



Kenai City Council - Regular Meeting

August 06, 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. 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. **Resolution No. 2025-48** - Authorizing a Contract Award for the Vintage Pointe Exterior Door Replacement. (Administration)
2. **Resolution No. 2025-49** - Authorizing a Contract Award for the Street Condition Assessment. (Administration)
3. **Resolution No. 2025-50** - Authorizing a Contract Award for the Street Light Assessment. (Administration)
4. **Resolution No. 2025-51** - Authorizing a Purchase of Water Treatment Chemicals. (Administration)
5. **Resolution No. 2025-52** - Declaring a Right-of-Way for a 60' by 230' Portion of Sixth Street as Dedicated Between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48), Not Needed for a Public Purpose and Consenting to its Vacation. (Administration)

F. MINUTES

1. *Special Meeting of June 30, 2025. (City Clerk)
2. *Regular Meeting of July 2, 2025. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
- [3.](#) ***Action/Approval** - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 2, Block 1, General Aviation Apron No. 1 Amended. (Administration)
- [4.](#) ***Ordinance No. 3481-2025** - Increasing Estimated Fiscal Year 2025 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
- [5.](#) **Ordinance No. 3482-2025** - Amending the Official Zoning Map and Land Use Table by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District Per Parcel, Tract, or Government Lot. (Douthit)

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**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/join/K2ULyPNySNeWLZzVU_UmVg



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-48**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE VINTAGE POINTE EXTERIOR DOOR REPLACEMENT.

WHEREAS, an Invitation to Bid was released on July 16, 2025 with bids due on July 30, 2025 for the Vintage Point Exterior Door Replacement project; and,

WHEREAS, one bid was received

<u>Contractor</u>	<u>Cost</u>
Commercial Contractors, Inc.	\$35,632; and,

WHEREAS, Commercial Contractors, Inc. was the lowest bidder with a cost of \$35,632 for replacement of the exterior doors at Vintage Pointe; and,

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

WHEREAS, this project will replace the exterior doors at Vintage Pointe that are in poor condition; and,

WHEREAS, it is in the best interest of the City to award the contract to Commercial Contractors, Inc.

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

Section 1. That the City Manager is authorized to execute a contract with Commercial Contractors, Inc. in the amount of \$35,632 for the Vintage Pointe Exterior Door Replacement project.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF AUGUST, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: July 30, 2025

SUBJECT: **Resolution No. 2025-48 - Authorizing a Contract Award for the Vintage Pointe Exterior Door Replacement.**

This memo requests Council's approval to award a contract for replacement of the Vintage Pointe Exterior Doors to Commercial Contractors, Inc. The project was released for bidding and one bid was received. Bids received are as follows:

<u>Contractor</u>	<u>Cost</u>
Commercial Contractors, Inc.	\$35,632

Commercial Contractors, Inc. was the lowest bid for the project with a cost of \$35,632 for the replacement of the exterior doors at Vintage Pointe.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-49**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE STREET CONDITION ASSESSMENT.

WHEREAS, a Request for Proposals was released on June 17, 2025 with proposals due on July 17, 2025 for a Street Condition Assessment project; and,

WHEREAS, two proposals were received

<u>Consultant</u>	<u>Total Score</u>
TR Consulting Services LLC.	314.8
MDS Technologies, Inc.	308; and,

WHEREAS, TR Consulting Services LLC. was the highest-ranking proposal with a cost of \$77,240 for assessment of the asphalt roads and an additional \$8,540 to assess the gravel roads; and,

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

WHEREAS, the street condition assessment will help the City prioritize future capital projects and maintenance activities; and,

WHEREAS, it is in the best interest of the City to award the contract to TR Consulting Services LLC.

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

Section 1. That the City Manager is authorized to execute a contract with TR Consulting Services LLC. in the amount of \$85,780 for the Street Condition Assessment project.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF AUGUST, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

DS



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: July 29, 2025

SUBJECT: **Resolution No. 2025-49 - Authorizing a Contract Award for the Street Condition Assessment.**

This memo requests Council's approval to award a contract for a Street Condition Assessment to TR Consulting Services LLC. The project was released for proposals and two proposals were received. Proposals were reviewed and scored by an evaluation committee and scores are as follows:

<u>Consultant</u>	<u>Total Score</u>
TR Consulting Services LLC.	314.8
MDS Technologies, Inc.	308

TR Consulting Services LLC. was the highest-ranking proposer for the project with an associated cost of \$77,240 for the asphalt street assessment and an additional \$8,540 to assess the gravel roads as part of the project.

The Street Condition Assessment will inventory and assess all of our roadways before providing maintenance recommendations and a prioritized list of projects to complete to maintain and rehabilitate City of Kenai roadways.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-50**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE STREET LIGHT ASSESSMENT.

WHEREAS, a Request for Proposals was released on June 17, 2025 with proposals due on July 17, 2025 for Street Light Assessment project; and,

WHEREAS, three proposals were received

<u>Consultant</u>	<u>Total Score</u>
Evri Consulting Inc.	355.1
MBA Consulting Engineers, Inc.	330.4
Tanko Streetlighting, Inc.	325; and,

WHEREAS, Evri Consulting Inc. was the highest-ranking proposal with a cost of \$79,045 for assessment of the street light infrastructure; and,

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

WHEREAS, the street light assessment will help the City prioritize future capital projects and maintenance activities; and,

WHEREAS, it is in the best interest of the City to award the contract to Evri Consulting Inc.

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

Section 1. That the City Manager is authorized to execute a contract with Evri Consulting Inc. in the amount of \$79,045 for the Street Light Assessment project.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF AUGUST, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: July 29, 2025

SUBJECT: **Resolution No. 2025-50 - Authorizing a Contract Award for the Street Light Assessment.**

This memo requests Council's approval to award a contract for a Street Light Assessment to Evair Consulting Inc. The project was released for proposals and three proposals were received. Proposals were reviewed and scored by an evaluation committee and scores are as follows:

<u>Consultant</u>	<u>Total Score</u>
Evair Consulting Inc.	355.1
MBA Consulting Engineers, Inc.	330.4
Tanko Streetlighting, Inc.	325

Evair Consulting Inc. was the highest ranking proposer for the project with an associated cost of \$79,045 for the street light assessment

The Street Light Assessment will inventory and assess our existing street light infrastructure to develop a plan for future maintenance and rehabilitation to the City street light infrastructure.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-51**

A RESOLUTION AUTHORIZING A PURCHASE OF WATER TREATMENT CHEMICALS.

WHEREAS, the City utilizes water treatment chemicals for removal of tannins from the water; and,

WHEREAS, Univar provides a polymer product that is DEC approved for use and is a significant cost savings over the previous product used by the City; and,

WHEREAS, the City needs to purchase approximately \$50,000 of this product annually for water treatment; and,

WHEREAS, Univar is the only available source of the specific polymer and per KMC 7.15.070(b)(1) it is being purchased without competition and it is in the best interest of the City to purchase this product; and,

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

Section 1. That the City Manager is authorized to purchase water treatment polymer from Univar in the amount up to \$50,000.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF AUGUST, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: July 29, 2025

SUBJECT: **Resolution No. 2025-51 - Authorizing a Purchase of Water Treatment Chemicals.**

This memo requests Council's approval to purchase more than \$35,000 in chemicals for water treatment from Univar per KMC 7.15.070(b)(1), which allows the purchase of a product without competition when it can only be furnished by a single dealer.

The City previously authorized a purchase order for \$19,494 to purchase a polymer used for water treatment to remove help in tannin removal. We need to purchase additional totes to have enough supply for the remainder of the fiscal year. The current product being used was approved for use at our water treatment plant by DEC and we switched to this product after determining savings of over \$8,000 per tote. Univar is the only supplier available for this product. We request approval to purchase up to \$50,000 in chemical for the fiscal year from Univar.

Award of this agreement is in the best interest of the City. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-52**

A RESOLUTION DECLARING A RIGHT-OF-WAY FOR A 60' BY 230' PORTION OF SIXTH STREET AS DEDICATED BETWEEN LOTS 2 & 3, KENAI MEADOWS ADDITION NO. 1 (PLAT 2023-48), NOT NEEDED FOR A PUBLIC PURPOSE AND CONSENTING TO ITS VACATION.

WHEREAS, on May 14, 2025, by substitute Resolution No. PZ2025-19 the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve the preliminary plat of Kenai Meadows Addition No. 2 with a vacation of 230 feet of the 60-foot wide right-of-way between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48), subject to Council approval of the vacation; and,

WHEREAS, on the preliminary plat of Kenai Meadows Addition No. 2, a new 60-foot wide right-of-way for Sixth Street is dedicated and extended to 480 feet, connecting to a new 60-foot by 957.59-foot right-of-way north of and parallel to Redoubt Avenue; and,

WHEREAS, the newly dedicated right-of-way for Sixth Street is sixty feet east of the existing right-of-way being vacated; and,

WHEREAS, the new proposed block length does not exceed block lengths as described in Kenai Municipal Code 14.10.070 (d) – *Blocks*; and,

WHEREAS, on July 14, 2025, the Kenai Peninsula Borough Planning Commission preliminarily approved, subject to Council approval, the vacation of a 60' by 230' portion of Sixth Street between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48); and,

WHEREAS, consideration of the vacation is in accordance with Alaska Statutes 29.40.140 that requires the consent of the City Council prior to vacation of city right-of-way; and,

WHEREAS, Kenai Municipal Code 22.05.110 - Determination as to need for public use, states City Council may vacate rights-of-way or easements by resolution; and,

WHEREAS, there is no needed public use for the existing 60' by 230' right-of-way.

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

Section 1. The 60' by 230' right-of-way portion of Sixth Street between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48) is not needed for a public purpose, and the Council of the City of Kenai consents to the vacation of the 60' by 230' right-of-way as set forth on the attached Exhibit "A".

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 6TH DAY OF AUGUST, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, 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: Kevin Buettner, Planning Director

DATE: July 30, 2025

SUBJECT: **Resolution No. 2025-52** - Declaring a Right-of-Way for a 60' by 230' Portion of Sixth Street as Dedicated Between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48), and as Set Forth on the Attached Exhibit "A" is not Needed for a Public Purpose and Consenting to its Vacation.

On May 14, 2025, the Planning and Zoning Commission passed substitute Resolution PZ2025-19 recommending the approval of the Kenai Meadows Addition No. 2 preliminary plat subject to the following condition: the Kenai City Council must declare the sixty-foot right-of-way of Sixth Street not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.

On July 14, 2025, the Kenai Peninsula Borough Planning Commission preliminarily approved the vacation, subject to Council approval, of a 60' by 230' portion of Sixth Street between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48) during their regularly scheduled meeting.

Current Request

In accordance with Alaska Statutes 29.40.140, no vacation of a City right-of-way and/or easement may be made without consent of the City Council. According to Kenai Municipal Code (KMC) 22.05.110 - Determination as to Need for Public Purpose, provides the Kenai City Council may vacate rights-of-way or easements by resolution.

On the conditionally approved preliminary plat of Kenai Meadows Addition No. 2, a new 60-foot wide right of way for Sixth Street is dedicated and extended to 480 feet, connecting to a new 60-foot by 957.59-foot right-of-way north of and parallel to Redoubt Avenue. This new right-of-way is located sixty feet to the east of the existing right-of-way being vacated. The new block length does not exceed block lengths as described in KMC 14.10.070 (d) – *Blocks*.

Per Kenai Peninsula Borough Code 20.65.050(H) – Vacations: a [Kenai Peninsula Borough] planning commission decision to approve a vacation is not effective without the consent of the [Kenai] city council, if the area to be vacated is within a city, or by the assembly in all other cases. The council or assembly shall have 30 days from the date of the planning commission approval to either consent to or veto the vacation. Notice of veto of the vacation shall be immediately given to the planning commission. Failure to act on the vacation within 30 days shall be considered to be consent to the vacation.

Thank you for your consideration.

Attachments

Exhibit A: Preliminary Plat identifying recommended vacation of 60' by 230' right-of-way

Borough Planning Commission Meeting Action Agenda

Pertinent Materials from Borough Planning Commission Meeting

Minutes from May 14, 2025 City of Kenai Planning and Zoning Commission Meeting

City of Kenai Planning and Zoning Commission Substitute Resolution PZ2025-19

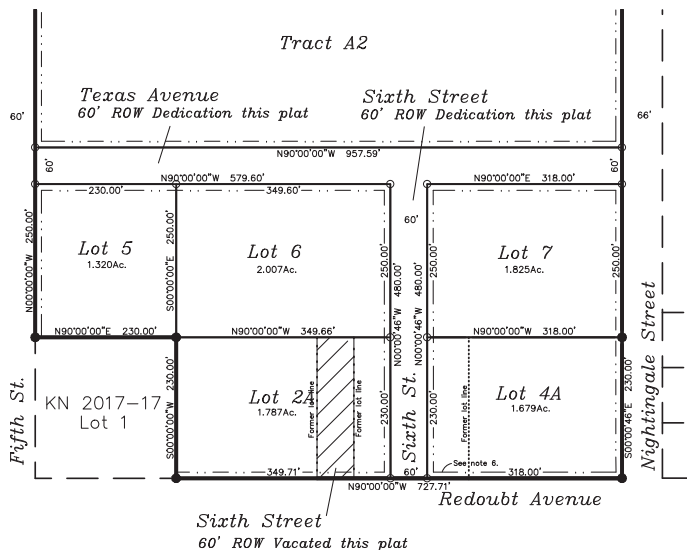


LEGEND:

- 3 1/4" ALUM. CAP MON. LS 6101 FOUND AS SHOWN
 2 1/2" BRASS CAP MON. FOUND AS SHOWN
 5/8" REBAR w/PLASTIC CAP LS8859 FOUND
 5/8" REBAR w/PLASTIC CAP LS8859 SET
 () RECORD AND MEASURED DATUM PLAT 2017-17 KRD

NOTES:

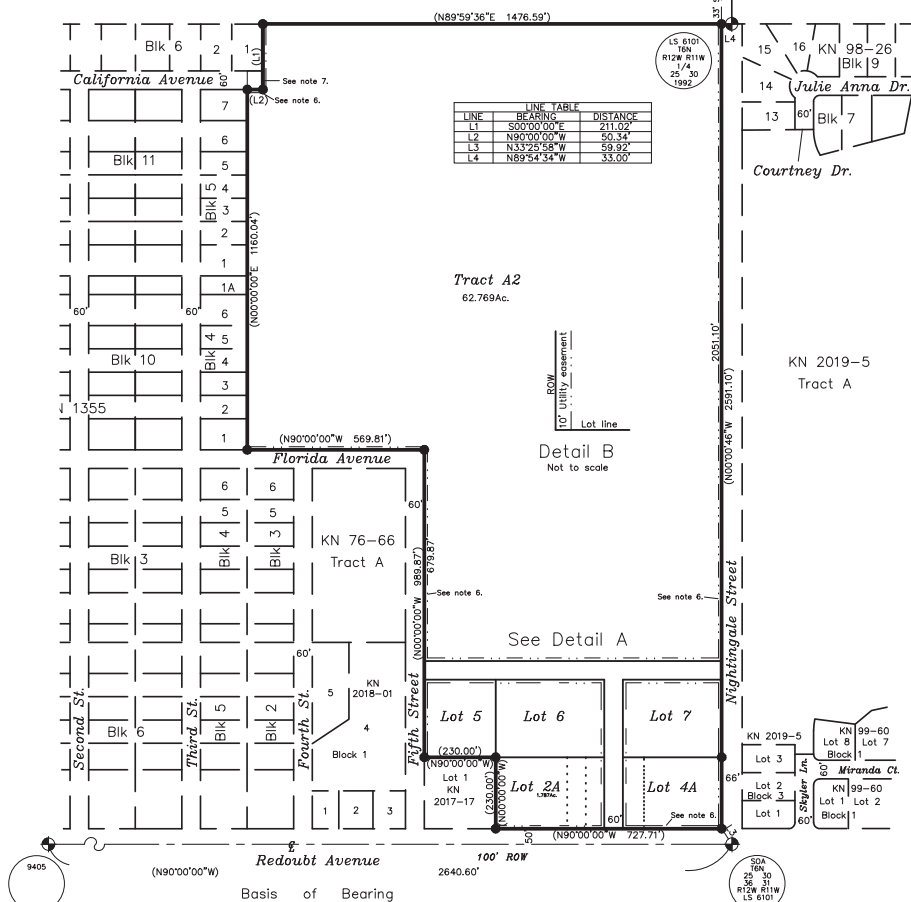
- 1) Basis of bearing taken from Kenai Meadows, Plat 2017-17, Kenai Recording District.
- 2) This plat is subject to City of Kenai zoning regulations.
- 3) Further development of the property shall conform to all Federal, State, and local regulations.
- 4) The Plat Committee, at the meeting of May 23, 2022, carried over the exception granted to the parent plat. Exceptions to KPB 20.30.030, extension of California Avenue to Nightingale Street, Florida Avenue to Nightingale Street, and Fifth Street to California Avenue, and KPB 20.30.170, block length, were originally approved by the plat committee at the meeting of March 13, 2017.
- 5) An easement for electric lines or system and/or telephone lines granted to Homer Electric Association is recorded in Misc Book 2 Page 34, Kenai Recording District.
- 6) The front 10 feet adjoining rights-of-way is granted by this plat as utility easements. No permanent structure shall be constructed or placed within a utility easement which would interfere with the ability of a utility to use the easement. See Detail B.
- 7) A water and sewer easement in favor of the City of Kenai is recorded Book 73 Page 347, Kenai Recording District.
- 8) **WASTEWATER DISPOSAL:** Plans for wastewater disposal, that meet regulatory requirements are on file at the Department of Environmental Conservation.
- 9) This property is subject to a reservation of easement for highway purposes, and any assignments or uses thereof for recreational, utility or other purposes, as disclosed by Public Land Order No. 601, dated August 10, 1949; and amended by Public Land Order No. 757, dated October 10, 1959; Public Land Order No. 1613, dated April 7, 1958; Department of the Interior Order Number 2665, dated October 16, 1951; Amendment Number 1 thereto, dated July 17, 1952 and Amendment Number 2 thereto, dated September 15, 1956, filed in the Federal Register.

**SURVEYOR'S CERTIFICATE**

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, this plat represents a survey made by me or under my direct supervision, the monuments shown hereon actually exist as described, and all dimensions and other details are correct.

Date _____

KN 92-73 Tract 5



LINE	BEARING	DISTANCE
L1	S00°00'00"E	211.02'
L2	N89°00'00"W	50.34'
L3	N33°25'58"W	59.92'
L4	N89°54'54"W	33.00'

10' UTILITY EASEMENT
BOW
Lot line

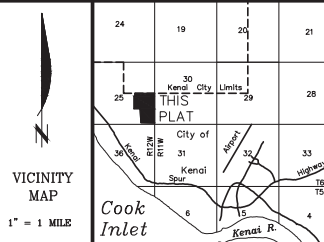
Detail B
Not to scale

CERTIFICATE of ACCEPTANCE

THE UNDERSIGNED OFFICIAL IDENTIFIED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF KENAI FOR PUBLIC USES AND FOR PUBLIC PURPOSES THE REAL PROPERTY TO BE DEDICATED BY THIS PLAT INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THIS PLAT IDENTIFIED AS FOLLOWS: STATE AVENUE AND SIXTH ST. DEDICATIONS. THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSE DOES NOT OBLIGATE THE PUBLIC OR ANY OTHER GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

TERRY EUBANK, CITY MANAGER
CITY OF KENAI

DATE _____

**CERTIFICATE of OWNERSHIP and DEDICATION**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE CITY OF KENAI IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, AND ON BEHALF OF THE CITY OF KENAI, I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

TERRY EUBANK
CITY MANAGER
CITY OF KENAI
210 FIDALGO AVE.
KENAI, ALASKA 99611

CERTIFICATE of OWNERSHIP and DEDICATION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT KENAI PENINSULA HOUSING INITIATIVES INC IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, AND ON BEHALF OF KENAI PENINSULA HOUSING INITIATIVES INC, I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHT-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

DANA OREGOIRE
KENAI PENINSULA HOUSING INITIATIVES INC
P.O. BOX 1869
HOMER, ALASKA 99603

NOTARY'S ACKNOWLEDGEMENT

FOR _____
ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

NOTARY'S ACKNOWLEDGEMENT

FOR _____
ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF _____

KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL _____

KPB FILE NO. _____

Kenai Meadows Addition No. 2

A resubdivision of Tract A and Lots 3 and 4 Kenai Meadows Addition No. 1, Plat 2023-45, Kenai Recording District.

Located within the SE1/4 Section 25, T6N, R12W, S.M., City of Kenai, Kenai Recording District, Kenai Peninsula Borough, Alaska.

Containing 72,212 Ac.

Surveyor	Owners	Kenai Peninsula Housing Initiatives Inc
Segesser Surveys 30485 Rosland St. Soldotna, AK 99669 (907) 262-3909	City of Kenai 210 Fidalgo Ave. Kenai, AK 99611	P.O. Box 1869 Homer, AK 99603

JOB NO.	25055	DRAWN:	5-9-25
SURVEYED:		SCALE:	1"=200'
FIELD BOOK:		SHEET:	1 of 1



July 14, 2025 – 7:30 PM

Action Agenda

Betty J. Glick Assembly Chambers
George A. Navarre Kenai Peninsula
Borough Administration Building and Through

Jeremy Brantley, Chair
Sterling/Funny River
Term Expires 2027

Pamela Gillham, Vice Chair
Kalifornsky / Kaslof District
Term Expires 2026

Virginia Morgan
Cooper Landing / Hope
Eastern Peninsula District
Term Expires 2025

Diane Fikes
City of Kenai
Term Expires 2025

Paul Whitney
City of Soldotna
Term Expires 2027

Franco Venuti
City of Homer
Term Expires 2025

Karina England
City of Seward
Term Expires 2026

Jeffrey Epperheimer
Nikiski District
Term Expires 2026

Dawson Slaughter
South Peninsula District
Term Expires 2025

Remote participation will be available through Zoom, or other audio or video means, wherever technically feasible

ZOOM MEETING DETAILS

Zoom Meeting Link: <https://us06web.zoom.us/j/9077142200>

Zoom Toll Free Phone Numbers: 888-788-0099 or 877-853-5247

Zoom Meeting ID: 907 714 2200

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA AND CONSENT AGENDA

(Action items listed with an asterisk (*) are considered to be routine and non-controversial by the Planning Commission and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:

*1. Time Extension Requests

- a. Graham-Miller Subdivision No. 3; KPB File 2023-067
- b. Dairy Hill Subdivision Addition No. 1; KPB File 2023-057

*3. Plats Granted Administrative Approval

- a. Holland Park 2024 Replat; KPB File 2024-073
- b. Hubbard's View Subdivision 2024; KPB File 2024-129
- c. James 2022; KPB File 2022-161
- d. Whiskey Gulch Beach Subdivision; KPB File 20256-007

*4. Plats Granted Final Approval

- a. Timber Hills Subdivision Martinez Addition; KPB File 2025-025
- b. Lakeridge Subdivision 2025 Replat; KPB 2025-030
- c. Highlands Subdivision 2025 Replat; KPB File 2025-053
- d. Inlet Woods Subdivision 2025 Replat; KPB File 2025-024

*7. Minutes

- a. June 23, 2025 Planning Commission Meeting Minutes

**Motion to approve the consent & regular agendas passed by unanimous vote.
(9-Yes)**

D. UNFINISHED BUSINESS – None

E. NEW BUSINESS

Public Hearing: Quasi-Judicial Matters - *(Commission members may not receive or engage in ex-parte contact with the applicant, other parties interested in the application, or members of the public concerning the application or issues presented in the application)*

1. Plat Note Removal; KPB File 2025-084

Applicant: Grischuk

Request: Removal of plat note "All lots within this subdivision must be connected to public sewer facilities prior to development" on Forest Acres Subdivision Afognak Addition, Plat SW 2006-011
City of Seward

Motion to postpone until brought back by staff passed by unanimous vote (9-Yes)

2. Utility Easement Vacation; KPB File 2025-074V

Seabright Surveying / Tracy Belieu & Carla Lee Fabian Living Trust

Request: Vacates the 10-foot utility easement on the west & south boundary of Lot 4, Block 2, Paradise South Subdivision (HM 74-175). Vacates the 10-foot utility easement on the east and south boundary of Lot 4, Paradise South Subdivision Addition No. 1, HM 74-2356
City of Homer

Motion to grant the vacation as petitioned passed by unanimous vote. (8-Yes, 1-Recused)

3. Right-Of-Way Vacation; KPB 2025-094V

AK Lands / Walker, Davis

Request: vacates the alley right-of-way between Lots 1 and 12, 13 & 14 of Block 9, the alley ROW between Lot 6 & Lot 12 of Block 6 and the First Avenue ROW north of Mill Street between Lots 12, 13 & 14 of Block 9 and Lots 2, 3, 4, 5 & 6 of Block 6, all of Cliff Addition to Seward Townsite, Plat SW No. 3
City of Seward

Motion to grant the vacation as petitioned passed by unanimous vote. (9-Yes)

4. Right-Of-Way Vacation; KPB File 2025-097V

McLane Consulting Group / Brown, Pannell

Request: Vacates approximately 22,515 sq. ft. pertaining to a 10' ROW & cul-de-sac per Lake View Terrace #3 Phase 2, Plat KN1988-45 & 30' ROW per Steadman Subdivision, Plat KN 75-45
Sterling Area

Motion to grant the vacation as petitioned passed by unanimous vote. (9-Yes)

5. Right-Of-Way Vacation; KPB 2025-091V

Segesser Surveys / Kenai Peninsula Housing Initiative Inc.

Request: Vacates approximately 13,800 square feet of Sixth Street including associated utility easement adjacent to Lot 2 Kenai Meadows Plat KN 2017-17 and Lot 3, abutting Tract A1, Kenai Meadows Addition No. 1, Plat KN 2023-48
City of Kenai

Motion to grant the vacation as petitioned passed by unanimous vote. (8-Yes, 1-Recused)

6. Conditional Use Permit; PC Resolution 2025-11

Applicant: City of Soldotna

Request: Install 80 linear feet of wooden fence parallel to the river

Location: 349 Centennial Park Road

City of Soldotna

(Staff Person: Planner Morgan Aldridge)

[Motion to adopt Planning Commission Resolution 2025-11, granting a conditional use permit pursuant to KPB 21.18 passed by unanimous vote \(9-Yes\)](#)

7. Conditional Use Permit; PC Resolution 2025-10

Applicant: SnoMads

Request: Install a bridge across the Anchor River and an unnamed tributary to allow for ATV & Snowmachine crossing along the Watermelon Trail

Anchor Point Area

(Staff Person: Planner Morgan Aldridge)

[Motion to adopt Planning Commission Resolution 2025-10, granting a conditional use permit pursuant to KPB 21.18 passed by unanimous vote \(9-Yes\)](#)

8. Conditional Use Permit; PC Resolution 2025-12

Applicant: State of Alaska DOT

Request: To replace & upgrade a culvert along an unnamed anadromous stream that is a tributary to the Snow River, along the Seward Highway

Location: 22635 Seward Highway

Bear Creek Area

[Motion to adopt Planning Commission Resolution 2025-12, granting a conditional use permit pursuant to KPB 21.18 passed by unanimous vote \(9-Yes\)](#)

Public Hearing: Legislative Matters - None

F. PLAT COMMITTEE REPORT – The plat committee will review 8 plats

G. OTHER

- a. Plat Committee For August/September/October/November/December

H. PRESENTATIONS/PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 MINUTES PER SPEAKER)

I. DIRECTOR'S COMMENTS

J. COMMISSIONER COMMENTS

K. ADJOURNMENT

MISCELLANEOUS INFORMATIONAL ITEMS

NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING

The next regularly scheduled Planning Commission meeting will be held ***Monday, August 11, 2025*** in the Betty J. Glick Assembly Chambers of the Kenai Peninsula Borough George A. Navarre Administration Building, 144 North Binkley Street, Soldotna, Alaska at **7:30 p.m.**

CONTACT INFORMATION

KENAI PENINSULA BOROUGH PLANNING DEPARTMENT

Phone: 907-714-2215 / Toll free within the Borough 1-800-478-4441, extension 2215

e-mail address: planning@kpb.us

website: <http://www.kpb.us/planning-dept/planning-home>

A party of record may file an appeal of a decision of the Planning Commission in accordance with the requirements of the Kenai Peninsula Borough Code of Ordinances. An appeal must be filed with the Borough Clerk within 15 days of the notice of decision, using the proper forms, and be accompanied by the filing and records preparation fees.

Vacations of rights-of-way, public areas, or public easements outside city limits cannot be made without the consent of the borough assembly. Vacations within city limits cannot be made without the consent of the city council. The assembly or city council shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received within the specified period, it shall be considered that consent was given.

A denial of a vacation is a final act for which the Kenai Peninsula Borough shall give no further consideration. Upon denial, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.



July 17, 2025

Kenai City Council
210 Fidalgo Avenue
Kenai, AK 99611

RE: Vacates the entire 60-foot by 230-foot right-of-way dedication, Sixth Street, and associated utility easements located between Lot 2, Kenai Meadows, Plat KN 2017-17 and Lot 3, Kenai Meadows Addition No. 1, Plat 2023-48

Dear Seward City Council Members:

In accordance with AS 29.40.140, no vacation of a city right-of-way and/or easement may be made without the consent of the city council. The KPB Planning Commission approved the referenced right-of-way vacation during their regularly scheduled meeting of July 14, 2025. This petition is being sent to you for your consideration and action.

The City Council has 30 days from July 14, 2025 in which to veto the decision of the Planning Commission. If no veto is received from the Council within the 30-day period, the decision of the Planning Commission will stand.

Attached are draft, unapproved minutes of the pertinent portion of the meeting and other related materials.

Sincerely,

Robert Ruffner
Planning Director
Kenai Peninsula Borough

Enc.
Draft 07-14-25 PC Meeting Minutes
07-14-25 PC Meeting Materials

Scott Brown; 38252 Blakester Court, Soldotna, AK 99603: Mr. Brown is the petitioner for this request and made himself available for questions.

Seeing and hearing no one else wishing to comment, public comment was closed and discussion was opened among the committee.

MOTION: Commissioner Slaughter moved, seconded by Commissioner Whitney to grant the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.65.050(D), based on staff recommendations and subject to the four conditions set forth in the staff report.

Hearing no objection or further discussion, the motion was carried by the following vote:

MOTION PASSED BY UNANIMOUS VOTE:

Yes - 9	Brantley, England, Epperheimer, Fikes, Gillham, Morgan, Slaughter, Whitney, Venuti
---------	--

ITEM #5 - RIGHT OF WAY VACATION

VACATES THE ENTIRE 60' BY 230' ROW DEDICATION, SIXTH STREET & ASSOCIATED UTILITY EASEMENTS LOCATED BETWEEN LOT 2, KENAI MEADOWS, PLAT KN 2017-17 AND LOT 3, KENAI MEADOWS ADDITION NO.1, PLAT KN 2023-48

KPB File No.	2025-091V
Planning Commission Meeting:	July 14, 2025
Applicant / Owner:	City of Kenai & Kenai Peninsula Housing Initiatives, Inc.
Surveyor:	John Segesser / Segesser Surveys
General Location:	Redoubt Ave / City of Kenai
Legal Description:	Lot 2, Kenai Meadows, Plat KN 2017-17 and Lot 3, Kenai Meadows Addition No 1, Plat KN 2023-048,

Staff report given by Platting Vince Piagentini.

Chair Brantley requested to be recused from this matter as he had a conflict of interest and passed the gavel to Commissioner Gillham.

Commissioner Gillham opened the item for public comment.

Dana Gregoire, KPHI; P.O. Box 1869, Homer, AK 99603: Ms. Gregoire is one of the petitioners on this request and made herself available of questions.

Seeing and hearing no one else wishing to comment, public comment was closed and discussion was opened among the committee.

MOTION: Commissioner Epperheimer moved, seconded by Commissioner England to grant the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.65.050(D), based on staff recommendations and subject to the four conditions set forth in the staff report.

Hearing no objection or further discussion, the motion was carried by the following vote:

MOTION PASSED BY UNANIMOUS VOTE:

Yes - 8	England, Epperheimer, Fikes, Gillham, Morgan, Slaughter, Whitney, Venuti
Recused - 1	Brantley

ITEM #6 – CONDITIONAL USE PERMIT

GRANTING A CONDITIONAL USE PERMIT PURSUANT TO KPB 21.18 FOR THE CONSTRUCTION OF A FENCE WITHIN THE 50' HABITAT PROTECTION DISTRICT OF THE KENAI RIVER

PC Resolution No.	2025-11
Planning Commission Meeting:	July 14, 2025
Applicant / Owner:	City of Soldotna
Physical Address	349 Centennial Park Road

E. NEW BUSINESS

5. Right-Of-Way Vacation; KPB 2025-091V

Segesser Surveys / Kenai Peninsula Housing Initiative Inc.

