



## Kenai City Council - Regular Meeting

January 21, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

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

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

### Agenda

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

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

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

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

1. Kenai Municipal Airport Small Community Air Service Development Program (SCASDP) Application, Jack Penning, Managing Partner, Volaire Aviation Consulting.

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

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

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

1. Ordinance No. 3498-2026 - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Supplemental Funding for Election Costs in Excess of Budgeted Amounts for the Purpose of Conducting a Special Election. (City Clerk)
2. Ordinance No. 3499-2026 - Increasing Estimated Revenues and Appropriations by \$6,500 in the General Fund for Expenditures Which Could Influence the Outcome of the City of Kenai Ballot Proposition No. 2026-A at the April 14, 2026 Special Election. (City Clerk)
3. Resolution No. 2026-02 - Adopting the City's Capital Improvement Plan for Fiscal Years 2027-2031. (Administration)
4. Resolution No. 2026-03 - Adopting Goals to Guide the Preparation of the Fiscal Year 2027 Annual Budget. (Administration)
5. Resolution No. 2026-04 - Authorizing a Budget Transfer Within the Kenai Recreation Center Improvements Capital Project Fund. (Administration)
6. Resolution No. 2026-05 - Declaring a 20-Foot Pedestrian Easement on Lot 48, Shoreline Heights 2023 Addition (Plat KN 2024-83), and as Set Forth on the Attached Exhibit "A" is Not Needed for a Public Purpose and Consenting to Vacation of The Easement. (Administration)

7. **Resolution No. 2026-06** - Scheduling a Special Election for April 14, 2026, for the Purpose of Providing for Submission to the Qualified Voters of the City the Question(s) of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Time. (Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt)
8. **Resolution No. 2026-07** - Providing for Submission to the Qualified Voters of the City of Kenai, at the Special Election to be Held on April 14, 2026, the Question of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Times, to Provide that the Annual Date of the City's General Election is Aligned with the Current Annual Election Date of the Kenai Peninsula Borough. (Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt)
9. **Resolution No. 2026-08** - Providing for Submission to the Qualified Voters of the City of Kenai, at the Special Election to be Held on April 14, 2026, the Question of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Times, to Set the Fixed Date of the City's Annual General Election in 2026 and Thereafter Remove the Fixed Date of the City's Annual General Election and Authorize the City Council to Establish the Annual General Election Date by Ordinance. (Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt)
10. **Resolution No. 2026-09** - Authorizing a Contract for Design of a New Approach Procedure for the Temporary Runway to be Used During the Main Runway Rehabilitation Project. (Administration)

## **F. MINUTES**

1. \*Regular Meeting of January 7, 2026. (City Clerk)

## **G. UNFINISHED BUSINESS**

## **H. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)
3. **\*Ordinance No. 3500-2026** - Sunsetting the Harbor Commission, Amending Kenai Municipal Code 1.90.010 - General Standards for Standing Advisory Commissions, Repealing Kenai Municipal Code 1.95.040 - Harbor Commission, Repealing Kenai Municipal Code 11.20 - Leasing of Tidelands, Amending Kenai Municipal Code 14.05.010 - Duties and Powers, Enacting Kenai Municipal Code 22.05.016 - Tidelands Available for Leasing, Enacting Kenai Municipal Code Chapter 22.10 - Tideland Leases for Shore Fisheries, and Amending Council Policy 20.020 to Reflect the Sunsetting of The Harbor Commission. (Administration)
4. **\*Ordinance No. 3501-2026** - Determining Four City-Owned Properties in the Beaver Loop Area are Not Needed for a Public Purpose and Authorizing Sale by Public Sealed Bid Auction. (Administration)
5. **\*Ordinance No. 3502-2026** - Authorizing the City Manager to Reimburse Annual Leave Used by Firefighter Garrick Martin for Attending a Paramedic Internship Program. (Administration)
6. **\*Ordinance No. 3503-2026** - Increasing Estimated Revenues and Appropriations in the Water & Sewer Capital Project Fund and Accepting a Loan from the State Revolving Fund Program for the Water Treatment Pumphouse Project. (Administration)

7. **Action/Approval** - Confirmation of Mayoral Nomination for a Partial Term Appointment of Autumn Carlson to the Beautification Commission and the Parks and Recreation Commission. (Knackstedt)
8. **Action/Approval** - Authorizing the Use of City Facility People Counter Cameras for Operational and Safety Purposes. (Administration)
9. **Discussion** - International Pacific Halibut Commission (IPHC) Proposed Fishery Regulations Reducing Sport Caught Halibut in Alaska from Two (2) Fish to One (1) Fish a Day. (Grieme, Askin)

**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](http://www.kenai.city). Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk at 907-283-8231.*

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

[https://us02web.zoom.us/meeting/register/yw5zqg4kRwGQZJC4\\_rQBIw](https://us02web.zoom.us/meeting/register/yw5zqg4kRwGQZJC4_rQBIw)



# KENAI

## CITY OF KENAI ORDINANCE NO. 3498-2026

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE GENERAL FUND TO PROVIDE SUPPLEMENTAL FUNDING FOR ELECTION COSTS IN EXCESS OF BUDGETED AMOUNTS FOR THE PURPOSE OF CONDUCTING A SPECIAL ELECTION.

WHEREAS, the City Council has determined that a Special Election is necessary to allow the qualified voters to consider Proposition No. 2026-A, amending Charter Section 10-1 Annual Election - times; and,

WHEREAS, Proposition No. 2026-A, would align the City of Kenai's annual election date from the first Tuesday in October to the first Tuesday following a Monday in November; and,

WHEREAS, if approved by the voters, the City of Kenai annual election would be held on the same date as the Kenai Peninsula Borough and State of Alaska annual elections; and,

WHEREAS, the cost of conducting the Special Election is estimated to be approximately \$21,000, including ballots, election staff, equipment, printing, mailing and administrative expenses; and,

WHEREAS, the Council finds it in the best interest of the City to appropriate sufficient funds to ensure a Special Election is conducted efficiently, accurately and in compliance with applicable State and Local laws.

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

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

**Increase Estimated Revenues**

**Increase Estimated Revenues**

|                               |           |
|-------------------------------|-----------|
| Appropriation of Fund Balance | \$ 21,000 |
|-------------------------------|-----------|

**Increase Appropriations - City Clerk**

|                       |           |
|-----------------------|-----------|
| Professional Services | \$ 12,900 |
|-----------------------|-----------|

|             |       |
|-------------|-------|
| Advertising | 3,000 |
|-------------|-------|

|                    |       |
|--------------------|-------|
| Printing & Binding | 5,000 |
|--------------------|-------|

|         |     |
|---------|-----|
| Rentals | 100 |
|---------|-----|

|  |                  |
|--|------------------|
|  | <u>\$ 21,000</u> |
|--|------------------|

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

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

---

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance:



Introduced:  
Enacted:  
Effective:

January 7, 2026  
January 21, 2026  
January 21, 2026



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** December 24, 2025

**SUBJECT:** **Ordinance No. 3498-2026** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Supplemental Funding for Election Costs in Excess of Budgeted Amounts for the Purpose of Conducting a Special Election.

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The City Council provided direction to schedule a Special Election to allow the qualified voters of the City to amend Kenai Municipal Charter Section 10-1, Annual Election - Times. The proposed amendment would move the City's annual election from October to November, aligning it with the Kenai Peninsula Borough and State of Alaska elections.

The estimated cost of conducting the Special Election is approximately \$21,000, which includes ballots, election staffing, equipment, printing and administrative expenses.

Appropriating sufficient funds to ensure the special Election is conducted efficiently, accurately and in compliance with State and City law is recommended.



Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3499-2026**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS BY \$6,500 IN THE GENERAL FUND FOR EXPENDITURES WHICH COULD INFLUENCE THE OUTCOME OF THE CITY OF KENAI BALLOT PROPOSITION NO. 2026-A AT THE APRIL 14, 2026 SPECIAL ELECTION.

WHEREAS, at the October 7, 2025 Municipal Election, Borough Voters approved Kenai Peninsula Borough (KPB) Citizens Initiative Proposition No. 5; and,

WHEREAS, KPB Proposition No. 5 moved the Borough Regular Election Date from October to November to coincide with State and Federal Elections; and,

WHEREAS, although Proposition No. 5 did not alter the City of Kenai's election schedule, it was supported by 66.5% of the City voters who participated in the Borough election; and,

WHEREAS, the City Council has determined that a Special Election is necessary to allow the qualified voters to consider Proposition No. 2026-A, amending Charter Section 10-1 Annual Election - times; and,

WHEREAS, if approved by the voters, the City of Kenai annual election would be held on the same date as the Kenai Peninsula Borough and State of Alaska annual elections; and,

WHEREAS, mailers will be sent to all registered voters of the City for the purpose of noticing the Special Election and provide information regarding Proposition No. 2026-A, which will include information that may influence the outcome of the election; and,

WHEREAS, Alaska Statutes 15.13.145 allows for municipalities to utilize fund to influence the outcome of election concerning ballot propositions or questions, only if the funds have been specifically appropriated for that purpose by a state law or municipal ordinance; and,

WHEREAS, in order to inform the voters of the effects of Proposition No. 2026-A, the City Council must specifically appropriate funds for that purpose.

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

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

Increase Estimated Revenues

    Increase Estimated Revenues

|                               |          |
|-------------------------------|----------|
| Appropriation of Fund Balance | \$ 6,500 |
|-------------------------------|----------|

    Increase Appropriations - City Clerk

|                       |          |
|-----------------------|----------|
| Professional Services | \$ 6,500 |
|-----------------------|----------|

**Section 2.** Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder

of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

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

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

---

Henry H. Knackstedt, Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk

Approved by Finance:



|             |                  |
|-------------|------------------|
| Introduced: | January 7, 2026  |
| Enacted:    | January 21, 2026 |
| Effective:  | January 21, 2026 |



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** December 24, 2025

**SUBJECT:** **Ordinance No. 3499-2026** - Increasing Estimated Revenues and Appropriations by \$6,500 in the General Fund for Expenditures Which Could Influence the Outcome of the City of Kenai Ballot Proposition No. 2026-A at the April 14, 2026 Special Election.

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At the October 7, 2025 Municipal Election, Kenai Peninsula Voters approved Citizen Initiative Proposition No. 5, moving the Borough's regular election date from October to November to coincide with State and Federal Elections. Although the initiative did not change the City of Kenai's election schedule, it was supported by 66.5 percent of the City Voters participating in the Borough election.

The City council has determined that a Special Election is necessary to allow voters to consider Proposition No. 2026-A, which would amend Charter Section 10-1, Annual Election Times. If approved the City's annual election would be held on the same date as the Borough and State elections.

Informational mailers will be sent to all registered City voters to notice the Special Election and to explain the effects of Proposition No. 2026-A. Alaska Statutes 15.13.145 requires that public fund used to provide information that may influence the outcome of an election, must specifically be appropriated for that purpose.



Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2026-02**

A RESOLUTION ADOPTING THE CITY'S CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2027-2031.

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WHEREAS, City Council held a Joint Work Session on January 7, 2026 where the draft Capital Improvement Plan was reviewed and discussed; and,

WHEREAS, the Capital Improvement Plan included with this Resolution is inclusive of the comments and discussion from the Joint Work Session; and,

WHEREAS, the Airport Commission, Planning & Zoning Commission, Parks & Recreation Commission, Beautification Commission and Council on Aging Commission have expressed their support of the Plan to Council; and,

WHEREAS, the Administration supports and recommends adoption of the plan; and,

WHEREAS, adoption of this plan is in the best interest of the City; and,

WHEREAS, the Capital Improvement Plan is adjusted annually to meet the ongoing needs of the City.

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

**Section 1.** Council adopts the City of Kenai Capital Improvement Plan for Fiscal Years 2027-2031.

**Section 2.** Council authorizes the Administration to pursue grant opportunities in support of the Capital Improvement Plan and to submit projects through CAPSIS, the Legislative Finance Capital Project Submission and Information System.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY 2026.

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Henry H. Knackstedt, Mayor

ATTEST:

---

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

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

**DATE:** January 12, 2026

**SUBJECT:** **Resolution No. 2026-02** - Adopting the City's Capital Improvement Plan for Fiscal Years 2027-2031.

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This memo requests adoption of the Fiscal Year 2027-2031 Capital Improvement Plan. The Plan is a collective effort with input received from staff, commissions, committees, and the community. Projects were provided by Department Heads, brought forth for discussion at the City's various commission and committee meetings and reviewed at the City Council Joint Work Session on January 7, 2026.

No modifications have been made to the plan presented. We are working on developing a scope of work and cost estimate for improvements to the audio system in the Council Chambers that is expected to be in the FY2027 budget.

Thank you to all the staff, Council members and Committee members that participated in the development of this document.



# Capital Improvement Plan



## FISCAL YEARS 2027 – 2031

**CITY OF KENAI**  
**CITY HALL**  
210 FIDALGO AVENUE  
KENAI, AK 99611

**TERRY EUBANK**  
**CITY MANAGER**  
TEUBANK@KENAI.CITY  
907-283-8223

**LEE FREY**  
**PUBLIC WORKS DIRECTOR**  
LFREY@KENAI.CITY  
907-283-8236

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PERSONAL USE FISHERY FUND

APPENDIX A – CAPITAL PROJECT SCHEDULE

(INCLUDES PREVIOUSLY FUNDED PROJECTS AND FY27 PROPOSED PROJECTS)

# INTRODUCTION

The Public Works Department develops the City of Kenai's Five-Year Capital Improvement Plan (CIP) in coordination with other City departments, Administration, Boards, Commissions, and the City Council for the purpose of long-range capital improvement planning and budgeting. A capital improvement project is typically a one-time expenditure in excess of \$35,000 that has a useful life exceeding one year or is a major project for long-range planning or development. Projects included in the plan are generally current needs or anticipated future needs for items nearing the end of their useful life.

The CIP is divided into six parts based on the City Fund from which the project would be funded. These include the Airport Fund, General Fund, Water & Sewer Fund, Senior Citizens Fund, Congregate Housing Enterprise Fund, and Personal Use Fishery Fund. Projects are not listed in priority order for each Fund by fiscal year. Active projects funded in prior years are not included in the plan unless additional capital funding is needed to fund another phase of the project.

Projects identified in the CIP are included for planning purposes and to recognize a need. Not all projects receive the necessary funding to accomplish them in a projected year, which is why the list is updated annually. Many projects are dependent on non-City funding sources, which the City can expect to seek but are not guaranteed to receive. The availability of outside funds can vary with local, state, and federal economies. The list may change significantly from year to year as needs, priorities, local funding, and availability of outside funding changes.

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# AIRPORT FUND

## FY2027

| No | Project Name                                  | Total Project Cost | Grant Funding | City Funding        |
|----|---|--------------------|---------------|---------------------|
| 1  | Rehabilitate TW A/B/C/D/E/K/L/M - Design      | \$380,100          |               | \$380,100<br>Note 1 |
| 2  | Perimeter and Security Fenceline Improvements | \$2,000,000        | \$2,000,000   | Note 2              |
|    | Totals  | \$2,380,100        | \$2,000,000   | \$380,100           |

## FY2028

| No | Project Name   | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 3  | Rehabilitate TW A/B/C/D/E/K/L/M - Construction             | \$19,572,000       | \$19,572,000  |              |
| 4  | Float Basin TW Sierra w/Access Control & Lighting – Design | \$642,900          |               | \$642,900    |
| 5  | Runway Marking   | \$500,000          | \$468,750     | \$31,250     |
| 6  | Airport Broom Replacement                                  | \$1,000,000        | \$937,500     | \$62,500     |
| 7  | Terminal Road and Parking Lot Improvements – Design        | \$200,000          |               | \$200,000    |
|    | Totals   | \$21,914,900       | \$20,978,250  | \$936,650    |

## FY2029

| No | Project Name   | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 8  | Float Basin TW Sierra w/Access Control & Lighting – Construction | \$9,644,100        | \$9,644,100   |              |
| 9  | Airport Apron & Willow St Extension - Design                     | \$465,500          |               | \$465,500    |
| 10 | ARFF Building Roof Replacement – Design                          | \$100,000          |               | \$100,000    |
| 11 | Terminal Road and Parking Lot Improvements – Construction        | \$1,800,000        | \$600,000     | \$1,200,000  |
|    | Totals   | \$12,009,600       | \$10,244,100  | \$1,765,500  |

## FY2030

| No | Project Name                                       | Total Project Cost  | Grant Funding      | City Funding       |
|----|--|---------------------|--------------------|--------------------|
| 12 | Airport Apron & Willow St Extension - Construction | \$6,982,500         | \$6,982,500        |                    |
| 13 | Rehabilitate TW F/J & GA Apron - Design            | \$1,595,600         |                    | \$1,595,600        |
| 14 | Rehabilitate TW G/H/J & City Apron - Design        | \$369,400           |                    | \$369,400          |
| 15 | Runway Marking                                     | \$500,000           | \$468,750          | \$31,250           |
| 16 | ARFF Building Roof Replacement – Construction      | \$900,000           | \$500,000          | \$400,000          |
| 17 | Acquire ARFF Vehicle                               | \$1,425,000         | \$1,425,000        | Note 3             |
|    | <b>Totals</b>                                      | <b>\$11,772,500</b> | <b>\$9,376,250</b> | <b>\$2,396,250</b> |

## FY2031

| No | Project Name                                      | Total Project Cost  | Grant Funding       | City Funding |
|----|---|---------------------|---------------------|--------------|
| 18 | Rehabilitate TW F/J & GA Apron – Construction     | \$23,933,300        | \$23,933,300        |              |
| 19 | Rehabilitate TW G/H/J & City Apron - Construction | \$5,541,100         | \$5,541,100         |              |
|    | <b>Totals</b>                                     | <b>\$29,474,400</b> | <b>\$29,474,400</b> |              |

|  |                                  | Total Project Cost | Grant Funding | City Funding |
|--|----------------------------------|--------------------|---------------|--------------|
|  | Airport FY2027-2031 Grand Totals | \$77,551,500       | \$72,073,000  | \$5,478,500  |

Note 1: \$650,000 in City Funding has already been appropriated to this project and the \$380,100 is the expected remaining matching funds required.

Note 2: \$247,500 in City Funding has already been appropriated to this project for matching funds.

Note 3: \$62,500 in City Funding has already been appropriated to this project for matching funds.

# AIRPORT FUND PROJECTS

## REHAB TW A/B/C/D/E/K/L/M

Department: Airport

Total Project Cost: \$20,602,100

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation Administration

Operating Budget Impact: Increase



| YEAR: | 2027      | 2028         | 2029 | 2030 | 2031 |
|-------|-----------|--------------|------|------|------|
| COST: | \$380,100 | \$19,572,000 |      |      |      |

Details: This project will rehabilitate runway taxiways A, B, C, D, E, K, L, and M to current standards. The work will involve milling the existing taxiways and placing new asphalt surfaces, markings, and lighting. Design funds of \$650,000 were forward funded already for this project. This appropriation would be remaining match needed for construction.

## PERIMETER FENCE LINE IMPROVEMENTS

Department: Airport

Total Project Cost: \$2,000,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation Administration

Operating Budget Impact: None



| YEAR: | 2027        | 2028 | 2029 | 2030 | 2031 |
|-------|-------------|------|------|------|------|
| COST: | \$2,000,000 |      |      |      |      |

Details: This project will remove and replace existing chain link fencing around the airport's perimeter to prevent wildlife from accessing the airfield. Local funding has already been appropriated for this project and design work is ongoing.

## FLOAT BASIN TW SIERRA W/ACCESS CONTROL & LIGHTING

Department: Airport  
 Total Project Cost: \$10,287,000  
 Project Phased: No  
 Project Type: Infrastructure / Technology  
 Funding Source(s): Grant / Airport Fund  
 Potential Grant Identified: Federal Aviation Administration  
 Operating Budget Impact: Increase



| YEAR: | 2027 | 2028      | 2029        | 2030 | 2031 |
|-------|------|-----------|-------------|------|------|
| COST: |      | \$642,900 | \$9,644,100 |      |      |

Details: The development of the Kenai Municipal Airport (ENA) Seaplane Base (SPB) is critical to the growth of the airport. The SPB is fundamental to de-conflicting General Aviation (GA) operations and Commercial Aircraft Operations. It allows for the continued development of GA to the west and frees up prime commercial aviation property on the east side of the airport and South Airpark. The project will establish the foundation for the continued growth of the SPB by appropriately connecting the SPB to the main runway and making several plots available for hangar, tie-down, and other GA services development.

## RUNWAY MARKING

Department: Airport  
 Total Project Cost: \$1,000,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): Grant / Airport Fund  
 Potential Grant Identified: Federal Aviation Administration  
 Operating Budget Impact: None



| YEAR: | 2027 | 2028      | 2029 | 2030      | 2031 |
|-------|------|-----------|------|-----------|------|
| COST: |      | \$500,000 |      | \$500,000 |      |

Details: Project would redo paint markings at the airport every two years for the runway and associated markings.

## AIRPORT BROOM REPLACEMENT

Department: Airport

Total Project Cost: \$1,000,000

Project Phased: No

Project Type: Equipment Replacement

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation

Administration

Operating Budget Impact: None



| YEAR: | 2027 | 2028        | 2029 | 2030 | 2031 |
|-------|------|-------------|------|------|------|
| COST: |      | \$1,000,000 |      |      |      |

Details: Replacement of an Airport Broom used for clearing operations at the airport.

## TERMINAL ROAD AND PARKING LOT IMPROVEMENTS

Department: Airport

Total Project Cost: \$2,000,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation

Administration

Operating Budget Impact: None



| YEAR: | 2027 | 2028      | 2029        | 2030 | 2031 |
|-------|------|-----------|-------------|------|------|
| COST: |      | \$200,000 | \$1,800,000 |      |      |

Details: This project will rehabilitate the primary airport terminal access road and provide for parking lot expansion to the south. Parking lot lighting will be included with this work within the affected areas.

## EA / DESIGN / CONSTRUCTION APRON & WILLOW ST. EXTENSION

Department: Airport

Total Project Cost: \$7,448,000

Project Phased: No

Project Type: Land Improvement / Infrastructure

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation Administration

Operating Budget Impact: Increase



| YEAR: | 2027 | 2028 | 2029      | 2030        | 2031 |
|-------|------|------|-----------|-------------|------|
| COST: |      |      | \$465,500 | \$6,982,500 |      |

Details: This project would extend the apron taxiway 600 feet for lease lots and N. Willow St. extension (road and utilities) and provide for lease lot development (five acres).

## ARFF BUILDING ROOF REPLACEMENT

Department: Airport

Total Project Cost: \$1,000,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation Administration

Operating Budget Impact: None



| YEAR: | 2027 | 2028 | 2029      | 2030      | 2031 |
|-------|------|------|-----------|-----------|------|
| COST: |      |      | \$100,000 | \$900,000 |      |

Details: The Kenai Municipal Airport's Aircraft Rescue Fire Fighting Operations Facility at 515 N. Willow St. finished construction in 2001. The facility's EPDM roof system, encompassing approximately 19,637 square feet, will be reaching the end of its intended useful life. This project will provide design documents for a complete roof replacement. Design documents will be prepared in FY2028, and construction is scheduled to take place in FY2029.

