



Kenai City Council - Regular Meeting

October 15, 2025 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 2****

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Certifying the October 7, 2025 Election Results**
 - a. **Swearing in of the Elected Officials** (*Term of office for those elected during the October 7, 2025 Regular Election begin on Monday, October 20, 2025.*)
4. 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. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
2. **Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)
3. **Ordinance No. 3489-2025** - Repealing Kenai Municipal Code 7.15.100 Purchase and Sales- Certain City Officers, to Prohibit Purchases and Sales Transactions of Personal Property to City Officials and Employees. (Legal)
4. **Resolution No. 2025-60** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2026. (Administration)
5. **Resolution No. 2025-61** - Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program to Extend Water, Sewer and a Local Service Road on Sixth Street. (Administration)

F. MINUTES

1. *Regular Meeting of October 1, 2025. (City Clerk)

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

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR**K. ADMINISTRATION REPORTS**

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

1. Discussion for Airline Operating Agreement with Kenai Aviation. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City. (Administration)

N. PENDING ITEMS**O. ADJOURNMENT****P. INFORMATION ITEMS**

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

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

<https://us02web.zoom.us/meeting/register/ZUrQ5xmRSS6mygvTN4DPfw>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3487-2025**

AN ORDINANCE ACCEPTING AND APPROPRIATING A DONATION FROM HILCORP ALASKA TO ASSIST WITH THE ANNUAL AREA-WIDE SENIOR THANKSGIVING DINNER.

WHEREAS, annually the Kenai Senior Center hosts a Thanksgiving Dinner that is open to seniors from all over the Central Peninsula; and,

WHEREAS, the City received a donation from Hilcorp Alaska in the amount of \$6,000 for the purchase of food and supplies for the dinner; and,

WHEREAS, it is in the best interest of the City of Kenai to accept and appropriate this donation for the purposes described above.

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

Section 1. That the City Manager is authorized to accept a donation from Hilcorp Alaska in the amount of \$6,000 and to expend the donated funds to fulfill the purpose and intent of the donation and this ordinance.

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

Senior Citizen Special Revenue Fund:

Increase Estimated Revenues –

Donations

\$6,000

Increase Appropriations –

Congregate Meals – Operating Supplies

\$6,000

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 15th DAY OF OCTOBER, 2025.

Brian Gabriel Sr., Mayor

Ordinance No. 3487-2025

Page 2 of 2

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:

October 1, 2025

Enacted:

October 15, 2025

Effective:

October 15, 2025



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: September 10, 2025

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

Hilcorp Alaska has generously donated \$6,000 for the annual Areawide Senior Thanksgiving Dinner, which will be held on Friday, November 21, 2025. This marks the twelfth consecutive year that Hilcorp has funded this beloved event, and seniors in our community eagerly look forward to enjoying a warm meal together, served by dedicated Hilcorp employees who volunteer their time.

The Areawide Senior Thanksgiving Dinner has a rich history, beginning in 1976 when a Homemakers Club first provided and served the meal. Over the years, the tradition has been carried on by UNOCAL, Agrium, and Marathon Oil. Since 2012, Hilcorp has taken up the mantle, continuing to provide both funding and volunteers. We are grateful to live in a community that honors the elders who played a significant role in shaping Alaska into what it is today.

The donation will be used as follows:

Congregate Meals – Operating Supplies	<u>\$6,000</u>
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Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3488-2025**

AN ORDINANCE ACCEPTING THE DONATION OF A PAVILION FROM THE KENAI PENINSULA SOCCER CLUB.

WHEREAS, the Kenai Peninsula Soccer Club (KPSC), is a 501(c)(3) organization providing youth soccer activities that partners with the City in the use and maintenance of the City owned Kenai Sports Complex; and,

WHEREAS, KPSC is constructing a pavilion at the Kenai Sports Complex with funds they secured, with a total project value of approximately \$55,000; and,

WHEREAS, KPSC desires to donate the pavilion to the City; and,

WHEREAS, the pavilion will become a City asset maintained and operated by the Parks and Recreation Department; and,

WHEREAS, the acquisition of the pavilion will enhance recreational opportunities available to the community; and,

WHEREAS, on October 2, 2025 at the Parks and Recreation Commission meeting, the Parks and Recreation Commission recommended that Council _____ the donation from KPSC; and,

WHEREAS, it is in the best interest of the City to accept this donation.

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

Section 1. That the City Manager is authorized to accept a donation valued in the amount of \$ 55,000.

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

General Fund:

Increase Revenues –
Donations

\$55,000

Increase Appropriations–
Buildings

\$55,000

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 15th DAY OF October, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	October 1, 2025
Enacted:	October 15, 2025
Effective:	October 15, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: September 22, 2025

SUBJECT: **Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club.

The Kenai Peninsula Soccer Club (KPSC) secured funding to construct a pavilion at the Kenai Sports Complex. The total project value is approximately \$55,000, and all construction and associated costs are being paid by the KPSC.

KPSC has obtained a City building permit and plans to have the pavilion completed before the start of the next soccer season. KPSC intends to donate the completed pavilion to the City of Kenai. If accepted, the pavilion will become City property and will be scheduled, operated, and maintained by the Parks and Recreation Department. A separate agreement will be created memorializing the parties' intent and expectations.

This new amenity will improve the Sports Complex by adding a covered space for all users of the field. The pavilion would provide an enhanced recreation experience for all users of the fields. While KPSC is the primary user of the Sports Complex, it is also used by other groups throughout the year.

A recommendation on acceptance of this Ordinance will be considered by the Parks and Recreation Commission at their regularly scheduled meeting on October 2, prior to City Council's formal consideration of the pavilion donation

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: October 6th, 2025

SUBJECT: Ordinance No. 3488-2025 - Requested Amendment

This memo requests one amendment to Ordinance 3488-2025, which will include the recommendation of the Parks and Recreation Commission to accept the donation of a pavilion from the Kenai Peninsula Soccer Club.

At the regularly scheduled Parks and Recreation Meeting on October 2nd, 2025, the Commission voted to recommend that the City Council accept the donation of a pavilion from the Kenai Peninsula Soccer Club.

The following amendment is respectfully requested.

Motion 1

Amend the sixth WHEREAS by filling in the blank with “accept”. The amended WHEREAS, after amendment, will read:

“WHEREAS, on October 2, 2025 at the Parks and Recreation Commission meeting, the Parks and Recreation Commission recommended that Council accept the donation from KPSC; and,”

Thank you for your consideration.



