



Kenai City Council - Regular Meeting

September 17, 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*)

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

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

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)
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)

F. MINUTES

1. *Regular Meeting of September 3, 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** - Confirming the Appointment of the Election Precinct Boards for the October 7, 2025 Regular City Election. (City Clerk)

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/meeting/register/3QJIMxdhRzSWq6ilwDzdGg>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3485-2025**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT FROM THE STATE OF ALASKA FOR THE PURCHASE OF LIBRARY MATERIALS.

WHEREAS, the Kenai Community Library received the FY 2026 Public Library Assistance grant of \$7,000 from the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums; and,

WHEREAS, the funds will be used to purchase library materials; and,

WHEREAS, it is in the best interest of the City of Kenai to appropriate these grant funds for the purpose intended.

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

Section 1. That the City Manager is authorized to accept a grant in the amount of \$7,000 and to execute grant agreements and to expend the grant funds to fulfill the purpose and intent of this Ordinance.

Section 2. That the following budget revision is authorized:

General Fund:

Increase Estimated Revenues –	
Library - State Grants	<u>\$7,000</u>

Increase Appropriations –	
Library - Books	<u>\$7,000</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 17TH DAY OF SEPTEMBER, 2025.


Brian Gabriel Sr., Mayor

ATTEST:

Ordinance No. 3485-2025
Page 2 of 2

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:

September 3, 2025

Enacted:

September 17, 2025

Effective:

September 17, 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: Katja Wolfe, Library Director

DATE: August 22, 2025

SUBJECT: **Ordinance No. 3485-2025** - Accepting and Appropriating a Grant from the State of Alaska for the Purchase of Library Materials.

The Kenai Community Library has been awarded the annual Public Library Assistance Grant by the State of Alaska, Department of Education and Early Development, Division of Library, Archives & Museums. The amount for FY 2026 is \$7,000.

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

Your consideration is appreciated.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3486-2025**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT RECEIVED FROM THE RASMUSON FOUNDATION FOR THE KENAI BRONZE BEAR FAMILY SCULPTURE PROJECT.

WHEREAS, the Kenai Municipal Airport Terminal Rehabilitation Project removed all prior landscaping and irrigation systems, with subsequent landscaping improvements included in the City's Capital Improvement Plan; and,

WHEREAS, the U.S. Fish and Wildlife Service collaborated with Airport Administration and the City Manager's Office in 2023 to discuss incorporating a bronze wildlife sculpture into the terminal's landscape design, and provided conceptual sketches of a bronze bear family sculpture; and,

WHEREAS, the Bronze Bear Family Sculpture Project was presented to the Kenai Airport Commission at its regular meeting on September 14, 2023, and the Commission unanimously supported the project; and,

WHEREAS, on October 19, 2023, the City Council authorized Airport Administration to incorporate the Bronze Bear Family Sculpture into the airport landscape design, pursue grant funding, and support a community fundraising committee to purchase the sculpture on behalf of the City; and,

WHEREAS, the City of Kenai has partnered with a community working group to bring the Kenai Bronze Bear Family Sculpture to the Kenai Municipal Airport, enhancing the airport entrance as a cultural and community landmark; and,

WHEREAS, the Rasmuson Foundation has awarded the City of Kenai a grant in the amount of \$25,000 in support of the Kenai Bronze Bear Sculpture Project; and,

WHEREAS, the City of Kenai is serving as the grant applicant and will pass through the awarded funds to the project's fiscal sponsor, Bridges Community Resources, to support the efforts of the volunteer-led working group; and,

WHEREAS, the Kenai Bronze Bear Sculpture Project aligns with the City's mission to serve its citizens through listening and leading, and to promote growth and continually improve services by supporting a community-led initiative that balances public priorities with responsible management; and,

WHEREAS, the project will enhance community spaces, celebrate local identity, support tourism development, provide long-term cultural and educational value for residents and visitors, and is in the best interest of the City.

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 and expend the Rasmuson Foundation grant funds in the amount of \$25,000 for the Kenai Bronze Bear Sculpture Project.

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

General Fund:

Increase Estimated Revenues -
Legislative – Grants to Agencies \$25,000

Increase Expenditures –
Legislative – Grants to Agencies \$25,000

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 17TH DAY OF SEPTEMBER, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	September 17, 2025
Enacted:	September 17, 2025
Effective:	September 17, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Christine Cunningham, Assistant to City Manager

DATE: September 5, 2025

SUBJECT: **Ordinance 3486-2025** - Accepting and Appropriating a Grant Received from the Rasmuson Foundation for the Kenai Bronze Bear Family Sculpture Project.

The Kenai Bronze Bear Family Sculpture Project is a community-led effort to install a life-sized bronze bear family sculpture at the entrance to the Kenai Municipal Airport. The idea first emerged during the Airport Terminal Rehabilitation Project, when landscaping concepts were under development. With support from the Kenai Airport Commission and the City Council, the project has grown into a significant community partnership.

The City is serving as the grant applicant and would pass through awarded funds to the project's fiscal sponsor, Bridges Community Resources, a local nonprofit, to support the volunteer working group leading the effort. This working group is made up of community partners, including members from the Kenai National Wildlife Refuge, Kenaitze Indian Tribe, Kenai Art Center, Kenai Chamber of Commerce & Visitor Center, and current and retired City of Kenai representatives.

