



Kenai City Council - Regular Meeting

August 19, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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. 3537-2026** - Increasing Estimated Fiscal Year 2026 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State Of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)
2. **Ordinance No. 3538-2026** - Increasing Estimated Fiscal Year 2026 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)
3. **Ordinance No. 3539-2026** - Amending Kenai Municipal Code Section 14.20.030 - Establishment of Zones and Official Map to Add Airport Light Industrial. (Administration)
4. **Ordinance No. 3540-2026** - Accepting and Appropriating a Gift Distribution from Meals on Wheels of America to the Kenai Senior Center. (Administration)
5. **Resolution No. 2026-55** - Authorizing a Contract for Digester Pumping and Disposal. (Administration)

- [6.](#) **Resolution No. 2026-56** - Authorizing the Renewal of the City's Caselle Software Licensing and Support, and Corresponding Purchase Order for Accounting, Payroll and Human Resources Operations. (Administration)
- [7.](#) **Resolution No. 2026-57** - Authorizing the City Manager to Enter into a Grant Agreement with the Kenai Peninsula Borough School District to Support Community Access to the Kenai Central High School Swimming Pool. (Administration)
- [8.](#) **Resolution No. 2026-58** - Redirecting Previously Appropriated Capital Funds in the Vintage Pointe Improvement Capital Project Fund for the Repair and Replacement of Windows. (Administration)

F. MINUTES

- [1.](#) *Regular Meeting of August 5, 2026. (City Clerk)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - Confirmation of Mayoral Nominations for a Partial Term Appointment of Sherry Powell to the Beautification Commission. (Knackstedt)
- [3.](#) ***Ordinance No. 3542-2026** - Providing for the Submission to the Qualified Voters of the City of Kenai, at the Regular Election to be Held on November 3, 2026, the Question of Enacting Kenai Municipal Code, Section 7.05.031- Residential Property Tax Exemption, to Establish a Residential Property Tax Exemption in the Amount of \$75,000. (Knackstedt, Kisena)

I. COMMISSION REPORTS

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

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

- [1.](#) City Manager
- 2. City Attorney
- 3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

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

M. EXECUTIVE SESSION

N. PENDING ITEMS**O. ADJOURNMENT****P. INFORMATION ITEMS**

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

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

<https://us02web.zoom.us/join/register/npcYvU9SRqWS0tPLPSHl2Q>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3537-2026**

AN ORDINANCE INCREASING ESTIMATED FISCAL YEAR 2026 REVENUES AND APPROPRIATIONS IN THE GENERAL FUND - POLICE DEPARTMENT AND ACCEPTING A GRANT FROM THE US DEPARTMENT OF TRANSPORTATION PASSED THROUGH THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES FOR TRAFFIC ENFORCEMENT OVERTIME EXPENDITURES.

WHEREAS, the Kenai Police Department joins with other law enforcement agencies statewide to support Alaska Highway Safety Office (AHSO) traffic safety programs to reduce fatalities and injuries on roadways; and,

WHEREAS, AHSO traffic-related overtime funds allow the department to provide specific traffic safety patrols; and,

WHEREAS, the overtime expense that was eligible for reimbursement from April of 2026 through the end of June, 2026 was \$8,331.18; and,

WHEREAS, overtime for these additional traffic safety patrols was not budgeted and the Department is requesting appropriation into the FY26 overtime budget equal to the amount of the AHSO grant funding received.

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 AHSO in the amount of \$8,331.18 and to expend those funds to fulfill the purpose and intent of this ordinance.

Section 2. That fiscal year 2026 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –	
Federal Grants – Police	<u>\$8,331.18</u>

Increase Appropriations – Police Department -	
Overtime	<u>\$8,331.18</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 19TH DAY OF AUGUST, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:

August 5, 2026

Enacted:

August 19, 2026

Effective:

August 19, 2026



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Sergeant

DATE: July 22, 2026

SUBJECT: **Ordinance No. 3537-2026** - Increasing Estimated Fiscal Year 2026 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State Of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures.

The Kenai Police Department continues to participate in traffic enforcement overtime patrols, reimbursed to the City of Kenai through a grant by the Alaska Highway Safety Office (AHSO).

Actual grant funds anticipated from AHSO for April of 2026 through the end of June of 2026 is \$8,331.18.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds into the FY26 budget for the purpose they were intended.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3538-2026**

AN ORDINANCE INCREASING ESTIMATED FISCAL YEAR 2026 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 2026 through the end of June, 2026 was \$1,094.24; and,

WHEREAS, overtime for these additional expenditures for drug investigations were not budgeted and the Department is requesting appropriation into the FY26 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 \$1,094.24 and to expend those funds to fulfill the purpose and intent of this ordinance

Section 2. That fiscal year 2026 estimated revenues and appropriations be increased as follows:

General Fund:

Increase Estimated Revenues –	
Federal Grants – Police	<u>\$1,094.24</u>

Increase Appropriations – Police Department -	
Overtime	<u>\$1,094.24</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 19TH DAY OF AUGUST, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:

August 5, 2026

Enacted:

August 19, 2026

Effective:

August 19, 2026



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Sergeant

DATE: July 22, 2026

SUBJECT: **Ordinance No. 3538-2026** - Increasing Estimated Fiscal Year 2026 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 2026 and end of June, 2026 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 \$1,094.24 in overtime expenditures.

I am respectfully requesting consideration of the ordinance accepting and appropriating the grant funds into the FY26 budget for the purpose they were intended.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3539-2026**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE SECTION 14.20.030 - ESTABLISHMENT OF ZONES AND OFFICIAL MAP TO ADD AIRPORT LIGHT INDUSTRIAL.

WHEREAS, the Imagine Kenai 2030 Comprehensive Plan ("Comprehensive Plan"), identified a Land Use objective to review existing zoning and subdivision codes to determine if they address current and future land uses adequately; and,

WHEREAS, the City of Kenai enacted Kenai Municipal Code Section 14.20.065 - Airport Light Industrial (ALI) Zone in May 2016 with Ordinance 2884-2016; and,

WHEREAS, the enactment of Ordinance 2884-2016 added the Airport Light Industrial Zone to the City Zoning Code and added airport compatible land uses which are consistent with aviation land uses to protect the viability of the Kenai Municipal Airport but did not update KMC14.20.030 to include the new zone; and,

WHEREAS, the Planning & Zoning Commission held a public hearing on August 12, 2026, and recommended the City Council _____ this Ordinance; and,

WHEREAS, it is in the best interest of the City to align all sections of the zoning code for clarity.

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

Section 1. Amendment of Section of Kenai Municipal Code: That Kenai Municipal Code, Section 14.20.030 - Establishment of Zones, paragraph (a) and Official Map is hereby amended as follows:

(a) *Adoption of Zones and Zoning Map.* The City of Kenai is divided into the following zones:

<u>Airport Light Industrial</u>	<u>ALI Zone</u>
Conservation	C Zone
Rural Residential	RR Zone
Suburban Residential	RS Zone
Rural Residential	RR-1 Zone
Suburban Residential	RS-1 Zone
Suburban Residential	RS-2 Zone
Urban Residential	RU Zone
Central Commercial	CC Zone

General Commercial	CG Zone
Limited Commercial	LC Zone
Light Industrial	IL Zone
Heavy Industrial	IH Zone
Recreational	R Zone
Townsite Historic	TSH Zone
Education Zone	ED Zone
Central Mixed Use	CMU Zone
Working Waterfront	WW Zone

These zones shall be bounded and defined as shown on the official zoning map, which shall be kept on file at Kenai City Hall. This official zoning map, together with all explanatory matters thereon, as exhibited at the time of public hearing, is hereby adopted by reference and declared to be a part of this chapter.

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 AUGUST 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	August 5, 2026
Enacted:	August 19, 2026
Effective:	September 18, 2026



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kevin Buettner, Planning Director

DATE: July 22, 2026

SUBJECT: **Ordinance No. 3539-2026** - Amending Kenai Municipal Code Section 14.20.030 - Establishment of Zones and Official Map to Add Airport Light Industrial.

The Imagine Kenai 2030 Comprehensive Plan (“Comprehensive Plan”) identified a Land Use objective to review existing zoning and subdivision codes to determine if they address current and future land uses adequately. During a routine review, it was noted by Planning Department staff that the Airport Light Industrial (ALI) Zone was not included in the primary list under Kenai Municipal Code (KMC) 14.20.030 - Establishment of Zones and Official Map.

Ordinance 2884-2016 was recommended for approval by the Planning & Zoning Commission and ultimately enacted by Council in May 2016. This Ordinance established the ALI Zone, and established land uses compatible with the Kenai Municipal Airport. However, it did not amend KMC 14.20.030 - Establishment of Zones and Official Map at that time.

In an effort to make the Kenai Zoning Code clear and understandable, we respectfully ask for your consideration of this amendment to reduce potential future confusion from residents, developers, or Administration.

Thank you for your consideration.



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Kevin Buettner, Planning Director
DATE: August 14, 2026
SUBJECT: **Ordinance 3539-2026** - Requested Amendment

This memo requests an amendment to Ordinance 3539-2026. During the regularly scheduled Planning & Zoning Commission meeting on August 12, 2026, the Commission voted to recommend Council enact Ordinance 3539-2026.

The following amendment is respectfully requested.

Motion

Amend the fourth WHEREAS by filling in the blank with the word “enact”. The new WHEREAS, after amendment, would read:

WHEREAS, the Planning and Zoning Commission held a public hearing on August 12, 2026, and recommended the City Council enact this Ordinance; and,

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3540-2026**

AN ORDINANCE ACCEPTING AND APPROPRIATING A GIFT DISTRIBUTION FROM MEALS ON WHEELS OF AMERICA TO THE KENAI SENIOR CENTER.

