



## Kenai City Council - Regular Meeting

August 20, 2025 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### Agenda

#### **A. CALL TO ORDER**

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

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

#### **B. SCHEDULED ADMINISTRATIVE REPORTS**

1. Bluff Stabilization Project Update, Ronny McPherson, P.E., HDR Alaska Inc.

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

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

#### **E. PUBLIC HEARINGS**

1. **Ordinance No. 3481-2025** - Increasing Estimated Fiscal Year 2025 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)
2. **Ordinance No. 3483-2025** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund, accepting a Grant from the Federal Aviation Administration and Awarding Professional Services Agreements for the Kenai Municipal Airport Apron Pavement Maintenance Project. (Administration) [KMC 1.15.070 (d)]
  1. Motion for Introduction
  2. Motion for Second Reading (Requires a Unanimous Vote)
  3. Motion for Enactment (Requires Five Affirmative Votes)
3. **Resolution No. 2025-53** - Authorizing a Contract Award for the 2025 City Dock Floats Purchase. (Administration)
4. **Resolution No. 2025-54** - Authorizing the Application to the State of Alaska, Department of Environmental Conservation for a State Revolving Fund Loan from the Alaska Drinking Water Fund and Execution of a Loan Agreement for the Water Treatment Plant Pumphouse Project. (Administration)

5. **Resolution No. 2025-55** - Authorizing a Contract for Management Services for the Kenai Multi-Purpose Facility. (Administration)

**F. MINUTES**

1. \*Regular Meeting of August 6, 2025. (City Clerk)

**G. UNFINISHED BUSINESS**

**H. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. **Discussion/Action** - Direction to the City Clerk Regarding Applications for Student Representatives to Council from Non-City Residents. (City Clerk)

**I. COMMISSION REPORTS**

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

**J. REPORT OF THE MAYOR**

**K. ADMINISTRATION REPORTS**

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

**L. ADDITIONAL PUBLIC COMMENTS**

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

**M. EXECUTIVE SESSION**

**N. PENDING ITEMS**

1. **Ordinance No. 3482-2025** - Amending the Official Zoning Map and Land Use Table by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District Per Parcel, Tract, or Government Lot. (Douthit) [*On August 6, 2025 this item was referred to the Planning & Zoning Commission's August 27, 2025 meeting, and postponed to the September 3, 2025 City Council meeting.*]

**O. ADJOURNMENT**

**P. INFORMATION ITEMS**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://www.kenai.city). Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk 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/4ulPrLWBSZiCvBeAe\\_YOOg](https://us02web.zoom.us/meeting/register/4ulPrLWBSZiCvBeAe_YOOg)



Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3481-2025**

AN ORDINANCE INCREASING ESTIMATED FISCAL YEAR 2025 REVENUES AND APPROPRIATIONS IN THE GENERAL FUND - POLICE DEPARTMENT AND ACCEPTING A GRANT FROM THE ALASKA HIGH INTENSITY DRUG TRAFFICKING AREA FOR DRUG INVESTIGATION OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department assists the regional drug task force on initiatives with funding availability through the Alaska High Intensity Drug Traffic Area (AK HIDTA), which is funded through a Federal Government Appropriation; and,

WHEREAS, funding through AK HIDTA is available to reimburse certain overtime expenditures for the Kenai Police Officers that assist the regional drug task force or directly participate in the task force on those HIDTA initiatives; and,

WHEREAS, the overtime expense that was eligible for reimbursement from April of 2025 through the end of June, 2025 was \$4,799.18; and,

WHEREAS, overtime for these additional expenditures for drug investigations were not budgeted and the Department is requesting appropriation into the FY25 overtime budget equal to the amount of the AK HIDTA funding.

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

**Section 1.** That the City Manager is authorized to accept these funds from the AK HIDTA in the amount of \$4,799.18 and to expend those funds to fulfill the purpose and intent of this ordinance

**Section 2.** That the fiscal year 2025 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –	
Federal Grants – Police	<u>\$4,799.18</u>

Increase Appropriations – Police Department -	
Overtime	<u>\$4,799.18</u>

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 20<sup>th</sup> DAY OF AUGUST, 2025.

---

Brian Gabriel Sr., Mayor

ATTEST:

---

Michelle M. Saner, MMC, City Clerk

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

Introduced:	August 6, 2025
Enacted:	August 20, 2025
Effective:	August 20, 2025



# KENAI

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

## MEMORANDUM

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

**THROUGH:** Terry Eubank, City Manager

**FROM:** David Ross, Police Chief

**DATE:** July 21, 2025

**SUBJECT:** **Ordinance No. 3481-2025** - Increasing Estimated Fiscal Year 2025 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures.

---

The Kenai Police Department participates in the regional drug task force. Between April of 2025 and June of 2025 certain overtime worked in conjunction with the regional drug task force was eligible for reimbursement through the Alaska High Intensity Drug Trafficking Area (AK HIDTA), which receives its funding through Federal appropriation. The Police Department requested reimbursement for \$4,799.18 in overtime expenditures.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds into the FY25 budget for the purpose they were intended.



Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3483-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT IMPROVEMENTS CAPITAL PROJECT FUND, ACCEPTING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION AND AWARDED PROFESSIONAL SERVICES AGREEMENTS FOR THE KENAI MUNICIPAL AIRPORT APRON PAVEMENT MAINTENANCE PROJECT.

---

WHEREAS, Apron pavement maintenance is in the Airport Capital Improvement Plan and will extend the useful life of the pavement; and,

WHEREAS, the cost share for this agreement will be at the 95% Federal Aviation Administration (FAA) and 5% City share; and,

WHEREAS, the Apron Pavement Maintenance grant offer is for \$1,579,981, requiring a local share of \$83,157 for a total project cost of \$1,663,138; and,

WHEREAS, \$518,750 was previously appropriated in the Airport Improvement Capital Projects Fund for the Apron Pavement Maintenance Project and will be utilized for the City's 5% share; and,

WHEREAS, the remaining balance from the previously appropriated \$518,750 will be transferred back to the Airport Special Revenue Fund by a subsequent ordinance; and,

WHEREAS, a contract will be awarded to HDL under the Airport's Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects Professional Services Term Agreement that expires March 31, 2028 in the amount of \$208,160; and,

WHEREAS, a contract will be awarded to CR Contracting LLC for \$1,269,760 for crack repair, seal coat, and pavement markings; and,

WHEREAS, a double reading is requested due to the FAA requiring acceptance of this grant no later than August 29, 2025; and,

WHEREAS, pursuant to KMC 1.15.070(d) the City may introduce and finally pass on the same day, an ordinance making, repealing, transferring or otherwise changing an appropriation; and,

WHEREAS, completion of the Apron Pavement Maintenance and acceptance of this grant is in the best interest of the City.

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

**Section 1.** That the City Manager is authorized to accept a grant from the FAA in the amount of \$1,579,981 and expend the funds in accordance with the provisions of the grant.

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

Airport Improvements Capital Projects Fund:

Increase Estimated Revenues –	
Appropriation of FAA Grant Funds	<u>\$1,579,981</u>
Increase Appropriations –	
Professional Services	\$1,516,493
City Administration	<u>\$63,488</u>
	<u>\$1,579,981</u>

**Section 3.** That the City Manager is authorized to enter into a professional services agreement with HDL in the amount of \$208,160 for construction management services.

**Section 4.** That the City Manager is authorized to enter into a professional services contract with CR Contracting LLC for \$1,269,760.

**Section 5.** 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 6.** 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 20<sup>th</sup> DAY OF AUGUST, 2025.

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

ATTEST:

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

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

Introduced:	August 20, 2025
Enacted:	August 20, 2025
Effective:	August 20, 2025





# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Derek Ables, Airport Manager

**DATE:** August 11, 2025

**SUBJECT:** **Ordinance No. 3483-2025-** Increasing Estimated Revenues and Appropriations In The Airport Improvements Capital Project Fund, Accepting a Grant From the Federal Aviation Administration and Awarding Professional Services Agreements For The Kenai Municipal Airport Apron Pavement Maintenance Project.

