



Kenai City Council - Regular Meeting

February 19, 2025 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

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

Agenda

A. CALL TO ORDER

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

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

1. Project Homeless Connect 2025, Executive Director of Love INC Leslie Rohr.

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

E. PUBLIC HEARINGS

1. **Ordinance No. 3449-2025** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)
2. **Ordinance No. 3450-2025** - Amending Sections of Kenai Municipal Code Title 23 - Personnel Regulations, Sections 23.05.070 - Definitions, 23.25.080 - Promotion, 23.30.030 - Probationary Period for Employees in the Classified Service, and 23.55.020 - Compensation Structure by Grade for Employees in the Classified Service, to Ensure a Consistent Approach to Pay Adjustments for City Employees. (Administration)
3. **Resolution No. 2025-15** - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and ENA, Limited Liability Corporation for Lots 5A and 5B, FBO Subdivision No. 10, to be Described as Lot 5C, FBO Subdivision 2024 Addition Upon Approval of Final Plat. (Administration)

F. MINUTES

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

G. UNFINISHED BUSINESS

H. **NEW BUSINESS**

- [1.](#) ***Action/Approval** - Bills to be Ratified. (Administration)
- [2.](#) ***Action/Approval** - First Extension to the Agreement with Guardian Security Systems, Inc. for Security Guard Services at the Kenai Municipal Airport. (Administration)
- [3.](#) ***Action/Approval** - Council Confirmation of Mayoral Nomination of Gina Kuntzman to the Council on Aging Commission. (Gabriel)
- [4.](#) ***Ordinance No. 3451-2025** - Accepting and Appropriating Donations to the Kenai Community Library for Library Materials, Equipment, Furniture, and Programming. (Administration)
- [5.](#) ***Ordinance No. 3452-2025** - Accepting and Appropriating a Polar Bear and Brown Bear Taxidermy Donation from the Warren E Johnson Estate for Display in the Kenai Municipal Airport Terminal. (Administration)
- [6.](#) ***Ordinance No. 3453-2025** - Amending Kenai Municipal Code Chapter 7.15 – Purchases and Sales, Sections 7.15.060 – Procurement of Professional Services and 7.15.070 – Innovative Procurements and Other Exceptions, to Allow Insurance Coverages to be Procured by Direct Negotiation and Authorize Other Procurement Exceptions Subject to City Council Approval by Resolution. (Knackstedt)
- [7.](#) ***Ordinance No. 3454-2025** - Amending Kenai Municipal Code 23.35.032 - Arbitration Panel to Amend the Member Terms from Indefinite Terms to Three-Year Terms. (City Clerk)
- [8.](#) ***Ordinance No. 3455-2025** - Authorizing the Purchase of a Used Ventrac Tractor and Attachments from KNC Golf, Inc., that Deviates from Procurement Procedures Authorized by Kenai Municipal Code Chapter 7.15 Purchases and Sales. (Administration)
- [9.](#) **Action/Approval** - Authorizing the City Manager to Modify the Agreement with the Kenai Peninsula Borough for Accepting Landfill Leachate at the Waste Water Treatment Plant. (Administration)
- [10.](#) **Discussion/Action** - Digester Blowers Standardization. (Administration)
- [11.](#) **Discussion** - Grants to Other Agencies - Annual Reports. (Douthit)

I. **COMMISSION REPORTS**

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

J. **REPORT OF THE MAYOR**

K. **ADMINISTRATION REPORTS**

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

L. ADDITIONAL PUBLIC COMMENTS

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

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

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's Office at 907-283-8231.

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

<https://us02web.zoom.us/meeting/register/J1lf0VUzTm63fb5URHsT4w>



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3449-2025**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND – POLICE DEPARTMENT AND ACCEPTING GRANTS FROM THE UNITED STATES DEPARTMENT OF JUSTICE AND ALASKA MUNICIPAL LEAGUE JOINT INSURANCE ASSOCIATION FOR THE PURCHASE OF BALLISTIC VESTS.

WHEREAS, the Kenai Police Department participates in a Ballistic Vest Partnership grant program through the Department of Justice, which covers 50% of the cost of ballistic vests purchased for officers; and,

WHEREAS, the City's current insurance company, Alaska Municipal League Joint Insurance, also has a ballistic vest reimbursement program, which covers 50% of the cost of ballistic vests purchased for officers; and,

WHEREAS, three ballistic vests were purchased this fiscal year for a total of \$4,239 and the two programs together will cover 100% of the cost of those ballistic vests.

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 and expend United States Department of Justice and AMLJIA grant funds in the amount of \$4,239 for the purchase of three ballistic vests.

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

General Fund:

Increase Estimated Revenues -	
Federal Grants – Police	\$ 2,119.50
Miscellaneous Grants	<u>2,119.50</u>
	<u>\$4,239.00</u>
 Increase Expenditures –	
Police – Small Tools	<u>\$4,239.00</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 FEBRUARY, 2025.

ATTEST:

Brian Gabriel Sr., Mayor

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



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



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: January 22, 2025

SUBJECT: **Ordinance No. 3449-2025 - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests.**

The Police Department participates in the United States Department of Justice' Ballistic Vest Partnership, which provides grant funds for half the cost of officer ballistic vests. The City's insurance carrier, AMLJIA, also has a grant program by which they cover half the cost of ballistic vests purchased for officers.

So far this fiscal year the Police Department has purchased three ballistic vests for officers, at a total cost of \$4,239 and anticipates that cost to be covered 100% by the two programs.

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



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3450-2025**

AN ORDINANCE AMENDING SECTIONS OF KENAI MUNICIPAL CODE TITLE 23 - PERSONNEL REGULATIONS, SECTIONS 23.05.070 - DEFINITIONS, 23.25.080 - PROMOTION, 23.30.030 - PROBATIONARY PERIOD FOR EMPLOYEES IN THE CLASSIFIED SERVICE, AND 23.55.020 - COMPENSATION STRUCTURE BY GRADE FOR EMPLOYEES IN THE CLASSIFIED SERVICE, TO ENSURE A CONSISTENT APPROACH TO PAY ADJUSTMENTS FOR CITY EMPLOYEES.

WHEREAS, Ordinance 3418-2024 adopted the annual budget, salary schedule, employee classification plan and authorized staffing table for the fiscal year commencing July 1, 2024 and ending June 30, 2025; and,

WHEREAS, Ordinance 3419-2024 amended sections of the personnel regulations related to the compensation structure by grade, creating two additional double-letter steps (DD-EE) in the Salary Schedule, increasing the value of the double-letter steps from 2.5% to 4.25% of base, and making amendments to the probationary period; and,

WHEREAS, pursuant to KMC 23.15.010, the City Manager prepares and recommends revisions and amendments to the personnel regulations as deemed necessary; and,

WHEREAS, clearly defining an employee's anniversary date based on the date of hire will simplify administrative processes and ensure a consistent approach for determining an employee's years of service, eligibility for annual leave, and pay increases; and,

WHEREAS, to ensure uniform compensation for promotions regardless of an employee's current position in the step progression, it is necessary to amend the promotion policy to specify an increase of not less than four percent (4%) rather than a minimum of one pay step; and,

WHEREAS, to ensure a consistent approach to compensation and streamline administrative practices, the one-step pay increase employees currently receive at the end of a probationary period will be removed, and employees will instead receive their step increase on their anniversary date; and,

WHEREAS, these amendments to the probationary period and promotion policies are necessary to provide clarity, fairness, and consistency in pay adjustments for City employees and are in the best interests of the City.

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

Section 1. Amendment of Section 23.05.070 of the Kenai Municipal Code: That Kenai Municipal Code, Section 23.05.070 – Definitions, is hereby amended as follows:

23.05.070 Definitions.

As used in this title, the following terms have the meanings set forth in this section:

“Anniversary date” means the first of the month in which the employee was hired.

“City Attorney” means an employee appointed by and directly responsible to the City Council who is the chief legal advisor to the Council and all other officers, departments, and agencies of the City government in matters relating to their official powers and duties.

“City Clerk” means an officer and employee of the City appointed by and directly responsible to the City Council for an indefinite period of time who serves as clerical officer of the Council.

“City Manager” means an officer and employee of the City directly responsible to the City Council who is authorized and directed to exercise the powers and fulfill the duties as specified in the Charter and Municipal Code of the City of Kenai.

“Classified service” means all paid employees not in the unclassified or department head service.

“Department” means the smallest functional budgetary unit of the City government established by the City Council.

“Department Head Service” The department head service includes employees who are directly responsible to the City Manager for the administration of one (1) or more departments and who have been hired or completed a probationary period after June 1, 2018. Employees responsible to the City Manager for the administration of one (1) or more departments who have been hired and completed a probationary period before June 1, 2018, may enter the department head service by written request to the City Manager.

“Full-Time” Employees regularly scheduled to work forty (40) hours per week (except certain Fire Department employees who work an average of fifty-six (56) hours per week) are considered “full time.”

“Grievance” means an employee’s oral or written expression of dissatisfaction with some aspect of employment, a management decision affecting the employee, or an alleged violation of the employee’s rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.

“Part-time” means employees regularly scheduled to work less than forty (40) hours per week.

“Probationary Period” An employee appointed to a position in the classified service must serve a probationary period, which is normally twelve (12) months. This period can be extended up to, but no longer than, eighteen (18) months.

“Program or project employee” means an employee who is hired for a temporary period that may exceed six (6) months and with a prior written agreement that employment in that position will continue for at most the duration of a specified program or project that is not a regular and continuing function of a department or the City and that has an established probable date of termination.

“Promotion” means an advancement of an employee from one (1) job classification to a higher job classification within the same department.

“Public safety employee” means a person employed in the Police, Fire, or Communications Department.

“Regular” means employees who have completed the probationary period. They may be assigned to work a full-time or part-time schedule.

“Seasonal” means employees who perform seasonal work for a preestablished period of not more than six (6) months during a twelve (12) month period. Seasonal employees may be assigned a full-time or part-time schedule and are eligible for public employee retirement benefits but are ineligible for other benefits, including holiday pay. Seasonal employees who have completed the probationary period may return to the seasonal position each season subject to performance evaluations, general

conduct and discipline, personnel rules and policies of the City, layoff, reorganization and other business needs of the City.

“Supervisor” means an employee who is responsible to a higher divisional or department level of authority and who directs the work of others.

“Temporary employee” means an employee who is hired for a preestablished period, usually during peak workloads or for vacation relief and for not more than six (6) months. The employee may be assigned to work a full-time or part-time schedule and is ineligible for benefits, including holiday pay.

“Transfer” means the movement of an employee from one (1) department to another department, regardless of job classification.

“Unclassified Service” The unclassified service includes all elected officials, City Manager, City Attorney, City Clerk, seasonal, temporary employees, and temporary program or project employees. Members of boards, committees, commissions, volunteers, contractors, and consultants are not employees.

Section 2. Amendment of Section 23.25.080 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.25.080 – Promotion, is hereby amended as follows:

23.25.080 Promotion

When an employee in the classified service is promoted from one class to another having a higher pay range, [HE OR SHE SHALL RECEIVE AN INCREASE OF NOT LESS THAN ONE (1) PAY STEP FROM HIS OR HER FORMER POSITION.] the employee will receive an increase of not less than four percent (4%) of their former position and will be placed at the appropriate step in the new pay range.

Section 3. Amendment of Section 23.30.030 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.30.030 – Probationary period for employees in the classified service, is hereby amended as follows:

23.30.030 Probationary Period for Employees in the Classified Service.

- (a) All original appointments for employees in the classified service including those that result from transfers shall be tentative and subject to a probationary period of not less than twelve (12) months. Promotional appointment probationary period shall, for all employees in the classified service, be not less than twelve (12) months.
- (b) In cases where the responsibilities of a position in the classified service are such that a longer period is necessary to demonstrate an employee’s qualifications, the probationary period may be extended; however, no probationary period shall be extended beyond eighteen (18) months. The employee shall be notified in writing of any extension and the reasons therefor.
- (c) Upon completion of the probationary period, employees in the classified service shall be considered as having satisfactorily demonstrated qualifications for the position, shall gain regular status, [ONE (1) STEP IN PAY RAISE,] and shall be so informed through his or her supervisor. [THE EMPLOYEE’S ANNIVERSARY DATE SHALL BE THE FIRST OF THE MONTH IN WHICH THE EMPLOYEE’S ORIGINAL PROBATION ENDS. EMPLOYEES WHO HAVE GAINED REGULAR STATUS AT THE EFFECTIVE DATE OF THE ORDINANCE CODIFIED IN THIS SECTION SHALL HAVE THEIR ANNIVERSARY DATES CHANGED TO THE FIRST OF THE MONTH IN WHICH THE EMPLOYEE’S PRESENT ANNIVERSARY DATE FALLS.]
- (d) During the probationary period, a new employee hired in the classified service may be terminated at any time without advance notice, without cause, and without appeal.

- (e) In the case of promotional appointments, the promoted employee may be demoted at any time during the probationary period without appeal; provided, that the probationary employee be reinstated in the class designation from which he or she was promoted, even though this necessitates the layoff of the employee occupying the position.

Section 4. Amendment of Section 23.55.020 of Kenai Municipal Code: That Kenai Municipal Code, Section 23.55.020 - Compensation structure by grade for employees in the classified service, is hereby amended as follows:

23.55.020 Compensation Structure by Grade for Employees in the Classified Service.

- (a) Compensation structure by grade for employees in the classified service is hereby established in accordance with the most recent salary schedule effective upon enactment by City Council of the ordinance adopting a budget for the following fiscal year or by resolution.
- (b) [ON COMPLETION OF THE PROBATIONARY PERIOD, EACH EMPLOYEE] Employees in the classified service shall be [ADVANCED ONE (1) STEP] eligible for a step increase on their first anniversary date. At succeeding anniversary dates, subject to an evaluation of "Meets Expectations" or better, the employee may be advanced a step increment subject to City Manager approval effective on the first day of the payroll period following the date the increase occurs. The time period normally between Steps B to C to D to E to F is one (1) year. The time normally between Steps F to AA to BB to CC to DD to EE is two (2) years.

Section 5. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 6. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

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

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	February 5, 2025
Enacted:	February 19, 2025
Effective:	March 21, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: January 23, 2025

SUBJECT: **Ordinance No. 3450-2025 - Amending Sections of Kenai Municipal Code Title 23 - Personnel Regulations, Sections 23.05.070 - Definitions, 23.25.080 - Promotion, 23.30.030 - Probationary Period for Employees in the Classified Service, and 23.55.020 - Compensation Structure by Grade for Employees in the Classified Service, to Ensure a Consistent Approach to Pay Adjustments for City Employees.**

This memo is in support of the proposed ordinance amending sections of Kenai Municipal Code Title 23 – Personnel Regulations. This ordinance will streamline administrative processes and ensure a consistent and equitable approach to pay adjustments for City employees.

The background for these proposed amendments is based on Ordinances 3418-2024 and 3419-2024, which introduced changes to the pay schedule, including additional double-letter steps and a standard 12-month probationary period for all employees, up from six months for non-public safety employees. The updated pay schedule expanded from a 9-step to an 11-step model. Steps A-F remained annual steps increasing at 2.5% of base, while double-letter steps (AA-EE) remained biennial but increased from 2.5% to 4.25% of base. Due to the change in increases between steps, promotions for employees became disproportionate when employees later in their step progression promoted and received a greater increase in pay than those who promoted earlier in their step progression.

The proposed amendments clarify how promotion and probation are handled to improve administrative efficiency and ensure fair and consistent practices for City employees who are promoted, regardless of where they are in their step progression.

Below is a sectional analysis for the proposed code amendments included in the Ordinance.

Section 1. This section amends KMC 23.05.070 to add a definition of “Anniversary Date,” as the first of the month in which the employee was hired, clearly defining an employee’s anniversary date as their date of hire to simplify calculations for years of service, annual leave eligibility, and pay increases.

Section 2. This section amends KMC 23.25.080 to set a uniform amount of increase for employee pay following a promotion, ensuring uniformity across all step progressions.

Section 3. This section amends KMC 23.30.030 (c) to eliminate the step increase granted upon completion of the probationary period, instead aligning pay increases with the employee anniversary date.