WHEREAS, Meals on Wheels Association of America (MOWAA) received an unrestricted philanthropic gift to strengthen the nationwide Meals on Wheels network and expand support for local community-based providers serving older adults; and,

WHEREAS, as part of this philanthropic investment, MOWAA distributed funding to selected local providers who provided information through the 2026 Member Benchmarking Survey; and,

WHEREAS, the Kenai Senior Center has been a long-standing member of MOWAA; and,

WHEREAS, the Kenai Senior Center has been given \$10,000 through this distribution to support its nutrition program, helping ensure older adults in the Kenai area continue to receive nutritious meals and wellness checks that enable them to remain independent; and,

WHEREAS, it is the best interest of the City of Kenai to accept this gift and appropriate the funds for their intended purpose.

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 donation in the amount of \$10,000.

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

Senior Citizen Fund:

Increase Estimated Revenues –
Miscellaneous Donations

\$10,000

Increase Appropriations –
Home Meals Operating Supplies

\$10,000

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 19TH DAY OF AUGUST 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:

August 5, 2026

Enacted:

August 19, 2026

Effective:

August 19, 2026



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Kathy Romain, Senior Center Director

DATE: July 28, 2026

SUBJECT: **Ordinance 3540-2026** - Accepting and Appropriating a Gift Distribution from Meals on Wheels of America to the Kenai Senior Center.

The attached ordinance accepts a \$10,000 gift distribution from Meals on Wheels Association of America (MOWAA) and appropriates the funds to the Kenai Senior Center Nutrition Program.

The gift is part of a nationwide philanthropic distribution made possible by a significant unrestricted donation received by MOWAA to strengthen local Meals on Wheels providers across the country. Based on information that the Kenai Senior Center provided through the 2026 Member Benchmarking Survey, along with externally available data on poverty index, we became eligible for a "Meeting Unmet Need Acceleration Gift Distribution" in the amount of \$10,000.

Acceptance of these funds will enhance the Center's ability to meet the growing demand for nutrition services while supporting older adults in maintaining their health and independence. There is no require local match, and this gift will have a positive impact on the Senior Center's ability to serve the community.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-55**

A RESOLUTION AUTHORIZING A CONTRACT FOR DIGESTER PUMPING AND DISPOSAL.

WHEREAS, Public Works determined it was in the best interest of City to manage pumping and cleaning the Wastewater Treatment Plant Digester and removed it from the scope of work for the digester blower project; and,

WHEREAS, \$80,000 has been determined to be sufficient to pump and dispose of no more than 300,000 gallons of wastewater on a per gallon basis; and,

WHEREAS, KMC 7.15.070(b)(6) allows the City to make a purchase by direct negotiation; and,

WHEREAS, the cost from Peninsula Pumping in the not-to-exceed amount of \$80,000 has been determined to be fair and reasonable; and,

WHEREAS, funding is available for this work in the Wastewater Facility Capital Project Fund; and,

WHEREAS, it is in the best interest of the City to contract with Peninsula Pumping for pumping and disposal of wastewater.

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 Peninsula Pumping in the amount of \$80,000 for the pumping and disposal of wastewater utilizing Wastewater Facility Capital Project Funds.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF AUGUST 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: August 19, 2026

SUBJECT: **Resolution No. 2026-55** - Authorizing a Contract for Digester Pumping and Disposal.

This memo requests Council's approval to contract with Peninsula Pumping for pumping and disposal services for the Wastewater Treatment Plant Digester.

The construction project for the digester blowers originally included the pumping, disposal and cleaning of the digester. During cost negotiations, it was determined that the City could complete this work at a lower cost and it was removed from the contract. We determined that contracting Peninsula Pumping to remove and dispose of the wastewater from the digester is in the best interest of the City. They are the only company with an approved disposal site on the peninsula. We will use Peninsula Pumping to remove the wastewater before cleaning the tank with City employees.

We are estimating 250,000-300,000 gallons will be pumped from the digester. The cost will be \$0.25 per gallon during normal business hours and \$0.35 per gallon after hours if needed. We are requesting a contract for \$80,000 to cover expected expenses and contingency. Funding is available for this project in the Wastewater Facility Capital Project Fund.

KMC 7.15.070(b)(6) allows the City to make purchases by direct negotiation if found to be in the best interest of the City and sufficient information is available to ensure a fair and reasonable price. Our review of options available determined that this purchase is in the best interest of the City and the pricing is fair and reasonable.

The Public Works Department recommends contracting Peninsula Pumping for pumping and disposal of wastewater services in the amount of \$80,000.

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. 2026-56**

A RESOLUTION AUTHORIZING THE RENEWAL OF THE CITY'S CASELLE SOFTWARE LICENSING AND SUPPORT, AND CORRESPONDING PURCHASE ORDER FOR ACCOUNTING, PAYROLL AND HUMAN RESOURCES OPERATIONS.

WHEREAS, the City of Kenai utilizes Caselle software to support essential accounting payroll, and human resources operations; and,

WHEREAS, adequate funding in the operational budget in the Finance Department is available; and,

WHEREAS, KMC 7.15.070(b)(1) allows the City to make a purchase for contractual services which can be furnished only by a single dealer; and,

WHEREAS, Caselle provides an established platform that supports continuity of the City's critical financial and administrative functions; and,

WHEREAS, the continued use of the existing Caselle platform allows the City to retain employee knowledge and experience with the system and avoid significant employee retraining and transition costs; and,

WHEREAS, contracting with another vendor would require the migration of historical financial, payroll, human resources and operational records creating additional risks related to data integrity, accessibility, reconciliation and continuity of records; and,

WHEREAS, the City desires to renew the Caselle software licensing and support for a one-year term at a cost of \$36,937.92; and,

WHEREAS, renewing the existing Caselle software licensing and support is in the best interest of the City and provides operational continuity while avoiding the significant costs and risks associated with replacing the existing system.

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

Section 1. That the City Manager is authorized to execute software licensing and support renewal and corresponding purchase order to Caselle in the amount of \$36,937.92.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF AUGUST 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Resolution No. 2026-56
Page 2 of 2

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: August 11, 2026

SUBJECT: **Resolution No. 2026-56** - Authorizing the Renewal of the City's Caselle Software Licensing and Support, and Corresponding Purchase Order for Accounting, Payroll and Human Resources Operations.

This memo requests Council's approval of the annual renewal of Caselle Software Licensing and Support.

The City currently utilizes Caselle software to support essential accounting, payroll, and human resources operations. The system is an integral part of the City's financial and administrative processes and supports the continuity of these critical functions.

Continuing with the existing Caselle platform allows the City to retain employee knowledge and experience with the system and avoid significant employee retraining and transition costs.

If the City were to go with another vendor, migrating historical financial, payroll, human resources and operational records creates additional risks related to data integrity, accessibility, reconciliation and continuity of records.

This renewal provides the operational continuity while avoiding the significant costs and risks associated with replacing the existing system.

KMC 7.15.070 (b)(1) allows the City to make purchases for contractual services which can be furnished only by a single dealer.

Award of the Caselle software licensing and support renewal is in the best interest of the City. Council's approval is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-57**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE KENAI PENINSULA BOROUGH SCHOOL DISTRICT TO SUPPORT COMMUNITY ACCESS TO THE KENAI CENTRAL HIGH SCHOOL SWIMMING POOL.

WHEREAS, the Kenai Central High School swimming pool provides opportunities for public swimming, swim instruction, recreation, water safety education, and organized swimming programs; and,

WHEREAS, the Kenai Peninsula Borough School District has requested a contribution of \$46,400 from the City to offset utility costs associated with operating the Kenai Central High School swimming pool during Fiscal Year 2027; and,

WHEREAS, the District has committed to maintaining the current level of community access to the pool during Fiscal Year 2027, including a minimum of 8.5 hours per week of lap and open swim opportunities, a minimum of six hours per week of swim lessons, and;

WHEREAS, the District will also make the pool available for Saturday rentals by community groups and individuals in addition to the minimum public access hours, subject to reasonable exceptions for maintenance, holidays, staffing shortages, and major swim meets; and,

WHEREAS, the District has established Fiscal Year 2027 public use and rental rates, including rates for organized swim clubs, and will continue to provide staffing and day-to-day operation of the facility; and,

WHEREAS, the City Council appropriated \$46,402 in the Fiscal Year 2027 Legislative Department budget for a special project grant supporting community swimming opportunities; and,

WHEREAS, supporting continued community access to the Kenai Central High School swimming pool provides recreational and water safety opportunities for City residents and serves a public purpose.

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

Section 1. That the City Manager is authorized to enter into a grant agreement with the Kenai Peninsula Borough School District for an amount not to exceed \$46,400 to offset utility costs associated with operation of the Kenai Central High School swimming pool during Fiscal Year 2027.

Section 2. That the grant agreement will require the Kenai Peninsula Borough School District to maintain community access to the Kenai Central High School swimming pool substantially consistent with the access, programming, and rates described in its request to the City, and may include other terms and conditions necessary to administer the grant and protect the City's interests as determined appropriate by the City Attorney.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF AUGUST 2026.

Henry H. Knackstedt, Mayor

New Text Underlined: [DELETED TEXT BRACKETED]

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

FROM: Terry Eubank, City Manager

DATE: August 11, 2026

SUBJECT: **Resolution No. 2026-57** - Authorizing the City Manager to Enter into a Grant Agreement with the Kenai Peninsula Borough School District to Support Community Access to the Kenai Central High School Swimming Pool.

The Kenai Peninsula Borough School District (KPBSD) has requested \$46,400 from the City to help offset utility costs associated with operating the Kenai Central High School swimming pool during Fiscal Year 2027, July 1, 2026 through June 30, 2027.

The Kenai Central High School swimming pool serves students and the broader community by providing opportunities for public swimming, swim lessons, recreation, water safety education, and organized swimming programs. The City's contribution would support continued operation of the facility and maintain its current level of community access.