---

This memo seeks the approval of the City Council to accept a grant offer for the Airport Improvement Program, project number 3-02-0142-081-2025, from the Federal Aviation Administration for \$1,579,981 to complete the Kenai Municipal Airport Apron Pavement Maintenance Project. This represents 95.00% of projected costs and requires a local match of \$83,157 (5.00%) for a total project cost of \$1,663,138. \$518,750 was previously appropriated for local match use in the Airport Improvements Capital Project Fund. The grant is for crack repair, seal coat, and pavement markings, which will extend the useful life of the apron.

A contract will be awarded to HDL under the Airport's Architectural/Engineering & Construction Management Services for Kenai Municipal Airport Capital Improvement Projects Professional Services Term Agreement that expires March 31, 2028 in the amount of \$208,160. A contract will be awarded to CR Contracting LLC for \$1,269,760 who were the lowest responsive bidder for the project.

Council's support is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2025-53**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE 2025 CITY DOCK FLOATS PURCHASE.

WHEREAS, an Invitation to Bid was released on July 22, 2025 with bids due on August 7, 2025 for the 2025 City Dock Floats project; and,

WHEREAS, four bids were received

<u>Contractor</u>	<u>Cost</u>
Dock Builders Supply	\$47,787.92
Alaska Efficient Energy Solution, LLC	\$59,874.00
Alaska Docks	\$66,420.00
Clear Water Docks, LLC	\$77,593.20; and,

WHEREAS, Dock Builders Supply was the lowest bidder with a cost of \$47,787.92 for new dock floats; and,

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

WHEREAS, this purchase will provide dock floats for construction of new floating docks at the City Dock; and,

WHEREAS, it is in the best interest of the City to award the contract to Dock Builders Supply.

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

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

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 20<sup>TH</sup> DAY OF AUGUST, 2025.

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

ATTEST:

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

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



# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Lee Frey, Public Works Director

**DATE:** August 12, 2025

**SUBJECT:** **Resolution No. 2025-53** - Authorizing a Contract Award for the 2025 City Dock Floats Purchase.

---

This memo requests Council's approval to award a contract for the purchase of new dock floats to Dock Builders Supply. The project was released for bidding and four bids were received. Bids received are as follows:

<u>Contractor</u>	<u>Cost</u>
Dock Builders Supply	\$47,787.92
Alaska Efficient Energy Solution, LLC	\$59,874.00
Alaska Docks	\$66,420.00
Clear Water Docks, LLC	\$77,593.20

Dock Builders Supply was the lowest bid for the project with a cost of \$47,787.92 for the new dock floats.

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



Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2025-54**

A RESOLUTION AUTHORIZING THE APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR A STATE REVOLVING FUND LOAN FROM THE ALASKA DRINKING WATER FUND AND EXECUTION OF A LOAN AGREEMENT FOR THE WATER TREATMENT PLANT PUMPHOUSE PROJECT.

WHEREAS, the Water Treatment Plant Pumphouse Project will construct a new pumphouse including new water distribution system pumps and appurtenances at the 420 Shotgun Dr. location to replace outdated equipment and improve overall system resiliency; and,

WHEREAS, the City of Kenai was previously awarded a \$1,200,000 State Revolving Fund Loan for this project; and,

WHEREAS, the City of Kenai requested and the State of Alaska, Department of Environmental Conservation has offered additional funding through the Alaska Drinking Water Fund; and,

WHEREAS, the project currently is included on an Alaska Drinking Water Fund project priority list for the current fiscal year; and,

WHEREAS, an additional project loan of up to \$1,500,000 has been offered and is eligible for 100% loan forgiveness according to the notification received on June 12, 2025 from the Alaska Department of Environmental Conservation; and,

WHEREAS, the City's debt covenant established in Article 6 of Kenai Municipal Charter is not applicable to this agreement as the funding requested will be forgiven upon release; and,

WHEREAS, as a result no debt is anticipated to be incurred with this work.

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

**Section 1.** That the City Manager is authorized to apply for and execute a loan agreement with the Alaska Department of Environmental Conservation in the amount of \$1,500,000 in support of the Water Treatment Plant Pumphouse Project, and that the City Manager is authorized to represent the City of Kenai in carrying out the City of Kenai's responsibilities under the loan agreement, and that the City Manager is authorized to delegate responsibility to appropriate City of Kenai staff to carry out technical, financial, and administrative activities associated with the loan agreement.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 20<sup>TH</sup> DAY OF AUGUST, 2025.

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

ATTEST:

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



## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Lee Frey, Public Works Director

**DATE:** August 12, 2025

**SUBJECT:** **Resolution 2025-54** - Authorizing the Application to the State of Alaska, Department of Environmental Conservation for a State Revolving Fund Load from the Alaska Drinking Water Fund and Execution of a Loan Agreement for the Water Treatment Plant Pumphouse Project

---

This Resolution will authorize application for and execution of the City's requirements of receiving funding through the State's Revolving Fund (SRF) Loan in support of the Water Treatment Plant Pumphouse project. The project includes design and construction of a new pumphouse building, distribution pumps, controls, piping, a backup generator and pressure tanks to increase system pressures, increase fire flows, reduce flow restrictions and improve system resilience.

This project was previously funded through an SRF Loan in the amount of \$1,200,000. A construction cost estimate for the project produced at the 65% completion of the design phase, estimated the project cost at approximately \$3,400,000 with contingencies. After reviewing the estimate and total project costs, the Public Works Department put in an additional request through the SRF Loan program for a total project cost of \$4,400,000. On June 2, 2025 and received word of the programs offer of \$1,500,000 on June 12, 2025. We need to complete the application process through the SRF program prior to appropriation of the funds to construct the project. Design work is expected to be completed no later than October.

The City previously appropriated \$1,200,000 of local Utility Capital Funds to this project through Ordinance 3384-2023. At the time, these funds were to be used to pay project costs until reimbursement from the SRF and simultaneous loan forgiveness was provided to avoid the City incurring debt. The City's debt covenant established in Article 6 of Kenai Municipal Charter is not applicable to this agreement. The City Administration has had several meetings with staff from the SRF program and due to the loan forgiveness upon application for payment, the City is not incurring debt through accepting the 100% forgivable loan amount. The City's debt covenant established in Article 6 of Kenai Municipal Charter is not applicable to this agreement. This allows the original appropriation of \$1,200,000 to now be used for project costs.

Funding for the project with a budget up to \$4,400,000 is as follows:

Utility Funds (Ordinance 3384-2023)	\$1,200,000
-------------------------------------	-------------

SRF Loan Proceeds (Including 100% Loan Forgiveness)	2,700,000
Additional Utility Capital Funds	<u>500,000</u>
	<u>\$4,400,000</u>

The final project budget will be determined after successful bidding. Appropriation of the SRF funds and the additional \$500,000 of utility capital funds will occur after receipt of approved SRF loan application. Council's support is respectfully requested.





Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2025-55**

A RESOLUTION AUTHORIZING A CONTRACT FOR MANAGEMENT SERVICES FOR THE KENAI MULTI-PURPOSE FACILITY.

WHEREAS, a Request for Proposals was released on July 24, 2025 with proposals due on August 11, 2025 for the Kenai Multi-Purpose Facility Management Services; and,

WHEREAS, no proposals were received by the deadline; and,

WHEREAS, Red Line Sports, the previous contractor submitted a proposal past the due date; and,

WHEREAS, KMC 7.15.070(b)(6) – Innovative Procurements and Other Exceptions, allows for Council to award a contract when solicitation of proposals has been limited or procurement is by direct negotiation if found to be in the City's best interest, and sufficient information is available to ensure a fair and reasonable price; and,

WHEREAS, the proposal was negotiated and determined to be reasonable costs; and,

WHEREAS, the hourly rate will increase by two percent, or one dollar, over last year, and by just under two percent in each subsequent year; and,

WHEREAS, this will be a three-year term contract with an hourly rate of \$51 per hour in Fiscal Year 2026, \$52 per hour in Fiscal Year 2027 and \$53 per hour in Fiscal Year 2028; and,

WHEREAS, it is in the best interest of the City to award the contract to Red Line Sports as the Multi-Purpose facility provides important and valued recreational opportunities in the City.

