Kenai City Council - Regular Meeting

November 18, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. **Certifying the November 3, 2026 Election Results**
   a. **Swearing in of the Elected Officials** *(Term of office for those elected during the November 3, 2026 Regular Election begins on Monday, November 23, 2026.)*
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; twenty (20) minutes aggregated)*

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3549-2026** - Removing the Public Purpose Designation on Kenai Peninsula Borough Parcel Number 03906141 to Accommodate Disposal Recommendations in the City of Kenai Land Management Plan. (Administration)
2. **Resolution No. 2026-70** - Adopting the 2026 City of Kenai Land Management Plan. (Administration)
3. **Resolution No. 2026-71** - Authorizing a Contract Award for the Airport Advertising Concession. (Administration)

F. MINUTES

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

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. ***Action/Approval** - Non-Objection to the Acceptance and Appropriation of a Donation from Hilcorp Alaska LLC in the Amount of $6,000 in Accordance with KMC 7.25.030. (Administration)
4. ***Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Jefferson Wasson to the Parks and Recreation Commission. (Mayor)
5. ***Action/Approval** - Special Use Permit to American Red Cross for Approximately 475 Square Feet of Office Space at the Alaska Regional Fire Training Center. (Administration)
6. ***Action/Approval** - Special Use Permit to Schillings Alaska, Inc. for Snow Storage at 170 Bridge Access Road. (Administration)
7. ***Action/Approval** - Authorizing the Legal Department to Provide Comments to the Department of Revenue Regarding Proposed Regulatory Changes on Intangible Drilling Expenses. (Legal)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

1. **Mayoral Proclamation** - In Recognition of the Kenai Central High School Swim Teams at the 2026 Swimming and Diving Championships.

K. ADMINISTRATION REPORTS

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

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

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

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

https://us02web.zoom.us/meeting/register/f0f41c0DS1iGYtX-59OnLw

City of Kenai
Regular Election of November 3, 2026

WE, the members of the Kenai City Council, do hereby certify the results of a canvass of the ballots for the Regular Election of November 3, 2026.

Absentee, Questioned & Personal Needs Ballots Voted (In-person, By-Mail, By-Request and Personal Needs)	**388**
Absentee, Questioned & Personal Needs Ballots Rejected	**23**
Absentee, Questioned & Personal Needs Ballots Counted	**365**
Poll Voter Turn Out	**1455 / 22.33%**
Total Voter Turn Out	**1820 / 27.93%**
Number of Kenai Registered Voters	**6,516**

****

FOR CITY COUNCIL, TWO THREE-YEAR TERMS

CANDIDATES	POLL VOTES RECEIVED	ABSENTEE, ETC. VOTES RECEIVED	TOTAL VOTES RECEIVED
DOUTHIT, Alexander N.	740	193	933
DANIEL, Phillip D. "Phil"	608	197	805
NAVARRE, Tim	584	155	739
Write-In	18	6	24

PROPOSITION NO. 2026-C
Enacting Kenai Municipal Code to Establish a
Residential Property Tax Exemption in the amount of $75,000.

Shall Ordinance No 3542-2026 enacting Kenai Municipal Code Section 7.05.031 - Residential Property Tax Exemption, be ratified to establish a residential real property tax exemption of $75,000.

PROPOSITION	POLL VOTES RECEIVED	ABSENTEE, ETC. VOTES RECEIVED	TOTAL VOTES RECEIVED
YES	1237	315	1552
NO	167	41	208

Henry Knackstedt, Mayor

Victoria Askin, Vice Mayor

Sovala Kisena, Council Member

Phil Daniel, Council Member

Deborah Sounart, Council Member

Bridget Grieme, Council Member

Glenese Pettey, Council Member

ATTEST:

Michelle M. Saner, MMC, City Clerk

Date

CITY OF KENAI
ELECTION SUMMARY REPORT
NOVEMBER 3, 2026 UNOFFICIAL RESULTS

SUMMARY OF ALL CITY OF KENAI PRECINCTS

CITY OF KENAI JURISDICTION WIDE Registered Voters: 6,516 Cards Cast: 1820 27.93%

Kenai City Council *(Vote for Two)*	**Polling Site**	**Absentee / Questioned**	**Total Votes**	%
DOUTHIT, Alexander N.	740	193	933	37.31%
DANIEL, Phillip D. "Phil"	608	197	805	32.19%
NAVARRE, Tim	584	155	739	29.55%
Write-in	18	6	24	0.96%
			2501	100.00%

Proposition No. 2026-C	**Polling Site**	**Absentee / Questioned**	**Total Votes**	%
YES Votes	1237	315	1552	88.18%
NO Votes	167	41	208	11.82%
			1760	100.00%

INDIVIDUAL SUMMARY REPORT BY LOCATION

Kenai No. 1 (07-015) Registered Voters: 3,212 Cards Cast: 633 19.71%

Kenai City Council *(Vote for Two)*	**Polling Site**	%
DOUTHIT, Alexander N.	362	40.04%
DANIEL, Phillip D. "Phil"	282	31.19%
NAVARRE, Tim	254	28.10%
Write-in	6	0.66%
	904	100.00%

Proposition No. 2026-C	**Polling Site**	%
YES Votes	531	87.19%
NO Votes	78	12.81%
	609	100.00%

Kenai No. 2 (07-020)	Registered Voters: 1,725	Cards Cast: 415	24.06%

Kenai City Council *(Vote for Two)*	**Polling Site**	%
DOUTHIT, Alexander N.	194	37.31%
DANIEL, Phillip D. "Phil"	164	31.54%
NAVARRE, Tim	158	30.38%
Write-in	4	0.77%
	520	100.00%

Proposition No. 2026-C	**Polling Site**	%
YES Votes	352	88.00%
NO Votes	48	12.00%
	400	100.00%

Kenai No. 3 (07-025)	Registered Voters: 1,579	Cards Cast: 407	25.78%

Kenai City Council *(Vote for Two)*	**Polling Site**	%
DOUTHIT, Alexander N.	184	34.98%
DANIEL, Phillip D. "Phil"	162	30.80%
NAVARRE, Tim	172	32.70%
Write-in	8	1.52%
	526	100.00%

Proposition No. 2026-C	**Polling Site**	%
YES Votes	354	89.62%
NO Votes	41	10.38%
	395	100.00%

Absentee, Questioned & Personal Needs Cards Cast: 365

Kenai City Mayor *(Vote for One)*	**Absentee / Questioned / Personal Needs**	%
DOUTHIT, Alexander N.	193	35.03%
DANIEL, Phillip D. "Phil"	197	35.75%
NAVARRE, Tim	155	28.13%
Write-in	6	1.09%
	551	100.00%

Proposition No. 2026-C	**Polling Site**	%
YES Votes	315	88.48%
NO Votes	41	11.52%
	356	100.00%

Report of outstanding voted ballot envelopes:

City of Kenai In-Person AVO	302	Absentee In-Person
	5	Personal Representative
	307	**TOTAL**
KPB In-Person AVO	29	Absentee In-Person
	1	Personal Representative
	30	**TOTAL**
City of Kenai By-Request AVO	31	By-Request Issued
	19	By-Requests Returned *(4-14-26)*
	12	By-Request Sent and *Not Returned*
	16	**TOTAL**
Kenai No. 1	12	Questioned
	1	Personal Representative
	13	**TOTAL**
Kenai No. 2.	10	Questioned
	1	Personal Representative
	11	**TOTAL**
Kenai No. 3	7	Questioned
	1	Personal Representative
	8	**TOTAL**
Summary:	350	Absentee (In-Person / By-Request)
	29	Questioned
	9	Personal Representative
	388	**TOTAL**

Number of Rejected Ballots: 23

Total Counted: 365

KENAI

City of Kenai
Regular Election of November 3, 2026

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 November 3, 2026, do solemnly affirm the results of said election for absentee, personal needs, and questioned ballots, counted on the 10th day of November 2026 as follows:

FOR CITY COUNCIL, TWO THREE YEAR TERM

Candidate Name	Number of Votes Received
DOUTHIT, Alexander N.	193
DANIEL, Phillip D. "Phil"	197
NAVARRE, Tim	155
Write-in	6

PROPOSITION NO. 2026-C

Residential Property Tax Exemption	Number of Votes Received
YES Votes	315
NO Votes	41

REGULAR ABSENTEE, QUESTIONED AND PERSONAL NEEDS BALLOTS

Absentee ballots voted [in-person, by-mail & electronic]: 350
Questioned ballots voted: 29
Personal Needs ballots voted: 9

Total Ballots Voted: 388

Rejected ballots:

Not registered, registered too late or
Registered out of the City of Kenai: 23
Purged from voter rolls: _____
Ballot envelope not signed or witnessed: _____
No identifier provided on envelope: _____
Voted twice: _____
Signed/witnessed or postmarked after Election Day: _____
Other: _____

Total Ballots Rejected by Canvass Board: 23

Counted Ballots:

Absentee ballots counted [in-person, by-mail & electronic]: 349

Questioned ballots counted: 8

Personal Needs ballots counted: 8

Total Absentee, Questioned and Personal Needs ballots counted: 365

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 10th day of November, 2026.

Barbara R. Norbeck
Print Name

Canvass Board Member Signature

Connie B. Jung
Print Name

Canvass Board Member Signature

Sherry Powell
Print Name

Canvass Board Member Signature

BRADFORD V. NYQUIST
Print Name

Canvass Board Member Signature

ATTEST:

Michelle M. Saner, MMC
Kenai City Clerk

CITY OF KENAI
NOVEMBER 3, 2026 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 November 3, 2026, do solemnly affirm the results of said election for absentee, personal needs and questioned ballots, counted on the 10th day of November 2026 as follows:

ABSENTEE IN-PERSON				
Location	**Signatures on Register**	**Ballot Envelopes Received**	**Total NO COUNT Envelopes**	**Total COUNT Envelopes**
City Hall AVO	302	302	1	301
KPB AVO	29	29	0	29

Comments: _____

ABSENTEE BY-REQUEST (MAIL OR ELECTRONIC TRANSMISSION)				
Location	**Applications Received/Ballots Forwarded**	**Ballot Envelopes Returned**	**Total NO COUNT Envelopes**	**Total COUNT Envelopes**
City Hall	31	19	12	19

Comments: 12 envelopes not returned by November 10, 2026.

QUESTIONED				
Location	**Signatures on Register**	**Voted Ballot Envelopes Received**	**Total NO COUNT Envelopes**	**Total COUNT Envelopes**
Kenai No. 1	12	12	7	5
Kenai No. 2	10	10	9	1
Kenai No. 3	7	7	5	2

Comments: _____

PERSONAL REPRESENTATIVE (PR)				
Location	**PR Ballots Issued**	**Voted PR Ballot Envelopes Returned**	**Total NO COUNT Envelopes**	**Total COUNT Envelopes**
City Hall AVO	5	5	0	5
KPB AVO	1	1	0	1
Kenai No. 1	1	1	1	0
Kenai No. 2	1	1	0	1
Kenai No. 3	1	1	0	1

Comments: _____

On the 10th day of November, 2026.

BRADFORD V. NYQUIST
Print Name

Canvass Board Member Signature

Barbara R. Norbeck
Print Name

Canvass Board Member Signature

Connie B. Jung
Print Name

Canvass Board Member Signature

Sherry Powell
Print Name

Canvass Board Member Signature

ATTEST:

Michelle M. Saner, MMC
City Clerk

Voted Ballot Envelope Receipt & Disposition Canvass Report

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

Envelope Type	Number Received
Questioned	12
By-Mail *(dropped off)*	0
Special Needs *(issued and returned)*	1
Special Needs *(from other location)*	X was a KPB Env. Transfered to KPB
Other: _____	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	No-Count Other
Questioned	3	6	0	–	2	1	6
By-Mail *(dropped off)*	0	0	0	–	0	–	–
Special Needs *(issued and returned)*	0	0	0	–	0	–	1
Special Needs *(from other location)*	0	0	0	–	0	–	–
Other: _____	0	0	0	–	0	–	–

On the 6th day of November, 20___.

Connie Jung
Canvass Board Member Signature

Sherry Powell
Canvass Board Member Signature

Sherry Powell

Voted Ballot Envelope Receipt & Disposition Canvass Report

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

Envelope Type	Number Received
Questioned	10
By-Mail *(dropped off)*	0
Special Needs *(issued and returned)*	1
Special Needs *(from other location)*	0
Other: _____	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	No-Count Other
Questioned	–	–	0	1	1	–	8
By-Mail *(dropped off)*	–	–	0	0	0	–	–
Special Needs *(issued and returned)*	–	–	1	0	0	–	–
Special Needs *(from other location)*	–	–	0	0	0	–	–
Other: _____	–	–	0	0	6	–	–

On the 6th day of November, 2026.

Connie Jung
Canvass Board Member Signature

Sherry Powell
Canvass Board Member Signature

Voted Ballot Envelope Receipt & Disposition Canvass Report

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

Envelope Type	Number Received
Questioned	7
By-Mail *(dropped off)*	—
Special Needs *(issued and returned)*	1
Special Needs *(from other location)*	—
Other: _____	—

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	No-Count Other
Questioned	—	—	1	—	1	—	5
By-Mail *(dropped off)*	—	—	—	—	—	—	—
Special Needs *(issued and returned)*	1	—	—	—	—	—	—
Special Needs *(from other location)*	—	—	—	—	—	—	—
Other: _____	—	—	—	—	—	—	—

On the 4th day of November, 2026.

Connie Jung
Canvass Board Member Signature

Sherry Powell
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	302
By-Mail *(dropped off)*	0
Special Needs *(issued and returned)*	5
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	No-Count Other
Absentee In-Person	131	–	76	1	94	–	–
By-Mail *(dropped off)*	0	–	0	–	0	–	–
Special Needs *(issued and returned)*	2	–	2	–	1	–	–
Special Needs *(from other location)*	0	–	0	–	0	–	–

On the 6 day of November, 2026

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	29
By-Mail *(dropped off)*	—
Special Needs *(issued and returned)*	1
Special Needs *(from other location)*	—

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	No-Count Other
Absentee In-Person	10	—	6	—	13	—	—
By-Mail *(dropped off)*	—	—	—	—	—	—	—
Special Needs *(issued and returned)*	—	—	1	—	—	—	—
Special Needs *(from other location)*	—	—	—	—	—	—	—

On the 6 day of November, 2026.

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	19
Special Needs *(from other location)*	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	No-Count Other
By-Mail or Fax	5	—	6	—	8	—	—
Special Needs *(from other location)*	0	—	0	—	0	—	—

On the 6th day of November, 2026.

Connie Jung
Canvass Board Member Signature

Canvass Board Member Signature

Sherry Powell
Canvass Board Member Signature

Canvass Board Member Signature

Sponsored by: Administration

CITY OF KENAI
ORDINANCE NO. 3549-2026

AN ORDINANCE REMOVING THE PUBLIC PURPOSE DESIGNATION ON KENAI PENINSULA BOROUGH PARCEL NUMBER 03906141 TO ACCOMMODATE DISPOSAL RECOMMENDATIONS IN THE CITY OF KENAI LAND MANAGEMENT PLAN.