Sponsored by: Legal

**CITY OF KENAI
ORDINANCE NO. 3489-2025**

AN ORDINANCE REPEALING KENAI MUNICIPAL CODE 7.15.100 PURCHASE AND SALES-CERTAIN CITY OFFICERS, TO PROHIBIT PURCHASES AND SALES TRANSACTIONS OF PERSONAL PROPERTY TO CITY OFFICIALS AND EMPLOYEES.

WHEREAS, on May 21, 2025 the City Council enacted Ordinance 3469-2025 (Substitute) which prohibits municipal officers and employees from obtaining personal property items unneeded or surplus by the City as expressed in KMC 1.85.060 Conflicts of Interest Prohibited; and,

WHEREAS, Kenai Municipal Code 7.15.100 Purchases and Sales-Certain City Officers, contrarily permits the City manager, Councilmembers and City employees to buy and sell items with a value of not more than \$500 from and to the City respectively; and,

WHEREAS, repealing KMC 7.15.100 is consistent with Council's intent expressed in Ordinance 3469-2025 and is consistent with Section 5-8 of the City's Charter that allows such transactions subject to Council approval, but does not require them; and,

WHEREAS, repealing KMC 7.15.100 is in the best interest of the City, aligning various purchase and sales clauses related to City Officials and Employees in the City's Code of Ordinances.

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

Section 1. Repeal of Section 7.15.100 of Kenai Municipal Code: That Kenai Municipal Code, Section 7.15.100. Purchases and Sales-Certain City Officers, is hereby repealed as follows:

[7.15.100 PURCHASES AND SALES—CERTAIN CITY OFFICERS.

PURCHASES FROM, AND SALES TO, THE CITY MANAGER AND COUNCILMEMBERS SHALL ALSO BE GOVERNED BY THE CITY CHARTER, SECTION 5-8 EXCEPT AS FOLLOWS:

- (A) THE CITY MANAGER, COUNCILMEMBERS, AND CITY EMPLOYEES MAY SELL OR BARTER ANYTHING TO THE CITY, OR MAKE A CONTRACT WITH THE CITY, OR PURCHASE ANYTHING FROM THE CITY WITHOUT THE NECESSITY OF COMPETITIVE SEALED BIDS PROVIDED SUCH SALES, CONTRACT, OR PURCHASES INVOLVE A CONSIDERATION OF NOT MORE THAN FIVE HUNDRED DOLLARS (\$500.00) IN VALUE.
- (B) ANY SALE, CONTRACT OR PURCHASE, OF NOT MORE THAN FIVE HUNDRED DOLLARS (\$500.00) AUTHORIZED UNDER SUBSECTION (A) ABOVE, MUST BE MADE AT SUCH PRICES OR RATES PREVAILING IN THE COMMUNITY AND WITHOUT FAVORITISM OR DISCRIMINATION.]

Section 2. 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 3. 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 15th DAY OF October, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	October 1, 2025
Enacted:	October 15, 2025
Effective:	November 14, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Scott Bloom

DATE: September 22, 2025

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

The City's Charter in Section 5-8 Personal Interest, provides the following:

- (a) Neither the City Administrator nor any Councilmember shall sell or barter anything to the City, or make any contract with the City, or purchase anything from the City other than those things which the City offers generally to the public (as for example, utility services), and then only on the same terms as are offered to the public, unless an invitation to submit sealed bids is published, and the City accepts the sealed bid which is most advantageous to the City; provided that the Council, by ordinance, may authorize such sales, contracts, or purchases involving a consideration of not more than five hundred dollars (\$500.00) in value, to be made without such bids at prices or rates prevailing in the community and without favoritism or discrimination.
- (b) Any such officer violating this section, upon conviction thereof, shall thereby forfeit the office. Any violation of this section, with the knowledge, express or implied, of the person or corporation contracting with the City, shall render the contract voidable by the City Administrator or the Council.
- (c) This section shall not apply in cases in which the City acquires property from any such officer by condemnation.

This Charter section prohibits certain purchases and sales between the City Administrator and Councilmembers with the City, unless the sales are not greater than \$500 and are authorized by Council Ordinance. The Council previously authorized such sales through KMC 7.15.100 Purchases and Sales-Certain City Officers, which permitted the City Manager, Councilmembers and City Employees to buy and sell items with the City of not more than \$500 in value. Most recently, in May 2025, Council approved amendments to KMC 1.85.060-Conflicts of Interest

Prohibited, through Ordinance 3469-2025 (Substitute) which disallows the purchase of any personal property items from the City by City Employees and Officials. Consistent with Council's latest intent expressed through Ordinance 3469-2025, this Ordinance proposes to eliminate any potential conflicts in code by repealing KMC 7.15.100.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-60**

A RESOLUTION AUTHORIZING A CONTRACT EXTENSION FOR EMPLOYEE HEALTH CARE EFFECTIVE JANUARY 1, 2026.

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

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

WHEREAS, the City's current provider for group medical, dental, and vision is PREMIER Blue Cross Blue Shield of Alaska; and,

WHEREAS, the City worked with the City's health insurance broker to negotiate a renewal of the City's contract with PREMIER to be effective on January 1, 2026; and,

WHEREAS, PREMIER Blue Cross Blue Shield of Alaska has provided a quote for continuing group medical and vision coverage with a premium increase of 4.1% and dental coverage at a premium increase of 6.0%; and,

WHEREAS, the City's health care insurance broker and the administration recommend the City enter into a contract renewal with PREMIER Blue Cross Blue Shield of Alaska to provide group medical, dental, and vision insurance to the employees of the City of Kenai effective January 1, 2026, for an estimated annual premium of \$2,713,177; and,

WHEREAS, sufficient funds are budgeted in the FY26 annual budget through June 30, 2026, and an amount sufficient to maintain the contract will be proposed in the FY27 annual budget; and,

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

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 renewal with PREMIER Blue Cross Blue Shield of Alaska to provide group medical, dental, and vision insurance to the employees of the City of Kenai, effective January 1, 2026, for an estimated annual premium of \$2,713,177.


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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF OCTOBER, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:  _____

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: September 23, 2025

SUBJECT: **Resolution 2025-60** - Authorizing a Contract Extension for Employee Health Care Effective January 1, 2026.

The City provides health insurance coverage to employees through Premiera Blue Cross Blue Shield of Alaska. The current plan, which began January 1, 2025, is a level-funded plan that offers flexibility and potential cost-savings. Under this structure, if the City renews the plan, it is eligible to receive a 50% refund of any premium amounts paid in excess of actual claims, after the payment of preset plan administration costs and stop loss insurance premiums. The plan includes two options for employees and expires on December 31, 2025, with an option for renewal.