The Rasmuson Foundation has awarded the City of Kenai a grant in the amount of \$25,000 to support the Bronze Bear Family Sculpture Project. The total project budget is \$200,000. To date, \$124,818 has been secured through sponsorships and individual donations. In addition, approximately \$20,000 in in-kind contributions—including donated shipping and marketing services—has reduced the project's effective cost to \$180,000. These contributions reflect strong community support. Notification of the grant was received on September 5, 2025, creating a time-sensitive opportunity to secure funding and meet the October installation schedule. Pursuant to KMC 1.15.070(d), an ordinance making or changing appropriations may be read and passed the same day by unanimous consent. Same-day introduction and passage are requested to accept the funds and maintain the project timeline.

The Kenai Bronze Bear Family Sculpture will serve as a welcoming landmark at the Kenai Municipal Airport, celebrating Alaska's wildlife, strengthening community identity, and supporting tourism. Adoption of the ordinance will allow the City to accept the Rasmuson Foundation grant and allow the Bronze Bear Family Sculpture to be installed in October.

Council's approval is respectfully requested.

From: grants@rasmuson.org
To: [Christine Cunningham](#)
Cc: [REDACTED]; [Terry Eubank](#); [Christine Cunningham](#); [Christine Cunningham](#)
Subject: Application Tier 1 19407: Kenai Bronze Bear Family Sculpture Approved
Date: Thursday, September 4, 2025 4:35:21 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Congratulations! Rasmuson Foundation is pleased to award City of Kenai a Tier 1 grant in the amount of \$25,000.00 for the Kenai Bronze Bear Family Sculpture project.

Your organization will receive an electronic Grant Agreement via AdobeSign in the coming weeks. The Agreement will include award terms and reporting requirements. To initiate payment, please ensure the Agreement is signed and returned to Rasmuson Foundation within 15 days of receipt, through AdobeSign electronic signature.

We are interested in keeping in touch with your activities during the year. Please include us on your regular mailing list and inform us if you have a special event, receive recognition for your services, or have a significant accomplishment. We would enjoy hearing about it.

If you have any questions, please contact grants management at grants@rasmuson.org or by phone at (907) 297-2700. From the entire Rasmuson Foundation team, thank you for everything you do to improve the lives of Alaskans.

Best Regards,

Christina Gheen
Grants Manager
Rasmuson Foundation

**KENAI CITY COUNCIL – REGULAR MEETING
SEPTEMBER 3, 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 3, 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:

Dave Ross, Acting City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Dan Castimore, IT Manager
Kevin Buettner, Planning Director
Lee Frey, Public Works Director
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Vice Mayor Knackstedt **MOVED** to approve the agenda and consent agenda. 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

Marion Nelson provided an update to Council regarding activities of the Kenai Art Center, noting the upcoming Harvest Auction and activities of the Potters Guild.

E. PUBLIC HEARINGS

1. **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) *[On August 6, 2025 this item was referred to the Planning & Zoning Commission's August 27, 2025 meeting, and the public hearing was scheduled for September 3, 2025 City Council meeting.]*

MOTION:

Council Member Douthit **MOVED** to enact Ordinance No. 3482-2025. 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.

MOTION TO AMEND:

Council Member Douthit **MOVED** to amend Ordinance No. 3482-2025 as follows:

The eight whereas clause to read, "at their regularly scheduled meeting held on August 27, 2025 the City of Kenai Planning and Zoning Commission recommended the subject properties be rezoned as proposed [ABOVE] below.

Council Member Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

Planning Director Buettner presented the slideshow as included in the packet, highlighting the changes to each property.

There was discussion in support of the changes and staff was requested to monitor the zoning of the smaller parcel located on Beaver Loop Road.

VOTE ON MOTION AS AMENDED:

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

NAY: None

MOTION AS AMENDED PASSED.

2. **Ordinance No. 3484-2025** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant from the Federal Aviation Administration for the Kenai Municipal Airport Rehabilitate Runway 02L/20R; Reconstruct Runway 02L/20R Edge Lighting System Project. (Administration) *[KMC 1.15.070(d)]*
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)

MOTION:

Vice Mayor Knackstedt **MOVED** to introduce Ordinance No. 3484-2025. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to introduce.

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

MOTION:

Vice Mayor Knackstedt **MOVED** to conduct the second reading on Ordinance No. 3484-2025. Council Member Sounart **SECONDED** the motion.

VOTE ON MOTION FOR SECOND READING:

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

NAY: None

MOTION FOR SECOND READING PASSED.**MOTION:**

Vice Mayor Knackstedt **MOVED** to enact Ordinance No. 3484-2025. 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 this would accept the grant and authorize the City Manager to sign the agreement; the main runway would be closed during the project; however, the taxi way would be reconfigured for use as a temporary runway.

VOTE:

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

NAY: None

MOTION PASSED.

3. **Resolution No. 2025-56** - Authorizing the Use of the Equipment Replacement Fund for Datacenter Equipment and Awarding a Contract for the Purchase of Datacenter Equipment. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-56. Council Member Daniel **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.**

4. **Resolution No. 2025-57** - Amending City of Kenai Student Representative Policy No. 20.100 to Remove the City Residency Requirements for Student Representatives to Council and to Include Sophomores as Eligible Applicants. (City Clerk)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-57. Council Member Sounart **SECONDED** the motion.

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

It was reported that if approved the application period would be extended until later in September and new applications would be distributed to the schools.

UNANIMOUS CONSENT was requested.

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

5. Resolution No. 2025-58 - Authorizing an Agreement for Rehabilitation of the Airfield Lighting at the Kenai Municipal Airport. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-58. Council Member Sounart **SECONDED** the motion.

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

It was reported that the Federal Aviation Administration (FAA) was the only one authorized to do this work and this would contract directly with the FAA.

