIBRARY.

UNACCEPTABLE USES OF COMPUTERS AND RULES OF CONDUCT

AMONG THE USES THAT ARE CONSIDERED UNACCEPTABLE AND WHICH CONSTITUTE A VIOLATION OF THIS POLICY ARE THE FOLLOWING:

- USES THAT VIOLATE THE LAW OR ENCOURAGE OTHERS TO VIOLATE THE LAW. DOWNLOADING AND VIEWING VISUAL DEPICTIONS THAT ARE (1) OBSCENE, (2) CHILD PORNOGRAPHY, OR (3) HARMFUL TO MINORS;
- USES THAT VIOLATE COPYRIGHT LAWS AND LICENSING AGREEMENTS, SUCH AS DOWNLOADING MATERIALS THAT ENCOURAGE OTHERS TO VIOLATE THE LAW; DOWNLOADING OR TRANSMITTING CONFIDENTIAL, TRADE SECRET INFORMATION, OR COPYRIGHTED MATERIALS;
- USES THAT CAUSE HARM TO OTHERS OR DAMAGE TO THEIR PROPERTY. ENGAGING IN DEFAMATION, UPLOADING ANY HARMFUL FORM OF PROGRAMMING, VANDALISM; OR "HACKING";
- USES THAT JEOPARDIZE THE SECURITY OF ACCESS OF THE COMPUTER NETWORK OR OTHER NETWORKS ON THE INTERNET, ALTERING THE LIBRARY'S COMPUTER SETTINGS; DAMAGING OR MODIFYING COMPUTER EQUIPMENT OR SOFTWARE;
- USES THAT COMPROMISE THE SAFETY AND SECURITY OF MINORS WHEN USING E-MAIL, CHAT ROOMS AND OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATIONS: GIVING OTHERS PRIVATE INFORMATION ABOUT ONE'S SELF OR OTHERS. MINOR IS DEFINED AS UNDER AGE EIGHTEEN (18);
- USES THAT VIOLATE CONFIDENTIALITY OF INFORMATION: PERSONALLY IDENTIFIABLE INFORMATION ABOUT USERS MAY NOT BE DISCLOSED OR USED IN ANY WAY, EXCEPT TO LAW ENFORCEMENT AUTHORITIES AS PROVIDED IN THE LAW.

STATEMENT OF RESPONSIBILITY

THE INTERNET WITH ITS HIGHLY DIVERSE AND OFTEN CONTROVERSIAL CONTENT IS AN UNREGULATED RESOURCE AND CAN BE USED ONLY AT YOUR OWN RISK. BEYOND ITS HOME PAGES, KENAI COMMUNITY LIBRARY CANNOT CONTROL THE INFORMATION FOUND ON THE INTERNET AND IS NOT RESPONSIBLE FOR ITS ACCURACY, CORRECTNESS OR ITS SUITABILITY.

LIBRARY MAY SUGGEST SPECIFIC INTERNET SITES THAT HAVE POTENTIAL INTEREST FOR LIBRARY USERS, BUT THE LIBRARY CANNOT CONTROL A USER'S ACCESS TO OTHER INTERNET RESOURCES.



THE KENAI COMMUNITY LIBRARY HAS INSTALLED LIMITED FILTERS FOR INTERNET ACCESS. NO FILTERING SYSTEM IS COMPLETELY EFFECTIVE OR EFFICIENT. THIS IS ESPECIALLY TRUE IN FILTERING OF IMAGES AND VIDEO. FILTERS ON INTERNET TERMINALS MIGHT RESTRICT ACCESS TO SITES THAT COULD BE DEEMED OBJECTIONABLE, BUT WOULD ALSO LIMIT ACCESS TO SITES THAT HAVE LEGITIMATE RESEARCH VALUE.

***A SPECIAL NOTE TO PARENTS**

THE INTERNET'S "USER FRIENDLINESS" AND INTRINSIC FLEXIBILITY TO ACCESS A WIDE RANGE OF WELL KNOWN AND MANY LESSER KNOWN INFORMATION RESOURCES DEMANDS DILIGENT AND THOUGHTFUL PARENTAL SUPERVISION.

IT SHOULD BE UNDERSTOOD THAT THE KENAI COMMUNITY LIBRARY CANNOT ACT AS A CENSOR OR AS A SUBSTITUTE PARENT. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OVERSIGHT TO ENSURE THEIR CHILDREN'S USE OF THE INTERNET IN AN APPROPRIATE AND SAFE MANNER.

AS WITH ALL LIBRARY RESOURCES, THE LIBRARY AFFIRMS THE RIGHT AND RESPONSIBILITY OF PARENTS/GUARDIANS, NOT LIBRARY STAFF, TO DETERMINE AND MONITOR THEIR MINOR CHILDREN'S USE OF THE INTERNET. (MINORS ARE DEFINED IN THIS POLICY AS CHILDREN AND YOUNG PEOPLE UNDER THE AGE OF EIGHTEEN (18) YEARS.) PARENTS WHO BELIEVE THAT THEIR CHILDREN CANNOT RESPONSIBLY USE THE LIBRARY'S INTERNET ACCESS ARE REQUESTED TO MONITOR THEIR CHILDREN'S INTERNET USE.

INTERNET OFFERINGS AND LIMITATIONS

- LIBRARY ACCESS TO THE INTERNET IS AVAILABLE AT WORK STATIONS THAT USE SOFTWARE DESIGNED TO BROWSE THE WORLD WIDE WEB (WWW). DIAL IN ACCESS IS NOT AVAILABLE THROUGH THE LIBRARY.
- YOU MAY NOT USE YOUR OWN SOFTWARE PROGRAMS ON THE LIBRARY COMPUTERS, NOR INSTALL ANY PROGRAMS OR DRIVERS ON THE LIBRARY COMPUTERS. THIS WILL HELP PREVENT COMPUTER VIRUSES THAT ARE COMMON ON PUBLIC COMPUTERS.
- MISUSE OF THE COMPUTER OR INTERNET ACCESS WILL RESULT IN LOSS OF YOUR COMPUTER PRIVILEGES.
- BECAUSE OF LIBRARY SCHEDULING, INTERNET-TRAINED STAFF MAY NOT ALWAYS BE AVAILABLE.

RESPONSE TO VIOLATIONS

INTERNET COMPUTERS MAY NOT BE USED BY ANYONE, INCLUDING MINORS, FOR ILLEGAL ACTIVITY, TO ACCESS ILLEGAL MATERIALS, OR TO ACCESS MATERIALS THAT BY LOCAL COMMUNITY STANDARDS WOULD BE OBSCENE. LIBRARY EMPLOYEES ARE AUTHORIZED TO TAKE PROMPT AND APPROPRIATE ACTIONS TO PROHIBIT USE BY PERSONS WHO FAIL TO COMPLY WITH THE INTERNET SAFETY POLICY AS STATED OR IMPLIED HEREIN.

RESPONSIBILITIES OF LIBRARY STAFF AND USERS

LIBRARY STAFF WILL NOT MONITOR A USER'S INTERNET USE, EXCEPT FOR LENGTH OF USE IN ORDER TO ENSURE EQUAL OPPORTUNITY OF ACCESS FOR EVERYONE. THE USER, OR THE PARENT OF A MINOR, IS RESPONSIBLE FOR HIS OR HER INTERNET SESSION AT ALL TIMES. THE LIBRARY RESERVES THE RIGHT



TO TERMINATE AN INTERNET SESSION THAT DISRUPTS LIBRARY SERVICES OR THAT INVOLVES USER BEHAVIOR THAT VIOLATES THE LIBRARY'S POLICIES.

DISCLAIMERS

WHILE THE LIBRARY ENDEAVORS TO PROVIDE ACCESS TO INFORMATION OF THE HIGHEST QUALITY, THE LIBRARY SPECIFICALLY DISCLAIMS ANY WARRANTY AS TO THE INFORMATION'S ACCURACY, TIMELINESS, AUTHORITATIVENESS, USEFULNESS OR FITNESS FOR A PARTICULAR PURPOSE.

THE LIBRARY WILL HAVE NO LIABILITY FOR DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES RELATED TO THE USE OF INFORMATION ACCESSED THROUGH THE LIBRARY'S INTERNET SERVICE.

SINCE SOFTWARE AND INFORMATION DOWNLOADED FROM ANY SOURCES, INCLUDING THE INTERNET, MAY CONTAIN COMPUTER VIRUSES, USERS ARE ADVISED TO UTILIZE VIRUS CHECKING SOFTWARE ON THEIR HOME COMPUTERS. THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGE TO USERS' DISKS OR COMPUTERS OR FOR ANY LOSS OF DATA, DAMAGE OR LIABILITY THAT MAY OCCUR FROM USE OF THE LIBRARY'S COMPUTERS.]

Removes Appendices – Kenai Community Library Policies in its entirety. Some provisions are addressed elsewhere: personnel matters are governed by the personnel code, budget and capital improvement are addressed through the City's budget process and procedures; and other provisions, while repealed from municipal code, remain in effect as department policies, including mission, vision, and values; material selection; electronic equipment use; public relations; unattended children; and internet safety.

Section 3. Amendment the City of Kenai Schedule of Rates, Charges and Fees: That the City of Kenai Schedule or Rates, Charges and Fees for Library Fees is hereby amended as follows:

Library Fees

[APX - LIBRARY REGULATIONS AND POLICIES]

1. Default fees for lost, stolen or damaged materials when no retail value is available.
 - a. Adult book (hardcover) \$33.00
 - b. Adult large print \$40.00
 - c. Adult audiobook \$50.00
 - d. Youth board book \$10.00
 - e. Youth book (hardcover) or picture book \$25.00
 - f. Youth audiobook \$25.00
 - g. Adult/youth trade paperbacks \$15.00
 - h. Adult/youth mass market paperbacks \$10.00
 - i. Magazines \$5.00
 - j. Video/DVD/music CD \$30.00
 - k. DVD set \$50.00
 - l. Interlibrary loan item (fee or actual cost charged by lender) \$30.00
 - m. Juvenile kits/Adult kits/Playaway launchpads \$150.00
 - n. Microfilm reel or microfiche \$35.00
 - o. Chromebook kit \$370.00



p.	Laptop	\$800.00
2.	Proctoring per test	\$25.00
3.	Replacement Costs	Costs
a.	processing fee for all lost/damaged items	\$5.00
b.	processing labels (e.g., spine labels, barcodes, etc.	\$1.00
c.	RFID Tag	\$1.00
d.	replacement library card	\$1.00
e.	book covers	\$2.00
f.	Tonie, Yoto, music CD or single disc DVD case	\$2.00
g.	multidisc DVD or audiobook case	\$5.00
h.	power cord Chromebook/Laptop	\$20.00
i.	power cord Launchpads, Tonies, etc.	\$10.00
4.	Damages	
a.	defaced or torn pages per page	\$2.00
5.	Photocopying and Printing	
a.	Black & white prints or copies (per single-sided page)	\$0.25
b.	Color - photocopies only (per single-sided page)	\$0.50

Removes the reference to the KMC Appendices - Library Regulations and Policies from the City of Kenai Schedule of Rates, Changes and Fees.



**CITY OF KENAI
LIB 30.001
MISSION, VISION AND CORE VALUES**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.001 LIBRARY MISSION, VISION, AND CORE VALUES

This document defines the mission, vision, and values of the Kenai Community Library. Together, these statements guide policy, planning, and service delivery in support of the library's role as a municipal public service.

1. Mission

The mission of the Kenai Community Library is to provide a welcoming space where people can connect, learn, discover, and grow.

2. Vision

The Kenai Community Library's vision is to be the confluence of ideas and information to empower our thriving community.

3. Core Values

The library's core values define the principles that guide how staff conduct their work, interact with the public, and make decisions in service to the community.

- **Access for All** -- Everyone is welcome. We provide free and open access to information, services, and spaces for all members of the community.
- **Intellectual Freedom** -- We support the right to read, explore, and think freely. People should be able to seek and receive information from all points of view without restriction.
- **Professionalism and Stewardship** -- We serve our community with integrity and care, using public resources wisely and responsibly.
- **Diversity** -- We value and respect people of all backgrounds, experiences, and perspectives.
- **Education and Learning** -- We support lifelong learning through programs, resources, and opportunities for personal growth. We promote curiosity, discovery, and the joy of learning at every age and stage of life.
- **Innovation** -- We embrace creativity and new ideas to better serve our community and adapt to changing needs.
- **Community Engagement** -- We connect with and listen to our community to understand and respond to local needs and interests.

Effective Date	Description of Changes
1999	First documented revision
2000	Revised
2006	Revised
Pending	Revised

**CITY OF KENAI
LIB– 30.002
GIFT ACCEPTANCE**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.002**GIFT ACCEPTANCE**

This policy establishes the conditions under which the library may accept gifts and donations. It applies to all donated materials, monetary contributions, and other items offered to the Kenai Community Library and provides guidance to ensure gifts support the Library's mission and operational needs.

1. Materials

The library may accept donated materials as space allows. Such materials are evaluated according to the same criteria as purchased materials.

2. Memorial Donations

Community groups or individuals interested in donating a book in honor or memory of someone may contact library staff to determine what might best fit the collection and respect the memory of the honoree.

3. Funding Support

Funding donations to benefit the library can be made directly to the library or to the Friends of the Kenai Community Library, a 501(c)(3) nonprofit organization that supports the library's programs and services. Funding donations to the library supplement the collection, purchases or upgrades for library equipment, and support library programs and services.

4. Other Information

The library does not accept donations that are not outright gifts and reserves the right to decline any donation that interferes with its mission or creates undue obligations. The library retains sole discretion over the use or disposition of donated materials.

The library cannot appraise gifts for tax purposes, but will provide a signed and dated gift statement upon request.

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2025	Initial policy drafted
Pending	Policy title, format, and numbering updated

Effective Date: Pending

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**CITY OF KENAI
LIB– 30.002
GIFT ACCEPTANCE**

Approved by: Library Director, City Attorney, City Manager

See Also: LIB--30.401

**CITY OF KENAI
LIB- 30.101
LIBRARY PRIVACY AND CONFIDENTIALITY POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.101 LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

This policy applies to all services, records, and interactions provided or managed by the library. It governs the collection, use, protection, and disclosure of personally identifiable information and ensures that all patron records remain confidential to the fullest extent permitted by law.

1. Public Areas and Privacy

The library is a public facility, and individuals using public areas should understand that these spaces are open and visible to others. However, library staff will not disclose whether a particular individual is or has been present in the building.

