



Kenai City Council - Regular Meeting

February 18, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

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

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Fiscal Year 2025 Audit Report, Principal Assurance Practice Leader Joy Merriner, BDO USA, LLP.

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

1. Project Homeless Connect 2026, LeeShore Center Executive Directory Cheri Smith

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3504-2026** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health, Division of Senior and Disabilities Services, for Nutrition, Transportation, and Support Services. (Administration)
2. **Resolution No. 2026-12** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Two Ford Bronco SUVs Utilizing the State of Alaska Equipment Fleet Contract. (Administration)
3. **Resolution No. 2026-13** - Amending the City's Schedule of Rates, Charges, and Fees to Add a Metered Pressed Septage Effluent Rate. (Administration)

F. MINUTES

1. *Regular Meeting of February 4, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Maeve Spiegler to the Parks & Recreation Commission. (Knackstedt)
- [3.](#) ***Ordinance No. 3505-2026** - Increasing Estimated Revenues and Appropriations in the General Fund – Buildings Department Computer Software, for the Purchase of Permitting Software. (Administration)
- [4.](#) **Action/Approval** - Peninsula Oilers Baseball Club Special Use Permit for use of the Challenger Leaning Center to temporarily house players and staff of opposing teams for the 2026 Alaska Baseball League season. (Administration)
- [5.](#) **Action/Approval** - Kenai Peninsula Economic Development District Strategic Asset Partner Designation (Pipeline to Pipeline Initiative). (Administration)
- [6.](#) **Discussion/Action** - Request for Council Direction to Prepare Legislation to Determine a Portion of City Owned Land - Tract A, Woodland Subdivision Part 4 is No Longer Needed for a Public Purpose.

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Parks and Recreation Commission
- [4.](#) Planning and Zoning Commission
5. 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/Wz1RgLBpQkOwBVR75FRfcA>

REPORT TO HONORABLE MAYOR AND MEMBERS OF
THE CITY COUNCIL

CITY OF KENAI, ALASKA

2025 AUDIT RESULTS



Welcome

January 30, 2026

Honorable Mayor and Members of the City Council

City of Kenai, Alaska

We look forward to discussing with you the current year audit results for City of Kenai, Alaska. On September 17, 2025, we presented an overview of our plan for the audit of the financial statements including the Schedule of Expenditures of Federal Awards, of City of Kenai, Alaska (the City) as of and for the year ended June 30, 2025.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the City's accounting practices and policies, management's judgments and estimates, financial statement disclosures, and other required matters to assist you in fulfilling your obligation to oversee the financial reporting and disclosure process for which management of the City is responsible.

We are pleased to be of service to the City and look forward to meeting with you to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,



Copy to: Terry Eubank, City Manager
Dave Swarner, Finance Director

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The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., City Council) and, if appropriate, management of the City, and is not intended and should not be used by anyone other than these specified parties.

Executive Summary



Executive Summary

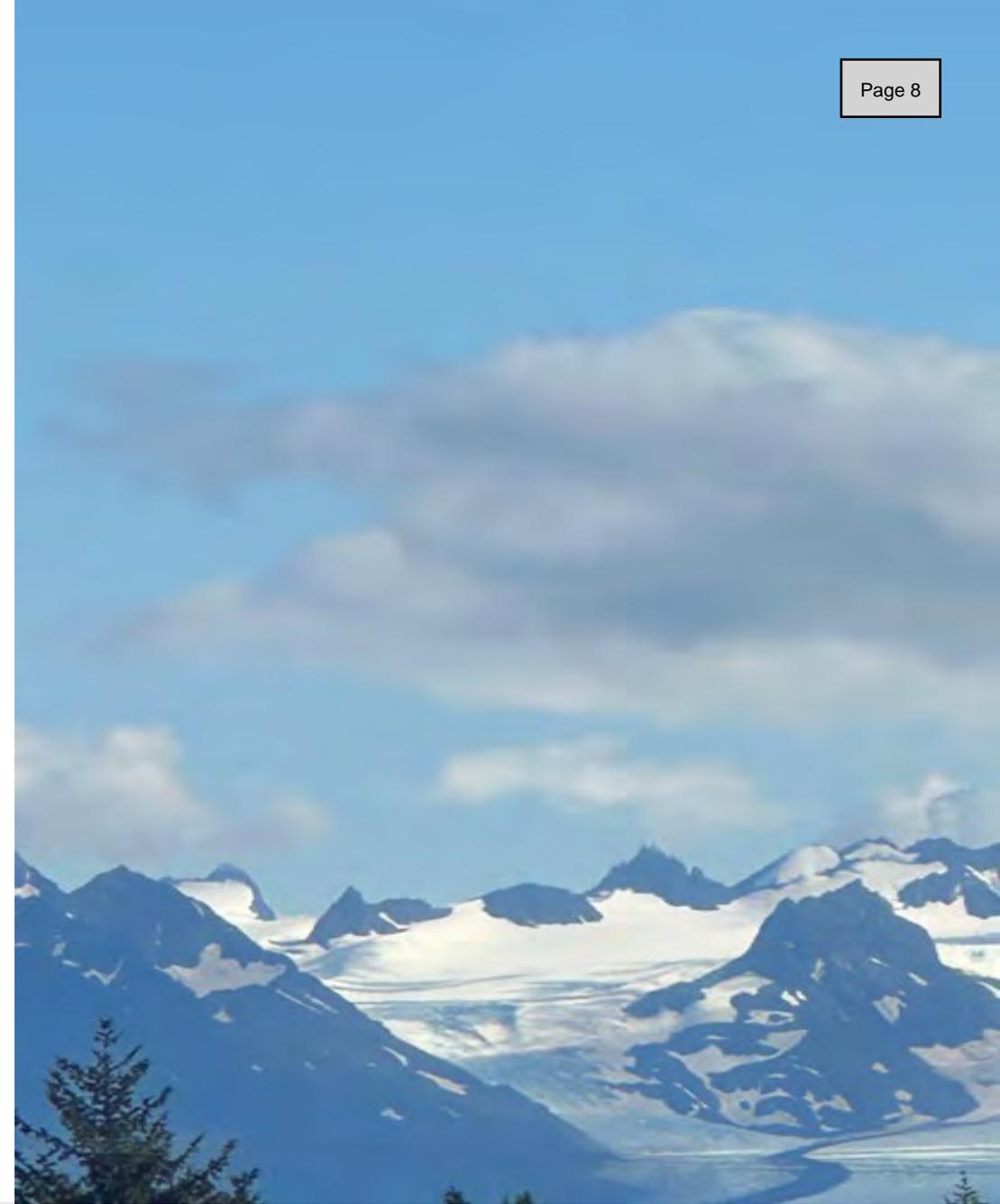
Results of Our Audit

- Overview and Status - We have completed our audit work with respect to the financial statements and single audit for the year ended June 30, 2025.
- Quality of the City's Financial Reporting
- Significant Risk Overview & Discussion
- Corrected and Uncorrected Misstatements
- Internal Control Over Financial Reporting

Required Communications

- No significant items.

Open Discussion and Questions



Audit Results



Overview & Status of Our Audit

We have substantially completed our audit of the financial statements as of and for the year ended June 30, 2025. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Plan communications.
- ▶ We issued an unmodified opinion on the financial statements and released our report on January 30, 2026.
- ▶ We issued an unmodified opinion on the City's Single Audit report, including the Schedule of Expenditures of Federal Awards (SEFA), and related our report dated January 30, 2026.
- ▶ In planning and performing our audit of the SEFA, we considered the City's internal control over compliance with requirements that could have a direct and material effect on its major federal program to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with GAS and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.
- ▶ Our responsibility for other information in documents containing the City's audited financial statements (e.g., Introductory and Statistical Sections) does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we have read the information included by the City and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- ▶ All records and information requested by BDO were freely available for our inspection.



Quality of the City's Financial Reporting

A discussion will be held regarding the quality of the City's financial reporting, which will include the following:

- ▶ Qualitative aspects of significant accounting policies and practices
 - No concerns.
- ▶ Our assessment of critical accounting estimates, accounting policies and practices
 - No concerns.
- ▶ Significant unusual transactions
 - None identified.
- ▶ Financial statement presentation
 - No significant new presentation or disclosures.
- ▶ New accounting pronouncements
 - Yes, new pronouncements for GASB 101 and 102, with no significant impact.
- ▶ Alternative accounting treatments
 - None Identified.

Areas of Significant Risk

Our areas of significant risk, which are risks with both a higher likelihood of occurrence and a higher magnitude of effect that require special audit considerations, are as follows:

- Improper Revenue Recognition
- Management Override of Controls

These risks were identified during the preliminary audit procedures, and there were no additional significant risks added during the audit.

Corrected and Uncorrected Misstatements

CORRECTED AND UNCORRECTED MISSTATEMENTS

- ▶ There were three corrected misstatements, other than those that were clearly trivial, related to an adjustment for a stale check, investment balances, and land note receivable balances as follows:

Item #	Account Name and Adjustment Description	Debit	Credit
1	Cash	\$ 17,346	
	Expenses		\$ 17,346
	Adjust cash for a check related to Airport expenses that was duplicated		
2	Investments	149,018	
	Investment income		149,018
	Increase investment income for end of year adjustments		
4	Land sale deferred inflows	35,498	
	Land sale receivables		35,498
	Adjust receivables to correct balances. No impact on fund balance.		

- ▶ There were no uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we presented to management.

Internal Control Over Financial Reporting



Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the City’s internal control over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

Category	Definition
Control Deficiency	A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.
Significant Deficiency	A deficiency or combination of deficiencies in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Material Weakness	A deficiency or combination of deficiencies in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City’s financial statements will not be prevented or detected and corrected on a timely basis.

In conjunction with our audit of the financial statements, we noted no material weaknesses.

Internal Control Over Financial Reporting

- ▶ We have communicated to management of the City control deficiencies and provided suggestions for improvement of those deficiencies that were identified as a result of our audit that we did not consider to be material weaknesses or significant deficiencies.
- ▶ The following Control Deficiencies were identified:

Control Deficiencies	Comments
Cash - Stale Checks	An adjustment was identified for a check that should have been voided in the prior year. We recommend that management review outstanding checks for any stale items that should be voided and follow up with Alaska unclaimed property as appropriate.
Segregation of Duties	Segregation of Duties: Five accounting employees have administrative-level access to the general ledger system, including the Controller and Finance Director. This allows users enter, post, and approve their own journal entries. In addition, they can add, delete, and modify users. We recommend the City continue to employ robust review controls to compensate for superuser access.
Year-end Reconciliations	Adjustments were identified for investments and notes receivables; however, the underlying schedules that were prepared were correct. We recommend that management fully reconcile their year-end schedules and other supporting documents to the trial balance.

Internal Control Over Compliance Findings

In performing our compliance audit in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance), we obtained an understanding of the City's internal control over compliance to design audit procedures and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, we did not express an opinion on the effectiveness of the City's internal control over compliance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing and in a timely manner, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the City's internal control over compliance. The definitions of a material weakness, significant deficiency, and control deficiency in internal control over compliance are as follows:

Category	Definition
Material Weakness	A deficiency or a combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.
Significant Deficiency	A deficiency or a combination of deficiencies in internal control over compliance that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Control Deficiency	A deficiency in internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis.
Instances of Noncompliance with Laws and Regulations	In accordance with GAS, matters that involve instances of noncompliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements.

In conjunction with our audit of compliance, we noted no noncompliance or compliance findings.

Detail of Significant Accounting Practices, Policies, Estimates and Disclosures



Significant Accounting Practices (including Policies, Estimates, and Disclosures)

ACCOUNTING PRACTICES, POLICIES, ESTIMATES, AND DISCLOSURES

The following summarizes the more significant required communications related to our audit concerning the City's accounting practices, policies, and estimates:

The City's significant accounting practices and policies are those included in Note 1 to the financial statements. These accounting practices and policies are appropriate, comply with the applicable financial reporting framework and industry practice, were consistently applied, and are adequately described within Note 1 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note III. L to the City's financial statements.
- ▶ The City adopted GASB Statement No. 101 - Compensated Absences - Effective for year-end June 30, 2025. No significant impact.
- ▶ The City adopted GASB Statement No. 102 - Certain Risk Disclosures - Effective for year-end June 30, 2025. No significant impact.
- ▶ There were no other changes in significant accounting policies and practices during 2025.

Critical Accounting Estimates

Allowance for Uncollectible Accounts - Several of the City's accounts receivables are from granting agencies; these are considered by management to be 100% collectible. Customer accounts receivables, including amounts due related to special assessments, interest income, and various user charges are reviewed by management periodically to determine a reasonable amount of allowance, based on known factors, past history, and age of the outstanding amount.

Capital Asset Depreciation - Capital assets including property, plant, equipment and infrastructure assets are being depreciated using the straight-line method from a range of 3 to 50 years depending on the classification of the asset.