WHEREAS, the City of Kenai acquired Kenai Peninsula Borough Parcel Number 03906141, a 2.32-acre parcel located between Iliamna Road and Spur Drive, through tax and special assessment foreclosure; and,

WHEREAS, Ordinance 2057-2004 retained the parcel for the public purpose of parks and recreation; and,

WHEREAS, on June 15, 2022, the City Council adopted Resolution 2022-51, approving the City of Kenai Land Management Inventory and Recommendations (Land Management Plan), which recommended disposal of the parcel; and,

WHEREAS, in 2026 the City adopted its first Parks and Recreation Master Plan, which did not recommend developing a park in the Carl F. Ahlstrom Subdivision; and,

WHEREAS, the parcel is zoned Suburban Residential, and its disposal could facilitate reconfiguration and subdivision of surrounding lots to support residential development and additional housing; and,

WHEREAS, Kenai Municipal Code 22.05.110(b) provides for the City Council to determine by ordinance land previously dedicated to a public purpose is no longer needed for that purpose; and,

WHEREAS, the Parks & Recreation Commission held a public hearing on November 5, 2026, and recommended the City Council _____ this Ordinance; and,

WHEREAS, the Planning & Zoning Commission held a public hearing on November 17, 2026, and recommended the City Council _____ this Ordinance; and,

WHEREAS, the Council finds that the parcel is no longer needed for a public purpose and that removing its public purpose designation is consistent with the Land Management Plan and in the best interests of the City.

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

Section 1. That Kenai Peninsula Borough parcel 03906141, known as Carl F. Ahlstrom Park, located between Iliamna Road and Spur Drive, is no longer needed for a public purpose. The public purpose designation established by Ordinance 2057-2004 is hereby removed from the parcel.

Section 2. That the City Manager is authorized to update the Land Management Plan and associated land inventory records to reflect the determination in Section 1.

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 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 18TH DAY OF NOVEMBER, 2026.

_____
Henry H. Knackstedt, Mayor

ATTEST:

_____
Michelle M. Saner, MMC, City Clerk

Introduced:	November 04, 2026
Enacted:	November 18, 2026
Effective:	December 17, 2026

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: October 23, 2026

SUBJECT: **Ordinance No. 3549-2026 -** Removing the Public Purpose Designation on Kenai Peninsula Borough Parcel Number 03906141 to Accommodate Disposal Recommendations in the City of Kenai Land Management Plan.

City Administration is undertaking an update to the City of Kenai Land Management Inventory and Recommendations, also known as the Land Management Plan. This update is intended to give the Administration and members of the public an accurate inventory and status of all City-owned lands.

The subject parcel (03906141) was given a retention status of “Dispose” while retaining a public purpose designation which was explained in the comments section of the table corresponding to each map. Kenai Peninsula Borough parcel 03906141, known as Carl F. Ahlstrom Park, located between Iliamna Road and Spur Drive was given a public purpose designation by Ordinance 2057-2004.

A public purpose designation is not compatible with a “Dispose” designation, as the methods for land leases or sales is outlined in Kenai Municipal Code 22.05 – Disposition of City Lands. Administration requests the removal of the public purpose designation on this parcel. Parcel 03906141 was set aside with a Parks and Recreation designation. The new Parks and Recreation Master Plan, adopted in June 2026, did not include a recommendation for a park in the area. Another parcel, 03913202, between the Mommsens and Kenai Meadows subdivisions has been identified as a potential park site that is more centrally located among residential subdivisions along the Redoubt Avenue corridor.

Removal of the public purpose designation would present an opportunity for this 2.32 acre lot to serve as a catalyst for reconfiguring and subdividing the existing lots of the Carl F. Ahlstrom subdivision into a more cohesive and marketable format, thereby encouraging residential development, improving land utilization, and expanding opportunities for future housing within the community.

Thank you for your consideration.



CURRENT PARCEL W/ PUBLIC PURPOSE DESIGNATION

03906141 – CARL F. AHLSTROM SUBDIVISION



PROXIMITY OF PARCELS

FUTURE PARK PROPOSED ON PORTION OF PARCEL 03913202 – LOCATED BETWEEN MOMMSENS & KENAI MEADOWS SUBDIVISIONS

CENTRALLY LOCATED TO HOUSING DEVELOPMENTS ALONG REDOUBT AVENUE

Sponsored by: Administration

CITY OF KENAI
RESOLUTION NO. 2026-70

A RESOLUTION ADOPTING THE 2026 CITY OF KENAI LAND MANAGEMENT PLAN.

WHEREAS, the City of Kenai Imagine Kenai 2030 Comprehensive Plan includes economic development and land use goals and objectives to develop a land inventory and land use strategies to implement a forward-looking approach; and,

WHEREAS, Resolution 2022-51 was passed on June 15, 2022, adopting the City's first Land Management Plan; and,

WHEREAS, since adoption of the current Land Management Plan in June 2022, the City has subdivided, leased, donated, and sold City-owned parcels; and,

WHEREAS, City lands have been subdivided or adjusted by the Kenai Peninsula Borough (KPB) during data integrity reviews that have altered the KPB parcel numbers; and,

WHEREAS, the City owns 376 subdivided parcels, including wetlands, tidelands, land surrounding the Kenai Municipal Airport, and lands suitable for a variety of residential, commercial, industrial, recreational, and conservation purposes; and,

WHEREAS, the 2026 update of the City of Kenai Land Management Plan reflects all available parcel data through October 31, 2026; and,

WHEREAS, the Parks and Recreation Commission during their regular meeting of November 5, 2026, recommended the City Council adopt this Resolution; and,

WHEREAS, the Airport Commission during their regular meeting of November 12, 2026, and recommended the City Council _____ this Resolution; and,

WHEREAS, the Planning and Zoning Commission during their regular meeting of November 17, 2026, and recommended the City Council _____ this Resolution; and,

WHEREAS, it is in the best interest of the City to have a current and accurate inventory of all City-owned land.

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

Section 1. That the attached 2026 update of the City of Kenai Land Management Plan is hereby adopted.

Section 2. That all land management decisions remain the sole discretion of the City Council.

Section 3. The City Administration is authorized to make clerical and administrative updates to the Plan to accurately reflect changes in the City's land holdings resulting from subdivisions, replats, lease executions, property acquisitions, sales, or other similar land transactions. Such updates shall be limited to reflecting changes in boundaries, parcel configurations, and land status and shall not constitute a substantive amendment to the Plan or alter its policy direction.

Section 4. That this Resolution takes effect 30 days after passage.

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

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: November 6, 2026

SUBJECT: **Resolution No. 2026-70** - Adopting the 2026 City of Kenai Land Management Plan

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The following sectional analysis is regarding the changes to the 2026 Land Management Plan contained in the subject Resolution. The Administration requests this resolution to take effect 30 days after approval. This 30-day delay will allow an ordinance removing a public purpose designation to take effect simultaneously and accurately reflect the recommendations of the newly revised plan.

In June 2026, Administration undertook the task of updating the City of Kenai Land Management Inventory and Recommendations (Land Management Plan). A few land auctions/sales and updated data from the Kenai Peninsula rendered the current Land Management Plan inaccurate. Furthermore, several recommendations in the Land Management Plan had not been implemented, with some completed only recently in 2026. Administration believes it is in the best interest of the City to have an accurate representation of all municipally owned lands.

The proposed changes largely fall into three categories:

- Updated Definitions / Structure
- Updated Maps
- Updated Tables / Narrative for each subdivision

These updates will be broken out below for each section of the Land Management Plan. To streamline this process, the sections will be grouped by the Executive Summary, Introductory Information, and then by Map Number as laid out in the current plan from 2022. In all cases, adjustments to the narrative in each section (and related to all maps) were made to reflect the changes on the maps and within the tables.

Executive Summary: Updated to reflect the current number of parcels from 369 to 376. Removed the background to the 2022 Land Management Plan and replaced text with an acknowledgement to the efforts of staff, commissioners, and Council members that led to the adoption of the 2022 plan.

Introduction and Background Information: Updated the number of parcels to reflect the current total and adjusted the percentages of lots classified as Airport Lands or General Fund Lands. Elaborated on the definitions for General Fund and Airport Fund. Changed “Retention Status” to “Recommendations”. Administration determined that the “Recommendation” title and associated new definitions would allow potential developers to determine whether a parcel is available for lease, and whether an option to purchase after development is possible. It also notes which lands are currently under lease or being held for a public purpose, imposed by City Council. The total number of maps also was reduced from 46 to 44.

Map 1: Removed Maps 34 & 46 due to land sales in December 2024.

Map 2: Removed Quick Table, changed Retention Status to Recommendation and updated Comments to reflect leases through 2036.

Map 3: Removed Quick Table, changed Retention Status to Recommendation and added one parcel. The previous parcel in the 2022 plan had two lots within the parcel, which are now separated.

Map 4: Removed Quick Table, changed Retention Status to Recommendation and added the unnamed 60’ right-of-way north of Wildwood Drive.

Map 5: Removed Quick Table, changed Retention Status to Recommendation and removed three parcels sold at auction in December 2024.

Map 6: Removed Quick Table, changed Retention Status to Recommendation and removed three parcels sold at auction in December 2024. Added comments concerning the land conditionally donated to Habitat for Humanity through 2028.

Map 7: Removed Quick Table, changed Retention Status to Recommendation and updated map to reflect land donations, Sixth Street right-of-way movement to the east, updated zoning, and showed the latest subdivision.

Map 8: Removed Quick Table, changed Retention Status to Recommendation and recommended a portion in the northeast corner of parcel 04301038 be subdivided and auctioned off for future residential development along Evergreen St. Removed one parcel sold at auction in December 2024.

Map 9: Removed Quick Table, changed Retention Status to Recommendation and added comments to a majority of the parcels reflecting a first right of refusal in place. Recommended parcels 04301029 and 04301101 be merged in any upcoming subdivision, as both pertain to the future erosion of the bluff and are held for a public use for this reason.

Map 10: Removed Quick Table, changed Retention Status to Recommendation. Removed one parcel sold at auction in December 2024.

Map 11: Removed Quick Table, changed Retention Status to Recommendation.

Map 12: Removed Quick Table, changed Retention Status to Recommendation and updated Comments to reflect the Fourth & Forest Pocket Park name that was designated during creation of Parks & Recreation Master Plan.

Map 13: Removed Quick Table, changed Retention Status to Recommendation.

Map 14: Removed Quick Table, changed Retention Status to Recommendation, and removed one parcel that was subdivided and merged with another parcel to the north.

Map 15: Removed Quick Table, changed Retention Status to Recommendation and added the parcel containing Fourth Avenue Park.

Map 16: Removed Quick Table, changed Retention Status to Recommendation, added a parcel subdivided and showing the dedication of right-of-way for North Willow St. Updated map shows result of subdivisions undertaken by lessees within the last four years (2022-2026).

Map 17: Removed Quick Table, changed Retention Status to Recommendation.

Map 18: Removed Quick Table, changed Retention Status to Recommendation.

Map 19: Removed Quick Table, changed Retention Status to Recommendation. Updated map to reflect new parcels created as the Kenai Peninsula Borough separates individual lots into separate parcels.

Map 20: Removed Quick Table, changed Retention Status to Recommendation and added parcels acquired for Bluff Stabilization Project, including tidelands.

Map 21: Removed Quick Table, changed Retention Status to Recommendation.

Map 22: Removed Quick Table, changed Retention Status to Recommendation, and updated map to reflect recent subdivisions by lessees.

Map 23: Removed Quick Table, changed Retention Status to Recommendation and updated maps to reflect land sale and new parcels created as the Kenai Peninsula Borough separates individual lots into separate parcels.

Map 24: Removed Quick Table, changed Retention Status to Recommendation.

Map 25: Removed Quick Table, changed Retention Status to Recommendation.

Map 26: Removed Quick Table, changed Retention Status to Recommendation.

Map 27: Removed Quick Table, changed Retention Status to Recommendation, and updated map to reflect land sale in 2025.

Map 28: Removed Quick Table, changed Retention Status to Recommendation.

Map 29: Removed Quick Table, changed Retention Status to Recommendation.

Map 30: Removed Quick Table, changed Retention Status to Recommendation, and updated map to reflect land subdivided and donated to Triumvirate Theater.

Map 31: Removed Quick Table, changed Retention Status to Recommendation.

Map 32: Removed Quick Table, changed Retention Status to Recommendation.

Map 33: Removed Quick Table, changed Retention Status to Recommendation, and updated map to reflect land sale in December 2024.

Map 34: Removed Map, tables, and narrative. Property in Doyle Subdivision sold at auction in December 2024.

Map 35: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 34 in the new plan.

Map 36: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 35 in the new plan.

Map 37: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 36 in the new plan.

Map 38: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 37 in the new plan.

Map 39: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 38 in the new plan. Updated map to reflect subdivision by City for lots to be auctioned off for use as gravel pits.

Map 40: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 39 in the new plan.

Map 41: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 40 in the new plan.

Map 42: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 41 in the new plan.

Map 43: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 42 in the new plan.

Map 44: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 43 in the new plan.

Map 45: Removed Quick Table, changed Retention Status to Recommendation. Now labeled as Map 44 in the new plan.

Map 46: Removed Map, tables, and narrative. Property in Salty Dog Heights Subdivision (Sterling) sold at auction in December 2024.

Sponsored by: Administration

CITY OF KENAI
RESOLUTION NO. 2026-71

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE AIRPORT ADVERTISING CONCESSION.

WHEREAS, an Invitation to Bid was released on October 16, 2026 with bids due on November 10, 2026 for the Kenai Municipal Airport Advertising Concessions; and,

WHEREAS, one bid was received

Concessionaire	% Bid
Alaska Channel, Inc.	30%; and,

WHEREAS, Alaska Channel, Inc. was the highest percentage bidder with 30% of revenues to be paid to the Airport; and,

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

WHEREAS, this contract develops and manages an advertising concession within the Kenai Municipal Airport for a 5-year term; and,

WHEREAS, it is in the best interest of the City to award the contract to Alaska Channel, Inc.

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

Section 1. That the City Manager is authorized to execute a contract with Alaska Channel, Inc. for the Kenai Municipal Airport Advertising Concessions for a term of up to five years.

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

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

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

KENAI
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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: May 22, 2026

SUBJECT: **Resolution No. 2026-71** - Authorizing a Contract Award for the Airport Advertising Concession.

This memo requests Council's approval to award a contract for the Airport Advertising Concession to Alaska Channel, Inc. The contract was released for bidding and one bid was received. Bid received is as follows:

Concessionaire	% Bid
Alaska Channel, Inc.	30%

Alaska Channel, Inc. was the highest percentage bid for the contract for the revenues to be paid to the Airport. The work consists of developing and managing an advertising concession within the Kenai Municipal Airport for a 5-year period.

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

KENAI CITY COUNCIL – REGULAR MEETING
NOVEMBER 4, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR HENRY H. KNACKSTEDT, PRESIDING

MINUTES

A. CALL TO ORDER

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

1. Pledge of Allegiance

Mayor Knackstedt led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Henry Knackstedt, Mayor	Victoria Askin, Vice Mayor
Sovala Kisena	Bridget Grieme
Deborah Sounart	Glenese Pettey
Phil Daniel	

A quorum was present.

Also in attendance were:

**Josh Bolling, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
Lee Frey, Public Works Director
Rick Johnson, Airport Manager
Ryan Coleman, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

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

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

Mayor Knackstedt opened the floor for public comments 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' Note: Mayor Knackstedt presented a proclamation declaring October 2026 as Domestic Violence Awareness Month.]