## REHABILITATE TW F/J & GA APRON

Department: Airport  
 Total Project Cost: \$25,528,900  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): Grant / Airport Fund  
 Potential Grant Identified: Federal Aviation Administration  
 Operating Budget Impact: None



| YEAR: | 2027 | 2028 | 2029 | 2030        | 2031         |
|-------|------|------|------|-------------|--------------|
| COST: |      |      |      | \$1,595,600 | \$23,933,300 |

Details: These sections of asphalt are anticipated to need replacement by the year 2030. The Edges and lighting of these areas are nearing the end of their useful life and are expected to be replaced as part of this project.

## REHABILITATE TAXIWAYS G/H/J AND CITY APRON

Department: Airport  
 Total Project Cost: \$5,910,500  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): Grant / Airport Fund  
 Potential Grant Identified: Federal Aviation Administration  
 Operating Budget Impact: None



| YEAR: | 2027 | 2028 | 2029 | 2030      | 2031        |
|-------|------|------|------|-----------|-------------|
| COST: |      |      |      | \$369,400 | \$5,541,100 |

Details: These sections of asphalt are anticipated to need replacement by the year 2030. Taxiway J and the City Apron are already in poor condition. The Edges and lighting of these areas are nearing the end of their useful life and are expected to be replaced as part of this project.

## ACQUIRE ARFF VEHICLE

Department: Airport  
 Total Project Cost: \$1,425,000

Project Phased: No

Project Type: Equipment

Funding Source(s): Grant / Airport Fund

Potential Grant Identified: Federal Aviation Admin

Operating Budget Impact: Minimal or No Impact



| YEAR: | 2027 | 2028 | 2029 | 2030        | 2031 |
|-------|------|------|------|-------------|------|
| COST: |      |      |      | \$1,425,000 |      |

Details: This project will replace an existing 1992 model year Oshkosh TA1500 unit to allow for continued efficient airfield operations and safety standards. The unit will be purchased through the State of Alaska AIP Fleet purchasing contract.

Blank

# GENERAL FUND

## FY2027

| No | Project Name                                   | Total Project Cost | Grant/Bond Funding | City Funding |
|----|--|--------------------|--------------------|--------------|
| 1  | Willow and Airport Way Repaving - Construction | \$1,200,000        |                    | \$1,200,000  |
| 2  | Comprehensive Plan                             | \$250,000          | \$50,000           | \$200,000    |
| 3  | Old Town Playground Replacement – Design       | \$100,000          |                    | \$100,000    |
| 4  | Rec Center Locker Room Refurbishment           | \$120,000          |                    | \$120,000    |
| 5  | Gravel Road Improvements                       | \$100,000          |                    | \$100,000    |
| 6  | Street Light Decorations Replacement           | \$50,000           |                    | \$50,000     |
| 7  | Senior Center Door Project                     | \$60,000           |                    | \$60,000     |
|    | Totals   | \$1,880,000        | \$50,000           | \$1,830,000  |

## FY2028

| No | Project Name                                      | Total Project Cost | Grant/Bond Funding | City Funding |
|----|---|--------------------|--------------------|--------------|
| 8  | Public Safety Building Replacement/Renovations    | \$35,000,000       | \$35,000,000       | Note 1       |
| 9  | Lawton, Tinker and Swires Repaving - Design       | \$250,000          |                    | \$250,000    |
| 10 | Old Town Playground Replacement - Construction    | \$800,000          |                    | \$800,000    |
| 11 | City Hall Improvements – Construction             | \$800,000          |                    | \$800,000    |
| 12 | Relocation of Parks & Rec to Daubenspeck – Design | \$150,000          |                    | \$150,000    |
| 13 | Multipurpose Facility Roof Replacement – Design   | \$75,000           |                    | \$75,000     |
| 14 | Stormwater Improvements                           | \$500,000          | \$400,000          | \$100,000    |
| 15 | Senior Center Landscaping Project Phase I         | \$40,000           |                    | \$40,000     |
|    | Totals  | \$37,615,000       | \$35,400,000       | \$2,215,000  |

## FY2029

| No | Project Name  | Total Project Cost | Grant/Bond Funding | City Funding |
|----|---|--------------------|--------------------|--------------|
| 16 | Lawton, Tinker and Swires Repaving - Construction       | \$1,900,000        |                    | \$1,900,000  |
| 17 | South Spruce Repaving - Design                          | \$60,000           |                    | \$60,000     |
| 18 | Senior Housing Feasibility Study                        | \$300,000          |                    | \$300,000    |
| 19 | Relocation of Parks & Rec to Daubenspeck – Construction | \$3,000,000        | \$2,400,000        | \$600,000    |
| 20 | Multipurpose Facility Roof – Construction               | \$850,000          | \$750,000          | \$100,000    |
| 21 | Senior Center Landscaping Project Phase II              | \$35,000           |                    | \$35,000     |
|    | Totals  | \$6,145,000        | \$3,150,000        | \$2,995,000  |

## FY2030

| No | Project Name                         | Total Project Cost | Grant/Bond Funding | City Funding |
|----|--------------------------------------|--------------------|--------------------|--------------|
| 22 | South Spruce Repaving - Construction | \$500,000          |                    | \$500,000    |
| 23 | Frontage Street Repaving - Design    | \$120,000          |                    | \$120,000    |
|    | Totals                               | \$620,000          |                    | \$620,000    |

## FY2031

| No | Project Name   | Total Project Cost | Grant/Bond Funding | City Funding |
|----|--|--------------------|--------------------|--------------|
| 24 | Frontage Street Repaving - Construction                | \$1,000,000        |                    | \$1,000,000  |
| 25 | First Avenue and Main Street Repaving - Design         | \$70,000           |                    | \$70,000     |
| 26 | Multipurpose Facility Refrigeration System Replacement | \$5,300,000        | \$4,240,000        | \$1,060,000  |
| 27 | Senior Center Roof Replacement Design                  | \$100,000          |                    | \$100,000    |
|    | Totals   | \$6,470,000        | \$4,240,000        | \$2,230,000  |

|  |                                       | Total Project Cost | Grant/Bond Funding | City Funding |
|--|---------------------------------------|--------------------|--------------------|--------------|
|  | General Fund FY2027-2031 Grand Totals | \$52,730,000       | \$42,840,000       | \$9,890,000  |

Note 1: City will evaluate grant opportunities and bonding to fund this project.

# GENERAL FUND PROJECTS

## WILLOW AND AIRPORT WAY REPAVING - CONSTRUCTION

Department: Public Works  
 Total Project Cost: \$1,200,000  
 Project Phased: No  
 Project Type: Infrastructure  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027        | 2028 | 2029 | 2030 | 2031 |
|-------|-------------|------|------|------|------|
| COST: | \$1,200,000 |      |      |      |      |

Details: Previously appropriated funds will be used for design in summer of 2026. Project will be designed and bid for construction in 2027. Seams in asphalt panels are unraveling and deteriorating beyond repair. Project will repave Airport Way and Willow Street from the Kenai Spur Highway to Granite Point Street.

## COMPREHENSIVE PLAN

Department: Planning and Zoning  
 Total Project Cost: \$250,000  
 Project Phased: No  
 Project Type: Planning  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: None



| YEAR: | 2027      | 2028 | 2029 | 2030 | 2031 |
|-------|-----------|------|------|------|------|
| COST: | \$250,000 |      |      |      |      |

Details: The Kenai 2050 Comprehensive Plan will be a long-range planning tool and the foundational policy document that guides decisions on land use, transportation, housing, economic development, and public facilities. This project will involve a comprehensive update of the existing plan to reflect current community values and preferences, address new challenges, and ensure compliance with federal and state planning laws. The final plan will be a strategic roadmap for achieving a shared community vision for the next two decades.

## OLD TOWN PLAYGROUND RECONSTRUCTION

Department: Parks and Recreation  
 Total Project Cost: \$900,000  
 Project Phased: Yes  
 Project Type: Parks & Recreation  
 Funding Source(s): Grant / General Fund  
 Potential Grant Identified: State Capital Project Submission and Federal Grants to Be Identified  
 Operating Budget Impact: No Effect



| YEAR: | 2027      | 2028      | 2029 | 2030 | 2031 |
|-------|-----------|-----------|------|------|------|
| COST: | \$100,000 | \$800,000 |      |      |      |

Details: This project will replace aging equipment at the park on Peninsula Avenue, adjacent to the Fine Arts Center in Old Town, a popular destination for visitors and locals. Located near the Visitor's Center and several large housing complexes, the park serves as a key recreational space for families and children. Design phase in FY27 will review necessary amenities for the park with the goal of reducing construction costs and lowering future capital requests.

## REC CENTER LOCKER ROOM REFURBISHMENT

Department: Parks & Recreation  
 Total Project Cost: \$120,000  
 Project Phased: No  
 Project Type: Building Improvement  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: No Effect



| YEAR: | 2027      | 2028 | 2029 | 2030 | 2031 |
|-------|-----------|------|------|------|------|
| COST: | \$120,000 |      |      |      |      |

Details: Refurbishment of tile, plumbing fixtures and furnishings in the Rec Center locker rooms.

## GRAVEL ROADWAY IMPROVEMENTS

Department: Public Works  
 Total Project Cost: \$100,000  
 Project Phased: No  
 Project Type: Infrastructure  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease

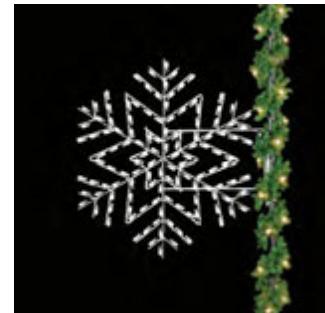


| YEAR: | 2027      | 2028 | 2029 | 2030 | 2031 |
|-------|-----------|------|------|------|------|
| COST: | \$100,000 |      |      |      |      |

Details: Funding will be used to cap gravel roads in the City to improve the driving surface and improve drainage. Street Assessment noted that gravel roads are in good condition. Funding would be used by Streets staff to purchase gravel and rent equipment as needed to assist with installation.

## STREET LIGHT DECORATIONS REPLACEMENT

Department: Public Works  
 Total Project Cost: \$50,000  
 Project Phased: No  
 Project Type: Beautification  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: None



| YEAR: | 2027     | 2028 | 2029 | 2030 | 2031 |
|-------|----------|------|------|------|------|
| COST: | \$50,000 |      |      |      |      |

Details: Project will replace decorations that are mounted to the street lights along the Kenai Spur Highway. Many decorations have been damaged and are in need of replacement.

## SENIOR CENTER DOOR PROJECT

Department: Senior Center  
 Total Project Cost: \$60,000  
 Project Phased: No  
 Project Type: Building Improvement  
 Funding Source(s): Senior Citizens Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: No Effect



| YEAR: | 2027     | 2028 | 2029 | 2030 | 2031 |
|-------|----------|------|------|------|------|
| COST: | \$60,000 |      |      |      |      |

Details: This project remove and replace several doors in the Senior Center. Door replacements will remedy egress issues, replace deteriorated doors and improve wheelchair access through the facility.

## PUBLIC SAFETY BUILDING REPLACEMENT

Department: Public Works  
 Total Project Cost: \$35,000,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): State Grants / General Fund / Bond  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028         | 2029 | 2030 | 2031 |
|-------|------|--------------|------|------|------|
| COST: |      | \$35,000,000 |      |      |      |

Details: Assessment has determined that Kenai Police and Fire are in need of new facilities or significant renovations to their existing building. Further review is ongoing to determine a path towards updated facilities for these departments. It is expected that grants will be applied for and a bond proposition may proceed to fund project in the future.

## LAWTON, TINKER AND SWIRES REPAVING

Department: Public Works

Total Project Cost: \$2,150,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028      | 2029        | 2030 | 2031 |
|-------|------|-----------|-------------|------|------|
| COST: |      | \$250,000 | \$1,900,000 |      |      |

Details: Project will repave Lawton Drive from Walker Lane to Tinker Lane, repave Tinker Lane from Lawton Drive to Kaknu Way and repave Swires Road from the Kenai Spur Highway to the start of Mountain View Elementary.

## CITY HALL IMPROVEMENTS - CONSTRUCTION

Department: Public Works

Total Project Cost: \$800,000

Project Phased: Yes

Project Type: Building Improvement

Funding Source(s): Grant / General Fund

Potential Grant Identified: State Capital

Project Submission and Federal Grants to be Identified

Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028      | 2029 | 2030 | 2031 |
|-------|------|-----------|------|------|------|
| COST: |      | \$800,000 |      |      |      |

Details: This project will replace the 40+ year-old exterior doors, windows. Make ADA improvements to the front entrance, elevator and exterior siding.

## RELOCATION OF PARKS & REC TO DAUBENSPECK

Department: Parks and Recreation  
 Total Project Cost: \$3,150,000  
 Project Phased: Yes  
 Project Type: Building  
 Funding Source(s): Grant / General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Increase



| YEAR: | 2027 | 2028      | 2029        | 2030 | 2031 |
|-------|------|-----------|-------------|------|------|
| COST: |      | \$150,000 | \$3,000,000 |      |      |

Details: This project will relocate Park & Rec facilities from their current location at 332 Airport Way to 550 Daubenspeck where the Streets, Shop, and Building Maintenance division currently resides. A new building including garage and office space shall be provided.

## MULTIPURPOSE FACILITY ROOF

Department: Public Works  
 Total Project Cost: \$925,000  
 Project Phased: No  
 Project Type: Building Maintenance  
 Funding Source(s): General  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028     | 2029      | 2030 | 2031 |
|-------|------|----------|-----------|------|------|
| COST: |      | \$75,000 | \$850,000 |      |      |

Details: The Multipurpose facility was constructed in 1999. This project will replace the roof at the expected end of life.

## STORMWATER IMPROVEMENTS

Department: Public Works  
 Total Project Cost: \$500,000  
 Project Phased: No  
 Project Type: Infrastructure  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028      | 2029 | 2030 | 2031 |
|-------|------|-----------|------|------|------|
| COST: |      | \$500,000 |      |      |      |

Details: This project will allow Public Works to continue addressing stormwater runoff, culvert, and catch basin issues as they deteriorate throughout the City. Focus will be on flooding issues in Inlet Woods Subdivision.

## SENIOR CENTER LANDSCAPING

Department: Senior Center  
 Total Project Cost: \$75,000  
 Project Phased: Yes  
 Project Type: Land Improvement  
 Funding Source(s): Senior Citizens Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028     | 2029     | 2030 | 2031 |
|-------|------|----------|----------|------|------|
| COST: |      | \$40,000 | \$35,000 |      |      |

Details: This project would landscape the south lawn of the Senior Center to level the area, replant grass and trees, and construct walkways for easy and safe maneuvering. This would improve lost access to the perimeter of the building, yard, and bluff areas for private rentals and the public, including wheelchair access. The project has been pushed back until the bluff erosion has stabilized.

## SOUTH SPRUCE REPAVING

Department: Public Works

Total Project Cost: \$560,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028 | 2029     | 2030      | 2031 |
|-------|------|------|----------|-----------|------|
| COST: |      |      | \$60,000 | \$500,000 |      |

Details: Project will repave South Spruce Street from the Kenai Spur Highway to it's termination at the beach.

## SENIOR HOUSING FEASIBILITY STUDY

Department: Public Works

Total Project Cost: \$300,000

Project Phased: No

Project Type: Planning

Funding Source(s): General Fund

Potential Grant Identified: None

Operating Budget Impact: None



| YEAR: | 2027 | 2028 | 2029      | 2030 | 2031 |
|-------|------|------|-----------|------|------|
| COST: |      |      | \$300,000 |      |      |

Details: Feasibility Study to investigate the need for additional senior housing in our community and the costs associated with the City of Kenai constructing and operating additional senior housing.

## FRONTAGE ROAD REPAVING

Department: Public Works  
 Total Project Cost: \$1,120,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028 | 2029 | 2030      | 2031        |
|-------|------|------|------|-----------|-------------|
| COST: |      |      |      | \$120,000 | \$1,000,000 |

Details: Project will repave Frontage Road from Maint Street to Bridge Access Road. Project may include reduction in approaches onto the Kenai Spur Highway.

## FIRST AVENUE AND MAIN STREET REPAVING

Department: Public Works  
 Total Project Cost: \$70,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028 | 2029 | 2030 | 2031     |
|-------|------|------|------|------|----------|
| COST: |      |      |      |      | \$70,000 |

Details: Project will repave Main Street from the Kenai Spur Highway to Cook Drive and First Avenue from Main Street to Birch Street. Design funds in 2031. Construction would be FY2032.

## MULTIPURPOSE FACILITY REFRIGERATION SYSTEM REPLACEMENT

Department: Parks & Recreation  
 Total Project Cost: \$5,300,000  
 Project Phased: No  
 Project Type: Building Maintenance  
 Funding Source(s): Grant / General Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028 | 2029 | 2030 | 2031        |
|-------|------|------|------|------|-------------|
| COST: |      |      |      |      | \$5,300,000 |

Details: The refrigeration system for maintaining the ice rink during the winter is nearing the end of life. Assessment with several replacement options was completed. Cost is to design and replace existing system with a new carbon dioxide system to stop use of R-22 refrigerant. Improvements to the mechanical room and replacement of the dasher boards would also occur with this project.

## SENIOR CENTER ROOF REPLACEMENT DESIGN

Department: Senior Center  
 Total Project Cost: \$100,000  
 Project Phased: Yes  
 Project Type: Building Improvement  
 Funding Source(s): Senior Citizens Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028 | 2029 | 2030 | 2031      |
|-------|------|------|------|------|-----------|
| COST: |      |      |      |      | \$100,000 |

Details: The Senior Center roof is nearing 50 years old. Typical life span for a metal roof. Public Works will monitor the roof to determine if this project can be shifted further away as we get closer to the expected replacement timeline.

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# WATER & SEWER FUND

## FY2027

| No | Project Name  | Total Project Cost | Grant/Bond Funding | City Funding |
|----|---|--------------------|--------------------|--------------|
| 1  | Water Main Line Improvements                                | \$1,560,000        | \$1,400,000        | \$160,000    |
| 2  | Airport Reservoir Pump House and Tank Improvements – Design | \$250,000          |                    | \$250,000    |
| 3  | Utility Truck   | \$100,000          |                    | \$100,000    |
| 4  | WWTP Effluent Flow Monitoring/Auto Dosing                   | \$100,000          |                    | \$100,000    |
| 5  | Water Meter Equipment & Software                            | \$100,000          |                    | \$100,000    |
|    | Totals  | \$2,110,000        | \$1,400,000        | \$710,000    |

## FY2028

| No | Project Name  | Total Project Cost | Grant/Bond Funding | City Funding |
|----|---|--------------------|--------------------|--------------|
| 6  | Airport Reservoir Pump House and Tank Improvements - Construction | \$3,000,000        | \$2,400,000        | \$600,000    |
| 7  | WWTP Operations/Headworks Renovation - Design                     | \$400,000          |                    | \$400,000    |
| 8  | Disinfectant Generation Equipment – Construction                  | \$500,000          | \$400,000          | \$100,000    |
| 9  | Vac Truck Replacement   | \$600,000          |                    | \$600,000    |
|    | Totals  | \$4,500,000        | \$2,800,000        | \$1,700,000  |

## FY2029

| No | Project Name  | Total Project Cost    | Grant/Bond Funding | City Funding |
|----|---|-----------------------|--------------------|--------------|
| 10 | WWTP Operations/Headworks Renovation - Construction | \$8,000,000<br>Note 1 | \$7,000,000        | \$1,000,000  |
| 11 | Florida Ave Water Main – Design                     | \$60,000              |                    | \$60,000     |
| 12 | Broad Street Lift Station Generator                 | \$250,000             |                    | \$250,000    |
|    | Totals  | \$8,310,000           | \$7,000,000        | \$1,310,000  |

## FY2030

| No | Project Name                          | Total Project Cost | Grant/Bond Funding | City Funding |
|----|---------------------------------------|--------------------|--------------------|--------------|
| 13 | Florida Ave Water Main – Construction | \$400,000          |                    | \$400,000    |
|    | Totals                                | \$400,000          |                    | \$400,000    |

## FY2031

| No | Project Name  | Total Project Cost | Grant/Bond Funding | City Funding |
|----|---|--------------------|--------------------|--------------|
| 14 | Beaver Loop Water Main                              | \$3,500,000        | \$3,000,000        | \$500,000    |
| 15 | Evergreen St Water and Sewer Mains                  | \$1,250,000        | \$1,000,000        | \$250,000    |
| 16 | Kenai Spur - Spruce to Forest Water Main            | \$500,000          | \$400,000          | \$100,000    |
| 17 | Marathon and Willow Water and Sewer Main Extensions | \$1,100,000        | \$1,000,000        | \$100,000    |
|    | Totals  | \$6,350,000        | \$5,400,000        | \$950,000    |

|  |  | Total Project Cost | Grant/Bond Funding | City Funding |
|--|--|--------------------|--------------------|--------------|
|  | Water & Sewer Fund FY2027-2031 Grand Total | \$21,670,000       | \$16,600,000       | \$5,070,000  |

Note 1: City would complete design drawings for project prior to seeking grant funds and possible bond proposition to complete construction.

# WATER & SEWER PROJECTS

## WATER MAIN LINE IMPROVEMENTS

Department: Public Works – Water & Sewer

Total Project Cost: \$1,560,000

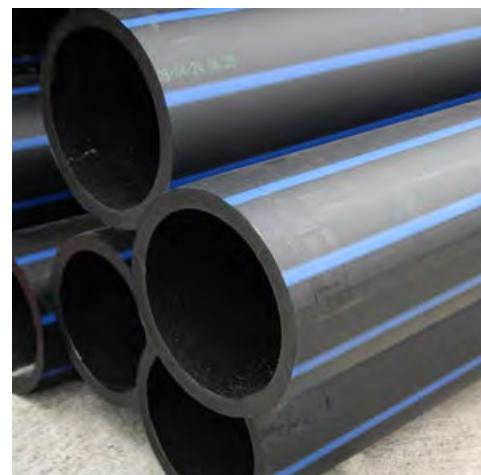
Project Phased: No

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: State Revolving Fund

Operating Budget Impact: No Effect



| YEAR: | 2027        | 2028 | 2029 | 2030 | 2031 |
|-------|-------------|------|------|------|------|
| COST: | \$1,560,000 |      |      |      |      |

Details: Funds will be used to improve and modify our water distribution system to improve water quality in various areas throughout the City. The main areas to be targeted include the installation of fire hydrants for improved flushing capability, water quality and fire coverage. Work would also include looping of water mains to reduce dead ends, poor water quality and water hammering issues. Project is currently shown as one large project with grant funding. If grant funding is unavailable, work would be phased over several years with smaller appropriations from Utility Fund to complete work.