Request: Vacates approximately 13,800 square feet of Sixth Street including associated utility easement adjacent to Lot 2 Kenai Meadows Plat KN 2017-17 and Lot 3, abutting Tract A1, Kenai Meadows Addition No. 1, Plat KN 2023-48

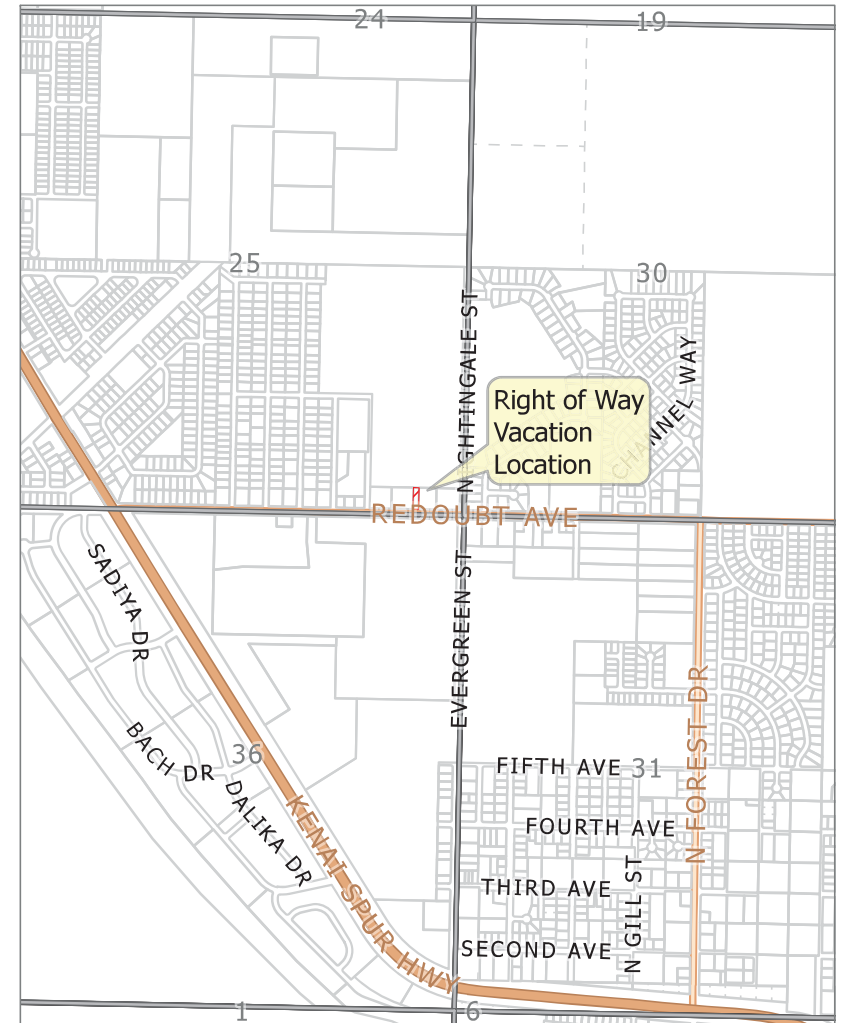
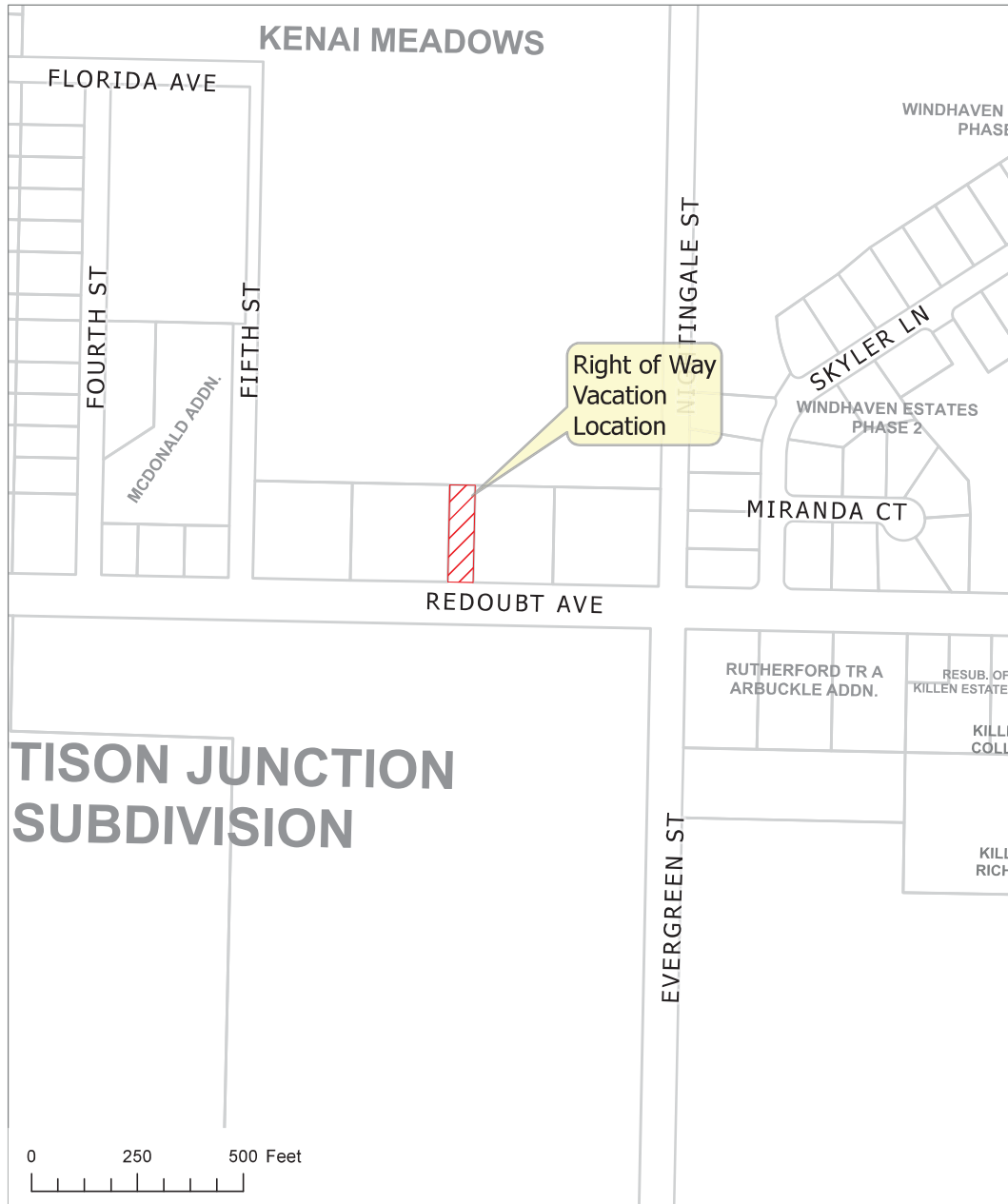
City of Kenai

(Staff Person: Platting Manager Vince Piagentini)



Vicinity Map

6/11/2025



KPB File 2025-091V
T 6N R 12W Sec 25
Kenai



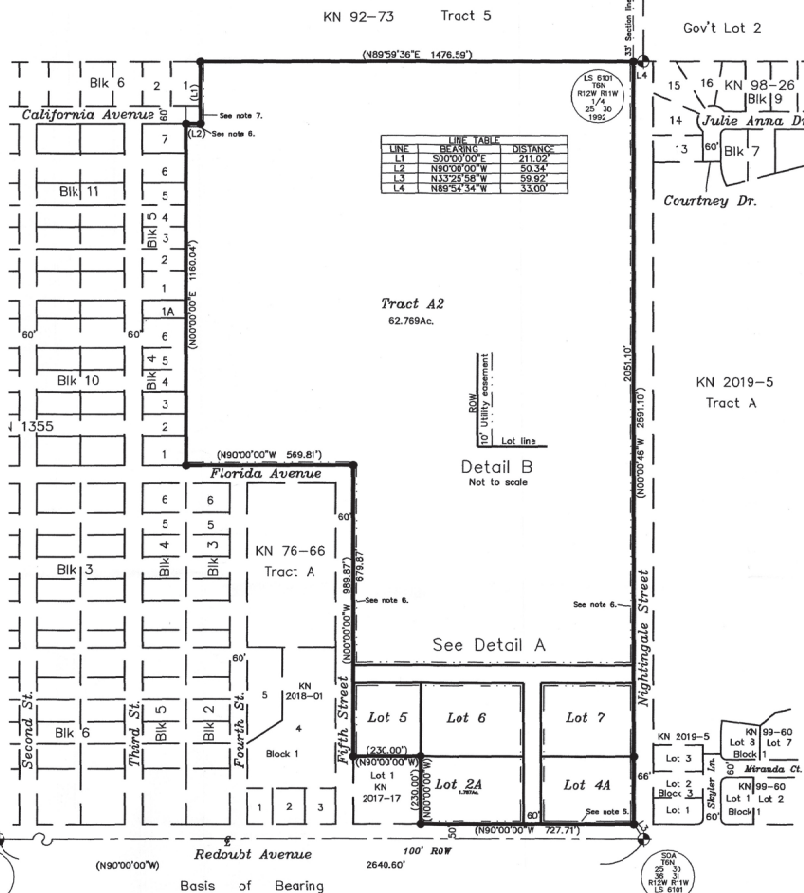
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

LEGEND:

- 3 1/4" ALUM. CAP MON. LS #101 FOUND AS SHOWN
 2 1/2" BRASS CAP MON. FOUND AS SHOWN
 5/8" REBAR v/PLASTIC CAP LS#859 FOUND
 5/8" REBAR v/PLASTIC CAP LS#859 SET
 () RECORD AND MEASURED DATUM PLAT 20-7-17 KRD

NOTES:

- 1) Basis of bearing taken from Kenai Meadows, Plat 20-7-17, Kenai Recording District.
- 2) This plat is subject to City of Kenai zoning regulations.
- 3) Further development of the property shall conform to all Federal, State, and local regulations.
- 4) The Plat Committee, at the meeting of May 23, 2022, carried over the exception granted to the parent plat. Exceptions to KRS 20.30.030, extension of California Avenue to Nightingale Street, Florida Avenue to Nightingale Street, and Fifth Street to California Avenue, and KRS 20.30.170, block length, were originally approved by the plat committee at the meeting of March 13, 2017.
- 5) An easement for electric lines or system and/or telephone lines granted to Homer Electric Association is recorded in Misc Book 2 Page 34, Kenai Recording District.
- 6) The front 10 feet adjoining rights-of-way is granted by this plat as utility easements. No permanent structure shall be constructed or placed within a utility easement which would interfere with the ability of a utility to use the easement. See Detail B.
- 7) A water and sewer easement in favor of the City of Kenai is recorded Book 73 Page 347, Kenai Recording District.
- 8) **WASTEWATER DISPOSAL:** Plans for wastewater disposal, that meet regulatory requirements are on file at the Department of Environmental Conservation.
- 9) This property is subject to a reservation of easement for highway purposes, and any assignments or uses thereof for recreational utility or other purposes, as disclosed by Public Land Order No. 601, dated August 10, 1949 and amended by Public Land Order No. 777, dated October 10, 1959 Public Land Order No. 1613, dated April 7, 1958, Department of the Interior Order Number 2665, dated October 16, 1951, Amendment Number 1 thereto, dated July 11, 1952 and Amendment Number 2 thereto, dated September 15, 1956 filed in the Federal Register.



LINE	BEARING	DISTANCE
L1	S90°00'00\"E	211.02'
L2	N90°00'00\"W	50.34'
L3	N33°23'58\"W	59.82'
L4	N89°50'34\"W	33.00'

Tract A2
62.769Ac.

Detail B
Not to scale

**SURVEYOR'S CERTIFICATE**

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, this plat represents a survey made by me or under my direct supervision, the monuments shown hereon actually exist as described, and all dimensions and other details are correct.

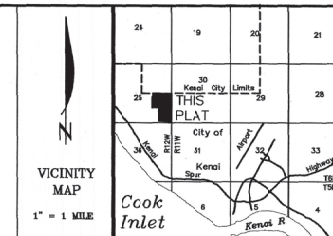
Date _____

CERTIFICATE of ACCEPTANCE

THE UNDERSIGNED OFFICIAL IDENTIFIED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF KENAI FOR PUBLIC USES AND FOR PUBLIC PURPOSES THE REAL PROPERTY TO BE DEDICATED BY THIS PLAT INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THIS PLAT IDENTIFIED AS FOLLOWS: TEXAS AVENUE AND SIXTH STREET DEDICATIONS. THE ACCEPTANCE OF LANDS FOR PUBLIC USE ON PUBLIC PURPOSE DOES NOT OBLIGATE THE PUBLIC OR ANY OTHER GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

TERRY EUBANK, CITY MANAGER
CITY OF KENAI

DATE _____

**CERTIFICATE of OWNERSHIP and DEDICATION**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE CITY OF KENAI IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, AND ON BEHALF OF THE CITY OF KENAI, I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

TERRY EUBANK
CITY MANAGER
CITY OF KENAI
210 RIDALGO AVE.
KENAI, ALASKA 99611

CERTIFICATE of OWNERSHIP and DEDICATION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT KENAI PENINSULA HOUSING INITIATIVES INC. IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, AND ON BEHALF OF KENAI PENINSULA HOUSING INITIATIVES INC., I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

DANA GREGORE
KENAI PENINSULA HOUSING INITIATIVES INC
P.O. BOX 1969
HOMER, ALASKA 99603

NOTARY'S ACKNOWLEDGEMENT

FOR _____
ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

NOTARY'S ACKNOWLEDGEMENT

FOR _____
ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF _____

KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL _____

KPB FILE NO. _____

Kenai Meadows Addition No. 2

A resubdivision of Tract 4 and Lots 3 and 4 Kenai Meadows Addition No. 1, Plat 2022-45, Kenai Recording District.

Located within the SE 1/4 Section 25, T1N, R12W, S1M., City of Kenai, Kenai Recording District, Kenai Peninsula Borough, Alaska.

Containing 72.712 Ac.

Surveyor	Owners	Kenai Peninsula Housing Initiatives Inc
Segesser Surveys 30485 Reiland St. Soldotna, AK 99669 (907) 262-3909	City of Kenai 210 Ridalgo Ave. Kenai, AK 99611	Homer, AK 99603

JOB NO.	25055	DRAWN:	5-6-22
SURVEYED:		SCALE:	1"=200'
FIELD BOOK:		SHEET:	1 of 1

KPB 2025-091V Scale: 1"=100'

AGENDA ITEM E. NEW BUSINESS**ITEM #5 - RIGHT OF WAY VACATION**

Vacates the entire 60-foot by 230-foot right-of-way dedication, Sixth Street, and associated utility easements located between Lot 2, Kenai Meadows, Plat KN 2017-17 and Lot 3, Kenai Meadows Addition No. 1, Plat 2023-48

KPB File No.	2025-091V
Planning Commission Meeting:	July 14, 2025
Applicant / Owner:	City of Kenai and Kenai Peninsula Housing Initiatives, Inc. of Homer, Alaska
Surveyor:	John Segesser / Segesser Surveys
General Location:	Redoubt Ave, Kenai
Legal Description:	Lot 2, Kenai Meadows, Plat KN 2017-17 and Lot 3, Kenai Meadows Addition No 1, Plat 2023-048, Kenai Recording District, Township 6 North, Range 12 West, Section 25, Seward Meridian

STAFF REPORT**Specific Request / Purpose as stated in the petition:**

Reconfiguring the existing lots and moving Sixth Street to the East.

Notification: The public hearing notice was published in the July 4, 2025 issue of the Peninsula Clarion and the July 3, 2025 issue of the Homer News as part of the Commission's tentative agenda.

The public notice was posted on the Planning Commission bulletin board at the Kenai Peninsula Borough George A. Navarre Administration building. Additional notices were mailed to the following with the request to be posted for public viewing.

Library of Kenai

Post Office of Kenai

Ten certified mailings were sent to owners of property within 300 feet of the proposed vacation. Eight receipts had been returned when the staff report was prepared.

Nine public hearing notices were emailed to agencies and interested parties as shown below;

State of Alaska DNR
State of Alaska DOT
City of Kenai
Emergency Services of Kenai
Kenai Peninsula Borough Land Management

Alaska Communication Systems (ACS)
ENSTAR Natural Gas
General Communications Inc, (GCI)
Homer Electric Association (HEA)

Legal Access (existing and proposed):

The proposed vacation is Sixth Street, a 60-foot dedication located between Lot 2, Kenai Meadows (KN 2017-17) and Lot 3, Kenai Meadows Addition No. 1 (KN 2023-48) running a length of 230 feet. Sixth Street is located west of Nightingale St. in Kenai, on the north side of Redoubt Avenue, a 100-foot dedicated right-of-way.

Sixth Street currently provides access to three lots. These lots are proposed to be reconfigured by the plat finalizing the vacation and will have legal access provided by the new right-of-way dedications.

The vacation of Sixth St will be finalized by the proposed plat, Kenai Meadows Addition No. 2 being reviewed at the Plat Committee at the July 14, 2025 meeting. The plat will reconfigure the previous right-of-way, Sixth Street, by relocating the dedication to the east. A new dedication is proposed on the north end of Sixth St, connecting Fifth Street to Nightingale Street, to be named Texas Ave having a 60' wide dedication. **Staff Recommends** the Surveyor

confirm and provide confirmation of the right-of-way name for the dedication. The plat states "Texas Avenue" and the COK Resolution states the name "State Avenue." as the name inside the City of Kenai.

Block length is not compliant with the proposed plat. The parent plat Kenai Meadows (KN 2017-17) was granted exceptions to KPB 20.30.030 Proposed Street Layout-Requirements for the extension of California Avenue to Nightingale Street, Florida Avenue to Nightingale Street, and Fifth Street to California Avenue. Currently there are non-developed roads located extending north into Tract A2 from the extension of Fifth St to the intersection with California Ave and then running west to the wet boundary of Tract A2 and the right-of-way of California Ave. An exception to KPB 20.30.170 Block Length was also granted to the parent plat. Kenai Meadows Addition No. 1 (KN 2023-48) carrying forward the previously granted exceptions. The dedication of Texas Avenue will provide relief to the block length on the south. **Staff recommends** the plat committee allow carrying forward the previously granted exceptions and plat notes from the parent plats with the reasonable expectation that future preliminary plats of Tract A2 shall comply with current code at the time of submittal and dedication of right-of-ways be done as needed and required.

KPB records indicate an 83-foot section line easement located to the south within Redoubt Avenue with 33 feet on the north side of the section line and 50 feet on the south of the section line. There is a 66-foot section line easement located to the east within Nightingale Street with 33-feet located on either side of the section line. **Staff recommends** the surveyor verify the easements and depict and label the section line easements on the final plat.

KPB Roads Dept. comments	Out of Jurisdiction: Yes Roads Director: Uhlin, Dil Comments: City of Kenai's jurisdiction
SOA DOT comments	

Site Investigation:

According to the KWF Wetlands Assessment, there are no wetlands present on the subject property. The land is relatively flat with slight slopes located in the northern area. No slopes exceed 20% in grade. The improvements appear they will be located on proposed Lot 2A. There do not appear to be any encroachments.

Apartments are located on Lot 2(KN 2017-17) and Lot 3 (KN 2023-48) is vacant according to KPB Assessing Records. The improvements appear they will be located on proposed Lot 2A.

The City of Kenai is considered an independent community by the National Flood Insurance Program and is not within the jurisdiction of the KPB Floodplain Management Program. Kenai administers their own floodplain program. The proper plat note has been included as plat note number 2.

KPB River Center review	<p>A. Floodplain</p> <p>Reviewer: Hindman, Julie Floodplain Status: Within City of Kenai Comments: No comments</p> <p>B. Habitat Protection</p> <p>Reviewer: Aldridge, Morgan Habitat Protection District Status: Is NOT within HPD Comments: No comments</p>
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Staff Analysis:

Originally the land consisted of an aliquot portion of the SE1/4 of Section 25, Township 6 North, Range 12 West, Seward Meridian, Kenai, Alaska. Kenai Meadows (KN 2017-17) subdivided an approximated 78-acre unsubdivided remainder (KN 1355). Kenai Meadows Addition No.1, Plat KN 2023-48, platted more lots and dedicated the current right-of-way for Sixth Street.

The vacation of Sixth St will be finalized by the proposed plat, Kenai Meadows Addition No. 2. The plat will reconfigure the previous right-of-way, Sixth Street, by relocating the dedication to the east and reconfiguring lots 2, 3 and 4. A new dedication is proposed to the north, connecting Fifth Street to Nightingale Street. The plat is scheduled to be reviewed by the Plat Committee on July 14, 2025.

Sixth Street currently provides access to two lots and a tract. The lots are proposed to be reconfigured by the plat finalizing the vacation and will have legal access provided by the new right-of-way dedications.

The City of Kenai Planning and Zoning Commission reviewed the preliminary plat that will finalize the vacation, Kenai Meadows Addition No. 2, at their February 14, 2025 meeting. They adopted Resolution PZ 2025-19, recommending approval subject to conditions. A copy of the resolution and meeting minutes can be found in the staff packet. The City review and Resolution PZ2025-19 did not include Lot 2 Kenai Meadows KN2017-17, but the City is aware of the addition of this lot to the new submittal and will include it in the approval by City Council. The Kenai City Council must approve the vacation after the Kenai Peninsula Borough Planning Commission review in order for the vacation to be finalized by plat. **Staff recommends** the surveyor satisfy the conditions set by the City.

An easement with a non-defined location was granted to Homer Electric Association by Book 2, Page 34, KRD, and is denoted as plat number 5.

There is a water and sewer easement granted to the City of Kenai by Book 73, Page 347, KRD, located within the northwest corner of the subdivision. The easement has been depicted and is denoted as plat note number 7.

Kenai Meadows Addition No 1 (KN 2023-48) granted a 10-foot utility easement adjacent to all rights-of-way. **Staff recommends** the surveyor label the easements granted by the parent plat and label the new easements as dedicated by this plat.

An easement in the certificate to plat filed at 2017-005770-0 needs to be included on the drawing and notes.

20.65.050 – Action on vacation application

D. The planning commission shall consider the merits of each vacation request and in all cases the planning commission shall deem the area being vacated to be of value to the public. It shall be incumbent upon the applicant to show that the area proposed for vacation is no longer practical for the uses or purposes authorized, or that other provisions have been made which are more beneficial to the public. In evaluating the merits of the proposed vacation, the planning commission shall consider whether:

1. The right-of-way or public easement to be vacated is being used;
Staff comments: No, currently undeveloped per KPB GIS Imagery.
2. A road is impossible or impractical to construct, and alternative access has been provided;
Staff comments: No, but the road is being re-located to the east for better practicality.
3. The surrounding area is fully developed and all planned or needed rights-of-way and utilities are constructed;

Staff comments: The adjacent lots will have legal access and associated utility easements as proposed by the plat finalizing the vacation. The land to the north can be subdivided further in the future and provide additional dedications.

4. The vacation of a public right-of-way provides access to a lake, river, or other area with public interest or value, and if so, whether equal or superior access is provided;
Staff comments: The right-of-way does not provide access to public lands or areas with public interest.
5. The proposed vacation would limit opportunities for interconnectivity with adjacent parcels, whether developed or undeveloped;
Staff comments: The re-location of the road provides adequate connection to surrounding parcels.
6. Other public access, other than general road use, exist or are feasible for the right-of-way;
Staff comments: no
7. All existing and future utility requirements are met. Rights-of-way which are utilized by a utility, or which logically would be required by a utility, shall not be vacated, unless it can be demonstrated that equal or superior access is or will be available. Where an easement would satisfactorily serve the utility interests, and no other public need for the right-of-way exists, the commission may approve the vacation and require that a utility easement be granted in place of the right-of-way.
Staff comments: The vacation has been sent to the utility companies for review and comments. Utility provides have existing lines in this area. The adjacent lots will have legal access and associated utility easements as proposed by the plat finalizing the vacation.
8. Any other factors that are relevant to the vacation application or the area proposed to be vacated.
Staff comments: The City of Kenai Planning and Zoning Commission granted conditional approval by Adopting Resolution PZ 2025-19 during their May 14, 2025 meeting.

A KPB Planning Commission decision denying a vacation application is final. A KPB Planning Commission decision to approve the vacation application is subject to consent or veto by the KPB Assembly, or City Council if located within City boundaries. The KPB Assembly, or City Council must hear the vacation within thirty days of the Planning Commission decision.

The City Council will hear the vacation at their scheduled 2025 meeting.

If approved, Kenai Meadows Addition No. 2, will finalize the proposed right of way vacations. The Plat Committee is scheduled to review the plat on July 14th.

KPB department / agency review:

Addressing	Reviewer: Pace, Rhealyn Affected Addresses: 2390 REDOUBT AVE, 2200 REDOUBT AVE, 2150 REDOUBT AVE Existing Street Names are Correct: No List of Correct Street Names: Existing Street Name Corrections Needed: All New Street Names are Approved: No List of Approved Street Names: List of Street Names Denied: Comments: CITY OF KENAI WILL ADVISE ON STREET NAMES AND ADDRESSES
Code Compliance	Reviewer: Ogren, Eric

	Comments: No comments
Planner	Reviewer: Raidmae, Ryan There are not any Local Option Zoning District issues with this proposed plat. Material Site Comments: There are not any material site issues with this proposed plat. Review Not Required
Assessing	Reviewer: Windsor, Heather Comments: No comments
Advisory Planning Commission	

Utility provider review:

HEA	Provide easement as noted in NW corner.
ENSTAR	No comment
ACS	No comment
GCI	No comment

STAFF RECOMMENDATIONS
CORRECTIONS / EDITS

- Label the associated 10' utility easement to be vacated on east.
 - Include Lot 2, Kenai Meadows (KN 2017-17) in the legal description within the title block on the plat.
 - There is an easement at 2017-005770-0 to be shown on the drawing and identified in the plat notes.
-

RECOMMENDATION:

Based on consideration of the merits as per KPB 20.65.050(D) as outlined by Staff comments, Staff recommends **APPROVAL** as petitioned, subject to:

1. Consent by Kenai City Council.
 2. Compliance with the requirements for preliminary plats per Chapter 20 of the KPB Code including a submittal to and approval by the Plat Committee.
 3. Grant utility easements requested by the Kenai City Council and utility providers.
 4. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.65.050(I)).
-

KPB 20.65.050 – Action on vacation application

H. A planning commission decision to approve a vacation is not effective without the consent of the city council, if the vacated area to be vacated is within a city, or by the assembly in all other cases. The council or assembly shall have 30 days from the date of the planning commission approval to either consent to or veto the vacation. Notice of veto of the vacation shall be immediately given to the planning commission. Failure to act on the vacation within 30 days shall be considered to be consent to the vacation. This provision does not apply to alterations of utility easements under KPB 20.65.070 which do not require the consent of the assembly or city council unless city code specifically provides otherwise.

I. Upon approval of the vacation request by the planning commission and no veto by the city council or

assembly, where applicable, the applicant shall have a surveyor prepare and submit a plat including the entire area approved for vacation in conformance with KPB 20.10.080. Only the area approved for vacation by the assembly or council may be included on the plat. The final plat must be recorded within one year of the vacation consent.

- J. A planning commission decision denying a vacation application is final. No reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.
- K. An appeal of the planning commission, city council or assembly vacation action under this chapter must be filed in the superior court in accordance with the Alaska Rules of Appellate Procedure.

The 2019 Kenai Peninsula Borough Comprehensive Plan adopted November, 2019 by Ordinance No. 2019-25. The relevant objectives are listed.

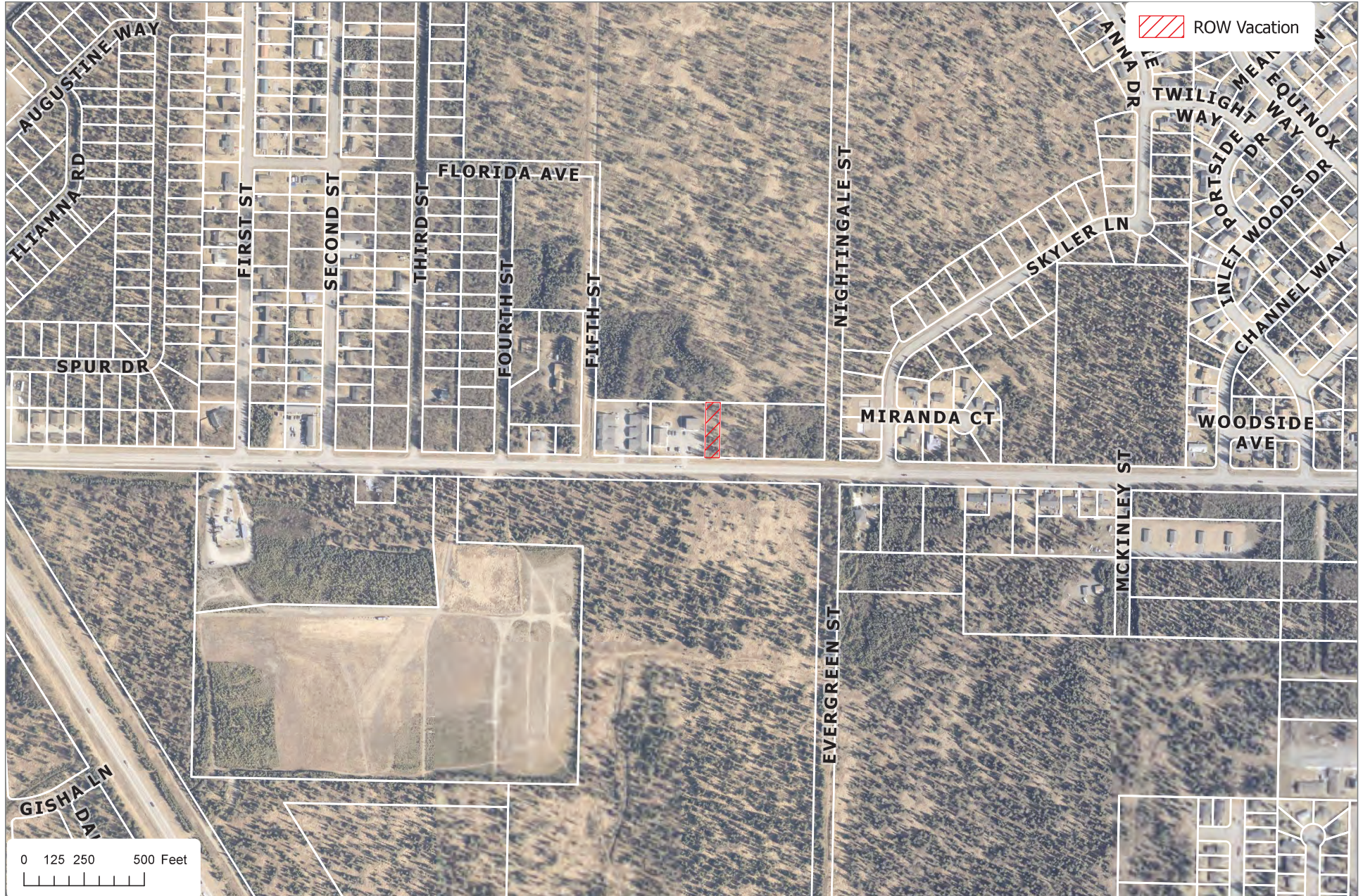
Goal 3. Preserve and improve quality of life on the Kenai Peninsula Borough through increased access to local and regional facilities, activities, programs and services.

- *Focus Area: Energy and Utilities*
 - o *Objective A - Encourage coordination or residential, commercial, and industrial development with extension of utilities and other infrastructure.*
 - *Strategy 1. Near – Term: Maintain existing easements (especially section line easements) in addition to establishing adequate utility rights of way or easements to serve existing and future utility needs.*
 - *Strategy 2. Near – Term: Maintain regular contact with utility operators to coordinate and review utility easement requests that are part of subdivision plat approval.*
 - *Strategy 3. Near – Term: Identify potential utility routes on Borough lands.*
- *Housing*
 - o *Objective D. Encourage efficient use of land, infrastructure and services outside incorporated cities by prioritizing future growth in the most suitable areas.*
 - *Strategy 1. Near – Term: Collaborate with the AK Department of Transportation, incorporated cities within the borough, utility providers, other agencies overseeing local services, and existing communities located adjacent to the undeveloped areas that are appropriate for future growth, to align plans for future expansion of services to serve future residential development and manage growth.*

Goal 4. Improve access to, from and connectivity within the Kenai Peninsula Borough

- *Focus Area: Transportation*
 - o *Objective B. Ensure new roads are developed in alignment with existing and planned growth and development.*
 - *Strategy 2. Near – Term: Establish subdivision codes that dictate road construction standards to accommodate future interconnectivity and/or public safety.*
 - *Strategy 3. Near – Term: Identify areas of anticipated growth to determine future access needs.*

END OF STAFF REPORT



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

3 1/4" ALUM. CAP MON. L5 BOLT FOUND AS SHOWN
 2 1/2" BRASS CAP MON. FOUND AS SHOWN
 5/8" REBAR w/PLASTIC CAP LAGGING FOUND
 5/8" REBAR w/PLASTIC CAP LAGGING SET
 () RECORD AND MEASURED DATA PLAT 2013-17 KNO

- 1) Basis of bearing taken from Kenal Measadi, Kenal Recording District.
- 2) This plot is subject to City of Kenal zoning regulations.
- 3) Further development of the property shall conform to all Federal, State, and local Regulations.
- 4) The Plot Committee, at the meeting of May 3, 1977, advised that the exception granted to the parent plot, Exemption No. 0100 000 000, extension to California Avenue, California Avenue to Pacific Avenue, Highland Street, and Fifth Street to California Avenue, and RFR# 01-000-070, which rights were originally approved by the plot committee at the meeting of March 13, 1971.
- 5) An easement for electric lines or system or other improvements lines granted to Hunter Electric Association is recorded in Map Book 7 Page 84, Kenal Recording District.
- 6) The front 10 foot adjoining right-of-way is granted by this plot on utility easements. No permanent structures shall be constructed or placed within a utility easement which would interfere with the utility of a utility to have the easement.
- 7) A water and sewer easement in favor of the City of Kenal is recorded in Book 73 Page 347, Kenal Recording District.
- 8) **WASTEWATER DISPOSAL:** Plans for wastewater disposal that must regulatory requirements are on file at the Department of Environmental Conservation.
- 9) This property is subject to a reservation of easement for highway purposes, any easignments or uses thereof for transportation utility, or other purposes, as disclosed by Public Land Order No. 601, dated October 11, 1949, and amended by Public Land Order No. 78, dated October 10, 1950, Public Land Order No. 1613, dated October 7, 1958, Amendment of the latter Order Number 2665, dated October 16, 1959, Amendment Number 1 therein, dated December 17, 1959, and Amendment Number 2 therein, dated September 1, 1962, filed in the Federal Register.