DRAFT

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. PUBLIC HEARINGS

1. **Resolution 2026-69** - Establishing the 2027 City Council Regular Meetings Schedule. (City Clerk)

MOTION:
Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-69. Council Member Sounart **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.
VOTE: There being no objection; **SO ORDERED**.

F. MINUTES

1. *Regular Meeting of October 21, 2026. (City Clerk)

Approved by the consent agenda.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Renewal of the Memorandum of Understanding between the 3rd Operations Support Squadron and the City of Kenai. (Administration)

Approved by the consent agenda.

3. ***Action/Approval** - Special Use Permit to TOTE Maritime Alaska, LLC for Truck Trailer Storage. (Administration)

Approved by the consent agenda.

4. ***Action/Approval** - Council Confirmation of Mayoral Nomination of Janet Nelson Dormady to the Council on Aging Commission. (Mayor)

Approved by the consent agenda.

5. ***Ordinance No. 3549-2026-2026** - Removing the Public Purpose Designation on Kenai Peninsula Borough Parcel Number 03906141 to Accommodate Disposal Recommendations in the City of Kenai Land Management Plan. (Administration)

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

DRAFT

6. **Action/Approval** - Providing Comments to the State of Alaska, Department of Natural Resources Regarding Their Preliminary Written Findings for the Kenai Loop Gas Field Natural Gas Storage Lease. (Legal)

MOTION:
Vice Mayor Askin **MOVED** to approve providing comments to the State of Alaska, Department of Natural Resources. Council Member Sounart **SECONDED** the motion.

City Attorney Scott Bloom provided an overview and clarification.

UNANIMOUS CONSENT was requested on the motion.
VOTE: There being no objection; **SO ORDERED**.

7. Scheduling a City Council Work Session to Discuss the City's First Five-Year Strategic Plan. (Administration)

The Work Session was scheduled for December 16, 2026 at 5:30 p.m.

8. Appeal of the Planning and Zoning Commissions Decision to Grant a Conditional Use Permit for a Cabin Rental of a Single-Family Dwelling on Parcel 04326047 Located at 502 Ash Avenue, Kenai, AK. (City Clerk)

A Board of Adjustment Hearing was scheduled for November 30, 2026 at 5:30 p.m.

9. Appeal of the Planning and Zoning Commissions Decision to Grant a Conditional Use Permit for a Cabin Rental of a Single-Family Dwelling on Parcel 04328011 Located at 1123 Walnut Avenue, Kenai, AK. (City Clerk)

A Board of Adjustment Hearing was scheduled for December 1, 2026 at 5:30 p.m.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, the next meeting is November 12, 2026.

2. Airport Commission

No report, the next meeting is November 12, 2026.

3. Parks and Recreation Commission

No report, the next meeting is November 5, 2026.

4. Planning and Zoning Commission

Council Member Daniel reported on the October 28, 2026 meeting, next meeting is November 17, 2026.

5. Beautification Commission

No report, the next meeting is January 12, 2027.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Thanked the City Clerk's Office, election workers, and volunteers for their ongoing work coordinating the election with the State and Borough.
- Reminded everyone about the upcoming Veteran's Day.

K. ADMINISTRATION REPORTS

DRAFT

1. City Manager - City Manager Eubank reported on the following:
   - Staffing and recruitment update.
   - Review of the upcoming schedules and meetings related to the City's first strategic plan.
   - The Kenai Bronze Bear Family is being promoted at the Ted Stevens Anchorage International Airport at baggage carousels seven and eight.
   - Reminded residents to move obstructions from rights-of-way to accommodate snow removal.
   - Staff were evaluating drainage concerns in the Inlet Woods area.
   - Upcoming City events.
   - Reminded the public that City offices will be closed November 11 in observation of Veterans Day.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
   - The next Planning and Zoning Commission meeting was rescheduled to Tuesday, November 17, 2026.
   - Canvass Board scheduled, noting the meetings were open to the public.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Pettey thanked community members who have served in the military and recognized November 11 as an opportunity to honor their service.

Council Member Sounart noted appreciation to past and present military members; recognized the military's connection to local families; and encouraged residents to thank a veteran in observance of Veterans Day.

Council Member Daniel echoed appreciation for military members and thanked election workers for a smooth voting process during the transition to all three elections taking place on the same day.

Council Member Grieme thanked military members and first responders; reflected on the opportunity to vote; congratulated the Kenai Central High School swim teams on regional wins and advancing 19 swimmers to state; and highlighted the community spirit demonstrated during Halloween in Kenai.

Vice Mayor Askin stated her appreciation for veterans; thanked Council Member Pettey for serving on Council; and commended City Clerk Saner for coordinating the election.

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 6:45 p.m.

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

DRAFT

Michelle M. Saner, MMC
City Clerk

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

DRAFT

PAYMENTS OVER $35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: NOVEMBER 18, 2026

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	127,137.36
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	119,890.27

PURCHASE ORDERS OVER $35,000.00 WHICH NEED COUNCIL APPROVAL
COUNCIL MEETING OF: NOVEMBER 18, 2026

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
MCLANE CONSULTING	DENA'INA POINT ESTATES REPLAT	LAND	PROFESSIONAL SERVICES	54,219.00

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
PENINSULA CONSTRUCTION	MISSION AVENUE EROSION CONTROL	134425 - KENAI BLUFF EROSION	INSTALL HEAT TRACE IN STORM DRAIN	4,427.70	128,826.42

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: November 12, 2026

SUBJECT: **Dena'ina Point Estates Replat – PO**

The Planning Department recommends approval of the Purchase Order for McLane Consulting for a total of $54,219. Ordinance 3532-2026 approved the increase in appropriations to cover the City's share of a subdivision, proportional to the amount of land the City owns in the current subdivision, including currently platted rights-of-way.

The City is working with a developer known as Tidewater, LLC and has executed a Memorandum of Understanding (MOU), authorized by Resolution 2026-51. This MOU established each parties' role in the process. Tidewater, LLC had retained McLane Consulting prior to the MOU to develop preliminary subdivision layouts for initial discussions with the City. The Planning Department, after reviewing the formal proposal for land surveying and platting services, agrees that the project costs are reasonable and the scope of work is sufficient to complete the subdivision. The Planning Department recommends approving this purchase order to complete this work.

Thank you for your consideration.

KENAI
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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: November 11, 2026

SUBJECT: **Mission Avenue Erosion Mitigation – PO Increase**

The Public Works Department recommends an increase of $4,427.70 to the Mission Avenue Erosion Mitigation Project with Peninsula Construction, Inc. The existing contract is for $124,398.82 to reconstruct a water line, complete erosion mitigation and install a heat trace in the storm drain on Mission Avenue. The project is being funded through State of Alaska grants for the bluff erosion project and the proposed work has been pre-approved for inclusion.

Costs to install heat trace have already been approved. Upon installation of the heat trace, the length needed is longer than anticipated and the additional length requires additional equipment to increase the voltage to the heat trace to fully heat the entire length of the storm drain effectively.

The Public Works Department recommends approving this increase to complete this work.

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

KENAI
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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: November 4, 2026

SUBJECT: **Action/Approval** - Non-Objection to the Acceptance and Appropriation of a Donation from Hilcorp Alaska LLC in the Amount of $6,000 in Accordance with KMC 7.25.030.

Background:

The Kenai Senior Center received a $6,000 donation for the annual Area-wide Senior Thanksgiving Dinner, to be held on Friday, November 20, 2025. This marks the thirteenth year that Hilcorp has funded this beloved event, and seniors in our community eagerly look forward to enjoying a warm meal together, served by dedicated Hilcorp employees who volunteer their time.

- **Donor/Grantor:** Hilcorp Alaska, LLC
- **Amount:** $6,000
- **Purpose:** Area-wide Senior Thanksgiving Dinner
- **Intended Use:** Purchase of food supplies for this event.

Intended Appropriation:

That the City Manager intends to increase estimated revenues and appropriations as follows:

Fund: Senior Citizen Special Revenue Fund

Increase Estimated Revenues –	
Donations	$6,000
Increase Appropriations –	
Congregate Meals – Operating Supplies	$6,000

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

MEMORANDUM

TO: City Council Members

FROM: Henry Knackstedt, Mayor

DATE: November 18, 2026

SUBJECT: **Action/Approval** - Confirmation of Mayoral Nominations for a Partial Term Appointment of Jefferson Wasson to the Parks and Recreation Commission.

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

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

- Jefferson Wasson - Parks and Recreation Commission partial term ending on December 31, 2026.

Your consideration is appreciated.

KENAI Commission Application

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

First Name: *
Jefferson

Last Name: *
Wasson

Name of Spouse:
Rachelle Blanc

Primary Phone: *
[redacted]

Home Phone:

E-mail *
[redacted]

Residence Address: *
Street Number & Street Name.
[redacted]

Mailing Address *
Street Address
[redacted]

Address Line 2

City
Kenai

State/Province/Region
AK

Postal/Zip Code
99611

Country
United States

Are you a Resident of the City of Kenai? *
Yes No

If resident, how long?
Going on 5 years

Name of Employer:
Central Peninsula Hospital

Commission Membership Requirements:
Airport Commission: The Airport Commission has four designated seats and three at large seats. ***If applying for the Airport Commission, be sure and select the Seat you are applying for in the next column.***
Beautification, Harbor and Parks & Recreation Commissions: May at the discretion of the Council have up to two non-resident members.
Council on Aging Commission: Members need only to reside on the Kenai Peninsula and 51% of whom must be 55-years or older.
Planning & Zoning Commission: May have 1 member that is not a resident of the City if that member has controlling ownership in a business physically located in the City.

Commission in which you are interested: *
Parks and Recreation Commission

Why do you want to be involved with this Commission?
I believe strongly that robust access to parks/ trails and recreation facilities that are well maintained directly improves the physical, mental, and social health outcomes of our community. I would like to volunteer my time to help further strengthen the opportunities available to the residents of Kenai.

List Current Organization Memberships:
I hold memberships in leading medical organizations, including the AMA, AAFP, and the Wilderness Medical Society. Alongside my professional affiliations, I am an active community volunteer. My local contributions include arranging outpatient medical care for the Kenai River Brown Bears hockey team, supporting the Soldotna Harvest Festival and Heritage Place Alzheimer's walks, and hosting "Dine and Discuss" public medical talks at Central Peninsula Hospital.

List Past Organization Memberships:

As noted above, most of my organizational affiliations have been in the medical sector

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

As a community physician, I bring a unique perspective on how access—or the lack thereof—to recreational activities directly influences the health outcomes and general well-being of our citizens. Monthly, I hear firsthand input from hundreds of community members ranging from youth to the elderly, providing me with insights that I believe would be of value to the commission. Additionally, I hold a degree in Geology. While its direct application to this position may be modest, it stands as a testament to my deep appreciation for nature, science, and our public parks.

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

☐ Primary Phone ☐ Home Phone ☐ Email

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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Rick Johnson, Airport Manager

DATE: November 10, 2026

SUBJECT: **Action/Approval** - Special Use Permit to American Red Cross for Approximately 475 Square Feet of Office Space at the Alaska Regional Fire Training Center.

The American Red Cross is requesting to renew their Special Use Permit that expires on November 30, 2026 under the same terms and conditions. The American Red Cross is a nonprofit corporation that provides services to the Kenai Peninsula including house and forest fire response, smoke alarm installation, preparedness training, and more.

The permit is for approximately 475 square feet of office space on the second floor of the Alaska Regional Fire Training Center. The permit fee is $1.00 per month plus $211.44 per month for utility costs plus applicable sales tax. The American Red Cross is current on all fees owed to the City.

The term of the Special Use Permit will be December 1, 2026 to November 30, 2027.

Does Council approve the Special Use Permit to American Red Cross of Alaska?

Attachments – SUP draft, application

SPECIAL USE PERMIT

THE CITY OF KENAI (CITY) for the considerations and pursuant to the conditions and requirements set forth below, hereby grants **AMERICAN RED CROSS OF ALASKA (**PERMITTEE), a nonprofit corporation, whose address is 235 E. 8th Ave. Ste. 200, Anchorage Alaska, 99501, the non-exclusive right to use that area described below:

> Access to second floor office space, ROOM 228, and parking at the Alaska Regional Fire Training Center, located at 450 Marathon Rd., Kenai, Alaska 99611. Approximately 475 square feet.

1. TERM. This special use permit shall commence and be effective on December 1, 2026, and shall extend through November 30, 2027.

2. PERMIT FEES. The monthly fee for this permit is $1.00 per month, plus $211.44 utilities cost per month, plus applicable sales tax.

3. USE. The right to use the ROOM 228 for General Office Space, Training and/or Testing, and Storage. This includes reasonable ingress and egress to and from ROOM 228 through the Building's common areas. Permittee shall not have the right to use any other space in the Building (such as library, conference rooms, break room, coffee room) or any equipment belonging to the City unless given written permission to do so.

4. LICENSES AND PERMITS; LAWS. Permittee shall adhere to all federal, state, and local laws, ordinances, and regulations while conducting its activities on the Premises. Permittee shall obtain and maintain all required federal, state, and local licenses, permits, certificates, and other documents required for Permittee's operations under the Permit. Permittee shall provide proof of compliance to the City upon request by the City.

5. NO EXCLUSIVITY. This Permit is not intended to grant any exclusive use to the described Premises.

6. INSURANCE. Permittee shall provide proof of insurance coverage, including worker's compensation, if necessary, in an amount satisfactory to the City Manager, and listing the City as an additional insured.

7. INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT. Permittee agrees to indemnify, defend, and hold the City, its agents, and employees harmless from and against any and all liability, loss, suit, claim, judgment, fine, demand, damage, penalty,

property damage, or personal injury of whatever kind, including sums paid in settlements of claims, attorney fees, consultant fees, expert fees, or costs incurred arising from or connected with the Permittee's use or occupation of the Premises. Permittee shall give the City of Kenai reasonable notice of any such claims or actions. However, Permittee shall not be responsible for any damage or claims from the sole negligence, activities, or omission of the City or its agents or employees.

8. PERSONALITY. Permittee must keep the space and all other materials on the Premises clean and in good condition.

Permittee shall remove any and all personal property from the Premises at the termination of this Permit (or any renewal thereof). Personal property placed or used upon the Premises will be removed and/or impounded by the City, if not removed upon termination of this Permit and when so removed and/or impounded, such property may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus storage charges of $25.00 per day. The City of Kenai is not responsible for any damage to or theft of any personality of Permittee at or from the Premises.

9. NO WAIVER. Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions or requirements.

10. MUTUAL CANCELLATION. This Permit may be cancelled in whole or in part with one month written notice by Permittee or the City.

11. NO DISCRIMINATION. Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.

12. ASSUMPTION OF RISK. Permittee shall provide all proper safeguards and shall assume all risks incurred in its use of the Premises.

13. NO JOINT VENTURE. City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises.

14. CONTACT INFORMATION. The contact information for Permittee, and the person in responsible charge for Permittee during the term of the Permit, for purposes of notice and all communications from City to Permittee is:

American Red Cross of Alaska
235 E. 8th Ave. Ste. 200
Anchorage, Alaska 99501

The contact information for City for purposes of notice and all communications from Permittee to City is:

Airport Administration
305 North Willow, Suite 200
Kenai, Alaska 99611
Telephone: (907) 283-8281

15. RIGHTS OR REMEDIES. No right or remedy herein conferred upon or reserved to each respective party is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy given hereunder, or now or hereafter existing at law or in equity.