2. Confidentiality of Library Records

The statutory law of the State of Alaska regarding the confidentiality of library records, AS 40.25.140, reads as follows:

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

3. Collection of Information

The library collects only the information necessary to provide library services, maintain accurate records and statistics, and comply with legal obligations. This includes:

- Personally identifiable information (PII) such as name, address, contact information, birthdate, and government-issued ID number.
- Circulation records, including current checkouts, hold requests, overdue or lost material information, and fines and payments. The library does not retain borrowing history once items are returned.
- Anonymous usage information, such as IP addresses, browser types and device information, dates and times of use, and session cookies. This information is used only to improve services and troubleshoot technical issues. The library does not track specific websites visited by patrons or sell/share data with advertisers.

4. Security Cameras

CITY OF KENAI
LIB– 30.101
LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

Approved by: Library Director, City Attorney, City Manager

The library uses security cameras in public areas of its facility to help maintain a safe and secure environment for patrons, staff, and property. Cameras are not used to monitor individual reading, viewing, or browsing habits.

The monitoring, access, and use of security camera recordings are governed by city policy ADM—70.002.

5. Third-Party Services

The library provides access to third-party platforms that operate under their own privacy policies. Patrons are encouraged to review vendor privacy statements before using these services.

6. Access and Protection of Records

The library complies with local, state, and federal laws regarding patron privacy and confidentiality. Measures include staff training and controlled access. Access is granted as follows:

- Library staff at any member library of the Alaska Library Catalog (ALC) may access records only as needed to perform their job duties.
- Anyone with the physical library card may check out items, place holds, or return materials, pay bills, and receive a list of current checkouts. However, only the cardholder may request information about or make changes to their account. Verification of identity* is required.
- Anyone requesting information about items borrowed or fines/fees owed over the phone may be given the information by providing their library card number. However, staff cannot give out account numbers or PII over the phone.
- Parents or guardians of minors may see titles of items borrowed only if they provide the child's library card or if the child is present and gives permission. The parent or guardian must be listed on the account and must verify their identity. Minor personal information such as address and phone number are not provided to anyone, including the parent or guardian. Parents may be told if their child has a library account. If a child's identity must be verified using personally identifying information, the parent must provide that information; staff shall not disclose it.
- All notices mailed to patrons will be in envelopes or otherwise suitably masked to maintain confidentiality.
- Law enforcement may access records only as required by law, including a valid subpoena or search warrant.

7. *Verification of Identity

The following are examples of acceptable identification:

CITY OF KENAI
LIB– 30.101
LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

Approved by: Library Director, City Attorney, City Manager

- Passport.
- Alaska Driver's License or valid Alaska Learner's permit.
- Valid Out-of-State Driver's License.
- State of Alaska personal identification card.
- Tribal ID
- Military Identification Card.
- School issued student picture ID
- Alien Registration Card
- Employer Picture ID
- Other government-issued photo ID (including photo ID's issued by other countries)

8. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2020	Initial policy drafted
Pending	Revised

See Also: ADM—70.002, LIB--30.101.01-P

**CITY OF KENAI
LIB- 30.201
LIBRARY CODE OF CONDUCT**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.201**LIBRARY CODE OF CONDUCT**

The Library Code of Conduct applies to all staff, patrons, volunteers, and community members, and it applies everywhere the library provides service, including on Library property, in the community, through our website or social media, and by phone or email. It outlines reasonable expectations for the use of the library as a community resource.

1. Everyone Using Library Services is Entitled to:

- Privacy and confidentiality in using library services and collections
- Free and equal access to resources and services without discrimination or harassment
- Courtesy and respect from staff and fellow patrons
- A clean, safe, and welcoming environment

2. Everyone Using Library Services Is Expected To:

- Be safe
- Be respectful of one another, staff, and the space we share
- Be aware that violence, intimidation, harassment, and hateful speech directed at another person will not be tolerated

3. Certain Behaviors Are Prohibited:

- Any behavior that is disruptive to library use, including running, jumping, loud conversations (in person or on mobile devices), and other excessive noise.
- Any activity in violation of federal law, state law, local ordinance, or library policies.
- Verbally, visually, or physically threatening or harassing patrons, staff, or volunteers, including stalking, offensive touching, obscene gestures, indecent exposure, or sexual acts.
- Deliberate damage to, tampering with, or defacing of library materials, furnishings, equipment or other library property.
- Being under the influence of alcohol/illegal drugs or selling, using, or possessing alcohol/illegal drugs.
- Smoking and vaping in the library or anywhere smoke may enter through entrances, windows, ventilation systems or any other means.
- Strong fragrances and odors that unreasonably interfere with library use.
- Leaving belongings unattended. Unattended items may be removed or discarded. Large items such as luggage, bicycles, or carts are not permitted in the library; assistive devices, strollers, and child carriers are welcome. Keep all items out of aisles, exits, and seating needed by others.
- Blocking aisles, stairways, entrances or exits by sitting or lying down on them.
- Outdoor water spigots and electrical outlets may be used only with library approval.
- Parking on library grounds between 12:00 am. and 5:00 am.

**CITY OF KENAI
LIB- 30.201
LIBRARY CODE OF CONDUCT**

Approved by: Library Director, City Attorney, City Manager

- Eating or drinking near computers. Small snacks and covered drinks are allowed in all other areas.
- Not wearing appropriate clothing such as a shirt and footwear.
- Quiet rest is allowed, but patrons must remain seated and may not lie down.
- Petitioning, selling, or soliciting in areas not designated as a public forum.
- Service animals and animals in approved programs are allowed. Pets are not. Animals may not be left unattended on library property.
- Children under 8 and vulnerable adults must be accompanied and closely supervised by a responsible caregiver at all times. Staff cannot assume responsibility for unattended children or vulnerable adults.

4. The Library Regulates the Use Of The Children's Library (Kid Spot):

- The Kid Spot is reserved for children, their parents or caregivers, and individuals actively using the children's collection or attending programs.
- Adults who are not accompanying children and do not require immediate access to children's materials will be asked to relocate to another section of the library.
- The library reserves the right to utilize the Kid Spot for scheduled events.

5. The Library Enforces This Policy:

If a behavior violates this policy, staff will

- Communicate with the patron to resolve the concern.
- If the issue continues, the patron may be asked to leave for the day.
- For ongoing or serious concerns, the library may suspend privileges or issue a trespass order.
- Law enforcement may be contacted if safety or legal violations occur.
- Violations or any provision of the Kenai Municipal Code may be addressed according to KMC 13.05.

Patrons have the right to appeal suspensions or trespass decisions to the Library Director.

6. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
	Policy predates current documentation
Pending	Revised

Effective Date: Pending

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**CITY OF KENAI
LIB– 30.201
LIBRARY CODE OF CONDUCT**

Approved by: Library Director, City Attorney, City Manager

See Also: ADM—70.001, LIB—30.201.02-P, LIB—30.503

**CITY OF KENAI
LIB– 30.202
CHILDREN AND VULNERABLE ADULTS SAFETY POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.202 CHILDREN AND VULNERABLE ADULTS SAFETY POLICY

This policy is intended to support the safety and well-being of minors and vulnerable adults while using library facilities and services.

1. Definitions

A Minor is a person under the age of 18.

A vulnerable adult is a person over the age of 18 years old who is unable to care for themselves, protect themselves from harm, or follow library behavior guidelines independently.

2. Supervision and Responsibility

Kenai Community Library staff do not have the legal responsibility to provide supervision or act in place of the parent, guardian, or caregiver. Responsibility for a child's or vulnerable adult's behavior and safety remains with the parent, guardian or caregiver at all times, including when the parent, guardian or caregiver is not physically present.

Parents, guardians or caregivers must remain within direct line of sight of children under the age of 8 at all times.

Children ages 8 and older may be at the library unattended if they can understand and follow the Library Code of Conduct and staff directions.

If a child or vulnerable adult is left unattended and an issue arises, or if a child or vulnerable adult is left without transportation at closing, library staff will attempt to contact a parent, guardian or caregiver.

If a parent or caregiver cannot be reached, the Kenai Police Department will be contacted to assist. A staff member will remain on the premises until authorities arrive.

3. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
3/6/2008	Adopted
Pending	Revised

See Also: LIB—30.201

**CITY OF KENAI
LIB– 30.301
CIRCULATION POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.301**CIRCULATION POLICY**

This policy establishes the eligibility, application, and responsibilities for obtaining and maintaining a Kenai Community Library card, as well as the rules for borrowing, renewing, and returning library materials. It applies to all physical and digital items, ensuring fair, consistent, and equitable access to the library's collections.

1. Library Card Eligibility

Resident Library Cards. The Kenai Community Library issues free cards to Alaska residents age 18 or older who do not already hold a card in Kenai or within the Alaska Library Catalog (ALC) consortium. To obtain a card, applicants must present a valid photo identification and proof of current mailing address, if it is not listed on the photo ID. Applicants under the age of 18 must be accompanied by a parent or legal guardian, who must sign the application and provide required identification.

Resident library cards expire every two years and must be renewed to ensure account information remains current.

Temporary Library Cards. Alaska residents who cannot provide valid proof of address at the time of their application may apply for a temporary card. A temporary card has limited borrowing privileges and expires after 21 days. A temporary card may be renewed or converted to a resident library card upon presentation of valid photo ID and proof of mailing address.

Non-Resident Cards. Individuals who do not claim residency in Alaska may apply for a non-resident card. A non-resident card has limited borrowing privileges, expires after 90 days, and can only be renewed in person.

Expired Cards. Library accounts that remain expired for an extended period, unless there are outstanding fines or fees, are removed from the library's database in accordance with the City of Kenai's retention policy.

2. Borrowing Library Materials

All library materials must be checked out using a library card in good standing before leaving the building.

The library has established borrowing limits, as well as limits on loan periods, renewals, and hold requests to ensure broad access. These limits are regularly reviewed and adjusted as needed to meet changing community needs.

Kenai Community Library cardholders in good standing may borrow circulating materials from the collection, use in-library services such as public computers, access licensed online content, borrow materials from any Alaska Library Catalog (ALC) partner library, and use Interlibrary Loan services. Some restrictions apply for temporary and non-resident cards.

**CITY OF KENAI
LIB– 30.301
CIRCULATION POLICY**

Approved by: Library Director, City Attorney, City Manager

Alaska Library Catalog (ALC) partner library cardholders in good standing may borrow circulating materials from the Kenai Community Library and use in-library services such as public computers; however, access to licensed digital content and Interlibrary Loan services is restricted.

Any materials borrowed through the Alaska Library Catalog and Interlibrary Loan are subject to the policies of the owning library.

3. Borrower Responsibilities

Cardholders are responsible for:

- Returning materials on time and in good condition
- Verifying all items in media cases and kits
- Paying fees for lost or damaged items
- Reporting lost or stolen cards
- Keeping contact information current

Parents or legal guardians are responsible for the accounts of minor cardholders, including all items borrowed and any fines or fees incurred on the minor's card.

Accounts are blocked for lost items, fines totaling \$10 or more, or undeliverable mail. Access is reinstated once issues are resolved.

4. Fines and Fees

The Kenai Community Library does not charge late fines for overdue items, but costs are assessed for items that are lost, stolen, damaged or returned with missing pieces, in accordance with Kenai Community Library procedures and the City of Kenai Fee Schedule. Materials borrowed from partner or Interlibrary Loan libraries are subject to the owning library's fines and fees.

5. Confidentiality

In accordance with Alaska Statute 40.25.140 Confidentiality of Library Records and the Library Privacy and Confidentiality Policy, all patron records are confidential to the fullest extent permitted by law.

6. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
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Effective Date: Pending

Page 3 of 3

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**CITY OF KENAI
LIB– 30.301
CIRCULATION POLICY**

Approved by: Library Director, City Attorney, City Manager

Pending

Supersedes KMC 1.56.025, KMC 1.56.040, KMC 1.56.045, KMC
Appendices--Library Regulations

See Also: LIB—30.101, LIB—30.201, LIB—30.301.01-A, LIB—30.301.01-P, LIB—30.301.02-P
City of Kenai Records Management Schedule and Retention Policy

**CITY OF KENAI
LIB– 30.302
LIBRARY COMPUTER & INTERNET USE POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.302 LIBRARY COMPUTER & INTERNET USE POLICY

This policy applies to all public computers and wireless networks provided by the library. It governs use by patrons of all ages, as well as staff in the course of their duties, to ensure equitable access, responsible use, and a safe environment for everyone.

1. Access and General Information

The Kenai Community Library supports intellectual freedom and is committed to providing free public access to all sources of information, including those delivered over the Internet. The library does not use Internet filters; all online content is accessible at the user's discretion and risk. The library cannot guarantee the quality, accuracy, or appropriateness of online content.

Free public computer access is available on a first-come, first-served basis during library hours. Time limits on public access computers are set by the library to ensure fair access. Free public internet and Wi-Fi are available to all patrons using their own devices; however, Wi-Fi may be unavailable during hours when the library parking lot is closed.

Some internet-enabled devices are available for checkout. Age and circulation restrictions apply.

Online Public Access Catalog (OPAC) stations are configured to allow access only to specific internet sites.

2. Legal and Ethical Use

All existing library and City of Kenai policies, and local, state, and federal laws apply to the library's computer resources. The library requires that all patrons using the library's internet connections do so within the terms of acceptable use. The following are unacceptable:

- Any activities that violate the Library Code of Conduct policy.
- Accessing, downloading, transmitting or sharing content that is illegal under local, state, or federal law. This includes child sexual abuse material, obscene material as defined by law, and other unlawful content.
- Display of sexually explicit images at any computer in the library in public view.
- Unauthorized disclosure, use, or dissemination of any personal identification information regarding minors.
- Uses that violate copyright laws and licensing agreements.
- Any activities that harm others, their property or compromise privacy or network security.

This includes:

- o Harassment, threats, and stalking, and cyberbullying;
- o Fraud and financial crimes;

**CITY OF KENAI
LIB– 30.302
LIBRARY COMPUTER & INTERNET USE POLICY**

Approved by: Library Director, City Attorney, City Manager

- o Hacking, introducing malware, and deliberately disrupting library systems or networks;
- o Deleting or modifying library software. Attempting to install or run any programs that have not been installed by the library.
- Moving or changing the arrangement of library computers and attached equipment.
- Removing in-library electronic devices from the library building
- Damaging library equipment or disrupting computer use.

3. Access by Minors

The library affirms the right and responsibility of the parent to determine and monitor their own children's use of all library materials and resources. Minors (under 18) must have their own valid library card to access the internet on library devices. Parents and caregivers are encouraged to discuss online behavior, privacy, and safety with their minor children.

Patrons must be at least thirteen (13) years of age to borrow laptops and other internet-enabled devices. Patrons thirteen (13) to seventeen (17) years of age must have a parent or legal guardian provide authorization in person before first check-out. The parent/legal guardian assumes responsibility for the electronic device.

4. Privacy and Security

Internet and other computer use in the library is considered protected by the Confidentiality of Library Records under Alaska Statute 40.25.140. The library upholds patron privacy to the fullest extent permitted by law and policy, and patrons are expected to respect the privacy of others; however, absolute privacy on public computers cannot be guaranteed. While library staff do not routinely monitor computer use, the library reserves the right to do so when a violation of this policy or illegal activity is suspected.