UNANIMOUS CONSENT was requested.

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

6. Resolution No. 2025-59 - Authorizing a Contract Award for the Kenai Municipal Airport - Rehabilitation Runway 02L/20R Project. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to adopt Resolution No. 2025-59. 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.

UNANIMOUS CONSENT was requested.

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

7. Action/Approval - Amending Previously Adopted Resolution No. 2025-53 Authorizing A Contract Award for the City Dock Floats Purchase. (Administration)

MOTION:

Vice Mayor Knackstedt **MOVED** to amend previously adopted Resolution No. 2025-53 as follows:

Second whereas clause to read, "four bids were received

<i>Contractor</i>	<i>Cost</i>
Dock Builders Supply	\$[47,787.92] <u>49,787.92</u>
Alaska efficient Energy Solutions, LLC	\$59,874.00
Alaska Docks	\$66,420.00
Clear Water Docks, LLC	\$77,593.20; and"

Third whereas clause to read, "Dock Builders Supply was the lowest bidder with a cost of \$[47,787.92] 49,787.92 for new dock floats; and,"

Section 1 to read, "That the City Manager is authorized to execute a contract with Dock Builders Supply in the amount of \$[47,787.92] 49,787.92 for the 2025 City Dock Floats purchase."

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.**

F. MINUTES

1. *Regular Meeting of August 20, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

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

Introduced by the consent agenda and Public Hearing set for September 17, 2025.

3. **Discussion/Action** - Scheduling a Board of Adjustment Meeting for the Purpose of Approving Minutes. (City Clerk)

Direction was provided to schedule a Board of Adjustment meeting for September 17, 2025 immediately following the regular City Council meeting.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting September 11, 2025.

2. Airport Commission

No report, next meeting September 11, 2025.

3. Harbor Commission

No report, next meeting cancelled.

4. Parks and Recreation Commission

No report, next meeting September 18, 2025.

5. Planning and Zoning Commission

Council Member Askin reported on the August 27, 2025 meeting, next meeting September 10, 2025.

6. Beautification Commission

Council Member Askin reported on the August 26, 2025 Work Session - Tour, next meeting October 14, 2025.

J. REPORT OF THE MAYOR

Mayor Gabriel reported on the following:

- Attending a meeting with Senator Sullivan regarding the "Big Beautiful Bill".
- Attending Industry Appreciation Day noting the City was awarded the "Perseverance Award" in recognition of the decades committed to bringing the Bluff Stabilization project to reality.

K. ADMINISTRATION REPORTS

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

- Thanked exiting staff members Allen Young, Utility Operator II and Elizabeth Kleweno, Library Assistant for their years of service to the City.

- Welcomed new employees Trevor Hamilton, Police Officer and Firefighters Jacob Vigue and Emile Wadman.
- Continued recruitment for Airport Manager, Building Official and Chief Animal Control Officer.
- Parks & Recreation Department received 720 seedlings through a State of Alaska grant, which were planted in multiple City Parks.
- Store Front Improvement application period closes on September 14, 2025.

2. City Attorney - No report.

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

- Absentee Voting would be open September 22, 2025 through Election Day.
- Last day to register to vote or update your voter registration is September 7, 2025.

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 & Visitor Center provided an update to the City Council on the 9th Annual Silver Salmon Derby, noting a sponsorship from Alaska Airlines promoting the Club 49; the upcoming annual fundraiser; and the Kenai River Marathon.

2. Council Comments

Council Member Douthit noted he was looking forward to the Chamber fundraiser; and reported he would be absent for the September 17, 2025 City Council meeting.

Council Member Sounart noted she was looking forward to Fall.

Council Member Askin reported attending Industry Appreciation Day; and noted she was also looking forward to Fall.

Council Member Daniel reported attending Industry Appreciation Day and the Mayoral debates.

Council Member Kisenka wished everyone luck on their campaigns.

Vice Mayor Knackstedt noted the Council debates would be next week; reported attending Industry Appreciation Day; and commented on the contractor working on the Bluff project being willing to adjust lighting for the residents at Vintage Pointe.

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 7:03 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of September 3, 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.*

DRAFT

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: SEPTEMBER 17, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	98,241.59
PREMERA	SEPTEMBER HEALTH INSURANCE	VARIOUS	INSURANCE	209,726.80
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	97,598.85

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
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INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
FOSTER CONSTRUCTION	TRADING BAY ROAD SEWER INSULATION	131701 - W/S IMPROV.	ADDITIONAL HAULING, BACKFILL, PAVING AND CLEANOUT INSTALLATION	6,366.00	54,866.00
HDL ENGINEERING CONSULTANTS	PUMP HOUSE DESIGN	129735 - WATER TREATMENT FACILITY	ADD PRESSURE TANKS TO EXISTING WELLHOUSE 3 BUILDING	4,543.00	245,147.00



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 8, 2025

SUBJECT: Trading Bay Sewer Insulation Project – PO Increase

The Public Works Department recommends an increase of \$6,366 to the Trading Bay Road Sewer Insulation Project contract with Foster Construction LLC. The existing contract is for \$48,500. This additional cost is for additional work required on the project including additional hauling, backfill, paving and a cleanout installation.

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



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: September 8, 2025

SUBJECT: **Pump House Design Project – PO Increase**

The Public Works Department recommends an increase of \$4,543 to the Pump House Design contract with HDL Engineering Consultants LLC. The existing contract is for \$240,604. This cost is for completing structural design associated with adding pressure tanks to the existing Well House 3 building.