16. GOVERNING LAW; VENUE. The laws of State of Alaska will determine the interpretation of this Agreement and the performance thereof. Any lawsuit brought thereon shall be filed in the Third Judicial District at Kenai, Alaska.

17. AUTHORITY. By signing this Permit, Permittee represents that it has read this agreement and it agrees to be bound by the terms and conditions herein and that the person signing this Permit is authorized to bind Permittee.

CITY OF KENAI

By: _____
Terry Eubank
City Manager

AMERICAN RED CROSS OF ALASKA

By: _____
Paul Ramage
Regional Facility Coordinator

Approved as to form:

_____
Scott Bloom
City Attorney

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the ____ day of _____, 2026, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

_____
Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2026, the foregoing instrument was acknowledged before me by Paul Ramage, of American Red Cross, an Alaska non-profit corporation, on behalf of the corporation.

_____
Notary Public for Alaska
My Commission Expires: _____

KENAI

City of Kenai
Special Use Permit
Application

Application Date:	11/4/2026

Applicant Information

Name of Applicant:	American Red Cross of Alaska						
Mailing Address:	235 E. 8th Ave	City:	Anchorage	State:	AK	Zip Code:	99654
Phone Number(s):	Home Phone:		Work/ Message Phone: [redacted]				
E-mail: (Optional)	[redacted]						
Name to Appear on Permit:	American Red Cross of Alaska						
Mailing Address:	235 E. 8th Ave	City:	Anchorage	State:	AK	Zip Code:	99654
Phone Number(s):	Home Phone:		Work/ Message Phone: [redacted]				
E-mail: (Optional)							

Type of Applicant: ☐ Individual (at least 18 years of age) ☐ Partnership ☐ Corporation ☐ Government
☐ Limited Liability Company (LLC) ■ Other Non-Profit

Property Information

Legal or physical description of the property: 450 Daubenspeck Circle, Kenai, AK 2nd Floor

Description of the proposed business or activity intended: The American Red Cross of Alaska prevents and alleviates human suffering in the face of emergences by mobilizing the power of volunteers and the generosity of donors.

Is the area to be used in front of or immediately adjacent to any established business offering the same or similar products or services upon a fixed location? ☐ YES ■ NO

Would the use under this permit interfere with other businesses through excessive noise, odor, or other nuisances? ☐ YES ■ NO

If you answered yes to any of the above questions, please explain:

What is the term requested (not to exceed one year)?

Requested Starting Date:

Signature:	Paul W. Ramage	Date:	11/4/2026
Print Name:	Paul W. Ramage	Title:	Fleet & Facility Coodinator

For City Use Only:
☐ General Fund ☐ Airport Reserve Land
☐ Airport Fund ☐ Outside Airport Reserve

Date Application Fee Received: _____
City Council Action/Resolution: _____
Account Number:

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Land Management Analyst

DATE: October 26, 2026

SUBJECT: **Action/Approval** - Special Use Permit to Shillings Alaska, Inc. for Snow Storage at 170 Bridge Access Road.

Schilling Alaska, Inc. ("Schilling") has requested a Special Use Permit to store snow on approximately 7,500 square feet on Tract C of Daubenspeck Property Subdivision, located at 170 Bridge Access Road. Schilling has been granted special use permits for the Uptown Motel to store snow since 2018. Schilling has been compliant with the terms of their special use permits. The proposed permit fee is $503.40 plus applicable sales tax for certain periods in 2027, a six-month period from January through April, and November through December 2027.

Schilling will be required to carry adequate insurance, use the premises only for snow storage, store snow in a manner that would not limit sight lines for drivers or impact City snow clearing, and remove any trash or debris remaining after the snow has melted, such that the premises are returned to their initial condition.

If City Council approves the Special Use Permit, the City Manager will be authorized to execute the Special Use Permit Agreement.

Thank you for your consideration.

Attachments
Location Map
Special Use Permit Agreement

KENAI

Schilling Alaska, Inc.
Special Use Permit - Snow Storage
Tract C, Daubenspeck Property Subdivision
170 Bridge Access Road
KPB Parcel ID: 04705602



Map for Reference Only
NOT A LEGAL DOCUMENT

N

0 200 400 800 Feet

SPECIAL USE PERMIT

The **CITY OF KENAI** (City), for the consideration, and pursuant to the conditions set out below, hereby grants to **SCHILLING ALASKA, INC.** (PERMITTEE), the non-exclusive right to use 7,500 square feet of area as described below:

TRACT C, DAUBENSPECK PROPERTY SUBDIVISION

and as further shown in the attached Location Map.

1. **TERM.** This special use permit shall be for approximately six (6) months from January 1, 2027, to April 30, 2027, and from November 1, 2027, to December 31, 2027.

2. **PERMIT FEES.** The Permittee shall be charged an annual permit fee of $503.40 plus applicable sales tax.

The Permittee shall pay the City the permit fee on or before January 1, 2027.

Checks, bank drafts, or postal money orders shall be made payable to the City of Kenai and delivered to the City Hall, 210 Fidalgo Avenue, Kenai, Alaska 99611.

In addition to the permit fee specified above, the Permittee agrees to pay to the appropriate parties all levies, assessments, and charges as hereinafter provided:

A. Sales tax nor enforced, or levied in the future, computed upon the permit fee payable in monthly installments whether said fee is paid on a monthly or yearly basis;

B. All necessary licenses and permits; all lawful taxes and assessments which, during the term hereof may become a lien upon or which may be levied by the State, Borough, City, or by any other tax levying body, upon any taxable possessory right which Permittee may have in or to the Premises by reason of its use or occupancy or by reason of the terms of this Permit, provided however, that nothing herein contained shall prevent Permittee from contesting any increase in such tax or assessment through procedures provided by law.

C. Interest at the rate of eight percent (8%) per annum and penalties of ten percent (10%) of any amount of money owed under this Special Use Permit which are not paid on or before the due date.

D. Costs and expenses incident to this Special Use Permit, including but not limited to recording costs.

3. **USE.** The use by the Permittee of the Premises is limited to the purpose of Snow Storage. This use is subject to City, Borough, and State laws and regulations and the reasonable administrative actions of the City for the protection and maintenance of the Premises and of adjacent and contiguous lands or facilities. Use of the Premises is subject to the following conditions:

A. Permittee shall use the Premises only for snow storage.

B. Snow must be stored in a manner that will not limit sight lines or create other unsafe driving conditions on adjacent right-of-ways.

C. The premises shall be returned to its current condition prior to the end of the term of this Special Use Permit. This shall include the removal of any trash or debris that remains after the snow has melted in the spring. Failure to do so will result in Permittee being ineligible for future Special Use Permits for snow storage.

D. Snow must be stored in a manner that will not impact any City snow clearing or moving activities.

4. **INSURANCE.** Permittee shall secure and keep in force adequate insurance, as stated below, to protect City and Permittee. Where specific limits are stated, the limits are the minimum acceptable limits. If Permittee's insurance policy contains higher limits, the City is entitled to coverage to the extent of the higher limits.

A. Garage Liability or Commercial General Liability Insurance, including Premises, all operations, property damage, personal injury and death, broad-form contractual, with a per-occurrence limit of not less than $1,000,000 combined single limit. The policy must name the City as an additional insured.

B. Worker's Compensation Insurance with coverage for all employees engaged in work under this Permit or at the Premises as required by AS 23.30.045. Permittee is further responsible to provide Worker's Compensation Insurance for any subcontractor who directly or indirectly provides services to Permittee under this Permit.

C. Commercial Automobile Coverage with not less than $1,000,000 combined single limit per occurrence. This insurance must cover all owned, hired, and non-owned motor vehicles the Permittee uses for snow moving and storage activities to, from, or on the Premises. The policy must name the City as an additional insured.

D. All insurance required must meet the following additional requirements:

i. All policies will be by a company/corporation currently rated "A-" or better by A.M. Best.

ii. Permittee shall submit to the City proof of continuous insurance coverage in the form of insurance policies, certificates, endorsements, or a combination thereof, and signed by a person authorized by the insurer to bind coverage on its behalf.

iii. Permittee shall request a waiver of subrogation against City from Permittee's insurer and the waiver of subrogation, where possible, shall be provided at no cost to City.

iv. Provide the City with notification at least 30 days before any termination, cancellation, or material change in insurance coverage of any policy required hereunder.

v. Evidence of insurance coverage must be submitted within 30 days of the effective date of the Special Use Permit. The effective date of the insurance shall be no later than January 1, 2027.

vi. This insurance shall be primary and exclusive of any other insurance carried by the City of Kenai. This insurance shall be without limitation on the time within which the resulting loss, damage, or injury is actually sustained.

5. **INDEMNITY, DEFEND, AND HOLD HARMLESS AGREEMENT.** The Permittee shall fully indemnify, hold harmless, and defend the City of Kenai, its officers, agents, employees, and volunteers at its own expense from and against any and all actions, damages, costs, liability, claims, losses, judgments, penalties, including reasonable Attorney's fees of or for liability for any wrongful or negligent acts, errors, or omissions of the Permittee, its officers, agents or employees, or any subcontractor under this Permit. The Permittee shall not be required to defend or indemnify the City for any claims of or liability for any wrongful or negligent act, error, or omission solely due to the independent negligence of the City. If there is a claim of or liability for the joint negligence of the Permittee and the independent negligence of the City, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. Apportionment shall be established upon final determination of the percentage of fault. If any such determination is by settlement, the percentage of fault attributed to each party for purposes of this indemnification provision shall only be binding upon the parties included in the settlement agreement. "Permittee" and "City" as used in this article include the employees, agents, officers, directors, and other contractors who are directly responsible, respectively, for each party. The term "independent negligence of the City" is negligence other than in the City's selection, administration, monitoring, or controlling of the Permittee.

6. **PERMITTEE'S OBLIGATION TO PREVENT AND REMOVE LIENS.** Permittee will not permit any liens, including mechanic's, laborer's, construction, supplier's, mining, or any other liens obtainable or available under existing law, to stand against the Premises or improvements on the Premises for any labor or material furnished to Permittee or to any related entity or claimed entity. The Permittee shall have the right to provide a bond as contemplated by State of Alaska law and contest the validity or amount of any such lien or claimed lien. Upon the final determination of the lien or claim for lien, the Permittee will immediately pay any judgment rendered with all proper costs and charges and shall have such lien released or judgment satisfied at Permittee's own expense.

7. **PERSONALTY.** Permittee shall remove any and all personal property, including all vehicles, from the Premises at the termination of this Permit. Personal property placed or used upon the Premises and not removed upon termination of this Permit will be removed and/or impounded by the City. Property removed or impounded by the City may be redeemed by the owner thereof only upon the payment to the City of the costs of removal plus a storage fee of $25 per day. The City of Kenai is not responsible for any damage to or theft of any personalty of Permittee or its customers.

8. **FORBEARANCE.** Failure to insist upon a strict compliance with the terms, conditions, and/or any requirement herein contained, or referred to, shall not constitute or be construed as a waiver or relinquishment of the right to exercise such terms, conditions, or requirements.

9. **TERMINATION, DEFAULT.** This Permit may be terminated by either party hereto by giving 30 days advance written notice to the other party. The City may terminate the Permit immediately, or upon notice shorter than 30 days, to protect public health and safety. The City may also terminate this Permit immediately, or upon notice shorter than 30 days, due to a failure of Permittee to comply with conditions and terms of this Permit, which failure remains uncured after notice by City to Permittee providing Permittee with a reasonable time period to correct the violation or breach.

10. **NO DISCRIMINATION.** Permittee will not discriminate on the grounds of race, color, religion, national origin, ancestry, age, or sex against any patron, employee, applicant for employment, or other person or group of persons in any manner prohibited by federal or State law. Permittee recognizes the right of the City to take any action necessary to enforce this requirement.

11. **ASSIGNMENT.** Permittee may not assign, by grant or implication, the whole any part of this Permit, the Premises, or any improvement on the Premises without the written consent of the City. Unless the City specifically releases the Permittee in writing, the City may hold the Permittee responsible for performing any obligation under this permit which an assignee fails to perform.

12. **ASSUMPTION OF RISK.** Permittee shall provide all proper safeguards and shall assume all risks incurred in its activities on the Premises and its exercise of the privileges granted in this Permit.

13. **NO JOINT VENTURE.** The City shall not be construed or held to be a partner or joint venturer of Permittee in the conduct of its business or activities on the Premises.

14. **SURVIVAL.** The obligations and duties of Permittee under paragraphs 5 and 6 of this Permit shall survive the cancellation, termination, or expiration of this Permit.

15. **AUTHORITY.** By signing this Permit, Permittee represents that is has read this agreements and consents to be bound by the terms and conditions herein and that the person signing this Permit is duly authorized by the business to bind the business hereunder.

CITY OF KENAI

By:_____
Terry Eubank
City Manager

SCHILLING ALASKA, INC.

By:_____
David Schilling
President

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____day of _____, 2026, the foregoing instrument was acknowledged before me by Terry Eubank, City Manager of the City of Kenai, Alaska, an Alaska home rule municipality, on behalf of the City.

_____

Notary Public for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____day of _____, 2026, the foregoing instrument was acknowledged before me by David Schilling, Director of Schilling Alaska, Inc., an Alaska Corporation, on behalf of the corporation.

_____

Notary Public for Alaska
My Commission Expires: _____

ATTEST:

_____

Michelle M. Saner, MMC, City Clerk

SEAL:

APPROVED AS TO FORM:

_____

Scott Bloom, City Attorney

KENAI COUNCIL ON AGING COMMISSION – REGULAR MEETING
OCTOBER 8, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
361 SENIOR CT., KENAI, AK 99611
CHAIR GINA KUNTZMAN, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Council on Aging Commission was held on October 10, 2026, at the Kenai Senior Center, Kenai, AK. Chair Gina Kuntzman called the meeting to order at approximately 3:00 p.m.

1. **Pledge of Allegiance**

Chair Kuntzman led those assembled in the Pledge of Allegiance.

2. **Roll Call**

There were present:

William Sadler	Ginger Kaona
Gina Kuntzman, Chair	Patricia Segura, Vice Chair
Barbara Modigh	

A quorum was present.

Also in attendance were:

**Caroline Karpik, Student Representative
Kathy Romain, Senior Center Director
Red Piersee, Senior Center Administrative Assistant
Victoria Askin, City Council Liaison
Logan Parks, Deputy City Clerk

3. **Agenda Approval**

MOTION:
Commissioner Sadler **MOVED** to approve the agenda as presented. Commissioner Kaona **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. September 10, 2026 Regular Meeting Minutes

MOTION:
Commissioner Kaona **MOVED** to approve the September 10, 2026 Council on Aging Commission minutes. Commissioner Sadler **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. **Discussion** - Review of Community Resources for Seniors

DRAFT

There was staff discussion regarding expanding the resource list to include area housing and personal care assistant agencies; and local organizations offering medical equipment loans or rentals for seniors.

There was Commission discussion regarding inclusion of a large-print quick reference phone list, a table of contents, and bus service information in the reference guide.

2. **Discussion** - Coordination of Senior Prom with Kenai Central High School

There was discussion regarding coordinating a date and band for the event.

