



Kenai City Council - Regular Meeting

October 01, 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

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

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

F. MINUTES

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

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Non-Objection to the Transfer of Ownership of a Beverage Dispensary Liquor License to KJB Investments, LLC DBA Skeets Dive Bar- License No. 1312. (City Clerk)
3. ***Ordinance No. 3487-2025** - Accepting and Appropriating a Donation from Hilcorp Alaska to Assist with the Annual Area-Wide Senior Thanksgiving Dinner. (Administration)
4. ***Ordinance No. 3488-2025** - Accepting the Donation of a Pavilion from the Kenai Peninsula Soccer Club. (Administration)

5. ***Ordinance No. 3489-2025** - Repealing Kenai Municipal Code 7.15.100 Purchase and Sales- Certain City Officers, to Prohibit Purchases and Sales Transactions of Personal Property to City Officials and Employees. (Legal)
6. **Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
7. **Action/Approval** - Confirmation of the Mayoral Nomination of Student Representative to City Council, and Parks & Recreation Commission. (Gabriel)
8. **Action/Approval** - Directing the Planning & Zoning Commission to Explore the Issue of Tent Camping within the City. (Administration)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

1. **Mayoral Proclamation** - Declaring October 2025 as “Domestic Violence Awareness Month”.

K. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk
 - Liquor License Annual Report
 - Personnel Arbitration Board Nominations

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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

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

https://us02web.zoom.us/meeting/register/7IRaTbk4Qt-kxng_EM0o9g

**KENAI CITY COUNCIL – REGULAR MEETING
SEPTEMBER 17, 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 September 17, 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
Victoria Askin

Henry Knackstedt, Vice Mayor
Deborah Sounart
Sovala Kisenia

A quorum was present.

Absent:

Alex Douthit

Also in attendance were:

Terry Eubank, City Manager
Mary Bondurant, Temporary Airport Manager
Lee Frey, Public Works Director
Katja Wolf, Library Director
Dave Swarner, Finance Director
Christine Cunningham, Assistant to City Manager
Logan Parks, Deputy City Clerk
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

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

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

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

1. Kenai Silver Salmon Derby Grand Prize Awards, Executive Director of the Kenai Chamber of Commerce & Visitor Center, Samantha Springer.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce presented the results of the Silver Salmon Derby, noting there were 176 adult participants and 12 youth participants; 302 fish were weighed in; the adult grand prize was awarded to Tomi McMurray and the youth prize was awarded to Lily Craig.

D. UNSCHEDULED PUBLIC COMMENTS -

Marion Nelson, Board Member of the Kenai Art Center addressed the Council regarding the upcoming Harvest Auction and the activities of the Potter's Guild.

E. PUBLIC HEARINGS

1. **Ordinance No. 3485-2025** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3485-2025. Council Member Kisena **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 the Library had been receiving this grant for a couple of decades; and the funds would be utilized for purchasing materials.

Appreciation was stated for the Library's staffs continued efforts in obtaining grant funding.

VOTE:

YEA: Daniel, Sounart, Knackstedt, Askin, Kisena, Gabriel

NAY: None.

ABSENT: Douthit

MOTION PASSED.

2. **Ordinance No. 3486-2025** - Accepting and Appropriating a Grant Received from the Rasmuson Foundation for the Kenai Bronze Bear Family Sculpture Project. (Administration) [KMC 1.15.070(d)]

1. Motion for Introduction
2. Motion for Second Reading (Requires a Unanimous Vote)
3. Motion for Enactment (Requires Five Affirmative Votes)

[Clerk's Note: Vice Mayor Knackstedt reported that he was a member of the Bronze Bear Family Sculpture Project Committee and he has not nor will he receive financial gain serving on the Committee; he also noted his membership on the Kenai Community Foundation which donated funds toward the project. Council Member Askin reported that she was also a member of the Kenai Community Foundation. Mayor Gabriel ruled there was no conflict for Vice Mayor Knackstedt or Council Member Askin.]

MOTION:

Vice Mayor Knackstedt **MOVED** to introduce Ordinance No. 3486-2025. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to introduce.

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

MOTION:

Vice Mayor Knackstedt **MOVED** to conduct the second reading on Ordinance No. 3486-2025. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

MOTION:

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3486-2025. Council Member Daniel **SECONDED** the motion.

Mayor Gabriel opened the floor for public comment.

Mary Bondurant and Christine Cunningham provided an overview of the Bronze Bear Project, noting a contract was in place with the artist for the two bear cub sculptures; the funds from the Rasmuson Foundation would allow the committee to contract for the mama bear sculpture; and fundraising was still underway.

Paul Ostrander addressed the Council on behalf of the Rasmuson Foundation noting the Foundations past and present members support the project; and the decision to award was made after a presentation by the project organizers.

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

Council Members expressed their gratitude to the Rasmuson Foundation and all the others who had donated toward this project.

VOTE:

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

NAY: None.

ABSENT: Douthitt

MOTION PASSED.

F. MINUTES

1. *Regular Meeting of September 3, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

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

Approved by the consent agenda.

3. ***Action/Approval** - Confirming the Appointment of the Election Precinct Boards for the October 7, 2025 Regular City Election. (City Clerk)

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

Vice Mayor Knackstedt reported on the September 11, 2025 Work Session, next meeting October 9, 2025.

2. Airport Commission

No report, next meeting October 9, 2025.

3. Harbor Commission

No report, next meeting November 10, 2025.

4. Parks and Recreation Commission

No report, next meeting September 18, 2025 Work Session.

5. Planning and Zoning Commission

Council Member Sounart reported on the September 10, 2025 meeting, next meeting cancelled.

6. Beautification Commission

Council Member Askin reported on the September 9, 2025 Work Session, next meeting October 14, 2025.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Spinning the wheel to kick off the Silver Salmon Derby and doing the final spin for the championship weight.
- Swearing in new Police Officers Luke Michael, Tyler Greenhalgh, and Trevor Hamilton.

K. ADMINISTRATION REPORTS

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

- Recruitment for the Airport Manager, Building Official, Chief Animal Control Officer, Utility Operators and other seasonal positions were ongoing.
- The City Slash Site will close on September 28, 2025.
- The Kenai Peninsula Economic Development District (KPEDD) hosted a regional roundtable focused on affordable housing; and they continue working on the Comprehensive Economic Development Strategy.
- Storefront & Streetscape Improvement Program was accepting applications through October 17, 2025.
- The Kenai Police Department was reaccredited by the Northwest Accreditation Alliance.
- The Bluff Stabilization Project completion was anticipated for October 29, 2025.
- The City of Kenai will host the 2026 Alaska Park Association Conference in Kenai.
- Recognized Sarah Herrin for ten years of service on the Kenai Police Department.

Regarding the Bluff Stabilization Project, clarification was provided that the consultant was preparing a report on slope stabilization, access points will be evaluated after the report is received; due to the anticipated continued sloughing of the bluff, there were safety concerns related to public access; remaining funds available may be applied toward construction of access and related project needs.

