



Kenai City Council - Regular Meeting

November 19, 2025 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)
 All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

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. COUNCIL APPOINTMENT

1. Selection of Appointee with the Continuation of Interviews if Needed. [*Clerk's Note: Council May Convene into Executive Session to Discuss this Agenda Item which May be a Subject that Tends to Prejudice the Reputation and Character of the Candidate for the Vacant City Council Seat. (AS 44.62.310(C)(2))*]
2. Appointee Oath of Office

F. PUBLIC HEARINGS

1. **Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road. (Administration)
2. **Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center. (Administration)
3. **Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road. (Administration)

4. **Ordinance No. 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances. (Administration)

G. MINUTES

1. *Regular Meeting of November 5, 2025. (City Clerk)

H. UNFINISHED BUSINESS

I. 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** - Amending Special Use Permit for Weaver Brothers, Inc. for Truck Trailer Storage. (Administration)
4. **Action/Approval** - Directing the Administration to Bring Forward the Legislation Necessary to Sunset the City of Kenai Harbor Commission. (City Clerk)
5. **Discussion/Action** - Scheduling a Work Session to Discuss Challenger Center. (Administration)

J. COMMISSION REPORTS

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

K. REPORT OF THE MAYOR

L. ADMINISTRATION REPORTS

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

M. ADDITIONAL PUBLIC COMMENTS

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

N. EXECUTIVE SESSION

O. PENDING ITEMS

P. ADJOURNMENT

Q. 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/sNSNAbsnTk6P8efaLT8Mdg>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3492-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – STREETS DEPARTMENT FOR REPLACEMENT OF DAMAGED GUARD RAIL ON BEAVER LOOP ROAD.

WHEREAS, a guard rail on Beaver Loop Road was damaged by a vehicle and needs replaced; and,

WHEREAS, the City is working to recover costs to complete this replacement; and,

WHEREAS, costs to replace the guard rail are estimated at \$19,000 which was not budgeted; and,

WHEREAS, it is in the best interest of the City to amend the Streets Department Repair and Maintenance budget to replace the guard rail on Beaver Loop Road.

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

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

General Fund:

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$19,000</u>

Increase Appropriations – Street Department -	
Repair and Maintenance	<u>\$19,000</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:
Enacted:
Effective:

November 5, 2025
November 19, 2025
November 19, 2025



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

THROUGH: Dave Swarner, Finance Director

FROM: Lee Frey, Public Works Director

DATE: October 28, 2025

SUBJECT: **Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road.

A guard rail on Beaver Loop Road alongside a culvert was damaged by a vehicle. The Police Department and Finance Department are working to recover funds to compensate the City for these damages, but a timeline for recovering funds is unknown and the damage needs repaired. Public Works requested quotes to replace the damaged guard rail and are working with a contractor to complete these repairs as soon as possible. Quote received for the repair is \$18,393.75 and these costs were not budgeted for in the Streets Department budget.

The Public Works Department requests a supplemental appropriation of \$19,000 to the Streets Department Repair and Maintenance fund to complete this replacement. The existing guard rail is damaged beyond repair and flagged for safety.



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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Swarner, Finance Director

FROM: Lee Frey, Public Works Director

DATE: November 1, 2025

SUBJECT: **Ordinance No. 3492-2025** – Amendment to Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road.

It has been determined that the City's insurance will pay for replacement of the guardrail except for the \$1,000 deductible. Public Works is proceeding with repairs with a contractor. As such, appropriation of fund balance is not necessary to cover repair costs.

The Public Works Department requests an amendment of the Ordinance to change the revenue source for the appropriation from Fund Balance to Restitution.

The following amendments are respectfully requested.

Motion

Add a new WHEREAS after the current third WHEREAS to read:

WHEREAS, the damage is covered by the City's insurance less a \$1,000 deductible; and,

And

Amend the revenue source in Section 1 by replacing "Appropriation of Fund Balance" with "Restitution"

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3493-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND - BUILDINGS DEPARTMENT FOR REPLACEMENT OF THE COOLING SYSTEM IN THE CITY'S DATA CENTER.

WHEREAS, the air conditioning system for cooling the City's data center located in the Public Safety Building has failed; and,

WHEREAS, a cooling system is necessary for the operation of the data center; and,

WHEREAS, the cost to replace the cooling system is estimated at \$20,000 which was not budgeted; and,

WHEREAS, it is in the best interest of the City to amend the Buildings Department budget to replace the cooling system for the data center.

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

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

General Fund:

Increase Estimated Revenues -	
Appropriation of Fund Balance	<u>\$25,000</u>

Increase Appropriations - Buildings	
Machinery and Equipment	<u>\$25,000</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

New Text Underlined: [DELETED TEXT BRACKETED]

Ordinance No. 3493-2025
Page 2 of 2

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	November 5, 2025
Enacted:	November 19, 2025
Effective:	November 19, 2025



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Swarner, Finance Director

FROM: Lee Frey, Public Works Director

DATE: October 28, 2025

SUBJECT: **Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center.

The air conditioning system located in the Fire Department garage that cools the adjacent server room has failed. The room is being cooled with portable systems until a permanent fix can be completed. Quotes are being obtained to install a new cooling system and complete associated building, mechanical and electrical work to make this occur. Expected costs to replace existing unit with a large dual system for redundancy are approximately \$25,000.

The Public Works Department requests a supplemental appropriation of \$25,000 to the Buildings Department fund to complete this replacement. This equipment is necessary for City operations and this expense was not previously budgeted for.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3494-2025**

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP BY REZONING SEVEN LOTS AND ONE TRACT TO URBAN RESIDENTIAL AND TWO TRACTS TO SUBURBAN RESIDENTIAL ALONG REDOUBT AVENUE, FROM 4TH STREET TO FLOATPLANE ROAD.

WHEREAS, the City of Kenai received a rezone application from the majority of property owners of the area to be rezoned in accordance with KMC Section 14.20.270 *Amendment procedures*; and,

WHEREAS, the area proposed to be rezoned extends adjacent zoning boundaries; and,

WHEREAS, the property owners of the seven lots and three tracts subject to the rezone have been contacted by the Planning Department and do not object to the proposed rezoning; and,

WHEREAS, the proposed rezone would eliminate the need for Conditional Use Permits for current residential developments either operating or under construction at the time of this Resolution; and,

WHEREAS, City utilities are available along this corridor and being extended as development occurs; and,

WHEREAS, the proposed rezone would allow for future higher density residential development by allowing for smaller individual lot sizes after a future subdivision; and,

WHEREAS, the proposed amendment to the zoning ordinance is not substantially the same as any other unapproved proposed amendment submitted within the previous nine (9) months; and,

WHEREAS, the Planning and Zoning Commission conducted a duly advertised public hearing, following requirements outlined in KMC 14.20.280 for public hearings and notifications; and,

WHEREAS, the rezone is consistent with the Imagine Kenai 2030 Comprehensive Plan and aligns with the Land Use Plan and addresses Goal 3 – *Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development*; and,

WHEREAS, at their regularly scheduled meeting held on October 22, 2025, the City of Kenai Planning and Zoning Commission voted to recommend the subject properties be rezoned as proposed below.

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

Section 1. Amendment of City of Kenai Official Zoning Map: That City of Kenai, Official Zoning Map is hereby amended as follows:

<u>Parcel #</u>	<u>Physical Address</u>	<u>Lot Size (acres)</u>	<u>Legal Description</u>	<u>Zoning</u>
03913001	2398 Redoubt Ave	0.23	Lot 1, Block 1, Mommsens Subdivision 1988 Addition	[RS] <u>RU</u>

03913002	2396 Redoubt Ave	0.31	Lot 2, Block 1, Mommsens Subdivision 1988 Addition	[RS] <u>RU</u>
03913003	2394 Redoubt Ave	0.29	Lot 3, Block 1, Mommsens Subdivision 1988 Addition	[RS] <u>RU</u>
03901063	2392 Redoubt Avenue	1.22	Lot 1, Kenai Meadows Subdivision	[RR] <u>RU</u>
03901064	2390 Redoubt Avenue	1.21	Lot 2, Kenai Meadows Subdivision	[RR] <u>RU</u>
03901068	2200 Redoubt Avenue	0.99	Lot 3, Kenai Meadows Subdivision, Addition No. 1	[RR] <u>RU</u>
03901069	2150 Redoubt Avenue	1.32	Lot 4, Kenai Meadows Subdivision, Addition No. 1	[RR] <u>RU</u>
03901067	None	69.58	Tract A1, Kenai Meadows Subdivision, Addition No. 1	[RR] <u>RS</u>
04101015	1620 Redoubt Avenue	10.61	Tract 2, Parson's Homestead No. 2	[RR] <u>RS</u>
04101002	1000 Redoubt Avenue	160.19	SE 1/4, T 6N, R 11W, Section 30, Seward Meridian	[RR] <u>RU</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF NOVEMBER, 2025.

Henry Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	November 5, 2025
Enacted:	November 19, 2025
Effective:	December 19, 2025



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: October 30, 2025

SUBJECT: **Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road.

Multiple property owners want to rezone a total of ten parcels/properties along the north side of Redoubt Avenue. Currently, zones are Rural Residential (RR) and Suburban Residential (RS).

The purpose of the rezone is to allow for higher density development in the future, as well as expand the number of principal permitted uses. The rezone will allow minimum lot sizes to be greatly reduced, as well as allow for the construction of larger multi-family dwellings without the need for Conditional Use Permits. Development in this area, which has access (or is planned to have access) to City water and wastewater, is projected to be higher-density, similar to development patterns already seen in neighboring subdivisions. The rezone will also align the subject properties with the surrounding zoning districts and the Land Use Map in the Comprehensive Plan.

There will be no non-conforming uses created by the completion of this rezoning effort.

The Comprehensive Plan supports this rezoning in the following identified goal:

Goal 3 – Land Use: Develop land use strategies to implement a forward-looking approach to community growth and development.