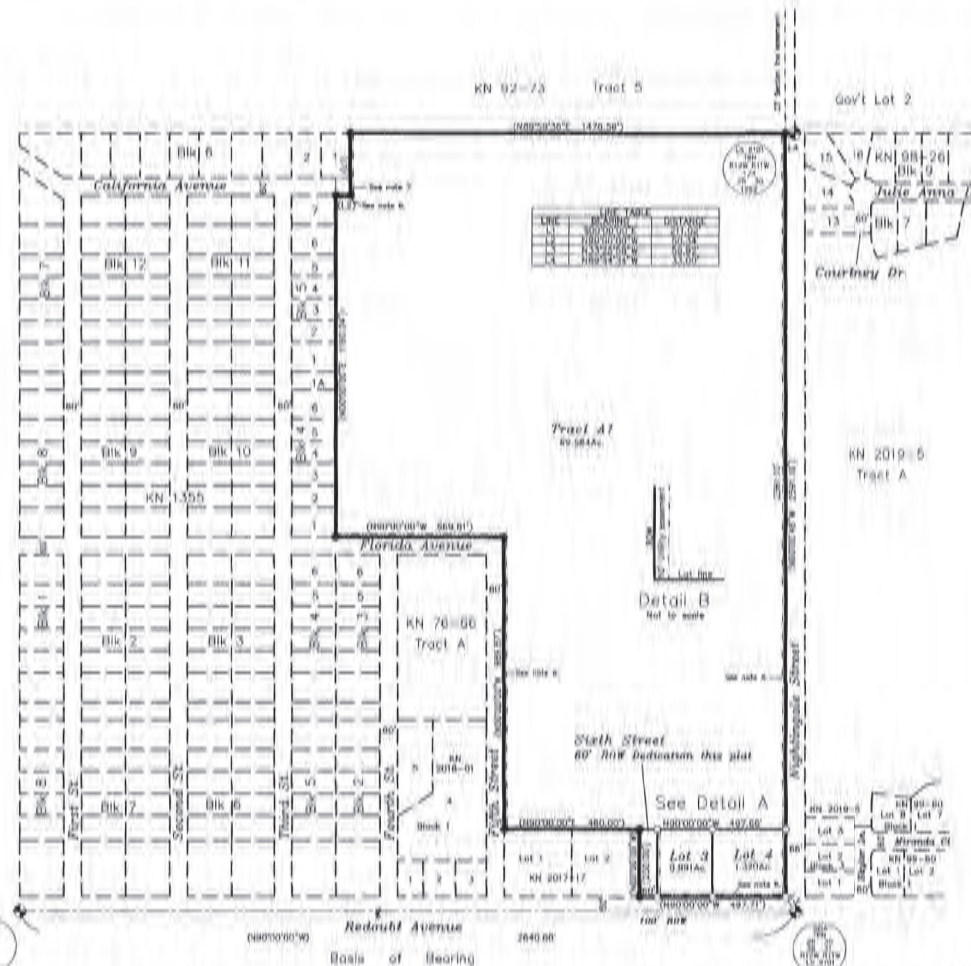


Detail A
Scale: 1"=100'



I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, this plat represents a survey made by me or under my direct supervision, the monuments shown herein actually exist as described, and all dimensions and other details are correct.

Date 7/1/83



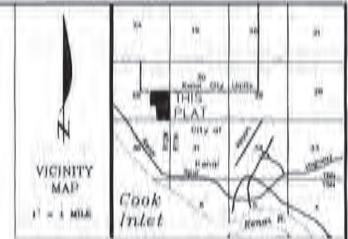
THE UNDERSIGNED CERTAIN, IDENTIFIED BY NAME AND THIS IS AUTHORIZED TO ACCEPT AND RECEIVED OFFICIAL ON BEHALF OF THE CITY OF HOUSTON ALL PUBLIC USES, AND FOR PUBLIC PURPOSES, THE REAL PROPERTY TO BE DEDICATED BY THIS PLAN INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THIS PLAN, IDENTIFIED AS FOLLWS: SIXTH ST. DEDICATION.

THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSE DOES NOT OBLIGATE THE PUBLIC, OR ANY OTHER GOVERNING BODY, TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

[Signature] DATE: 7/15/2008

TERRY TUBBS, CITY MANAGER

VIA OF BEAM



I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE CITY OF KENAI IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, AND ON BEHALF OF THE CITY OF KENAI, I HEREBY ADOPT THIS PLAN OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

TERRY EUBANK
CITY MANAGER
CITY OF SENAI
210 FIDALGO AVE.
SENAI, ALASKA 99811

FOR Terry Lubank
ACKNOWLEDGED BEFORE ME THIS 13 DAY OF July 2023
Charles R. Hill
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES May 11, 2025

THIS PLAN WAS APPROVED BY THE KENAI PENINSULA BOROUGH
PLANNING COMMISSION AT THE MEETING OF MAY 23, 2022

James P. [Signature]
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-10-2001 BY 60322 UCBAW

Kenai Meadows
Addition No. 1

located within the SE1/8 Section 26, T6N, R12W, S4M,
City of Kansas, Kansas Department District, Kansas Department

Continued 72-314 Au.

Segesser Surveys
30485 Rosland St.
Baldwin, AK 99609
(907) 243-3000

City of Kenai
210 Fidalgo Avenue
Kenai, Alaska 99611

JOB NO.	32001
SURVEYED:	Nov, 2016
FIELD BOOK	16-2

DRAWN:	11-21-22
SCALE:	1"=200'
SHEET:	1 of 1

LEGEND:

- 3 1/4" ALUM. CAP MON. (X BLD) FOUND AS SHOWN
- 2 1/2" BRASS CAP MON. (FOUND) ALL SHOWN
- ⊗ 2" ALUM. CAP 4928S (BBS FOUND)
- ⊙ 1 1/2" ALUM. CAP L5211S (BBS FOUND)
- 1/2" REBAR FOUND
- 5/8" REBAR w/PLAST. CAP (BBS FOUND)
- () RECORD DATUM PLAT U-1968 KND
- [] RECORD DATUM PLAT 80-60 KND

NOTES:

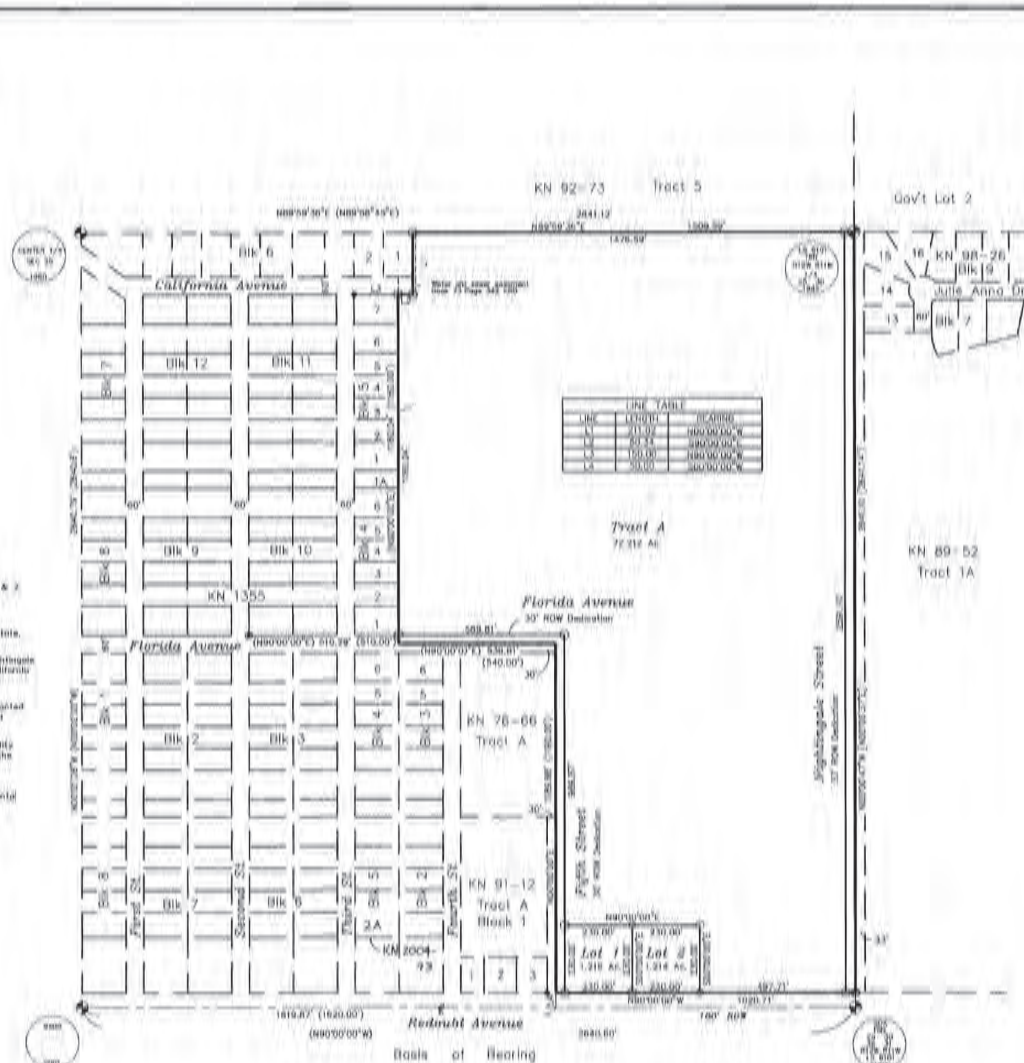
- 1) Basis of bearing taken from Replat of McMillan's Addition Sub 1 & 2 Plat K-1355, Kenai Recording District.
- 2) This plat is subject to City of Kenai timing regulations.
- 3) Further development of the property shall conform to all Federal, State, and local regulations.
- 4) Exceptions to KPB 20.30.030, extension of California Avenue to Nightingale Street, Florida Avenue to Nightingale Street, and 19th Street to California Avenue, and KPB 20.30.170, Block length, were granted by the plat Committee at the meeting of March 13, 2017.
- 5) An easement for electric lines or system and/or telephone lines granted to Homer Electric Association is recorded in Block 2, Page 34, Kenai Recording District.
- 6) No permanent structure shall be constructed or placed within a utility easement which would interfere with the ability of it ability to use the easement.
- 7) WASTEWATER DISPOSAL: Plans for wastewater disposal that meet regulatory requirements are on file at the Department of Environmental Conservation.



SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, this plat represents a survey made by me or under my direct supervision, the monuments shown hereon actually exist as described, and all dimensions and other details are correct.

Date 4-14-17

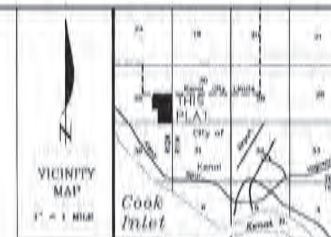


CERTIFICATE of ACCEPTANCE

THE UNDERSIGNED OFFICIAL IDENTIFIED BY NAME AND TITLE IS AUTHORIZED TO ACCEPT AND HEREBY ACCEPTS ON BEHALF OF THE CITY OF KENAI FOR PUBLIC USES AND FOR PUBLIC PURPOSES THE REAL PROPERTY TO BE INDICATED BY THIS PLAT INCLUDING EASEMENTS, RIGHTS-OF-WAY, ALLEYS, AND OTHER PUBLIC AREAS SHOWN ON THIS PLAT IDENTIFIED AS FOLLOWING: HIGHWAY 1, FLORIDA AVE., AND 19TH ST. INDICATIONS: THE ACCEPTANCE OF LANDS FOR PUBLIC USE OR PUBLIC PURPOSE DOES NOT OBLIGATE THE PUBLIC OR ANY OTHER GOVERNING BODY TO CONSTRUCT, OPERATE, OR MAINTAIN IMPROVEMENTS.

FOR KENAI, CITY MANAGER
CITY OF KENAI

DATE 4/14/17



CERTIFICATE of OWNERSHIP and DEDICATION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE CITY OF KENAI IS THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREON, AND ON BEHALF OF THE CITY OF KENAI, I HEREBY ADVERTISE THIS PLAT OF SUBDIVISION AND BY MY FREE CONSENT DEDICATE ALL RIGHTS-OF-WAY AND GRANT ALL EASEMENTS TO THE USE SHOWN.

WITNESSETH
CITY MANAGER
CITY OF KENAI
110 TRAIL BLVD.
KENAI, ALASKA 99511

NOTARY'S ACKNOWLEDGMENT

FOR PAUL DEANARDY
ACKNOWLEDGED BEFORE ME THIS 14 DAY of April, 2017.

YAKOV V. VILKIN
NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES 02/21/2017



PLAT APPROVAL

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING OF MARCH 13, 2017.

KENAI PENINSULA BOROUGH
APPROVED OFFICIAL

KPB FILE No. 2017-001

Kenai Meadows

A subdivision of the S1/4 Section 26, T6N, R12W, S.M., containing therefrom those portions lying within Kenai's boundaries to a City and Town, according to Plat K-1346, Kenai Recording District.

Located within the S1/4 Section 26, T6N, R12W, S.M., City of Kenai, Kenai Recording District, Kenai Peninsula Borough, Alaska.

Containing 77.515 AC.

Surveyor	Date
Seeger Surveys 50485 Rosland St. Soldotna, AK 99689 (907) 866-8800	City of Kenai 310 Fidalgo Avenue Kenai, Alaska 99511

JOB NO.	16106	DATE	3-13-17
SURVEYED	Nov., 2016	SCALE	1"=200'
FIELD BOOK	16-3	SHEET	1 of 1

Page 1 of 1

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
MAY 14, 2025 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR TWAIT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on May 14, 2025, in City Hall Council Chambers, Kenai, AK. Chair Twait called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Twait led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeff Twait, Chair
Gwen Woodard
Stacie Krause

Jeanne Reveal
Sonja Earsley, Vice Chair
Diane Fikes

A quorum was present.

Absent:

Glenese Pettey

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

Chair Twait noted the following additions to the Packet:

- | | |
|------------------|----------------------------------|
| Add to Item E.1. | Resolution PZ2025-19 |
| | • Updated Page 1 of Staff Report |
| Add to Item F.1. | Resolution PZ2025-17 |
| | • Public Comment |

MOTION:

Commissioner Woodard **MOVED** to approve the agenda and consent agenda. Vice Chair Earsley **SECONDED** the motion.

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

Chair Twait 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 April 23, 2025

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-19** – Recommending Approval of Preliminary Plat – Kenai Meadows Addition No. 2, a subdivision of Tract A and Lots 3 & 4, Kenai Meadows Addition No.1, in the Rural Residential (RR) Zoning District.

MOTION:

Commissioner Krause **MOVED** to approve Resolution PZ2025-19. Commissioner Woodard **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-19, and explained the purpose of the plat was to subdivide Tract A1, Kenai Meadows Addition No. 1 and replat Lots 3 & 4, Kenai Meadows Addition No. 1. It was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-19.

MOTION TO AMEND:

Commissioner Reveal **MOVED** to approve Resolution PZ2025-19 with the following changes:

1. Add a new second Whereas that reads: "WHEREAS, the City of Kenai, signed a Quitclaim Deed on May 13, 2025, conveying Lot 3, Kenai Meadows Addition No. 1, to Kenai Peninsula Housing Initiative, Inc.; and,"
2. In the following Whereas, remove the words [AND LOT 3].

Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

Chair Twait opened the floor for public hearing; there being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Krause, Reveal, Twait, Earsley, Fikes, Woodard

NAY: None

ABSENT: Pettey

MOTION PASSED WITHOUT OBJECTION.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2025-17** – Granting a Conditional Use Permit to Develop and Operate an 82-Unit Indoor Heated Storage Facility on the Property Described as Lot 1 BLK 2 of Mommsens Sub Replat Addn No 1, Addn No 2, Located at 1001 Third Street, in the Urban Residential (RU) Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-17. Vice Chair Earsley **SECONDED** the motion.

Planning Director Buettner provided an overview of the staff report as included in the packet and attached to Resolution No. PZ2025-17; he noted that the application was for a Conditional Use Permit (CUP) to develop and operate an indoor heated mini-storage facility with approximately 82 units. Zoning and uses of surrounding properties were reviewed; it was noted that staff's recommendation is approval subject to the conditions specified within the staff report as attached to Resolution No. PZ2025-17.

Adam Tugan, applicant, noted that he was available for questions.

Chair Twait opened the floor for public hearing.

Michael Urciuoli, resident, spoke in opposition to the CUP. He expressed concerns that Third Street was not up to code and required maintenance prior to being used as an access for the proposed business; that homeless people may live in the units; and that this commercial facility does not belong in a residential area.

Gwen Urciuoli, resident, spoke in opposition to the CUP. She expressed concerns that this CUP would set a precedent for future commercial uses in the neighborhood; that it would have long-term zoning implications; that it would affect property values; that it would have bright lighting and security cameras; and that it could increase noise and crime in the neighborhood.

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

In response to questions from the Commission, Mr. Tugan clarified that he also owns the adjacent lots which are intended for two fourplex buildings; that he intends to fence the entire property surrounding the proposed storage units; that there could be 24-hour access; that their current plans do not include water/sewer hookups; and that the site would be managed remotely, although these details had not been finalized.

Jeremie Bird, Mr. Tugan's business partner, further clarified that they intend to have 7:00 a.m. to 7:00 p.m. site access so there would not be 24-hour traffic; that they were not opposed to access on Redoubt Ave, and they will consider alternative lighting schematics to minimize disturbance to neighbors.

Concerns were expressed by the Commission regarding the condition and lack of maintenance on Third Street and whether Redoubt Ave may be a more appropriate access point; that large vehicle and trailer traffic would cause issues on Third Avenue; and that this commercial entity did not belong in the residential neighborhood.

Clarification was provided that the site access would be determined at the building permit stage when site and landscaping plans are finalized; that if the access point is on Third Street, the developer would be responsible for improving the street from Redoubt Avenue to the access point to meet City standards; that there would be one access point for entry and exit; that fire safety measures would be determined at a later date as part of the building review process; and that the City may pursue grant funding in the future to improve road conditions in this area.

MOTION TO AMEND:

Commissioner Woodard **MOVED** to amend Resolution PZ2025-17 to add a condition requiring a sight-obscuring fence along Third Street. Vice Chair Earsley **SECONDED** the motion.

Clarification was provided that there were provisions in code regarding standards for sight-obscuring fencing.

VOTE ON AMENDMENT:

YEA: Woodard, Earsley, Reveal, Krause, Fikes, Twait

NAY: None

ABSENT: Pettey

MOTION PASSED.

In response to questions from the Commission, Mr. Tugan and Mr. Bird provided details regarding the planned size and dimension of the proposed storage units; how the units would be accessed; and clarified that units would be self-servicing secured by gate access, fencing and cameras.

MOTION TO AMEND:

Vice Chair Earsley **MOVED** to amend Resolution PZ2025-17 to add a condition that site operational hours are restricted to 7:00 a.m. - 7:00 p.m. daily. Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

Concern was expressed over approving a CUP prior to the structure being built; clarification was provided that there was precedent for this.

In response to questions from the Commission, Mr. Tugan clarified that no study had been done to assess public need for more heated storage unit rentals in the area; however, he had observed there was a significant market demand for it.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Reveal, Earsley, Twait

NAY: Fikes, Krause, Woodard

ABSENT: Pettey

MOTION FAILED.

Chair Twait noted the 15-day appeal period.

G. UNFINISHED BUSINESS

1. Discussion – Aspen Creek, 701 N. Forest Drive CUP

Director Buettner noted that he had not received any recent complaints; that it was now past the date when Aspen Creek had stated that construction would be complete, so he intended to visit the site and observe whether traffic had decreased.

H. NEW BUSINESS

1. *Action/Approval – Requesting Excused Absences for the April 23, 2025 Regular Meeting – Krause

Approved by the consent agenda.

I. REPORTS

1. Planning Director – Planning Director Buettner reported on the following:

- CUP work session prior to this meeting; noted that there would be future work sessions on this topic in the coming months.
- Beginning development on a citywide transportation plan; attended Walkability Action Institute in Anchorage.

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

Michael Urciuoli thanked the Commission; noted that it was Third Street not Third Avenue; and discussed spruce trees and road maintenance on Third Street.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: May 28, 2025

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Reveal noted that she attended the prior work session on CUPs.

Vice Chair Earsley noted that Parks & Recreation is having Planting Day event on May 31.

Commissioner Krause apologized for missing the prior work session.

Commissioner Fikes apologized for missing the prior work session; thanked public participants and the Commission for the good discussion and the public for their testimony.

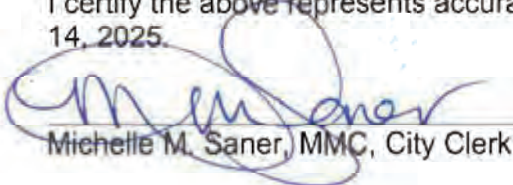
M. PENDING ITEMS – None.

N. ADJOURNMENT

O. INFORMATIONAL ITEMS – None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:14 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of March 14, 2025.



Michelle M. Saner, MMC, City Clerk



SENT VIA ELECTRONIC MAIL

May 29, 2025

Segesser Surveys, Inc.
30485 Rosland St.
Soldotna, AK 99669
seggy@ptialaska.net

RE: Notice of Recommendation - Resolution PZ2025-19 – Preliminary Plat – Kenai Meadows Addition No. 2

Dear Segesser Surveys, Inc.:

On Wednesday, May 14, 2025, the City of Kenai Planning and Zoning Commission recommended approval of Resolution PZ2025-19 for Preliminary Plat Kenai Meadows Addition No. 2. An installation agreement is required. Enclosed is a copy of the resolution.

If you have any questions, please contact Planning & Zoning Department at 907-283-8237 or planning@kenai.city.

Sincerely,

A handwritten signature in blue ink, appearing to read "KB" followed by a long horizontal stroke.

Kevin Buettner, AICP, LEED AP, CNU-A
Planning Director

Enclosure

cc: Beverly Carpenter, KPB Planning Department (bcarpenter@kpb.us)



**CITY OF KENAI
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2025-19**

A RESOLUTION RECOMMENDING THAT THE PRELIMINARY PLAT FOR KENAI MEADOWS ADDITION NO. 2, A SUBDIVISION OF TRACT A1 AND A REPLAT OF LOTS 3 & 4, KENAI MEADOWS ADDITION NO. 1, IN THE RURAL RESIDENTIAL ZONING DISTRICT ATTACHED HERETO BE **APPROVED**.

LEGAL DESCRIPTIONS: Tract A1, Kenai Meadows Addition No. 1
Lot 3, Kenai Meadows Addition No. 1
Lot 4, Kenai Meadows Addition No. 1

KPB PARCEL NUMBERS: 03901067, 03901068 and 03901069

WHEREAS, at the regularly scheduled City Council meeting on April 16, 2025, the City of Kenai conditionally donated approximately 5.2 acres of city-owned land to be subdivided from Tract A1, Kenai Meadows Addition No. 1; and,

WHEREAS, the City of Kenai, owner of Tract A1, Kenai Meadows Addition No. 1, is supportive of the proposed development presented by the Kenai Peninsula Housing Initiative, Inc.; and,

WHEREAS, the City of Kenai received a preliminary plat from Segesser Surveys, on behalf of Kenai Peninsula Housing Initiatives, Inc., for a subdivision of Tract A1, Kenai Meadows Addition No. 1 and a replat of Lots 3 & 4, Kenai Meadows Addition No. 1; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, Rights-of-Way Sixth Street and State Avenue are newly dedicated, therefore an installation agreement is required; and,

WHEREAS, the proposed lots have access from Redoubt Avenue (a City-maintained asphalt road) and the newly dedicated Sixth Street and State Avenue (currently undeveloped); and,

WHEREAS, City water and sewer lines are available to the lots; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for replat, subject to the listed conditions, provides utilities/access easements, provides a satisfactory and desirable building site, and connection to the existing City of Kenai water and wastewater utility.

2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the preliminary plat is a subdivision of a 69.5-acre tract into a new, 62.79-acre tract and three new lots (Lots 5, 6, & 7) and a replat of two (2) lots within a subdivision containing newly dedicated rights-of-way and a vacation of an existing right of way and determined acceptable access, subject to the listed conditions. An installation agreement is required for the newly dedicated Sixth Street right-of-way.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the Rural Residential zoning district of 20,000 square feet.
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

NOW, THEREFORE, BE IT RECOMMENDED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

Section 1. That preliminary plat Kenai Meadows Addition No. 2 for a subdivision of Tract A1, Kenai Meadows Addition No. 1 and a replat of Lots 3 & 4, Kenai Meadows Addition No. 1 be approved subject to the following conditions,

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. Prior to recording of the final plat, the developer will be required to enter into an installation agreement with the City of Kenai.
3. The Kenai City Council must declare the current sixty-foot right-of-way for Sixth Street not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.

Section 2. That the official name for the 60-foot dedicated right-of-way between Lots 3A and 4A be assigned as "Sixth Street", subject to Kenai City Council adopting a resolution for the naming of a street within City limits.

Section 3. That the official name for the 60-foot dedicated right-of-way north of the newly formed Lots 5, 6, & 7, be assigned as "State Avenue", subject to Kenai City Council adopting a resolution for the naming of a street within City limits.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,
THIS 14th DAY OF MAY, 2025.

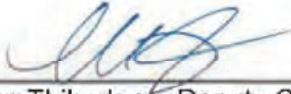


JEFF TWAIT, CHAIRPERSON

Resolution No. PZ2025-19

Page 3 of 3

ATTEST:

A handwritten signature in blue ink, appearing to read 'Meghan Thibodeau', is written over a horizontal line.

Meghan Thibodeau, Deputy City Clerk



STAFF REPORT

PLANNING & ZONING DEPARTMENT

TO: Planning and Zoning Commission

FROM: Kevin Buettner, Planning Director

DATE: May 9, 2025

SUBJECT: Resolution No. PZ2025-19 – Preliminary Plat – Kenai Meadows Addition No. 2, a Subdivision of Tract A1 and a Replat of Lots 3 & 4, Kenai Meadows Addition No. 1.

Request The applicant is proposing a preliminary plat for a subdivision of Tract A1, Kenai Meadows Addition No. 1 and a replat of Lots 3 & 4, Kenai Meadows Addition No. 1.

Staff Recommendation Adopt Resolution No. PZ2025-19 recommending approval of Preliminary Plat – Kenai Meadows Addition No.2 to subdivide Tract A1, Kenai Meadows Addition No. 1 and replat Lots 3 & 4, Kenai Meadows Addition No. 1.

Applicant: Segesser Surveys
30485 Rosland St.
Soldotna, AK 99669

Property Owners: Kenai Peninsula Housing Initiative & City of Kenai

Legal Descriptions: Tract A1, Kenai Meadows Addition No. 1
Lot 3, Kenai Meadows Addition No. 1
Lot 4, Kenai Meadows Addition No. 1

KPB Parcel Nos.: 03901067, 03901068 and 03901069

Zoning District: Rural Residential (RR)

Land Use Plan: Medium Density Residential (LDR)

Surrounding Uses: Vacant Residential

SUMMARY

The City received a preliminary plat from Segesser Surveys, on behalf of Kenai Peninsula Housing Initiatives, Inc., for a subdivision of Tract A1, Kenai Meadows Addition No. 1 and a replat of Lots 3 & 4, Kenai Meadows Addition No. 1.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

ANALYSIS

The proposed replat meets the preliminary plat requirements and development requirements for the Rural Residential (RR) zoning district. Access to the subject lots is via Redoubt Avenue, which is a City maintained asphalt road. City water and wastewater are available in this area and will developments on these lots will be required to establish a connection to the City of Kenai water and wastewater utility systems. The Public Works Director, Fire Marshal, and Building Official have reviewed the preliminary plat and have no comments.

At the regularly scheduled City Council meeting on April 16, 2025, the City of Kenai conditionally donated approximately 5.2 acres of city-owned land to be subdivided from Tract A1, Kenai Meadows Addition No. 1. The City of Kenai, owner of Tract A1, Kenai Meadows Addition No. 1, is supportive of the proposed development presented by the Kenai Peninsula Housing Initiative, Inc.

Staff finds that the preliminary plat meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for replat, subject to the listed conditions, provides utilities/access easements, provides a satisfactory and desirable building site, and connection to the existing City of Kenai water and wastewater utility.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the preliminary plat is a subdivision of a larger tract into smaller lots and a replat of two lots within a subdivision containing dedicated rights-of-way and determined acceptable access, subject to the listed conditions. An installation agreement is required, as the existing north-south right of way is being moved and extended and a new right of way is being dedicated along the northern boundary of the new lots.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet. Each lot is over one acre in size.
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

STAFF RECOMMENDATION

Staff finds that the proposed preliminary plat for Kenai Meadows Addition No. 2 to subdivide Tract A1, Kenai Meadows Addition No. 1 and replat Lots 3 & 4, Kenai Meadows Addition No. 1, meets the general standards for Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommends approval of Resolution No. PZ2025-19 to subdivide Tract

A1, Kenai Meadows Addition No. 1 and replat Lots 3 & 4, Kenai Meadows Addition No. 1 to the Kenai Peninsula Borough, subject to the following conditions:

1. Further development of the property will conform to all Federal, State of Alaska, and local regulations.
2. Prior to recording of the final plat, the developer will be required to enter into an installation agreement with the City of Kenai.
3. The Kenai City Council must declare the current sixty-foot right-of-way for Sixth Street not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.
4. That the official name for the 60-foot dedicated right-of-way between Lots 3A and 4A be assigned as "Sixth Street", subject to Kenai City Council adopting a resolution for the naming of a street within City limits.
5. That the official name for the 60-foot dedicated right-of-way north of the newly formed Lots 5, 6, & 7, be assigned as "State Avenue", subject to Kenai City Council adopting a resolution for the naming of a street within City limits.


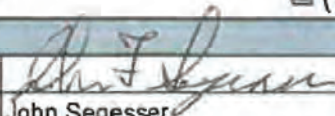
ATTACHMENTS

Aerial Map

Application

Preliminary Plat, Kenai Meadows Addition No. 2



		<h2 style="text-align: center;">Preliminary Plat Submittal Form</h2>		<p style="text-align: center;">City of Kenai Planning and Zoning Department 210 Fidalgo Avenue Kenai, AK 99611 (907) 283-8200 planning@kenai.city www.kenai.city/planning</p>			
APPLICANT (SURVEYOR)							
Name:	Segesser Surveys Inc						
Mailing Address:	[REDACTED]			State:	AK	Zip Code:	99669
Phone Number(s):							
Email:							
PROPERTY OWNER							
Name:	City of Kenai, KPHI						
Mailing Address:	210 Fidalgo	City:	Kenai	State:	AK	Zip Code:	99611
Phone Number(s):							
Email:							
PROPERTY INFORMATION							
Property Owner Name:							
Current City Zoning:							
Use:	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Recreational <input type="checkbox"/> Commercial <input type="checkbox"/> Other:						
Water:	<input type="checkbox"/> On Site <input checked="" type="checkbox"/> City <input type="checkbox"/> Community						
Sewer:	<input type="checkbox"/> On Site <input checked="" type="checkbox"/> City <input type="checkbox"/> Community						
PLAT INFORMATION							
Preliminary Plat Name:	Kenai Meadows Addition No. 2						
Revised Preliminary Plat Name:							
Vacation of Public Right-of-Way:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Street Name (if vacating ROW):							
Exceptions Required and Requested:							
Comments:							
REQUIRED ATTACHMENTS							
<input checked="" type="checkbox"/> Certificate to Plat		<input checked="" type="checkbox"/> (1) 24" x 36" Plat		<input type="checkbox"/> (2) 11" x 17" Plats			
SIGNATURE							
Signature:				Date:	5-1-25		
Print Name:	John Segesser		Title/Business:	Segesser Surveys Inc			

Stewart Title of the Kenai Peninsula, Inc.

35681 Kenai Spur Hwy., Unit B
Soldotna, AK 99669
Tel: (907) 260-8031 Fax: (907) 260-8036

CERTIFICATE TO PLAT

Segesser Surveys, Inc.

File Number: 25377

Premium: \$300.00

Tax:

Attention: John Segesser

Gentlemen:

This is a certificate as of April 17, 2025 at 8:00 A.M. for a plat out of the following property:

Tract "A" One (A1) and Lots Three (3) and Four (4), KENAI MEADOWS ADDITION NO. 1, according to Plat No. 2023-48, Kenai Recording District, Third Judicial District, State of Alaska.

The Company certifies that record title is vested in

The City of Kenai, as to Tract A1 and Lot 3; and
Kenai Peninsula Housing Initiatives, Inc., as to Lot 4
an estate in fee simple, free from all liens, encumbrances, and objections except for as follows:

1. **RESERVATIONS** and exceptions as contained in U.S. Patent, and/or acts authorizing the issuance thereof.
2. **TAXES AND ASSESSMENTS**, if any due the taxing authority:
Taxing Authority: CITY OF KENAI
3. **TAXES AND ASSESSMENTS**, if any, due the taxing authority indicated:
Taxing Authority: KENAI PENINSULA BOROUGH
4. **RESERVATION OF EASEMENT** for highway purposes, and any assignments or uses thereof for recreational, utility or other purposes, as disclosed by Public Land Order No. 601, dated August 10, 1949 and amended by Public Land Order No. 757, dated October 10, 1959; Public Land Order No. 1613, dated April 7, 1958; and Department of the Interior Order No. 2665, dated October 16, 1951, Amendment No. 1 thereto, dated July 17, 1952 and Amendment No. 2 thereto, dated September 15, 1956, filed in the Federal Register.
5. **AN OIL AND GAS LEASE** affecting the above interest under the terms, covenants and conditions therein provided:

Lessor:	Richard Mommsen, a single man
Lessee:	Standard Oil Company of California
Recorded:	April 12, 1958
Volume/Page:	8/79

FURTHER, no other examination of the excepted title to minerals has been made herein and no insurance nor responsibility therefore is implied or assumed.