As part of its request, KPBSD has committed to continuing the current level of community access including:

- A minimum of 8.5 hours per week of lap and open swim opportunities;
- A minimum of six hours per week of swim lessons; and
- Saturday pool rentals for community groups and individuals in addition to the minimum public access hours.

These commitments are subject to reasonable exceptions for maintenance, holidays, staffing shortages, and major swim meets. KPBSD will continue to provide staffing and day-to-day operation of the facility. KPBSD has also established the following public use and rental rates for FY2027, including rates for organized swim clubs.

Lap Swim, Open Swim and Water Aerobics:

Students and senior citizens	\$7.00
Adults	\$8.00
Punch cards	\$75.00

Pool Rentals:

Nonprofit Organizations & birthday parties (per hour including two lifeguards for up to 50 swimmers)	\$125.00
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Other rentals	
(per hour including two lifeguards for up to 50 swimmers)	\$200.00
Additional lifeguards	
(Per each additional lifeguard)	\$35.00

Organized Swim Clubs	
Per hour when coach is appropriately certified as lifeguard	\$90.00
Per hour when coach not appropriately certified or two lifeguards required	\$125.00

Funding for this purpose was included in the City's FY2027 budget. This resolution authorizes the City Manager to enter into a grant agreement with KPBSD for an amount not to exceed \$46,400. The agreement will incorporate the community access commitments and FY2027 rates described in the District's request, along with other terms necessary to administer the grant.

Your consideration is appreciated.





KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

Clayton Holland, Superintendent

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888

August 11, 2026

City of Kenai

Dear Mayor and City Council Members,

On behalf of the Kenai Peninsula Borough School District, I am writing to request the City of Kenai's support in helping sustain operations of the Kenai Central High School swimming pool.

The Kenai Pool plays an important role in the health, safety, and well-being of our community. In addition to supporting student physical education classes, school activities, and competitive swimming programs, the pool provides opportunities for swim lessons, rehabilitation and therapeutic activities, recreation, and water safety education for residents of all ages throughout the Central Kenai Peninsula.

As the District works with community partners to establish a sustainable funding model for our community pools, we are seeking financial support from organizations and municipalities that share our commitment to keeping these important community resources available. Given the City of Kenai's expressed interest in supporting the continued operation of the Kenai Pool, we respectfully request a financial contribution of \$46,400 to help offset utility costs associated with operating the facility for Fiscal Year 2027, July 1, 2026, through June 30, 2027.

The City's support will help maintain the current level of public access to the Kenai Pool and preserve opportunities for swimming, swim instruction, recreation, and water safety for Kenai residents. The District will continue to provide staffing and day-to-day operation of the facility.

With the City's support, KPBSD will maintain community access to the Kenai Pool, including:

- A minimum of 8.5 hours per week of lap and open swim opportunities
- A minimum of 6 hours per week of swim lessons
- Saturday pool rentals for community groups and individuals, in addition to the lap and open swim and swim lesson hours identified above

Exceptions may occur due to unforeseen maintenance issues, holidays, staffing shortages, or major swim meets.

Public use rates for Fiscal Year 2027 are as follows:

- Students and senior citizens: \$7
- Adults: \$8
- Punch cards: \$75

Pool Rentals

- Nonprofit organizations and birthday parties: \$125 per hour, including two lifeguards for up to 50 swimmers
- Other rentals: \$200 per hour, including two lifeguards for up to 50 swimmers
- Additional lifeguards, when required: \$35 per hour for each additional lifeguard

Organized swim clubs will be charged \$90 per hour when the coach is appropriately certified and only one District lifeguard is required on deck. If the coach is not certified and an additional District lifeguard is required, the rate will be \$125 per hour.

We value the longstanding partnership between the City of Kenai and the Kenai Peninsula Borough School District and sincerely appreciate your consideration of this request. The City's contribution will help the District maintain the current level of community access while sharing the financial responsibility for operating a facility that benefits both our students and the broader Kenai community.

Thank you for your continued support of our students and community.

Sincerely,

A handwritten signature in blue ink that reads "Clayton Holland". The signature is written in a cursive, flowing style.

Clayton Holland
Superintendent



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-58**

A RESOLUTION REDIRECTING PREVIOUSLY APPROPRIATED CAPITAL FUNDS IN THE VINTAGE POINTE IMPROVEMENT CAPITAL PROJECT FUND FOR THE REPAIR AND REPLACEMENT OF WINDOWS.

WHEREAS, the City previously budgeted \$280,000 and is annually funding a capital project for remodeling the kitchens and bathrooms in the Vintage Pointe Apartments; and,

WHEREAS, funding is needed to replace a failing section of bay windows in Vintage Pointe; and,

WHEREAS, a transfer of \$75,000 from the kitchen and bathroom remodel project to the window repair and replacement project is needed to cover replacement and contingency costs and any unused funding will be transferred back to the remodel project; and,

WHEREAS, it is in the best interest of the City to redirect \$75,000 of the Kitchen and Bathroom Remodel project funds to the Window Replacement project with excess funding to return to the remodel project upon project completion; and

WHEREAS, it is in the best interest of the City to transfer these funds and effect the needed repairs.

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

Section 1. That the following budget revision is authorized in the Vintage Pointe Improvements Capital Project Fund:

Vintage Pointe Improvements Capital Project Fund:

Decrease Appropriations:

Apartment Kitchen/Bathroom Remodel - Construction	<u>\$75,000</u>
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Increase Appropriations:

Window Replacement - Construction	<u>\$75,000</u>
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Section 2. That the City Manager is authorized to transfer unused funds back to the Apartment Kitchen/Bathroom Remodel project upon completion.

Section 3. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF AUGUST 2026.

Henry H. Knackstedt, 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

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: August 12, 2026

SUBJECT: **Resolution 2026-58** - Redirecting Previously Appropriated Capital Funds in the Vintage Pointe Improvement Capital Project Fund for the Repair and Replacement of Windows.

The City has previously budgeted funding for Apartment Kitchen and Bathroom Remodels at Vintage Pointe and plans to continue funding this project on an annual basis until the remodels are completed. That work is currently under design. We have issues with failing section of bay windows that need replaced with improvements to the flashing and sealing on the exterior of the windows. We have developed construction drawings for this replacement. We are recommending shifting \$75,000 of funding from the remodel capital project in the Vintage Pointe Improvement Capital Project Fund to this window replacement project to cover the construction and contingency funding. Any unused funds will be returned to the remodel capital project. If approved, the project will be released for bidding.

It is in the best interest of the City to redirect the capital funding needed for this project.

**KENAI CITY COUNCIL – REGULAR MEETING
AUGUST 5, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR HENRY H. KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on August 5, 2026, in City Hall Council Chambers, Kenai, AK. Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Knackstedt led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Henry Knackstedt, Mayor
Sovala Kisena
Phil Daniel

Victoria Askin, Vice Mayor (*remote participation*)
Bridget Grieme
Deborah Sounart (*remote participation*)

A quorum was present.

Absent:

Glenese Pettey

Also in attendance were:

**Josh Bolling, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Tyler Best, Parks and Recreation Director
Ryan Coleman, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Mayor Knackstedt noted the following additions to the Packet:

- | | |
|-------------------|--|
| Add to item E. 1. | Public Hearing - Ordinance No. 3534-2026 <ul style="list-style-type: none"> • Amendment Memorandum |
| Add to item E. 3. | Public Hearing - Ordinance No. 3536-2026 <ul style="list-style-type: none"> • Amendment Memorandum |
| Add to item H. 6. | New Business - Ordinance No. 3541-2026 <ul style="list-style-type: none"> • Request to Remove from the Agenda Memorandum |

MOTION:

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

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

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 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. Oath of Office - Ryan Coleman, Chief of Police

Mayor Knackstedt administered the Oath of Office to Police Chief Ryan Coleman.

C. SCHEDULED PUBLIC COMMENTS

1. 2026 Housing Assessment Report, Kenai Peninsula Economic Development District Economist, Andy Wink.

Mr. Wink provided a presentation summarizing the findings of the recent Kenai Peninsula Housing Assessment Report, noting the City of Kenai population growing in 2025 ranked second among the Kenai Peninsula Borough's ten largest communities; he highlighted the demographic and economic trends affecting the local housing market; reviewed housing market conditions and home prices; and referenced lessons learned from other communities related to large energy projects and affordable housing strategies.

D. UNSCHEDULED PUBLIC COMMENTS

James Baisden addressed the Council regarding assessments of residential property and the increase in residential property taxes; he requested the Council consider residential property tax exemptions or other measures to lessen the impact of escalating property tax on homeowners; and noted concerns on the financial burden to seniors, disabled veterans and young homeowners and renters.

City Council members thanked Mr. Baisden for the information and materials provided and his continued community involvement.

Duane Bannock addressed the Council in support of Mr. Baisden's comments; and urged the Council to address residential property taxes through Council action.

James Harpring addressed the Council in support of Mr. Baisden's comments; recommended consideration for an outside consultant who could offer unbiased analysis and additional options.

A City Council work session to discuss residential property tax exemptions was scheduled for August 19, 2026, at 4:00 p.m.

E. PUBLIC HEARINGS

1. Ordinance No. 3534-2026 - Amending Kenai Municipal Code 7.25.030 - Unbudgeted Appropriations, to Allow the City Manager to Appropriate Donations and Grants Under Ten Thousand Dollars. (Askin, Grieme)

MOTION:

Council Member Daniel **MOVED** to enact Ordinance No. 3534-2026. Council Member Grieme **SECONDED** the motion.

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

It was reported the intent of the ordinance was to streamline the process of accepting donations and grants by reducing the amount of Council and staff time required for routine approval items.

There was discussion regarding maintaining a process that kept the Council and public informed about donations and grants received; and procedures moving forward were discussed.