As part of the FY26 budget process, the City Council established a goal to ensure employee health insurance benefits remain sustainable while maintaining the quality of coverage.

Administration worked with IMA, the City's health insurance broker, to obtain a quote for renewal of medical, dental, and vision insurance coverage for employees. The initial renewal proposal from Premiera reflected a 6% increase to current premiums if no additional bids were sought. Through negotiations, IMA was able to reduce the no bid option to a 4.1% increase for medical and 6.0% increase for dental.

Based on current claims experience, the City is projected to receive a refund of approximately \$170,248 at the end of the plan year. This refund amount will change depending on claims activity in the final 5 months of 2025. With renewal, the City's estimated annual premium for 2026 would be approximately \$2,713,177. IMA recommends accepting the renewal without requesting additional bids.

Under Kenai Municipal Code 7.15.060(g), group insurance coverage for employees—including life, medical, dental, and vision—along with other forms of insurance such as general liability, workers' compensation, property, marine, and airport liability, may be procured by direct negotiation, subject to Council approval by resolution. In line with this authority, Administration is requesting Council approval of the attached resolution to renew employee health insurance coverage for the 2026 plan year.

If the Council approves the passage of Resolution, Administration can proceed with open enrollment for employees for the 2026 calendar year plan.

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-61**

A RESOLUTION AUTHORIZING PARTICIPATION IN THE CURRENT SOLICITATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO EXTEND WATER, SEWER AND A LOCAL SERVICE ROAD ON SIXTH STREET.

WHEREAS, the City conditionally donated land for the development of low-income and senior housing to Kenai Peninsula Housing Initiative, Inc. (KPHI) through Ordinances 2899-2016, 3217-2021, and 2463-2025; and,

WHEREAS, KPHI is planning a new low-income and senior housing development on the donated property; and,

WHEREAS, to support this development, KPHI proposes to install new water and sewer mains along with a service road to service the housing development and potential future development to the north; and,

WHEREAS, potential grant funding is available for the utility extensions and service road through the Community Development Block Grant Program (CDBG) which requires Council's authorization to apply; and,

WHEREAS, the City must serve as the primary applicant, and KPHI as the co-applicant, for the grant from the CDBG Program in an amount not to exceed \$850,000; and,

WHEREAS, total project cost are estimated at \$1,100,000; and,

WHEREAS, KPHI has committed to providing the local match necessary to complete the project, should funds be awarded; and,

WHEREAS, participation in this grant opportunity will help facilitate needed infrastructure improvements, support new low-income and senior housing development, and is in the best interest of the City.

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

Section 1. The City Manager, or their designee, is hereby authorized to negotiate and execute any and all documents required for granting and managing the funds on behalf of the City.

Section 2. The City Manager, or their designee, is also authorized to execute subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project

Section 3. That this resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15TH DAY OF OCTOBER, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

New Text Underlined: [DELETED TEXT BRACKETED]



KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: October 6, 2025

SUBJECT: **Resolution No. 2025-61** - Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program.

On October 1, 2025, the State of Alaska Department of Commerce, Community, and Economic Development released a new solicitation for the Community Development Block Grant Program (CBDG). The grant opportunity allows eligible applicants to request up to \$850,000 per funding cycle to address eligible community needs. The City of Kenai is an eligible applicant for this program, as a home-rule municipality. Municipalities may partner with non-profit organizations as long as the project principally benefits low- and moderate-income residents of the City.

The proposed project would include the installation of new water and wastewater mains and the construction of a local service road to benefit the new low-income and senior housing developments being constructed north of Redoubt Avenue in the Kenai Meadows Subdivision. This land has been conditionally donated by this Council to KPHI under Ordinances 2899-2016, 3217-2021, and 2463-2025. The project is considered a Community Development activity. Community development activities include, but are not limited to the installation of water and wastewater systems and local service roads. The proposed utility extensions and road will also benefit potential future development to the north of the project, a parcel currently owned by the City.

This grant does not require, but encourages a 25% match. This match does not have to be cash, but can be leveraged from other funding for the larger project. KPHI intends to leverage other grant funding awarded for the building construction to meet this requirement. The City would function as a pass-through entity for these grant funds (if awarded) and would work with KPHI, under a formal Cooperative Agreement, to ensure all requirements are met. This grant would allow KPHI to leverage the greatest amount of grant funds to complete this project and ensure needed low-income and senior housing is built in the City during this and future phases.

Thank you for your consideration.

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

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on October 1, 2025, in City Hall Council Chambers, Kenai, AK. Vice Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Vice Mayor Knackstedt led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Henry Knackstedt, Vice Mayor
Phil Daniel
Alex Douthit

Sovala Kisena
Deborah Sounart
Victoria Askin

A quorum was present.

Absent:

Brian Gabriel, Mayor

Also in attendance were:

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

3. Agenda and Consent Agenda Approval

Vice Mayor Knackstedt noted the following additions to the Packet:

Add item K.1.

City Manager Report

- Community Survey Memo

Add item K.2.

City Attorney Report

- Challenger Learning Center Memo

MOTION:

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

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

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

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

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

1. 2025 Audit Plan, Michelle Kiese, CPA, BDO USA, LLP.

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

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS - None.

F. MINUTES

1. *Regular Meeting of September 17, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Non-Objection to the Transfer of Ownership of a Beverage Dispensary Liquor License to KJB Investments, LLC DBA Skeets Dive Bar- License No. 1312. (City Clerk)

Approved by the consent agenda.

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

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

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

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

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

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

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

MOTION:

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

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

UNANIMOUS CONSENT was requested on the motion.

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

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

Approved by the consent agenda.

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

MOTION:

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

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

MOTION TO AMEND:

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

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

Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

UNANIMOUS CONSENT was requested on the main motion as amended.

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

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting October 9, 2025.

2. Airport Commission

No report, next meeting October 9, 2025.

3. Harbor Commission

No report, next meeting November 10, 2025.

4. Parks and Recreation Commission

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

5. Planning and Zoning Commission

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

6. Beautification Commission

No report, next meeting October 14, 2025.

J. REPORT OF THE MAYOR

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

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

K. ADMINISTRATION REPORTS

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

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

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

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

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

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

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

L. ADDITIONAL PUBLIC COMMENTS

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

2. Council Comments

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

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

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

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

Councilmember Daniel encouraged the public to vote.