Net Pension / OPEB Liabilities - The net pension / OPEB liabilities (assets) and related deferred inflows and outflows of resources are estimated based on actuarial and other actual contribution data received by the City and by the PERS Plan Administrator.

Discount Rate - The City is using a discount rate for calculations related to leases.

Critical accounting estimates are those that require management's most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. The City's critical accounting estimates, including a description of management's processes and significant assumptions used in development of the estimates, are disclosed in Note 1 of the financial statements.

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the critical accounting estimates in 2025.
- ▶ The methods used to account for significant or unusual transactions, and related disclosures, are considered appropriate.

Additional Required Communications



Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Plan communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risk of material misstatements, including fraud risks; or tips or complaints regarding the City's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
Alternative accounting treatment	No alternative accounting treatments permissible under the applicable financial reporting framework for policies and practices related to material items were identified and discussed with management.
Significant unusual transactions	During the year ended June 30, 2025, we were not aware of any significant unusual transactions.
Consultations with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of requirements of an applicable financial reporting framework.
Significant findings and issues arising during the audit in connection with the City's related parties	We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation.
Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management	There were no significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management.

Other Required Communications (cont.)

Following is a summary of other required items, along with specific discussion points as they pertain to the City:

Requirement	Discussion Point
Results of procedures performed related to other information included in annual report	The City releases additional annual information with their financial statements, and as a result, additional procedures were required to be performed on this information. See additional procedures described on Slide 7.
Other matters significant to the oversight of the City's financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the City's financial reporting process that have not been previously communicated.
Representations requested from management	Please refer to the management representation letter attached.
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the City's financial statements or to our auditor's report.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team	There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process.

Independence

Our engagement letter to you dated June 30, 2025, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* regarding independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.



Other Topics



BDO's System of Quality Management

An audit firm's effective system of quality management ("SoQM") is crucial for supporting the consistent performance of high-quality audits and reviews of financial statements, or other assurance or related services engagements under professional standards, and applicable legal and regulatory requirements.

Accordingly, BDO has implemented a SoQM designed to provide reasonable assurance that its professionals fulfill their responsibilities and conduct engagements in accordance with those standards and requirements. The firm's SoQM supports the consistent performance of quality audits through many ongoing activities including, at least annually, certification by leaders with responsibility for key controls and related processes. Our Assurance Quality Management team performs regular reviews and testing of key controls and processes throughout the SoQM and identifies and communicates areas for improvement. In addition, our Audit Quality Advisory Council supports our SoQM by providing guidance and input on audit quality initiatives.

As required by International Standard on Quality Management 1 (ISQM 1) under the International Auditing and Assurance Standards Board (IAASB), BDO has conducted an evaluation of the effectiveness of its system of quality management and concluded, as of July 31, 2024, that, except for certain deficiencies related to the execution of its issuer audits, that system provides the reasonable assurance that our professionals will perform audits and reviews of financial statements or related assurance services engagements in accordance with professional standards, and applicable legal and regulatory requirements. BDO has either implemented or is designing remedial actions to address those deficiencies prior to our next evaluation.



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO's system of quality management within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

[CLICK HERE TO ACCESS IAASB ISQM-1 IN ITS ENTIRETY >](#)

Attachment

Please refer to the Representation Letter attached for further information.



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Material discussed is meant to provide general information and should not be acted on without professional advice tailored to your needs.

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January 30, 2026

BDO USA, P.C.

3601 C street, Suite 600

Anchorage, Alaska 99503

Ladies and gentlemen:

We are providing this letter in connection with your audit of the financial statements of the City of Kenai (the City), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2025 and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the preparation and fair presentation in the financial statements of financial position, changes in net position, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, as entered on the first page, the following representations made to you during your audit:

- (1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 30, 2025, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- (2) We have fulfilled our responsibility, as set out in the terms of the aforementioned audit engagement letter, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- (3) The financial statements include all properly classified funds and other financial information of the primary government and all component units required to be included in the financial reporting entity by with accounting principles generally accepted in the United States of America. All funds required to be presented as major funds are identified and presented as such.
- (4) We have made available to you:
 - (a) All financial records, and related data and federal awards (including amendments, if any, and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities), including the names of all related parties and all relationships and transactions with related parties, as agreed upon in the terms of the aforementioned audit engagement letter.
 - (b) All additional information that you have requested from us for the purpose of the audit.
 - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) Minutes of the meetings of the City Council that were held from July 1, 2025 to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (5) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (6) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or schedule of expenditures of federal awards (SEFA). The financial statement misstatements relating to accounts and disclosures identified and discussed with us in the course of the audit that are listed immediately below have been corrected. We have evaluated the propriety of the corrected misstatements based on a review of both the applicable authoritative literature and the underlying supporting evidence from our files and confirm our responsibility for the decision to correct them.



Corrected Misstatements

Item #	Account Name and Adjustment Description	Debit	Credit
1	Cash	\$ 17,346	
	Expenses		\$ 17,346
	Adjust cash for a check related to Airport expenses that was duplicated		
2	Investments	149,018	
	Investment income		149,018
	Increase investment income for end of year adjustments		
4	Land sale deferred inflows	35,498	
	Land sale receivables		35,498
	Adjust receivables to correct balances. No impact on fund balance.		

- (7) You have identified and discussed with us in the course of the audit the deficiencies in our internal control over financial reporting listed immediately below.

Control Deficiencies Other Than Material Weaknesses or Significant Deficiencies:

- **Cash- Stale Checks-** An adjustment was identified for a check that should have been voided in the prior year. We recommend that management review outstanding checks for any stale items that should be voided and follow up with Alaska unclaimed property as appropriate.
- **Segregation of Duties:** Five accounting employees have administrative-level access to the general ledger system, including the Controller and Finance Director. This allows users enter, post, and approve their own journal entries. In addition, they can add, delete, and modify users. We recommend the City continue to employ robust review controls to compensate for superuser access.



- Year-end Reconciliations: Adjustments were identified for investments and notes receivables; however, the underlying schedules that were prepared were correct. We recommend that management fully reconcile their year-end schedules and other supporting documents to the trial balance.
- (8) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud or noncompliance. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud or noncompliance. We have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
 - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
 - (c) Allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, regulatory agencies, law firms, predecessor accounting firms, or others.
 - (d) Instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects should be considered when preparing the financial statements.
- (9) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- (10) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:
- (a) The identity of all related parties and all related party relationships and transactions of which we are aware, including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
 - (c) Guarantees, whether written or oral, under which the City is contingently liable.



- (d) Significant estimates and material concentrations known to management that are required to be disclosed in accordance with accounting principles generally accepted in the United States of America. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances. The methods, significant assumptions, and the data used in making the accounting estimates and the related disclosures are appropriate to achieve recognition, measurement, and disclosure that is in accordance with accounting principles generally accepted in the United States of America.
- (e) The effects of all known actual or possible litigation, claims, and other liabilities or gain or loss contingencies that are required to be accrued or disclosed by with accounting principles generally accepted in the United States of America, including:
- Pending or anticipated tax refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
 - Written or oral guarantees, endorsements, or unused letters of credit;
 - Unusual guarantees; or
 - Labor claims or negotiations.

Accounting principles generally accepted in the United States of America require loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

- (f) Commitments, such as:
- Major capital asset purchase agreements;
 - More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
 - Deferred compensation, bonuses, pensions plans, or severance pay; or



- Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity;
- (g) Joint ventures or other participations, the detailed transactions of which are not carried on our books.
- (11) There are no:
- (a) Violations or possible violations of budget ordinances, laws or regulations and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects could be material to the financial statements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
 - (c) Side agreements or other arrangements (either written or oral) that have not been disclosed to you.
 - (d) Restrictions of net position that were not properly authorized and approved, or reclassifications of net position that have not been properly reflected in the financial statements.
- (12) Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.
- (13) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- (14) We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.
- (15) We have complied with all aspects of contractual agreements, including debt covenants, that would have a material effect on the financial statements in the event of noncompliance. We have also complied with the SEC disclosure rules for reporting annual financial information and material events to repositories in accordance with SEC Rule N.240, 15c2-12.



- (16) No discussions have taken place with your firm's personnel regarding employment with the City.
- (17) We are responsible for compliance with laws, regulations and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts.
- (18) Components of net position (net investment in capital assets, restricted and unrestricted) and classifications of fund balance (non-spendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- (19) Revenues are appropriately classified in the statement of activities within program revenues, contributions, and general revenues. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- (20) In regards to the preparation of the required SF-SAC Data Collection Form, GASB 68, 75, 87, 96, and 101 entries and related footnote disclosures, and the financial statements and related footnote disclosures, services performed by you, we have: (1) assumed all management responsibilities, (2) designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services, (3) evaluated the adequacy and results of the services performed, and (4) accepted responsibility for the results of the services.
- (21) In regard to the Net Pension and OPEB Liability (Asset):
- We agree with the findings of specialists in evaluating the pension and other postemployment benefits liabilities (assets) and costs and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
 - We believe that the actuarial assumptions and methods used to measure pension and/or other postretirement liabilities and costs for financial accounting and disclosure purposes are appropriate in the circumstances.
- (22) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United State of America and we believe it is fairly presented. The methods of measurement and presentation of the supplementary information have not changed from the prior period and we have disclosed to you any significant assumptions underlying the measurement and presentation of the supplementary information.
- (23) Required supplementary information is measured and presented in accordance with prescribed guidelines.
- (24) With respect to federal award programs:



- (a) We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to the preparation of the schedule of expenditures of federal awards (SEFA).
- (b) We have, in accordance with the Uniform Guidance, identified and disclosed to you in the schedule of expenditures of federal awards (SEFA), expenditures made during the audit period for all government programs and related activities provided by federal agencies in the form of federal awards, grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- (c) We acknowledge our responsibility for the preparation of the SEFA and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA below.
- (d) We have notified you of federal awards and funding increments that were received for awards received before December 26, 2014, and differentiated those awards from awards received on or after December 26, 2014, and subject to the audit requirements of the Uniform Guidance.
- (e) We will include the auditor's report on the SEFA in any document that contains the SEFA and that indicates you have reported on such information.
- (f) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- (g) We are responsible for understanding and complying with, and have complied with in all material respects, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions considered to have a direct and material effect on each federal program.



- (h) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended. Also, subsequent to the date of the auditor's report as of which compliance was audited, no changes have occurred in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and material weaknesses in internal control over compliance as reported in the schedule of findings and questioned costs.
- (i) We have made available to you all federal award contracts and grant agreements (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relating to each major federal program and related activities that have taken place with federal agencies or pass-through entities.
- (j) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- (k) We have complied with the direct and material compliance requirements and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- (l) We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- (m) Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance (2 CFR part 200), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* subpart E).
- (n) We have disclosed to you our interpretations of compliance requirements that are subject to varying interpretations, if any.
- (o) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- (p) We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.



- (q) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the schedule of expenditures of federal awards.
 - (r) The copies of federal program financial reports provided to you are true copies of the reports submitted or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - (s) We have charged costs to federal awards in accordance with applicable cost principles.
 - (t) We are responsible for, and have accurately completed, the appropriate sections of the Data Collection Form as required by the Uniform Guidance. The final version of the applicable audit reporting package, which includes your signed auditor's reports, that we will submit to the Federal Audit Clearinghouse (FAC) will be identical to the final version of such documents that you provided to us.
 - (u) We have identified and disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, internal or external monitoring, and other studies directly related to the audit objectives of the compliance audit, including findings received and corrective actions taken from the end of the audit period covered by the compliance audit report to the date of the auditor's report.
 - (v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- (25) We have a process to track the status of audit findings and recommendations.
- (26) There have been no known or suspected breaches of sensitive information (e.g., personnel files) caused by cyber-attack or other means, or other cybersecurity incidents, where the breach or other incident could have a material effect on the financial statements.
- (27) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:
- a) We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
 - b) If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
 - c) We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained



in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.

- d) We have assessed the security over financial statement information and the audit report presented on our web site, and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.
- e) If the electronic financial statements are generally made available to the public on our web site, we will include a notification to the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.

(28) We have considered climate-related events and conditions when preparing the financial statements and necessary disclosures, and have communicated to you such matters, if any, and their impact on our financial reporting.

(29) Our annual report comprises the basic financial statements and the introduction and statistical section. This other information is consistent with the basic financial statements and does not contain any material misstatements.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the statement of financial position date and through the date of this representation letter, as entered on the first page, that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Very truly yours,



Terry Eubank, City Manager



Dave Swarner, Finance Director





Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3504-2026**

AN ORDINANCE ACCEPTING AND APPROPRIATING AN INCREASE IN THE TITLE III GRANT FROM THE STATE OF ALASKA DEPARTMENT OF HEALTH, DIVISION OF SENIOR AND DISABILITIES SERVICES, FOR NUTRITION, TRANSPORTATION, AND SUPPORT SERVICES.