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 Brian Gabriel and Kenai City Council

FROM: Shellie Saner, City Clerk

DATE: September 17, 2025

SUBJECT: **Action/Approval** - Confirming the Appointment of the Election Precinct Boards for the October 7, 2025 Regular City Election.

Pursuant to Kenai Municipal Code 6.20.020(a), the Clerk, subject to approval by the Council shall appoint an election board of at least four judges in a precinct. The following persons have consented to serve as election officials, Council approval is respectfully requested.

07-015 - Kenai No. 1	07-020 - Kenai No. 2	07-025 - Kenai No. 3
Carol Freas	Karen Monell	Sharon Efta
Kit Hill	Jennifer Ticknor	Mike Efta
Paul Klaben	Barbara Waters	Jennie Hammond
Suzanne Klaben		Raleigh Van Natta
Joan Seaman		
Gwen Woodard		

Thank you for your consideration.

**KENAI PLANNING & ZONING COMMISSION
REGULAR MEETING
AUGUST 27, 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 August 27, 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:

Jeanne Reveal
Glenese Pettey
Stacie Krause
Gwen Woodard

Sonja Earsley, Vice Chair
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
Logan Parks, Deputy City Clerk

3. Approval of Agenda and Consent Agenda

Vice Chair Earsley noted the following additions to the Packet:

- Add to item F.1. **Resolution PZ2025-26**
- Public Comment

MOTION:

Commissioner Reveal **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.
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 July 23, 2025.

Approved by the consent agenda.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution No. PZ2025-27** – Recommending Approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, Lots 8, 9, 27, & 28, Block 7, Valhalla Heights Subdivision Part Three, Township 5 North, Range 10 West, Section 6, 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 PZ2025-27.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-27. Commissioner Pettey **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.

There was discussion regarding double frontage rule; the intent of the property owner to construct a larger shop; and relocation of the utility easement.

Clarification was provided that in single residential areas there were no restrictions on land clearing; and although the City did try to locate covenants, they were not enforceable by the City.

VOTE:

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

NAY: None

ABSENT: Twait

MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution No. PZ2025-26** - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District per Parcel, Tract, or Government Lot.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2025-26. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the report as included in the packet and attached to Resolution PZ2025-26.

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

It was reported that the proposed rezones were developed to align with the parcels existing use; property owners were contacted in advanced and several owners engaged in discussions; this was a housekeeping effort to clean up mapping; and property owners would still have the ability to apply for rezones in the future.

VOTE:

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

NAY: None

ABSENT: Twait

MOTION PASSED.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. **Action/Approval** - Approving the Transfer of a Conditional Use Permit PZ2017-01 for the use of a Hotel/Motel, Restaurant, and Bar on the property described as Tract B, Kenai Landing Subdivision 2021 Addition, located at 2291 Bowpicker Lane within the Heavy Industrial Zoning District.

[Clerk's Note: Vice Chair Earsley passed the gavel to Commissioner Pettey and declared a conflict with the Transfer of the Conditional Use Permit as she is employed by the applicant. Vice Chair Earsley abstained from discussion and voting on the subject.]

MOTION:

Commissioner Krause **MOVED** to approve the transfer of the Conditional Use Permit PZ2017-01. Commissioner Reveal **SECONDED** the motion.

Commissioner Pettey opened the floor for public comment there being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Krause, Fikes, Woodard, Reveal, Pettey

NAY: None

ABSTENTION: Earsley

ABSENT: Twait

MOTION PASSED.

[Clerk's Note: Commissioner Pettey returned the gavel to Vice Chair Earsley.]

2. **Discussion** – Alaska Walkability Action Institute – Kenai Peninsula Action Plan.

Planning Director Buettner, Alecia Gottlob and Julie Bunch provided a presentation identifying potential areas for improving walkability within the City of Kenai.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Expressed gratitude to the Commission
- Training of Jessica See, Planning Technician

2. Commission Chair – No report.

3. Kenai Peninsula Borough Planning – Commissioner Fikes reported on recent actions of Kenai Peninsula Borough Planning Commission.
4. City Council Liaison – Council Member Askin reported on recent actions of the City Council.

J. **ADDITIONAL PUBLIC COMMENT** - None.

K. **NEXT MEETING ATTENDANCE NOTIFICATION**

1. Next Meeting: September 10, 2025.

L. **COMMISSION COMMENTS AND QUESTIONS**

Commission Members welcomed Deputy City Clerk Logan Parks, thanked the City staff for their hard work, and expressed gratitude for the presentation.

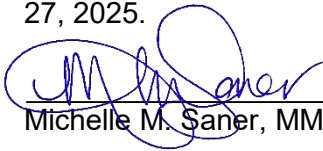
M. **PENDING ITEMS** - None.

N. **ADJOURNMENT**

O. **INFORMATIONAL ITEMS** - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:17 p.m.

I certify the above represents accurate minutes of the Planning & Zoning Commission meeting of August 27, 2025.



Michelle M. Saner, MMC, City Clerk



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: September 10, 2025
SUBJECT: **Airport Mid-month Report August 2025**

FY2025 Airport Capital Improvement Projects

- Apron crack sealing, marking, and sealcoat
Council approved Ordinance No. 3483-2025 accepting the grant from the FAA at the August 20, 2025 meeting. This project will start in the Spring of 2026.
- Acquire SRE (Loader & Plow Truck with Sander)
Update: the CAT 980 loader should be here the end of September 2025 and the plow truck and sander should be delivered the end of January 2026.
- Airport Master Plan – Phase 1
Phase 1 documents are currently being reviewed by City Administration with a deadline of October 7, 2025.
- ARFF Building Rehabilitation
This project replaces two boilers and HVAC controls at the Airport Operations Facility Project. The boiler startup is schedule for September 17 with a project completion of September 30, 2025.