2. City Attorney - No report.

3. City Clerk - Deputy City Clerk Parks reported on the following:

- Absentee voting begins Monday, September 22, 2025.

Clarification was provided polling locations were for both the City and Kenai Peninsula Borough; although the City Council may only confirm city residents to serve as poll workers, the Borough could appoint non-city residents to serve at the same location; and both of the Citizen Initiative Propositions on the Borough ballot if approved would not apply to City Elections.

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 provided an update to Council, noting they were still looking for volunteers for the Kenai River Marathon; the Annual Fundraiser was scheduled for October 4, 2025; the Haunted Chamber would run October 18 - 31, 2025; and planning for the Christmas Comes to Kenai was underway.

2. Council Comments

Council Member Sounart wished everyone a Happy Fall.

Council Member Askin thanked Library Director Wolfe for the library's efforts in managing grants; and congratulated Kenai Police Department on their reaccreditation and also congratulated the winners of the Silver Salmon Derby.

Council Member Daniel echoed Council Member Askin and reminded everyone to enjoy Fall.

Council Member Kisenia recognized the efforts of election workers and acknowledged the significant work involved in conducting elections.

Vice Mayor Knackstedt wished the public a happy Fall Equinox.

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 6:54 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 17, 2025.

Michelle M. Saner, MMC
City Clerk

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

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: OCTOBER 1, 2025

| VENDOR | DESCRIPTION | DEPARTMENT | ACCOUNT | AMOUNT |
|--------|-------------|------------|-----------|------------|
| PERS | PERS | VARIOUS | LIABILITY | 119,213.79 |

INVESTMENTS

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Shellie Saner, City Clerk

DATE: September 16, 2025

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

An application was submitted to the Alcohol and Marijuana Control Office (AMCO) for a transfer of ownership by the following establishments:

Transferor:

Applicant: D&E Investments, Inc.
D/B/A: The Bow
Physical Address: 502 S. Main Street
License Type: Beverage Dispensary
License No. 1312

Transferee:

Applicant: KJB Investments, LLC
D/B/A: Skeets Dive Bar
Physical Address: 502 S. Main Street
License Type: Beverage Dispensary
License No. 1312

The administrative review of application has been completed in accordance with KMC 2.10.010 and it has been determined that the applicant(s) have met all obligations to the City, as established within City code. With the approval of Council, a letter of non-objection to the transfer of ownership will be forwarded to AMCO and the applicant.

Your consideration is appreciated.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community
and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

Page 10

August 26, 2025

City of Kenai
Kenai Peninsula Borough

VIA Email: cityclerk@kenai.city; micheletturner@kpb.us; sessert@kpb.us; mjenkins@kpb.us;
nscarlett@kpb.us; mboehmler@kpb.us; rraidmae@kpb.us; slopez@kpb.us; jrasor@kpb.us;
hmills@kpb.us

| | | | |
|--------------------|-------------------------------|-----------------|------|
| License Type: | Beverage Dispensary | License Number: | 1312 |
| Licensee: | KJB Investments, LLC | | |
| Doing Business As: | Skeets Dive Bar | | |
| Premises Address | 502 S. Main St., Kenai, 99611 | | |
| Endorsement(s): | none | | |

- ☐ New Application
☐ Transfer of Location Application
☒ Transfer of Ownership Application
☐ Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 305.085(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,
Kristina Serezhenkov, Local Government Specialist
For,
Kevin Richard, Director
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 305 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, 3 AAC 305.045 and 3 AAC 305.060.

This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the **current** licensee and licensed establishment.

| | | | | | |
|------------------------------|----------------------------------------|----------------------|-----------|------|-------|
| Licensee: | D & E Investments, Inc. | License #: | 1312 | | |
| License Type: | Beverage Dispensary | Statutory Reference: | 04.09.200 | | |
| Doing Business As: | The Bow | | | | |
| Premises Address: | 502 S Main Street | | | | |
| City: | Kenai | State: | AK | ZIP: | 99611 |
| Local Governing Body/Bodies: | Kenai Peninsula Borough /City of Kenai | | | | |

Transfer Type:

- ☐ Regular transfer
- ☒ Transfer with security interest
- ☐ Involuntary retransfer
- ☐ Controlling interest transfer
- ☐ Location transfer

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AMCO**OFFICE USE ONLY**

| | | | |
|---------------------|--|----------------|--|
| Complete Date: | | Transaction #: | |
| Board Meeting Date: | | License Years: | |
| Issue Date: | | Examiner: | |



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 - Transferee Information

Enter information for the **new** applicant and/or location seeking to be licensed.

| | | | | | |
|----------------------------------------|----------------------|--------|----|------|-------|
| Licensee: | KJB Investments, LLC | | | | |
| Doing Business As: | Skeets Dive Bar | | | | |
| Premises Address: | 502 S Main Street | | | | |
| City: | Kenai | State: | AK | ZIP: | 99611 |
| Community Council, (If applicable): | | | | | |

| | | | | | |
|------------------|------------|--------|------------|------|-------|
| Mailing Address: | [REDACTED] | | | | |
| City: | Soldotna | State: | AK | ZIP: | 99669 |
| Email: | [REDACTED] | Phone: | [REDACTED] | | |

| | | | | |
|----------------------|--------------------|-----------------|------------|--|
| Designated Licensee: | Kelsey Meyer-Brown | | | |
| Contact Phone: | [REDACTED] | Business Phone: | [REDACTED] | |
| Contact Email: | [REDACTED] | | | |

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____

Section 3 - Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed buildingThe next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer (Must be in feet).

1,584 Feet

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer (Must be in feet.)

2,112 Feet

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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

| | | | | | |
|----------|--|--------|--|------|--|
| Name: | | | | | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |
| Email: | | Phone: | | | |

This individual is an: ☐ applicant ☐ affiliate

| | | | | | |
|----------|--|--------|--|------|--|
| Name: | | | | | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |
| Email: | | Phone: | | | |

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the application shall be executed by an authorized officer of the Corporation. Information must be completed below for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, whether manager managed or member managed, the following information must be completed for each *member with an ownership interest of 10% or more* and for each *manager regardless of ownership share*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.
- For any entity, identify all affiliates for your organization as defined at 3 AAC 305.950.

| | | | | | |
|------------------|--------------------|--------|------------|----------|-------|
| Entity Official: | Kelsey Meyer-Brown | | | | |
| Title(s): | Member /Manager | Phone: | [REDACTED] | % Owned: | 50 |
| Address: | [REDACTED] | | | | |
| City: | Soldotna | State: | AK | ZIP: | 99669 |
| Email: | [REDACTED] | Phone: | [REDACTED] | | |