Section 4. This section amends 23.55.020 (b) and will make employees eligible for their next step increase based on where they are in the steps (annually in single-letter steps or every other year in double letter steps).

These amendments were developed in collaboration with Administration and the City Attorney to streamline administrative processes and support a consistent approach to pay adjustments. It is important to note that, if enacted, the amendments will not apply to employees currently serving a probationary period. The revised policies will only affect future hires and promotions.

Thank you for your consideration.





Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2025-15**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A LEASE OF AIRPORT RESERVE LANDS BETWEEN THE CITY OF KENAI AND ENA, LIMITED LIABILITY CORPORATION FOR LOTS 5A AND 5B, FBO SUBDIVISION NO. 10, TO BE DESCRIBED AS LOT 5C, FBO SUBDIVISION 2024 ADDITION UPON APPROVAL OF FINAL PLAT.

WHEREAS, on September 13, 2024, ENA, LLC ("Everts") submitted an application to lease City-owned properties within the Airport Reserve, described as Lots 5A and 5B, FBO Subdivision No. 10; and,

WHEREAS, Everts intends to use the premises for fixed base operations including an airplane hangar and fuel storage facility, with an estimated investment value of \$3,000,000 that allows for the maximum lease term of 45 years in accordance with KMC 21.10.080 *Length of Lease Term*; and,

WHEREAS, the development would be mutually beneficial and would conform with KMC Titles 14 and 21, Kenai Comprehensive Plan, Airport Land Use Plan, Airport Master Plan, Federal Aviation Administration (FAA) regulations applicable to the airport, airport improvement projects, airport sponsor grant assurances to the FAA, and airport regulations and operations; and,

WHEREAS, a Preliminary Plat was approved by the City of Kenai Planning and Zoning Commission on December 11, 2024 and passed by the Kenai Peninsula Borough Plat Committee on January 13, 2025 to merge the subject properties into a single parcel to be described as Lot 5C, FBO Subdivision 2024 Addition upon approval of final plat; and,

WHEREAS, the City did not receive any competing lease applications within 30 days of publishing noticing as required in KMC 21.10.060(c) *Lease Application Review*; and,

WHEREAS, pursuant to KMC 21.10.040(b)(5) the applicant has provided evidence of financial resources to complete the proposed project; and,

WHEREAS, at their regular meeting on February 12, 2025, the Planning and Zoning Commission recommended approval to the City Council; and,

WHEREAS, at their regular meeting on February 13, 2025, the Airport Commission reviewed the lease application and recommended approval to City Council; and,

WHEREAS, it is in the best interest of the City to enter into a lease agreement with Everts for the development of the subject property to promote the growth and development of the Kenai Municipal Airport.

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

Section 1. That a Lease of Airport Reserve Lands is approved and the City Manager is authorized to execute a lease on the City's Standard Lease Form between the City of Kenai and ENA, LLC for the properties described as 5A and 5B, FBO Subdivision No. 10, as follows:

1. The construction of an aircraft hangar and fuel storage facility with an estimated value of improvements of \$3,000,000 will be completed within three (3) years of lease execution, unless the City has approved a time extension.
2. Written documentation must be submitted to the City within 60 days of the completion of the permanent improvements.
3. The lease term will be 45 years.
4. The lessee must prevent unauthorized access to the airfield during and after site improvements.
5. Structures are prohibited to encroach into the 100-foot building restriction line on the leased parcel.
6. Lessee is responsible for all snow removal, and snow may not touch the perimeter security fence or be piled to a height that would allow access to the airport

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 19TH DAY OF FEBRUARY, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk



KENAI

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MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Brandon McElrea, Planning Technician

DATE: January 29, 2025

SUBJECT: **Resolution No. 2025-15 - Authorizing the City Manager to Execute a Lease of Airport Reserve Lands Between the City of Kenai and ENA, Limited Liability Corporation for Lots 5A and 5B, FBO Subdivision No. 10, to be Described as Lot 5C, FBO Subdivision 2024 Addition Upon Approval of Final Plat.**

ENA, LLC (Everts) submitted a land lease application of Airport Reserve Lands for the properties described as Lots 5A & 5B, FBO Subdivision No. 10, located at 535 North Willow Street (KPB Parcel numbers 04318047 and 04318048). The applicant is requesting a term of 45 years and proposing an improvement amount of approximately \$3,000,000 to erect a hangar and establish Fixed Base Operator (FBO) as well as install a fuel tank farm. Pursuant to Kenai Municipal Code (KMC) 21.10.080(b) Length of Lease Term, the maximum term for the proposed investment value is 45 years. The 30-day notice of competitive land lease application expired November 24, 2024. The City received no competing lease applications for the subject properties.

The applicant intends to use the premises to establish a Southcentral headquarters, including an aircraft hangar for maintenance, storage, crew quarters and office space, as well as a fuel tank farm to support airport business and FBO operations. Everts does not currently hold any leases with the City of Kenai.

A Preliminary Plat was approved by the City of Kenai Planning and Zoning Commission on December 11, 2024 and passed by the Kenai Peninsula Borough Plat Committee on January 13, 2025 to merge the subject properties into a single approximately 4.5-acre parcel located within the Airport Light Industrial (ALI) Zone.

The subject properties total approximately 4.49 acres and are located within the Airport Light Industrial (ALI) Zone. The intent of the ALI Zone is to protect the viability of the Kenai Municipal Airport as a significant resource to the community by encouraging compatible land uses and reducing hazards that may endanger the lives and property of the public and aviation users. The proposed headquarters and fuel storage are permitted uses in the ALI Zone as an Airport Compatible Use. Fuel storage and distribution will continue to promote the viability of the Kenai Municipal Airport. Furthermore, the proposed use is consistent with the 2016 Imagine Kenai 2030 Comprehensive Plan. It supports Goal 5 – Transportation, which has a vision for Kenai Municipal Airport as a gateway to the Kenai Peninsula.

The Planning and Zoning Commission recommended **APPROVAL** of the lease application during their February 12, 2025 meeting. The Airport Commission recommended **APPROVAL** of the lease during their February 13, 2025 meeting.

Resolution No. 2025-15 would grant approval of the Kenai City Council for the City Manager to enter into a Lease of Airport Reserve Lands between the City of Kenai and ENA, LLC for Lots 5A & 5B, FBO Subdivision No. 10.

Thank you for your consideration.

Attachments

Aerial Map

Application

Preliminary Plat

KPB Notice of Decision







City of Kenai Land Lease Application

Application for: ☒ New Lease
☐ Amendment ☐ Extension
☐ Assignment ☐ Renewal

Application Date: 9/13/2024

Applicant Information

Name of Applicant:	ENE, LLC				
Mailing Address:	PO Box 61680	City:	Fairbanks	State:	AK
		Zip Code:	99706		
Phone Number(s):	Home Phone: (907) 451-2305	Work/ Message Phone:	(907) 460-4119		
E-mail: (Optional)	fuel@evertsair.com				
Name to Appear on Lease:	ENA, LLC				
Mailing Address:	PO Box 61680	City:	Fairbanks	State:	AK
		Zip Code:	99706		
Phone Number(s):	Home Phone: (907) 451-2305	Work/ Message Phone:	(907) 460-4119		
E-mail: (Optional)					
Type of Applicant:	<input type="checkbox"/> Individual (at least 18 years of age) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input checked="" type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other _____				


Property Information and Term Requested

Legal description of property (or, if subdivision is required, a brief description of property): Lots 5A, 5B FBO Subd No. 10	
Does the property require subdivision? (if Yes, answer next questions) Subdivision costs are the responsibility of the applicant unless the City Council determines a subdivision serves other City purposes: 1. Do you believe the proposed subdivision would serve other City purposes? 2. If determined it does not, applicant is responsible for all subdivision costs.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO Initials <u>BEF</u>
If an appraisal is required to determine the minimum price on the land, applicant is responsible for the deposit to cover costs associated with appraisal. If a sale is approved, the cost of the appraisal will be either refunded or credited to the applicant.	Initials <u>BEF</u>
It is the responsibility of the applicant to cover recording costs associated with lease.	Initials <u>BEF</u>
Do you have or have you ever had a Lease with the City? (if Yes, answer next question) 1. Legal or brief description of property leased:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Request a Lease with an Option to Purchase once development requirements are met?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Requested term for Initial Lease or Renewal (based on Term Table, not to exceed 45 years): 45 Years	
Requested term for Lease Extension (based on Term Table, not to exceed a total of 45 Years): 45 Years	
Requested Starting Date: October 1, 2024	

Proposed Use and Improvements

Proposed Use (check one): <input checked="" type="checkbox"/> Aeronautical <input type="checkbox"/> Non-Aeronautical	
Do you plan to construct new or additional improvements? (if Yes, answer next five questions) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
1. Will the improvement change or alter the use under an existing lease? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
2. What is the proposed use of the improvement? Hanger, FBO, Fuel Tank Farm	
3. What is the estimated value of the improvement? \$3,000,000	
4. What is the nature and type of improvement? New Construction	
5. What are the dates construction is estimated to commence and be completed? (generally, construction must be completed within two years) Estimated Start Date: 5/1/2025 Estimated Completion Date: 5/1/2027	
Describe the proposed business or activity intended: FBO	
How does the proposed lease support a thriving business, residential, recreational, or cultural community? this will create new, long-term, permanent local jobs; new families relocating to the area; support airport business with FBO operations	
Lease Assignment Only: What is the name of the individual or legal entity the lease is to be assigned? ENA, LLC	

Lease Renewal Only

<input checked="" type="checkbox"/> Renewal of an Existing Lease (at least one year of term remaining): Requires new development.			
Lease Term based on: Estimated cost of new improvements and <input type="checkbox"/> Purchase Price (optional)			
<input type="checkbox"/> Renewal of an Expiring Lease (less than one year of term remaining): Does not require new development.			
Lease Term based on: <input type="checkbox"/> Purchase Price <input type="checkbox"/> Professional Estimate of Remaining Useful Life			
<input type="checkbox"/> Fair Market Value appraisal and/or <input type="checkbox"/> Estimated cost of new improvements (optional)			
Requested Term for Renewal Based on Term Table, not to exceed 45 Years:			
Submitting an application for a lease does not give the applicant a right to lease or use the land requested in the application. The application shall expire twelve (12) months after the date the application has been made if the City and the applicant have not, by that time, entered into a lease, unless the City Council for good cause grants an extension for a period not to exceed six (6) months. The City has no obligation to amend, renew or extend a lease and may decline to do so upon making specific findings as to why a lease renewal, extension, or amendment is not in the best interest of the City			
Signature:		Date:	9/13/2024
Print Name:	Brian E Fay	Title:	General Manager

For City Use Only:

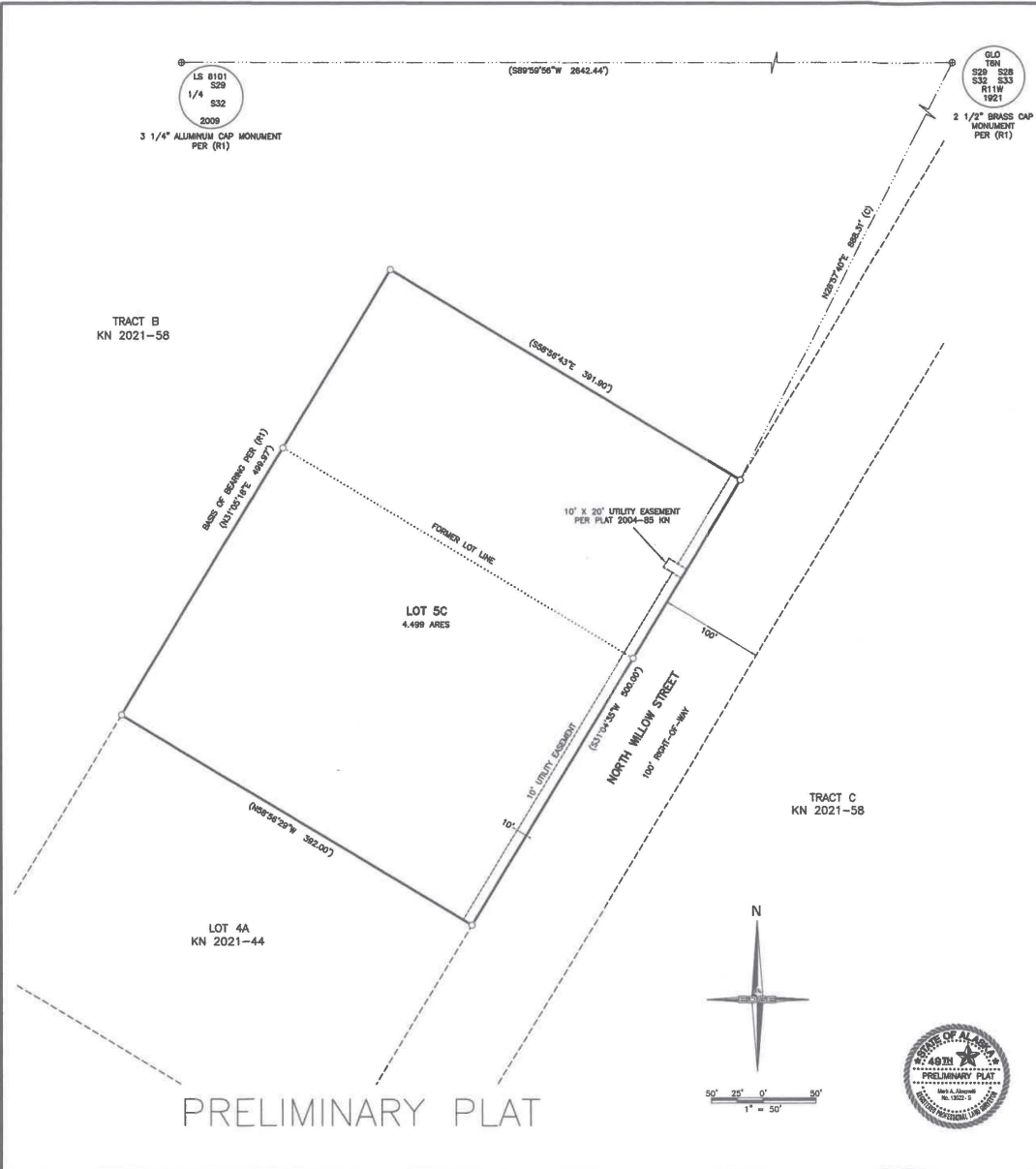
<input type="checkbox"/> General Fund	<input type="checkbox"/> Airport Reserve Land
<input type="checkbox"/> Airport Fund	<input type="checkbox"/> Outside Airport Reserve
Account Number:	

Date Application Fee Received:

Date Application Determined Complete:

30-Day Notice Publication Date:

City Council Action/Resolution:



- 1) THIS PLAT IS SUBJECT TO THE CITY OF KENNA ZONING REGULATIONS.
- 2) ANY PERSON DEVELOPING THIS PROPERTY IS RESPONSIBLE FOR OBTAINING ALL REQUIRED LOCAL, STATE, AND FEDERAL PERMITS, INCLUDING AN ARMY CORPS OF ENGINEERS WETLAND DETERMINATION IF APPLICABLE.
- 3) EXCEPTIONS TO KPR 30.30.3-10 - PROPOSED STREET LIGHT AND KPR 30.30.17-10 BLOCK LENGTH WERE GRANTED FOR THE PARENT PLAT AT THE PLAT COMMITTEE MEETING OF APRIL 12, 2021 AND ARE BEING CARRIED FORWARD FOR THIS PLATTING ACTION.
- 4) COVENANTS, CONDITIONS, AND RESTRICTIONS WHICH MAY AFFECT THIS SUBDIVISION ARE RECORDED ON JUNE 28, 1978 IN BK 148 PG 452 AND KENNA RECORDERS OFFICE.
- 5) THE KENNA PENINSULA BOROUGH WILL NOT ENFORCE PRIVATE COVENANTS, EASEMENTS, OR DEED RESTRICTIONS PER KPR 20.60.170.
- 6) THIS SUBDIVISION MAY BE AFFECTED BY THE FOLLOWING EASEMENTS AND LEASES AS RECORDED IN THE KENNA RECORDS:
 - GRANT OF INGRESS AND EGRESS RECORDED JUNE 28, 1979 AT BK 144 PAGE 474.
 - UTILITY EASEMENT GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED ON MARCH 4, 1984 AT BK 438 PG 178 IN BK 438 PG 178 AND KENNA RECORDERS OFFICE.
 - UTILITY EASEMENT GRANTED TO HOMER ELECTRIC ASSOCIATION, INC. RECORDED ON FEB. 28, 2008 AT SERIAL NO. 2008-001942-0.
 - OIL AND GAS LEASE RECORDED ON MARCH 7, 2011 AT SERIAL NO. 2011-002197-0.
 - NATURAL GAS PIPELINE EASEMENT GRANTED TO BUCKWHAKE AIRS OPERATIONS, LLC RECORDED ON SEPT. 30, 2011 AT SERIAL NO. 2011-009285-0 AND MARCH 15, 2013 AT SERIAL NO. 2013-000434-0.
 - UTILITY EASEMENT GRANTED TO ALASKA COMMUNICATIONS SYSTEMS INC. RECORDED ON OCT. 28, 2011 AT SERIAL NO. 2011-001038-0.
- 7) WASTEWATER DISPOSAL: PLANS FOR WASTEWATER DISPOSAL, THAT MEET REGULATORY REQUIREMENTS, ARE ON FILE AT THE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

PRIMARY MONUMENT OF RECORD AS REFERENCED
 SECONDARY MONUMENT OF RECORD
 5/8" REBAR WITH YELLOW PLASTIC CAP STAMPED LS 88596
 SUBDIVISION BOUNDARY
 FORMER LOT LINE
 ADJACENT PROPERTY LINE
 EASEMENT
 MONUMENT THE LINE
 (C) COMPUTED DATA FROM RECORD PLAT
 (N) RECORD DATA SEE REFERENCE

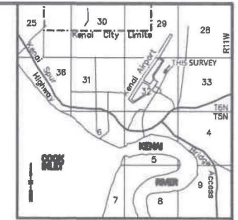
(R1) FBO SUBDIVISION NO. 10, PLAT 2021-58, KENAI RECORDING DISTRICT

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION
AT THE MEETING OF JANUARY XX, 2025.