6. **EASEMENT** for electric lines or system and/or telephone lines together with right to enter, maintain, repair and clear shrubbery:
 Recorded: June 4, 1958
 Volume/Page: Misc. 2/34
 Granted To: Homer Electric Association, Inc.
 Affects: General Easement, no definite location disclosed
7. **WATER AND SEWER EASEMENT** affecting the portion of said premises and for the purposes stated herein, and incidental purposes thereto:
 In Favor Of: City of Kenai
 Recorded: September 17, 1973
 Volume/Page: 73/347
 Affects: Portion of said land
8. **EASEMENTS, SET-BACKS AND DEDICATIONS** as delineated on Plat No. 2023-48.
9. **EFFECT** of the notes on said Plat No. 2023-48.
10. **SUBJECT TO A ROAD RESERVATION** of 33 feet along each side of the section line as created by 43 U.S.C. 932.
11. **RIGHTS OF REVERSION** retained by the City of Kenai, as contained in Quit Claim Deed:
 Recorded: May 7, 2024
 Volume/Page: 2024-003066-0
 Affects Lot 4 only

Stewart Title of the Kenai Peninsula, Inc.

By



Authorized Countersignature

Mary Frengle

Authorized Signator

NOTE: We will update this certificate to comply with Kenai Peninsula Borough Ordinance 90-38 upon notification from surveyor.

**KENAI CITY COUNCIL – SPECIAL MEETING
JUNE 30, 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 Special Meeting of the Kenai City Council was held on June 30, 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:

Terry Eubank, City Manager
Scott Bloom, City Attorney
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda. Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

B. PUBLIC HEARINGS

- 1. Resolution No. 2025-44** - Authorizing Binding of the City's Property, Liability, Workers' Compensation, Airport and other Ancillary Policies with the Alaska Public Risk Alliance for July 1, 2025 Through June 30, 2026. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-44. 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.**

C. ADJOURNMENT

There being no further business before the Council, the meeting was adjourned at 5:32 p.m.

I certify the above represents accurate minutes of the Kenai City Council special meeting of June 30, 2025.

Michelle M. Saner, MMC
City Clerk

DRAFT

**KENAI CITY COUNCIL – REGULAR MEETING
JULY 2, 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 July 2, 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
Terry Eubank, City Manager
Scott Bloom, City Attorney
Derek Ables, Airport Manager
Kevin Buettner, Planning Director
Jessica See, Planning Technician
Tyler Best, Parks and Recreation Director
Lee Frey, Public Works Director
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent. Council Member Sounart **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; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS - None.**C. SCHEDULED PUBLIC COMMENTS - None.****D. UNSCHEDULED PUBLIC COMMENTS - None.**

In response to the Kenai Peninsula Borough School District indicating they would only fund the swimming pools for one more year; the following people addressed the Council in support of the City taking operating and financial responsibility for the swimming pool located in Kenai Central High School:

Sara Castimore
Dan Castimore
Abigail Price
Michael Christian

William Hubber
Emma Castimore
Annie Price

E. PUBLIC HEARINGS

- 1. Ordinance No. 3479-2025** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund, accepting a Grant from the Federal Aviation Administration and Awarding a Professional Services Agreement for the Kenai Municipal Airport Master Plan. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3479-2025. 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 this was phase two, which would build on phase one by developing a comprehensive implementation plan.

VOTE:

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

NAY: None

**Student Representative Tanner: Yea

MOTION PASSED.

- 2. Ordinance No. 3480-2025** - Retroactively Amending the Fiscal Year 2026 Salary Schedule for Temporary Employees Included in the "Annual Budget for the City of Kenai, Alaska July 1, 2025 - June 30, 2026". (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3480-2025. 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.

VOTE:

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

NAY: None

**Student Representative Tanner: Yea

MOTION PASSED.

- 3. Resolution No. 2025-45** - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and Schilling Rentals, LLC., for Lot 3, Block 2, General Aviation Apron Subdivision No. 1. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-45. 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 the existing lease termed out; the applicant reapplied for a new 45-year lease under current terms.

UNANIMOUS CONSENT was requested.

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

- 4. Resolution No. 2025-46** - Authorizing a Contract Award for the 2025 Street Lights Repair and Maintenance with Utility Locates Contract. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-46. 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.

Clarification was provided that the contract included provisions for minor and major repairs; and it was reported that capital funding was reserved for future repairs pending the results of the streetlight assessment project currently out for bid.

UNANIMOUS CONSENT was requested.

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

- 5. Resolution No. 2025-47** - Authorizing a Contract Award for the 2025 Trading Bay Road Sewer Insulation Project. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-47. 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 this would include removal and replacement of asphalt and concrete, dirt work and installation of insulation.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of June 18, 2025. (City Clerk)

G. UNFINISHED BUSINESS

1. **Resolution No. 2025-38** - Renaming South Spruce Street to Kenai Beach Street. (Knackstedt) *[On June 4, 2025 this item was referred to the Planning & Zoning Commission's June 25, 2025 meeting, and postponed to the July 2, 2025 City Council Meeting.]*

[Clerk's Note: The motion to adopt Resolution 2025-38 was on the floor from the June 4, 2025 City Council Meeting.]

Mayor Gabriel opened the floor for public comment.

Cheri Smith, Executive Director of the LeeShore Center addressed the Council in opposition to Resolution No. 2025-38, noting renaming the street would have a negative impact on a non-profit organization operating on grant funds, with limited staffing available to update the information and having to notify all granting agencies of the change.

In response to questions Ms. Smith clarified a change of address would be labor-intensive updating grant information, articles of incorporation, literature, and posters.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center noted that the Visitor Center staff provides directions to the beach frequently without any issues; and hearing comments from members of the public that a State directional sign could solve the issue.

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

MOTION TO AMEND:

Vice Mayor Knackstedt **MOVED** to amend the Resolution No. 2025-38 as follows:

The eight whereas clause to read, "the Planning and Zoning Commission during their June 25, 2025 regular meeting failed to recommend Council adopt this resolution renaming South Spruce Street to Kenai Beach Street; and,"

Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

MOTION TO AMEND:

Vice Mayor Knackstedt **MOVED** to amend Resolution No. 2025-38 as follows:

Section 2, to read, "That this Resolution shall take[s] effect [IMMEDIATELY UPON PASSAGE] 30 days after adoption."

Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

There was discussion recognizing the benefits of road names being associated with their destination; and if it weren't for the burden to the businesses located on the street the change would be a good idea.

MOTION:

Council Member Askin **MOVED** to postpone Resolution No. 2025-38 indefinitely. Vice Mayor Knackstedt **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to postpone indefinitely.

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

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Approving Official Bond Amounts for City Manager, City Clerk and Finance Director. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Special Use Permit for Kenai Chamber of Commerce and Visitor Center for the Moosemeat John Cabin. (Administration)

Approved by the consent agenda.

4. **Action/Approval** - Recommending Diane Fikes for Appointment to the Kenai Peninsula Borough Planning Commission. (City Clerk)

MOTION:

Council Member Douthit **MOVED** to recommend Diane Fikes for Appointment to the Kenai Peninsula Borough Planning Commission. Council Member Askin **SECONDED** the motion.

Clarification was provided on the appointment process for the City of Kenai Representative to the Kenai Peninsula Borough Planning Commission.

UNANIMOUS CONSENT was requested on the motion.

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

5. **Action/Approval** - Discussion and Appointment of Municipal Liaison Officer Pursuant to Tribal Memoranda of Understanding. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to appoint City Manager Eubank as the Municipal Liaison Officer. Council Member Daniel **SECONDED** the motion.

It was reported that the City Liaison would meet with Tribal representatives to develop a regular Liaison meeting schedule; and a quarterly meeting was anticipated.

UNANIMOUS CONSENT was requested on the motion.

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

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting July 10, 2025.

2. Airport Commission

No report, next meeting July 10, 2025.

3. Harbor Commission

No report, next meeting August 11, 2025.

4. Parks and Recreation Commission

No report, next meeting August 7, 2025.

5. Planning and Zoning Commission

Council Member Askin reported on the June 25, 2025 meeting, next meeting July 23, 2025.

6. Beautification Commission

No report, next September 9, 2025.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- The Boys and Girls Club, Annual Golf Tournament was a lot of fun.
- Reminded everyone of the upcoming Fourth of July Parade.
- Thanked the Administration for all they do for the Dip Net Fishery.

K. ADMINISTRATION REPORTS

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

- Planning Director Buettner was elected President of the Board of Directors for the Kenai Peninsula Economic Development District.
- Resignations were received from Airport Manager Ables, Building Official Fischer and Chief Animal Control Officer Scherma.
- New Hires include Fire Fighter Ben Johnston and Planning Technician Jessica See.
- Last Month Parks and Recreation Director Best was contacted by the School District to explore whether the City might assume operations of the KCHS pool. Director Best requested a formal written proposal outlining the request for the Administration to review and present to Council for consideration.
- Bluff Stabilization Update: The project is estimated at approximately 31-percent complete according to the contractor. The City is working with the design engineer to review the revised project alignment that is impacting the City's future maintenance of the structure.
- He wished everyone a Happy Fourth of July.

2. City Attorney - No report.

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

- Candidate filing packets would be available mid-July.

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 and Visitor Center reminded everyone about the upcoming Fourth of July celebrations and the 100th Birthday Party celebration for Peggy Arness.

2. Council Comments

Vice Mayor Knackstedt wished everyone a Happy Fourth of July.

Council Member Kisenka thanked Derek Ables, Joe Fischer and Julie Scherma for their service to the City; he congratulated Kenai Miners, Krusty Krabs and Fiery Flamingos softball teams; thanked all the individuals who came and participated in the meeting; and noted he was looking forward to the Fourth of July festivities.

Council Member Daniel wished everyone a Happy Fourth of July.

Council Member Askin welcomed Planning Technician Jessica See and congratulated Planning Director Buettner on his election.

Council Member Sounart wished everyone a Happy Fourth of July.

Student Representative Tanner provided an update on Kenai Central High School sports and wished everyone a Happy Fourth of July.

Council Member Douthit wished everyone a Happy Fourth of July.

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:29 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of July 2, 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: AUGUST 6, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	103,978.44
PERS	PERS	VARIOUS	LIABILITY	117,772.86
HUB INSURANCE	FY26 INSURANCE PREMIUMS	VARIOUS	INSURANCE	1,012,990.53
PREMERA	JULY HEALTH INSURANCE	VARIOUS	INSURANCE	213,704.60

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
---------------	--------------------	----------------------	---------------	---------------------

PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL
COUNCIL MEETING OF: AUGUST 6, 2025

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
--------	-------------	-------	---------	--------

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
FOSTER CONSTRUCTION	TRADING BAY RD SEWER INSULATION PROJECT	131701 - W/S CAPITAL PROJECT	INSULATION AMOUNT INCREASED TO PROTECT FROM FROST	6,800.00	48,500.00



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: Lee Frey, Public Works Director

DATE: July 29, 2025

SUBJECT: Trading Bay Sewer Insulation Project – PO Increase

The Public Works Department recommends an increase of \$6,800 to the Trading Bay Road Sewer Insulation Project contract with Foster Construction LLC. The existing contract is for \$41,700. We recommend increasing the amount of insulation on the project to 8' wide in lieu of the 4' width specified. This will provide increased protection to the services from frost.

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



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

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Land Management Analyst

DATE: July 18, 2025

SUBJECT: **Action/Approval - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 2, Block 1, General Aviation Apron No. 1 Amended.**

Peninsula Hangar Association has submitted the application and application fee for an Assignment and Assumption of Lease Agreement from Legacy Electric, LLC., Assignor to Peninsula Hangar Association, Assignee. The applicant notes that no new improvements or changes in the existing use under the lease are proposed. Any changes in use would require a lease amendment. A map of the parcel is attached to this memorandum.

The original Lease of Airport Lands was executed by the City of Kenai, Lessor, and Legacy Electric, Lessee, on January 12, 2015, for Lot 2, Block 1, General Aviation Apron Subdivision No. 1 Amended, according to Plat No. 2004-20 and recorded on March 25, 2025 as Serial No. 302-2015-002299-0, located at 115 FBO Road. The subject Lease was initially issued for a T- Hangar heated complex. The Lessee remains in compliance with the terms and conditions of the lease.

Article 6 of the Lease of Airport Lands stipulates that "The Lessee may not assign, sublet, or grant a security interest in, by grant or implication, the whole or any part of this Lease, the Premises, or any improvement on the Premises without written consent of the City".

If City Council approves the Consent to Assignment and Assumption of Lease Agreement, the City Manager will be authorized to sign the Consent to Assignment and the Assignment of Lease may be executed by the parties. Thank you for your consideration.

Attachments

Application for Lease Assignment

Map of 115 FBO Road

Draft Consent to Assignment and Assignment and Assumption of Lease Agreement



City of Kenai Land Lease Application

Application for: ☐ New Lease
☐ Amendment ☐ Extension
☒ Assignment ☐ Renewal

Application Date: _____

Applicant Information

Name of Applicant:	Peninsula Hangar Association c/o Joshua B. Cooley				
Mailing Address:	215 Fidalgo Ave., Suite 201	City:	Kenai	State:	AK
				Zip Code:	99611
Phone Number(s):	Home Phone: [REDACTED]	Work/ Message Phone:	[REDACTED]		
E-mail: (Optional)	[REDACTED]				
Name to Appear on Lease:	Peninsula Hangar Association				
Mailing Address:	39300 N. Strawberry Road	City:	Kenai	State:	AK
				Zip Code:	99611
Phone Number(s):	Home Phone: [REDACTED]	Work/ Message Phone:	[REDACTED]		
E-mail: (Optional)					
Type of Applicant:	<input checked="" type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other <u>Nonprofit Corp.</u>				

Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property): Lot Two (2), Block One (1), GENERAL AVIATION APRON SUBDIVISION NO. 1 AMENDED, according to Plat No. 2004-20, Kenai Recording District, Third Judicial District, State of Alaska	
Does the property require subdivision? (if Yes, answer next questions) Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes: 1. Do you believe the proposed subdivision would serve other City purposes? 2. If determined it does not, applicant is responsible for all subdivision costs.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO Initials _____
If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant.	Initials _____
It is the responsibility of the applicant to cover recording costs associated with lease.	Initials _____
Do you have or have you ever had a Lease with the City? (if Yes, answer next question) 1. Legal or brief description of property leased:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Request a Lease with an Option to Purchase once development requirements are met?	YES <input checked="" type="checkbox"/> NO
Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years):	
Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years):	
Requested Starting Date: At earliest opportunity	

Proposed Use and Improvements

Proposed Use (check one):	<input checked="" type="checkbox"/> Aeronautical	<input type="checkbox"/> Non-Aeronautical
Do you plan to construct new or additional improvements? (if Yes, answer next five questions)		L YES <input checked="" type="checkbox"/> NO
1. Will the improvement change or alter the use under an existing lease?		I YES <input type="checkbox"/> NO
2. What is the proposed use of the improvement?		
3. What is the estimated value of the improvement?		
4. What is the nature and type of improvement?		
5. What are the dates construction is estimated to commence and be completed? (generally, construction must be completed within two years)		
Estimated Start Date:		Estimated Completion Date:
Describe the proposed business or activity intended: Peninsula Hangar Association intends to carry-on in the same manner and scope as that of the prior lease holder.		
How does the proposed lease support a thriving business, residential, recreational, or cultural community? Peninsula Hangar Association is comprised of an active group of aviation enthusiasts and aircraft owners whose interests are aligned with maintaining and increasing general aviation at the Kenai Airport.		
Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned? Peninsula Hangar Association; signed by BOD: Lori Lindsay (P), Shawn Taplin (VP), and Rick Davis (D)		

Lease Renewal Only

Renewal of an Existing Lease (at least one year of term remaining): Requires new development.			
Lease Term based on: Estimated cost of new improvements and Purchase Price (optional)			
Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.			
Lease Term based on: Purchase Price Professional Estimate of Remaining Useful Life			
Fair Market Value appraisal and/or <input type="checkbox"/> Estimated cost of new improvements (optional)			
Requested Term for Renewal Based on Term Table, not to exceed 45 Years:			
Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City			
Signature:		Date:	
Print Name:		Title:	

For City Use Only: <input type="checkbox"/> General Fund <input type="checkbox"/> Airport Reserve Land <input type="checkbox"/> Airport Fund <input type="checkbox"/> Outside Airport Reserve Account Number:	Date Application Fee Received: _____ Date Application Determined Complete: _____ 30-Day Notice Publication Date: _____ City Council Action/Resolution: _____
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**CITY OF KENAI
CONSENT TO ASSIGNMENT**

The Assignment of that certain Lease of Airport Land entered into on January 12, 2015, and recorded as Serial No. 2015-002299-0, on March 25, 2015 in the Kenai Recording District, with the City of Kenai as Lessor, and Legacy Electric, LLC (hereinafter called "Assignor"), whose address is 255 N. Aspen Dr., Soldotna, Alaska 99669 as Lessee, to Peninsula Hangar Association (hereinafter called "Assignee"), a nonprofit corporation, whose address is 39300 N. Strawberry Road, Kenai, Alaska 99611, covering the following-described property:

Lot Two (2), Block One (1), GENERAL AVIATION APRON
SUBDIVISION NO. 1 AMENDED, according to Plat No. 2004-20,
Kenai Recording District, Third Judicial District, State of Alaska.

is hereby ACKNOWLEDGED AND CONSENTED TO, subject to the same terms and conditions as contained in the above-described original Lease of Airport Lands, and any and all amendments thereto.

This Consent is given by the City of Kenai without waiving any right or action, or releasing the Assignor from any liability or responsibility under the aforementioned Lease, and does not relieve the Assignee from the condition requiring the City's approval for any subsequent sublease or assignment.

Dated this ____ day of _____, 2025.

Terry Eubank, City Manager

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss.
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, Terry Eubank, City Manager of the City of Kenai, Alaska, being personally known to me or having produced satisfactory evidence of identification, appeared before me and acknowledged the voluntary and authorized execution of the foregoing instrument on behalf of said City.

 Notary Public for Alaska
 My Commission Expires: _____

Approved as to Form:

 Scott Bloom, City Attorney

After Recording Return To:

City of Kenai
 210 Fidalgo Avenue
 Kenai, AK 99611

ASSIGNMENT OF LEASE

THIS ASSIGNMENT, entered into between Legacy Electric, LLC, whose address is 255 N. Aspen Dr., Soldotna, Alaska, 99669, hereinafter referred to as Assignor; and Peninsula Hangar Association, a nonprofit corporation whose address is 39300 N. Strawberry Road, Kenai, Alaska, 99611, hereinafter referred to as Assignee.

Assignor does hereby assign, transfer, and warrant to Assignee the leasehold estate as evidenced by the following described Lease Agreement:

Kenai Municipal Airport Lease of Airport Reserve Lands dated January 12, 2015, between City of Kenai as Lessor and Legacy Electric, LLC as Lessee, and recorded March 25, 2015, as Serial No. 2015-002299-0, and any amendments thereto.

and covering the following described real property:

Lot Two (2), Block one (1), GENERAL AVIATION APRON SUBDIVISION NO. 1 AMENDED, according to Plat No. 2004-20, Kenai Recording District, Third Judicial District, State of Alaska. Parcel ID/Sidwell Number: 04324002LH01.

TO HAVE AND TO HOLD the same from the date hereof, with all responsibilities and rights appurtenant and consents thereunder, for and during all of the remainder yet to come of the terms of said Lease Agreement.

Assignee agrees to comply fully with the terms and provisions of the Lease Agreement. The parties agree that there shall be no change to the existing use of the Lease Agreement. The parties agree to pay all applicable recording fees and taxes associated with this Assignment.

Dated this ____ day of _____, 2025.

LEGACY ELECTRIC, LLC
Assignor

By: _____
Jonathan Leichliter
Sole Managing Member Legacy Electric, LLC

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, before me the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared JONATHAN LEICHLITER, being personally known to me or having produced satisfactory evidence of identification and authority, and authorized execution of the foregoing instrument on behalf of LEGACY ELECTRIC, LLC.

WITNESS my hand and official seal the day and year in this certificate first above written.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

PENINSULA HANGAR ASSOCIATION
Assignee

By: _____
Lori Lindsay
President of Peninsula Hangar Association

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, before me the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared LORI LINDSAY, being personally known to me or having produced satisfactory evidence of identification and authority, and authorized execution of the foregoing instrument on behalf of the PENINSULA HANGAR ASSOCIATION.

WITNESS my hand and official seal the day and year in this certificate first above written.

NOTARY PUBLIC FOR ALASKA
My Commission Expires:

PENINSULA HANGAR ASSOCIATION
Assignee

By: _____
Shawn Taplin
Vice President of Peninsula Hangar Association

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, before me the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared SHAWN TAPLIN, being personally known to me or having produced satisfactory evidence of identification and authority, and authorized execution of the foregoing instrument on behalf of PENINSULA HANGAR ASSOCIATION.

WITNESS my hand and official seal the day and year in this certificate first above written.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____

PENINSULA HANGAR ASSOCIATION
Assignee

By: _____
Rick Davis
Director, Peninsula Hangar Association

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, before me the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared RICK DAVIS, being personally known to me or having produced satisfactory evidence of identification and authority, and authorized execution of the foregoing instrument on behalf of PENINSULA HANGAR ASSOCIATION.

WITNESS my hand and official seal the day and year in this certificate first above written.

NOTARY PUBLIC FOR ALASKA
My Commission Expires: _____



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3481-2025**

AN ORDINANCE INCREASING ESTIMATED FISCAL YEAR 2025 REVENUES AND APPROPRIATIONS IN THE GENERAL FUND - POLICE DEPARTMENT AND ACCEPTING A GRANT FROM THE ALASKA HIGH INTENSITY DRUG TRAFFICKING AREA FOR DRUG INVESTIGATION OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department assists the regional drug task force on initiatives with funding availability through the Alaska High Intensity Drug Traffic Area (AK HIDTA), which is funded through a Federal Government Appropriation; and,

WHEREAS, funding through AK HIDTA is available to reimburse certain overtime expenditures for the Kenai Police Officers that assist the regional drug task force or directly participate in the task force on those HIDTA initiatives; and,

WHEREAS, the overtime expense that was eligible for reimbursement from April of 2025 through the end of June, 2025 was \$4,799.18; and,

WHEREAS, overtime for these additional expenditures for drug investigations were not budgeted and the Department is requesting appropriation into the FY25 overtime budget equal to the amount of the AK HIDTA funding.

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 funds from the AK HIDTA in the amount of \$4,799.18 and to expend those funds to fulfill the purpose and intent of this ordinance

Section 2. That the fiscal year 2025 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –	
Federal Grants – Police	<u>\$4,799.18</u>

Increase Appropriations – Police Department -	
Overtime	<u>\$4,799.18</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 20th DAY OF AUGUST, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____

Introduced:	August 6, 2025
Enacted:	August 20, 2025
Effective:	August 20, 2025



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: David Ross, Police Chief

DATE: July 21, 2025

SUBJECT: **Ordinance No. 3481-2025** - Increasing Estimated Fiscal Year 2025 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures.

The Kenai Police Department participates in the regional drug task force. Between April of 2025 and June of 2025 certain overtime worked in conjunction with the regional drug task force was eligible for reimbursement through the Alaska High Intensity Drug Trafficking Area (AK HIDTA), which receives its funding through Federal appropriation. The Police Department requested reimbursement for \$4,799.18 in overtime expenditures.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds into the FY25 budget for the purpose they were intended.



Sponsored by: Douthit

**CITY OF KENAI
ORDINANCE NO. 3482-2025**

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP AND LAND USE TABLE BY REZONING THIRTEEN PROPERTIES ZONED WITH MULTIPLE ZONES AND ASSIGNING ONE ZONING DISTRICT PER PARCEL, TRACT, OR GOVERNMENT LOT.

WHEREAS, the Planning Department has identified thirteen properties in the City that each have more than one zoning district, known as split zoning; and,

WHEREAS, individual properties with multiple zones can cause ambiguity and confusion, hinder efficient development, and limit commercial financing opportunities; and,

WHEREAS, there are no provisions in the Kenai Zoning Code to address which zoning regulations may take precedence in the event of conflicting guidance; and,

WHEREAS, the property owners of the thirteen parcels, not owned by the City, have been contacted by the Planning Department and do not object to the proposed rezoning; and,

WHEREAS, amendments to the Official Zoning Map may be initiated by Kenai City Council in accordance with Kenai Municipal Code (KMC) 14.20.270(b)(1)(A) *Amendment Procedures*; and,

WHEREAS, the proposed rezone to the proposed zoning districts would eliminate split zoned parcels within the City; and,

WHEREAS, the rezone is consistent with the Imagine Kenai 2030 Comprehensive Plan and aligns with the Land Use Plan and addresses Goal 3 – *Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development* and is in the best interest of the City; and,

WHEREAS, at their regularly scheduled meeting held on August 27, 2025, the City of Kenai Planning and Zoning Commission _____ the subject properties be rezoned as proposed above.

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

Section 1. Amendment of City of Kenai Official Zoning Map: That City of Kenai, Official Zoning Map is hereby amended as follows:

<u>Parcel #</u>	<u>Physical Address</u>	<u>Lot Size (acres)</u>	<u>Legal Description</u>	<u>Zoning</u>
04336023	280 Airport Way	10.0	Tract B, FBO Sub #3	[CG/IL] <u>IL</u>
04336044	281 Marathon Rd.	14.78	Lot A, Baron Park 2006 Replat	[CG/IL] <u>IL</u>
04336041	405 Marathon Rd.	9.97	Tract A, Baron Park Kenai Youth Addn	[IL/C] <u>IL</u>

04520026	8195 Kenai Spur Highway	2.05	Tract A1, Integrity Plaza II	[CG/RS] <u>CG</u>
04923051	5839 Kenai Spur Highway	2.19	Lot 7A, Block 2, Valhalla Heights 2024 Addn	[LC/RR] <u>LC</u>
04901119	545 Bridge Access Road	0.86	Lot 2, Jahrig Subdivision	[RS/IH] <u>RS</u>
04901107	609 Bridge Access Road	3.34	Portion of Government Lot 5, T 5N, R 11 W, Sec. 4	[RS/IH] <u>RS</u>
04318046	N. Willow St.	43.97	Tract C, FBO Sub #10	[ALI/IL] <u>ALI</u>
04701031	320 S. Spruce St.	7.41	Tract 2-A City Park Sub 2023 Replat	[RS/RU] <u>RU</u>
04910014	Kenai River Flats	616.9	Portions of Sections 8, 9 & 17, T 5N R 11W	[RR/C] <u>C</u>
04945002	1591 Boat Launch Rd.	12.06	Tract A, City of Kenai Boat Ramp & ROW Dedication	[WW/C] <u>WW</u>
04945008	1568 Beaver Loop Rd.	24.0	Government Lots 1 & 2, Lying East of Kenai River Rd Crossing & South of Beaver Loop Rd Excluding USS 679	[IH/RR] <u>RR</u>
04901048	750 Lawton Drive	37.65	Govt Lot 2 Excluding Therefrom Inlet View Sub	[ED/RR] <u>ED</u>

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 3RD DAY OF SEPTEMBER, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	August 6, 2025
Enacted:	September 3, 2025
Effective:	October 3, 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: Kevin Buettner, Planning Director

DATE: July 28, 2025

SUBJECT: **Ordinance No. 3482-2025 – An Ordinance Amending the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District Per Parcel, Tract, or Government Lot**

Upon review of the existing zoning in the City of Kenai, Planning & Zoning staff determined there were thirteen parcels within the city that had two or more zoning districts applied within the boundaries of the parcel, tract, or government lot.

The purpose of the rezone is to assign one zoning district per parcel, tract, or government lot (or portion thereof). This rezone will reduce ambiguity and confusion and ensure all existing parcels are readily evident as to their purpose and allowable, efficient development. As there are no provisions to determine which zone would take precedence in the event of conflicting guidance, it is determined this rezone would eliminate any confusion. The Planning & Zoning Department has developed new protocols to track potential rezoning needs in the future when land is subdivided.

There will be no non-conforming uses created by the completion of this rezoning effort. This rezone also would not develop small, isolated zones. Each change enlarges an adjacent zoning district. For undeveloped parcels, proposed zones were determined by surrounding development types and/or the zoning of the majority of the parcel. For developed parcels, all uses are either permitted by right, or have an existing Conditional Use Permit.

The Comprehensive Plan supports this rezoning in the following identified goal:

Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development.

- *LU-3: Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.*

Thank you for your consideration.

Attachments

Location Map



SPLIT ZONED PARCELS



SPLIT ZONED PARCELS & RECOMMENDATIONS

HEA/U-Haul/Baron Park Youth Center



- Parcel 04336023 (HEA) – Rezone to Light Industrial which allows for Storage Yard & Business Services. Extends similar zones to north and west
- Parcel 04336044 (U-Haul) – Rezone to Light Industrial which allows for Mini-Storage Facility. Extends similar zones to north, east, and west
- Parcel 04336041 (Baron Park Youth Center) – Rezone to Light Industrial which allows for Governmental Buildings. Extends similar zones to north, east, and south

SPLIT ZONED PARCELS & RECOMMENDATIONS

8195 Kenai Spur Hwy



- Parcel 04520026 – Rezone to General Commercial. Lots were merged and zoning was not changed at that time.

SPLIT ZONED PARCELS & RECOMMENDATIONS

Peninsula Memorial Chapel

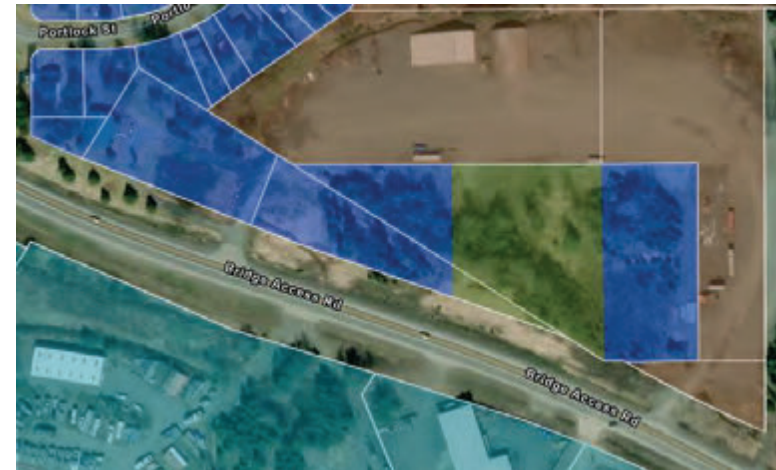


- Parcel 04923051 – Rezone to Limited Commercial. Lots were merged and zoning was not changed at that time.

SPLIT ZONED PARCELS & RECOMMENDATIONS

- Parcel 04901119 (545 Bridge Access Rd.) – Rezone to Suburban Residential. Owner's house is on directly adjacent parcel to west.
- Parcel 04901107 (609 Bridge Access Rd.) – Rezone to Suburban Residential. Majority of parcel is already zoned as such. No drainage or sensitive land areas to justify Conservation Zoning District.

545 & 609 Bridge Access Road



SPLIT ZONED PARCELS & RECOMMENDATIONS

FBO #10

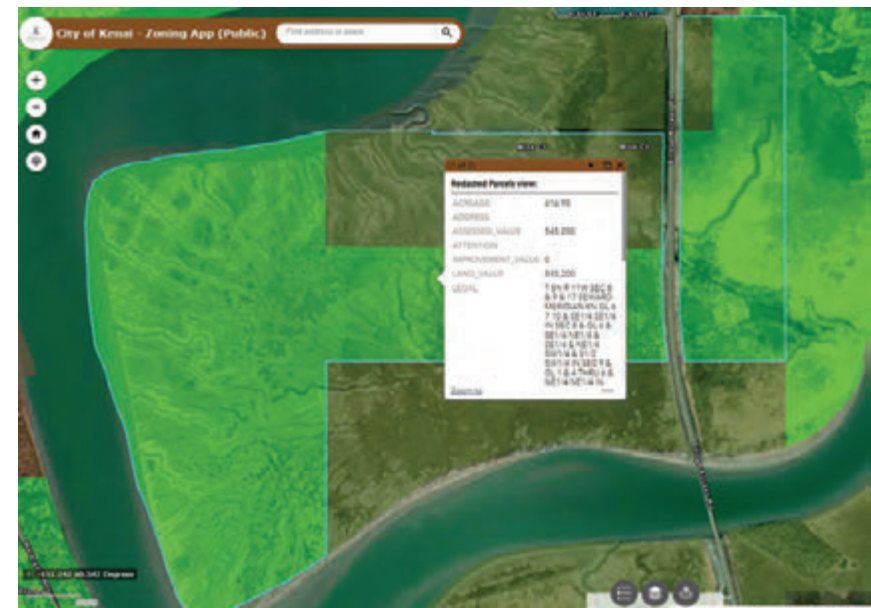


- Parcel 04318046 – Rezone to Airport Light Industrial. Remainder of larger parcel is ALI and is within Airport Reserve Boundary.

SPLIT ZONED PARCELS & RECOMMENDATIONS

- Parcel 04910014 – Rezone to Conservation. Lands to the west of Bridge Access Road are within designated floodplain, as depicted in 2/28/25 FEMA FIRM maps.