## AIRPORT RESERVOIR PUMP HOUSE AND TANK IMPROVEMENTS

Department: Public Works – Water & Sewer

Total Project Cost: \$3,250,000

Project Phased: Yes

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund/Grant

Potential Grant Identified: State Revolving Fund

Operating Budget Impact: Decrease



| YEAR: | 2027      | 2028        | 2029 | 2030 | 2031 |
|-------|-----------|-------------|------|------|------|
| COST: | \$250,000 | \$3,000,000 |      |      |      |

Details: This project will provide equipment replacements at the Airport Reservoir Pump House. This site has a three-million-gallon storage tank that provides the majority of the City's water during daytime hours. This work will utilize the existing building but modify pumps and controls to increase reliability and operations with our water plant. Project would include replacement of existing insulation on the reservoir, modifications to the tank water lines and modifications to reservoir connection to the water distribution system.

## UTILITY TRUCK

Department: Public Works – Water & Sewer

Total Project Cost: \$100,000

Project Phased: No

Project Type: Equipment

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact: Decrease



| YEAR: | 2027      | 2028 | 2029 | 2030 | 2031 |
|-------|-----------|------|------|------|------|
| COST: | \$100,000 |      |      |      |      |

Details: Replacement of a truck for the Utility Department

## WASTEWATER TREATMENT PLANT EFFLUENT FLOW MONITORING / DOSING CONTROL

Department: Public Works – WWTP  
 Total Project Cost: \$100,000  
 Project Phased: No  
 Project Type: Process Control  
 Funding Source(s): Water & Sewer Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027      | 2028 | 2029 | 2030 | 2031 |
|-------|-----------|------|------|------|------|
| COST: | \$100,000 |      |      |      |      |

Details: This project will provide equipment to provide more accurate dosing of chemicals in the treatment of wastewater effluent, which will result in savings in sodium hypochlorite and sodium bisulfate. Chemical feed will vary based on the flow of effluent leaving the plant.

## WATER METER EQUIPMENT AND SOFTWARE

Department: Public Works – Water & Sewer  
 Total Project Cost: \$100,000  
 Project Phased: No  
 Project Type: Information Technology  
 Funding Source(s): Water & Sewer Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: Decrease



| YEAR: | 2027      | 2028 | 2029 | 2030 | 2031 |
|-------|-----------|------|------|------|------|
| COST: | \$100,000 |      |      |      |      |

Details: This project will standardize a software solution for reading meters for the department for commercial facilities. This project will significantly reduce staff time in reading meters.

## WWTP OPERATIONS/HEADWORKS RENOVATION

Department: Public Works – WWTP

Total Project Cost: \$8,400,000

Project Phased: Yes

Project Type: Building/Infrastructure Improvement

Funding Source(s): Water & Sewer Fund/Grant/Bond

Potential Grant Identified: State Revolving Fund

Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028      | 2029        | 2030 | 2031 |
|-------|------|-----------|-------------|------|------|
| COST: |      | \$400,000 | \$8,000,000 |      |      |

Details: This project will replace the primary operations building at the Waste Water Plant, initially constructed in 1974, with additions in 1982. The facility is on the shore of Cook Inlet and is subject to the constant presence of salt air. As a result, much of the facility doors, windows, siding, hardware, etc., have rusted beyond repair. Due to the extent of remodel work and other issues relating to the size of the facility, it has been determined that a new building is in the City's best interest. In addition, the headworks of the plant is within this building and replacing the influent manhole and screening system at the same time would be economical. Costs will be determined through preliminary design efforts before full design and seeking grant funds and possible bonding to complete project..

## DISINFECTANT GENERATION EQUIPMENT

Department: Public Works – Water & Sewer

Total Project Cost: \$500,000

Project Phased: No

Project Type: Equipment

Funding Source(s): Water & Sewer Fund / Grant

Potential Grant Identified: State Revolving Fund

Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028      | 2029 | 2030 | 2031 |
|-------|------|-----------|------|------|------|
| COST: |      | \$500,000 |      |      |      |

Details: This Project will allow the Public Works department to generate our own chlorine disinfectant for use at the water and wastewater plants. This project will result in long-term cost savings over purchasing liquid disinfectant.

## VAC TRUCK

Department: Public Works – Water & Sewer  
 Total Project Cost: \$600,000  
 Project Phased: No  
 Project Type: Equipment  
 Funding Source(s): Water & Sewer Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028      | 2029 | 2030 | 2031 |
|-------|------|-----------|------|------|------|
| COST: |      | \$600,000 |      |      |      |

Details: This project will provide for the replacement of the City's existing Vac Truck. This vehicle is an integral piece of equipment used regularly by the City. We have one, with no backup other than contracting out the services at a significant expense to the utility. The truck cleans and maintains wastewater lift stations and the overall sewer collection system. The truck is also capable of jetting clogged lines.

## FLORIDA AVE WATER MAIN

Department: Public Works – Water & Sewer  
 Total Project Cost: \$460,000  
 Project Phased: Yes  
 Project Type: Infrastructure  
 Funding Source(s): Water & Sewer Fund  
 Potential Grant Identified: None  
 Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028 | 2029     | 2030      | 2031 |
|-------|------|------|----------|-----------|------|
| COST: |      |      | \$60,000 | \$400,000 |      |

Details: Extend a new 12" water main connecting Fifth St. and Florida Ave and extending to First St. This project is intended to remedy issues with 4" water mains installed 50+ years ago as part of the old military base. With recent new construction in the area, the 4" mains are limited in terms of how many homes can be served. The 12" main would reduce existing bottlenecks in capacity. The total line extension is approximately 1600lf.

## BROAD STREET LIFT STATION GENERATOR

Department: Public Works – Water & Sewer

Total Project Cost: \$600,000

Project Phased: No

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund

Potential Grant Identified: None

Operating Budget Impact: Decrease



| YEAR: | 2027 | 2028 | 2029      | 2030 | 2031 |
|-------|------|------|-----------|------|------|
| COST: |      |      | \$250,000 |      |      |

Details: This project will provide backup power generation for the Broad Street lift station. This station is our highest priority during power outages as the high flows through it can cause fast backups.

## BEAVER LOOP WATER MAIN

Department: Public Works – Water & Sewer

Total Project Cost: \$3,500,000

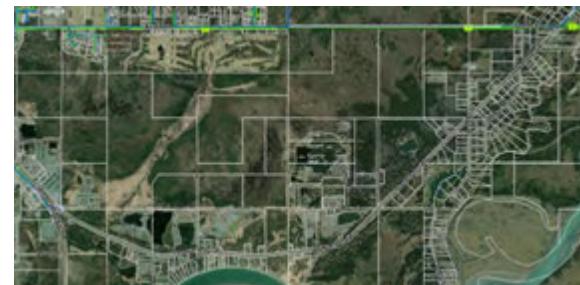
Project Phased: No

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund/Grant

Potential Grant Identified: State Revolving Fund

Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028 | 2029      | 2030        | 2031 |
|-------|------|------|-----------|-------------|------|
| COST: |      |      | \$100,000 | \$1,000,000 |      |

Details: This project will install a 14" water main down Beaver Loop Road to connect the main from Togiak Street to Bridge Access Road. This main would supply an additional pathway to flow water from the Water Treatment Plant through the City and greatly improve pressures in town. In addition, this project would supply potential water usage on Beaver Loop, add fire hydrants for fire fighting capabilities on Beaver Loop and increase water pressure and supply for fire fighting through the City. Adding this loop to the system would reduce existing supply bottlenecks as the water moves east to west through the City.

## **EVERGREEN STREET WATER AND SEWER MAINS**

Department: Public Works – Water & Sewer  
 Total Project Cost: \$1,250,000  
 Project Phased: No  
 Project Type: Process Technology  
 Funding Source(s): Water & Sewer Fund  
 Potential Grant Identified: State Revolving Fund / CDBG  
 Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028 | 2029 | 2030 | 2031        |
|-------|------|------|------|------|-------------|
| COST: |      |      |      |      | \$1,250,000 |

Details: Construction of water and sewer mains through this area would provide additional looping of water main and open adjacent lots for development with City infrastructure. Lift station is expected for the sewer system.

## **KENAI SPUR – SPRUCE TO FOREST WATER MAIN**

Department: Public Works - Water & Sewer  
 Total Project Cost: \$500,000  
 Project Phased: No  
 Project Type: Infrastructure  
 Funding Source(s): Water & Sewer Fund/Grant  
 Potential Grant Identified: State Revolving Fund  
 Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028 | 2029 | 2030 | 2031      |
|-------|------|------|------|------|-----------|
| COST: |      |      |      |      | \$500,000 |

Details: Construction of a 10" water main along the Kenai Spur Highway to provide another loop for water to cross the creek to the west side of town. This would increase flows and pressures to the west side of town.

## MARATHON AND WILLOW WATER AND SEWER MAIN EXTENSIONS

Department: Public Works - Water & Sewer

Total Project Cost: \$1,100,000

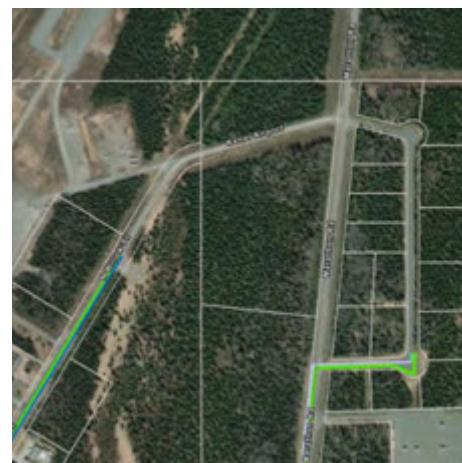
Project Phased: No

Project Type: Infrastructure

Funding Source(s): Water & Sewer Fund/Grant

Potential Grant Identified: State Revolving Fund

Operating Budget Impact: No Effect



| YEAR: | 2027 | 2028 | 2029 | 2030 | 2031        |
|-------|------|------|------|------|-------------|
| COST: |      |      |      |      | \$1,100,000 |

Details: Loop water main along right-of-way from Willow and Marathon to increase water quality and reduce water pressure and water hammer issues in this area. Extension of both utilities would enhance ability for future commercial development in this area.

Blank

# CONGREGATE HOUSING FUND

## FY2027

| No | Project Name                           | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 1  | Hallway Wall Refinishing               | \$50,000           |               | \$50,000     |
| 2  | Apartment Kitchen and Bathroom Remodel | \$50,000           |               | \$50,000     |
|    | Totals                                 | \$100,000          |               | \$100,000    |

## FY2028

| No | Project Name                           | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 3  | Apartment Kitchen and Bathroom Remodel | \$100,000          |               | \$100,000    |
|    | Totals                                 | \$100,000          |               | \$100,000    |

## FY2029

| No | Project Name                           | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 4  | Apartment Kitchen and Bathroom Remodel | \$100,000          |               | \$100,000    |
|    | Totals                                 | \$100,000          |               | \$100,000    |

## FY2030

| No | Project Name                           | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 5  | Apartment Kitchen and Bathroom Remodel | \$100,000          |               | \$100,000    |
|    | Totals                                 | \$100,000          |               | \$100,000    |

## FY2031

| No | Project Name                           | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
| 6  | Apartment Kitchen and Bathroom Remodel | \$100,000          |               | \$100,000    |
|    | Totals                                 | \$100,000          |               | \$100,000    |

| No | Project Name                                       | Total Project Cost | Grant Funding | City Funding |
|----|--|--------------------|---------------|--------------|
|    | Congregate Housing Fund FY2027-2031<br>Grand Total | \$500,000          |               |              |

# CONGREGATE HOUSING FUND PROJECTS

## HALLWAY WALL REFINISHING

Department: Senior Center

Total Project Cost: \$50,000

Project Phased: No

Project Type: Building Improvement

Funding Source(s): Congregate Housing Fund

Potential Grant Identified: None

Operating Budget Impact: No Effect



| YEAR: | 2027     | 2028 | 2029 | 2030 | 2031 |
|-------|----------|------|------|------|------|
| COST: | \$50,000 |      |      |      |      |

Details: This project would refinish hallways in Vintage Pointe. Wall paper is in poor condition and needs replaced and existing painting needs redone.

## APARTMENT KITCHEN AND BATHROOM REMODEL

Department: Senior Center

Total Project Cost: \$450,000

Project Phased: Yes

Project Type: Building Improvement

Funding Source(s): Congregate Housing Fund

Potential Grant Identified: None

Operating Budget Impact: No Effect



| YEAR: | 2027     | 2028      | 2029      | 2030      | 2031      |
|-------|----------|-----------|-----------|-----------|-----------|
| COST: | \$50,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 |

Details: This project remodels the kitchen and bathrooms in three to six apartments each year at Vintage Pointe. The project would replace original (1993) tile flooring, cabinetry, countertops, and fixtures in kitchens and bathrooms to bring apartments into compliance with the Americans with Disabilities Act. This project is not eligible for low-income housing grants.

Blank

# PERSONAL USE FISHERY FUND

## FY2027

| No | Project Name              | Total Project Cost | Grant Funding | City Funding |
|----|---------------------------|--------------------|---------------|--------------|
|    | Nothing Currently Planned |                    |               |              |
|    | Totals                    |                    |               |              |

## FY2028

| No | Project Name              | Total Project Cost | Grant Funding | City Funding |
|----|---------------------------|--------------------|---------------|--------------|
|    | Nothing Currently Planned |                    |               |              |
|    | Totals                    |                    |               |              |

## FY2029

| No | Project Name              | Total Project Cost | Grant Funding | City Funding |
|----|---------------------------|--------------------|---------------|--------------|
|    | Nothing Currently Planned |                    |               |              |
|    | Totals                    |                    |               |              |

## FY2030

| No | Project Name              | Total Project Cost | Grant Funding | City Funding |
|----|---------------------------|--------------------|---------------|--------------|
|    | Nothing Currently Planned |                    |               |              |
|    | Totals                    |                    |               |              |

## FY2031

| No | Project Name              | Total Project Cost | Grant Funding | City Funding |
|----|---------------------------|--------------------|---------------|--------------|
|    | Nothing Currently Planned |                    |               |              |
|    | Totals                    |                    |               |              |

|  |  | Total Project Cost | Grant Funding | City Funding |
|--|--|--------------------|---------------|--------------|
|  | Personal Use Fishery Fund FY2027-2031<br>Grand Total |                    |               |              |

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# APPENDIX A – CAPITAL PROJECT SCHEDULE

(INCLUDES PREVIOUSLY FUNDED PROJECTS AND FY27 PROPOSED PROJECTS)

| Project Cycle FY-2026-2027                       | Funding FY | FY-2026                                       |        |              |                                   |              |                         | FY-2027         |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
|--|------------|---|--------|--------------|-----------------------------------|--------------|-------------------------|-----------------|--------------|------|----------------|--------------------|------|------|------------------|------|--------------|------|------|--|--|--|--|--|--|
|  |            | J-26  | F-26   | M-26         | A-26                              | M-26         | J-26                    | J-26            | A-26         | S-26 | O-26           | N-26               | D-26 | J-27 | F-27             | M-27 | A-27         | M-27 | J-27 |  |  |  |  |  |  |
|  |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Projects   |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| <b>Airport Fund</b>                              |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| KMA Runway Rehabilitation                        | 2021       | Pre-Construction                              |        |              | Construction                      |              |                         |                 |              |      | Grant Closeout |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| KMA Airfield Marking, Crack Sealing, Sealcoat    | 2023       | Pre-Construction                              |        |              | Construction                      |              |                         | Grant Closeout  |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Airport Master Plan Phase 1 & 2                  | 2023       | Phase 2                                       |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Perimeter Fenceline Improvements                 | 2025       | Design  |        |              | ITB                               |              | Construction            |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Rehabilitate Taxiway                             | 2026       | Design  |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      | ITB  |  |  |  |  |  |  |
| Animal Control Building Roof Replacement         | 2026       | Design  |        | ITB          |                                   | Construction |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Flight Services RTU Replacement                  | 2026       | RFP   |        | Design       |                                   | ITB          |                         | Construction    |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| <b>General Fund</b>                              |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| <b>General Government</b>                        |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Bluff Stabilization Access Path                  | 2015       | 35% Design                                    |        |              |                                   |              |                         | Project On Hold |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Cemetery Expansion Phase 1                       | 2019       | RFP   | Design |              |                                   |              |                         |                 |              |      |                |                    | ITB  |      | Construction     |      |              |      |      |  |  |  |  |  |  |
| Cemetery Expansion Phase 2                       | 2022       |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Comprehensive Plan                               | 2027       |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      | Plan Development |      |              |      |      |  |  |  |  |  |  |
| <b>Public Safety</b>                             |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Repair Underground Water Tank                    | 2023       | On Hold for Public Safety Building Assessment |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Community Wildfire Protection Mitigation Phase 3 | 2024       | Construction - Phase 3                        |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Fire Department Flooring Replacement             | 2024       | On Hold for Public Safety Building Assessment |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Emergency Services Facility Assessment           | 2025       | Assessment                                    |        |              | Apply for Grants/Schematic Design |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| <b>Public Works</b>                              |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Bridge Access Pedestrian Path                    | 2020       | On Hold awaiting DOT Funding                  |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Wildwood Drive Rehabilitation                    | 2021       |   |        |              |                                   |              | Construction            |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| City Hall HVAC Repairs                           | 2021       | Design  |        |              | ITB                               |              | Construction            |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Inlet Woods Storm Drain Repairs                  | 2021       |   |        |              |                                   |              | Public Works Evaluation |                 |              | RFP  |                | Design             |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| City Hall Elevator                               | 2024       | On Hold to Design City Hall Improvements      |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Aliak Storm Water & Paving Repair Design         | 2024       | ITB   |        | Construction |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Street Lighting Improvements                     | 2025       | Assessment                                    |        | ITB          |                                   | Construction |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Streets Assessment                               | 2026       | Assessment                                    |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| GIS Mapping Improvements                         | 2026       |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      | Design           |      |              |      |      |  |  |  |  |  |  |
| Downtown Asphalt Crack Sealing                   | 2026       | ITB   |        | Construction |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Road Improvements and Repairs (Willow/Airport)   | 2026       |   |        |              |                                   |              | RFP                     |                 | Design       |      |                |                    |      |      | ITB              |      | Construction |      |      |  |  |  |  |  |  |
| Parking Lot Sealcoating and Repairs              | 2026       |   |        |              |                                   |              | ITB                     |                 | Construction |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| City Hall Improvements - Design                  | 2026       | Design  |        |              | Seek Grants / Future Budget       |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| <b>Parks, Recreation &amp; Cultural</b>          |            |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Slash Disposal Site                              | 2023       | Ongoing                                       |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Park Shelter Replacements                        | 2023       | Design  |        | ITB          |                                   | Construction |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| MPF Lighting and Exhaust Fans                    | 2024       | ITB   |        | Construction |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Tractor Replacement                              | 2026       | Procurement                                   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Parks & Recreation Master Plan                   | 2025       | Master Planning                               |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Rec Center Gym Improvements                      | 2026       | ITB   |        | Construction |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Tractor Replacement                              | 2026       | Procurement                                   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Old Town Playground Replacement Design           | 2027       |   |        |              |                                   |              | RFP                     |                 | Design       |      |                | Seek Grant Funding |      |      |                  |      |              |      |      |  |  |  |  |  |  |
| Rec Center Locker Room Refurbishment             | 2027       |   |        |              |                                   |              |                         |                 |              |      |                |                    |      |      | Construction     |      |              |      |      |  |  |  |  |  |  |





# KENAI

## CITY OF KENAI RESOLUTION NO. 2026-03

### A RESOLUTION ADOPTING GOALS TO GUIDE THE PREPARATION OF THE FISCAL YEAR 2027 ANNUAL BUDGET.

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WHEREAS, at the Fiscal Year 2027 Budgetary Goals Work Session on January 7, 2026 the Council discussed and accepted public comment on goals and objectives to guide the City's fiscal year 2027 budget development; and,

WHEREAS, the adoption of budget goals helps to ensure the budget is prepared in a manner which meets the needs and desires of the community and is consistent with the desires of the Council; and,

WHEREAS, the Council has discussed and collectively adopted the Broad Statement of Purpose and Goals for the preparation of the Fiscal Year 2027 City of Kenai Budget as provided below; and,

WHEREAS, the City Manager will utilize the adopted Broad Statement of Purpose and Goals to guide the creation of the City's Draft Budget which will be submitted to the Council for consideration and adoption.

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

**Section 1.** The Council adopts the following Fiscal Year 2026 Budget Goals and Broad Statement of Purpose:

#### **Broad Statement of Purpose**

The goal of the City is to prepare and adopt a fiscally responsible budget that meets the needs and priorities of the community it serves. A fiscally responsible budget ensures revenues, taxes, and fees are sufficient but not excessive to fund current operations and contribute to the long-term maintenance of City infrastructure used to provide services. Meeting the needs and priorities of the community means prioritizing essential services while being mindful that non-essential services such as parks, recreation, arts, library, and senior services have significant importance in creating a vibrant, well-balanced community in which individuals desire to live and businesses seek to locate. Council's adoption of these goals is intended to guide the Administration through its preparation of the City's FY2027 Annual Budget.

#### **Specific Goals**

1. Prepare a budget for consideration that meets the City's operational and long-term financial obligations. The proposed budget should prioritize sustainability and consider adjusting the City's current mill and sales tax rates only if necessary to ensure fiscal stability and compliance with the General Fund, Fund Balance Policy codified in KMC 7.25.
2. Complete a review of the City's salary schedule and pay plan to ensure compensation remains competitive with comparable public employers. The plan should support the City's ability to recruit and retain qualified employees while protecting essential services and infrastructure. Incorporate a salary increase not to exceed inflation, as measured by the 2025 Alaska Consumer Price Index, second half over second half, if necessary to maintain competitive compensation with other public employers.

3. Review the City's health, dental, and life insurance benefits to ensure long-term sustainability while maintaining the current level and quality of coverage. Benefits should remain comparable to those offered by other public employers, and employee cost-sharing should likewise be comparable. If analysis indicates an increase in the employee cost share is warranted, limit the increase to no more than 1% of the premium costs
4. Identify opportunities for cost savings and operational efficiencies, while maintaining service quality and effectiveness. Budget development shall be conducted through a transparent process that incorporates performance measures and a comprehensive review of past expenditures, future needs, and organizational priorities to support informed decision-making and responsible resource allocation.
5. Compile a list of capital projects, which are projects that cost \$35,000 or more, for Council consideration and adoption to ensure that the minimum investment in maintaining City infrastructure over time equals the depreciation, an accounting process by which the cost of an asset is spread over its useful life, recorded annually on City capital assets and infrastructure. The City's FY2025 depreciation by fund and function were:

|                    |                    |
|--------------------|--------------------|
| General Fund       | \$1,778,947        |
| Airport Fund       | 2,306,604          |
| Water & Sewer Fund | <u>993,260</u>     |
| Total All Funds    | <u>\$5,078,811</u> |

6. Adjust rates, charges, and fees across all funds in line with inflation, as measured by the Annual Alaska Consumer Price Index for All Urban Consumers. Any increase in the monthly rents at Vintage Pointe for existing tenants as of June 30, 2025, shall be capped at no more than \$50.00 per month.
7. Utilize the results of the 2025 Community Survey to inform budget development by identifying areas of high resident satisfaction to be maintained and priority service areas where targeted investments or adjustments may be warranted. Budget recommendations should reflect community priorities related to City services, economic development, quality of life, and long-term community well-being, while remaining consistent with the City's fiscal policies and overall financial capacity.
8. Project ending fund balance/retained earnings of at least 50% of the FY2026 budgeted expenditures net of any projected lapse for the Airport, Water & Sewer, Personal Use Fishery, and Congregate Housing Funds. Ensure any use of fund balance is for one-time or capital purchases and not for recurring expenditures/expenses so that the ending fund balance for each fund is not less than:

|                           |             |
|---------------------------|-------------|
| Airport Fund              | \$1,864,079 |
| Water & Sewer Fund        | 1,472,409   |
| Personal Use Fishery Fund | 277,698     |
| Congregate Housing Fund   | 283,209     |

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

---

Henry H. Knackstedt, Mayor

ATTEST:

---

Michelle M. Saner, MMC, City Clerk



## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Dave Swarner, Finance Director

**DATE:** January 21, 2026

**SUBJECT:** **Resolution 2025-03** - Adopting Goals to Guide the Preparation of the Fiscal Year 2027 Annual Budget.

---

Resolution 2026-03 will formally establish Council's goals for the City's FY2027 Budget. The adopted goals are intended to guide the City Manager in his preparation of the budget which is scheduled to be provided to Council in April for its consideration and adoption prior to the June 10<sup>th</sup> deadline established in KMC 7.25.010(g).