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

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

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

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

Michelle M. Saner, MMC
City Clerk

*** The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes will not affect the outcome of the official council vote. Advisory votes will be recorded in the minutes. A student representative may not move or second items during a council meeting.*

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: OCTOBER 15, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	111,577.43
PREMERA	OCTOBER HEALTH INSURANCE	VARIOUS	INSURANCE	212,827.67
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	101,496.57

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3490-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE WASTEWATER TREATMENT FACILITY IMPROVEMENT CAPITAL PROJECT FUND, ACCEPTING A GRANT FROM THE U.S. ENVIRONMENTAL PROTECTION AGENCY FOR THE KENAI WASTEWATER TREATMENT FACILITY DIGESTER BLOWERS UPGRADE PROJECT AND AWARDING THE CONSTRUCTION CONTRACT FOR THE PROJECT.

WHEREAS, the City applied for and received a \$2,900,000 grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project; and,

WHEREAS, this project will consist of installation of new high efficiency turbo blowers in a new building and associated construction to supply air to the digester including new stainless-steel air piping, disconnecting the old blowers and reconstruction of operational equipment for the digester; and,

WHEREAS, the cost share requirements for the grant were waived; and,

WHEREAS, the City has appropriated \$750,000 in Water & Sewer funds to the project already and is requesting an additional appropriation of \$750,000 to complete the project with a total budget of \$4,400,000; and,

WHEREAS, additional funding is needed to award the project and to complete additional associated work on the project consisting of draining and cleaning the digester, construction administration services, replacement of a standby generator and efficiency improvements to the existing blowers; and,

WHEREAS, an Invitation to Bid was released on March 27, 2025 with bids due on April 29, 2025 for the project and only one bid was received by Blazy Construction Inc.; and,

WHEREAS, the bid was determined to be responsive and responsible; and,

WHEREAS, due to the time that occurred between bidding and award, the bid price was open for renegotiation; and,

WHEREAS, the City negotiated the current cost of \$3,280,258 to complete the project after value engineering the project and incorporating material and labor cost increases; and,

WHEREAS, it is in the best interest of the City to award the construction contract to Blazy Construction Inc.

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

Section 1. That the City Manager is authorized to accept a grant from the U.S. Environmental Protection Agency in the amount of \$2,900,000 and expend the funds in accordance with the provisions of the grant.

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

Water & Sewer Fund:

Increase Estimated Revenues - Appropriation of Fund Balance	<u>\$750,000</u>
--	------------------

Increase Expenditures - Transfer to Water & Sewer Capital Project Fund	<u>\$750,000</u>
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Section 3. That estimated revenues and expenditures be increased as follows:

Water & Sewer Capital Projects Fund – Wastewater Treatment Facility Digester Blowers Upgrade Project:

Increase Estimated Revenues - Federal Grants -	\$2,900,000
Transfer from Water & Sewer Fund	<u>750,000</u>
	<u>\$3,650,000</u>

Increase Appropriations - Construction	<u>\$3,650,000</u>
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Section 4. That the City Manager is authorized to execute a contract with Blazy Construction Inc. in the amount of \$3,280,258 for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project.

Section 5. 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 6. 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 5TH DAY OF NOVEMBER, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

Introduced:	October 15, 2025
Enacted:	November 5, 2025
Effective:	November 5, 2025

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: October 8, 2025

SUBJECT: **Ordinance 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project.

The memo requests Council's approval to accept a U.S. Environmental Protection Agency (EPA) grant for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade project, appropriate additional funding to complete the project and award the project to Blazy Construction, Inc.

The project will consist of installation of new high efficiency turbo blowers in a new building and associated construction to supply air to the digester including new stainless-steel air piping, disconnecting the old blowers and reconstruction of operational equipment for the digester.

The grant from the EPA is in the amount of \$2,900,000 and matching requirements were waived. \$750,000 of local funds are already appropriated for the project and the Public Works Department requests an additional appropriation of \$750,000 to award the project and complete other associated work and improvements.

The Public Works Department requests award of the construction contract to Blazy Construction Inc. in the amount of \$3,280,258. \$464,950 of this cost is the negotiated cost for purchase of the blower units that was previously approved by EPA as a sole source purchase. Blazy construction was the only bidder on the project when it bid in April of 2025, and we negotiated the current cost to award since the timeline to hold the price expired. We also value engineered several items out of the scope of work to save funding where feasible.

Remaining funding is expected to be used for emptying and cleaning the digester by the City, construction administration by our consultant and City staff, purchase and installation of a new generator to replace the failing unit at the treatment plant and additional work on the existing blowers to increase their efficiency. Work is expected to be completed by the end of 2026. Contingency funds have been included in this funding request for potential change orders encountered on the project. The main concern on this project is the condition of the existing digester structure. It was built in 1982 and the concrete will be evaluated when it is taken down. There is a potential that significant repairs could be required based on what is discovered and that supplemental appropriations could be necessary at that time.

Thank you for your consideration.

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
OCTOBER 2, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR PRO-TEM BERNARD, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks & Recreation Commission was held on October 2, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Pro-Tem Bernard called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Pro-Tem Bernard led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Marti Pepper
Sharon Fisher

Bridget Grieme
Michael Bernard

A quorum was present.

Absent:

Grant Wisniewski, Chair

Also in attendance were:

Tyler Best, Parks & Recreation Director
Jenna Brown, Parks & Recreation Assistant Director
Alex Douthit, City Council Liaison

3. Agenda Approval

MOTION:

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

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. May 1, 2025 Regular Meeting Minutes

MOTION:

Commissioner Fisher **MOVED** to approve the May 1, 2025 Parks & Recreation Commission minutes. Commissioner Grieme **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Parks and Recreation projects for the Fiscal Year 2027 - Fiscal Year 2031 Capital Improvement Plan.

MOTION:

Commissioner Fisher **MOVED** to recommend City Council approval of the Fiscal Year 2027 - 2031 Parks and Recreation Capital Improvement Plan. Commissioner Grieme **SECONDED** the motion.

Director Best summarized the staff report included in the packet and recommended the removal of the Multipurpose Facility Refrigeration System Project at this time. This recommendation is based on a recent study conducted to analyze the compressor system, which provided several options for consideration. Administrative staff will need to select a preferred option when the final report is reviewed; currently, only a draft of the report is available.