West of Bridge Access



SPLIT ZONED PARCELS & RECOMMENDATIONS

Boys & Girls Club



- Parcel 04701031 – Rezone to Urban Residential. Conditional Use Permit on this property. Size of parcel is 7.41 acres.

SPLIT ZONED PARCELS & RECOMMENDATIONS

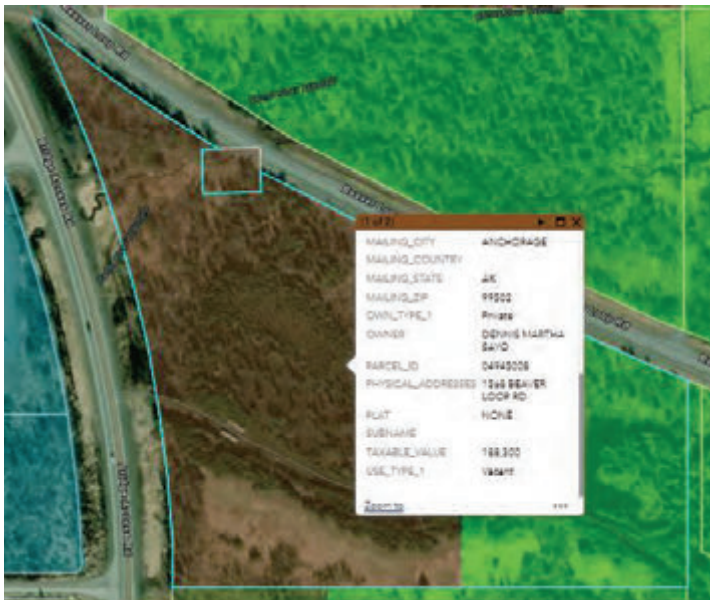
- Parcel 04945002 – Rezone to Working Waterfront. Development of southern half of parcel may be restricted by floodplain management requirements.

City Dock Area



SPLIT ZONED PARCELS & RECOMMENDATIONS

1568 Beaver Loop Road

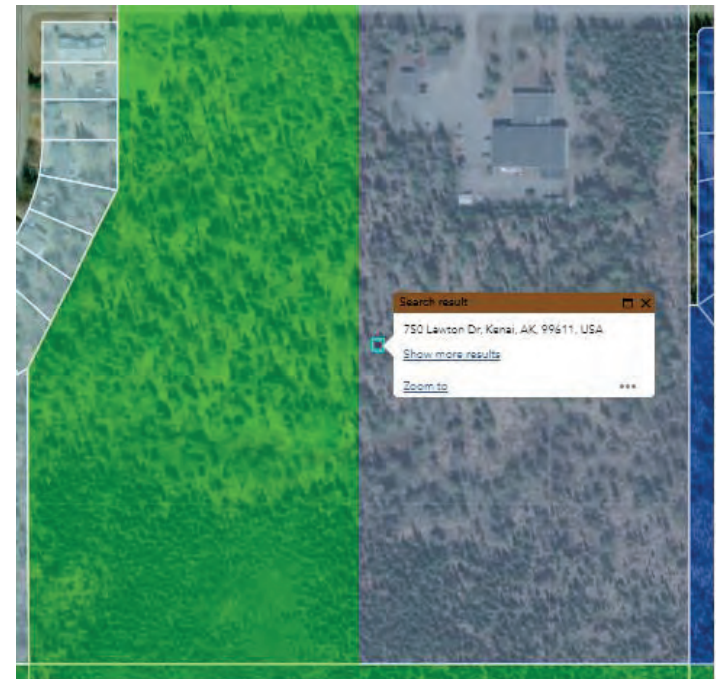


- Parcel 04945008 – Rezone to Rural Residential. No development in this area. Industrial classification would not be adjacent to other industrial zones

SPLIT ZONED PARCELS & RECOMMENDATIONS

- Parcel 04901048 – Rezone to Education. Existing development is school district owned. Remainder of parcel is unsubdivided.

750 Lawton Drive



KENAI COUNCIL ON AGING COMMISSION – REGULAR MEETING**JULY 10, 2025 – 3:00 P.M.****KENAI SENIOR CENTER****361 SENIOR CT., KENAI, AK 99611****CHAIR CRAIG, PRESIDING****MINUTES****A. CALL TO ORDER**

A Regular Meeting of the Council on Aging Commission was held on July 10, 2025, at the Kenai Senior Center, Kenai, AK. Vice Chair Glendening called the meeting to order at approximately 3:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Jim Glendening, Vice Chair

Velda Geller

Gina Kuntzman

William Sadler

Barbara Modigh

Kit Hill

A quorum was present.

Absent:

Rachel Craig, Chair

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**

Howard Hill, City of Kenai resident addressed the Commission with concerns related to the Kenai Peninsula School District defunding pools; and requested support from the Commission for City and Borough funding to ensure public access to the pools.

D. APPROVAL OF MINUTES

1. June 12, 2025 Regular Meeting Minutes

MOTION:

Commissioner Hill **MOVED** to approve the June 12, 2025 Council on Aging minutes. Commissioner Kuntzman **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.**F. NEW BUSINESS****1. Discussion** - 2025 Client Satisfaction Survey Results.

Administrative Assistant Piersee summarized the survey results as provided within the meeting packet.

There was discussion regarding possible "Q&A" sessions with medical professionals or programs like "Walk with a Doc" or "Dinner with a Doc"; and previous and future possibilities related to engagement with home-meal clients.

G. REPORTS**1. Senior Center Director** - Director Romain reported on the following:

- August 15, 2025 Old Timers Luncheon. Peggy Arness speaker and Clark Fair.
- August 11, 2025 Celebration of Life for Buck Steiner.
- Current Janitor is moving to the Driving position. The janitor position has been posted.
- Kathy out of the office the week of July 21st.
- Kayla in Activity Director training for certification.
- Choir on hold till September.
- August- Letter of intent to DOT for a wheelchair van.
- Grant to redo the Computer Lab.

2. Commission Chair - Vice Chair Glendening summarized the discussions during the meeting.**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** - August 14, 2025.**J. COMMISSION QUESTIONS AND COMMENTS**

There was discussion regarding the possibility of a brochure for volunteers to outline tasks; and using radio ads to share volunteer opportunities.

K. ADJOURNMENT**L. INFORMATIONAL ITEMS** - None.

There being no further business before the Council on Aging, the meeting was adjourned at 4:01 p.m.

I certify the above represents accurate minutes of the Council on Aging meeting of July 10, 2025.

Shellie Saner, MMC, City Clerk

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
JUNE 25, 2025 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR EARSLEY, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on June 25, 2025, in City Hall Council Chambers, Kenai, AK. Vice Chair Earsley called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Sonja Earsley, Vice Chair	Gwen Woodard
Glenese Pettey	Jeanne Reveal
Stacie Krause	Diane Fikes

A quorum was present.

Absent:

Jeff Twait

Also in attendance were:

Kevin Buettner, Planning Director
Victoria Askin, City Council Liaison
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Vice Chair Earsley noted the following additions to the Packet:

Add to item H.1. **Action/Approval** - Resolution No. 2025-38 Recommendation
 • Public Comments

Add item H.3. **Action/Approval** - Requesting Excused Absence for the May 28, 2025 Regular Meeting - Twait.

Add to item K.1. **Next Meeting Date** - Next Meeting date change to July 23, 2025.

MOTION:

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

The items on the consent agenda were read into the record.

Vice Chair Earsley 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 will be approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. APPROVAL OF MINUTES

1. *Regular Meeting of May 28, 2025.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution PZ2025-21** - Recommending Approval of Preliminary Plat – Beaver Creek Alaska Subdivision Amended 2025 Replat, to replat Lots 2, 3, 14, & 15, Beaver Creek Alaska Subdivision Amended, Section 36, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the General Commercial and Rural Residential Zoning Districts.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-21. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-21.

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

There were comments in support of the addition to the area.

UNANIMOUS CONSENT was requested.

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

2. **Resolution PZ2025-22** - Recommending Approval of Preliminary Plat – Kenaitze Acres, to replat Section 30, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-22. Commissioner Krause **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-22.

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

Clarification was provided regarding the location of the right-of-way and utility easement; where the primary entrance would be located; Kenaitze would be responsible for installing a private road; and future signage requirements.

UNANIMOUS CONSENT was requested.

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

3. **Resolution PZ2025-23** - Recommending Approval of Preliminary Plat – Terra-B Subdivision 2025 Replat, to Lots 7, 8, & 9, Block One, Terra-B Subdivision, Township 6

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-23. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-23.

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

Clarification was provided that city utilities do not currently extend to the subject lot; only one area of the combined lots may be suitable for septic placement; the property fell outside of the area required to connect to city utilities; and this consolidation would not support a multifamily development.

VOTE:

YEA: Krause, Fikes, Woodard, Reveal, Pettey, Earsley

NAY: None

ABSENT: Twait

MOTION PASSED.

4. **Resolution PZ2025-24** - Recommending Approval of Preliminary Plat – Ruby’s Dazzling Scenic View Subdivision Hendriks Addition, to replat Lots 7 & 8, Ruby’s Dazzling Scenic View Subdivision, Township 5 North, Range 11 West, Section 10, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-24. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read into the record the staff report as included in the packet and attached to Resolution PZ2025-24.

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

Clarification was provided that after the lots were combined, one of the existing addresses would be used.

UNANIMOUS CONSENT was requested.

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

F. PUBLIC HEARINGS - None.

G. UNFINISHED BUSINESS

1. **Discussion** – Aspen Creek 701 N. Forest Drive CUP

Director Buettner summarized the results of the traffic study as included in the packet, noting that it seemed the intent of the conditional use permit was being met.

H. NEW BUSINESS

1. **Action/Approval** - Resolution No. 2025-38 - Recommending Approval on the Street Renaming of South Spruce Street to Kenai Beach Street.

MOTION:

Commissioner Reveal **MOVED** to recommend City Council approve Resolution No. 2025-38. Commissioner Fikes **SECONDED** the motion.

There was discussion regarding the negative impact of the change to the business located on Spruce Street; there did not seem to be an issue with people finding the beach; and adding a road sign indicating it was a beach access road may be an alternative option.

VOTE:

YEA: None

NAY: Fikes, Woodard, Reveal, Pettey, Earsley, Krause

ABSENT: Twait

MOTION FAILED.

2. **Action/Approval** - Recommending Council Approve a Lease of Airport Reserve Land for the Property Described as Lot 3, Block 2, General Aviation Apron According to Plat No. 73-68 with Schilling Rentals.

MOTION:

Commissioner Pettey **MOVED** to recommend City Council approval of a Lease of Airport Reserve Land with Schilling Rentals. Commissioner Woodard **SECONDED** the motion.

Clarification was provided that new leases were brought to the Airport and Planning & Zoning Commission; the existing lease is expiring, renewal was being handled as new lease; no competing applications were received; and there was discussion regarding the lessee providing substantial development to the properties.

UNANIMOUS CONSENT was requested on the motion.

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

3. **Action/Approval** - Requesting an Excused Absence from the May 28, 2025 Regular Meeting.

MOTION:

Commissioner Pettey **MOVED** to excuse the absence of Chair Twait from the May 28, 2025 Regular Meeting. Commissioner Woodard **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Jessica See was hired as the new Planning Technician.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

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

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: July 23, 2025

Commissioner Fikes reported she would be attending remotely

L. COMMISSION COMMENTS AND QUESTIONS

Clarification was provided that regarding leased properties and the City would be initiating a comprehensive economic development analysis, which aims to understand the current economic assets and deficiencies.

Clarification was provided that the developed hangar at 415 Willow remained unoccupied; and the lessee was in compliance with their lease.

Commissioner Pettey thanked everyone for the robust discussion and staff for the work they do.

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 8:25 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of June 25, 2025.

Michelle M. Saner, MMC
City Clerk

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
JULY 23, 2025 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR EARSLEY, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on July 23, 2025, in City Hall Council Chambers, Kenai, AK. Vice Chair Earsley called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Sonja Earsley, Vice Chair
Glenese Pettey
Stacie Krause

Diane Fikes
Jeanne Reveal

A quorum was present.

[Clerk's Note: Commissioner Fikes arrived at 7:02 p.m.]

Absent:

Jeff Twait, Chair

Gwen Woodard

Also in attendance were:

Kevin Buettner, Planning Director
Jessica See, Planning Administrative Assistant
Deborah Sounart, City Council Liaison
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

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

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

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

UNANIMOUS CONSENT was requested.

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

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

B. APPROVAL OF MINUTES

1. *Regular Meeting of June 25, 2025.

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

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

E. **CONSIDERATION OF PLATS**

1. **Resolution PZ2025-25** - Recommending Approval of Preliminary Plat - Terra-B Subdivision Swarner Addition, to replat Lots 3 & 4, Block One, Terra-B Subdivision, Township 6 North, Range 11 West, Section 34, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-25.

MOTION:

Commissioner Pettey **MOVED** to approve Resolution PZ2025-25. Commissioner Fikes **SECONDED** the motion.

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

VOTE:

YEA: Krause, Fikes, Reveal, Pettey, Earsley

NAY: None

ABSENT: Woodard, Twait

MOTION PASSED.

F. **PUBLIC HEARINGS** - None.

G. **UNFINISHED BUSINESS** - None.

H. **NEW BUSINESS** - None.

I. **REPORTS**

1. Planning Director

Planning Director Buettner reported on the following:

- Introduced new Planning Technician, Jessica See
- The Board of Adjustment overturned the Commission's decision on appeal regarding Resolution PZ2025-17.

Clarification was provided that the parties of interest and any person who participated in the appeal we sent the final decision.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

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

J. **ADDITIONAL PUBLIC COMMENTS** - None.

Michael Urciuoli addressed the Commission in opposition to the Board of Adjustments decision on appeal for Cornerstone Developments of Alaska LLC., noting concerns the size of the facility in a residential area and traffic flow.

Clarification was provided on the appeal process; the Board of Adjustments role when hearing an appeal and individual Planning Commission members do not participate or speak on behalf of the Commission during the appeal hearing.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: August 27, 2025.

L. COMMISSION COMMENTS AND QUESTIONS

Commission Members commented on the beautiful weather, the fish are in and remember to drive cautiously during Dip Net Season.

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 7:22 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of July 23, 2025.

Michelle M. Saner, MMC
City Clerk



KENAI

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

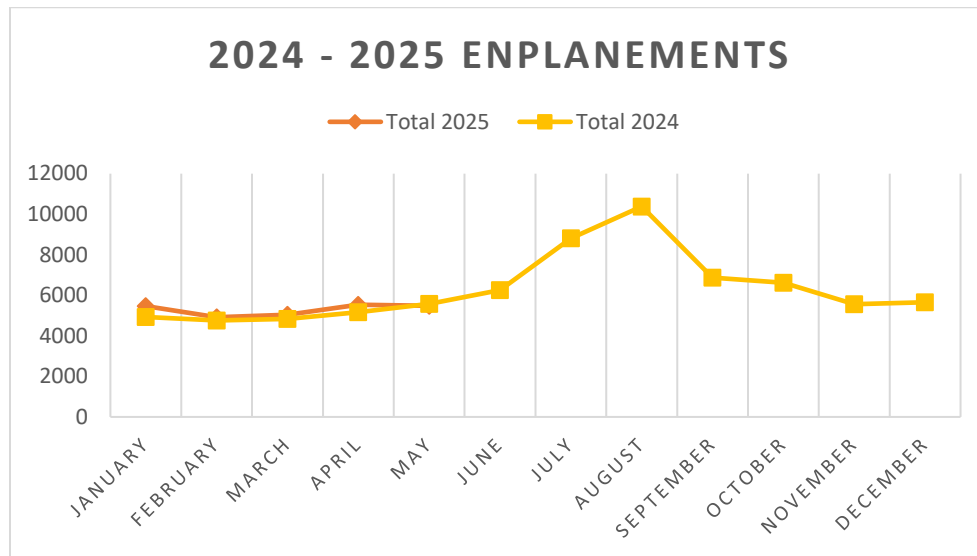
MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Derek Ables, Airport Manager
DATE: July 28, 2025
SUBJECT: Airport Mid-month Report June 2025

2025 Kenai Peninsula Air Fair- The Air Fair was held on June 14th. The event was well attended and included over 20 exhibitors. Also featured this year was the Show and Shine which included prizes in categories such as crowd favorite and duct tape masterpiece.

ENA Airline Enplanements

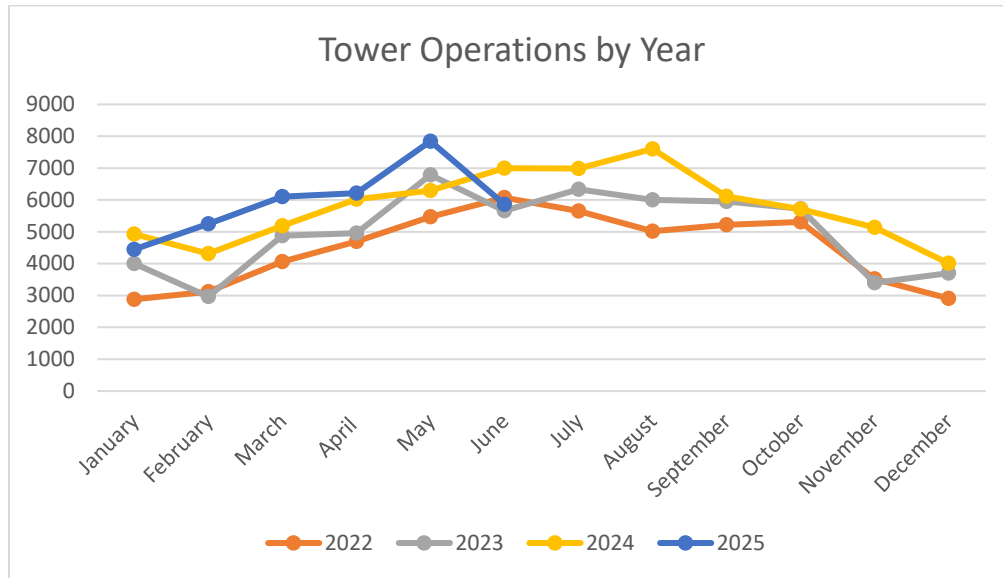
Month	Grant 2025	Kenai 2025	Grant 2024	Kenai 2024	Total 2025	Total 2024	Change from 2024 to 2025
January	4466	1003	3218	1719	5469	4937	532
February	4001	917	3207	1553	4918	4760	158
March	3973	1072	3508	1325	5045	4833	212
April	4464	1071	3847	1326	5535	5173	362
May	4353	1122	4024	1546	5475	5570	-95
June			4635	1624		6259	
July			6585	2231		8816	
August			7584	2798		10382	
September			5291	1583		6874	
October			5090	1528		6618	
November			4301	1267		5568	
December			4338	1321		5659	
Total	21257	5185	55628	19821	26442	75449	1169



Tower Operations

Year	2022	2023	2024	2025
January	2882	4009	4927	4451
February	3117	2965	4313	5250
March	4069	4874	5192	6099
April	4697	4957	6022	6215
May	5472	6786	6297	7845
June	6072	5660	6998	5867
July	5654	6337	6991	
August	5020	6007	7602	
September	5215	5950	6118	
October	5312	5724	5710	
November	3517	3404	5140	
December	2907	3699	4010	
Total	53934	60372	69320	35727







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, Animal Control Officer
DATE: July 3, 2025
SUBJECT: June 2025 Monthly Report

This month the Kenai Animal Shelter took in 32 animals.

DOGS:				
	INTAKE	16	DISPOSITION	23
	Waiver	8	Adopted	17
	Stray	6	Euthanized	0
	Impound	0	Claimed	6
	Protective Custody	1	Field Release	0
	Quarantine	0	Transferred	0
	Transferred In	1		
CATS:				
	INTAKE	15	DISPOSITION	9
	Waiver	8	Adopted	8
	Stray	4	Euthanized	0
	Impound	0	Claimed	0
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred Out	1
	Transferred In	3		

OTHER ANIMALS:				
	INTAKE	0	DISPOSITION	0
	Chinchilla	0	Chinchilla	0
	DOA:	1	OTHER STATISTICS:	
	Dog	1	Licenses (City of Kenai Dog Licenses)	19
	Cat	0	Rabies Clinic	0
	Rabbit	0		
		0		

4 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
 26 Field Investigations & patrols
 2 Pet Food Bank Request
 6 Volunteer Hours Logged
 1 Citations
 1 Educational Outreach:
 29 Microchips

Total Animal Contacts:

13 Animals are *known* borough animals
 11 Animals are *known* City of Kenai
 5 Animals are *known* City of Soldotna
 3 Animals are *known* from Anchorage
 0 Animals are from unknown location

Statistical Data:

283 2023 YTD Intakes
 217 2024 YTD Intakes
 169 2025 YTD Intakes

The shelter is currently operating with one less staff member, and we are actively working to fill the position. This month, we hosted our annual Animal Fair, which had a strong community turnout. The event featured a popular give-and-take table for animal-related supplies, fostering engagement and support among attendees. It was a great success and even resulted in the adoption of a dog that day.





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: July 29, 2025

SUBJECT: Finance Department Mid-Month Report – June 2025

In preparation for the 2024 Personal Use Fishery, the department assured all shacks were online and ready to process transactions, the Dipnet App was updated, and City Hall was prepared for daily reconciling activities. We will be working to assist Parks and Recreation staff to train seasonal employees to work in the dipnet shacks.

With the completion of the FY26 budget, the department's focus has switched to closing of FY25 and completion of the City's Annual Comprehensive Financial Report. This process includes the closing of the FY25 financial records, fiscal year-end grant reporting, and finally, financial statement preparation. The annual audit is scheduled for the third week of November.

We met with Mission Square to review our plan with them. We are reviewing some options that should provide for fee reductions for the employee retirement plans and expect to move forward on that in July.



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

THROUGH: David Swarner, Finance Director

FROM: Jennifer Anderson, Controller

DATE: July 28, 2025

SUBJECT: Quarterly Financial Report – June 30, 2025

Attached is a relatively easily produced quarterly financial report for the General Fund, Personal Use Fishery Fund, Airport Fund, Water/Sewer Fund, and Senior Fund as of June 30, 2025.

State and Federal revenue is below budget in all funds because of PERS aid. The State doesn't actually give us any money. Instead, they make an 'on-behalf' payment to the pension system. Similarly, we have not booked expenditures for the PERS that the State is covering, so the Non-Departmental department is way under budget. At year-end, we will record revenue and expenditures for these items.

The year-to-date expenditures have not been finalized and are subject to change as we are still in the year-end process.

**Quarterly General Fund
Expenditure Report
For Quarter Ended June 30, 2025**

	7/1/2023 6/30/2024	7/1/2024 7/1/2024 Original *	7/1/2024 6/30/2025	7/1/2024 6/30/2025		
	FY2024 Actual	FY2025 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 855,826	\$ 1,004,909	\$ -	\$ (1,004,909)	0.00%
Taxes	14,415,221	14,550,814	14,550,814	13,285,307	(1,265,507)	91.30%
Licenses/Permits and Ambulance	1,193,996	1,119,395	1,119,395	1,884,374	764,979	168.34%
State/Federal	570,399	697,430	700,509	351,003	(349,506)	50.11%
Dock/Multipurpose/Miscellaneous	251,531	208,600	208,600	306,152	97,552	146.77%
Fines and Forfeitures	71,047	74,200	74,200	57,646	(16,554)	77.69%
Interest and Miscellaneous	1,403,781	839,020	867,020	1,802,424	935,404	207.89%
Transfers/Central Admin Fees	2,044,449	2,060,478	2,060,478	2,062,884	2,406	100.12%
Total Revenues	19,950,424	20,405,763	20,585,925	19,749,791	(836,135)	95.94%
EXPENDITURES & TRANSFERS						
General Government						
01 City Clerk	\$ 343,325	\$ 395,086	\$ 395,086	\$ 348,699	\$ 46,387	11.74%
11 Legislative	154,621	193,758	193,758	180,840	12,918	6.67%
12 Legal	392,939	453,734	453,734	422,028	31,706	6.99%
13 City Manager	479,894	509,738	510,238	489,431	20,807	4.08%
14 Human Resources	207,654	215,294	215,294	196,603	18,691	8.68%
15 Finance	898,315	1,019,688	1,019,688	914,527	105,161	10.31%
16 Land Administration	14,357	93,400	135,650	67,396	68,254	50.32%
18 Non-Departmental	815,167	1,225,517	1,224,284	801,437	422,847	34.54%
19 Planning and Zoning	271,792	382,395	382,395	329,157	53,238	13.92%
20 Safety	1,635	3,500	3,500	2,801	699	19.97%
Total General Government	3,579,699	4,492,110	4,533,627	3,752,919	780,708	17.22%
Public Safety						
21 Police	3,721,924	3,905,469	3,905,469	3,746,373	159,096	4.07%
22 Fire	3,690,044	3,947,290	3,947,290	3,952,065	(4,775)	-0.12%
23 Communications	904,050	1,039,422	1,039,422	1,012,468	26,954	2.59%
29 Animal Control	471,494	499,669	499,669	461,754	37,915	7.59%
Total Public Safety	8,787,512	9,391,850	9,391,850	9,172,660	219,190	2.33%
Public Works						
31 Public Works Administration	172,412	203,895	260,891	238,531	22,360	8.57%
32 Shop	651,121	779,642	779,642	691,111	88,531	11.36%
33 Streets	1,082,800	1,159,575	1,159,575	1,020,357	139,218	12.01%
34 Buildings	367,619	470,051	470,051	401,419	68,632	14.60%
35 Street Lighting	225,553	237,097	237,097	198,468	38,629	16.29%
60 Dock	40,589	63,689	63,689	39,380	24,309	38.17%
Total Public Works	2,540,094	2,913,950	2,970,946	2,589,266	381,680	12.85%
Parks and Recreation & Culture						
03 Visitor Center	162,292	209,453	210,186	204,109	6,077	2.89%
40 Library	962,802	1,010,418	1,013,497	962,724	50,773	5.01%
45 Parks, Recreation & Beautification	1,260,366	1,293,847	1,321,847	1,247,852	73,995	5.60%
Total Parks and Recreation & Culture	2,385,460	2,513,718	2,545,529	2,414,685	130,844	5.14%
Total Operating Expenditures	17,292,765	19,311,627	19,441,952	17,929,529	1,512,422	7.78%
Transfer to other funds						
Street Improvement Capital Project Fund	892,085	385,663	435,500.00	435,500.00	-	0.00%
Kenai Recreation Center Capital Project Fund	75,000	-	-	-	-	-
Public Safety Capital Project Fund	100,000	140,631	140,631.00	140,631.00	-	0.00%
Municipal Facility Improvement Cap Proj Func	94,847	-	-	-	-	-
Multipurpose Facility Capital Proj. Fund	-	-	-	-	-	-
Visitor Center Improvement Capital Proj. Func	-	-	-	-	-	-
Information Technology Capital Proj. Fund	-	-	-	-	-	-
City Hall Improvement Capital Proj. Fund	50,000	-	-	-	-	-
Animal Shelter Capital Project Fund	-	-	-	-	-	-
Public Safety Building Capital Proj. Fund	-	-	-	-	-	-
Kenai Fine Arts Center Imp. Cap. Proj. Fund	-	-	-	-	-	-
Kenai Cemetery Imp. Capital Project Fund	-	25,000	25,000.00	25,000	-	0.00%
Kenai Senior Center Imp. Capital Project Fund	-	50,000	50,000.00	50,000	-	0.00%
Park Improvement Capital Project Fund	125,000	144,625	144,625.00	144,625	-	0.00%
Senior Citizen Special Revenue Fund	199,476	217,467	217,467.00	217,467	-	0.00%
Debt Service	130,625	130,750	130,750.00	130,750	-	0.00%
Total Transfer to other funds	1,667,033	1,094,136	1,143,973	1,143,973	-	0.00%
Total Expenditures & Transfers	18,959,798	20,405,763	20,585,925	19,073,502	1,512,422	7.35%
Net Revenues over(under) Expenditures	\$ 990,626	\$ -	\$ -	\$ 676,289	\$ 676,287	

* Note: The original budget includes outstanding encumbrances at 6/30/2024.

**Quarterly PU Fisheries Fund
Expenditure Report
For Quarter Ended June 30, 2025**

	FY2024 Actual	Original * FY2025 Budget	Amended Budget	YTD Actual	Variance	%
<u>REVENUES</u>						
Appropriation of Fund Balance	\$ -	\$ 49,397	\$ 49,397	\$ -	\$ (49,397)	0.00%
Beach Parking	157,839.00	164,980	164,980	173,592	8,612	105.22%
Beach Camping	216,085.00	210,102	210,102	238,852	28,750	113.68%
Dock Launch & Park	100,489.00	100,754	100,754	88,423	(12,331)	87.76%
Dock Parking Only	12,460.00	12,495	12,495	11,483	(1,012)	91.90%
Participant Drop-off Fee	6,275.00	4,707	4,707	4,110	(597)	87.32%
Interest Earnings	19,502.00	5,000	5,000	-	(5,000)	0.00%
PERS Grant	249.00	1,861	1,861	-	(1,861)	0.00%
Credit Card Fees	(11,202.00)	(11,500)	(11,500)	(11,603)	(103)	100.90%
Transfer from Other Funds	-	-	-	-	-	0.00%
Total Revenue	<u>501,697</u>	<u>537,796</u>	<u>537,796</u>	<u>504,857</u>	<u>(32,939)</u>	<u>93.88%</u>
<u>EXPENDITURES & TRANSFERS</u>						
Public Safety	\$ 122,066	\$ 136,531	\$ 136,531	\$ 119,287	\$ 17,244	12.63%
Streets	26,517	39,302	39,302	16,608	22,694	57.74%
Boating Facility	41,120	42,815	42,815	32,168	10,647	24.87%
Parks, Recreation & Beautification	206,597	244,148	244,148	204,370	39,778	16.29%
Total Operating Expenditures	<u>396,300</u>	<u>462,796</u>	<u>462,796</u>	<u>372,433</u>	<u>90,363</u>	<u>19.53%</u>
Transfers to Other Funds	75,000	75,000	75,000	75,000	-	0.00%
Total Expenditures & Transfers	<u>471,300</u>	<u>537,796</u>	<u>537,796</u>	<u>447,433</u>	<u>90,363</u>	<u>16.80%</u>
Net Revenues over Expenditures	<u>\$ 30,397</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,424</u>	<u>\$ (57,424)</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2024.

**Quarterly Airport Fund
Expenditure Report
For Quarter Ended June 30, 2025**

Page 107

	FY2024 Actual	Original * FY2025 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 137,346	\$ 145,522	\$ 145,522	\$ -	100.00%
State/Federal	185,760	37,700	37,700	-	(37,700)	0.00%
Interest , Leases & Fees	906,504	1,131,083	1,131,083	805,022	(326,061)	71.17%
Terminal Revenues	1,250,769	934,842	934,842	970,073	35,231	103.77%
Landing Fees	407,678	384,855	384,855	352,733	(32,122)	91.65%
Transfers In	1,065,855	1,090,387	1,090,387	1,094,116	3,729	100.34%
Total Revenues	<u>3,816,566</u>	<u>3,716,213</u>	<u>3,724,389</u>	<u>3,367,466</u>	<u>(356,923)</u>	<u>90.42%</u>
EXPENDITURES & TRANSFERS						
Terminal Area	\$ 561,253	\$ 693,273	\$ 693,273	\$ 579,723	\$ 113,550	16.38%
Airfield	2,046,384	2,225,638	2,225,638	1,857,385	368,253	16.55%
Administration	354,463	378,370	378,370	352,443	25,927	6.85%
Other Buildings & Areas	175,856	224,878	224,878	164,003	60,875	27.07%
Training Facility	159,337	168,237	168,237	163,683	4,554	2.71%
Total Expenditures	<u>3,297,293</u>	<u>3,690,396</u>	<u>3,690,396</u>	<u>3,117,237</u>	<u>573,159</u>	<u>15.53%</u>
Transfer to other funds						
Airport Improvement Capital Projects	796,875	25,817	33,993	33,993	-	0.00%
Total Transfer to other funds	<u>796,875</u>	<u>25,817</u>	<u>33,993</u>	<u>33,993</u>	<u>-</u>	<u>0.00%</u>
Total Expenditures & Transfers	<u>4,094,168</u>	<u>3,716,213</u>	<u>3,724,389</u>	<u>3,151,229</u>	<u>573,159</u>	<u>15.39%</u>
Net Revenues over Expenditures	<u>\$ (277,602)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 216,237</u>	<u>\$ 216,236</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2024.

**Quarterly Water Sewer Fund
Expenditure Report
For Quarter Ended June 30, 2025**

	FY2023 Actual	Original * FY2024 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 191,029	\$ 191,029	\$ -	\$ (191,029)	0.00%
State/Federal	20,117	35,719	35,719	-	(35,719)	0.00%
Water/Sewer Fees	3,229,357	3,416,136	3,416,136	3,403,659	(12,477)	99.63%
Penalty and Interest	39,038	42,588	42,588	43,913	1,325	103.11%
Interest and Miscellaneous	283,629	80,000	80,000	347,199	267,199	434.00%
Transfers In	30,000	-	-	-	-	0.00%
Total Revenues	<u>3,602,141</u>	<u>3,765,472</u>	<u>3,765,472</u>	<u>3,794,770</u>	<u>29,299</u>	<u>100.78%</u>
EXPENDITURES & TRANSFERS						
Water	\$ 883,063	\$ 1,144,481	\$ 1,144,481	\$ 947,186	\$ 197,295	17.24%
Sewer	458,611	761,507	761,507	467,385	294,122	38.62%
Wastewater Treatment Plant	<u>1,113,532</u>	<u>1,237,094</u>	<u>1,237,094</u>	<u>1,052,200</u>	<u>184,894</u>	<u>14.95%</u>
Total Expenditures	<u>2,455,206</u>	<u>3,143,082</u>	<u>3,143,082</u>	<u>2,466,771</u>	<u>676,311</u>	<u>21.52%</u>
Transfer to other funds -						
Water & Sewer Capital Projects	<u>679,970</u>	<u>622,390</u>	<u>622,390</u>	<u>622,390</u>	-	0.00%
Total Transfer to other funds	<u>679,970</u>	<u>622,390</u>	<u>622,390</u>	<u>622,390</u>	-	0.00%
Total Expenditures & Transfers	<u>3,135,176</u>	<u>3,765,472</u>	<u>3,765,472</u>	<u>3,089,161</u>	<u>676,311</u>	<u>17.96%</u>
Net Revenues over Expenditures	<u>\$ 466,965</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 705,609</u>	<u>\$ 705,610</u>	

* Note: The original budget includes outstanding encumbrances at 6/30/2024.

