



## Kenai City Council - Regular Meeting

April 02, 2025 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

[www.kenai.city](http://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*)

1. Kenai River Quality Monitoring Funding, Kenai Watershed Forum, Environmental Scientist and Water Quality Coordinator, Benjamin Meyer.
2. Request for Land Donation, Kenai Peninsula Housing Initiatives, Inc., Finance Director Dana Gregoire.

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

#### E. PUBLIC HEARINGS

1. **Resolution No. 2025-21** - Amending City Council Policies 20.010 - Recording Council Meetings, and 20.020 Standing Commissions and Other Advisory Body Procedures, to Establish that Meeting Recordings are Retained in Accordance with the Records Management Schedule and Record Retention Policy of the City. (City Clerk)
2. **Resolution No. 2025-22** - Amending Council Policy 20.000 Agenda & Packet - Preparation, Distribution and Publication, to Establish a Twenty Minute Aggregate Time Limit for Scheduled Public Comment and a Thirty Minute Aggregate Time Limit for Unscheduled Public Comment. (Gabriel)

#### F. MINUTES

1. \*Regular Meeting of March 19, 2025. (City Clerk)

#### G. UNFINISHED BUSINESS

**H. NEW BUSINESS**

- [1.](#) \***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) \***Ordinance No. 3462-2025** - Accepting and Appropriating Donations to the Kenai Animal Shelter for the Purchase of Equipment and Supplies. (Administration)
- [3.](#) **Action/Approval** - Council on Aging Commission 2025 Work Plan. (City Clerk)
- [4.](#) **Discussion** - Scheduling a Budget Work Session. (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. Review and Discussion of the City Manager's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Manager [AS 44.62.310(C)(2)].
2. Review and Discussion of the City Attorney's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Attorney [AS 44.62.310(C)(2)].
3. Review and Discussion of the City Clerk's Evaluation Which May be a Subject that Tends to Prejudice the Reputation and Character of the City Clerk [AS 44.62.310(C)(2)].

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

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://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's Office 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/am9d7e9fS9KAMhuetsTcKA>

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*Working together for healthy watersheds on the Kenai Peninsula*

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**Memo: Kenai River Water Quality Monitoring Deliverables and Financial Detail**

Brian Gabriel  
Mayor's Office, City of Kenai  
210 Fidalgo Ave.  
Kenai, AK 99611

March 26, 2025

Dear Mayor Gabriel and Council,

Thank you for the opportunity to present to the city council on March 5<sup>th</sup>. The council's decision to renew the memorandum of understanding for the Kenai River Baseline Water Quality Monitoring program speaks to the foresight and value of this work. A brief video highlighting this project is available on our YouTube channel<sup>1</sup>, and additional details are on our website<sup>2</sup>.

As discussed, we advocate that the City of Kenai resume its annual contribution to at least the \$5,000 level. While we constantly seek new partners and grant support, local partners will always remain the bedrock of this work. In 2025, it is likely that some federal partners we've long counted on will be unable to support this project. Additional financial details are presented or linked to in the following pages.

We are eager to share more about the project and look forward to speaking with you. Thank you for your support and consideration.

Sincerely,



Benjamin Meyer  
Research Coordinator  
Kenai Watershed Forum  
[ben@kenaiwatershed.org](mailto:ben@kenaiwatershed.org)  
(907) 232-0280



Trent Dodson  
Executive Director  
Kenai Watershed Forum  
[executivedirector@kenaiwatershed.org](mailto:executivedirector@kenaiwatershed.org)  
(907) 260-5449 ext. 1206

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<sup>1</sup> YouTube video: <https://www.youtube.com/watch?v=txGNjfH9hqY>

<sup>2</sup> Project website: <https://www.kenaiwatershed.org/kenai-river-baseline-water-quality-monitoring/>



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## City of Kenai – Financial history and deliverables

### Financial contribution history from City of Kenai

- 2010 – 2023 - \$5,000 annual contribution
- 2024: \$1,500 contribution (3% of total budget or 10% of laboratory expenses)
- Additional finance details available on the following page and linked in the footnotes<sup>3,4</sup>

### Past Project Deliverables

- 2000 - 2016 Kenai River Baseline Water Quality Assessment<sup>5</sup>
- Results posted annually to [www.kenaiwatershed.org/about-kwf/news-media](http://www.kenaiwatershed.org/about-kwf/news-media)
  - Annually: 22 sampling locations, two sampling events, ~240 total samples, ~200 hours contributed annually from agency staff and volunteers

### Future Project Deliverables

- Publishing the new 2000 – 2025 Kenai River Baseline Water Quality Assessment (anticipated December 2025)
- Six in-person public meetings in communities throughout the Kenai River watershed to share results from the 2000 – 2025 assessment, and receive public feedback (Winter 2025 – 2026)
- Draft a Kenai River Water Quality Action Plan document, incorporating public feedback as well as results from other monitoring efforts (e.g. state and federal agencies) to make management recommendations
- Continued applications to multiple public and private organizations for financial support to cover monitoring expenses

<sup>3</sup> Project finance history: [https://kenai-watershed-forum.github.io/kenai-river-wqx/finance\\_history.html](https://kenai-watershed-forum.github.io/kenai-river-wqx/finance_history.html)

<sup>4</sup> 2025 Project Budget: [https://bit.ly/kenai\\_wqx\\_finance\\_2025](https://bit.ly/kenai_wqx_finance_2025)

<sup>5</sup> 2016 Report: <https://www.kenaiwatershed.org/wp-content/uploads/2023/02/Kenai-Watershed-Forum-Baseline-Water-Quality-Assessment-2016-1.pdf>



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## Year 2025 Project Finances

Table 1 – Projected expenses and in-kind support for 2025.

Expense Type	Provider	In-Kind	Invoice	Total
Data Management & Analysis	Kenai Watershed Forum		\$14,028.80	\$14,028.80
Field equipment	TTT		\$3,660.00	\$3,660.00
Fieldwork time	Agency Volunteers*	\$6,817.92		\$6,817.92
Lab Analysis	SGS Laboratories		\$15,675.00	\$15,675.00
	Soldotna Wastewater Treatment Plant	\$6,720.00		\$6,720.00
Other	Alert Expeditors		\$90.00	\$90.00
	SGS Laboratories		\$250.00	\$250.00
Project Prep & Management Total			\$3,507.20	\$3,507.20
Grand Total		<b>\$13,537.92</b>	<b>\$37,211.00</b>	<b>\$50,748.92</b>

Table 2- Projected sources of 2025 revenue.

Organization	2025 Projected Income
City of Kenai	\$1,500.00
AK Dept. of Natural Resources	\$3,000.00
Kenai Peninsula Borough	\$5,000.00
US Forest Service**	\$0.00
Kenaitze Indian Tribe	\$4,500.00
Kenai National Wildlife Refuge	\$5,000.00

Table 3 – Summary table for 2025 finances.

Total Invoice Expenses	\$37,211.00
Total In-Kind Support	\$13,537.92
Total Budget	\$50,748.92
2025 Projected Income	\$19,000.00
<b>2025 Projected Revenue Gap</b>	<b>-\$18,211.00</b>

\* Organizations providing in-kind labor and services for 2025 include but are not limited to: Alaska Dept. of Environmental Conservation, Alaska Dept. of Fish and Game, Cook Inlet Aquaculture Association, Homer Soil and Water Conservation District, Kenaitze Indian Tribe, Kenai Peninsula College, Kenai Watershed Forum, Mister Kenai Sportfishing, City of Soldotna, and US Forest Service.