The establishment of goals by the City Council early in the budget process is considered a best practice, one the administration believes should be incorporated into the City's budget process, as it provides guidance to the City Manager in his compilation of his draft budget and it provides greater transparency to the process. Council's establishment of specific, measurable, attainable, relevant and time based (SMART) goals will increase the likelihood of a smooth and successful budget process in FY2027 and future years.

These goals were discussed and public testimony was heard at a work session held on January 7<sup>th</sup>. Your support for adoption is respectfully requested.



Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2026-04**

A RESOLUTION AUTHORIZING A BUDGET TRANSFER WITHIN THE KENAI RECREATION CENTER IMPROVEMENTS CAPITAL PROJECT FUND.

WHEREAS, the Kenai Recreation Center is a heavily used community facility that provides programs, recreation opportunities, and public events for residents and visitors; and,

WHEREAS, over the past several years, significant improvements have been completed at the Recreation Center, including floor refinishing, roof repairs, and other facility updates, enhancing the safety and functionality of the building; and,

WHEREAS, the Recreation Center Athletic Floor Refinishing Project was originally appropriated \$75,000 from the General Fund, but the project was completed using grant funding, leaving the General Fund allocation unused; and,

WHEREAS, the Recreation Center Improvements Project, which included roof repairs, has a remaining balance of approximately \$17,633.07; and,

WHEREAS, other improvements and maintenance items have been identified at the Rec Center, such as installing a drop curtain, upgrading sound boards, and other facility upgrades; and,

WHEREAS, combining these available funds and using them for these other improvements would preserve the original intent of the appropriations by continuing to improve and maintain the Recreation Center improvements.

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

**Section 1.** Authorize to reallocate project funds

General Fund:

Decrease Expenditures:

Kenai Rec Center Improvements

Gym Floor Refinishing \$75,000.00

Recreation Center Improvements

\$17,633.07

\$92,633.07

Increase Expenditures:

Kenai Rec Center Improvement

Recreation Center Gym Improvements \$92,633.07

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

\_\_\_\_\_  
Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS



# KENAI

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

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Tyler Best, Kenai Parks and Recreation Director

**DATE:** January 13, 2026

**SUBJECT:** **Resolution No. 2026-04** - Authorizing a Budget Transfer within the Kenai Recreation Center Improvements Capital Project Fund.

---

Over the past several years at the Kenai Recreation Center, the City has invested in significant facility improvements, including athletic floor refinishing, roof repairs, and other building upgrades that have improved both safety and functionality.

The Recreation Center Athletic Floor Refinishing Project originally appropriated \$75,000 from the General Fund. However, the project was completed using grant funding, leaving the original General Fund allocation unused. In addition, the Recreation Center Improvements Project, which included roof repairs, has a remaining balance of \$17,633.07.

Additional areas in the Rec Center have been identified that would benefit from improvements and maintenance. These items include, but are not limited to, a drop curtain, soundboard upgrades, and other maintenance items identified in the gymnasium section of the Kenai Rec Center.

This resolution authorizes reallocating the unused \$75,000 and the remaining \$17,633.07 balance, totaling \$92,633.07, into a single Recreation Center Improvements activity. Combining these available funds preserves the original intent of the appropriations by continuing to support Rec Center improvements while providing flexibility to address current improvements and maintenance needs using funds that have already been appropriated for this purpose.

Approval of this resolution will allow the City to efficiently utilize existing funds, avoid unnecessary new appropriations, and continue investing in the long-term functionality and upkeep of the Kenai Recreation Center.



# KENAI

Sponsored by: Administration

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**CITY OF KENAI  
RESOLUTION NO. 2026-05**

A RESOLUTION DECLARING A 20-FOOT PEDESTRIAN EASEMENT ON LOT 48, SHORELINE HEIGHTS 2023 ADDITION (PLAT KN 2024-83), AND AS SET FORTH ON THE ATTACHED EXHIBIT "A" IS NOT NEEDED FOR A PUBLIC PURPOSE AND CONSENTING TO VACATION OF THE EASEMENT.

---

WHEREAS, on October 22, 2025, by Resolution No. PZ2025-31, the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve the preliminary plat of Shoreline Heights 2025 Vacation with a vacation of the twenty-foot pedestrian easement on the northern boundary of Lot 48 as dedicated on the plat of Shoreline Heights 2023 Addition; and,

WHEREAS, on January 5, 2026, the Kenai Peninsula Borough Planning Commission consented to the vacation of the pedestrian easement dedicated on the plat for Shoreline Heights 2025 Vacation; and,

WHEREAS, there is no needed public use for the pedestrian easements depicted on Exhibit "A"; and,

WHEREAS, on January 6, 2026, the Kenai Peninsula Borough submitted a letter to the Kenai City Council requesting consideration of the vacation in accordance with Kenai Peninsula Borough Code 20.65.050 that requires the consent of the City Council prior to vacation of city easements; and,

WHEREAS, Kenai Municipal Code 22.05.110 - Determination as to need for public use, states City Council may vacate rights-of-way or easements by resolution.

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

**Section 1.** That the 20-foot wide pedestrian easement on the northern boundary of Lot 48 as dedicated on the plat of Shoreline Heights 2023 Addition (Plat KN 2024-83) is not needed for a public purpose and the Council of the City of Kenai consents to the vacation of the pedestrian easement as set forth on the attached Exhibit "A".

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

---

Henry H. Knackstedt, Mayor

ATTEST:

---

Michelle M. Saner, MMC, City Clerk



# KENAI

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

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Kevin Buettner, Planning Director

**DATE:** January 12, 2026

**SUBJECT:** **Resolution No. 2026-05** - Declaring the Vacation of a 20-Foot Pedestrian Easement on Lot 48, Shoreline Heights 2023 Addition (Plat KN 2024-83), and as Set Forth on the Attached Exhibit "A" are Not Needed for a Public Purpose and are Consenting to Vacation.

---

On October 22, 2025, by Resolution No. PZ2025-31, the Kenai Planning and Zoning Commission recommended that the Kenai Peninsula Borough Planning Commission approve the preliminary plat of Shoreline Heights 2025 Vacation with a vacation of the twenty-foot pedestrian easement on the northern boundary of Lot 48 as dedicated on the plat of Shoreline Heights 2023 Addition. The utility easement was retained on this preliminary plat, and there was no connection to another pedestrian easement east of this location, limiting the use for pedestrians. On January 5, 2026, the Kenai Peninsula Borough Planning Commission consented to the vacation of the pedestrian easement dedicated on the plat for Shoreline Heights 2025 Vacation.

In accordance with Kenai Peninsula Borough Code 20.65.050, vacation of a City right-of-way and/or easement requires consent of the City Council. Pursuant to Kenai Municipal Code 22.05.110 *Determination as to Need for Public Purpose*, the Kenai City Council may vacate rights-of-way or easements by resolution. Council approval of Resolution No. 2026-05 would approve the vacation of the subject utility easements.

Thank you for your consideration.

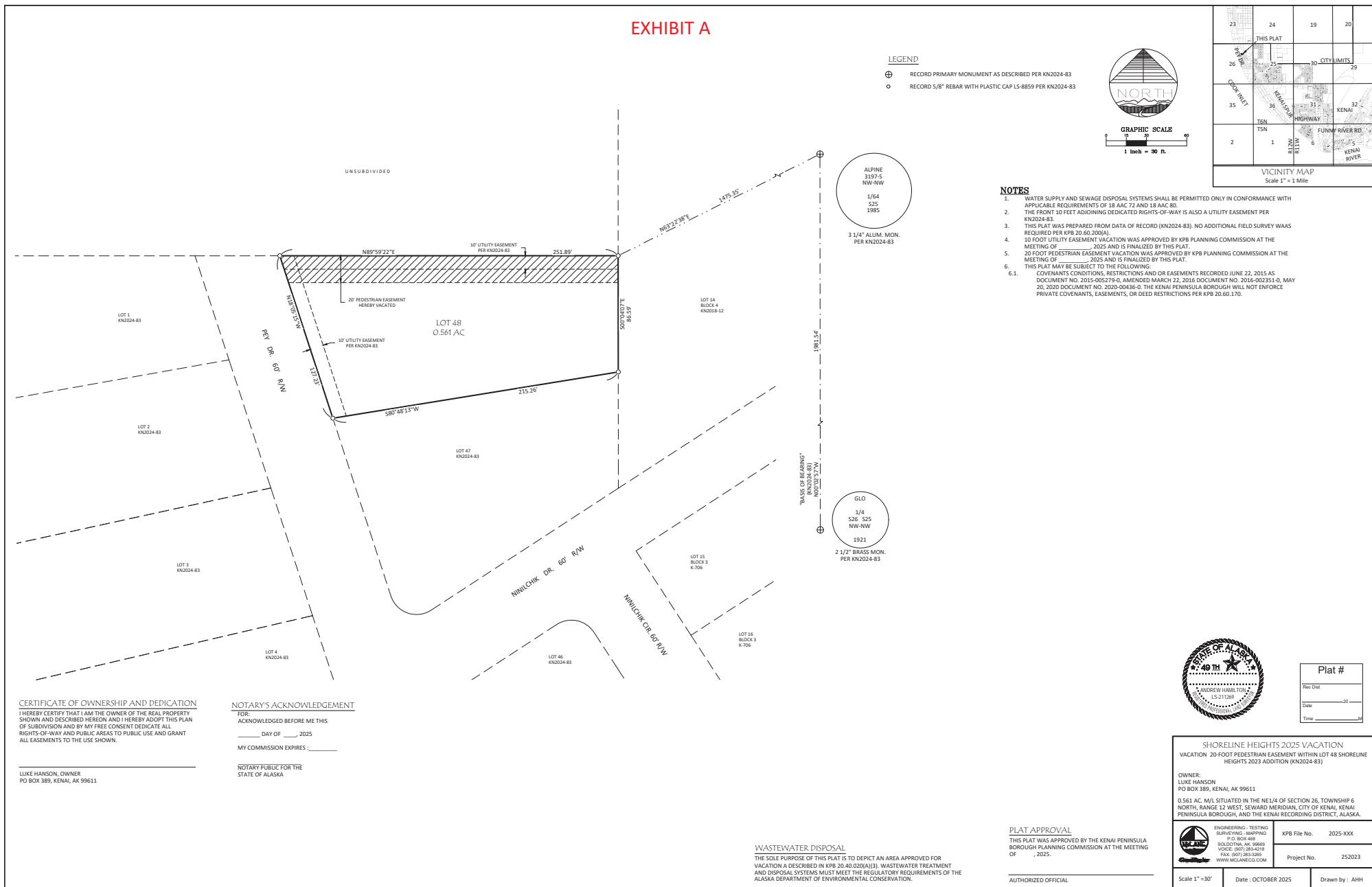
Attachments

Exhibit "A" Preliminary Plat

Letter from Kenai Peninsula Borough (KPB)

Packet Material from January 5, 2026 KPB Planning Commission Meeting

## EXHIBIT A





144 North Binkley Street, Soldotna, AK 99669 | (P) 907-714-2200 | (F) 907-714-2378 | [www.kpb.us](http://www.kpb.us)

January 6, 2026

Kenai City Council  
210 Fidalgo Avenue  
Kenai, AK 99611-7794

RE: Vacate the 20-foot pedestrian easement located on the northern boundary of Lot 48,  
Shoreline Heights 2023 Addition, Plat KN 2024-83

Dear Kenai City Council Members:

In accordance with AS 29.40.140, no vacation of a city right-of-way and/or easement may be made without the consent of the city council. The KPB Planning Commission approved the referenced pedestrian easement vacation during their regularly scheduled meeting of January 5, 2026. This petition is being sent to you for your consideration and action.

The City Council has 30 days from January 6, 2026 in which to veto the decision of the Planning Commission. If no veto is received from the Council within the 30-day period, the decision of the Planning Commission will stand.

Attached are draft, unapproved minutes of the pertinent portion of the meeting and other related material.

Thank You,

Robert Ruffner  
Planning Director  
Kenai Peninsula Borough

**ITEM #3 – PEDESTRIAN EASMENT VACATION**

**VACATE THE 20-FOOT PEDESTRIAN EASEMENT LOCATED ON THE NORTHERN BOUNDARY OF LOT 48, SHORELINE HEIGHTS 2023 ADDITION, PLAT KN 2024-83, ORIGINALLY DEDICATED BY SHORELINE HEIGHTS SUBDIVISION NO. 3, PLAT KN 99-5**

|                                     |   |
|-------------------------------------|---|
| <b>KPB File No.</b>                 | 2025-169V   |
| <b>Planning Commission Meeting:</b> | January 5, 2026   |
| <b>Applicant / Owner:</b>           | Luke Hanson   |
| <b>Surveyor:</b>                    | Andrew Hamilton / McLane Consulting, Inc.   |
| <b>General Location:</b>            | Pey Drive / City of Kenai   |
| <b>KPB Parcel No.:</b>              | 039-141-82  |
| <b>Legal Description:</b>           | 20-FOOT PEDESTRIAN EASEMENT LOCATED ON THE NORTH BOUNDARY OF T 06N R 12W SEC 26 SEWARD MERIDIAN KN 2024083 SHORELINE HEIGHTS 2023 ADDN LOT 48 |

Staff report given by Platting Manager Vince Piagentini.

Chair Brantley opened the item for public comment. Seeing and hearing no one else wishing to comment, public comment was closed and discussion was opened among the commission.

Commissioner Fikes requested to be recused from this matter as she voted on it in her capacity as a planning commissioner for the city of Kenai.

**MOTION:** Commissioner Whitney moved, seconded by Commissioner Epperheimer to grant the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.65, adopting and incorporating by reference the staff report, staff recommendations and subject to the four conditions as set forth in the staff report.

Hearing no objection or further discussion, the motion was carried by the following vote:

**MOTION PASSED BY UNANIMOUS VOTE:**

|                    |  |
|--------------------|--|
| <b>Yes - 7</b>     | Brantley, Epperheimer, Gillham, Morgan, Slaughter, Whitney, Venuti |
| <b>Recused - 1</b> | Fikes  |
| <b>Absent -1</b>   | England  |

**ITEM #4 – BUILDING SETBACK ENCROACHMENT PERMIT**

**PERMITS A 28-FOOT BY 100-FOOT GREENHOUSE TO REMAIN 1 FOOT WITHIN THE 20-FOOT BUILDING SETBACK ADJACENT TO MARTY LANE, LOCATED ALONG THE WEST BOUNDARY OF TRACT D1, PEACEFUL ACRES JACKSON'S GARDEN REPLAT, PLAT KN 2006-112**

|                                     |  |
|-------------------------------------|--|
| <b>KPB File No.</b>                 | 2025-147   |
| <b>Planning Commission Meeting:</b> | January 5, 2026  |
| <b>Applicant / Owner:</b>           | Harold A. Jackson III & Bobbie Jean Jackson  |
| <b>Surveyor:</b>                    | Jerry Johnson / Johnson Surveying  |
| <b>General Location:</b>            | Marty Lane / Kalifornsky Area  |
| <b>Parent Parcel No.:</b>           | 131-360-58   |
| <b>Legal Description:</b>           | T 4N R 11W SEC 34 SEWARD MERIDIAN KN 2006112 PEACEFUL ACRES JACKSON'S GARDEN REPLAT TRACT D1 |
| <b>Assessing Use:</b>               | Lodge – Multiple Cabins  |
| <b>Zoning:</b>                      | Rural Unrestricted   |
| <b>Resolution:</b>                  | 2026-03  |

Staff report given by Platting Manager Vince Piagentini.

Chair Brantley opened the item for public comment. Seeing and hearing no one else wishing to comment, public comment was closed and discussion was opened among the commission.

**MOTION:** Commissioner Gillham moved, seconded by Commissioner Epperheimer to adopt Planning

## **E. NEW BUSINESS**

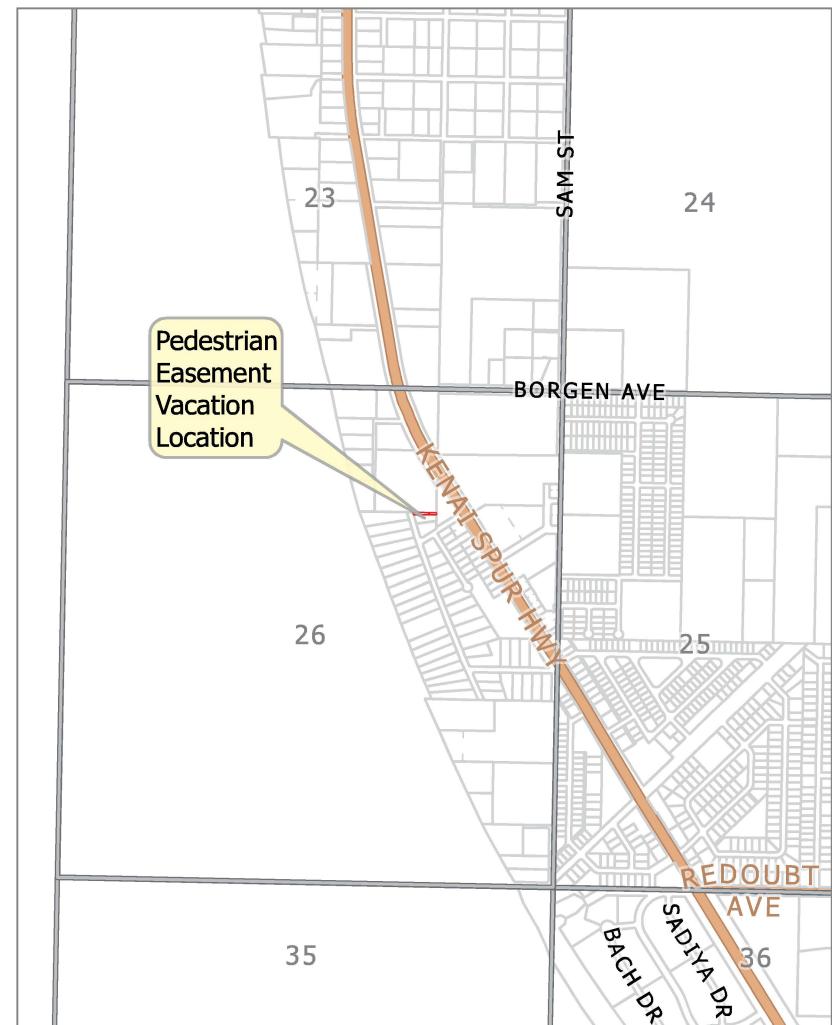
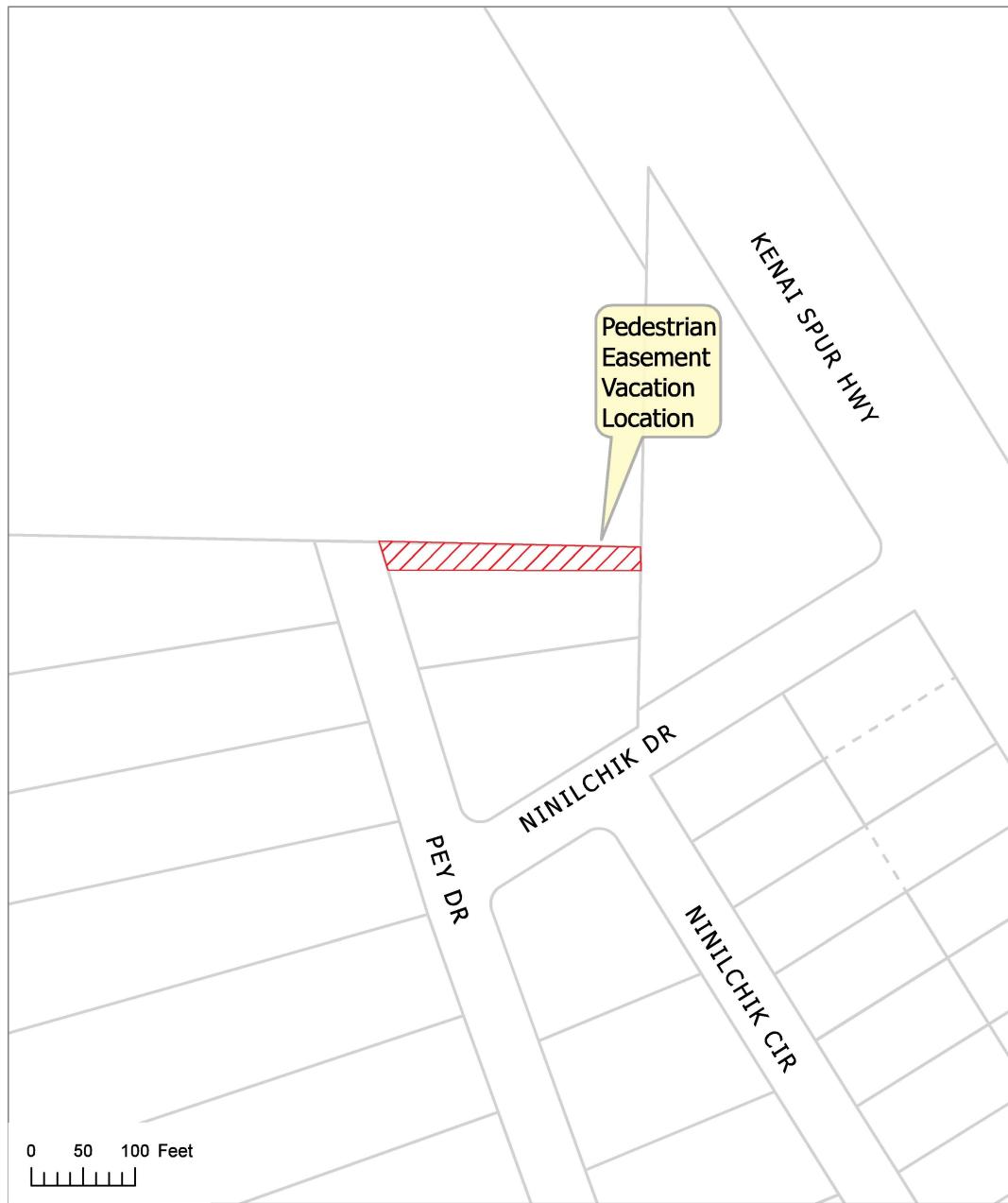
### **3. Access Easement Vacation; KPB File 2025-169V**