Patrons should not save files on library computers, as they are set to erase all data after logout.

The library's wireless network is public, and users should safeguard personal devices and sensitive data.

Patrons use the internet is at their own risk. The library is not liable for data loss, damage, or exposure to harmful content.

5. Enforcement

The library may end any session that disrupts services or violates policy. Violations may also result in the temporary loss of library privileges, in accordance with the Library Code of Conduct policy and the City of Kenai's Trespassing Individuals from City Facilities Policy.

CITY OF KENAI
LIB– 30.302
LIBRARY COMPUTER & INTERNET USE POLICY

Approved by: Library Director, City Attorney, City Manager

Users will be held responsible for any damage to hardware, software, data, furniture or equipment. Library staff may check the workstations after each use.

Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

6. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2011	First documented revision date
2013	Revised
Pending	Revised

See also: ADM 70.001, LIB 30.101, LIB 30.201, LIB 30.301.01-A

**CITY OF KENAI
LIB– 30.303
Programs**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.303

PROGRAMS

The Kenai Community Library provides programs that support its mission to provide a welcoming space where people can connect, learn, discover, and grow; reflect community interests; and advance educational, cultural, and informational goals, within available space, staffing, and budgetary resources.

Library programs are primarily planned, developed, and presented by library staff, though the Friends of the Kenai Community Library may occasionally organize programs in coordination with the library.

Library programs are offered free of charge and are open to the public. In limited circumstances, participants may be asked to contribute toward the cost of program supplies, or when fundraising is conducted by the Friends of the Kenai Community Library.

The library, or the Friends of the Library, may co-host programs with outside experts or community presenters when their expertise supports community needs and aligns with the library's mission. All co-hosted events require review by library staff and approval by the Library Director. The library retains final authority over the selection, scheduling, and content of all programs and presenters.

The library may take photos or videos at events for the purpose of promoting library programs to the public.

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
Pending	Initial policy drafted

**CITY OF KENAI
LIB- 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.401 LIBRARY MATERIAL SELECTION POLICY

This policy guides the development and maintenance of a collection that supports the informational, educational, cultural, and recreational needs of the community. It explains how materials are selected, maintained, and deselected to ensure the collection remains current, balanced, and responsive to community use.

1. Selection Responsibilities

The Library Director has ultimate responsibility for collection development and maintenance. Under the Director's guidance, staff may assist with the selection, acquisition, cataloging, promotion, and deselection of materials.

As a member of the Alaska Library Catalog, the library also considers the breadth of resources available through partner libraries when making selection and deselection decisions.

2. Selection Guidelines

Selection of materials is guided by community needs and the balance and comprehensiveness of the collection. No single standard applies to all selection decisions. Materials are evaluated as a whole based on their purpose, intended audience, and overall merit, including artistic, scholarly, informational, or recreational value.

Selection decisions are based on one or more of the following factors:

- Cultural, recreational, informational and/or educational value
- Local interest and anticipated use by patrons
- Usefulness in relation to other materials in the collection
- Inclusion in standard bibliographies and review sources
- Accuracy, effectiveness, and timeliness
- Qualifications and/or significance of the author
- Local availability of similar material
- Suitability of form for library use
- Cost and budget considerations
- Space limitations

3. Digital Resources

Digital resources, including digital books, audiobooks, and magazines, as well as streaming services and online databases are subject to the same general selection criteria as print materials.

4. AI-Generated Materials

**CITY OF KENAI
LIB- 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

The library will make reasonable efforts not to purchase AI-generated content, or AI-generated audio editions of human-created works. AI-generated content inadvertently added to the collection will not be withdrawn unless it meets one or more criteria for withdrawal. AI-assisted content is permitted in the library's collection, subject to the same requirements and criteria as wholly human-authored works. AI-assisted content is work that is written by a human but for which the author used AI tools to edit, refine, or error-check the work.

5. Special Collections

Staff may create or curate special collections such as kits, games, and other nontraditional resources to fit community and educational needs.

6. Textbooks

The library does not purchase textbooks used in local schools, colleges or universities. Academic materials may be added to the collection if they provide the best general interest coverage of a subject.

7. Community Input

The library welcomes suggestions for possible purchases. All suggestions are considered using the same criteria as all other materials.

8. Donated Materials

The library may accept donated materials as space allows. Donated materials are evaluated according to the same criteria as purchased materials.

9. Self-Published Items

The library does not generally accept self-published items as donations for inclusion in the collection and does not purchase self-published works. To support local creativity, the library may consider donated copies of locally created, self-published titles; however, acceptance is not guaranteed. Any self-published items added to the collection are subject to the same maintenance and withdrawal criteria as all other library materials.

10. Intellectual Freedom and First Amendment Principles

As a public institution, the library upholds the First Amendment by providing access to materials representing a broad range of viewpoints. Decisions regarding library materials are made using the criteria outlined above. Disagreement with ideas, content, or perspectives alone does not constitute a sufficient basis for restricting access. Individuals may choose materials for themselves or their own children but may not limit the access of others.

**CITY OF KENAI
LIB- 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

In support of these principles, the library endorses the American Library Association's *Library Bill of Rights* and its interpretations, as well as the *Freedom to Read, Freedom to View*, and *Libraries: An American Value* statements (see LIB 30.400-A).

11. Reconsideration of Library Materials

The library values community input regarding its collections. Individuals who wish to request the reconsideration of library materials must submit a written Request for Reconsideration form.

Requestors must be Kenai Library cardholders or the parent or guardian of a cardholder and live in the library's service area. A separate form must be submitted for each of the items under consideration.

Requests are reviewed by library staff using the selection criteria outlined in this policy and in alignment with the library's mission, policies, and First Amendment obligations. Materials under review will remain available during the reconsideration process, and no library material shall be removed from the collection except when the item no longer meets the library's selection criteria or by order of a court of competent jurisdiction. A written response will be provided to the requesting patron. The library director will discuss the decision if requested. This concludes the library's reconsideration process. The decision will remain in effect for two years.

As a member of the Alaska Library Catalog, the library respects the policies of partner libraries and works collaboratively within the consortium, while ensuring that its own policies and principles of intellectual freedom remain consistent.

12. Collection Maintenance

The collection is regularly evaluated to remain accurate, useful, and relevant. Materials that are no longer useful are systematically withdrawn from the collection. Factors considered include:

- Physical condition
- Frequency of use
- Obsolescence of information
- Duplication of copies and availability of similar materials
- Research, local, or historical value
- Coverage within subject areas

Withdrawn materials may be sold, donated, recycled, or otherwise disposed of in the best interest of the library.

13. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

**CITY OF KENAI
LIB– 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

Effective Date	Description of Changes
1999	First documented revision
2000	Revised
2006	Revised
2021	Revised
Pending	Revised

See also LIB 30.400-A, LIB 30.400.01-P, LIB 30.400.01-F

**CITY OF KENAI
LIB- 30.501
LIBRARY ROOM USE POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.501**LIBRARY ROOM USE POLICY**

The Kenai Community Library provides meeting spaces to support educational, informational, cultural, civic, professional, and collaborative activities that benefit the community. This policy establishes the principles governing the public use of library meeting spaces and authorizes the development of administrative procedures for their operation.

1. The Library Provides Meeting Rooms

The library has study rooms and conference rooms for library-sponsored activities and, when available, for public use.

Meeting spaces include study rooms designed for individuals and small groups, as well as conference rooms intended for larger meetings and events.

Areas designated for library operations, including staff offices, workrooms, break rooms, and storage areas, are not available for public use.

2. Library and City Activities Receive Priority

Library activities, Friends of the Kenai Community Library activities, and the City of Kenai have priority over all other uses of library meeting spaces.

When not needed for these purposes, library meeting rooms are available for public use in accordance with this policy.

The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting rooms are available to all, including religious and political groups. The content of meetings is determined solely by the groups holding the meetings.

3. Meeting Spaces May Be Reserved

Library meeting spaces are available without charge to support educational, informational, cultural, civic, professional, and collaborative activities.

Reservations must be made by adults (18+). Individuals making the meeting room reservation must provide the library with contact information and attend the meeting.

All meetings must be free. No fee may be charged for attendance. No products, services, or memberships may be advertised, solicited, or sold. The only exceptions to this rule are for charges or sales which directly benefit the public library and are approved in advance by the Library Director.

**CITY OF KENAI
LIB- 30.501
LIBRARY ROOM USE POLICY**

Approved by: Library Director, City Attorney, City Manager

Rooms may not be used solely for personal purposes. Celebrations such as birthdays, wedding receptions, and baby showers are considered solely personal.

Use of a meeting space must not interfere with normal library operations or the use of the library by others.

Public use of library meeting spaces is limited to the library's posted hours of operation.

The library may cancel, relocate, or modify reservations when necessary to accommodate library operations, emergencies, maintenance, safety, or other circumstances affecting the operation of the library.

4. Certain Activities Are Prohibited

Meeting spaces may not be used for activities or equipment that:

- Are prohibited by law.
- Are inconsistent with this policy, the Library Code of Conduct, or other applicable library and city policies.
- Damage library property, create safety hazards, exceed occupancy limits, or are inconsistent with the intended use of the facility.

Administrative procedures may establish additional operational requirements necessary for the safe and equitable management of library meeting spaces.

5. Users Are Responsible For Their Activities

Individuals and organizations using library meeting spaces are responsible for:

- Complying with the Library Code of Conduct, this policy, and all applicable laws.
- Ensuring that participants conduct themselves in a safe and respectful manner.
- Using meeting spaces only for approved purposes.
- Adhering to established occupancy limits and safety requirements.
- Ending their activities and vacating meeting spaces at the conclusion of their reservation period and complying with any library closing requirements.
- Leaving meeting spaces in clean, orderly condition.
- Promptly reporting any damage or safety concerns to library staff.

Users are financially responsible for damage to library property or for extraordinary cleaning resulting from their use of a meeting space.

6. Use Does Not Constitute Endorsement

**CITY OF KENAI
LIB– 30.501
LIBRARY ROOM USE POLICY**

Approved by: Library Director, City Attorney, City Manager

Use of a library meeting space does not imply sponsorship or endorsement by the Kenai Community Library or the City of Kenai.

No advertisement, announcement, or promotional material may state or imply such endorsement without prior written authorization from the Library Director.

Groups using library meeting spaces must include the following statement on promotional materials:

"This event is not sponsored or endorsed by the Kenai Community Library or the City of Kenai."

7. The Library Enforces This Policy

The library may deny, suspend, cancel, or terminate meeting room reservations or future reservation privileges for violations of this policy, applicable laws, the Library Code of Conduct, applicable administrative procedures, or when necessary to protect the safety of library users, staff, facilities, or operations. Appeals of administrative decisions may be submitted to the Library Director. The Library Director's decision is final.

Nothing in this policy limits the library's authority to enforce applicable laws or other library policies.

8. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy. Such procedures may address reservation processes, scheduling priorities, reservation limits, room assignments, equipment use, cleaning and damage fees, cancellations, and other operational matters necessary for the effective management of library meeting spaces.

Effective Date	Description of Changes
2001	First documented revision
12/1/2006	Revised
3/2/2011	Revised
6/11/2024	Revised and expanded
Pending	Policy updated

See Also: LIB—30.201, LIB—30.303, LIB—30.501-A

CITY OF KENAI
LIB- 30.502
DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

Approved by: Library Director, City Attorney, City Manager

LIB – 30.502 DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

This policy governs library-curated displays and exhibits, as well as bulletin board postings and information racks within library facilities and defines staff authority, selection standards, and non-endorsement provisions.

1. Library Displays and Exhibits

The library provides displays and exhibits that support its mission to provide a welcoming space where people can connect, learn, discover, and grow. Library displays and exhibits are curated by library staff and may incorporate materials or contributions from community members or subject matter experts. Inclusion of materials or participation by outside individuals or organizations does not constitute endorsement by the library or the City of Kenai.

The library retains final authority over the selection, content, presentation, location, and duration of all displays and exhibits.

2. Bulletin Boards and Distribution Areas reserved for Use by the Library

Some bulletin boards and distribution areas, including some digital formats, are for the library's exclusive use. In reserved areas, the library posts and distributes material:

- Related to library services, programs, and events.
- Provided by the Friends of the Kenai Community Library.
- Provided by other governmental entities, such as the city of Kenai, the Kenai Peninsula Borough, state and federal governments.

3. Information Racks

The library has limited space for brochures and informational handouts. Materials relating to the library will have first priority. Space permitting, brochures, pamphlets, and other giveaway materials are curated by library staff and may be placed on community display racks or in brochure holders. Organizations may request inclusion, but materials must be related to local services, library programs, or community resources; commercial or business advertising is not permitted.

4. Other Bulletin Boards and Distribution Areas

The library provides a designated bulletin board area for posting information of community interest, including civic, cultural, and educational information. The term "postings" includes flyers, posters, and handouts.

All postings require prior approval from library staff and must be placed only in designated spaces. All postings must include the date and the name and contact information of the

CITY OF KENAI
LIB– 30.502
DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

Approved by: Library Director, City Attorney, City Manager

sponsoring organization or authorized representative. Space is available on a first-come basis, limited to one posting per service or event. Preferred size is 8½ x 11 inches or no larger than 11 x 17 inches.

Posting by outside organizations does not imply endorsement or sponsorship by the Kenai Community Library or the City of Kenai. Postings may be removed when they are no longer timely, when space is needed, or at the discretion of the library.

The library reserves the right to remove any posting and is not responsible for preserving or protecting posted materials. Users may not move, remove, alter, or deface postings.

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2023	Initial draft from KMC Appendices—Library Regulations and Policies-Exhibits
Pending	Revised and expanded

CITY OF KENAI
LIB- 30.503
SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS POLICY

Approved by: Library Director, City Attorney, City Manager

LIB – 30.503 SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS

This policy governs solicitation, petitions, and the distribution of non-library materials on library premises to ensure the safe, equitable, and uninterrupted use of library facilities by all patrons.

1. General Statement

The Kenai Community Library has designated areas of library grounds as public forums open to public expression, including the circulation of petitions and distribution of literature, subject to applicable local, state, and federal laws and to the restrictions set forth in this policy.

The library does not sponsor, endorse, or oppose any views expressed or materials distributed under this policy. Permission to engage in these activities does not imply approval by the library or the City of Kenai.

2. Designated and Restricted Areas

Circulation of petitions and distribution of literature are prohibited in the following areas:

- Inside the library building
- Under the covered library entrance
- In parking areas

These restrictions are necessary to maintain safety and ensure unobstructed access to library facilities. All remaining library grounds are designated as public forum areas.