\*\* We received notice on 3/12/2025 that the US Forest Service will be unlikely to be able to contribute in 2025, which normally amounts to \$4.5k



Sponsored by: City Clerk

**CITY OF KENAI  
RESOLUTION NO. 2025-21**

A RESOLUTION AMENDING CITY COUNCIL POLICIES 20.010 - RECORDING COUNCIL MEETINGS, AND 20.020 STANDING COMMISSIONS AND OTHER ADVISORY BODY PROCEDURES, TO ESTABLISH THAT MEETING RECORDINGS ARE RETAINED IN ACCORDANCE WITH THE RECORDS MANAGEMENT SCHEDULE AND RECORD RETENTION POLICY OF THE CITY.

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WHEREAS, Council Policy 20.010 - Recording Council Meetings, currently requires Council meetings to be electronically recorded and the recording retained for six-years; and,

WHEREAS, Council Policy 20.020 - Standing Commissions and other Advisory Body Procedures, currently requires Advisory Commission meetings and Planning and Zoning Commission meetings be electronically recorded, retained for two years for Advisory Commissions and six years for the Planning and Zoning Commission; and,

WHEREAS, the current City records management schedule and record retention policy as adopted, requires Audio/Visual Recordings of Councils, Boards or Commission to be retained for ten-years; and,

WHEREAS, amending the retention requirements in policy to refer to the retention schedule as approved by Council would prevent any future conflicts if or when the retention schedule is amended.

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

**Section 1.** That City Council Policy 20.010 - Recording Council Meetings as amended and attached is hereby adopted.

**Section 2.** That City Council Policy 20.020 - Standing Commissions and Other Advisory Body Procedures as amended and attached is hereby adopted.

**Section 3.** That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2<sup>ND</sup> DAY OF APRIL, 2025.

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Brian Gabriel Sr., Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk

**RECORDING CITY COUNCIL MEETINGS AND WORK SESSIONS**

Effective Date: October 19, 2017

Last Action Date:

April 2, 2025

See Also:

Approved by:

City Council

**POLICY – 20.010****Recording City Council Meetings and Work Sessions****Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC Title 1, for recording City Council meetings, work sessions, and joint work sessions hosted by City Council.

*Note: Committees, Commissions and the Council on Aging are regulated by KMC 1.90 and City Council Policy No. 20.020 - Commission, Committee and Council on Aging Procedures. Additionally, the Planning and Zoning Commission is also regulated by KMC 14.05.*

**Scope**

This policy applies to City Council and to all advisory bodies appointed by the City Council when meeting jointly with the City Council.

**Policy****A. Meeting Minutes, Summaries and Recordings**

1. All City Council meetings and work sessions, including joint work sessions hosted by the Kenai City Council, will be electronically recorded and retained ~~for 6 (six) years~~ [in accordance with City of Kenai records management schedule and record retention policy as adopted by the City Council pursuant to KMC 10.30.030.](#)
2. Exceptions:
  - a. Meetings held solely for the purpose of interviewing candidates for positions for employment by the City Council and the part of meetings held in executive session may not be recorded.
  - b. Work Sessions or any portions thereof held outdoors or any other location when recording is not practicable may not be recorded.
3. Meeting minutes shall be produced by the Office of the City Clerk for all City Council regular and special meetings. Minutes approved by City Council are the official records of the meetings.

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Brian Gabriel Sr., Mayor

ATTEST:

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Shellie Saner, MMC, City Clerk



**CITY COUNCIL – 20.020****STANDING COMMISSIONS AND OTHER ADVISORY BODY PROCEDURES**

Effective Date: March 5, 2014

Last Action Date:

June 19, 2024

See Also:

Approved by:

City Council

**POLICY – 20.020      Standing Commissions and other Advisory Body Procedures.****Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC 1.90, for Standing Commission and other Advisory Bodies established by the Council.

**Scope**

This policy applies to all standing commissions or other advisory bodies appointed by the City Council. In addition to this policy the following Kenai Municipal Code (KMC) provisions are applicable:

Airport Commission is also regulated by KMC 1.95.010

Beautification Commission is also regulated by KMC 1.95.020

Council on Aging Commission is also regulated by KMC 1.95.030 and the Council on Aging By-Laws

Harbor Commission is also regulated by KMC 1.95.040

Parks and Recreation Commission is also regulated by KMC 1.95.050

Planning and Zoning Commission is also regulated by KMC 14.05.

**Policy****A. Appointment and Reappointments**

1. An application for consideration of appointment or reappointment to a Standing Commission or other Advisory Body of the Council must be submitted to the City Clerk.
2. The Mayor nominates an applicant for appointment or reappointment and by motion, the City Council confirms.

**B. Establishing Subcommittees**

1. A subcommittee of a Standing Commission or other advisory body may be established for a specific function upon approval of Council.

**C. Meeting Schedules**

1. Standing Commission schedules are as follows:

<b>Commission / Committee / Council on Aging</b>	<b>Meeting Schedule</b>	<b>Scheduled Meeting Days</b>
Airport Commission	Monthly	Second Thursday of the month
Beautification	Meetings held January, April, May, September and October	Second Tuesday of the month
Council on Aging	Monthly	Second Thursday of the month
Harbor Commission	Meetings held February, March, April, May, June, August, September and November	First Monday after first Council meeting of the month

Library Commission ( <i>Suspended as of 2015, Ordinance No. 2815-2015</i> )		
Parks & Recreation Commission	Monthly, except for July	First Thursday of the month
Planning & Zoning Commission	Twice monthly	Second & fourth Wednesday

2. All regular meetings will be held in the Kenai City Hall Council Chambers with the exception of the Council on Aging Commission who shall meet at the Senior Center, unless offsite arrangements are approved by the Clerk. Exceptions for subcommittee meetings may be made with the advance notice of the City Clerk.
3. Regularly scheduled meeting times will be approved by Council.
4. Special meetings (for a specific purpose) on an as-needed basis may be scheduled with the Clerk's approval and notification to the Council and City Manager.
5. Meetings may be cancelled or rescheduled by the City Clerk, with notification to Council and the City Manager, if cancellation or rescheduling is warranted, i.e. lack of agenda items, pre-knowledge of lack of a quorum, etc.
6. Any additional commissions or other advisory bodies established by Council will be set and incorporated into the meeting schedule by the City Council.

#### D. Minutes & Meeting Recordings

1. With exception of the Planning & Zoning Commission, taking notes and electronically recording meetings shall be the responsibility of department liaison to the specific Standing Commission or advisory body. The Clerk's Office shall take notes and record the meeting for the Planning and Zoning Commission.
2. Action minutes will be produced by the Clerk's Office from the department liaisons notes and provided to the City Council as official records of the meetings. Summary minutes will be produced by the Clerk's Office for Planning and Zoning Commission items when the item is quasi-judicial.
3. ~~Regularly scheduled m~~ Meetings shall be electronically recorded and ~~with the exception of Planning & Zoning Commission, shall be kept for two years.~~
4. ~~Planning & Zoning Commission meeting recordings shall be kept for 6 years~~ retained in accordance with the City of Kenai records management schedule and record retention policy as adopted by the City Council pursuant to KMC 10.30.030.