WHEREAS, annually the City receives a grant from the State of Alaska Department of Health, Division of Senior and Disabilities Services, to provide the Senior Citizen Nutrition, Transportation, and Support Services; and,

WHEREAS, the original Title III Nutrition, Transportation, and Support Services grant amount of \$237,000 was appropriated through Budget Ordinance No. 3471-2025; and,

WHEREAS, additional funds were appropriated by the State of Alaska and dispersed among Title III grantees; and,

WHEREAS, the City of Kenai was awarded an increase of \$72,706.88 to support senior nutrition, transportation, and support services from July 1, 2025, through June 30, 2026; and,

WHEREAS, these additional funds will enhance services that support the health, independence, and well-being of older adults in the Kenai communities; and,

WHEREAS, acceptance of these funds is in the best interest of the City of Kenai.

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 an increase of \$72,706.88 to the FY26 NTS grant from the State of Alaska, Department of Health, Division of Senior and Disabilities Services for the Kenai Senior Center.

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

Senior Citizen Fund:

Increase Estimated Revenues

State Grants

\$72,706.88

Increase Appropriations

Access - Salaries

\$4,664.00

Transportation – Operating & Repair Supplies

6,000.00

Congregate Meals – Operating & Repair Supplies

31,021.44

Home Meals – Operating & Repair Supplies

31,021.44

\$72,706.88

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 18TH DAY OF February, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced: February 4, 2026
Enacted: February 18, 2026
Effective: February 18, 2026



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: January 26, 2026

SUBJECT: **Ordinance 3504-2026** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health, Division of Senior and Disabilities Services, for Nutrition, Transportation, and Support Services.

The Kenai Senior Center receives a yearly grant from the State of Alaska under the Title III Nutrition, Transportation, and Services (NTS) Program.

The original Title III Nutrition, Transportation, and Support Services (NTS) grant amount of \$237,000 appropriated through Budget Ordinance No. 3471-2025. Our program has been given an increase of \$72,706.88 for services from July 1, 2025, through June 30, 2026 (FY26).

These additional funds will be used to purchase operating supplies for congregate and home-delivered meals, increase the fuel budget, and support salaries associated with Homemaker Services provided through the Title III NTS grant.

The estimated revenues and appropriations would be increased as follows:

Senior Citizen Fund:

Increase Estimated Revenues	
State Grants	<u>\$72,706.88</u>
 Increase Appropriations	
Access - Salaries	\$4,664.00
Transportation – Operating & Repair Supplies	6,000.00
Congregate Meals – Operating & Repair Supplies	31,021.44
Home Meals – Operating & Repair Supplies	<u>31,021.44</u>
	<u>\$72,706.88</u>

Your support is greatly appreciated.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-12**

A RESOLUTION AUTHORIZING THE USE OF THE FLEET REPLACEMENT FUND FOR THE PURCHASE OF TWO FORD BRONCO SUVs UTILIZING THE STATE OF ALASKA EQUIPMENT FLEET CONTRACT.

WHEREAS, the City fleet replacement plan calls for the replacement of two Senior Center vehicles in FY26, which are available through State of Alaska equipment fleet contract pricing; and,

WHEREAS, the City evaluated the existing vehicles to be replaced to determine replacement needs; and,

WHEREAS, the Ford Broncos will be used for delivery for the Meals on Wheels program and have been determined to be a satisfactory vehicle for this use; and,

WHEREAS, the Senior Center recommends purchase of two Ford Broncos for a total estimated cost of \$66,110; and,

WHEREAS, funds for this purchase is available in the Fleet Replacement Fund and this does not require further appropriation; and,

WHEREAS, KMC 7.15.070(b)(4) allows the City of Kenai to purchase equipment without competition if the equipment is purchasable under the contract of another governmental agency in which contract the City is authorized to participate; and,

WHEREAS, the City of Kenai is eligible to use the State of Alaska equipment fleet contract and this purchase is in the best interest of the City.

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

Section 1. That the City Manager is authorized to use the Fleet Replacement Fund and the State of Alaska Equipment Fleet Contract for the purchase of two Ford Bronco SUVs from Kendall Ford for an estimated cost of \$66,110 in accordance with KMC 7.15.070(b)(4).

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF FEBRUARY.

Victoria Askin, Vice Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Finance _____



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Eric Jean, Assistant Director of Public Works

DATE: February 6, 2026

SUBJECT: **Resolution No. 2026-12** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Two Ford Bronco SUVs Utilizing the State of Alaska Equipment Fleet Contract.

This Resolution authorizes the purchase of two Ford Bronco SUVs for the Senior Center through Kendall Ford utilizing the State of Alaska Equipment Fleet Contract. The City's Fleet Replacement Fund will be used for this purchase. The cost of the Ford Broncos is \$33,055 each for a total price of \$66,110.

In accordance with the City's fleet replacement plan, the Senior Center was scheduled to replace one Senior Center utility vehicle in FY26. A previous Senior Center vehicle was totaled and auctioned and also needs replaced. After reviewing the main use of these vehicles for Meals on Wheels delivery with the Shop and Senior Center staff, it was determined that Ford Broncos will meet the needs of the City.

KMC 7.15.070(b)(4) allows the City of Kenai to purchase equipment without giving an opportunity for competitive bidding if the equipment is purchasable under the contract of another government agency in which contract the City is authorized to participate. The City is eligible to utilize the State of Alaska Equipment Fleet Contract to purchase these vehicles from Kendall Ford. Purchase of these vehicles is in the best interest of the City and we recommend authorizing purchase.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-13**

A RESOLUTION AMENDING THE CITY'S SCHEDULE OF RATES, CHARGES, AND FEES TO ADD A METERED PRESSED SEPTAGE EFFLUENT RATE.

WHEREAS, the City of Kenai provides wastewater treatment services and can accept septage effluent; and,

WHEREAS, acceptance and treatment of pressed septage incurs higher operation and maintenance costs than domestic wastewater; and,

WHEREAS, it has been determined that a rate of \$50.00 per thousand gallons is sufficient to support the processing of this effluent; and,

WHEREAS, it is in the best interest of the City to amend the fee schedule to include a new metered rate for pressed septage effluent.

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

Section 1. That the City of Kenai Schedule of Rates, Charges, and Fees is hereby amended to include the following fee under Public Works and Capital Project Fees, Sewer Fees, APX – Public Utility Regulations and Rates, 5. Schedule E – Metered Service:

- **Pressed Septage Effluent, per thousand gallons: \$50**

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF FEBRUARY 2026.

Victoria Askin, Vice Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: February 9, 2026

SUBJECT: **Resolution No. 2026-13** - Amending the City's Schedule of Rates, Charges, and Fees to Add a Metered Pressed Septage Effluent Rate

This memo requests Council's approval to amend the City Fee Schedule to add a new fee for disposal of pressed septage effluent. A business is working to establish a facility that would dispose of septage by receiving septage and pressing the liquid from it. The business is requesting that the resulting wastewater generated (we are referring to as pressed septage effluent) be discharged as effluent into our sewer collection system for eventual treatment and disposal at the City Wastewater Treatment Facility.

The business needs an established fee for the disposal of this effluent to continue moving forward with design, permitting and construction necessary to establish this business. The effluent that we would accept would be allowable per our permit with the Alaska Department of Environmental Conservation (DEC) and will be a higher strength wastewater than domestic wastewater. We have determined that a rate of \$50 per thousand gallons is sufficient. The business will be required to be permitted through DEC to construct and operate this proposed operation and will also be required to obtain building permits for installation. The septage solids would be disposed of with another party and not accepted by the City for treatment or disposal. The business will be required to provide a method for metering the effluent to be approved by the City prior to discharging into our system.

The Public Works Department recommends adding a fee of \$50 per thousand gallons for the City of Kenai Fee Schedule under the Sewer Fees, Schedule E - Metered Service.

**KENAI CITY COUNCIL – REGULAR MEETING
FEBRUARY 4, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
VICE MAYOR VICTORIA ASKIN, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on February 4, 2026, in City Hall Council Chambers, Kenai, AK. Vice Mayor Askin called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

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

2. Roll Call

There were present:

Victoria Askin, Vice Mayor
Sovala Kisena
Deborah Sounart
Phil Daniel

Henry Knackstedt, Mayor (*remote participation*)
Bridget Grieme
Glenese Pettey

A quorum was present.

Also in attendance were:

**Josh Bolling, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director (*remote participation*)
Lee Frey, Public Works Director
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Vice Mayor Askin noted the following additions to the Packet:

- Add to item E.2. **Public Hearing - Ordinance No. 3501-2026**
- Amendment Memo

MOTION:

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

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

Vice Mayor Askin 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

1. Annual Review of City of Kenai Permanent and Custody Funds, 2025 Financial Performance, Financial Projections and Recommend 2026 Asset Allocation for the City's Permanent and Custody Funds, Chief Executive Officer Bill Lierman and Chief Investment Officer Brandy Niclai, from Alaska Permanent Capital Management.

Brandy Niclai provided a summary on the history, performance and future projections of the Permanent Funds; reviewed asset allocations, returns, withdrawal policies, past market performance; discussed current asset allocation relative to strategic weights and noted year-end cash levels were due to dividend and interest receipts and have since been redeployed; and discussed 2026 market outlook themes including equity valuation levels, earnings dependency, and increased exposure to AI-related sectors and emerging markets.

Bill Lierman provided a review on the City's custody assets, noting Alaska Permanent Management has managed the portfolio since November 2024 as a reserve fund held outside the City's primary cash pool; explained the composition of the portfolio; reviewed performance relative to benchmarks, noting the portfolio outperformed cash equivalents; discussed positioning the portfolio to lock in yields ahead of anticipated Federal Reserve rate cuts; and noted plans to request a future work session to review potential strategy adjustments.

C. SCHEDULED PUBLIC COMMENTS

1. Kenai Chamber of Commerce and Visitor Center Annual Report, Samantha Springer, Executive Director.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce, provided a review of the 2025 Annual report noting a successful year marked by operational stability, consistent programming, and community engagement; highlighted achievements including recognition as Chamber of the Year, expansion of historical and cultural programming, and updates to the Silver Salmon Derby; reported an early-year decline in visitor numbers that recovered by mid-year; noted continued strength in core programs; staffing and Board Member updates; and outlined upcoming events.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Ordinance No. 3500-2026** - Sunsetting the Harbor Commission, Amending Kenai Municipal Code 1.90.010 - General Standards for Standing Advisory Commissions, Repealing Kenai Municipal Code 1.95.040 - Harbor Commission, Repealing Kenai Municipal Code 11.20 - Leasing of Tidelands, Amending Kenai Municipal Code 14.05.010 - Duties and Powers, Enacting Kenai Municipal Code 22.05.016 - Tidelands Available for Leasing, Enacting Kenai Municipal Code Chapter 22.10 - Tideland Leases for Shore Fisheries, and Amending Council Policy 20.020 to Reflect the Sunsetting of The Harbor Commission. (Administration)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3500-2026. Council Member Daniel **SECONDED** the motion.

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

Appreciation to all Harbor Commission members was shared; and clarification was provided on the process necessary to reinstate the Harbor Commission in the future if needed.

VOTE:

YEA: Sounart, Knackstedt, Daniel, Grieme, Askin, Pettey, Kisena

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

2. **Ordinance No. 3501-2026** - Determining Four City-Owned Properties in the Beaver Loop Area are Not Needed for a Public Purpose and Authorizing Sale by Public Sealed Bid Auction. (Administration)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3501-2026. Council Member Pettey **SECONDED** the motion.

Vice Mayor Askin 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 Sounart **MOVED** to amend the Ordinance No. 3504-2026 as follows:

Eleventh whereas clause to read, "at their regularly scheduled meeting on January 28, 2026, the City of Kenai Planning and Zoning Commission reviewed the proposed sale of the properties and recommended enactment to the City Council; and"

Council Member Pettey **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

MOTION TO AMEND:

Council Member Sounart **MOVED** to amend the Ordinance No. 3501-2026 as follows:

Insert a new sixth whereas clause to read, "the City's intent in offering these parcels for sale is to facilitate gravel extraction, and the properties are being made available for that purpose exclusively, subject to all applicable zoning, permitting, and regulatory requirements."

Council Member Pettey **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

Clarification was provided regarding the access points to the properties.

VOTE ON MAIN MOTION AS AMENDED:

YEA: Knackstedt, Daniel, Grieme, Askin, Pettey, Kisena, Sounart,

NAY: None

**Student Representative Bolling: Yea

MAIN MOTION AS AMENDED PASSED.

3. **Ordinance No. 3502-2026** - Authorizing the City Manager to Reimburse Annual Leave Used by Firefighter Garrick Martin for Attending a Paramedic Internship Program. (Administration)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3502-2026. Council Member Grieme **SECONDED** the motion.

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

There was discussion regarding the Administration looking into options to handle this type of reimbursement administratively.