MOTION TO AMEND:

Council Member Daniel **MOVED** to amend the Ordinance No. 3534-2026 as follows:

Title to read, "An Ordinance Amending Kenai Municipal Code 7.25.030 - Unbudgeted Appropriations, to Allow the City Manager to Appropriate Donations and Grants [UNDER] of Ten Thousand Dollars or Less."

Third whereas clause to read, "amending KMC 7.25.030 to allow the City Manager to appropriate grants and donations [UNDER] of \$10,000 or less will reduce administrative effort in legislative preparation, streamline council meetings, and allow for greater efficiency in appropriating grants and donations by eliminating the typical two meeting ordinance process; and,"

Section 1., to read, "For any expenditures not provided an authorization in the budget for the fiscal year, except as provided below, the Council shall authorize such expenditures by ordinance, making the required appropriation. For donations and grants to the City or any of its departments [UNDER] of ten thousand dollars or less, the Council conditionally delegates its appropriation authority to the City Manager, who will report all such intended appropriations to the Council at a Council Meeting, prior to the appropriation being made, at which time any Council Member may object to the intended appropriation by the City Manager, and the appropriation will be brought to the Council at a future meeting by Ordinance. If no objection is received when presented to the Council, the City Manager may make the appropriation."

Council Member Kisena **SECONDED** the motion.

There was discussion regarding the proposed amendment.

VOTE ON MOTION TO AMEND:

YEA: Daniel, Kisena, Knackstedt

NAY: Grieme, Askin, Sounart

ABSENT: Pettey

MOTION TO AMEND FAILED TO PASS.

VOTE ON MAIN MOTION:

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

NAY: None

ABSENT: Pettey

**Student Representative Bolling: Yea

MAIN MOTION PASSED.

[Clerk's Note: Council Member Sounart arrived in Council Chambers at 6:46 p.m.]

2. **Ordinance No. 3535-2026** - Removing Public Purpose Designations on Kenai Peninsula Borough Parcel Numbers 04711308, 04711309, 04711310, 04711311, 04711312, and 04108003, to Accommodate Disposal Recommendations in the City of Kenai Land Management Plan. (Administration)

MOTION:

Council Member Daniel **MOVED** to enact Ordinance No. 3535-2026. Council Member Kisena **SECONDED** the motion.

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

A summary overview of the memorandum as attached to Ordinance No. 3535-2026 was provided; and clarification was provided regarding types of buildings allowed the Central Commercial Zoning District.

VOTE:

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

NAY: None

ABSENT: Pettey

**Student Representative Bolling: Yea

MOTION PASSED.

- 3. Ordinance No. 3536-2026** - Increasing Estimated Revenues and Appropriations in the Municipal Roadway Improvement Capital Fund for the Partial Construction of Water, Sewer and Sixth Street, accepting a US Department of Housing and Urban Development Community Development Block Grant Passed Through the State of Alaska Department of Commerce, Community, and Economic Development and Accepting Funding from the Kenai Peninsula Housing Initiative. (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)

MOTION:

Council Member Daniel **MOVED** to introduce Ordinance No. 3536-2026. Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to introduce.

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

MOTION:

Council Member Daniel **MOVED** to conduct the second reading on Ordinance No. 3536-2026. Council Member Kisen **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to conduct the second reading.

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

MOTION:

Council Member Daniel **MOVED** to enact Ordinance No. 3536-2026. Council Member Sounart **SECONDED** the motion.

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

A summary overview of the memorandum as attached to Ordinance No. 3536-2026 was provided.

MOTION TO AMEND:

Council Member Daniel **MOVED** to amend Ordinance No. 3536-2026 as follows:

Section 3., to read, "That estimated revenues and appropriations be increased as follows:

Municipal Roadway Improvement Capital Project Fund:

Increase Estimated Revenues:

Federal Grant

\$525,000

Donation

250,000

\$[725,000] 775,000

Increase Appropriations –

Sixth Street Improvements - Construction

\$[725,000] 775,000

Council Member Sounart **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

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

VOTE ON MAIN MOTION AS AMENDED:

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

NAY: None

ABSENT: Pettey

**Student Representative Bolling: Yea

MAIN MOTION AS AMENDED PASSED.

- 4. Resolution No. 2026-54** - Authorizing a Contract to Purchase Computer Equipment.
(Administration)

MOTION:

Council Member Daniel **MOVED** to adopt Resolution No. 2026-54. Council Member Sounart **SECONDED** the motion.

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

UNANIMOUS CONSENT was requested.

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

F. MINUTES

1. *Regular Meeting of July 8, 2026. (City Clerk)

Approved by the consent agenda.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Ordinance No. 3537-2026** - Increasing Estimated Fiscal Year 2026 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)

Introduced by the consent agenda and Public Hearing set for August 19, 2026.

3. ***Ordinance No. 3538-2026** - Increasing Estimated Fiscal Year 2026 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 19, 2026.

4. ***Ordinance No. 3539-2026** - Amending Kenai Municipal Code Section 14.20.030 - Establishment of Zones and Official Map to Add Airport Light Industrial. (Administration)

Introduced by the consent agenda and Public Hearing set for August 19, 2026.

5. ***Ordinance No. 3540-2026** - Accepting and Appropriating a Gift Distribution from Meals on Wheels of America to the Kenai Senior Center. (Administration)

Introduced by the consent agenda and Public Hearing set for August 19, 2026.

6. ***Ordinance No. 3541-2026** - Amending the Official Zoning Map by Rezoning of Parcels 04923002, 04923003, and 04923004 with Physical Addresses of 5940 & 5968 Kenai Spur Highway and 220 N. Fern Street, from Limited Commercial (LC) to Rural Residential (RR). (Administration)

[Clerk's Note: Ordinance No. 3541-2026 was removed from the agenda during the approval of the agenda.]

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

Vice Mayor Askin reported on the July 9, 2026 meeting; next meeting is September 10, 2026.

2. Airport Commission

No report, the next meeting is canceled.

3. Parks and Recreation Commission

No report, a Work Session - Tour is scheduled for August 27, 2026.

4. Planning and Zoning Commission

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

5. Beautification Commission

No report, a Work Session - Tour is scheduled for August 11, 2026.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Welcomed Ryan Coleman as the new Chief of Police.
- Participating by grilling hot dogs the Kenai Peninsula Food Bank community food drive event at the Kenai Oilers baseball game.
- Noted the economical challenges affecting commercial fisherman due to the poor salmon run.

K. ADMINISTRATION REPORTS

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

- Staffing update: Airport Manager Rick Johnson will Start September 14; welcomed new staff members Peter Raypold Controller, Seth Ballantyne Police Officer and John Burton as Utility Operator; promotion of Justin Wik to Lead Utility Operator; and listed vacant positions.
- Request for Proposal was issued for the City's first five-year strategic plan.
- Meetings attended:
 - o Alaska Housing Finance Corporation to discuss housing development opportunities
 - o Statewide scenario planning evaluation discussion included Kenai Municipal Airport as a potential forward location.
 - o Kenai Peninsula Borough School District to discuss a funding request related to operation of Kenai Central High School pool.

- City is eligible for a 1.46 million from the Alaska Drinking Water Fund, this would be a 100 percent forgivable loan.
- Personal Use Fisher concluded on July 31, revenues were expected to be within one to two percent of budget.
- Recognized the Salmon Frenzy volunteers and the Kenai Central High School Ski Team for their assistance with traffic control and cleanup.
- Summer reading program was successful.
- Upcoming events: City online surplus auction and Kenai area wide Old Timers Luncheon hosted by the Kenai Senior Center.

2. City Attorney - No report.

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

- Upcoming election deadlines; candidate packets for City Offices were available; and absentee voting in the Primary was being held at the Kenai Mall.
- Leif Hansen memorial walkway maps have been added to the Leif Hansen Memorial Park webpage.

L. ADDITIONAL PUBLIC COMMENTS

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

2. Council Comments

Student Representative Bolling congratulated Chief Coleman and reminded everyone that school starts on August 19, 2026.

Council Member Daniel congratulated Chief Coleman and stated his appreciation for Mr. Baisden and Bannock for bringing the personal property tax exemption matter to the Council.

Council Member Sounart congratulated Chief Coleman and thanked Mr. Baisden and Bannock.

Vice Mayor Askin congratulated Chief Coleman and thanked Mr. Baisden and Bannock.

Council Member Grieme congratulated Chief Coleman and thanked his family for supporting him in his career; reminded everyone the summer reading program is ending; and noted attending the Kenai, Soldotna and Nikiski parades.

Council Member Kisena congratulated Chief Coleman and stated it was nice to be back.

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 7:26 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of August 5, 2026.

Michelle M. Saner, MMC

City Clerk

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

DRAFT

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: AUGUST 19, 2026

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	120,286.15
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	103,660.04
PREMERA	JULY PREMIUM	VARIOUS	INISURANCE	222,764.75
HUB INTERNATIONAL NW	FY27 INSURANCE PREMIUMS	NON-DEPT.	INSURANCE	1,064,492.25



KENAI

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

MEMORANDUM

TO: City Council Members

FROM: Henry Knackstedt, Mayor

DATE: August 13, 2026

SUBJECT: **Action/Approval** - Confirmation of Mayoral Nominations for a Partial Term Appointment of Sherry Powell to the Beautification Commission.

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

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

- Sherry Powell - Beautification Commission partial term ending on December 31, 2027.

Your consideration is appreciated.



Commission Application

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

First Name: *

Sherry

Last Name: *

Powell

Name of Spouse:

Primary Phone: *

[REDACTED]

Home Phone:

E-mail *

[REDACTED]

Residence Address: *

Street Number & Street Name.

[REDACTED]

Mailing Address *

Street Address

[REDACTED]

Address Line 2

City

Kenai

Postal/Zip Code

99611

State/Province/Region

AK

Country

United States

Are you a Resident of the City of Kenai? *

☒ Yes ☐ No

If resident, how long?