#### E. Work Sessions

1. Work sessions may not be held without the approval of the City Clerk unless they occur on the night of and at the time of a regularly scheduled advertised meeting. Notification of scheduled work session shall be provided to City Council and the City Manager. Work session may be requested by Council, the liaison or Chair of the body.
2. During work sessions, only items on the work session agenda may be discussed and no formal actions may be taken.
3. At a minimum, work sessions shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

#### F. Basic Meeting Information

1. All meetings shall be open to the public.
2. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.
3. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the Standing Commission or other advisory body as designated within the bylaws or Kenai Municipal Code. Items requiring commission action under applicable municipal code prior to final action by the Council, as distinguished from advisory recommendations, will be referred to the respective body prior to any final Council action. The City Council, by motion, may refer any other item to be placed on an agenda seeking a recommendation from the respective Standing Commission or other advisory body.
4. The department liaison shall submit items for the agenda and supporting documentation to the Clerk's Office one week prior to a meeting, no later than 2:00 p.m. The Clerk's Office will compile meeting material and distribute. The Planning & Zoning Commission is exempt from this requirement as the Planning Department advertises, compiles meeting material and distributes for its commission.
5. Rules of Order: Pursuant to KMC 1.15.120(b) and KMC 1.90.050(c), in all matters of parliamentary procedure, Robert's Rules of Order, as revised shall be applicable and govern all meetings, except as specified in KMC 1.15.060 (Motions), KMC 1.15.100 (Speaking), and KMC 1.15.110 (Voting).
6. Quorum: No meeting may proceed in the absence of a quorum, i.e. a quorum is more than one-half of the board/commission (quorum of the whole).
7. Motion: Pursuant to KMC 1.15.060(k), all motions require a second. A majority of votes is required to pass a motion.
8. Speaking: In a meeting, members should be recognized by the Chair before speaking.
9. When is it a Meeting: If any public business is discussed collectively by four or a majority of members of one body.
10. Representation of the body: Members of a City of Kenai Standing Commissions or other advisory bodies may only speak on behalf of the body when approved to do so by a majority vote of the body; at which time their basic responsibility is to carry out the body's directives identified within the approved motion.

#### G. Council Participation

1. Any Council Member may attend a meeting or work session of any Standing Commission or other advisory body; however, no more than three Council Members may attend any one meeting without additional public notice.
2. Only the Council Liaison to the respective Standing Commission or other advisory body may speak on behalf of the Council to the relevant body if approved to do so by a majority vote of the City Council. Participation of the Liaison at Standing Commission or other advisory body meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission. The Liaison is a non-voting member and may not participate in the debate of an advisory body.
3. Participation by Council Members (acting as a Council Member) other than the Liaison should be limited to ONE Council Member who is a sponsor of a legislative item to be considered for recommendation from the advisory body. The sponsors participation should be limited to three-minute testimony and answering questions from the body. The sponsor of the legislation may not participate in debate of the advisory body. When speaking to the advisory body as the legislate sponsor the following additional rules apply:

- a. The legislative sponsor will not testify from the Dais, testimony from the sponsor shall be made from the area designated for public comment.
  - b. If the legislative sponsor is the Liaison to the advisory body, the legislative sponsor will remove themselves from the dais and seat themselves in the public area of the chambers. The legislative sponsor will remain in the public seating area during the discussion, debate and voting on the legislative item in which they sponsored.
4. Exception: Council Members may fully participate in any joint work session or other meeting with a Standing Commission or other advisory body when it has been noticed that the City Council will be in attendance, or there has been a specific delegation of authority by the Council for a member(s) to represent the Council.

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Brian Gabriel Sr., Mayor

ATTEST:

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Shellie Saner, MMC, City Clerk

*Policy History: Action Approval on 08-04-2004; R2017-24; R2018-19; 2019-03; 2023-26; R2024-28*

*Note: Between 2004 and 2017 other amendments to the policy were made through the action approval process.*



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** March 27, 2025

**SUBJECT:** **Resolution No. 2025-21 - Amending City Council Policies 20.010 - Recording Council Meetings and 20.020 Standing Commissions and Other Advisory Body Procedures to Establish that Meeting Recordings are Retained in Accordance with the Records Management Schedule and Record Retention Policy of the City.**

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The current retention requirements for recordings of City Council and Commission meetings as established in policies 20.010 and 20.020 conflict with the City of Kenai, Records Management Schedule and Records Retention Policy (retention schedule) and the retention requirements for records of the City should be established and maintained in one location, to prevent discrepancies.

Final approval of the retention schedule is by the City Council and all proposed amendments are brought forward for Council consideration.



Sponsored by: Mayor Gabriel

**CITY OF KENAI  
RESOLUTION NO. 2025-22**

A RESOLUTION AMENDING COUNCIL POLICY 20.000 AGENDA & PACKET - PREPARATION, DISTRIBUTION AND PUBLICATION, TO ESTABLISH A TWENTY MINUTE AGGREGATE TIME LIMIT FOR SCHEDULED PUBLIC COMMENT AND A THIRTY MINUTE AGGREGATE TIME LIMIT FOR UNSCHEDULED PUBLIC COMMENT.

WHEREAS, Alaska Statutes 29.20.020 in part provides that the governing body shall provide reasonable opportunity for the public to be heard at regular and special meetings; and,

WHEREAS, Kenai Municipal Code 1.15.050(b) establishes scheduled public comment and unscheduled public comments as items on the City Council agenda; and,

WHEREAS, City Council adopted Policy 20.000 includes additional guidelines related to public comment during City Council meetings; and,

WHEREAS, current policy provides ten-minutes per scheduled public comment speaker and three-minutes per unscheduled comment speakers; and,

WHEREAS, establishing a maximum aggregate amount of time for public comments at the beginning of a meeting ensures meeting efficiency, provides speakers an equal opportunity; allows public, staff and Council advance knowledge of time allocated for public comments; and balances public input with decision making; and,

WHEREAS, public participation through comments are encouraged throughout other areas of the agenda to include public hearing items, consent agenda, and additional public comments with five-minutes per speaker after the business items have been addressed.

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

**Section 1.** That City Council Policy 20.000 - Agenda & Packet - Preparation, Distribution and Publication as amended and attached is hereby adopted.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2<sup>ND</sup> DAY OF APRIL, 2025.

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

## CITY COUNCIL – 20.000

**AGENDA & PACKET - PREPARATION, DISTRIBUTION AND PUBLICATION**

Effective Date: August 1, 2009

Last Action Date:

April 4, 2025

See Also:

Approved by:

City Council

**POLICY – 20.000****Agenda & Packet - Preparation, Distribution and Publication****Purpose**

The purpose of this policy is to ensure a consistent process in preparing, distributing and publish the City Council Agenda's and Packets.

**Scope**

This policy identifies the roles of the Administration when preparing the agenda and packet items, the appropriate times for public participation during meetings and the role of the City Clerk when preparing, distributing and publishing the agenda and packet for City Council meetings.

**Policy****A. Agenda Preparation and Format; Public Testimony**

1. The City Clerk shall prepare the agenda for each Council meeting after consultation with the Mayor and the City Manager, subject to paragraphs (a) through (d) of KMC 1.15.040. The City Clerk shall circulate a draft agenda to the Mayor, to other Council Members, and to the City Manager.
2. Scheduled Public Comment. The agenda shall include time for "Scheduled Public Comment." Any member of the public may request that an item be placed on the agenda for a regular Council meeting under "Scheduled Public Comment". A person who desires to address the Council under Scheduled Public Comment shall make that request in writing on a form provided by the City Clerk a minimum of eight (8) days in advance of the Council meeting. Scheduled Public Comment shall be limited to a total aggregate time of 20 minutes, and each ~~The~~ speaker will be permitted 10 minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitations should be reflected on the agenda. The speaker shall identify themselves, providing their name and stating if they are a resident or non-resident of the City of Kenai. The person may speak on any topic except:
  - a. items scheduled for consideration on that consent agenda;
  - b. items scheduled for public hearing on that agenda;
  - c. personnel matters; and,
  - d. items upon which litigation involving the person or his/her representative and the City is currently pending.
3. Unscheduled Public Comment. The agenda shall include time for "Unscheduled Public Comment." Any member of the public may address the Council at the time designated on the agenda for "Unscheduled Public Comment". Unscheduled Public Comment will be limited to a total aggregate of time of 30 minutes, and each ~~The~~ speaker will be permitted three (3) minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitations should be reflected on the agenda. The speaker shall identify themselves, providing their name and stating if they are a resident or non-resident of the City of Kenai. The person may speak on any topic except:
  - a. items scheduled for consideration on that consent agenda;
  - b. items scheduled for public hearing on that agenda;
  - c. personnel matters; and,

- d. items upon which litigation involving the person or his/her representative and the City is currently pending.