**McLane Consulting Group / Hanson**

**Request: Vacates a 20' wide pedestrian easement located along the northern lot line, granted by Shoreline Heights 2023 Addition; Plat KN 2024-83**

**City of Kenai**

**Staff Responsible: Platting Manager Vince Piagentini**



KPB File 2025-169V  
T06N R12W SEC26  
Kenai



KENAI PENINSULA BOROUGH  
**Planning**

Aerial Map

KPB File 2025-169V  
11/24/2025

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The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

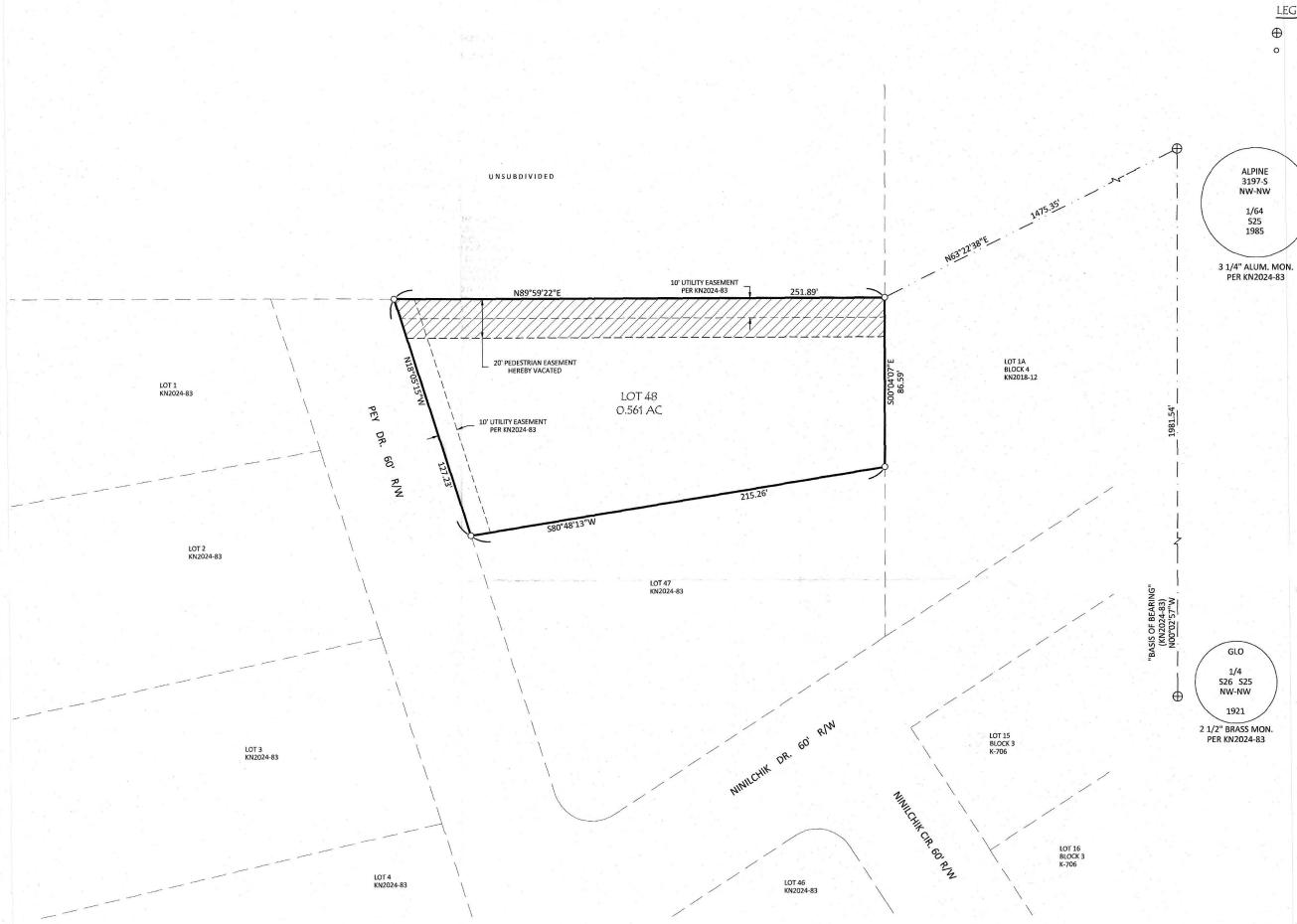


LEGEND

- ⊕ RECORD PRIMARY MONUMENT AS DESCRIBED PER KN2024-83
- RECORD 5/8" REBAR WITH PLASTIC CAP LS-8859 PER KN2024-8

**NOTE**

1. WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS SHALL BE PROVIDED ONLY IN CONFORMANCE WITH APPROPRIATE REQUIREMENTS OF 18AC 77 AND 18AC 80.
2. THE FRONT 30 FEET ADDING DEDICATED RIGHTS-OF-WAY IS ALSO A UTILITY EASEMENT PER KN2043-283.
3. THIS PLAT WAS PREPARED FROM DATA OF RECORD (KN2043-83). NO ADDITIONAL FIELD SURVEY WAHS REQUIRED PER KBP 20.00.200401.
4. 2020 PENINSULA EARTHQUAKE VACATION WAS APPROVED BY KBP PLANNING COMMISSION AT THE MEETING OF FEBRUARY 20, 2025 AND IS VALIDIZED BY THIS PLAT.
5. THIS PLAT MAY BE SUBJECT TO THE FOLLOWING:
  - 5.1. COVENANTS, CONDITIONS, RESTRICTIONS AND OR EASEMENTS; RECORDED JUNE 21, 2015 AS DOCUMENT NO. 2015-0203510, JUNE 26, 2016 DOCUMENT NO. 2016-0203510, MAY 20, 2020 DOCUMENT NO. 2020-00436-0. THE KENAI PENINSULA BOROUGH WILL NOT ENFORCE PRIVATE COVENANTS, EASEMENTS, OR DEED RESTRICTIONS PER KBP 20.00.170.



**CERTIFICATE OF OWNERSHIP AND DEDICATION**

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

NOTARY'S ACKNOWLEDGEMENT  
FOR:  
ACKNOWLEDGED BEFORE ME THIS  
\_\_\_\_ DAY OF \_\_\_\_ 2025

LUKE HANSON, OWNER  
PO BOX 389, KENAI, AK 99611

# KPB 2025-169V

WASTEWATER DISPOSAL

PLAT APPROVAL

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

---

AUTHORIZED OFFICIAL



SHORELINE HEIGHTS 2025 VACATION  
VACATION 20-FOOT PEDESTRIAN EASEMENT WITHIN LOT 48 SHORELINE  
HEIGHTS 2023 ADDITION (KN2024-83)

OWNER:  
LUKE HANSON  
PO BOX 389, KENAI, AK 99611

0.561 AC. M/L SITUATED IN THE NE1/4 OF SECTION 26, TOWNSHIP 6 NORTH, RANGE 12 WEST, SEWARD MERIDIAN, CITY OF KENAI, KENAI PENINSULA BOROUGH, AND THE KENAI RECORDING DISTRICT, ALASKA.



 ENGINEERING - TESTING  
SURVEYING - MAPPING  
P.O. BOX 468  
SOLDOTNA, AK, 99660  
VOICE: (907) 283-4218

KPB File No. 2025-XXX

Consulting Inc FAX: (907) 283-3285 Project No. 252023  
WWW.MCLANEKG.COM

Scale 1" =30' Date : OCTOBER 2025 Drawn by : AHH

### E3-3

AGENDA ITEM E. NEW BUSINESS

## ITEM #3 - RIGHT OF WAY VACATION

**VACATE THE 20-FOOT PEDESTRIAN EASEMENT LOCATED ON THE NORTHERN BOUNDARY OF LOT 48,  
SHORELINE HEIGHTS 2023 ADDITION, PLAT KN 2024-83, ORIGINALLY DEDICATED BY SHORELINE  
HEIGHTS SUBDIVISION NO. 3, PLAT KN 99-5**

|                                     |   |
|-------------------------------------|---|
| <b>KPB File No.</b>                 | 2025-169V   |
| <b>Planning Commission Meeting:</b> | January 5, 2026   |
| <b>Applicant / Owner:</b>           | Luke Hanson of Kenai, Alaska  |
| <b>Surveyor:</b>                    | Andrew Hamilton, McLane Consulting, Inc.  |
| <b>General Location:</b>            | Pey Drive, City of Kenai  |
| <b>KPB Parcel No.:</b>              | 039-141-82  |
| <b>Legal Description:</b>           | 20-FOOT PEDESTRIAN EASEMENT LOCATED ON THE NORTH BOUNDARY OF T 06N R 12W SEC 26 Seward Meridian KN 2024083 SHORELINE HEIGHTS 2023 ADDN LOT 48 |

---

STAFF REPORT

**Specific Request / Purpose as stated in the petition:** Vacation of 20-foot pedestrian easement located along the north line of Lot 48 Shoreline Heights 2023 Addition (KN 2024-83).

**Notification:** The public hearing notice was published in the January 2, 2026 issue of the Peninsula Clarion and the January 1, 2026 issue of the Homer News as part of the Commission's tentative agenda.

The public notice was posted on the Planning Commission bulletin board at the Kenai Peninsula Borough George A. Navarre Administration building. Additional notices were mailed to the following with the request to be posted for public viewing.

Library of Kenai

Post Office of Kenai

Nine certified mailings were sent to owners of property within 300 feet of the proposed vacation. Zero receipts had been returned when the staff report was prepared.

Ten public hearing notices were emailed to agencies and interested parties as shown below;

State of Alaska Dept. of Fish and Game  
State of Alaska DNR  
State of Alaska DOT  
State of Alaska DNR Forestry  
City of Kenai

Emergency Services of Kenai  
Alaska Communication Systems (ACS)  
ENSTAR Natural Gas  
General Communications Inc, (GCI)  
Homer Electric Association (HEA)

**Legal Access (existing and proposed):**

A 20-foot pedestrian easement is located on the northern boundary of Lot 48, Shoreline Heights 2023 Addition (KN 2024-83). This easement was originally dedicated by Shoreline Heights Subdivision No. 3 (KN 99-5) and has been carried forward on subsequent plats. Review of KPB GIS Imagery indicates that the easement has not been developed.

Pey Drive provides connection to the northwest corner of the pedestrian easement proposed for vacation. This right-of-way was originally dedicated by Shoreline Heights 2014 Addition Phase 1 (KN 2015-24). Pey Drive is a 60-foot, city-maintained right-of-way that intersects with Ninilchik Drive and Bree Avenue to the south. Both intersections provide direct access to the Kenai Spur Highway, a state-maintained road.

Portions of the ADL Public Access easement, 63572, was vacated by plat KN 2017-10. This ADL crossed the east 30 feet of Lot 48.

The block is defined by Sunset Boulevard to the north, Kenai Spur Highway to the east, Ninilchik Drive to the south and Pey Drive to the west. The parcel immediately to the north is owned by Cook Inlet Region Inc. Should future subdivision occur on this parcel, it is reasonable to expect additional right-of-way dedication to support the block requirement.

|                          |  |
|--------------------------|--|
| KPB Roads Dept. comments | Out of Jurisdiction: Yes<br><br>Roads Director: Uhlin, Dil<br>Comments:<br>city of Kenai |
| SOA DOT comments         |  |

**Site Investigation:**

No improvements are provided on the submittal. Reviewing that with KPB GIS Imagery and KPB Assessing records, the parcel is vacant.

The Kenai Watershed Forum Wetlands Assessment indicates that no wetlands exist on the subject parcel.

The site is relatively flat, with no contours identified in the KPB GIS contours layer.

This vacation is within the City of Kenai, and Kenai does not participate in KPB's floodplain program.

*The City of Kenai may be reached at 907-283-8237 or at [planning@kenai.city](mailto:planning@kenai.city) for information on floodplain regulations and permits required within Kenai city limits.*

The parcel is not located in a habitat protection district.

|                         |  |
|-------------------------|--|
| KPB River Center review | A. Floodplain<br><br>Reviewer: Hindman, Julie<br>Floodplain Status: Within City of Kenai<br>Comments: No comments<br><br>B. Habitat Protection<br><br>Reviewer: Aldridge, Morgan<br>Habitat Protection District Status: Is NOT within HPD<br>Comments: No comments |
|-------------------------|--|

**Staff Analysis:**

The land originally contained the NE1/4 of Section 26, Township 6 North, Range 12 West, Seward Meridian, City of Kenai. Multiple subdivisions have since been recorded. The most recent plat, Shoreline Heights 2023 Addition (KN 2024-83), created Lot 48, the affected parcel. The 20-foot pedestrian easement was carried forward from parent plats.

The City Staff Report dated September 25, 1998, identified the pedestrian easement as intended to provide access to fishing sites along the Cook Inlet. Subsequent plats dedicated rights-of-way, including Pey Drive and Ninilchik Drive, resulting in the pedestrian easement being unnecessary on Lot 48, Shoreline Heights 2023 Addition (KN 2024-83).

The parcel immediately to the north is an unsubdivided parcel of 8.79 acres owned by Cook Inlet Region, Inc. Remaining adjacent parcels have been subdivided, and all surrounding parcels maintain legal access via Pey Drive or Ninilchik Drive.

Shoreline Heights Subdivision (KN 85-184) granted a 10-foot-wide utility easement along the northern boundary. HEA has reviewed the vacation and confirmed that the northern 10-foot utility easement must remain.

Shoreline Heights 2023 Addition (KN 2024-83) also granted a 10-foot utility easement adjacent to Pey Drive. Both easements are depicted and labeled on the submittal. **Staff recommends** updating the source reference for the northern utility easement to KN 85-184 and on the vacation plat distinction be made that the utility easements are not being vacated and possibly a plat note be added.

Upon approval, the vacation of the pedestrian easement will be finalized by plat, Shoreline Heights 2025 Vacation. On October 13, 2025, the preliminary plat was reviewed by the City of Kenai Planning and Zoning Commission during its regularly scheduled meeting. The Commission unanimously adopted resolution PZ2025-31, recommending approval of the Preliminary Plat to the KPB Planning Commission. Supporting documents are included in the packet.

Upon approval by the KPB Planning Commission, the plat will be scheduled for consideration by the Kenai City Council. Following the City Council's decision, the preliminary plat will be reviewed in accordance with KPB 20.10.080.

## 20.65.050 – Action on vacation application

D. The planning commission shall consider the merits of each vacation request and in all cases the planning commission shall deem the area being vacated to be of value to the public. It shall be incumbent upon the applicant to show that the area proposed for vacation is no longer practical for the uses or purposes authorized, or that other provisions have been made which are more beneficial to the public. In evaluating the merits of the proposed vacation, the planning commission shall consider whether:

1. The right-of-way or public easement to be vacated is being used;

**Petitioner Comments:**

**Staff comments:** Review of KPB GIS Imagery indicates that the easement has not been developed.

2. A road is impossible or impractical to construct, and alternative access has been provided;

**Petitioner Comments:** Primary access for this land is Pey Dr.

**Staff comments:**

3. The surrounding area is fully developed and all planned or needed rights-of-way and utilities are constructed;

**Petitioner Comments:** All surrounding parcels remain with legal access via Pey and Ninilchik Drive.

**Staff comments:** The parcel immediately to the north is an unsubdivided parcel of 8.79 acres. Remaining adjacent parcels have been subdivided.

4. The vacation of a public right-of-way provides access to a lake, river, or other area with public interest or value, and if so, whether equal or superior access is provided;

**Petitioner Comments:** The 20-foot pedestrian easement is not necessary to provide access to any significant public lands.

**Staff comments:** The City Staff Report dated September 25, 1998, identified the pedestrian easement as intended to provide access to fishing sites along the Cook Inlet. Subsequent plats dedicated rights-of-way, including Pey Drive and Ninilchik Drive, resulting in the pedestrian easement being unnecessary on Lot 48, Shoreline Heights 2023 Addition (KN 2024-83).

5 The proposed vacation would limit opportunities for interconnectivity with adjacent parcels, whether developed or undeveloped;

**Petitioner Comments:** All surrounding parcels remain with legal access via Pey and Ninilchik Drive.

**Staff comments:**

6. Other public access, other than general road use, exist or are feasible for the right-of-way;

**Petitioner Comments:**

**Staff comments:**

7. All existing and future utility requirements are met. Rights-of-way which are utilized by a utility, or which logically would be required by a utility, shall not be vacated, unless it can be demonstrated that equal or superior access is or will be available. Where an easement would satisfactorily serve the utility interests, and no other public need for the right-of-way exists, the commission may approve the vacation and require that a utility easement be granted in place of the right-of-way.

**Petitioner Comments:**

**Staff comments:** Shoreline Heights Subdivision (KN 85-184) granted a 10-foot-wide utility easement along the northern boundary. HEA has reviewed the vacation and confirmed that the northern 10-foot utility easement must remain.

8. Any other factors that are relevant to the vacation application or the area proposed to be vacated.

**Petitioner Comments:** The 20-foot pedestrian easement makes developing the lot unnecessarily restrictive. The City of Kenai has supported vacating this pedestrian easement. This portion of the pedestrian easement burdens a residential lot.

**Staff comments:**

A KPB Planning Commission decision denying a vacation application is final. A KPB Planning Commission decision to approve the vacation application is subject to consent or veto by the KPB Assembly, or City Council if located within City boundaries. The KPB Assembly, or City Council must hear the vacation within thirty days of the Planning Commission decision.

**KPB department / agency review:**

|            |   |
|------------|---|
| Addressing | <p>Reviewer: Pace, Rhealyn<br/>       Affected Addresses:<br/>       1614 Pey Dr</p> <p>Existing Street Names are Correct: Yes</p> <p>List of Correct Street Names:<br/>       Pey Dr, Ninilchik Cir, Ninilchik Dr</p> <p>Existing Street Name Corrections Needed:</p> <p>All New Street Names are Approved: No</p> <p>List of Approved Street Names:</p> <p>List of Street Names Denied:</p> <p>Comments:<br/>       No other comments</p> |
|------------|---|

|                 |  |
|-----------------|--|
| Code Compliance | Reviewer: Ogren, Eric<br>Comments: No comments   |
| Planner         | Reviewer: Raidmae, Ryan<br>There are not any Local Option Zoning District issues with this proposed plat.<br><br>Material Site Comments:<br>There are not any material site issues with this proposed plat.<br>Review Not Required |
| Assessing       | Reviewer: Windsor, Heather<br>Comments: No comments  |

**Utility provider review:**

|        |  |
|--------|--|
| HEA    | HEA made a comment about hatch in the utility easement |
| ENSTAR | Approved as shown                                      |
| ACS    | No objections  |
| GCI    |  |

**STAFF RECOMMENDATIONS****CORRECTIONS / EDITS**

*Add corrections to be made to drawing as noted*

•

**RECOMMENDATION:**

Based on consideration of the merits as per KPB 20.65.050(D) as outlined by Staff comments, Staff recommends APPROVAL as petitioned, subject to:

1. Consent by Kenai City Council.
2. Compliance with the requirements for Vacation plats per Chapter 20.10.080 of the KPB Code
3. Grant utility easements requested by any utility providers.
4. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.65.050(I)).

**KPB 20.65.050 – Action on vacation application**

- H. A planning commission decision to approve a vacation is not effective without the consent of the city council, if the vacated area to be vacated is within a city, or by the assembly in all other cases. The council or assembly shall have 30 days from the date of the planning commission approval to either consent to or veto the vacation. Notice of veto of the vacation shall be immediately given to the planning commission. Failure to act on the vacation within 30 days shall be considered to be consent to the vacation. This provision does not apply to alterations of utility easements under KPB 20.65.070 which do not require the consent of the assembly or city council unless city code specifically provides otherwise.
- I. Upon approval of the vacation request by the planning commission and no veto by the city council or assembly, where applicable, the applicant shall have a surveyor prepare and submit a plat including the entire area approved for vacation in conformance with KPB 20.10.080. Only the area approved for vacation by the assembly or council may be included on the plat. The final plat must be recorded within

one year of the vacation consent.

- J. A planning commission decision denying a vacation application is final. No reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.
- K. An appeal of the planning commission, city council or assembly vacation action under this chapter must be filed in the superior court in accordance with the Alaska Rules of Appellate Procedure.

The 2019 Kenai Peninsula Borough Comprehensive Plan adopted November, 2019 by Ordinance No. 2019-25. The relevant objectives are listed.

*Goal 3. Preserve and improve quality of life on the Kenai Peninsula Borough through increased access to local and regional facilities, activities, programs and services.*

- Focus Area: Energy and Utilities
  - o Objective A - Encourage coordination or residential, commercial, and industrial development with extension of utilities and other infrastructure.
    - Strategy 1. Near – Term: Maintain existing easements (especially section line easements) in addition to establishing adequate utility rights of way or easements to serve existing and future utility needs.
    - Strategy 2. Near – Term: Maintain regular contact with utility operators to coordinate and review utility easement requests that are part of subdivision plat approval.
    - Strategy 3. Near – Term: Identify potential utility routes on Borough lands.
- Housing
  - o Objective D. Encourage efficient use of land, infrastructure and services outside incorporated cities by prioritizing future growth in the most suitable areas.
    - Strategy 1. Near – Term: Collaborate with the AK Department of Transportation, incorporated cities within the borough, utility providers, other agencies overseeing local services, and existing communities located adjacent to the undeveloped areas that are appropriate for future growth, to align plans for future expansion of services to serve future residential development and manage growth.

*Goal 4. Improve access to, from and connectivity within the Kenai Peninsula Borough*

- Focus Area: Transportation
  - o Objective B. Ensure new roads are developed in alignment with existing and planned growth and development.
    - Strategy 2. Near – Term: Establish subdivision codes that dictate road construction standards to accommodate future interconnectivity and/or public safety.
    - Strategy 3. Near – Term: Identify areas of anticipated growth to determine future access needs.