VOTE:

YEA: Daniel, Grieme, Askin, Pettey, Kisen, Sounart, Knackstedt

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

- 4. Ordinance No. 3503-2026** - Increasing Estimated Revenues and Appropriations in the Water & Sewer Capital Project Fund and Accepting a Loan from the State Revolving Fund Program for the Water Treatment Pumphouse Project. (Administration)

MOTION:

Council Member Sounart **MOVED** to enact Ordinance No. 3503-2026. Council Member Daniel **SECONDED** the motion.

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

A summary overview of the memorandum as attached to Ordinance No. 3503-2026 was provided; clarification was provided that this was a forgivable loan, and the benchmarks associated receiving reimbursement were discussed.

VOTE:

YEA: Grieme, Askin, Pettey, Kisen, Sounart, Knackstedt, Daniel

NAY: None

**Student Representative Bolling:

MOTION PASSED.

- 5. Resolution No. 2026-10** - Authorizing the Use of the Equipment Replacement Fund for the Purchase of a New Trackless MT7 with Snow Blower Attachment. (Administration)

MOTION:

Council Member Sounart **MOVED** to adopt Resolution No. 2026-10. Council Member Pettey **SECONDED** the motion.

Vice Mayor Askin 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 expected delivery was six months from contract approval.

UNANIMOUS CONSENT was requested.

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

- 6. Resolution No. 2026-11** - Designating the Investment and Allocation Plan for the City's Permanent Funds and Establishing Appropriate Benchmarks to Measure Performance for Calendar Year 2026. (Administration)

MOTION:

Council Member Sounart **MOVED** to adopt Resolution No. 2026-11. Council Member Daniel **SECONDED** the motion.

Vice Mayor Askin 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 January 21, 2026. (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. 3504-2026** - Accepting and Appropriating an Increase in the Title III Grant from the State of Alaska Department of Health, Division of Senior and Disabilities Services, for Nutrition, Transportation, and Support Services. (Administration)

Introduced by the consent agenda and Public Hearing set for February 18, 2026.

3. **Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Scott Bremer to the Airport Commission. (Knackstedt)

MOTION:

Council Member Sounart **MOVED** to confirm the appointment of Scott Bremer to the Airport Commission. Council Member Pettey **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

4. **Discussion** - Scheduling a Work Session with Alaska Permanent Capital Management to Discuss Potential Amendments to Kenai Municipal Code Investment Options. (Administration)

The work session was scheduled for April 1, 2026 at 4:00 p.m.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting February 12, 2026.

2. Airport Commission

No report, next meeting February 12, 2026.

3. Harbor Commission

No report.

4. Parks and Recreation Commission

No report, next meeting February 5, 2026.

5. Planning and Zoning Commission

Council Member Kisena reported on the January 28, 2026 meeting; the February 11, 2026 meeting was cancelled; and next meeting February 25, 2026.

6. Beautification Commission

No report, next meeting April 14, 2026.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Thanked Vice Mayor Asking for presiding during the meeting.
- Requested Council consider potential reductions in plan review fees, particularly related to review for identical buildings.
- Attended a regional meeting with Borough and City leaders to discuss regional issues including school funding, taxes, housing, and the LNG project.
- Participating in a discussion regarding schools closing pools; the need for clear cost information; and Borough Mayor Micciche would be gathering additional information.
- Attending and participating in the Senior Center Volunteer appreciation dinner.

K. ADMINISTRATION REPORTS

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

- Provided a video of the new ambulance power loader, which improves safety for firefighters and patients while loading and unloading patients.
- Staffing update: New utility operators were expected to start in March; welcomed new building official Chandra Mayeux and returning Police Officer Sarah Herrin; and ongoing recruitment for Airport Manager and Firefighter.
- Bridge Access Pedestrian Pathway design is complete; State of Alaska plans to align the Pedestrian Pathway project with the Asphalt Preservation project; bidding was anticipated for May; and the City strongly discouraged full closure of the Warren Ames Bridge.
- Kenai Peninsula Housing Initiative (KPHI) grant application for 20 senior and low-income housing units was not funded; funding was received for construction of one low-income fourplex; and continue coordination with on a Community Development Block Grant for water and sewer.
- School pool closure update and potential Borough participation moving forward.
- Recognized fire, police and dispatch personnel for responses to multiple serious structure fires and life saving efforts during January.
- Transition of the City's bid and RFP process to Bid Express was completed.
- A request from Kenai Peninsula Economic Development District to become a strategic asset partner regarding workforce development initiatives.
- A meeting was scheduled with the Chamber Board to review the community survey results.

2. City Attorney - No report.

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

- Update on the Special Election procedures taking place.

L. ADDITIONAL PUBLIC COMMENTS

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

2. Council Comments

Student Representative Bolling thanked Vice Mayor Askin for visiting the Leadership class; provided an update on winter activities at Kenai Central High School, noting the strong participation and community turnout at athletic events; and students were looking forward to the upcoming Job Shadow event.

Council Member Kisena congratulated the Chamber for all of their accomplishments, Scott Bremer for his appointment to the Airport Commission, and the three new City employees; and he gave a shout out to our public safety departments for their efforts in the last month.

Council Member Pettey thanked City Manager Eubank for the video of the new stretcher, noting the enhancement to the safety of our firefighters and patients.

Council Member Daniel recognized the Chamber for all their efforts; and thanked City Manager Eubank for sharing the video.

Council Member Sounart echoed Council Member Kisena and Daniel comments; and recognized the Public Works Department employees for keeping up with the snow, rain and keeping the roads safe.

Council Member Grieme stated her appreciation for the Kenaitze Joint Work Session and the staff members who attended; and recognized the efforts of the Public Safety Departments.

Vice Mayor Askin stated she agreed with the other Council members recognitions and comments; reported attending the Senior Center Appreciation event; and stated her appreciation for the Kenaitze Joint Work Session.

M. EXECUTIVE SESSION

1. New Gas Storage Facility within the City of Kenai. Pursuant to AS 44.62.310(c)(1) a Matter of which the Immediate Knowledge may have an Adverse Effect upon the Finance of the City and AS 44.62.310(c)(3) a Matter which by Law, Municipal Charter, or Ordinance are required to be Confidential. (Administration)

[Clerk's Note: Vice Mayor Askin passed the gavel to Council Member Sounart and declared a possible conflict with the discussion of New Gas Storage Facility as she was an employee of one of the companies involved. Council Member Sounart ruled a conflict did exist and Vice Mayor Askin exited the meeting at 7:40 p.m., abstaining from participating in the Executive Session and discussion of the subject.]

MOTION:

Council Member Grieme **MOVED** to enter into executive session to discuss a New Gas Storage Facility within the City of Kenai which may be a subject that immediate knowledge would clearly have an adverse effect upon the finances of the City and is a matter which by law, municipal charter, or ordinance is required to be confidential. The executive session will include Mayor Knackstedt, City Council Members, Manager Eubank, Attorney Bloom and Planning Director Buettner. Council Member Kisena **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

MOTION:

Council Member Grieme **MOVED** to reconvene into regular session. Council Member Kisena **SECONDED** the motion.

UNANIMOUS CONSENT was requested.

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

[Clerk's Note: The Council entered into executive session at 7:40 p.m. and reconvened into regular session at 8:52 p.m.]

N. PENDING ITEMS - None.

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 8:53 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of February 4, 2026.

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: FEBRUARY 18, 2026

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	116,127.29
PREMERA	JANUARY PREMIUM	VARIOUS	INSURANCE	223,249.53
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	128,306.23



MEMORANDUM

TO: City Council Members

FROM: Henry Knackstedt, Mayor

DATE: February 5, 2026

SUBJECT: **Action/Approval** - Council Confirmation of Mayoral Nominations of Maeve Spiegler to the Parks & Recreation Commission.

A vacancy currently exists on the Parks & Recreation Commission; an application for a partial term has been received and is attached for consideration.

Pursuant to Kenai Municipal Code 1.90.010 members are nominated by the Mayor and confirmed by the City Council. Council confirmation of the following appointment is requested:

- Maeve Spiegler - Parks & Recreation Commission partial term ending on December 31, 2027.

Your consideration is appreciated.

Commission Application

Application for Appointments to the Airport, Beautification, Council on Aging, Harbor, Parks & Recreation, and Planning and Zoning Commissions

First Name: *

Maeve

Last Name: *

Spiegler

Name of Spouse:

Primary Phone: *

[Redacted]

Home Phone:

E-mail *

[Redacted]

Residence Address: *

Street Number & Street Name.

[Redacted]

Mailing Address *

Street Address

[Redacted]

Address Line 2

City

Kenai

State/Province/Region

AK

Postal/Zip Code

99611

Country

USA

Are you a Resident of the City of Kenai? *

Yes No

If resident, how long?

20 months

Name of Employer:

Independent Living Center

Commission Membership Requirements:

Airport Commission: The Airport Commission has four designated seats and three at large seats. *If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.*

Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.

Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.

Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *

Parks and Recreation Commission

Why do you want to be involved with this Commission?

I want to have an active role in making the KP and Kenai more accessible. Ensuring paths, trails, beaches and rivers are accessible to residents and visitors is something I like doing. I have not been involved in politics in my adult life, and I have the energy for it as a new, but passionate member of the Peninsula who loves getting outside and enjoying it.

List Current Organization Memberships:

List Past Organization Memberships:

ACPA, NASPA, CSPA-NY

What background, experience or other credentials do you possess to bring to the Commission?

I have a research degree, too much time on my hands, and ten years of experience in event planning and a lifetime of getting outside with diverse group of individuals to enjoy the parks and recreation opportunities. I would love to learn more about being involved.

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

Primary Phone Home Phone Email



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3505-2026**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – BUILDINGS DEPARTMENT COMPUTER SOFTWARE, FOR THE PURCHASE OF PERMITTING SOFTWARE.

WHEREAS, the Buildings Department previously budgeted \$15,000 for purchase of Building Permit Software; and,

WHEREAS, additional funding is needed to purchase and implement a building permit software solution; and,

WHEREAS, the software solution will be utilized by multiple departments across the City to transition permitting from paper to electronic; and,

WHEREAS, it is in the best interest of the City to appropriate an additional \$35,000 for Building Permit Software.

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

Section 1. That estimated revenues and appropriations in the General Fund – Buildings Department are hereby increased as follows:

General Fund:

Increase Estimated Revenues:	
Appropriation of Fund Balance	<u>\$35,000</u>
Increase Appropriations:	
Buildings – Computer Software	<u>\$35,000</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 4TH DAY OF MARCH, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:  _____

Introduced:	February 18, 2026
Enacted:	March 4, 2026
Effective:	March 4, 2026



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: February 9, 2026

SUBJECT: **Ordinance No. 3505-2026** - Increasing Estimated Revenues and Appropriations in the General Fund – Buildings Department Computer Software, for the Purchase of Permitting Software.

The Buildings Department has previously budgeted \$15,000 for purchase of Building Permit Software to move the permit process to being fully electronic. Through review of several vendors solutions, it has been determined that additional funds are needed for the purchase and implementation of a software package. We request an additional appropriation of \$35,000 to fully fund the purchase and implementation of permitting software. Recommendation of a vendor is anticipated soon with the onboarding of our new Building Official. This software is expected to be utilized by Finance, Utilities, Planning & Zoning, Streets and the City Clerk for permitting and licensing needs. Annual licensing and maintenance costs for the software is planned to be incorporated into future operational budgets.



MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Terry Eubank, City Manager

DATE: February 10, 2026

SUBJECT: **Action/Approval** - Peninsula Oilers Baseball Club Special Use Permit for use of the Challenger Learning Center to temporarily house players and staff of opposing teams for the 2026 Alaska Baseball League season.

It is recommended that the City Council approve a Special Use Permit (SUP) for the Peninsula Oilers Baseball Club (the Club) to utilize the dormitory facilities at the former Challenger Learning Center of Alaska, located at 9711 Kenai Spur Highway, to house players and staff from visiting teams during the 2026 summer baseball season.

Pursuant to Kenai Municipal Code (KMC) 22.05.130, Special Use Permits, the City Council may authorize the City Manager to grant temporary use permits for City-owned real property for periods not to exceed one year, without appraisal or public auction, for uses compatible with the zoning of the property, and on terms and rental rates determined by the Council.

The Peninsula Oilers will return to the Alaska Baseball League (ABL) for the 2026 season following a one-year hiatus taken to stabilize the organization's finances. As part of this restructuring, the Club sold its former Old Town Kenai building, which historically housed visiting teams in a 28-bed bunkhouse. This transition has left a gap in the league's required housing infrastructure for opposing teams.

The former Challenger Learning Center, now owned by the City, was previously scheduled to house the players and staff of opposing teams prior to the facility's closure last fall. The building includes two large dormitories designed for overnight accommodations, each equipped with 19 bunks (38 total), along with associated lounge areas and restroom and shower facilities. The proposed \$1,000 fee for use of the facility will help offset the incremental costs associated with this temporary use.