In-house Activities

- OPS crew continues with mowing, equipment maintenance and wildlife hazing activities
- Early planning stages of the Tri-Annual Airport Exercise with the Kenai Police and Fire Departments
- Painted the dock and fuel tank at the Float Plane Basin and also performed repairs to the dock



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Ross, Police Chief

FROM: Sasha Coleman, Acting Animal Control Chief

DATE: September 2th, 2025

SUBJECT: August 2025 Monthly Report

This month the Kenai Animal Shelter took in 29 animals.

DOGS:

	INTAKE	18	DISPOSITION	15
	Waiver	10	Adopted	9
	Stray	0	Euthanized	0
	Impound	8	Claimed	5
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	1

CATS:

	INTAKE	11	DISPOSITION	4
	Waiver	9	Adopted	3
	Stray	1	Euthanized	0
	Impound	1	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0

OTHER ANIMALS:				
	INTAKE		DISPOSITION	
	Chinchilla	0	Chinchilla	0
DOA:			OTHER STATISTICS:	
	Dog	0	Licenses (City of Kenai Dog Licenses)	11
	Cat	0	Rabies Clinic	0
	Rabbit	0		
	Bird	0		

4 Animal dropped with After Hours (days we are closed but cleaning and with KPD)
17 Field Investigations & patrols
3 Pet Food Bank Request
0 Volunteer Hours Logged
3 Citations
0 Educational Outreach
8 Microchips

Total Animal Contacts:

9 Animals are *known* borough animals
14 Animals are *known* City of Kenai
6 Animals are *known* City of Soldotna
0 Animals are *unknown* location

Statistical Data:

360 2023 YTD Intakes
284 2024 YTD Intakes
228 2025 YTD Intakes

Teller Knutson started August 11, 2025 to fill the ACO position. We currently have the Chief of Animal Control position vacant. One Temporary Enforcement Officer from the Police Department is currently working at the shelter. She has been a tremendous help to the shelter during this period of being short staffed.





KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: September 9, 2025

SUBJECT: **Finance Department Mid-Month Report – August 2025**

With the end of FY2025, the department's focus has switched to closing of that year's books and completion of the City's Annual Comprehensive Financial Report. This process includes closing of the FY25 financial records, fiscal year end grant reporting, completion of the annual Audit and finally financial statement preparation. The annual audit is scheduled for the third week of November.

IT has deployed twelve of the twenty desktops scheduled for lifecycle replacement this year. The remaining eight desktops and six laptops should be completed by the end of September.

Sales of IT surplus equipment sold at the library has been received well by the public once again, with eleven computers, four printers and thirteen monitors having been sold in the past two weeks.



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MEMORANDUM

TO: Mayor Gabriel and Council Members

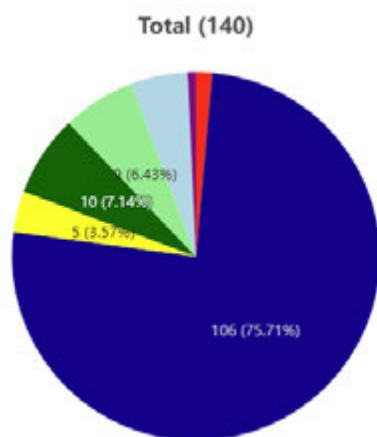
THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: September 9, 2025

SUBJECT: Fire Department Mid-Month Report – August.

August	2024	2025	% change
Month totals	144	140	-5.76%
EMS	99	106	+6.9%
All Other	45	34	-4.95%
Year Total	1027	1016	-1%



Incident Type Series

- 1 - Fire
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- 8 - Severe Weather & Natural Disaster

Total training hours:

- Total recorded hours- (312)

Special Topics/external training

- Two new hires in orientation and EMS skills evaluations w/Dr. Levy.

- FF Martin continuing Paramedic Course practical/preceptor evaluations.
- 4 personnel in AEMT, 2 in Paramedic Program
- B-Shift participate in joint water shuttle operations training with Central Emergency Services

Upcoming training/events

- Tri-Annual Airport Drill in planning process.
- Fire Marshal Hamilton and Captain Summers will be attending Admin Training for FirstDue RMS in Kansas City (September)
- Chief Teague conducting ICS(Incident Command Training with Officers).

Projects/Grants/Misc:

- Annual Hose Testing has begun.
- Annual SCBA recertification/Fit Testing in progress.
- Still waiting for awarding of AFG grant.
- Have not received SEMT Final Payments (Final Desk Audits in progress).
- Received notification from Hilcorp Alaska, LLC that they will be drilling a gas development well at the Cannery Loop Unit Pad beginning around December 4, 2025
- Fire Marshal conducted 26 facility Life Safety Inspections in July.
- Crews preparing for Fire Prevention Month and School Events.

Budget/Misc:

- Fire Marshal replacement vehicle now in service.



- Three new Motorola Radios to be ordered in September for new personnel (Part of Approved Special Project). \$19k





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: September 9, 2025
SUBJECT: Human Resources Activity – August 2025

Recruitment

Human Resources is continuing to work with Administration on the recruitment of an Airport Manager. The Police Department is still recruiting for a Chief Animal Control Officer with a limited number of qualified applicants so far. The Public Works Department is recruiting for a Building Official and has initiated recruitment for a Utility Operator. The Library received more than 50 applications for the full time Library Assistant position and is preparing to schedule interviews. Parks and Recreation recruited for two part-time Recreation Center Attendants. Several new employees joined the City this month, including an Animal Control Officer, a Deputy Clerk, a Police Officer and two Firefighters.