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**END OF STAFF REPORT**



KENAI PENINSULA BOROUGH  
**Planning**

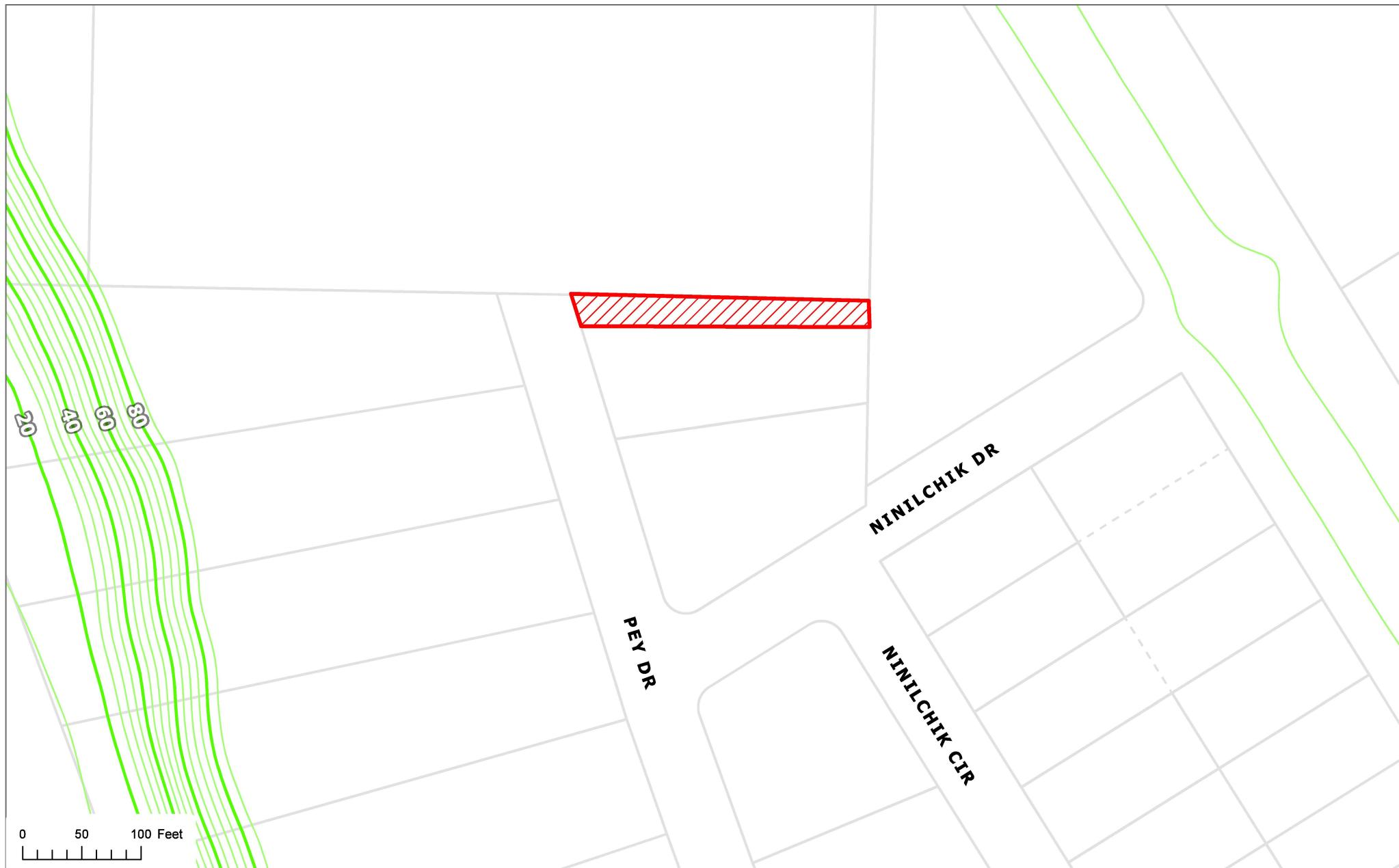
Aerial Map

KPB File 2025-169V  
11/24/2025

Page 79



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

**LEGEND:**

- 2 1/2" BRASS. CAP MON. GLO 1981 FOUNDRY
- 3 1/4" ALUM. CAP MONUMENT LS8888 1988 FOUNDRY
- 3 1/4" ALUM. CAP MONUMENT 3197-B 1988 FOUNDRY
- 5/8" REBAR w/NO CAP FOUND
- 5/8" REBAR w/PLASTIC CAP LS8888 SET
- ( ) RECORD AND MEASURED DATUM PLAT 2015 24 MM

| CURVE | DELTA ANGLE | RADIUS    | ARC LENGTH | CURVE TABLE |         | TANGENT | CHORD LENGTH | CHORD BEARING |
|-------|-------------|-----------|------------|-------------|---------|---------|--------------|---------------|
|       |             |           |            | MIN. R.     | MAX. R. |         |              |               |
| 001   | 10.000000   | 30.000000 | 53.430000  | 26.00       | 53.43   | 10.00   | 30.00        | N 80° E       |
| 002   | 7.100000    | 30.000000 | 51.310000  | 24.00       | 51.31   | 10.00   | 30.00        | N 80° E       |
| 003   | 6.100000    | 30.000000 | 51.410000  | 23.00       | 51.41   | 10.00   | 30.00        | N 80° E       |
| 004   | 5.100000    | 30.000000 | 51.420000  | 22.00       | 51.42   | 10.00   | 30.00        | N 80° E       |

#### NOTES:

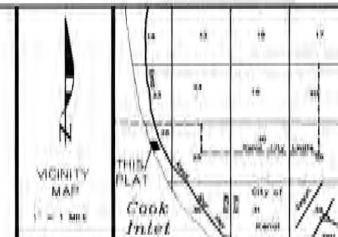
12) Easement referenced in note 5 was recorded by document number 2017-001637-0, Kenai Recording District.



SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska. This plot represents a survey made by me in ~~under my direct supervision~~, the monuments shown hereon ~~actually exist~~ as described, and all dimensions and other details ~~are correct~~.

Date 6-12-24



**CERTIFICATE of OWNERSHIP**  
**and DEDICATION**

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 HEREBY RELEASE ALL RIGHTS OF  
WAY AND BURDEN AREAS TO PUBLIC USE AND GRANT ALL EASEMENTS TO  
THE USE SHOWN.

MITTAN W. LOWMEYER  
12055 AMBER DRIV  
KEMAH, TX 77565

NOTARY'S ACKNOWLEDGEMENT

**Bryan R. Long** 1024  
1100 University Avenue, Suite 1100 Day of Trial

Brandy Cognac  
ROTARY DIAL 1000 LEADS  
M.T. COMMUNICATIONS EQUIPMENT



**PLAT APPROVAL**

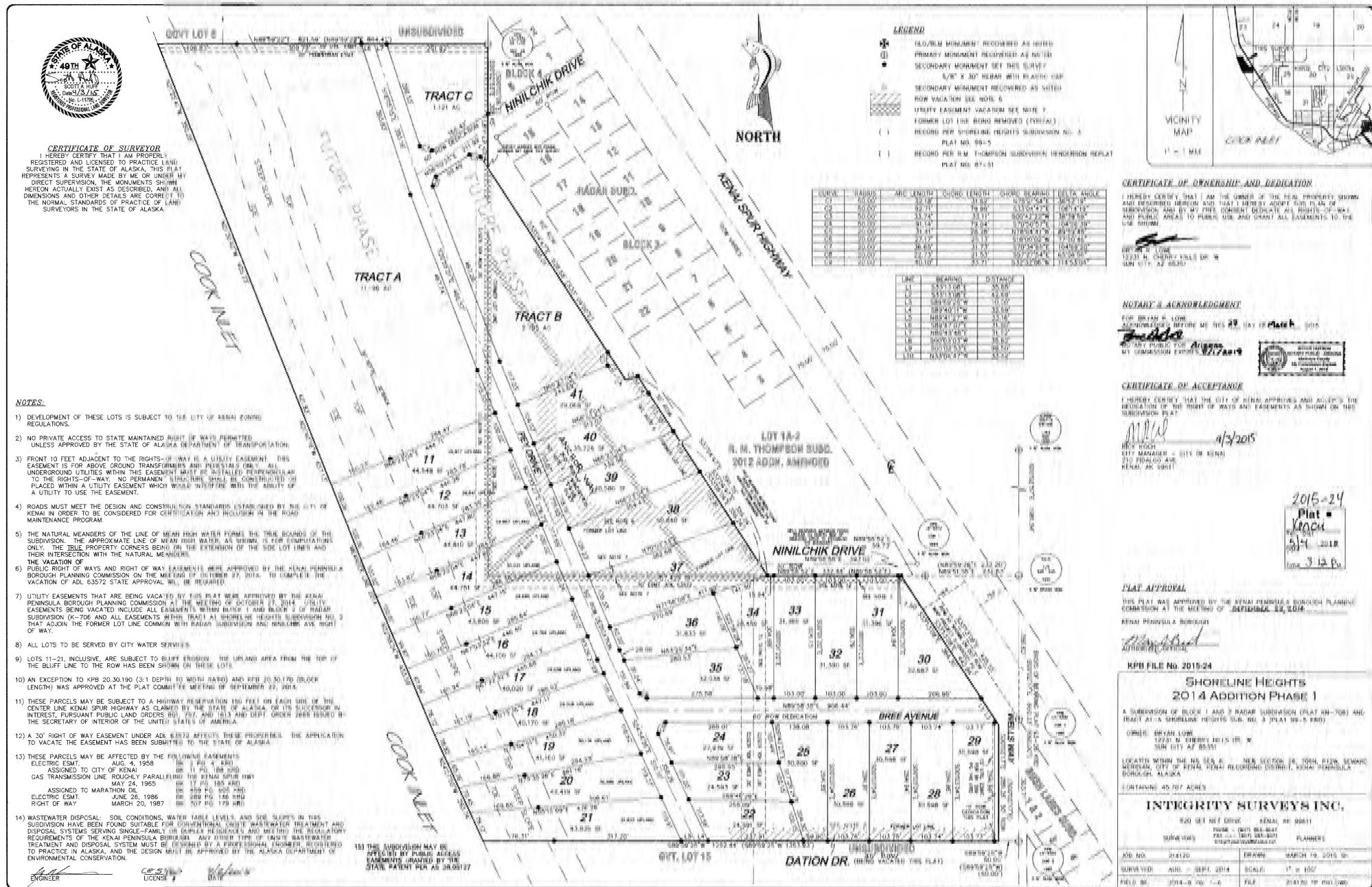
THIS PLAN WAS APPROVED BY THE RINAI PENINSULA & BOROUGH PLANNING COMMISSION AT THE MEETING OF NOVEMBER 15, 2023

KENAI PENINSULA BOROUGH

KPD FILE NO. 2023-12

| Shoreline Heights<br>2023 Addition   |          |  |         |
|--|----------|--|---------|
| A Subdivision of Tracy A, Tracy B, and Tracy C<br>of Shoreline Heights Subdivision 2023 Addition Phase 1<br>Plat 2023-24, Kasilof Recording District |          |  |         |
| Located within the HPA-14 Section 26, Twp. H12W, Blk.<br>City of Kasilof, Kenai Peninsula Borough, Alaska  |          |  |         |
| Containing 15.12 Acres   |          |  |         |
| Surveyor   |          | Owner  |         |
| <b>Reggeman Surveys</b><br>10485 Rockland St.<br>Baldwin, AR 72026<br>(877) 282-8260   |          | <b>Bryan R. Lowe</b><br>1105 Angler Dr.<br>Kasilof, AK 99611 |         |
| Job No.  | 33050    | DRAWN  | 2-16-23 |
| Surveyor   | DR. 3013 | READE  | 1-16-23 |
| FIELD WORK   | 22.5     | SHRINK   | 1-16-23 |

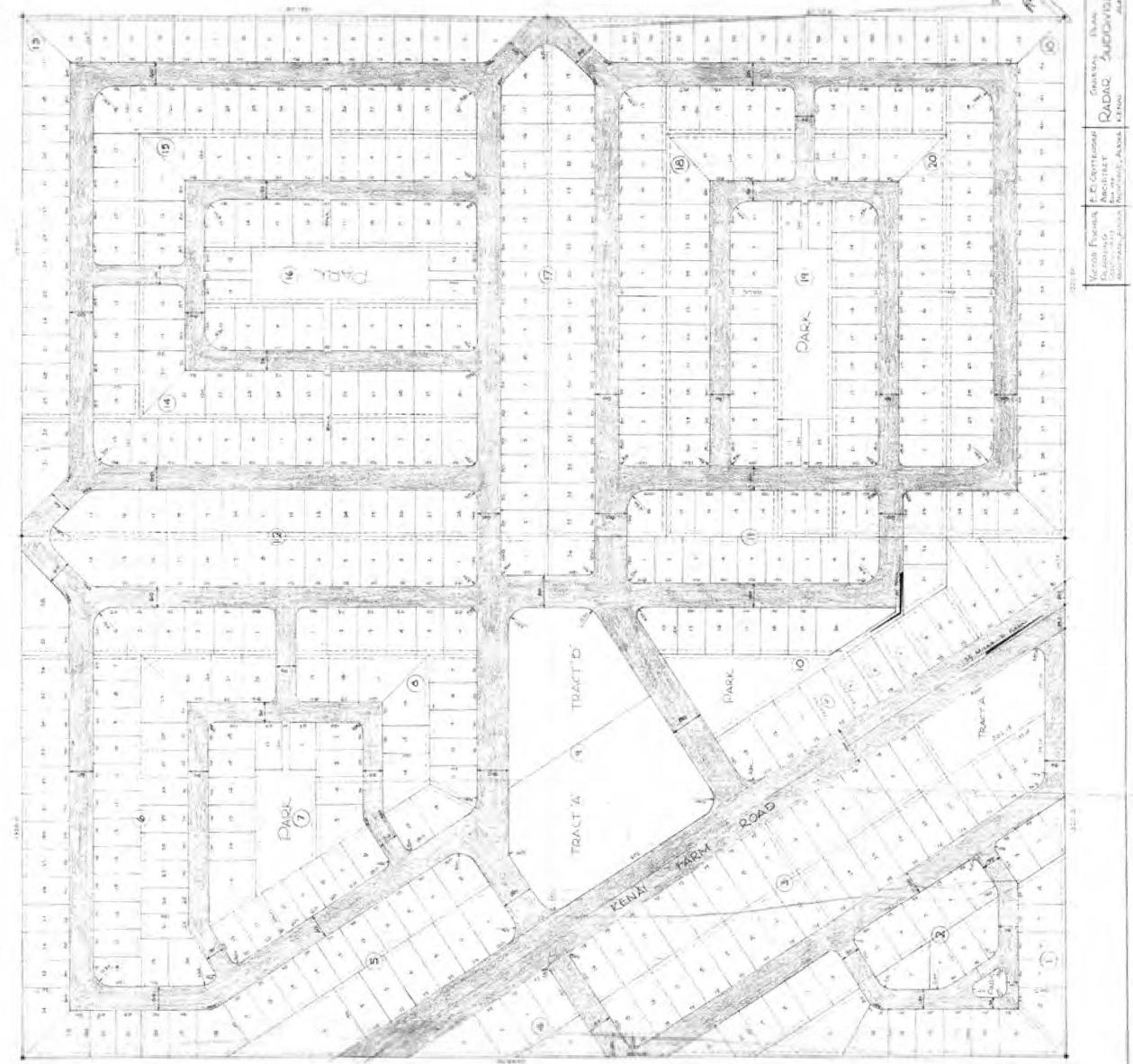












**CITY OF KENAI  
PLANNING AND ZONING COMMISSION  
OCTOBER 14, 1998 -- 7:00 p.m.  
KENAI CITY HALL  
CHAIRMAN CARL GLICK, PRESIDING**

**\*\*\* MINUTES \*\*\***

**1. CALL TO ORDER AND ROLL CALL**

Chairman Glick called the meeting to order at approximately time 7:00 p.m.

**a. Roll Call**

**Members Present:** Carl Glick, Phil Bryson, Teresa Werner-Quade, Ron Goecke, Barb Nord

**Members Absent:** Art Graveley

**Also Present:** Councilman Bannock, Administrative Assistant Marilyn Kebschull, Contract Secretary Alison Rapp

**b. Agenda Approval**

**WERNER-QUADE MOVED TO APPROVE THE AGENDA AS WRITTEN AND ASKED FOR UNANIMOUS CONSENT. MOTION WAS SECONDED BY GOECKE.**

Goecke requested removal of Item 5a from Consent Agenda to the Regular Agenda.

Chairman Glick clarified Item 5a, PZ98-48 -- Home Occupation Permit - Daycare -- Jan Stiers -- 518 Pine Avenue (Lot 3, Block E, Woodland Subdivision), Kenai. Chairman Glick inquired if there were any objections to unanimous consent on the agenda approval. None were raised.

**AGENDA WAS APPROVED AS WRITTEN WITH THE ADJUSTMENT TO ITEM 5a.**

**c. Approval of Minutes: September 23, 1998**

**NORD MOVED TO APPROVE THE MINUTES OF SEPTEMBER 23, 1998. MOTION SECONDED BY BRYSON.**

**VOTE**

**STAFF REPORT**

**To: Planning & Zoning Commission**  
**Date: September 25, 1998**

**Prepared By: JL/mk**  
**Res: PZ98-47**

**GENERAL INFORMATION**

**Applicant:** McLane Consulting Group  
P.O. Box 468  
Soldotna, AK 99669

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**Requested Action:** Preliminary Plat  
**Legal Description:** Shoreline Heights Subdivision No. 2  
**Existing Zoning:** RR--Rural Residential  
**Current Land Use:** Undeveloped  
**Land Use Plan:** Medium Density Residential

**ANALYSIS****City Engineer:**

Everything regarding this plat is the same as the version recorded on June 3, 1993 except an additional pedestrian easement dedication along the northern-most property line. It is being dedicated to accommodate set net fishing sites.

**Building Official:**

No comment.

**RECOMMENDATIONS**

Recommend approval.

**ATTACHMENTS:**

1. Resolution No. PZ98-47
2. Preliminary Plat

**CITY OF KENAI  
PLANNING AND ZONING COMMISSION  
RESOLUTION NO. PZ98-47  
SUBDIVISION PLAT**

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI RECOMMENDING THAT THE ATTACHED SUBDIVISION PLAT BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

WHEREAS, the attached plat **SHORELINE HEIGHTS SUBDIVISION NO. 2** was referred to the City of Kenai Planning and Zoning Commission on **September 23, 1998** and received from **McLane Consulting**, and

WHEREAS, the City of Kenai Planning and Zoning Commission finds:

1. Plat area is zoned **RR—Rural Residential** and therefore subject to said zone conditions.
2. Water and sewer: **Municipal water system available to southeast corner**
3. Plat does not subdivide property within a public improvement district subject to special assessments. There is not a delinquency amount owed to the City of Kenai for the referenced property.
4. Installation agreement or construction of improvements is not required.
5. Status of surrounding land is shown.
6. Utility easements, if required, shall be shown.
7. Plat shall verify that no encroachments exist.
8. Street names designated on the plat are incorrect. North Kenai Road should be Kenai Spur Highway.
9. CONTINGENCIES:

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI THAT THE KENAI PENINSULA BOROUGH PLANNING COMMISSION APPROVE **SHORELINE HEIGHTS SUBDIVISION NO. 2** SUBJECT TO ANY NEGATIVE FINDINGS AS STATED ABOVE.

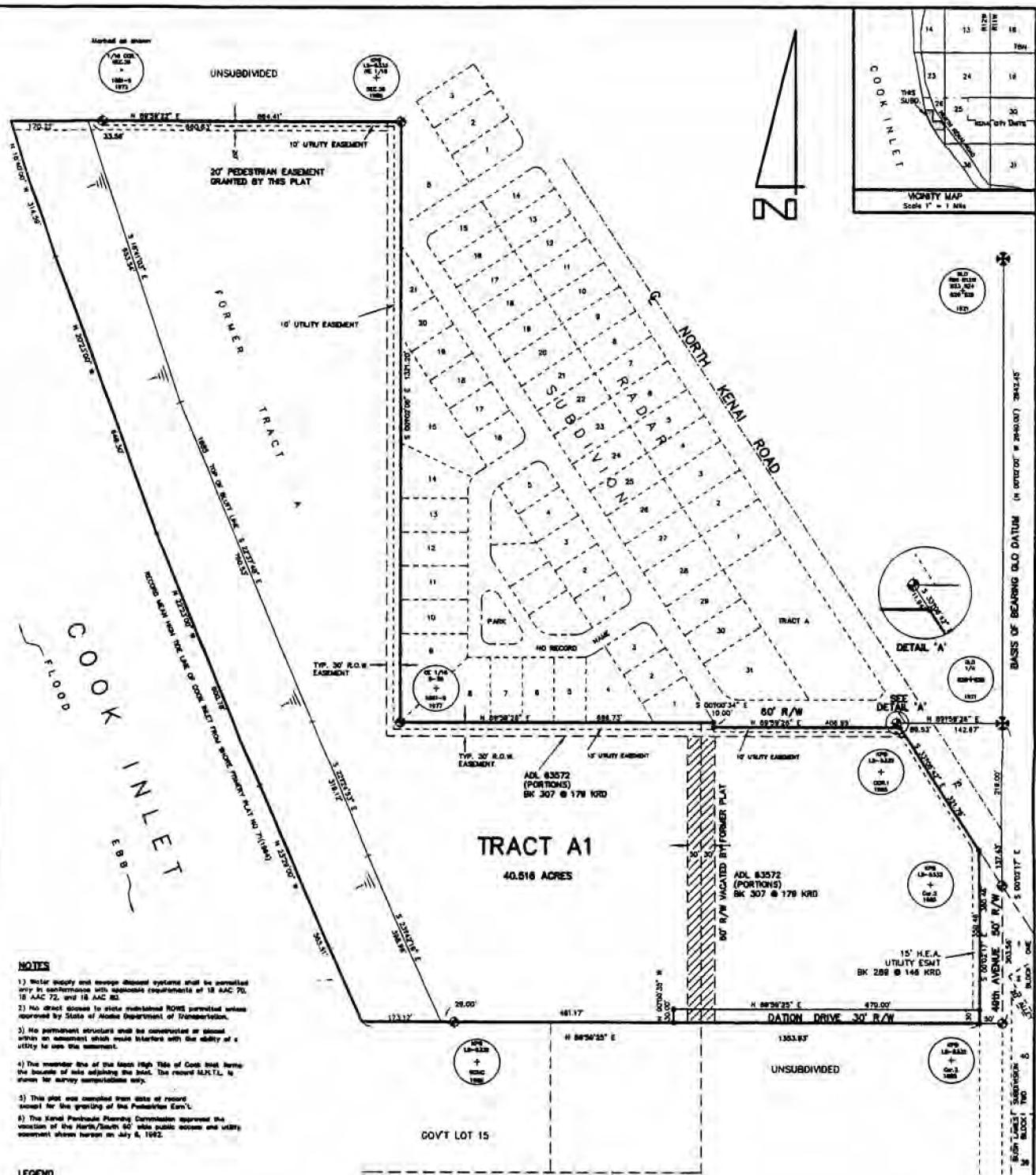
**PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI,  
ALASKA, OCTOBER 14, 1998.**

---

**CHAIRPERSON**

---

**ATTEST:**



**NOTES**

1) Water supply and sewer disposal systems shall be installed only in conformance with applicable requirements of 18 AAC 70, 18 AAC 72, and 18 AAC 83.  
 2) No direct access to state maintained ROW permitted unless approved by State of Alaska Department of Transportation.  
 3) No permanent structures shall be constructed or placed upon any property which would interfere with the ability of a utility to use the easement.  
 4) This map shows the line of the Mean High Tide of Cook Inlet, Alaska, and does not delineate the land. The record ALTA/NSF is shown for survey compilation only.  
 5) This plot was compiled from data of record, except for the granting of the Peninsula Easement.  
 6) The Kenai Peninsula Borough Commission approved the zoning of the Harbor/Beach 60' wide public access and utility easement shown hereto on July 4, 1992.

**LEGEND**

- ✖ SUM/OLD measurement of record
- Old survey measurement of record
- 1/2" ruler of record
- Set 1/2" x 24" ruler with plastic cap C-143
- ( ) Record data
- ||| R/W marked by former per

**NOTARY'S ACKNOWLEDGMENT**

Notary Public before me this  
 Day of \_\_\_\_\_, 1992.  
 My commission expires \_\_\_\_\_.