KENAI PENINSULA BOROUGH

AUTHORIZED OFFICIAL

I, MARK AMONETTI 13022-S, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAN REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT THE MONUMENTS SHOWN ON THIS SURVEY ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



I HEREBY CERTIFY THAT I AM THE OWNER OF THE
REAL PROPERTY SHOWN AND DESCRIBED HEREON AND
THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION
AND BY MY FREE CONSENT DEDICATE ALL
RIGHTS-OF-WAYS AND PUBLIC AREAS TO PUBLIC USE
AND GRANT ALL EASEMENTS TO THE USE SHOWN.

TERRY EUBANK, CITY MANAGER
CITY OF KENAI
210 FIDALGO AVENUE, SUITE 200
KENAI, AK 99611

FOR: TERRY EUBANK
40 KNOXWOOD DRIVE
NORFOLK, VA 23502

FOR: TERRY EUBANK
40 KNOXWOOD DRIVE
NORFOLK, VA 23502

THIS _____ DAY OF _____, 2025

PUBLIC NOTARY SIGNATURE

MY COMMISSION EXPIRES: _____



KPB FILE NO. 2024-???

**FBO SUBDIVISION
2024 ADDITION**

A REPLAY OF
LOT 5A AND 5B FBO SUBDIVISION NO. 10
PLAT 2021--5B KENAI RECORDING DISTRICT

LOCATED WITHIN NE1/4 NE1/4 SECTION 32,
T.09N. R.11W. S.6
STATE OF ALASKA
KENAI PENINSULA BOROUGH
KENAI RECORDING DISTRICT
CITY OF KENAI

OWNERS:

CITY OF KENAI
210 FIDALGO AVE. STE. 200
KENAI, AK 99611

CONTAINING 4,499 ACRES



SURVEY AND DESIGN, LLC
8000 KING STREET ANCHORAGE, AK 99516
Phone (907) 344-5990 Fax (907) 344-7794
AECL# 1392

DRAWN BY: JY	DATE: 11/17/2024	PROJECT: 24-624
CHECKED BY: MA	SCALE: 1" = 50'	SHEET: 1 OF 1



January 21, 2025

**NOTICE OF DECISION
KENAI PENINSULA BOROUGH PLAT COMMITTEE
MEETING OF JANUARY 13, 2025**

Re: FBO Subdivision 2024 Addition; KPB File 2024-137

The Plat Committee, as authorized by the Planning Commission pursuant to KPB 2.40.080, reviewed and granted conditional approval of the subject preliminary plat during its regularly scheduled meeting of January 13, 2025. The conditional approval was granted by a unanimous vote based on substantial evidence before the Plat Committee, including staff recommendations within the Staff Report and other information from the public hearing, that the preliminary plat meets the requirements of the Kenai Peninsula Borough Code 20.25, 20.30, 20.40, and must meet 20.60.

Pursuant to Borough Code Section 20.25.100, the Plat Committee's decision specifically adopts and incorporates by reference the Staff Report and Staff's recommendations as the findings and reasons for its actions.

A party of record as defined by Borough Code Section 21.20.210(A)(5) may request that a decision of the Plat Committee be reviewed by the Planning Commission by filing a written request within 15 days of notification of the decision on this letter, in accordance with KPB 2.40.080. Said form can be found at the Planning Department web site at: <http://www.borough.kenai.ak.us/planning-dept/planning-home>.

For additional information please contact the Planning Department, 907-714-2200 (1-800-478-4441 toll free within the Kenai Peninsula Borough).

Notice of Decision Sent Via Email To:

- Jason Young, Edge Survey & Design; jason@edgesurvey.net
- Terry Eubank, Petitioner; teubank@kenai.city

**KENAI CITY COUNCIL – REGULAR MEETING
FEBRUARY 5, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR BRIAN GABRIEL, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on February 5, 2025, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Brian Gabriel, Mayor
Phil Daniel
Alex Douthit

Henry Knackstedt, Vice Mayor
Sovala Kisena
Victoria Askin

A quorum was present.

Absent:

Deborah Sounart

Also in attendance were:

**Xiling Tanner, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Tyler Best, Parks and Recreation Director
Lee Frey, Public Works Director
Derek Ables, Airport Manager
Dave Ross, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

Mayor Gabriel noted the following additions to the Packet:

Add to item C.1.

Scheduled Public Comments - Kenai Chamber of Commerce and Visitor Center Annual Report

- 2024 Annual Report

Add to item K.1.

City Manager's Report

- Project Related Federal Funding Memo

MOTION:

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

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

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

UNANIMOUS CONSENT was requested.

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

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

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Annual Review of City of Kenai Permanent Funds, 2024 Financial Performance, Financial Projections and Recommended 2025 Asset Allocations for the City's Permanent Funds, Brandy Niclai and Bill Lierman, from Alaska Permanent Capital Management.

Brandy Niclai provided a presentation on the history, performance and future projections of the Permanent Funds; reviewed asset allocations, returns, withdrawal policies, past market performance; discussed the impact of inflation and provided a forward-looking projection based on market conditions.

Bill Lierman provided a review of the new custody account managed by the firm reviewing the portfolio's performance against benchmarks; reported no sales were made, securities were reinvested; he provided an analysis of the allocations; and noted recommendations were proposed to optimize liquidity management, including modifying allocation constraints.

Brandi Niclai reported that the firm ownership has transitioned as part of the succession plan; the majority of shares were sold to Blue Umbrella, a private holding company in Alaska specializing in business succession planning; minority of the shares remain with existing leadership; and the transition was structured to maintain continuity, with no changes to staff or operations.

C. SCHEDULED PUBLIC COMMENTS

1. Kenai Chamber of Commerce and Visitor Center Annual Report, Samantha Springer, Executive Director.

Samantha Springer provided a summary of the 2024 Annual report noting the continued and expanded key community programs; transitioning the Silver Salmon Derby to electronic entries; hiring a Cultural Center Coordinator with rotating exhibits; and partnerships with local organizations to strengthen and enhance tourism. She stated staffing remained stable, grant applications were being pursued to increase hours for the Cultural Center Coordinator and working toward museum accreditation.

D. UNSCHEDULED PUBLIC COMMENTS

Jeanne VanGorder addressed the Council with concerns regarding a potential business being opened in a home within her residential neighborhood.

Council provided information to Ms. VanGorder on how to submit a complaint through the Planning Department as well as information regarding the conditional use permit process.

E. PUBLIC HEARINGS

1. **Ordinance No. 3448-2025** - Amending Kenai Municipal Code Section 14.22.010 - Land Use Table, to Allow Airports as a Principal Permitted Use in the Airport Light Industrial Zone. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to enact Ordinance No. 3448-2025. Council Member Daniel **SECONDED** the motion.

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

It was reported that when the Airport Light Industrial Zone was created, an oversight was generated that established Airports would require a conditional use permit; and this ordinance would correct that oversight and operation of an Airport in the zone would be a principal permitted use.

VOTE:

YEA: Kisenia, Douthit, Askin, Knackstedt, Daniel, Gabriel

NAY: None

ABSENT: Sounart

**Student Representative Tanner: Yea

MOTION PASSED.

2. **Resolution No. 2025-08** - Designating the Investment and Allocation Plan for the City's Permanent Funds and Establishing Appropriate Benchmarks to Measure Performance for Calendar Year 2025. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2025-08. Council Member Askin **SECONDED** the motion.

Mayor Gabriel 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.**

3. **Resolution No. 2025-09** - Authorizing a Contract Award for the 2025 Parks and Recreation Master Plan. (Administration)

MOTION:

Council Member Kisenia **MOVED** to adopt Resolution No. 2025-09. Council Member Knackstedt **SECONDED** the motion.

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

There was discussion regarding this being the result of many years of work from the Parks and Recreation Commissions and Directors.

It was reported the development of the master plan would include community engagement with meetings and surveys, once the draft was complete it would be presented to the Parks and Recreation Commission to make recommendation to Council who will have the final approval authority.

UNANIMOUS CONSENT was requested.

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

4. **Resolution No. 2025-10** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of One Ford F-150 Responder Vehicle Utilizing the State of Alaska Equipment Fleet Contract and Municipality of Anchorage Contract. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2025-10. Council Member Douthit **SECONDED** the motion.

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

It was reported that the vehicle being replaced would transfer to the Parks and Recreation Department.

UNANIMOUS CONSENT was requested.

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

5. **Resolution No. 2025-11** - Authorizing the Use of the Water and Sewer Fund for the Purchase of Two Ford Trucks Utilizing the State of Alaska Equipment Fleet Contract. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2025-11. Council Member Askin **SECONDED** the motion.

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

It was reported that the vehicles being replaced would be surplus for parts; and vehicles for the Utility Department were not purchased through the equipment replacement fund.

UNANIMOUS CONSENT was requested.

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

6. **Resolution No. 2025-12** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Two Ford Transit Vans Utilizing the State of Alaska Equipment Fleet Contract. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2025-12. Council Member Daniel **SECONDED** the motion.

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

There was discussion regarding the City pursuing grant funding to purchase transit vans with ADA equipment; the vans being purchased at this time were more expensive because they were taller and all-wheel drive.

UNANIMOUS CONSENT was requested.

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

7. **Resolution No. 2025-13** - Redirecting Public Safety Capital Project Funds to Complete the Emergency Services Facility Assessment. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2025-13. Council Member Douthit **SECONDED** the motion.

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

It was reported that the most responsive bidder came in higher than originally budgeted, redirection of funds would also include contingency funding if needed; and adoption of the Resolution 2025-14 was dependent on this resolution being approved.

UNANIMOUS CONSENT was requested.

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

8. Resolution No. 2025-14 - Authorizing a Contract for the 2025 Emergency Services Facility Programming and Assessment. (Administration)

MOTION:

Council Member Knackstedt **MOVED** to adopt Resolution No. 2025-14. Council Member Douthit **SECONDED** the motion.

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

There was discussion in favor of this project moving forward.

UNANIMOUS CONSENT was requested.

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

F. MINUTES

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

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

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

Approved by the consent agenda.

2. ***Action/Approval** - Non-Objection to Renewal of a Package Store Liquor License for Carr-Gottstein Foods Co. DBA Oaken Keg #1808 - License No. 3218. (City Clerk)

Approved by the consent agenda.

3. ***Action/Approval** - Non-Objection to Renewal of a Package Store Liquor License for Three Bears Alaska, Inc. DBA Three Bears - License No. 4118. (City Clerk)

Approved by the consent agenda.

4. ***Ordinance No. 3449-2025** - Increasing Estimated Revenues and Appropriations in the General Fund – Police Department and Accepting Grants from the United States Department of Justice and Alaska Municipal League Joint Insurance Association for the Purchase of Ballistic Vests. (Administration)

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

5. ***Ordinance No. 3450-2025** - Amending Sections of Kenai Municipal Code Title 23 - Personnel Regulations, Sections 23.05.070 - Definitions, 23.25.080 - Promotion, 23.30.030 - Probationary Period for Employees in the Classified Service, and 23.55.020 - Compensation Structure by Grade for Employees in the Classified Service, to Ensure a Consistent Approach to Pay Adjustments for City Employees. (Administration)

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

6. **Action/Approval** - Airport Commission 2025 Work Plan. (City Clerk)

MOTION:

Council Member Daniel **MOVED** to approve the Airport Commission 2025 Work Plan. Council Member Douthit **SECONDED** the motion.

A summary report of the Airport Commission 2025 Work Plan was provided

UNANIMOUS CONSENT was requested on the motion.

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

7. **Discussion** - Scheduling a Joint Work Session with the Planning & Zoning Commission for the Presentation of the Draft SS4A Comprehensive Safety Action Plan. (Administration)

The Joint Work Session was scheduled for April 16, 2025 at 5:00 p.m. in the Kenai City Hall Council Chambers.

8. **Discussion** - City of Kenai Arbitration Panel - Membership Terms. (City Clerk)

It was reported that current membership terms were indefinite, which generates issues when managing the membership of the board; and establishing terms similar to the Commissions of the City would allow for better management of the Arbitration Panel member.

General direction was provided for the City Clerk to bring forward and Ordinance amending the membership terms from indefinitely to 3-year staggered terms.

I. **COMMISSION / COMMITTEE REPORTS**

1. Council on Aging Commission

No report, next meeting February 13, 2025.

2. Airport Commission

No report, next meeting February 13, 2025.

3. Harbor Commission

No report, next meeting February 10, 2025.

4. Parks and Recreation Commission

No report, next meeting February 6, 2025.

5. Planning and Zoning Commission

Council Askin reported on the January 22, 2025 meeting, next meeting February 12, 2025.

6. Beautification Commission

No report, next meeting February 11, 2025.

J. **REPORT OF THE MAYOR**

Mayor Gabriel reported on the following:

- Joint Work Session with the Kenaitze Tribal Council, summarizing the topics discussed during the work session.

K. **ADMINISTRATION REPORTS**

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

- Kenai Peninsula Housing Initiative has received full grant funding for constructing twenty additional units; twelve units will be senior housing of which seven will be income restricted, units will be one and two bedrooms with garage; eight units will be income restricted apartments for non-seniors. In the future legislation will be required to convey additional properties now that they have received the funding. The Property currently requires conditional use for multi-family and there may be legislation to rezone.
 - Recognized the efforts of staff from City Streets, Parks & Recreation, Water & Sewer and Airport for dealing with the weather conditions in the last month related to the volume of rain.
 - The 2024 Dispatcher of the Year was awarded to Makayla Derkevorkian; and KPD Officer of the Year went to Levi Russell, they were nominated by their peers.
 - Lifesaver Awards were awarded to Dispatcher Wyne, Fire Captain Summers, Engineer Voss, Firefighter Lehl and Firefighter Martin.
 - Building Official Joe Fisher has been appointed to the Alaska Housing Finance Building Code Advisory Committee, this committee advises Alaska Housing on the implementation building codes and energy efficiency codes in Alaska.
2. City Attorney - No report.
 3. City Clerk - City Clerk Saner reported on the following:
 - Employees and City Council Members may nominate individuals for appointment to the City's Arbitration Panel, nominations will be accepted by the Clerk's Office through February 26, 2025; appointment selections will be by Council at the first meeting in March.
 - Working on the 2025 Recognition and Training event for Commissions.