4. Public Hearings; Consent Agenda Testimony.

- a. Any member of the public present may be heard at public hearings on resolutions and ordinances at the time designated on that agenda for the public hearing or as that time may be extended at the discretion of the Council. Any member of the public present may be heard at a time designated on that agenda to accept public comment on matters appearing on the consent agenda. The agenda shall state that the speaker will be permitted three (3) minutes to address the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves, providing their name and stating if they are a resident or non-resident of the City of Kenai. The person shall speak to the issue that is the subject of the public hearing or item on the consent agenda. The speaker may elect whether to address any questions from the Council.
- b. With respect to public testimony in public hearings and relating to items on the consent agenda, persons present at a meeting may give their time over to another speaker present at the meeting; provided, however, that no single speaker present may speak for more than 30 minutes combined on their own and on others' behalf.

5. Citizen Comments. The agenda shall include time for citizen comments. Any member of the public may be heard under an agenda section for "Citizens Comment" under agenda item "Additional Public Comments." The speaker will be permitted five (5) minutes to address the Council after which the speaker may elect whether to address any questions from the Council. The time limitation should be reflected on the agenda. The speaker shall identify themselves by providing their name and stating if they are a resident or non-resident of the City of Kenai. The person may speak on any topic except:

- a. personnel matters; and,
- b. items upon which litigation involving the person or his/her representative and the City is currently pending.

B. Council Packet Preparation

- 1. All reports, ordinances, resolutions, contracts, documents, or other matters to be submitted to the Council for a regular meeting shall be submitted to the City Clerk not later than four p.m. on the Thursday preceding the Wednesday meeting. The City Clerk shall prepare the agenda for all of these matters according to the order of business, numbering each item consecutively.
- 2. Council Members and Administration are each encouraged to submit explanatory memoranda for any action item requiring Council action that person requests be placed on the agenda.

C. Agenda and Council Packet Publication and Distribution

- 1. Notice of date, time and place of meeting will be posted on the City's Facebook page no later than (6) days prior to each regular Council meeting.
- 2. Notice of the date, time, and place, and the agenda and public hearing notice for each regular Council meeting shall be posted on the City's official bulletin board at City Hall no later than six (6) days prior to each regular Council meeting.
- 3. The City Clerk shall post a copy of the agenda, public hearing notice, and meeting packet to the City's web site, and shall also provide a copy of the packet to the Kenai Municipal Library, no later than six (6) days prior to each regular Council meeting.
- 4. Any person and any organization may request a copy of the meeting packet, either by paper or electronic copy. The City Clerk will provide the copy as soon as practical.



5. "Day" is a calendar day. The day of posting and/or publication and the day of the Council meeting each shall be counted for the purpose of computing compliance with the posting and publication deadlines.
6. "Non-routine agenda items" means scheduled public comments, public hearings, unfinished business items, ordinances for introduction, action items not appearing on the consent agenda, and executive session items.

#### D. Special Meetings

The agenda format, preparation, posting, publication, and public participation policies set forth in sections A, B, and C, above, do not apply to special meetings of the Council. Notice of special meetings shall be made under KMC 1.10.060 and the agenda shall be circulated to each member of the Council and to the City Manager at least 24 hours prior to the special meeting where practicable. The City Clerk will prepare the agenda for a special meeting after consultation with the Mayor and the City Manager, subject to paragraphs (a) through (d) of KMC 1.15.040. The agenda for a special meeting will not include time for Scheduled Public Comment, Unscheduled Public Comment, or Additional Public Comment unless requested by a Council member, the City Manager, or the City Attorney. The agenda shall include time for a public hearing where otherwise required by law for adoption of ordinances and resolutions.

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Brian Gabriel Sr., Mayor

ATTEST:

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Shellie Saner, MMC, City Clerk

*Policy History: Ordinance No. 2347-2008; Resolution No. 2010-07; Ordinance No. 3089-2019; Resolution 2023-11; Resolution No. 2024-32; Resolution No. 2025-XX*



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Council Members

**FROM:** Brian Gabriel, Mayor

**DATE:** March 27, 2025

**SUBJECT:** **Resolution No. 2025-22 - Amending Council Policy 20.000 Agenda & Packet - Preparation, Distribution and Publication to Establish a Twenty Minute Aggregate Time Limit for Scheduled Public Comment and a Thirty Minute Aggregate Time Limit for Unscheduled Public Comment.**

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Alaska statutes require a governing body to provide a reasonable opportunity for the public to be heard during regular and special meetings. The City Council as the governing body may establish reasonable limits, and setting an aggregate time limit on public comments at the beginning of the meeting helps keep the meeting on track, ensures equal opportunity for speakers, supports transparency by providing the public, staff, and Council with advance knowledge of the time allocated for public comment, and balances public input with decision-making process.

Kenai Municipal Code and Council Policy 20.000 allows the public an additional opportunity to speak at the end of the agenda under "Additional Public Comments." This portion of the agenda does not have an aggregate time limit; however, each speaker is limited to five minutes.

**KENAI CITY COUNCIL – REGULAR MEETING  
MARCH 19, 2025 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
MAYOR BRIAN GABRIEL, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on March 19, 2025, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Mayor Gabriel led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Brian Gabriel, Mayor  
Phil Daniel  
Alex Douthit  
Sovala Kisenia

Henry Knackstedt, Vice Mayor  
Deborah Sounart  
Victoria Askin

A quorum was present.

Also in attendance were:

\*\*Xiling Tanner, Student Representative  
Dave Ross, Acting City Manager  
Scott Bloom, City Attorney  
David Swarner, Finance Director  
Tyler Best, Parks and Recreation Director  
Lee Frey, Public Works Director  
Kathy Romain, Senior Services Director  
Shellie Saner, City Clerk

**3. Agenda and Consent Agenda Approval**

Mayor Gabriel noted the following additions to the Packet:

Add Item C.1.

**Scheduled Public Comment** - 100% Communities and the 907 Navigation App, Abby Struffert, Southcentral Consulting

Add to Item H.6.

**Action/Approval** - Reporting Requirements for Agencies Receiving Grants through the Legislative Budget.

- Legislative Budget Summary

Add Item H.9.

**Action/Approval** - Authorizing the Mayor to Sign a Letter of Support for the American Tidal Energy Project led by ORPC.

- Memo
- Letter of Support

**MOTION:**

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

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

Mayor Gabriel opened the floor for public comment on consent agenda items.

William Coghill, representing the new owners of KNC Golf, Inc., outlined goals to enhance the course and attract more golfers; bringing in a PGA pro for lady and junior clinics; and hosting an Alaska Championship golf tournament. He expressed commitment to making the course a destination and providing a quality golf experience.

There was discussion regarding the ongoing construction projects on the club house, repairs to the walking bridge, and working with the City on future for repairs to the larger bridges used by carts and skiers in the winter.