Notary Public for the State of Alaska

MSA Powers, Mayor  
 Authorized Official for the Kenai Peninsula Borough

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 We hereby certify that we are the owners of the real property shown and described herein and we hereby adopt this plan of subdivision and by our true consent dedicate all rights-of-way and other powers, title or power and right of easement to the uses shown.

**PLAT APPROVAL**

This plot was approved by the KENAI PENINSULA BOROUGH PLANNING COMMISSION

at the meeting on \_\_\_\_\_, 1992.

KENAI PENINSULA BOROUGH by

Authorized Official

**SHORELINE HEIGHTS  
SUBDIVISION NO. 2**

(A REZONING OF SHORELINE HEIGHTS SUBDIVISION  
AND ASSOCIATED PEDESTRIAN EASMENT DEDICATION)

Kenai Peninsula Borough, owner  
144 North Superior Street, Room 100  
Seward, AK 99664

LOCATION  
40.487 AC. A/T SITUATED WITH GOVERNMENT LOTS  
11, 12, 13, 14, AND THE E 1/2 OF S 1/4 IN 1/4 SEC 1/4  
AND THE W 1/2 OF S 1/4 SEC 1/4, T. 8 N., R. 12 W., S.M.  
IN THE CITY OF KENAI THE KENAI PENINSULA BOROUGH  
IN THE KENAI REGION OF ALASKA.

Surveyed by: Consulting Engineers  
McLANE  
Seward, AK 99664

Date: Sept. 1992 Sheet No.: 80-24 Project No. 822032

Drawn by: Scale 1" = 100' DBP File No. 09

Checked by: Checked by: AGM

OCTOBER 22, 2025 - 7:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
VICE CHAIR EARSLEY, PRESIDING

MINUTES

**A. CALL TO ORDER**

A Regular Meeting of the Kenai Planning & Zoning Commission was held on October 22, 2025, in City Hall Council Chambers, Kenai, AK. Vice Chair Earsley called the meeting to order at approximately 7:00 p.m.

**1. Pledge of Allegiance**

Vice Chair Earsley led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

|                           |               |
|---------------------------|---------------|
| Sonja Earsley, Vice Chair | Gwen Woodard  |
| Glenese Pettey            | Jeanne Reveal |
| Stacie Krause             | Diane Fikes   |

A quorum was present.

Also in attendance were:

Kevin Buettner, Planning Director  
Victoria Askin, City Council Liaison  
Logan Parks, Deputy City Clerk

**3. Agenda and Consent Agenda Approval**

**MOTION:**

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

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

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

**UNANIMOUS CONSENT** was requested.

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

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

**B. APPROVAL OF MINUTES**

1. \*Regular Meeting of September 10, 2025.

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

**D. UNSCHEDULED PUBLIC COMMENTS - None.**

## **E. CONSIDERATION OF PLATS**

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

### **MOTION:**

Commissioner Pettey **MOVED** to approve Resolution PZ2025-31. Commissioner Reveal **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-31.

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

Clarification was provided that the west side pedestrian access would remain; and if approved by the Kenai Peninsula Borough (KPB) plat committee the vacation would come back for City Council consideration as the City Council is the only body who has the authority to vacate or veto the vacation within City limits.

### **VOTE:**

**YEA:** Reveal, Pettey, Earsley, Krause, Fikes, Woodard

**NAY:** None

**MOTION PASSED.**

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

### **MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-32. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-32.

Vice Chair Earsley 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 impact on tax revenues when combining lots; current and future access to water and sewer.

**UNANIMOUS CONSENT** was requested.

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

## **F. PUBLIC HEARINGS**

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

### **MOTION:**

Commissioner Woodard **MOVED** to approve Resolution PZ2025-29. Commissioner Pettey **SECONDED** the motion.

Planning Director Buettner read the staff report as included in the packet and attached to Resolution PZ2025-29.

Vice Chair Earsley opened the floor for public comment. There being no one wishing to be heard, discussion was brought back to the Commission.

There was discussion regarding the availability of financing based on zoning types; sidewalks were generally not required outside of collector routes; the rezone would provide flexibility for developers; and building permits will still go through the City to ensure adequate emergency access and design compliance.

**VOTE:**

YEA: Pettey, Earsley, Krause, Fikes, Woodard, Reveal

NAY: None.

**MOTION PASSED.**

**G. UNFINISHED BUSINESS** - None.

**H. NEW BUSINESS**

**1. Discussion** - Direction from Kenai City Council to explore the issue of tent camping within the City.

Director Buettner read the staff report as included in the packet, noting that there were no clear guidelines or restrictions in code regarding this type of use.

There was discussion regarding the need for clear rules regarding tent use in residential areas; and the importance of balancing private property rights with neighborhood standards;

Concerns stated regarding restricting families from allowing temporary tents in their yards; possible homelessness encampments forming in public areas; unsafe unsanitary conditions near residential neighborhoods; and enforcement issues.

General consensus was given that a work session should be scheduled to explore how to balance individual right with community standards.

**2. Action/Approval** - Requested Inclusion of Recommend Council Include the Comprehensive Plan Project into FY2027-2031 City of Kenai Capital Improvement Plan.

Director Buettner read the staff report as included in the packet, noting he had reached out to similar sized municipalities to get an idea of costs; historically KPB assisted the City with comprehensive plan updates; and ultimately it would be the City Council who determined the amount to designate for this project.

**MOTION:**

Commissioner Pettey **MOVED** to request the inclusion of the Comprehensive Plan Project into the City of Kenai Capital Improvement Plan. Commissioner Reveal **SECONDED** the motion.

There was discussion regarding the additional funding opportunity through grants if this project was included in the Capital Improvement Plan; and a comprehensive plan would look at many aspects not just zoning and land use; and some areas might fall under other departments.

**VOTE:**

YEA: Earsley, Krause, Fikes, Woodard, Reveal, Pettey

NAY: None.

**MOTION PASSED.**

**3. Information on Resolution No. 2025-61- Authorizing Participation in the Current Solicitation of the Community Development Block Grant Program.**

It was reported that the City Council approved the resolution during their October 15, 2025 meeting; the project would extend water and sewer to the KPHI developments; and the City would be serving as a pass-through agency.

#### 4. Action/Approval - Scheduling End of Year Meetings & Work Sessions.

##### **MOTION:**

Commissioner Fikes **MOVED** to amend the November and December Meeting Schedule as follows:

Cancelling the November 26, 2025 and December 24, 2025 regular meetings; and scheduling work sessions before the November 12, 2025 and December 10, 2025 meetings, with the work session start times being 6:00 p.m.

Commissioner Woodard **SECONDED** the motion.

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

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

#### **I. REPORTS**

##### 1. Planning Director

Planning Director Buettner thanked the Commission Members for their time.

##### 2. Commission Chair

Vice Chair Earsley thanked the Commission for their time.

##### 3. Kenai Peninsula Borough Planning

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

##### 4. City Council Liaison

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

#### **J. ADDITIONAL PUBLIC COMMENTS - None.**

#### **K. NEXT MEETING ATTENDANCE NOTIFICATION**

##### 1. Next Meeting: November 12, 2025

#### **L. COMMISSION COMMENTS AND QUESTIONS**

There was discussion regarding the meeting being very productive; and the positive items moving forward within the City.

#### **M. PENDING ITEMS - None.**

#### **N. ADJOURNMENT**

#### **O. INFORMATIONAL ITEMS - None.**

There being no further business before the Planning & Zoning Commission, the meeting was adjourned at 8:38 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of October 22, 2025.

  
Logan Parks  
Deputy City Clerk



SENT VIA ELECTRONIC MAIL

October 23, 2025

McLane Consulting  
PO Box 468  
Soldotna, AK 99669  
[ahamilton@mclanecg.com](mailto:ahamilton@mclanecg.com)

**RE: Notice of Recommendation - Resolution PZ2025-31 – Preliminary Plat – Shoreline Heights 2025 Vacation**

Dear Andrew Hamilton:

On Wednesday, October 22, 2025, the City of Kenai Planning and Zoning Commission recommended conditional approval of Resolution PZ2025-31 for Preliminary Plat – Shoreline Heights 2025 Vacation. If the Kenai Peninsula Borough recommends approval, Kenai City Council would have to consent to the vacation of the right-of-way. An installation agreement is not required. Enclosed is a copy of the resolution.

If you have any questions, please contact Planning & Zoning Department at 907-283-8237 or [planning@kenai.city](mailto:planning@kenai.city).

Sincerely,

*Kevin Buettner, AICP, LEEP AP, CNU-A*  
Planning Director

Enclosure

cc: Beverly Carpenter, KPB Planning Department ([bcarpenter@kpb.us](mailto:bcarpenter@kpb.us))



**CITY OF KENAI  
PLANNING AND ZONING COMMISSION  
RESOLUTION NO. PZ2025-31**

**A RESOLUTION RECOMMENDING THAT PRELIMINARY PLAT SHORELINE HEIGHTS VACATION ATTACHED HERETO BE CONDITIONALLY APPROVED.**

PROPERTY ADDRESSES: 1614 Pey Drive

LEGAL DESCRIPTIONS: Lot 48, Shoreline Heights 2023 Addition

KPB PARCEL NUMBERS: 03914182

WHEREAS, the City of Kenai received a preliminary plat from McLane Consulting, Inc., on behalf of property owner Luke Hanson, for a vacation of the 20-foot pedestrian easement public right-of-way located within Lot 48, Shoreline Heights 2023 Addition; and,

WHEREAS, the preliminary plat meets the minimum lot width and minimum lot depth requirements as outlined in Kenai Municipal Code (KMC) Section 14.10.070(d)(2); and,

WHEREAS, the existing street names are referenced correctly; and,

WHEREAS, the proposed lot will have access from Pey Drive (a City-maintained paved road); and,

WHEREAS, City water is available to the proposed lot; and,

WHEREAS, City sewer is not available to the proposed lot; and,

WHEREAS, a 10-foot easement for utilities is located along the northern boundary adjacent to the SE $\frac{1}{4}$ , NW $\frac{1}{4}$ , T 6N, R 12W, Section 26, Seward Meridian, and along the western boundary of Lot 48 adjacent to the existing 60-foot Pey Drive right-of-way; and,

WHEREAS, an installation agreement is not required; and,

WHEREAS, the City does not have a public interest in retaining the 20-foot pedestrian easement public right-of-way located within Lot 48, Shoreline Heights 2023 Addition; and,

WHEREAS, the Planning and Zoning Commission finds:

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for subdivision, subject to the listed conditions, provides utility/access easements, provides satisfactory and desirable building sites. The City water is subject to the regulatory requirements of the City of Kenai Public Works Department and on-site wastewater

Resolution No. PZ2025-31

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systems are subject to the regulatory requirements of Alaska Department of Environmental Conservation.

2. Pursuant to KMC 14.10.080 *Minimum improvement required*, Pey Drive is an existing dedicated right-of-way and is determined acceptable access. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the Rural Residential zoning district of 20,000 square feet.
4. Pursuant to KMC 14.24.020 General Requirements, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

NOW, THEREFORE, BE IT RECOMMENDED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA:

**Section 1.** That preliminary plat Shoreline Heights Vacation be approved subject to the following conditions,

1. Further development of the property will conform to all federal, State of Alaska, and local regulations.
2. The Kenai City Council must declare the 20-foot pedestrian easement right-of-way not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF KENAI, ALASKA,  
THIS 22<sup>nd</sup> DAY OF OCTOBER, 2025.

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SONJA EARSLEY, CHAIRPERSON

ATTEST:

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LOGAN PARKS, DEPUTY CITY CLERK



# STAFF REPORT

## PLANNING & ZONING DEPARTMENT

**TO:** Planning and Zoning Commission  
**THROUGH:** Kevin Buettner, Planning Director  
**FROM:** Brandon McElrea, Land Management Analyst  
**DATE:** October 13, 2025  
**SUBJECT:** Resolution No. PZ2025-31 – Preliminary Plat – Shoreline Heights 2025 Vacation

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**Request** The applicant is proposing a preliminary plat to vacate a pedestrian easement and vacate a utility easement.

**Staff Recommendation** Adopt Resolution No. PZ2025-31 recommending approval of Preliminary Plat – Shoreline Heights 2025 Vacation, to vacate a 20-foot pedestrian easement.

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**Applicant:** McLane Consulting, Inc.  
 Attn: Andrew Hamilton  
 P.O. Box 468  
 Soldotna, AK 99669

**Property Owner:** Luke Hanson

**Legal Description:** Lot 48, Shoreline Heights 2023 Addition

**Property Address:** 1614 Pey Drive

**KPB Parcel No.:** 03914182

**Zoning District:** Rural Residential (RR)

**Land Use Plan:** Low Density Residential (LDR)

**Surrounding Uses:** Improved and Vacant Residential

## SUMMARY

The City received a preliminary plat from McLane Consulting, Inc. on behalf of the property owner for the vacation of a 20-foot pedestrian easement located along the northern boundary of Lot 48, Shoreline Heights 2023 Addition. The dedication of Pey Drive on the Shoreline Heights 2023 Addition plat, filed at 2024-83, Kenai Recording District, effectively severed the pedestrian easement, rendering the eastern portion of the pedestrian easement found on subject Lot 48 unnecessary for the original intended use of access to commercial fishing beach sites.

Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* states preliminary plats or replats must first be submitted to the City for review and provide recommendation to the Kenai Peninsula Borough Planning Commission.

## ANALYSIS

The proposed vacation plat meets the preliminary plat requirements and development requirements for the Rural Residential (RR) zoning district. Access to the subject lot is via Pey Drive, which is a City maintained paved road. At approximately 24,437 Square feet, Lot 48 exceeds the RR minimum lot size of 20,000 square feet. City water is available along Pey Drive. City sewer is unavailable in this area; therefore, the property owner will need to install a private on-site septic system. The septic system must meet the requirements regulatory requirements of the State of Alaska Department of Environmental Conservation (ADEC). The Public Works Director, Fire Marshal, and Building Official have reviewed the preliminary plat and have no comments.

Staff finds that the preliminary plat meets the following Title 14 of Kenai Municipal Code (KMC) sections and aligns with the intent of the Kenai Zoning Code.

1. Pursuant to KMC 14.10.070 *Subdivision Design Standards*, the preliminary plat for replat, subject to the listed conditions, provides utilities/access easements, provides a satisfactory and desirable building site, and the accessible water system is subject to the regulatory requirements of the City of Kenai Public Works Department. The on-site wastewater system is subject to the regulatory requirements of ADEC.
2. Pursuant to KMC 14.10.080 *Minimum improvement required*, the preliminary plat is within a subdivision that has dedicated rights-of-way and determined acceptable access, subject to the listed conditions. Therefore, an installation agreement is not required.
3. Pursuant to KMC 14.24.010 *Minimum lot area requirements*, the preliminary plat meets City standards for minimum lot size in the RR zoning district of 20,000 square feet.
4. Pursuant to KMC 14.24.020 *General Requirements*, the preliminary plat meets City standards for minimum lot width/depth and access/utility easements. Compliance with the maximum lot coverage, maximum height, and setbacks will be reviewed during the building permit review.

## STAFF RECOMMENDATION

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Staff finds that the proposed preliminary plat for Shoreline Heights 2025 Vacation, to vacate a 20-foot pedestrian easement on Lot 48, Shoreline Heights 2023 Addition, meets the general standards for Kenai Municipal Code (KMC) Chapter 14.10 *Subdivision Regulations* and Chapter 14.24 *Development Requirements Table* and hereby recommends that the Planning and Zoning Commission recommends approval of Resolution No. PZ2025-31 to the Kenai Peninsula Borough, subject to the following condition:

1. Further development of the property will conform to all Federal, State of Alaska, and local regulations.
2. The Kenai City Council must declare the 20-foot pedestrian easement right-of-way not needed for a public purpose and approve the vacation of the right-of-way as shown on the preliminary plat.

## ATTACHMENTS

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Aerial Map

Application

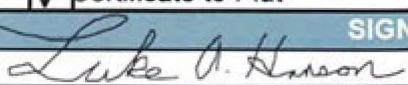
Preliminary Plat, Shoreline Heights 2025 Vacation

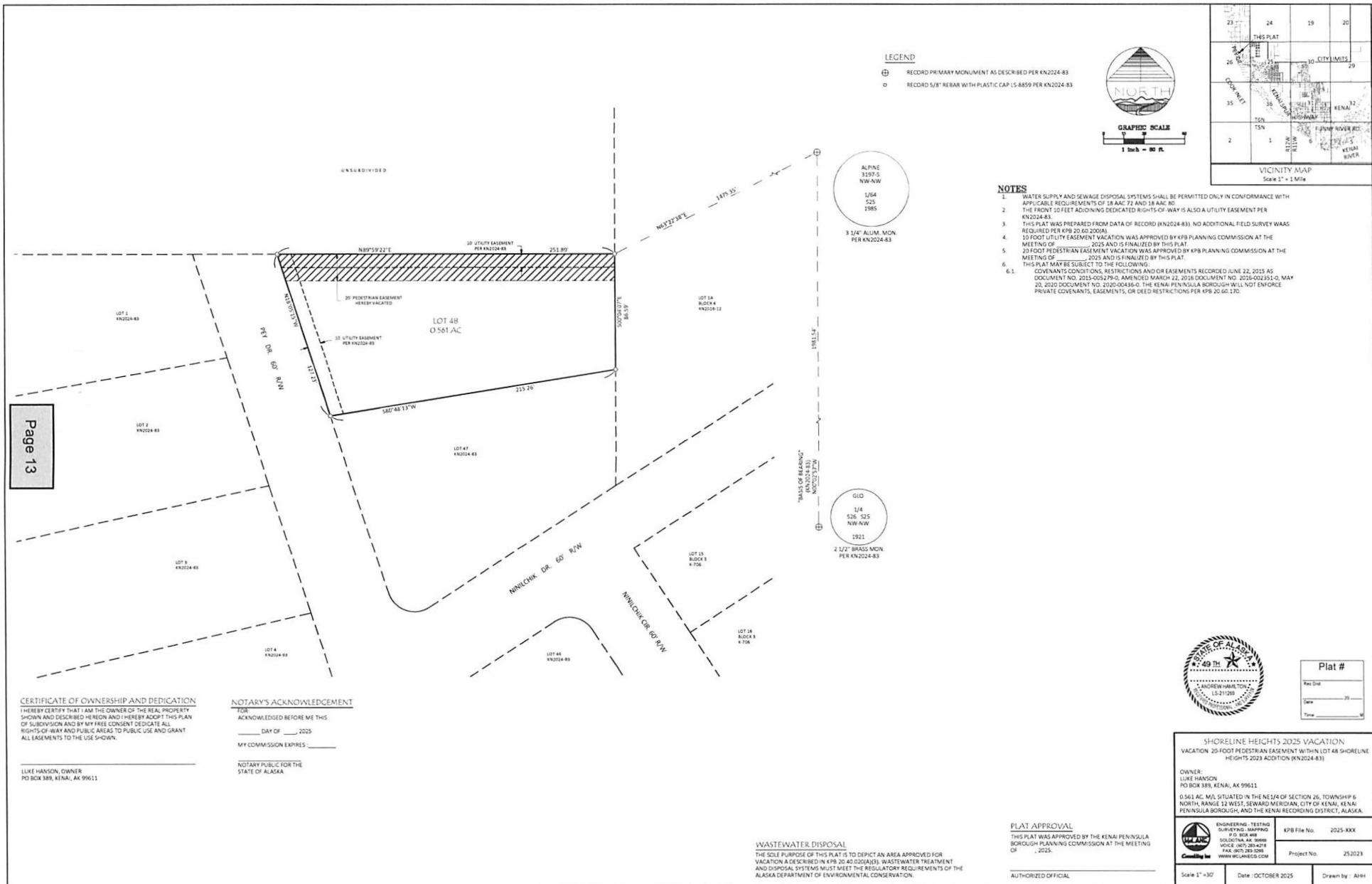
Aerial Map



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|   |   |  |                                     |  |       |           |
|---|---|--|-------------------------------------|--|-------|-----------|
|  |   | <b>Preliminary Plat<br/>Submittal Form</b>                         |                                     | City of Kenai<br>Planning and Zoning Department<br>210 Fidalgo Avenue<br>Kenai, AK 99611<br>(907) 283-8200<br>planning@kenai.city<br>www.kenai.city/planning |       |           |
| <b>APPLICANT (SURVEYOR)</b>   |   |  |                                     |  |       |           |
| Name:   | Andrew Hamilton   |  |                                     |  |       |           |
| Mailing Address:  | PO Box 468  | City:  | Soldotna                            | State:   | AK    | Zip Code: |
| Phone Number(s):  |   |  |                                     |  |       |           |
| Email:  |   |  |                                     |  |       |           |
| <b>PROPERTY OWNER</b>   |   |  |                                     |  |       |           |
| Name:   | Luke Hanson   |  |                                     |  |       |           |
| Mailing Address:  | PO Box 389  | City:  | Kenai                               | State:   | AK    | Zip Code: |
| Phone Number(s):  |   |  |                                     |  |       |           |
| Email:  |   |  |                                     |  |       |           |
| <b>PROPERTY INFORMATION</b>   |   |  |                                     |  |       |           |
| Kenai Peninsula Borough Parcel #:   | 03914182  |  |                                     |  |       |           |
| Current City Zoning:  | Rural Residential   |  |                                     |  |       |           |
| Use:  | <input checked="" type="checkbox"/> Residential                                     | <input type="checkbox"/> Recreational                              | <input type="checkbox"/> Commercial |  |       |           |
|   | <input type="checkbox"/> Other: Vacant  |  |                                     |  |       |           |
| Water:  | <input type="checkbox"/> On Site  | <input checked="" type="checkbox"/> City                           | <input type="checkbox"/> Community  |  |       |           |
| Sewer:  | <input checked="" type="checkbox"/> On Site   | <input type="checkbox"/> City                                      | <input type="checkbox"/> Community  |  |       |           |
| <b>PLAT INFORMATION</b>   |   |  |                                     |  |       |           |
| Preliminary Plat Name:  | Shoreline Heights 2025 Vacation   |  |                                     |  |       |           |
| Revised Preliminary Plat Name:  |   |  |                                     |  |       |           |
| Vacation of Public Right-of-Way:  | <input checked="" type="checkbox"/> Yes   | <input type="checkbox"/> No  |                                     |  |       |           |
| Street Name (if vacating ROW):  | 20' Pedestrian Easement   |  |                                     |  |       |           |
| Exceptions Required and Requested:  |   |  |                                     |  |       |           |
| <br><br><br><br><br><br><br>  |   |  |                                     |  |       |           |
| Comments:   |   |  |                                     |  |       |           |
| <br><br><br><br><br><br><br>  |   |  |                                     |  |       |           |
| <b>REQUIRED ATTACHMENTS</b>   |   |  |                                     |  |       |           |
| <input checked="" type="checkbox"/> Certificate to Plat                           |   | <input checked="" type="checkbox"/> (2) 11" x 17" Plats and/or PDF |                                     |  |       |           |
| <b>SIGNATURE</b>  |   |  |                                     |  |       |           |
| Signature:  |  |  |                                     |  | Date: | 9/23/2023 |
| Print Name:   | Luke Hanson   |  | Title/Business:                     |  |       |           |





Sponsored by: Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt

**CITY OF KENAI  
RESOLUTION NO. 2026-06**

A RESOLUTION SCHEDULING A SPECIAL ELECTION FOR APRIL 14, 2026, FOR THE PURPOSE OF PROVIDING FOR SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY THE QUESTION(S) OF AMENDING KENAI MUNICIPAL CHARTER, SECTION 10-1 ANNUAL ELECTION - TIME.