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

**Section 1.** That the City Manager is authorized to execute a contract with Red Line Sports in the amount of \$72,000 for the Kenai Multi-Purpose Facility Management Services.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 20<sup>TH</sup> DAY OF AUGUST, 2025.

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

ATTEST:

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

Approved by Finance: DS



# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**THROUGH:** Jenna Brown, Assistant Parks and Recreation Director

**FROM:** Lee Frey, Public Works Director

**DATE:** August 13, 2025

**SUBJECT:** **Resolution No. 2025-55** - Authorizing a Contract for Management Services for the Kenai Multi-Purpose Facility.

---

This memo requests Council's approval to award a contract for management services for the Kenai Multi-Purpose Facility to Red Line Sports. The project was released for proposals and no proposals were received by the deadline. The previous contractor for the services, Red Line Sports, submitted a proposal that we have reviewed and negotiated. The proposed costs have been determined to be reasonable compared to previous contracts. The contract will be for a three-year term with hourly costs billed at \$51 per hour in FY26, \$52 per hour in FY27 and \$53 per hour in FY28. Per KMC 7.15.070(b)(6), we recommend authorization of the contract in the amount of \$72,000 for operations for FY26.

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



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

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on August 6, 2025, in City Hall Council Chambers, Kenai, AK. Vice Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

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

**2. Roll Call**

There were present:

Henry Knackstedt, Vice Mayor  
Phil Daniel  
Alex Douthit  
Sovala Kisena

Sovala Kisena (*remote participation*)  
Deborah Sounart  
Victoria Askin

A quorum was present.

Absent:

Brian Gabriel, Mayor

Also in attendance were:

\*\*Xiling Tanner, Student Representative  
Terry Eubank, City Manager  
David Swarner, Finance Director  
Kevin Buettner, Planning Director  
Lee Frey, Public Works Director  
Dave Ross, Police Chief  
Shellie Saner, City Clerk

**3. Agenda and Consent Agenda Approval**

**MOTION:**

Council Member Askin **MOVED** to approve the agenda. Council Member Sounart **SECONDED** the motion.

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

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

**UNANIMOUS CONSENT** was requested.

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

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

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

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

**D. UNSCHEDULED PUBLIC COMMENTS**

Ellen Sheehan addressed the Council with concerns regarding the staffing levels, and the twelve-day closure of the Kenai Animal Shelter; she requested the City Council take steps to support the Animal Control Officer to restore stability to the shelter.

Sherry Powell addressed the Council with concerns regarding activities on Kiana Lane, noting she recently moved into her home on Kiana Lane; she described disturbance activities from a neighboring home, which included loose dogs, loud music, high volumes of traffic, yelling and screaming and drones flying over her property; and she reported that the Kenai Police Department recently raided the property.

Paul Gold addressed the Council with concerns regarding activities on Kiana Lane, stating he would like to see the City get involved with the problems, including getting the neighbor to clean up their property; address the on-street parking problem; and the invasion of privacy with drone activity.

Recommendations from Council to Ms. Powell and Mr. Gold included: continued conversations with the Police Department and reaching out to the Planning Director to address code violations.

Brad Brown addressed the Council regarding the activities on Kiana Lane; commended the Police Department on their recent raid; urged Council to continue supporting the Police Department by adopting new ordinances and providing funding for enforcement efforts.

**E. PUBLIC HEARINGS**

1. **Resolution No. 2025-48** - Authorizing a Contract Award for the Vintage Pointe Exterior Door Replacement. (Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2025-48. Council Member Sounart **SECONDED** the motion.

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

Clarification was provided regarding the number of doors and their locations.

**UNANIMOUS CONSENT** was requested.

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

2. **Resolution No. 2025-49** - Authorizing a Contract Award for the Street Condition Assessment. (Administration)

**MOTION:**

Council member Askin **MOVED** to adopt Resolution No. 2025-49. Council Member Daniel **SECONDED** the motion.

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

There was discussion in support of this project and clarification was provided regarding the scope of work.

**UNANIMOUS CONSENT** was requested.

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

**3. Resolution No. 2025-50 - Authorizing a Contract Award for the Street Light Assessment.**  
(Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2025-50. Council Member Daniel **SECONDED** the motion.

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

There was discussion in support of this project and clarification was provided regarding this project and how it would interface with current repairs.

**UNANIMOUS CONSENT** was requested.

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

**4. Resolution No. 2025-51 - Authorizing a Purchase of Water Treatment Chemicals.**  
(Administration)

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2025-51. Council Member Sounart **SECONDED** the motion.

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

Clarification was provided that this was for water treatment and represented a savings of roughly \$8,000 per tote.

**UNANIMOUS CONSENT** was requested.

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

**5. Resolution No. 2025-52 - Declaring a Right-of-Way for a 60' by 230' Portion of Sixth Street as Dedicated Between Lots 2 & 3, Kenai Meadows Addition No. 1 (Plat 2023-48), Not Needed for a Public Purpose and Consenting to its Vacation. (Administration)**

**MOTION:**

Council Member Askin **MOVED** to adopt Resolution No. 2025-52. Council Member Sounart **SECONDED** the motion.

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

Clarification was provided that the dedication would take place later during the platting process.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Special Meeting of June 30, 2025. (City Clerk)
2. \*Regular Meeting of July 2, 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** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

Approved by the consent agenda.

3. **\*Action/Approval** - Consent to Assignment and Assignment and Assumption of Lease Agreement, of Lot 2, Block 1, General Aviation Apron No. 1 Amended. (Administration)

Approved by the consent agenda.

4. **\*Ordinance No. 3481-2025 - Increasing Estimated Fiscal Year 2025 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)**

Introduced by the consent agenda and Public Hearing set for August 20, 2025.

5. **Ordinance No. 3482-2025** - Amending the Official Zoning Map and Land Use Table by Rezoning Thirteen Properties Zoned with Multiple Zones and Assigning One Zoning District Per Parcel, Tract, or Government Lot. (Douthit)

#### **MOTION:**

Council Member Douthit **MOVED** to introduce Ordinance 3482-2025, refer the Ordinance to the August 27, 2025 Planning and Zoning Commission meeting for Commission recommendation, and schedule the Public Hearing for September 3, 2025. Council Member Askin **SECONDED** the motion.

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

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

#### **I. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging Commission

Vice Mayor Knackstedt reported on the July 10, 2025 meeting, next meeting August 14, 2025.

2. Airport Commission

Council Member Daniel reported on the July 10, 2025 work session, next meeting cancelled.

3. Harbor Commission

No report, next meeting cancelled.

4. Parks and Recreation Commission

No report, next meeting cancelled.

5. Planning and Zoning Commission

Council Member Sounart reported on the July 23, 2025 meeting, next meeting August 27, 2025.

6. Beautification Commission

No report, next meeting September 9, 2025.

#### **J. REPORT OF THE MAYOR**

Vice Mayor Knackstedt relayed the following messages from Mayor Gabriel:

- Mayor Gabriel's apology for missing the meeting due to set netting opening for the first time in three-years.
- Mayor Gabriel's announcement that he would not be running for re-election.

## K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank reported on the following:
  - Recruitment has been extended for the Airport Manager, Building Official and Chief Animal Control Officer positions.
  - Mary Bondurant has agreed to serve as Temporary Airport Manager.
  - Provided an update regarding the State of Alaska, Kenai Spur Highway Phase II project.
  - Information on pool operations has been requested from the Kenai Peninsula Borough School District.
  - Personal Use Fisher concluded on July 31, revenue was strong this year and reported tent camping occurring in residential subdivisions.
  - Applications for the Storefront Improvement Program were available and due by October 17.
  - There were 14 respondents to the RFP to perform a statistically valid community survey.
  - The Library Summer Reading Program final event will be on Thursday, August 7.
  - Included in the packet is the FY2024 PAFR.
  - Regarding the temporary closure of the Animal Shelter, no animals were euthanized to accommodate the closure; the only closure is the area available to the public for adoption of animals; the City is still responding to animal emergencies; staff would still be taking care of animals; the closure is predicated on preserving the employees that we do have.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
  - Candidate Filing period is open until August 15, 2025 at 4:30 p.m.
  - There are vacancies on the Beautification, Council on Aging, Harbor and Parks & Recreation Commissions.