3. Solicitation of Funds

Solicitation of funds is not permitted in the library building or on library grounds, with the exception of activities that benefit the library or the Friends of the Kenai Community Library.

4. Conduct and Use of Space

All individuals engaging in activities covered by this policy must comply with the Library Code of Conduct Policy, which is posted in the library and available on the library's website. Expressive activities in designated public forum areas must not:

- Disturb or harass library patrons or staff
- Impede ingress to or egress from the library
- Create safety hazards
- Interfere with normal library operations or use of library property

The library may impose reasonable limitations on when, where, and how these activities occur in order to protect library operations and public access.

**CITY OF KENAI
LIB– 30.503
SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS POLICY**

Approved by: Library Director, City Attorney, City Manager

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
Pending	Initial policy drafted

See also LIB 30.201

**CITY OF KENAI
LIB– 30.601
LIBRARY VOLUNTEER POLICY**

Approved by: Library Director, City Attorney , City Manager

LIB – 30.601**LIBRARY VOLUNTEER POLICY**

The Kenai Community Library values volunteers as an important part of its mission to provide a welcoming space where people can connect, learn, discover, and grow. Volunteer service enhances library operations, supports staff, expands and enriches programs, and promotes public awareness of library services. This policy defines the role and expectations of library volunteers and outlines procedures for recruiting, selecting, and training volunteers to ensure their time and talents are used effectively and responsibly.

1. Volunteer Definition

A library volunteer is defined as an individual who provides services to, or on behalf of, the library without promise, expectation, or receipt of compensation for services rendered. Volunteers supplement, but do not replace, the work of paid staff and are not eligible for wages, benefits, or other compensation provided to city employees. Volunteer service does not create an employment or contractual relationship, and either the volunteer or the library may end the volunteer relationship at any time.

2. Application Process

Individuals interested in volunteering at the library must submit a volunteer application. Volunteers are recruited and selected without regard to age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic status, education level or any other legally protected characteristics. A background check, and where applicable, reference checking may be required before a candidate can begin an assignment.

Volunteers are selected based on their qualifications in relation to the needs of the library. Volunteers are placed in positions that best align with their skills, interests and availability. The library does not guarantee placement for any prospective volunteer and reserves the right to accept or decline any application at its discretion.

Volunteers under the age of 18 must have written parental or guardian consent and cannot volunteer more than 4 hours per day. Generally, the library will not accept volunteers under the age of 14.

3. Training and Responsibilities

All volunteers must complete a library orientation and any required training and review relevant library policies and procedures before beginning service. Volunteer assignments and schedules are coordinated by a designated library staff member.

Volunteers may assist staff with a variety of tasks, including programming support, cleaning and light maintenance, circulation support (such as shelving, shelf-reading, and shifting collections), collection maintenance, and special or short-term projects.

**CITY OF KENAI
LIB– 30.601
LIBRARY VOLUNTEER POLICY**

Approved by: Library Director, City Attorney , City Manager

While performing library duties, volunteers represent the library and are expected to follow all library policies and conduct themselves professionally, particularly when interacting with the public.

4. Confidentiality and Privacy

Volunteers are not permitted access to patron records, confidential information, or the library's circulation system or Integrated Library System (ILS). Volunteers may not perform any activities that could disclose confidential patron information and may access non-public areas of the library only while actively volunteering and under staff supervision.

The library is committed to protecting patron privacy. Volunteers may become aware of information that is confidential in nature. Such information must be kept strictly confidential and may not be disclosed to any person, including family, friends, or acquaintances. Volunteers may not remove, copy, or disclose any library records, reports, or documents in any form.

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
September 2022	Initial policy drafted
Pending	Policy title, format, and numbering updated

See Also: LIB—30.301, LIB—30.201,



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3545-2026**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL AND SENIOR CENTER IMPROVEMENT CAPITAL PROJECT FUNDS TO PROVIDE SUPPLEMENTAL FUNDING FOR THE SENIOR CENTER CANOPY ROOF REPLACEMENT PROJECT.

WHEREAS, funding for this project was originally completed through the Capital Budget and additional funding and award of the contract was completed through Ordinance 3533-2026; and,

WHEREAS, the structural joists supporting the roofing are in poor condition and need replacement; and,

WHEREAS, an additional appropriation of \$45,000 is needed to replace the joists and the metal trim and soffit; and,

WHEREAS, a double reading of this ordinance is requested to facilitate completion of repairs during this construction season; 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; and,

WHEREAS, it is in the best interest of the City to appropriate these additional funds.

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

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

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$45,000</u>

Increase Appropriations –	
Transfer to Senior Center Improvement Capital Fund	<u>\$45,000</u>

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

Senior Center Improvement Capital Project Fund:

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$45,000</u>

Increase Appropriations –	
Canopy Roof Repair - Construction	<u>\$45,000</u>

Section 3. 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 4. 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 16TH DAY OF SEPTEMBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	September 16, 2026
Enacted:	September 16, 2026
Effective:	September 16, 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: Lee Frey, Public Works Director

DATE: September 8, 2026

SUBJECT: **Ordinance No. 3545-2026** - Increasing Estimated Revenues and Appropriations in the General and Senior Center Improvement Capital Project Funds to Provide Supplemental Funding for the Senior Center Canopy Roof Replacement Project.

This memo requests Council's approval to appropriate additional funds for the Senior Center Canopy Roof Replacement. Original funding was appropriated through the Capital Budget for this project. This contract was awarded to Orion Construction and additional funding was appropriated through Ordinance 3533-2026.

The roof had been leaking for an extended period of time and replacement of what was expected to be damaged roof sheathing was included in the project scope. After demolition of the roofing and sheathing was completed, it was determined that the structural joists supporting the roofing are in poor condition and need replaced as well. A revised design to replace the joists and metal trim and soffit was completed to develop a quote for replacement. An additional \$45,000 is needed to complete the additional work.

Appropriation of the additional funding is in the best interest of the City. A double reading of the Ordinance is requested to be able to approve the additional work as soon as possible as the work is currently on hold. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-61**

A RESOLUTION AUTHORIZING PURCHASE OF TWO POLICE INTERCEPTORS USING THE CITY'S FLEET REPLACEMENT FUND AND THE STATE OF ALASKA EQUIPMENT FLEET CONTRACT.

WHEREAS, the City evaluated its utility vehicles within its fleet to determine the efficiency of current vehicles and replacement needs; and,

WHEREAS, the City fleet replacement plan calls for the replacement of two Police Interceptor Ford Explorer SUVs in FY26, which are now available under a State of Alaska equipment fleet contract pricing; and,

WHEREAS, the Police Department requests to order/purchase two Police Interceptor Ford Explorer SUVs for a total estimated cost of \$112,420 (\$56,210 each); and,

WHEREAS, upfitting of the two vehicles at a not to exceed cost of \$40,000 will be completed with City Fleet Replacement Funds; and,

WHEREAS, funding for this purchase is available in the City's Fleet Replacement Fund and this does not require further appropriation; and,

WHEREAS, KMC 7.15.070(b)(4) allows the City of Kenai to purchase equipment without competition if the equipment is purchasable under the contract of another governmental agency in which contract the City is authorized to participate; and,

WHEREAS, in past years the City of Kenai has purchased vehicles through the State of Alaska equipment fleet contract and this purchase 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 Manager is authorized to use the Fleet Replacement Fund for the purchase of two Police Interceptor Ford Explorer SUVs at the approximate cost of \$112,420.

Section 2. That the City Manager is authorized to use State of Alaska Equipment Fleet Contract for the purchase of two Police Interceptor Ford Explorer SUVs from Kendall Ford in accordance with KMC 7.15.070(b)(4).

Section 3. That the City Manager is authorized to use the Fleet Replacement Fund for the upfitting of the two Police Interceptor Ford Explorer SUVs at the not to exceed cost of \$40,000.

Section 4. 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

THROUGH: Terry Eubank, City Manager

FROM: Eric Jean, Assistant Director of Public Works

DATE: September 8, 2026

SUBJECT: **Resolution No. 2026-61** - Authorizing Purchase of Two Police Interceptors Using the City's Fleet Replacement Fund and the State of Alaska Equipment Fleet Contract.

This Resolution authorizes the purchase of two Police Interceptor Ford Explorer SUVs for use as police vehicles for the City of Kenai and using the City's Fleet Replacement Fund for this purchase. Additionally, it authorizes the purchase of the vehicles through Kendal Ford because they are able to give us the Alaska State equipment fleet contract pricing for the selected vehicles. The cost of the Police Interceptors is approximately \$112,420 (\$56,210 each). Lastly it authorized use of the City's Fleet Replacement fund in the not to exceed amount of \$40,000 to upfit the vehicles.

In accordance with the City's fleet replacement plan, the Police Department was scheduled to replace these two vehicles in FY26. The Police Interceptor Ford Explorer SUVs are available under the State Contract pricing. Additional cost to upfit the vehicles will also be spent using the City's Fleet Replacement Fund and those purchases will be made according to the Purchasing Policy. This amount will not exceed \$40,000 for both vehicles and will consist of items such as bumpers, light bars, consoles, gun locks, partitions, transport seats, window barriers, decals, winter tires and rims and other accessories as needed.

KMC 7.15.070(b)(4) allows the City of Kenai to purchase equipment without giving an opportunity for competitive bidding if the equipment is purchasable under the contract of another government agency in which contract the City is authorized to participate.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-62**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR SCADA DESIGN AND INSTALLATION SERVICES.

WHEREAS, a Request for Proposals was released on July 31, 2026 with proposals due on August 27, 2026 for SCADA Design and Installation Services; and,

WHEREAS, six proposals were received and proposals were scored by an evaluation committee as follows:

<u>Consultant</u>	<u>Score</u>
TecPro Ltd.	343.8
Electrical Power Systems, Inc.	316.5
Industrial Systems, Inc.	300.2
Alaska Automation	277.9
Selva LLC	182.2
Kachemak Electric Co.	144.0; and,

WHEREAS, TecPro Ltd. was the highest-ranking proposal; and,

WHEREAS, the proposals were determined to be responsive and responsible; and,

WHEREAS, the SCADA Design and Installation Services project will begin with a \$20,000 contract to complete an evaluation of the system before establishing the project's scope and negotiating a cost to design and install a replacement system; and,

WHEREAS, Council's authorization for the work to complete the replacement of the system will be provided through a purchase order increase request and funding the project may require a future Ordinance or Resolution depending upon final negotiated costs; and,

WHEREAS, it is in the best interest of the City to award the contract for SCADA Design and Installation Services to TecPro Ltd.

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

Section 1. That the City Manager is authorized to execute a contract with TecPro Ltd. in the amount of \$20,000 for SCADA Design and Installation Services.

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

Approved by Finance: _____





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: Lee Frey, Public Works Director

DATE: September 9, 2026

SUBJECT: **Resolution No. 2026-62** - Authorizing a Contract Award for the SCADA Design and Installation Services.

The Request for Proposals for SCADA Design and Installation Services was released on July 31, 2026 and six proposals were received by the due date on August 27, 2026. Proposals were reviewed and scored by an evaluation committee. Proposals received and scores are as follows:

<u>Consultant</u>	<u>Score</u>
TecPro Ltd.	343.8
Electrical Power Systems, Inc.	316.5
Industrial Systems, Inc.	300.2
Alaska Automation	277.9
Selva LLC	182.2
Kachemak Electric Co.	144.0

TecPro Ltd. was the highest ranking proposal for the project. The initial contract will be for \$20,000 to complete an evaluation of our existing SCADA system for the water treatment and distribution system. In the future, a purchase order increase will be requested for this project that will be for replacement of the existing system after negotiations are completed for the project's scope and cost of services+. That increase will be completed through a change order and will not require a Resolution to award the work, but may require an Ordinance or Resolution to fund the project depending upon the final negotiated cost.

It is in the best interest of the City to award the contract for SCADA Design and Installation Services to TecPro Ltd.

**KENAI CITY COUNCIL – REGULAR MEETING
SEPTEMBER 2, 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 September 2, 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
Glenese Pettey
Phil Daniel

Victoria Askin, Vice Mayor
Bridget Grieme
Deborah Sounart (*remote participation*)

A quorum was present.

Also in attendance were:

Scott Bloom, City Attorney
Kevin Buettner, Planning Director (*remote participation*)
Lee Frey, Public Works Director
Ryan Coleman, Police Chief
Shellie Saner, City Clerk
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

Mayor Knackstedt noted the following additions to the Packet:

- | | |
|------------------|--|
| Add to item E.1. | Public Hearing - Ordinance No. 3542-2026 <ul style="list-style-type: none"> • Public Comments |
| Add to item E.3. | Public Hearing - Resolution No. 2026-59 <ul style="list-style-type: none"> • Request to Postpone Indefinitely |
| Add to item E.4. | Public Hearing - Resolution No. 2026-60 <ul style="list-style-type: none"> • Resolution No. 2026-60 (Substitution) |

[Clerk's Note: Agenda item H. 2. Ordinance No. 3544-2026 was added to the Consent Agenda.]

MOTION:

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

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

Mayor Knackstedt opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

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

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Ordinance No. 3542-2026** - Providing for the Submission to the Qualified Voters of the City of Kenai, at the Regular Election to be Held on November 3, 2026, the Question of Enacting Kenai Municipal Code, Section 7.05.031- Residential Property Tax Exemption, to Establish a Residential Property Tax Exemption in the Amount of \$75,000. (Knackstedt, Kisenia)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3542-2026. Council Member Daniel **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment.

Duane Bannock addressed the Council in support of Ordinance No. 3542-2026, noting the potential financial benefit of the proposed property tax exemption to homeowners, particularly young families and first-time homeowners; and supported increasing senior citizen and disabled property tax exemptions to align with those offered by the Kenai Peninsula Borough and indicated his intent to bring those proposals forward for future consideration.

Jim Butler addressed the Council in support of Ordinance No. 3542-2026, noting the proposed property tax exemption would provide an incentive for homeownership and investment in the community, particularly for young families choosing to reside in Kenai.

John Ulen addressed the Council in support of Ordinance No. 3542-2026, noting the proposed property tax exemption would provide an incentive for young families to reside in Kenai.

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

There was discussion regarding describing the proposed property tax exemption as an incentive; clarification was provided that Alaska Statute defines the provision as an exemption and that incentive language could be incorporated into a whereas clause.

MOTION TO AMEND:

Vice Mayor Askin **MOVED** to amend Ordinance No. 3542-2026 as follows:

Sixth whereas clause to read, "an estimated [1,435] 1,421 property owners will be eligible for the proposed exemption exempting an estimated [\$101,655,600] \$99,743,700 in property value, including \$3,346,500 of disabled veteran exemptions (49), [\$35,037,400] \$36,221,900 of senior exemptions [(533)] (551), and [\$63,271,700] \$60,175,300 of eligible property exemptions that do not qualify for the senior or disabled veteran exemption [(853)] 821; and,"

Seventh whereas clause to read, “the total financial impact to the City, at its current tax rate of 4.35 mills, is estimated to be [\$442,202] 433,855 annually with the maximum savings to an individual property owner of \$326.25 annually; and,”

Council Member Daniel **SECONDED** the motion to amend.