G. REPORTS

1. Senior Center Director - Director Romain reported on the following:
   - Faith and Blue bingo event.
   - Senior Center closure on October 9, 2026 for cleaning.
   - Summit on Aging.
   - Upcoming dance on October 16, 2026.
   - Social Security in-person visit.
   - Bring a Friend to lunch event.
   - Trick or Treating event.
   - Toy and food drive begins on November 2, 2026.
   - Hilcorp Thanksgiving event.
   - Announcement of Missy Bailey's retirement.
   - Writers group presentation.
   - Upcoming presentation on human trafficking in November.
   - Planned visit from Public Works Director Lee Frey regarding capital projects.
2. Commission Chair - No report.
3. City Council Liaison - Vice Mayor Askin reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - November 12, 2026

J. COMMISSION QUESTIONS AND COMMENTS

Commissioner Kaona provided an update on intergenerational goals, noting that Mountain View Elementary School expressed enthusiasm for seniors reading to students and that background checks would be required for participating seniors to visit the school.

Student Representative Karpik reported on recent and upcoming events at Kenai Central High School.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Community Resources for Seniors.

There being no further business before the Council on Aging Commission, the meeting was adjourned at 4:00 p.m.

I certify the above represents accurate minutes of the Council on Aging Commission meeting of October 8, 2026.

DRAFT

Logan Parks, Deputy City Clerk

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

DRAFT

KENAI PARKS AND RECREATION COMMISSION – REGULAR MEETING
NOVEMBER 5, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR T. GRANT WISNIEWSKI, PRESIDING

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks and Recreation Commission was held on November 5, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Wisniewski called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Wisniewski led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Grant Wisniewski, Chair	Sharon Fisher
Autumn Carlson	Michael Bernard
Maeve Spiegler	

A quorum was present.

Also in attendance were:

Tyler Best, Parks and Recreation Director
Jenna Brown, Assistant Parks and Recreation Director
Kevin Buettner, Planning and Zoning Director
Bridget Grieme, City Council Liaison

3. Agenda Approval

MOTION:
Commissioner Fisher **MOVED** to approve the agenda as presented. Commissioner Carlson **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. October 1, 2026 Regular Meeting Minutes

MOTION:
Commissioner Fisher **MOVED** to approve the October 1, 2026 Parks and Recreation Commission minutes. Commissioner Carlson **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

DRAFT

F. NEW BUSINESS

1. **Discussion/Recommendation** - Recommending Approval of Ordinance No. 3549-2026 to Remove a Public Purpose Designation for Carl F. Ahlstrom Park

MOTION:
Commissioner Fisher **MOVED** to recommend City Council approval of Ordinance No. 3549-2026. Commissioner Carlson **SECONDED** the motion.

Planning and Zoning Director Kevin Buettner gave a staff report from information provided in the packet.

Staff clarified the recommendation to remove the public purpose designation to accommodate larger residential lots and identified a more accessible potential park nearby.

VOTE:
YEA: Wisniewski, Bernard, Fisher, Carlson, Spiegler
NAY: None.
MOTION PASSED.

2. **Discussion/Recommendation** - Recommending Approval of the 2026 Land Management Plan.

MOTION:
Commissioner Carlson **MOVED** to recommend City Council approval of the 2026 Land Management Plan. Commissioner Spiegler **SECONDED** the motion.

Director Best and Planning and Zoning Director Buettner gave a staff report from information provided in the packet.

There was discussion regarding park accessibility and alternative locations.

Staff clarified surrounding land uses; the suitability of the parcel; and potential sports complex improvements.

VOTE:
YEA: Wisniewski, Bernard, Fisher, Carlson, Spiegler
NAY: None.
MOTION PASSED.

G. REPORTS

1. Parks and Recreation Director - Director Best reported on the following:
   - Clarified the report labeled October Mid-Month covered September.
   - The transition to fall operations, including restroom winterization and portable toilet removal.
   - Highlighted the 2026 Parks and Recreation Conference.
   - Announced the Kenai Recreation Center received the Facility Excellence Award.
   - The annual Kenai River Marathon and facility usage.
   - Over 1,500 Pumpkin Festival attendees despite inclement weather.

2. Commission Chair - Chair Wisniewski reported on beach bathroom facility closures and observed vandalism in the only unit currently open.

3. City Council Liaison - Council Member Grieme reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - December 3, 2026

J. COMMISSION QUESTIONS AND COMMENTS - None.

DRAFT

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Parks Mid-Month October Report.

There being no further business before the Parks and Recreation Commission, the meeting was adjourned at 6:43 p.m.

I certify the above represents accurate minutes of the Parks and Recreation Commission meeting of November 5, 2026.

_____

Logan Parks, Deputy City Clerk

DRAFT

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

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 28, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. **Pledge of Allegiance**

Chair Keaton led those assembled in the Pledge of Allegiance.

2. **Roll Call**

There were present:

Jeanne Keaton, Chair	Alex Douthit, Vice Chair
Sonja Earsley, Vice Chair	Gwen Woodard
Marty Askin	Diane Fikes

A quorum was present.

Absent:
Stacie Krause

Also in attendance were:
Kevin Buettner, Planning Director
Phil Daniel, City Council Liaison
Logan Parks, Deputy City Clerk

3. **Agenda and Consent Agenda Approval**

MOTION:
Vice Chair Douthit **MOVED** to approve the agenda and consent agenda. Commissioner Earsley **SECONDED** the motion.

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

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

UNANIMOUS CONSENT was requested.
VOTE: There being no objection; **SO ORDERED**.

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

B. APPROVAL OF MINUTES

1. *Regular Meeting of October 14, 2026.

C. SCHEDULED PUBLIC COMMENTS - None.

DRAFT

D. UNSCHEDULED PUBLIC COMMENTS - None.

E. CONSIDERATION OF PLATS

1. **Resolution PZ2026-38** - Recommending that Preliminary Plat Plagge-Swan Subdivision Attached Hereto be Approved.

MOTION:
Commissioner Askin **MOVED** to approve Resolution PZ2026-38. Vice Chair Douthit **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-38.

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

Clarification was provided the purpose was to divide an irregularly shaped parcel located behind two existing lots; and no additional plans for future development had been provided by the applicant.

VOTE:
YEA: Earsley, Fikes, Woodard, Douthit, Keaton, Askin
NAY: None
ABSENT: Krause
MOTION PASSED.

F. PUBLIC HEARINGS

1. **Resolution PZ2026-37** - Granting a Conditional Use Permit for a Daycare in an Existing Commercial Building Located at 2880 Beaver Loop Road, on Parcel 04944007, in the Rural Residential Zone.

MOTION:
Commissioner Askin **MOVED** to approve Resolution PZ2026-37. Vice Chair Douthit **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-37.

Chair Keaton opened the floor for public comment.

Amanda Wilcox, applicant, spoke in support of the Conditional Use Permit.

There was Commission discussion regarding the proposed daycare's age range; school attendance; transportation services; anticipated opening date; and the use of the facility.

The applicant noted the daycare would initially serve children with disabilities up to age seven; the daycare would provide supplemental care for children attending school on a partial-day schedule; transportation services had not yet been considered; the anticipated opening had been revised to January 2028, with grant funding supporting curriculum development, facility preparation, and state licensing and certification requirements though 2027; and confirmed the facility would be used primarily for daycare operations, with limited continued use of the garage for maintenance equipment.

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

MOTION:
Vice Chair Douthit **MOVED** to amend Resolution PZ2026-37 to include a condition allowing a one year extension for development in accordance with KMC 14.20.150(l)(3). Commissioner Woodard **SECONDED** the motion.

DRAFT

VOTE ON MOTION TO AMEND:
YEA: Keaton, Askin, Earsley, Krause, Fikes, Woodard, Douthit
NAY: None
ABSENT: Krause

MOTION TO AMEND PASSED.

VOTE ON MAIN MOTION AS AMENDED:
YEA: Fikes, Woodard, Douthit, Keaton, Askin, Earsley
NAY: None
ABSENT: Krause
MAIN MOTION AS AMENDED PASSED.

Chair Keaton noted the 15-day appeal period.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS - None.

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Update on the City's five-year strategic planning process encouraging Commissioners to provide input through the survey link distributed by email, and noted input was also being solicited from City Council, other commissions, the public through upcoming town hall meetings.

2. Commission Chair

Chair Keaton reported on the following:

- Noted appreciation for the City's continued efforts to support small businesses and reduce development barriers.
- Thanked the Commission for their preparation, participation, and dedication to the Commission.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

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

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: November 17, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioners encouraged the public to vote.

M. PENDING ITEMS - None.

N. ADJOURNMENT

DRAFT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:38 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of October 28, 2026.

_____
Logan Parks, Deputy City Clerk

DRAFT

PROCLAMATION

***WHEREAS**, the Kenai Central High School swimming and diving teams demonstrated outstanding dedication, perseverance, and teamwork throughout the 2026 season, bringing pride and recognition to their school and the City of Kenai; and,*

***WHEREAS**, the Boys and Girls teams both earned regional championships in the same season for the first time since 1979, marking a historic achievement for Kenai Central High School; and,*

***WHEREAS,** Emma Castimore earned the girls' 500-yard freestyle state championship with a winning time of 5 minutes, 25.96 seconds, and a bronze medal in the girls' 200-yard freestyle; and,*

***WHEREAS,** Fletcher Darr earned silver in the boys' 100-yard breaststroke and established a new school record of 1 minute, 0.08 seconds during preliminaries; and,*

***WHEREAS,** Lyman McBride earned silver in the boys' 100-yard backstroke; and,*

***WHEREAS,** Lyman McBride, Fletcher Darr, Sam Merritt, and Jacob Merritt earned bronze in the boys' 200-yard medley relay; and,*

***WHEREAS,** Molli Sansotta, Isla Crouse, Emma Castimore, and Kailey Crouse established a new school record in the girls' 200-yard freestyle relay; and,*

***WHEREAS,** the accomplishments of these athletes, together with the contributions of their fellow swimmers and divers, reflect the strength of the entire program and the commitment of their coaches, families, and supporters;*

***NOW THEREFORE, I, HENRY KNACKSTEDT, MAYOR OF THE CITY OF KENAI, ALASKA**, on behalf of the City of Kenai, do recognize and commend:*

Kenai Central High School Swim Teams

for their outstanding accomplishments and contributions to Kenai Central High School swimming and diving teams, and extend congratulations to the boys' and girls' regional championship teams. I encourage all citizens to join in celebrating Kenai Central High School swimming and diving teams for bringing pride and recognition to our community.

DATED: This 18th day of November, 2026.

_____
Henry H. Knackstedt., Mayor

ATTEST:

_____
Michelle M. Saner, MMC, City Clerk

KENAI

2026 ANNUAL PERSONAL USE FISHERY REPORT

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: 11/10/2026

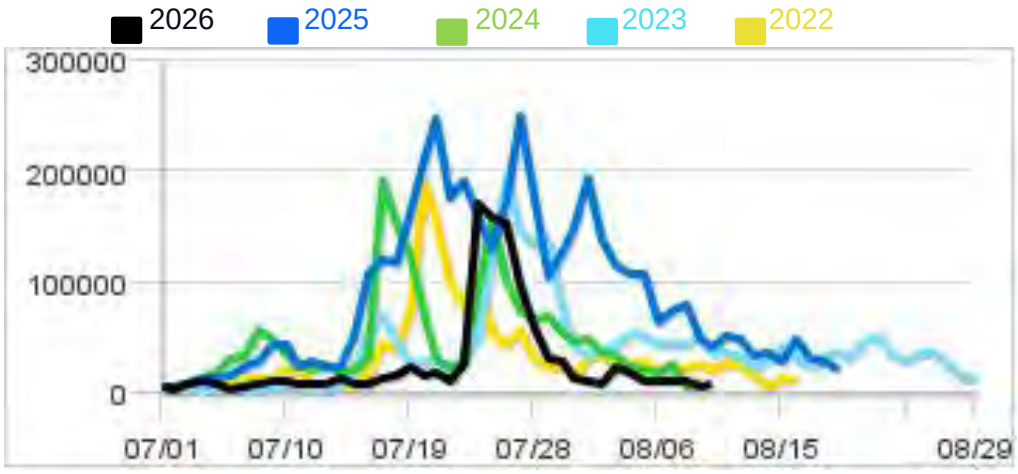
SUBJECT: **2026 Dipnet Report – Parks and Recreation**

General Overview

The Dipnet Fishery started July 10th and continued through July 31st. Alaska residents could participate in the Fishery from 6:00 a.m. to 11:00 p.m. until July 28th, when it opened 24 hours a day through July 31st. This is the fifth consecutive year the fishery has been open for 24 hours a day.

The river's escapement totaled over 1.1 million fish; this met the minimum escapement goal of 1.1 million

The following table shows daily escapement over the summer for the last five years.



2026 Peak

The peak of the sockeye salmon run refers to the period when the highest numbers of fish pass the Kenai River sonar counting station. In 2026, the primary peak occurred during the final week of July, consistent with typical run timing. Unlike 2024 and 2025, which experienced multiple significant increases in fish passage during the 2 weeks of July.

2026 Sockeye Escapement

Escapement refers to the number of salmon that avoid harvest and migrate upstream toward their spawning grounds. Each year, the Alaska Department of Fish and Game establishes escapement goals to support sustainable salmon populations.

The stated 2026 Kenai River sockeye escapement goal was between 1.1 million and 1.4 million fish. By July 31, the final day of the personal-use dipnet fishery, an estimated 983,946 sockeye had passed the sonar counting station. An additional 127,835 fish were recorded after the fishery closed, bringing the calculated total to 1,111,781 sockeye.

Although the dipnet fishery concluded before the minimum escapement goal was reached, continued fish passage after July 31 brought the Kenai River above the stated minimum goal for 2026.

Operational Changes in 2026

There was one notable change to operations in 2026.

- Softball parking, which serves as the Dipnet overflow lot, has running-water restrooms and trash cans to serve softball users/ Due to increased participation at this facility during Dipnet, additional porta potties and a dumpster were added.

Dipnet App

2026 marked the 10th anniversary of the Dipnet Kenai smartphone app. App use was down about 38 percent from the five-year average. This may indicate a need for an update or the start of a phased transition away from the app. Over the next year, the City will update its website, which may provide an opportunity to migrate the app's information and purpose to that site; however, going into 2027, the City will continue to use the app.

Year	2021	2022	2023	2024	2025	2026	5yr Average	Diff from Avg
Pageviews	156,600	192,400	131,200	115,600	46,200	39,900	105,060	38%
Sessions	81,400	97,600	71,500	64,700	29,600	25,500	57,780	44%
Unique Sessions	32,500	33,900	28,500	25,100	10,700	7,316	21,103	35%
Downloads	3,190	3,719	2,087	2,197	806	521	1,866	28%

Parks and Rec

The Parks and Recreation Administrative staff interviewed and hired all temporary positions for the PU Fishery, excluding the temporary enforcement officers. Fourteen temporary employees were employed, including six beach cashiers, two dock cashiers, five dock attendants, and one beach attendant. There is a budget for two beach attendants, but Parks was not able to fill that position, and the remaining candidate was more than happy to take over their duties to help cover the beach by working extended hours.

The Parks and Recreation Staff worked in late June and early July to help set up the Fishery. This includes building temporary fencing to protect the dunes, installing signage, painting parking lines, and setting up the North Beach Bypass Lane. Throughout the Fishery, the park's staff serves as

support staff, including mechanical repairs, supply runs, directing traffic, covering shifts, and cleaning beaches, bathrooms, and parking lots.

Alaska Mission and Retreats, also known as the Salmon Frenzy, partnered with the City of Kenai and brought various groups of volunteers to serve hot dogs and coffee during the peak days of the fishery. At North Beach, they helped direct traffic and pick up litter on the beaches.

