



## Kenai City Council - Regular Meeting

October 16, 2024 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

**\*\*Telephonic/Virtual Information on Page 2\*\***

### Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

#### 3. Certification of the October 1, 2024 Election Results

- a. **Swearing in of Election Officials.** *(Term of office for those elected during the October 1, 2024 Regular Election begins on Monday, October 21, 2024.)*
4. Approval of the Agenda and Consent Agenda *(Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

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

#### B. SCHEDULED ADMINISTRATIVE REPORTS

#### C. SCHEDULED PUBLIC COMMENTS *(Public comments limited to ten (10) minutes per speaker)*

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

#### E. PUBLIC HEARINGS

1. **Ordinance No. 3439-2024** - Increasing Estimated Revenue and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Provide Supplemental Funding for the 2024 Lilac Lane Roadway Project. (Administration)

#### F. MINUTES

1. \*Regular Meeting of October 2, 2024. (City Clerk)

#### G. UNFINISHED BUSINESS

#### H. NEW BUSINESS

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Non-Objection to Renewal of a Club Liquor License for Fraternal Order of Eagles #3525, DBA Fraternal Order of Eagles #3525- License No. 337 (City Clerk)
3. **Action/Approval** - Confirmation of Mayoral Nomination of Student Representatives to City Council, Beautification Commission and Airport Commission. (Gabriel)

**I. COMMISSION REPORTS**

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

**J. REPORT OF THE MAYOR****K. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**L. ADDITIONAL PUBLIC COMMENTS**

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

**M. EXECUTIVE SESSION****N. PENDING ITEMS****O. ADJOURNMENT****P. INFORMATION ITEMS**

1. Ice Donation Request Letter

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

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

<https://us02web.zoom.us/meeting/register/tZArc-GspjsvHNQzCFqgrpzEiXws-HwEWGc4>



**City of Kenai**  
**Regular Election of October 1, 2024**

WE, the members of the Kenai City Council, do hereby certify the results of a canvass of the ballots for the Regular Election of October 1, 2024.

<b>Absentee, Questioned &amp; Personal Needs Ballots Voted</b> (In-person, By-Mail, By-Request and Personal Needs)	<b>129</b>
<b>Absentee, Questioned &amp; Personal Needs Ballots Rejected</b>	<b>5</b>
<b>Absentee, Questioned &amp; Personal Needs Ballots Counted</b>	<b>124</b>
<b>Poll Voter Turn Out</b>	<b>549 / 8.49%</b>
<b>Total Voter Turn Out</b>	<b>673 / 10.40%</b>
<b>Number of Kenai Registered Voters</b>	<b>6,470</b>

\*\*\*\*\*

**FOR CITY COUNCIL, TWO THREE-YEAR TERMS**

<b>CANDIDATES</b>	<b>POLL VOTES RECEIVED</b>	<b>ABSENTEE, ETC. VOTES RECEIVED</b>	<b>TOTAL VOTES RECEIVED</b>
SOUNART, Deborah F.	397	74	471
KISENA, Sovala	332	74	406
Write-In	32	5	37

\_\_\_\_\_  
Henry Knackstedt, Vice Mayor

\_\_\_\_\_  
Deborah Sounart, Council Member

\_\_\_\_\_  
Victoria Askin, Council Member

\_\_\_\_\_  
Alex Douthit, Council Member

\_\_\_\_\_  
Phil Daniel, Council Member

ATTEST:

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

\_\_\_\_\_  
Date



**CITY OF KENAI**  
**ELECTION SUMMARY REPORT**  
**OCTOBER 1, 2024 UNOFFICIAL RESULTS**

**SUMMARY OF ALL CITY OF KENAI PRECINCTS**

<b>CITY OF KENAI JURISDICTION WIDE</b>		Registered Voters: 6,470	Cards Cast: 673	10.40%
<b>Kenai City Council (Vote for Two)</b>	<b>Polling Site</b>	<b>Absentee / Questioned</b>	<b>Total Votes</b>	
SOUNART, Deborah F.	397	74	471	51.53%
KISENA, Sovala	332	74	406	44.42%
Write-in	32	5	37	4.05%

**INDIVIDUAL SUMMARY REPORTS BY LOCATION**

<b>Kenai No. 1 (07-015)</b>		Registered Voters: 3,229	Cards Cast: 254	7.86%
<b>Kenai City Council (Vote for Two)</b>	<b>Polling Site</b>			
SOUNART, Deborah F.		192		54.24%
KISENA, Sovala		143		40.40%
Write-in		19		5.36%

<b>Kenai No. 2 (07-020)</b>		Registered Voters: 1,712	Cards Cast: 157	9.17%
<b>Kenai City Council (Vote for Two)</b>	<b>Polling Site</b>			
SOUNART, Deborah F.		109		49.32%
KISENA, Sovala		104		47.06%
Write-in		8		3.62%

<b>Kenai No. 3 (07-025)</b>		Registered Voters: 1,529	Cards Cast: 138	9.03%
<b>Kenai City Council (Vote for Two)</b>	<b>Polling Site</b>			
SOUNART, Deborah F.		96		51.61%
KISENA, Sovala		85		45.70%
Write-in		5		2.69%



**CITY OF KENAI**  
**ELECTION SUMMARY REPORT**  
**OCTOBER 1, 2024 UNOFFICIAL RESULTS**

**Absentee, Questioned and Personal Needs**

Cards Cast: 124

**Kenai City Council (*Vote for Two*)**

**Absentee, Questioned & Personal Needs**

SOUNART, Deborah F.	74	48.37%
KISENA, Sovala	74	48.37%
Write-in	5	3.26%



**CITY OF KENAI  
ELECTION SUMMARY REPORT  
OCTOBER 1, 2024 UNOFFICIAL RESULTS**

**Report of canvassed voted ballot envelopes:**

City of Kenai In-Person AVO	83 Absentee In-Person <u>2 Personal Representative</u> <b>85 TOTAL</b>
Kenai Peninsula Borough AVO	20 Absentee In-Person <u>0 Personal Representative</u> <b>20 TOTAL</b>
City of Kenai By-Request AVO	30 By Request Issued 18 By-Request Returned (10/08/24) <u>12 By-Request Sent (Not Returned)</u> <b>18 TOTAL Returned and Canvassed</b>
Kenai No. 1	2 Questioned <u>0 Personal Representative</u> <b>2 TOTAL</b>
Kenai No. 2	2 Questioned <u>1 Personal Representative</u> <b>3 TOTAL</b>
Kenai No. 3.	1 Questioned <u>0 Personal Representative</u> <b>1 TOTAL</b>
Summary	121 Absentee (In-Person & By-Request) 5 Questioned <u>3 Personal Representative</u> <b>129 TOTAL</b>
<hr/>	
Rejected Ballots:	1 Absentee In-Person - Voter voted twice <u>4 Questioned - Not registered / registered to late</u> <b>5 TOTAL No Count</b>
Counted Ballots:	120 Absentee (In-Person & By-Request) 1 Questioned <u>3 Personal Representative</u> <b>124 TOTAL Counted</b>



City of Kenai  
Regular Election of October 1, 2024

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**CERTIFICATION OF RESULTS FOR  
ABSENTEE, PERSONAL NEEDS AND QUESTIONED BALLOTS**

Whereas, the undersigned City of Kenai Canvass Board for the Regular Election of the City of Kenai held on October 1, 2024, do solemnly affirm the results of said election for absentee, personal needs, and questioned ballots, counted on the 8<sup>th</sup> day of October 2024 as follows:

**FOR CITY COUNCIL, TWO THREE YEAR TERM**

Candidate Name	Number of Votes Received
SOUNART, Deborah F.	74
KISENA, Sovala	74
Write-in	5

**REGULAR ABSENTEE, QUESTIONED AND PERSONAL NEEDS BALLOTS**

Absentee ballots voted [in-person, by-mail & electronic]:

121

Questioned ballots voted:

5

Personal Needs ballots voted:

3

**Total Ballots Voted:** 129

Rejected ballots:

Not registered, registered too late or

Registered out of the City of Kenai:

4

Purged from voter rolls:

Ballot envelope not signed or witnessed:

No identifier provided on envelope:

Voted twice:

1

Signed/witnessed or postmarked after Election Day:

Other:

**Total Ballots Rejected by Canvass Board:** 5

Counted Ballots:

Absentee ballots counted [in-person, by-mail & electronic]:

120

Questioned ballots counted:

1

Personal Needs ballots counted:

3

**Total Absentee, Questioned and Personal Needs ballots counted:** 124

**REVIEW OF PRECINCT MATERIALS**

The Canvass Board further certifies we have examined in detail all original and questioned registers for the polling precincts, AVO and absentee by-mail of the City of Kenai and have found them to be in proper order.

Upon completion of the canvass, it is our opinion the attached summary of election returns, as compiled by the City Clerk, accurately reflects the totals shown on the Certificate of Election Returns by the election board of each voting precinct and the returns of the absentee, questioned and personal needs ballots cast in this election.

We, the undersigned, certify the foregoing to be true and accurate to the best of our knowledge and belief.

Signed and dated this 8<sup>th</sup> day of October, 2024.

Carol L. Freas

Print Name

Carol L. Freas

Canvass Board Member Signature

Joan M. Seaman

Print Name

Joan M. Seaman

Canvass Board Member Signature

Jennifer L. Ticknor

Print Name

Jennifer L. Ticknor

Canvass Board Member Signature

Aileen S. Smalley

Print Name

Aileen S. Smalley

Canvass Board Member Signature

Michael J. Efta

Print Name

Michael J. Efta

Canvass Board Member Signature

Jennie R Hammond

Print Name

Jennie R Hammond

Canvass Board Member Signature

ATTEST:

Michelle M. Sauer

Michelle M. Sauer, MMC  
Kenai City Clerk





# OCTOBER 1, 2024 REGULAR ELECTION CANVASS BOARD ACCOUNTABILITY REPORT

WHEREAS, the undersigned City of Kenai Canvass Board for the Regular Election of the City of Kenai held on October 1, 2024, do solemnly affirm the results of said election for absentee, personal needs and questioned ballots, counted on the 8<sup>th</sup> day of October 2024 as follows:

ABSENTEE IN-PERSON				
Location	Signatures on Register	Ballot Envelopes Received	Total NO COUNT Envelopes	Total COUNT Envelopes
City Hall AVO	83	83	1	82
KPB AVO	20	20	0	20

Comments: No Count - Voter voted twice absentee-in-person

ABSENTEE BY-REQUEST (MAIL OR ELECTRONIC TRANSMISSION)				
Location	Applications Received/Ballots Forwarded	Ballot Envelopes Returned	Total NO COUNT Envelopes	Total COUNT Envelopes
City Hall	30	18	0	18

Comments: \_\_\_\_\_

QUESTIONED				
Location	Signatures on Register	Voted Ballot Envelopes Received	Total NO COUNT Envelopes	Total COUNT Envelopes
Kenai No. 1	2	2	1	1
Kenai No. 2	2	2	2	0
Kenai No. 3	1	1	1	0

Comments: Kenai 1 No Count - Voter Registered in another DP  
Kenai No 2 No Count - Both Registered less than 30-days  
prior to Election  
Kenai No 3 No Count - Voter Registered less than 30-days

PERSONAL REPRESENTATIVE (PR)				
Location	PR Ballots Issued	Voted PR Ballot Envelopes Returned	Total NO COUNT Envelopes	Total COUNT Envelopes
City Hall AVO	2	2	Ø	2
KPB AVO	Ø	Ø	Ø	Ø
Kenai No. 1	Ø	Ø	Ø	Ø
Kenai No. 2	1	1	Ø	1
Kenai No. 3	Ø	Ø	Ø	Ø

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On the 8<sup>th</sup> day of October, 2024.

Carol L. Freas

Print Name

Carol L. Freas

Canvass Board Member Signature

Joan M. Seaman

Print Name

Joan M. Seaman

Canvass Board Member Signature

Arleen S Smalley

Print Name

Arleen S Smalley

Canvass Board Member Signature

Jennifer L. Ticknor

Print Name

Jennifer L. Ticknor

Canvass Board Member Signature

Jennie R Hammond

Print Name

Jennie R Hammond

Canvass Board Member Signature

Michael J. Efta

Print Name

Michael J. Efta

Canvass Board Member Signature

ATTEST:

Michelle M. Saner

Michelle M. Saner, MMC  
City Clerk

## Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Absentee Voting Location as recorded above:

Envelope Type	Number Received
Absentee In-Person	83
By-Mail ( <i>dropped off</i> )	0
Special Needs ( <i>issued and returned</i> )	0
Special Needs ( <i>from other location</i> )	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Absentee In-Person	35	1	20	6	27	30
By-Mail ( <i>dropped off</i> )						
Special Needs ( <i>issued and returned</i> )						
Special Needs ( <i>from other location</i> )						

On the 8<sup>th</sup> day of October, 2024

  
Canvass Board Member Signature

  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

## Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Absentee Voting Location as recorded above:

Envelope Type	Number Received
Absentee In-Person	20
By-Mail ( <i>dropped off</i> )	0
Special Needs ( <i>issued and returned</i> )	0
Special Needs ( <i>from other location</i> )	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Absentee In-Person	3		4		13	
By-Mail ( <i>dropped off</i> )						
Special Needs ( <i>issued and returned</i> )						
Special Needs ( <i>from other location</i> )						

On the 8<sup>th</sup> day of October, 2024.

Carol J. Greas  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

Joan M. Seaman  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature



## Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the AVO is recorded above:

Envelope Type	Number Received
By-Mail or Fax	18
Special Needs (from other location)	Ø

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
By-Mail or Fax	7	Ø	2	Ø	9	Ø
Special Needs (from other location)						

On the 8<sup>th</sup> day of October, 2024.

  
Canvass Board Member Signature

  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

## Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Precinct as recorded above:

Envelope Type	Number Received
Questioned	2
By-Mail ( <i>dropped off</i> )	0
Special Needs ( <i>issued and returned</i> )	0
Special Needs ( <i>from other location</i> )	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Questioned		1			1	
By-Mail ( <i>dropped off</i> )						
Special Needs ( <i>issued and returned</i> )						
Special Needs ( <i>from other location</i> )						

On the 8<sup>th</sup> day of October, 2024.

  
Canvass Board Member Signature

  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

## Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Precinct as recorded above:

Envelope Type	Number Received
Questioned	2
By-Mail ( <i>dropped off</i> )	0
Special Needs ( <i>issued and returned</i> )	1
Special Needs ( <i>from other location</i> )	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Questioned				2		
By-Mail ( <i>dropped off</i> )						
Special Needs ( <i>issued and returned</i> )			1			
Special Needs ( <i>from other location</i> )						

On the 8<sup>th</sup> day of October, 2024.

*Carol J. Fries*  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

*Jean M. Seaman*  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

## Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Precinct as recorded above:

Envelope Type	Number Received
Questioned	1
By-Mail ( <i>dropped off</i> )	0
Special Needs ( <i>issued and returned</i> )	0
Special Needs ( <i>from other location</i> )	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Questioned	0	0	0	0	0	1
By-Mail ( <i>dropped off</i> )						
Special Needs ( <i>issued and returned</i> )						
Special Needs ( <i>from other location</i> )						

On the 8<sup>th</sup> day of October, 2024.

  
Canvass Board Member Signature

  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature

\_\_\_\_\_  
Canvass Board Member Signature





Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3439-2024**

AN ORDINANCE INCREASING ESTIMATED REVENUE AND APPROPRIATIONS IN THE GENERAL FUND AND MUNICIPAL ROADWAY IMPROVEMENTS CAPITAL FUND TO PROVIDE SUPPLEMENTAL FUNDING FOR THE 2024 LILAC LANE ROADWAY PROJECT.

WHEREAS, the 2024 Lilac Lane Roadway Project was awarded to Peninsula Construction in June of 2024 and was substantially completed in September of 2024; and,

WHEREAS, the project included repair and replacement of a severely settled concrete curb and asphalt area along Lilac Lane from Cook Inlet Drive to the Kenai Spur Highway; and,

WHEREAS, during construction, a large number of unforeseen bury pits were identified that required removal to assure the integrity of the road; and,

WHEREAS, the removal of these bury pits increased the amount of unclassified excavation, fill and backfill, curb and gutter, construction survey measurement and topsoil, resulting in costs exceeding available funds by \$49,836.96.