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**

## **C. SCHEDULED PUBLIC COMMENTS**

1. 100% Communities and the 907 Navigation App, Abby Struffert, Southcentral Consulting

Abby Struffert, Family Resource Center Network Director presented the 100% Communities initiative, a community organizing model focused on improving access to 10 vital services, she noted the initiative started locally and expanded statewide; the 907 Navigation app was developed to connect residents to essential services; the app has been downloaded over 1,500 times; action teams were formed to address interconnected community issues like housing insecurity and childcare; and the initiative emphasizes collaboration between service providers. A video demonstration of the 907 Navigation app was provided.

## **D. UNSCHEDULED PUBLIC COMMENTS**

Marion Nelson, Board Member of the Kenai Fine Art Center, discussed the launch of the Bronze Bear Project at the Chamber of Commerce Luncheon with presenters from the City; noted that the Kenai Arts Center was interested in working with the sculptor; financial support for the project was growing; and reported the next Arts Center show would be the student art show on April 4<sup>th</sup>.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce, shared updates on the Cultural Center's exhibits; reported looking into grants to increase museum hours and roof repairs for the Moosemeat John Cabin; summarized upcoming events; and the new Chamber logo.

## **E. PUBLIC HEARINGS**

1. **Ordinance No. 3456-2025** - Accepting and Appropriating a Grant Received Through Best Friends Animal Society to the Kenai Animal Shelter for Attendance at the Best Friends National Conference. (Administration)

### **MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3456-2025. Council Member Sounart **SECONDED** the motion.

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

**VOTE:**

YEA: Daniel, Sounart, Gabriel, Kisen, Douthit, Askin, Knackstedt

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

2. **Ordinance No. 3457-2025** - Accepting and Appropriating Donations Designated by Tom Anderson from the Alaska Community Foundation for the Construction of Softball Dugouts and the Dedication of a Dugout in Memoriam of Hannah Hill. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3457-2025. Council Member Askin **SECONDED** the motion.

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

It was reported that bids came in higher than expected; Administration was considering options to complete some of the work in-house; and that the plan was for work to be completed by this summer.

Gratitude was expressed to Tom Anderson for the donation.

**VOTE:**

YEA: Sounart, Gabriel, Kisen, Douthit, Askin, Knackstedt, Daniel

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

3. **Ordinance No. 3458-2025** - Accepting and Appropriating a Grant Received Through the Alaska Geriatric Exchange Network to the Kenai Senior Center for Attendance at the 2025 Legislative Fly-In. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3458-2025. Council Member Sounart **SECONDED** the motion.

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

**VOTE:**

YEA: Gabriel, Kisen, Douthit, Askin, Knackstedt, Daniel, Sounart

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

4. **Ordinance No. 3459-2025** - Determining that Real Property Described as Lot 10, Block 1, Etolin Subdivision Number 3, According to Plat 82-103, City-Owned Airport Land Located Outside the Airport Reserve, is Not Needed for a Public Purpose and Authorizing the Sale of the Property to LOROC, LLC. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3459-2025. Council Member Askin **SECONDED** the motion.

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

There was discussion in support of the Ordinance, it was noted that the property has been developed and the tenant had been in good standing since 1991; and that the sale of this property aligned with past Council actions that allow leaseholders outside the airport reserve to purchase their leased properties.

**VOTE:**

YEA: Kisená, Douthit, Askin, Knackstedt, Daniel, Sounart, Gabriel

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

- 5. Ordinance No. 3460-2025** - Determining that Real Property Described as Lot 11, Block 1, Etolin Subdivision Number 3, According to Plat 82-103, City-Owned Airport Land Located Outside the Airport Reserve, is Not Needed for a Public Purpose and Authorizing the Sale of the Property to LOROC, LLC. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3460-2025. Council Member Sounart **SECONDED** the motion.

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

It was noted that this lot was adjacent to the one in the previous Ordinance; and support was expressed for the same reasons.

**VOTE:**

YEA: Douthit, Askin, Knackstedt, Daniel, Sounart, Gabriel, Kisená

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

- 6. Ordinance No. 3461-2025** – Amending the Official Zoning Map and Land Use Table by Rezoning the Properties at 202 North Forest Drive and 1408 Second Avenue from Suburban Residential (RS) to General Commercial (CG) Zoning District. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3461-2025. Council Member Sounart **SECONDED** the motion.

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

There was discussion in support of the ordinance, noting the lots had been used commercially for many years under a Conditional Use Permit; and there were no known issues.

**VOTE:**

YEA: Askin, Knackstedt, Daniel, Sounart, Gabriel, Kisená, Douthit

NAY: None

\*\*Student Representative Tanner: Yea

**MOTION PASSED.**

- 7. Resolution No. 2025-19** - Authorizing the City Manager to Enter into an Airline Operating Agreement and Terminal Area Lease with Aleutian Airways. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-19. Council Member Askin **SECONDED** the motion.

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

**UNANIMOUS CONSENT** was requested.

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

**8. Resolution No. 2025-20** - Authorizing Award of the Airport Engineering Services Term Contract. (Administration)

**MOTION:**

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-20. Council Member Sounart **SECONDED** the motion.

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

It was reported that HDL Engineering was currently working under a five-year contract with the City; this contract would add three years with further options to extend; and would allow HDL to continue their work on the Airport Master Plan, runway project, and taxiway expansions.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Regular Meeting of March 5, 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** - Authorizing a Memorandum of Agreement with Greatland Consulting and Training LLC. for use of the Alaska Regional Fire Training Facility. (Administration)

Approved by the consent agenda.

3. **\*Action/Approval** - Authorizing a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Kenai Municipal Airport Float Plane Basin. (Administration)

Approved by the consent agenda.

4. **\*Action/Approval** - Authorizing a Special Use Permit to Jeremy Mastre, DBA; River Rock Outdoors, LLC for Fuel Tank Storage at the Kenai Municipal Airport Float Plane Basin. (Administration)

Approved by the consent agenda.

5. **\*Action/Approval** - Approving Amendments to the Lease and Concession Agreements for the Kenai Municipal Golf Course and Recreation Area between the City of Kenai and KNC Golf, Inc. (Administration)

Approved by the consent agenda.

**6. Action/Approval** - Reporting Requirements for Agencies Receiving Grants through the Legislative Budget. (Douthit)

There was discussion regarding establishing reporting requirements for agencies receiving funding through the legislative budget, noting the proposal would provide accountability; the outline of proposed reporting requirements were considered; preference was expressed for simplicity of reporting requirements; agencies should be notified of requirements expeditiously and a timeline should be established to avoid conflicts with the coming budget season; and requirements may be modified in the coming years.

**MOTION:**

Council Member Sounart **MOVED** to direct Administration to send letters to Agencies receiving funding through the Legislative Budget to submit a summary statement on:

1. Any measurable outcomes or achievements made possible with the previous year's funding; and
2. If requesting funding for the next year, the expected outcome of achievements from the requested funding.

Vice Mayor Knackstedt. **SECONDED** the motion.

There was further discussion on what groups these requirements would apply to.

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

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

**7. Discussion** - Scheduling Council Employee Evaluations. (Gabriel)

Council Employee Evaluations were scheduled during a Special City Council meeting on April 15, 2025 at 6:00 p.m. and during the Regular City Council meetings of April 2, 2025 and April 16, 2025.

**8. Discussion** - Kenai Municipal Code, Title 2 Alcoholic Beverages and Marijuana - License Renewals. (City Clerk)

The current procedure for alcohol and marijuana licenses was reviewed; it was proposed that City code be amended to allow Administrative staff to issue letters of non-objection for renewal applications that have no changes, while new license applications and license transfer applications would continue to come before Council for approval. Clarification was provided that any objections or conditional non-objections would continue to require Council approval, and reports could be provided to Council on license renewals and continuations during the second year of the license.