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

| | | | | | |
|------------------|------------|--------|------------|----------|-------|
| Entity Official: | Jed Brown | | | | |
| Title(s): | Member | Phone: | [REDACTED] | % Owned: | 50 |
| Address: | [REDACTED] | | | | |
| City: | Soldotna | State: | AK | ZIP: | 99669 |
| Email: | [REDACTED] | Phone: | [REDACTED] | | |

| | | | | | |
|------------------|--|--------|--|----------|--|
| Entity Official: | | | | | |
| Title(s): | | Phone: | | % Owned: | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |
| Email: | | Phone: | | | |

| | | | | | |
|------------------|--|--------|--|----------|--|
| Entity Official: | | | | | |
| Title(s): | | Phone: | | % Owned: | |
| Address: | | | | | |
| City: | | State: | | ZIP: | |
| Email: | | Phone: | | | |

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). The registered agent is either an individual resident of the state or domestic corporation authorized to transact business in the state and whose business office is the same as the registered office.

| | | | | | |
|--------------------------|--------------------|-----------------|------------|-------------|-------|
| CBPL Entity #: | [REDACTED] | AK Formed Date: | 2/12/2025 | Home State: | AK |
| Registered Agent: | Kelsey Meyer-Brown | Agent's Phone: | [REDACTED] | | |
| Agent's Mailing Address: | [REDACTED] | | | | |
| City: | Soldotna | State: | AK | ZIP: | 99699 |
| Email: | [REDACTED] | Phone: | [REDACTED] | | |

Residency of Agent:

Yes No

Does your registered agent satisfy the requirement of AS 04.11.430?

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☒ ☐

MAY 27 2025



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐ ☒

If “Yes”, disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒ ☐

If “Yes”, disclose the name of the individual and the reason for this authorization:

The Law Offices of Ernouf & Coffey is assisting with the application process.

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MAY 21 2025

Dept. of Commerce
AMCO



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 - Transferor Certifications

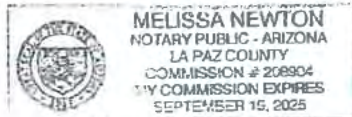
Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

Signature of transferor

Printed name of transferor

Subscribed and sworn to before me this 24 day of March, 2025



Signature of Notary Public

Notary Public in and for the State of Arizona

My commission expires Sept. 15, 2025

Signature of transferor

Printed name of transferor

Subscribed and sworn to before me this _____ day of March, 2025

Signature of Notary Public

Notary Public in and for the State of _____

My commission expires, _____

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MAY 21 2025

Dept. of Commerce
AMCO



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

B. Dianne Ireland

Signature of transferor

B. Dianne Ireland

Printed name of transferor

Subscribed and sworn to before me this 25 day of March, 2025.

Elizabeth A. Robinson

Signature of Notary Public

Notary Public in and for the State of WashingtonMy commission expires: Sept 23, 2026_____
Signature of transferor_____
Printed name of transferorSubscribed and sworn to before me this _____ day of March, 2025._____
Signature of Notary Public

Notary Public in and for the State of _____

My commission expires: _____

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MAY 21 2025



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

KMB

I certify that all proposed licensees have been listed with the Division of Corporations.

KMB

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

KMB

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

KMB

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

KMB

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

KMB

I certify that I and any individual identified in the business entity ownership section of this application, has, or will read AS 04 and its implementing regulations.

KMB

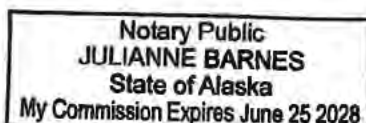
Kelsey Meyer-Brown
Signature of transferee
Kelsey Meyer-Brown

Printed name

Julian Barnes
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: June 25, 2028



Subscribed and sworn to before me this March day of 2025

RECEIVED

MAY 21 2025



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram ✓

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all alcohol license applications, per AS 04.11.260, 3 AAC 305.630 and 3 AAC 305.660. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete. You may attach blueprints or other detailed drawings that meet the requirements of this form.

The diagram MUST include:

- You must use a **solid, contiguous red line** to outline the outer perimeter of your premises with no breaks or separations.
 - The red outline is required to follow a physical barrier (wall, fence and even across doorways).
 - There should be no red lines within the perimeter
- Each area should be clearly labeled in any color other than red where alcohol is:
 - Stored
 - Served/Sold
 - Manufactured
 - Consumed
- All diagrams must include:
 - Dimensions (AMCO does not accept diagrams drawn to scale)
 - Cross streets
 - Points of reference, such as a compass rose indicating True North
 - All entrances, exits, walls, bars, and fixtures
- If your premises include multiple floors, please include a separate diagram of each floor.
 - You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.
- Any license applications that include outdoor space** are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

| | | | |
|--------------------|----------------------|-----------------|-------|
| Licensee: | KJB Investments, LLC | License Number: | 11312 |
| License Type: | Beverage Dispensary | | |
| Doing Business As: | Skeets Dive Bar | | |
| Premises Address: | 502 S Main Street | | |
| City: | Kenai | State: | AK |
| | | ZIP: | 99611 |