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

**Section 1.** That the estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues–	
Appropriation of Fund Balance	<u>\$49,836.96</u>

Increase Appropriations –	
Transfer to Municipal Roadway Improvements Capital Fund	<u>\$49,836.96</u>

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

Municipal Roadway Improvements Capital Fund:

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$49,836.96</u>

Increase Appropriations –	
Construction	<u>\$49,836.96</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16<sup>TH</sup> DAY OF OCTOBER, 2024.

\_\_\_\_\_  
Henry Knackstedt, Vice Mayor

ATTEST:

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

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



Introduced:	October 2, 2024
Enacted:	October 16, 2024
Effective:	October 16, 2024



# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Paul Ostrander, Interim Public Works Director

**DATE:** September 20, 2024

**SUBJECT:** **Ordinance No. 3439-2024** - Increasing Estimated Revenue and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to provide supplemental funding for the 2024 Lilac Lane Roadway Project.

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The 2024 Lilac Lane Roadway Project was awarded to Peninsula Construction in June of 2024 and was substantially completed in September of 2024. The excavation of bury pits was anticipated when the contract was awarded, however, upon further investigation at multiple bury pit sites, we found a variety of trees, roots wads, silts and other organics extending 10 feet deep and deeper in some areas. These organics have been rotting and sand from underneath the road was migrating into the voids formed as these organics rotted and settled. After assessing what was happening in these particular cases, we determined that to prevent the settlement from occurring again we needed to provide a base for the edge of road and curb with a 1:1 slope from the back of curb to the bottom of bury pit excavation. This resulted in excavation in some instances to the edge of the right of way, well beyond what was anticipated.

The additional excavation resulted in costs exceeding available funds by \$49,836.96. This ordinance will appropriate the necessary funds to close out the project.

Your consideration is respectfully requested.

**KENAI CITY COUNCIL – REGULAR MEETING  
OCTOBER 2, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
VICE MAYOR HENRY KNACKSTEDT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on October 2, 2024, in City Hall Council Chambers, Kenai, AK. Vice Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

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

**2. Roll Call**

There were present:

Henry Knackstedt, Vice Mayor  
Phil Daniel  
Alex Douthit  
James Baisden

Brian Gabriel, Mayor (*remote participation*)  
Deborah Sounart  
Victoria Askin

A quorum was present.

Also in attendance were:

Terry Eubank, City Manager  
Scott Bloom, City Attorney  
Tyler Best, Parks and Recreation Director  
Shellie Saner, City Clerk

**3. Agenda Approval**

Vice Mayor Knackstedt noted the following additions to the Packet:

- Add to item E. 2.      **Public Hearing - Resolution No. 2024-42**
- ACR-8 Attachment

**MOTION:**

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

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

Vice Mayor Knackstedt 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.

*[Clerk's Note: Vice Mayor Knackstedt presented a proclamation declaring October 2024 as Domestic Violence Awareness Month.]*

**B. SCHEDULED ADMINISTRATIVE REPORTS - None.**

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

**D. UNSCHEDULED PUBLIC COMMENTS**

Marion Nelson, Kenai Fine Art Center Board Member provided an update on current events and activities at the center; complimented new Board President Sandra Lewis for brining her organizational skills and other contributions to the center; and noted additional support from Council may be requested for building improvements.

Tyson Cox, Kenai Peninsula Borough (KPB) Assembly Member addressed the Council regarding the newly established KPB Tourism Industry Working Group; reporting the group would evaluate the benefits and impacts of tourism on borough revenues, costs and services and would explore options to ensure visitors contribute through a potential bed tax; and identified the make up of the working group, indicating Cities may send non-voting representatives.

**E. PUBLIC HEARINGS**

1. **Ordinance No. 3438-2024** - Accepting and Appropriating Donations from the Kenai River Marathon Through the Kenai Community Foundation for the Installation of Bike Racks and Bike Repair Stations. (Administration)

**MOTION:**

Council Member Baisden **MOVED** to enact Ordinance No. 3438-2024. Council Member Sounart **SECONDED** the motion.

Vice Mayor Knackstedt 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 positive impacts of using excess funds from the Kenai River Marathon for community improvements; installation of the bike racks and repair stations would promote health and wellness and make the City more bike-friendly.

**VOTE:**

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

NAY: None

**MOTION PASSED.**

2. **Resolution No. 2024-42** - Supporting Agenda Change Request 8 at the Upcoming Alaska Board of Fisheries Work Session to Allow Set Beach Seine Nets as an Alternative Gear Type for the Eastside Setnet Fishery While in the Kenai River Late-Run King Salmon Stock of Concern Management Plan. (Knackstedt)

*[Clerk's Note: Mayor Gabriel declared a possible conflict as he is a commercial fisher who may financially benefit if ACR 8 were adopted regulations. Vice Mayor Knackstedt ruled that a conflict did exist and Mayor Gabriel abstained from discussion and voting on Resolution 2024-42.]*

**MOTION:**

Council Member Baisden **MOVED** to adopt Resolution No. 2024-42. Council Member Askin **SECONDED** the motion.

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

*[Clerk's Note: Vice Mayor Knackstedt passed the gavel to Council Member Baisden at 6:23 p.m. and spoke in favor of Resolution 2024-42; Council Member Baisden returned the gavel at 6:25 p.m.]*

It was reported that the Resolution would request the Alaska Board of Fisheries include the agenda subject of seine fishing on the East Side Beach Fishery; seine fishing is a method which successfully caught targeted fish, safely removed the King Salmon and addressed conservation concerns.

There was discussion regarding the Resolution supporting only one specific Agenda Change Request (ACR) related to seine fishing; taking a broader approach and advocating for the Board of Fisheries to consider all relevant ACR's affecting the Kenai River area rather than singling out one.

**VOTE:**

YEA: Askin, Baisden, Sounart, Knackstedt

NAY: Douthit, Daniel

ABSTENTION: Gabriel

**MOTION PASSED.** (4 Yes, 2 No, 1 Abstention)

**F. MINUTES**

1. \*Regular Meeting of October 2, 2024. (City Clerk)

**G. UNFINISHED BUSINESS** - None.

**H. NEW BUSINESS**

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

Approved by the consent agenda.

2. \***Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Samuel Whicker to the Airport Commission. (Gabriel)

Approved by the consent agenda.

3. \***Ordinance No. 3439-2024** - Increasing Estimated Revenue and Appropriations in the General Fund and Municipal Roadway Improvements Capital Fund to Provide Supplemental Funding for the 2024 Lilac Lane Roadway Project. (Administration)

Introduced by the consent agenda and Public Hearing set for October 16, 2024.

**I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging Commission

No report, next meeting cancelled.

2. Airport Commission

No report, next meeting cancelled.

3. Harbor Commission

No report, next meeting November 12, 2024.

4. Parks and Recreation Commission

No report, next meeting October 3, 2024.

5. Planning and Zoning Commission

Council Member Douthit reported on the September 25, 2024 meeting, next meeting cancelled.

## 6. Beautification Commission

No report, next meeting cancelled.

## J. REPORT OF THE MAYOR

### 1. Proclamation Declaring October 2024 as “Domestic Violence Awareness Month”

Vice Mayor Knackstedt reported on the following:

- Congratulated Council Member Sounart on her re-election and Sovala Kisenia on his election to City Council.
- Congratulated Council Member Baisden on his election to the KPB Assembly; noting that due to the restriction on holding two offices Council Member Baisden’s term on Council would end the Sunday following certification of the of the KPB Election. (*October 13, 2024*)

## K. ADMINISTRATION REPORTS

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

- Lee Frey has accepted the position of Public Works Director.
- Both Lee Frey and new Planning Director Kevin Buettner will start on October 21, 2024.
- Currently interviewing for the Controller position; Sue Best, former City Accountant is temporarily assisting with the vacancy.
- Ongoing recruitment for Police Officer and part time janitor for the Library.
- Kenai Police Officer Trevor Miller has resigned after more than 25-years of service.
- Attending the ICMA Conference in Pittsburgh, focusing on artificial intelligence in local government.
- Public land sale is tentatively scheduled for Saturday, October 19, 2024.
- Slash site closes on October 6, 2024
- New floors have been installed at the Kenai Rec Center and the facility will reopen soon.
- Fire Department doors have fresh paint.
- Expanding the City parking restrictions from October 1 through May 1 to include City parking lots to ensure snow removal operations.
- Parks and Recreation Director Tyler Best was selected as President of the Alaska Parks and Recreation Association.

### 2. City Attorney - No Report.

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

- Unofficial Election Results
- Speaking at Kenai Alternative High School and Kenai Central High School regarding local government and the Student Representative opening.

## L. ADDITIONAL PUBLIC COMMENTS

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

### 2. Council Comments

Mayor Gabriel thanked Vice Mayor Knackstedt for filling in while he is away; congratulated all those who were elected and reelected; and thanked all who ran for office.

Council Member Douthit reported on the success of the Kenai River Marathon, the upcoming Annual Chamber Fundraiser, and Haunted Chamber event.

Council Member Sounart thanked all of the Election Workers and municipal clerks for all they do during the election; and congratulated all those who were elected and reelected.

Council Member Askin reported volunteering for the Kenai River Marathon, noted the number of people who participated from other places; and congratulated all those who were elected and reelected.

Council Member Daniel thanked all of the Election Workers.

Council Member Baisden congratulated those who were elected; expressed his appreciation for working with the Council and staff over the last three years; and commended Trevor Miller for his 25 years in law enforcement for the City.

**M. EXECUTIVE SESSION** - None.

**N. PENDING ITEMS** - None.

**O. ADJOURNMENT**

**P. INFORMATIONAL ITEMS** - None.

There being no further business before the Council, the meeting was adjourned at 6:49 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 2, 2024.

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Michelle M. Saner, MMC  
City Clerk

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



PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION  
COUNCIL MEETING OF: OCTOBER 16, 2024

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	106,099.80
PREMERA	OCTOBER PREMIUM	VARIOUS	HEALTH INSURANCE	200,129.45
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	98,739.81

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** October 4, 2024

**SUBJECT:** **Action/Approval** - Non-Objection to Renewal of a Club Liquor License for Fraternal Order of Eagles #3525, DBA Fraternal Order of Eagles #3525-License No. 337

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The following establishment has submitted an application to the Alcohol and Marijuana Control Office (AMCO) for a renewal of license:

Applicant: Fraternal Order of Eagles #3525  
D/B/A: Fraternal Order of Eagles #3525  
License Type: Club Liquor License  
License No.: 337

Pursuant to KMC 2.40, a review of City accounts has been completed on the applicants and they have satisfied all obligations to the City. With the approval of Council, a letter of non-objection to the liquor license renewal will be forwarded to the ABC Board and the applicants.

Your consideration is appreciated.



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

August 27, 2024

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) ; [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Licensee: Fraternal Order of Eagles, Kenai Peninsula Aerie, No. 3525

DBA: Frat Order of Eagles #3525

VIA email: [Secretary@foe3525.onmicrosoft.com](mailto:Secretary@foe3525.onmicrosoft.com)

Local Government 1: Kenai Peninsula Borough

Local Government 2: Kenai

Via Email: [micheleturner@kpb.us](mailto:micheleturner@kpb.us); [jkasper@kpb.us](mailto:jkasper@kpb.us); [seSSERT@kpb.us](mailto:seSSERT@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [nsCarlett@kpb.us](mailto:nsCarlett@kpb.us); [mjenkins@kpb.us](mailto:mjenkins@kpb.us); [mboehmler@kpb.us](mailto:mboehmler@kpb.us); [rRaidmae@kpb.us](mailto:rRaidmae@kpb.us); [slopez@kpb.us](mailto:slopez@kpb.us); [bcarter@kpb.us](mailto:bcarter@kpb.us); [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Community Council: N/A

Via Email: N/A

RE: Club License #337 Combined Renewal Notice

<b>License Number:</b>	337
<b>License Type:</b>	Club
<b>Licensee:</b>	Fraternal Order of Eagles, Kenai Peninsula Aerie, No. 3525
<b>Doing Business As:</b>	Frat Order of Eagles #3525
<b>Physical Address:</b>	5765 Spur Hwy,
<b>Licensee Tel.</b>	907 283-4938

☒ **License Renewal Application**

☐ **Endorsement Renewal Application**

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 10, 2024**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body.

If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov)

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is fluid and cursive, with the first name "Joan" being the most prominent.

Joan M. Wilson, Director  
907-269-0350

Submit

by Meghan Thibodeau 8/27/2024 12:25:56 PM (Form Submission)

Approve

by Jeremy Hamilton 8/27/2024 12:45:23 PM (Fire Marshall Review)

- The task was assigned to Jeremy Hamilton. The due date is: September 5, 2024 5:00 PM  
8/27/2024 12:25:58 PM

Approve

by David Ross 8/27/2024 4:50:19 PM (Police Department Review)

- The task was assigned to David Ross. The due date is: September 5, 2024 5:00 PM  
8/27/2024 12:25:58 PM

Approve

by Joe Fisher 8/28/2024 8:58:52 AM (Building Official Review)

- The task was assigned to Joe Fisher. The due date is: September 5, 2024 5:00 PM  
8/27/2024 12:25:58 PM

Approve

by Max Best 8/30/2024 8:46:47 AM (Lands Review)

- The task was assigned to Max Best. The due date is: September 5, 2024 5:00 PM  
8/27/2024 12:25:59 PM

Approve

by Tina Williamson 10/3/2024 11:46:12 AM (Finance Asst Review)

- The task was assigned to Tina Williamson. The due date is: September 5, 2024 5:00 PM  
8/27/2024 12:25:58 PM

Approve

by Cindy Herr 10/4/2024 11:31:17 AM (Legal Asst Review)

- There is not a individuals name for me to verify no monies are owed.
- The task was assigned to Cindy Herr. The due date is: September 5, 2024 5:00 PM  
8/27/2024 12:25:59 PM

Approve

by David Swarner 10/4/2024 11:47:31 AM (Finance Review)

- The task was assigned to David Swarner. The due date is: October 15, 2024 5:00 PM  
10/4/2024 11:31:19 AM

Approve

by Brandon McElrea 10/4/2024 12:01:51 PM (P&amp;Z Department Review)

- The task was assigned to Brandon McElrea. The due date is: October 15, 2024 5:00 PM  
10/4/2024 11:31:20 AM

Approve

by Scott Bloom 10/4/2024 12:54:15 PM (Legal Review)

- The task was assigned to Scott Bloom. The due date is: October 15, 2024 5:00 PM  
10/4/2024 11:31:19 AM

# AMCO License Application

**Date**

8/27/2024

**Establishment Information****License Type**

Club

**Licensee**

Fraternal Order of Eagles, Kenai Peninsula Aerie, No. 3525

**Doing Business As**

Frat Order of Eagles #3525

**Premises Address**

5765 Spur Hwy

**City, State**

Kenai, AK

**Contact Information****Contact Licensee****Contact Phone No.**

907-283-4938

**Contact Email**

Secretary@foe3525.onmicrosoft.com

**Additional Contact Information****Name****Phone No.****Email****Documents****File Upload**

337 Complete 24-25 Renewal Application.pdf	252.45KB
337 Complete 24-25 Renewal Notice.pdf	270.17KB

## License Renewal

**Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.**

No

**Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES," indicate below or attach explanation.**

No

**Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.**

No

**How many hours did you operate in 2022 as set forth in AS 04.11.330?**

Operated to meet the minimum 240 hrs.

**How many hours did you operate in 2023 as set forth in AS 04.11.330?**

Operated to meet the minimum 240 hrs.