Support was expressed for the proposed Ordinance amending code.

**9. Action/Approval** - Authorizing the Mayor to Sign a Letter of Support for the American Tidal Energy Project led by ORPC.

It was reported that ORPC had requested a letter of support for the American Tidal Energy Project, which aims to capture tidal energy using underwater turbines; ORPC conducted surveys and outreach to ensure there would be minimal conflicts with fishing and maritime uses; the project was competing with a similar project in Puget Sound for a \$30 million grant; and ORPC has successfully used underwater turbines to supply energy to Igiugig.

Support was expressed for additional energy sources and reduce fossil fuel usage; clarification was provided that the turbines would be safe for fish and wildlife.

**MOTION:**

Council Member Askin **MOVED** to authorizing the Mayor to sign a letter of support for the American Tidal Energy Project led by ORPC. Council Member Kisenka **SECONDED** the motion.



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

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

## **I. COMMISSION / COMMITTEE REPORTS**

### 1. Council on Aging Commission

Vice Mayor Knackstedt reported on the March 13, 2025 meeting; next meeting may be cancelled.

### 2. Airport Commission

Council Member Daniel reported on the March 13, 2025 meeting; next meeting April 10, 2025.

### 3. Harbor Commission

No report, March 10, 2025 meeting cancelled.

### 4. Parks and Recreation Commission

No report, March 6, 2025 meeting cancelled due to lack of a quorum.

### 5. Planning and Zoning Commission

Council Member Sounart noted that she attended the March 12, 2025 meeting, and would provide a report at the next City Council meeting.

### 6. Beautification Commission

No report; next meeting April 8, 2025.

## **J. REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Unveiled the Bronze Bear display at the Kenai Chamber of Commerce.
- Look forward to the Senior Center March for Meals pie auction event.

## **K. ADMINISTRATION REPORTS**

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

- New Equipment Operator at the Streets Department started.
- Recruitment underway for a Fire Engineer, Utility Lead Operator Police Department Temporary Enforcement Officers, and Parks & Recreation Department summer positions.
- Parks & Recreation seasonal positions would now be open to 17-year-old applicants.
- Press release issued regarding Mount Spur volcanic activity; and preparations are underway to ensure proper safety measures are in place.
- Mayor Gabriel and City Manager Eubank would be presenting at the State of the City address at the Kenai Chamber luncheon on April 2, 2025.
- Draft Budget would be submitted to Council during the second week of April.

### 2. City Attorney - No report.

### 3. City Clerk - No report.

## **L. ADDITIONAL PUBLIC COMMENTS**

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

Samantha Springer, Executive Director of the Kenai Chamber of Commerce, suggested that an online form be developed for agencies receiving funding through the legislative budget.

## 2. Council Comments

Council Member Douthit noted that he was looking forward to the Senior Center pie auction; and expressed appreciation for the City after returning from a trip to Phoenix.

Student Representative Tanner reported that Connections Homeschool would be conducting SAT testing next week; and Kenai Central High School would be participating in the state basketball tournament.

Council Member Sounart noted that she enjoyed the First Friday events this month; and was looking forward to the Senior Center pie auction.

Council Member Askin noted that she was looking forward to the Senior Center pie auction.

Council Member Daniel stated that he would not be able to attend the pie auction.

Council Member Kisenia reported that the Kenai Ice Rink was closed for the season; thanked Director Best and the Parks and Recreation Department; and congratulated the U10A hockey team for winning State last week.

Vice Mayor Knackstedt noted that spring begins tonight; he would be attending the Kenai Chronicles event tomorrow at the Chamber of Commerce; taking a tour of sewer treatment plant; and he discussed the possibility of having a display for the Kenaitze Indian Tribe at the Airport as suggested during the joint work session held in January.

**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 8:03 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of March 19, 2025.

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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: APRIL 2, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	112,053.16

INVESTMENTS

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

**CITY OF KENAI  
ORDINANCE NO. 3462-2025**

AN ORDINANCE ACCEPTING AND APPROPRIATING DONATIONS TO THE KENAI ANIMAL SHELTER FOR THE PURCHASE OF EQUIPMENT AND SUPPLIES.

WHEREAS, the Kenai Animal Shelter recently received monetary donations from a number of donors totaling \$1,906, intended to support the Kenai Animal Shelter; and,

WHEREAS, the Animal Control Chief has identified equipment and supply needs for the utilization of those donated funds; and,

WHEREAS, the acceptance of these donations to further the mission of the Animal Shelter is in the best interest of the City and its residents.

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 these donated funds and to expend them as authorized by this ordinance and in line with the intentions of the donors.

**Section 2.** That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
Donations – Animal Control	<u>\$1,906</u>
Increase Appropriations –	
Animal Control – Small Tools/Equipment	\$ 750
Animal Control – Operating Supplies	<u>1,156</u>
	<u>\$1,906</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 16<sup>th</sup> DAY OF APRIL, 2025.

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Approved by Finance: \_\_\_\_\_



Introduced:	April 2, 2025
Enacted:	April 16, 2025
Effective:	April 16, 2025



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council

**THROUGH:** Terry Eubank, City Manager

**FROM:** David Ross, Police Chief

**DATE:** March 19, 2025

**SUBJECT:** **Ordinance No. 3462-2025 - Accepting and Appropriating Donations to the Kenai Animal Shelter for the Purchase of Equipment and Supplies.**

---

The Kenai Animal shelter received a number of unsolicited private donations recently totaling \$1906. The individual donors include: Daniel Adair, Deborah McCarthy, Kimberly Adams, Loren and Melody Morgan, Johnathan and Michelle Teates, Jim Satathite, Sierra Swain, Jim Carpenter, Tamara Overturf, Cheryl Hamann, Terridale Larkin, Susan Barnett, Kevin Buettner, and Lupe Hamilton. The Animal Control Chief has identified the need for various small tools and public outreach supplies to be purchased with these funds.

I am respectfully requesting consideration of the ordinance accepting and designating those funds to the Kenai Animal Shelter as they were intended.



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Kathy Romain, Senior Center Director

**DATE:** March 25, 2025

**SUBJECT:** **Workplan 2025 - Council on Aging Commission**

---

The Council on Aging Commission convened for work sessions on February 13 and March 13, 2025, to draft their Workplan for 2025. On March 13, 2025, during their meeting, they voted to proposed their workplan for approval by the City Council. The Administration supports goals 1, 2, and 3, as they are consistent with Kenai Municipal Code and the By-Laws and Rules governing the Council on Aging Commission.

Thank you for your consideration.

## INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

The Mission of the Council on Aging Commission is to advise the Mayor, the City Council, the Senior Center Director, and the city of Kenai of the needs of the elderly in the area of seniors, support the programs which enable the continued independence of senior citizens and serve as an advisory committee.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, identify an issue or goals (objective) your commission would like to address in the upcoming year, the information provided should include plans on how to address those issues. This item should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority (objective number).



Objective No. **1** Objective: **Identify Opportunities for Intergenerational Programs** Estimated Time to Complete: **2025**

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

1. Identify existing programs within the Senior Center and evaluate how they serve the senior community.
2. Develop and distribute a letter and survey to youth and college-age community groups to gather input on Senior Center programs.
3. Collect data on intergenerational programs offered by other community groups and assess potential participation based on the best interests of seniors.
4. Connect with senior centers across Alaska to learn about their intergenerational program offerings.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Engaging younger generations with the Senior Center fosters a deeper understanding of its role in the community, helping to break down stereotypes about aging. By increasing awareness of how the center operates and the programs it offers, more meaningful connections can be formed between seniors and younger individuals. These intergenerational interactions not only help reduce loneliness among older adults but also enhance their sense of purpose and value. At the same time, mentoring opportunities allow youth to gain valuable life skills, guidance, and a sense of connection, creating positive outcomes for both generations.