Safety

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

Special Projects

Human Resources has been working to improve internal processes, including organizing employee files for access in retention and updating key personnel policies.

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Katja Wolfe, Library Director
DATE: September 4, 2025
SUBJECT: Library Report for August 2025

SERVICES



5443 Visitors
60 New Members



518 Computer Sessions
7502 WiFi Sessions



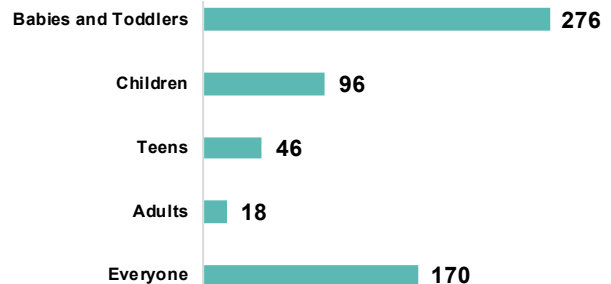
158 Room Reservations
354 Hours of Use

PROGRAMS AND EVENTS

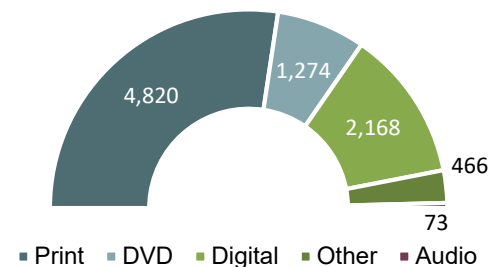
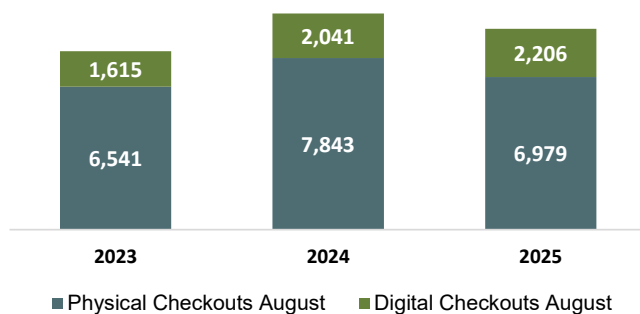


606 Participants
40 Programs

Program Attendance



CIRCULATION



*Does not include in-house use.



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: September 10th, 2025

SUBJECT: **Mid-Month Report - August**

The start of August begins with the wrapping up of the PU Fishery. The fishery ended on July 31st, and for the first two days of August, the Parks and Recreation, Public Safety, and Public Works teams get together to clean up and pick up all the fishery infrastructure. This includes tasks like raking the beach and picking up the dipnet shacks.

During mid-August, the Annual Industry Event took place on the Greenstrip. This is a great local Kenai event that Parks and Recreation helps set up and break down. It's a wonderful celebration of industry in the community, and a great benefit is that everything at the event is free!

August means the Kenai Field of Flowers is blooming and looks amazing. On the few non-rainy days there are in August, there are families and friends taking pictures in the field. See some photos attached.

The Kenai Recreation Center started to see an influx of after-school traffic at the end of the month as school started up. It is a popular place to shoot hoops and work out after school.

Kenai Recreation Center Visits – Month of July

Weight Room/Cardio Room	844
Racquetball /Wallyball Court	126
Shower/Sauna	243
Gymnasium & Other (not including rental parties)	1291
Total Number of Visits	2,504





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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: September 9, 2025

SUBJECT: **Planning and Zoning – August 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 help of Planning Technician Jessica See, the department returns to full staffing levels and can adequately dedicate time to ensure compliance. The Planning and Zoning Department has also been active in the City working group for both the Airport and Parks Master Plan, guiding development at the Kenai Municipal Airport and throughout the City into the future.

Department Summary

Lands & Leases:

- Continued updating of P/W water and sewer map
- Continued cleaning up Zoning map
- Continued reviewing and itemizing of leases
- Execution of Airport Lands Lease (Schilling Rentals)
- Assignment of Airport Lands Lease (Legacy Electric to Peninsula Hangar Association)
- Discussed plats, easements and leases with various departments, surveyors and members of the public
- Reviewed/Revised City Lands Appraisal
- Execution of Hilcorp drill permits
- Mapping of City Lands released by FAA for purposes other than aeronautical
- Corresponded with Habitat for Humanity regarding development deadline of dedicated lands

Planning & Zoning:

- See attached report.

Code Enforcement and Compliance

In August, Planning and Zoning completed a full 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 August with the following actions/recommendations.