- *LU-3: Review existing zoning and subdivision codes to determine if they address current and future land uses adequately.*

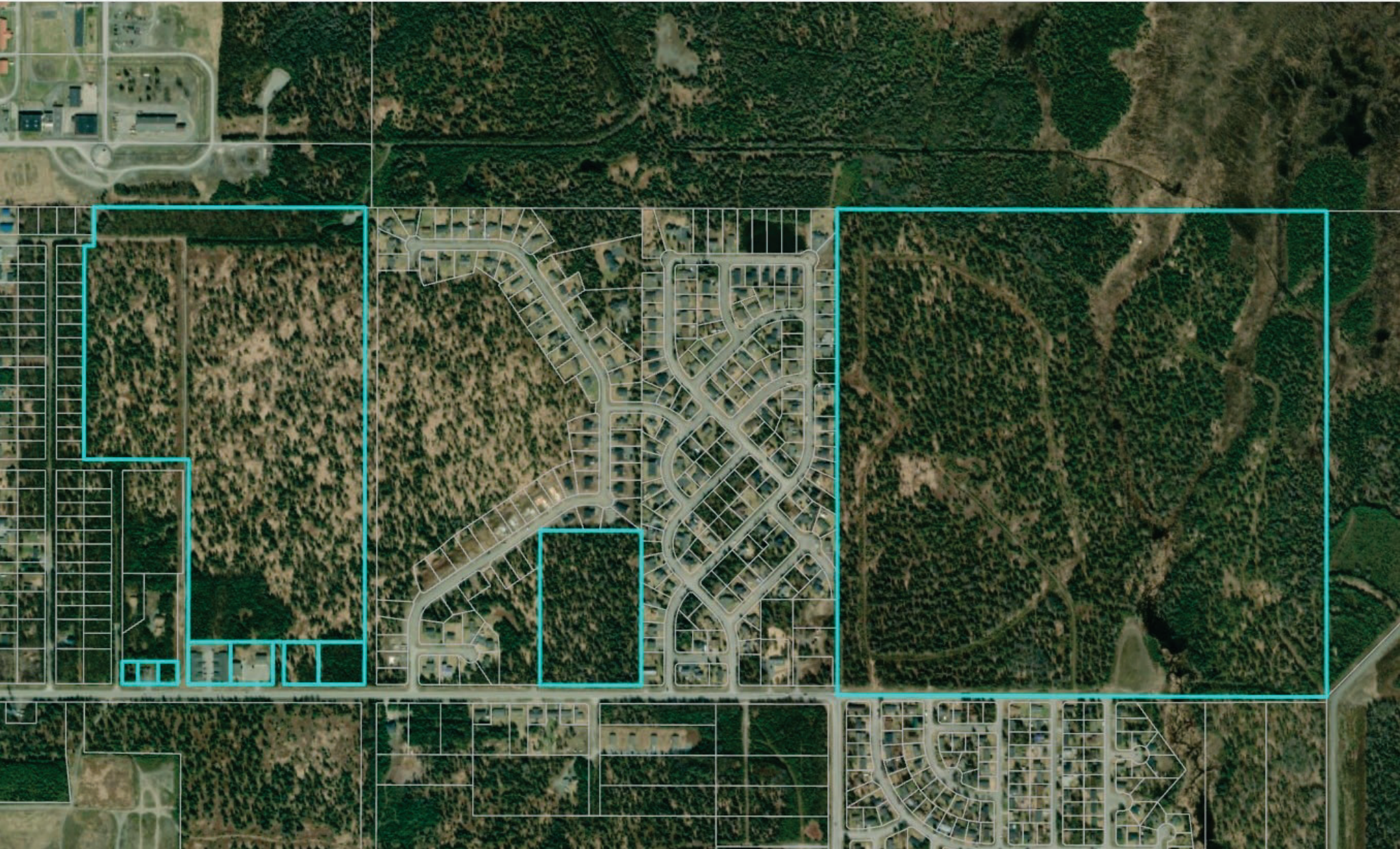
Thank you for your consideration.

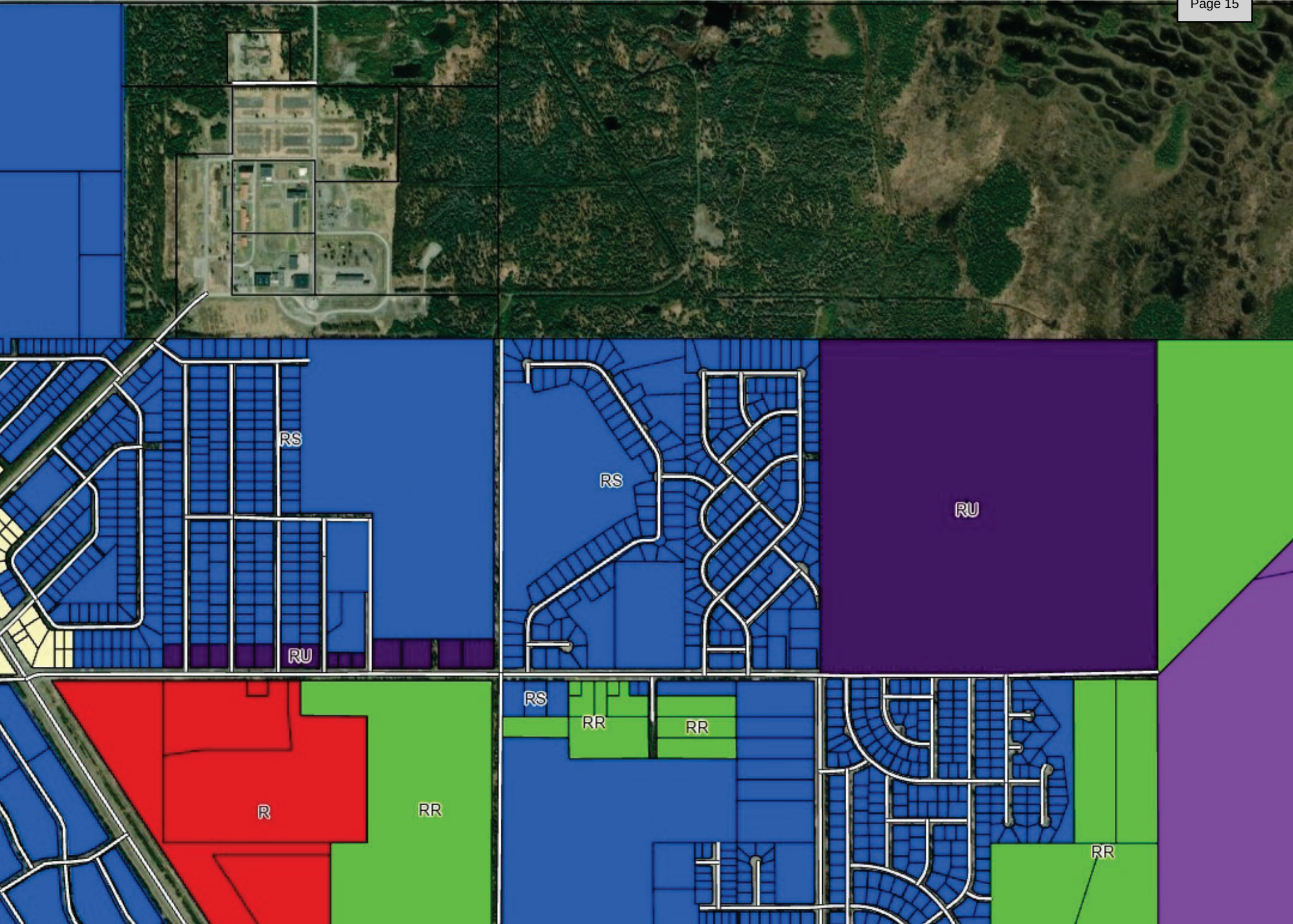
Attachments

Location Map

Proposed Zoning Map

Location Map







Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3495-2025**

AN ORDINANCE AUTHORIZING THE REALLOCATION OF CAPITAL PROJECT FUNDS, AN INCREASE TO ESTIMATED REVENUE AND EXPENDITURES, AND APPROVING THE SOLE-SOURCE PURCHASE OF TWO PATIENT POWER LOAD SYSTEMS FOR AMBULANCES.

WHEREAS, the City budgeted \$60,000 in the Public Safety Capital Fund for rehabilitation of the drafting pit located behind Fire Station 1; and,

WHEREAS, the Fire Chief has determined the drafting pit does not meet the needs of current and future fire apparatus pumps and has made arrangement for use of neighboring agency facilities for pump testing; and,

WHEREAS, the need for powered patient loading systems is critical to the safety of Kenai medical responders and patients; and,

WHEREAS, it is in the best interest of the City to reallocate the funds for the rehabilitation of the drafting pit to purchase two powered patient loading systems to preventing injury to medical providers and patients during emergency medical responses; and,

WHEREAS, an additional appropriation of General Fund balance in the amount of \$1,111.72 is needed to meet the contract amount; and,

WHEREAS, Stryker makes the only powered loading systems that are compatible with the existing patient cots in the City's ambulances, and pursuant to KMC 7.15.070 - Innovative Procurement and Other Exceptions, Striker Power Loader Systems may be purchased without an opportunity for competitive bidding as they can only be furnished by a single dealer.

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

Section 1. That estimated revenues and expenditure be increased as follows:

General Fund:

Increase Estimated Revenues –	
Appropriation of Fund Balance	<u>\$1,111.72</u>
Increase Appropriations –	
Transfer to Public Safety Capital Project Fund	<u>\$1,111.72</u>

Public Safety Capital Project Fund

Increase Estimated Revenues –	
Transfer from General Fund	<u>\$1,111.72</u>
Increase Appropriations –	
Fire Department Stryker Power Loader Systems - Machinery & Equipment	<u>\$1,111.72</u>

Section 2. Authorization to reallocate project funds:

Public Safety Capital Project Fund

Decrease Expenditures -	
Fire Department Pump Testing Tank Repair -	
Construction	<u>\$60,000</u>
Increase Expenditures -	
Fire Department Stryker Power Loader Systems -	
Machinery & Equipment	<u>\$60,000</u>

Section 3. The City Manager is authorized to execute a contract for the sole source purchase and installation of two Stryker Power Loading Systems for the \$61,111.72.

Section 4. 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 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF NOVEMBER, 2025.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:	November 5, 2025
Enacted:	November 19, 2025
Effective:	November 19, 2025



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Dave Swarner, Finance Director

FROM: Jay Teague, Fire Chief

DATE: October 20, 2025

SUBJECT: **Ordinance No 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances.

This Resolution requests that the City Council authorize reallocation of Capital Project Funds for purchasing two Stryker Power Loader systems for \$61,111.72.

The Fire Department currently has \$60,000 in the Public Safety Capital Project Fund for repair of our Hose Testing Tank behind Station 1. This tank is in disrepair and does not adequately meet fire engine capacity needs. Alternate sites and agreements with mutual aid agencies for pump testing eliminate the necessity for servicing this tank.

The remaining \$1,111.72 is being requested as an appropriation of General Fund Balance.

The Fire Department frequently lift patients on gurneys in excess of 300 pounds. The Stryker Power Loader system is a powered system that electronically lifts and lowers ambulance gurneys. Electronic lift systems are widely considered an industry standard driven by their ability to reduce injuries, improve safety, decrease risk and increase efficiency. The Fire Department already uses the Stryker Power Cots that are compatible with the requested loading systems. Other brands of patient loading platforms are proprietary and require their own brand of patient cots to be used. If we were to look at an alternative system we would then be forced to not only purchase the loaders, but new compatible cots as well more than doubling the cost. Once a contract has been issued, Stryker will send a technician from Anchorage to Kenai for installation of the units.

The administration request to reallocate the \$60,000 from Hose Testing Tank project and an appropriation of \$1,111.72 from the General Fund Balance to purchase and install two Stryker Power Loader systems for our two new ambulances at a cost of \$61,111.72.

Thank you for your consideration.

**KENAI CITY COUNCIL - REGULAR MEETING
NOVEMBER 5, 2025 - 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR HENRY KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on November 5, 2025, 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
Phil Daniel
Victoria Askin

Sovala Kisena
Deborah Sounart
Bridget Grieme

A quorum was present.

Also in attendance were:

**Josh Bolling, Student Representative
Dave Ross, Acting City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Lee Frey, Public Works Director
Mary Bondurant, Interim Airport Manager
Logan Parks, Deputy City Clerk
Shellie Saner, City Clerk

3. Election of Vice Mayor

Council Member Kisena **MOVED** to nominate Council Member Askin as Vice Mayor.

Having no other nominations and hearing no objections, Council Member Askin was elected to the position of Vice Mayor.

4. Agenda and Consent Agenda Approval

MOTION:

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

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

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

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Kenai Police Department Accreditation, Scott Hayes, Executive Director of Northwest Accreditation Alliance.