**Are you a seasonal license and has your operation times/dates/seasons changed?**

No

**Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?**

No

**Have any Notices of Violation been issued for this license in 2022 or 2023?**

No

**# License Number:**  
337

**# License Expiration Date:**  
12/31/2023

**# License Trade Name:**  
Frat Order of Eagles #3525

**Mailing Address:**  
 5765 Kenai Spur Hwy  
KENAI , AK  
99611



Document reference ID : 1157

# Licensing Application Summary

<b>Application ID:</b>	1157
<b>Applicant Name:</b>	Fraternal Order of Eagles, Kenai Peninsula Aerie, No. 3525
<b>License Type applied for:</b>	Club License (CL) (AS 04.09.220)
<b>Application Status:</b>	In Review
<b>Application Submitted On:</b>	12/12/2023

## Entity Information

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<b>Business Structure:</b>	Non Profit
<b>Alaska Entity Number (CBPL):</b>	12431D

## Entity Contact Information

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<b>Entity Address:</b>	5765 Spur Hwy, Kenai, AK, 99611, USA
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## Premises Address

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<b>Nearest municipality, city, and/or borough:</b>	Kenai
<b>Country, State, Zip:</b>	AK, United States,

## Basic Business information

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<b>Business/Trade Name:</b>	Frat Order of Eagles #3525
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**City/Municipality**

Kenai (City of)

**Borough**

Kenai Peninsula Borough

## Public Notice Posting Attestation and Publishers Affidavit

### Attestations

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

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

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

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

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

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

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

I certify that in accordance with AS 04.09.220(c) the club, fraternal organization, patriotic organization, or social organization listed as the licensee in this application has been chartered by a state or national organization for a period of 10 consecutive years before the application for a license, or has been chartered by a national organization that has maintained a chartered club or organization in the state for a period of at least 20 years.

Electronic Signature not collected; application submitted based on paper form.

## Payment Info

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Payment Type : Pay By Phone

Receipt Number: 100725166

Payment Date: 12/11/2023 5:43:35 PM



Tuesday, August 27, 2024

**Sent via email:** [cityclerk@kenai.city](mailto:cityclerk@kenai.city)

Shellie Saner, City Clerk  
City of Kenai

RE: Non-Objection of Application

Licensee/Applicant	:	Frat Order of Eagles #3525
Business Name	:	FRATERNAL ORDER OF EAGLES
License Type	:	Club
License Location	:	5765 Kenai Spur Highway, Kenai, AK 99611, City of Kenai
License No.	:	337
Application Type	:	License Renewal

Dear Ms. Saner,

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

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

Sincerely,

Michele Turner, CMC  
Borough Clerk

cc: [foe3525@alaska.net](mailto:foe3525@alaska.net);

<mailto:amco.localgovernmentonly@alaska.gov>



# KENAI

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

## MEMORANDUM

**TO:** City Council Members

**THROUGH:** Mayor Gabriel

**FROM:** Shellie Saner, City Clerk

**DATE:** October 8, 2024

**SUBJECT:** **Action/Approval** - Confirmation of Mayoral Nomination of Student Representatives to City Council, Beautification Commission and Airport Commission.

---

Pursuant to Kenai City Council Student Representative Policy 20.100, Student Representative Applications and informational packet were distributed to Kenai Central High School, Kenai Alternative High School and Connections Homeschool.

Current Council Policy 20.100 - Student Representative, establishes that the Student Representatives must be a Junior or Senior in good standing at a school within Kenai City Limits; that the Student Representative to City Council must reside within the City Limits; and Student Representatives to City Commissions may but are not required to reside within Kenai City Limits.

During the initial circulation of applications, no application was received from students who met the policy requirements. The application period was extended and additional recruitment efforts were extended to the students.

Three applications were received from Sophomore students who do not meet the Junior or Senior requirements. Having received no applications from Junior or Senior students, Mayor Gabriel is requesting Council Confirmation of the following Sophomore Student Representatives:

Xiling Tanner - Student Representative to City Council  
Term October 16, 2024 - August 31, 2025

Joshua Bolling - Student Representative to Airport Commission  
Term October 16, 2024 - August 31, 2025

Samantha Thompson - Student Representative to Beautification Commission  
Term October 16, 2024 - August 31, 2025

Your consideration is appreciated.

**CITY COUNCIL – 20.100  
STUDENT REPRESENTATIVE**

Effective Date: February 15, 2023

Last Action Date:

April 19, 2023

See Also:

Approved by:

City Council

**POLICY – 20.100 Student Representative****Purpose**

The purpose of this policy is to provide an opportunity for student representation to the various governmental body of the City of Kenai. The policy provides an opportunity for students to develop and strengthen leadership skills by connecting with the various governmental bodies of the City of Kenai and assisting fellow students with having their voices heard.

**Scope**

The Student Representative is a vital channel of communication between the students and the governmental bodies of the City of Kenai and has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; as time allows, participation in other events attended by the governmental body; and increased student involvement in matters affecting students. The appointed student acts as a representative leader of the student body.

**Policy**

It is important to seek out and consider student ideas, viewpoints and reaction to City decisions and policies affecting students. In order to provide student input and involvement, the Kenai City Council may appoint a Student Representative and an Alternate Student Representative to the various governmental bodies of the City as it deems necessary.

Qualifications of Student Representatives

- A. Must be a Junior or Senior in good standing at a school within the Kenai City Limits.
- B. Residency Requirements are as follows:
  - 1. City Council Student Representatives must reside within the Kenai City limits.
  - 2. Student Representatives to the Council on Aging, Airport Commission, Harbor Commission, Parks and Recreation Commission, Planning and Zoning Commission or Beautification Committee may but are not required to reside within Kenai City limits.
- C. Preference will be given to students who are active members of a School Leadership Group or the Student Council.
- E. Must obtain approval from the school administration and their parent or legal guardian.
- F. If multiple applications are received for the same governmental body, the Mayor may select one applicant for appointment.


Requirements of Student Representatives

- A. Attend and participate in all meetings and work sessions of the governmental body in which the student is appointed to while school is in session, unless excused by the Mayor or Mayors designee.
- B. Act as a communication liaison between the governmental body and students by reporting to the students the activities of the governing body; and, providing information and feed back to the governing body on policies and issues affecting the students.
- C. Conduct themselves in proper business etiquette when acting as a Student Representative.

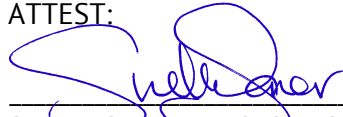
D. Should have an interest in public service and utilize this appointment as a way to develop leadership skills.

Limitations of Student Representatives

- A. Appointments are for 1-Year terms, beginning in early September of each year and ending in August of the following year.
- B. May not move or second items during a meeting.
- C. May cast advisory votes on all matters except those subject to executive session discussions; however, the advisory vote will not affect the outcome, the advisory vote will be recorded in the meeting minutes, and the student vote will be last in the roll call order.

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

ATTEST:

  
\_\_\_\_\_  
Shellie Saner, MMC, City Clerk



Application for  
**City of Kenai Student Representative**

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

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

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

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

**Applicant Information:**

Name: Xiling Tanner

Home Phone: [REDACTED]

Mailing Address: [REDACTED]

Cell Phone: [REDACTED]

Residence Address: [REDACTED]

Alt. Phone: [REDACTED]

Email Address: [REDACTED]

Grade Level: 1<sup>st</sup> in standing

Sophomore age

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

School attending: Connections Homeschool

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

Identify your leadership group: Student Council

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

1. Parks & Recreation

4.

2. Planning & Zoning

5.

3. Harbor

6.

**\*\*Complete Reverse Side\*\***



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

As a high school student deeply invested in my community, I am eager for the opportunity to serve as a student representative to the Kenai city council. This role would allow me to advocate for my peers, be more involved in the city's legislature and participate in decisions that could help shape the future of our city.

I am passionate about civic engagement and believe that involving young voices in local government can foster meaningful change.

#### Parent or Legal Guardians Approval

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

Signature of Parent or Legal Guardian: 

Date: 9/6/2024

#### School Administration Approval

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


↑ Print School Name

Signature of Principal: 

Date: 9/6/2024

#### Students Affidavit

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

Signature of Applicant: 

Date: 9/6/2024

#### FOR OFFICE USE ONLY

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





Application for  
**City of Kenai Student Representative**

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

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

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

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

**Applicant Information:**

Name: Sa Martha Thompson Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Grade Level: 10th

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

1. Parks & Recreation Commission
2. City Council
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**\*\*Complete Reverse Side\*\***

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

I'd be honored to represent my community through my passion of art and design. I'd love to find new ways to bring a brightness in our community, holidays, and parks. I'd hope finding new aesthetics for our city will bring a new closeness in our community.

#### Parent or Legal Guardians Approval

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

Signature of Parent or Legal Guardian: Dorothy Malone Date: 9-23-24

#### School Administration Approval

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

↑ Print School Name

Signature of Principal: J. Malachuk Date: 9/24/24

#### Students Affidavit

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

Signature of Applicant: SAMANTHA THOMPSON Date: 9/24/24

#### FOR OFFICE USE ONLY

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





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

## Application for City of Kenai Student Representative

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

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

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

### Applicant Information:

Name: Joshua Bolling Home Phone: N/A  
Mailing Address: [REDACTED] Cell Phone: [REDACTED]  
Residence Address: [REDACTED] Alt. Phone: N/A  
Email Address: [REDACTED] Grade Level: 10

- Do you reside within the Kenai City Limits? ☒ Yes ☐ No
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you a student in good standing at a School within Kenai City Limits? ☒ Yes ☐ No  
 School attending: Kenai Central High School
- Are you a member of a leadership group or student council of your school? ☒ Yes ☐ No  
 Identify your leadership group: leadership (10th grade treasurer)
- If the Commission or Council you applied for is unavailable, would you be open to appointment to a different one. If yes, please indicate which ones by listing one or more in the order of preference for appointment.

- |                                     |  |
|-------------------------------------|--|
| 1. <u>Beautification commission</u> | 4. <u>planning and zoning commission</u> |
| 2. <u>Parks and rec commission</u>  | 5. <u>Harbor commission</u>              |
| 3. <u>City council</u>              | 6. <u>Council on aging commission</u>    |

**\*\*Complete Reverse Side\*\***

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

Hi! I'm Josh, a 10th grader here at KCHS. I'm interested in serving as a student representative because of my passion for helping people. I moved to Kenai with my family 6 years ago as a sort of escape from big city life (Anchorage). I've always had an appreciation for the people who put so much work into the city being beautiful and I'd like to make a change. -B

#### Parent or Legal Guardians Approval

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

Signature of Parent or Legal Guardian: Am Date: 10-7-24

#### School Administration Approval

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

↑ Print School Name

Signature of Principal: Dan J. Barr Date: 10-8-24

#### Students Affidavit

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

Signature of Applicant: Josh Bolling Date: 10-7-24

#### FOR OFFICE USE ONLY

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

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING  
OCTOBER 3, 2024 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
VICE CHAIR SOVALA KISENA, PRESIDING**

**ACTION MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Parks & Recreation Commission was held on October 3, 2024, in the Kenai City Council Chambers, Kenai, AK. Vice Chair Kisenka called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

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

**2. Roll Call**

There were present:

Sovala Kisenka, Vice Chair  
Kyle Graham  
Michael Bernard

Charlie Stephens  
Jennifer Joanis

A quorum was present.

Absent:

Grant Wisniewski, Chair

Nigel LaRicca

Also in attendance were:

Tyler Best, Parks & Recreation Director  
Deborah Sounart, City Council Liaison

**3. Agenda Approval**

**MOTION:**

Commissioner Joanis **MOVED** to approve the agenda as presented. Commissioner Stephens **SECONDED** the motion.

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

**B. SCHEDULED PUBLIC COMMENTS - None.**

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF MINUTES**

**1. May 4, 2024 Regular Meeting**

**MOTION:**

Commissioner Stephens **MOVED** to approve the Parks & Recreation Commission minutes. Commissioner Joanis **SECONDED** the motion.

Commissioner Graham moved to **AMEND** the minutes, noting the date should be May 2, 2024. Commissioner Joanis **SECONDED** the motion.

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

**VOTE ON MINUTES AS AMENDED:** There being no objection; **SO ORDERED.**

**E. UNFINISHED BUSINESS** – None.

**F. NEW BUSINESS**

1. **Discussion/Recommendation** - Recommending Parks and Rec projects for the FY26-FY30 Capital Improvement Plan

**MOTION:**

Commissioner FY26-FY30 **MOVED** to recommend City Council approval of Parks and Rec projects for the FY26-FY30 Capital Improvement Plan. Commissioner Graham **SECONDED** the motion.

Director Best gave a staff report from information provided in the packet. All commissioners spoke in support of the proposed plan.

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

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

**REPORTS**

1. Parks & Recreation Director – Director Best reported on Midmonth Report included in packet.
2. Commission Chair – Vice Chair Kisena noted this would be his last meeting; thanked the Commission.
3. City Council Liaison – Council Member Sounart reported on recent actions of the City Council.

**G. ADDITIONAL PUBLIC COMMENTS** – None.

**H. NEXT MEETING ATTENDANCE NOTIFICATION** – November 7, 2024

**I. COMMISSION QUESTIONS AND COMMENTS**

Commissioner Joanis recommended installing a trash can at the Lawton extension for dog poop bags.

Commissioner Stephens noted he will miss working with Vice Chair Kisena.

Vice Chair Kisena noted he enjoyed his time on the Commission

**J. ADJOURNMENT**

**K. INFORMATIONAL ITEMS**

1. August Mid-month report

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 6:40 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of October 3, 2024.

---

Meghan Thibodeau  
Deputy City Clerk



# KENAI

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

## MEMORANDUM

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

**THROUGH:** Terry Eubank, City Manager

**FROM:** Derek Ables, Airport Manager

**DATE:** October 8, 2024

**SUBJECT:** **Airport Mid-month Report September 2024**

---

Rehabilitate Runway 02L/20R- On September 16, the airport hosted a Construction Safety and Phasing Plan (CSPP) coordination meeting, an essential step for projects funded through the FAA's Airport Improvement Program (AIP). The CSPP is a vital document designed to ensure construction activities are carried out safely and efficiently, minimizing disruption to airport operations. It covers safety protocols, runway closures, communication between construction crews and air traffic control, and phased project implementation to maintain critical airport functions. These coordination meetings are crucial for aligning all stakeholders and ensuring the project's success.

Airport Concert- On September 25, Cook Inlet Academy presented a brief yet captivating concert at the airport terminal, showcasing the talents of 30 young students. The performance, set against the unconventional backdrop of the terminal, provided a unique and uplifting experience for both travelers and staff. The children's musical presentation brought a moment of serenity and enjoyment to an otherwise routine day, with their harmonies resonating through the space. Their professionalism and enthusiasm were evident, leaving a positive and lasting impression on all in attendance. The event highlighted the Academy's commitment to fostering artistic growth and community engagement.

Airport Master Plan- The airport has issued a Notice to Proceed (NTP) to HDL for the phase 1 development of its master plan in September. This marks the official start of the project, which aims to guide the airport's future growth and improvements. By partnering with HDL, the airport seeks to ensure that its future operations are aligned with evolving aviation needs and community goals. The first step in the airport master plan process is a comprehensive airport inspection. This initial step involves a detailed assessment of the airport's current infrastructure, facilities, and operational systems. The inspection will help identify any existing issues or areas for improvement, providing a foundation for informed decision-making throughout the master planning process. By thoroughly evaluating the airport's condition, the project team can ensure that future developments are aligned with safety standards, operational efficiency, and long-term growth objectives. Once this baseline is established the next step will be developing a public involvement plan to ensure everyone has an opportunity to provide input.





# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**THROUGH:** Dave Ross, Police Chief  
**FROM:** Juliana Scherma, Animal Control Chief  
**DATE:** October 3, 2024  
**SUBJECT:** September 2024 Monthly Report

This month the Kenai Animal Shelter took in 21 animals.