Collaboration: *(Who needs to be involved to obtain the objective?)*

Seniors, Schools, Colleges, and the Council on Aging Commission

Funding: *(Are funds available, or is funding needed in a future budget?)*

N/A

## INTRODUCTION

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The Mission of the Council on Aging Commission is to advise the Mayor, the City Council, the Senior Center Director, and the city of Kenai of the needs of the elderly in the area of seniors, support the programs which enable the continued independence of senior citizens and serve as an advisory committee.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, identify an issue or goals (objective) your commission would like to address in the upcoming year, the information provided should include plans on how to address those issues. This item should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority (objective number).



Objective No. **2** Objective: **Review Emergency Plan for the Kenai Senior Center** Estimated Time to Complete: **Fall 2025**

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

1. Review the Emergency Plan and give feedback accordingly.
2. Attend the Emergency Operations Plan training prior to implementation.
3. Put forth a recommendation to the City Council for acceptance of the completed Emergency Plan.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Ensuring the safety of the senior population requires careful planning and preparedness. The commission aims to review the Senior Center's emergency plan, provide valuable input, and participate in training to enhance readiness. By developing a proactive group focused on senior support during emergencies, the commission will help strengthen the City's overall emergency response. This initiative not only contributes to a safer environment for older adults but also ensures that the Senior Center is well-equipped to handle emergencies, providing peace of mind for seniors, their families, and the broader community.

Collaboration: *(Who needs to be involved to obtain the objective?)*

Senior Center staff  
City Employees  
Council on Aging Commission

Funding: *(Are funds available, or is funding needed in a future budget?)*

N/A The Senior Center received a grant to develop the emergency plan.

## INTRODUCTION

This area should include the advisory body's missions' statement and include a brief description of the overall purpose of the commission.

The Mission of the Council on Aging Commission is to advise the Mayor, the City Council, the Senior Center Director, and the city of Kenai of the needs of the elderly in the area of seniors, support the programs which enable the continued independence of senior citizens and serve as an advisory committee.

*Note: Work plans developed by the advisory body will be submitted to the City Council for approval; therefore, it is a good idea to align the goals and objectives with city code, policy and the City of Kenai Comprehensive Plan.*

**Instructions:** In the space provided below, identify an issue or goals (objective) your commission would like to address in the upcoming year, the information provided should include plans on how to address those issues. This item should include information regarding additional staff resources and/or community volunteers needed; funding resources, are funds available in the budget if not are you proposing council include funding in the upcoming budget cycle; and how long is it expected to obtain the objective. Please prioritize the objectives of your group with number one (1) being the top priority (objective number).



Objective No. **3** Objective: **Identify Programs & Activities for Health & Wellness** Estimated Time to Complete: **2025**

Strategy: *(Provide a summary of tasks which need to be done to obtain the objective.)*

1. Explore methods for gathering feedback on the current needs of the senior population in Kenai.
2. Identify and promote Senior Center programs to increase awareness and engagement among Kenai residents.

Narrative: *(Describe the benefits to the residents and visitors of the City.)*

Promoting health and wellness among the senior population is essential to enhancing their quality of life. By identifying programs and activities that support physical, mental, and social well-being, the Senior Center can better meet the diverse needs of older adults. These efforts extend beyond those who actively participate in the center, reaching a broader population and ensuring that more seniors have access to resources that contribute to their overall wellness.

Collaboration: *(Who needs to be involved to obtain the objective?)*

Senior Center Staff  
Council on Aging Commission

Funding: *(Are funds available, or is funding needed in a future budget?)*

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# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Dave Swarner, Finance Director

**DATE:** March 26, 2025

**SUBJECT:** **Scheduling Budget Work Session**

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This memo is to confirm the scheduling of the FY2026 budget work session for the discussion of the annual budget. Dates available for the budget work session are April 26<sup>th</sup>, May 3<sup>rd</sup> or May 10<sup>th</sup>. City Administration is recommending May 3<sup>rd</sup>. The budget work session shall be held in council chambers. During this session, we will review the budget, address any questions or concerns, and make any necessary adjustments in preparation for the upcoming fiscal year. Department heads will be in attendance for questions relating to their areas of responsibility.

To ensure that everyone is well prepared for the meeting, the budget packets will be provided to all Council members no later than April 18<sup>th</sup>. Please reach out should you have any preliminary questions or need further information prior to the meeting.

I respectfully request that a date be selected for FY2026 budget work session.

**KENAI COUNCIL ON AGING – REGULAR MEETING  
MARCH 13, 2025 – AFTER THE WORK SESSION  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
CHAIR RACHAEL CRAIG, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Council on Aging was held on March 13, 2025, at the Kenai Senior Center, Kenai, AK. Chair Craig called the meeting to order at approximately 4:57 p.m.

**1. Pledge of Allegiance**

Chair Craig led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Rachael Craig, Chair  
Velda Geller  
Gina Kuntzman  
Jim Glendening, Vice Chair

William Sadler  
Barbara Modigh  
Kit Hill

A quorum was present.

Also in attendance were:

Kathy Romain, Senior Center Director  
Red Piersee, Senior Center Administrative Assistant  
Henry Knackstedt, City Council Liaison

**3. Agenda Approval**

**MOTION:**

Commissioner Kuntzman **MOVED** to approve the agenda as presented. Commissioner Hill **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. January 9, 2025 Regular Meeting Minutes

**MOTION:**

Commissioner Sadler **MOVED** to approve the January 9, 2025 Council on Aging minutes, with a correction clarifying that Rachael Craig was elected as Chair, not Vice Chair. Commissioner Kuntzman **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS – None.**

**F. NEW BUSINESS****1. Discussion/Recommendation - Approve 2025 Work Plan****MOTION:**

Vice Chair Glendening **MOVED** to recommend City Council approval of the Council on Aging Commission's 2025 Work Plan. Commissioner Modigh **SECONDED** the motion.

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

**VOTE:**

YEA: Craig, Sadler, Geller, Modigh, Kuntzman, Glendening, Hill

NAY: None.

**MOTION PASSED UNANIMOUSLY.**

**G. REPORTS**

1. Senior Center Director – Director Romain provided an update on the upcoming March for Meals fundraiser.
2. Commission Chair – Chair Craig thanked all of the members of their contributions to the work plan.
3. City Council Liaison – Council Member Knackstedt reported on the recent actions of the City Council.

**H. ADDITIONAL PUBLIC COMMENTS – None.****I. NEXT MEETING ATTENDANCE NOTIFICATION – April 10, 2025**

It was noted that there were no items for the month of April; the Commission recommended not meeting until May. Commissioner Modigh noted she would be absent for the May meeting.

**J. COMMISSION QUESTIONS AND COMMENTS****K. ADJOURNMENT****L. INFORMATIONAL ITEMS – None.**

There being no further business before the Council on Aging, the meeting was adjourned at 5:27 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of March 13, 2025.

\_\_\_\_\_  
Meghan Thibodeau  
Deputy City Clerk



**KENAI AIRPORT COMMISSION – REGULAR MEETING  
MARCH 12, 2025 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR GLENDA FEEKEN, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Airport Commission was held on March 13, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Chair Feeken led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Glenda Feeken, Chair  
James Bielefeld  
James Zirul

Paul Minelga, Vice Chair  
Cody Whicker  
Dan Knesek (*electronic participation*)

A quorum was present.