Resolution PZ2025-26 – Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District per Parcel, Tract, or Government Lot

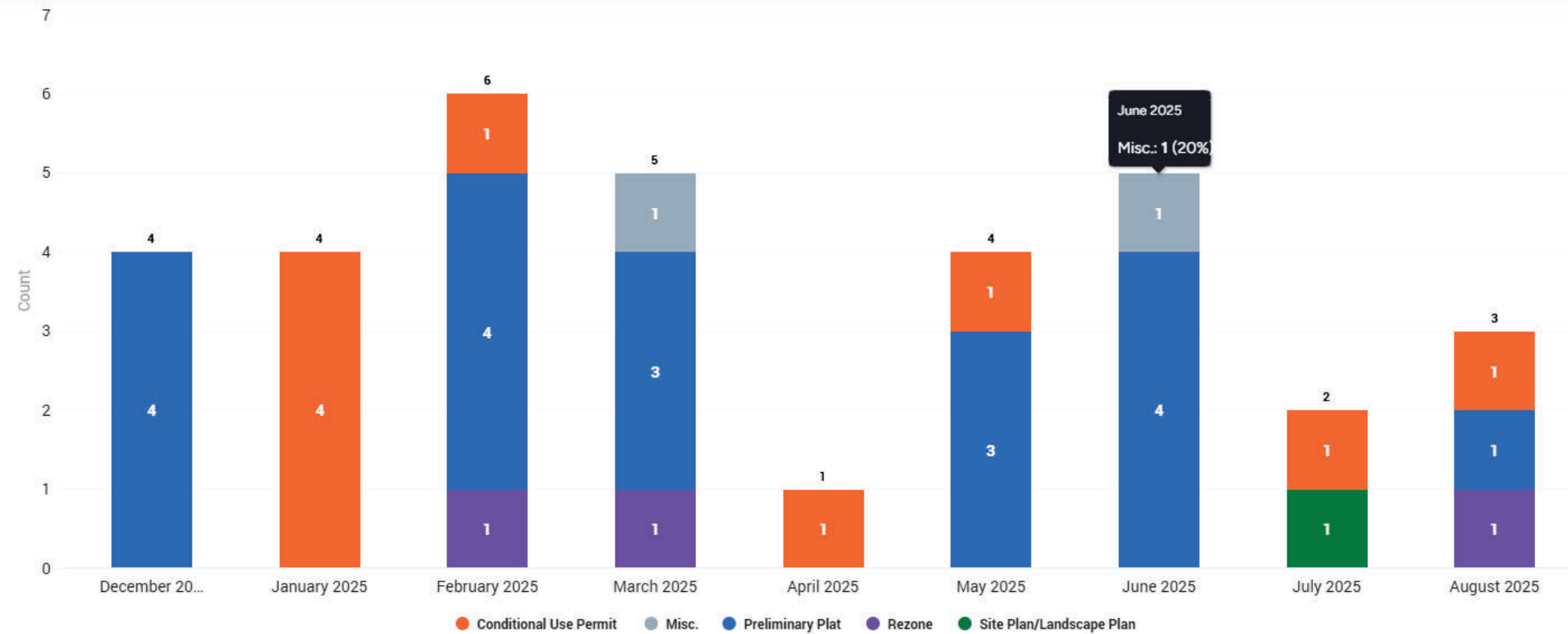
Resolution PZ2025-27 – Recommending Approval of Preliminary Plat – Valhalla Heights Subdivision Thomsen Replat, Lots 8, 9, 27, & 28, Block 7, Valhalla Heights Subdivision Part Three, Township 5 North, Range 10 West, Section 6, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District

Action/Approval – Approving the Transfer of a Conditional Use Permit PZ2017-01 for the use of a Hotel/Motel, Restaurant, and Bar on the property described as Tract B, Kenai Landing Subdivision 2021 Addition, located at 2291 Bowpicker Lane within the Heavy Industrial Zoning District.



YTD Planning Applications

September 09, 2025 | 16:07:05



Complaints

Enhance

Integrate

Automate / 16



Invite / 3

Main table Chart ... +

New case number and property address

+ Add widget

Search

Person

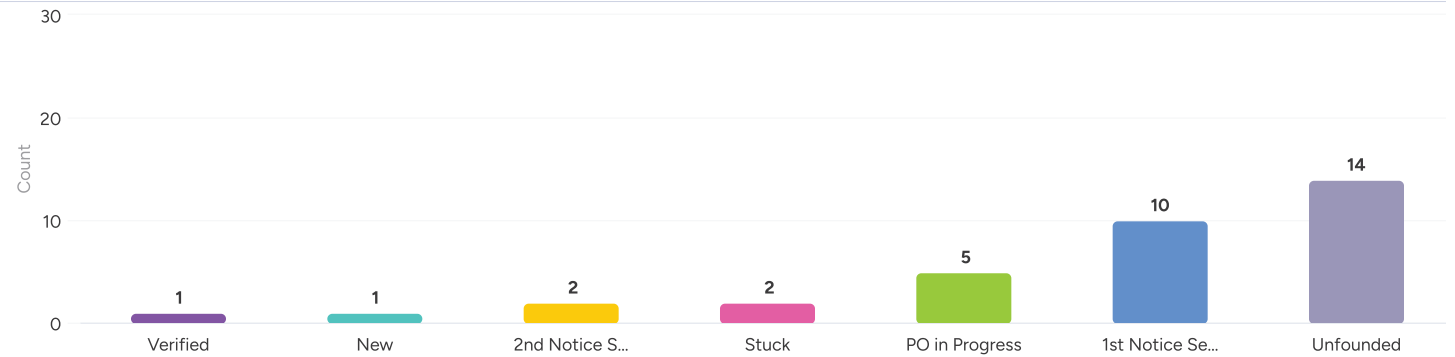
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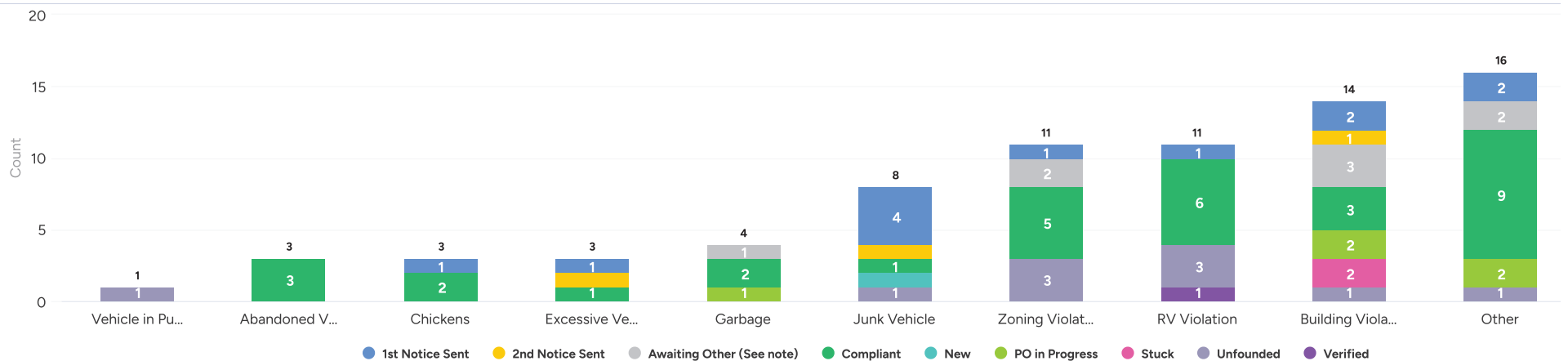
Last Month