1+ year

Name of Employer:

LittleKnife Inc

Commission Membership Requirements:

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

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

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

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

Commission in which you are interested: *

Beautification Commission

Why do you want to be involved with this Commission?

I came to Kenai AK from Las Vegas NV to be PART of a small town. To be active in my community and benefit the city and the visitors that come here.

List Current Organization Memberships:

None at this time.

List Past Organization Memberships:

Las Vegas Convention and Visitors Authority

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

I have volunteered over the past 10 years with the LVCVA, mostly in hospitality. I enjoy being with people and really loved showing people Vegas and the many beautiful things we had there, even though we were a very busy city. I am extremely organized and have a positive, pass outlook and desire to make this city my home. Kenai is such a beautiful place, with grass, trees and flowers!! I would love the opportunity to help this commission create memories for the people who live here and our visitors!

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

☐ Primary Phone ☐ Home Phone ☒ Email



Sponsored by: Knackstedt, Kisenia

**CITY OF KENAI
ORDINANCE NO. 3542-2026**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY OF KENAI, AT THE REGULAR ELECTION TO BE HELD ON NOVEMBER 3, 2026, THE QUESTION OF ENACTING KENAI MUNICIPAL CODE, SECTION 7.05.031- RESIDENTIAL PROPERTY TAX EXEMPTION, TO ESTABLISH A RESIDENTIAL PROPERTY TAX EXEMPTION IN THE AMOUNT OF \$75,000.

WHEREAS, Alaska Statutes 29.45.050(a) provides that a municipality may exclude or partially exempt residential property taxation by ordinance ratified by the voters at an election; and,

WHEREAS, Alaska Statute 29.45.050(a) also establishes that exemptions authorized under this section may not exceed the assessed value of \$75,000; and,

WHEREAS, this ordinance proposes to amend Kenai Municipal Code to establish a residential property tax exemption in the amount of \$75,000 in the City of Kenai subject to voter approval, for residents receiving the same exemption for Kenai Peninsula Borough property taxes; and,

WHEREAS, the proposed code change and ballot language will grant the City's residential real property tax exemption only to those residents that apply for and receive the Kenai Peninsula Borough's residential real property tax exemption; and,

WHEREAS, if approved, the exemption will provide additional property tax exemption to Kenai residents currently receiving the mandatory \$150,000 senior or \$150,000 disabled veteran exemption per Alaska Statute 29.45.030(e); and,

WHEREAS, an estimated 1,435 property owners will be eligible for the proposed exemption exempting an estimated \$101,655,600 in property value, including \$3,346,500 of disabled veteran exemptions (49), \$35,037,400 of senior exemptions (533), and \$63,271,700 of eligible property exemptions that do not qualify for the senior or disabled veteran exemption (853); and,

WHEREAS, the total financial impact to the City, at its current tax rate of 4.35 mills, is estimated to be \$442,202 annually with the maximum savings to an individual property owner of \$326.25 annually; and,

WHEREAS, if approved by the voters, the exemption will take effect January 1, 2027, for Fiscal Year 2028.

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

Section 1. That the following proposition shall be submitted to the qualified voters of the City of Kenai at the November 3, 2026, City of Kenai Regular Election in substantially the same form as set out hereafter:

**PROPOSITION NO. 2026-C
RESIDENTIAL PROPERTY TAX EXEMPTION**

**Enacting Kenai Municipal Code to Establish a
Residential Property Tax Exemption in the amount of \$75,000.**

New Text Underlined; [DELETED TEXT BRACKETED]

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

YES _____ [A YES vote means you approve enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

NO _____ [A NO vote means you oppose enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

Section 2. That following the November 3, 2026, City of Kenai Regular Election, if the proposition substantially in the same form as set out above in Section 1 of this ordinance is ratified by the voters, the following section of Kenai Municipal Code would become effective on January 1, 2027.

7.05.031 - Residential Property Tax Exemption

The first \$75,000 of assessed valuation of a single parcel of residential real property, owned, or partly owned and occupied as a primary residence and permanent place of abode by a City resident, may be eligible for this residential real property exemption from the City's tax levy on real property within the City of Kenai. Only City residents that apply for and receive the Kenai Peninsula Borough's residential real property tax exemption under the Borough's code of ordinances as now enacted or amended in the future, will receive the City's residential property tax exemption. The Borough Assessor's determination of whether property in the City qualifies for the Borough's residential real property tax exemption will be determinative of whether the property qualifies for the exemption under the City's code of ordinances.

Section 3. That the following proposition summary shall be submitted to the qualified voters of the City of Kenai in substantially the same form as set out hereafter:

Proposition No. 2026-C: This proposition would enact a new section of Kenai Municipal Code establishing a residential property tax exemption of \$75,000.

Ballot Language:

**PROPOSITION NO. 2026-C
RESIDENTIAL PROPERTY TAX EXEMPTION**

**Enacting Kenai Municipal Code to Establish a
Residential Property Tax Exemption in the amount of \$75,000.**

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

YES _____ [A YES vote means you approve enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

NO _____ [A NO vote means you oppose enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

Proposed Code Enactment:

7.05.031 - Residential Property Tax Exemption

The first \$75,000 of assessed valuation of a single parcel of residential real property, owned, or partly owned and occupied as a primary residence and permanent place of abode by a City resident, may be eligible for this residential real property exemption from the City's tax levy on real property within the City of Kenai. Only City residents that apply for and receive the Kenai Peninsula Borough's residential real property tax exemption under the Borough's code of ordinances as now enacted or amended in the future, will receive the City's residential property

New Text Underlined: [DELETED TEXT BRACKETED]

tax exemption. The Borough Assessor's determination of whether property in the City qualifies for the Borough's residential real property tax exemption will be determinative of whether the property qualifies for the exemption under the City's code of ordinances.

Implementation Date: If approved by the voters at the November 3, 2026, City of Kenai election, Kenai Municipal Code Section 7.05.031 - Residential Property Tax Exemption will be in effect on January 1, 2027, for Fiscal Year 2028.

Fiscal Impact: Eligible property owners could see a reduction in their annual property tax liability due to a portion of their permanent place of residence assessed value being exempt from taxation.

Summary of Amendment: If approved, the first \$75,000 assessed value of qualifying residential real property would be exempt from municipal property taxes, reducing the taxable assessed value of eligible residence by \$75,000.

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 6.05.080, sections 1, 3 and 4 of this ordinance shall take effect immediately upon enactment. Section 2 shall only take effect if approved by a majority of eligible voters of the City of Kenai who vote on the question during the November 3, 2026, City of Kenai Election.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF SEPTEMBER 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	August 19, 2026
Enacted:	September 2, 2026
Effective:	See Section 5



KENAI

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

MEMORANDUM

TO: Council Members

FROM: Mayor Knackstedt and Council Member Kisena

DATE: August 11, 2026

SUBJECT: **Ordinance No. 3542-2026** - Providing for the Submission to the Qualified Voters of the City of Kenai, at the Regular Election to be Held on November 3, 2026, the Question of Enacting Kenai Municipal Code, Section 7.05.031- Residential Property Tax Exemption, to Establish a Residential Property Tax Exemption in the Amount of \$75,000.

During the August 5, 2026, City Council meeting, public testimony was provided requesting the City Council consider implementation of a \$75,000 residential property tax exemption. After Council discussion a work session was scheduled for August 19, 2026, to discuss the issue further. We requested the administration prepare, for Council's consideration and discussion, the necessary legislation to place the issue on the ballot for voter consideration.

Alaska Statutes (AS) 29.45.050(a) authorizes a municipality, by ordinance ratified by the voters, to exclude or partially exempt residential property from taxation up to a maximum of \$75,000 of assessed value.

Under the proposed code provisions within the Ordinance, the first \$75,000 of assessed value of qualifying residential property would be exempt from the City's property tax levy. The proposed exemption would apply in addition to the mandatory \$150,000 senior citizen or \$150,000 disabled veteran property tax exemptions authorized by AS 29.45.030(e). The proposed exemption will provide tax relief to qualifying taxpayers who occupy the property as their primary residence. An estimated 1,435 property owners will be eligible for the proposed exemption exempting an estimated \$101,655,600 in property value, including \$3,346,500 of disabled veteran exemptions (49), \$35,037,400 of senior exemptions (533), and \$63,271,700 of eligible property exemptions that do not qualify for the senior or disabled veteran exemption (853). The total annual financial impact to the City, at its current tax rate of 4.35 mills, is estimated to be \$442,202 with the maximum savings to an individual property owner of \$326.25.

In order to qualify for the exemption, residents must apply through the Borough for its residential property tax exemption, this includes those that are receiving the senior citizen or disabled veteran property tax exemption through the Borough that may not have previously applied for the residential property tax exemption. The Borough assessor's determination of qualification for its residential property tax exemption would apply to the City's residential property tax exemption.

**KENAI PLANNING & ZONING COMMISSION – REGULAR MEETING
AUGUST 12, 2026 – 7:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR KEATON, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai Planning & Zoning Commission was held on August 12, 2026, in City Hall Council Chambers, Kenai, AK. Chair Keaton called the meeting to order at approximately 7:00 p.m.

1. Pledge of Allegiance

Chair Keaton led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Jeanne Keaton, Chair
Sonja Earsley

Diane Fikes
Gwen Woodard

A quorum was present.

Absent:

Marty Askin
Stacie Krause

Alex Douthit, Vice Chair

Also in attendance were:

Kevin Buettner, Planning Director
Phil Daniel, City Council Liaison
Logan Parks, Deputy City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

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

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

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

UNANIMOUS CONSENT was requested.