### DOGS:

INTAKE	11	DISPOSITION	13
Waiver	4	Adopted	6
Stray	4	Euthanized	1
Impound	2	Claimed	5
Protective Custody	0	Field Release	1
Quarantine	1	Transferred	0
Other Intakes	0	Other Dispositions	0

### CATS:

INTAKE	8	DISPOSITION	26
Waiver	3	Adopted	17
Stray	5	Euthanized	1
Impound	0	Claimed	2
Protective Custody	0	Field Release	0
Quarantine	0	Transferred	6
Other Intakes	0	Other Dispositions	0



OTHER ANIMALS:				
	INTAKE	2	DISPOSITION	0
	Guinea Pig	2	Rabbit	0
	Rabbit	0	Bird	0
	Other	0	Guinea Pig	0
DOA:			OTHER STATISTICS:	
	Dog	0	Licenses (City of Kenai Dog Licenses)	14
	Cat	0	Rabies Clinic	0
	Rabbit	0		

0 Animal dropped with After Hours (days we are closed but cleaning and with KPD)  
 33 Field Investigations & patrols  
 0 Volunteer Hours Logged  
 2 Citations  
 0 Educational Outreach  
 6 Microchip

Total Animal Contacts:

11 Animals are *known* borough animals  
 25 Animals are *known* City of Kenai  
 9 Animals are *known* City of Soldotna  
 0 Animals are *unknown* location

Statistical Data:

366 2022 YTD Intakes  
 404 2023 YTD Intakes  
 303 2024 YTD Intakes

In September, the moratorium on accepting non-city animals proved helpful in providing staff the opportunity to catch up on many tasks. One staff member was able to complete her NACA 1 level certification. Another staff member is working on her Euthanasia Certification. Staff members were able to allocate more time to the animals. The third and final Animal Control position was successfully filled. The new candidate started October 1<sup>st</sup>.





# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Dave Swarner, Finance Director

**DATE:** October 8, 2024

**SUBJECT:** Finance Department Mid-Month Report – September 2024

---

With the end of FY2024, the department's focus has switched to closing of that year's books and completion of the City's Annual Comprehensive Financial Report. This process includes closing of the FY24 financial records, fiscal year end grant reporting, completion of the annual Audit and finally financial statement preparation. Please see the Audit Planning Doc for the City included in the packet.

Our second stage of the Overtime correction for the period 7-1-18 to 4-17-22 is nearing completion and payments should be made by mid October.

Each year as part of the computer replacement program, the City disposes of surplus computer equipment by making it available for purchase to the public through the library. So far this year the City disposed of 2 laptops, 8 desktops, and 15 monitors.

Preparation will soon begin for the FY25 annual budget. Historical and future projections are provided to departments in December to assist in their budget preparation and much work takes place in putting this information together.

The Controller position is filled, with Jennifer Anderson starting on October 14<sup>th</sup>.



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Jay Teague, Fire Chief

**DATE:** October 9, 2024

**SUBJECT:** Fire Department Mid-Month Report – September.

For September, we experienced a 6.5% call volume increase from the previous year. During the month of August,

SEPTEMBER	2023	2024	% change
Month totals	157	114	-27.3%
EMS	110	84	-23.6%
All Other	24	30	25%
Year total	1002	1141	13.8%

### Training:

- Fire Marshall Hamilton still progressing in Fire Officer 1 Course
- All personnel received Epilepsy Response training with Dr. Levy/New Medical Operations Manual adopted and training conducted.
- FD personnel recertified on ACLS & PALS
- Training conducted and approved meds in service on ambulances.
- A Shift (conducted training sessions for FF Tauriainen/driver operator)
- B Shift (completed sign off and certification for FF Martin on Engine 3)

### Projects/Grants:

- Crews completed stall door project/new paint scheme.
- Firefighter Oden attended Alaska State Fire Conference.
- Kenai Moms Group toured firehouse.
- Captain Coots started first week of September as new Deputy Chief.
- Fire Marshall performed 15 Inspections (12 Fire Inspections; 3 Building Inspections)
- Fire Prevention/Public Education Events Preparation for schools.
- Controlled substance storage/DEA compliance project completed.
- Testing underway for vacant Engineer position.



# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Stephanie Randall, Human Resources Director  
**DATE:** October 7, 2024  
**SUBJECT:** Human Resources Activity – September 2024

---

### Recruitment

Human Resources worked with the City Manager's office to recruit for a Public Works Director. The recruitment was successful, and Lee Frey will be joining the City in this role on October 21, 2024. The Fire Department promoted Justin Horton to Fire Captain and as a result is recruiting internally to fill his vacated Engineer position and a Firefighter position. The Finance Department conducted a successful recruitment and has filled the Controller position. The Police Department continues recruiting for a Police Officer position. The Airport successfully recruited two Seasonal Equipment Operators and both the Airport and Streets are currently recruiting for temporary Equipment Operators. There have been an increased number of qualified applicants for most job postings, except for the public safety positions.

### Safety

There were three accidents reported in September, two were submitted to Workers compensations as notification only.

### Special Projects

Human Resources continued working with Administration and the City's health and life insurance benefits consultants to determine if changes should be made to employee benefits as part of the renewal for coverage beginning in the calendar year 2025.

# MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Katja Wolfe, Library Director  
**DATE:** October 7, 2024  
**SUBJECT:** Library Report for September 2024

## SERVICES



**5667** Visitors  
**78** New Members



**533** Computer Sessions  
**507** AWE Sessions  
**6021** WiFi Sessions



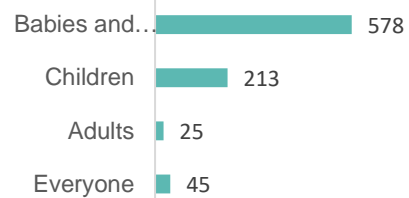
**157** Room Reservations  
**291** Hours of Use

## PROGRAMS AND EVENTS

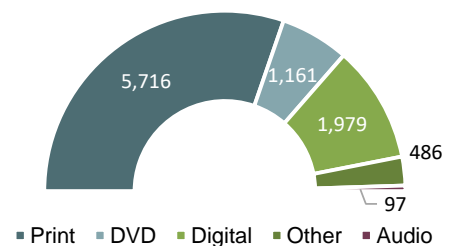
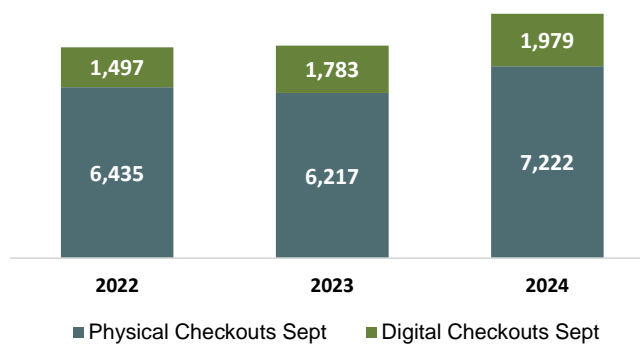


**861** Participants  
**48** Programs

### Program Attendance



## CIRCULATION





## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Tyler Best, Parks and Recreation Director

**DATE:** October 8, 2024

**SUBJECT:** Mid-Month Report-September

The City co-hosted the Kenai River Marathon with Kenai Chamber on the last Sunday of the month (September 29<sup>th</sup>). Over 200 racers from 16 states and 3 countries participated, marking the second year that there have been over 200 racers, bringing attendance back to pre-COVID numbers.

The Kenai Rec Center opened on October 7<sup>th</sup> for winter hours, Monday-Friday 6am-10pm, Saturday, 8am-10pm, and Sunday, 1pm-5pm. The Rec was closed for part of the month in September and for the first week of October for a floor remodel. Within the last six months, the roof has been repaired, the gym floors have been refinished, and the lobby and locker room floors have been remodeled. Public members have been giving countless thanks over the last several days.

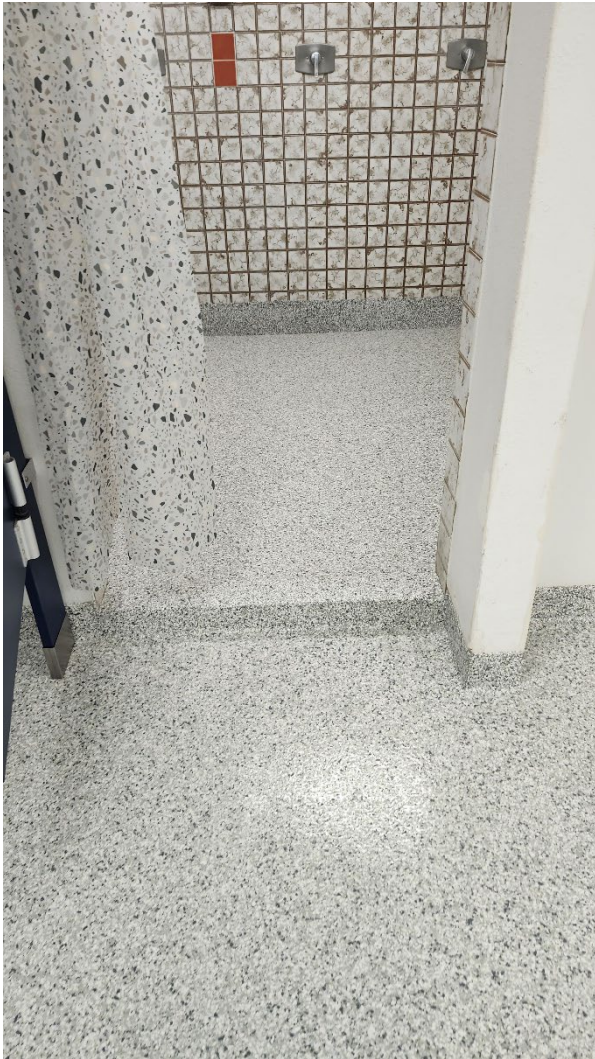
This Fall, on October 12<sup>th</sup>, there will be the annual Fall Pumpkin Festival at Millennium Square. This is one of the best-attended events in Kenai, with over 1000 attendees the last three year running. There is going to be food, games and of course pumpkins! (see flyer attached)

### **Kenai Rec. Center Visits- September(closed for part of the month)**

Weight Room/Cardio Room	60
Racquetball /Wallyball	17
Shower/Sauna	679
Gymnasium	679
Other	0
Gym Rental Visits	358
<b>Total Number of Visits</b>	<b>1669</b>



The new floor at the rec center







# KENAI



CITY OF KENAI'S 9TH ANNUAL

# Fall Pumpkin Festival

SATURDAY

Oct  
**12**

NOON-3PM

HAYRIDES | MUSIC | CIDER | VENDORS  
FACE PAINT | PUMPKIN DROP

Millennium Square – Spur View Dr & Frontage Rd  
INFO: 907.283.8262 / PARKS@KENAI.CITY

*See you there*

The City of Kenai | [www.kenai.city](http://www.kenai.city)



## MEMORANDUM

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

**THROUGH:** Terry Eubank, City Manager

**THROUGH:** Brandon McElrea, Acting Planning Director

**FROM:** Beth McDonald, Planning Assistant

**DATE:** October 8, 2024

**SUBJECT:** Planning and Zoning – September 2024 Monthly Report

---

### General Information

- Planning Director job has been filled. Kevin Buettner's anticipated start date is October 21<sup>th</sup>.
- Staff worked to create an online form to help simplify and digitize the current Conditional Use Permit annual reporting process and sent out postcard notices to all current CUP holders. The feedback so far has been positive. The reports are due between October 1 and December 31<sup>st</sup>, several arrived early, before the end of September.

### Public Inquiry

See attached report.

### Application Summary

- Lands - See attached report – No change in September.
- Leases – See attached report – No change in September.
- Planning & Zoning – See attached report.

### Code Enforcement and Compliance

In September, Planning and Zoning received three (3) new complaints and one (1) case was closed. There is a cumulative total of thirty-three (33) open cases for 2024.

Due to other priorities, the implementation of the code enforcement solution was temporarily placed on-hold. Staff has been in contact with Cloud Permit about the incoming Planning Director.

### Planning and Zoning Commission

Two (2) public meetings were held in the month of September with the following actions/recommendations.

- **Resolution PZ2024-20** – Recommending Approval on Preliminary Plat – Highlands Subdivision Evans Replat for a Replat of Lots 2 and 3, Block 1 of the Highlands Subdivision located in the Rural Residential (RR) Zoning District.

- **Resolution PZ2024-21** – Recommending Approval on Preliminary Plat – Valhalla Heights 2024 Addition for a Replat of Lots 4 and 7, Block 2, of the Valhalla Heights Subdivision Part 2 and Lot 5A-1, Block 2, of the Valhalla Heights Subdivision Wisniewski Second Addition Located in the Limited Commercial (LC) and Rural Residential (RR) Zoning Districts.
- **\*Action/Approval** – Recommending Approval of a Lease of Airport Reserve Land for the Property Described as Lot 4, Block 1, FBO Subdivision.



Public Inquiries

October 03, 2024 | 09:39:14

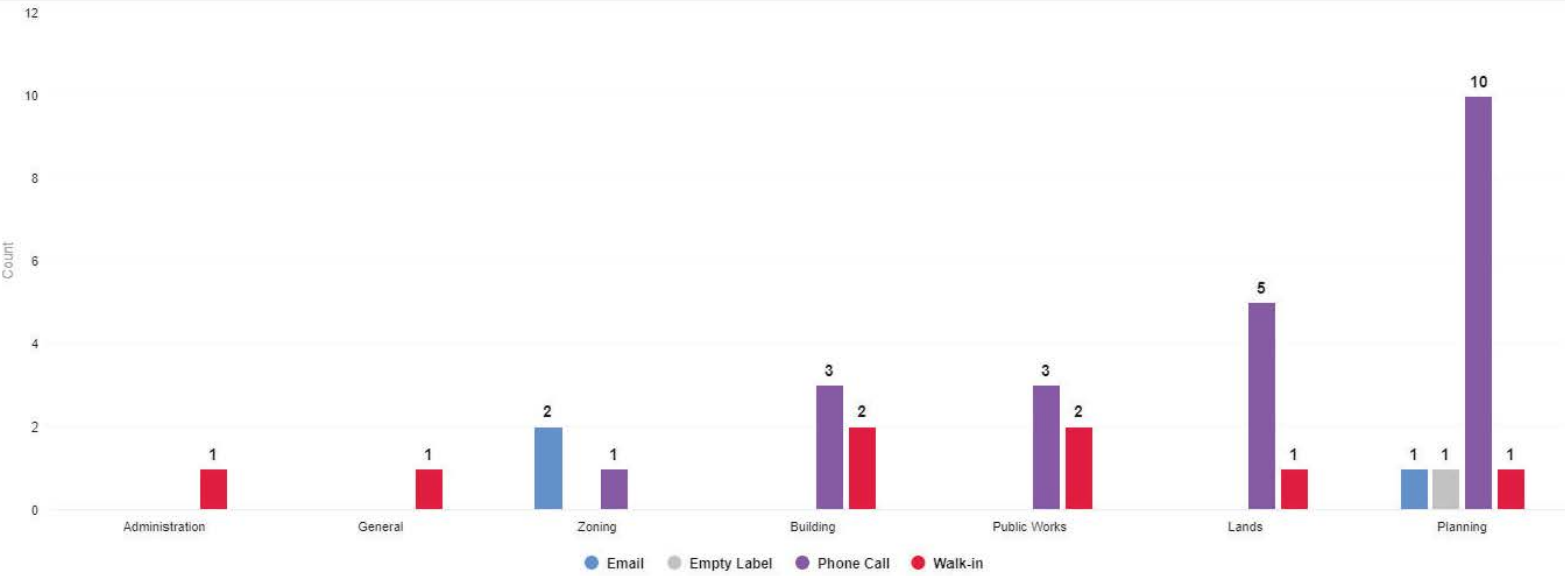
Average Days to Respond to a Public Inquiry