UNANIMOUS CONSENT was requested on the motion to amend.

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

MOTION TO AMEND:

Council Member Danie **MOVED** to amend Ordinance No. 3542-2026 as follows:

Section 3, Fiscal Impact paragraph to read, “Eligible property owners could see up to a \$326.25 a reduction in their annual property tax liability due to a portion of their permanent place of residence assessed value being exempt from taxation. If approved, an estimated 1,421 property owners may be eligible, resulting in the exemption of \$99,743,700 in property from taxation and reducing the City of Kenai's real property tax revenue by \$433,885 annually based on the City's currently adopted mill rate of 4.35.”

Council Member Petty **SECONDED** the motion to amend.

UNANIMOUS CONSENT was requested on the motion to amend.

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

[Clerk's Note: There was a 10 minute recess.]

MOTION TO AMEND:

Council Member Petty **MOVED** to amend Ordinance No. 3542-2026 as follows:

Eighth whereas clause to read, “Whereas, it is intended that this exemption if approved by the voters incentivizes primary home ownership in Kenai; and,”

Vice Mayor Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE ON MAIN MOTION AS AMENDED:

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

NAY: None

MAIN MOTION AS AMENDED PASSED.

2. **Ordinance No. 3543-2026** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant From the Federal Aviation Administration and Awarding a Contract for the Airport Perimeter and Security Fence Project. (Administration) [KMC 1.15.070(d)]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)

MOTION:

Vice Mayor Askin **MOVED** to introduce Ordinance No. 3543-2026. Council Member Grieme **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to introduce.

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

MOTION:

Council Member Petty **MOVED** to conduct the second reading on Ordinance No. 3543-2026. Vice Mayor Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to conduct the second reading.

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

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3543-2026. Council Member Petty **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 Ordinance No. 3543-2026 was provided.

Clarification was provided regarding the project cost difference; previously appropriated design funding; construction administration and administrative costs; and that a future resolution would be brought forward to approve the contract.

VOTE:

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

NAY: None

MOTION PASSED.

3. Resolution No. 2026-59 - Authorizing a Contract Award for the Sixth Street Construction Project. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-59. Council Member Daniel **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 requesting postponement indefinitely was provided.

MOTION:

Vice Mayor Askin **MOVED** to postpone Resolution No. 2026-59 indefinitely. Council Member Petty **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to postpone indefinitely.

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

4. Resolution No. 2026-60 - Authorizing a Contract Award for the Strategic Plan Consulting Services. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-60. Council Member Daniel **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.

MOTION:

Vice Mayor Askin **MOVED** to amend Resolution No. 2026-60 by Substitution Resolution No. 2026-60. Council Member Daniel **SECONDED** the motion.

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

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

A summary overview of the memorandum as attached to Resolution No. 2026-60 Substitute was provided.

UNANIMOUS CONSENT was requested the substitute.

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

MOTION PASSED.

F. MINUTES

1. *Regular Meeting of August 19, 2026. (City Clerk)

Approved by the consent agenda.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Ordinance No. 3544-2026** - Amending Kenai Municipal Code Chapter 1.56 Kenai Municipal Library Department, Removing the Library Regulations from the Appendices of Kenai Municipal Code, and Amending the City of Kenai Schedule of Rates, Changes, and Fees for Housekeeping Purposes and to Align the Library with Other City Departments. (Administration)

Approved by the consent agenda.

[Clerk's Note: Ordinance No. 3544-2026 was added to the consent agenda.]

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting September 10, 2026.

2. Airport Commission

No report, next meeting September 10, 2026.

3. Parks and Recreation Commission

Council Member Grieme reported on the August 27, 2026 Work Session Tour, next meeting September 3, 2026.

4. Planning and Zoning Commission

Vice Mayor Askin reported on the August 26, 2026 meeting, next meeting September 9, 2026.

5. Beautification Commission

No report, next meeting September 8, 2026.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Met with ENSTAR President John Sims regarding natural gas supply concerns and the potential for shortages during the upcoming winter.
- Attended the Kenai Peninsula Food Bank Soup Supper fundraiser; Industry Appreciation Day; and the Old Timers Luncheon.

- The 2026 Kenai Silver Salmon Derby was cancelled.

K. ADMINISTRATION REPORTS

1. City Manager - Acting City Manager Frey reported on the following:
 - Welcomed new firefighter Malena Grieme, and new janitors Mathyas Smith and Ellis Notmeyer.
 - Congratulated Branden Skinner on his promotion to Lead Operator and Animal Control Chief Ian Braman on his selection as President of the Alaska Animal Control Association Board.
 - Provided an update on open recruitment.
 - Wildwood Drive repave was preliminary scheduled for late September.
 - Provided an update on the Small Community Air Service Development Grant application.
 - The Kenai Silver Salmon Derby would not be held in 2026 and was anticipated to return in 2027.
 - The annual public surplus auction was completed and a second auction would be held for remaining items.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
 - Alaska Municipal League Annual Conference in December.
 - Mobile Food Vendor webpage and application have been updated.
 - Candidate filing period updates for Kenai and surrounding communities.

L. ADDITIONAL PUBLIC COMMENTS

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

Duane Bannock addressed the Council with appreciation for their action and unanimous support for Ordinance No. 3542-2026 and he indicated support for any additional public informational work session the City may choose to hold on the subject.

2. Council Comments

Council Member Kisena appreciated public participation and the respectful exchange of differing opinions.

Council Member Sounart wished everyone well.

Council Member Daniel reminded motorists to watch for children as the school year begins.

Council Member Grieme recognized National Library Card Month and encouraged community members to get their library card.

Council Member Pettey stated her appreciation for the opportunity to serve and represent the community.

Vice Mayor Askin reported attending Industry Appreciation Day and the Food Bank fundraiser.

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:20 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 2, 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: SEPTEMBER 16, 2026

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	118,516.91
PREMERA	AUGUST PREMIUM	VARIOUS	INSURANCE	225,272.44
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	104,998.18

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
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INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
HDL ENGINEERING	KENAI MUNICIPAL AIRPORT PERIMETER FENCE & GATE IMPROVEMENTS	130823 - A/P IMPROVEMENTS	CONSTRUCTION ADMINISTRATION SERVICES	552,507.00	798,840.00



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: Lee Frey, Public Works Director

DATE: September 8, 2026

SUBJECT: **Kenai Municipal Airport Perimeter Fence & Gate Improvements
Construction Administration – PO Increase**

The Public Works Department recommends an increase of \$552,507 to the Kenai Municipal Airport Perimeter Fence & Gate Improvements Project contract with HDL Engineering Consultants, Inc (HDL). to perform construction administration services for the project. The existing contract is for \$246,333 for design services for the project. Ordinance 3543-2026 accepted the FAA grant for the project and awarded the construction contract.

This PO increase amount was approved in the grant application package for construction administration services. The City will negotiate a smaller amount to start the services, but requests authorization of the full amount to approve as needed on the project. The services will include daily construction oversight and reporting for FAA grant compliance. HDL Engineering was awarded a term contract for consulting services for the Kenai Municipal Airport which allows the City to negotiate directly with them on these projects.

The Public Works Department recommends approving this increase to complete this work.

Thank you for your consideration and I am available for any questions.



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe

DATE: September 8, 2026

SUBJECT: **Action/Approval** - Non-Objection to the Acceptance and Appropriation of a Donation from the Derek Kaufman Fund in the Amount of \$1,000 in Accordance with KMC 7.25.030.

Background:

The Kenai Community Library received a donation of \$1,000 for general support from the Derek Kaufman Fund, a Hilcorp donor advised fund of the Alaska Community Foundation. The donation will be used to support programming for all ages.

- **Donor/Grantor:** Derek Kaufman
- **Amount:** \$1,000
- **Purpose:** General support
- **Intended Use:** Purchase of supplies to support programming for all ages.

Intended Appropriation:

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

Fund: General Fund -- Library

Increase Estimated Revenues –	
Miscellaneous Donations	\$1,000
Increase Appropriations –	
Operating and Repair Supplies	\$1,000



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe

DATE: September 8, 2026

SUBJECT: **Action/Approval** – Non-Objection to the Acceptance and Appropriation of the Fiscal Year 2027 Public Library Assistance Grant in the Amount of \$7,000 in Accordance with KMC 7.25.030.

Background:

The Kenai Community Library has been awarded the annual Public Library Assistance Grant by the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums. The amount for FY 2027 is \$7,000.

To receive the funds, the library must meet various eligibility requirements, including maintaining a collection, providing Interlibrary Loan and reference services, offering children's programming, and the library director's participation in continuing education. The funds will be used to purchase library materials.

- **Donor/Grantor:** State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums
- **Amount:** \$7,000
- **Purpose:** Operating support
- **Intended Use:** Purchase of library materials

Intended Appropriation:

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

Fund: General Fund -- Library

Increase Estimated Revenues – Library, State Grants	\$7,000
Increase Appropriations – Books	\$7,000



KENAI

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

MEMORANDUM

TO: City Council Members

FROM: Henry Knackstedt, Mayor

DATE: September 10, 2026

SUBJECT: **Action/Approval** - Confirmation of Mayoral Nomination of Joshua Bolling as Student Representative to City Council and Caroline Karpik as Student Representative to the Council on Aging Commission.

Pursuant to Kenai City Council Student Representative Policy 20.100, Student Representative Applications and informational packet were distributed to Kenai Central High School, Kenai Alternative High School and Connections Homeschool. Two applications were received from Kenai Central High School students Joshua Bolling and Caroline Karpik and are attached for your consideration.

Mr. Bolling and Ms. Karpik meet the requirements for appointments as Student Representative to City Council and the Council on Aging Commission. Council Confirmation of the following appointments are requested:

Joshua Bolling - Student Representative to City Council
Term September 16, 2026 - August 31, 2027

Caroline Karpik - Student Representative to the Council on Aging Commission
Term September 16, 2026 - August 31, 2027

Your consideration is appreciated.



Application for City of Kenai Student Representative

City Clerk's Office
210 Fidalgo Avenue
Kenai, Alaska 99611

Phone: 907-283-8246
Fax: 907-283-5068
Email: cityclerk@kenai.city

Commission or Council applying for, please select only one from the list below:

- | | |
|--|--|
| ☐ Airport Commission | ☐ Council on Aging Commission |
| ☐ Beautification Commission | ☐ Parks & Recreation Commission |
| ☒ City Council | ☐ Planning & Zoning Commission |

Applicant Information:

Name: Joshua Bolling Home Phone: [REDACTED]
 Mailing Address: [REDACTED] Cell Phone: [REDACTED]
 Residence Address: [REDACTED] Alt. Phone: N/A
 Email Address: [REDACTED] Grade Level: 12

- Do you reside within the Kenai City Limits? ☒ Yes ☐ No
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you a student in good standing at a School within Kenai City Limits? ☒ Yes ☐ No
 School attending: Kenai Central High School
- Are you a member of a leadership group or student council of your school? ☒ Yes ☐ No
 Identify your leadership group: KCHS Student Council
- If the Commission or Council you applied for is unavailable, would you be open to appointment to a different one. If yes, please indicate which ones by listing one or more in the order of preference for appointment.

- | | |
|--------------------------------|----------|
| 1. <u>Parks and Recreation</u> | 4. _____ |
| 2. <u>Planning and zoning</u> | 5. _____ |
| 3. _____ | 6. _____ |

****Complete Reverse Side****

Provide a brief statement describing your interest in serving as student representative to the Commission or Council you are applying for.

I am interested in serving as the Kenai City Council student representative to bring the perspective of Kenai students into local government. Through my experience in student government and civic leadership, I have developed a strong interest in public service. I hope to contribute a student perspective while learning more about the issues and decisions that shape Kenai's future.

Parent or Legal Guardians Approval

I, Amanda Bolling parent or legal guardian of Josh Bolling, understand that if appointed as a student representative my child will be required to attend regular meeting of the commission or council appointed to during the regular school year. I further understand that the merits of my child may be discussed in a public forum during the appointment process and that the name of my child may be published in a newspaper or other media outlet.

Signature of Parent or Legal Guardian: 

Date: 8/24/26

School Administration Approval

I confirm that the applicant is a student in good standing at Kenai Central and that the school administration fully supports this appointment.

↑ Print School Name

Signature of Principal: 

Date: 8/24/26

Students Affidavit

I understand that this is a voluntary, appointed position to be selected by the Mayor and confirmed by the City Council, and requires regular attendance at regular meetings. I further understand that this application is public information and the merits of my appointment may be discussed in a public forum. In addition, my name may be published in a newspaper or other media outlets.

Signature of Applicant: 

Date: 8/24/26

FOR OFFICE USE ONLY

Resident of the City:	☒ Yes	☐ No
Student in good standing at a School in City Limits:	☒ Yes	☐ No
Obtained Parent or Legal Guardians Permission:	☒ Yes	☐ No
Obtained School Administrations Permission:	☒ Yes	☐ No



Application for
City of Kenai Student Representative

City Clerk's Office
 210 Fidalgo Avenue
 Kenai, Alaska 99611

Phone: 907-283-8246
 Fax: 907-283-5068
 Email: cityclerk@kenai.city

Commission or Council applying for, please select only one from the list below:

- | | |
|--|---|
| ☐ Airport Commission | ☒ Council on Aging Commission |
| ☐ Beautification Commission | ☐ Parks & Recreation Commission |
| ☐ City Council | ☐ Planning & Zoning Commission |

Applicant Information:

Name: Caroline Karpik

Home Phone: [REDACTED]

Mailing Address: [REDACTED]

Cell Phone: [REDACTED]

Residence Address: [REDACTED]

Alt. Phone: [REDACTED]

Email Address: [REDACTED]

Grade Level: 12

- Do you reside within the Kenai City Limits? ☒ Yes ☐ No
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you a student in good standing at a School within Kenai City Limits? ☒ Yes ☐ No
 School attending: Kenai Central High School
- Are you a member of a leadership group or student council of your school? ☒ Yes ☐ No
 Identify your leadership group: Student Council
- If the Commission or Council you applied for is unavailable, would you be open to appointment to a different one. If yes, please indicate which ones by listing one or more in the order of preference for appointment.

1. Parks and Recreation

4. Airport

2. Beautification

5.

3. Planning and zoning

6.

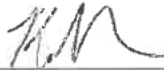
****Complete Reverse Side****

Provide a brief statement describing your interest in serving as student representative to the Commission or Council you are applying for.