## L. ADDITIONAL PUBLIC COMMENTS

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

Marion Nelson addressed the Council with concerns regarding progress on the State of Alaska, Kenai Spur Highway rehabilitation project; commended the improved beach cleanup measures taken during the dipnet season; and provided an update on current exhibits at the Art Center.

2. Council Comments

Council Member Kisena noted his appreciation for the 4<sup>th</sup> of July festivities; welcomed Marcie Murphy, the new Principal for Kaleidoscope School of Arts; thanked Mayor Gabriel for his service; and congratulated the Grace Khan and City of Kenai Student Representative, Xiling Tanner for receiving that Alaska Communications (ACS), 2025 Summer of Heroes scholarship award.

Council Member Douthit reported his contributions to the 4<sup>th</sup> of July activities included sitting in the Dunk Tank, which he did again for the Soldotna's Progress Days event; and noted his appreciation for the amazing summer and fishing season.

Student Representative Tanner provided information on the upcoming registration process for the new school year; provided an update on Kenai Central High School sports; and noted that Connections will have a booth at the Soldotna Sport Center Field House grand opening.

Council Member Sounart congratulated Student Representative Tanner; and wished everyone a happy summer.

Council Member Askin thanked the Finance Department for the PAFR; congratulated Student Representative Tanner; noted her appreciation for the 4<sup>th</sup> of July festivities; and reminded everyone to be safe.

Council Member Daniel congratulated Student Representative Tanner; thanked City Manager and staff for all they do; and noted he was looking forward to meeting new Deputy Clerk, Logan Parks.

**M. EXECUTIVE SESSION** - None.

**N. PENDING ITEMS** - None.

**O. ADJOURNMENT**

**P. INFORMATIONAL ITEMS** - None.

There being no further business before the Council, the meeting was adjourned at 7:15 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of August 6, 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: AUGUST 20, 2025**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
PERS	PERS	VARIOUS	LIABILITY	110,032.16
PREMERA	AUGUST HEALTH INSURANCE	VARIOUS	INSURANCE	210,560.60
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	103,588.66

**INVESTMENTS**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>MATURITY DATE</b>	<b>AMOUNT</b>	<b>Effect. Int.</b>
---------------	--------------------	----------------------	---------------	---------------------

PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL  
COUNCIL MEETING OF: AUGUST 20, 2025

VENDOR	DESCRIPTION	DEPT.	ACCOUNT	AMOUNT
--------	-------------	-------	---------	--------

INCREASE OF EXISTING PURCHASE ORDER

VENDOR	DESCRIPTION	P.O. # - DEPT.	REASON	AMOUNT	TOTAL PO AMT
HDR ENGINEERING	KENAI BLUFF STABILIZATION PROJECT	123004 - KENAI BLUFF EROSION	ADDITIONAL REDESIGN/POST CONSTRUCTION ANALYSIS	83,820.00	1,020,932.63





# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Lee Frey, Public Works Director

**DATE:** August 13, 2025

**SUBJECT:** **Bluff Stabilization Project – PO Increase**

---

The Public Works Department recommends an increase of \$83,820 to the Bluff Stabilization Project contract with HDR Engineering, Inc. The existing contract is for \$937,112.63 for design and construction administration services in cooperation with the U.S. Army Corps of Engineers. The additional increases are \$61,339 for additional construction administration services to accommodate for additional redesign and involvement in the project exceeding original expectations on the project and \$22,481 to complete a post-construction analysis of the anticipated erosion based on the completed location of the stabilization structure. The construction administration services are expected to be covered mostly through the federal matching funds for the project. The erosion analysis will not be eligible for federal match and is expected to be paid for through State of Alaska grant funds for the project.

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

## MEMORANDUM

**TO:** Council Members

**THROUGH:** Mayor Gabriel

**FROM:** Shellie Saner, City Clerk

**DATE:** August 12, 2025

**SUBJECT:** **Discussion/Action** - Direction to the City Clerk Regarding Applications for Student Representatives to Council from Non-City Residents.

---

Council Policy 20.100 - Student Representative was approved by Council in April 2023, as written applicants for Student Representative to Council are required to be a Junior or Senior in good standing at a school within Kenai City limits and reside within Kenai City limits.

Mayor Gabriel and the City Clerk have received inquiries from students that are not City residents requesting consideration for appointment as Student Representative to City Council.

**CITY COUNCIL – 20.100  
STUDENT REPRESENTATIVE**

Effective Date: February 15, 2023

Last Action Date:

April 19, 2023

See Also:

Approved by:

City Council

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

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

**Scope**

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

**Policy**

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

Qualifications of Student Representatives

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


Requirements of Student Representatives

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

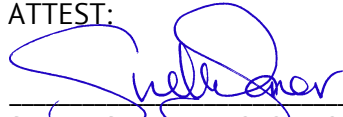
D. Should have an interest in public service and utilize this appointment as a way to develop leadership skills.

Limitations of Student Representatives

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

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

ATTEST:

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



**Kenai Police Patrol Sgt. Ryan Grimm and Kenaitze Security Officer Larry Grant talk at the beginning of a ride-along earlier this month.**

## Making Connections

Yaghali du?

This month, our Campus Security team has been participating in ride-alongs with officers from the Kenai Police Department.

One of the main goals of working with the Kenai Police is to build a rapport between our Security team and the department. As a part of the Kenai community, the Tribe relies on the Kenai Police for public safety services. This is a good opportunity for the Tribe to continue to build on its government-to-government relationship with the city of Kenai, as well as to make personal connections.



We hope the ride-alongs are as beneficial to Kenai Police as they are for our Security team. For example, our Security team can share information about the Tribe's facilities that may be helpful in the event of an emergency response. Likewise, KPD can point out their areas of concern and where they may converge with the Tribe's operations.

Chiqinik, thank you, to Campus Security for the work you do to ensure a safe environment for staff and un'ina, and for fostering a good working relationship with Kenai Police for those situations which call for additional support.

Chiqinik,  
Rudy Wilson  
Executive Director



# KENAI

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

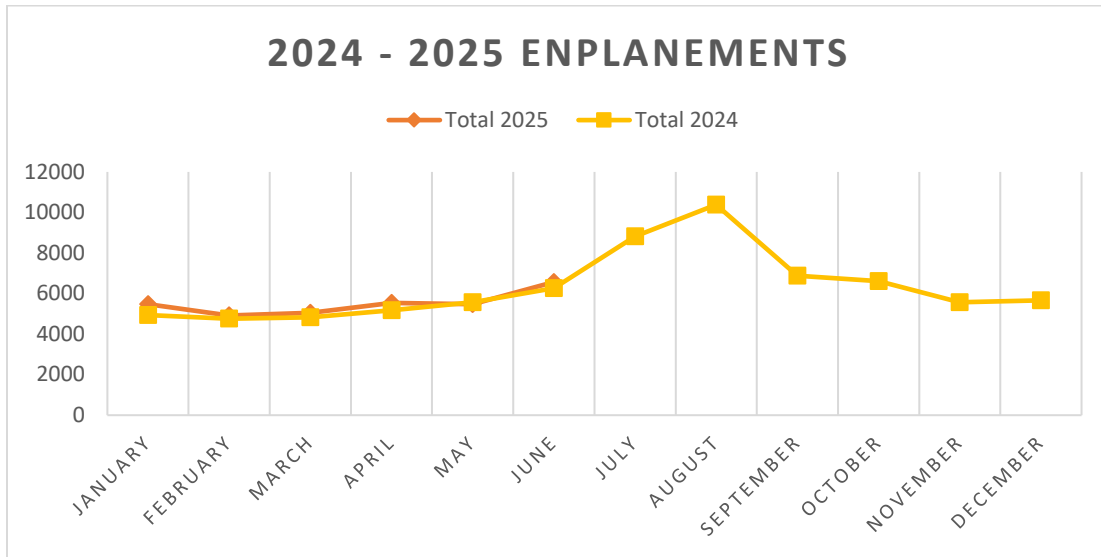
## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Derek Ables, Airport Manager  
**DATE:** August 11, 2025  
**SUBJECT:** Airport Mid-month Report July 2025

Airport operations worked on installing a new motor and painting the fuel tanks at the float plane basin. Additionally they repainted the Runway 2L designator and Taxiway Alpha centerline.