1.432

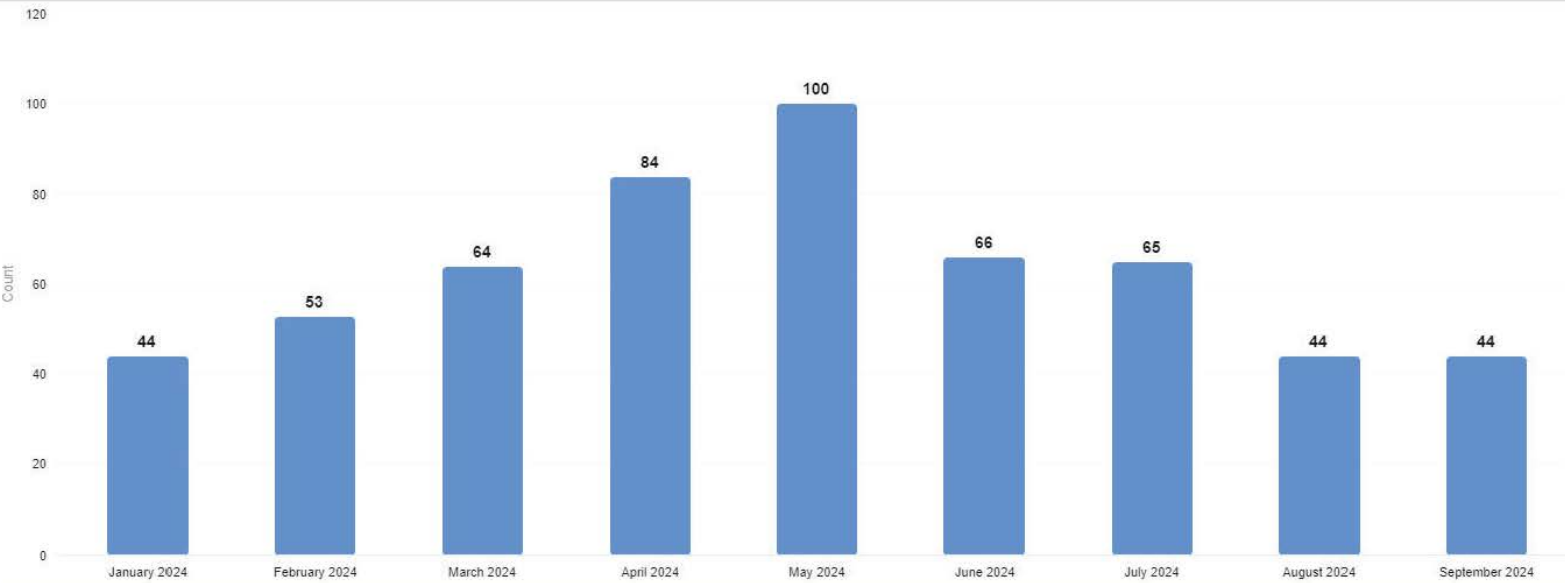
No. of Public Inquiries

44

No. of Inquiries by Department/Division and Contact Type



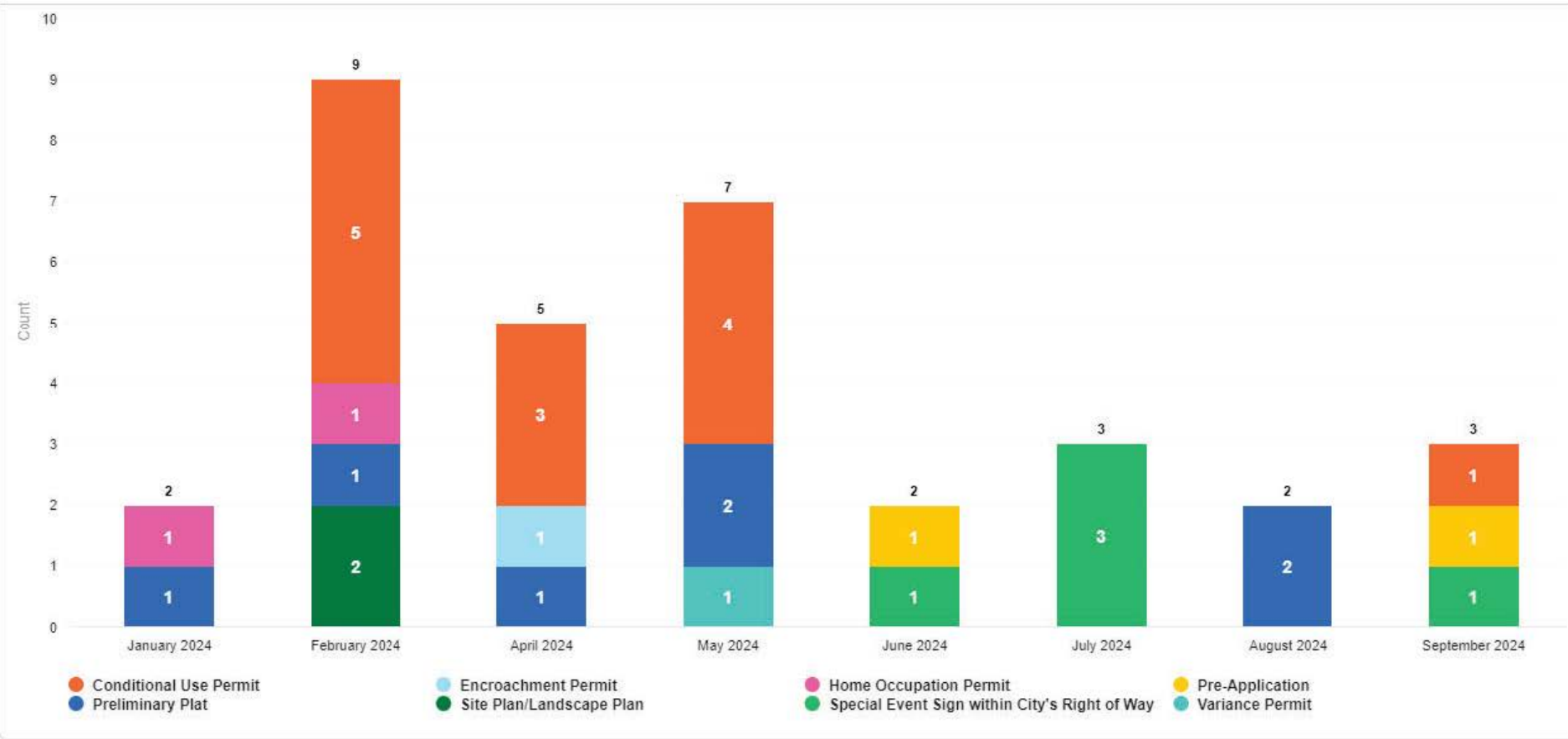
Year-to-Date: No. of Public Inquiries by Month



# Project Planning

October 03, 2024 | 10:07:53

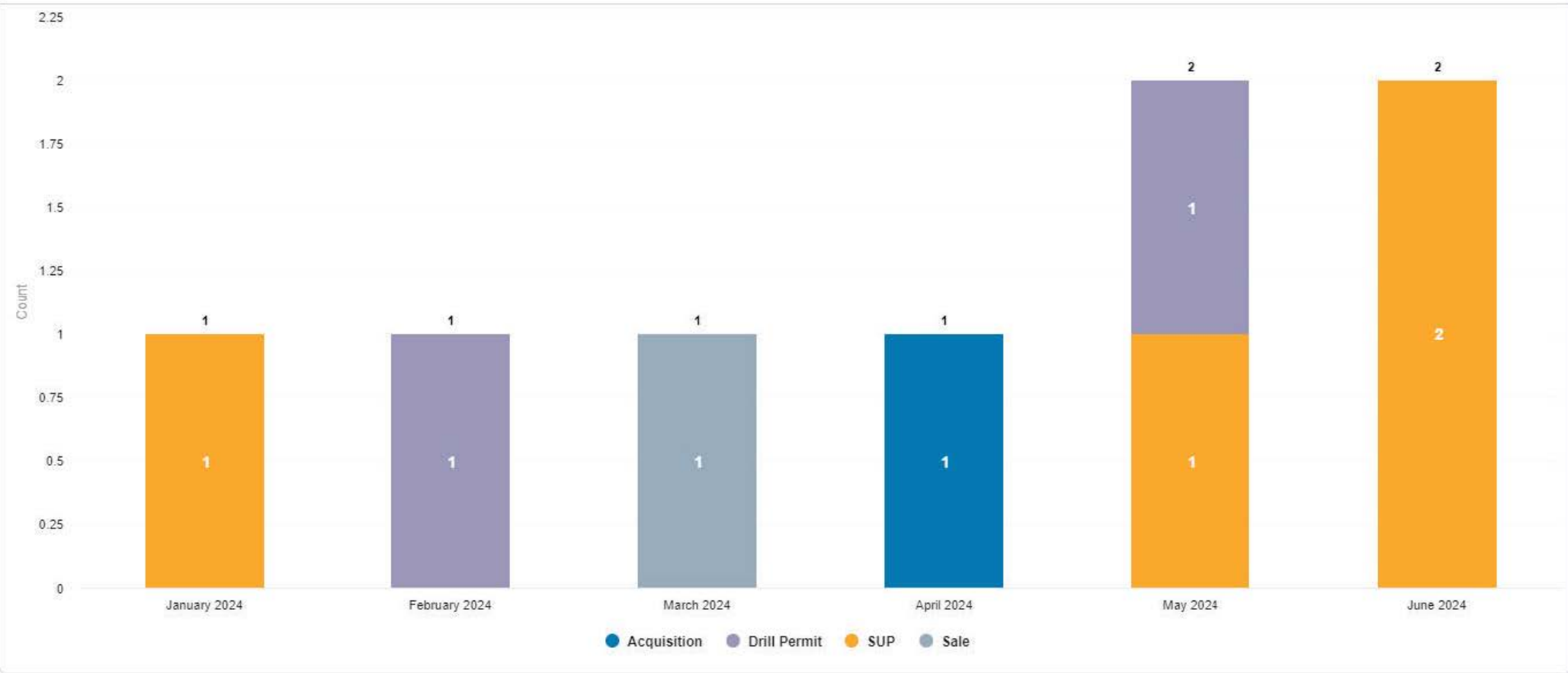
YTD Planning Applications



Lands

October 03, 2024 | 09:56:12

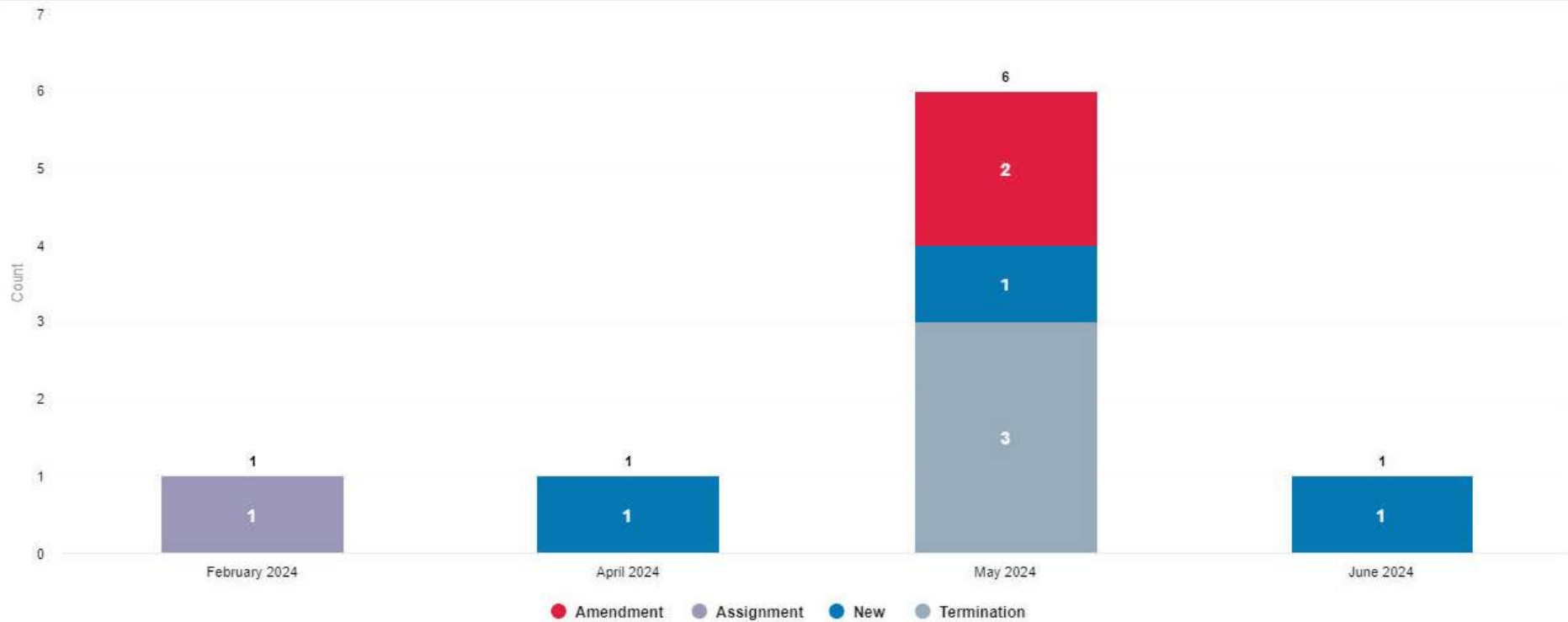
YTD Land Applications



# Leases

October 03, 2024 | 09:57:43

YTD Lease Applications







# KENAI

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

## MEMORANDUM

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

**THROUGH:** Terry Eubank, City Manager

**FROM:** David Ross, Police Chief

**DATE:** October 2, 2024

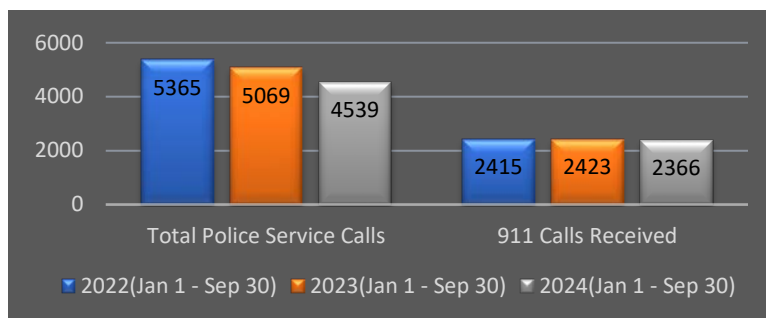
**SUBJECT:** **Police & Communications Department Activity – September 2024**

Police handled 509 calls for service in September and 268 calls were received by dispatch via 911. Officers made 40 arrests. Traffic enforcement resulted in 133 traffic contacts with 34 traffic citations issued and there were 9 DUI arrests. There were 14 reported motor vehicle collisions in September and two involved drugs or alcohol.

The KPD Officer on the SWAT team attended two days of training. One police officer attended a week-long supervisor training course in Soldotna. One new dispatcher completed field training and will be working on his own, and another new dispatcher continued in field training.

The remaining Temporary Enforcement Officer (TEO) left employment with the Department for the season. One other TEO worked through September at Animal Control to assist during a period of being short staffed. The Police Department continued a recruitment process to fill a vacant officer position.

Pursuant to Kenai Municipal Code section 7.15.090(d)(3), a bicycle in possession of the Police Department was donated to the Henu Community Wellness Court to be utilized by one of their court participants. This notification of disposal is intended to meet the requirements of KMC 7.15.090(d) to report the disposal of police property to the City Manager and City Council.





# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Paul Ostrander, Interim Public Works Director  
**DATE:** October 9, 2024  
**SUBJECT:** **Public Works / Capital Projects Mid-month Report September 2024**

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### ***Airport Fund Projects:***

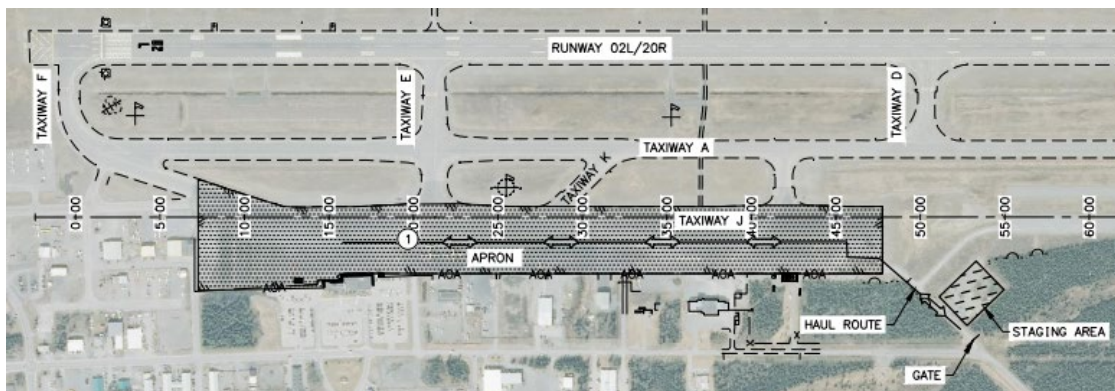
- Kenai Municipal Airport Runway Rehabilitation Project – Currently in Preconstruction Design Phase, with HDL Engineering Consultants currently under contract at a total to date cost of \$1,132,886. This project known as Task 4 within HDL Engineering Consultants LLC term service agreement will provide bid ready construction documents to rehabilitate Runway 2L/20R as well as Taxiways A/B/C/D/E/K/L/M under a second construction phase. Work is approaching 65% design completion as of July 31, 2024. On April 1, 2024 the City received the Environmental Investigation Report conducted by Shannon & Wilson. On May 20<sup>th</sup>, 2024 a microsoft teams meeting was held in coordination with DEC representatives where the environmental report was reviewed. On a good note the water and soil sampling conducted at the airport did not find PFAS above actionable levels. It was requested by DEC to conduct additional sampling in several ditchline locations to determine if any restrictions would be necessary within those areas. The additional sampling work will take place during the summer months. The project continues toward a grant application in 2025 and dependent upon timing of receipt of grant funds ground breaking may not be until spring 2026 for the runway and 2027 for the taxiway. A contract amendment to HDL is pending in the amount of \$48,987 to cover the additional DEC requested PFAS sampling. *The contract amendment to HDL was approved the week of September 9, 2024. Project continues on time.*
- Kenai Municipal Airport (KMA) Terminal Landscaping Project – Moore's Landscaping was the successful bidder at a total contract amount of \$94,733 as approved by Council on June 5<sup>th</sup>, 2024 through passage of Resolution 2024-22. Earthscape LLC provided the landscape design at a cost of \$28,255 and has completed their contracted efforts. A Preconstruction meeting was held at the site on July 29<sup>th</sup>, 2024. Construction is scheduled to start on August 5<sup>th</sup> and is expected to take approximately three weeks to complete. Fund raising for the bronze bears will continue and will complement the work if and when they become available. *This project is now complete. A change order in the amount of \$5,733.00 was approved to*



prepare the area for placement of the bronze bears. Total contract amount after the approved change order was \$100,466.00. Photos below show the finished project. *This project has been closed out.*



- Kenai Municipal Airport (KMA) Operations Building HVAC Controls Upgrade & Boiler Replacement Project – This project will replace existing mechanical equipment including boilers, pumps and controls that have reached the end of their intended life cycle. Project was not originally started as being grant eligible, however after coordinations with Airport Managers past and present as well as our FAA counterparts, the project is now grant eligible at a 65% FAA and 35% City of Kenai financial cost share. Grant funds are now available, and the project was formally released for construction bids on July 23, 2024 with bids due on August 13<sup>th</sup>. Orion Construction was the successful bidder at a total bid of \$699,400. Council enacted Ordinance 3428-2024 at the August 21<sup>st</sup> meeting to accept these grant funds and award a construction agreement. *The contract with Orion Construction was fully executed on October 4, 2024. Project is anticipated to run seven months to completion.*
- Kenai Municipal Airport (KMA) Apron Crack Seal and Seal Coat Project – Currently awaiting grant funding to enter construction bid phase. HDL Engineering Consultants currently contracted at a total of \$121,730 in support of the project has finalized the construction bid documents. The project is awaiting FAA receipt of their anticipated cost share funding which will be delayed until first quarter 2025. Assuming funds become available at that time the project will bid in March 2025 for a May 2025 construction start. Map below defines the anticipated project area.



- Kenai Municipal Airport (KMA) Master Plan Update – Staff has received word from the FAA that grant funds are now available for this project. Ordinance 3425-2024 is being introduced on August 7<sup>th</sup> with a double reading planned for enactment the same day to meet the FAA's grant application deadlines to secure the funding. Phase 1 work will continue over the next year. HDL Engineering Consultant's initial contract to date will be \$729,445. Airport Master Plans are typically updated approximately every ten years to clearly communicate the direction of the airport. Completion of this work allows the City to continue to coordinate and receive federal grant funds in support of airport operations. *Notice to Proceed was provided to HDL Engineering Consultant's on September 18, 2024.*

**General Fund Projects:**

- USACE Kenai Bluff Bank Stabilization Project – *Currently in the construction phase.* This project encompasses approximately 5000 lineal feet of coastal bluff starting at the mouth of the Kenai river extending upriver along the northern river bank. The bluff in this area varies from 55'-70' above the toe. A protective armored rock berm with a crest elevation of approximately 12' in height is planned. The Design and Bid phases have now concluded and Construction is anticipated to continue through the 2024 & 2025 construction seasons. Milestones to date listed below.
  - This project was formally released through USACE for Construction Bids on 11/29/23 with a Pre-Bid Meeting conducted on 12/12/23.
  - On February 7<sup>th</sup>, 2024 the City received word from USACE that Western Marine Construction Inc, based out of Seattle, Washington was awarded a construction contract for \$19,321,000 as a firm fixed price. There is an additional construction element related to an inspection path that was requested, by the City and our design team, to be included within the project. That element will cost \$864,000 and will be funded 100% by the City. The larger amount has a 90/10 cost share split with the City share costing \$1,932,100 + \$864,000 for a total anticipated City share of \$2,796,100, USACE total cost share of \$17,388,900.
  - Western Marine Construction Inc was provided a Notice to Proceed on February 20, 2024.
  - The Initial Construction Kick-off Meeting took place in Anchorage on March 28, 2024. Contractor currently is not anticipated to mobilize to the site until spring 2025.
  - Formal Ribbon Cutting Ceremony was well attended on June 10<sup>th</sup>, 2024.
  - Rock Production continues in Sand Point, AK and is anticipated to be completed by October 1<sup>st</sup> with all rock materials needed stockpiled. Photo below is from rock production activities in July 2024 at the Sand Point location.
  - August 12<sup>th</sup>, 2024 Construction meeting held in Anchorage at HDR's facility. Rock production continues. Discussions around measurement of settlement as rock is being placed was a primary discussion item for the team. Coordination with PacStar and bouy placements within the river for next year are underway to avoid conflicts next year. Project continues on time and on budget.
  - *Survey data was collected from the tide monitor that was installed at the City Dock earlier this year.*







- Community Wildfire Prevention Plan (CWPP) Mitigation Project Phase One – Doug Koch Professional Tree Service contracted with the City on February 28, 2023 in the amount of \$282,000 to mitigate 105 acres within the no name creek drainage extending from Redoubt Avenue down to the City's North Beach through Municipal Park. Phase One work is now completed and paid for. As this is a phased project grant closeout will extend for some time until the other phases are fully completed.
- Multi-purpose Facility Project – Design documents have now been completed and were received on May 30, 2024. MBA Consulting Engineers have completed their work at a total cost of \$30,580. Design work covers ventilation, lighting, bleacher radiant heating. Currently project estimates exceed budgeted amounts. The department is coordinating with the administration on next steps. *MBA Consulting Engineers created separate design documents for the lighting component of the project to allow the City the flexibility to phase the project to meet budget constraints.*
- Cemetery Expansion – This project is located at the corner of First Ave and Float Plane Rd and will provide for additional burial space as the existing adjacent cemetery has reached capacity. The Public Works Department using in house personnel has already cleared, leveled and graded the site, and placed and compacted gravel sub-base for the parking area. Staff has successfully surveyed in 64 adult plot sites and 12 infant plot sites. These sites are



available through the Clerk's office. Cemetery Phase 2 Fencing was completed in the fall 2023 by AAA Fence, Inc at a total cost of \$147,595. Nelson Engineering has completed the site paving plan. *Paving is planned for spring of 2025.*

- Softball Shelter Dugouts – Larsen Engineering has been awarded the design work for the dugouts. Design requirements are being discussed with the engineer, however this project is moving slowly as staff and engineer are heavily involved in other projects. Project will move forward shortly as staff time becomes available. Parks & Rec Director and Public Works Director had phone conference with design engineer on April 30<sup>th</sup>. Draft plans were received on May 30, 2024, final comments are expected to be incorporated prior to June 30, 2024. The Streets Department in order to stretch available funding for the project will be demolishing the existing structures in late August 2024 and will excavate and install new foundation gravel base pad for each structure. Project will then be on hold until first quarter 2025 when the project will be released for construction bids with an anticipated construction start of May 2025.
- Lilac Ln. Roadway Improvements Project – Construction contract documents are routing for final signatures as of June 12<sup>th</sup>. To date Nelson Engineering has completed their design efforts at a total cost of \$38,840. Peninsula Construction, the successful bidder at a total cost of \$637,765, as approved by council on June 5<sup>th</sup> through passage of Ordinance 3420-2024. Construction mobilization is anticipated for the week of June 24<sup>th</sup> with work expected to continue through the summer months. Map below highlights the project area. Paving on the project is scheduled for September 13 or 14, 2024 and will be completed in one work day. *This project is now substantially complete.*



Bury pit excavation at Sta 15+00



Organic bury pit material

- Cemetery Creek Culvert Replacement – Currently on hold in design phase awaiting grant funding. This project is in coordination with the US Fish & Wildlife. Work involves replacement of several aging culverts with fish passage type culverts. 35% design



documents have been completed and will be used to apply for grant funding. Documents have been provided to the Kenaitze and Salamatof tribes to assist with grant opportunities. On July 11, 2024 representatives from the Kenaitze tribal association met with the Administration and discussed upcoming grant opportunities to be pursued in support of this project. As of July 31, 2024, nothing new to report.

- Community Wildfire Prevention Plan (CWPP) Mitigation Phase Two – Currently in construction phase. Doug Koch Professional Tree Service was the low bidder on this project that was released for bids on November 1, 2023 with bids due on November 29, 2023. His bid in the amount of \$177,700 to mitigate 84.75 acres within the Cemetery Creek drainage extending from Float Plane Basin down to the Lee Shore Center. Resolution 2023-67 awarded the project. Work will continue throughout the next year. Contractor was out of state for some time, Contract was fully executed on January 29, 2024. Contractor is anticipating starting work in February 2024. To date 45 of 85 acres has been mitigated with much of the airport side of the project now complete with the drainage extending down Spruce St. Work will be shut down for a period over the summer months and will start back up as temperatures subside.
- Public Safety Building Tower Guy Wire System Upgrade – This project will provide improvements to our existing communications tower located at the Public Safety Building to allow additional components to be mounted to the tower. Procurement for this work has been challenging as they are few companies performing this work in state. Resolution 2024-37 will be introduced on August 7<sup>th</sup>, 2024 for approval for a construction contract award. If approved this work is expected to be completed prior to the winter months. *Contract with Day Wireless has been executed with a completion date no later than November 21, 2024.*

#### ***Water & Sewer Fund Projects:***

- Lift Station Renovations – Currently in design phase. Resolution 2021-58 awarded HDL Engineering agreement in the amount of \$59,560 to provide bid ready construction documents for three lift stations. These locations included the stations at mile posts 13 and 14, which are near the soccer fields and Spur / Redoubt Ave respectively, as well as a station on Lawton Drive. These locations are intended to receive new pumps and pump control panels as part of this project. After determination of which lift stations would receive renovations to start, a design meeting was held on 12/3/21 to discuss pump and control panel design. Basis of design memo received on January 6, 2022. Design documents are approaching 95%. Design is finally approaching completion. Challenges with our current SCADA team required some changes to different lift station controllers which has now been resolved. Supplemental funding will be needed to complete these three locations, staff is working on finalizing those estimated costs, with upcoming legislation to be expected. Construction expected for summer 2024. Resolution 2024-16 in the May 15<sup>th</sup> council packet is transferring funds in support of this project. *The scope of this project has been modified to focus on the completion of the lift stations at mile post 13 and 14, and the design team was instructed to cost engineer the design to reduce costs. This resulted in the identification a component on each lift station*





*that, if eliminated, reduces cost by \$65,000 to \$85,000 per station and will not impact functionality. The intent is to complete the mile post 13 and 14 stations within the budgeted amount of \$400,000, however this will require additional design efforts that will delay construction of this project until the 2025 construction season.*

- Wastewater Plant Digester Blowers Replacements – Currently awaiting finalization of grant application to enter construction bid phase, funds are available. HDL Engineering was authorized to proceed on design documents for this project through passage of Resolution 2022-29 on May 18, 2022. Design Agreement is currently in the amount of \$382,513 and will provide bid ready construction documents for the replacement of two 40+ year old blowers at the WWTP. The Department received 35% Design Study Report on September 23, 2022 and the project is currently moving toward 65% design documents. A grant for this project has been applied for through Senator Murkowski's office through the Congressional Directed Spending (CDS) program. We are awaiting word on if we were successful in receiving grant funds. This is a high priority project for the department and is anticipated to provide further energy savings similar to the aeration basin blower replacement project completed a few years ago. Final 65% plan reviews are being conducted on site with HDL on 12/19/22, bid documents are expected to be ready 5/1/23 and if funding is in place will be bid immediately, if not will be delayed until funding arrives. Environmental review process is delayed as we are not sure of the grant requirements at this time, and may not know until a future grant is executed. Until then this will be a shovel ready project waiting on funding. May 5<sup>th</sup> a Community Grants Webinar was held to discuss the pending grant requirements, the Public Works Director and HDL Engineering participated in the webinar. Consultants are reviewing requirements and hope to have the design moving forward shortly. Project will not be able to be bid until funding formally arrives. Design team is actively working with granting agency. Construction expected for summer 2024. This project is behind schedule due to difficulties with grant application process, staff is working to remedy. HDL Engineering is actively working on environmental requirements associated with the application. Grant documents are nearing completion and staff intends to submit the application to the EPA the week of September 16, 2024. *Grant application was submitted September 19, 2024.*
- Water Treatment Plant Pumphouse – *Grant application was successfully submitted to DEC on April 30<sup>th</sup>, 2024.* This project will construct a new pumphouse building and provide replacement distribution pumps for the City's Water System. On August 1, 2023 received letter that the State of Alaska Department of Environmental Conservation (ADEC) has awarded the City of Kenai a \$1,200,000 loan through the state's revolving fund program and that the loan would receive 100% forgiveness in support of this project. Resolution 2023-56 was approved by Council at the September 20, 2023 Council Meeting to allow access to these funds. Ordinance 3384-2023 is being introduced 12/20/23 to move funding into place for the design work to proceed. HDL Engineering Consultant's pending design agreement as detailed within Resolution 2024-14 up for council approval at the April 17, 2024 meeting totals \$187,461. Currently working on additional grant requested environmental paperwork and financial statements.



- WWTP & WTP Electronic Access Gate & Controls – On August 13, 2023 HDL Engineering provided a proposal under their term agreement to begin design work on the Electronic Access Gates projects at both the Water and Wastewater Plants. The project identified as Task 13 under their agreement has a proposed design cost of \$24,902. Design work will continue over the winter months for construction to take place summer 2024. HDL working under purchase order 127771 is now actively working on this project. *No new update.*

### ***Senior Citizens Fund Projects:***

- Senior Center Front Entry Modifications – Capital Project Manager has completed the construction bid documents for this work, which is now under review. This work will make repairs to the automatic doors entering the facility.

### ***Other Projects Informational:***

- DOT Kenai Spur Highway to Sports Lake Rd – This project continues to wait for appropriation of state funds. Reached out to DOT staff on September 13, 2023, no new information provided at this time. *Update July 31, 2024: this project, listed as no. 92 under STIP ID 30549 linked here <https://publicinput.com/stip/#tab-53339>*
- DOT Bridge Access Road Bike Path – Council passed Resolution 2021-53 on August 4, 2021 authorizing the City Manager execute a memorandum of agreement with DOT for design, construction, and maintenance of the Kenai Bridge Access Road Pathway project. In speaking with representatives from DOT the state has not provided funding as yet for this project to move forward. To date the City has appropriated \$294,947 in support of this project which is intended to provide a 1.2 mile path connecting the paths between the Spur Highway and Beaver Loop. Total cost of project per DOT estimates equals \$3,266,301. Per communications with the DOT, design funding is in place and they are waiting on final signatures for the Reimbursable Services Agreement (RSA) with DNR. Once the RSA is approved they will be able to begin design work. Process is expected to be completed by the end of January. *Update:* Formal kickoff meeting took place on March 30<sup>th</sup> with the City Manager and Public Works Director in attendance. From appearances this design process will be a slow one, we are not anticipating seeing construction on the path this calendar year. Will continue to update as more information becomes available. *Update:* A site meeting will be taking place between the City, DNR, & DOT on 6/9/22 to review the project. HDL Engineering appears to conducting surveying services in support of the project, crews were in the area on 6/7/22. On June 29, 2022 the City Manager & Public Works Director met with DOT representatives and discussed projects. State funding continues to be an issue. Reached out to DOT staff on September 13, 2023, no new information provided at that time. *Update:* this project, listed as No. 126 under STIP ID 33038 is listed as programmed for STIP 24-27 with



funds indicated within the 2025 construction season on the States website <https://publicinput.com/stip/#tab-53339>

- DOT Kenai River Flats Pedestrian Improvements – Update: This is a new project listed on the States website, identified as project No 91 under STIP ID 33039 at the link above as well. Intended to construct a walkway along the banks of the Kenai River for ADA compliant access. This project is listed for 2024 construction within the STIP 24-27 program.