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

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

B. APPROVAL OF MINUTES

1. *Regular Meeting of June 24, 2026.
2. *Regular Meeting of July 29, 2026.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Curt Wilcox, neighboring property owner, addressed the Commission regarding development in the Beaver Loop area, adding that the initial notice he received incorrectly identified the subject property; and raised concerns regarding an anadromous stream, the required buffer, groundwater, and potential impacts to the Kenai River. Mr. Wilcox referenced documentation from state and federal agencies; reported contacting regulatory agencies regarding his concerns; and noted he was compiling additional documentation for presentation at the next meeting.

The Kenai River Center and the Kenai Watershed Forum were offered to Mr. Wilcox as additional resources.

E. CONSIDERATION OF PLATS

1. **Resolution PZ2026-27** - Recommending that Preliminary Plat Thompson Park 2026 Replat Attached Hereto be Approved.

MOTION:

Commissioner Woodard **MOVED** to approve Resolution PZ2026-27. Commissioner Earsley **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2026-27.

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

UNANIMOUS CONSENT was requested.

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

F. PUBLIC HEARINGS - None.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. **Action/Approval** - Ordinance No. 3539-2026 - Amending Kenai Municipal Code Section 14.20.030 - Establishment of Zones and Official Map to Add Airport Light Industrial.

MOTION:

Commissioner Woodard **MOVED** to recommend Council approval of Ordinance No. 3539-2026. Commissioner Earsley **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Ordinance No. 3539-2026.

Clarification was provided on differences in aeronautical uses between the Airport Light Industrial and Light Industrial Land Use Tables.

UNANIMOUS CONSENT was requested on the motion.

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

I. REPORTS

1. Planning Director

Planning Director Buettner reported on the following:

- Code enforcement updates would be provided beginning next month and were anticipated to be included in the packet for the second meeting of each month.

- Alaska Planning Conference, scheduled for December 7-8, 2026, in conjunction with the Alaska Municipal League week; approximately 10 continuing education units were anticipated to be available, and an official Commissioner training track was anticipated for the following year's conference.

2. Commission Chair - No report.

3. Kenai Peninsula Borough Planning

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

4. City Council Liaison

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

J. ADDITIONAL PUBLIC COMMENTS - None.

K. NEXT MEETING ATTENDANCE NOTIFICATION

1. Next Meeting: August 26, 2026

L. COMMISSION COMMENTS AND QUESTIONS

Commissioner Woodard reminded the public of early voting.

Chair Keaton thanked everyone for their participation in the meeting.

M. PENDING ITEMS

[Clerk's Note: Items M.1. through M.7. will be carried forward to the August 26, 2026, Planning & Zoning Commission meeting. In accordance with KMC 14.20.280, they were noticed for a public hearing at the July 29, 2026, meeting which failed to have a quorum. It was stated that all items on that agenda would be carried forward to a future meeting. For Item M.1., the applicant requested withdrawal of their application on August 3, 2026.]

1. **Resolution PZ2026-20** - Recommending Approval of a Rezone of Parcels 04923002, 04923003, and 04923004, with the Physical Addresses of 5940 & 5968 Kenai Spur Highway and 220 N Fern Street, from Limited Commercial to Rural Residential

2. **Resolution PZ2026-21** - Granting a Conditional Use Permit for the Operation of a Six (6) Space Recreational Vehicle Park

3. **Resolution PZ2026-22** - Granting a Conditional Use Permit for Surface Extraction of Natural Resources on KPB Parcel 04901069

4. **Resolution PZ2026-23** - Granting a Conditional Use Permit for Surface Extraction of Natural Resources on KPB Parcel 04901070

5. **Resolution PZ2026-24** - Granting a Variance Permit for Surface Extraction of Natural Resources on KPB Parcel 04901069 within the Setback

6. **Resolution PZ2026-25** - Granting a Variance Permit for Surface Extraction of Natural Resources on KPB Parcel 04901070 within the Setback

7. **Resolution PZ2026-26** - Granting a Variance Permit for Surface Extraction of Natural Resources on KPB Parcel 04911029 within the Setback

N. ADJOURNMENT

O. INFORMATIONAL ITEMS - None.

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 7:46 p.m.

I certify the above represents accurate minutes of the Kenai Planning & Zoning Commission meeting of August 12, 2026.

Logan Parks, Deputy City Clerk

DRAFT



MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Mary Bondurant, Interim Airport Manager
DATE: August 11, 2026
SUBJECT: Airport Mid-month Report July 2026

FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project
Construction has started on this project and is going well. Runway closure was May 15, 2026. Paving started on July 20, 2026. The first lift of paving on the runway is almost complete. Meetings are scheduled every Thursday with the Airport, engineers, and contractor until the end of the project.
- Airport Master Plan – Phase 2 Update
The Emerging Trends and Sustainability Evaluation was submitted to the City for review with comment deadline of May, 29, 2026.

The four preliminary alternatives are being developed and evaluated and a recommendation report will be presented to the City.

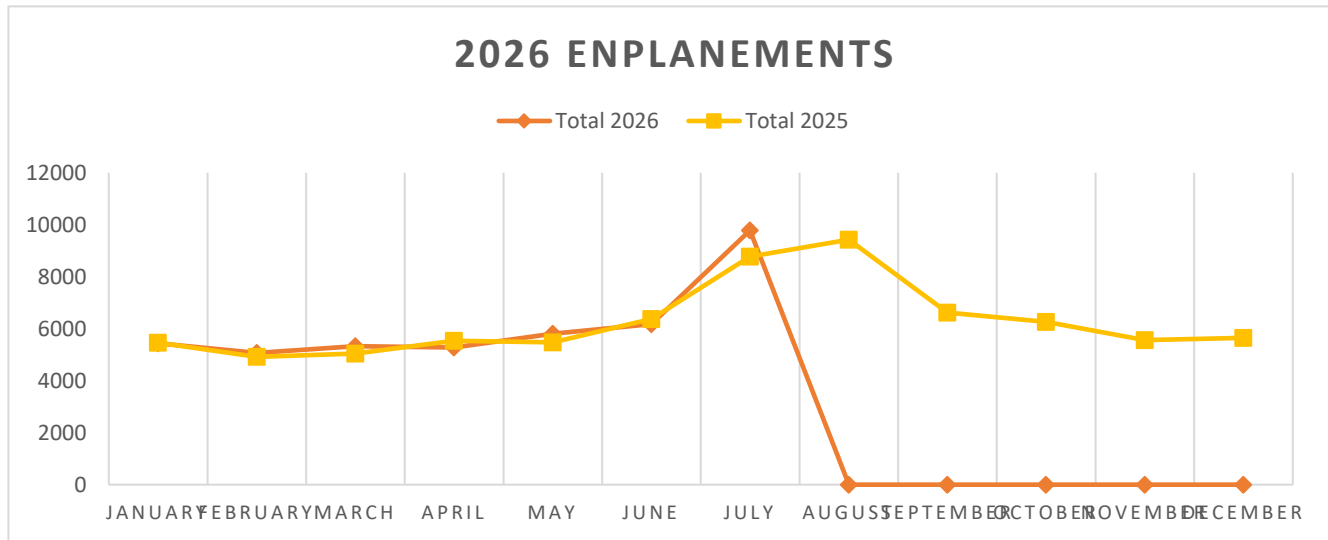
- Airport Perimeter Fence Project – A prebid was held on Tuesday, July 7, 2026. Bids were due on July 23, 2026. There were three bidders with QAP the low bidder.

In-house Activities

- The café concession has been awarded to Jersey Subs. This concession will start sometime in August 2026.
- The Federal Aviation Administration's Air Traffic Division is transitioning from the Federal NOTAM System (NOTAM Manager) to the new NOTAM Management System (NMS). This process will begin this summer. Airport staff and the Kenai Fire Department will be required to setup Login.gov credentials, complete NMS training, and stay informed and engaged via monthly airport meetings, monthly User forums, and email communications.

Kenai Airport Enplanements

Month	Grant 2026	Fox Air 2026	Aleutian 2026	Grant 2025	Kenai Aviation 2025	Aleutian 2025	Total 2026	Total 2025	Change from 2025 to 2026
January	5292	0	152	4466	1003	0	5444	5469	-25
February	4872	0	193	4001	917	0	5065	4918	147
March	5168	0	159	3973	1072	0	5327	5045	282
April	5262	0	15	4464	1071	0	5277	5535	-258
May	5807	0	0	4353	1122	0	5807	5475	332
June	6147	25	0	5249	1129	190	6172	6378	-206
July	9415	368	0	6771	2003	1044	9783	8774	1,002
August			0	7362	2064	944	0	9426	-12
September			0	5394	1222	448	0	6616	190
October			0	4955	1308	356	0	6263	-1
November			0	5083	118	70	0	5568	-297
December			0	5018	0	247	0	5649	-5,649
Total	41963	393	519	61089	13029	3299	42875	77417	-4495





Float Plane Basin Activity

FPB Aircraft Operations

Month	2026	2025	2024	2023	2022
May	44	93	49	73	137
June	194	246	298	115	188
July	269	550	436	239	165
August	0	435	457	293	135
September	0	190	277	169	33
October	0	10	83	20	0
Total	507	1524	1600	909	658

Avgas/ 100LL Fuel Sales

Month	2026	2025	2024	2023	2022
May	\$0	\$5,564	\$3,263	\$4,169	\$4,673
June	\$2,429	\$4,592	\$8,745	\$9,991	\$8,306
July	\$7,286	\$6,055	\$10,164	\$12,687	\$6,424
August	\$0	\$6,285	\$10,311	\$14,482	\$7,383
September	\$0	\$564	\$8,930	\$10,614	\$7,314
October	\$0	\$736	\$3,587	\$1,033	\$1,421
Total	\$9,715	\$23,796	\$45,000	\$52,976	\$35,521

Avgas/ 100L Gallons Sold

Month	2026	2025	2024	2023	2022
May	0	695	408	537	779
June	304	574	1093	1273	1384
July	911	757	1270	1635	1071
August	0	785	1288	1918	1049
September	0	34	1116	1371	941
October	0	92	448	129	183
Total	1215	2937	5623	6863	5406

Sale Price Per Gallon

Month	2026	2025	2023	2022
May	\$ 8.00	\$ 8.00	\$ 8.00	\$ 7.77
June	\$ 8.00	\$ 8.00	\$ 8.00	\$ 7.85
July	\$ 8.00	\$ 8.00	\$ 8.00	\$ 7.76
August	\$ 8.00	\$ 8.00	\$ 8.01	\$ 7.55
September	\$ 8.00	\$ 8.00	\$ 8.00	\$ 7.74
October	\$ 8.00	\$ 8.00	\$ 8.01	\$ 8.00
Average	\$ 8.00	\$ 8.00	\$ 8.00	



KENAI

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Ryan Coleman, Police Chief
FROM: Ian Braman, Animal Control Chief
DATE: August 6th, 2026
SUBJECT: July 2026 Monthly Report

This month the Kenai Animal Shelter took in **22** animals, released **35** animals and issued **2** licenses.