### ENA Airline Enplanements

Month	Grant 2025	Kenai 2025	Aleutian 2025	Grant 2024	Kenai 2024	Total 2025	Total 2024	Change from 2024 to 2025
January	4466	1003		3218	1719	5469	4937	532
February	4001	917		3207	1553	4918	4760	158
March	3973	1072		3508	1325	5045	4833	212
April	4464	1071		3847	1326	5535	5173	362
May	4353	1122		4024	1546	5475	5570	-95
June	5249	1129	190	4635	1624	6568	6259	309
July				6585	2231		8816	
August				7584	2798		10382	
September				5291	1583		6874	
October				5090	1528		6618	
November				4301	1267		5568	
December				4338	1321		5659	
<b>Total</b>	<b>26506</b>	<b>6314</b>	<b>190</b>	<b>55628</b>	<b>19821</b>	<b>33010</b>	<b>75449</b>	<b>1478</b>

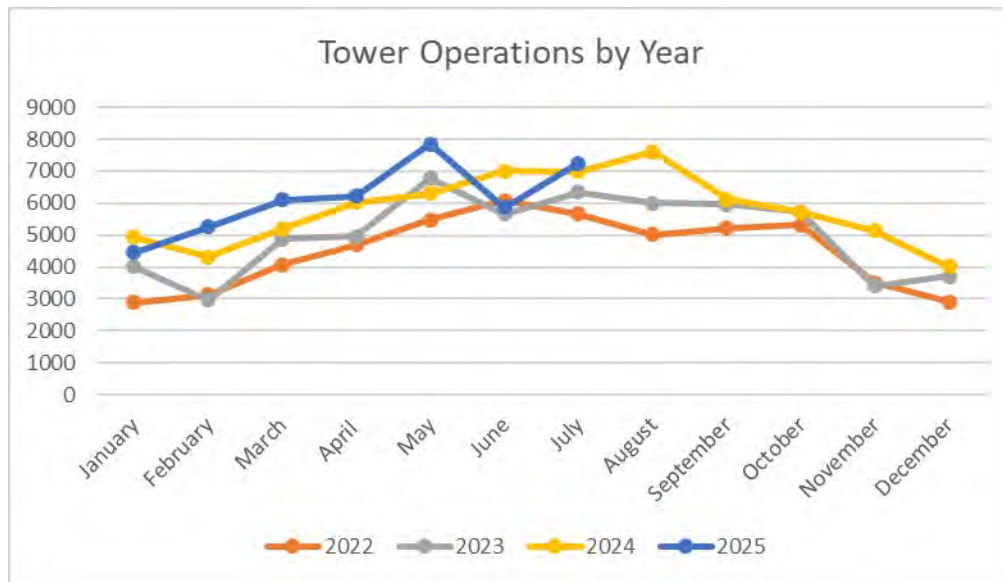


### Tower Operations

Year	2022	2023	2024	2025
January	2882	4009	4927	4451
February	3117	2965	4313	5250
March	4069	4874	5192	6099
April	4697	4957	6022	6215
May	5472	6786	6297	7845
June	6072	5660	6998	5867
July	5654	6337	6991	7240
August	5020	6007	7602	
September	5215	5950	6118	
October	5312	5724	5710	
November	3517	3404	5140	
December	2907	3699	4010	
Total	53934	60372	69320	42967











# KENAI

City of Kenai - Animal Control | 510 N. Willow St, Kenai, AK 99611 | 907.283.7353 | [www.kenai.city](http://www.kenai.city)

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**THROUGH:** Dave Ross, Police Chief  
**FROM:** Sasha Coleman, Acting Animal Control Chief  
**DATE:** July 30, 2025  
**SUBJECT:** July 2025 Monthly Report

This month the Kenai Animal Shelter took in 30 animals.

DOGS:				
	INTAKE	13	DISPOSITION	17
	Waiver	7	Adopted	9
	Stray	1	Euthanized	1
	Impound	5	Claimed	7
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	0
CATS:				
	INTAKE	17	DISPOSITION	21
	Waiver	15	Adopted	18
	Stray	2	Euthanized	1
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	1

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

**4** Animal dropped with After Hours (days we are closed but cleaning and with KPD)  
**31** Field Investigations & patrols  
**5** Pet Food Bank Request  
**2 hours 55min** Volunteer Hours Logged  
**2** Citations  
**1** Educational Outreach  
**41** Microchips

Total Animal Contacts:

**11** Animals are *known* borough animals  
**15** Animals are *known* City of Kenai  
**4** Animals are *known* City of Soldotna  
**0** Animals are *unknown* location

Statistical Data:

**310** 2023 YTD Intakes  
**Report not done last year** 2024 YTD Intakes  
**199** 2025 YTD intake

The vacant animal control officer position has been filled with start date in August. The Animal Control Chief resigned in July and a current recruitment is under way.





# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Dave Swarner, Finance Director

**DATE:** Aug 12, 2025

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

---

The department completed its part of the 2025 Personal Use Fishery management and is working toward completion of the annual report on the fishery. Fishery revenue was \$545,408 which was 108.18% of the FY2026 budgeted amount of \$504,150. Total expenditures are still being compiled and a full financial analysis will be part of the annual report.

The department is focused on closing of FY25 and completion of the City's Annual Comprehensive Financial Report. This process includes the closing of the FY25 financial records, fiscal year-end grant reporting, and finally, financial statement preparation. The annual audit is scheduled for the third week of November.

The Popular Annual Financial Report (PAFR) was completed and provided to council in the August 6<sup>th</sup> packet. It will be posted on the City Website. This will be an annual report that follows the month after the Annual Comprehensive Financial Report (ACFR) is completed.



# KENAI

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

## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

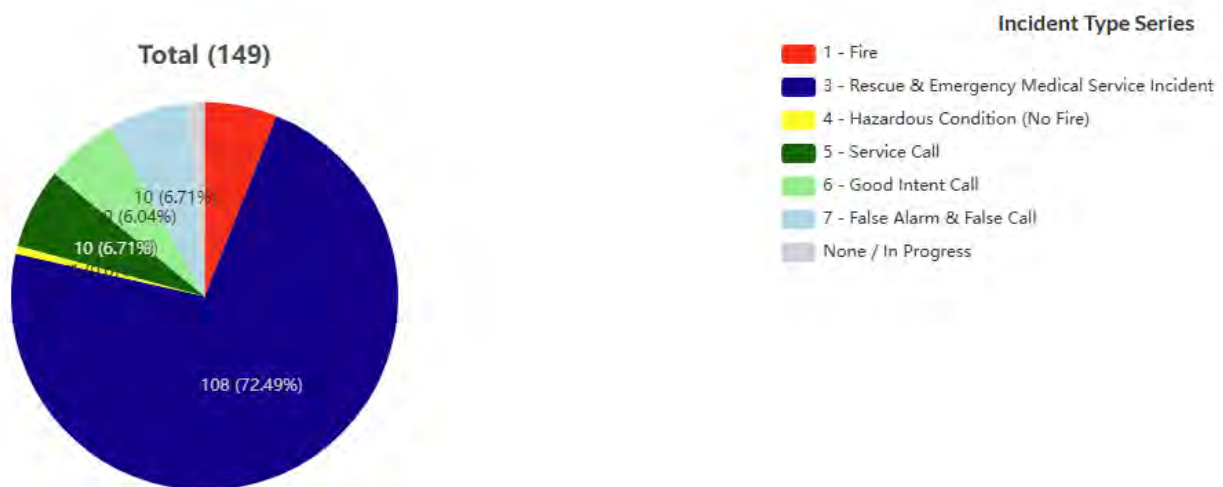
**THROUGH:** Terry Eubank, City Manager

**FROM:** Jay Teague, Fire Chief

**DATE:** July 29, 2025

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

July	2024	2025	% change
Month totals	136	149	+9.6%
EMS	90	108	+20%
All Other	46	41	-10.9%
Year Total	883	876	-0.8%



### Total training hours:

- Total recorded hours- (208)

### **Special Topics/external training**

- All shifts completed helicopter and landing zone safety training with Guardian Medevac personnel and were able to participate in a flight ride.
- FF/PM Ruth Nelson and Lt. Ben Nabinger precepted a paramedic student completing his internship from a new educational facility NEMTC (New England Medical Training Center) during the month of July. Our preceptors were able to provide guidance and instruction to the student to help him achieve his educational goals.
- 4 personnel in AEMT, 2 in Paramedic Program

### **Upcoming training/events**

- Interagency training scheduled with Nikiski and CES Fire Departments for next 30 days.
- Working to send an FD representative to FirstDue Academy for program training on RMS system.