I would like to serve on the Council on Aging Commission so that I can help the senior center interact with the high school students through monthly reports and intergenerational programs. I believe it is important to foster connections between multiple age ranges, to broaden the perspectives of all citizens in the community.

Parent or Legal Guardians Approval

I, Katy Rice parent or legal guardian of Caroline Karpik, understand that if appointed as a student representative my child will be required to attend regular meeting of the commission or council appointed to during the regular school year. I further understand that the merits of my child may be discussed in a public forum during the appointment process and that the name of my child may be published in a newspaper or other media outlet.

Signature of Parent or Legal Guardian: 

Date: 9/10/26

School Administration Approval

I confirm that the applicant is a student in good standing at Kenai Central High School and that the school administration fully supports this appointment.

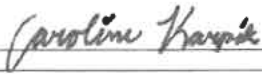
↑ Print School Name

Signature of Principal: 

Date: 9/10/26

Students Affidavit

I understand that this is a voluntary, appointed position to be selected by the Mayor and confirmed by the City Council, and requires regular attendance at regular meetings. I further understand that this application is public information and the merits of my appointment may be discussed in a public forum. In addition, my name may be published in a newspaper or other media outlets.

Signature of Applicant: 

Date: 9/10/26

FOR OFFICE USE ONLY

Resident of the City:	☒ Yes	☐ No
Student in good standing at a School in City Limits:	☒ Yes	☐ No
Obtained Parent or Legal Guardians Permission:	☒ Yes	☐ No
Obtained School Administrations Permission:	☒ Yes	☐ No



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members
FROM: Council Member Grieme
DATE: September 3, 2026
SUBJECT: Council Employee Review Consultant

Per the consultant and Ms. Randall, the scope of work would include:

- Review existing tools and process with Ms. Randall.
- Interview council members.
- Interview those being evaluated.

Interviews would focus on the effectiveness of the tool and the current process to determine what is working, and what could be working better.

- Update tools and process to incorporate identified changes including best practices for Council appointment positions.
- Review with council.
- Finalize tools and process.

The anticipated cost would be approximately \$4,375–\$4,900, depending on the final scope and actual time required.

Council may want to consider the creation of a committee. In my conversations with the three evaluated employees, all voiced support of this project, as did Ms. Randall.

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
AUGUST 26, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on August 26, 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

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Keaton, Chair
Gwen Woodard
Stacie Krause

Alex Douthit, Vice Chair
Marty Askin
Diane Fikes

A quorum was present.

Absent:

Sonja Earsley

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

Chair Keaton noted the following additions to the Packet:

Add to item G.3 **Public Comment**

Add to item G.4 **Public Comment**

Add to item G.7 **Public Comment**

MOTION:

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

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

Chair Keaton 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 12, 2026.

C. SCHEDULED PUBLIC COMMENTS - None.**D. UNSCHEDULED PUBLIC COMMENTS - None.****E. CONSIDERATION OF PLATS - None.****F. PUBLIC HEARINGS - None.****G. UNFINISHED BUSINESS**

1. **Resolution PZ2026-20** - Recommending Approval of a Rezone of Parcels 04923002, 04923003, and 04923004, with the Physical Addresses of 5940 & 5968 Kenai Spur Highway and 220 N. Fern Street, From Limited Commercial to Rural Residential.

MOTION:

Vice Chair Douthit **MOVED** to approve Resolution PZ2026-20. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-20; and noted that the applicant had withdrawn the request to rezone.

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

MOTION:

Vice Chair Douthit **MOVED** to postpone Resolution PZ2026-20 indefinitely. Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to postpone indefinitely.

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

2. **Resolution PZ2026-21** - Granting a Conditional Use Permit for the Operation of a Six (6) Space Recreational Vehicle Park on parcel 04331037.

MOTION:

Vice Chair Douthit **MOVED** to approve Resolution PZ2026-21. Commissioner Askin **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-21.

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

Clarification was provided that the written comment in support submitted by a neighboring property owner was omitted from the packet in error; the landscaping and screening requirements for the property; and no on-site recreation vehicle wastewater disposal was proposed or permitted.

There was discussion regarding the nature of the existing use; the length of time operating with the existing use; the absence of known complaints or oppositions; and the Lodge's involvement in the community.

UNANIMOUS CONSENT was requested.

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

Chair Keaton noted the 15-day appeal period.

3. Resolution PZ2026-22 - Granting a Conditional Use Permit for Surface Extraction of Natural Resources on KPB Parcel 04901069.

MOTION:

Vice Chair Douthit **MOVED** to approve Resolution PZ2026-22. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-22.

Chair Keaton opened the floor for public comments.

Curt Wilcox, neighboring property owner, spoke in opposition to the Resolution, noting concerns regarding compliance with the existing Conditional Use Permit and City requirements; excavation within buffer areas and below the water table; noise mitigation; potential impacts to adjacent property and water resources, including an anadromous stream originating on his property; and he requested continued compliance with the requirements of the existing Conditional Use Permit.

Clarification was provided regarding City Code requirements governing excavation below the water table.

Nick Staller, Area Manager for Quality Asphalt Paving (QAP), spoke in support of the Resolution, outlining the proposed operations; site access and hours of operation; excavation below the water table and site reclamation; truck traffic and school bus activity; the use of white-noise backup alarms, and the anticipated excavation depths.

Gina DeBardelaben, Civil Engineer with McLane Consulting, spoke in support of the Resolution, outlining the firm's involvement with the permit application; prior site investigations; excavation below the water table; potential ground water impacts; proposed buffer areas; and operating hours, including potential nighttime operations.

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

MOTION TO AMEND:

Vice Chair Douthit **MOVED** to amend Resolution PZ2026-22 as follows:

Section 2, insert a new 8th condition to read, "The permittee must install multi-frequency (white noise) back-up alarms on all equipment and vehicles that have existing state or federal back-up alarm requirements."

Commissioner Askin **SECONDED** the motion.

VOTE ON MOTION TO AMEND:

YEA: Woodard, Keaton, Douthit, Fikes, Krause, Askin

NAY: None

ABSENT: Earsley

MOTION TO AMEND PASSED.

There was discussion regarding proposed limitations on nighttime operations and establishing standard operating hours of 7:00 a.m. to 7:00 p.m. Clarification was provided regarding the process for approving nighttime operations, notice requirements for permit modifications, applicability of the proposed restrictions to Lot 2, and potential impacts to project scheduling.

MOTION TO AMEND:

Commissioner Fikes **MOVED** to amend PZ2026-22 as follows:

Section 2, condition 4 to read, "The applicant will limit noise disturbance and not use compression release brakes (Jake brakes). Applicant will adhere to proposed hours of operation, 7AM to 7PM, with the allowance of outside hours being utilized [ON AN AS-NEEDED, PROJECT SPECIFIC BASIS AND NOT ONGOING] no greater than seven consecutive days without notification to City Administration."

Vice Chair Douthit **SECONDED** the motion.

VOTE ON MOTION TO AMEND:

YEA: Keaton, Askin, Douthit, Fikes, Krause, Woodard

NAY: None

ABSENT: Earsley

MOTION TO AMEND PASSED.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Douthit, Keaton, Askin, Krause, Fikes, Woodard

NAY: None

ABSENT: Earsley

MOTION PASSED AS AMENDED.

4. Resolution PZ2026-23 - Granting a Conditional Use Permit for Surface Extraction of Natural Resources on KPB Parcel 04901070.

MOTION:

Vice Chair Douthit **MOVED** to approve Resolution PZ2026-23. Commissioner Askin **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-23.

Chair Keaton opened the floor for public comments.

Curt Wilcox, neighboring property owner spoke in opposition to the Resolution, noting his previous testimony on Resolution PZ2026-22 also applied to this Resolution; and clarified the intent of his request for white-noise backup alarms was for application to all QAP operations and parcels in the Beaver Loop area.

Nick Staller, Area Manager for Quality Asphalt Paving (QAP), spoke in support of the Resolution clarifying the proposed gravel extraction would support the company's projects.

Gina DeBardelaben, Civil Engineer at McLane Consulting provided clarification regarding the material report and associated graphics; test hole data; material composition and depths; sieve analysis; suitability of materials for construction use; and stated that testing was performed at the City's request as part of the evaluation of property marketability.

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

MOTION TO AMEND:

Vice Chair Douthit **MOVED** to amend Resolution PZ2026-23 as follows:

Section 2, insert a new 8th condition to read, "The permittee must install multi-frequency (white noise) back-up alarms on all equipment and vehicles that have existing state or federal back-up alarm requirements."

Section 2, condition 4 to read, "The applicant will limit noise disturbance and not use compression release brakes (Jake brakes). Applicant will adhere to proposed hours of operation, 7AM to 7PM, with the allowance of outside hours being utilized [ON AN AS-NEEDED, PROJECT SPECIFIC BASIS AND NOT ONGOING] no greater than seven consecutive days without notification to City Administration."

Commissioner Askin **SECONDED** the motion.

VOTE ON MOTION TO AMEND:

YEA: Askin, Douthit, Fikes, Krause, Woodard, Keaton

NAY: None

ABSENT: Earsley

MOTION TO AMEND PASSED.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Krause, Fikes, Woodard, Douthit, Keaton, Askin

NAY: None

ABSENT: Earsley

MOTION PASSED AS AMENDED.

5. Resolution PZ2026-24 - Granting a Variance Permit for Surface Extraction of Natural Resources on KPB Parcel 04901069 within the Setback.

MOTION:

Commissioner Krause **MOVED** to approve Resolution PZ2026-24. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-24.

Chair Keaton opened the floor for public comments.

Curt Wilcox, neighboring property owner spoke in opposition to the Resolution, stating his previous testimony provided on Resolutions PZ2026-22 and PZ2026-23 also applied to this Resolution.

Nick Staller, Area Manager for Quality Asphalt Paving, spoke in support of the Resolution noting the reduced setback would allow for greater gravel extraction from the property.

Staff provided clarification regarding setback requirements, utility easements, shared line between adjoining material sites and site access.

There was discussion regarding the surrounding land uses and the appropriateness of the reduced setbacks given the location of the property.

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

VOTE:

YEA: Keaton, Askin, Krause, Fikes, Woodard, Douthit

NAY: None

ABSENT: Earsley

MOTION PASSED AS AMENDED.

6. Resolution PZ2026-25 - Granting a Variance Permit for Surface Extraction of Natural Resources on KPB Parcel 04901070 within the Setback.

MOTION:

Commissioner Douthit **MOVED** to approve Resolution PZ2026-25. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-25.

Chair Keaton opened the floor for public comments.

Nick Staller, Area Manager for Quality Asphalt Paving spoke in support of the Resolution, noting the surrounding properties and the intent to maximize available material resources.

Gina DeBardelaben, Civil Engineer at McLane Consulting provided clarification regarding adjacent property ownership, the size and use of an adjoining access area, and the status as an access point rather than a dedicated roadway.

There was discussion regarding the reduced setbacks in relation to surrounding land uses and the limited potential impacts on residential developments.

Curt Wilcox, neighboring property owner, noted concerns with use of his property for access; the proposed setback; and maintaining future access to the property.

Staff provided clarification regarding the right-of-way, property boundaries, and the distance between the proposed excavation setback and potential future roadway.

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

VOTE:

YEA: Krause, Fikes, Woodard, Douthit, Keaton, Askin

NAY: None

ABSENT: Earsley

MOTION PASSED.

7. Resolution PZ2026-26 - Granting a Variance Permit for Surface Extraction of Natural Resources on KPB Parcel 04911029 within the Setback.

MOTION:

Vice Chair Douthit **MOVED** to approve Resolution PZ2026-26. Commissioner Askin **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-26.

Chair Keaton opened the floor for public comments.

Curt Wilcox, neighboring property owner noted concerns regarding the proposed setback; potential groundwater contamination; excavation within an area identified as containing peat; and questioned if baseline and ongoing water quality testing should be conducted for nearby properties.

Nick Staller, Area Manager for Quality Asphalt Paving, spoke in support of the Resolution clarifying that the setback would be maintained along Beaver Loop with a reduced 50-foot setback proposed along the boundary adjacent to the Kenai Peninsula Borough property to accommodate potential material extraction.

Gina DeBardelaben, Civil Engineer at McLane Consulting provided clarification regarding the 50-foot setback; the borough property setback requirements; material testing; and the quality of gravel available withing the proposed reduced setback area.

There was discussion regarding the proposed setback; future public access; the required 150-foot setback from nearby residence; and clarification was provided that the section line easement would remain unaffected as the variance applied only to the identified setback area.

Staff clarified that the variance did not modify the existing Conditional Use Permit; stated contact would be made with the property owner and an on-site inspection to address compliance with existing noise-mitigation requirements would be performed; and provided an overview of the process for investigating potential Conditional Use Permit violations and complaints.

Mr. Wilcox, in response to Commission questions, presented an audio recording of the noise from existing operations.

Mr. Staller indicated there would be discussions regarding the use of white-noise backup alarms on existing equipment with the company.

In response to additional questions, Mr. Wilcox provided further testimony and presented a recording of There being no one else wishing to be heard, the public comment period was closed.

VOTE:

YEA: Fikes, Woodard, Douthit, Keaton, Askin, Krause

NAY: None

ABSENT: Earsley

MOTION PASSED.

H. NEW BUSINESS - None.

I. REPORTS

1. Planning Director - No report.

2. Commission Chair

Chair Keaton reported on the following:

- Referenced the Kenai Peninsula Economic Development District Housing Assessment Report and emphasized the need for continued residential planning, including opportunities for middle housing and future residential growth.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

Vice Mayor Askin reported on recent actions of the City Council.

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: September 9, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Krause thanked the City Council for their support with the Kenai Central High School Pool.

Vice Chair Douthit noted support for the Kenai Peninsula Borough's efforts to return vacant land to productive use and encourage residential development.

Chair Keaton noted the importance of addressing housing availability and affordability throughout the community and Borough, with support noted for continued efforts to encourage housing development.

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 10:00 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of August 26, 2026.

Logan Parks, Deputy City Clerk

DRAFT

UNITED STATES OF AMERICA
FEDERAL ENERGY REGULATORY COMMISSION

DeepGreen Cook Inlet SPV, LLC

Project No. 15423-000

NOTICE OF PRELIMINARY PERMIT APPLICATION ACCEPTED FOR FILING
AND SOLICITING COMMENTS, MOTIONS TO INTERVENE, AND COMPETING
APPLICATIONS

(September 1, 2026)

On February 11, 2026, as supplemented on June 26, 2026, DeepGreen Cook Inlet SPV, LLC filed an application for a preliminary permit, pursuant to section 4(f) of the Federal Power Act (FPA), proposing to study the feasibility of the DeepGreen Cook Inlet Subsea-Compute & Infrastructure Hub Project (DeepGreen Project or project) to be located in the Upper Cook Inlet, East Foreland Corridor, Kenai Peninsula Borough, Alaska. The sole purpose of a preliminary permit, if issued, is to grant the permit holder priority to file a license application during the permit term. A preliminary permit does not authorize the permit holder to perform any land-disturbing activities or otherwise enter upon lands or waters owned by others without the owners' express permission.