Scott Hayes, Executive Director of the Northwest Accreditation Alliance, presented the Kenai Police Department with their second award of Accreditation; he provided an overview of the goals established within the accreditation process, noting there were 110 standards which had to be met in order to receive accreditation.

2. Community Development Block Grant Program, Kevin Buettner, City of Kenai Planning Director.

Planning Director Buettner provided a presentation on the Community Development Block Grant Program (CDBG), reporting that it was federal funding managed by the Alaska Department of Commerce, Community and Economic Development; project categories included: community development, planning and special economic development projects; maximum finding was up to \$850,000 per community per funding round; a 25% match was encouraged, but not mandatory; in-kind matches were allowed; and phased projects may be funded depending on structure. He further reported:

- Eligible Community Development Projects include: water and sewer, solid waste disposal, flood and drainage improvements; dock and harbor improvements, local road service, some airport activities; ADA compliance for public facilities, and Fire protection facilities and equipment.
- Planning Projects include: data collection and analysis, marketing and feasibility studies, community and economic development plans, land use and capital improvement plans and plan updates.
- Special Economic Development Projects include: Public-private partnerships supporting commercial or industrial improvements; and must create/maintain jobs for low to moderate-income persons or provide affordable goods/services to low- and moderate-income residents.
- 2025 Proposed Project: installation of new water and wastewater mains along future 6th Street to serve newly constructed low-income and senior housing developments.

Mr. Buettner stated that the City is seeking ideas for additional feasible projects from the public which would qualify under the CDBG program.

Clarification was provided regarding the application periods and requirements which needed to be met before applying for the next funding round; potential use and restrictions related to fire protection; the program required municipalities to give the public an opportunity to propose alternate projects; and the definition of low-and moderate-income residents varied by community and was based on household size and income levels.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS - None.

Maeve Spiegler addressed the Council regarding installing fencing around playgrounds, noting it could be a future CDBG program project, She clarified it was her goal to have an all-inclusive playground with wheelchair-accessible swings as well as other features; however, a good start would be fencing around existing playgrounds.

E. PUBLIC HEARINGS

1. **Ordinance No. 3490-2025** - Increasing Estimated Revenues and Appropriations in the Wastewater Treatment Facility Improvement Capital Project Fund, Accepting a Grant from the U.S. Environmental Protection Agency for the Kenai Wastewater Treatment Facility Digester Blowers Upgrade Project and Awarding the Construction Contract for the Project. (Administration). (Administration)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3490-2025. Council Member Sounart **SECONDED** the motion.

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

City staff provided a summary overview of the memorandum as attached to Ordinance No. 3490-2025 was provided; it was noted that although funds were previously appropriated, bids came in higher than expected and additional funding was needed.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

2. **Ordinance No. 3491-2025** - Accepting the Donation of Three Bronze Statues from the Kenai Chamber of Commerce and Visitors Center. (Administration)

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

MOTION:

Council Member Sounart **MOVED** to introduce Ordinance No. 3491-2025. Vice Mayor Askin **SECONDED** the motion.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

MOTION:

Vice Mayor Askin **MOVED** to conduct the second reading on Ordinance No. 3491-2025. Council Member Sounart **SECONDED** the motion.

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3491-2025. Council Member Sounart **SECONDED** the motion.

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

VOTE:

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

NAY: None

**Student Representative Bolling: Yea

MOTION PASSED.

- 3. Resolution No. 2025-62** - Declaring the Vacation of Portions of Utility Easements Associated with Lots 8, 9, 27 And 28, Block 7, Valhalla Heights Subdivision Part 3 (Plat KN 1568), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and are Consenting Vacation. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-62. Council Member Sounart **SECONDED** the motion.

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

City staff provided a summary overview of the memorandum and backup materials as attached to Resolution No. 2025-62; it was noted that the property owner previously submitted a preliminary plat; access from Phillips Drive would remain restricted, with access maintained from Standard Ave; and the easement vacation was necessary to finalize the plat.

UNANIMOUS CONSENT was requested.

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

- 4. Resolution No. 2025-63** - Establishing the 2026 City Council Regular Meeting Schedule. (City Clerk)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-63. Council Member Grieme **SECONDED** the motion.

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

City staff provided a summary overview of the memorandum and calendar as attached to Resolution No. 2025-63.

UNANIMOUS CONSENT was requested.

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

- 5. Resolution No. 2025-64** - Mutually Agreeing to Terminate the Lease Located at 9711 Kenai Spur Highway with the Alaska Center for Space Technology, Inc. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-64. Council Member Sounart **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comment.

Tim Dillon, President of the Challenger Learning Center (Center) Board of Directors, addressed the Council regarding the closure of the Center, reporting the closure was due to declining revenue streams and financial challenges; he thanked the City administration and staff for their assistance during the transition process; clarified that the Center operated as a franchise and did not receive direct funding from NASA; and final closure would be on November 15, 2025.

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

There was discussion and appreciation stated for the Center and staff, with recognition of the significant impact the Center had on students and families in our community; and personal experiences emphasizing the lasting influence on multiple generations were shared.

UNANIMOUS CONSENT was requested.

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

6. Resolution No. 2025-65 - Authorizing the Use of the Equipment Replacement Fund for Purchase of Datacenter Equipment Software. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-65. Council Member Sounart **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

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

7. Resolution No. 2025-66 - Authorizing the Use of the Equipment Replacement Fund for the Purchase of a New Trackless MT7 with Snow Blower Attachment. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2025-66. Council Member Sounart **SECONDED** the motion.

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

City staff provided a summary overview of the memorandum as attached to Resolution No. 2025-66; clarification was provided that the MT7 model was the current replacement for the MT6 model.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of October 15, 2025. (City Clerk)

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Special Use Permit to LifeMed Alaska, LLC for Ambulance Warm Storage. (Administration)

Approved by the consent agenda.

3. ***Ordinance No. 3492-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Streets Department for Replacement of Damaged Guard Rail on Beaver Loop Road. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

4. ***Ordinance No. 3493-2025** - Increasing Estimated Revenues and Appropriations in the General Fund - Buildings Department for Replacement of the Cooling System in the City's Data Center. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

5. ***Ordinance No. 3494-2025** - Amending the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential Along Redoubt Avenue, from 4th Street to Floatplane Road. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

6. ***Ordinance No. 3495-2025** - Authorizing the Reallocation of Capital Project Funds, an Increase to Estimated Revenue and Expenditures, and Approving the Sole-Source Purchase of Two Patient Power Load Systems for Ambulances. (Administration)

Introduced by the consent agenda and Public Hearing set for November 19, 2025.

7. **Action/Approval** - Directing the Planning & Zoning Commission to Review and Make Recommendations to Update Kenai Municipal Code 14.10 – Subdivision Regulations. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to direct the Planning & Zoning Commission to review and make recommendations to update KMC 14.10. Council Member Sounart **SECONDED** the motion.

City staff provided a summary overview of the memorandum as included in the packet; noting this would look at how process could be streamlined and reduce the red tape on the City's end; this would essentially take specific details out of code and instead refer to manual.

UNANIMOUS CONSENT was requested on the motion.

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

8. **Action/Approval** - Mayor Liaison Nominations for Appointment to Commissions and Supervisory Sub-Committee. (Knackstedt)

Mayor Knackstedt requested to include the nomination of Council Member Sounart to the Supervisory Sub-Committee.

MOTION:

Council Member Daniel **MOVED** to approve the Mayoral Nominations of Council Liaisons for appointment to commissions and appoint Council Member Sounart to the Supervisory Sub-Committee. Vice Mayor Askin **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

9. **Action/Approval** - Confirmation of Mayor Nomination for a Partial Term Appointment of Marty Askin to the Planning & Zoning Commission. (Knackstedt)

[Clerk's Note: Vice Mayor Askin declared a conflict with confirmation of the appointment, as the candidate is her spouse. Mayor Knackstedt ruled a conflict did exist and Vice Mayor Askin abstained from discussion and voting on the appointment.]

MOTION:

Council Member Daniel **MOVED** to confirm the appointment of Marty Askin to a partial term on the Planning & Zoning Commission. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

10. Discussion/Action - Scheduling a Joint Work Session with the Salamatof Tribal Council.
(Administration)

The Joint Work Session with the Salamatof Tribal Council was tentatively scheduled for January 12, 2025 with an alternative date of January 15, 2025 depending on the availability of the Tribal Council.

11. Discussion/Action - Scheduling a Work Session to Discuss City Elections. (Clerk)

The Work Session to Discuss City Elections was schedule for December 3, 2025 at 5:00 p.m.

12. Discussion/Action - Selecting a Sub-Committee to Develop Interview Questions for Council Applicant Interviews. (Clerk)

Mayor Knackstedt, Council Member Kisena and Council Member Grieme were selected as the Sub-Committee members.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting November 13, 2025.

2. Airport Commission

No report, next meeting November 13, 2025.

3. Harbor Commission

No report, next work session and meeting November 10, 2025.

4. Parks and Recreation Commission

No report, next meeting cancelled.

5. Planning and Zoning Commission

Vice Mayor Askin reported on the October 22, 2025 meeting, next meeting November 12, 2025.

6. Beautification Commission

Vice Mayor Askin reported there was no quorum present at the October 14, 2025 meeting.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Congratulated the Kenai Police Department on their Accreditation.
- Welcomed Council Member Grieme.
- Thanked Parks & Recreation Director Best for the Personal Use Fisher Report.
- Thanked Public Works for the street light repairs.
- Congratulated the Chamber on the Haunted House, noting the tour was amazing.
- Meeting with the Rotary Club on October 28, 2025.
- Participating in the Bluff Stabilization end of project celebration.

K. ADMINISTRATION REPORTS

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

- Provided a recruitment update.
- Welcomed Julie Semmens as the Airport Administrative Assistant.
- Announced City Planner Kevin Buettner was now President of the Kenai Peninsula Economic Development District.
- There were now 88 responses to the Community Survey.
- HDR would be providing a Bluff Stabilization wrap-up report on December 3, 2025.
- The Senior Center was preparing a DOT Grant application for an ADA-Accessible vehicle.
- Kayla Feltman, Activity Volunteer Coordinator at the Senior Center, earned national certification from the National Certification of Council for Activity Professionals.
- The Bronze Bear Sculpture unveiling is schedule for 2:00 p.m. on November 6, 2025.

2. City Attorney - No report.

3. City Clerk - No report.

L. ADDITIONAL PUBLIC COMMENTS

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

Mary Bondurant, Interim Airport Manager addressed the Council providing the schedule of events for the Bronze Bear Sculpture unveiling; summarized the community efforts pulled together to bring this project to completion; and stated her appreciation for all who donated to the project.

2. Council Comments

Council Member Grieme stated she was excited to be on the Council; thanked everyone for helping her with her first meeting, Public Works for the street light repairs, Kenai Police Department for the extra presence on Halloween, the Chamber for the Haunted House; and gave a shout-out to the Kenai Central High School swim team during the Regional Competition, noting the girls team broke the school record twice.

Student Representative Bolling congratulated those recently elected; reported that Kenai Central High School and Kenai Middle School were hosting a canned food drive, the donations would go to the Food Bank; provided an update on sports activities; and thanked the Council for their continued support to our schools.

Council Member Sounart congratulated the Police Department on their accreditation; welcomed Council Member Grieme; and congratulated Mayor Knackstedt and Vice Mayor Askin.