The SUP would be valid for the 2026 summer season, June 1 through August 5. Use of the facility would be limited to Aurora Borealis Room, Girls' & Boys' Dormitories, Lounges, Restrooms, and Showers, and the Kitchen refrigerator and microwaves. The Club would be responsible for providing bedding and towels, as well as custodial services.

This request represents a one-time, temporary use and does not constitute a long-term change in use of the facility. The City has a long-standing history of supporting the Peninsula Oilers, a non-profit organization, to promote baseball activities that enhance the community and benefit

residents. This support includes leasing Oiler Park ballfields to the Club and donating water and sewer service.

Approval of this permit would support the successful return of a 50-year-old Kenai institution, provide a temporary, productive use of a City-owned facility, and help ensure that Kenai remains a viable host city for the Alaska Baseball League.

Administration recommends approval of the attached Special Use Permit.

Suggested Motion:

Move to authorize the City Manager to issue a Special Use Permit to the Peninsula Oilers Baseball Club for the temporary use of dormitory facilities at the former Challenger Learning Center of Alaska to house visiting team players and staff during the 2026 Alaska Baseball League season.

Thank you for your consideration.



CHALLENGER LEARNING CENTER SPECIAL USE PERMIT

THE CITY OF KENAI (City) for the considerations, conditions and requirements set forth below, hereby grants to PENINSULA OILERS BASEBALL CLUB (Permittee), a non-profit organization, whose address is 103 S Tinker Ln, Kenai, AK 99611 the right to use a portion of the Challenger Learning Center facility located at 9711 Kenai Spur Highway, Kenai, AK 99611, as provided below.

1. **TERM.** This special use permit shall commence and be effective on June 1st through August 5th, 2026 subject to the needs of the City. Permittee understands, agrees and acknowledges that the City may need the facility for other uses or may sell, rent, or lease the facility to other parties during this term. Notwithstanding any other provision in this permit, if at any time the City desires the facility for any other use, including rent, sale or lease, the City may terminate this permit upon 14 days-notice and shall return any fees on a prorated basis.
2. **PERMIT FEES.** The fee for this permit is \$1,000.00, plus applicable sales tax.
3. **SPACE.** The space made available by the City for use by the Permittee is within the City of Kenai Challenger Learning Center including dormitories (girls and boys), lounges (girls and boys), restrooms and shower facilities, the Aurora Borealis Room and refrigerator and microwaves in the commercial kitchen. See Attachment A. This Permit does not include the use of any other space, except those identified, inside the City of Kenai Challenger Learning Center. Permittee agrees to stay out of other areas of the facility and keep all players, coaches, staff guests and others out of areas of the building not specifically dedicated for use in this permit. The Permittee agrees to leave the use area in the same condition as the date of commencement of this Special Use Permit, ordinary use and wear thereof excepted. Permittee agrees it is responsible for any damage caused by any users of the facility pursuant to this permit.
4. **PURPOSE.** The aforementioned space to be used solely for the purpose, and no other, of hosting the opposing teams of the Peninsula Oilers Baseball Club during the 2026 season.
5. **LICENSES AND PERMITS; LAWS.** Permittee shall adhere to all federal, state, and local laws, ordinances, and regulations while conducting its activities on the Premises. Permittee shall obtain and maintain all required federal, state, and local licenses, permits, certificates, and other documents required for Permittee's operations under the Permit. Permittee shall provide proof of compliance to the City upon request by the City.
6. **NO EXCLUSIVITY.** This Permit is not intended to grant any exclusive use to the described Premises.
7. **CLEANUP & GARBAGE REMOVAL.** The Permittee is responsible for all janitorial services during the facilities use. Permittee is responsible for all garbage cleanup and removal off site.

- 8. INDEMNITY, DEFEND, AND HOLD HARMLESS.** PERMITTEE agrees to fully indemnify, defend, and hold harmless, the CITY, its officers, agents, employees, and volunteers from and against any and all actions, injuries, death, damages, costs, liability, claims, losses, judgments, penalties, and expenses of every type and description including any fees and/or costs reasonably incurred by the CITY'S staff attorneys and outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by any act, incident, or accident, occurring as a result of the acts, errors or omissions, of the PERMITTEE or its agents, guests, invitees, or employees, arising in connection with the operations, use, or occupancy of the premises by PERMITTEE. This shall be a continuing release and shall remain in effect after termination of this Agreement.
- 9. ASSUMPTION OF RISK.** PERMITTEE assumes full control and sole responsibility as between PERMITTEE and CITY for the activities of PERMITTEE, its personnel, employees, and persons acting on behalf of or under the authority of the PERMITTEE anywhere on the Premises. PERMITTEE shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Agreement.
- 10. INSURANCE.** PERMITTEE shall secure and keep in force adequate insurance, as stated below, to protect CITY and PERMITTEE. Where specific limits are stated, the limits are the minimum acceptable limits. If PERMITTEE's insurance policy contains higher limits, CITY is entitled to coverage to the extent of the higher limits.
- A.** Commercial General Liability insurance, including premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than \$1,000,000 combined single limit. The policy must name the CITY as an additional insured.
- B.** Worker's compensation insurance with coverage for all employees engaged in work under this Agreement or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide worker's compensation insurance for any subcontractor who directly or indirectly provides services to PERMITTEE under this Agreement.
- C.** All insurance required must meet the following additional requirements:
- i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.
 - ii. PERMITTEE shall submit to the CITY proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

- iii. PERMITTEE shall request a waiver of subrogation against CITY from PERMITTEE's insurer and the waiver of subrogation, where possible, shall be provided at no cost to CITY.
- iv. Provide the CITY with notification at least thirty (30) days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.
- v. Evidence of insurance coverage must be submitted to CITY by June 1, 2026. The effective date of the insurance shall be no later than June 1, 2026.

11. GENERAL TERMS AND CONDITIONS OF USE AND OPERATION

- A.** PERMITTEE may not assign or sublet the Premises.
- B.** PERMITTEE agrees that at all times PERMITTEE will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized agencies responsible for public safety.
- C.** PERMITTEE will comply with all laws of the United States and State of Alaska; all municipal ordinances; and all lawful orders of the police and fire departments, or other municipal authorities; and will obtain, and pay for all necessary permits and licenses and will not do, nor allow to be done, anything on said premises during the term of this Agreement in violation of any such laws, ordinances, rules or orders.
- D.** PERMITTEE shall not admit to said premises a larger number of persons than can safely and freely move about in said premises; and the decision of CITY in this respect shall be final. It is further understood and agreed that PERMITTEE will permit will keep all passageways and fire exits clear at all times; and that the sidewalks, grounds, entries, passages, vestibules, halls abutting streets, and all ways of access to public utilities of said premises, shall not be obstructed by PERMITTEE or used for any purpose other than for ingress to and egress from demised premises.
- E.** PERMITTEE shall not injure, nor in any manner deface said premises; and shall not permit anything to be done whereby said building or premises shall be in any manner injured or marred, or defaced, nor shall PERMITTEE drive, nor permit to be driven, any nails, hooks, tacks, or screws, in any part of the building, nor shall PERMITTEE make, or allow to be made, any alteration of any kind therein. That if said premises, or any portion of said building or grounds, during the term of this lease, shall be damaged by the act, default, or negligence of PERMITTEE or by PERMITTEE'S agents, employees, guests, invitees, or any person, or persons admitted to said premises by said PERMITTEE, the PERMITTEE will pay CITY upon demand such sum as shall be necessary to restore said premises to their original condition.

- F. CITY does not relinquish and does hereby retain the right to enforce all necessary laws rules, and regulations, for the management and operations of said premises. CITY retains the right to enter the demised premises at any time and on any occasion, without any restrictions whatsoever.
- G. CITY reserves the right to eject, or cause to be ejected, from the premises any disorderly person; and neither CITY nor any of its officers, agents, or employees, shall be liable to PERMITTEE for any damages that may be sustained by and through the exercise of such right.
- H. PERMITTEE will not allow beer, wine, liquor, or alcoholic beverages of any kind to be sold or consumed upon said premises without the express written consent of CITY.

Should the City agree to allow the sale of alcoholic beverages on the premises, a vendor licensed by the Alaska Alcoholic Beverage Control Board must dispense any and all alcohol beverages on the premises. The vendor must have, during PERMITTEE’S occupancy of said premises, policies of general liability and liquor liability. Said policy must be from a reliable insurance company authorized to transact business in the State of Alaska and subject to suit in Alaska. The City shall be named as an additional insured on said policy with a waiver of subrogation endorsement. Coverage shall be in the amount of \$500,000 for bodily injury, death or property damage resulting from one occurrence.

PERMITTEE agrees to furnish and place on file with CITY, a copy of said policy or a certificate that a policy of insurance has been issued, at the time of execution of this Agreement. The policy is subject to approval by CITY.

- 12. **NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.
- 13. **CONTACT INFORMATION.** The contact information for Permittee, and the person in responsible charge for Permittee during the term of the Permit, for purposes of notice and all communications from City to Permittee is:



MEMORANDUM

TO: Mayor Knackstedt and Council Members
FROM: Terry Eubank, City Manager
DATE: February 9, 2026
SUBJECT: **Action/Approval** - Kenai Peninsula Economic Development District Strategic Asset Partner Designation (Pipeline to Pipeline Initiative)

The Kenai Peninsula Economic Development District’s (KPEDD) has asked the City of Kenai to consider being formally identified as a Strategic Asset Partner in KPEDD’s Pipeline to Pipeline (P2P) initiative. This designation would support KPEDD’s application for a federal Economic Development Administration (EDA) Public Works and Economic Adjustment Assistance (PWEAA) grant.

The Pipeline to Pipeline (P2P) initiative is a regional workforce development effort intended to address a documented decline in the Kenai Peninsula’s working-age population while preparing residents for potential large industrial projects, including the Alaska LNG project. The initiative proposes a coordinated public–private–education partnership, including KPEDD, the Alaska Vocational Technical Center (AVTEC), Kenai Peninsula Borough School District (KPBSD), Kenai Peninsula College (KPC), and participating industry partners.

As part of its planning, KPEDD has identified the City’s Alaska Fire Training Center and/or the former Challenger Learning Center as possible locations that could support an AVTEC-led Instructional Service Center. Any such use would depend on the grant being awarded and on future agreements that would be brought to Council for consideration.

KPEDD’s request for Strategic Asset Partner designation is intended to demonstrate regional cooperation and awareness of available community assets in KPEDD’s grant application. This designation does not commit the City to using City-owned facilities, authorize a lease or transfer of property, or require the City to provide matching funds for any grant. Any future proposal involving City facilities, funding, or operations would require separate review and approval by the City Council.

At this stage, the designation would allow KPEDD to identify the City as a collaborative partner while discussions continue about feasibility, consistency with City priorities, and long-term impacts.

The City’s recent community survey identified workforce development and economic diversification as community priorities. Participation at this level allows the City to stay informed

and engaged in regional planning efforts while maintaining full discretion over future decisions related to City assets.

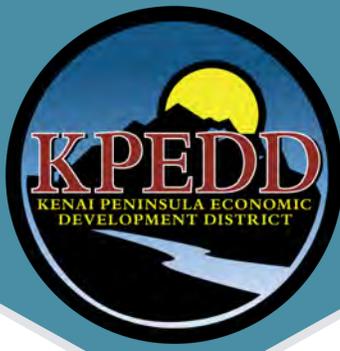
If the Council approves the designation, City Administration will continue participating in informational discussions with KPEDD and its partners and will return to the City Council for direction and approval before any commitment involving City facilities, leases, or grant participation.

Suggested Motion:

Move to identify the City of Kenai as a Strategic Asset Partner in Kenai Peninsula Economic Development District's (KPEDD) Pipeline to Pipeline (P2P) initiative and support KPEDD's application for a federal Economic Development Administration (EDA) Public Works and Economic Adjustment Assistance (PWEAA) grant.

Thank you for your consideration.





Leadership to enhance, foster and promote economic development

City of Kenai
Terry Eubank, City Manager
210 Fidalgo Ave.
Kenai, Ak 99611

January 29, 2026

Dear Terry,

As we finalize our strategy for the upcoming EDA Public Works and Economic Adjustment Assistance (PWEAA) grant application, I am writing to invite the City of Kenai to consider a formal commitment as our Strategic Asset Partner.

The Pipeline to Pipeline (P2P) initiative is designed to address the Peninsula's 5% decline in the working-age population by creating a direct conduit to the 10,000+ jobs projected by the Alaska LNG project and other Anchor Industry Partners, as well as the thousands of indirect jobs that are anticipated. To meet the aggressive operational timeline required by these projects, we are requesting the City's consideration in committing existing municipal assets—specifically the Fire Training Center and the former Challenger Center—to serve as the primary infrastructure for an AVTEC-led Instructional Service Center, contingent upon the successful securing of EDA funding.