RECEIVED

MAY 21 2025

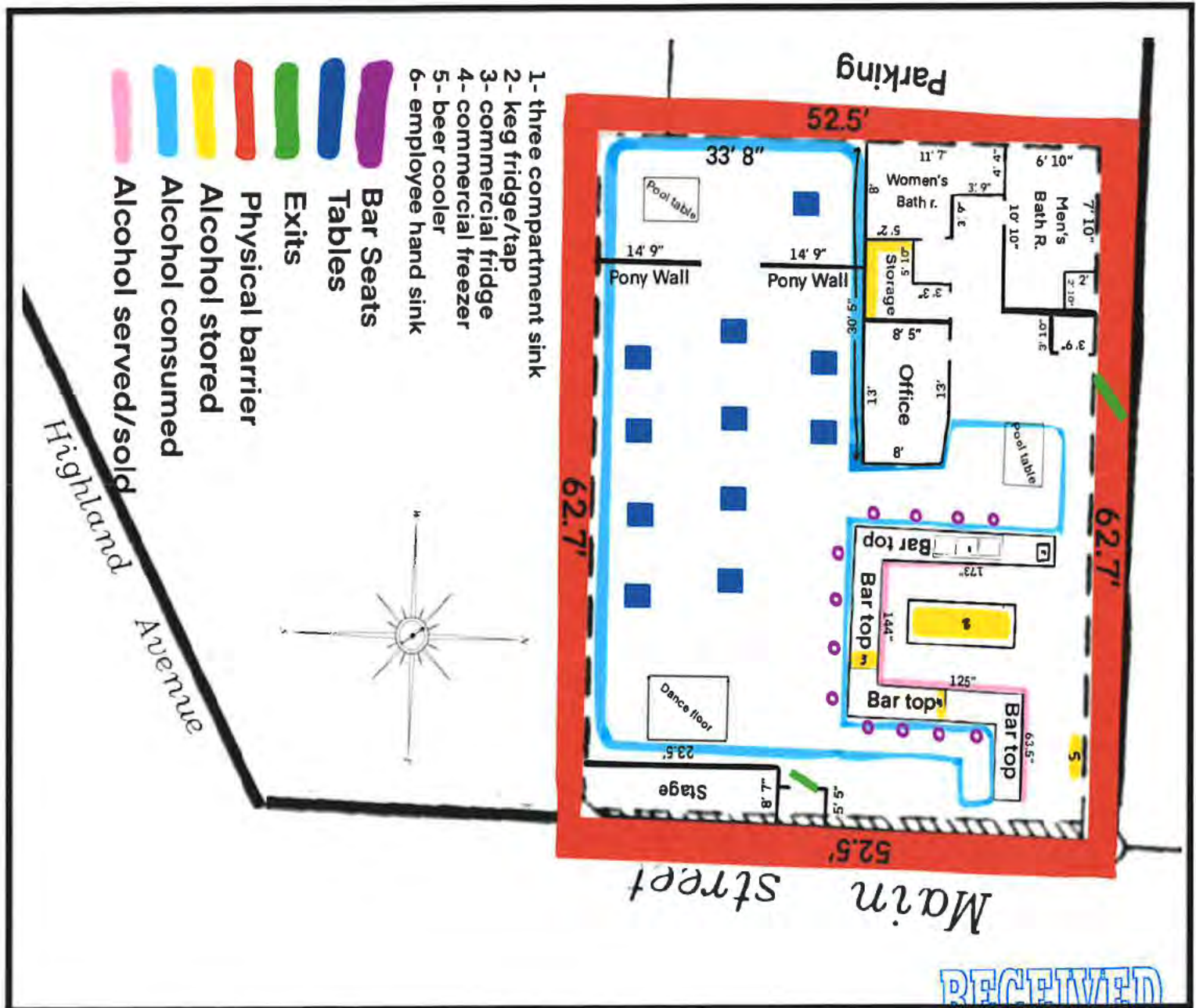
Dept. of Commerce
AMCO



Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

Section 2 – Detailed Premises Diagram

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. See above for detailed instructions.





Tuesday, September 16, 2025

Sent via email: cityclerk@kenai.city

Shellie Saner, City Clerk
City of Kenai

RE: Non-Objection of Application

| | | |
|--------------------|---|-------------------------------------------------------|
| Licensee/Applicant | : | KJB Investments, LLC |
| Business Name | : | Skeets Dive Bar |
| License Type | : | Beverage Dispensary |
| License Location | : | 502 South Main Street, Kenai, AK 99611, City of Kenai |
| License No. | : | 1312 |
| Application Type | : | Transfer of Name Transfer of Owner |

Dear Ms. Saner,

This serves to advise that the Kenai Peninsula Borough has reviewed the above referenced application and has no objection.

Should you have any questions, or need additional information, please do not hesitate to let us know.

Sincerely,

Michele Turner, CMC
Borough Clerk

cc: k.raeann711@gmail.com;

<mailto:amco.localgovernmentonly@alaska.gov>



Sponsored by: Administration

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

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

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

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

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

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

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

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

Senior Citizen Special Revenue Fund:

Increase Estimated Revenues –

Donations

\$6,000

Increase Appropriations –

Congregate Meals – Operating Supplies

\$6,000

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15th DAY OF OCTOBER, 2025.

Brian Gabriel Sr., Mayor

Ordinance No. 3487-2025

Page 2 of 2

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:

October 1, 2025

Enacted:

October 15, 2025

Effective:

October 15, 2025



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: September 10, 2025

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

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

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

The donation will be used as follows:

| | |
|---------------------------------------|----------------|
| Congregate Meals – Operating Supplies | <u>\$6,000</u> |
|---------------------------------------|----------------|

Thank you for your consideration.



Sponsored by: Administration

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

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

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

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

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

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

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

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

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

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

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

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

General Fund:

Increase Revenues –
Donations

\$55,000

Increase Appropriations–
Buildings

\$55,000

Section 3. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15th DAY OF October, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



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



KENAI

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: Tyler Best, Parks and Recreation Director

DATE: September 22, 2025

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

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

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

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

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

**AGREEMENT BETWEEN THE CITY OF KENAI AND KENAI PENINSULA SOCCER CLUB
FOR A PAVILLION LOCATED AT THE KENAI SPORTS COMPLEX**

This document constitutes the Agreement between the CITY of Kenai ("CITY") a Home Rule Alaska Municipal Corporation, 210 Fidalgo Avenue, Kenai, Alaska 99611-7794, and the Kenai Peninsula Soccer Club ("KPSC"), a 501(c)(3) whose address is PO Box 393, Kenai Alaska 99611 for KPSC to construct and donate a Pavilion to the CITY located on CITY owned Parcel No. 04301038, as further described below.

WHEREAS, the CITY owns a parcel of land within the corporate boundaries of the CITY of Kenai, Physical Address 13072 Kenai Spur HWY, more particularly described as T 6N R 12W SEC 36 SEWARD MERIDIAN KN – that portion of the E1/2 lying Northeasterly of the Kenai Spur HWY and North of Evergreen Tract A Resub and South of Jettison Junction Sub and Southeasterly of Ballfield Sub excluding Evergreen Sub Kim Add, of approximately 53.8 acres in size (the "PROPERTY"); and,

WHEREAS, the CITY and KPSC cooperatively maintain and use the PROPERTY, known as the Kenai Sports Complex for KPSC's mission of fostering "a lifelong love for soccer by providing an inclusive, supportive, and challenging environment that promotes excellence on the pitch"; and,

WHEREAS, the PROPERTY is used by other community groups for various activities as well; and,

WHEREAS, KPSC desires to construct a Pavilion on the PROPERTY and donate it to the CITY to enhance the usability and community experience at the PROPERTY; and,

WHEREAS, the CITY desires to accept the donation of the Pavilion for the benefit of the community; and,

WHEREAS, the CITY and KPSC agree to the donation and acceptance of the donation, under the following terms provided below:

NOWTHEREFOR, for good and valuable consideration:

1. If the CITY and KPSC both agree the completed value of the Pavilion will be approximately \$55,000 as of the date of anticipated completion.
 2. KPSC is responsible for obtaining a building permit and constructing the Pavilion as provided in the approved Building Plan at its sole cost at a location on the Property mutually agreed to.
 3. KPSC agrees that it will use professional licensed and bonded contractors to complete construction of the Pavilion in compliance with CITY building codes. Insurance carried by contractor's must name City as additional insured for project.
 4. KPSC agrees to indemnify (to include payment of all costs of defense including without limitation actual attorney's fees) and save harmless the CITY, its officers and employees, from all suits, actions, or claims of any character brought because of any injuries, death, or
-

damage received or sustained by any person, persons or property on account of or in consequence of any neglect in safeguarding the Pavilion during construction; or through the use of unacceptable materials in constructing the Pavilion; or because of any act of omission, neglect, or misconduct of KPSC, its agents and contractors; or from any claims or amounts arising or recovered under the "Worker's Compensation Act," or any other law, order, or decree. The liability assumed by KPSC includes without limitation claims for labor and materials furnished for the construction of the Pavilion.