MOTION TO AMEND:

Commissioner Grime **MOVED** to amend the Fiscal Year 2027- 2031 Capital Improvement Plan to as follows:

Delete Project, ["PROJECT MULTIPURPOSE FACILITY REFRIGERATION SYSTEM REPLACEMENT | FY31 - \$4,092,385"]

Commissioner Pepper **SECONDED** the motion.

UNANIMOUS CONSENT was requested main motion and the motion to amend.

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

2. **Discussion/Recommendation** - Recommending Council Approval of Ordinance 3488-2025 Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club.

MOTION:

Commissioner Pepper **MOVED** to recommend City Council approval Ordinance 3488-2025. Commissioner Grieme **SECONDED** the motion.

Director Best summarized the Ordinance and memo as included in the packet, noting the obligations to the City when accepting the donation; the pavilion designed mimicked existing Kenai pavilions; and there would be minimal maintenance requirements.

There was discussion regarding the obligations of accepting the donation; and the benefits of community partnerships.

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Parks & Recreation Director – Director Best reported on the following:
 - Summarized the Mid-Month reports as included in the packet.
 - The Pumpkin Festival is next week; location has changed from Millennium Square to the Kenai Softball Green Strip; and the Pumpkin Drop will be at 2:00 p.m.
 - Reported that Mid-Month reports from all Departments were included in the Council packets.
 - The Kenai River Marathon was last weekend, there were inspiring runners and humorous motivational signs.
2. Commission Chair - No Report.
3. City Council Liaison - Council Member Douthit reported on recent actions of the City Council.

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

I. **NEXT MEETING ATTENDANCE NOTIFICATION** - November 6, 2025.

J. **COMMISSION QUESTIONS AND COMMENTS**

Commissioner Grieme and Commissioner Pepper noted how nice the City's green spaces have been.

Commissioner Fisher thanked everyone for their responsiveness.

Clarification was provided that they were always looking for volunteers for the Kenai River Marathon and public participation in creating signs of encouragement for the marathon was encouraged.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS** - None.

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:44 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of October 2, 2025.

Logan Parks
Deputy City Clerk



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: October 8, 2025
SUBJECT: **Airport Mid-month Report September 2025**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Project is bid and awarded and will start in the Spring of 2026.
- Apron crack sealing, marking, and sealcoat
Project is bid and awarded and will start in the Spring of 2026.
- Acquire SRE (Loader & Plow Truck with Sander)
Update: the CAT 980 loader should be here in three weeks and the plow truck and sander should be delivered the end of January 2026.
- Airport Master Plan – Phase 1
City Administration met and provided comments on October 7, 2025. City Planner will compile all comments for a second review by City Administration.
- ARFF Building Rehabilitation – Boiler Replacement
Project is in the final stages of completion.

In-house Activities

- Multi-agency Tri-Annual Exercise for the Kenai Airport will be held on October 10, 2025. The drill will last approximately 2 hours. The Airport has issued a Public Service Announcement.
- Preseason Winter Snow and Ice Control meeting is October 22, 2025 at 10:00am in City Council Chambers. This meeting is for all Airport employees, tenants, and lease holders.
- The Airport has completed the hiring of the winter temporary equipment operators.

- Airport and City Administration are interviewing for the Administrative Assistant position the week of October 6, 2025.
- Unveiling of the Bronze Bears will be around the end of October.
- Operations crew is prepping for the winter season: hauling sand, equipment inspections, wildlife hazing, repairing runway lights and signs, transformers, and windsock replacement.
- The two winter seasonal equipment operators will start on Monday, October 13, and temporary equipment operators will start Monday, October 20th. All will be required to have the mandatory 139 training as required by the FAA.
- Airport is preparing for the unveiling of the Bronze Bears around the end of October.





KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Sasha Coleman, Acting Animal Control Chief
DATE: October 1st, 2025
SUBJECT: September 2025 Monthly Report

This month the Kenai Animal Shelter took in 36 animals.

DOGS:

	INTAKE	17	DISPOSITION	17
	Waiver	7	Adopted	9
	Stray	4	Euthanized	1
	Impound	6	Claimed	3
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	4

CATS:

	INTAKE	18	DISPOSITION	11
	Waiver	11	Adopted	9
	Stray	7	Euthanized	1
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0

OTHER ANIMALS:				
	INTAKE		DISPOSITION	
	Chinchilla	0	Chinchilla	0
DOA:			OTHER STATISTICS:	
	Dog	0	Licenses (City of Kenai Dog Licenses)	6
	Cat	1	Rabies Clinic	0
	Rabbit	0		
	Bird	0		

8 Animals dropped After Hours (days we are closed but cleaning and with KPD)
 25 Field Investigations & patrols
 7 Pet Food Bank Request
0 Volunteer Hours Logged
2 Citations
0 Educational Outreach
 14 Microchips

Total Animal Contacts:

15 Animals are *known* borough animals
 18 Animals are *known* City of Kenai
 3 Animals are *known* City of Soldotna
 0 Animals are *unknown* location

Statistical Data:

404 2023 YTD Intakes
303 2024 YTD Intakes
264 2025 YTD Intakes

We currently recruiting for the Chief of Animal Control position.





KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: October 8, 2025

SUBJECT: Finance Department Mid-Month Report – September 2025

With the end of FY2025, 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 FY25 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.

Final numbers for the IT surplus equipment sold at the Library are 5 printers, 19 desktops, and 16 monitors.

Deployment for computer lifecycle replacement is complete with the exception of three at the dispatch center per their request. Those will be completed early in 2026 once the Alaska Public Safety Information Network (ASPIN) program software update is complete. ASPIN is the computerized system for law enforcement to access criminal and vehicle data.

The City's controller will be out the first week of October attending the 2025 Caselle Annual Conference.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

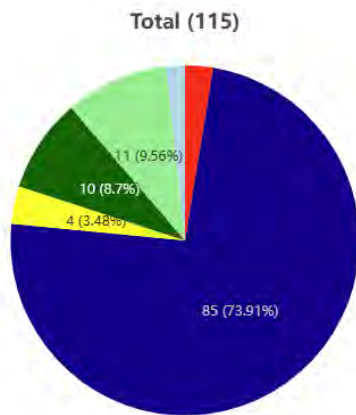
FROM: Jay Teague, Fire Chief

DATE: October 8, 2025

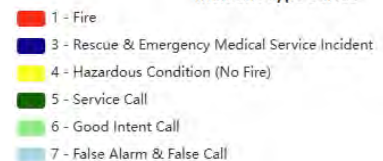
SUBJECT: Fire Department Mid-Month Report – September.