Vice Mayor Askin welcomed Council Member Grieme; congratulated the Police Department, Planning Director Buettner and Kayla Feltman on their achievements; and reported attending the Bluff Stabilization wrap-up celebration.

Council Member Daniel congratulated Council Member Grieme, Mayor Knackstedt and Vice Mayor Askin; reported attending the Chamber Haunted House and the Bluff Stabilization wrap-up celebration.

Council Member Kisena congratulated the Police Department; reported it was the Fifth year for the Slapshot Regatta and there 132 participants.

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 7:33 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of November 05, 2025.

Michelle M. Saner, MMC
City Clerk

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

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION

COUNCIL MEETING OF: NOVEMBER 19, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	116,679.06
PREMERA	NOVEMBER HEALTH INSURANCE	VARIOUS	INSURANCE	213,905.00

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
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PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL
COUNCIL MEETING OF: NOVEMBER 19, 2025

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
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INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
DOUG KOCH PROFESSIONAL TREE SERVICE	COMMUNITY WILDFIRE PROTECTION PLAN	131506 - PUBLIC SAFETY PROJ.	PHASE 3	68,087.00	278,587.00



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: Lee Frey, Public Works Director

DATE: November 10, 2025

SUBJECT: **2025 Community Wildfire Protection Plan Phase 3 – PO Increase**

The Public Works Department recommends an increase of \$68,087 to the 2025 Community Wildfire Protection Plan (CWPP) Phase 3 with Koch Logging Inc. to perform spruce bark beetle mitigation. The existing contract is for \$210,500 to mitigate 126.04 acres of City land east of the airport. This change order would clear one additional 1.01 acres area near the Cemetery and an additional 36.05 acres of land to the east of the airport. State and federal grant funds have been used for this mitigation and this increase is utilizing funds in adjacent areas prior to expiration of funding.

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



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Land Management Analyst

DATE: November 4, 2025

SUBJECT: **Action/Approval** – Amending Special Use Permit to Weaver Brothers, Inc. for Truck Trailer Storage.

On May 7, 2025, City Council approved a Special Use Permit (SUP) to James Doyle, individually, d/b/a Weaver Brothers, Inc. (Permittee) for truck trailer storage on approximately 3.74 acres (162,982 square feet) located at 400, 410, 415, 420, 425 and 435 Coral Street and 700 First Avenue (Exhibits A & B), for a term of 12 months, from June 21, 2025 to June 20, 2026.

On November 4, 2025, the Planning Department received a written request from the Permittee to amend the SUP to reflect the discontinued use of 415, 425, and 435 Coral Street. This amendment will be effective December 31, 2025, reflecting 30 day written notice pursuant to Section 10 of the current SUP, and the Permittees request. The Permittee is in compliance with the current SUP and agrees that the conditions of the current SUP will not change.

The parcels and portions of parcels are within the Airport Light Industrial (ALI) Zone, Airport Reserve, and Runway Protection Zone (RPZ). Pursuant to the requirements of the Federal Aviation Administration, the City would reserve the right to cancel this SUP on 90 days notice.

If the City Council approves the amendment of the Special Use Permit, the City Manager will be authorized to execute the Amended Special Use Permit Agreement for truck trailer storage for 12 months to Weaver Brothers, Inc.

Thank you for your consideration.

Attachments

Special Use Permit Agreement

Exhibit A – Map of Subject Parcels

Exhibit B – Map of Portions of Parcels

AMENDED SPECIAL USE PERMIT

The **CITY OF KENAI** (City), for the consideration, and pursuant to the conditions set out below, hereby grants to **KEVIN DOYLE, INDIVIDUALLY, D/B/A WEAVER BROTHERS, INC.** (Permittee), whose address is P.O. Box 2229, Kenai Alaska 99611, the non-exclusive right to use 3.74 acres (162,982 square feet) of area as described below (Exhibits A & B):

Lot 1, Block 3 of Gusty Subdivision No. 4 (435 Coral Street; Parcel ID: 04327030); and,

Lot 2, Block 3 of Gusty Subdivision No. 4 (425 Coral Street; Parcel ID: 04327031); and,

Lot 3, Block 3 of Gusty Subdivision No. 4 (415 Coral Street; Parcel ID: 04327032); and,

Tract A of Gusty Subdivision No. 3 (410 Coral Street; Parcel ID: 04327021); and,

Tract B of Gusty Subdivision No. 6 Amended (420 Coral Street; Parcel ID: 04327035);
and

Approximately 3,754 square foot portion of Tract C-1 of Gusty Subdivision No. 7 (400 Coral Street; Parcel ID: 04327034); and,

Approximately 15,641 square foot portion of an unsubdivided remainder portion of Sections 5-6 of Township 5 North, Range 11 West, Seward Meridian, (700 First Avenue; Parcel ID: 04327036).

1. **TERM 1.** This special use permit shall be for 12 months from June 21, 2025 to June 20, 2026 for:
 - Tract A of Gusty Subdivision No. 3 (410 Coral Street; Parcel ID: 04327021)
 - Tract B of Gusty Subdivision No. 6 Amended (420 Coral Street; Parcel ID: 04327035)
 - An approximately 3,754 square foot portion of Tract C-1 of Gusty Subdivision No. 7 (400 Coral Street; Parcel ID: 04327034)
 - An approximately 15,641 square foot portion of an unsubdivided remainder portion of Sections 5-6 of Township 5 North, Range 11 West, Seward Meridian, (700 First Avenue; Parcel ID: 04327036).
2. **TERM 1 PERMIT FEE.** The Permittee shall be charged a fee of \$4,284.28 plus applicable sales tax.
3. **TERM 2.** This special use permit shall be for 194 days from June 21, 2025 to December 31, 2025 for:
 - Lot 1, Block 3 of Gusty Subdivision No. 4 (435 Coral Street; Parcel ID: 04327030)
 - Lot 2, Block 3 of Gusty Subdivision No. 4 (425 Coral Street; Parcel ID: 04327031)
 - Lot 3, Block 3 of Gusty Subdivision No. 4 (415 Coral Street; Parcel ID: 04327032)
4. **TERM 2 PERMIT FEE.** The Permittee shall be charged a fee of \$1,612.14 plus applicable sales tax.

The permit fees must be paid prior to the use of the subject parcels.

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 not 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.
5. **CANCELLATION.** Pursuant to requirements of the Federal Aviation Administration, the City reserves the right to cancel this special use permit on 90-days' notice, either delivered in person to the Permittee or by mail. Any or all personal property shall be removed at Permittee's expense upon cancellation or termination of this agreement.
6. **USE.** The use by the Permittee of the Premises is limited to the purpose of Truck Trailer 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 truck trailer storage.
 - B. Trailers 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.
 - D. Trailers must be stored in a manner that will not impact any City snow clearing or moving activities.

- E. Trailers shall be stored such that there will not be oil or other hazardous fluids leaking onto the premises.
 - F. Trailers shall be stored such that there will not be grass or vegetation growing between trailers.
 - G. The Permittee shall follow requirements of the City Fire Marshal and allow City staff to inspect the premises if requested.
 - H. The premises shall not be used to store junked vehicles or other salvaged vehicle or trailer parts.
7. **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 June 21, 2025.
 - 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.
8. **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.
9. **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.
10. **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.

11. **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.
12. **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.
13. **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.
14. **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.
15. **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.
16. **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.
17. **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.
18. **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.

WEAVER BROTHERS, INC.

CITY OF KENAI

By: _____

Kevin Doyle
Manager

Date:

By: _____

Terry Eubank
City Manager

Date:

By: _____

Kevin Doyle
Individually

Date:

ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, 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 _____, 2025, the foregoing instrument was acknowledged before me by Kevin Doyle, Manager of Weaver Brothers, Inc., an Alaska limited liability company, on behalf of the company.

 Notary Public for Alaska
 My Commission Expires: _____

STATE OF ALASKA)
) ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2025, the foregoing instrument was acknowledged before me by Kevin Doyle.

 Notary Public for Alaska
 My Commission Expires: _____

ATTEST:

Michelle M. Saner, MMC, City Clerk

SEAL:

APPROVED AS TO FORM:

Scott M. Bloom, City Attorney



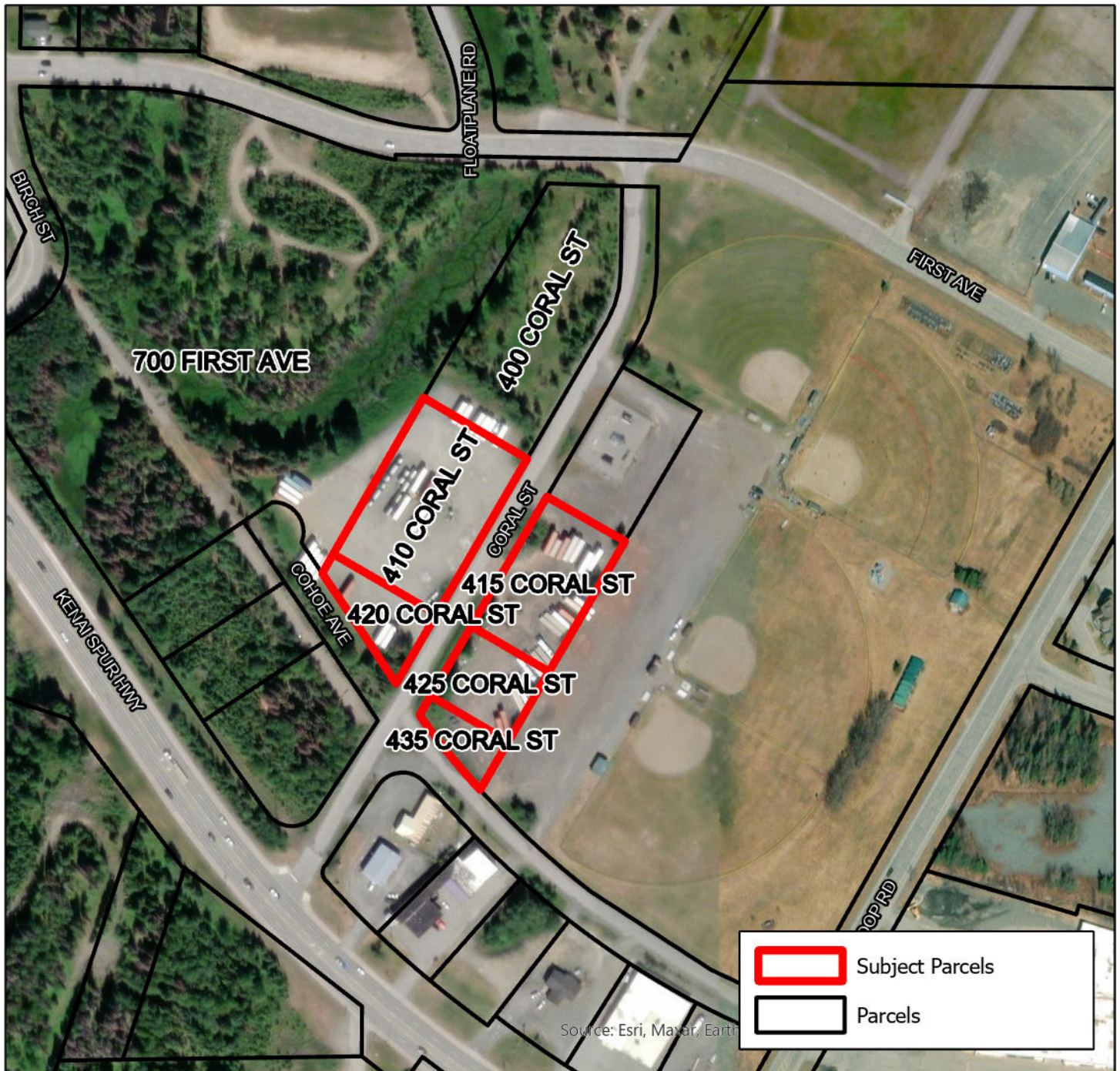
EXHIBIT A

Special Use Permit (SUP)