5. Upon final completion of the Pavilion, the CITY will accept ownership of the Pavilion, and assume the right, without obligation to maintain, repair, and reconstruct the Pavilion.
6. The CITY will assume all ownership and control of the Pavilion upon its final completion, and makes no guarantees or promises to KPSC unless expressly provided in this Agreement.
7. KPSC will not be charged any specific fees for use of the Pavilion.
8. The CITY and KPSC agree that the CITY may authorize other uses for the Pavilion and that the CITY may charge fees for the benefit of the CITY from other groups or entities use of the Pavilion.

CITY

KPSC

By: _____
 Terry Eubank
 CITY Manager

By: _____

ACKNOWLEDGEMENT BY NOTARY PUBLIC

State of Alaska)
) ss
 Third Judicial District)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
 by Terry Eubank, CITY Manager for the CITY of Kenai.

 Notary Public of Alaska
 My Commission Expires: _____

State of Alaska)
) ss
 Third Judicial District)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025,
 by _____ of the Kenai Peninsula Soccer Club.

 Notary Public of Alaska
 My Commission Expires: _____



Sponsored by: Legal

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

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

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

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

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

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

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

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

[7.15.100 PURCHASES AND SALES—CERTAIN CITY OFFICERS.

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

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

Section 2. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 3. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 15th DAY OF October, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

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



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Scott Bloom

DATE: September 22, 2025

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

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

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

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

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



PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL

COUNCIL MEETING OF: OCTOBER 1, 2025

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

INCREASE OF EXISTING PURCHASE ORDER

| VENDOR | DESCRIPTION | P.O. # - DEPT. | REASON | AMOUNT | TOTAL PO AMT |
|--------------------------------|--------------------------------------------------------|---------------------------|--------------------------------------------|---------------|---------------------|
| HDL ENGINEERING CONSULTANTS | KENAI MUNICIPAL AIRPORT REHABILITATE RUNWAY 02L/20R | 122479 - A/P IMPROVEMENTS | CONSTRUCTION ADMINISTRATION SERVICES | 2,109,705.00 | 3,291,578.00 |



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: September 23, 2025

SUBJECT: **Kenai Municipal Airport Rehabilitate Runway 02L/20R Project – PO Increase**

The Public Works Department recommends an increase of \$2,109,705 to the Kenai Municipal Airport Rehabilitate Runway 02L/20R Project contract with HDL Engineering Consultants, Inc (HDL). to perform construction administration services for the project. The existing contract is for \$1,181,873 to complete condition assessment, environmental assessment, design and bidding services. The project is being funded through a grant from the Federal Aviation Administration (FAA) with a total expected project cost of \$22,889,946. The City of Kenai is paying 5% of the project costs for the grant totaling \$1,144,497.

HDL has been completing all of the design work on this project through the bidding phase and assisting with the grant application to the FAA. We are currently contracted with HDL for airport design services through a term contract that went through a competitive request for proposals process. The FAA procurement requirements do not allow cost to be a factor when selecting design consultants for Airport Improvement Program associated work and all costs are negotiated on a per project basis after awarding based on qualifications. Furthermore, if the City were to complete a public request for proposals for construction administration services, cost would not be allowed to be a factor for selection. A different scope of work for the construction administration services than was used for the grant application would also have to be developed to allow HDL to propose on the work to not have a competitive advantage and it would be possible that a different consultant could propose higher costs than our current recommendation.

The construction administration services will require extensive onsite and office work to inspect and monitor the work and complete all record keeping requirements and submittals to the FAA. Construction work schedules have not been finalized, but the proposal from HDL includes onsite construction inspection and material testing services 24 hours a day, 6 days a week. It also includes staff in the office documenting, record keeping and auditing work for FAA requirements. Material testing to verify proper construction of the runway will be significant. HDL has a team of professionals that have completed similar scopes of work for other airport projects in Alaska and will provide a quality service for the City of Kenai. We recommend approving this increase to complete this work.

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

FROM: Shellie Saner, City Clerk

DATE: September 23, 2025

SUBJECT: **Action/Approval** - Confirmation of Mayoral Nominations of Student Representatives to City Council, and Parks & Recreation Commission.

Pursuant to Kenai City Council Student Representative Policy 20.100, Student Representative Applications and informational packet were distributed to Kenai Central High School, Kenai Alternative High School and Connections Homeschool. Three applications were received, all applicants meet the requirements for appointment as Student Representative. Mayor Gabriel has requested Council Confirmation of the following appointments:

Josh Bolling - Student Representative to City Council
Term October 1, 2025 - August 31, 2026

Xiling Tanner - Student Representative to Parks & Recreation Commission
Term: October 1, 2025 - August 31, 2026

Your consideration is appreciated.



Application for City of Kenai Student Representative

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

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

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

- | | |
|----------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Harbor Commission |
| <input type="checkbox"/> Beautification Commission | <input type="checkbox"/> Parks & Recreation Commission |
| <input checked="" type="checkbox"/> City Council (<i>must reside in City Limits</i>) | <input type="checkbox"/> Planning & Zoning Commission |
| <input type="checkbox"/> Council on Aging Commission | |

Applicant Information:

Name: Josh Bolling Home Phone: N/A
 Mailing Address: [Redacted] Kenai, AK Cell Phone: [Redacted]
99611
 Residence Address: Same Alt. Phone: N/A
 Email Address: [Redacted] Grade Level: Junior (11)

- Do you reside within the Kenai City Limits? ☒ Yes ☐ No
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you a student in good standing at a School within Kenai City Limits? ☒ Yes ☐ No

School attending: Kenai Central High School

- Are you a member of a leadership group or student council of your school? ☒ Yes ☐ No

Identify your leadership group: School board committee, Student body treasurer,

- If the Commission or Council you applied for is unavailable, would you be open to appointment to a different one. If yes, please indicate which ones by listing one or more in the order of preference for appointment.

- | | |
|------------------------|----------|
| 1. <u>City Council</u> | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

****Complete Reverse Side****

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

Last year serving on the airport commission provided me with good experience. Leadership and local government have piqued my interest in the last few years and I believe that I would follow all the rules of the council. This year I'm serving on the school board curriculum commission as well as being the student body treasurer.