ALASKA DEPT. OF TRANSPORTATION & PUBLIC FACILITIES

# 2024-2027 STIP

(STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM)

2024-2027 STIP with partial approval   Vision Framework for Transportation   Dig Deep   Jan. 19, 2024 Submission of 2024-2027 STIP

Feb. 2024 FHWA and DOT&PF Correspondence   2024-2027 STIP Revisions   **Amendment #1 Open For Public Review**   Draft 2024 - 2027 STIP Amendment #1 Projects

**STIP Amendment #1 Documents Now Available for Public Review and Comment!**  
**Public Comment Portal Open Below—Public Comment Extended to Monday, Aug. 5, 2024**

**Public comment open for Amendment #1 from Wednesday, July 3 through Monday, Aug. 5, 2024.**  
Comments received after Aug. 5, 2024 will be considered in subsequent public comment periods.

STIP Narrative: [Alaska DOT&PF 2024-2027 STIP Narrative](#)

STIP Amendment #1 Volume 1: [STIP 24-27: Volume 1 PROJECTS and PROGRAMS IN THE 2024-2027 STIP \(alaska.gov\)](#)

STIP Amendment #1 Volume 2: [STIP 24-27: Volume 2 ADOPTED BY REFERENCE \(alaska.gov\)](#)

**Documents**

- 02.12.2024 2024 - 2027 STIP FHWA PTA Joint Federal Planning Finding (Transmitted 021224).pdf
- 02.12.2024 2024-2027 Alaska STIP FHWA Planning Finding Transmittal Letter 020924 (Transmitted 021224).pdf
- 02.16.2024 Alaska DOT&PF Tier 1 Communication to FHWA.pdf





## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**THROUGH:** Kathy Romain, Senior Center Director  
**FROM:** Astrea Piersee, Administrative Assistant III  
**DATE:** October 4, 2024  
**SUBJECT:** September 2024 Monthly Report

As fall officially began, the Kenai Senior Center bid farewell to some of its "snowbirds" preparing to head south for the fast-approaching winter. Before their migration, seniors at the center took part in a flu shot clinic hosted by Kenai Safeway Pharmacy and attended a presentation by the Kenai Police Department on elder fraud prevention. They also enjoyed a scenic fall drive to Funny River and a day excursion to Hope. Ending the activities was a no-host dinner to the Sunrise Inn, in Cooper Landing.

	2024	2023
Home Delivered Meals	1717	1505
Individuals	92	99
Dining Room (Congregate) Meals	1172	1392
Individuals	129	161
Transportation (1-way rides)	249	314
Individuals	9	35
Grocery Shopping Assistance	12/12	29/52
Writers Group	21	31
Caregiver Support Group	8	23
Growing Stronger Exercise	42	65
Tai Chi Class	11	9
TOPS Weight Loss Class	20	16
Bluegrass & Music Sessions	59	66
Card Games	118	45
Wii Bowling	15	9
Arts & Crafts	32	17
Total Event Sign-ins *	1878	2279
Individuals *	209	228
Vintage Pointe Manor Vacancies	0	1

\* (not including home meals clients)

REPORT TO HONORABLE MAYOR AND  
MEMBERS OF THE CITY COUNCIL

# CITY OF KENAI

AUDIT PLANNING: YEAR ENDED JUNE 30, 2024



# Contents

QUICK ACCESS TO THE  
FULL REPORT

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<a href="#">IMPLEMENTATION OF NEW GASB STANDARDS</a>	18

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.



# Welcome

August 29, 2024

Honorable Mayor and Members of the City Council  
City of Kenai

Professional standards require us to communicate with you regarding matters related to the audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. This document provides an overview of our plan for the audit of the financial statements and schedule of expenditures of federal awards of City of Kenai (the City) as of and for the year ended June 30, 2024, including a summary of the nature, scope, and timing of the planned audit work.

We are pleased to be of service to the City and look forward to discussing our audit plan, as well as other matters that may be of interest to you.

Respectfully,

BDO USA

BDO USA, P.C., a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.



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**MICHELLE KIESE**

Assurance Director  
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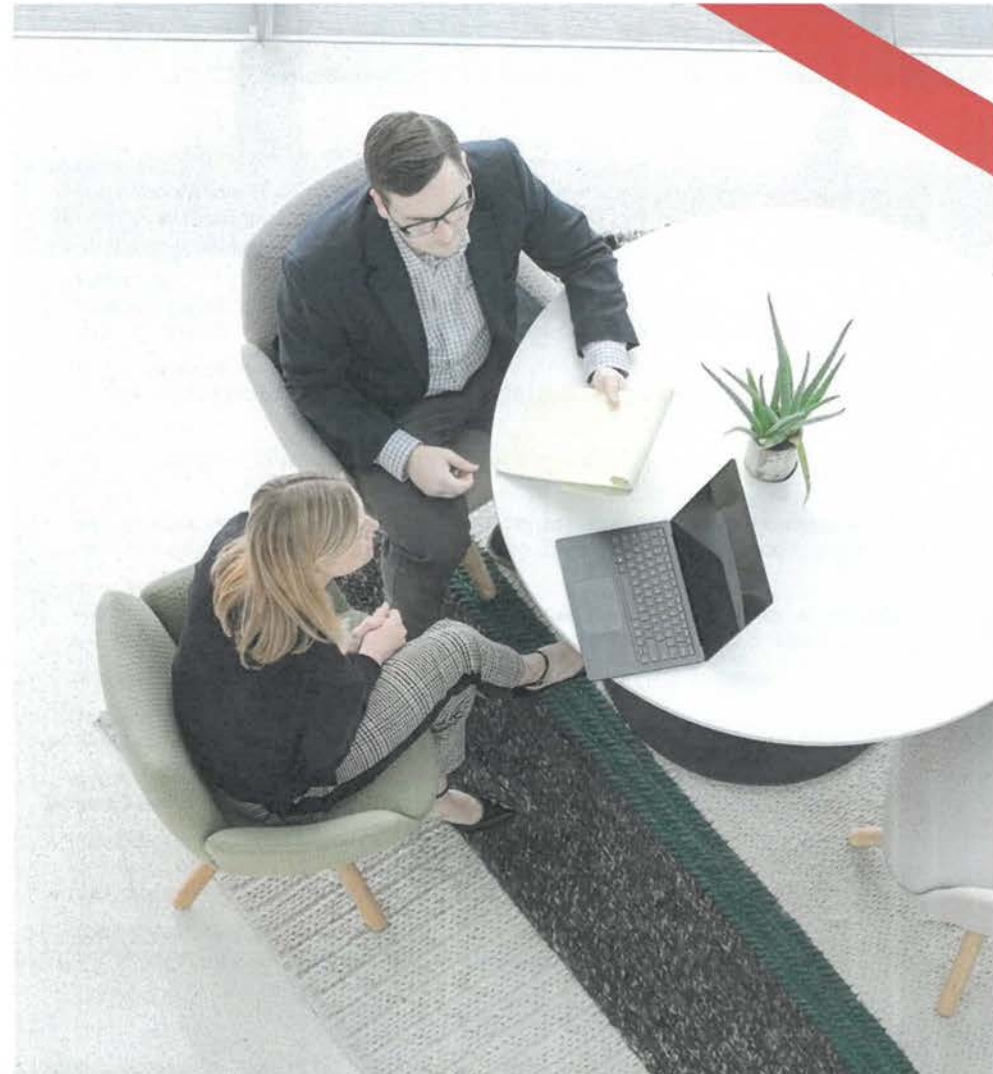
**DAISEY CROZIER**

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# Executive Summary

## Responsibilities

BDO USA, P.C., as your auditor, is responsible for forming and expressing an opinion(s) about whether the financial statements and the schedule of expenditures of federal awards that have been prepared by management, with your oversight, are prepared, in all material respects, in conformity with accounting principles generally accepted in the United States of America. In addition, our audit will be conducted in accordance with standards for financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements of Federal Awards* (Uniform Guidance). The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities. The engagement letter, a copy of which has been provided to you, includes specific details regarding the auditor's and management's responsibilities.





## Audit Strategy

Overall, our audit strategy is to assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design further audit procedures responsive to assessed risks. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. In connection with our audit, we will obtain a sufficient understanding of the City's internal control to plan the audit of the financial statements. However, such understanding is required for the purposes of determining our audit procedures and not to provide any assurance concerning such internal control. In addition, *Government Auditing Standards* require that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws, regulations and the terms and conditions of the federal awards that may have a direct and material effect on each of City's major federal programs.

We focus on areas with higher risk of material misstatement (whether due to error or fraud). Our audit strategy includes consideration of:

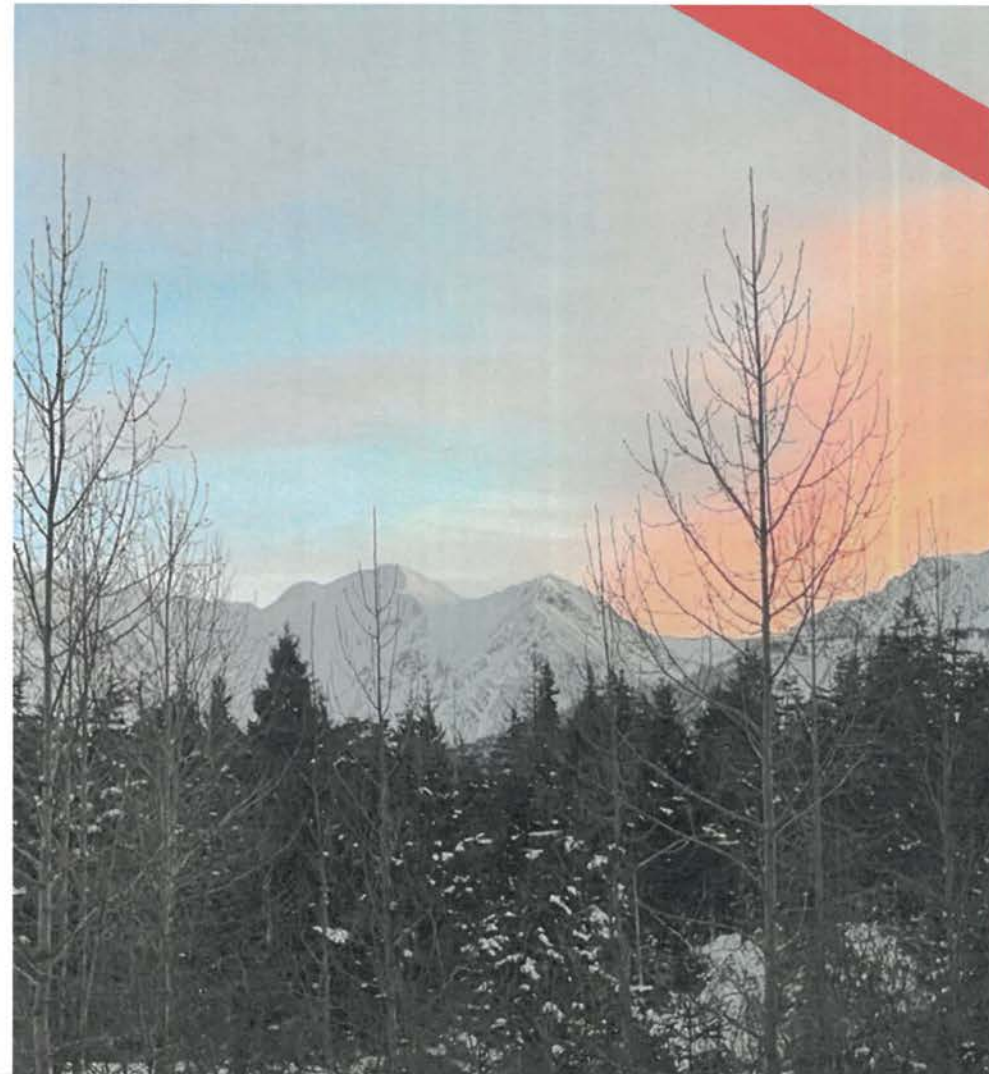
- ▶ prior year audit results together with current year preliminary analytical review, including discussions with management and those charged with governance regarding the City's operations, and risks,
- ▶ inherent risk within the City (i.e., the susceptibility of the financial statements to material misstatement, before consideration of any related control(s),
- ▶ recent developments within the industry, regulatory environment, and general economic conditions,
- ▶ recently issued and effective accounting and financial reporting guidance,
- ▶ the City's significant accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions,
- ▶ the control environment, risk management, and monitoring processes, and the possibility that the control system and procedures may fail to prevent or detect a material error or fraud,
- ▶ information about systems and the computer environment in which the related systems operate,
- ▶ a continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the City, and
- ▶ internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures.

We will communicate to you any significant changes to the planned audit strategy, or to the significant risks initially identified, that may occur during the audit due to the results of audit procedures or in response to external factors, such as changes in the economic environment.

## Planned Scope

Based upon our initial assessment, our planned scope for the audit is described below:

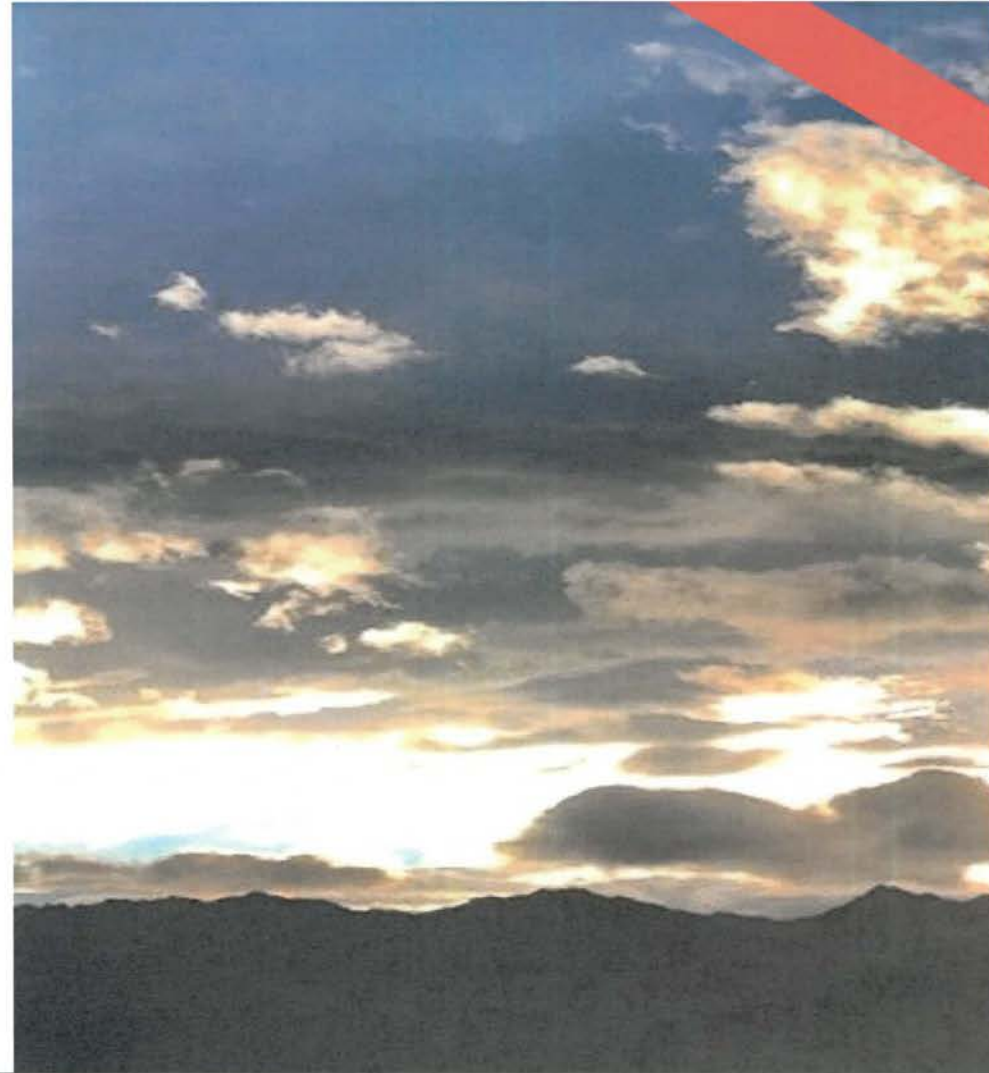
- ▶ The areas indicated below relate to significant risks identified during our risk assessment procedures:
  - Management Override of Controls
  - Revenue Recognition - Grants
  - Segregation of Duties / Super User Access
- ▶ Other risks include:
  - Federal Grants
  - GASB Statement 87 - Leases
  - GASB Statement 96 - SBITA
  - Pension and Other Post employment Benefits and Related Disclosures
  - Single Audit in Accordance with the Uniform Guidance
  - Evaluation of Related Party Relationships and Transactions
  - Other Matters, including Significant Unusual Transactions
- ▶ Our audit strategy involves extensive partner involvement in all aspects of the planning and execution of the audit. Our goals include focusing resources on high-risk areas and other areas of concern for management and the City Council.
- ▶ We will plan and perform the audit of the financial statements for the year ended June 30, 2024 in accordance with *Government Auditing Standards*.
- ▶ We will consider the City's internal control over financial reporting as a basis for designing audit procedures for the purpose of expressing our opinion(s) on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- ▶ We will perform tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions is not an objective of our audit.