Truck Trailer Storage

400, 410, 415, 420, 425, 435 Coral Street
and 700 First Avenue

Page 40



Date Printed: 5/31/2023

Map for Reference Only
NOT A LEGAL DOCUMENT

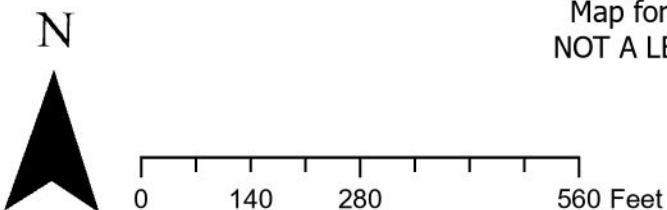
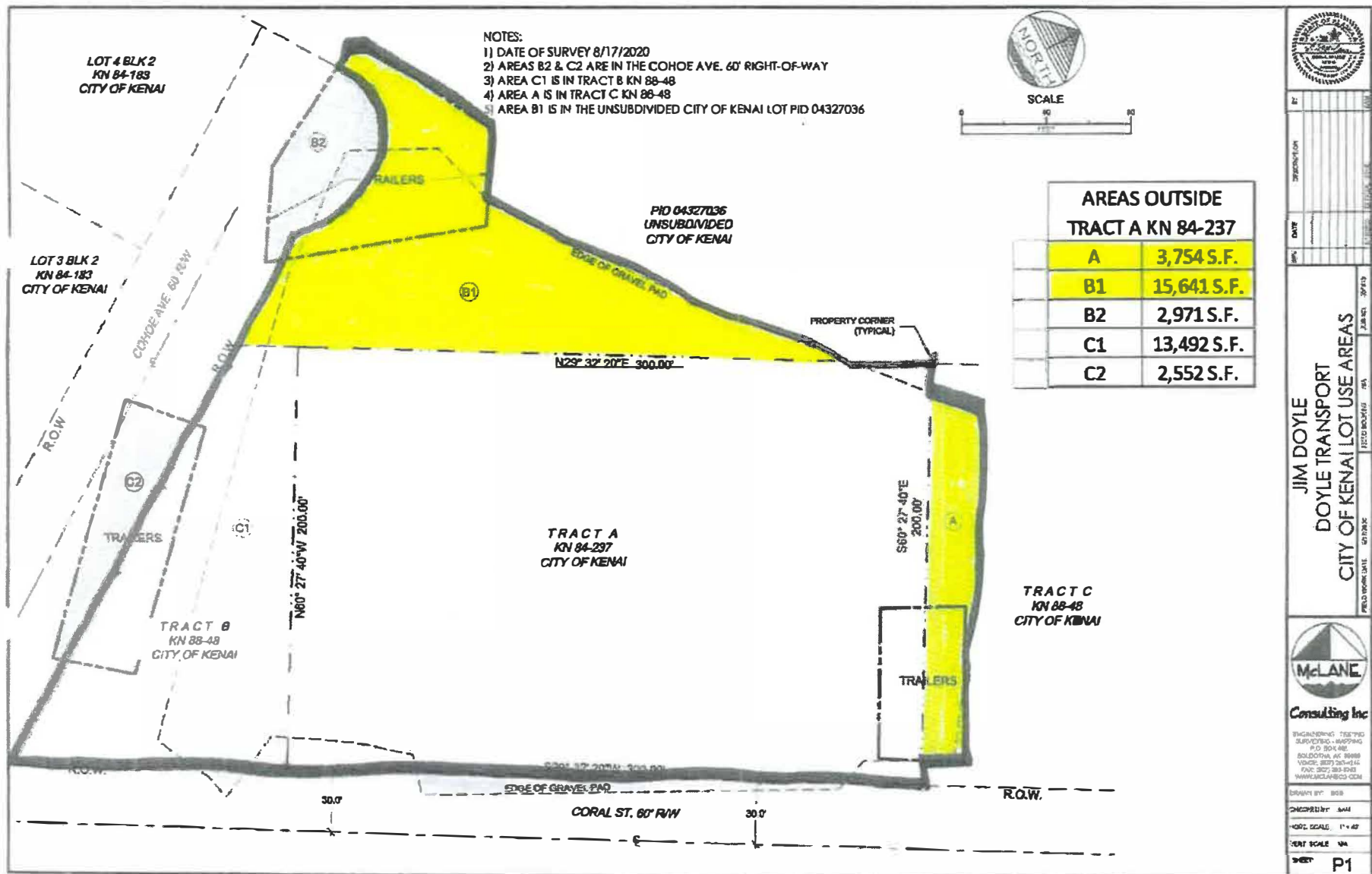


EXHIBIT B





KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Shellie Saner, City Clerk

DATE: November 12, 2025

SUBJECT: **Action/Approval** - Directing the Administration to Bring Forward the Legislation Necessary to Sunset the City of Kenai Harbor Commission.

On November 10, 2025 the Harbor Commission met in a work session for the purpose of discussing the Commission Role, Future Status and Possible Sunset.

Commission discussion during the work session included the following:

- Over the last two-and-a-half years there was nothing required of the commission; the commission had been trying to create agenda items.
- Numerous meetings cancelled due to lack of a quorum or lack of agenda items.
- Difficulty keeping commissioners.
- Now that the Bluff Stabilization project was complete, there were no foreseeable future project for the commission.
- Activities of the commission overlapped and duplicated activities of other commissions.

During the regular meeting, immediately following the work session the Harbor Commission unanimously approved a motion recommending the City Council sunset the Harbor Commission.

If the Council approves a motion directing the Administration to draft the necessary legislation, the draft legislation will be presented to the Harbor Commission at a Special Meeting for recommendation to Council, and brought forward to Council for final action.

**KENAI HARBOR COMMISSION – REGULAR MEETING
NOVEMBER 10, 2025 - 6:45 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR JEANNE KEATON, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Harbor Commission was held on November 10, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 6:45 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
Zachary Rohr

Lisa Gabriel (*remote participation*)
Matthew Moffis, Vice Chair

A quorum was present.

Also in attendance were:

Lee Frey, Public Works Director
Lisa List, Public Works Administrative Assistant
Phil Daniel, City Council Liaison

3. Agenda Approval

MOTION:

Vice Chair Moffis **MOVED** to approve the agenda as presented. Commissioner Rohr **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. April 7, 2025 Regular Meeting Minutes

MOTION:

Vice Chair Moffis **MOVED** to approve the April 7, 2025 Harbor Commission minutes. Commissioner Rohr **SECONDED** the motion.

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

E. UNFINISHED BUSINESS - None.

F. NEW BUSINESS

1. Discussion/Action - Review of Commission Role, Future Status and Possible Sunset.

A summary review of the work session conducted immediately preceding the meeting was provided, noting there were other City Commissions whose duties overlapped those of the Harbor Commission; and, if the Harbor Commission was sunset, it could always be brought back in the future if needed.

There was discussion regarding the role of the Commission being communications with the public and communicating that information to the City Council; the City did not have a harbor; Commissioner Rohr stated he had made QR codes for receiving dipnetting recommendations from the public, with only two being received from the thousands of people who participate in dipnetting.

Director Frey outlined the process moving forward with the recommendation to sunset the Harbor Commission, and provided clarification on what would occur should the Commission not have a quorum available to meet on final recommendation to Council.

MOTION:

Commissioner Gabriel **MOVED** to recommend the City Council consider sunsetting the Harbor Commission. Commissioner Rohr **SECONDED** the motion.

VOTE:

YEA: Gabriel, Keaton, Moffis, Rohr

NAY: None

MOTION PASSED.

G. REPORTS

1. Public Works Director - Director Frey reported on the following:
 - 2025 Dipnet Report was included in the November 5, 2025 City Council Packet.
 - New floats for the Dock were received, the streets crew would be working on them over the winter.
2. Commission Chair - No report.
3. City Council Liaison - Council Member Daniel reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS - None.

I. NEXT MEETING ATTENDANCE NOTIFICATION - February 10, 2026.

There was discussion regarding moving the next meeting to December, as there were Commissioners terms ending on December 31, 2025, who did not intend to reapply. The next meeting date requested was December 8, 2025.

J. COMMISSION QUESTIONS AND COMMENTS - None.

Chair Keaton thanked everyone for their service.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS - None.

There being no further business before the Harbor Commission, the meeting was adjourned at 6:32 p.m.

I certify the above represents accurate minutes of the Harbor Commission meeting of November 10, 2025.

Logan Parks
Deputy City Clerk



MEMORANDUM

TO: Mayor Knackstedt and Council Members
FROM: Terry Eubank, City Manager
DATE: November 10, 2025
SUBJECT: **Discussion/Action** – Scheduling a Work Session to Discuss Challenger Center.

At the November 5, 2025, City Council meeting, the Council passed Resolution No. 2025-64 – Mutually Agreeing to Terminate the Lease Located at 9711 Kenai Spur Highway with the Alaska Center for Space Technology, Inc.

Prior to the Council meeting, City Administration, along with Public Works staff, conducted a walk-through of the Challenger Center facility. Public Works is preparing a facility assessment, and Administration met with Challenger Center representatives to plan the transition of utilities and estimate ongoing building costs. This information will support the preparation of a supplemental appropriation ordinance, planned for introduction at the December 3 City Council meeting.

Administration also plans to gather additional information and respectfully requests a City Council Work Session in December to discuss options and the future use of the facility. We propose holding the Work Session at 5:00 p.m., immediately prior to the regular meeting on December 17, 2025.

Your consideration is appreciated.



KENAI

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

November 3, 2025

To Whom It May Concern,

I am writing to express support on behalf of the City of Kenai for the Kenai Peninsula Housing Initiatives Inc.'s grant application for developing Senior Housing and Low-income housing on parcels of land donated by the City of Kenai.

The City is aware of the growing need for affordable housing, particularly for seniors and low-income individuals. The City of Kenai recognizes the importance of providing affordable housing options to our residents, and we believe that the proposed housing projects would be a valuable asset in meeting the needs of our community.

The City's conditional donation of the parcels of land demonstrates our commitment to this project and our desire to see them succeed. KPHI has successfully developed two senior projects that also serve low-income individuals and two low-income multi-family projects on land donated by the City of Kenai.

Again, the City of Kenai supports the Kenai Peninsula Housing Initiatives grant application, which will provide the necessary funding to make these projects a reality. With your support, KPHI can continue positively impacting the lives of many seniors and low-income individuals in our community.

Thank you for your time and consideration.