The proposed project would consist of the following: (1) approximately 330–350 marine hydrokinetic turbines utilizing a proprietary universal docking cradle system; (2) 66 modular subsea-compute hives (data center pods) integrated within the turbine array to utilize direct-coupled power and passive subsea cooling; (3) an approximately 3.5-mile long, 115 kV hybrid power/fiber-optic armored subsea cable; (4) a subsea cable landing site within the Nikiski Industrial Corridor, positioned between the Agrium Kenai Nitrogen Operations and the Kenai Liquefied Natural Gas Plant; and (5) appurtenant facilities. The estimated annual generation of the DeepGreen Project would be 100 megawatts, which would primarily be utilized to power the subsea data center. Spare electricity could be diverted to the grid via an interconnect with the Alaska Railbelt Grid at a dedicated terrestrial substation.

Applicant Contact: Louis Wolfson, Managing Member, DeepGreen Cook Inlet SPV, LLC 100 Crescent Road, Needham, MA 02494; phone: (617)-799-32326.

FERC Contact: Christopher Brosman; phone: (202) 502-8573. Email: Christopher.Brosman@ferc.gov.

Deadline for filing comments, motions to intervene, competing applications (without notices of intent), or notices of intent to file competing applications: **by 5:00**

p.m. Eastern Time on November 2, 2026.¹ Competing applications and notices of intent must meet the requirements of 18 C.F.R. § 4.36.

The Commission strongly encourages electronic filing. Please file comments, motions to intervene, notices of intent, and competing applications using the Commission's eFiling system at <https://ferconline.ferc.gov/eFiling.aspx>. Commenters can submit brief comments up to 10,000 characters, without prior registration, using the eComment system at <https://ferconline.ferc.gov/QuickComment.aspx>. For assistance, please contact FERC Online Support at FERCOnlineSupport@ferc.gov, (866) 208-3676 (toll free), or (202) 502-8659 (TTY). In lieu of electronic filing, you may submit a paper copy. Submissions sent via the U.S. Postal Service must be addressed to: Debbie-Anne A. Reese, Secretary, Federal Energy Regulatory Commission, 888 First Street NE, Room 1A, Washington, DC 20426. Submissions sent via any other carrier must be addressed to: Debbie-Anne A. Reese, Secretary, Federal Energy Regulatory Commission, 12225 Wilkins Avenue, Rockville, Maryland 20852. The first page of any filing should include docket number **P-15423-000**.

For public inquiries and assistance with making filings such as interventions, comments, or requests for rehearing, contact the Office of Public Participation at (202) 502-6595 or OPP@ferc.gov.

More information about this project, including a copy of the application, can be viewed on the Commission's website (<http://www.ferc.gov>) using the "eLibrary" link. Enter the docket number, excluding the last three digits (P-15423), in the docket number field to access the document. For assistance, contact FERC Online Support.

(Authority: 18 CFR 2.1)

Carlos D. Clay,
Deputy Secretary.

¹ The Commission's Rules of Practice and Procedure provide that if a filing deadline falls on a Saturday, Sunday, holiday, or other day when the Commission is closed for business, the filing deadline does not end until the close of business on the next business day. 18 C.F.R. § 385.2007(a)(2) (2025). Because the 60-day filing deadline falls on a Saturday (i.e., October 31, 2026), the filing deadline is extended until 5:00 p.m. Eastern Time on November 2, 2026.



A preliminary permit is under review by the Federal Energy Regulatory Commission (FERC Docket No. P-15423-000) for an [Underwater AI Data Center in Cook Inlet](#) proposed near Nikiski, Alaska, by **DeepGreen Cook Inlet SPV LLC**.  Anchorage Daily N... +2

Project Overview

- **Developer:** DeepGreen Cook Inlet SPV LLC (a Delaware-registered East Coast company).
- **Capacity & Scale:** A 100-megawatt artificial intelligence data center campus covering a 1,650-acre corridor.
- **Infrastructure:** Up to 350 tidal turbines and 66 subsea computer server "hives" located 45 to 166 feet below the surface.
- **Cooling & Power:** Naturally cooled by ocean water and powered by tidal movement.  Anchorage Daily N... +4

Ask anything



Terry Eubank

From: Cynthia Mondani [REDACTED]
Sent: Wednesday, September 9, 2026 7:39 AM
To: Terry Eubank
Subject: Nikiski Data Center
Attachments: pro-cg6zVfsS.jpeg

Caution: This is an external email and has a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Dear Terry Eubank,

Our Family has a property in Soldotna on the Kenai River, so naturally we always have our finger on the pulse of what is going on with all the waters in Alaska.

I'm writing to you because of our concern about the potential AI Data center in Nikiski. Enclosed is just a screenshot that I took from google that gives a quick description of the project. One look at this screenshot

and the description of this center, even at a quick glance, proves that it should not be installed anywhere in the world, let alone in pristine alaska. I don't know what we can do to fight back against this. I do know from what I've seen in the lower 48, these projects are pushed through and built before anybody even realizes it. I also worry about the people of Nikiski, that will have to listen to the deafening twenty-four-hour a day humming that is basically intolerable and will render their real estate completely worthless.

Please tell me what we can do as citizens - who we should call and who we should write to stop this project from occurring.

I'm hoping that as one of our leaders, that you will be able to stand for the people of Alaska, and protect us, our wildlife, our ocean life, our waters, and our property.

Respectfully,
The Mondani Family

From: [Curt Wilcox](#)
To: [City Clerk](#)
Subject: Fwd: Final copy for council
Date: Wednesday, September 9, 2026 2:25:02 PM

Caution: This is an external email and has a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Begin forwarded message:

From: laura sievert [REDACTED]
Date: September 9, 2026 at 1:23:08 PM AKDT
To: Curt Wilcox [REDACTED]
Subject: Final copy for council

To the Kenai city council

I oppose the proposed Deep Green data center that is being considered for Cook Inlet near Nikiski.

Local government needs to address several significant concerns before permitting this project, especially considering that there appear to be to be very few, if any, advantages to the people who live here.

I realize that the Kenai City Council may not be the place for a philosophical discussion about A.I. However, I don't think that the council should reflexively believe that A.I. is always a good thing, and that the more data centers we have the better off we will be as humans. I hope you are informed about the increasing risks of A.I. escaping human control, with unknown and possibly catastrophic consequences.

Other more local downsides include:

1. Raising the water temperature of Cook Inlet, affecting all life in the inlet. Also, data centers are noisy, and will disrupt marine life and feeding grounds.
2. Where will this data center get its power?
3. The unknown consequences of construction in a seismically active area.

4. Last but not least, what about the designation of the Inlet as critical habitat for belugas (and habitat for other species).

I haven't seen any mention of how the people of the city of Kenai will benefit. And it's certain that the ecosystem of Cook Inlet will not benefit in any way.

Please oppose construction of data centers in Cook Inlet. The risks are too great and the advantages are insignificant to us as human beings living here.

Laura Sievert, Kenai



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: Mary Bondurant, Interim Airport Manager
DATE: September 8, 2026
SUBJECT: **Airport Mid-month Report August 2026**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Construction has started on this project and is going well. Runway closure was May 15, 2026. Paving on the runway was completed on August 14, 2026. There is a 30-day cure time on the asphalt and the grooving will start the week of September 8, 2026. Grooving will take approximately 2 weeks and weather permitting, marking will follow. Meetings are scheduled every Thursday with the Airport, engineers, and contractor until the end of the project.
- Airport Master Plan – Phase 2 Update
The four preliminary alternatives were submitted to the City for review with comments due August 31, 2026. After the comment period and review, Alternative 4 is the preferred alternative. HDL will move forward and develop an implementation and a financial plan with a presentation to follow with the City.

FY2026 Airport Capital Improvement Projects

- Airport Perimeter Fence Project – Airport Manager submitted a grant application to the FAA on August 13, 2026. The estimated funding is \$2,923,254 as the Federal share and the City share \$ 153,855 for a total of \$3,077,109. The FAA sent a grant offer and the City of Kenai accepted the grant at the September 2, 2026 Council meeting. QAP is the successful bidder.

In-house Activities

- Storm Water Pollution Prevention Plan (SWPPP) - Nelson Engineering will provide engineering services for the revision of the current SWPPP to meet Alaska Department of Environmental Conservation's (ADEC) 2026 Multi Sector General Permit for the Kenai

Municipal Airport. Letters and surveys have been sent to Kenai airport tenants and an informational meeting for the tenants regarding the MSGP and comprehensive SWPPP is scheduled for 5:00pm in the Council Chambers of City Hall.

- The Federal Aviation Administration's Air Traffic Division is transitioning from the Federal NOTAM System (NOTAM Manager) to the new NOTAM Management System (NMS). This process will begin this summer. Airport staff and the Kenai Fire Department will be required to setup Login.gov credentials, complete NMS training, and stay informed and engaged via monthly airport meetings, monthly User forums, and email communications.
- Airport received the first report, July 2026, from Vector Airport Systems. This is the first month Vector will be billing for non-signatory landing fees. The billable arrivals showed that there were 497 arrivals, 54 invoices sent, to collect \$16,268.16. We just received the second month's report (August) the report shows 366 arrivals, 36 invoices, and billable is \$13,948.58.
- The Airport had another visit from the Marine Corp. Military units are still considering Kenai for the 2027 Arctic Edge event. The City could either have 25-30 personnel here to just conduct the fueling part of the operation or 200 personnel to host the full event. The event is scheduled for April 19th to May 9th. They will keep us informed as the planning process develops.
- Airport Café – Jersey Subs opened in the terminal building on Monday, September 7th. They reported a very good turnout and are very excited to be in their new location.
- The Airport is recruiting for the winter temporary call out operators. Recruiting closes on September 8, 2026.
- With the conclusion of my temporary appointment, I would like to say how much I appreciate the opportunity to again serve the City of Kenai, the Kenai Airport and community during my appointment. I am very grateful for the confidence and trust, support and professional relationships that I have developed over the years with the City of Kenai. The Airport is an important part of our community and I have greatly valued the opportunity to contribute to its continued success, safety, and development. Again, I wish the Airport, its employees, and the City of Kenai success in the future.





KENAI

City of Kenai - Animal Control | 510 N. Willow St, Kenai, AK 99611 | 907.283.7353 | www.kenai.city

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: September 2nd, 2026
SUBJECT: August 2026 Monthly Report

This month the Kenai Animal Shelter took in **22** animals, released **27** animals and issued **8** licenses.

DOGS:

Intake	Total	Outcome	Total
Aggression towards humans	1	Adopted	1
Owner Incarcerated	1	Claimed	13
Stray	11	Euthanized	1
Waiver	1		0
Total Intakes	14	Total Outcomes	15

CATS:

Intake	Total	Outcome	Total
Moved and left behind	2	Adopted	10
Stray	2	Claimed	2
Waiver	4		0
Total Intakes	8	Total Outcomes	12

OTHER ANIMALS:

Intake	Total	Outcome	Total
Total Intakes	0	Total Outcomes	0

JURISDICTION SUMMARY:

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

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

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

Total jurisdiction intakes: 22 animals.

AFTER HOURS SUMMARY:

2 animals were dropped off after hours by "City Of Kenai".

1 animal was dropped off after hours by "Kenai Peninsula Borough".

Total after hours drop-offs: 3 animals.

INCIDENTS BY TYPE:

Aggressive Animal(s)	2
Animals at large	16
Animal(s) in vehicle	2
Bite	5
Food Donation Request	4
General Complaint	2
Information	1
Neglect	1
Nuisance	1
Owner Incarcerated	1
Patrols	6
Stray	5
Total Incidents	46

YEAR TO DATE INTAKES:

YTD Intakes 2026	188
YTD Intakes 2025	292
YTD Intakes 2024	299
YTD Intakes 2023	320





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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: September 9, 2026

SUBJECT: Finance Department Mid-Month Report – August 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. The annual audit is scheduled for the third week of November.

We have filled the IT System Administrator position, Jay Phillips will begin employment with the City during the second week of September.

Sue Best has joined the Finance Department as a temporary controller to assist with the preparation for the FY26 financial audit following the recent turnover in the controller position. Her assistance will provide additional support during the year-end close and financial audit preparation process.



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MEMORANDUM

TO: Mayor Knackstedt and Council Members

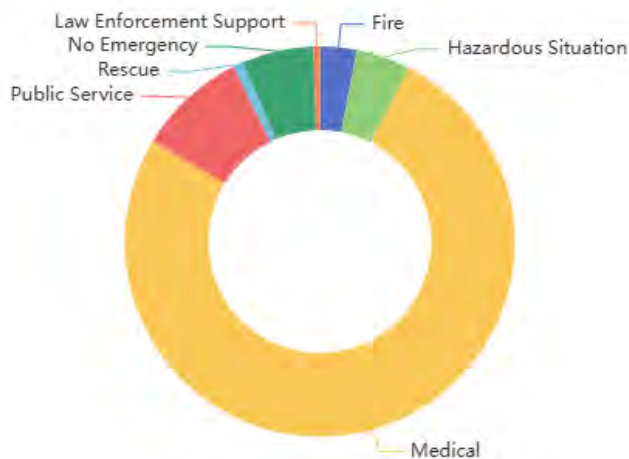
THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: September 8, 2026

SUBJECT: Fire Department Mid-Month Report – August.

August	2025	2026	% change
Month totals	140	110	-21%
EMS	106	78	-26%
All Other	34	32	-5.8%
Year Total	1016	1005	-1%



Total training hours:

- Total recorded hours- (200)

Special Topics/external training

- New Hire FF Grieme started work on A-Shift (August 28th)

- FF Turkington received Capstone start date for Paramedic Program internship in Texas (October 5th)
- 1 personnel starting AEMT, 2 currently in Paramedic Program
- Annual Stroke Medical Response training conducted for all shifts with Dr. Levy
- CPR training conducted for Fleet Shop, Building Maintenance and Streets departments (FF Ruth Nelson taught courses)
- FF Grieme completed Ambulance EVOC (Emergency Vehicle Operators Course).

Upcoming training/events

- Alaska State Fire Conference hosted by Kenai Firefighters Chapter starts September 28th and runs through October 2nd. Main host sites are Alaska Regional Fire Training Center and Challenger Center.
- Captain Summers will be attending Advanced Admin Training for First Due RMS in Kansas City (September)
- Chief Teague conducting ICS table-top exercises/Incident Command Training with Officers (September).