L. ADDITIONAL PUBLIC COMMENTS

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

Council Member Douthit stated his appreciation for staff during the rains, noting there was a big impact from the City's help.

Student Representative Tanner reported Connections Homeschool would be conducting the a Pre-K meeting and American Invitation Mathematics Examinations, Valentines STEM Activity Day with a heart theme and Alyeska ski activities; Kenai Alternative had upcoming parent-teacher conferences; and he provided a summary of upcoming sports activities at Kenai Central High School.

Council Member Askin stated her appreciation for the staff response to the rain, reported attending the Volunteer Appreciation Dinner at the Senior Center.

Council Member Daniel noted he heard from residents who were pleased with the City's response to the flooding; stated his appreciation for hearing the information about our first-responders; it was a great work session with the Kenaitze Indian Tribe and he was looking forward to strengthening the bond.

Council Member Kisenka thanked the Parks and Recreation Department for helping with the Kenai Peninsula Hockey Association with the Winter Games Tournament, noting the Kenai Hockey Team beat So-High in the last regular season game.

Council Member Knackstedt thanked Finance Director Swarner for the information regarding Federal Funding for projects; stated his appreciation for the staff response to the rain; reported attending the Chambers Cultural Presentation and the Volunteer Appreciation Dinner.

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 7:41 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of February 5, 2025.

Michelle M. Saner, MMC
City Clerk

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

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: FEBRUARY 19, 2025

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	114,293.57
HOMER ELECTRIC	ELECTRIC USAGE	VARIOUS	UTILITIES	122,851.74

INVESTMENTS

VENDOR	DESCRIPTION	MATURITY DATE	AMOUNT	Effect. Int.
---------------	--------------------	----------------------	---------------	---------------------



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Derek Ables, Airport Manager

DATE: February 8, 2025

SUBJECT: **Action/Approval - First Extension to the Agreement with Guardian Security Systems, Inc. for Security Guard Services at the Kenai Municipal Airport.**

On February 29, 2024 the City of Kenai entered into an Agreement for Airport Security Guard Services with Guardian Security Systems, Inc. for a period of one year with the option to extend for an additional four, one-year terms if the City and contractor mutually agree in writing.

The Contractor requests to renew under the same terms and conditions.

Your support for this agreement is respectfully requested.

Attachments- 1st Amendment

FIRST EXTENSION TO KENAI MUNICIPAL AIRPORT AGREEMENT FOR AIRPORT SECURITY GUARD SERVICES

This Agreement for Security Guard Services executed the 29th day of February, 2024, by and between the City of Kenai (Owner), a municipal corporation whose address is 210 Fidalgo Avenue, Kenai, Alaska 99611, and Guardian Security Systems, Inc. (Contractor), an Alaska corporation whose address is 2600 Seward Highway, Anchorage, Alaska, 99503 is now extended as follows:

WHEREAS, on February 29, 2024, the City entered into an Agreement for Airport Security Guard Services with Guardian Security Systems, Inc., of Anchorage for Airport Security Guard Services for the facilities at the Kenai Municipal Airport terminal building, vehicle parking lots, aircraft tie down areas, float plane basin, ski strip areas, the airport perimeter fence, the Airport Operations Facility, and the Air Traffic Control Tower, and

WHEREAS, The City and Guardian Security Systems, Inc. wish to extend the Agreement one year under the same terms and conditions.

NOW, THEREFORE, the parties hereto agree as follows:

1. Pursuant to Section II, of the Agreement, the Agreement term is extended for one year, beginning on March 1, 2025 and ending on February 28, 2026.
2. The parties agree that this First Extension to the Agreement and all obligations under this extension shall be effective as of March 1, 2025, regardless of the date of signatures indicated below.
3. Except as expressly modified or stated herein, all other terms and conditions of the Agreement remain in full force and effect.

CITY OF KENAI

**GUARDIAN SECURITY
SYSTEMS, INC.**

By: _____
Terry Eubank
Its: City Manager

By: _____
Michael Heath
Its: Vice President

ATTEST:

Name

Title

STATE OF ALASKA)
)ss
 THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Terry Eubank, City Manager of the City of Kenai, an Alaska municipal corporation, on behalf of the City.

 Notary Public in and for Alaska
 My Commission expires: _____

STATE OF ALASKA)
)ss
 THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY the foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Michael Heath, Vice President of Guardian Security Systems, Inc., an Alaska corporation, on behalf of the corporation.

 Notary Public in and for Alaska
 My Commission expires: _____

Approved as to form:

 Scott M. Bloom
 City Attorney



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Shellie Saner, City Clerk

FROM: Meghan Thibodeau, Deputy City Clerk

DATE: February 12, 2025

SUBJECT: **Action/Approval - Council Confirmation of Mayoral Nomination of Gina Kuntzman to the Council on Aging Commission.**

Two vacancies currently exist on the Council on Aging Commission; an application to the Council on Aging Commission was 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. Mayor Gabriel has requested Council confirmation of the following appointment:

- Gina Kuntzman for appointment to a 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: *

Gina

Last Name: *

Kuntzman

Residence Address: *

Street Number & Street Name.

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

☐ Primary Phone

☐ Home Phone

☒ Email

Mailing Address: *

Mailing City: *

Kenai

Mailing State: *

Alaska

Mailing Zip: *

99611

Primary Phone: *

Home Phone:

E-mail *

Ginakuntzman@yahoo.com

Are you a Resident of the City of Kenai? *

☒ Yes

☐ No

If resident, how long?

About 45 years

Name of Spouse:

None

Name of Employer:

Retired State of Alaska

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: *

Council on Aging Commission

Why do you want to be involved with this Commission?

I was involved several years ago when I was much younger. Now that I've finally reached retirement I'm looking for ways to volunteer and help to make Kenai a better place and a great one for seniors!

List Current Organization Memberships:

New Life Assembly of God Church

List Past Organization Memberships:

Council in Aging

Several area churches

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

Page 37

I'm detail oriented. Have worked in public assistance for 10 years overall helping elderly and disabled in applying and receiving assistance. I have also worked doing Federal Reviews of those programs so I understand and work well with deciphering the federal rules & programs. I have had many jobs in the area, graduated from Kenai High, worked at the refinery in marketing, Weaver Brothers doing payroll and accounting, Kenai Supply, accounting and collections, Property management, secretarial at Soldotna Middle School... etc. I have been a single mom for most of my kids lives, they have grown up here and are raising their families here. I love Kenai and want to see it grow!



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3451-2025**

AN ORDINANCE ACCEPTING AND APPROPRIATING DONATIONS TO THE KENAI COMMUNITY LIBRARY FOR LIBRARY MATERIALS, EQUIPMENT, FURNITURE, AND PROGRAMMING.

WHEREAS, the Kenai Community Library received \$13,850 in donations from community members and the Friends of the Kenai Community Library; and,

WHEREAS, the donations will be used for the purchase of library materials, shelving and signage, equipment, and programming supplies; and,

WHEREAS, the acquisition of library materials will enhance physical and digital collections, ensuring continued growth and relevance to meet the needs of patrons; and,

WHEREAS, additional shelving will accommodate the growing collections and improve organization; and,

WHEREAS, new signage will enhance wayfinding, improving navigation and accessibility for all visitors and ensuring a more user-friendly environment; and,

WHEREAS, the equipment will support school readiness and literacy skill-building in young learners; and,

WHEREAS, the funds for programming will enhance our Summer Reading Program 2025 and other programs; and,

WHEREAS, acceptance of these donations to further the mission of the Kenai Community Library is in the best interest of the City and its residents.

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

Section 1. That the City Manager is authorized to accept a grant in the amount of \$13,850.

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

General Fund:

Increase Estimated Revenues –	
Miscellaneous Donation	<u>\$13,850</u>
Increase Appropriations –	
Library – Small Tools/Equipment	\$ 6,500
Library – Operating and Repair Supplies	1,500
Library – Advertising	200
Library – Printing and Binding	200
Library – Books	<u>5,450</u>
	<u>\$13,850</u>

Section 3. That the City Manager is authorized to expend these funds in line with the intentions of the donors.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF MARCH, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	February 19, 2025
Enacted:	March 5, 2025
Effective:	March 5, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: February 11, 2025

SUBJECT: **Ordinance No. 3451-2025 - Accepting and Appropriating Donations to the Kenai Community Library for Library Materials, Equipment, Furniture, and Programming.**

The Kenai Community Library received \$13,850 in generous donations from community members and the Friends of the Kenai Community Library. These funds will be utilized to enhance library services and facilities, including:

- Expanding our physical and digital collections to meet patron needs.
- Adding shelving to accommodate growing collections and improve organization.
- Installing new signage to enhance wayfinding and accessibility for all visitors.
- Acquiring equipment to support school readiness and literacy for young learners.
- Funding programming supplies, with a focus on the 2025 Summer Reading Program and other initiatives.

These enhancements will ensure continued growth and improve the library's ability to serve the community effectively.

We are deeply grateful for the continued support of our library!

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3452-2025**

AN ORDINANCE ACCEPTING AND APPROPRIATING A POLAR BEAR AND BROWN BEAR TAXIDERMY DONATION FROM THE WARREN E JOHNSON ESTATE FOR DISPLAY IN THE KENAI MUNICIPAL AIRPORT TERMINAL.

WHEREAS, a polar bear and brown bear taxidermy have been on display at the Kenai Municipal Airport since 2014 and will continue to be displayed; and,

WHEREAS, Laurie Ramsey is the co-personal representative of the Warren E Johnson Estate that owns the two pieces of taxidermy and would like to donate the polar bear and brown bear to the Kenai Municipal Airport; and,

WHEREAS, the value of the polar bear is estimated to be approximately \$25,000 and the value of the brown bear is \$15,000; and,

WHEREAS, the Airport Commission recommended approval at their regularly scheduled meeting on February 13, 2025; and,

WHEREAS, it is in the best interest of the City of Kenai to accept and appropriate this donation.

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 valued in the amount of \$40,000.

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

Airport Special Revenue Fund:

Increase Estimated Revenues–
Donations

\$40,000

Increase Appropriations–
Machinery and Equipment

\$40,000

Section 3. That the City Manager is authorized to appropriate these assets for display at the Kenai Municipal Airport.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF MARCH, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:

February 19, 2025

Enacted:

March 5, 2025

Effective:

March 5, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Derek Ables, Airport Manager

DATE: February 8, 2025

SUBJECT: **Ordinance No. 3452-2025 - Accepting and Appropriating a Polar Bear and Brown Bear Taxidermy Donation from the Warren E Johnson Estate for Display in the Kenai Municipal Airport Terminal.**

The Kenai Municipal Airport currently has a polar bear and brown bear taxidermy on display in the terminal since 2014. The Airport reached out to the owner to see if they wanted to renew the term of display and they prefer to donate the bears. Laurie Ramsey is the co-personal representative of the Warren E Johnson Estate that owns the two pieces of taxidermy. The value of the polar bear is estimated to be approximately \$25,000 and the brown bear \$15,000.

Your support accepting this donation is respectfully requested.



Sponsored by: Vice Mayor Knackstedt

**CITY OF KENAI
ORDINANCE NO. 3453-2025**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE CHAPTER 7.15 – PURCHASES AND SALES, SECTIONS 7.15.060 – PROCUREMENT OF PROFESSIONAL SERVICES AND 7.15.070 – INNOVATIVE PROCUREMENTS AND OTHER EXCEPTIONS, TO ALLOW INSURANCE COVERAGES TO BE PROCURED BY DIRECT NEGOTIATION AND AUTHORIZE OTHER PROCUREMENT EXCEPTIONS SUBJECT TO CITY COUNCIL APPROVAL BY RESOLUTION.

WHEREAS, Kenai Municipal Code Chapter 7.15 – Purchases and Sales, determines the City's process for procuring goods and services as well as sales of surplus items; and,

WHEREAS, Ordinance 2852-2015 repealed and reenacted the Chapter to expand public solicitation requirements, redefine professional services and define management services; and,

WHEREAS, due to limited competition and the complexity of comparing insurance coverages, an exception to permit direct negotiation with providers is likely to produce the greatest benefit to the City; and,

WHEREAS, permitting a Council-approved exception for direct negotiation or limited solicitation when in the best interest of the City, not prohibited by the funding source, and supported by sufficient evidence of a fair and reasonable price will allow the City to take advantage of unique opportunities and allow for the City to obtain necessary goods and services when standard solicitation methods may not work, and,

WHEREAS, requiring City Council approval by resolution ensures transparency, public notice, and an opportunity for public input; and,

WHEREAS, these amendments support the City's ability to efficiently procure necessary insurance coverages and other goods and services while maintaining oversight and fiscal responsibility and are in the best interests of the City.

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

Section 1. Amendment of Section of Kenai Municipal Code: That Kenai Municipal Code, Section 7.15.060 – Procurement of Professional Services is hereby amended as follows:

7.15.060 Procurement of Professional Services.

- (a) Professional services for a total contract amount, including all reasonably foreseeable change orders and modifications, less than ten thousand dollars (\$10,000.00) may be procured in any reasonable manner.
- (b) Professional services for a total contract amount, including all reasonably foreseeable change orders and modifications, of between ten thousand dollars (\$10,000.00) and thirty-five thousand dollars (\$35,000.00) require the solicitation of three (3) or more quotes with written documentation on an applicable purchasing form. If three (3) quotes cannot reasonably be obtained, a written justification must be documented on an applicable purchasing form.

(c) Professional services procured in an amount in excess of thirty-five thousand dollars (\$35,000.00) must be solicited by issuing a request for proposals. The request for proposals shall state, or incorporate by reference, all specifications and contractual terms and conditions to which a proposal must respond, and shall state the factors to be considered in evaluating proposals and the relative importance of those factors. Public notice of a request for proposals shall be published a minimum of two (2) times at least two (2) weeks prior to the date proposals are due in a newspaper of general circulation within the City and may be advertised in other appropriate forums. A request for proposals may be modified or interpreted only in written addenda.

(d) The City may negotiate with one (1) or more qualified and responsible proponents whose proposals are determined to be reasonably responsive to the request for proposals. Negotiations shall be used to clarify and assure full understanding of the requirements of the request for proposals. Proponents may be permitted to revise their proposals after submission and prior to award to obtain best and final offers. Proponents deemed eligible for negotiations shall be treated equally regarding any opportunity to discuss and revise proposals. Specific fee schedules shall be kept confidential until after the notice of intent to award is distributed.

(e) Awards shall be made by written notice to the qualified and responsible proponent whose final proposal is determined to be most advantageous to the City. No criteria other than those set forth in the request for proposals may be used in proposal evaluation. If the City Manager determines that it is in the best interest of the City to do so, the City may reject any and all proposals.

(f) Legal services may be procured by direct negotiation with an attorney or law firm qualified to undertake the type of legal assistance required subject to Council approval for services of fifteen thousand dollars (\$15,000.00) or greater. Negotiations or contracts for the services of legal counsel shall be pursued by the City Attorney, or in the case of a conflict of interest, the City Council or City Manager.

(g) Group insurance coverage for employees, including life, medical, dental, and vision, as well as other insurance such as general liability, workers compensation, property, marine and airport liability may be procured by direct negotiation subject to Council approval by resolution.

Section 2. Amendment of Section 7.15.070 of Kenai Municipal Code: That Kenai Municipal Code, Section 7.15.070 – Innovative Procurements and Other Exceptions, is hereby amended as follows:

7.15.070 Innovative Procurements and Other Exceptions

(a) A contract may be awarded for supplies, services, professional services, or construction using an innovative procurement process, with or without competitive sealed bidding or competitive sealed proposals. A contract may be awarded under this section only when the City Manager or designee determines in writing to the City Council that it is advantageous to the City to use an innovative competitive procurement process in the procurement of new or unique requirements of the City, new technologies, or to achieve the best value. This process is appropriate when it may be in the best interest of the City to consider an award to other than the lowest priced offer or other than the highest technically rated offer.