For September, we experienced a .8% call volume increase from the previous year. During the month of August,

SEPTEMBER	2024	2025	% change
Month totals	114	115	.8%
EMS	84	85	1.1%
All Other	30	30	N/A
Year total	1141	1131	-.87%



Incident Type Series



Training:

- Crew members due recertifying on ARFF requirements
- 4 members progressing through Advanced EMT training at KPC
- Training being conducted on new Video Laryngoscopes
- Preparations started for Triennial Airport FAA Drill
- Captain Summers/Marshal Hamilton to Kansas City for FirstDue Admin Training

- New Updated “Fire Engineering” training database brought online within FirstDue RMS (Provides new/current training platform for Fire/EMS personnel).

Projects/Grants/MISC:

- New Video Laryngoscopes received
- Prep/Scheduling for Fire Prevention Month
- Several School Sporting Event EMS Standbys performed
- Prep for Homecoming Parade/Bonfire
- Chief Teague sat on City of Homer’s Hiring Board for their new Fire Chief selection.
- Chief Teague and Chief Ross completed City of Kenai’s annual THIRA report for 2025.
- 32 Facility Inspections completed in Sept.





KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: October 6, 2025
SUBJECT: Human Resources Activity – September 2025

Recruitment

Human Resources is continuing to work with Administration on the recruitment of an Airport Manager. The Police Department is still recruiting for a Chief Animal Control Officer. The Public Works department has made an offer to a Utility Operator who will start in October, and are finishing up interviews with several qualified candidates for the Building Official position. The Airport successfully recruited for temporary equipment operators to assist with snow removal this winter. The Airport is currently recruiting to fill the Administrative Assistant II position and received over 25 applications. Parks and Recreation department is recruiting for a Recreation Center Attendant and the Street Department began recruitment for a temporary equipment operator.

Safety

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

Special Projects

Human Resources has participated in interviews for the Airport Manager position. Human Resources has been working with Administration and the City's health and life insurance benefits consultants to renew coverage for calendar year 2026 and plan for open enrollment to take place in November. Human Resources also continues working to improve internal processes, including organizing employee files for access in retention and updating key personnel policies.

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: October 3, 2025

SUBJECT: Library Report for September 2025

SERVICES



5770 Visitors
77 New Members



577 Computer Sessions
7232 WiFi Sessions



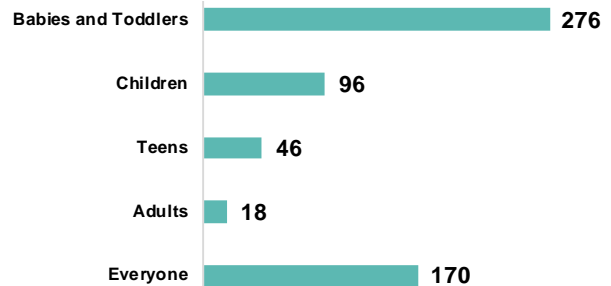
179 Room Reservations
392 Hours of Use

PROGRAMS AND EVENTS

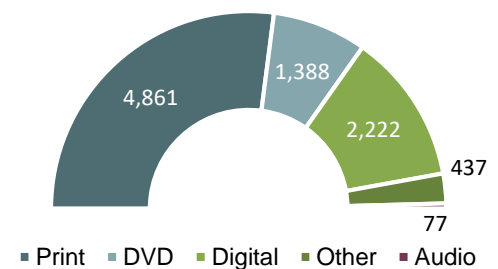
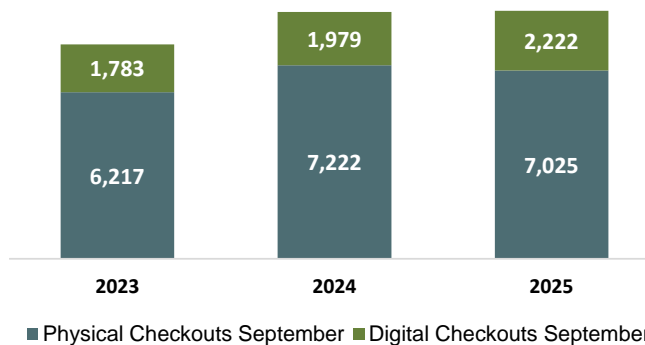


459 Participants
59 Programs

Program Attendance



CIRCULATION



*Does not include in-house use.



MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: October 6th, 2015

SUBJECT: **Mid-Month Report – September**

As September begins, the Parks Department starts removing porta-potties from several park locations. As temperatures drop and weather conditions change, we begin closing the permanent park restrooms for the season (until spring). Around this time, staff also completes the final mowing of properties and begins preparing sports fields for next season.

The last Sunday of September marked the annual Kenai River Marathon, which the City co-hosts with the Kenai Chamber of Commerce. This year's event brought in over 200 runners from across Alaska and the Lower 48, participating in the 5K, half-marathon, marathon relay, and full marathon.

The Multi-Purpose Facility (Ice Rink) will officially open for the season on October 1st and will be available for ice rentals. The rink is unique in that it is only partially covered and treated similarly to a sports field. When not reserved for public programs or rentals, it remains open for community skating. (See the schedule attached)

The Kenai Recreation Center transitioned to winter hours the week of September 29th and is now open Monday–Saturday, 6:30 a.m.–8:30 p.m., and Sunday, 11:00 a.m.–5:00 p.m. These hours will remain in effect, excluding holidays, until the first week of June.

Kenai Recreation Center Visits – Month of Sept

Weight Room/Cardio Room	857
Racquetball /Wallyball Court	205
Shower/Sauna	233
Gymnasium	1153
Gym rental participants	944
Total Number of Visits	3,392