This initiative is a direct response to the recent community survey conducted by the City of Kenai, in which residents identified economic and workforce development as high priorities for the community. The initiative also aligns with the City Council's goal of using survey results to help inform budget decisions and community priorities, including economic development and quality of life. By utilizing these available facilities, the City of Kenai eliminates the multi-year delays of greenfield construction to meet the peak industrial hiring window, effectively anchoring a "braided" talent pipeline—integrating KPBSD, KPC, and Anchor Industry Partners—directly within the community to ensure regional economic benefits remain local.

Furthermore, this partnership shifts the ongoing cost burden of maintaining these municipal assets away from the City through a long-term lease structure. Importantly, utilizing the former Challenger Center for this initiative directly aligns with the deed requirements of the parcel, which mandate that the property be used for educational purposes.

Beyond the operational benefits, this partnership presents a significant capital improvement opportunity for the City. By including the renovation of these facilities in our EDA application, we are seeking federal investment to modernize and retrofit the buildings to meet high-level vocational standards. This allows the City to achieve substantial upgrades to its property—improving HVAC, electrical, and instructional systems—at no capital cost to the municipal taxpayer, while the difference between a nominal lease rate and the fair market value serves as



Economic Development District (EDD)
The U.S. Department of Commerce, Economic
Development Administration (EDA) Recognized
KPEDD as an EDD in 1988



Alaska Regional Development Organization (ARDOR)
The State of Alaska Department of Commerce,
Community and Economic Development certified
KPEDD as an ARDOR in 1989

a powerful "in-kind" local match to secure the federal funds.

This partnership would be the cornerstone of our "Alaskans First" strategy, signaling to federal and industry partners that Kenai is ready to lead the state's workforce evolution. I would welcome the opportunity to present this proposal to you in more detail and discuss how we can formalize this consideration for our grant submission.

Thank you for your time, and all you do for the City of Kenai, and your continued dedication to our region's growth

Respectfully,



Cassidi Cameron, Executive Director
Kenai Peninsula Economic Development District



Economic Development District (EDD)
The U.S. Department of Commerce, Economic
Development Administration (EDA) Recognized
KPEDD as an EDD in 1988



Alaska Regional Development Organization (ARDOR)
The State of Alaska Department of Commerce,
Community and Economic Development certified
KPEDD as an ARDOR in 1989



Economic Development District (EDD)
The U.S. Department of Commerce, Economic Development Administration (EDA) Recognized KPEDD as an EDD in 1988



Alaska Regional Development Organization (ARDOR)
The State of Alaska Department of Commerce, Community and Economic Development certified KPEDD as an ARDOR in 1989



Pipeline to Pipeline P2P: Building a Talent Pipeline on the Kenai Peninsula

**A KPEDD WORKFORCE DEVELOPMENT
STRATEGIC INVESTMENT PROPOSAL**

The Pipeline to Pipeline (P2P) initiative is a strategic public-private-education partnership designed to bridge the gap between a contracting local labor force and an unprecedented surge in industrial demand on the Kenai Peninsula.

Cassidi Cameron
Executive Director

PIPELINE TO PIPELINE P2P: A STRATEGIC WORKFORCE INVESTMENT

I. Executive Summary

The State of Alaska and the Kenai Peninsula are on the verge of a major economic shift driven by multi-billion-dollar infrastructure projects, including the Alaska LNG project. To support these initiatives and the "Alaskans First" hiring commitment, this proposal establishes a cooperative Strategic Public-Private-Education Partnership. The primary objective is to rapidly expand the Alaska Vocational Technical Center (AVTEC) by establishing a new Instructional Service Center in Kenai, utilizing existing City of Kenai-owned assets. This infrastructure investment is designed to bridge the demographic gap and ensure a stable, skilled labor pool for Anchor Industry Partners, the Kenai Peninsula Borough, and the state of Alaska.

II. The Economic Imperative & Special Need

The Kenai Peninsula faces a critical tension: an unprecedented surge in industrial demand coinciding with a marked contraction in the local labor force. This creates a documented "Special Need" for federal investment to prevent severe economic leakage and stabilize a shrinking workforce. The timing of this initiative is ideal, as there is an imminent surge in demand associated with the Alaska LNG project, including both Phase I and Phase II construction, as well as post-construction operations. During construction, there is a potential of up to 10,000 jobs during design and construction, with thousands more in indirect employment. Over the last decade, the Kenai Peninsula Borough has seen an approximate 5% decline in its working-age population, with an impending wave of potential retirements in the next five to seven years based on demographics. Through local training initiatives like Pipeline to Pipeline and Anchor Industry Partners (AIP), and through local stakeholder engagement, our economy prevents economic leakage by keeping project and industry payroll circulating within the region rather than diverting it elsewhere. Additionally, the KPB faces a challenge: the number of residents reaching retirement age (60+) nearly equals or exceeds the number of young adults entering the workforce, contributing to a long-term contraction of the available labor pool.

III. The Solution: A "Braided" Talent Pipeline

The centerpiece of this workforce strategy is a "braided" talent pipeline that integrates K-12 education, vocational training, and industry expertise to create a seamless path toward employment.

Training and Educational Partners:

KPBSD Career & Technical Education (CTE) functions as the "feeder system," recognizing talent early and offering dual-enrollment options. AVTEC (Alaska Vocational Technical Center) acts as the "finishing school," delivering accredited technical training and hosting industry professionals. Kenai Peninsula College (KPC), as a key partner, offers the academic pathway and advanced degrees, enabling vocational certifications to progress into management and engineering roles, thereby strengthening regional leadership talent.

The success of the Pipeline-to-Pipeline initiative is anchored by the strategic participation of Anchor Industry Partners, whose involvement transforms the regional training model into a high-powered recruitment engine. An Anchor Industry Partner is a strategic stakeholder—comprising a major private sector employer, organized labor union, or industry trade association—that formally joins the Strategic Public-Private-Education Partnership. These partners serve as the primary drivers of the workforce pipeline, committing resources and expertise to ensure training programs directly meet the "Critical Trade Needs" of the regional economy. Through an innovative Industry Instructor Sabbatical (IIS) Framework, these partners provide the essential human capital required to bridge the gap between classroom theory and industrial application by sending expert employees to serve as faculty for one to two years. This collaborative exchange ensures that the curriculum remains closely aligned with evolving technical standards while allowing industry experts to function as "talent scouts," identifying and vetting top-performing students long before they enter the job market. By committing to this framework and the "Alaskans First" hiring pledge, these anchor partners not only secure a stable, pre-vetted labor pool for their own multi-billion-dollar projects but also play a decisive role in mitigating economic leakage and fostering long-term resilience on the Kenai Peninsula.

Process, action, and methods:

Through formal articulation agreements, Kenai Peninsula Borough School District (KPBSD) Career and Technical Education (CTE) credits will transfer directly toward AVTEC certifications, significantly accelerating a student's entry into the local workforce. This educational foundation is bolstered by the collaboration with KPC to provide advanced degree pathways and the innovative Industry Instructor Sabbatical (IIS) Framework. The IIS Framework addresses the acute shortage of vocational trainers by allowing expert employees to take a one-to-two-year sabbatical to teach at the new Kenai campus, ensuring that the curriculum remains closely aligned with modern industrial standards

while providing students with pre-vetted pathways to careers with Anchor industry Partners.

IV. Comprehensive Funding Strategy

To achieve operational readiness that keeps pace with the region's industrial trajectory, the project leverages a blended capital stack that combines federal grants, private-sector commitments, and municipal assets. This collaborative funding model is essential to address the urgent pressure created by multi-billion-dollar infrastructure developments, such as the Alaska LNG project, which are projected to require a skilled labor force of 7,000 to over 12,000 workers. By repurposing existing public infrastructure, such as the Fire Training and Challenger Centers, the partnership minimizes traditional construction delays and ensures that local training capacity scales rapidly to meet these looming demands. This initiative-taking investment serves as a critical economic safeguard, ensuring that the massive labor needs of the energy and construction sectors are met by a qualified local population rather than outsourced to transient workers, thereby anchoring wealth and long-term stability within the Kenai Peninsula.

1. Federal Catalyst: EDA Public Works & Economic Adjustment Assistance (PWEAA)

By aligning directly with the EDA's "Workforce" Investment Priority and qualifying under "Special Need" criteria, this project provides primary funding for the retrofitting and equipping of the Instructional Service Center alongside strategic program implementation. This investment supports industry-driven sector partnerships that build essential resilience to future sudden and severe economic dislocations while ensuring the local labor force is prepared for the region's massive industrial expansion.

1. Private Sector: Anchor Industry Capital

Anchor Industry Partners provide immediate funding for the anchor capital required to launch the facility. This private sector investment performs a vital strategic function by serving as the committed "Local Share" or matching funds necessary to secure federal grant applications.

2. Municipal Partner: Strategic Infrastructure Host

By capitalizing on existing municipal assets—specifically the Fire Training Center and the former Challenger Center of Alaska—the City of Kenai serves as the strategic infrastructure host for the project. This approach significantly reduces startup time by eliminating the need for greenfield construction, ensuring the

partnership can meet aggressive operational timelines while anchoring the project within the community.

3. Operational Sustainability: The Partnership Fund

To address the prohibitive pay gap between public-sector educator salaries and private-sector rates, a dedicated "Compensation Bridging" fund, supported by industry contributions, will supplement AVTEC instructor salaries. This dedicated financial vehicle serves the strategic function of ensuring that industry experts serving as sabbatical instructors retain their private-sector compensation levels, effectively removing the primary financial barrier to recruitment.

V. Strategic Value for Industry Partners

Participating Anchor Industry Partners gain a strategic advantage in the race for skilled labor as their sabbatical instructors function as "talent scouts" to identify top-performing students years before they enter the job market. This collaborative framework ensures that graduates are pre-vetted for technical roles through a curriculum aligned with industry standards. At the same time, the sabbatical program serves as a retention and succession-planning tool that shortens onboarding time and decreases onboarding costs.

VI. Roles and Next Steps

1. KPEDD (Kenai Peninsula Economic Development District)

As a Strategic Convener & Grant Administrator, KPEDD will move the initiative forward, and the partnership will prioritize securing anchor funding commitments from industry partners while leading the submission for EDA PWEAA funding, utilizing documented "Special Need" demographic data. Simultaneously, efforts will focus on formalizing the cooperative structure by drafting Letters of Commitment that bind partners to the "Alaskans First" hiring pledges and sabbatical participation.

2. AVTEC (Alaska Vocational Technical Center)

As the "Finishing School and Standards Keeper" for the partnership, AVTEC provides the accredited, high-level technical training and manages the facility where the braiding of education and industry occurs. To advance this role, AVTEC will work closely with KPEDD and the City of Kenai to complete the Front-End Engineering and Design (FEED) requirements for the Fire Training and Challenger Centers while simultaneously developing the corporate framework contracts to govern the compensation and onboarding of industry instructors.

3. KPBSD Career & Technical Education (CTE)

As the "Early Pipeline and Feeder System," the Kenai Peninsula Borough School District (KPBSD) Career and Technical Education (CTE) program identifies talent early and reduces time-to-certification for students. To advance this initiative, the district will finalize articulation agreements to formally document credit transfers to AVTEC certifications while simultaneously scouting high-potential students for "internship-to-hire" pathways that begin before graduation.

4. Kenai Peninsula College (KPC)

Kenai Peninsula College (KPC) serves as a vital academic catalyst within the "Pipeline to Pipeline" initiative, providing the advanced degree pathways and academic bridges necessary to transition technical certifications into management and engineering tracks. By coordinating credit-transfer pathways from AVTEC to KPC's Associate and Bachelor programs, KPC ensures that the workforce is not only technically proficient but also equipped for long-term career growth and leadership roles within the region. This collaboration strengthens the "braided" talent pipeline by offering students a comprehensive educational ladder that anchors talent on the Peninsula and directly addresses the risk of "knowledge and experience leakage" as the current workforce nears retirement.

In summary, the Pipeline to Pipeline (P2P) initiative represents a vital resilience measure for the Kenai Peninsula's economic future. By repurposing existing public infrastructure and "braiding" the efforts of KPBSD, AVTEC, KPC, and Anchor Industry Partners, we can transform an impending labor shortage into a long-term engine for local wealth. This project ensures that industrial expansion translates into stable, long-term employment for residents, preventing "boom-and-bust" volatility and securing a prosperous future for the next generation of the Alaskan workforce.



MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Terry Eubank, City Manager

DATE: February 9, 2026

SUBJECT: **Discussion/Action** - Request for Council Direction to Prepare Legislation to Determine a Portion of City Owned Land - Tract A, Woodland Subdivision Part 4 is No Longer Needed for a Public Purpose.

City Council is asked to consider directing the administration to prepare legislation for determining a portion of City owned land – Tract A, Woodland Subdivision Part 4 is no longer needed for a public purpose in order for an application for a non-competitive land sale be considered.

On January 14, 2026, the City received an application from an adjacent property owner requesting to purchase a small portion of City-owned land through the non-competitive land sale process outlined in Kenai Municipal Code. The area requested is approximately 2,700 square feet and is located near Redoubt Avenue and Sycamore Street in the Woodland Subdivision. The exact size would be determined by survey if the process proceeds.