(1) To utilize an innovative procurement procedure the requesting department shall submit:

(A) A detailed procurement plan to the City Manager for review and approval before public notice is issued as required under KMC 7.15.040. The plan shall, at a minimum, address the method of solicitation, scope, method of award, protest procedures, and proposed contract provisions; and

(B) An explanation of how use of this procedure will achieve the best value, or why it is advantageous to the City. To the maximum extent allowed by law, costs and benefits associated with the location of the bidder, may be considered in determining the best value for the City.

(2) When using the process authorized in this section, all of the following apply:

(A) The City Manager must first approve the use of the proposed innovative procurement plan.

(B) All evaluation factors and significant sub-factors that will affect the contract award and their relative importance shall be clearly stated in the solicitation.

(C) The solicitation shall state whether all evaluation factors other than cost or price, when combined, are significantly more important than, approximately equal to, or significantly less important than cost or price.

(D) In developing evaluation factors, generally, where the requirement is clearly definable and the risk of unsuccessful contract performance is minimal, cost or price may play a dominant role in source selection. The less definitive the requirement, the more development work required, or the greater the performance risk, the more technical or past performance considerations may play a dominant role in source selection.

(b) The following may be purchased without giving an opportunity for competitive bidding:

(1) Supplies, materials, equipment, or contractual services which can be furnished only by a single dealer or which has a uniform price wherever bought.

(2) Supplies, materials, equipment, or contractual services purchased from another unit of government at a price deemed below that obtainable from private dealers, including war surplus.

(3) Contractual services purchased from a public utility corporation at a price or rate determined by State or government authority.

(4) Supplies, materials, equipment or contractual services purchasable under the contract of another governmental agency in which contract the City is authorized to participate.

(5) The City may award a contract for supplies, contractual services, or professional services without competition, formal advertising or other formal procedure where the City Manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The City Manager shall make a report on such contract to the Council no later than the next regular meeting following award of the contract.

(A) For purposes of this subsection, an "emergency" is defined as the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property, or shortage of food, water, or fuel resulting from:

(i) An incident such as storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, avalanche, snowstorm, prolonged extreme cold, drought, fire, flood, epidemic, explosion or riot;

(ii) The release of oil or a hazardous substance if the release requires prompt action to avert environmental danger or mitigate environmental damage;

(iii) Equipment failure if the failure is not a predictably frequent or recurring event or preventable by adequate equipment maintenance or operation;

(iv) Enemy or terrorist attack or a credible threat of imminent enemy or terrorist attack in or against the State that the Adjutant General of the Department of Military and Veterans Affairs or a designee of the Adjutant General, in consultation with the Commissioner of Public Safety or a designee of the Commissioner of Public Safety, certifies to the Governor has a high probability of occurring in the near future; the certification must meet the standards of AS 26.20.040(c); in this subsection, "attack" has the meaning given under AS 26.20.200; or

(v) An outbreak of disease or a credible threat of an imminent outbreak of disease that the Commissioner of Health and Social Services or a designee of the Commissioner of Health and Social Services certifies to the Governor has a high probability of occurring in the near future; the certification must be based on specific information received from local, state, federal, or international agency, or another source that the Commissioner or the designee determines is reliable.

(6) The City Council may approve any purchase or award any contract by resolution when the solicitation of bids or proposals has been limited or the procurement is by direct negotiation if found to be in the best interest of the City, sufficient information is available to ensure a fair and reasonable price, and the procurement exception complies with any applicable funding source requirements.

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

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF MARCH, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	February 19, 2025
Enacted:	March 5, 2025
Effective:	April 4, 2025



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Vice Mayor Henry Knackstedt

DATE: February 11, 2025

SUBJECT: **Ordinance No. 3453-2025 - Amending Kenai Municipal Code Chapter 7.15 – Purchases and Sales, Sections 7.15.060 – Procurement of Professional Services and 7.15.070 – Innovative Procurements and Other Exceptions, to Allow Insurance Coverages to be Procured by Direct Negotiation and Authorize Other Procurement Exceptions Subject to City Council Approval by Resolution.**

Ordinance No. 3453-2025 proposes amendments to Kenai Municipal Code Chapter 7.15 – Purchases and Sales, to allow for direct negotiation in the procurement of insurance coverages and to authorize additional procurement exceptions with Council approval by resolution.

The first proposed change to KMC 7.15.060 Procurement of Professional Services, improves efficiency by streamlining the complex insurance procurement process. The market for insurance is unique and the City contracts with a brokerage firm to assist in exploring the market and retaining the best coverages for the City. Limited competition and lack of standard products makes typical bidding or solicitation of proposals less effective and sometimes not feasible. Additionally, the City's general purchasing procedures do not afford the City the flexibility to take advantage of different incentives offered by the market that are often not disclosed on the front end of the procurement process. Allowing direct negotiation will enable the City to secure the most comprehensive coverage at the best value.

The second proposed change amends KMC 7.15.070-Innovative Procurement and Other Exceptions, by allowing award of purchases when the solicitation of bids or proposals has been limited or by direct negotiation if it is found to be in the best interest of the City, evidence of a fair and reasonable price is presented and the purchase does not conflict with the funding sources., such as grants that require a low bid procurement process. This amendment also expands procurement options for specialized goods and services, provided fair pricing is documented, to ensure that procurement processes remain agile and responsive without compromising fiscal oversight. Examples of when this exception could be used include the purchase of used equipment with exceptional value and negotiations with the market after traditional bidding or proposal solicitations have failed to yield any responses or viable options. This proposed change is not intended to be commonly used and are in line with purchasing exceptions employed by other local governments, including the Borough and Soldotna.

The ordinance includes safeguards to ensure that all exceptions are justified, preventing unnecessary expenditures while allowing the City to take advantage of unique procurement opportunities. The exceptions require the City Council to approve the purchase by resolution ensuring continued transparency and public notice of the procurement decision while allowing flexibility for unique or time-sensitive purchases.

These amendments will improve the City's ability to efficiently obtain necessary insurance coverages and other goods and services while maintaining proper oversight and competitive pricing measures. The added flexibility in procurement methods will ensure that the City can act strategically and responsibly when standard solicitation processes are impractical.

Thank you for your consideration.





Sponsored by: City Clerk

**CITY OF KENAI
ORDINANCE NO. 3454-2025**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE 23.35.032 - ARBITRATION PANEL, TO AMEND THE MEMBER TERMS FROM INDEFINITE TERMS TO THREE-YEAR TERMS.

WHEREAS, Kenai Municipal Code 23.35.032 establishes an Arbitration Panel to hear certain employer grievances; and,

WHEREAS, the Arbitration Panel meets only on an as-needed basis, often times more than ten years pass between meetings; and,

WHEREAS, currently membership terms are indefinite; and,

WHEREAS, during the February 5, 2025 regular City Council meeting, the Council discussed the challenges of managing membership on the panel with indefinite terms for the members; and,

WHEREAS, amendments to Kenai Municipal Code 23.35.032 establish three-year staggered terms for the twelve-member panel is in the City's best interest.

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 23.35.032 - Arbitration Panel is hereby amended as follows:

23.35.032 Arbitration Panel

- (a) There is hereby established an Arbitration Panel consisting of twelve (12) members who shall be chosen by the City Council from nominees made by City employees and by members of the City Council.
- (b) A member of the Arbitration Panel must be a resident of the City of Kenai and must not hold any other office or position in the government of the City of Kenai. If a member moves their residence outside of City limits or is elected or appointed as an officer or employee of the City, the term of such member will terminate immediately.
- (c) [MEMBERS OF THE PANEL SHALL SERVE FOR INDEFINITE TERMS UNTIL TERMINATION BY THE COUNCIL, RESIGNATION BY THE MEMBER, DEATH, MOVE FROM THE CITY OF KENAI, ELECTION OR APPOINTMENT AS AN OFFICER OR EMPLOYEE OF THE CITY OF KENAI, OR INCAPACITY OF THE MEMBER.] Terms of appointments will be for three years beginning January 1st and ending December 31st. Effective April 4, 2025 terms will be staggered terms, terms for four members will be one-year; terms for four members will be two-years; and terms for four members will be for three-years.
- (d) When an appointment is to fill a vacancy created prior to the end of a term, the appointment will be for the remainder of that term.
- (e) After completion of a full or partial term, the City Council may reappoint the member or select a replacement from nominations received from City employees or Council members.

([D]f) By adoption of the ordinance codified in this chapter, the city hereby waives any claim or cause of action it might have against any member of the Arbitration Panel based on his or her service thereon or on a Personnel Board. Any employee in the classified service, by filing an appeal under the provisions of this chapter, likewise waives any claim or cause of action such employee might have against any member of the Arbitration Panel based on his or her service thereon or on a Personnel Board, and if requested such employee will execute and file a formal waiver at time of filing appeal.

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 5TH DAY OF MARCH, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	February 19, 2025
Enacted:	March 5, 2025
Effective:	April 4, 2025



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and City Council Members

FROM: Shellie Saner, City Clerk

DATE: February 6, 2025

SUBJECT: **Ordinance No. 3454-2025 - Amending Kenai Municipal Code 23.35.032 - Arbitration Panel to Amend the Member Terms from Indefinite Terms to Three-Year Terms.**

Current Terms for the Arbitration Panel

Terms for the Arbitration Panel are established in KMC 23.35.032(c) and are as follows:

Members of the panel shall serve for indefinite terms until termination by the Council, resignation by the member, death, move from the City of Kenai, election or appointment as an officer or employee of the City of Kenai, or incapacity of the member.

The Arbitration Panel meets only on an as-needed basis, and often more than ten years pass between meetings. The last appointment to the panel was in 2013. Serving on a group that meets infrequently and has indefinite terms creates challenges. Of the twelve members serving since 2013, three indicated they are willing to continue serving, four have indicated they are only interested in serving for one more year, three have moved out of the City, and two are deceased. There are currently five vacancies on the panel.

Amending the terms to staggered three-year terms is recommended to effectively manage the membership of the Arbitration Panel and is consistent with how membership terms are managed for City Standing Commissions.

During the February 5, 2025 City Council meeting, City Council provided general direction to the City Clerk to bring forward legislation amending the terms of the Arbitration Panel Members, establishing three-year staggered terms. This would include assigning initial terms as follows:

- Four members to three-year terms
- Four members to two-year terms
- Four members to one-year terms

The proposed change would allow for annual recruitment for the Arbitration Panel alongside other Commission recruitment. It would also ensure that sitting members remain interested in serving and remind members of the need to resign if they relocate outside the City.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3455-2025**

AN ORDINANCE AUTHORIZING THE PURCHASE OF A USED VENTRAC TRACTOR AND ATTACHMENTS FROM KNC GOLF, INC., THAT DEVIATES FROM PROCUREMENT PROCEDURES AUTHORIZED BY KENAI MUNICIPAL CODE CHAPTER 7.15 PURCHASES AND SALES.

WHEREAS, the Parks and Recreation Department planned to purchase two tractors and attachments in fiscal years 2025 and 2026 using standard procurement procedures in KMC Chapter 7.15-Purchases and Sales; and,

WHEREAS, an unexpected opportunity with change in the Kenai Golf Course management has resulted in opportunity to purchase one tractor and attachments from KNC Golf, Inc., at a value to the City that cannot otherwise be obtained through standard procurement methods provided in KMC Chapter 7.15; and,

WHEREAS, cost savings, value, efficiency, and enhanced functionality by purchasing the tractor and attachments directly from KNC Golf, Inc, justify not following the competitive procurement processes in City Code in the best interest of the City.

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

Section 1. That the procurement provisions required in KMC Chapter 7.15 are hereby waived in the best interest of the City for cost savings, value, efficiency and enhanced functionality for the purpose of purchasing a Ventrac tractor and attachments from KNC Golf, Inc. for \$45,000.

Section 2. That the City Manager is authorized to execute any documents necessary to complete the purchase described in Section 1 above.

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

Section 4. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 5TH DAY OF MARCH, 2025.

Brian Gabriel Sr., Mayor

ATTEST:

Ordinance No. 3455-2025
Page 2 of 2

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



Introduced:	February 19, 2025
Enacted:	March 5, 2025
Effective:	April 4, 2025



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: February 12, 2025

SUBJECT: **Ordinance 3455-2025 - Authorizing the Purchase of a Used Ventrac Tractor and Attachments from KNC Golf, Inc., that Deviates from Procurement Procedures Authorized by Kenai Municipal Code Chapter 7.15 Purchases and Sales.**

In the FY25 budget, there is a capital project for the Parks and Recreation Department (Department) to purchase a tractor and several attachments. Additionally, the approved capital improvement plan for FY26 includes a request to fund the purchase of a second tractor and attachments. These two tractors are intended to replace aging mowers and provide greater versatility and efficiency for the Department.

Recently, the new management of the Kenai Golf Course presented the City with a unique opportunity. KNC Golf, Inc., owns a tractor similar to the one the Department was planning to purchase, along with a large number of attachments. KNC Golf, Inc., has determined the tractor does not meet its needs and is offering it for sale along with all the attachments. Some of the attachments align with the Department's original purchase plan, while others were not initially planned to be purchased but would significantly enhance the Department's capabilities. The additional attachments would replace other aging small equipment used by the Department.

KNC Golf, Inc., is offering the tractor and its attachments to the City at an exceptional value that far exceeds the City's spending power in the new equipment market. The tractor has very low hours, and some attachments have never been used. While it is understood the used tractor does not have a warranty, the City Shop is familiar with the equipment and can provide needed maintenance and repair services within reason. The value of the potential purchase and alignment with existing plans for the purchase of similar equipment is significant enough for Administration to take the rare step of recommending Council approve this purchase outside of standard purchasing procedures provided for in the City's purchasing code.

This opportunity provides substantial benefits in four key areas:

1. **Value:** The value new of the tractor and attachments offered is \$103,640 which is offered to the City for \$45,000.

2. **Future Cost Efficiency:** The new attachments the City would be acquiring in addition to what it originally intended to acquire will replace other aging equipment that the Department needs replaced in the next five years.
3. **Enhanced Functionality:** The purchase increases the number of available attachments, improving operational capabilities and versatility within the Department.
4. **Immediate Budget Impact:** Purchasing the equipment will save money compared to the original purchase plan for FY25 and FY26 and provide an increased number of attachments.

Recommendation:

Based on these benefits, the Administration recommends enactment of a non-code ordinance authorizing the purchase of the Ventrac Tractor from KNC Golf, Inc. by direct negotiation. The purchase will address immediate operational needs while delivering long-term financial and functional benefits for the City. Below are tables representing the values of all the tractors and equipment.

Table 1.A represents the current purchase plan for new equipment of the Parks Department from the FY25 and FY26 Capital Improvement Plans.

1.A

Equipment	FY25 Budget	FY26 Request	Total FY25 Budget and FY26 Request
Ventrac Tractor	\$33,700	\$33,700	\$ 67,400
Contour Mower	10,000	-	10,000
Attachment Broom	5,075	-	5,075
Ball Park Groomer	5,975		5,975
Wide Area mower	8,400	-	8,400
Power Bucket	-	3,190	3,190
48" Snow Blower	-	6,810	6,810
Tiller	-	4,310	4,310
Rough Cut Mower	-	5,625	5,625
Dual wheel kit	1,795	1,795	3,590
Trailer	-	8,000	8,000
Total	\$64,945	\$63,430	\$128,375



Table 1. B represents a revised purchase plan which includes purchase of the unit and attachments from KNC Golf, Inc.

1.B

Equipment	FY25 Budget	FY26 Request	Total FY25 Budget and FY26 Request
Ventrac Tractor & Attachments	\$45,000	\$33,700	\$78,700
Attachment Broom	5,075	-	5,075
Ball Park Groomer	5,975	-	5,975
Wide Area mower	8,400	-	8,400
Dual Wheel Kit	1,795	1,795	3590
48" Snow Blower	-	6,810	6,810
Tiller	-	4,310	4,310
Rough Cut Mower	-	5,625	5,625
Trailer	-	8,000	8,000
Total	\$66,245	\$60,240	\$126,485

Table 1.C Represents the value of the attachments the City will receive when purchasing the KNC Golf, Inc. unit

1.C

Equipment	Cost New
Ventrac Tractor	\$33,700
Reel Mower	18,500
Blower	7,015
Aerator	7,940
Roller and Seeder Kit	3,685
Sod cutter	605
72 in Finish Mower	5,275
Vac loader	9,340
Trencher	7,580
Contour Mower	10,000
Total	\$103,640

Conclusion

The proposed acquisition of equipment from the KNC Golf, Inc. will result in a total cost reduction, doubles the number of attachments, and will improve the operational functionality of the Parks Department. Your support for enactment of Ordinance 3455-2025 is respectfully requested.





KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: February 11, 2025

SUBJECT: **Action/Approval - Authorizing the City Manager to Modify the Agreement with the Kenai Peninsula Borough for Accepting Landfill Leachate at the Waste Water Treatment Plant.**

On January 3, 2024, City Council approved the City Manager entering into an agreement with the Kenai Peninsula Borough for accepting leachate for treatment and disposal at the City of Kenai Waste Water Treatment Plant. This has been a mutually beneficial agreement to both parties and we have not had any issues accepting leachate at the plant. We have only needed to stop acceptance during high flow periods at the plant, which were not a result of leachate disposal.

This memo requests Council's authorization to modify the existing Leachate Disposal Agreement with the Kenai Peninsula Borough, where the City of Kenai's Waste Water Treatment Plant will receive leachate from the Central Peninsula Landfill. We are currently authorized to accept up to 10,000 gallons per day and are requesting to increase this amount to 20,000 gallons per day to allow the Borough to catch up for the amounts they were unable to dispose of during our high flows. This increase allows the Landfill other disposal options as needed in case of downtime for their leachate evaporator. All other terms of the existing agreement shall remain in place.

Staff has discussed this with representatives from the State of Alaska Department of Environmental Conservation. Routine lab work will continue as normal to ensure all of our discharges remain within compliance with our permit. With that said our facility is the safest place to process this material. Our activated sludge waste water plant has the best biological processes locally to safely manage this material.

Authorization of this agreement is in the best interest of our community. Council's authorization is respectfully requested.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Scott Bloom, City Attorney

DATE: February 14, 2025

SUBJECT: Discussion/Action - Digester Blowers Standardization

The City has received a grant from the EPA Community Grant Program for 2.9 million dollars to replace the digester blowers at the Kenai Waste Water Treatment Facility. Administration recommends standardizing the blowers at the facility and specifying the manufacturer of the blowers for the project. The cost of the blowers is anticipated to be about one sixth of the total project costs. The EPA has approved the specification of the blowers for the grant. Standardization provides a multitude of advantages, including familiarity of employees with operation and maintenance, availability of parts, and reduced costs of service.

The project will be competitively bid, but if approved by Council, will specify the digester blower manufacturer which can only be obtained from one source. KMC 7.15.070(b)(1) allows for an exception to competitive procurement when supplies, material or equipment can only be purchased from one source, as is the case for the digester blowers.

Administration requests Council's concurrence moving forward with the specific digester blower manufacturer prior release of bids and further design work. The attached letter from the Public Works Director provides more information on the digester blowers.



KENAI

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

January 28, 2025

Amy Williams

Community Grants and EFC (multi-media) Program Coordinator

Infrastructure and Technical Assistance Section

Water Division, EPA Region 10

RE: City of Kenai Community Grant: 14256787

Ms. Williams,

The City of Kenai is requesting approval for a sole source contract for our Digester Blower Replacement project being funded through the EPA Community Grant Program. We are requesting approval to sole source specify APG-Neuros NX Series Turbo Blowers in our construction documents to be procured and installed by the construction contractor selected through an Invitation to Bid process.

The City of Kenai installed APG-Neuros NX Series Turbo Blowers when replacing our aeration basin blowers in 2019. These new blowers will be the same model family. The blowers have worked extremely well and significantly lowered utility costs through reduced electrical requirements. We request the sole source to standardize on these blowers for our treatment plant. This will allow us to only deal with one manufacturer for maintenance and troubleshooting of the equipment in the future. It will also reduce the amount of parts needing kept at spare for operation including air filters and controllers through standardization of spare parts. Operation and Maintenance training for the units would be the same for our staff reducing labor costs and integration of the control systems would also be identical to the existing system. In addition, the neighboring City of Soldotna also installed APG-Neuros blowers at their wastewater treatment plant and this could also be mutually beneficial to reduce costs for service callouts or spare part replacement as needed.

APG-Neuros holds a patent for their Air Foil Bearing, Patent No. 10-604132. These bearing are oil-free, non-contact air bearings that require no lubricating oil. They have been proven through 25,000 cycle start-stop endurance tests equivalent to more than 20-years' lifetime in typical operation. The turbo blower cooling system is unique by complete by being completely integral to the blower enclosure with no external connection. The blowers also do not reject heat to the surrounding area and do not require external cooling or exhaust of hot air with eliminates the complexity of waste heat management and reduces installation and maintenance costs.

Regards,

Lee Frey

Public Works Director



KENAI

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MEMORANDUM

TO: Mayor Gabriel and Council Members

FROM: Council Member Douthit

DATE: February 11, 2025

SUBJECT: Discussion - Grants to Agencies - Required Reports

The City Council budget includes funding for Grants to Agencies and currently there is no application process or reporting requirements for the recipients. Establishing a requirement for these agencies to provide annual reports on how those funds were utilized and the benefits to their agencies from the funding, would enhance oversight and allow the City Council to evaluate the effectiveness of those funds.

**KENAI HARBOR COMMISSION – REGULAR MEETING
FEBRUARY 10, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR LISA GABRIEL, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Harbor Commission was held on February 10, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Gabriel called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Gabriel led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Lisa Gabriel, Chair
Zachary Rohr
Dominick Sarte

Jeanne Reveal, Vice Chair
Matthew Moffis

A quorum was present.

Also in attendance were:

Lee Frey, Public Works Director
Lisa List, Public Works Administrative Assistant
Sovala Kisenia, City Council Liaison

3. Agenda Approval

MOTION:

Vice Chair Reveal **MOVED** to approve the agenda as presented. Commissioner Moffis **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. November 12, 2024 Regular Meeting Minutes

MOTION:

Vice Chair Reveal **MOVED** to approve the November 12, 2024 Harbor Commission minutes. Commissioner Rohr **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Review work plan summary report from CY2024

MOTION:

Vice Chair Reveal **MOVED** to approve the Harbor Commission 2024 Annual Report for submission to the City Council. Commissioner Rohr **SECONDED** the motion.

Director Frey gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

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

2. **Discussion** – Discuss work plan goals for 2025

Director Frey gave a staff report from information provided in the packet.

MOTION:

Vice Chair Reveal **MOVED** to Use the Harbor Commission 2024 goals for 2025 and submit to the Council for approval. Commissioner Rohr **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion.

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

G. REPORTS

1. Public Works Director – Director Frey reported on the following:

- A budget transfer has provided funding for a new project for City dock float replacement and concrete ramp repairs.
- Update on Bluff Project: work will start May 16th.

2. Commission Chair – Chair Gabriel welcomed the new commissioners.

3. City Council Liaison – Council Member Kisena reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – March 10, 2025

Chair Gabriel and Commissioner Sarte noted that they will attend remotely.

J. COMMISSION QUESTIONS AND COMMENTS

Vice Chair Reveal welcomed the new commissioners.

Commissioner Moffis requested that the Commission schedule an offsite tour of the City harbor facilities.

Commissioner Rohr discussed possibilities for the waterfront revitalization project.

Commissioner Sarte said he looked forward to working with the Commission.

K. ADJOURNMENT

L. INFORMATIONAL ITEMS – None.

There being no further business before the Harbor Commission, the meeting was adjourned at 6:29 p.m.

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

Meghan Thibodeau
Deputy City Clerk

DRAFT

**KENAI PARKS & RECREATION COMMISSION – REGULAR MEETING
FEBRUARY 6, 2025 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GRANT WISNIEWSKI, PRESIDING**

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ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Parks & Recreation Commission was held on February 6, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Wisniewski called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Wisniewski led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Grant Wisniewski, Chair
Kyle Graham, Vice Chair
Michael Bernard

Bridget Grieme
Sharon Fisher
Marti Pepper

A quorum was present.

Absent:

Charlie Stephens

Also in attendance were:

Tyler Best, Parks & Recreation Director
Jenna Brown, Parks & Recreation Assistant Director
Alex Douthit, City Council Liaison

3. Election of Chair and Vice Chair

MOTION:

Commissioner Grieme **MOVED** to reappoint Chair Wisniewski. Commissioner Fisher **SECONDED** the motion.

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

MOTION:

Chair Wisniewski **MOVED** to reappoint Vice Chair Graham. Commissioner Fisher **SECONDED** the motion.

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

4. Agenda Approval

MOTION:

Commissioner Fisher **MOVED** to approve the agenda as presented. Commissioner Bernard **SECONDED** the motion.

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

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. November 7, 2025 Regular Meeting Minutes
2. January 2, 2025 Regular Meeting Minutes

MOTION:

Commissioner Fisher **MOVED** to approve the November 7, 2025 and January 2, 2025 Parks & Recreation Commission minutes. Vice Chair Graham **SECONDED** the motion.

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

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** - Review work plan summary report from fy25

Director Best gave a staff report from information provided in the packet.

MOTION:

Commissioner Grieme **MOVED** to approve the Parks & Recreation Commission 2024 Annual Report for submission to the City Council.

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

2. **Discussion-** Discuss work plan goals for 2025

Director Best gave a staff report from information provided in the packet, and clarified that he is currently seeking funding for the Old Town Park project.

[Clerk's Note: At 6:25 p.m. Chair Wisniewski passed the gavel to Vice Chair Graham and exited the meeting.]

Support was expressed for adding a new objective for 2025, and continuing those from 2024; discussion included how to be a Parks & Recreation liaison for the community.

G. REPORTS

1. Parks & Recreation Director – Director Best reported on the following:
 - Reviewed Midmonth reports as provided in the packet.
 - Interdepartmental efforts to help address flooding.
 - Future efforts to gather input from the community about the Parks & Recreation Master Plan.
2. Commission Chair – None.
3. City Council Liaison – Council Member Douthit reported on recent actions of the City Council.

H. ADDITIONAL PUBLIC COMMENTS – None.

I. NEXT MEETING ATTENDANCE NOTIFICATION – March 6, 2025

Commissioner Grieme noted she would be absent.

J. COMMISSION QUESTIONS AND COMMENTS

Commissioner Grieme asked about the timeline for annual goals to be brought to the commission for discussion.

Commissioner Bernard welcomed new commissioners; thanked Director Best for thorough work plan work plan and goal explanation.

Vice Chair Graham suggested introducing commissioners at each meeting.

K. ADJOURNMENT**L. INFORMATIONAL ITEMS**

1. Parks & Recreation Midmonth Report – November 24
2. Parks & Recreation Midmonth Report – December 24

There being no further business before the Parks & Recreation Commission, the meeting was adjourned at 7:09 p.m.

I certify the above represents accurate minutes of the Parks & Recreation Commission meeting of February 6, 2025.

Meghan Thibodeau
Deputy City Clerk



KENAI

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

MEMORANDUM

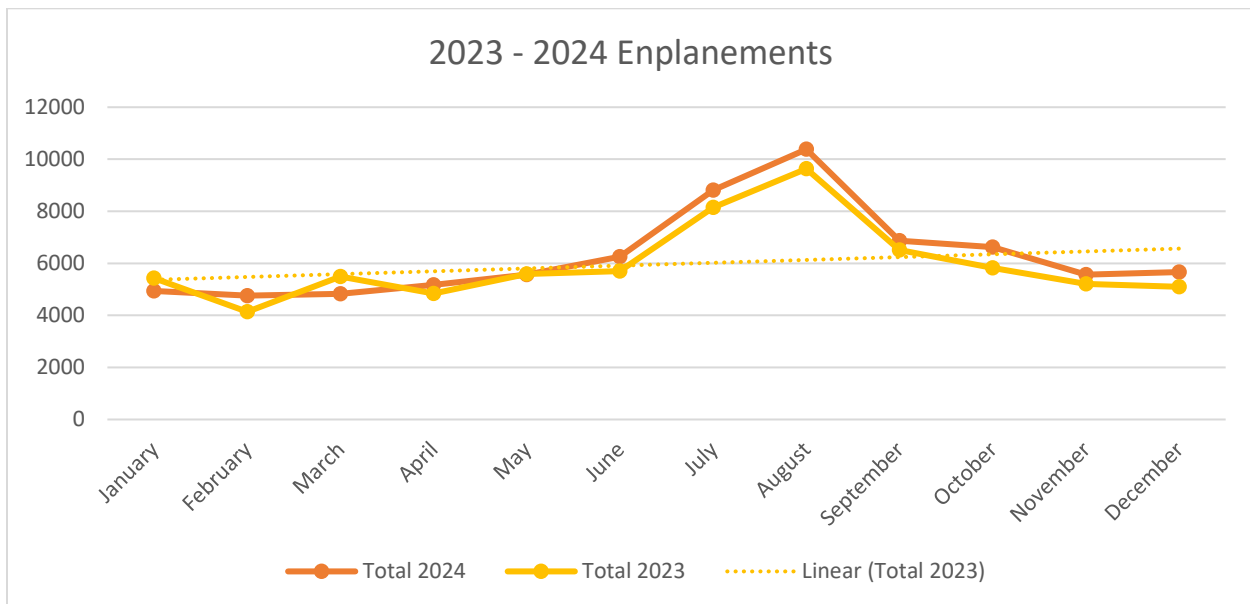
TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Derek Ables, Airport Manager
DATE: February 8, 2025
SUBJECT: **Airport Mid-month Report January 2025**

AIP Grant 3-02-0142-078-2024 - The Airport is using this grant to purchase a plow/sander for winter snow operations. The Airport originally coordinated with Bob's Services to get a quote which utilizes a state of Alaska procurement contract. When purchasing the sander, it was realized that the state contract is through RWC Group. The purchase order was corrected to the RWC Group. Bob's Services is the subcontractor and will furnish and install all of the dump body, snow and ice equipment, and hydraulic equipment.

Airport Restaurant- The Airport, Building Maintenance Department, and cleaning contractor have been working diligently to get the restaurant space ready for the new tenant, Debbie's Food Services, LLC. We have been working closely with the new tenant to make the space what they need to be successful. While an official opening date has not been set, the setup process is going smoothly, and we are optimistic about an early March opening.

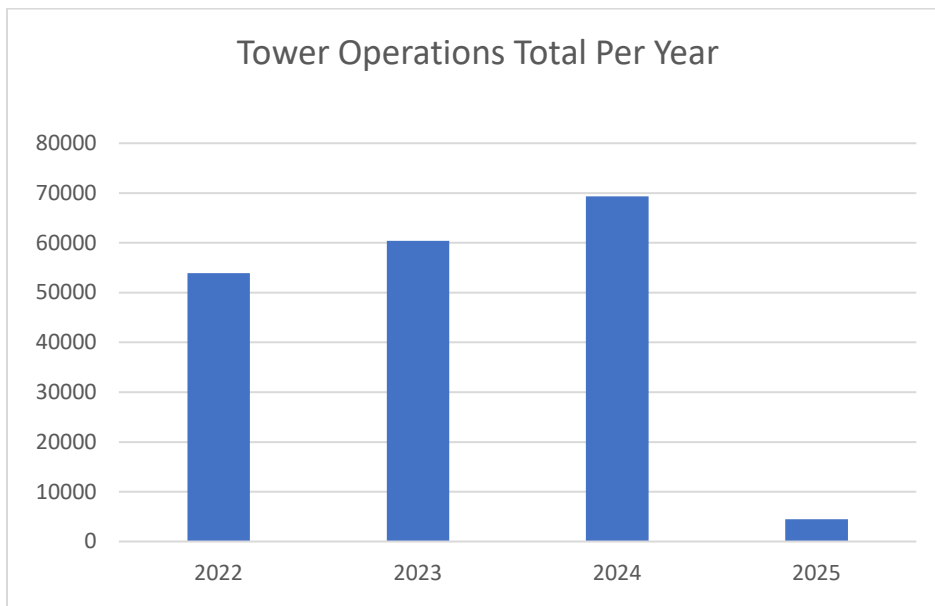
Enplanements

Month	Grant 2024	Kenai 2024	Ravn 2023	Grant 2023	Kenai 2023	Total 2024	Total 2023	Change from 2023 to 2024
January	3218	1719	2799	2326	305	4937	5430	-493
February	3207	1553	2711	1199	229	4760	4139	621
March	3508	1325	2982	2236	280	4833	5498	-665
April	3847	1326	2529	2087	220	5173	4836	337
May	4024	1546	2547	2432	608	5570	5587	-17
June	4635	1624	2371	2740	590	6259	5701	558
July	6585	2231	4241	3067	836	8816	8144	672
August	7584	2798	4936	3592	1105	10382	9633	749
September	5291	1583	3429	2474	610	6874	6513	361
October	5090	1528	2159	2865	797	6618	5821	797
November	4301	1267	33	3508	1669	5568	5210	358
December	4338	1321	0	3439	1654	5659	5093	566
Total	55628	19821	30737	31965	8903	75449	71605	3844



Tower Operations

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





KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Dave Ross, Police Chief
FROM: Juliana Scherma, Animal Control Chief
DATE: February 4th, 2025
SUBJECT: January 2025 Monthly Report

This month the Kenai Animal Shelter took in 28 animals.