Kenai Multi-Purpose Facility Ice Schedule

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Opening Day 1	2	3	4
For reservations or other rink related inquires contact City of Kenai Parks & Recreation Department at (907) 283-8262 or email parks@kenai.city			MPF Rink Opens at 5:00 PM	4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -QUEENS	4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -QUEENS 7:45p-8:45p -QUEENS 9:00p-10:00p -QUEENS	7:45a-8:30a -RLS 8:30a-9:30a -QUEENS 9:45a-10:45a -QUEENS 11:00a-12:00p -QUEENS 12:15p-1:15p -KPHA 1:30p-2:30p -KPHA 2:45p-3:45p -QUEENS 4:00p-5:00p -QUEENS 5:15p-6:15p -QUEENS 6:30p-7:30p -NIKISKO
Public Skate is FREE . The Kenai MPF Ice Rink is Open to the public for use during ALL unreserved times.			4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -KPHA			
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8:30a-9:00a -RLS 9:00a-10:00a -QUEENS 10:15a-11:15a -QUEENS 11:30a-12:30p -QUEENS 12:45p-1:45p -KPHA 2:00p-3:00p -KPHA 3:15p-4:15p -KPHA 4:30p-5:30p -NIKISKO 5:45p-6:45p -NIKISKO 7:00p-8:00p -NIKISKO 8:15p-9:15p -KPHA	4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA	4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -KPHA	4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA	4:45p-5:15p -RLS 5:15p-6:15p -NIKISKO 6:30p-7:30p -NIKISKO 7:45p-8:45p -NIKISKO 9:00p-10:00p -QUEENS	4:45p-5:15p -RLS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA	9:15a-9:45a -RLS 9:45a-10:45a -KPHA 11:00a-12:00p -KPHA 12:15p-1:15p -KPHA 1:30p-2:30p -NIKISKO 2:45p-3:45p -NIKISKO 4:00p-5:00p -NIKISKO 5:15p-6:15p -NIKISKO
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8:30a-9:00a -RLS 9:00a-10:15a -KPHA 10:30a-11:30a -KPHA 11:45a-12:45p -KPHA 1:00p-1:30p -RLS 1:30p-2:30p -KPHA 2:45p-3:45p -KPHA 4:00p-5:00p -QUEENS 5:15p-6:15p -QUEENS	3:00p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA	3:00p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA 9:00p-10:00p -NIKISKO	3:00p-3:30p -RLS 3:30p-5:00p -KCHS 5:15p-6:15p -KPHA 6:30p-7:30p -KPHA 7:45p-8:45p -KPHA	2:45p-3:30p -RLS 3:30p-4:30p -KCHS 4:45p-6:15p -NIKISKO 6:30p-9:00p -KCHS 7:00p Varsity Game 9:15p-10:15p -QUEENS	2:45p-3:30p -RLS 3:30p-4:30p -KCHS 4:45p-6:15p -KPHA 6:30p-9:00p -KCHS 7:00p Varsity Game	



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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Kevin Buettner, Planning Director
DATE: October 6, 2025
SUBJECT: Planning and Zoning – September 2025 Monthly Report

General Information

Code Enforcement remains a focal point of the department, as we strive to ensure full compliance. The Planning and Zoning Department has also been active in the City working group for both the Airport and Parks Master Plans, guiding development at the Kenai Municipal Airport and throughout the City into the future.

Department Summary

Lands & Leases:

- Continued updating of P/W water and sewer map
- Continued cleaning up Zoning map
- Continued reviewing and itemizing of leases
- Discussed plats, easements and leases with various departments, surveyors and members of the public
- Worked with Finance to invoice with new rates following the City Lands Appraisal
- Mapping of City Lands released by FAA for purposes other than aeronautical

Planning & Zoning:

- See attached report.

Code Enforcement and Compliance

In September, Planning and Zoning closed a number of cases after property owners achieved compliance. Staff continues to work to stay up to date with Code Enforcement, and work with property owners to bring their properties into compliance with Kenai Municipal Code.

See attached report for the current case breakdown and statuses.

Planning and Zoning Commission

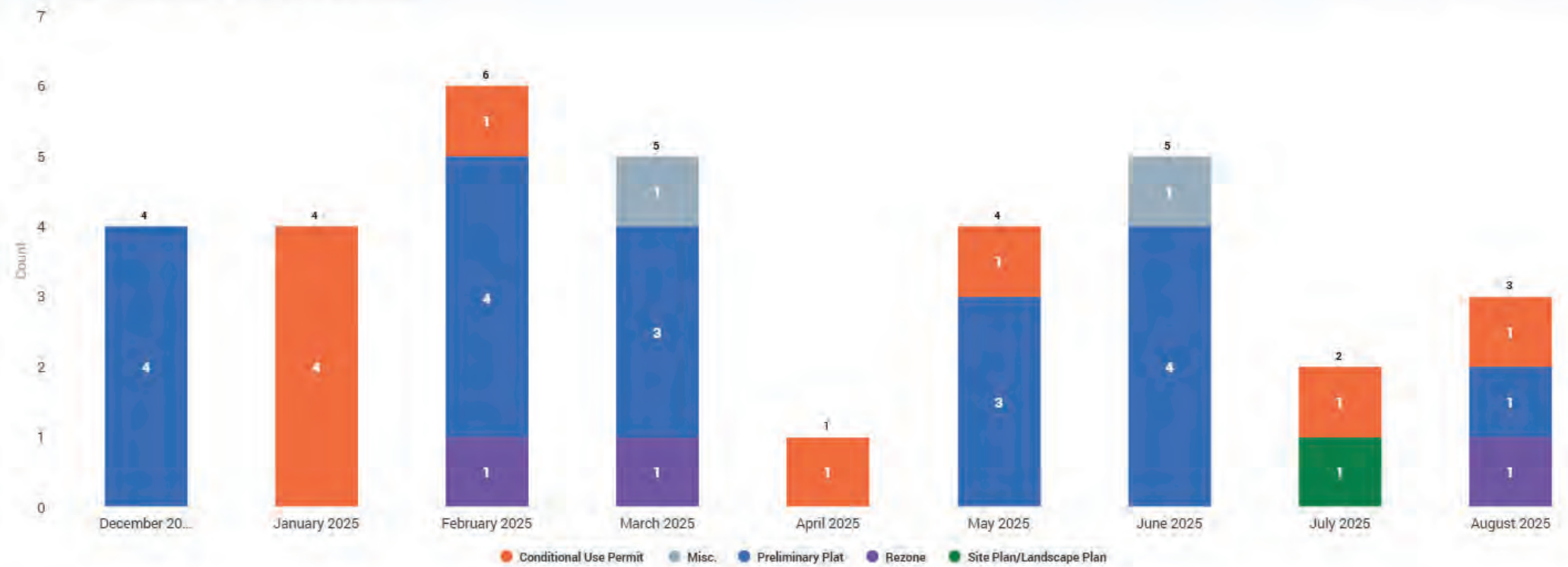
One (1) public meeting was held in the month of September with the following actions/recommendations.

Resolution PZ2025-28 – Granting a Conditional Use Permit to Temporarily Allow an Accessory Building on Parcel Without Main Building or Use on the parcel described as Lot 6, Block 5, Mommsens Subdivision Replat Addition No. 1, Located at 1012 Third Street, Within the Suburban Residential (RS) Zoning District.