The Kenai Nordic Ski Team coordinated with the City of Kenai to provide two clean-up days a week for the duration of the Fishery. At the end of the Fishery, the team went through and helped clean the beach and parking lots. Our department provided them with trash bags, gloves, and trash grabbers. The City compensated the Nordic Ski Team two thousand dollars for this service.

Public Works

The Street Division helps set up the Fishery by placing over 100 jersey barriers for the direction of traffic, placing the fee shacks, installing temporary access roads at both beaches, and maintaining the bypass lane off of Spruce Street. The Streets Division also helps coordinate the installation of no-wake zone buoys and related signage, both on the river and along the riverbank. During the Fishery, Streets helps maintain the roads by grading them and applying calcium chloride to keep the beach and dock areas accessible and safe.

Financial Report

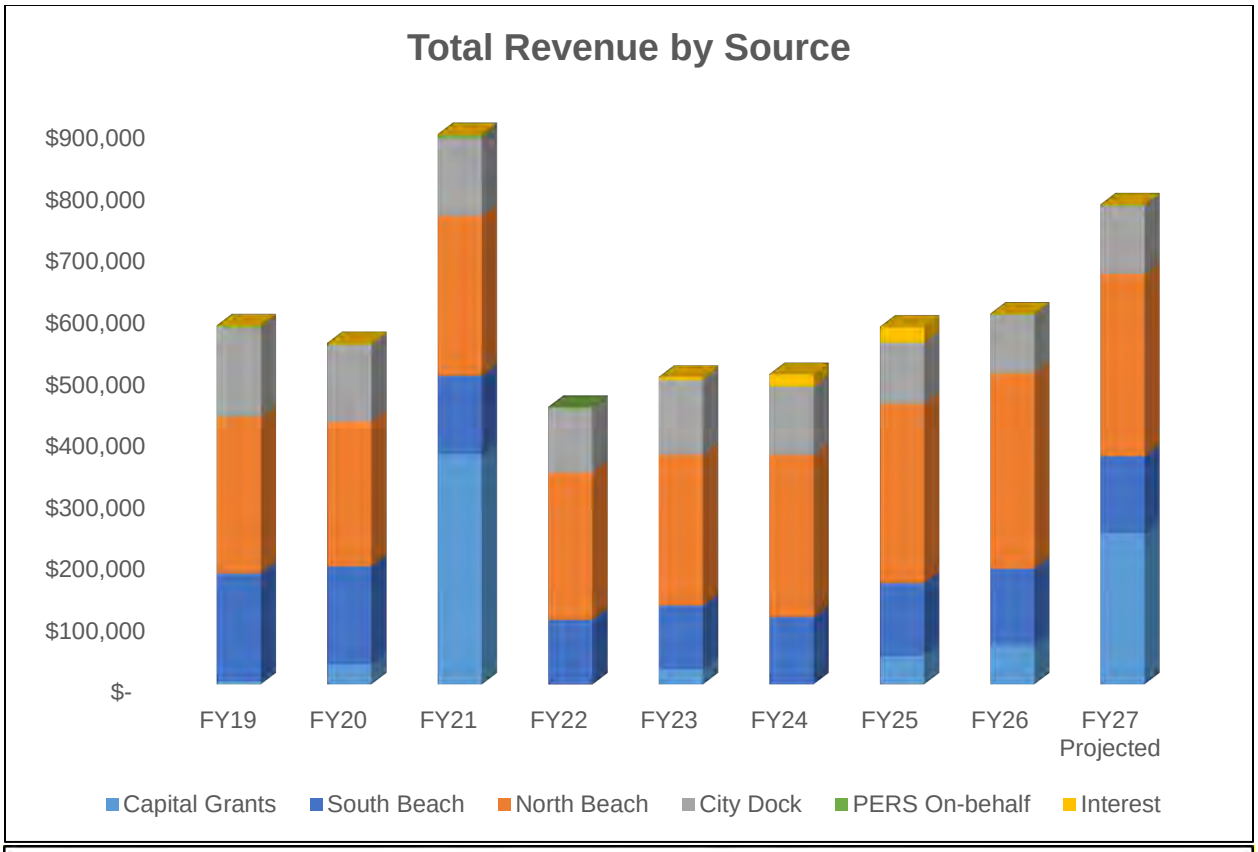
Capital Improvements

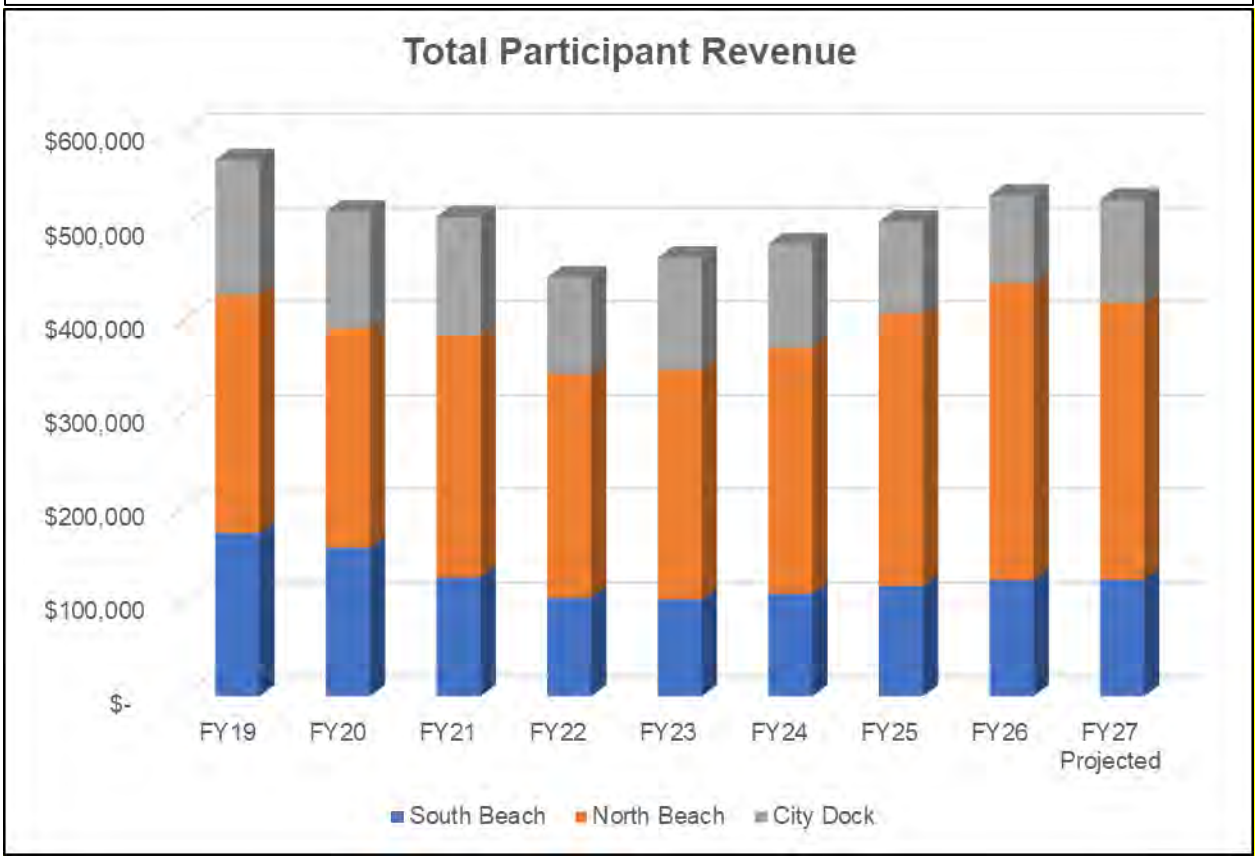
There is $245,114 remaining in a State of Alaska legislative grant for dipnet improvements on the City's north and south beaches. The grant language was amended to include the City Dock Facility and per resolution No. 2025-02 the remaining balance was budgeted to a project to replace floats and perform concrete repairs at the City Dock.

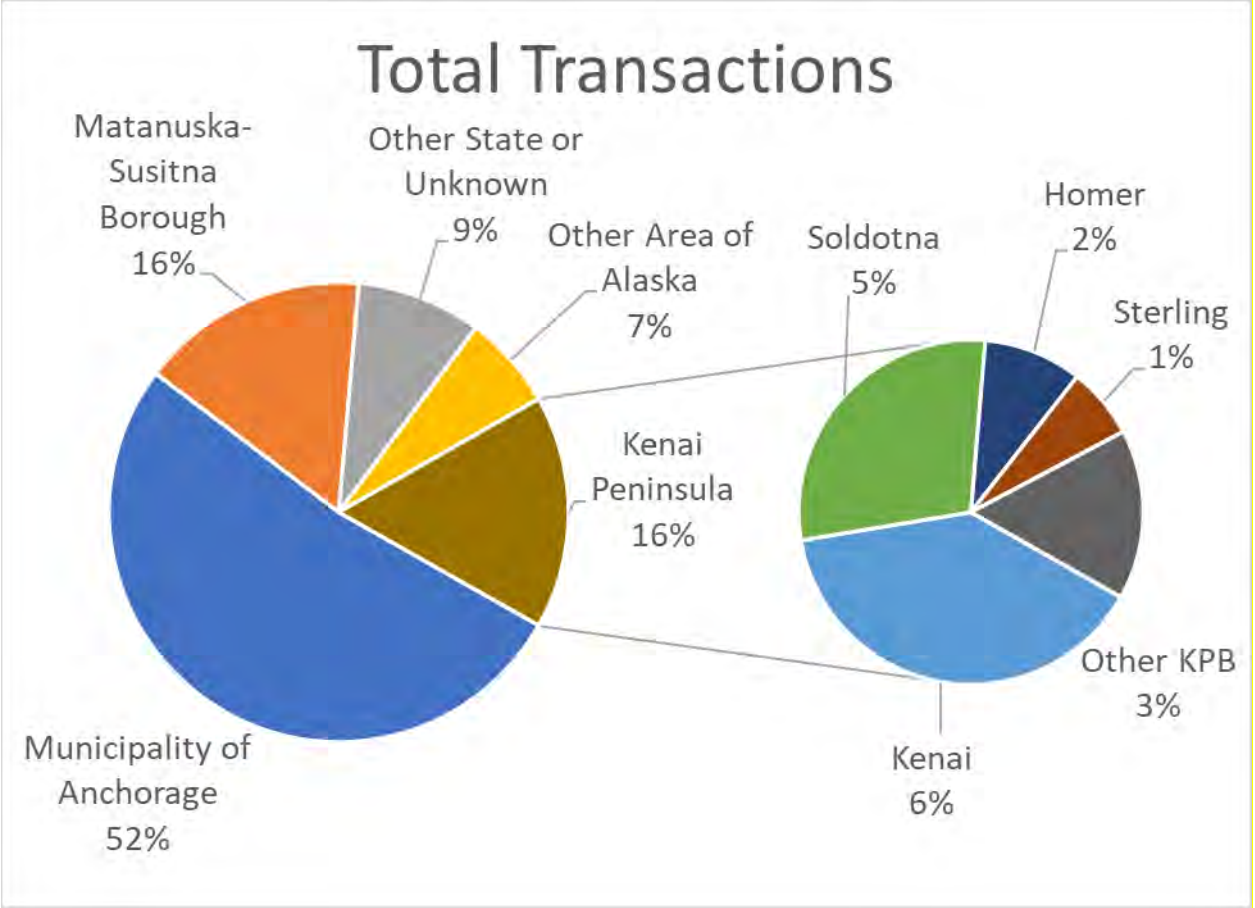
FY26 Revenues

FY27 fees collected increased 5.5% over FY26. FY27 fishery revenues, not including capital grant revenues and net of sales tax and transaction fees, are projected to be $533,791, which is $4,291 greater than budgeted and $27,805 more than FY26 fishery revenues. Capital grant revenue is projected to be $245,114, assuming complete expenditure of the remaining state grant. A comparison of FY27 fishery revenue to prior years is shown below, the breakdown by site and service for FY19 thru FY27 is based upon actual transactions

	7/1/2018	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025	7/1/2026
	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026	6/30/2027
	FY19	**FY20**	**FY21**	**FY22**	**FY23**	**FY24**	**FY25**	**FY26**	**FY27 Projected**
South Beach	$ 174,115	$ 158,665	$ 126,577	$ 104,940	$ 103,400	$ 109,361	$ 117,627	$ 123,707	$ 124,429
North Beach	253,622	234,297	258,782	238,471	244,436	262,202	290,242	316,170	294,918
City Dock	143,821	123,613	125,534	103,171	119,681	110,384	98,117	93,916	110,204
Interest	671	1,522	750	(4,412)	4,755	19,502	25,066	750	750
PERS On-behalf	2,688	1,546	5,688	2,394	694	549	1,104	1,270	1,270
Capital Grants	5,770	32,699	373,076	-	24,579	-	46,569	64,018	245,114
Total	$ 580,687	$ 552,342	$ 890,407	$ 444,564	$ 497,545	$ 501,998	$ 578,725	$ 599,830	$ 776,685


Total Revenue by Source
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
FY19
FY20
FY21
FY22
FY23
FY24
FY25
FY26
FY27 Projected
Capital Grants
South Beach
North Beach
City Dock
PERS On-behalf
Interest


Total Participant Revenue
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
FY19
FY20
FY21
FY22
FY23
FY24
FY25
FY26
FY27 Projected
South Beach
North Beach
City Dock



Total transactions in 2026 were virtually unchanged from 2025, and up 4% from the five-year average. Person-session data was up 15% over the five-year average, but this may be partly due to inconsistent data collection in 2025. North Beach was down 5% from last year but is still up 4% over the five-year average. Participation at the dock was up 16% over last year and 2% over the five-year average. South beach had an increase of 3% this year, marking the third year over year increase since 2020. North beach now accounts for 64% of all transactions, with south beach at 21% and the dock at 15%, this is the same as 2025. It is notable that while the cumulative fish count was around 66% less than 2025, the number of transactions remained the same. This seems to indicate that fish counts do not impact participation in the fishery.

Future Considerations

Pedestrian Pathway to Beach

An alternative to installing a third shack is to address the high pedestrian traffic along Spruce Street, where fishery visitors often walk to the fee shacks. A dedicated pedestrian or bike pathway could help reduce congestion by separating foot and vehicle traffic along the road. This pathway would also benefit residents and beachgoers, enhancing safety and accessibility for all users.

Improve North Beach Parking Lot

Consideration of a paved parking lot at North Beach would significantly improve parking organization and overall operations. Permanent lines would reduce confusion, help manage traffic flow, and minimize recurring visitor complaints. A paved surface would also improve maintenance efficiency, provide a safer, more durable parking area, and support the park's long-term operational needs.

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Police Chief

DATE: October 14, 2026

SUBJECT: **2026 Dipnet Report - Police**

The 2026 dipnet fishery opened on July 10 and concluded as scheduled on July 31. From July 28 through July 31, the fishery was open 24 hours per day. The City employed five temporary enforcement officers (TEOs) dedicated to supporting Kenai Police Department (KPD) dipnet operations throughout the fishery.