**Quarterly Senior Fund
Expenditure Report
For Quarter Ended June 30, 2025**

Page 109

	FY2024 Actual	Original * FY2025 Budget	Amended Budget	YTD Actual	Variance	%
REVENUES						
Appropriation of Fund Balance	\$ -	\$ 45,021	\$ 45,021	\$ 45,021	\$ -	100.00%
State Grants	278,855	261,646	308,305	226,353	(81,952)	73.42%
Federal Grants	-	-	-	-	-	0.00%
USDA Grant	25,005	22,000	22,000	24,116	2,116	109.62%
Choice Waiver	103,427	80,000	80,000	103,923	23,923	129.90%
KPB Grant	186,143	186,143	186,143	186,143	-	100.00%
United Way	-	-	-	-	-	0.00%
Rents & Leases	12,479	10,000	10,000	9,688	(312)	96.88%
Miscellaneous Donations	14,683	21,500	21,500	20,818	(682)	96.83%
Donations - Senior Connection	102,850	120,000	120,000	121,083	1,083	100.90%
Meal Donations	93,718	97,650	97,650	87,752	(9,898)	89.86%
Ride Donations	6,037	6,000	6,000	4,364	(1,636)	72.73%
Transfer from General Fund - Operations	199,476	217,467	217,467	217,467	-	100.00%
Other	60	300	2,800	3,110	310	111.07%
Total Revenues	1,022,733	1,067,727	1,116,886	1,049,837	(67,048)	94.00%
EXPENDITURES & TRANSFERS						
Senior Citizen Access	\$ 178,900	\$ 188,954	\$ 188,774	\$ 192,332	\$ (3,558)	-1.88%
Congregate Meals	120,790	155,349	197,217	168,969	28,248	14.32%
Home Meals	406,096	374,786	382,235	390,908	(8,673)	-2.27%
Senior Transportation	92,367	103,410	103,527	98,038	5,489	5.30%
Choice Waiver	58,148	77,928	77,694	53,496	24,198	31.15%
Total Expenditures	856,301	900,427	949,447	903,744	45,703	4.81%
Transfer to other funds -	174,800	167,300	167,300	167,300	-	0.00%
Total Transfer to other funds	174,800	167,300	167,300	167,300	-	0.00%
Total Expenditures & Transfers	1,031,101	1,067,727	1,116,886	1,071,044	45,703	4.09%
Net Revenues over Expenditures	\$ (8,368)	\$ -	\$ -	\$ (21,207)	\$ (21,345)	

* Note: The original budget includes outstanding encumbrances at 6/30/2024.



MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Dave Swarner, Finance Director

DATE: July 24, 2025

SUBJECT: June 2025 Quarterly Investment Report

City of Kenai Investment Portfolio

At June 30, 2025 the City had investments with a market value of \$38,731,062. That is down from \$39,130,635 at March 31, 2025, due to decreasing liquid cash. This is typical in the 4th quarter of the fiscal year as the majority of tax revenues are received in the 1st & 2nd quarter each fiscal year. The City's portfolio is yielding 3.91% that is up from 3.76% at March 30, 2025. The Federal Fund Rate held steady during the quarter with the rate between at 4.25%-4.50%. Fair market value adjustments to the portfolio through June 30, 2025 are a negative \$298,227. As of June 30, 2024, the portfolios fair market value adjustment was a negative \$567,359. Rates are projected to decrease and further decreasing the negative fair market value adjustment but lower yield for the portfolio will also occur.

City's Investment Portfolio

US Agency Securities	\$31,706,406
AML Investment Pool	3,559,151
Wells Fargo Money Market	1,643,304
FDIC Insured Certificates of Deposit	730,215
Bank Balance	<u>1,091,986</u>
Total	<u>\$ 38,731,062</u>

Permanent Fund Investments

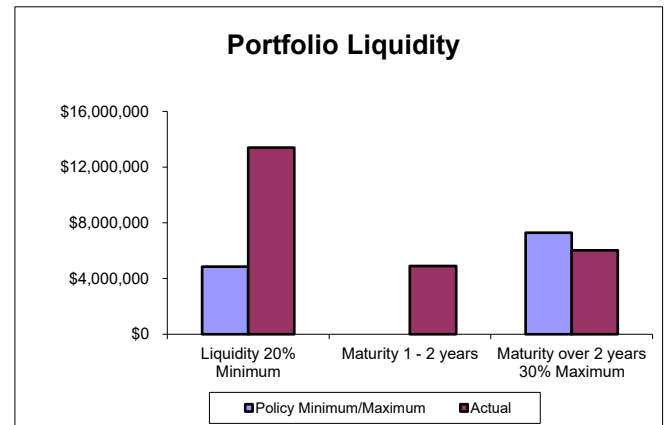
At June 30, 2025, the portfolio value was \$37,306,411. That is up from \$36,232,267 at March 31, 2025. It is comprised of \$30,740,583, 82.40% Airport Land Sale Permanent Fund, \$3,982,717, 10.67% General Land Sale Permanent Fund monies, \$1,391,320, 3.73% Kenai Senior Connection monies, \$947,050, 2.54% Kenai Senior Center Cone Memorial Trust monies, and \$244,741, 0.66% Kenai Community Foundation holdings.

The FY2025 Airport Land Sale Permanent Fund allowable transfer is \$1,094,116 and it was made June 2, 2025. The FY2025 General Land Sale Permanent Fund allowable transfer is \$153,684 and it was also made on June 2, 2025. The Kenai Community Foundation transferred \$8,996.92 for Softball Dugouts and \$28,000 for Bike Repair Station.

CITY OF KENAI
INVESTMENT PORTFOLIO SUMMARY
June 30, 2025

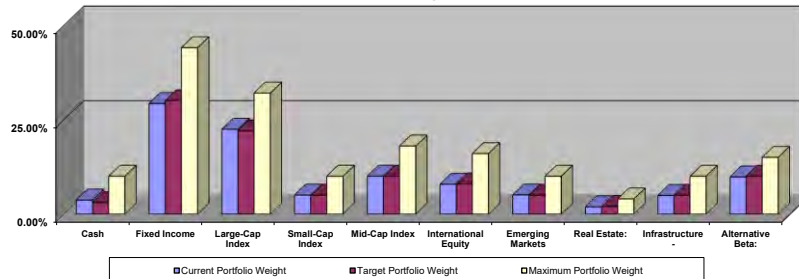
	June 30, 2025 Fair Market Value	Current Yield
Cash & Cash Equivalents		
Wells Fargo Checking	\$ 1,091,986	0.01%
Wells Fargo Secured Money Market	1,643,304	5.36%
FDIC Insured Certificates of Deposit	730,215	3.40%
Alaska Municipal League Investment Pool	<u>3,559,151</u>	<u>5.36%</u>
Total Cash & Cash Equivalents	7,024,656	4.32%
		Average Yield
Government Securities		
Maturities Less than 1 Year	11,744,201	4.09%
Maturities 1 to 2 Years	11,415,399	3.66%
Maturities Greater than 2 Years	<u>8,546,806</u>	<u>3.80%</u>
Total Government Securities	<u>31,706,406</u>	<u>3.86%</u>
Total Portfolio	<u>\$ 38,731,062</u>	<u>3.94%</u>

Investment Portfolio - Purchase Price	\$ 39,298,421
Investment Portfolio - Fair Value 12/31/24	<u>38,731,062</u>
Fair Value Adjustment - 06/30/24	(567,359)
Fair Value Adjustment thru - 06/30/2025	<u>269,132</u>
Cummulative Change in Fair Value	<u>\$ (298,227)</u>

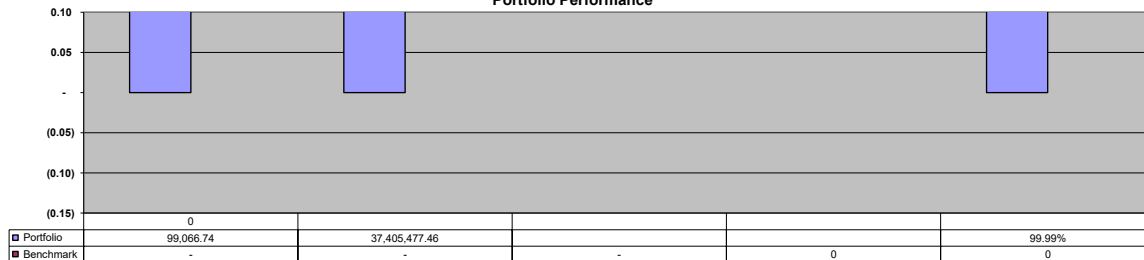


	Fair Market Value					Current or	Current	Target	Portfolio
	30-Jun-24	30-Sep-24	31-Dec-24	31-Mar-25	30-Jun-25	Yield	Weight	Weight	Maximum
Cash									
Cash & Cash Equivalents	1,307,136	1,579,661	1,932,083	1,278,221	1,386,022	3.70%	3.71%	3.00%	10.00%
Fixed Income									
Investment Grade Government & Corporate Securities									
Government Securities	7,305,846	7,459,932	7,069,475	7,485,453	7,354,169	6.37%	19.66%		
Corporate Securities Investment Grade	2,167,855	2,246,755	2,165,812	2,186,555	2,102,590	5.32%	5.62%		
Total Investment Grade Government & Corporate Securities	9,473,701	9,706,687	9,235,287	9,672,008	9,456,759	6.11%	25.28%	26.00%	36.00%
Domestic Fixed Income Exchange Traded Funds -									
Vanguard Short-term TIPS	-	-	-	-	-		0.00%		
High Yield Domestic -									
SPDR Portfolio High Yield Bonds	-	-	-	-	-		0.00%		
Vanguard Hi Yield Corporate Fund Admiral Shares	1,318,826	1,445,842	1,419,728	1,449,212	1,476,704		3.95%		
Total High Yield Domestic	1,318,826	1,445,842	1,419,728	1,449,212	1,476,704		3.95%	4.00%	8.00%
Total Fixed Income	10,792,527	11,152,529	10,655,015	11,121,220	10,933,463	6.11%	29.23%	30.00%	44.00%
Equities:									
Domestic Equities:									
Large-Cap Index	7,773,957	8,197,973	8,197,973	7,550,527	8,391,392		22.42%	22.00%	32.00%
Small-Cap Index	1,629,232	1,786,564	1,786,564	1,662,186	1,876,359		5.02%	5.00%	10.00%
Mid-Cap Index	3,497,995	3,721,439	3,721,439	3,387,568	3,748,303		10.02%	10.00%	18.00%
Total Domestic Equities	12,901,184	13,705,976	13,705,976	12,600,281	14,016,054		37.46%	37.00%	60.00%
International Equities:									
International Equity	2,730,483	2,925,345	2,925,345	3,057,638	2,947,006		7.88%	8.00%	16.00%
Emerging Markets	1,763,546	1,891,372	1,891,372	1,871,949	1,898,029		5.07%	5.00%	10.00%
Total International Equities	4,494,029	4,816,717	4,816,717	4,929,587	4,845,035		12.95%	13.00%	26.00%
Real Estate:									
JP Morgan Beta Builders MSCI Reit	625,038	718,459	718,459	742,397	714,313		1.91%	2.00%	4.00%
Total Real Estate	625,038	718,459	718,459	742,397	714,313		1.91%	2.00%	4.00%
Infrastructure -									
Flexshares Stoxx Global Broad Infrastructure	1,636,071	1,827,700	1,827,700	1,920,853	1,845,942		4.93%	5.00%	10.00%
Total Equities	19,656,322	21,068,852	21,068,852	20,193,118	21,421,344		57.25%	57.00%	100.00%
Alternative Beta:									
Blackrock Systematic Multi-Strategy	904,462	955,055	955,055	931,232	911,668		2.44%		
IQ Hedge Multi-Strategy Tracker	544,266	562,683	562,683	1,257,848	1,289,503		3.45%		
JPMORGAN:HEDGED EQ I	911,796	958,891	958,891	172,454	185,425		0.50%		
Calamos Market Neutral	-	-	-	1,278,174	1,278,051		3.42%		
Core Alternative ETF	542,644	595,823	595,823	-	-		0.00%		
Total Alternative Beta	2,903,168	3,072,452	3,072,452	3,639,708	3,664,647		9.81%	10.00%	15.00%
Total Portfolio	34,659,153	36,873,494	36,728,402	36,232,267	37,405,476	4.69%	100.00%	100.00%	169.00%
Total ALSPF Balance	28,609,136	30,436,945	29,867,144	29,907,651	30,822,214				
Total GLSPF Balance	3,680,273	3,915,402	3,842,103	3,847,313	3,993,293				37,405,477
Total Kenai Community Foundation	256,345	272,723	267,617	267,980	245,391				1
Total Kenai Senior Connection	1,257,463	1,337,801	1,312,757	1,314,537	1,395,014				
Total Cone Memorial Trust Permanent Fund	855,936	910,621	893,574	894,786	949,565				

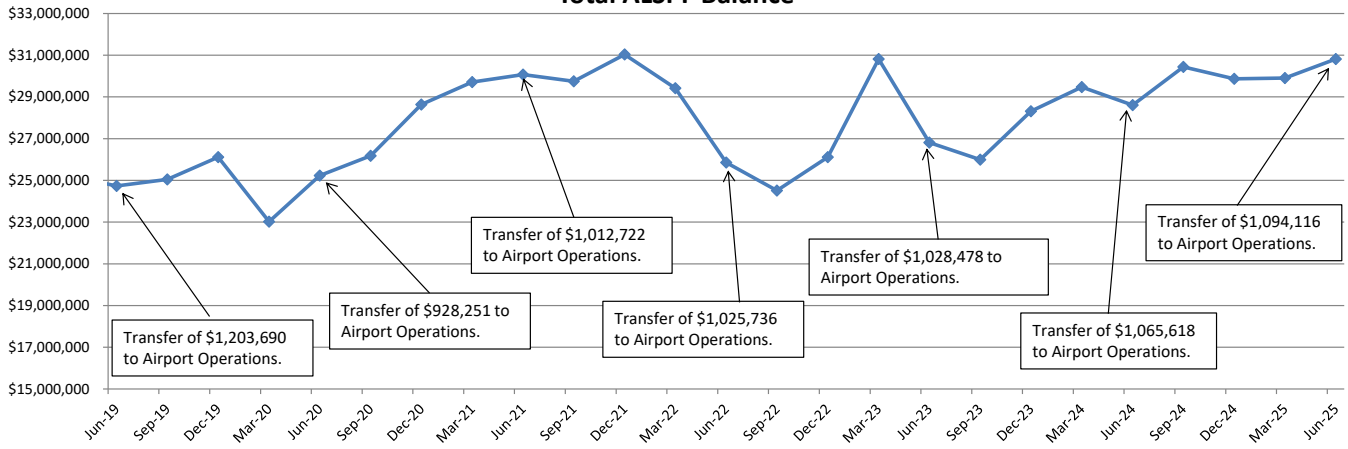
Portfolio Composition



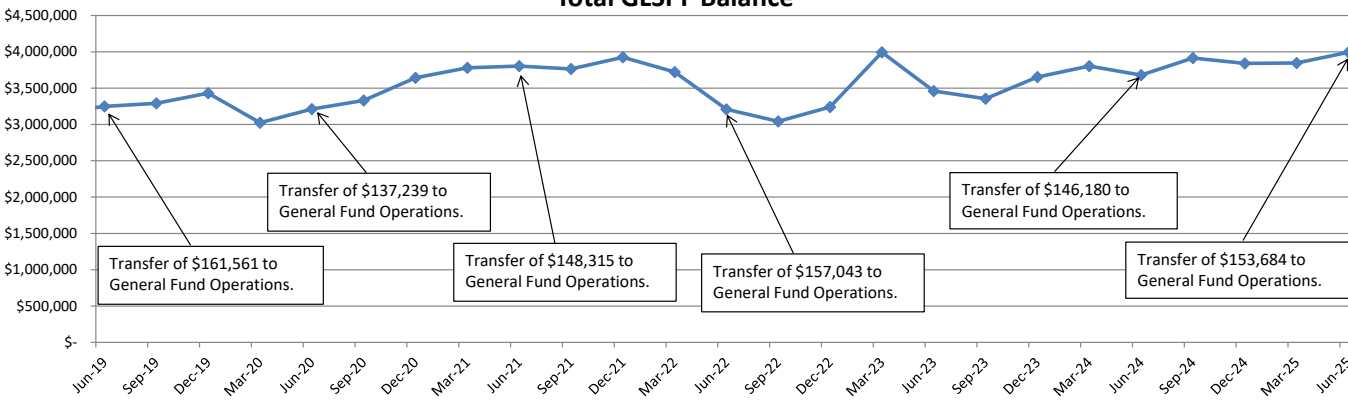
Portfolio Performance



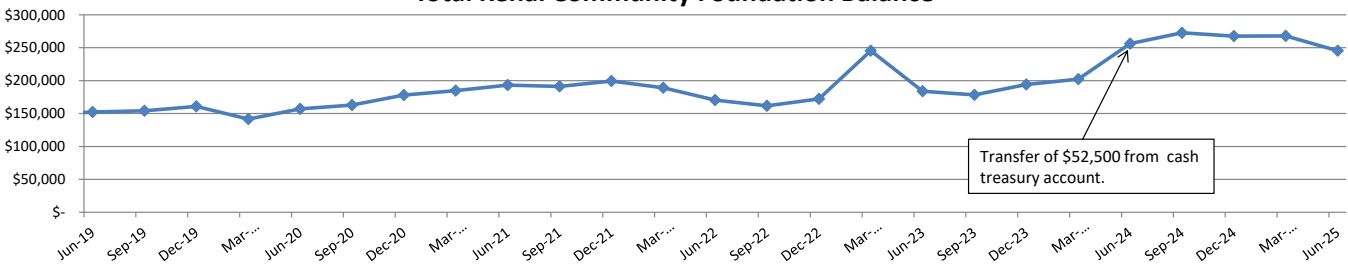
Total ALSPF Balance



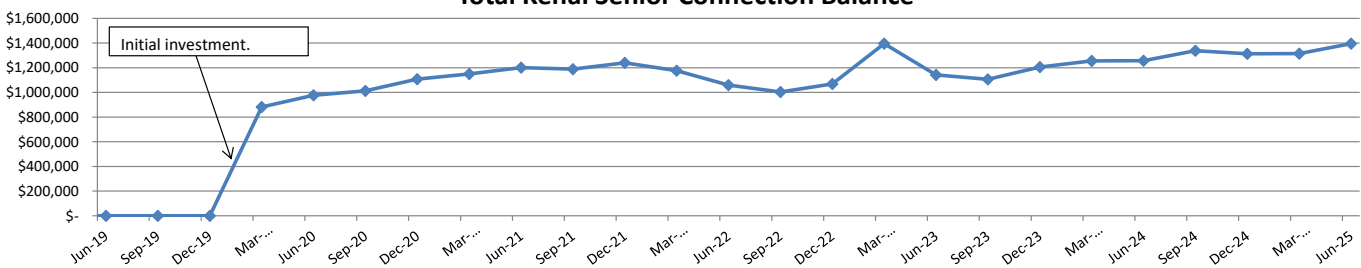
Total GLSPF Balance



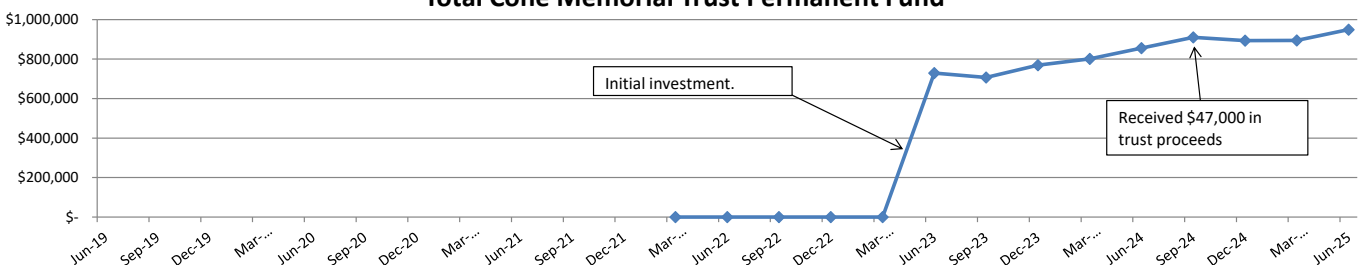
Total Kenai Community Foundation Balance



Total Kenai Senior Connection Balance



Total Cone Memorial Trust Permanent Fund





ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

CITY OF KENAI PERMANENT FUNDS Investment Report

June 2025

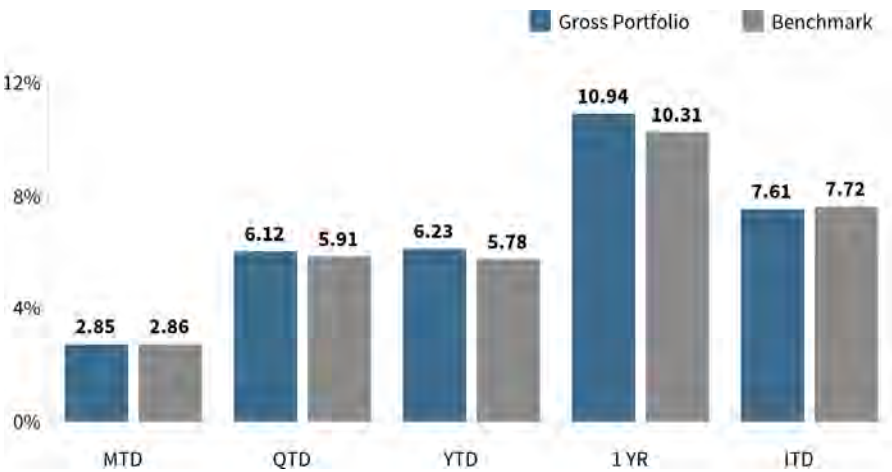
Portfolio Overview

BEGINNING VALUE + ACCRUED	\$37,613,160
TRANSFERS IN/ OUT	-\$1,257,405
REALIZED GAINS/ LOSSES	\$456
CHANGE IN MARKET VALUE	\$856,043
INTEREST INCOME	\$46,746
DIVIDEND INCOME	\$134,249
ENDING VALUE + ACCRUED	\$37,393,248

Portfolio Composition



Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins October 01, 2008
Past performance is not indicative of future results.

Portfolio Summary and Target

	MARKET VALUE (\$)	ASSETS (%)	TARGET (%)	RANGE
RISK CONTROL				
U.S. Fixed Income	9,456,408	25.3%	26%	6% to 36%
Cash	1,417,681	3.8%	3%	0% to 10%
Risk Control Total	10,874,089	29.1%		
RISK ASSET				
U.S. High Yield Fixed Income	1,468,896	3.9%	4%	0% to 8%
U.S. Large Cap Equity	8,371,712	22.4%	22%	12% to 32%
U.S. Mid Cap Equity	3,749,600	10.0%	10%	0% to 18%
U.S. Small Cap Equity	1,876,059	5.0%	5%	0% to 10%
Developed International Equity	2,945,143	7.9%	8%	4% to 16%
Emerging Market Equity	1,889,019	5.1%	5%	0% to 10%
Risk Asset Total	20,300,428	54.3%		
ALTERNATIVES				
REITs	714,236	1.9%	2%	0% to 4%
Alternative Beta	3,665,414	9.8%	10%	0% to 15%
Infrastructure	1,839,081	4.9%	5%	0% to 10%
Alternatives Total	6,218,731	16.6%		
TOTAL PORTFOLIO	37,393,248	100.0%		

We urge you compare the account statement we provide with the account statement you receive from your custodian. We cannot guarantee the accuracy of this information for tax purposes. Please verify all information from trade confirmations.

Past performance is not indicative of future results.

Disclosures

S&P 500 Total Return Index

The S&P 500® Index is the Standard & Poor's Composite Index and is widely regarded as a single gauge of large cap U.S. equities. It is market cap weighted and includes 500 leading companies, capturing approximately 80% coverage of available market capitalization.

S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

MSCI EAFE Net Total Return USD Index

The MSCI EAFE Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization-weighted index that is designed to measure the equity market performance of developed markets, excluding the United States and Canada. The MSCI EAFE Index consists of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland and the United Kingdom.

MSCI Emerging Net Total Return USD Index

The MSCI Emerging Markets Index is a free float-adjusted market capitalization-weighted index that is designed to measure equity market performance of emerging markets. The MSCI Emerging Markets Index consists of the following 26 emerging market country indices: Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

STOXX Global Broad Infrastructure Index Net Return USD

The STOXX Global Broad Infrastructure Index is derived from the STOXX. Developed and Emerging Markets Total Market Index (TMI) and offers a diversified representation of companies that generate more than 50% of their revenue from selected infrastructure sectors. STOXX partnered with Revere Data, which defines 17 subsectors for the infrastructure industry. These 17 subsectors are rolled into five supersectors - Communications, Energy, Government Outsourcing/Social, Transportation and Utilities.

S&P USA REIT USD Total Return Index

The S&P United States REIT Index defines and measures the investable universe of publicly traded real estate investment trusts domiciled in the United States.

Bloomberg Commodity Index Total Return

The Bloomberg Commodity Index provides broad-based exposure to commodities, and no single commodity or commodity sector dominates the index. Rather than being driven by micro-economic events affecting one commodity market or sector, the diversified commodity exposure of the index potentially reduces volatility in comparison with non-diversified commodity investments.

Wilshire Liquid Alternative Total Return Index

The Wilshire Liquid Alternative IndexSM measures the collective performance of the five Wilshire Liquid Alternative strategies that make up the Wilshire Liquid Alternative Universe. Created in 2014, with a set of time series of data beginning on December 31, 1999, the Wilshire Liquid Alternative Index (WLIQA) is designed to provide a broad measure of the liquid alternative market by combining the performance of the Wilshire Liquid Alternative Equity Hedge Index (WLIQAEH), Wilshire Liquid Alternative Global Macro Index (WLIQAGM), Wilshire Liquid Alternative Relative Value Index (WLIQARV), Wilshire Liquid Alternative Multi-Strategy Index (WLIQAMS), and Wilshire Liquid Alternative Event Driven Index (WLIQAED).

Bloomberg US Agg Total Return Value Unhedged USD

The Bloomberg U.S. Aggregate Index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS, and CMBS. It rolls up into other flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

Bloomberg VLI: High Yield Total Return Index Value Unhedged USD

The Bloomberg VLI: High Yield Total Return Index is a component of the US Corp High Yield Index that is designed to track a more liquid component of the USD-denominated, high yield, fixed-rate corporate bond market.

Bloomberg GLA xUSD Float Adj RIC Capped Index TR Index Value Hedged USD

The Bloomberg Barclays Global Aggregate ex-USD Float-Adjusted RIC Capped Index is a customized subset of the Global Aggregate Index that meets the same diversification guidelines that a fund must pass to qualify as a regulated investment company (RIC). This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from developed and emerging markets issuers while excluding USD denominated debt. The Global Aggregate ex-USD Float Adjusted RIC Capped Index is largely comprised of two major regional aggregate components: the Pan-European Aggregate and the Asian-Pacific Aggregate Index.

FTSE 3 Month Treas Bill Local Currency

The FTSE 3 Month US T Bill Index Series is intended to track the daily performance of 3 month US Treasury bills. The indices are designed to operate as a reference rate for a series of funds.

Disclosures

Bloomberg Muni 1-15 Year Blend (1-17) Total Return Index Value

The Bloomberg Municipal 1-15 Year Index measures the performance of USD-denominated long-term, tax-exempt bond market with maturities of 1-15 years, including state and local general obligation bonds, revenue bonds, insured bonds, and prerefunded bonds.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Intermediate Index measures the performance of the U.S. Treasury and U.S. agency debentures with maturities of 1-10 years. It is a component of the U.S. Government/Credit Index and the U.S. Aggregate Index.

Bloomberg 1-5 Yr Gov/Credit Total Return Index Value Unhedge

The Bloomberg US 1-5 year Government/Credit Float-Adjusted Bond Index is a float-adjusted version of the US 1-5 year Government/Credit Index, which tracks the market for investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

FTSE High Dividend Yield Total Return Index

The FTSE High Dividend Yield Index is designed to represent the performance of companies with relatively high forecast dividend yields

WisdomTree U.S. MidCap Dividend Index Total Return

The WisdomTree U.S. MidCap Dividend Index is a fundamentally weighted index that measures the performance of the mid-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the top 75% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

WisdomTree U.S. SmallCap Dividend Index Total Return

The WisdomTree U.S. SmallCap Dividend Index is a fundamentally weighted index measuring the performance of the small-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the bottom 25% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

Bloomberg U.S. Long Government/Credit Unhedged USD

The Bloomberg U.S. Government Credit Long Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Credit Intermediate Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 1-10 years, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

An index designed to measure the performance of tax-exempt U.S. investment grade municipal bonds with remaining maturities between four and six years. Index returns assume reinvestment of distributions, but do not reflect any applicable sales charges or management fees.

MSCI ACWI IMI Net Total Return USD Index

The MSCI ACWI Investable Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. The MSCI AXWI IMI includes the following 23 developed market countries : Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States. The MSCI AXWI IMI includes the following 24 emerging market countries: : Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Bloomberg 1-3 Yr Gov Total Return Index Value Unhedged USD

The Bloomberg U.S. Government/Credit 1-3 Year Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years.

Bloomberg 1-5 Yr Gov TR Index

Bloomberg Barclays Municipal 1-5 Yr TR USD includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued.

ICE BofA US 3-Month Treasury Bill Index

The ICE BofA 3 Month U.S. Treasury Index measures the performance of a single issue of outstanding treasury bill which matures closest to, but not beyond, three months from the rebalancing date. The issue is purchased at the beginning of the month and held for a full month; at the end of the month that issue is sold and rolled into a newly selected issue.

Bloomberg US Treasury TIPS 0-5 Years Total Return Index Unhedged USD

Bloomberg US Treasury Inflation-Protected Securities (TIPS) 0-5 Year Index is a market value-weighted index that measures the performance of inflation-protected securities issued by the US Treasury that have a remaining average life between 0 and 5 years.

Bloomberg U.S. Treasury Bellwethers: 1 Yr

The Bloomberg U.S. Treasury Bellwethers 1 Yr. Index is an unmanaged index representing the on-the-run (most recently auctioned) U.S. Treasury bond with 1 years' maturity.



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MEMORANDUM

TO: Mayor Gabriel and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Jay Teague, Fire Chief
DATE: July 29, 2025
SUBJECT: Fire Department Mid-Month Report – June.

May	2024	2025	% change
Month totals	116	125	+7.7%
EMS	74	81	+9.5%
All Other	42	44	+4.7%
Year Total	747	734	-1.7%

Total training hours:

- Total recorded hours- (257)

Special Topics/external training

- JBER Air Force Exercise conducted at Kenai Municipal Airport
- ARFF Training annual CEU's completed by several of the personnel staffing Station 2
- Boat 1 Training on Inlet for new crewmembers in preparation for Dipnet Season
- Operations training for new fire personnel
- Coast Guard Boat Certification Training
- Integration training for all RMS ADMINS completed with First Due Platform

Upcoming training/events

- Prep & Participation in Airport's Air Fair Event on 6/14/2025
- Coast Guard Open Water Operations Training with all three shifts completed (Ongoing)
- Helicopter Operations and Landing Site training with Guardian

Projects/Grants/Misc:

- Still waiting for awarding of AFG grant.
- Have not received SEMT Final Payments.
- FIRST DUE RMS integration on schedule for July 1 roll-out.
- New HandTevy Platform integration for Paramedics is on schedule for July 1 roll-out.
- Enstar conducting line purges near Old Town area.
- Worked with Jay Sjogren from PD on completion of City of Kenai's Integrated Preparedness Plan
- Chief Teague attended Borough Emergency Management document/plan review sessions in Soldotna.
- Chief Teague participated in Cooperator Meetings for Borough's EOP(Emergency Operations Plan) rewrite
- Tower 1 passed non-destructive testing/certification
- Firefighter Martin passed his last Paramedic Lab Intensives; will be in Houston for his PMED Internship in October-November

Budget/Misc:

- New Firefighter, Scott Butler has started.
- Fire Marshal completed scheduled inspections for month of June.
- Testing and interviews underway for filling three new fire operations positions.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: July 7, 2025

SUBJECT: Human Resources Activity – June 2025

Recruitment

Human Resources is working with the Administration to recruit a new Airport Manager. The Clerk's Office recruitment for an Administrative Assistant III – Deputy Clerk position has received over 20 applications. The Public Works Department hired a Utility Operator II and initiated recruitment for a Building Official. The Fire Department posted a recruitment for two firefighter positions. Parks and Recreation began recruiting for a part-time Recreation Center Worker. The Police Department conducted interviews and extended offers for both an Animal Control Officer and an experienced Police Officer, and began recruiting for a Chief Animal Control Officer. The Senior Center hired a new part-time driver, and a new Planning Administrative Assistant was hired and began working for the City in June. Summer hires for Parks and Recreation maintenance and Temporary Enforcement Officers were onboarded and began work.