DOGS:

	INTAKE	10	DISPOSITION	9
	Waiver	2	Adopted	5
	Stray	7	Euthanized	0
	Impound	0	Claimed	4
	Protective Custody	0	Field Release	0
	Quarantine	1	Transferred	0

CATS:

	INTAKE	18	DISPOSITION	16
	Waiver	13	Adopted	14
	Stray	5	Euthanized	0
	Impound	0	Claimed	1
	Protective Custody	0	Field Release	0
	Quarantine	0	Transferred	1

OTHER ANIMALS:				
	INTAKE	0	DISPOSITION	0
	Chinchilla	0	Chinchilla	0
	DOA:	7	OTHER STATISTICS:	
	Dog	7	Licenses (City of Kenai Dog Licenses)	61
	Cat	0	Rabies Clinic	0
	Rabbit	0		
	Bird	0		

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

Total Animal Contacts:

9 Animals are *known* borough animals
 13 Animals are *known* City of Kenai
 7 Animals are *known* City of Soldotna
 0 Animals are *unknown* location

Statistical Data:

34 2023 YTD Intakes
 45 2024 YTD Intakes
 28 2025 YTD Intakes

January was a productive month for both our staff and shelter. We collaborated with a local pizzeria to distribute flyers featuring adoptable dogs alongside pizza deliveries, expanding our outreach efforts. Zach successfully completed his Code 3 Animal Control Officer training, enhancing our team's expertise. Additionally, we partnered with the Petco Love Lost program, enabling us to provide adopters with coupons for pet supplies upon proof of adoption. To further engage the community and promote socialization, we hosted a "Puppy Takeover" event in our lobby, inviting visitors to interact with our puppies and learn more about our shelter.





KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Dave Swarner, Finance Director

DATE: February 12, 2025

SUBJECT: Finance Department Mid-Month Report – January 2024

The department's is focused on closing the books for 2024 and completion of the City's Annual Comprehensive Financial Report. This process includes closing of the FY24 financial records, fiscal year end grant reporting, completion of the annual Audit and finally financial statement preparation. The initial draft should be sent to the auditors by February 14th.

We are shifting our focus to the preparation for the FY25 annual budget. Initial budget information was sent to department heads on January 31st. There is much work to be done by all City departments over the next couple of months.



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Jay Teague, Fire Chief

DATE: February 09, 2025

SUBJECT: Fire Department Mid-Month Report – January.

January	2024	2025	% change
Month totals	145	159	9.6%
EMS	103	117	13.5%
All Other	42	42	0%

Training:

Total training hours:

- Total recorded hours- 240 (01/06/25-02/09/25)

Special Topics/external training

- Enstar provided annual safety training to the shifts
- PFF Alberts working on EMT1; area familiarization, skills
- PFF Nelson completed her District 3 map test; working on RIT skills now
- DC Coots and FM Hamilton completed Certified Fire Investigator re-certification applications
- PFF Nelson completed her CPR instructor process with CPH and will be ready soon to start teaching for the FD/City CPR/First Aid classes.

Upcoming training

- Regional paramedic refresher
- Home Electric Annual safety training (March)

Projects/Grants/Misc:

- Still waiting to see if we are awarded AFG grant(April timeframe for awarding).
- Working on 2026 Budget Worksheet for submission.
- Fire Marshall completed 11 inspections in January and attended fire officials forum.

Budget/Misc:

Due to vacancies and shift coverage needs, our overtime budget will need consideration for supplementation.





KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
FROM: Stephanie Randall, Human Resources Director
DATE: February 6, 2025
SUBJECT: Human Resources Activity – January 2025

Recruitment

Human Resources worked with multiple departments on various recruitment efforts. The Library Department successfully recruited and extended offers for two part-time Library Aide positions. The Public Works Department initiated recruitment for a Utility Foreman and a Streets Equipment Operator. The Police Department welcomed a new officer and continued efforts to fill a second vacancy, while also beginning to recruit for a part-time Administrative Assistant I. The Fire Department began a recruitment for a firefighter position. Part-time openings received a higher number of applications, while full-time openings have attracted fewer qualified candidates resulting in longer recruitments.

Safety

There were five accidents reported during the month of January. Two resulted in Workers Compensation claims for minor injuries. Human Resources worked with Public Works Building Official to renew the City's participation in the Loss Control Incentive Program offered through the City's insurance provider, AMLJIA. The incentive safety program is designed to reduce losses and provide up to a 5% credit. As part of this program, a Safety Committee made up of representatives from various City departments met in January to review accidents and discuss safety concerns and all City employees were assigned a "Preventing Slips, Trips, and Falls" course to be completed before June 30, 2025.

Special Projects

Human Resources worked with administration to review personnel classification revision requests for the FY26 fiscal year.



KENAI

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

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Stephanie Randall, Human Resources Director

DATE: February 6, 2025

SUBJECT: Human Resources Activity – January 2025

Recruitment

Human Resources worked with multiple departments on various recruitment efforts. The Library Department successfully recruited and extended offers for two part-time Library Aide positions. The Public Works Department initiated recruitment for a Utility Foreman and a Streets Equipment Operator. The Police Department welcomed a new officer and continued efforts to fill a second vacancy, while also beginning to recruit for a part-time Administrative Assistant I. The Fire Department began a recruitment for a firefighter position. Part-time openings received a higher number of applications, while full-time openings have attracted fewer qualified candidates resulting in longer recruitments.

Safety

There were five accidents reported during the month of January. Two resulted in Workers Compensation claims for minor injuries. Human Resources worked with Public Works Building Official to renew the City's participation in the Loss Control Incentive Program offered through the City's insurance provider, AMLJIA. The incentive safety program is designed to reduce losses and provide up to a 5% credit. As part of this program, a Safety Committee made up of representatives from various City departments met in January to review accidents and discuss safety concerns and all City employees were assigned a "Preventing Slips, Trips, and Falls" course to be completed before June 30, 2025.

Special Projects

Human Resources worked with administration to review personnel classification revision requests for the FY26 fiscal year.

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: February 6, 2025

SUBJECT: Library Report for January 2025

SERVICES



6198 Visitors

59 New Members



519 Computer Sessions

6022 WiFi Sessions



188 Room Reservations

378 Hours of Use

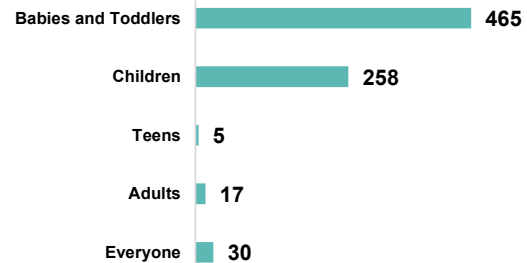
PROGRAMS AND EVENTS



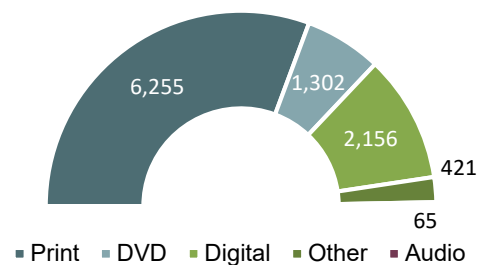
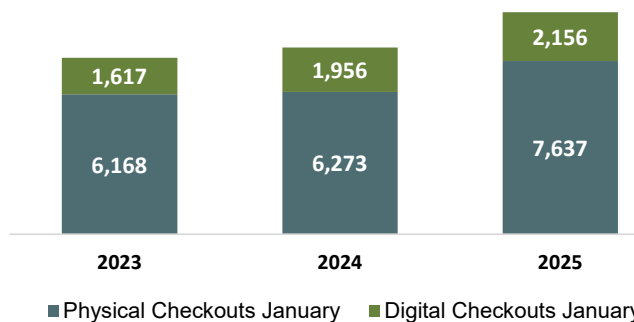
775 Participants

50 Programs

Program Attendance



CIRCULATION



Kenai Community Library

Year in Review

2024



2024 Highlights

- Launched Tonies and Yoto collections
- Launched Snowshoe kits
- Established Reading Dog program
- Installed Bike Repair Station
- Launched Library Calendar and Room Reservation software



New Library Accounts

781

↑11% from previous year



Digital Checkouts

23,272

↑14% from previous year



Physical Checkouts

83,817

↑7% from previous year



Visitors

64,512

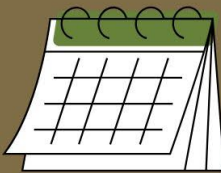
↑12% from previous year



Computer Use

6,260

↓0.7% from previous year



Programs

562

↑28% from previous year



Program Participation

10,438

↑18% from previous year



Hours of Room Use

3,399

↑0.6% from previous year



Room Reservations

1,556

↓8% from previous year





MEMORANDUM

TO: Mayor Gabriel and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Tyler Best, Parks and Recreation Director

DATE: February 12th

SUBJECT: Mid-Month Report-January

The lack of snow continues during the 2025 Winter. A slight snowfall in January was not enough to groom the Ski Trails. The annual Solstice Ski Event put on by Relay for Life was initially rescheduled from December 21st to January 21st, but due to the lack of snow and plethora of rain, the event had to be canceled for the 2025 winter.

Recent cold weather has given the park staff an excellent opportunity to maintain the Skating pond at Daubenpeck Family Park. The pond is in excellent condition for skating and hockey (always skate at your own risk when skating on outdoor surfaces). There are currently two training goals on the pond for pick-up hockey!

Rec Center attendance and participation in programs and reservations have been high this last month. The weekly schedule, which is posted every Monday, is attached. It includes Regular programs and reservations!

Rec Center Visits January

Weight Room/Cardio Room	1205
Racquetball /Wallyball	271
Shower/Sauna	71
Gymnasium	1584
Gym Rental Visits	514
Total Number of Visits	3645



KENAI REC CENTER

2/17- 2/23

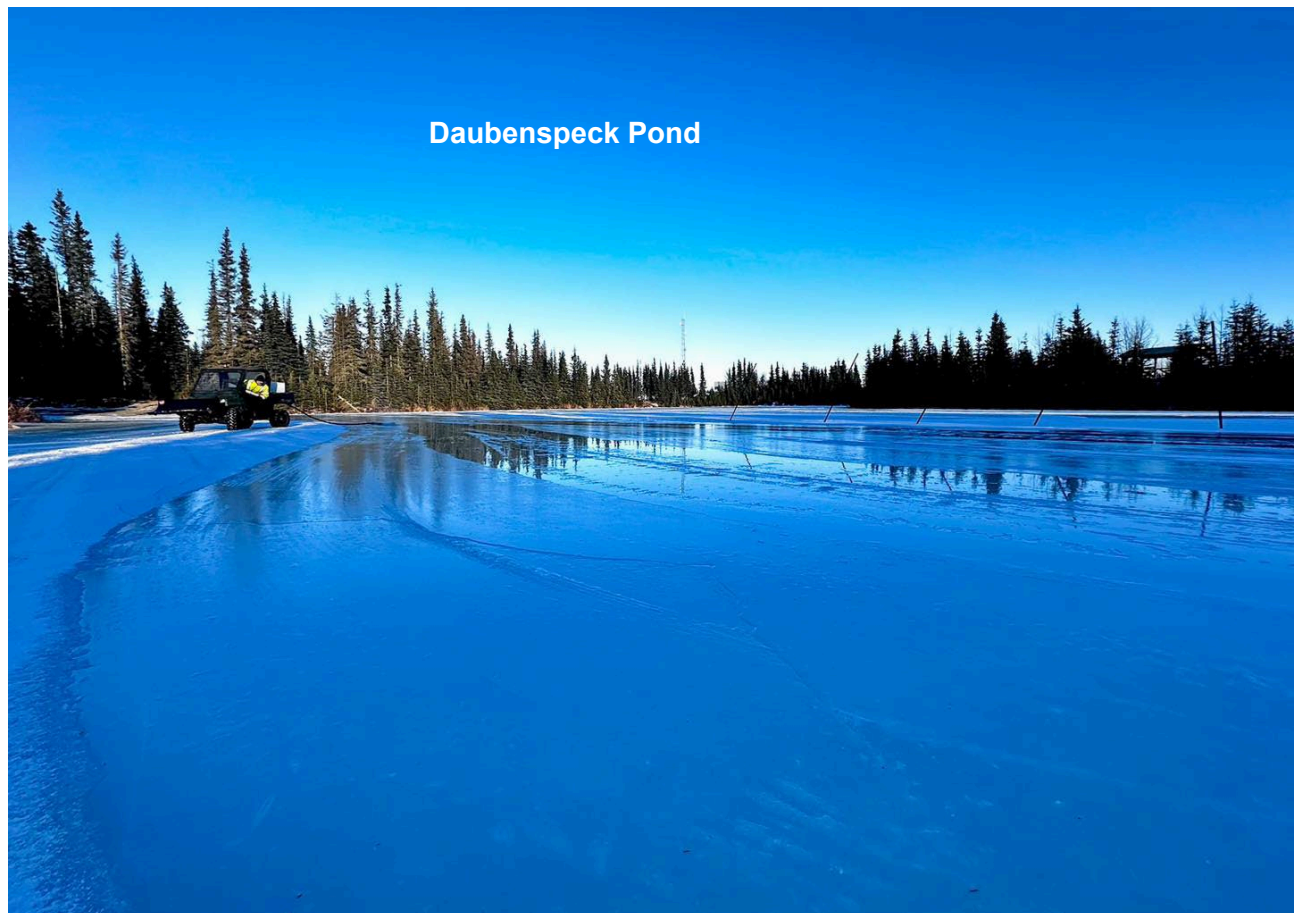
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OG 6:00-9:00 TT 9:30 - 11:30 PB 12:00 - 3:00 OG 3:30 - 6:00	OG 6:00 - 10:00 Walk 9:00 - 10:30 Circuit 9:30 - 10:30 PB 11:00 - 2:00 Reservation - IDEA 1/2 OG 4:00 - 5:00 Reservation - IWA	OG 6:00 - 9:45 Reservation - TNT PB 11:30 - 3:00 OG 3:30 - 6:00	OG 6:00 - 9:00 TT 9:30 - 11:30 OG 12:30- 5:30 Reservation - IWA 1/2 OG 4:00-5:30	OG 6:00 - 9:00 Walk 9:00-10:00 PB 10:00 - 3:00 OG 3:30 - 6:00 Reservation	OG 8:00 - 11:45 AM Reserved (12p - 2p) OG 2:15p - 3:45p Reserved (4p - 6p) Open Basketball 6:15p - 9:45p
Open PB 6:30- 9:45	KCL Games: 6:30, 7:30, 8:30	Open VB 6:30- 9:45	KCL Games: 6:30, 7:30, 8:30	Open Gym 8:45 - 9:00	SUNDAY Family Open Gym 1:00 - 5:00

1/2 :Half Court, TT: Tot Time, PB: Pickleball, OG: Open Gym, BB: Basketball, VB: Volleyball

Posted: 2/10/2025

To ensure courts are cared for and to facilitate smooth transitions between user groups, we have designated specific intervals between regular programming. These scheduled intervals are at the discretion of KRC Staff, based on the needs of facilities.