During July, KPD handled 81 dipnet-related calls for service, an approximately 16% increase over 2025. These calls involved a variety of issues, including 11 emergency 9-1-1 misdials, three parking problems, two traffic congestion complaints, five motor vehicle crashes, six traffic offense complaints, 18 lost-and-found property reports, five welfare checks, six disorderly conduct complaints, four camping complaints, three lost-child incidents, and 18 other miscellaneous calls for service. No major police incidents were reported during the fishery.

TEOs issued 104 dipnet-related citations, primarily for paid parking and other parking-related violations. KPD officers conducted additional patrols during historically high-activity periods to address enforcement needs throughout the fishery. Officers also partnered with the Kenai Fire Department to conduct boat patrols. Salmon Frenzy volunteers again provided valuable assistance at the fishery.

From the Police Department's perspective, the 2026 dipnet fishery proceeded smoothly.

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague

DATE: October 21, 2026

SUBJECT: **2026 Dipnet Report – Fire & EMS**

For the 2026 season(July 10-31), Kenai Fire Department responded to 103 total calls. We had 15 dipnet fishery-related calls compared to 16 in 2025.

The Fire Department had the following service calls directly related to Dipnet Season:

Fires: (0)

Trauma Related Calls: (1)

Medical/Illness Calls: (4)

Cardiac Arrest: (0)

Boat/Water Rescues: (4)

Boat Patrols: (4)

Technical/Rope Rescues: (2)

The new fishery side-by-side utility vehicle was also received during the season and placed in service. Fire department crews were able to utilize it for multiple beach incidents and patrols.

KENAI
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November 6, 2026

The Honorable Sean Duffy, Secretary
US Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

RE: Letter of Support for the Sterling Highway Wildlife Overpass Safety Improvement Project – FY 2026 Wildlife Crossings Pilot Program

Dear Secretary Duffy:

On behalf of the City of Kenai, I am writing to express my strong support for the Alaska Department of Transportation and Public Facilities' (DOT&PF) grant application for the FY 2026 Wildlife Crossings Pilot Program (WCPP) for the Sterling Highway Wildlife Overpass Safety Improvements Project.

The Sterling Highway is a critical transportation corridor connecting Kenai Peninsula communities to Anchorage and the broader statewide transportation network. The highway supports essential freight movement, emergency services, local commerce, tourism, and daily travel for residents throughout Southcentral Alaska. The Kenai Peninsula also has the second-highest overall frequency of wildlife-vehicle collisions (WVCs) by region, accounting for approximately a quarter of the state's documented collisions.

The proposed wildlife overpass, a component of DOT&PF's larger Sterling Highway MP 45–60 Project, will provide a dedicated crossing that allows wildlife to move safely across the highway without entering vehicle travel lanes. As the first highway wildlife overpass of its kind in Alaska, the project represents an important advancement in WVC mitigation. Together with four additional wildlife crossings along the corridor, the overpass will help improve motorist safety and maintain habitat connectivity across a major transportation route.

The City of Kenai recognizes the importance of proactive investments that improve public safety, protect wildlife, and preserve the long-term functionality of Alaska's transportation infrastructure. We strongly support DOT&PF's efforts to implement this innovative wildlife crossing improvement.

Sincerely,

Terry Eubank

City Manager
City of Kenai

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Rick Johnson, Airport Manager

DATE: November 18, 2026

SUBJECT: **Airport Mid-month Report October 2026**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project

  The Contractor repaired two lights that were damaged during construction. The Instrument Landing System (ILS) remains out of service pending completion of the FAA Flight Check. No timeline has been established for returning the system to service.

- Airport Master Plan – Phase I & Phase II Update

  - Phase I
    Grant closeout package has been submitted to Finance and Airport for review and signatures.

  - Phase II
    Alternatives Development (HDL evaluating)
    - De-icing pad location/integration (in progress)
    - Wash rack location/integration (in progress)
    - Automated parking management system (in progress)
    - Vertiport airspace above Commercial Loop (in-progress, another sub)
    - FAA is currently reviewing Alternative 4 (HDL to follow up)

FY2026 Airport Capital Improvement Projects

- Airport Perimeter Fence Project

  No significant updates at this time. The project schedule remains unchanged, with an estimated start date of April 15, 2026, and an anticipated completion date of September 30, 2027 (24-week duration).

In-house Activities

- Nelson Engineering has completed the draft Storm Water Pollution Prevention Plan (SWPPP), which is currently under review by Airport Staff.

- The American Red Cross is requesting to renew their Special Use Permit that expires on November 30, 2026 under the same terms and conditions. The permit is for approximately 475 square feet of office space on the second floor of the Alaska Regional Fire Training Center. The permit fee is $1.00 per month plus $211.44 per month for utility costs plus applicable sales tax.

- BETA Technologies is evaluating potential locations at the Airport for a 320 KW electric aircraft charging station to support cargo operations using its CX300 electric aircraft (CTOL). Following a recent site visit, BETA is assessing installation options. If the project moves forward in partnership with the City, BETA will fully fund the installation, with an estimated completion timeline of approximately one year.

- The Airport received the October 2026 Plane Pass report from Vector Airport Systems. The report reflected 398 billable arrivals, with 34 invoices sent totaling $13,158.49. Total collections received by Vector Airport Systems since July 1, 2026, are $34,555.39

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Ryan Coleman, Police Chief

FROM: Ian Braman, Animal Control Chief

DATE: November 4, 2026

SUBJECT: October 2026 Monthly Report

This month the Kenai Animal Shelter took in **23** animals, released **25** animals and issued **9** licenses.

DOGS:

Intake	Total	Outcome	Total
Stray	9	Adopted	6
Waiver	3	Claimed	6
	0	Euthanized	3
Total Intakes	**12**	**Total Outcomes**	**15**

CATS:

Intake	Total	Outcome	Total
Abandoned	1	Adopted	7
Stray	7	Claimed	2
Waiver	3		0
Total Intakes	**11**	**Total Outcomes**	**9**

OTHER ANIMALS:

Intake	Total	Outcome	Total
	0	Bird - Adopted	1
Total Intakes	**0**	**Total Outcomes**	**1**

JURISDICTION SUMMARY:

19 animal intakes were received from "City Of Kenai".

3 animal intakes were received from "City Of Soldotna".

1 animal intake was received from "Kenai Peninsula Borough".

Total jurisdiction intakes: 23 animals.

AFTER HOURS SUMMARY:

2 animals were dropped off after hours by "City Of Kenai".

Total after hours drop-offs: 2 animals.

INCIDENTS BY TYPE:

Abandoned	1
Animals at large	9
Bite	3
Dead animal	1
Food Donation Request	5
Neglect	1
Nuisance	1
Other	2
Patrols	2
Stray	9
Total Incidents	**34**

YEAR TO DATE INTAKES:

YTD Intakes 2026	241
YTD Intakes 2025	359
YTD Intakes 2024	354
YTD Intakes 2023	411

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: November 10, 2026

SUBJECT: **Finance Department Mid-Month Report – October 2026**

With the end of FY2026, 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 FY26 financial records, fiscal year end grant reporting, completion of the annual audit and finally financial statement preparation. Auditors will be onsite the week of November 9th.

Preparation will soon begin for the FY28 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.

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

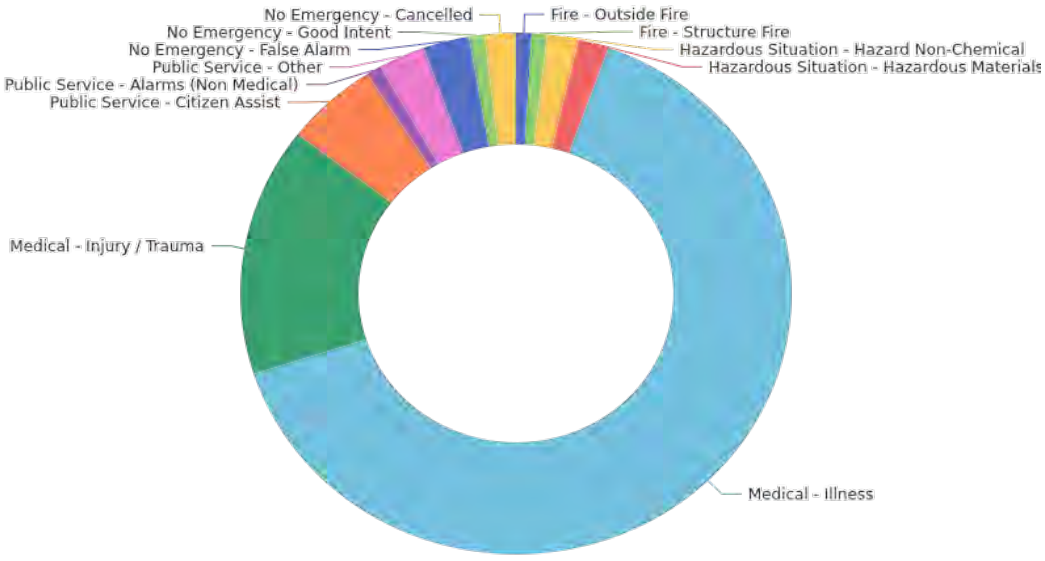
THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: November 6, 2026

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

October	2025	2026	% change
Month totals	105	108	(2.86%)
EMS	47	89	89%
Fires	1	1	0%
All Other	57	18	(-68%)
Year total	1236	1223	(-1.05%)



Training:

- Annual Auto Extrication Training conducted for all three shifts.
- Firefighter Turkington in Texas for Paramedic Internship.
- Training conducted on large object strut stabilization.
- Quality Assurance Training with Dr. Levy.
- FF Ruth Nelson completed check offs for operating Engine 2
- FF Jacob Vigue and FF Brendan Alberts certified to staff Station 2

Projects/Grants/MISC:

- Fire Department sent award payment request for RHTP Grant (Rural Health Transformation Program) for Quarter 1 & Quarter 2.
- Kenai Fire Department closed out 2026 State Fire Conference on October 2nd (200+ in attendance).
- Fire Marshal's Office conducted 6 Commercial Inspections in October.

Fire Prevention Month Outreach/Education Numbers

School	**Number of Students**
Kenaitze Early Learning	110
Kenaitze Charter "Tulen"	123
Boys & Girls Club	36
Kaleidoscope	107
Auroora Borealis	96
Mountain View	272
Total 33	**Total 744**
Kenai Middle (hands-only CPR)	325
Trunk or Treat	2000-3000 people

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: November 5, 2026

SUBJECT: **Human Resources Activity – October 2026**

Recruitment
Human Resources began working with the City Council to post a recruitment for a City Clerk. The Senior Center began recruiting for a Cook and part-time driver. Kenai Police Department was recruiting for a Public Safety Dispatcher and a part-time Administration Assistant I. The Parks and Recreation Department recruited for a part-time Recreation Center Attendant and the Public Works department began recruitment for a janitor. Airport Temporary Equipment Operators were onboarded for the winter season.

Safety
The Safety Committee met in October. There was one accident report submitted in October.

Special Projects
Human Resources continued working with Administration and the City's health and life insurance benefits consultants, IMA, to negotiate a renewal of employee insurance for calendar year 2027. HR also participated in a policy review committee to update City policies and ensure they are accurate, legal and consistent.

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: November 2, 2026

SUBJECT: **Library Report for October 2026**

SERVICES

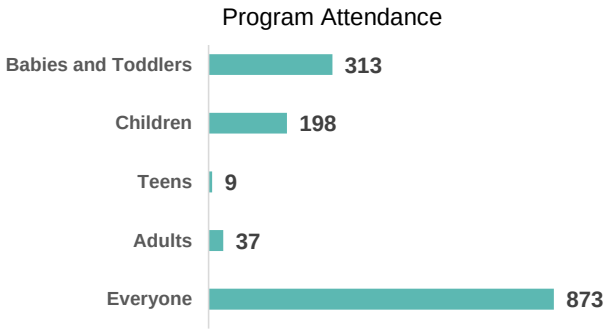
6872 Visitors
76 New Members

534 Computer Sessions
7300 WiFi Sessions

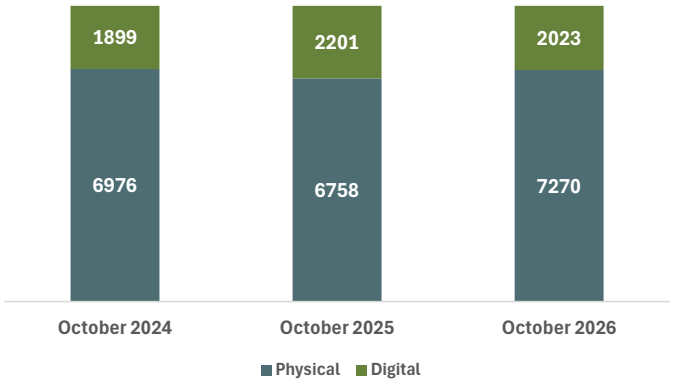
202 Room Reservations
388 Hours of Use

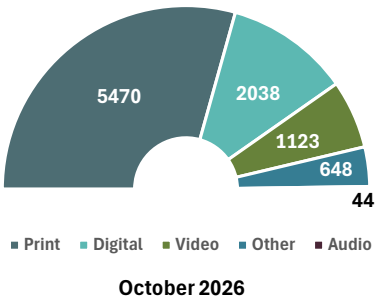
PROGRAMS AND EVENTS

1430 Participants
54 Programs



CIRCULATION





KENAI
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MEMORANDUM

TO:	Mayor Knackstedt and Kenai City Council
THROUGH:	Terry Eubank, City Manager
FROM:	Tyler Best, Parks and Recreation Director
DATE:	November 4th, 2026
SUBJECT:	**Mid-Month Report – October**

October means winter is just around the corner for Parks and Recreation. Grass continued to grow late into the month this year, and while staff began cleaning and storing summer equipment, mowers and trimmers remained in use until nearly the end of October. Another annual fall task is removing the flowerpots and seasonal plantings that are installed throughout the City each spring. With no snowfall in October, most regular winter operations have not yet begun. Once the snow arrives, Parks and Recreation will shift its focus to clearing snow from City building walkways, grooming ski trails, plowing walking paths, and maintaining Daubenspeck Pond for ice skating once temperatures allow.

The annual Pumpkin Festival took place on one of the rainiest days of October, but that didn't stop Alaskans from coming out! With approximately 1,500 attendees, the event featured hot cider, free pumpkins, hayrides, games, the popular pumpkin drop, a pumpkin painting contest, and a new addition this year! Trebuchet pumpkin launches! This event has become a staple in the City of Kenai and remains a great way for Alaskans to get outside and enjoy the community before winter arrives.

Parks and Recreation also took on a new responsibility this year by managing reservations for the Challenger Learning Center's main event room. The first reservation took place in October, and the department is now accepting reservations from groups and individuals interested in renting the space.

At the Kenai Recreation Center, we continue to see good attendance for open basketball, pickleball, and volleyball. One particularly fun event is our annual Halloween Dress-Up Tot Time, which has been held for the past three years. This year, nearly 100 participants came dressed in costumes to enjoy a decorated gym and a fun morning of activities. It has become a

Kenai Recreation Center Visits – 3,981
Hours of Gym Rentals-7
Hours of WB/RB Court rentals-46
Hours of Ice Rentals-182



2026 Pumpkin Festival



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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: November 4th, 2026

SUBJECT: **Kenai River Special Management Area (KRSMA) Advisory Board Meeting Recap**

Tyler Best is the City of Kenai representative for the KSRMA Advisory Board. The City of Kenai is a voting member of this advisory board. The Kenai River Special Management Area Advisory Board was originally created in 1985 under the authority of A.S. 41.21.510. The original Board was charged with developing a comprehensive management plan for the Kenai River. The original Comprehensive Plan was completed, and the Board disbanded in 1986. In 1988, a new board was appointed to advise the Department of Natural Resources on implementing the Plan. In 1997, the Board worked to update the Kenai River Comprehensive Management Plan, and it was adopted in December 1997. In May 2004, the Alaska Legislature passed a bill that changed the composition of the board from what the law had directed in the original 1984 KRSMA statute.