YTD Planning Applications

October 06, 2025 | 10:12:11

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Complaints ▾

Main table Chart +

[Sidekick](#)
[Integrate](#)
[Automate / 16](#)
[KB](#)
[Invite / 3](#)

New case number and property address ▾

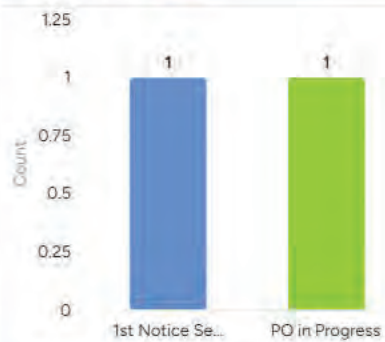
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Last Month ▾



Case Status ▾



Cases by Violation Type (Can Overlap) ▾





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: October 6, 2025

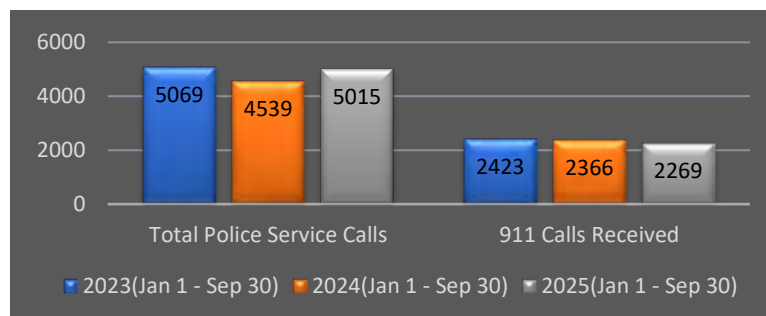
SUBJECT: Police & Communications Department Activity – September 2025

Police handled 571 calls for service in September and 259 calls were received by dispatch via 911. Officers made 38 arrests. Traffic enforcement resulted in 302 traffic contacts with 56 traffic citations issued and there were 7 DUI arrests. There were 11 reported motor vehicle collisions. There were no collisions involving a moose or caribou, and no collisions involving drugs or alcohol.

One new officer continued in field training for the month of September. The officer on the SWAT team attended two days of training in the Kenai area. One officer attended a three-day class on child car seats in Soldotna. One officer started a week-long class on Child Forensic Interviewing. One officer started a week-long class on law enforcement peer support.

The Police Department was re-accredited by the Northwest Accreditation Alliance on September 9th, and a presentation to City Council is anticipated on November 5th.

The School Resource Officer assisted with intruder drills at four schools, including the Tulen Charter School that opened this year. The SRO also handled a number of police related calls in the various schools.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: October 8, 2025
SUBJECT: **Public Works Mid-month Report October 2025**

Capital Projects currently in process:

- Parks & Recreation Master Plan – Project ongoing
- Emergency Services Facility Assessment – Project ongoing
- KMA Apron Sealcoating and Crack Sealing – Contract awarded with work to occur next spring
- Kenai Municipal Airport Runway Rehabilitation Project - Contract awarded with work to occur next spring
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Punchlist items occurring. Will be completed in October
- Kenai Municipal Airport Master Plan Update – Reviewing drafts from Phase 1 and starting on Phase 2
- USACE Kenai Bluff Bank Stabilization Project – Construction ongoing and will be completed in October
- Wastewater Plant Digester Blowers Replacements – Awarding project for 2026 construction
- Water Treatment Plant Pumphouse – In design and working on additional funding to bid this winter.
- Harbor Float Replacement – Shipping
- Aliak Storm Drain Repairs – Design completed. Will bid for work in spring of 2026
- Community Wildfire Protection – Phase 3 work has started
- Vintage Pointe Recarpeting – Hallways completed. Working on stairs
- Street Condition Assessment – Onsite survey completed
- Street Light Assessment – Onsite survey completed
- Vintage Pointe Exterior Door Replacement – Contractor ordering materials

Capital Projects in planning to be released:

- Senior Center Front Entry and Canopy Repair
- Vintage Point Kitchen/Bathroom Remodel Design
- Sewer Lift Station Upgrades
- Municipal Park Pavilion Replacement

The Building Department has issued 57 residential and 35 commercial building permits so far in calendar year 2025. We processed a total of 92 permits in calendar year 2024 and 96 in calendar year 2023. We have a temporary Building Official to help as needed and are working to fill the vacant position with interviews ongoing.

The Streets crew is working on roadway, tree and ditch maintenance. They repaired a pothole on Silver Salmon Drive and received appreciation from the regular users. The Shop is preparing for winter and getting started on tire changes. The Buildings crew is working on annual services for boilers and keeping up with other work as needed.

The Utility Department is working on lift station cleaning. We have hired a new Utility Operator, Christina Case, who will be starting on October 20th.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: October 7, 2025
SUBJECT: September 2025 Monthly Report

Numbers of individuals served in September:

Home Delivered Meals	1733
Individuals	108
Dining Room (Congregate) Meals	930
Individuals	148
Transportation (1-way rides)	359
Individuals	31
Grocery Shopping Assistance	21/41
Writers Group	29
Caregiver Support Group	17
Widows/Widowers Grief Support Group	14
Growing Stronger Exercise	265
Tai Chi Class	52
TOPS Weight Loss Class	70
Bluegrass & Music Sessions	48
Card Games	117
Wii Bowling	14
Arts & Crafts	52
Volunteers Hours	510
Individuals	187
Total Event Sign-ins *	1971
Individuals *	213
Vintage Pointe Manor Vacancies	1

*(not including home meals clients)

Program personnel were busy in September assisting individuals with important seasonal needs. Staff helped community members navigate their introductions to Medicare, explore supplemental coverage options, and compare Part D prescription plans. In addition, individuals received support completing applications for weatherization and heating assistance programs as we gear up for the application periods opening **October 1st** for heating assistance and **October 15th** for Medicare Part D open enrollment.

Exciting things were also happening at the Kenai Senior Center throughout the month of September! Members enjoyed a variety of activities, including craft classes making *kuspuk* bag

holders, a no-host dinner at the Bayou, weekly music sessions, card games, quilting, and flu shots.

The highlight of the month was a day trip to Hope, where seniors spent the day exploring and enjoying the beautiful fall scenery—all while traveling in one of the Center's new vans. The Kenai Senior Center is deeply appreciative of the **City of Kenai** and the **Kenai City Council** for their continued support and for providing the new vans, which enhances the Center's ability to offer safe and enjoyable outings for local seniors.