Absent:

Jacob Caldwell

Also in attendance were:

Derek Ables, Airport Manager  
Sarah Conley, Airport Administrative Assistant  
Phil Daniel, City Council Liaison  
\*\*Joshua Bolling, Student Representative

**3. Agenda Approval**

**MOTION:**

Commissioner Zirul **MOVED** to approve the agenda as presented. Commissioner Bielefeld **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. February 13, 2025 Regular Meeting Minutes**

**MOTION:**

Commissioner Bielefeld **MOVED** to approve the February 13, 2025 Airport Commission minutes. Commissioner Zirul **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

**1. Discussion** – Airport Campground

Airport Manager Ables gave a staff report from information provided in the packet.

It was noted that other airports like Fairbanks have an option for all pilots to camp, not just float plane pilots; this was suggested as a potential future use.

**2. Discussion/Recommendation** - Recommending Council Authorization of a Memorandum of Agreement with Greatland Consulting and Training LLC for Use of the Alaska Regional Fire Training Facility.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend City Council authorization of a Memorandum of Agreement with Greatland Consulting and Training LLC for use of the Alaska Regional Fire Training Facility. Vice Chair Minelga **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

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

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

**3. Discussion/Recommendation** – Authorizing the City Manager to enter into an Airline Operating Agreement and Terminal Area Lease with Aleutian Airways.

**MOTION:**

Commissioner Zirul **MOVED** to recommend the City Manager enter into an Airline Operating Agreement and Terminal Area Lease with Aleutian Airways. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet; he noted that Aleutian will be operating seasonally to start but plans to operate year-round.

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

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

**4. Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Float Plane Basin.

**MOTION:**

Commissioner Bielefeld **MOVED** to recommend City Council award a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for Commercial Operations at the Float Plane Basin. Vice Chair Minelga **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

There was Commission discussion regarding an inconsistency between auto insurance requirements in different agreements.

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

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

**5. Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for fuel tank storage at the Float Plan Basin.

**MOTION:**

Vice Chair Minelga **MOVED** to recommend City Council award a Special Use Permit to Jeremy Mastre, DBA: River Rock Outdoors, LLC for fuel tank storage at the Float Plan Basin. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

There was Commission discussion regarding fueling access fees.

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

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

## **G. REPORTS**

1. Airport Manager – Airport Manager Ables reported on the following:
  - Attending an airline conference in Colorado next week; will be looking to recruit airlines to Kenai.
2. Commission Chair – No report.
3. City Council Liaison – Council Member Daniel reported on recent actions of the City Council.

## **H. ADDITIONAL PUBLIC COMMENTS – None.**

## **I. NEXT MEETING ATTENDANCE NOTIFICATION – April 10, 2025**

Commissioner Whicker noted he will be absent; Vice Chair Minelga noted that he may not attend.

## **J. COMMISSION QUESTIONS AND COMMENTS**

Commissioner Zirul shared that he had found an available metal sculpture of a moose.

Commissioner Bielefeld noted that he wants to talk about cameras at the airport due to recent vandalism at Soldotna's airport.

Vice Chair Minelga noted that he had a good conversation with Erik with HDL Engineering on input for the Airport Master Plan.

## **K. ADJOURNMENT**

## **L. INFORMATIONAL ITEMS**

1. Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:35 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of March 13, 2025.

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Meghan Thibodeau  
Deputy City Clerk

*\*\* The student representative may cast advisory votes on all matters except those subject to executive session discussion. Advisory votes shall be cast last in the roll call order and shall not affect the outcome of the official commission vote. Advisory votes shall be recorded in the minutes. A student representative may not move or second items during a commission meeting.*

**KENAI PLANNING & ZONING COMMISSION  
REGULAR MEETING  
MARCH 12, 2025 – 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
CHAIR JOE HALSTEAD, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai Planning & Zoning Commission was held on March 12, 2025, in City Hall Council Chambers, Kenai, AK. Chair Halstead called the meeting to order at approximately 7:00 p.m.

**1. Pledge of Allegiance**

Chair Halstead led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Joe Halstead, Chair  
Glenese Pettey  
Stacie Krause  
Gwen Woodard

Jeff Twait, Vice Chair (*electronic participation*)  
Sonja Earsley  
Diane Fikes

A quorum was present.

Also in attendance were:

Kevin Buettner, Planning Director  
Deborah Sounart, City Council Liaison  
Meghan Thibodeau, Deputy City Clerk

**3. Approval of Agenda and Consent Agenda**

**MOTION:**

Commissioner Pettey **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **SECONDED** the motion.

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

Chair Halstead 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.

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

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commission 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. APPROVAL OF MINUTES**

**1. \*Regular Meeting of February 26, 2025**

Approved by the consent agenda.

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

**D. UNSCHEDULED PUBLIC COMMENTS**

Merri Duby asked where the topic of Aspen Creek Senior Living Facility's conditional use permit (CUP) was on agenda. It was clarified that the item was not on the agenda, but would be reported on later in the meeting.

**E. CONSIDERATION OF PLATS**

1. **Resolution No. PZ2025-13** - Recommending Approval of Preliminary Plat – Friday Replat, merging Government Lots 128 and 129 into a single, approximately 2.247-acre parcel and dedicating the 33-foot Second Avenue right-of-way.

**MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-13. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-13, and explained the purpose of the plat was to merge two lots into one lot and dedicate a right-of-way. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-13.

**VOTE:**

YEA: Pettey, Fikes, Twait, Woodard, Earsley, Krause, Halstead

NAY: None

**MOTION PASSED UNANIMOUSLY.**

**F. PUBLIC HEARINGS – None.**

**G. UNFINISHED BUSINESS**

Director Buettner reported that a neighbor of the Aspen Creek Senior Living Facility had sent video footage showing cars entering the facility from the back entrance of the facility off Ponderosa Street; that Aspen Creek had put up an "Emergency Vehicles Only" sign at the edge of their property; and that he will be meeting with the Aspen Creek local manager to follow up.

**H. NEW BUSINESS**

1. **\*Action/Approval** – Requesting Excused Absences for the February 26, 2025 Regular Meeting – Twait, Earsley

Approved by the consent agenda.

**I. REPORTS**

1. Planning Director – Planning Director Buettner reported on the following:
  - The Planning Department will be following up with commissioners regarding availability for a CUP work session.
  - Expecting news on whether the City will be receiving FEMA funding to update the Hazard Mitigation Plan.
2. Commission Chair – No report.
3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of the Kenai Peninsula Borough Planning Commission.

4. City Council Liaison – Council Member Sounart reported on recent actions of the City Council.

**J. ADDITIONAL PUBLIC COMMENT**

Merri Duby, resident, spoke in support of the plat approved by Resolution No. PZ2025-13. She clarified the date of the next Planning & Zoning Commission meeting where the Aspen Creek facility will be discussed.

Edie Handsaker, resident, stated that she had been told by the City that the Aspen Creek facility would be planting a screen of blue spruce between her property and theirs, and later found out that the vegetation screen would be planted on another side. She expressed concerns about vehicle lights and noise.

Arls Miskinis, resident, explained ongoing issues with Aspen Creek traffic in the neighborhood; suggested new signs for visitor parking, speed limits and children at play; expressed concerns about child safety, increased traffic, and devaluation of property.

**K. NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: March 26, 2025

Commissioner Fikes noted she would be attending remotely.

**L. COMMISSION COMMENTS AND QUESTIONS**

Commissioners Krause and Pettay asked about scheduling the upcoming CUP work session.

Commissioner Fikes noted a technical issue with her email account.

Chair Halstead stated that the Aspen Creek facility discussion would be added to the following meeting agenda.

**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 7:35 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of March 12, 2025.



\_\_\_\_\_  
Meghan Thibodeau  
Deputy City Clerk