Parent or Legal Guardians Approval

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

Signature of Parent or Legal Guardian: [Signature]

Date: 8-28-25

School Administration Approval

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

↑ Print School Name

Signature of Principal: [Signature]

Date: 8/29/25

Students Affidavit

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

Signature of Applicant: Josh Bolling

Date: 8-28-25

FOR OFFICE USE ONLY

Resident of the City:

☒ -Yes

☐ -No

Student in good standing at a School in City Limits:

☒ -Yes

☐ -No

Obtained Parent or Legal Guardians Permission:

☒ -Yes

☐ -No

Obtained School Administrations Permission:

☒ -Yes

☐ -No



Application for
City of Kenai Student Representative

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

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

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

- | | |
|------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Harbor Commission |
| <input type="checkbox"/> Beautification Commission | <input type="checkbox"/> Parks & Recreation Commission |
| <input checked="" type="checkbox"/> City Council | <input type="checkbox"/> Planning & Zoning Commission |
| <input type="checkbox"/> Council on Aging Commission | |

Applicant Information:

Name: Xiling Tanner Home Phone: [REDACTED]
 Mailing Address: [REDACTED] Cell Phone: [REDACTED]
 Residence Address: [REDACTED] Alt. Phone: _____
 Email Address: [REDACTED] Grade Level: 11th

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

- | | |
|---------------------------------------------|-----------------------------|
| 1. <u>Parks & Recreation Commission</u> | 4. <u>Harbor Commission</u> |
| 2. <u>Planning & Zoning Commission</u> | 5. _____ |
| 3. <u>Airport Commission</u> | 6. _____ |

****Complete Reverse Side****

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

Over the past year, I have had the privilege of serving as the student representative to the Kenai City Council where I gained valuable insight into the workings of local government and the importance of student voices in civic decisions. This experience taught me how to communicate effectively between students and city leaders, present concerns thoughtfully, and contribute to meaningful discussions on community issues. I would be honored to continue building on this knowledge in the coming year, with the goal of making a greater impact and serving both the council and the student body more effectively.

Parent or Legal Guardians Approval

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


Signature of Parent or Legal Guardian: 

Date: 9/4/2025

School Administration Approval

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

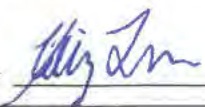
↑ Print School Name

Signature of Principal: 

Date: 9/4/25

Students Affidavit

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

Signature of Applicant: 

Date: 9/4/2025

FOR OFFICE USE ONLY

| | | |
|------------------------------------------------------|------------------------------------------|------------------------------|
| Resident of the City: | <input checked="" type="checkbox"/> -Yes | <input type="checkbox"/> -No |
| Student in good standing at a School in City Limits: | <input checked="" type="checkbox"/> -Yes | <input type="checkbox"/> -No |
| Obtained Parent or Legal Guardians Permission: | <input checked="" type="checkbox"/> -Yes | <input type="checkbox"/> -No |
| Obtained School Administrations Permission: | <input checked="" type="checkbox"/> -Yes | <input type="checkbox"/> -No |



MEMORANDUM

TO: Mayor Gabriel & Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: September 24, 2025

SUBJECT: **Action/Approval** - Directing the Planning & Zoning Commission to explore the issue of tent camping within the City.

In early July 2025, both the City Manager's office and the Planning & Zoning Department received inquiries from residents regarding activities on a parcel located on Third Street. Reports indicated that tents, portable restrooms, and a dumpster had been placed on the property.

Planning staff reviewed the parcel's ownership records and noted a recent transfer. Staff also conducted a site visit and confirmed the presence of several tents along the property's perimeter. Staff also spoke with an individual on-site who indicated that the property was being used solely for private, non-commercial purposes. The site appeared orderly at the time of the visit.

Staff then researched the Kenai Municipal Code to determine the extent to which camping, and specifically tent camping in residential zones, is addressed. While the Code includes restrictions related to recreational vehicle (RV) use, there are limited references specific to tent camping. The current applicable provisions are outlined below.

13.10.060 – Sanitary Facilities for Camping on Private Property

- (a) Camping on private property, without the written permission of the owner is prohibited.
- (b) The person camping shall be in possession of written permission from the owner of said property which shall include the name of the person allowed to camp on the owner's property and shall specifically state the owner's permission for the camper to use the sanitary facilities of the property owner and state the location of the facilities.
- (c) Sanitary facilities shall be provided by the property owner who allows camping on their property and shall be adequate for the number of persons camping on the property and shall be located within a reasonable proximity of the camping area.
- (d) A violation of any provision of KMC 13.10.060 shall be punishable by a fine as provided for violations in KMC 13.05.010 [up to \$500]. A recreational vehicle, motorhome, or camper with adequate self-contained sanitary facilities shall be considered to have adequate sanitary facilities for purposes of this ordinance.

13.20.035 - Camping, Fires, and Other Activities on City Beaches.

- (a) The intent of this section is to regulate camping, fires and other activities on City beaches that threaten or have the potential to threaten or damage public and private property, use and enjoyment of the beaches, public safety, health and welfare, and other City interests.
 - (1) Camping, starting or maintaining open fires, and parking on City beaches is prohibited as follows:
 - (i) On that portion of the South Beach beginning at the line common to the NE $\frac{1}{4}$, and SE $\frac{1}{4}$, of Section 7, Township 5 North, Range 11 West, Seward Meridian Alaska South to the City of Kenai boundary, located on Section 7 and 18, Township 5 North, Range 11 West, Seward Meridian, as shown on Appendix III of this title.
 - (ii) On all City beaches, the burning of pallets and other wood materials containing metal fasteners.
 - (2) With reasonable public notice, and without further authorization, the City Manager may temporarily close City beaches or portions thereof to camping, starting or maintaining open fires, parking, vehicular access and other similar activities. Causes for such temporary closures include but are not limited to extreme high tides, conditions creating high fire dangers, health hazards, high waters or flooding or other risks to public safety, health or welfare or for the maintenance of City owned or managed property.
 - (i) Any temporary closure described in subsection (a)(2) of this section authorized by the City Manager must be reported to Council at the next Council meeting after the temporary closure takes effect.
 - (ii) Temporary closures authorized by the City Manager as described in subsection (a)(2) of this section may not exceed thirty (30) days. The Council may extend and modify closures by resolution.
- (b) "City beaches," for purposes of this section, means the areas of the North and South Beach
- (c) A violation of this section shall be punishable as provided in KMC 13.05.010 [up to \$500], except that a violation of subsection (a)(1)(ii) of this section shall be punishable by a fifty dollar (\$50.00) fine.
- (d) The provisions of this section do not apply to governmental officials in the performance of their official duties, or to private property owners otherwise lawfully engaged in activities on their private property.

18.35.010 - Overnight Camping

- (a) Overnight camping shall be allowed only in designated areas and only in City Parks assigned for camping. Overnight camping is not allowed on any other City owned property without specific written approval of the City Manager.
- (b) Designated areas for camping will be determined by the City Manager or his designee.
- (c) Overnight camping in the designated area shall not exceed three consecutive twenty-four (24) hour periods in any ten (10) day period.
- (d) Camping fees shall be established from time to time by resolution of the Council and shall be payable in advance.



18.35.020 – No Camping Under Shelters

- No person shall set up a camp beneath or within fifteen (15) feet of a shelter provided in a public park.

Further provisions regarding camping with a RV specifically are covered under code:

14.20.245 - Recreational Vehicles.