Safety

Two accident reports were submitted in June; however, no Workers' Compensation claims were filed. Departments continue to emphasize safe work practices and timely reporting. Supervisors reviewed incidents to ensure appropriate follow-up and reinforce preventive measures.

Special Projects

Human Resources spent time organizing and consolidating former employee personnel files. This project is part of a broader effort to improve records management and ensure compliance with the City's retention schedule. Files were reviewed, relabeled, and reorganized to improve accessibility and support future digitization.

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: July 3, 2025

SUBJECT: Library Report for June 2025

SERVICES



5955 Visitors
74 New Members



500 Computer Sessions
5695 WiFi Sessions



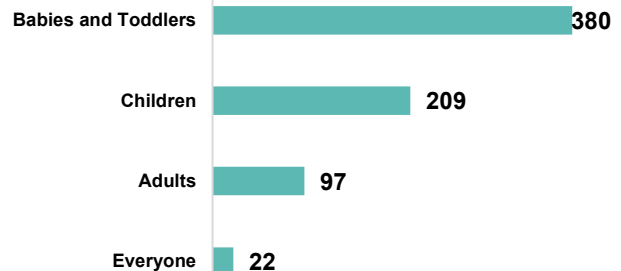
162 Room Reservations
365 Hours of Use

PROGRAMS AND EVENTS

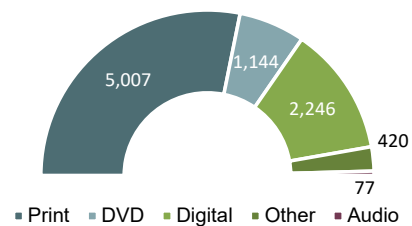
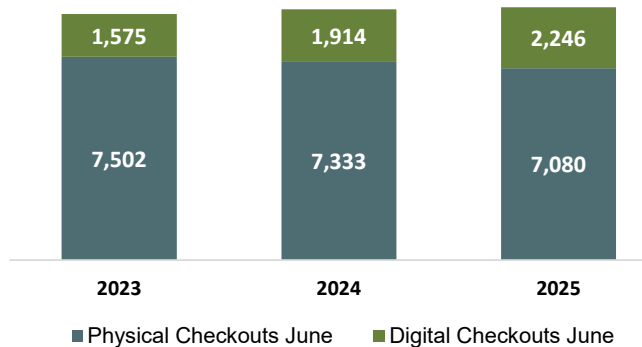


708 Participants
65 Programs

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: June 10th, 2025

SUBJECT: Mid-Month Report-June

June is a busy time for Parks and Recreation as summer activities ramp up. Parks and Rec supports all the sports leagues in Kenai and coordinates field maintenance around games and tournaments throughout the season.

The Kite Festival and Kenai Plant Day took place at the end of May this year, making the Chambers Solstice our major supported event, which was the Chamber's Solstice Run on June 21. We helped set the course and assisted with parking logistics to support the event.

Activity at the Rec Center tends to slow down slightly during the summer, but we continue to offer regular weekly programming, facility reservations, and open gym time. (See the attached weekly schedule.)

In late June, a volunteer effort to revitalize Erik Hansen Park was carried out in partnership with the Hansen Family, local Scouts, and Cold Stone Wealth Management. This project totaled over 150 volunteer hours and made a big impact. The Park looks beautiful. (See attached before and after photos.)

Rec Center Visits -June

Weight Room/Cardio Room	1314
Racquetball /Wallyball	79
Shower/Sauna	198
Gymnasium	1098
Gym Rental Visits	0
Total Number of Visits	2689

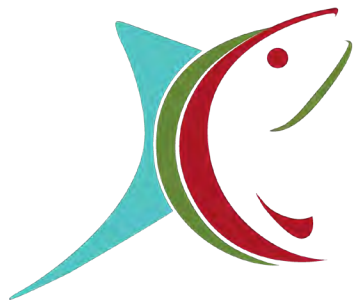


Before



AFTER





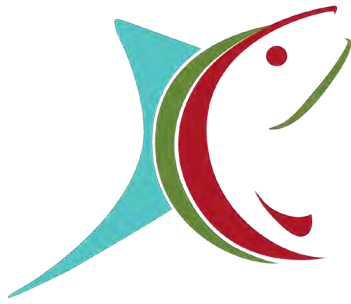
KENAI

During the project



After the Project





KENAI

KENAI REC CENTER

JUNE
6/23- 6/29

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OG 8:00-9:00 TT 9:30 - 11:30 PB 12:00 - 2:30 OG 3:00 - 6:00	OG 8:00 - 9:00 Walk 9:00 - 10:00 OG 10:00 - 12:00 PB 12:00 - 2:30 OG 3:00 - 6:30	OG 8:00 - 10:00 PB 10:00 - 2:30 OG 3:00 - 6:00	OG 8:00 - 9:00 TT 9:30 - 11:30 OG 12:30 - 6:00	OG 8:00 - 10:00 PB 10:00 - 2:30 OG 3:00 - 6:30	Open Gym 8:00 AM - 6:30 PM Adult Open Basketball 7:00 PM - 9:30 PM
Adult Open Pickleball 6:30 - 9:30	Adult Open Basketball 7:00 - 9:30	Adult Open Volleyball 6:30 - 9:30	Adult Open Pickleball 6:30 - 9:30	Open Gym 7:00 - 9:30	SUNDAY Closed

1/2 :Half Court , TT: Tot Time, PB: Pickleball, OG: Open Gym, BB: Basketball, VB: Volleyball

Posted: 6/10/2025

To ensure courts are cared for and to facilitate smooth transitions between user groups, we have designated specific intervals between regular programming. These scheduled intervals are at the discretion of KRC Staff, based on the needs of facilities.

No Street Shoes - please carry-in clean non-marking gym shoes to use in recreation spaces.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Kevin Buettner, Planning Director
DATE: July 28, 2025
SUBJECT: Planning and Zoning – July 2025 Monthly Report

General Information

Code Enforcement remains a centerpiece of the department, as we strive to ensure full compliance with the new policies. With the addition of Planning Technician Jessica See, the department returns to full staffing levels and can adequately dedicate time to ensure compliance. The department is considering development of a citywide transportation plan to position the City for current and future grant funding opportunities. The Planning and Zoning Department has also been active in the City working group for the Airport Master Plan, guiding development at the Kenai Municipal Airport 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 Borough Planning to correct GIS errors within City limits

Planning & Zoning:

- See attached report.

Code Enforcement and Compliance

In July, Planning and Zoning began review of all 2025 complaints. 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 June and one (1) public meeting was held in the month of July with the following actions/recommendations.

Resolution PZ2025-21 – Recommending Approval of Preliminary Plat – Beaver Creek Alaska Subdivision Amended 2025 Replat, to replat Lots 2, 3, 14, & 15, Beaver Creek Alaska Subdivision Amended, Section 36, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the General Commercial and Rural Residential Zoning Districts.

Resolution PZ2025-22 – Recommending Approval of Preliminary Plat – Kenaitze Acres, to replat Section 30, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Resolution PZ2025-23 – Recommending Approval of Preliminary Plat – Terra-B Subdivision 2025 Replat, to Lots 7, 8, & 9, Block One, Terra-B Subdivision, Township 6 North, Range 11 West, Section 34, Seward Meridian to the Kenai Peninsula Borough, in the Suburban Residential Zoning District.

Resolution PZ2025-24 – Recommending Approval of Preliminary Plat – Ruby's Dazzling Scenic View Subdivision Hendriks Addition, to replat Lots 7 & 8, Ruby's Dazzling Scenic View Subdivision, Township 5 North, Range 11 West, Section 10, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

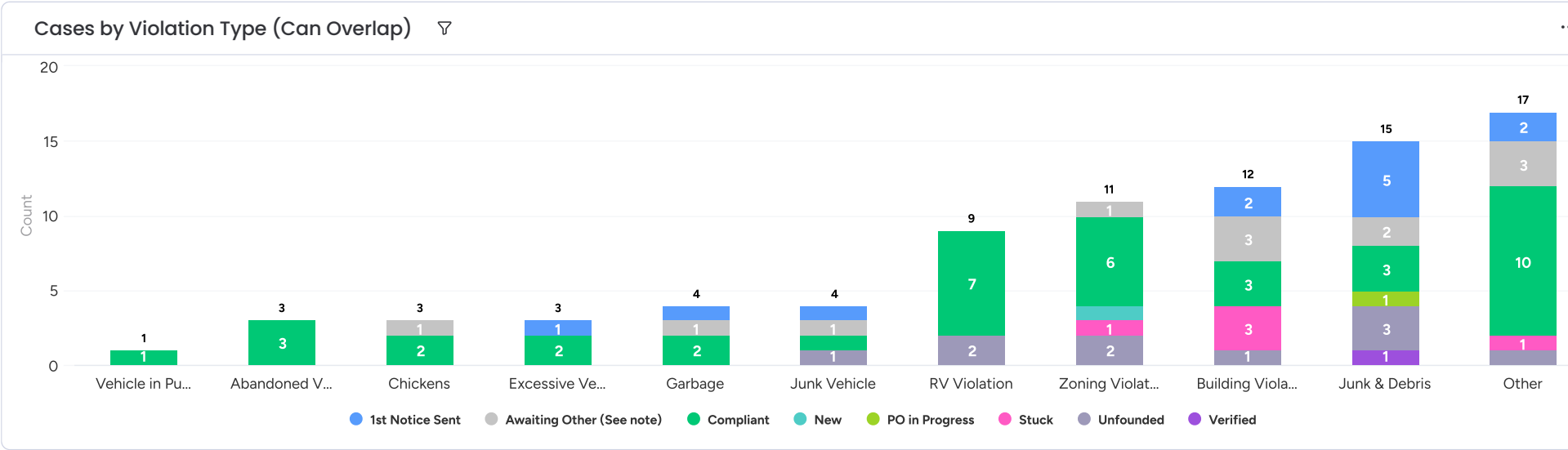
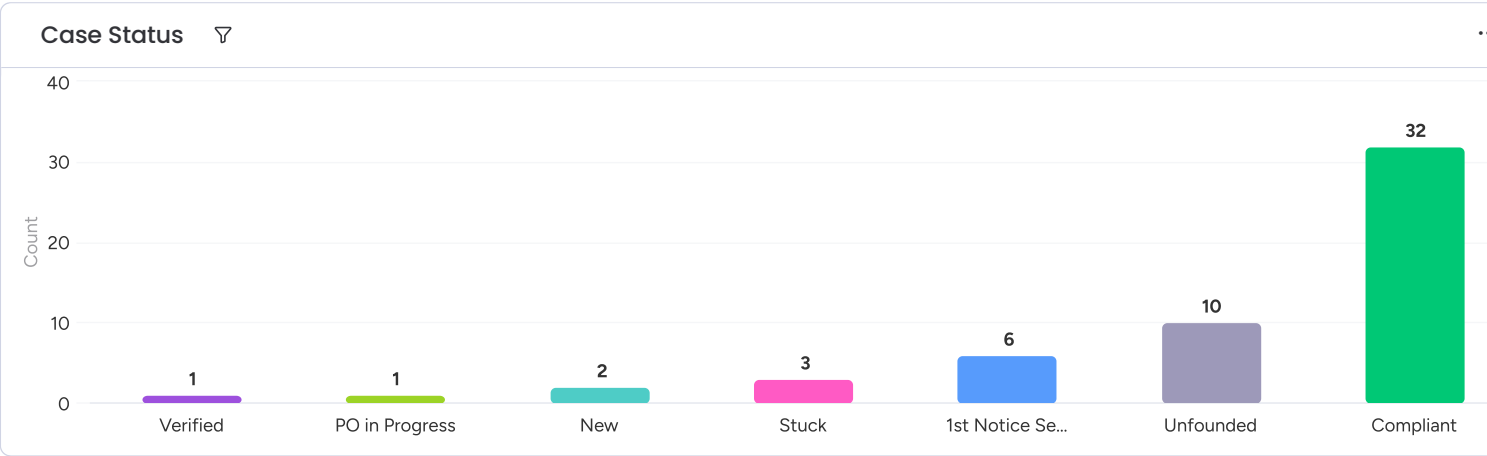
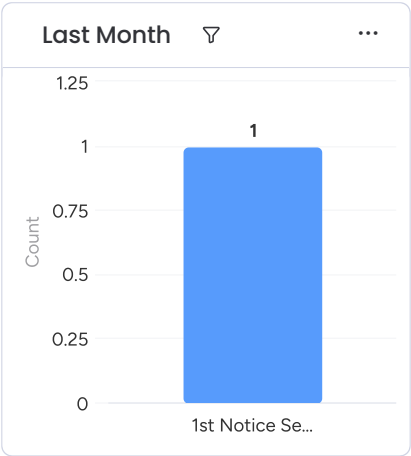
Resolution PZ2025-25 – Recommending Approval of Preliminary Plat – Terra-B Subdivision Swarner Addition, to replat Lots 3 & 4, Block One, Terra-B Subdivision, Township 6 North, Range 11 West, Section 34, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Action/Approval – Resolution No. 2025-38 – Failing to Recommend Approval on the Street Renaming of South Spruce Street to Kenai Beach Street

Action/Approval – Recommending Council Approve a Lease of Airport Reserve Land for the Property Described as Lot 3, Block 2, General Aviation Apron According to Plat No. 73-68 with Schilling Rentals

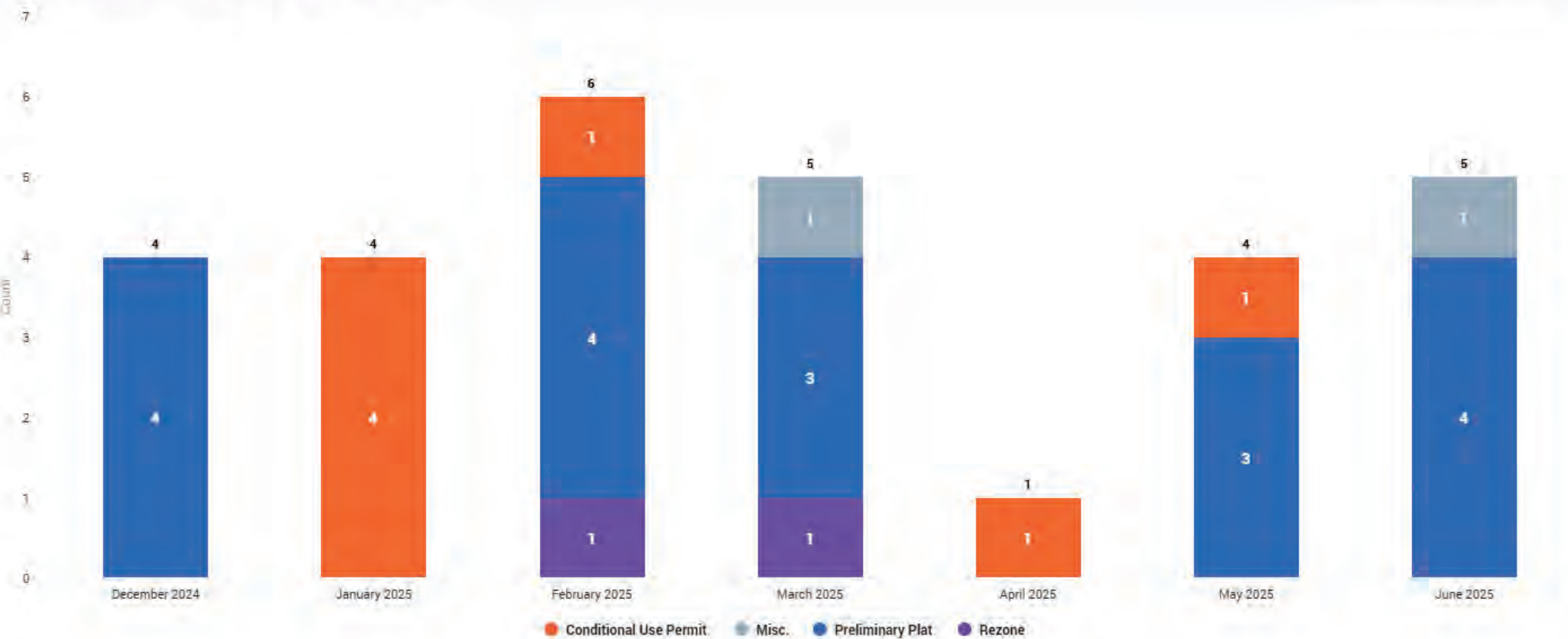


Main table Chart Complaints report +



YTD Planning Applications

July 28, 2025 | 14:16:45





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

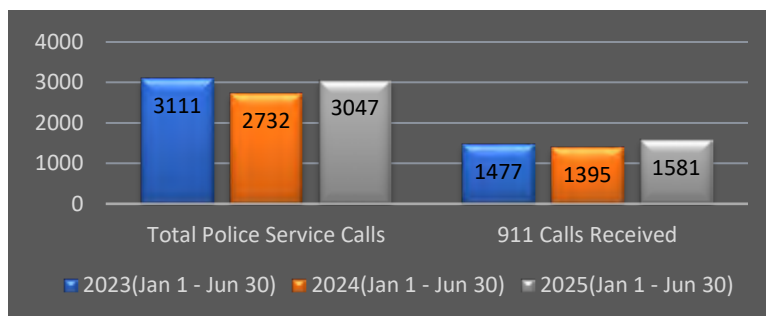
DATE: July 7, 2025

SUBJECT: Police & Communications Department Activity – June 2025

Police handled 612 calls for service in June and 301 calls were received by dispatch via 911. Officers made 34 arrests. Traffic enforcement resulted in 208 traffic contacts with 72 traffic citations issued and there were 2 DUI arrests. There were 13 reported motor vehicle collisions. There were no collisions involving moose or caribou, and no collisions involving drugs or alcohol.

The new KPD officer that completed the academy, started into field training. The officer on the regional SWAT team completed a two-week training in Anchorage. Three drone operators at KPD attended a day of training in Kenai. All KPD officers attended a scenario based in-service training in Kenai.

In June KPD conducted a trade of 24 firearms & accessories, authorized under KMC 7.15.090(d)(1). Bids for the guns & accessories were solicited from 4 vendors and 2 bids were received & evaluated. A trade was made to Gun Runners, of Anchorage, for a value of \$7,870 to be traded for Stop Stick tire deflation devices. This notification of disposal is intended to meet the requirements KMC 7.15.090 to report the disposal of police property to the City Manager and City Council.





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: Lee Frey, Public Works Director
DATE: July 30, 2025
SUBJECT: **Public Works Mid-month Report July 2025**

Capital Projects currently in process:

- Parks & Recreation Master Plan – Project ongoing
- Emergency Services Facility Assessment – Project ongoing
- Dugout Replacement Construction – Roofing being completed
- KMA Apron Sealcoating and Crack Sealing – Bids opened. Waiting for FAA funding
- Kenai Municipal Airport Runway Rehabilitation Project - Bids opened. Waiting for FAA funding
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Demo completed. Installation ongoing
- Kenai Municipal Airport Master Plan Update – Reviewing drafts from Phase 1 and starting on Phase 2
- USACE Kenai Bluff Bank Stabilization Project – Construction ongoing
- Wastewater Plant Digester Blowers Replacements – Waiting for EPA funding approvals
- Water Treatment Plant Pumphouse – In design
- Harbor Float Replacement – Procuring materials
- Aliak Storm Drain Repairs – Design completed. Will bid for work in spring of 2026
- Community Wildfire Protection – Phase 3 awarded. Work to start in fall
- Vintage Pointe Recarpeting – Waiting for materials to arrive
- Street Condition Assessment – Awarding contract for work to start
- Street Light Assessment – Awarding contract for work to start
- Trading Bay Sewer Insulation – Under contract to be completed this fall
- Vintage Pointe Exterior Door Replacement – Awarding contract for work to start

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 49 residential and 28 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. Joe Fisher, the Building Official resigned. We have a temporary Building Official to help as needed and are working to fill the vacant position.

Utility crews are continuing to spend a significant time completing locates for Enstar work. The Streets crew has been hauling dredged mud from the dock, patching roadways and will be working to take down the dipnet infrastructure in August. The Shop is conducting the internal auction for the City and the public surplus auction will go live on August 4th. The Building crew has been continuing with dugout construction and staying on top of other building repairs as needed.



MEMORANDUM

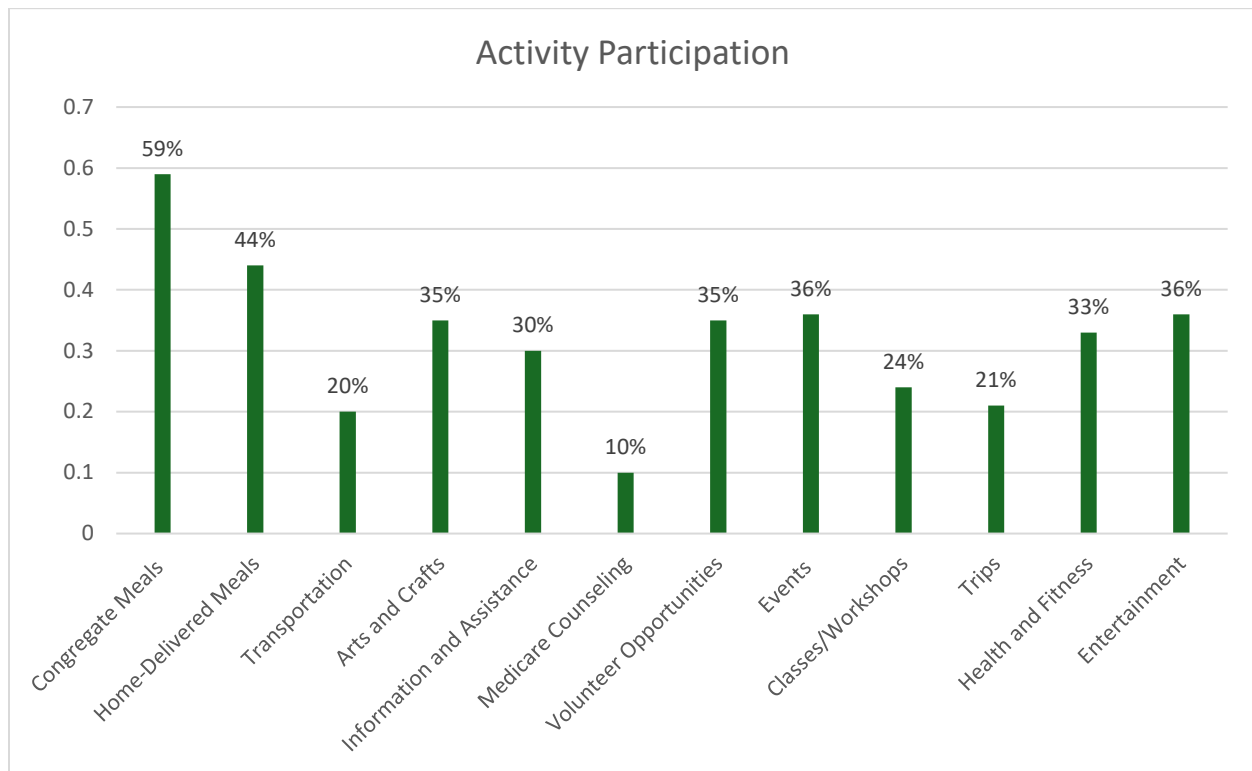
TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: July 1, 2025
SUBJECT: June 2025 Monthly Report

June was bursting with activity and community spirit at the Kenai Senior Center! We kicked off the month by honoring the amazing fathers in our lives with a festive Father's Day Luncheon, filled with laughter, stories, and hearty fare. The excitement continued as the talented Summit Theater Project brought their outstanding one-act performance of *The Bear*—a dramatic and humorous treat that left us wanting more! Our adventurous spirit took us on a no-host dinner outing to the Two Brothers Roadhouse in Cooper Landing, where good food and great company made for an unforgettable evening. And to top it all off, we hit the road again for a scenic day trip to Homer—taking in breathtaking views, local charm, and a little coastal sunshine.

	2025	2024
Home Delivered Meals	1867	1906
Individuals	96	89
Dining Room (Congregate) Meals	1074	1093
Individuals	185	189
Transportation (1-way rides)	159	202
Individuals	25	16
Grocery Shopping Assistance	17/20	12/24
Writers Group	10	24
Caregiver Support Group	13	14
Growing Stronger Exercise	296	290
Tai Chi Class	39	44
TOPS Weight Loss Class	45	59
Bluegrass & Music Sessions	119	59
Card Games	186	146
Wii Bowling	21	18
Arts & Crafts	36	39
Volunteers Hours	483.63	495.59
Individuals	34	32
Total Event Sign-ins *	2119	1953
Individuals *	236	231
Vintage Pointe Manor Vacancies	1	1

* (not including home meals clients)

Kenai Senior Center 2025 Client Satisfaction Survey



83 Client Satisfaction Surveys were returned this year. 95% of those surveyed were over the target age of 60, 20% of those surveyed were over the age of 85 and 5% of those surveyed did not report their age. 99% of the individuals surveyed were registered members of the Kenai Senior Center.

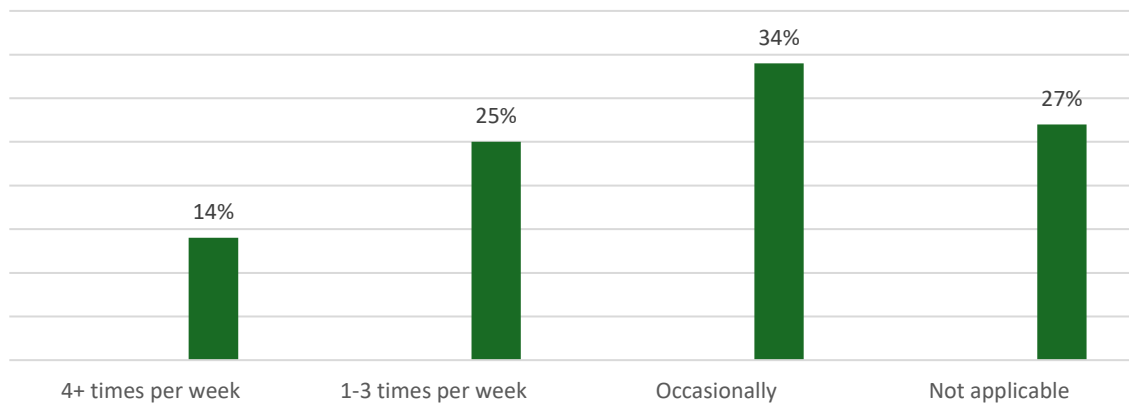
Are you aware of the programs and services the KSC offers?

- 81% responded yes
- 19% responded no

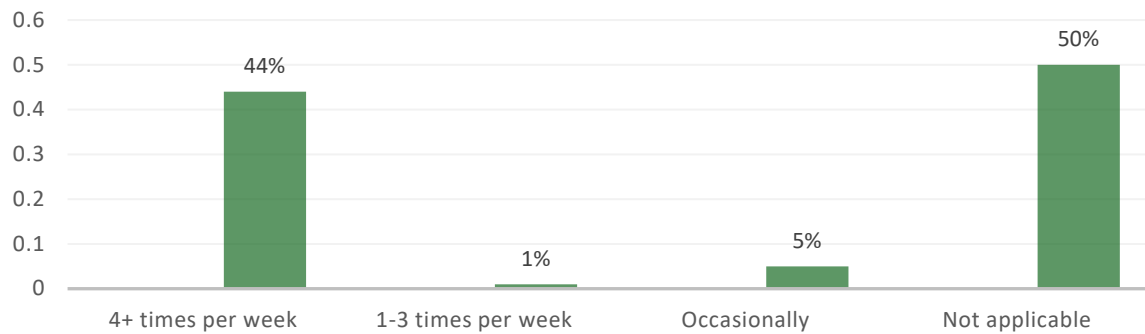
Are you interested in being a volunteer?

- 22% reported yes
- 46% reported no
- 32% reported they were already a volunteer at the center

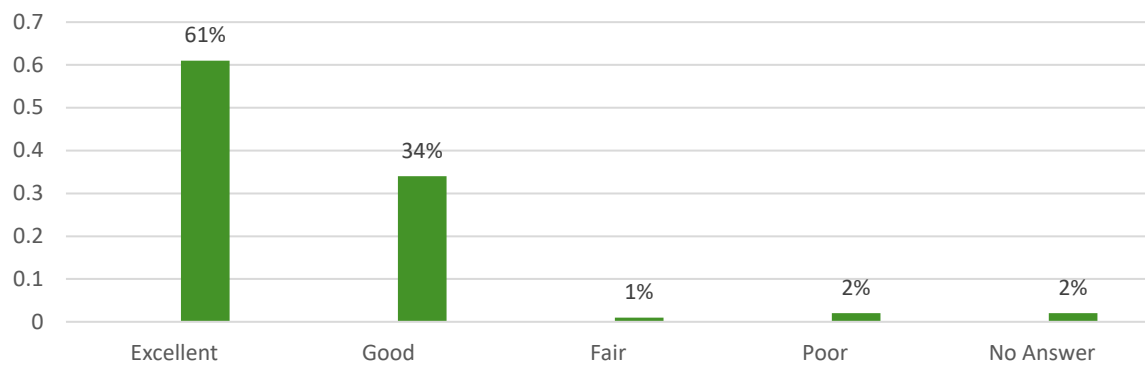
How often do you eat at the KSC?



How often do you receive home-delivered meals from the KSC?



How would you rate the quality of meals received from the KSC?

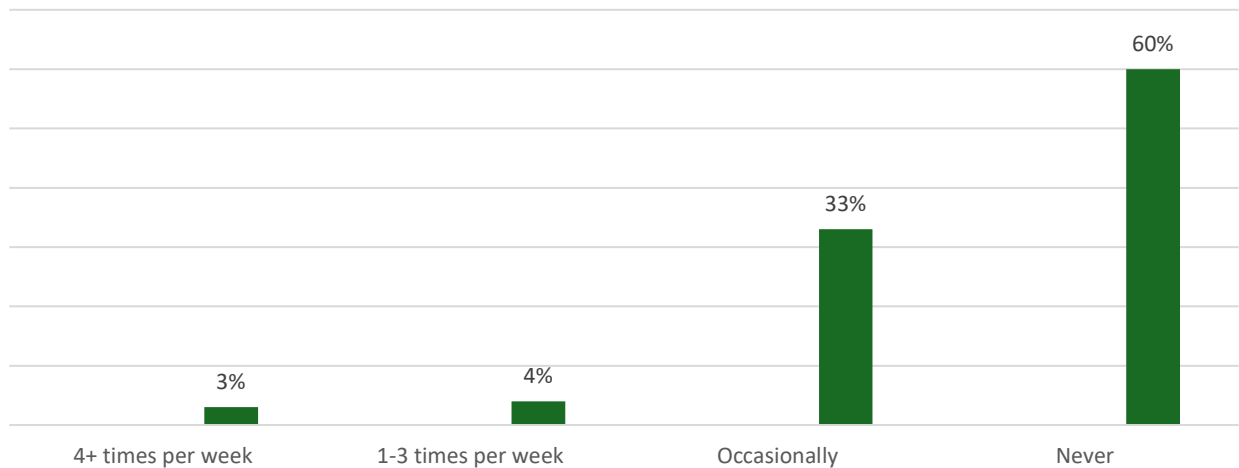


What is your favorite meal at the KSC?

- 81% report its Liver and onions
- 10% report its Fried Chicken
- 9% report it's the Baked Potato

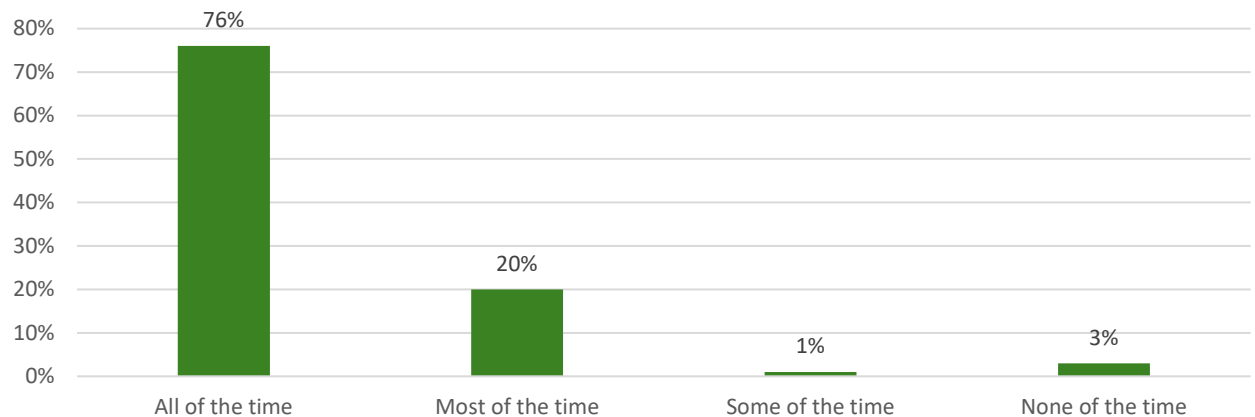
Other honorable mentions: Clam Chowder, Meatloaf, Breakfast, Taco Salad, Turkey with all the fixings, and the Ham dinner.

How often do you use KSC transportation services?



Of the individuals polled regarding how they utilize transportation services through the KSC, 29% report they use services to access the community while 24% report they utilize services to access the center itself.

Do you feel that services provided by the KSC help maintain or increase the quality of life and the ability to age in place?



How would you rate your overall quality of services received from the KSC?

- 84% of those polled answered services received were excellent.
- 16% of those polled answered services received were good.