### **Projects/Grants/Misc:**

- Still waiting for awarding of AFG grant.
- Have not received SEMT Final Payments.
- Received notification from Hilcorp Alaska, LLC that they will be drilling a gas development well at the Cannery Loop Unit Pad beginning around December 4, 2025
- Fire Marshal conducted 5 facility Life Safety Inspections in July.
- Fire Marshal hosted two "Youth Fire Setter" sessions in cooperation with law enforcement with juveniles in Kenai that have been starting fires around town.

### **Budget/Misc:**

- Outfitting new firefighters with PPE, Radios, etc. Money approved during budget cycle via "Special Project". Will be some Sole Source requests for radios and department standard PPE (personal protective equipment).





# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Stephanie Randall, Human Resources Director  
**DATE:** July 30, 2025  
**SUBJECT:** Human Resources Activity – July 2025

---

### Recruitment

Human Resources onboarded 16 Personal Use Fishery employees prior to the opening of the Fishery. HR continued working with the Administration to recruit a new Airport Manager. After conducting five interviews, this recruitment has been extended to allow for a larger applicant pool. Two firefighters accepted positions with the Fire Department, one is scheduled to begin in August and the other in September. The Clerk's Department successfully recruited for a Deputy Clerk who will start work in August. A new part time janitor was hired to work at the Senior Center, and an Animal Control Officer was hired with a start date scheduled in August. The Police Department is continuing to recruit for a Chief Animal Control Officer and Public Works continues recruitment for a Building Official.

### Safety

Two accident reports were submitted in July with no Workers' Compensation claims filed.

### Special Projects

Human Resources began a project updating the employee intranet benefits page this month. The updated section makes it easier for employees to navigate, with new pages built out for each medical plan, dental and vision coverage, pharmacy benefits, supplemental insurances and time off policies. Each section includes clear summaries and links to helpful resources, forms, and related information. The goal is to make it quicker and easier for employees to understand their benefits and locate the resources they need.

# MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Katja Wolfe, Library Director  
**DATE:** August 5, 2025  
**SUBJECT:** Library Report for July 2025

## SERVICES



**6079** Visitors  
**73** New Members



**589** Computer Sessions  
**6918** WiFi Sessions



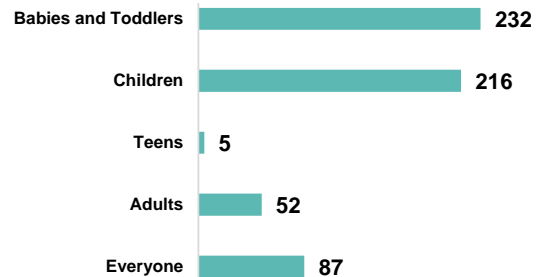
**163** Room Reservations  
**372** Hours of Use

## PROGRAMS AND EVENTS

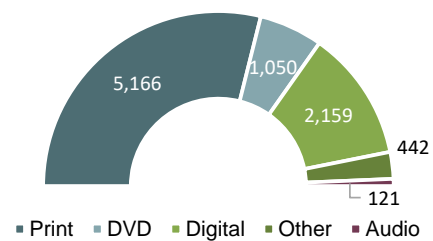
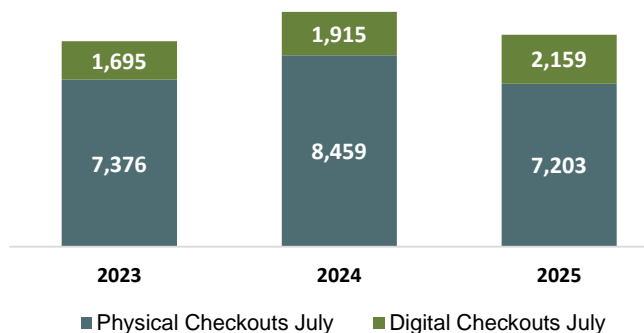


**592** Participants  
**53** Programs

### Program Attendance



## CIRCULATION



\*Does not include in-house use.



# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Kevin Buettner, Planning Director  
**DATE:** July 28, 2025  
**SUBJECT:** Planning and Zoning – July 2025 Monthly Report

---

### General Information

Code Enforcement remains a centerpiece of the department, as we strive to ensure full compliance with the new policies. With the addition of Planning Technician Jessica See, the department returns to full staffing levels and can adequately dedicate time to ensure compliance. The department is considering development of a citywide transportation plan to position the City for current and future grant funding opportunities. The Planning and Zoning Department has also been active in the City working group for the Airport Master Plan, guiding development at the Kenai Municipal Airport into the future.

### Department Summary

#### **Lands & Leases:**

- Continued updating of P/W water and sewer map
- Continued cleaning up Zoning map
- Continued reviewing and itemizing of leases
- Discussed plats, easements and leases with various departments, surveyors and members of the public
- Worked with Borough Planning to correct GIS errors within City limits

#### **Planning & Zoning:**

- See attached report.

### Code Enforcement and Compliance

In July, Planning and Zoning began review of all 2025 complaints. Staff continues to work to stay up to date with Code Enforcement, and work with property owners to bring their properties into compliance with Kenai Municipal Code.

See attached report for the current case breakdown and statuses.



### **Planning and Zoning Commission**

One (1) public meeting was held in the month of June and one (1) public meeting was held in the month of July with the following actions/recommendations.

**Resolution PZ2025-21** – Recommending Approval of Preliminary Plat – Beaver Creek Alaska Subdivision Amended 2025 Replat, to replat Lots 2, 3, 14, & 15, Beaver Creek Alaska Subdivision Amended, Section 36, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the General Commercial and Rural Residential Zoning Districts.

**Resolution PZ2025-22** – Recommending Approval of Preliminary Plat – Kenaitze Acres, to replat Section 30, Township 6 North, Range 11 West, Seward Meridian to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

**Resolution PZ2025-23** – Recommending Approval of Preliminary Plat – Terra-B Subdivision 2025 Replat, to Lots 7, 8, & 9, Block One, Terra-B Subdivision, Township 6 North, Range 11 West, Section 34, Seward Meridian to the Kenai Peninsula Borough, in the Suburban Residential Zoning District.

**Resolution PZ2025-24** – Recommending Approval of Preliminary Plat – Ruby's Dazzling Scenic View Subdivision Hendriks Addition, to replat Lots 7 & 8, Ruby's Dazzling Scenic View Subdivision, Township 5 North, Range 11 West, Section 10, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

**Resolution PZ2025-25** – Recommending Approval of Preliminary Plat – Terra-B Subdivision Swarner Addition, to replat Lots 3 & 4, Block One, Terra-B Subdivision, Township 6 North, Range 11 West, Section 34, Seward Meridian, to the Kenai Peninsula Borough, in the Rural Residential Zoning District.