No Street Shoes - please carry-in clean non-marking gym shoes to use in recreation spaces.





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

THROUGH: Kevin Buettner, Planning Director

FROM: Beth McDonald, Planning Assistant

DATE: February 11, 2025

SUBJECT: Planning and Zoning – January 2025 Monthly Report

General Information

Planning & Zoning kicked off the year with a mission to enhance services from the department. The Planning Director undertook a full review of Kenai Municipal Code, Title 14 to develop a list of suggested changes for the Planning & Zoning Commission and City Council to consider as we strive to modernize code and definitions. More uniform code enforcement policies for the City were also drafted for the administration's consideration.

Planning staff have also undertaken a review of all conditional use permits and have made suggestions to be brought up in a future work session with the Planning & Zoning Commission to enhance and streamline the conditional use permit process. The locations of all conditional permits were also examined to determine the potential for changes to be suggested for the City zoning map.

Department Summary

- Public Inquiries – See attached report
 - *Note: Numbers for December do not include direct calls to the Planning Director or Planning Technician, only those through the general planning line.
- Lands & Leases:
 - Updated the P/W Online map
 - Drafted easement for the Kenai Little League fence on Boys & Girls Club property
 - Located easements for City utilities in East Addition, Townsite of Kenai
 - Working with BLM regarding reversionary interest encumbering City lands along Kenai Spur between Mile 12 and Evergreen Street
 - ENA, LLC Lease agreement nearing execution
 - Obtained utility maps from HEA, GCI, ACS, Enstar on City owned Walker Lane parcel
 - Closed on remaining 2024 winter auction properties
 - Finalized execution of Crowley Lease

- Continued discussions with Kenai Peninsula Housing Initiatives regarding Redoubt Ave. projects (Rainbow Flats & Northwoods developments)
- Finalized Golf Course Assignment to KNC Golf, Inc.
- Planning & Zoning – See attached report.
- Conditional Use Permits – See attached report.
The yearly compliance reports continue to come in. Sixty-three (63) CUPs have been determined compliant, with three (3) new and not requiring a report for 2024, six (6) are in progress (the property owner has been in contact with Staff) and 16 second notices have been sent. As of the date of this report, one (1) conditional use permit will be terminated for non-compliance.

Code Enforcement and Compliance

In January, Planning and Zoning received one (1) complaint and three (3) cases were closed. There is a cumulative total of eighteen (16) still open cases for 2024, one (1) for 2025.

We are still working on the requirements for Cloud Permit, the code enforcement program.

Planning and Zoning Commission

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

Resolution PZ2025-01 - Recommending Approval of Preliminary Plat – Barber Heights for a replat of Lot 1, Riedel Subdivision in the Rural Residential (RR) Zoning District.

Resolution PZ2025-02 – Recommending Approval of Preliminary Plat – The Lake at Kenai 2025 Addition for a Replat of Tract A, The Lake at Kenai 2016 Addition – Phase 1 in the Rural Residential (RR) Zoning District.

Resolution PZ2025-03 – Recommending Approval of Preliminary Plat – Beaver Loop Acres No. 3 Subdivision for a Subdivision of SW1/4 Nw1/4 & SW1/4 & S1/2 SE1/4 & NE1/4 SE1/4, Section 3, Township 5 North, Range 11 West, Seward Meridian in the Rural Residential (RR) Zoning District.

Action/Approval – Recommending the Kenai City Council Enact Ordinance No. 3448-2025 – Amending Kenai Municipal Code Section 14.22.010 – Land Use Table to allow Airports as a principal permitted use in the Airport Light Industrial Zone.

Action/Approval – Approving the Transfer of a Conditional Use Permit PZ2021-42 for the use of a Hotel (Short Term Recreational Rentals) on the property described as Lot 1, Block 2, Anglers Acres Sub Addn. No. 1, Part 2, located at 1230 Angler Drive within the Rural Residential Zoning District.



Public Inquiries

February 11, 2025 | 10:20:30

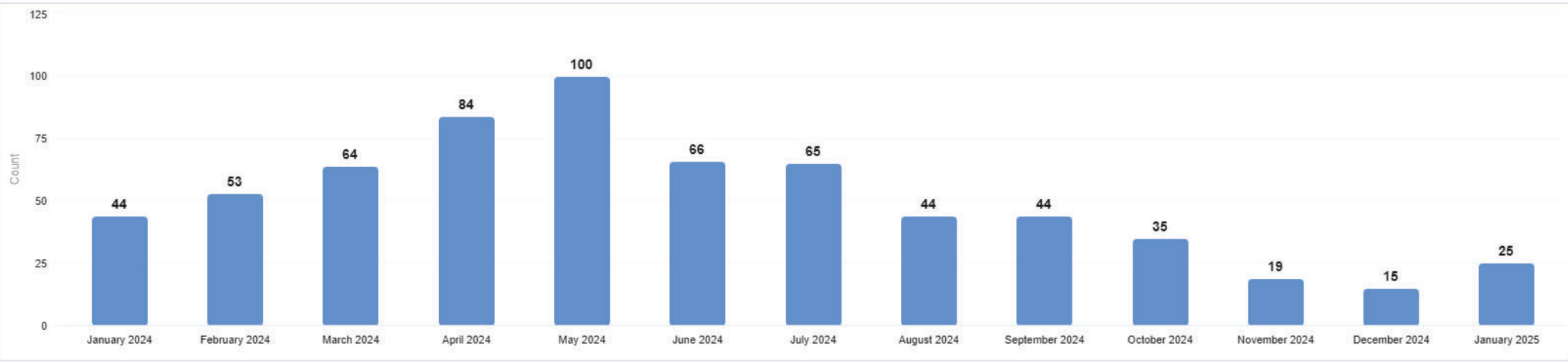
Average Days to Respond to a Public Inquiry

1.04

No. of Public Inquiries

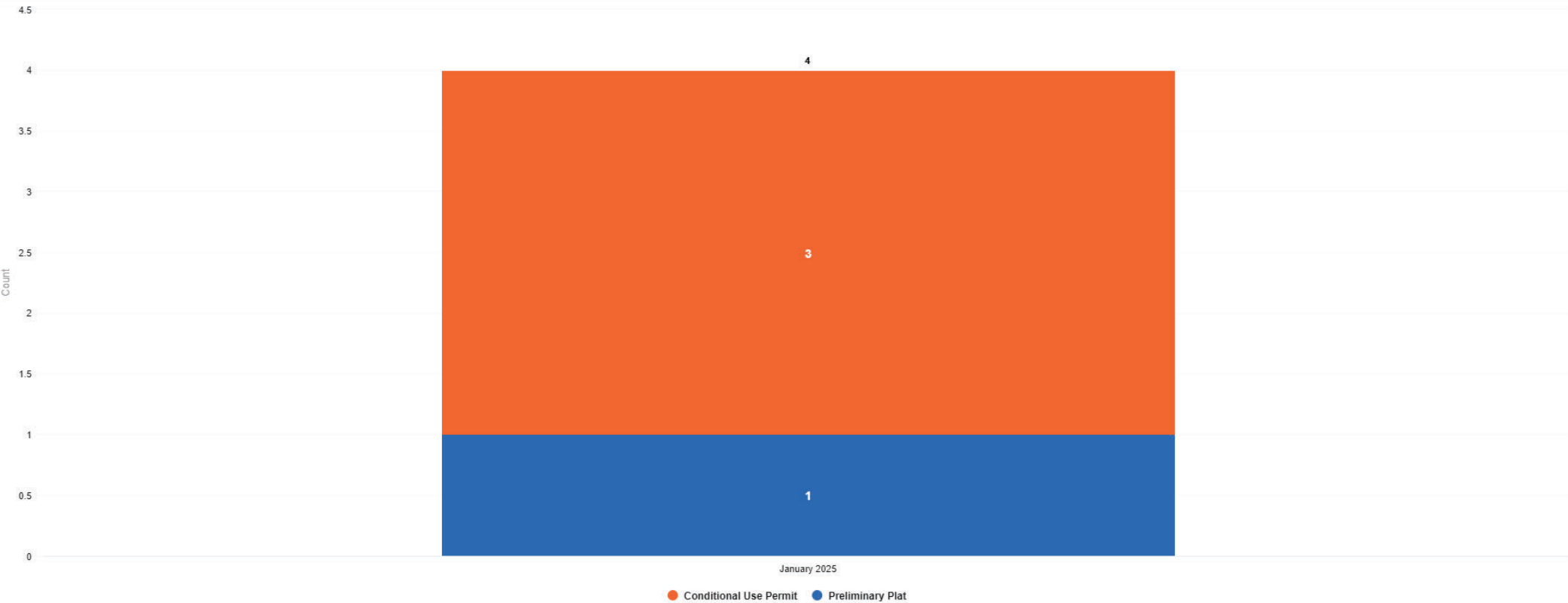
25

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



YTD Planning Applications

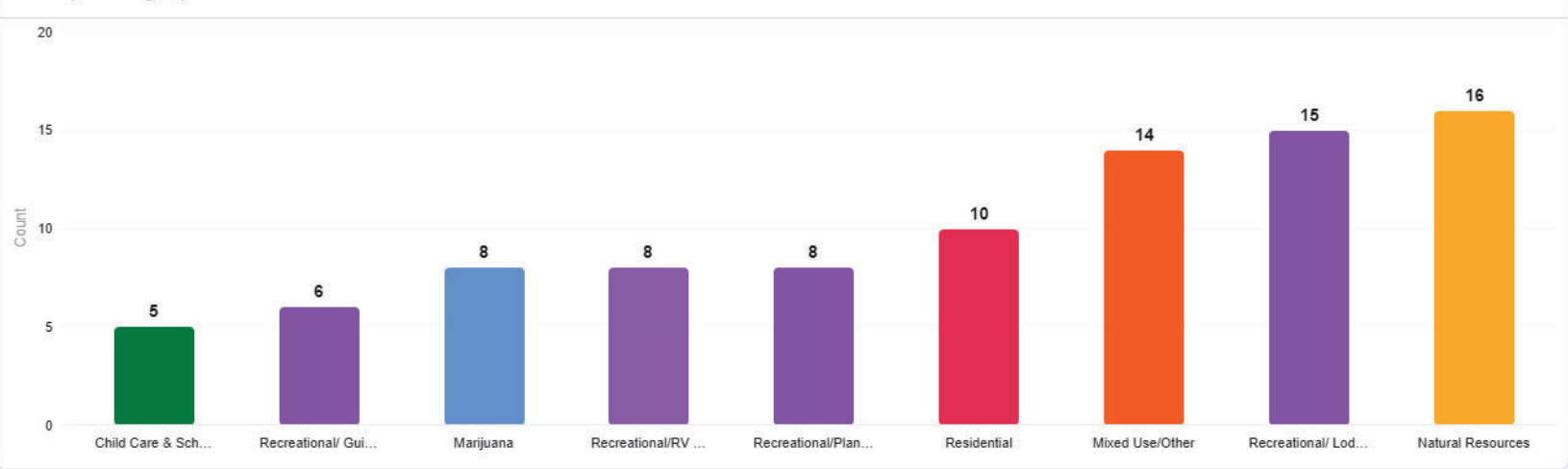
February 11, 2025 | 10:09:46



Conditional Use Permits

February 11, 2025 | 09:59:36

CUP by Category



Yearly Compliance





MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council

THROUGH: Terry Eubank, City Manager

FROM: David Ross, Police Chief

DATE: February 7, 2025

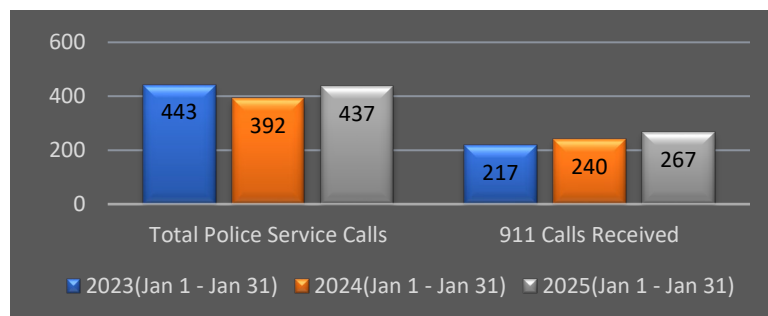
SUBJECT: Police & Communications Department Activity – January 2025

Police handled 437 calls for service in January and 267 calls were received by dispatch via 911. Officers made 15 arrests. Traffic enforcement resulted in 153 traffic contacts with 26 traffic citations issued and there were no DUI arrests. There were 8 reported motor vehicle collisions. There were 2 collisions involving moose and no collisions involving drugs or alcohol.

The Officer on the regional SWAT team attended two days of training. One police supervisor and the Dispatch supervisor travelled to Arizona with a contingent from the Hospital and other local emergency responders to review the process being used to handle individuals going through mental health crisis.

One new officer started employment in January and left to Sitka for the four-month police academy. The Police Department continues to recruit for a second police vacancy. One part-time dispatcher left the City and that vacancy is already filled with a new employee starting in February.

The School Resource Officer (SRO) taught DARE at Kaleidoscope Elementary, participated in intruder drills at two different schools, and handled a number of police related calls at the schools.





MEMORANDUM

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

Capital Projects currently in process:

- Parks & Recreation Master Plan – Finalizing contract
- Emergency Services Facility Assessment – Finalizing contract
- Dugout Replacement Construction – Releasing for bid
- KMA Apron Sealcoating and Crack Sealing – Releasing for bid
- Kenai Municipal Airport Runway Rehabilitation Project - In design phase
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Construction/Submittal approvals through FAA
- Kenai Municipal Airport Master Plan Update – In process
- USACE Kenai Bluff Bank Stabilization Project – Construction to start May 16
- Wastewater Plant Digester Blowers Replacements – Finishing design
- Water Treatment Plant Pumphouse – In design
- Harbor Float Replacement – Procuring materials

Capital Projects in planning to be started this winter:

- Senior Center Front Entry and Canopy Repair
- Vintage Point Kitchen/Bathroom Remodel Design
- Sewer Lift Station Upgrades
- Street Lighting Improvement Design
- Community Wildfire Protection Plan Phase III
- Cemetery Expansion

The Building Department has issued 2 residential and 2 commercial building permits to start calendar year 2025.

We have promoted James Hegar our Waste & Sewer Lead to Utility Foreman. We are working on backfilling our Lead positions for Utilities and will start interviews for a Streets Equipment Operator soon. Our Buildings group is finishing remodel of the Public Works area in City Hall to accommodate additional staff.



MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
THROUGH: Terry Eubank, City Manager
THROUGH: Kathy Romain, Senior Center Director
FROM: Astrea Piersee, Administrative Assistant III
DATE: February 4, 2025
SUBJECT: January 2025 Monthly Report

January brought wet, icy, and frigid conditions, leading to lower-than-average attendance for congregate meals, largely due to illness and weather-related challenges. The Center continues to experience lower meal registration numbers. To address this, we have been working alongside volunteers to assist seniors with the registration process and signing in for activities upon arrival.

To close out January, the Kenai Senior Center hosted its annual Volunteer Appreciation Dinner. In 2024, volunteers dedicated an impressive 5,610 hours to supporting the Center. At the federal average rate of \$33.49 per hour, their contributions represent a cost savings of \$187,879.

	2025	2024
Home Delivered Meals	1963	2063
Individuals	99	106
Dining Room (Congregate) Meals	848	1384
Individuals	130	168
Transportation (1-way rides)	158	322
Individuals	16	29
Grocery Shopping Assistance	10/21	21/58
Writers Group	23	33
Caregiver Support Group	10	22
Growing Stronger Exercise	223	299
Tai Chi Class	46	51
TOPS Weight Loss Class	45	61
Bluegrass & Music Sessions	43	83
Card Games	84	44
Wii Bowling	14	41
Arts & Crafts	39	48
Total Event Sign-ins *	1608	2027
Individuals *	206	231
Vintage Pointe Manor Vacancies	0	1

*(not including home meals clients)