DOGS:

Intake	Total	Outcome	Total
Owner Deceased	1	Adopted	3
Stray	7	Claimed	9
Waiver	3	Euthanized	2
Total Intakes	11	Total Outcomes	14

CATS:

Intake	Total	Outcome	Total
Stray	3	Adopted	13
Waiver	8	Claimed	1
	0	Euthanized	7
Total Intakes	11	Total Outcomes	21

OTHER ANIMALS:

Intake	Total	Outcome	Total
Total Intakes	0	Total Outcomes	0

JURISDICTION SUMMARY:

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

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

3 animal intakes were received from "Kenai Peninsula Borough".

Total jurisdiction intakes: 22 animals.

AFTER HOURS SUMMARY:

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

3 animals were dropped off after hours by "City Of Soldotna".

Total after hours drop-offs: 8 animals.

INCIDENTS BY TYPE:

Aggressive Animal(s)	1
Animals at large	11
Bite	1
Food Donation Request	1
Nuisance	2
Owner Deceased	1
Patrols	5
Sick/injured animal	1
Stray	7
Total Incidents	30

YEAR TO DATE INTAKES:

YTD Intakes 2026	166
YTD Intakes 2025	256
YTD Intakes 2024	265
YTD Intakes 2023	276





KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: August 11, 2026

SUBJECT: Finance Department Mid-Month Report – July 2026

The department completed its part of the 2026 Personal Use Fishery management and is working toward completion of the annual report on the fishery. Fishery revenue was \$529,231 which was 99.95% of the FY2026 budgeted amount of \$529,500. 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 FY26 and completion of the City's Annual Comprehensive Financial Report. This process includes the closing of the FY26 financial records, fiscal year-end grant reporting, and finally, financial statement preparation. The annual audit is scheduled for the third week of November.

The IT System Administrator position posting closed on July 27th and staff is in the process of conducting interviews.



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members
THROUGH: Terry Eubank, City Manager
FROM: Jay Teague, Fire Chief
DATE: August 10, 2026
SUBJECT: Fire Department Mid-Month Report – July.

July	2025	2026	% change
Month totals	149	134	-10%
EMS	108	102	-5.5%
All Other	41	32	-21.9%
Year Total	876	895	+2.1%

Total training hours:

- Total recorded hours- (220)
- Dipnet boat operations/water rescue training
- AED placement for dipnet fishery/CPR training for KPD TEOs
- ENSTAR annual safety briefings completed all shifts
- Driver operator training for new FFs
- Wildwood Fire Evacuation training with Nikiski Fire Dept.
- Probationary FF training/task completion books

Inspections:

- Fire Marshal completed 14 commercial fire inspections for July.

Upcoming training/events

- Captain Summers will be attending FIRSTDUE Administrator Conference

Projects/Grants/Misc:

- Still waiting for award status on Rural Health Transformation Grant
- Equipment bids/quote requests underway for Hazmat Special Project that was funded.

- New Side-By-Side put into service during Beach operations for dipnet.
- Kenai Fire Conference committee met for second planning session.
- Recruitment of new probationary firefighter underway(Interviews begin first week of August)
- 2 new RIT escape packs placed in service





KENAI

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MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: August 5, 2026

SUBJECT: Human Resources Activity – July 2026

Recruitment

Human Resources worked with administration to recruit and hire Rick Johnson for the Airport Manager position. The Finance Department recruited to fill the Controller position and an offer was extended and accepted by Peter Raypold. The Police Department promoted Ryan Coleman to the Police Chief position and Levi Russell to Police Sergeant. The Police Department continued recruiting for a Police Officer, a Public Safety Dispatcher and an Administrative Assistant I. Recruitment began for a System Administrator in the IT Department. The Fire Department continued recruitment for a Firefighter. Public Works recruited and filled two utility operator positions and is continuing recruitment for a part time janitor. Human Resources onboarded the Personal Use Fishery employees prior to the opening of the Fishery.

Safety

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

Special Projects

Human Resources continued working with administration to update HR policies and procedures to improve consistency and ensure compliance with current laws and Kenai Municipal Code. Human Resources also worked with administration to complete a Supervisor Handbook to provide supervisors with guidance on personnel practices and consistent application of City policies.

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: August 6, 2026

SUBJECT: Library Report for July 2026

SERVICES



6628 Visitors
77 New Members



627 Computer Sessions
7415 WiFi Sessions



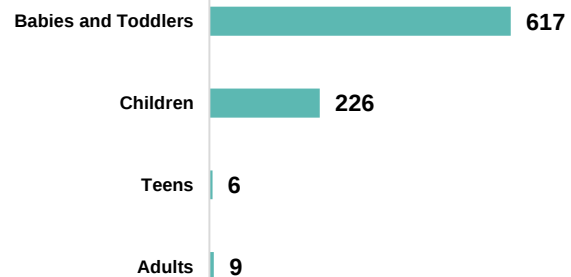
225 Room Reservations
499 Hours of Use

PROGRAMS AND EVENTS

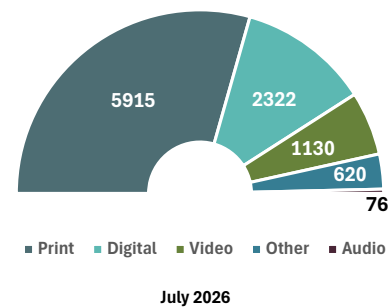
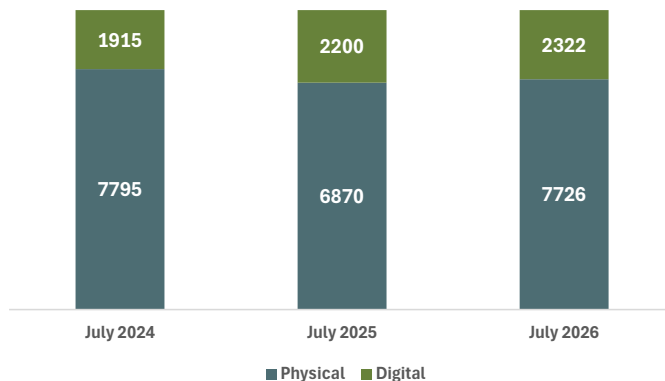


974 Participants
59 Programs

Program Attendance



CIRCULATION





KENAI

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

MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Tyler Best, Parks and Recreation Director
DATE: August 11th, 2026
SUBJECT: Mid-Month Report – July

During July, the Parks Department plans, staffs, and manages the Personal Use Fishery in its entirety. This includes coordinating staff training, deployment, and daily operations, as well as coordinating with every other city department involved in the effort. Volunteer groups such as Salmon Frenzy assist with clean-up and traffic, and the Kenai Ski Team conducts cleanups twice a week throughout the fishery. (see photo attached of Salmon Frenzy giving out hot dogs)

The Parks Department also supports several other major community events throughout the year, including the Kenai Softball Association's annual Firecracker Tournament, the Kenai Rugby Club's Dipnet Fest Rugby Tournament, the Kenaitze employee party, the Monforpalooza Salamatof celebration, and the Kenai Soccer Club Tournament.

The Recreation Center sees a spike in shower usage during the fishery. Showers had to be closed for one day due to clogged drains. This is the third year the drains have backed up and different mitigations efforts have put into place with no luck of succeeding. Parks is going work wit maintenance and hopefully come up with new solution that will work for 2027.

Outside of the fishery and evets the Parks department works hard to maintain City's fields, trails and green spaces as fall quickly approaches.

Kenai Recreation Center Visits – Month of July

Weight Room/Cardio Room	1029
Racquetball /Wallyball Court	122
Shower/Sauna	555
Gymnasium	1182
Gym rental participants	47
Total Number of Sign-ins	2935
Door Counter Log	3966





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Kevin Buettner, Planning Director
DATE: August 3, 2026
SUBJECT: Planning and Zoning – July 2026 Monthly Report

General Information

For the month of July Planning maintained focus on code enforcement and preparation for public hearings. Lands continued developing an updated map for all City-owned lands and completed a file cleanup of all shore fishery leases. The Planning Director continued to focus on grant administration and the master plan for the Airport. Please find below a summarized list of June projects for Planning & Zoning.