The request to purchase was made after City staff confirmed that an existing fence in disrepair, installed prior to the applicant’s purchase of the property, extends onto City-owned land. City staff advised the applicant that any repair or replacement of the fence would need to be coordinated with the City because it is located on City property.

The City acquired Tract A, Woodland Subdivision Part 4 through foreclosure in 1982. In 1983, City Council adopted an ordinance designating this tract for public purposes related to parks and recreation. Because of this designation, the land is not currently eligible for sale unless City Council first determines that the property, or a portion of it, is no longer needed for a public purpose.

After review by City staff and consultation with the City Attorney, it was determined that City Council consideration is needed before the application can proceed further. For this reason, the item was removed from the Planning and Zoning Commission agenda and brought directly to City Council.

At this stage, Council is not being asked to approve a land sale or determine that the property is no longer needed for a public purpose. The question before Council is limited to whether the City should consider moving forward with requesting removal of the public purpose designation to allow for consideration of an application for a non-competitive land sale.

In considering whether to proceed, the Administration notes two policy considerations under Kenai Municipal Code. First, the Administration has concerns whether the application qualifies for the non-competitive sale provision of KMC 22.05.100. The request does not involve encouragement of a new commercial or industrial enterprise, nor a conveyance to another governmental or nonprofit entity. While noncompetitive sales to adjacent owners are allowed when a parcel is of such small size, shape, or location that it could not be put to practical use by any other party, the City-owned tract in question is not currently a small or unusable parcel, although the application proposes subdivision of the larger parcel prior to conveyance. Subdivision and sale in this case may create a future precedent that the City should subdivide large tracts of land to create small tracts only usable by adjacent landowners. Additionally, while the request arose from the presence of an encroaching fence, the situation does not constitute a land use conflict requiring conveyance to resolve competing or incompatible uses. For these reasons, the Administration has concerns that the request does not clearly meet the criteria or intent of the noncompetitive sale provisions of City Code.

Second, Kenai Municipal Code 22.05.100(c) provides that the cost of an appraisal shall be credited to the purchaser at closing. The Administration does not recommend crediting appraisal costs toward the purchase price, which is a provision typically used for City-owned leased land with an option to purchase once development is completed on the property. If the sale of a portion of this property were approved to move forward, City participation in subdivision-related costs or crediting appraisal costs to the purchaser would not be in the best interests of the City. The Administration recommends that the applicant be responsible for all costs, including subdivision and appraisal, if the process proceeds.

The portion of land requested is zoned Suburban Residential, consistent with surrounding properties. It is located on an upland area adjacent to a ravine and along Redoubt Avenue, which is not currently extended. Due to its size, location, and access limitations, the area may have limited independent use.

The Administration does not recommend removing the public purpose designation and subsequent consideration of the application for a noncompetitive purchase. If Council would like to consider removal of the public purpose designation, the Administration will prepare the necessary legislation for this action which would be referred to the appropriate City commissions for review and recommendation, consistent with Kenai Municipal Code 22.05.100. Any future sale would require additional City Council approvals, including a determination by ordinance that the land is no longer needed for a public purpose and approval of subdivision, appraisal, and terms of sale. Council would also retain the option to consider alternatives to a sale, such as a lease, if determined to be in the City's best interest.

In order to direct the Administration to prepare legislation to consider removing the public purpose designation, the following motion is suggested.

Possible Motion:

Move to direct the Administration to prepare the necessary legislation to determine that a 2,700-foot portion of Tract A, Woodland Subdivision Part 4 is no longer needed for a public purpose to make such portion available for lease, sale, or disposal.



Thank you for your consideration.





Legend

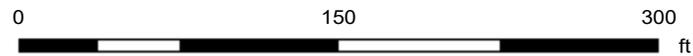
Transportation

Mileposts



Parcels and PLSS

Tax Parcels



NOTE: Every reasonable effort has been made to ensure the accuracy of these data. However, by accepting this material, you agree that the Kenai Peninsula Borough assumes no liability of any kind arising from the use of this data. The data are provided without warranty of any kind, either expressed or implied, including but not limited to time, money or goodwill arising from the use, operation or modification of the data. In using these data, you further agree to indemnify, defend, and hold harmless Kenai Peninsula Borough for any and all liability of any nature arising from the lack of accuracy or correctness of the data, or use of the data.

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
JANUARY 28, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on January 28, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:01 p.m.

1. Pledge of Allegiance

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

- | | |
|--------------------------|----------------------|
| Sonja Earsley | Gwen Woodard |
| Alex Douthit, Vice Chair | Jeanne Keaton, Chair |
| Stacie Krause | Diane Fikes |

A quorum was present.

Absent:

- Marty Askin

Also in attendance were:

- Kevin Buettner, Planning Director
- Sovala Kisenia, City Council Liaison
- Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

Chair Keaton noted the following additions to the Packet:

- | | |
|------------------|---|
| Add to item I.1. | Conditional Use Permit Closures Update |
| | <ul style="list-style-type: none"> • PZ1999-12 • PZ2020-30 • PZ2022-21 |

MOTION:

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

The following items were withdrawn at the request of the Administration:

- | | |
|----------|--|
| Item B.1 | Approval of Minutes |
| | <ul style="list-style-type: none"> • January 14, 2026 |

- | | |
|-----------|---|
| Item H. 3 | Action/Approval - Recommending to City Council Determining an Approximate 2,700 Square Foot Section of the Northwestern Corner of Tract A, Woodland Subdivision Part 4 is Not Needed for a Public Purpose. |
|-----------|---|

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** - None.
- C. **SCHEDULED PUBLIC COMMENTS** - None.
- D. **UNSCHEDULED PUBLIC COMMENTS** - None.
- E. **CONSIDERATION OF PLATS** - None.
- F. **PUBLIC HEARINGS** - None.
- G. **UNFINISHED BUSINESS** - None.
- H. **NEW BUSINESS**

- 1. **Action/Approval** - Transfer of a Conditional Use Permit, PZ2019-01 for the Use of a Boarding House.

MOTION:

Commissioner Douthit **MOVED** to transfer Conditional Use Permit PZ2019-01. Commissioner Woodard **SECONDED** the motion.

Director Buettner summarized the memo as included in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

TRANSFER APPROVED.

- 2. **Action/Approval** - Recommending Approval of Proposed Ordinance to City Council Determining Four City-Owned Properties known as Lots 1, 2, 3, and 4, Beaver Loop Acres Addition No. 3 are Not Needed for a Public Purpose.

MOTION:

Commissioner Douthit **MOVED** to recommend City Council approval of the proposed ordinance. Commissioner Woodard **SECONDED** the motion.

Director Buettner summarized the memo as included in the packet.

Clarification was provided that operational standards would be established in the Conditional Use Permit process; DNR review was not required for sale; the process used to calculate the minimum bid; and sale was recommended due to the City's limited availability to verify extracted quantities.

UNANIMOUS CONSENT was requested on the motion.

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

RECOMMENDATION APPROVED.

I. **REPORTS**

- 1. Planning Director

Planning Director Buettner reported on the following:

- Three Conditional Use Permits have been closed pursuant to provisions in City code.
- Provided clarification to the Commission on Conditional Use Permit record retention.

- Subdivision regulation, temporary dwelling regulations, and the Conditional Use Permit process and land use table updates.
- Scheduling a Work Session for February 25, 2026.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

Council Member Kisena reported on recent actions of the City Council, Work Sessions, and city projects, including airport runway rehabilitation and building a playground.

J. ADDITIONAL PUBLIC COMMENTS

Marion Nelson referenced historic planning of the playground and encouraged Commission Members to build on the prior plans.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: February 11, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioners thanked staff for their work and the public for attending and participating in Planning & Zoning meetings.

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 approximately 7:50 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of January 28, 2026.

Logan Parks, Deputy City Clerk



KENAI



Visit **ILoveKenai.com** to learn how we live, work and play year-round! Find out why we think **Kenai is the best place to Alaska.**





MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: February 10, 2026
SUBJECT: **Airport Mid-month Report January 2026**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Construction to start Spring of 2026. Pre-construction meeting was held on Friday, January 16, 2026.
- Apron crack sealing, marking, and sealcoat
Construction to start Spring of 2026. Pre-construction meeting was held on Wednesday, January 14, 2026.
- Acquire SRE (Loader & Plow Truck with Sander)
Update: the CAT 980 loader has been delivered with all of the attachments and the plow truck and sander now has a delivery date of April 2026.
- Airport Master Plan – Phase 1
These proposed alternatives will be introduced at the February 12th, Airport Commission meeting and on February 19th at a public meeting held in Council Chambers.
- ARFF Building Rehabilitation – Boiler Replacement
A contract for additional work to put overrides in for the overhead heaters in the OPS Bay was issued on February 9, 2026.

In-house Activities

- Snow and Ice control operations continue on the airfield. The only interruptions to air service have been created by Mother Nature not the Operations staff. They have been doing a good job of keeping the runway safe for operations.

- Airport staff is reviewing the FY26 budget and building the FY27 budget which is due February 13, 2026.
- A Runway Safety Action Plan meeting has been scheduled for April 21, 2026 in City Council chambers at 10:30 a.m. This meeting is being handled by Carey Adcock, Air Traffic Control Tower Manager. More information will become available.
- Airport received good news from Crowley Fuel that they will be replacing the 24-hour self-fueling credit card system at their facility.





KENAI

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Ian Braman, Animal Control Chief
DATE: February 1st, 2026
SUBJECT: January 2026 Monthly Report

This month the Kenai Animal Shelter took in 31 animals.

DOGS:				
INTAKE	16	DISPOSITION	11	
Waiver	4	Adopted	3	
Stray	7	Euthanized	1	
Impound	3	Claimed	6	
Protective Custody	2	Field Release	0	
Quarantine	0	Transferred	1	
CATS:				
INTAKE	14	DISPOSITION	14	
Waiver	6	Adopted	13	
Stray	0	Euthanized	0	
Impound	0	Claimed	0	
Protective Custody	0	Field Release	0	
Quarantine	0	Transferred	1	
Transferred in	8			

OTHER ANIMALS:				
INTAKE		DISPOSITION		
	Rabbit	1	Rabbit	1
DOA:		OTHER STATISTICS:		
	Dog	0	Licenses (City of Kenai Dog Licenses)	26
	Cat	0	Rabies Clinic	0
	Rabbit	0		
	Bird	0		

3 Animals 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
- 0** Citations
- 0** Educational Outreach
- 12** Microchips

Total Animal Contacts:

- 8** Animals are *known* borough animals
- 10** Animals are *known* City of Kenai
- 4** Animals are *known* City of Soldotna
- 9** Animals are *unknown* location

Statistical Data:

- 45** 2024 YTD Intakes
- 28** 2025 YTD Intakes
- 31** 2026 YTD Intakes





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Dave Swarner, Finance Director
DATE: February 5, 2026
SUBJECT: Finance Department Mid-Month Report – January 2026

The FY2025 audit was issued January 30th and the auditors are schedule to present to council on February 18th.

The department is preparing the FY2025 Popular Annual Financial Report (PAFR) and expect to complete it by the end of February.

The focus of the department has shifted to the FY2027 budget preparation. Initial budget information was sent to the department heads on January 30th. There is much work to be done by all City departments over the next couple of months.

The IT department updated the firmware on our phone system which enabled us to use new security features that were necessary to begin the migration of our email to the cloud. The transition is expected to be completed by the second week of February.



MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: February 10, 2026

SUBJECT: Fire Department Mid-Month Report – January.

For January, we experienced a call volume increase from the previous year.

January	2025	2026	% change
Month totals	137	148	+8%
EMS	106	114	+7.5%
All Other	31	34	+9%
Year total	1481	N/A	

Training:

- 250 total hours of training for month.
- Chief Teague and Deputy Chief Coots attended EMS Law for Fire Service training in Juneau.
- Paramedic Refresher will be hosted at Library February 9th-13th.
- FF Nelson completed apparatus operator requirements for Engine 2.
- New Hires continue to progress through Probationary Task Books (Butler, Vigue, Johnston and Wadman)

Projects/Grants/MISC:

- Fire Marshal completed 14 commercial property fire inspections.
- Chief Teague and Deputy Chief Coots attended Alaska Fire Chief’s Association Leadership Summit in Juneau.
- Probationary FF Lopez turned in resignation. We have already posted job for his replacement. A good list of candidates is already developing.
- Notable calls in January included 3 residential structure fires, 2 commercial structure fires(Cannery & Uptown Motel), 2 significant motor vehicle accidents requiring extrication and multiple cold weather fatalities.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: February 6, 2026
SUBJECT: Human Resources Activity – January 2026

Recruitment

Human Resources worked with multiple departments on various recruitment efforts. The recruitment for an Airport Manager is ongoing, with a review of applicants to take place in February. The Public Works Department recruited and hired two Utility Operators. The Police Department filled their open police officer position with a returning officer. The Fire Department started recruitment for a Firefighter and the Library recruited for a janitor. The Senior Center began recruiting for a part time driver position.