Sincerely,

Terry Eubank

City Manager



MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: November 10, 2025
SUBJECT: **Airport Mid-month Report October 2025**

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Project is bid and awarded and will start in the Spring of 2026.
- Apron crack sealing, marking, and sealcoat
Project is bid and awarded and will start in the Spring of 2026.
- Acquire SRE (Loader & Plow Truck with Sander)
Update: the CAT 980 loader should be here in three weeks and the plow truck and sander should be delivered the end of January 2026.
- Airport Master Plan – Phase 1
City Administration met and provided comments on October 7, 2025. City Planner will compile all comments for a second review by City Administration.
- ARFF Building Rehabilitation – Boiler Replacement
Project is in the final stages of completion.

In-house Activities

- The Airport, KFD, and KPD along with members of the Airport Emergency Control Plan held a Triennial Mass Casualty Drill on October 10, 2025. The drill simulated a mass-casualty incident to test emergency response and communication procedures among the Airport and its partner agencies. This federally required exercise, overseen by the Federal Aviation Administration, helps ensure that the Airport and local responders are fully prepared in the event of a real-life emergency. The exercise simulated an aircraft crash and active assailant incident adjacent to the primary runway, requiring a coordinated response from airport operations, law enforcement, fire, EMS, and supporting agencies.

Thank you to the Kenai Police and Fire along with the other AECP participants and volunteers for participating to ensure we had a successful mock casualty drill.

- The Airport's pre-season winter operations meeting for airport users and tenants was held on October 22, 2025 in the City Council Chambers. Pre and post season winter operations meetings are also a requirement of the CFR 139 for snow and ice control operations.
- The float plane basin is closed for the winter. The Airport is draining the water down to one foot to expose the heavy aquatic plant growth to a deep freeze and kill it. This has been done since 2014 and this method continues to be a successful cost-free resolution to eliminate the plants instead of chemicals.
- The bronze bears arrived in Kenai October 31st and the unveiling is scheduled for November 6, 2025.
- City and Airport administration completed interviews for the Airport Administrative Assistant and the position was offered to and accepted by Julie Semmens. Julie started on Monday, October 27th.





KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Sasha Coleman, Acting Animal Control Chief
DATE: November 4th, 2025
SUBJECT: **October 2025 Monthly Report**

This month the Kenai Animal Shelter took in 38 animals.

DOGS:

	INTAKE	18	DISPOSITION	17
	Waiver	14	Adopted	12
	Stray	2	Euthanized	2
	Impound	2	Claimed	3
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0

CATS:

	INTAKE	19	DISPOSITION	20
	Waiver	9	Adopted	14
	Stray	8	Euthanized	3
	Impound	1	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	1	Transferred	2

OTHER ANIMALS:				
	INTAKE		DISPOSITION	
	Chinchilla	0	Chinchilla	0
DOA:			OTHER STATISTICS:	
	Dog	0	Licenses (City of Kenai Dog Licenses)	6
	Cat	1	Rabies Clinic	0
	Rabbit	0		
	Bird	0		

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

Total Animal Contacts:

10 Animals are *known* borough animals
 21 Animals are *known* City of Kenai
 7 Animals are *known* City of Soldotna
 0 Animals are *unknown* location

Statistical Data:

460 2023 YTD Intakes
328 2024 YTD Intakes
302 2025 YTD Intakes

We currently have the Chief of Animal Control position vacant.





KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: November 7, 2025

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

With the end of FY2025, the department's focus has switched to closing of that year's books and completion of the City's Annual Comprehensive Financial Report. This process includes closing of the FY25 financial records, fiscal year end grant reporting, completion of the annual Audit and finally financial statement preparation. Auditors will be onsite the week of November 17th.

Preparation will soon begin for the FY27 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.

Our Controller, Jennifer Anderson, was recently elected to the Board of Directors for the Alaska Remote Seller Sales Tax Commission continuing the City's representation on that board after City Attorney Bloom's term on the board ended.



KENAI

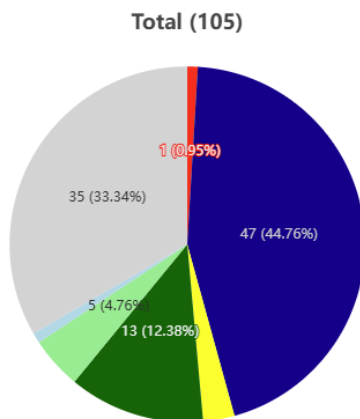
City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

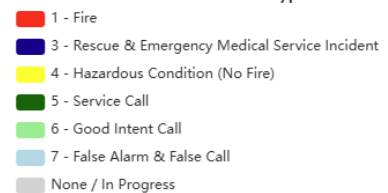
TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Jay Teague, Fire Chief
DATE: November 10, 2025
SUBJECT: Fire Department Mid-Month Report – October.

For October, we experienced a call volume decrease from the previous year.

OCTOBER	2024	2025	% change
Month totals	160	105	- 34%
EMS	115	47	- 59%
All Other	45	58	+ 28%
Year total	1300	1236	- 4.9%



Incident Type Series



Training:

- Airport Triennial FAA Exercise Conducted
- FF Martin finishing up Paramedic Externship in Texas
- FF Nelson attended EMS Symposium in Anchorage
- 265 Total Training Hours for Crews
- Four KFD personnel on track to graduate from KPC AEMT (Advanced EMT) program in November.

Projects/Grants/MISC:

- Fire Marshal and Crews conducted Fire Prevention Month training at schools in Kenai.
- KFD manned a Trunk or Treat booth with Fire Safety House
- Participated in Guardian Life Flight's Public Safety Day at the airport.
- KFD will send two trainees to TIMS (Traffic Incident Management School) in Anchorage in November.





KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: November 3, 2025
SUBJECT: Human Resources Activity – October 2025

Recruitment

Human Resources worked with various departments on several recruitments. The Kenai Municipal Airport hired a new Administrative Assistant and administration continued recruitment for an Airport Manager. Public Works recruited for an Equipment Operator and continues recruitment for the Building Official. The Streets Department filled one temporary equipment operator position and is still recruiting for one more. The Airport temporary Equipment Operators were onboarded for the winter season. The Library filled a Library assistant position, and the Parks Department filled a part time Recreation Center Attendant position.

Safety

There were three accidents reported in October; one was submitted to workers compensation.

Special Projects

Human Resources continued working with Administration and the City's health and life insurance benefits consultants to provide updated information to employees about benefits. HR worked with IMA as they provided a detailed updated Benefit Guidebook and a Benefit presentation for employees to watch at their convenience. HR also worked on implementation of a new platform for employee wellness to be available in January of 2026.

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: November 6, 2025

SUBJECT: Library Report for October 2025

SERVICES



5629 Visitors
71 New Members



439 Computer Sessions
5757 WiFi Sessions



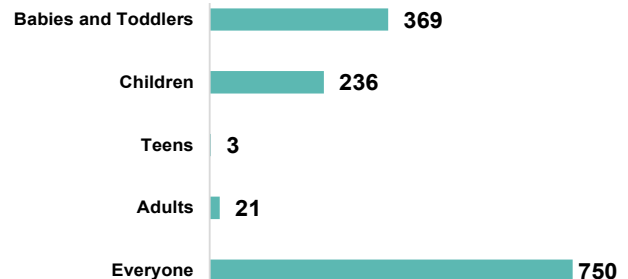
169 Room Reservations
394 Hours of Use

PROGRAMS AND EVENTS

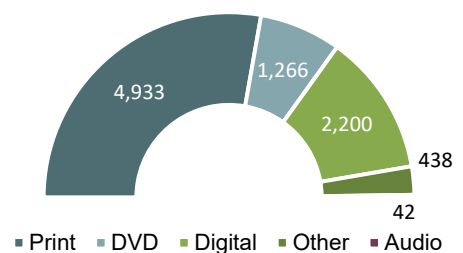
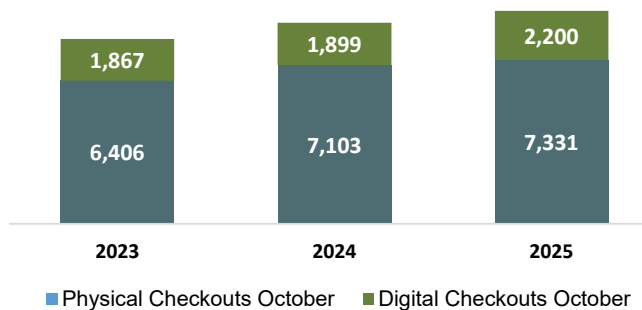


1379 Attendees
61 Programs

Program Attendance



CIRCULATION



*Does not include in-house use.



MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: November 10th, 2025
SUBJECT: **Mid-Month Report – October**

The second Saturday in October marked Parks and Recreation’s Annual Fall Pumpkin Festival, held this year on the Kenai Greenstrip. With hundreds of pumpkins given away and more than 1,500 attendees, the Greenstrip was filled with festive activities, families, and fall fun.

The Multi-Purpose Facility (Ice Rink) is now open for the season and will host ice for local teams, including Kenai Central High School, the Kenai Peninsula Hockey Association, the Kenai River Queens, and the Nikiski Hockey Association. Several games and tournaments are scheduled for next month as the season gets underway. (See attached schedule.)

As temperatures drop, attendance at the Recreation Center has steadily increased. After-school crowds, team practices, and regular groups, such as wallyball, pickleball, and volleyball players, are keeping the gym busy. The center also hosted a successful Halloween Tot Time, where over 50 little ones dressed in costumes and filled the gym with energy and laughter for an hour of festive play.

Kenai Recreation Center Visits – Month of Sept

Weight Room/Cardio Room	1153
Racquetball /Wallyball Court	148
Shower/Sauna	245
Gymnasium	1409
Gym rental participants	667
Total Number of Visits	3622



Kenai Multi-Purpose Facility Ice Schedule

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12	13	14	15
10:00a-11:00a - RLS 11:00a-12:00p - KPHA 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 14U Tier II Girls Game - KPHA 2:45p-3:45p 14U B Game 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - NIKISKI	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - NIKISKI 6:30p-7:30p - NIKISKI 7:45p-8:45p - NIKISKI 9:00p-10:00p - QUEENS 10:00p-10:30p - RLS MPF Closed to Public 2:45 PM	6:00a-10:30p - RLS 6:30p - 9:00p - KCHS Game  PENINSULA POWER PLAY TOURNAMENT No Public Access	6:00a-8:30p - RLS PENINSULA POWER PLAY TOURNAMENT  MPF Re-Open to Public 9:00 PM
16	17	18	19	20	21	22
10:00a-11:00a - RLS 11:00a-12:00p - Lucy 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	5:00a-5:30a - RLS 5:30a-6:30a - KCHS 6:30a-7:00a - RLS 7:00a-2:45p - PUBLIC USE 2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p - QUEENS COED scrimmage	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - NIKISKI 6:30p-7:30p - NIKISKI 7:45p-8:45p - NIKISKI 9:00p-10:00p - QUEENS	2:00p-3:00p - RLS 3:00p-5:00p - KCHS 3:30p J.V. Game 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	8:30a-9:30a - RLS 9:30a-10:30a - KPHA 14T 2 10:45a-11:45p - KPHA 12:00p-1:15p - KPHA 14U Tier II Girls Game 1:30p-2:30p - NIKISKI 2:45p-3:45p - NIKISKI 4:00p-5:00p - NIKISKI 14U B Game 5:15p-6:15p - NIKISKI 6:30p-7:30p - KPHA 8U Travel Game (Split)
23	24	25	26	27	28	29
11:15a-12:15p - RLS 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS 6:30p-7:30p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - KPHA 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA	2:45p-3:30p - RLS 3:30p-5:00p - KCHS 5:15p-6:15p - NIKISKI 6:30p-7:30p - KPHA 7:45p-8:45p - KPHA 9:00p-10:00p - QUEENS	No Reservations, Open to Public Thanksgiving Day	8:00a - 9:00a - RLS 9:00a - 11:00a - PUBLIC USE: Age 10 & Under	11:15a-12:15p - RLS 12:15p-1:15p - KPHA 1:30p-2:30p - NIKISKI 2:45p-3:45p - NIKISKI 4:00p-5:00p - NIKISKI 5:15p-6:15p - NIKISKI 10U B Game
30						
11:15a-12:15p - RLS 12:15p-1:15p - KPHA 1:30p-2:30p - KPHA 2:45p-3:45p - KPHA 4:00p-5:00p - QUEENS 5:15p-6:15p - QUEENS 6:30p-7:30p - KPHA			For reservations or other rink related inquires contact City of Kenai Parks & Recreation Department at (907) 283-8262 or PARKS@KENAI.CITY Public Skate is FREE . The MPF Ice Rink is Open to the public for use during ALL unreserved times, and when specified between reservations. 11/10/2025			
						Updated:



The Pumpkin patch entrance!