- (a) Recreational vehicle parks may be allowed by conditional use permit as provided by the Land Use Table. Prior to issuance of a recreational vehicle park conditional use permit, the parks shall meet the following conditions:
 - (1) Adequate utilities for projected or actual use shall be available.
 - (2) The projected or actual use shall not threaten the health and safety of adjoining landowners or recreational vehicle users in the park.
 - (3) Any and all specific conditions required to comply with subsections (a)(1) and (2) as determined by the Planning and Zoning Commission shall be met by the applicant.
- (b) Maintenance of Parks. Recreational vehicle parks are not to become a nuisance to surrounding properties. Recreational vehicle parks shall control dust, shield lighting from other properties, prohibit loud noises and maintain a clean and orderly appearance free from refuse.
- (c) Revocation of Permit. The conditional use permit may be revoked by the Commission if the conditions set forth in subsections (a) and (b) above are not maintained.
- (d) Prohibited Use of Recreational Vehicles. No person may occupy or utilize any recreational vehicle as living quarters or sleeping accommodations under any of the following conditions:
 - (1) While such vehicle is parked on any street, road, alley, or right-of-way.
 - (2) While such vehicle is parked on City property not designated as a recreational vehicle park.
 - (3) While such vehicle is parked on private property and set up for long term use. Long term use includes, but is not limited to, connection to external fuel tanks or natural gas, skirting in, connection to water, sewer, electrical or natural gas, or exceeding thirty (30) consecutive days.
 - (4) While the recreational vehicle is parked on private property with no principal permitted structure located on the property, except as otherwise allowed in KMC 14.20.245(e).
- (e) Exceptions to Prohibited Uses.
 - (1) Subsection (d) above shall in no way be construed as to prevent the historical use of recreational vehicles by workers employed in the cannery business if the recreational vehicles are on cannery property, are used only during the cannery season, and adequate utilities are available and their use will not threaten the health and safety of adjoining land owners or others.
 - (2) Recreational vehicles may be set up as living or sleeping quarters in mobile home parks under the provisions of KMC 14.20.240.
 - (3) For purposes of promoting tourism or industry, the City Manager may from time to time temporarily designate portions of City property for the parking of recreational vehicles. Vehicles parked upon City property so designated are exempt from the general requirements of this code section.



- (4) Recreational vehicles may be set up as living or sleeping quarters by permit in conjunction with an active building permit under the following conditions:
 - (A) During the period of April 1st until October 31st.
 - (B) On bona fide construction sites.
 - (C) One (1) recreational vehicle per construction site.
 - (D) Permits are for a maximum of one hundred eighty (180) days.
- (5) From May 1st to September 1st, a maximum of two (2) recreational vehicles per lot may be occupied or utilized as living quarters or sleeping accommodations in the Recreation Zone without the need for a conditional use permit, provided the requirements of KMC 14.20.245(a)(1), (a)(2) and 14.20.245(b) are met.

Recommendations

Based on these public inquiries, and with limited provisions in Kenai Municipal Code regarding tent camping in residential zones, it is recommended that Council refer to the Planning & Zoning Commission for further discussion and scheduling a public hearing to determine potential actions. Recommendations, if any, would be submitted by the Planning & Zoning Commission to Council for your consideration. If you support this recommendation, the following motion is respectfully requested.

Motion 1

Move to approve directing the Planning & Zoning Commission to explore the issue of tent camping within the City and make appropriate recommendations to Council.

Thank you for your consideration.



**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
SEPTEMBER 10, 2025 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE CHAIR EARSLEY, PRESIDING**

Page 47

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on September 10, 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
Jeanne Reveal
Gwen Woodard

Gwen Woodard
Diane Fikes

A quorum was present.

Absent:

Jeff Twait
Glenese Pettey

Stacie Krause

Also in attendance were:

Kevin Buettner, Planning Director
Deborah Sounart, City Council Liaison
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Commissioner Reveal **MOVED** to approve the agenda and consent agenda. Commissioner Woodard **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 August 27, 2025.

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

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

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-28. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to PZ2025-28.

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

Darrin Marion addressed the Commission in support of the Conditional Use Permit, noted he had resided on Third Street for 27-years; stated the residents had personally built, maintained and plowed the road for the past 20-years without help from the City; and expressed concerns about the road being blocked by berms at the end of the road.

The applicant Emmet Heidemann in response to questions from the Commission clarified, placement of the connex would not impact his utilities; currently there was no electricity on the property; and this was just raw land.

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

Commission Members spoke in support of Resolution PZ2025-28, recognizing that the intent is short-term, and was intended for development.

VOTE:

YEA: Woodard, Reveal, Earsley, Fikes

NAY: None

ABSENT: Twait, Pettey, Krause

MOTION PASSED.

Vice Chair Earsley noted the 15-day appeal period.

- G. **UNFINISHED BUSINESS** - None.
- H. **NEW BUSINESS**

1. **Discussion** - P&Z Meeting Schedule FY2026

Director Buettner opened the discussion noting possibility of reducing the regular meetings to once per month; through the summer every other meeting was cancelled; if time sensitive business came up a Special Meeting could be scheduled; and it would take a recommendation to Council to change the schedule.

There was Commission discussion in supporting, noting reducing the number of meetings would support efficiency and cost savings; however, emphasis must be added that the public still had opportunities

for input; concerns were noted regarding the possibility of long sessions when only conducting meetings once per month; and support was stated for a draft policy and recommendation to Council be brought forward to allow the absent Commissioners the opportunity to provide input on the subject.

2. Discussion - Capital Improvement Plan FY2027-2031

Commission Members spoke in support of requesting funding to update the City's Comprehensive Plan, noting it was adopted in 2016; growth and development over the past decade supported a review to ensure community goals aligned.

I. REPORTS

1. Planning Director Buettner thanked the Commission Members for their support and understanding while his administrative staff was assisting at the Airport.

2. Vice Chair Earsley thanked the Commission for their support while she chaired the meetings.

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.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: October 8, 2025 - Work Session.

L. PENDING ITEMS - None.

M. ADJOURNMENT

N. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:44 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 10, 2025.