What activities do you enjoy most at the KSC?

Music classes and Choir; Tai Chi, Chair Yoga, Exercise Class; Arts and Crafts and Paint by Number; TOPS, No-Host Dinners; Cards, Dominoes, and Bingo; Fellowship.

What activities would you like to see offered at the KSC?

- Add the card game "Spades"
- Information on Wills and Trusts
- Disease discussion: Q&A by a healthcare professional
- Square dancing or line dancing
- Longer Bingo time
- Information on social media, computer classes, and how to use an I-phone
- Book Club
- More crafts

Do you have any cost-saving ideas for the KSC?

- Turn down the heat in the Winter and install Solar Panels
- Fundraiser – garage sale with the proceeds going to the senior center.
- Smaller meal portions

Comments:

- Keep up the great food and your care for all.
- Love this place.
- A BEAUTIFUL place for us and the rest of the community.
- You folks are the kindest- nicest most loving people. We are blessed to have you all here. Please thank the city for their generous support of the KSC.
- Great staff!
- Keep up the good work!
- Love this place - the environment is friendly and positive.
- August 1st will be 5 years I've lived at Vintage Pointe and wouldn't want to live anywhere else and to be connected to the senior center is truly a blessing!
- The KSC operates very well. Staff and volunteers are always nice and very polite.
- I thoroughly enjoy coming and participating at the Kenai Senior Center. I also enjoy all the helpful staff.
- I would participate more but I am busy doing other things as well.
- The cooks prepare excellent meals.
- Pleased with staff and employees
- I love the Center- many helpful activities and learning, meeting and making friends.
- Consider myself to be very fortunate to be involved with meals on wheels. Excellent meals, great cooks, and great drivers.
- Our home meal delivery driver is awesome!
- A big thank you from my wife and me.
- The KSC is a wonderful and happy place to be. The staff go out of their way to make each one of us feel special and that's so appreciated.
- I am thankful to have this active happening center here in Kenai.
- I only have home meals delivered two days per week.
- Thank you so much for your services, your drivers are very helpful.
- More days of breakfast.
- The meals are great I just wish they were on Friday too. Your delivery drivers are the very best. You and my chore worker services are what keep me out of a nursing home. Thank you so much.
- Thank you for all the things you do for us.
- I think everyone at the center is wonderful and helpful.
- Great Place
- We are extraordinarily privileged to have this beautiful, well-maintained facility.
- Excellent service



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: July 30, 2025

SUBJECT: **Popular Annual Financial Report - FY24**

It has been a goal of the Finance Department to create a Popular Annual Financial Report (PAFR). A PAFR is a simplified, reader-friendly version of the Annual Comprehensive Financial Report (ACFR). Its purpose is to make the complex financial information in the ACFR more understandable and accessible to residents, tax payers, community stakeholders and other members of the general public.

A PAFR summarizes financial data without technical jargon, provides visuals and charts to illustrate revenues, expenditures and fund balances. It is a voluntary report to promote transparency and public trust.

Due to delays in finalizing the ACFR and subsequently developing the PAFR, its release has been later than expected. This year we will be posting the PAFR online and in the future we will be posting it online and performing some form of public distribution. Future distribution should be occurring the month following the completion of the ACFR, typically in January.

2024

POPULAR ANNUAL FINANCIAL **REPORT**

For the Fiscal Year ended June 30, 2024

Dave Swarner

Finance Director

dswarner@kenai.city



Dear Residents of the City of Kenai,

We are honored to share the City of Kenai's first Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2024. This report reflects our commitment to transparency, accountability, and responsible stewardship of public resources. It is intended to provide you with a clear, accessible overview of the City's financial health, and to help you better understand how your local government works to serve and strengthen our community.



We are honored to serve you and committed to making our City's finances clear, accessible, and accountable to the people of Kenai.

The information in this report is drawn from the City's Annual Comprehensive Financial Report (ACFR), prepared in accordance with Generally Accepted Accounting Principles (GAAP). While the ACFR provides detailed financial data, this PAFR summarizes key points—revenues, expenditures, and overall financial position—in a more accessible format, along with context to help explain how public funds are used to support services and projects that matter to you.

We are grateful for your continued trust and engagement. If you would like to learn more, the full ACFR is available at the Kenai Library and online at www.kenai.city. We welcome your questions, feedback, and ideas—your voice helps shape our work and our future.

Terry Eubank

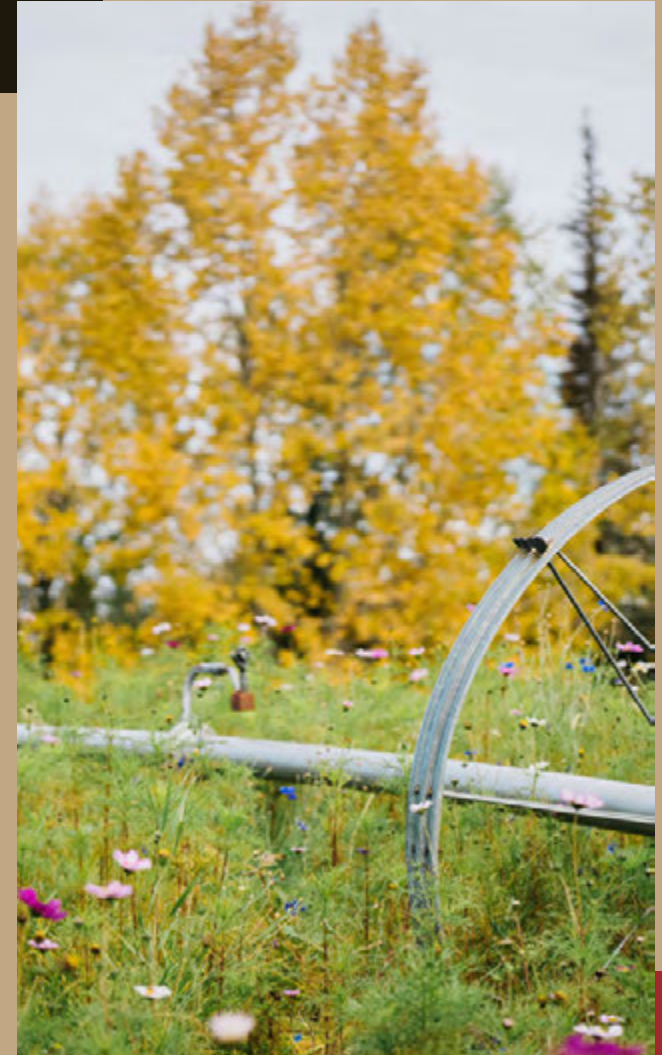
City Manager

teubank@kenai.city

Dave Swarner

Finance Director

dswarner@kenai.city





LETTER FROM THE MAYOR

Dear Kenai Residents,

Thank you for taking the time to read this year's Popular Annual Financial Report. It reflects our commitment to responsible financial management and the investments we're making to protect, grow, and strengthen Kenai.

This year marks the start of construction on the long-awaited Bluff Stabilization Project, protecting homes, infrastructure, and cultural resources while opening the door to future investment in Old Town.

We advanced 22 capital projects across the City, including airport, park, and utility improvements. Over \$4 million in grants will fund upgrades to the Water Treatment Pumphouse and Wastewater Treatment Plant this summer.

Sales tax revenues continue to grow, with 30 straight quarters of year-over-year gains. The property tax mill rate has remained unchanged since 2015, while we continue to provide high-quality services without raising the mill rate.

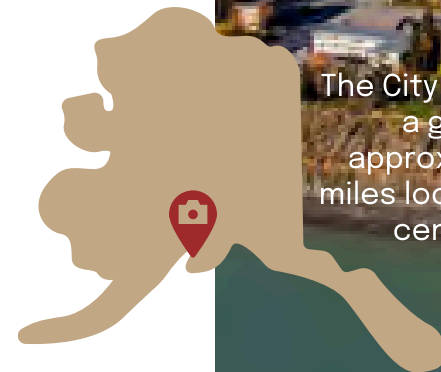
Public safety remains our largest investment. We welcomed new Fire Chief Jay Teague, replaced two ambulances, expanded spruce bark beetle mitigation, and launched a police drone program to support search and rescue. Calls for police service have dropped 15% over the past two years.

Additional highlights include continued growth at the Kenai Airport, where passenger traffic increased for a second year. The City also held its first live land sale auction, successfully selling all 11 parcels. Meanwhile, storefront improvement grants are helping local businesses thrive.

Community services remain at the heart of Kenai. The Library hosted 170 programs, the Senior Center served nearly 35,000 meals, and the Recreation Center welcomed 40,000 visits.

Every step forward is a shared achievement. Thank you to our City Council, staff, and the people of Kenai. Together, we're building a stronger, more connected, and more resilient community.

Sincerely,
Brian Gabriel
Mayor, City of Kenai



The City of Kenai occupies a geographic area of approximately 45 square miles located in the south-central part of Alaska

HOME RULE CITY

The City was incorporated in 1960 as a home rule city and its charter was adopted May 20, 1963.

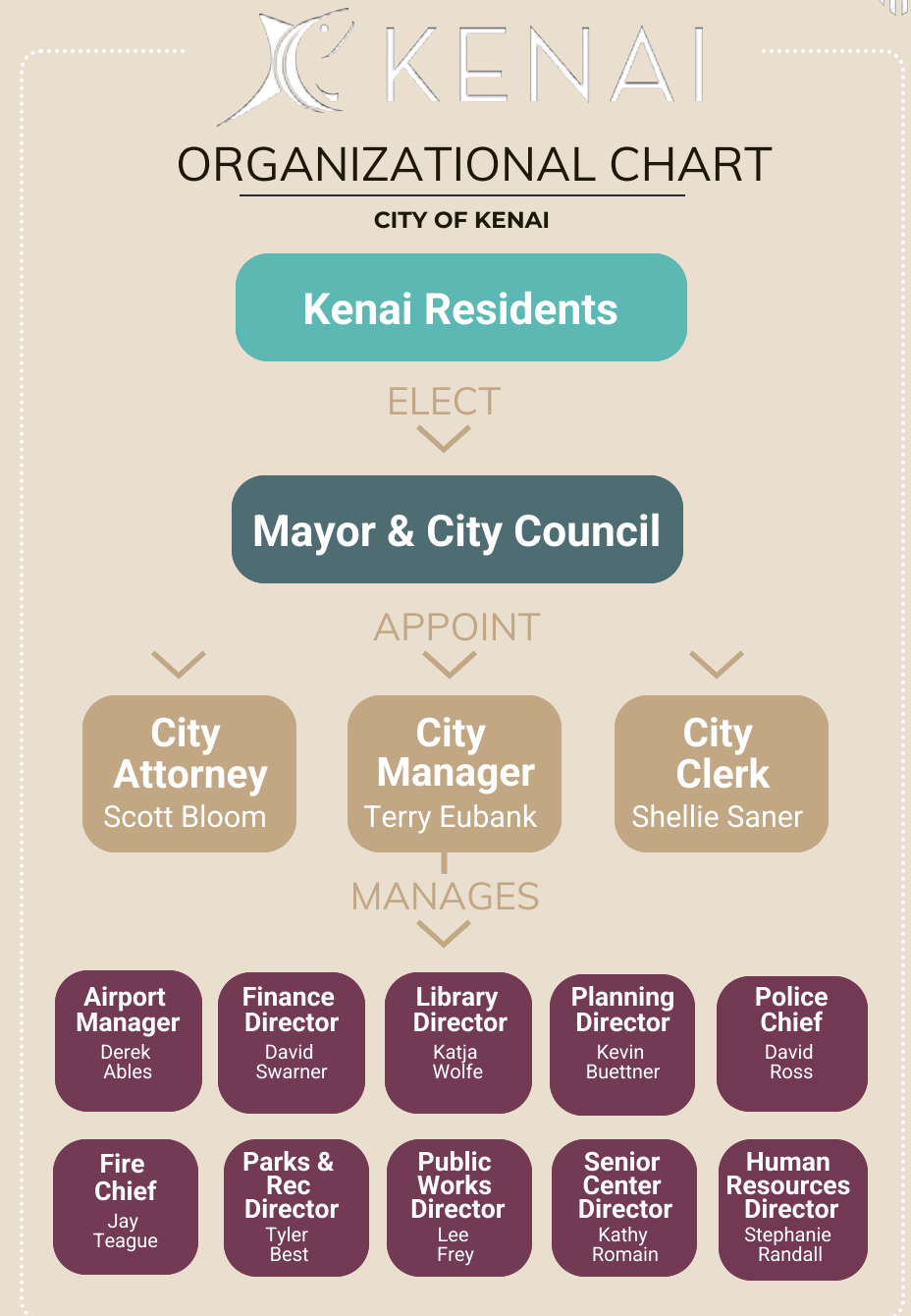
MAYOR & CITY COUNCIL

The City of Kenai has a council-manager form of government. Voters elect six council members and a mayor, all on a non-partisan basis. The Council sets policies, passes local laws, and appoints the city manager, attorney, and clerk. Council members serve staggered three-year terms, with two elected each year. The mayor also serves a three-year term.

Current Kenai City Council	Term Ends
Brian Gabriel (Mayor)	2025
Henry Knackstedt (Vice Mayor)	2026
Deborah Sounart	2027
Victoria Askin	2025
Alex Douthit	2025
Phil Daniel	2026
Sovala Kisena	2027

CITY MANAGER & DEPARTMENTS

The city manager, appointed by the Council, serves as the City's chief executive officer. The manager carries out City policies, manages daily operations, and hires department heads.



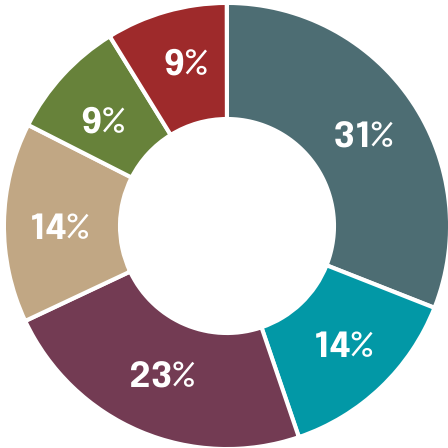
FINANCIAL INFORMATION

GOVERNMENTAL FUND REVENUES

Below is a comparison of funds received for the last three fiscal years. Fiscal year 2024 is shown in the chart to the right.

	FY2022	FY2023	FY2024	
Sales Tax	\$9,191,637	\$9,818,482	\$9,975,032	
Property Tax	\$3,989,661	\$4,316,204	\$4,440,189	
Charges for Service	\$6,458,506	\$7,552,552	\$7,470,194	
Interest	(4,313,318)	\$2,723,737	\$4,663,935	
Intergovernmental	\$7,385,202	\$5,000,041	\$2,801,726	
Misc	\$3,031,231	\$3,261,582	\$2,834,620	
Total Revenues	\$25,742,919	\$32,672,598	\$32,185,696	

FY24 REVENUES












Sales tax is the City's largest source of revenue for government operations, making up about 31% of total revenue. It increased by \$156,550 (1.6%) compared to last year. Revenue from other government sources—known as intergovernmental revenue—decreased by \$2.2 million (45%) as federal funding from the American Rescue Plan Act (ARPA) tapered off. Meanwhile, investment earnings rose by \$1.94 million (71%) due to strong performance in equity markets.



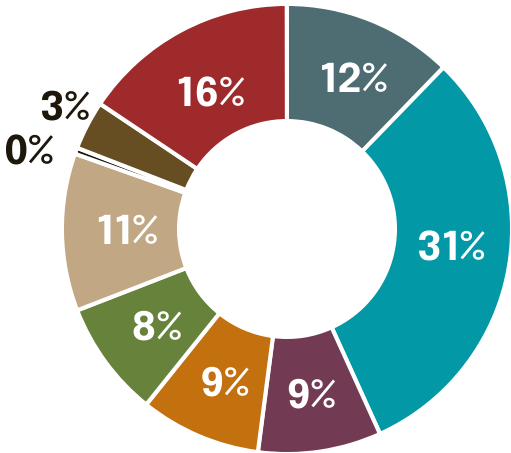
FINANCIAL INFORMATION

GOVERNMENTAL FUND EXPENDITURES


Below is a comparison of the City's expenditures for the last three fiscal years. Fiscal year 2024 is shown in the chart to the right.

	FY2022	FY2023	FY2024	
General Government	\$3,668,730	\$3,443,404	\$3,598,275	
Public Safety	\$8,005,295	\$8,531,288	\$9,094,442	
Public Works	\$2,255,493	\$2,533,282	\$2,601,495	
Parks & Recreation/ Library	\$2,272,905	\$2,681,617	\$2,547,543	
Water & Sewer Services	\$2,224,133	\$2,443,337	\$2,455,206	
Airport	\$2,973,693	\$3,065,265	\$3,323,473	
Debt Service	\$129,625	\$130,250	\$130,625	
Senior Services	\$1,000,560	\$996,173	\$1,031,102	
Capital Outlay	\$4,737,714	\$6,717,219	\$4,582,844	
Total Expenditures	\$27,268,148	\$30,541,835	\$29,365,005	


FY24 EXPENDITURES




What each of the above categories include:

- 


General Government

Administrative departments: Mayor & Council, City Manager, Clerk, Attorney, Finance, Information Technology (IT), Human Resources (HR), Planning & Zoning, Safety, and Land Administration.
- 

Public Safety


Police, Fire, Animal Control, and Dispatch Communications.
- 

Public Works


Street and facility maintenance, City Dock, shop operations, and streetlights.
- 

Parks & Recreation


Rec Center, Ice Rink, Library, Visitors Center, parks and grounds, and recreation programs.

- 


Water & Sewer Services

Operations and maintenance of City water and sewer systems.
- 


Airport

Administration, operations, land, maintenance, terminal, and training facility.
- 

Debt Service

Payments on the City's library building bond.
- 

Senior Services

Meals, transportation, social services, and senior center operations.
- 

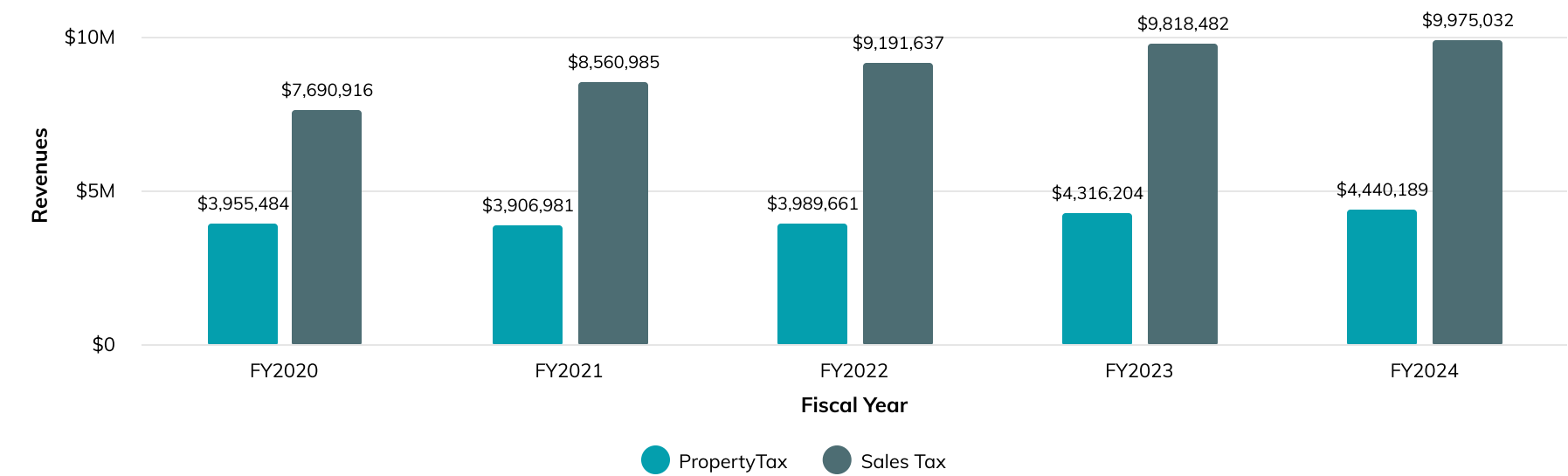
Capital Outlay

Major equipment, buildings, and infrastructure improvements

LOCAL TAX REVENUES

The City levies a 3% sales tax, which is applied to the first \$500 of each separate sale. Property Tax revenues are based on a mill rate levy that is set annually by the City Council. The City has not raised the mill rate since 2015.



TAX REVENUE (FY2020 - FY2024)



MILL RATES

Property taxes in Kenai are based on the value of real and personal property. Each year, the City sets a mill rate, which determines how much tax is owed. For fiscal year 2024, the rate was 4.35 mills, meaning \$4.35 in tax for every \$1,000 of assessed property value. The table to the right shows property taxes paid in Kenai based on a \$350,000 home.

The Kenai Peninsula Borough handles billing and collection for the City. Property taxes are billed on July 1 and can be paid in two equal installments—due September 15 and November 15—or in one full payment on October 15.

Taxing Entity	Mill Rate	Tax
 Kenai Peninsula Borough	4.30 mills	\$1,290.00*
*After \$50,000 primary residence exemption		
 City of Kenai	4.35 mills	\$1,522.50
Central Peninsula Hospital	.01 mills	\$ 3.50
FY24 Total	8.66 mills	\$2,816.00

INTERGOVERNMENTAL REVENUES

The City receives intergovernmental revenues, or grants, from the Borough, State, and Federal agencies. Generally grant revenues fund capital projects or help to reduce specific operating costs.

FUND BALANCE OF GOVERNMENT FUNDS

Fund Balance is the money left after the City’s annual revenues and expenses are accounted for. It starts with last year’s ending balance, then increases if revenues are “Over” expenses or decreases if expenses are “Under” revenues. This Net Change adjusts the beginning balance to get the current year’s ending Fund Balance.

Total Revenues (FY24)	\$32,185,696
Total Expenditures (FY24)	\$29,365,005
Net Change in Fund Balance – Excess of Revenues Over/Under Expenditures (During FY24)	\$2,820,691
Beginning Fund Balance July 1, 2023	\$62,426,276
Ending Fund Balance June 30, 2024	\$65,246,967



HOW THE FUND BALANCE IS DISTRIBUTED:

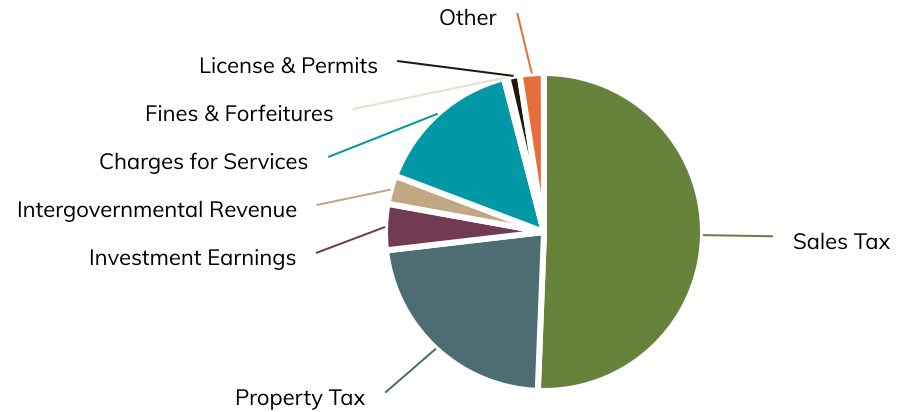


THE GENERAL FUND

The General Fund is the City's main operating fund, supported by sales tax, property tax, and service charges. It funds services such as police, fire, medical response, animal control, permitting, inspections, street maintenance and lighting, recreation, cultural events, administration, debt service, and capital projects.

GENERAL FUND REVENUES FOR FISCAL YEAR 2024

Sales Tax	\$9,975,032
Property Tax	\$4,440,189
Intergovernmental Revenue	\$572,699
Investment Earnings	\$923,861
Charges for Services	\$2,993,375
Fines and Forfeitures	\$71,047
License & Permits	\$247,752
Other	\$479,891



FUND BALANCE OF GENERAL FUND

Total Revenues (FY24)	\$19,703,846
Total Expenditures (FY24)	\$17,292,889
Excess of Revenues Over (Under) Expenditures	\$2,410,957
Transfer In/Out	(\$1,420,483)
Net Change in Fund Balance (During FY24)	\$990,474
Beginning Fund Balance July 1, 2023	\$15,484,362
Ending Fund Balance June 30, 2024	\$16,474,836

WHAT'S IN EACH CATEGORY?

Sales Taxes (50.62%)

Main source of General Fund revenue

Property Taxes (22.53%)

Collected on real and personal property and oil and gas property taxes

Intergovernmental Revenue (2.91%)

Grants from federal, state, and borough agencies

Charges for Services (15.19%)

Fees for ambulance, Multipurpose Facility, Rec Center, dock rentals, cemetery, and contractor licenses and permits

Fines and Forfeitures (.36%)

Court and library fines, and other forfeitures

Licenses & Permits (1.26%)

Includes building permits and animal control licenses

Other Revenues (2.44%)

Rents, lease interest, oil & gas royalties, and special assessments

HOW THE FUND BALANCE IS DISTRIBUTED:



RESTRICTED

\$824,433 related to the Daubenspeck Property



COMMITTED

\$6,713,386 for budget stabilization and \$4,078,264 set aside for next fiscal year



ASSIGNED

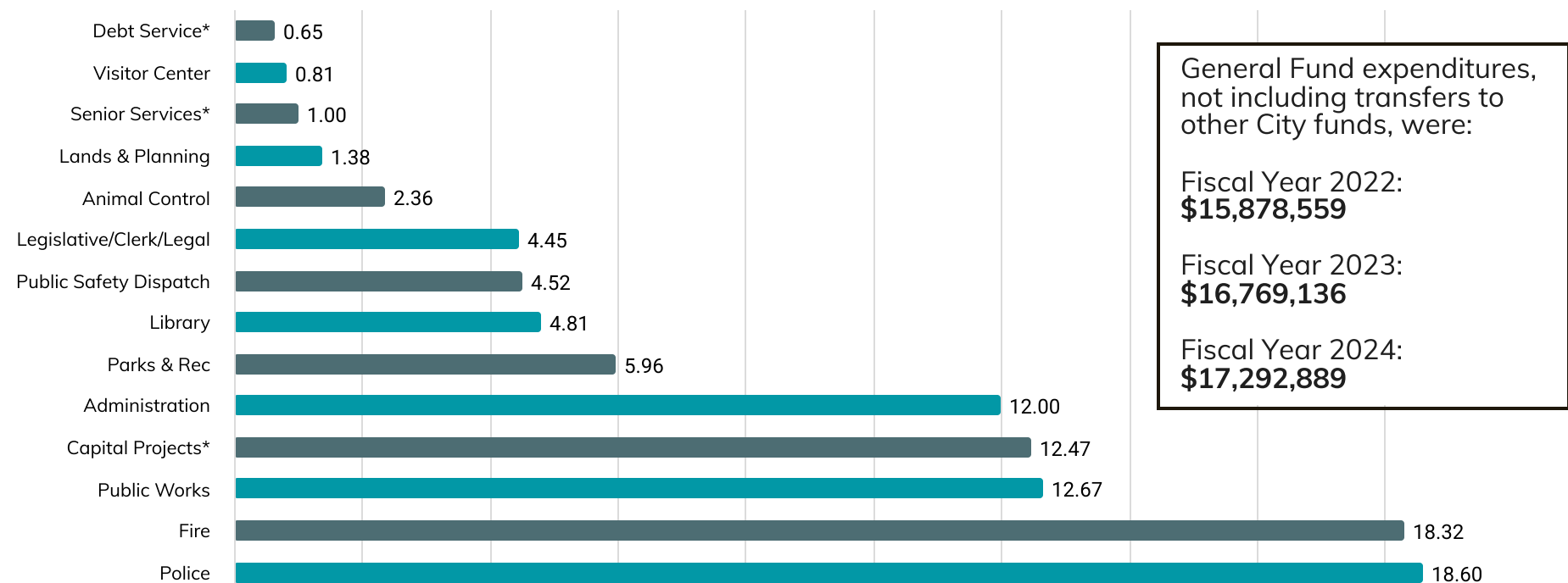
\$3,305,616 for operations, capital projects, and compensated absences



UNASSIGNED

\$1,553,137 in the General Fund

GENERAL FUND EXPENDITURES BY DEPARTMENT FOR FY2024



*Departments noted with an asterisk represent expenditures of General Fund dollars used in Debt, Senior Citizen, and Capital Project funds. Administration includes City Manager, HR, Finance and Non-Departmental. Public Works includes Public Works Administration, Shop, Streets, Dock, Buildings, and Street Light Maintenance.

FINANCIAL OUTLOOK

Overall, the projection for the economy of Kenai is optimistic. Kenai is situated in a beautiful area with abundant land and natural resources, an accommodative business climate, and a stable population base. The City’s greatest assets are its land holdings for which new lease and sale policies have been developed to encourage economic growth and the Kenai Municipal Airport, the traveling hub for the Kenai Peninsula.

For additional detail please see the City’s FY24 Annual Comprehensive Financial Report, available on the City’s website at www.kenai.city

CITY HIGHLIGHTS & HOW TO STAY CONNECTED

CITY HIGHLIGHTS

We're proud to announce the highlights of our year!



Kenai Bluff Stabilization Project underway!



The City donated land to support the Boys and Girls Club and Trumvirate Theatre.



In December, the City held its first live public Land Sale Auction—and it was a success!

WEBSITE & SOCIAL MEDIA

The City's website, www.kenai.city, makes it easy to stay informed and access services. You can:

- Pay utility bills
- Apply for jobs
- View meeting agendas and recordings
- Research public records
- Contact City Council and staff

The homepage features the latest City news, and the site is mobile-friendly for easy access anytime, anywhere.

Follow us on Facebook for updates on events, services, and opportunities.



City of Kenai:
@cityofkenai
 Kenai Animal Shelter:
@kenaianimalshelter
 Kenai Fire Department:
@kenaifiredepartment
 Kenai Police Department:
@kenaipolice
 Kenai Community Library:
@kenailibrary
 Kenai Parks & Recreation:
@kenaiparksandrec
 Kenai Senior Center:
@kenaiseniorcenter
 Kenai Municipal Airport:
@kenaiairport

ELECTIONS

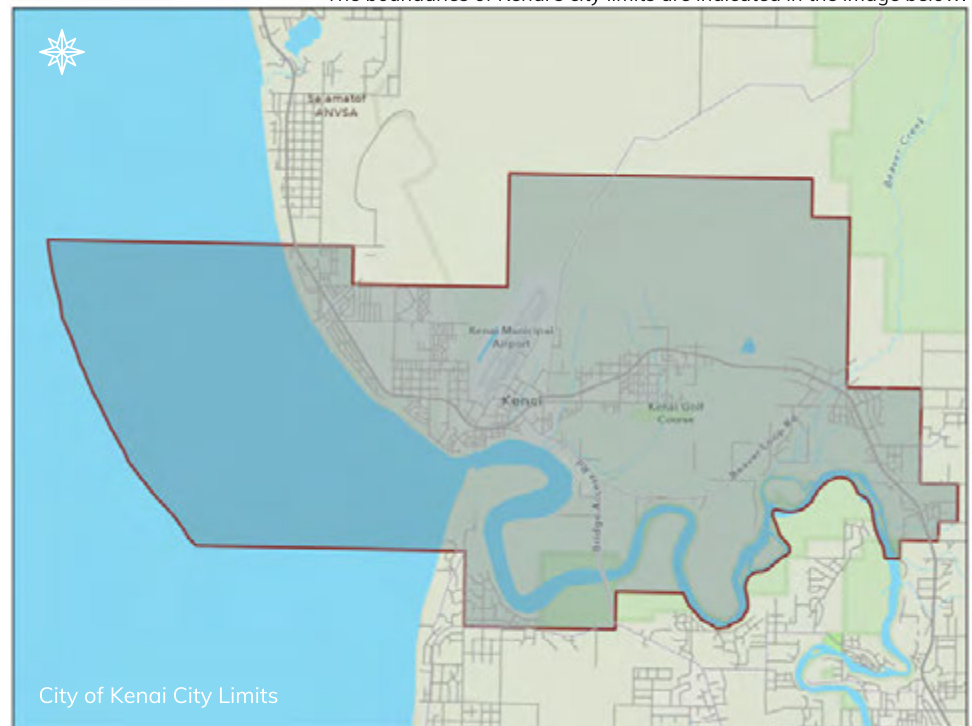
The regular City election is held annually on the on the first Tuesday of October. The terms of office are three years but are overlapping so the City is provided with a continuity of knowledge in City business and legislative matters.



BOARDS & COMMISSIONS

City boards and commissions help shape local policy and decisions. Each one is made up of seven volunteer members. Members are appointed for three-year terms, nominated by the Mayor, and confirmed by the City Council based on applications submitted to the City Clerk. To learn more or apply, visit www.kenai.city

The City of Kenai encompasses an area of approximately 35 square miles. The boundaries of Kenai's city limits are indicated in the image below.





City of Kenai
210 Fidalgo Avenue
Kenai, AK 99611

PRST S Page 154
US POSTAGE
PAID
PERMIT 200
KENAI,
AK



Kenai Municipal Airport
305 North Willow Street
907-283-7951

Kenai Animal Control
510 North Willow Street
907-335-5271

City Hall
210 Fidalgo Avenue
907-283-8200

Public Works
210 Fidalgo Avenue
907-283-8236

Kenai Police Department
107 S. Willow Street
907-283-7879

Kenai Community Library
163 Main St Loop
907-283-4378

Parks & Recreation
227 Caviar Street
907-283-8262

Kenai Senior Center
361 Senior Court
907-283-4156

Kenai Fire Department
105 S. Willow Street
907-283-7666

EMERGENCIES:
DIAL 911