## Planned Scope

- ▶ We will plan and perform the audit of the Schedule of Expenditures of Federal Awards (SEFA) for the year ended June 30, 2024 in accordance with GAS and the Uniform Guidance and will issue an in relation to opinion.
- ▶ We will consider Internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing an opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.



# The BDO<sup>ADVANTAGE</sup>

At BDO, we are continuously evaluating and improving our methodologies, technologies, and applications to evolve our approach to the audit process.

Our approach to audit technology enriches the experience for our clients, provides better risk assessment and deeper understanding of your business, and contributes to high-quality audits for capital markets.



## AUDIT QUALITY



### WORKING ON WHAT MATTERS

- ▶ Our automations enable our people to focus on more strategic work. The use of cutting-edge data analytics in our risk-based audit approach enables our auditors to target risks and testing to the critical areas of the audit.

### FOCUSED INSIGHT



### CLARITY AND COLLABORATION

- ▶ Our project management tools, and global portal, help prevent surprises and provide a snapshot of audit progress.
- ▶ Our teams have access to dedicated user enablement support to provide a smooth client experience.

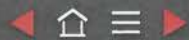
### SEAMLESS AUDIT



### PEOPLE AND PROCESS OPTIMIZATION

- ▶ Our engagement level automations, continuous process evaluation, and ongoing improvements help us optimize the workflow and process of the audit. This drives consistency in the execution of the audit.

### GREATER PRECISION





## The BDOADVANTAGE

The **BDOADVANTAGE**, our digital suite of tools, equips our auditors to perform more effective and robust audits. These tools include communications and project management tools to ensure there are no surprises; automations to help our teams focus on risks; and data analytics that allow our auditors to dive deeper into their risk analysis through use of data visualization, correlation, and comparison. The **BDOADVANTAGE** empowers our audit teams to create more industry-focused client insights with greater precision.

Below are two examples of the **BDOADVANTAGE** technology suite

### BDO DASHBOARDS

- ▶ Provides reporting at our fingertips allowing us to proactively identify, resolve, and escalate any potential issues quickly.
- ▶ Engagement partner and manager can view real-time the status of the engagement and course-correct as needed, eliminating surprises.



### BDO GLOBAL PORTAL

- ▶ Provides you with access to all relevant requests and the data and documents.
- ▶ Houses contact details of your BDO engagement team, timelines, schedules, and communication records.
- ▶ Visually depicts the status and progression of the audit in one screen.



## The BDOADVANTAGE

The **BDOADVANTAGE**, our digital suite of tools, equips our auditors to perform more effective and robust audits. These tools include communications and project management tools to ensure there are no surprises; automations to help our teams focus on risks; and data analytics that allow our auditors to dive deeper into their risk analysis through use of data visualization, correlation, and comparison. The **BDOADVANTAGE** empowers our audit teams to create more industry-focused client insights with greater precision.

Below are two examples of the **BDOADVANTAGE** technology suite:

### DOCUMENT AUTOMATION

- ▶ Automation software that streamlines the production of base management representation letters, audit reports, and required communication templates.
- ▶ Reduces administrative burden so your engagement team spends less time formatting and more time developing tailored deliverables that accurately reflect and report on your audit with BDO.



### DOCUSIGN

- ▶ An e-signature tool enables us to manage electronic agreements and integrations with audit reports.
- ▶ Allows for standardization of our contracting process and execution of our audit representation letters.
- ▶ Creates a consistent and reliable process by which necessary documentation is electronically executed, tracked, and stored and to create signing authority control.

DocuSign

# Overall Audit Timeline

The following represents our anticipated schedule with regard to our audit of the financial statements of the City:

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Planning	✓	✓	✓					
Interim Fieldwork				✓	✓			
Year-End Fieldwork						✓	✓	
Release Reports on Financial Statements							✓	✓





## Independence

Our engagement letter to you dated August 29, 2024 describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* with regard to 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.

# Audit Firm System of Quality Management

An audit firm's system of quality control (aka system of quality management) is essential to how the firm conducts audits and is in place to protect investors, shareholders and other users of financial statements.

## QUALITY MANAGEMENT STANDARDS

In June 2022, the AICPA Auditing Standards Board (ASB) issued the following interrelated standards on audit quality management (collectively, the QM standards), which are designed to improve a CPA firm's risk assessment and audit quality. The effective date of the QM standards is December 15, 2025.

<a href="#">Statement on Quality Management Standards (SQMS) No. 1</a>	<a href="#">Statement on Quality Management Standards (SQMS) No. 2</a>	<a href="#">Statement on Auditing Standards (SAS) No. 146</a>
<i>A Firm's System of Quality Management</i>	<i>Engagement Quality Reviews</i>	<i>Quality Management for an Engagement Conducted in Accordance With Generally Accepted Auditing Standards</i>

BDO has assessed the requirements of the QM standards and has analyzed our firm's current system of quality management to identify changes and improvements necessary for compliance. This includes the identification of quality objectives, quality risks and the assessment of those quality risks, and responses to address those risks. We are further working with BDO Global to appropriately integrate processes deployed at a global level into our firm's system of quality management.



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

# Appendix



## Cyber Risk

- ▶ Cybercrime is a serious risk regardless of your government's industry or size.
- ▶ Error continues to be a dominant trend and is responsible for 14% of breaches.
  - People continue to play a very large role in incidents and breaches.
  - This year, 82% of breaches involved the human element, whether it is the use of stolen credentials, phishing, misuse or simply an error.
- ▶ Ransomware has continued its upward trend with an almost 13% increase (for a total of 25% of breaches) — a rise as big as the past five years combined.

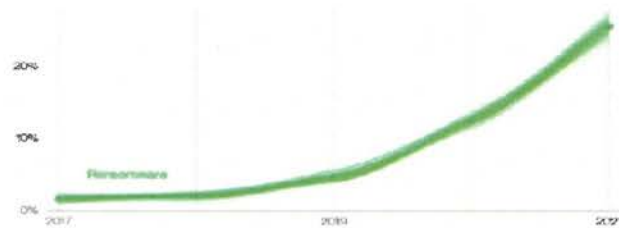
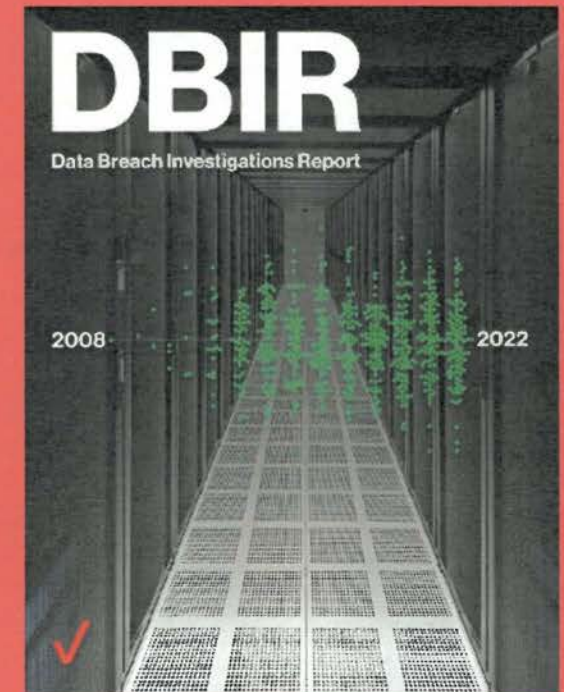


Figure 4. Ransomware over time in breaches

- ▶ Consider taking BDO's [Cyber Risk Assessment](#)



Click [here](#) to view the full publication



## Three Top Cloud Security Challenges Facing Companies

- ▶ Here are three of the top cloud security challenges companies face:
  - 1. Managing identity and access authentication.
  - 2. Storing and encrypting sensitive information.
  - 3. Managing security incidents
- ▶ There are various types of attestation services that can assist in managing cloud security:
  - **SOC 2 Report:** This report includes an examination of a government's internal controls related to security and can also cover availability, processing integrity, confidentiality and privacy. SOC 2 focuses on the government's controls to address a defined set of security and other requirements for services provided to its customers.
  - **ISO Certification:** ISO security and privacy certifications offer validation that your organization's security or privacy program is operating in accordance with international standards. ISO certification tends to be most applicable to companies with a global customer base.
  - **CSA STAR Assessment:** This is a program developed by the Cloud Security Alliance (CSA) based on requirements defined in the Cloud Controls Matrix (CCM). CSA STAR was developed specifically to address cloud security risks and requirements.



# Implementation of New GASB Standards

## GASB Statement No. 99, *Omnibus 2022*

Effective Dates	Date per Pronouncement
	Effective as Noted Below

- ▶ This Statement address practice issues identified during implementation and application of certain GASB Statements and accounting and financial reporting for financial guarantees.
- ▶ Effective Upon Statement Issuance - April 2022:
  - Extension of the period during which LIBOR is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
  - Accounting of benefits distributed as part of the Supplemental Nutrition Assistance Program (SNAP)
  - Disclosures related to nonmonetary transactions
  - Pledges of future revenues when resources are not received by the pledging government
  - Clarification of provisions of Statement No. 34 related to the focus of the government-wide financial statements
  - Updates to terminology used in Statement No. 53 to refer to resource flow statements and to certain provisions in Statement No. 63
- ▶ Effective for Fiscal Years Beginning After June 15, 2022:
  - Determination of lease term and classification of leases as short-term in accordance with Statement No. 87
  - Clarification related to the determination of Public-Private Partnerships (PPP) term and recognition and measurement of installment payments and the transfer of PPP assets under Statement No. 94
  - Clarification of the provisions of Statement No. 96 related to Subscription Based Information Technology Arrangements (SBITA) term, classification of short-term SBITA, and recognition and measurement of a subscription liability
- ▶ Effective for Fiscal Years Beginning After June 15, 2023:
  - A government extending an exchange or exchange-like financial guarantee should recognize a liability and expense/expenditure related to the guarantee when qualitative factors and historical data indicate that it is more likely than not a government will be required to make a payment related to the guarantee. Statement No. 99 excludes guarantees related to special assessment debt, financial guarantee contracts within the scope of Statement No. 53, or guarantees related to conduit debt obligations.
  - Requirements related to the classification and reporting of derivative instruments within the scope of Statement No. 53 that do not meet the definition of an investment or hedging derivative instrument



## GASB Statement No. 100, Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2023

- ▶ This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes.
- ▶ As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability.
- ▶ This Statement also addresses corrections of errors in previously issued financial statements.
- ▶ This Statement requires that:
  - changes in accounting principles and error corrections be reported retroactively by restating prior periods,
  - changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and
  - changes in accounting estimates be reported prospectively by recognizing the change in the current period.
- ▶ The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement.
- ▶ Statement No. 100 requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.
- ▶ This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.
- ▶ Statement No. 100 also addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

## GASB Statement No. 101, *Compensated Absences*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 12/15/2023

- ▶ This Statement requires that liabilities for compensated absences be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means.
- ▶ Requires recognition of a liability for leave that has not been used if:
  - the leave is attributable to services already rendered,
  - the leave accumulates, and
  - the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means.
- ▶ Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.
- ▶ Statement No. 101 requires that a liability for certain types of compensated absences, including parental leave, military leave, and jury duty leave, not be recognized until the leave commences.
- ▶ In addition, this Statement requires that for specific types of compensated absences, a liability not be recognized until the leave is used.
- ▶ This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.
- ▶ With respect to financial statements prepared using the current financial resources measurement focus, Statement No. 101 requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.
- ▶ Statement No. 101 amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

## GASB Statement No. 102, *Certain Risk Disclosures*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After 6/15/2024

- ▶ The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.
- ▶ Statement No. 102 defines a *concentration* as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources.
- ▶ Statement No. 102 defines a *constraint* as a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority.
- ▶ Requires a government to assess:
  - whether a concentration or constraint is known to the government prior to the issuance of the financial statements,
  - whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and
  - whether event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.
- ▶ For items meeting the above criteria, required disclosures include descriptions of:
  - the concentration or constraint,
  - each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements, and
  - Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.



*At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes — for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.*

*BDO is the brand name for the BDO network and for each of the BDO Member Firms.*

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

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**From:** [Tyler Best](#)  
**To:** [Meghan Thibodeau](#)  
**Subject:** Email  
**Date:** Thursday, October 10, 2024 1:12:59 PM

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**From:** Jodi Dura <[jodidura@gmail.com](mailto:jodidura@gmail.com)>  
**Sent:** Tuesday, October 8, 2024 2:27 PM  
**To:** Parks Department <[parks@kenai.city](mailto:parks@kenai.city)>  
**Subject:** Tournament ice donation?

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

Tyler,

Our local hockey association is looking to help make our current hockey season a success by decreasing the cost to our players to participate in local tournaments. Please consider the attached letter in which we are asking the City of Kenai to consider donating ice during our two local tournaments, the Peninsula Power Play in November and the Peninsula Winter Games in January.

Thank you for your time and consideration,

Jodi Dura

Dear City of Kenai Council Members,

As the biggest user group of the ice at the Kenai multisports complex, Kenai Peninsula Hockey Association appreciates and values the partnership we have with the City of Kenai. We have proven to be responsible and pay our bills every season. We communicate effectively with Kenai Parks & Rec employees and do our best to never waste ice time. For years we have been able to subsidize our program with income from our gaming facility, The Lucky Puck Pull Tabs and Bingo. However, gaming proceeds have significantly declined over the past two years and we have used our savings to get through those years. At this time, we do not have a reserve and the gaming industry has not rebounded yet.

Despite our recent financial difficulties, we are hoping to continue to host our two local invitational tournaments The Peninsula Power Play hosted in November every season and the Peninsula Winter Games hosted in January every season. These tournaments attract hundreds of families to the Peninsula who in turn not only participate in hockey, but frequent Kenai Peninsula businesses which is a huge boost to our community. The hotels, restaurants, gas stations and local stores appreciate the extra business our tournaments provide for them.

The KPHA board is hoping the City of Kenai would consider donating the ice for these two tournaments for the upcoming season so we can confidently host the tournament without incurring any deficit for our efforts. The average ice usage at the Kenai rink for these tournaments is typically around \$5200 (approximately 32 sheets of ice) for each tournament. We are hoping the City of Kenai will provide an in-kind ice donation of \$5,200 or the equivalent in ice hours for each tournament.

If you have any questions, our Tournament Director, would be happy to attend a City Council meeting and discuss this request further.

Sincerely,

KPHA Booster Club 501C3  
EIN: 82-2787152