Logan Parks
Deputy City Clerk

Community Open House

ALASKA LNGTM

Please join Glenfarne Alaska LNG and the
Alaska Gasline Development Corporation for
an open house for the Alaska LNG Project

When: Wednesday, October 8th from 5:30-7:30pm

Where: Nikiski Community Recreation Center
50097 Kenai Spur Highway
Nikiski, AK 99611



alaskalng@glenfarnecompanies.com



MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, City Clerk
DATE: September 21, 2025
SUBJECT: Liquor License Renewal Annual Report

Renewals:

The following lists identifies active-operating Liquor licenses which will expire **December 31, 2025**. Licenses are listed by type and are operating within Kenai City limits. If the administration finds no grounds to protest the renewal of a license with no changes to the current operations, a notice of non-objection will be issued administratively. Should any grounds for protest be identified, a public hearing before Council will be scheduled for formal protest procedures. (KMC 2.10)

Beverage Dispensary

1. G&B Inc. DBA: The White Mouse - License No. 204
Physical Address: 815 Frontage Road, Kenai, AK

Beverage Dispensary - Tourism

1. Shilling Alaska, Inc. - DBA: Uptown Motel / Louie's - License No. 1859
Physical Address: 47 Spur View Drive, Kenai, AK
2. Shilling Alaska, Inc. - DBA: Uptown Motel / Back Door Lounge - License No. 2237
Physical Address: 18021 Kenai Spur Highway, Kenai, AK
3. Upper Deck LLC - DBA: The Upper Deck - License No. 2993
Physical Address: 305 N. Willow Street, Kenai, AK
4. Mitak LLC - DBA: Main Street Tap & Grill - License No. 4555
Physical Address: 10800 Kenai Spur Highway, Kenai, AK

Club

1. Fraternal Order of Eagles, Kenai Peninsula Aerie No. 3525 - DBA: Frat Order of Eagles #3525 - License No. 337
Physical Address: 5765 Spur Highway, Kenai, AK
2. George H Plumey Memorial Post 20 American Legion - DBA: George H Plumey Memorial Post 20 American Legion - License No. 1380
Physical Address: 902 Cook Avenue, Kenai, AK
3. Kenai Elks Lodge #2425 - DBA: Kenai Elks Lodge #2425 - License No. 5644
Physical Address: 205 Barnacle Way, Kenai, AK

Package Store

1. Country Liquor LLC - DBA: Country Liquor - License No. 1308
Physical Address: 140 S. Willow Street, Kenai, AK
2. Walmart, Inc. - DBA: Wal-Mart Supercenter #4474 - License No. 4878
Physical Address: 10096 Kenai Spur Highway, Kenai, AK

Restaurant Eating Place

1. Los Compadres Mexican Restaurant LLC - DBA: Los Compadres Mexican Restaurant - License No. 5859
Physical Address: 10672 Kenai Spur Highway #108, Kenai, AK
2. Jersey Subs AK LLC - DBA: Jersey Subs - License No. 5900
Physical Address: 106 S. Willow Street, Suite 3, Kenai, AK

Continuations:

Alaska Statutes 04.11.480 in part provides, “a local governing body may protest the continued operation of a license or endorsement during the second year of the biennial license. The following lists identifies active-operating Liquor licenses which will expire **December 31, 2026**. Licenses are listed by type and are operating within Kenai City limits. If the administration finds no grounds to protest continued operations, no actions will be taken. Should any grounds for protest be identified, a public hearing before Council will be scheduled for formal protest procedures. (KMC 2.10)

Beverage Dispensary

1. Kenai Joe’s Taphouse, LLC - DBA: Kenai Joe’s Taphouse, LLC - License No. 626
Physical Address: 800 Cook Avenue, Kenai, AK
2. D & E Investments Inc. - DBA: The Bow - License No. 1312
Physical Address: 502 Main Street, Kenai, AK
3. Solitaire, LLC - DBA: Pizza Paradisos - License No. 3032
Physical Address: 815 Frontage Road, Kenai, AK
4. Don Jose’s, LLC - DBA: Martha’s Cocina - License No. 3039
Physical Address: 205 S. Willow Street, Kenai, AK

Golf Course - Seasonal

1. KNC Golf Inc. - DBA: Kenai Golf Course - License No. 5788
Physical Address: 1420 Lawton Drive, Kenai, AK

Outdoor Recreation Lodge

1. The Cannery Lodge LLC - DBA: The Cannery Lodge - License No. 5369
Physical Address: 2101 Bowpicker Lane, Unit 13, Kenai, AK

Package Store

1. Carr-Gottstein Foods Co. - DBA: Oaken Keg #1808 - License No. 3218
Physical Address: 10576 Kenai Spur Highway, Kenai, AK

2. Three Bears Alaska, Inc. - DBA: Three Bears - License No. 4118
Physical Address: 1057 Kenai Spur Highway, Kenai, AK
3. AK, Inc. - DBA: Speedway Express - License No. 4544
Physical Address: 11120 Kenai Spur Highway, Kenai, AK

Recreational Site-Seasonal

1. Peninsula Oilers Baseball Club Inc. - DBA: Peninsula Oilers - License No. 846
Physical Address: 103 S. Tinker, Kenai, AK

Restaurant Endorsement

1. Salamatof Cannery Lodge LLC - DBA: Salamatof Canner Lodge - License No. 15960
Physical Address: 2291 Bowpicker Lane, Kenai, AK

Restaurant Eating Place

1. Ramon Gonzalez - DBA: Playa Azul - License No. 5224
Physical Address: 12498 Kenai Spur Highway #1, Kenai, AK



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and City Council Members

FROM: Shellie Saner, City Clerk

DATE: September 23, 2025

SUBJECT: **Open Nomination for appointments to the City of Kenai Arbitration Panel.**

Purpose: The purpose of the Personnel Board - Arbitration Panel is to hear appeals from City employees in the classified service on disciplinary actions which resulted in suspension, demotion, or dismissal. (KMC 23.35.030(e))

Vacancies: There are currently three vacancies on the Arbitration Panel; additionally, another three members who indicated they will not reapply have terms ending on December 31, 2025, which will result in six vacancies on this twelve-member panel. Vacancies on the Arbitration Panel are chosen by the City Council from nominees made by both City employees and members of the City Council. (KMC 23.35.032(a))

Qualifications: To be eligible to serve on the Arbitration Panel, members must be a resident of the City of Kenai and must not hold any other office or position in the government of the City. (KMC 23.35.032(c))

Terms: Members of the Arbitration Panel serve three-year terms, beginning on January 1 and ending on December 31. (KMC 23.35.032(c)).

How to Nominate: If you wish to nominate an individual for consideration for appointment, please have your nominee complete the attached nomination form and submit it to the City Clerk's Office at 210 Fidalgo Ave., Kenai, Alaska.

Application Deadline: Applications will be accepted until all vacancies are filled.



Personnel Arbitration Panel Nomination Form

Page 55

Application to be completed by nominee.

First Name: *

Last Name: *

Residence Address: *

If appointed, select items approved for publication on City Website:

☐ Primary Phone

☐ Home Phone

☐ Email

Mailing Address: *

Mailing City: *

Mailing State: *

Mailing Zip: *

Primary Phone: *

Home Phone:

E-mail: *

How long have you been a resident of the City of Kenai? *

Members must be a resident of the City of Kenai and must not hold another office or position in the government of the City of Kenai.

Name of Spouse:

Name of Employer:

Name of Nominator: *

Members of the Arbitration Panel shall be chosen by the City Council from nominees made by City employees and members of the City Council.

Why do you want to be involved with the Personnel Arbitration Panel?

List Current Organization Memberships:

List Past Organization Memberships:

What background, experience or other credentials do you possess to bring to the Personnel Arbitration Panel?