Department Summary

Lands & Leases:

- Continued clean-up of Zoning map and boundary map
- Continued review and itemization of leases
- Cleanup and reorganization of files for shore fishery leases
- Continued LMP review
- Dena'ina Point/Tidewater project
- Worked with the Borough GIS Department regarding incorrect parcel info on ParcelViewer
- City/RABUF replat
- Discussed zoning regulations, plats, easements, mapping, and leases with various departments, lessees, surveyors and members of the public

Planning & Zoning:

- Meetings to discuss residential and commercial development in Kenai
- Met with state agencies to discuss housing opportunities/programs
- Met with Alaskan Command staff and consultants to discuss forward operating location strategies at the Kenai Municipal Airport
- Met with Alaska DNR staff to discuss Land & Water Conservation Fund requirements
- Completed letter to request FAA land release and environmental review
- Code Enforcement follow-up on new cases and all outstanding cases
- Completed CDBG grant agreement
- Follow-up on bi-annual fire inspections due for Conditional Use Permit (CUP) holders

Planning and Zoning Commission

The first public meeting in July was cancelled due to a lack of agenda items, and the second meeting of the month did not have a quorum and adjourned early. Due to noticing requirements, all agenda items were moved to the second meeting of August to allow for noticing time constraints.



Code Enforcement Previous Month and YTD

August 11, 2026 | 15:38:46

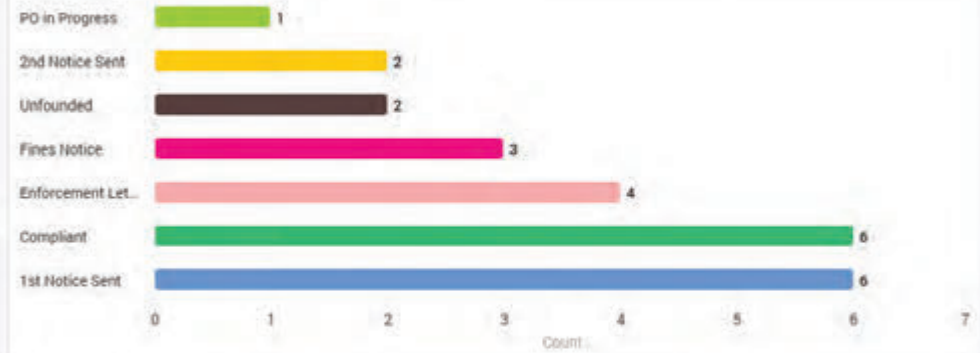
Total Complaints Year to Date

111

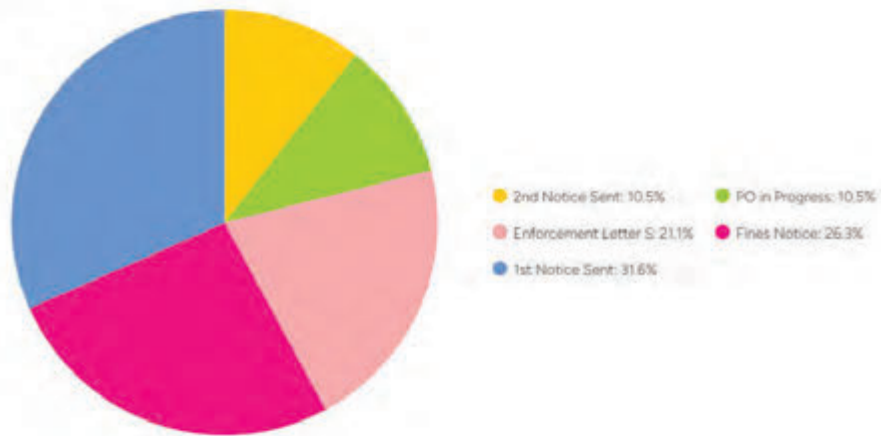
Complaints Reported Prev. Month

20

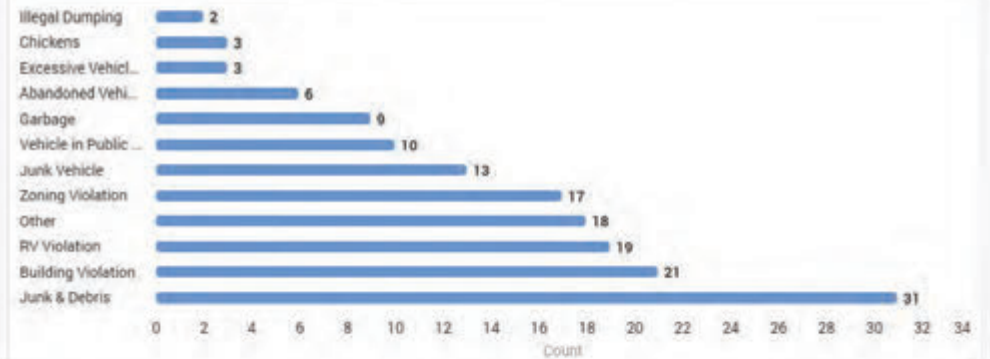
Case Status Changes - Previous Month



Status of All Non-Compliant Cases



Cases by Violation Type Year to Date



Cases Marked Compliant Last Month

10

Open Cases

27

Compliance Rate





KENAI

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

MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Ryan Coleman, Police Chief

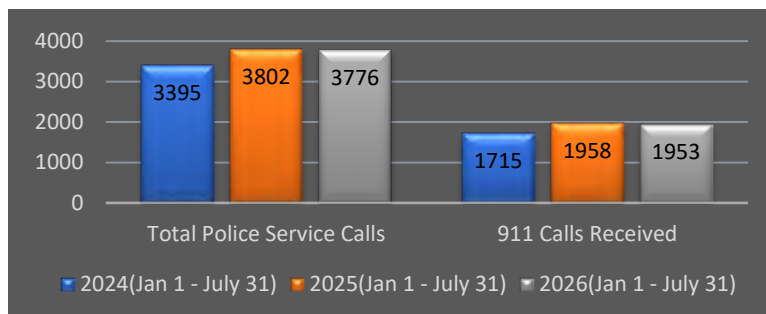
DATE: August 10, 2026

SUBJECT: Police & Communications Department Activity – July 2026

Police handled 704 calls for service in July and 390 calls were received by dispatch via 911. Officers made 38 arrests. Traffic enforcement resulted in 226 traffic contacts with 44 traffic citations issued and there were 5 DUI arrests. There were 29 reported motor vehicle collisions in July. Three of those collisions involved moose and two involved alcohol or drugs.

Chief David Ross retired after 25 years of service with the Kenai Police Department. There is ongoing recruitment for the positions of Police Officer, Public Safety Dispatcher, and an Administrative Assistant.

KPD's newest officer, Seth Ballantyne, is attending the Alaska Law Enforcement Training Academy in Sitka. He is part of class ALET 26-02 which began 7/19/26 and will graduate 11/6/26.





MEMORANDUM

TO: Mayor Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Lee Frey, Public Works Director
DATE: August 11, 2026
SUBJECT: Public Works Mid-month Report August 2026

Capital Projects currently in process:

- Emergency Services Facility Assessment – Assessment complete. Project on hold.
- KMA Apron Sealcoating and Crack Sealing – Project completed. Closeout ongoing.
- Kenai Municipal Airport Runway Rehabilitation Project - Construction ongoing. Milling and foaming completed. Pavement ongoing.
- Kenai Municipal Airport Master Plan Update – Phase 2 ongoing.
- USACE Kenai Bluff Bank Stabilization Project – Construction completed. Closeout ongoing.
- Wastewater Plant Digester Blowers Replacements – Construction ongoing. Building frame is up.
- Water Treatment Plant Pumphouse – Project started. Submittals being reviewed.
- Harbor Float Replacement – First set of floats completed and in use. Next sets to be built this winter.
- Aliak Storm Drain Repairs – Contract in place. To be completed late summer.
- Architectural Services – Design services ongoing.
- Crack Sealing – Work ongoing.
- Pavilion Replacements – Contract in place. Work to start soon.
- Animal Control and Senior Center Canopy Roof Replacements – Contract in place. Work to start soon.
- SCADA Design/Construction – Project released for Request for Proposals.
- Vintage Pointe Windows – Project releasing for bidding.

Capital Projects in planning to be released:

- Sewer Lift Station Upgrades
- Kenai Recreation Center LED Conversion
- Mission/Main Storm Drain Improvements
- Cemetery Improvements Design
- Flight Services RTU Replacement
- Road Repaving Design

Other Projects/Services in development for ITB/RFP:

- Banking Services

Building season continues and the department is busy managing inspection and plan review. We have 34 new residential construction permits and 7 new commercial building permits in 2026. Buildings continues to work on regular maintenance at our facilities.

The Streets crew is working on ditching. The Shop continues working on outfitting new police vehicles and repairing issues as they arise. The auction for the City is live.

The Utility Department has hired another Operator, Jacob Nagle, and is fully staffed.



MEMORANDUM

TO: Mayor Henry Knackstedt and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: August 12, 2026
SUBJECT: July 2026 Monthly Report

Number of individuals served in April:

Home Delivered Meals	2048
Individuals	99
Dining Room (Congregate) Meals	1005
Individuals	159
Transportation (1-way rides)	306
Individuals	22
Homemaker Assistance	20/44
Writers Group	31
Caregiver Support Group	9
Widows/Widowers Grief Support Group	11
Growing Stronger Exercise	295
Tai Chi Class	45
TOPS Weight Loss Class	46
Bluegrass & Music Sessions	72
Card Games	124
Wii Bowling	8
Arts & Crafts	76
Volunteers Hours	881
Individuals	44
Total Event Sign-ins *	1962
Individuals *	226
Vintage Pointe Manor Vacancies	0

*(not including home meals clients)

July was filled with fun, music, good food, and plenty of opportunities to get out and enjoy the summer. Seniors braved the weather for a no-host dinner at the Angry Salmon in Anchor Point, while our choir entertained the community with a patriotic concert in honor of the Fourth of July. The kitchen was also a busy place, with a frenzy of bakers coming together to prepare pies for the upcoming pie fundraiser. Seniors enjoyed an afternoon drive to Johnson and Tustumena Lakes, complete with a stop for ice cream, and continued to take advantage of trips to the Soldotna Field House and the Wednesday Market. It was a busy month filled with good times, good company, and plenty of summer adventures!