Safety

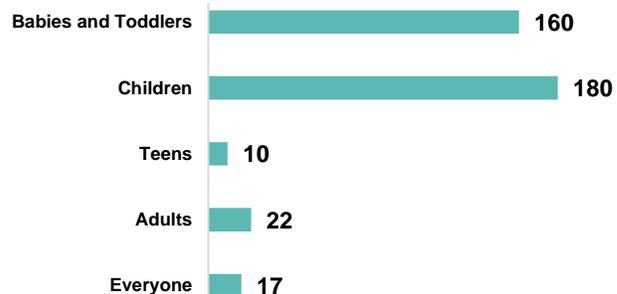
There were seven accidents reported during the month of January. All were related to the weather. One resulted in a minor injury Workers Compensation claim. All City Employees were assigned training in preventing slips, trips and falls as well as hazard communication and preventing harassment in the workplace.

Special Projects

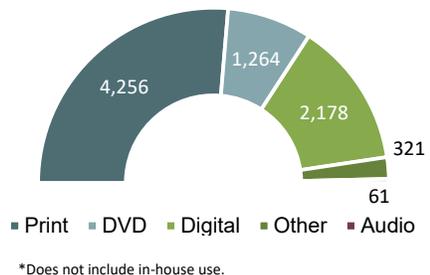
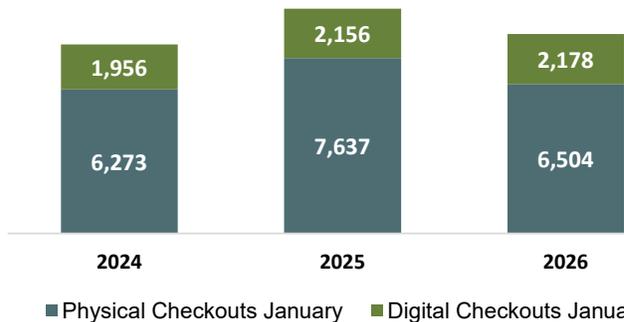
Human Resources worked with our workers compensation provider Alaska Public Risk Alliance (APRA) to move employee training from NeoGov to Vector Solutions. HR also worked with the Employee Appreciation Committee to help in planning the Employee Appreciation party.

MEMORANDUM

TO: Mayor Knackstedt and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Katja Wolfe, Library Director
DATE: February 5, 2026
SUBJECT: Library Report for January 2026

SERVICES	PROGRAMS AND EVENTS										
 <p>4680 Visitors 54 New Members</p>	 <p>389 Attendees 62 Programs</p>										
 <p>430 Computer Sessions 4785 WiFi Sessions</p>	<p>Program Attendance</p>  <table border="1"> <tr><td>Babies and Toddlers</td><td>160</td></tr> <tr><td>Children</td><td>180</td></tr> <tr><td>Teens</td><td>10</td></tr> <tr><td>Adults</td><td>22</td></tr> <tr><td>Everyone</td><td>17</td></tr> </table>	Babies and Toddlers	160	Children	180	Teens	10	Adults	22	Everyone	17
Babies and Toddlers	160										
Children	180										
Teens	10										
Adults	22										
Everyone	17										
 <p>137 Room Reservations 269 Hours of Use</p>											

CIRCULATION





KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: February 10th,2026
SUBJECT: **Mid-Month Report – January**

January began with significant snowfall, creating favorable conditions for skiing and other snow sports. Warmer temperatures and heavy rainfall later in the month made it difficult to maintain ski trails and the outdoor skating pond. A skating event scheduled for January was postponed due to weather and was rescheduled for February 13 (see attached flyer). No ski events were impacted.

The Multi-Purpose Facility (MPF) saw heavy use during the Peninsula Winter Games hockey tournament, which hosted more than 50 teams. The facility was fully utilized from Thursday evening through Saturday evening, and it was secured overnight to protect tournament infrastructure.

At the Kenai Rec Center, City League Basketball has kicked off. There are 8 teams in total, 2 more than last year. A third night of games has been added for the City league at the Rec. Parks is excited for the growing league.

The numbers below reflect recorded sign-ins; however, these figures do not capture total visitation. Spectators, rental participants, companions, and event attendees are not consistently included. To better reflect overall use, door counter data has been added alongside sign-in info. The difference between sign-ins and door counter totals is nearly 2,000 visits.

Kenai Recreation Center Visits – Month of December

Weight Room/Cardio Room	1,231
Racquetball /Wallyball Court	301
Shower/Sauna	226
Gymnasium	1,553
Gym rental participants	251
Total Number of Sign-ins	3,562
Door Counter Log	5,263



KENAI

City of Kenai Presents

OPEN FAMILY SKATE

FREE

🎵 **MUSIC & SKATE RENTALS**
(while supplies last!)

FRIDAY February 13TH 1:00 PM - 4:00 PM
Daubenspeck Family Park





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Kevin Buettner, Planning Director
DATE: February 10, 2026
SUBJECT: **Planning and Zoning – January 2026 Monthly Report**

General Information

Conditional Use Permit cleanup is the focal point of the department, going through each file and updating our master database to have a full grasp on the current state of each Conditional Use Permit. A new memo protocol has been put in place to more adequately record the closure of CUPs and files are all organized both digitally and paper. The Planning and Zoning Department still continues to be active in the City working group for both the Airport and Parks Master Plans, guiding development at the Kenai Municipal Airport and throughout the City into the future. The main update for lands has been the receipt of five land applications that Staff are diligently working through.

Department Summary

Lands & Leases:

- Continued updating of P/W water and sewer map
- Continued cleaning up Zoning map
- Continued reviewing and itemizing of leases
- Receipt of five land applications
- Continued Airport Reserve Lease Lot Inspections
- Discussed plats, easements and leases with various departments, surveyors and members of the public

Planning & Zoning:

- Reviewed/updated Parks & Airport Master Plan
- Continued Meetings to discuss potential uses of Challenger Center & Fire Training Facility
- Meetings to discuss residential development in Kenai
- Reviewed Airport Master Plan to complete Phase 1
- Conditional Use Permit annual compliance follow-ups and cleanup

Planning and Zoning Commission

One (2) public meeting and one (1) Work Session were held in the month of January with the following actions/recommendations:

Resolution PZ2026-01 - Granting a Conditional Use Permit to Operate an Automotive Repair Business on the Parcel Described as Lot 23, Block 3, Redoubt Terrace Subdivision, Located at 1606 Salmo Circle, Within the Suburban Residential (RS) Zoning District.

Action/Approval - Transfer of Conditional Use Permit, PZ2019-01 for the use of a Boarding House

Action/Approval – Recommending Approval of Proposed Ordinance to City Council Determining Four City-Owned Properties known as Lots 1, 2, 3, and 4, Beaver Loop Acres Addition No. 3 are Not Needed for a Public Purpose

Action/Approval – Recommending to City Council Determining an Approximate 2,700 Square Foot Section of the Northwestern Corner of Tract A, Woodland Subdivision Part 4 is Not Needed for a Public Purpose

Work Session – Addressing Temporary Dwelling Units within the City





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MEMORANDUM

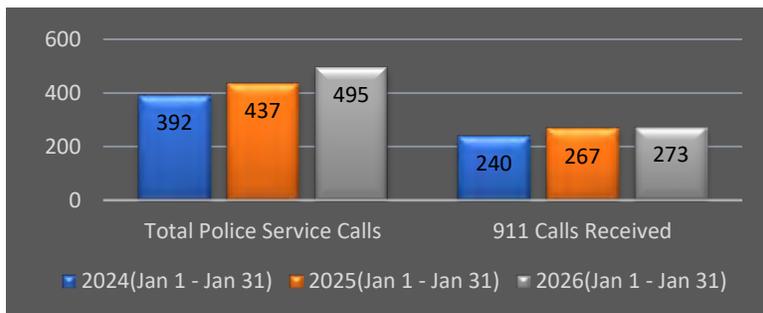
TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: David Ross, Police Chief
DATE: February 9, 2026
SUBJECT: Police & Communications Department Activity – January 2026

Police handled 495 calls for service in January and 273 calls were received by dispatch via 911. Officers made 28 arrests. Traffic enforcement resulted in 189 traffic contacts with 30 traffic citations issued and there were 5 DUI arrests. There were 27 reported motor vehicle collisions. There were 8 collisions involving a moose or caribou, and no collisions involving drugs or alcohol.

One Investigator attended a two-week long homicide class in Kentucky. All officers, along with some Soldotna Police Officers attended a Defensive Tactics training in Kenai. The dispatch supervisor attended a three-day training on the State’s new public safety information software, in Anchorage.

The police department had an officer vacancy that occurred in November of 2025 and in January of 2026 that same individual that left, after a change of plans, was rehired by the police department. That officer will start again in February, returning the Department to full staff.

The School Resource Officer (SRO) taught multiple DARE classes at Mountain View Elementary and at Kaleidoscope Elementary. He assisted with an intruder drill at Kenai Alternative High School and Aurora Borealis Charter School.





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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: February 9, 2026
SUBJECT: **Public Works Mid-month Report February 2026**

Capital Projects currently in process:

- Parks & Recreation Master Plan – Project ongoing
- Emergency Services Facility Assessment – Completed, evaluating Challenger Center for Police/Fire use
- KMA Apron Sealcoating and Crack Sealing – Contract awarded with work to occur next spring
- Kenai Municipal Airport Runway Rehabilitation Project - Contract awarded with work to occur next spring
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Project being closed out
- Kenai Municipal Airport Master Plan Update – Phase 2 ongoing
- USACE Kenai Bluff Bank Stabilization Project – Construction completed. Closeout ongoing
- Wastewater Plant Digester Blowers Replacements – Reviewing submittals. Construction to start in spring.
- Water Treatment Plant Pumphouse – Project currently out for bidding
- Harbor Float Replacement – Construction ongoing
- Aliak Storm Drain Repairs – Design completed. Will bid for work in spring of 2026
- Community Wildfire Protection – Phase 3 work ongoing
- Street Condition Assessment – Draft report being reviewed
- Street Light Assessment – Draft report being reviewed
- Architectural Services – Design services ongoing

Capital Projects in planning to be released:

- Sewer Lift Station Upgrades
- Cemetery Improvements Design
- Flight Services RTU Replacement
- Municipal Park Pavilion Replacement

Other Projects/Services in development for ITB/RFP:

- Fire Monitoring Services
- Congregate Housing Care Taker
- Banking Services
- KFD Fire Foam Replacement

We are excited to have our new Building Official, Chandra Mayeux on board and she is looking forward to implementing building permit software. Our Building Foreman has been working to fill several Custodian positions and we are looking forward to having Christopher Byrnes, Briana Skaggs and Jaime Savely join the City.

The Streets crew continues snow clearing operations and dealing with the temperature fluctuations. The Shop continues working on outfitting new police vehicles and repairing issues as they arise. The Buildings crew continues working on regular maintenance of our facilities.

The Utility Department worked with a contractor to repair a water main break on Skyler Lane near Redoubt Avenue. Pressure was maintained throughout the City after the break occurred. Water was required to be shut off to several homes during the repair. Seth Ballentyne and Bradley Deacon have accepted Utility Operator positions with the City and we look forward to them relocating to Kenai and starting in March.



MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: February 6, 2026
SUBJECT: January 2026 Monthly Report

Number of individuals served in December:

Home Delivered Meals	2328
Individuals	90
Dining Room (Congregate) Meals	867
Individuals	234
Transportation (1-way rides)	299
Individuals	24
Grocery Shopping Assistance	16/54
Writers Group	18
Caregiver Support Group	10
Widows/Widowers Grief Support Group	16
Growing Stronger Exercise	182
Tai Chi Class	31
TOPS Weight Loss Class	18
Bluegrass & Music Sessions	39
Card Games	55
Wii Bowling	5
Arts & Crafts	26
Volunteers Hours	346.75
Individuals	32
Total Event Sign-ins *	1424
Individuals *	217
Vintage Pointe Manor Vacancies	2

* (not including home meals clients)

January strolled in at the Kenai Senior Center with a touch of high fashion as the monthly movie, *Mrs. Harris Goes to Paris*, delighted attendees. The month also included a no-host dinner at Louie’s Restaurant—always a favorite—along with the popular monthly Waffle Friday. The Center welcomed a visit from PCHS of Alaska, where representatives provided brochures and answered questions about the services offered.

The month wrapped up with the Annual Volunteer Appreciation Dinner. This well-attended event welcomed 94 guests who enjoyed a wonderful dinner, door prizes, and an awards presentation. The evening celebrated the many individuals who support the Center through volunteering in a

variety of ways, including this event's setup and takedown. Their help is truly appreciated and plays an important role in the success of our programs.