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: Tyler Best, Parks and Recreation Director

DATE: November 10th, 2025

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 9th at 5:30 pm at the DNR office at Morgan's Landing. The next meeting will tentatively be at Morgan's Landing at 5:30 pm on November 13th.

Kenai River Special Management Area Advisory Board Meeting Recap

I attended the Kenai River Special Manager Advisory Board meeting on October 9th at 5:30 p.m. The Board consists of 17 members: 9 public members, three agency voting members, and five agency non-voting members.

Elections

- **President:** Dave Maternowski was nominated and voted in as President of the board
- **Vice Chair:** Shannon Martin was nominated and voted in as Vice President of the board
- **Guide Advisory Committee:** Monte Roberts was appointed as Chair.
- **Habitat and River Use Committee:** Shannon Martin was appointed as Chair.

Public Comment

No public comment

Alaska State Parks Report

- Numerous fish carcasses remain to be cleaned up along the river.
- Paving has been completed on the Kenai Flats, and a walkway will be installed by next summer.
- Funding for the Eagle Rock Project is currently at **35%**.
- An **Enforcement Report** for the 2025 season was presented:
 - 29 guide citations issued.
 - July public citations included:
 - 32 for failure to release snagged fish
 - 22 for general provisions (including ADF&G riparian habitat violations)
 - 11 for ASP habitat closures
 - 9 for failure to have license in possession
 - 9 for boating safety violations
 - Over 150 fish were donated to local charities.
 - Several hundred verbal warnings were issued to anglers.
 - *(See attached summary from the enforcement area report.)*
- The **Lower River section** experienced the most riparian damage.
- No deferred maintenance funding was available.
- Discussion continues regarding a **sockeye salmon stamp**.
- The Board is exploring creative ways to encourage investment in KRSMA.

DEC Report-Mary Inovejas

- Water quality programs are monitoring near-shore pathogens through the Homer Watershed Forum; the report is expected in early Spring 2026.
- Assisted with posting “Happy Baby Salmon” educational signage.
- DEC’s Department of Water recently held an informal public comment period seeking ideas for regulatory improvements. The comment period closed on October 10.



ADF&G Report-No Report**United States Fish and Wildlife Service-No Report****United States Forest Service-No Report****City of Kenai-Tyler Best**

- The Bluff Restoration Project should be finished any day now. There will be a Ceremony on October 29th at the Senior Center
- Dip Net report should be released soon.

City of Soldotna-Joel Todd

- Lots of traffic where people are walking off of trails and damaging riparian habitat. Working on solutions to try and protect the habitat

Kenai Peninsula Borough- No Report**Committee Reports**

- **Guide Advisory-**
 - Met earlier today, reviewed guide citations from DNR enforcement
 - Guide academy dates are set for last weekend of February and first in week in March
- **Habitat/River Use**-No report

Board Discussion

The Board discussed the meeting location. Traditionally, meetings have been held at the Kenai River Center; however, due to the current government shutdown, the Wildlife Refuge is not a viable option. Additionally, the State is not in favor of holding future meetings at the River Center. The next meeting will be held at Morgan's Landing

Public Comment

No Public Comment



2025 Season Summary of Park Ranger Activity within KRSMA

The rainy/windy weather kept park visitation limited in the campgrounds and day use areas. There were a good number of guided angling trips on the Kasilof River and Middle River in the open areas

Enforcement action was taken on three sportfish guides on the Kasilof river for ADFG and Boating Safety violations, angling success is low

Rangers in the Middle River took enforcement action on boating safety violations and patrolled the swan closure. Rangers also observed a dead moose in the area which will be further investigated today

Rangers conducted field training with the Kodiak Ranger Recruit and dealt with a variety of violations in the area campgrounds provided an agency assist with a disturbance and took enforcement action on a variety of ADFG violations in the local area. Additionally, Rangers responded to a potential SAR in the Skilak Loop area to assist AWT. The SAR ended up being unfounded.

Rangers dealt with a cow moose/calf incident that subsequently also got the attention of a black bear in the area at Morgans landing, field ops staff posted signage after the incident in the area and informed volunteer camp hosts of the incident. The cow moose and bear have since left the area, and at this time pose no public safety risk.

Seward Ranger reports patrolling Lowell point area conducting Sportfish and Boating Safety patrols, and correspondence with an anchored vessel in the area

This last week the Middle and Upper River opened fishing for trout and sockeye. Park rangers observed a large increase in use due to the opening of the fishery. Park rangers took enforcement action on a variety of violations to include boating safety violations, ADFG violations and several citations were issued to people operating power boats in the swan closure.

Rangers did an overnight patrol for several days during the opener on the middle river.

Rangers also conducted patrols on the Upper River/Russian River confluence. Anglers were observed with limits of sockeye, but overall fishing was considered slow as many of the fish have not showed up yet. Rangers also assisted medics with an angler that was hooked in the eye by a fishhook.

Some sockeye were being caught on the middle section of the Kenai River as well, trout fishing was reported as good by anglers.

Rangers are currently working as illegal commercial operators on the Kenai River, the clients were contacted on the Middle River, the investigation is ongoing. Charges pending.

Park rangers contacted a female at the Izzak Walton SRS Campground that had failed to pay fees and had food accessible to bears. Further investigation revealed that the female was on DOC Probation and Park rangers were requested by Probations to conduct a search of the female's vehicle. A search for the vehicle produced a bag of methamphetamine. Consequently, the female was arrested and charged with MICS 4 and transported to Wildwood Pre Trial.

Park Rangers saw a large increase in use this week on the middle and upper Kenai River areas to include Skilak lake.

Enforcement action was taken on boating, safety violations, ADFG General provisions for the Kenai River to include fishing during drift only Mondays from a power Boat. Citations were also served to anglers retaining snagged fish on the upper river.

Bings landing boat launch saw a large increase in use over the weekend; it was noted that the parking was at capacity by 11 AM and Park Rangers issued several citations for vehicles without trailers parking in trailer parking only. This has been an ongoing problem.

Park Rangers also followed up with complaints in regard to illegal construction of "structures" within KRSMA Waters.

Park Rangers also took reports of guided trout anglers fishing plugs in areas that traditionally held high concentrations of king salmon, it is important to note that this is not illegal, and the guide community was advised to self-police this issue.

Park Rangers also completed FTEP training with the Kodiak Ranger recruit.

Park Rangers and AWT fielded reports of guides illegally fishing and retaining snagged fish in the Crooked Creek area. Joint surveillance operations were conducted and resulted in several guides being charged with fishing while guiding clients and two other guides were charged with assisting clients with illegal fishing activities.

Enforcement action was taken on boating, safety violations, ADFG General provisions for the Kenai River. Citations were also served to anglers retaining snagged fish on the upper river.

Park Rangers also took reports of a guide interfering with members of the public trying to fish at Crooked Creek Recreation Area. Investigation is ongoing.

Chief Ranger Anthony was detailed on Fire duty in Fairbanks.

AK State Park rangers saw a large increase in use within KRSMA in the last week due to a large amount of sockeye salmon hitting the river, angler success was reported as excellent as well as reports from dip netters.

AK State Park Rangers cited four sportfishing guides for Aid a Client in Violation for allowing clients to retain snagged fish, additionally a guide was cited for fishing a closed riparian area

Enforcement action was taken for the following violations, and numerous citations were issued for fail to release snagged fish, fishing in closed riparian habitat areas, violations in ASP Habitat closures, illegal discharge of a weapon, No sportfish license, False statement on a Sportfish

license, fishing closed waters, illegal methods and means, fail to record personal use salmon, operating a two stroke motor in the dipnet fishery, and boating safety violations

Several verbal warnings were given for similar offenses listed above mainly in habitat closure areas

AK State Park Rangers assisted AWT with a women having a mental health crisis as the North Kasilof Beach, subsequently she was transported by medics to the hospital

AK State Park Rangers received a report of a male in the water floating down the river, it was determined the male was rescued by a good Samaritan and transported by CES for treatment and a mental health evaluation.

AK State Park Rangers took many reports of snagging, overlimit, and conflicts about fishing access on the banks.

AK State Park Rangers provided numerous public assists with questions pertaining to ADFG regulations, fishing access, and local knowledge.

Seward area Ranger reports high use in the Seward area. Time was spent patrolling the trail system and doing fee enforcement, and fishing license checks.

Seward area Ranger also assisted SPD with a male causing a disturbance.

One of the Kenai area Rangers is working TDY at the Himalaya fire Incident in Fairbanks

Law Enforcement Superintendent Jacques Kosto patrolled the lower Kenai River and took enforcement action on the above listed violations.

Alaska State Park Rangers noted that this last week was just as busy as the previous week with many fish entering the river and many anglers limiting out in less than one hour

Alaska State Park Rangers took enforcement action on the following violations: fail to release snagged Fish, over limit, sockeye, salmon, fishing closed riparian waters, violating closures in use management on riverbanks, Fishing without a valid sport Fish license, boating safety violations.

Alaska State Park Rangers took a report of a guided client that sustained an injury from a fishing weight, EMS responded to the scene and treated the patient. The sportfish guide complied with all requests from Alaska State parks in regard to reporting the injury.

Alaska State Park Rangers received a report of a female that had an asthma attack that went unconscious at the Bings back line, Alaska State Park volunteer camp host were able to render aid to the patient, and the patient was transported by EMS to the local hospital

Alaska State Park Rangers received a report of a male that accidentally stabbed himself in the head with a fillet knife. The older male accidentally stabbed himself in the head and sustained minor injuries as the knife did not puncture his skull but came through on the other side of his scalp. The male was treated by EMS and released from the scene.

Alaska State Park Rangers received a report of a person being ejected from a boat on the middle Kenai River, Alaska State Park Rangers responded, and the male was recovered by another vessel, and no further action was required.

Alaska State Park Rangers responded to an incident on the lower Kenai River in which landowners complained of trespassing issues, Alaska State Park Rangers responded and determined that there was no trespassing occurring and advised the landowner of options.

Alaska State Park Rangers continue to receive daily reports of anglers over, limiting sockeye, salmon and retaining snagged fish, in addition to reports of illegal guiding on the middle section of the Kenai River.