Case Status



Cases by Violation Type (Can Overlap)





KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: September 3, 2025

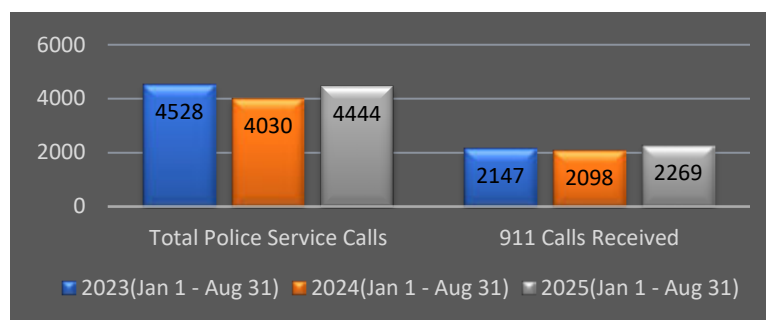
SUBJECT: Police & Communications Department Activity – August 2025

Police handled 642 calls for service in August and 311 calls were received by dispatch via 911. Year to date, the police calls for service are approximately 10% above 2024. Officers made 29 arrests. Traffic enforcement resulted in 177 traffic contacts with 46 traffic citations issued and there were 4 DUI arrests. There were 16 reported motor vehicle collisions. There were 5 collisions involving a moose or caribou, and no collisions involving drugs or alcohol.

One new officer started employment August 25th and began field training and one new officer continued in field training for the month of August. One new dispatcher completed field training in the month of August. The dispatch center is now fully staffed with all dispatchers done with field training. One more Temporary Enforcement Officer (TEO) completed their summer employment in August, leaving just one that will be working into September.

Two police administrators attended a Multi-Agency Response Workshop in Kenai, hosted by the Kenai Peninsula Borough.

Investigator Chad Larsen is the new School Resource Officer this year for KPD, and he spent time in August introducing himself to school students, staff, and administrators. He also responded to a number of police related calls in the schools.





MEMORANDUM

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

Capital Projects currently in process:

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

Capital Projects in planning to be released:

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

The Building Department has issued 55 residential and 32 commercial building permits so far in calendar year 2025. We processed a total of 92 permits in calendar year 2024 and 96 in calendar year 2023. We have a temporary Building Official to help as needed and are working to fill the vacant position with interviews ongoing.

The Streets crew is working on roadway, tree and ditch maintenance. They are working to repair some damaged asphalt roadway sections this fall. The Shop is conducting the second public surplus auction that closes on September 14th. The Buildings crew is working on annual services for boilers as we head into colder temperatures.

The Utility Department is catching up on work as locate requests have declined. Annual lift station cleaning has started. We are also recruiting for a Utility Operator position after the resignation of Allen Young.



KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Kathy Romain, Senior Center Director
DATE: September 9, 2025
SUBJECT: August 2025 Monthly Report

August was a month full of activities and community connections! We enjoyed a visit from the Boys & Girls Club, a No-Host Dinner trip to Cooper Landing, and tours of historical cabins in Kenai, Kasilof, and Soldotna. Our Director also gave a presentation on area senior center transportation programs during the Transportation Gaps & Solutions Meeting at the Challenger Center.

A major highlight was the Area-Wide Old Timer's Luncheon on August 15, where we celebrated local centenarians Al Hershberger, Peggy Arness, Peachie Kobylk, and Marge Mullen, honoring their remarkable contributions and life stories.

	2025	2024
Home Delivered Meals	1924	2090
Individuals	100	98
Dining Room (Congregate) Meals	1444	1792
Individuals	154	155
Transportation (1-way rides)	296	291
Individuals	35	33
Grocery Shopping Assistance	15/26	19/35
Writers Group	35	9
Caregiver Support Group	28	10
Growing Stronger Exercise	269	268
Tai Chi Class	30	44
TOPS Weight Loss Class	55	63
Bluegrass & Music Sessions	82	60
Card Games	143	168
Wii Bowling	23	25
Arts & Crafts	43	26
Volunteers Hours	431	505
Individuals	36	29
Total Event Sign-ins *	1837	2139
Individuals *	232	240
Vintage Pointe Manor Vacancies	1	1

* (not including home meals clients)