Attached is a recap of the KRSMA meeting held on October 8th. The next meeting date will be provided once it is scheduled.

Kenai River Special Management Area Advisory Board Meeting Recap (10/8)

I attended the Kenai River Special Management Area Advisory Board meeting on October 8th. The Board consists of 17 members: nine public members, three agency voting members, and five agency non-voting members.

Officer Elections

- Dave M. was nominated and appointed as Chair.
- Shannon Martin was nominated as Vice Chair.

Committee Appointments

- Monte Roberts was appointed to the Guide Advisory Committee.
- Shannon Martin was appointed Chair of the Habitat/River Use Committee.

Board Seats and Membership

- Oz, Monte Roberts, and Alan G. were appointed to the Board.
- Bill Taplin has resigned from the Board.
- A motion was made to reach out to Wayne to see whether he is interested in filling the vacated seat, which is supported by the bylaws. If he is still interested, the committee will forward his application to the Commissioner.
- New bylaws changes were discussed,

Alaska Department of Natural Resources Report: Aaron Cooper

- Gave a report on summer Operations

DEC Report: Mary Inovejas

- Wrapped up a project on the Kasilof River measuring a range of environmental data.
- The report is expected to be posted in the spring of 2027.
- Grant opportunities are available for projects that improve river water quality. Additional details are available online.

ADF&G Report: No report

U.S. Fish and Wildlife Service: Steve Miller

- Used the State Parks permit system and reported that it worked well. Staff enjoyed the information and liked the new system.
- Working on repairing the fishing platforms on Keystone Drive that were damaged by ice.

U.S. Forest Service: Alex McLain

- Fire crews are clearing trees along the Russian River for removal.
- From the Forest Service perspective, the river is essentially closed for the winter.
- A burn may be planned at Bend.

City of Kenai: Tyler Best

- The Silver Salmon Derby was canceled this year. The Chamber of Commerce made this decision.
- The dip net report is being worked on and should be released in November.
- Cunningham Park was very busy with silver salmon fishing, and the Lions Club rubber ducky race was held there.

City of Soldotna: Joel Todd

- Foot traffic has increased on the West Redoubt property.
- One hundred green and white signs were posted to protect the banks, with a goal of reducing damage by 20 percent.
- One phone call was received about the signs from a person upset that access to the bank had been cut off.
- All campgrounds are closed except Centennial Campground.
- At Rotary Park, Soldotna met with community members. The park was installed in 1997 and most of the bank needs to be restored. Community members will bring in a conceptual sketch for the restoration.

Kenai Peninsula Borough: Dale Echler

- The Borough does not have parks and recreation powers and had no reports on KRSMA areas.
- Discussed Vought Lake with the Mayor, with nothing to report at this time.

Committee Reports

- Guide Advisory Committee: No report
- Habitat/River Use Committee: No report

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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: November 5, 2026

SUBJECT: **Planning and Zoning – October 2026 Monthly Report**

General Information

For the month of October Planning maintained focus on continuing the excellent progress we have made regarding code enforcement. A new protocol has been created for the City to have a streamlined process for abandoned vehicles parked on City streets and City-owned lands. Lands continued developing an updated map for all City-owned parcels. The Planning Director continued to focus on grant administration and the master plan for the Airport. Please find below a summarized list of October projects for Planning & Zoning.

Department Summary

Lands & Leases:

- Continued clean-up of Zoning map and Water and Sewer map
- Continued review and itemization of leases
- Completed LMP review
- Dena'ina Point/Tidewater project – obtained appraisal quotes for City owned parcels
- Received and processed application for new Lease of City lands
- Finalized termination of expired DNR lease for old wellhouse 1 site
- Renewal of expiring Special Use Permits
- Discussed zoning regulations, plats, easements, mapping, and leases with various departments, lessees, surveyors and members of the public.

Planning & Zoning:

- Continued meetings to discuss residential and commercial development in Kenai
- Reached out to state agencies to discuss housing opportunities/programs
- Completed grant/funding opportunities for brownfields and park improvements
- Met with Alaska DNR staff to discuss Land & Water Conservation Fund requirements

Code Enforcement:

- Code Enforcement follow-up on new cases and all outstanding cases
- 4 complaints received in October 2026
- 21 open cases in total
- 6 properties are currently in fines
- 1 case closed in October

Planning and Zoning Commission

There were two Commission meetings held in October. The first meeting had five public hearings on the agenda. Two were for granting a Conditional Use Permit for a cabin rental. An Additional two were for the Conditional Use Permit and Variance for the extraction of natural resources. And the last hearing was for the withdrawal of the application for a variance permit at 2817 Beaver Loop Road. The second meeting had one public hearing for a Conditional Use Permit for a Daycare and one plat review.

Code Enforcement Previous Month and YTD

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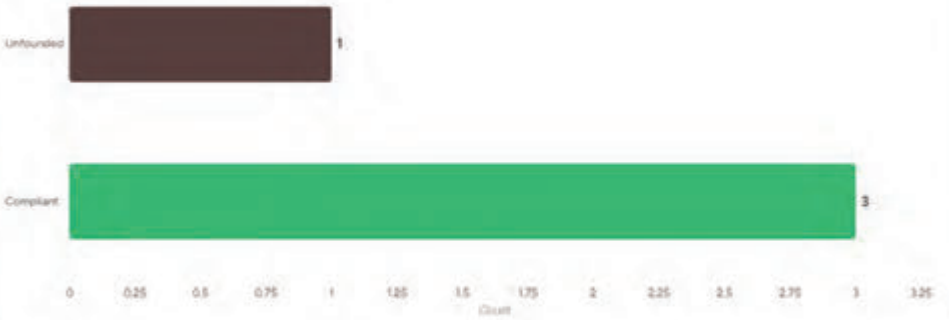
Total Complaints Year to Date

119

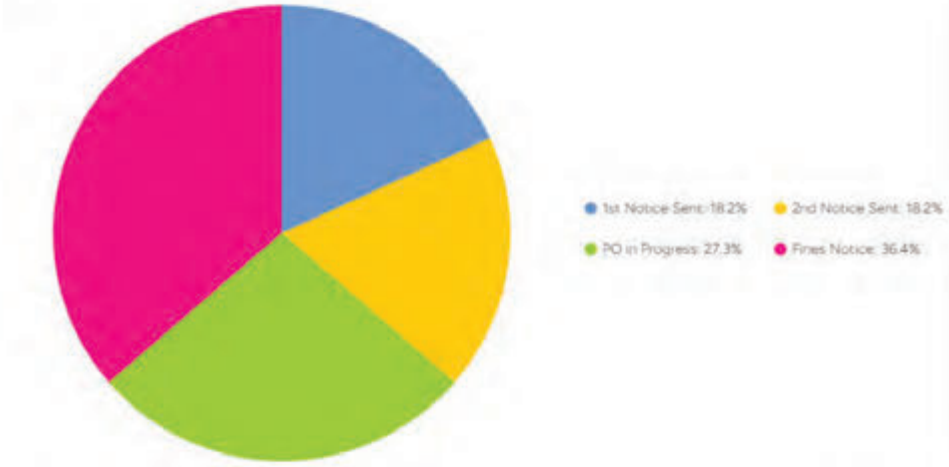
Complaints Reported Prev. Month

4

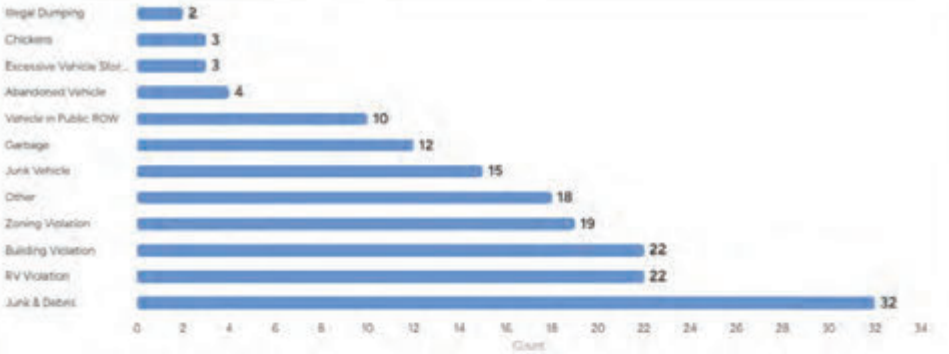
Case Status Changes - Previous Month



Status of All Non-Compliant Cases



Cases by Violation Type Year to Date



Cases Marked Compliant Last Month

1

Open Cases

21

Compliance Rate



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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Police Chief

DATE: November 6, 2026

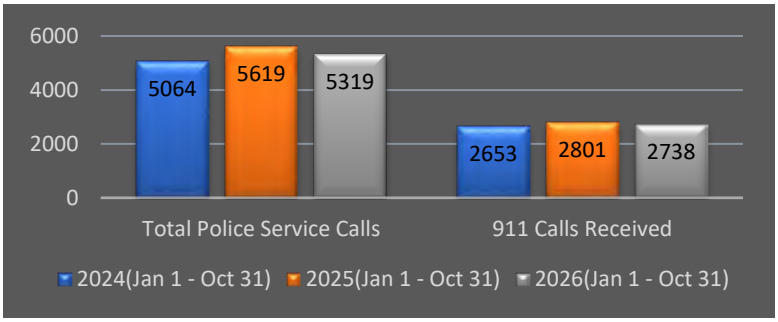
SUBJECT: **Police & Communications Department Activity – October 2026**

Police handled 488 calls for service in October and 259 calls were received by dispatch via 911. Officers made 24 arrests. Traffic enforcement resulted in 110 traffic contacts with 17 traffic citations issued and there were 3 DUI arrests. There were 30 reported motor vehicle collisions in October. Six of those collisions involved moose or caribou and one involved alcohol or drugs.

Sgt. Ryan Grimm, Dispatcher Supervisor Stacey Day, and Animal Control Officer Sasha Coleman handed out candy at the Old Carr's Mall Trunk R' Treat on October 24. Officer Austin Asp, Dispatcher Makayla Derkevorkian, and Dispatch Supervisor Stacey Day celebrated National First Responders Day at Kenai Global Credit Union on October 28, handing out candy and water. Officer Dan Smith represented KPD at the Nikiski Senior Center Trunk R' Treat on October 30.

Dispatcher Kristen Bonner continues to progress through training and recently completed Dispatch Directed CPR and FEMA courses. Dispatch Supervisor Stacey Day completed several courses, including Finding and Developing the People of 911, Partnering with Purpose, and Effective Engagement with Fire Departments.

School Resource Officer Chad Larsen taught 25 lessons at local schools, covering topics such as DARE, Internet Safety, and Trick-or-Treating Safety.



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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: November 10, 2026

SUBJECT: **Public Works Mid-month Report November 2026**

Capital Projects currently in process:

- Emergency Services Facility Assessment – Assessment complete. Schematic Design Proposal being developed.
- KMA Apron Sealcoating and Crack Sealing – Project completed. Closeout ongoing.
- Kenai Municipal Airport Runway Rehabilitation Project - Project completed. Closeout ongoing.
- Kenai Municipal Airport Master Plan Update – Phase 2 ongoing.
- USACE Kenai Bluff Bank Stabilization Project – Project completed. Closeout ongoing.
- Wastewater Plant Digester Blowers Replacements – Digester interior work almost complete and to go back online soon. New control panel and exterior piping being installed.
- Water Treatment Plant Pumphouse – Testing of new water main being completed. Building slab to be poured soon to construct building this winter.
- Harbor Float Replacement – Construction of floats ongoing.
- Aliak Storm Drain Repairs – Project completed. Closeout ongoing.
- Architectural Services – Design services ongoing.
- Animal Control and Senior Center Canopy Roof Replacements – Animal Control completed. Senior Center canopy is waiting on lights to arrive and parapet cap to be completed.
- SCADA Design/Construction – Site visit conducted. Consultant developing options and costs to replace/upgrade system.
- Vintage Pointe Windows – Project unawarded due to cost. Reviewing options to proceed.
- Citywide Paving Design – Survey ongoing.
- Mission Avenue Erosion Mitigation – Construction completed except for heat trace in storm drain that is waiting on additional parts needed.

Capital Projects in planning to be released:

- Sewer Lift Station Upgrades
- Kenai Recreation Center LED Conversion
- Mission/Main Storm Drain Improvements

- Cemetery Improvements Design
- Flight Services RTU Replacement
- Old Town Playground Design

Other Projects/Services in development for ITB/RFP:

- Banking Services

Building season continues and the department is busy managing inspection and plan review. We have 44 new residential construction permits and 20 new commercial building permits in 2026. Buildings continues to work on regular maintenance at our facilities.

The Streets crew completed some end of season ditching for water issues and pumped down the pond at the back of Inlet Woods to remove water from the roads. They are building floats for the boat launch and ready to start plowing and sanding.

The Shop has completed the 2nd auction and is working with the Police Department to outfit the two new police cruisers that arrived.

The Utility Department has hired a new operator and is working with him to relocate to Kenai. Cody Maki, one of our Lead Operators has submitted his resignation and we are posting his position to fill. They continue to work with contractors on the Pump House and Digester Blower projects while also completing maintenance on lift stations before winter.

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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Kathy Romain, Senior Center Director

FROM: Astrea Piersee, Administrative Assistant III

DATE: November 6, 2026

SUBJECT: **October 2026 Monthly Report**

Number of individuals served in September:

Home Delivered Meals	1806
Individuals	95
Dining Room (Congregate) Meals	739
Individuals	149
Transportation (1-way rides)	351
Individuals	28
Homemaker Assistance	43/142
Writers Group	32
Caregiver Support Group	15
Widows/Widowers Grief Support Group	12
Growing Stronger Exercise	232
Tai Chi Class	38
TOPS Weight Loss Class	44
Bluegrass & Music Sessions	49
Card Games	112
Wii Bowling	1
Arts & Crafts	49
Volunteers Hours	422
Individuals	32
Total Event Sign-ins *	1106
Individuals *	213
Vintage Pointe Manor Vacancies	1

*(not including home meals clients)

This month's highlights included our annual Bring a Friend to Lunch Day, encouraging seniors to invite someone new to join them for lunch. We also enjoyed a no-host dinner at Mama's Chipped China Diner, which graciously opened especially for our senior group, making for a wonderful evening out. Other activities included an Autumn Dance complete with a DJ, bringing plenty of music, dancing, and seasonal fun.

We wrapped up our final trips of the year with outings to Captain Cook State Recreation Area, the Russian River and Princess and Wilderness Lodge, giving participants one more opportunity to enjoy the beautiful fall scenery of the Kenai Peninsula.

Closing out the month was our annual Trick or Treat event, sponsored by Kenai Senior Connection. Children, parents, and seniors alike enjoyed an afternoon of indoor activities, visiting, and trick-or-treating. It was a wonderful opportunity to bring generations together and share some Halloween fun with our community.