Projects/Budget/Grants/Misc:

- Annual Hose Testing has begun.
- Annual SCBA recertification/Fit Testing in progress.
- RHTP (Rural Health Transformation Program grant) notified us that we have been awarded our requested 435k grant request (ordinance will be drafted asap).
- Received notification from CINGSA that they are conducting well servicing/blasting ops off Bridge Access.
- Fire Marshal conducted 15 Commercial facility Life/Fire Safety Inspections in August.
- Crews preparing for Fire Prevention Month and School Events.





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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: September 8, 2026

SUBJECT: Human Resources Activity – August 2026

Recruitment

Human Resources worked with the Finance Department to continue recruitment for a System Administrator. The Police Department interviewed and offered a position to a Public Safety Dispatcher, and a part-time Administrative Assistant. They continued recruiting for a full-time Police Officer. The Public Works department began recruitment for two part-time janitors and a Utility Operator. The Parks and Recreation Department recruited for two part-time Recreation Center Attendants, and the Planning Department began recruiting for a part-time Administrative Assistant.

Safety

There were no accident reports submitted in August, and no Workers' Compensation claims were filed.

Special Projects

Human Resources began work on a comprehensive review and standardization of City position descriptions. The project includes reviewing position descriptions for consistency in structure and language and developing standardized language for common duties and qualifications to provide a more consistent framework for future job description updates. HR also continued to work on process and policy improvements.

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: September 8, 2026

SUBJECT: Library Report for August 2026

SERVICES



6321 Visitors
80 New Members



569 Computer Sessions
8377 WiFi Sessions



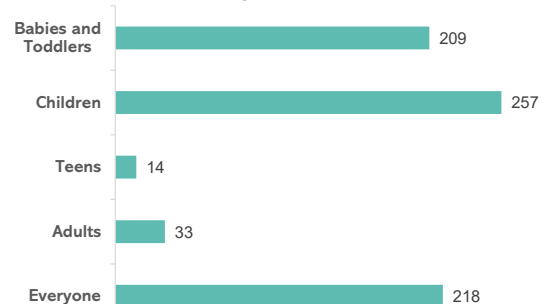
169 Room Reservations
375 Hours of Use

PROGRAMS AND EVENTS

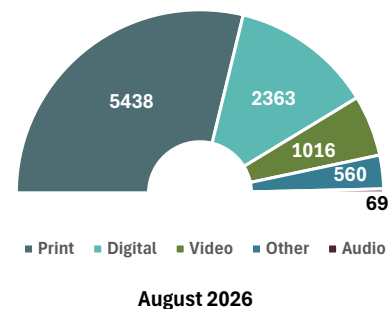
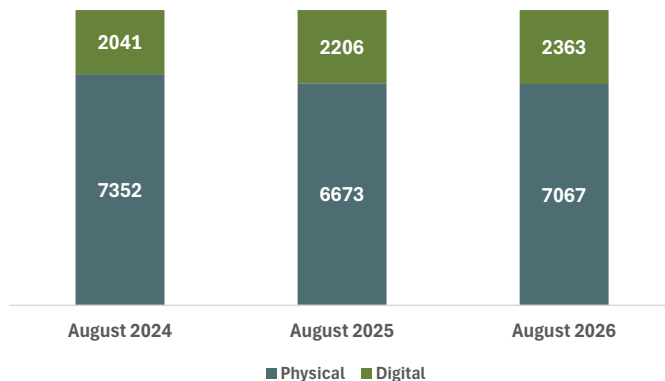


731 Participants
56 Programs

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: September 10th, 2026
SUBJECT: Mid-Month Report – August

In August, the Parks and Recreation Department combed the beach with a tractor to pick up fish waste. This tractor also has a magnet, and this year we picked up over 10 lbs. of nails and other miscellaneous metal off the beach after dipnet. Parks prides itself on its quick cleanup of the dipnet, as they make it a top priority right after the fishery.

The Parks Department also supports Industry Day on the Greenstrip. This is a great local event that celebrates Oil and Gas, Healthcare, Tourism, and Fishing in our local economy. The best part of Industry Day is that everything is free. Food, games, competitions, bikes, and local awards are given out.

The Rec Center will be getting ready to switch over to winter hours after Labor Day. The winter hours are Monday-Saturday 6:30 am-9:30 pm and Sunday 11 am-5 pm. Another exciting event after Labor Day is on September 15th and 16th, when the City of Kenai will host the State Conference for the Alaska Recreation and Parks Association. This brings Parks and Recreation professionals from all over the state!

Kenai Recreation Center Visits – Month of July

Door Counter Log	2900
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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: September 3, 2026

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

General Information

For the month of August Planning maintained focus on continuing the progress 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 as part of the Land Management Plan update. The Planning Director continued to focus on grant administration and the master plan for the Airport. Please find below a summarized list of August 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 review
- Dena'ina Point/Tidewater project
- Worked with the Borough GIS Department regarding incorrect parcel info on ParcelViewer
- Worked with State to correct Patented right-of-way affecting City Street & utility easement
- City/RABUF replat
- Discussed zoning regulations, plats, easements, mapping, and leases with various departments, lessees, surveyors and members of the public

Planning & Zoning:

- Continued meetings to discuss residential and commercial development in Kenai
- Met with prospective lessee for airport property
- 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
- New enforcement process created for impounding and disposal of abandoned vehicles
- Cleanup of abandoned, unsafe, deteriorating structures
- 32 complaints have been received in 2026
- 24 open cases in total
- 8 properties are currently in fines
- 3 are currently in progress to achieving resolution

Planning and Zoning Commission

There were 2 Commission meetings held in August. The first was a small agenda with only one action/approval for amending Kenai Municipal Code to establish zones and an official map to the ALI zone.

The second meeting was very action packed with 7 public hearings. A rezone that was postponed indefinitely, a CUP granted for an RV park, and 2 new CUPs granted for gravel pits off Beaver Loop Road. Additionally, 3 variances were granted for the 2 new gravel pits and an existing gravel pit.



Code Enforcement Previous Month and YTD

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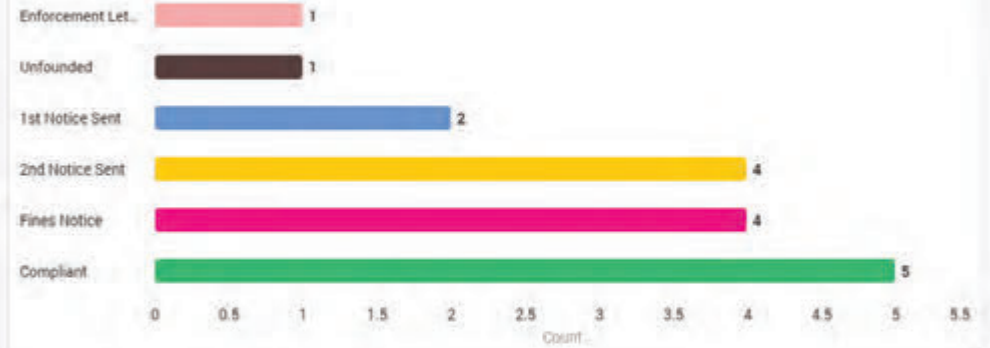
Total Complaints Year to Date

32

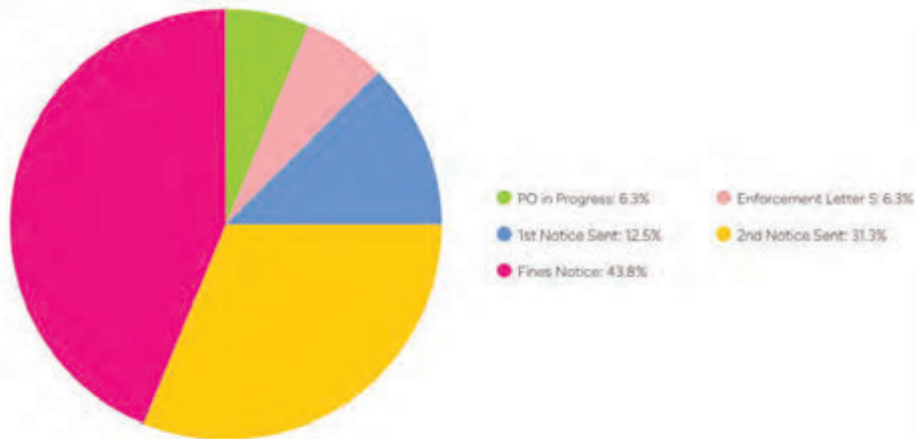
Complaints Reported Prev. Month

18

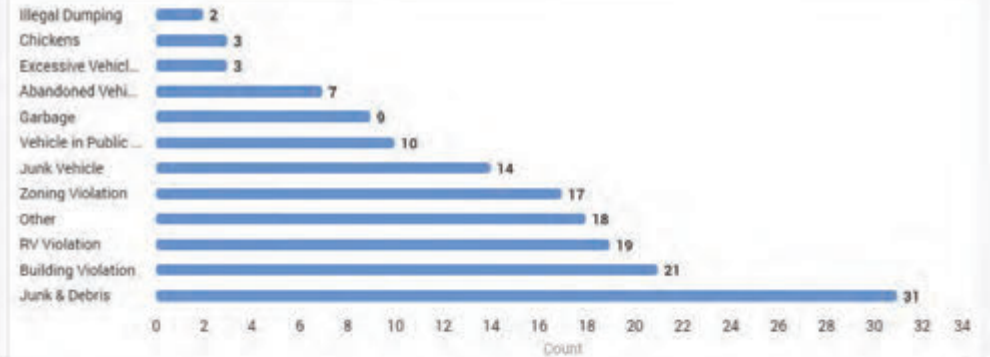
Case Status Changes - Previous Month



Status of All Non-Compliant Cases



Cases by Violation Type Year to Date



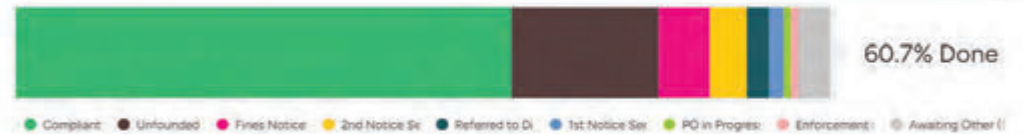
Cases Marked Compliant Last Month

5

Open Cases

24

Compliance Rate





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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Police Chief

DATE: September 2, 2026

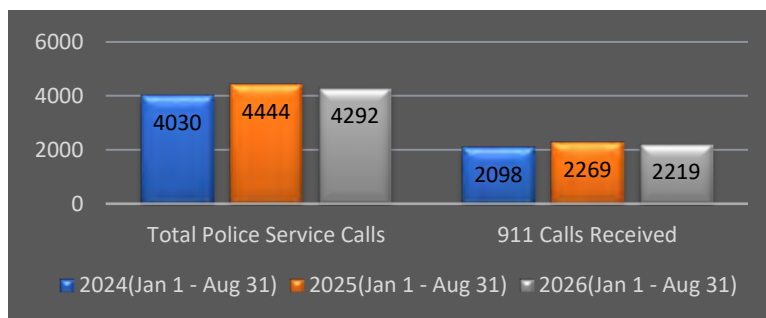
SUBJECT: Police & Communications Department Activity – August 2026

Police handled 516 calls for service in August and 266 calls were received by dispatch via 911. Officers made 21 arrests. Traffic enforcement resulted in 284 traffic contacts with 76 traffic citations issued and there were 6 DUI arrests. There were 15 reported motor vehicle collisions in August. Four of those collisions involved moose or caribou and none involved alcohol or drugs.

Ryan Coleman was sworn in as Police Chief on 08/05/26. Throughout August, there was ongoing recruitment for a Police Officer, Public Safety Dispatcher, and Administrative Assistant.

Dispatcher Gracie Davis completed training and will begin shift rotation in September. Dispatch Supervisor Stacey Day attended the Association of Public-Safety Communications Officials (APCO) Conference; learning about new resources available for Dispatch.

School Resource Officer Chad Larsen was back in the schools; meeting with staff and students. He has responded to several police-related calls as well as attended KCHS football games, and spoke at the KMS 6th grade expectations presentation.





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: September 9, 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 - Pavement completed. Pavement is being grooved and painting of runway markings will be completed afterwards.
- Kenai Municipal Airport Master Plan Update – Phase 2 ongoing.
- USACE Kenai Bluff Bank Stabilization Project – Construction completed. Closeout ongoing.
- Wastewater Plant Digester Blowers Replacements – Construction ongoing. Building construction progressing.
- Water Treatment Plant Pumphouse – Pipe is being installed and site being prepped for concrete.
- Harbor Float Replacement – First set of floats completed and in use. Next sets to be built this winter.
- Aliak Storm Drain Repairs – Asphalt removed. Pipe removal to start soon.
- Architectural Services – Design services ongoing.
- Crack Sealing – Work ongoing.
- Pavilion Replacements – Foundations and slabs being prepped. Building package shipping.
- Animal Control and Senior Center Canopy Roof Replacements – Animal Control mostly completed. Senior Center on hold for damage found during demolition.
- SCADA Design/Construction – Project being awarded.
- Vintage Pointe Windows – Project unawarded due to cost. Reviewing options to proceed.
- Citywide Paving Design – Request for Proposals issued.

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 37 new residential construction permits and 14 new commercial building permits in 2026. Buildings continues to work on regular maintenance at our facilities.

The Streets crew is refinishing the old roadway off Main Street and hauling sand for winter use. The Shop is preparing for a second auction relisting items in smaller lots and adding a few new items.

The Utility Department is interviewing for an open position after the departure of Justin Wik. They have been completing annual cleaning of lift stations and supporting the construction projects at the water and wastewater treatment plants.



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: September 2, 2026
SUBJECT: August 2026 Monthly Report

Number of individuals served in April:

Home Delivered Meals	1908
Individuals	100
Dining Room (Congregate) Meals	978
Individuals	133
Transportation (1-way rides)	418
Individuals	58
Homemaker Assistance	62/138
Writers Group	35
Caregiver Support Group	11
Widows/Widowers Grief Support Group	25
Growing Stronger Exercise	287
Tai Chi Class	39
TOPS Weight Loss Class	45
Bluegrass & Music Sessions	50
Card Games	148
Wii Bowling	7
Arts & Crafts	53
Volunteers Hours	572
Individuals	40
Total Event Sign-ins *	1821
Individuals *	214
Vintage Pointe Manor Vacancies	1

*(not including home meals clients)

This month offered plenty of opportunities for seniors to get out, explore, and enjoy time together. Two full groups made the trip to Halibut Cove for a day excursion, giving participants the chance to enjoy the unique scenery and experience of the area. We also enjoyed a no-host dinner at Two Brothers Roadhouse in Cooper Landing and a relaxed picnic and BBQ at Hidden Lake.

The month wrapped up with our annual Old Timers Luncheon, which was very well attended. It was a wonderful opportunity for seniors to gather, share a meal, visit with friends, and celebrate the memories and traditions that make this event such a favorite each year.