Alaska State Park Rangers responded to incidents involving people, reserving campsites and creating conflict with other users.

Alaska state park rangers responded to a campground in regard to a conflict between campground host and Park users. No crime was committed.

Alaska State Park Rangers cited an angler for failure to release snag fish, and in the same week, the angler was cited again for the same offense

Alaska State Park Rangers contacted an angler that caught 22 sockeye over limit. The angler was cited, and fish and equipment were seized.

Alaska State Park Rangers observed a decrease in overall use within the Kenai River special management area on the lower river due to dip netting being over and transitioning from sockeye salmon to coho salmon. The middle river continues to see high use. Sockeye salmon numbers remain strong, but the run is slowing down on the lower river, coho salmon Numbers appear to be up from last year

Alaska State Park Rangers received a report of a person holding a king salmon out of the water. Further investigation into the matter resulted in a nonresident being identified as the angler and was cited under general provisions for holding the King salmon out of the water.

Alaska State Park Rangers cited three sport fish guides on the lower Kenai River for violating general provisions in regard to Coho Salmon. One sport Fish guide was cited for aiding a client in violation for using bait/scented oil on fishing gear.

An Alaska State Park Ranger from Chugach State Park traveled to the Kenai River this last week to assist Kenai River Rangers in enforcement of the Coho and sockeye fishery. Enforcement action was taken on the following violations: fail to release snag Fish, violating closures in use management, use of bait and treble hooks when prohibited, no sport Fish license in possession, fishing in closed riparian habitat, general provisions of the Kenai River

Alaska State Park Rangers conducted a drift boat patrol on the upper Kenai River monitoring the sockeye fishery.

Alaska State Park Rangers discovered a vessel that was half submerged into the river, the registered owner was contacted, and the vessel has now been removed from the river. No fuel spill occurred.

AK State Park Rangers saw a shift in use in KRSMA last week as anglers switched from the sockeye fishery to the Coho Fishery. The lower and Middle River saw high use. AK State Park Rangers patrolled the lower, middle and upper sections of the KRSMA.

AK State Park Rangers took enforcement action on the following violations: General Provisions Kenai River to include the use of bait and Treble hooks when prohibited. It is worth noting that bait use was allowed as of August 16, 2025. Additionally, citations were issued for failing to release snag fish, Closures in Use Management, boating safety violations, party fishing for coho, operating a vessel with eight passengers.

AK State Park Rangers responded to a vessel that sank on the lower river, the operator and all passengers were all wearing PFD's and were quickly rescued by anglers in the area. They did not require medical attention. The vessel was recovered later in the day.

AK State Park Rangers took a report of an illegal guide operating on the lower river, the case is currently under investigation and pending charges.

AK State Park Rangers contacted several anglers that were participating in the "Hooked on the Cure" American Cancer Society fishing tournament. There were roughly 18 boats that participated in the event.

AK State Park Rangers received complaints about parking issues at Eagle Rock boat launch, this is an ongoing issue during Coho Season and follow-up occurred with the complainants.

AK State Park rangers contacted a group of campers at the Izzak Walton campground that had not paid fees for a week and were violating other State Park regulations, the campers were contacted and decided to leave the area voluntarily shortly after contact with AK State Park Rangers.

AK State Park Rangers assisted an angler that was hooked into a trophy rainbow trout that was drifting towards a hazardous stretch of the river. AK State Park Rangers assisted the angler by netting his fish for him prior to the hazard area and taking photos for the angler on his successful catch.

AK State Park Rangers contacted fifteen people in the Closed area at the Mullen Parcel, the majority of the anglers did not speak English and AK State Park Rangers issued a citation to the person who oversaw the group, this parcel in addition to other parcels continues to sustain damage to the riparian areas.

Similar Type reports can be found at:

<https://dnr.alaska.gov/parks/asp/rangerreports.htm>



KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: November 12, 2025

SUBJECT: **Planning and Zoning – October 2025 Monthly Report**

General Information

Code Enforcement remains a focal point of the department, as we strive to ensure full compliance. We have successfully worked with three property owners to bring them in to full compliance. The Planning and Zoning Department has also been active in the City working group for both the Airport and Parks Master Plans, guiding development at the Kenai Municipal Airport and throughout the City into the future. The department is also pursuing a Community Development Block Grant to extend water and wastewater mains along what will become Sixth Street.

Department Summary

Lands & Leases:

- Continued updating of P/W water and sewer map
- Continued cleaning up Zoning map, to include recent rezoning efforts
- Continued reviewing and itemizing of leases
- Discussed plats, easements and leases with various departments, surveyors and members of the public
- Mapping of City Lands released by FAA for purposes other than aeronautical

Planning & Zoning:

- Initiated work on CDBG grant application
- Reviewed/Commented on updated Parks & Airport Master Plan elements
- Participated in Alaska Active Transportation Coalition meeting
- Conducted final project drone flights for Bluff Stabilization project
- Attended KPEDD Board Meeting
- Meetings to discuss residential development in Kenai

Planning and Zoning Commission

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

Resolution PZ2025-29 - Recommending the Kenai City Council Amend the Official Zoning Map by Rezoning Seven Lots and One Tract to Urban Residential and Two Tracts to Suburban Residential.

Resolution PZ2025-31 - Recommending Approval of Preliminary Plat – Shoreline Heights 2025 Vacation - to Vacate a Pedestrian Easement on Lot 48, Shoreline Heights 2023 Addition, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

Resolution PZ2025-32 - Recommending Approval of Preliminary Plat - Shoreline Heights 2025 Replat - to Replat on Lots 19 & 20, Shoreline Heights 2014 Addition Phase 1, in the Rural Residential Zoning District.





KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

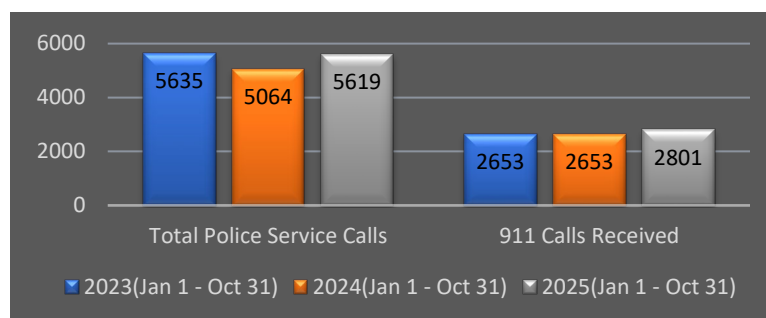
DATE: November 3, 2025

SUBJECT: Police & Communications Department Activity – October 2025

Police handled 604 calls for service in October and 273 calls were received by dispatch via 911. Officers made 43 arrests. Traffic enforcement resulted in 262 traffic contacts with 52 traffic citations issued and there was 1 DUI arrests. There were 25 reported motor vehicle collisions. There were 7 collisions involving a moose or caribou, and no collisions involving drugs or alcohol.

One new officer continued in field training for the month of October. The officer on the SWAT team attended two days of training in the Kenai area. One officer attended a week-long Methods of Instruction class in Soldotna. One officer attended a week-long class on Child Forensic Interviewing in Anchorage. One officer attended a week-long class on law enforcement peer support in Anchorage.

The School Resource Officer assisted with the Homecoming parade for Kenai Central High School, in addition to being present for the Homecoming dance and for a couple of sporting events this month. The SRO also handled a number of police related calls in the various schools.





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: November 10, 2025
SUBJECT: **Public Works Mid-month Report November 2025**

Capital Projects currently in process:

- Parks & Recreation Master Plan – Project ongoing
- Emergency Services Facility Assessment – Project ongoing
- KMA Apron Sealcoating and Crack Sealing – Contract awarded with work to occur next spring
- Kenai Municipal Airport Runway Rehabilitation Project - Contract awarded with work to occur next spring
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Project being closed out
- Kenai Municipal Airport Master Plan Update – Reviewing drafts from Phase 1 and starting on Phase 2
- USACE Kenai Bluff Bank Stabilization Project – Construction completed. Closeout ongoing
- Wastewater Plant Digester Blowers Replacements – Contract awarded. Work expected to occur summer of 2026
- Water Treatment Plant Pumphouse – Final designs under review by ADEC. Project to bid this winter for summer construction
- Harbor Float Replacement – Parts arrived. Construction to start this winter
- Aliak Storm Drain Repairs – Design completed. Will bid for work in spring of 2026
- Community Wildfire Protection – Phase 3 work ongoing
- Vintage Pointe Recarpeting – Hallways completed. Working on stairs
- Street Condition Assessment – Onsite survey completed and meetings ongoing
- Street Light Assessment – Onsite survey completed and meetings ongoing
- Vintage Pointe Exterior Door Replacement – Material shipped. Construction expected to start soon
- Architectural Services RFP released with plan to design improvements for Senior Center Front Entry and Canopy, Vintage Pointe Elevator and Kitchen/Bathroom Remodels, Animal Control Roof Replacement and City Hall Exterior, HVAC and Elevator Improvements.

Capital Projects in planning to be released:

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

The Building Department has issued 58 residential and 36 commercial building permits so far in calendar year 2025. We processed a total of 92 permits in calendar year 2024 and 96 in calendar year 2023. We have a temporary Building Official to help as needed and are working to fill the vacant position with interviews ongoing.

The Streets crew has begun snow maintenance activities. Dawson Shangin has accepted the open Streets Operator position. The Shop has finished vehicle switchover for winter and is working on outfitting police vehicles. The Buildings crew is working on regular maintenance of our facilities and troubleshooting boiler issues at the Challenger Center.

The Utility Department is completing regular operations. James Hegar and Eric Jean have worked together to complete and submit our permit renewal application for the Wastewater Treatment Facility. We previously paid approximately \$35,000 to have this completed by a Consultant.



MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: November 10, 2025
SUBJECT: October 2025 Monthly Report

Numbers of individuals served in October:

Home Delivered Meals	2176
Individuals	100
Dining Room (Congregate) Meals	908
Individuals	31
Transportation (1-way rides)	229
Individuals	22
Grocery Shopping Assistance	18/72
Writers Group	41
Caregiver Support Group	19
Widows/Widowers Grief Support Group	25
Growing Stronger Exercise	235
Tai Chi Class	21
TOPS Weight Loss Class	51
Bluegrass & Music Sessions	53
Card Games	90
Wii Bowling	13
Arts & Crafts	50
Volunteers Hours	564
Individuals	34
Total Event Sign-ins *	1791
Individuals *	222
Vintage Pointe Manor Vacancies	1

*(not including home meals clients)

This month at the Center, seniors hosted a fun-filled Trick or Treat event, decorating tables and handing out goodies to little ones who enjoyed safe, indoor trick-or-treating. The highlight of the afternoon was Larry the Clown, who delighted children with his balloon magic and laughter.

The Center also welcomed the Kenai Police Department for our annual Faith and Blue-Waffles with a Cop event, bringing together law enforcement and community members over a warm breakfast and good conversation.

In the kitchen, this month's menu featured delicious meals prepared with pork and lamb generously donated by Velda Geller and family.

Additionally, program staff continued assisting seniors with their Medicare options as open enrollment was in full swing, helping ensure everyone had the guidance they needed.

Kayla Feltman, our Activity/Volunteer Coordinator, completed a three-month course and earned her certification from the National Certification Council for Activity Professionals (NCCAP).