**Action/Approval** – Resolution No. 2025-38 – Failing to Recommend Approval on the Street Renaming of South Spruce Street to Kenai Beach Street

**Action/Approval** – Recommending Council Approve a Lease of Airport Reserve Land for the Property Described as Lot 3, Block 2, General Aviation Apron According to Plat No. 73-68 with Schilling Rentals





## MEMORANDUM

**TO:** Mayor Gabriel and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Jenna Brown, Assistant Parks and Recreation Director

**DATE:** August 13, 2025

**SUBJECT:** **Mid-Month Report - July**

---

The month of July began with Parks and Recreation staff supporting the Kenai Chamber of Commerce 4th of July parade and festivities. Crews prepared green spaces, set up event tents and fencing for the beer garden, placed additional amenities such as trash receptacles and picnic tables, and handled post-event cleanup.

Parks staff supported several field reservations, including the Kenai Softball Association's Annual Firecracker Tournament at the Steve Shearer Memorial Ball Fields and the Kenai River Wolfpack Rugby Club's Dipnet Fest Rugby Tournament at Millennium Fields, providing event preparations, support throughout, and cleanup for both multi-day events that welcomed teams from across Alaska. Staff also supported the Little League All-Star Tournament through the second week of July, ensuring fields were prepared and maintained for visiting teams.

Amidst these tournaments, crews worked on staging for the Personal Use Fishery, including installation of signage, fencing, and other logistical support measures in and around the dipnet fee areas.

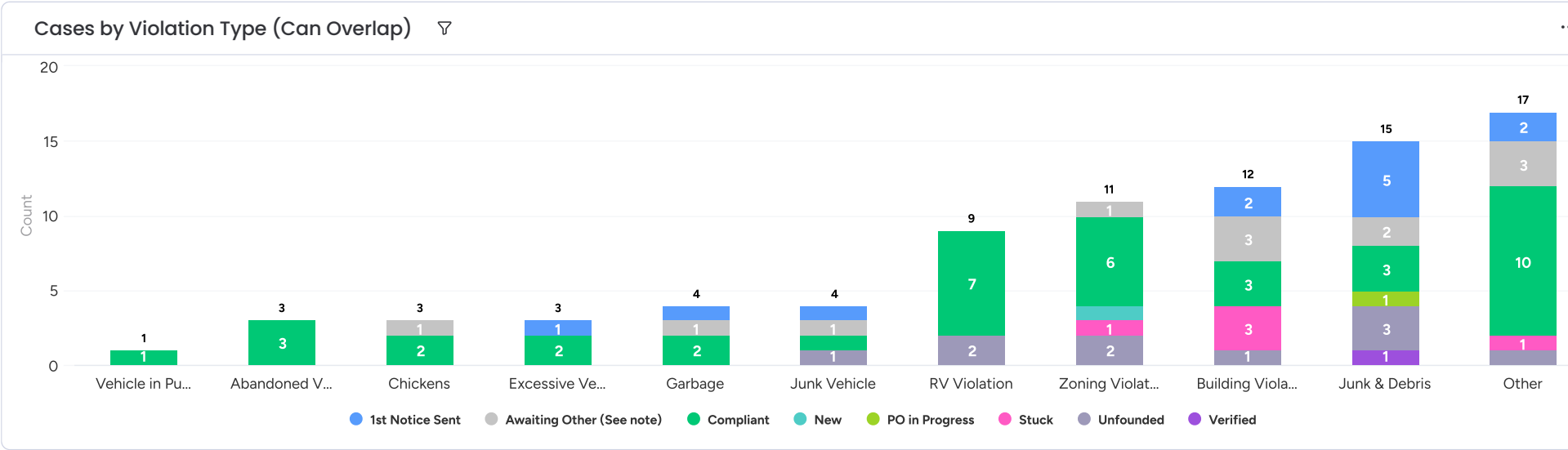
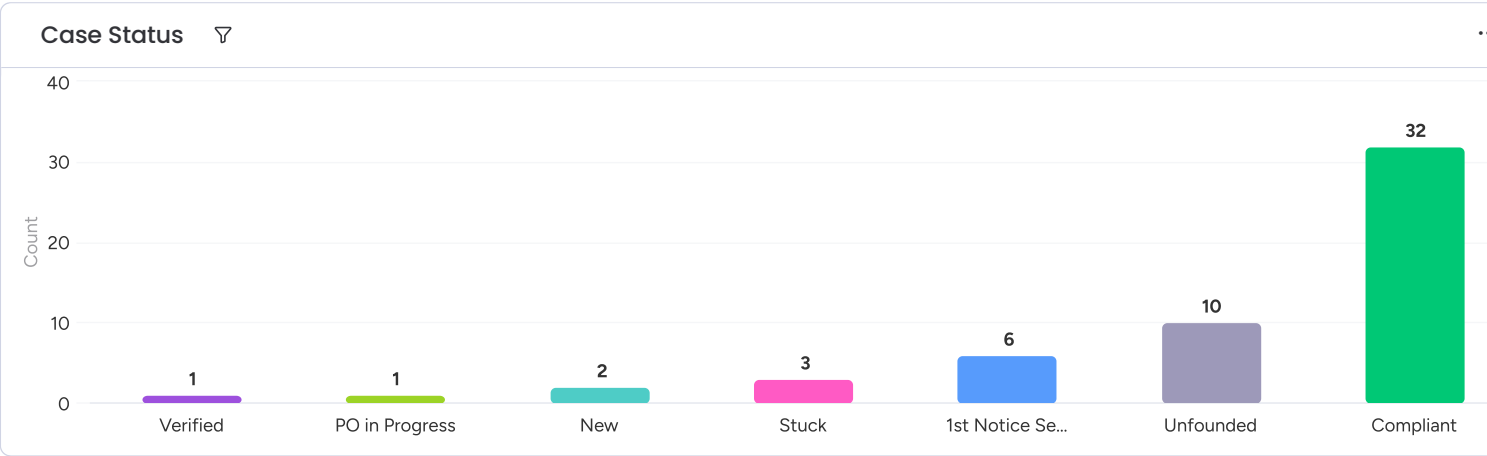
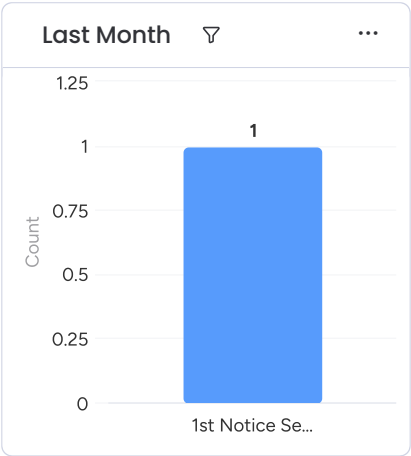
Parks facilitated seven shelter reservations in July, down from ten during the same month last year.

At the Kenai Recreation Center, drop-in shower use increases significantly during the summer months. Last month recorded more than double the usage of any other month in the past year. Additionally, overall facility sign-ins rose by more than 11% compared to July of last year.

### **Kenai Recreation Center Visits – Month of July**

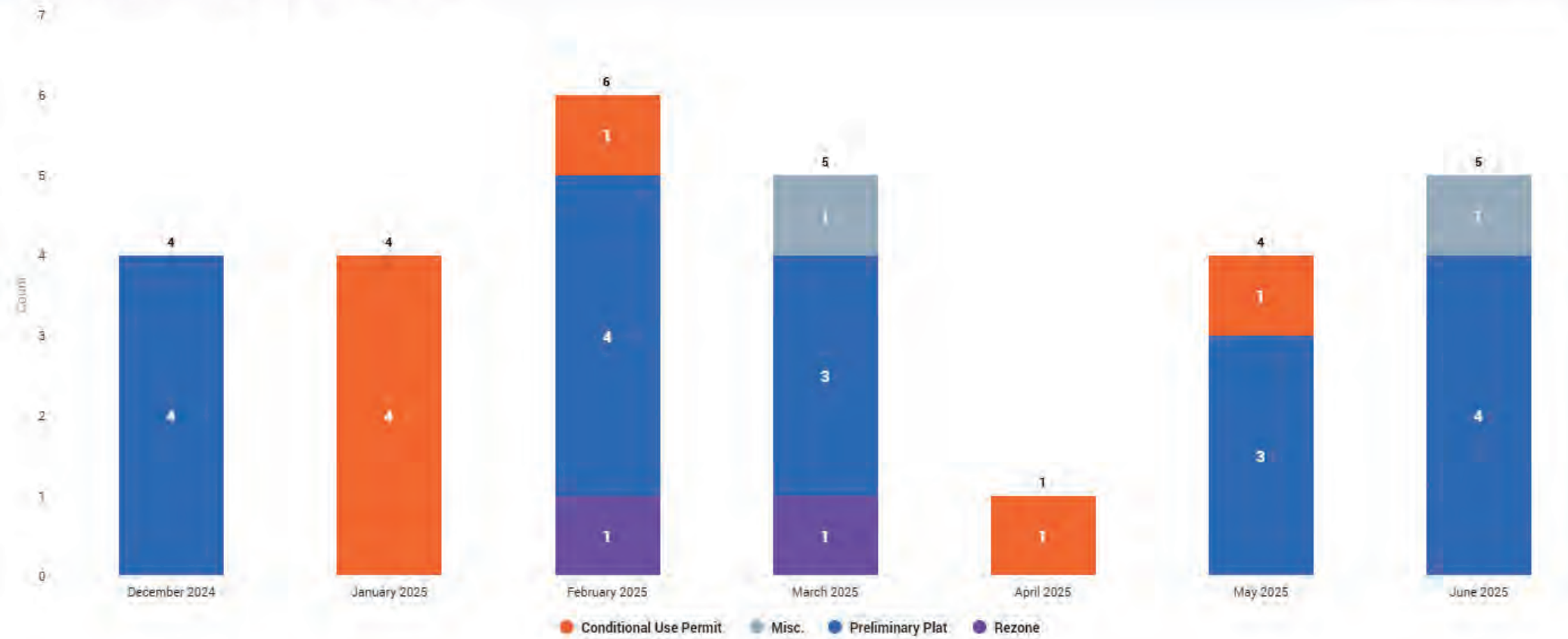
Weight Room/Cardio Room	1029
Racquetball /Wallyball Court	120
Shower/Sauna	555
Gymnasium & Other (not including rental parties)	1264
<b>Total Number of Visits</b>	<b>3010</b>
<b>Total Gym Rental (Half &amp; Full Court) Hours</b>	<b>14</b>

Main table | Chart | Complaints report



## YTD Planning Applications

July 28, 2025 | 14:16:45

Powered by **monday.com**



## MEMORANDUM

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

**THROUGH:** Terry Eubank, City Manager

**FROM:** David Ross, Police Chief

**DATE:** August 7, 2025

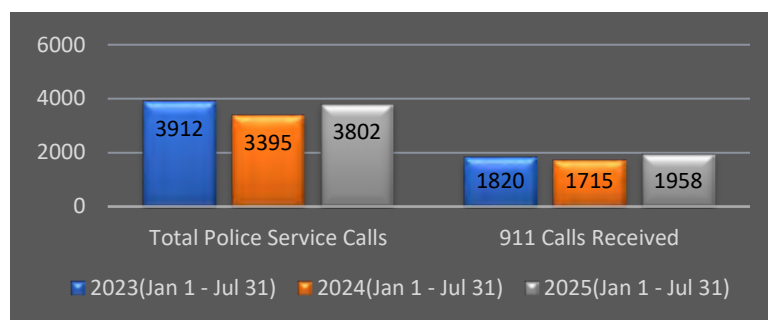
**SUBJECT:** Police & Communications Department Activity – July 2025

Police handled 755 calls for service in July and 377 calls were received by dispatch via 911. Year to date, the police calls for service are approximately 11% above 2024. Officers made 37 arrests. Traffic enforcement resulted in 212 traffic contacts with 67 traffic citations issued and there were 5 DUI arrests. There were 27 reported motor vehicle collisions. There was one collision involving a moose or caribou, and no collisions involving drugs or alcohol.

One new officer and one new dispatcher continued in field training for the month of July. The officer on the regional SWAT team attended two days of training on the Kenai Peninsula.

One new lateral officer from Utah was hired and is anticipated to start near the end of August. Three of the five Temporary Enforcement Officers (TEO) completed their summer employment at the end of July.

In July KPD conducted a trade of 14 firearms, authorized under KMC 7.15.090(d)(1). Quotes for the guns & accessories were solicited from 4 vendors and 2 quotes were received & evaluated. A trade was made to Bullet Farm Mfg. of Anchorage, for a value of \$5,600 to be traded for new patrol rifles. This notification of disposal is intended to meet the requirements of KMC 7.15.090 to report the disposal of police property to the City Manager and City Council.





## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Lee Frey, Public Works Director  
**DATE:** August 12, 2025  
**SUBJECT:** **Public Works Mid-month Report August 2025**

---

Capital Projects currently in process:

- Parks & Recreation Master Plan – Project ongoing
- Emergency Services Facility Assessment – Project ongoing
- Dugout Replacement Construction – Project Completed
- KMA Apron Sealcoating and Crack Sealing – Awarding contract with work to occur next spring
- Kenai Municipal Airport Runway Rehabilitation Project - Bids opened. Waiting for FAA funding
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Demo completed. Installation ongoing
- Kenai Municipal Airport Master Plan Update – Reviewing drafts from Phase 1 and starting on Phase 2
- USACE Kenai Bluff Bank Stabilization Project – Construction ongoing
- Wastewater Plant Digester Blowers Replacements – Waiting for EPA funding approvals
- Water Treatment Plant Pumphouse – In design and working on additional funding
- Harbor Float Replacement – Procuring materials, floats being purchased
- Aliak Storm Drain Repairs – Design completed. Will bid for work in spring of 2026
- Community Wildfire Protection – Phase 3 awarded. Work to start in fall
- Vintage Pointe Recarpeting – Waiting for materials to arrive
- Street Condition Assessment – Awarding contract for work to start this month
- Street Light Assessment – Awarding contract for work to start this fall
- Trading Bay Sewer Insulation – Construction ongoing
- Vintage Pointe Exterior Door Replacement – completing contract and working on submittals

Capital Projects in planning to be released:

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

The Building Department has issued 50 residential and 30 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.

Utility crews are continuing to spend a significant time completing locates for Enstar work. The Streets crew is returning to focusing on roadway maintenance and will restart ditching efforts this fall. The Shop is conducting public surplus auction that closes on August 17<sup>th</sup>. The Building crew completed the dugout work and completing work orders for our facilities.



# KENAI

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

## MEMORANDUM

**TO:** Mayor Brian Gabriel and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**THROUGH:** Kathy Romain, Senior Center Director  
**FROM:** Astrea Piersee, Administrative Assistant III  
**DATE:** August 1, 2025  
**SUBJECT:** July 2025 Monthly Report

July was a busy and enjoyable month for the Kenai Senior Center. Highlights included a day trip to Halibut Cove, featuring a scenic ride on the Danny J. Ferry and dinner at Saltry. Participants also enjoyed a no-host dinner at the Angry Salmon Restaurant in Anchor Point, and a visit to the Ninilchik Senior Center for a shared lunch and fellowship.

Additionally, Farmers Market benefits finally arrived, and distribution to participants has been going smoothly.

	2025	2024
Home Delivered Meals	2074	1925
Individuals	101	90
Dining Room (Congregate) Meals	1227	1084
Individuals	170	162
Transportation (1-way rides)	295	231
Individuals	42	38
Grocery Shopping Assistance	15/26	14/15
Writers Group	41	24
Caregiver Support Group	17	11
Growing Stronger Exercise	273	362
Tai Chi Class	36	41
TOPS Weight Loss Class	63	70
Bluegrass & Music Sessions	82	569
Card Games	130	139
Wii Bowling	10	13
Arts & Crafts	31	39
Volunteers Hours	602.50	597.38
Individuals	35	35
Total Event Sign-ins *	2179	2081
Individuals *	248	208
Vintage Pointe Manor Vacancies	1	1

\* (not including home meals clients)