WHEREAS, at the October 7, 2025 Municipal Election, Borough Voters approved Kenai Peninsula Borough (KPB) Citizens Initiative Proposition No. 5; and,

WHEREAS, KPB Proposition No. 5 moved the annual Borough election date from October to November to coincide with State and Federal annual election date in an effort to increase Borough voter turnout; and,

WHEREAS, although Proposition No. 5 did not alter the City of Kenai's election schedule, it was supported by 66.5% of the City voters who participated in the Borough election; and,

WHEREAS, prior to the passage of Proposition No. 5, the annual elections of the Borough and City were held concurrently under a mutual aid agreement; and,

WHEREAS, conducting the City election concurrently with the Borough provides significant election cost savings and election results from the October 7, 2025 show City Residents were interested in at least moving the annual election date of the Borough to coincide with the State of Alaska annual election date to increase voter turnout; and,

WHEREAS, scheduling a special election prior to the next annual election of the City is the only way to allow City voters to vote on whether they would like the City's annual elections to be aligned with the annual election of the Kenai Peninsula Borough and State of Alaska.

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

**Section 1.** That the Kenai City Council hereby declares April 14, 2026 as the Special Election date for the purpose of providing for submission to the qualified voters of the City of Kenai the question(s) of amending Kenai Municipal Charter, Section 10-1 Annual Election - Time.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

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Henry H. Knackstedt, Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** January 13, 2026

**SUBJECT:** **Resolution No. 2026-06** - Scheduling a Special Election for April 14, 2026, for the Purpose of Providing for Submission to the Qualified Voters of the City the Question(s) of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Time.

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At the October 7, 2025 Municipal Election, voters of the Kenai Peninsula Borough (KPB) approved Citizens Initiative Proposition No. 5, which moved the annual Borough election date from October to November in order to coincide with the annual State and Federal election.

Although KPB Proposition No. 5 did not alter the City of Kenai's election schedule, the initiative was supported by 66.5% of the City voters who participated in the Borough election.

Prior to passage of the proposition the annual elections of the City and Borough were conducted concurrently under a mutual aid agreement, which provided significant cost savings for the City.

During the December 3, 2025 City Council work session, the Council was presented with the above information, a summary of the election results from October 7, 2025 within the City precincts and three possible options moving forward with City elections.

The City Council at the December 3, 2025 work session provided general direction to bring forward the legislation necessary to schedule a Special Election.



Sponsored by: Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt

**CITY OF KENAI  
RESOLUTION NO. 2026-07**

A RESOLUTION PROVIDING FOR SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY OF KENAI, AT THE SPECIAL ELECTION TO BE HELD ON APRIL 14, 2026, THE QUESTION OF AMENDING KENAI MUNICIPAL CHARTER, SECTION 10-1 ANNUAL ELECTION - TIMES, TO PROVIDE THAT THE ANNUAL DATE OF THE CITY'S GENERAL ELECTION IS ALIGNED WITH THE CURRENT ANNUAL ELECTION DATE OF THE KENAI PENINSULA BOROUGH.

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WHEREAS, at the October 7, 2025 Municipal Election, Borough Voters approved Kenai Peninsula Borough (KPB) Citizens Initiative Proposition No. 5; and,

WHEREAS, KPB Proposition No. 5 moved the annual Borough election date from October to November to coincide with the State and Federal annual elections date in an effort to increase Borough voter turnout; and,

WHEREAS, although Proposition No. 5 did not alter the City of Kenai's election schedule, it was supported by 66.5% of the City voters who participated in the Borough election; and,

WHEREAS, prior to the passage of Proposition No. 5 Borough and City annual elections were held concurrently under a mutual aid agreement; and,

WHEREAS, the City Council by Resolution No. 2026-06 has scheduled a Special Election on April 14, 2026, for the purpose of submitting to the eligible voters of the City the question of aligning the annual election date of the City with the annual election date of the Kenai Peninsula Borough; and,

WHEREAS, Proposition No. 2026-A proposes to amend the City Charter Section 10-1 to have the annual date of City's general election held on the same date as the current Borough and State annual election to provide cost savings to the City in running its annual election and to increase City voter turnout.

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

**Section 1.** That the following proposition shall be submitted to the qualified voters of the City of Kenai at the April 14, 2026 Special Election in substantially the same form as set out hereafter:

**PROPOSITION NO. 2026 - A  
ANNUAL ELECTIONS - TIME.**

**Amending the Annual Date of the City of Kenai's General Election to Match  
the Kenai Peninsula Borough Annual Election Date, which was Recently Aligned with  
the Date of the State of Alaska Annual Election.**

Shall Section 10-1, Annual Election - Times, of the Charter of the City of Kenai be amended to provide that the annual election date of the City of Kenai be amended to match the current annual election date of the Kenai Peninsula Borough, which was recently aligned with the annual election date of the State of Alaska.

YES  [A YES vote would amend the City Charter as described above.]  
NO  [A NO vote would defeat the amendment described above.]

**Section 2.** That following the April 14, 2026 Special Election, if the proposition substantially in the same form as set out above in Section 1 of this resolution is ratified by the voters, the following charter amendment would become effective:

**Section 10-1 Annual Election - Times, of the Charter of the City of Kenai**

There shall be no primary election, but only a general election, herein also called general election, for the election of a Mayor and other Councilmembers. Such election shall be held on the first Tuesday [IN OCTOBER] following the first Monday in November of each calendar year.

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

**Proposition No. 2026 - A:** Charter Amendment, Amending the Annual Date of the City of Kenai's General Election to Match the Kenai Peninsula Borough Annual Election Date, which was Recently Aligned with the Date of the State of Alaska Annual Election.

**Ballot Question:**

Shall Section 10-1, Annual Election - Times, of the Charter of the City of Kenai be amended to provide that the annual election date of the City of Kenai be amended to match the current annual election date of the Kenai Peninsula Borough, which was recently aligned with the annual election date of the State of Alaska.

**Proposed Charter Amendment:** New Text Underlined; [DELETED TEXT, SMALL CAPS AND BRACKETED]

**Section 10-1 Annual Election - Times, of the Charter of the City of Kenai**

There shall be no primary election, but only a general election, herein also called general election, for the election of a Mayor and other Councilmembers. Such election shall be held on the first Tuesday [IN OCTOBER] following the first Monday in November of each calendar year.

YES - A YES vote would amend the Charter as described above.

NO - A NO vote would defeat the amendment described above.

**Summary of Amendment:**

This would amend Kenai Municipal Charter by moving the annual date of the City's general election from the first Tuesday in October to the first Tuesday following the first Monday in November of each calendar year.

If approved, this Charter amendment would align the City of Kenai's annual election date with the Kenai Peninsula Borough's current annual election date. In 2025 the Kenai Peninsula Borough annual election date was changed to the first Tuesday following the first Monday in November, which aligned the Kenai Peninsula Borough annual election date with the State of Alaska annual election date.

**Section 4.** That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

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Henry H. Knackstedt, Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** January 14, 2026

**SUBJECT:** **Resolution No. 2026-07** - Providing for Submission to the Qualified Voters of the City of Kenai, at the Special Election to be Held on April 14, 2026, the Question of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Times, to Provide that the Annual Date of the City's General Election is Aligned with the Current Annual Election Date of the Kenai Peninsula Borough's.

---

City Council Resolution No. 2026-06 scheduled a Special Election for April 14, 2026, for the purpose of asking the Voters if they would like to amend the date of the City's annual election.

### Section Analysis:

Section 1 - establishes the proposed proposition format, setting the proposition title in a format which lets the voters know the subject of the proposition.

Section 2 - identifies the specific change which will take place within Kenai Municipal Charter if the proposition is approved by the voters.

Section 3 - proposes the proposition summary, which is the brief explanation of the proposition and what would occur if the proposition were approved.

It is important to note that this Proposition changes the date of the City's annual general election to the first Tuesday following the first Monday in November, which is the date the State's elections have historically been, and what the Borough just changed to. If the Borough or State were to change their election dates in the future (the Borough can't for at least two years following the citizen proposition) and the City desired to change its date again, another special election would be required to amend The City's Charter.



Sponsored by: Askin, Sounart, Daniel, Kisena, Grieme, Pettey, Knackstedt

**CITY OF KENAI  
RESOLUTION NO. 2026-08**

A RESOLUTION PROVIDING FOR SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY OF KENAI, AT THE SPECIAL ELECTION TO BE HELD ON APRIL 14, 2026, THE QUESTION OF AMENDING KENAI MUNICIPAL CHARTER, SECTION 10-1 ANNUAL ELECTION - TIMES, TO SET THE FIXED DATE OF THE CITY'S ANNUAL GENERAL ELECTION IN 2026 AND THEREAFTER REMOVE THE FIXED DATE OF THE CITY'S ANNUAL GENERAL ELECTION AND AUTHORIZE THE CITY COUNCIL TO ESTABLISH THE ANNUAL GENERAL ELECTION DATE BY ORDINANCE.

---

WHEREAS, at the October 7, 2025 Municipal Election, Borough Voters approved Kenai Peninsula Borough (KPB) Citizens Initiative Proposition No. 5; and,

WHEREAS, KPB Proposition No. 5 moved the annual Borough election date from October to November to coincide with State and Federal annual elections date in an effort to increase Borough voter turnout; and,

WHEREAS, although Proposition No. 5 did not alter the City of Kenai's election schedule, it was supported by 66.5% of the City voters who participated in the Borough election; and,

WHEREAS, the City Council by Resolution No. 2026-06 has scheduled a Special Election on April 14, 2026, for the purpose of submitting to the eligible voters of the City, the question of aligning the annual election date of the City with the annual election date of the Kenai Peninsula Borough; and,

WHEREAS, similar to Proposition No. 2026-A, Proposition No. 2026-B proposes to amend the City Charter in Section 10-1 to set the annual election date of the City's general election to the same date as the current annual elections of the Kenai Peninsula Borough and State of Alaska; and,

WHEREAS, Proposition No. 2026-B also gives the City Council the ability to set subsequent annual City general election dates by Ordinance to negate the requirement for a charter amendment in the future if the City desired to change its annual general election date again; and,

WHEREAS, Proposition No. 2026-B, is drafted to compliment Proposition No. 2026-A, and if both propositions pass they do not create a conflict in charter, or each Proposition could stand alone if only one is approved by the voters; and,

WHEREAS, Special Elections are expensive, and often have a much lower voter turnout than regular elections; and,

WHEREAS, removing the fixed date of the City's annual election from City Charter allows the greatest flexibility to adjust election timing without incurring costs of a Special Election in the future, providing the City Council the ability to align the election date with the Borough or State if their election dates were to change after 2026, or an Election Date change was in the City's best interest for any other reason.

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

**Section 1.** That the following proposition shall be submitted to the qualified voters of the City of Kenai at the April 14, 2026 Special Election in substantially the same form as set out hereafter:

**PROPOSITION No. 2026 - B  
ANNUAL ELECTIONS - TIME.**

**Setting the Fixed Date for the Annual City General Election in 2026, Removing the Fixed Election Date beginning in 2027 and Authorizing the Annual General Election Date to be Set by Municipal Ordinance thereafter.**

Shall Section 10-1, Annual Election - Times, of the Charter of the City of Kenai be amended to change the fixed date of the annual City General Election for 2026 to the same date as the current annual election date of the Kenai Peninsula Borough and State of Alaska and thereafter remove the fixed date of the annual City General Election from Charter and authorize the City Council to establish the annual election date by ordinance beginning in 2027.

YES  [A YES vote would amend the City Charter as described above.]  
NO  [A NO vote would defeat the amendment described above.]

**Section 2.** That following the April 14, 2026 Special Election, if the proposition substantially in the same form as set out above in Section 1 of this resolution is ratified by the voters, the following charter amendment would become effective:

**Section 10-1 Annual Election - Times, of the Charter of the City of Kenai**

There shall be no primary election, but only a general election, herein also called general election, for the election of a Mayor and other Councilmembers. [SUCH] The 2026 general election shall be held on the first Tuesday [IN OCTOBER] following the first Monday in November [OF EACH CALENDAR YEAR]. Thereafter, all future general election dates shall be set by ordinance.

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

**Proposition No. 2026 - B:** Charter Amendment Setting the Fixed Date for the Annual City General Election in 2026, Removing the Fixed Election Date beginning in 2027 and Authorizing the Annual General Election Date to be Set by Municipal Ordinance thereafter.

**Ballot Question:**

Shall Section 10-1, Annual Election - Times, of the Charter of the City of Kenai be amended to change the fixed date of the annual City General Election for 2026 to the same date as the current annual election date of the Kenai Peninsula Borough and State of Alaska and thereafter remove the fixed date of the annual City General Election from Charter and authorize the City Council to establish the annual election date by ordinance beginning in 2027.

**Proposed Charter Amendment:** New Text Underlined; [DELETED TEXT, SMALL CAPS AND BRACKETED]

**Section 10-1 Annual Election - Times, of the Charter of the City of Kenai**

There shall be no primary election, but only a general election, herein also called general election, for the election of a Mayor and other Councilmembers. [SUCH] The 2026 general election shall be held on the first Tuesday [IN OCTOBER] following the first Monday in November [OF EACH CALENDAR YEAR]. Thereafter, all future general election dates shall be set by ordinance.

YES - A YES vote would amend the Charter as described above.

NO - A NO vote would defeat the amendment described above.

**Summary of Amendment:**

This amendment would set the date for the City's 2026 annual General Election to the first Tuesday following the first Monday in November, and delete from the City Charter the fixed date in which future annual City elections must be held.

If approved, this Charter amendment would authorize the City Council after the 2026 annual General Election to set the date of the annual City General Election in the City's Municipal Code. Any future change to the annual election date, such as alignment with the Kenai Peninsula Borough or State of Alaska election, could then be made by ordinance without requiring additional charter amendments or the need for calling a Special Election.

**Section 4.** That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

---

Henry H. Knackstedt, Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk



## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**FROM:** Shellie Saner, City Clerk

**DATE:** January 14, 2026

**SUBJECT:** **Resolution No. 2026-08** - Providing for Submission to the Qualified Voters of the City of Kenai, at the Special Election to be Held on April 14, 2026, the Question of Amending Kenai Municipal Charter, Section 10-1 Annual Election - Times, to Set the Fixed Date of the City's Annual General Election in 2026 and thereafter Remove the Fixed Date of the City's Annual General Election and Authorize the City Council to Establish the Annual General Election Date by Ordinance.

---

City Council Resolution No. 2026-06 scheduled a Special Election for April 14, 2026, for the purpose of asking the Voters if they would like to amend the date of the City's annual election.

Proposition No. 2026-B proposes to move the annual election date in 2026 and thereafter allow the annual election date to be established by Ordinance.

### Section Analysis:

Section 1 - establishes the proposed proposition format, setting the proposition title in a format which lets the voters know the subject of the proposition.

Section 2 - identifies the specific change which will take place within Kenai Municipal Charter if the proposition is approved by the voters.

Section 3 - proposes the proposition summary, which is the brief explanation of the proposition and what would occur if the proposition were approved.

The difference between Propositions A and B, is that while both set the time at least for the 2026 election to a date certain, unlike Proposition A, Proposition B, removes the date certain from Charter beginning in 2027 to allow Council to make any future changes to the annual general election date by ordinance. For example if the Borough decided to change its election date again after two years, the City Council could change the City's date again to match the Borough's without having to potentially have another special election to amend its Charter.



Sponsored by: Administration

**CITY OF KENAI  
RESOLUTION NO. 2026-09**

A RESOLUTION AUTHORIZING A CONTRACT FOR DESIGN OF A NEW APPROACH PROCEDURE FOR THE TEMPORARY RUNWAY TO BE USED DURING THE MAIN RUNWAY REHABILITATION PROJECT.

WHEREAS, the Runway Rehabilitation Project will shut down the airport runway this summer; and,

WHEREAS, approach procedures will not be available for the runway and Visual Flight Rules will be in place; and,

WHEREAS, a new approach can be developed to aid aircraft landing on the temporary runway that would be less restrictive than Visual Flight Rules and reduce weather impacts during construction; and,

WHEREAS, the City has sufficient funds available for this project to complete these design services that are not eligible for FAA reimbursement; and,

WHEREAS, the City was able to solicit quotes from two companies that offer these specialized services and are able to complete the work prior to the start of construction; and,

WHEREAS, KMC 7.15.070 (b) (6) allows the City to award a contract with limited solicitation and direct negotiation if found to be in the best interest of the City; and,

WHEREAS, it is in the best interest of the City to contract with \_\_\_\_\_ in the amount of \$\_\_\_\_\_ to design a new approach procedure for the temporary runway.

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

**Section 1.** That the City Manager is authorized to execute a contract with \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for the design of a new approach procedure for the temporary runway utilizing Airport Improvement Capital Project Funds.

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

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 21<sup>ST</sup> DAY OF JANUARY, 2026.

\_\_\_\_\_ Henry H. Knackstedt, Mayor

ATTEST:

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

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



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

**THROUGH:** Mary Bondurant, Acting Airport Manager

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

**DATE:** January 15, 2026

**SUBJECT:** **Resolution No. 2026-09** - Authorizing a Contract for Design of a New Approach Procedure for the Temporary Runway to be used during the Main Runway Rehabilitation Project.

---

This memo requests Council's approval to contract with \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for the design of new flight procedures for the temporary runway during the Runway Rehabilitation Project occurring this summer.

Existing approaches and navigational aids will not be available for use and assistance during the Runway Rehabilitation Project as the existing runway will be under construction and is expected to be unavailable for use from May 16<sup>th</sup>, through September 30<sup>th</sup>. This forces the airport to use Visual Flight Rules (VFR) only during this time. VFR places additional restrictions on aircraft for takeoffs and landings based on the cloud ceiling, visibility and cloud cover that would not be in effect for the normal operations and approaches on the runway. The Air Traffic Control Tower will not permit any aircraft to use the existing approaches during this time and night time approaches would not be allowable during VFR.

A new approach procedure for the taxiway can be developed to allow an instrument approach using GPS equipment in aircrafts. This approach procedure would still entail some restrictions on visibility and ceiling due to being only based on GPS and not having navigational aids in place. It would be less restrictive than typical VFR and would potentially reduce flight interruptions at the airport. Issues that could limit the ability for planes to land are extremely weather dependent and difficult to forecast or quantify. The City has heard from several commercial operators at the Kenai Municipal Airport that are requesting development of an approach to the temporary runway to reduce impacts to operations at the airport during construction.

FAA grant funding is not eligible to be used for these services. Excess Airport Improvements Capital Project funding is available in the Runway Rehabilitation Project to move forward with this contract. It was originally determined in 2024 that VFR procedures would be the approach procedures for this project and that this is typical for runway reconstruction projects. Our project is different with a parallel taxiway being used as the temporary runway that does not allow use of existing approach procedures. This issue has recently been determined to be a possible issue

during summer operations for many of our commercial carriers during the busiest time of the year for the airport.

The City was able to find two contractors that are able to complete these design services and requested quotes from both to complete the work. Due to the short time frame to complete the specialized scope of work and have an approach in place by the start of the project, direct solicitation and negotiation is our best method to complete the design. We recommended the lowest of the two quotes received.

KMC 7.15.070 (b) (6) allows the City to award a contract by resolution with solicitation of proposals as 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 fair and reasonable price, and the procurement exception complies with any application funding source requirements.

The Public Works Department recommends contracting with \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for design of new flight procedures for the temporary runway during the Runway Rehabilitation Project.

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



**KENAI CITY COUNCIL – REGULAR MEETING  
JANUARY 07, 2026 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
MAYOR HENRY H. KNACKSTEDT, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on January 07, 2026, in City Hall Council Chambers, Kenai, AK. Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Mayor Knackstedt led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

|   |                            |
|---|----------------------------|
| Henry Knackstedt, Mayor                         | Victoria Askin, Vice Mayor |
| Sovala Kisena                                   | Bridget Grieme             |
| Deborah Sounart ( <i>remote participation</i> ) |                            |

A quorum was present.

Absent:

|                |             |
|----------------|-------------|
| Glenese Pettey | Phil Daniel |
|----------------|-------------|

Also in attendance were:

\*\*Josh Bolling, Student Representative  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
David Swarner, Finance Director  
Kevin Buettner, Planning Director  
Stephanie Randall, Human Resource Director  
Katja Wolf, Library Director  
Tyler Best, Parks and Recreation Director  
Lee Frey, Public Works Director  
Eric Jean, Public Works Assistant Director  
Shellie Saner, City Clerk

**3. Agenda and Consent Agenda Approval**

Mayor Knackstedt noted the following additions to the Packet:

Add to item H.7.

**Discussion/Action - 2026 Special Election - Proposition Questions(s).**

- Two Question Ballot Language Memo

**MOTION:**

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

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

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

**UNANIMOUS CONSENT** was requested.

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

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

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

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

**D. UNSCHEDULED PUBLIC COMMENTS** - None.

Samantha Springer, Executive Director of the Kenai Chamber of Commerce addressed the Council with an update on the Christmas Comes to Kenai Event; the number of families who participated in the Angel Tree; and changes to the Art Exhibit rotation.

**E. PUBLIC HEARINGS**

**1. Ordinance No. 3497-2025** - Accepting and Appropriating a Donation to the Kenai Community Library for Library Materials, Wayfinding, and Programming. (Administration)

**MOTION:**

Vice Mayor Askin **MOVED** to enact Ordinance No. 3497-2025. Council Member Grieme **SECONDED** the motion.

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

It was reported that the donated funds would be allocated into the library materials budget; and would be used for digital materials, wayfinding items and program supplies.

Council appreciation was stated for the generous donations.

**VOTE:**

YEA: Askin, Kisena, Sounart, Knackstedt, Grieme

NAY: None

ABSENT: Pettey, Daniel

\*\*Student Representative Bolling: Yea

**MOTION PASSED.**

**2. Resolution No. 2026-01** - Amending the City of Kenai's Schedule of Rates, Charges, and Fees by Increasing the City League Participation Fee and Removing the City League Basketball Team Fee. (Administration)

**MOTION:**

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-01. Council Member Grieme **SECONDED** the motion.

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

It was reported that the fee restructure would simplify process; and the City would still be making roughly the same revenue.

**UNANIMOUS CONSENT** was requested.

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

**F. MINUTES**

1. \*Regular Meeting of December 17, 2025. (City Clerk)

**G. UNFINISHED BUSINESS - None.**

**H. NEW BUSINESS**

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

Approved by the consent agenda.

2. \***Action/Approval** - Purchase Orders and Purchase Order Amendments Requiring Council Approval in Accordance with KMC 7.15.020. (Administration)

Approved by the consent agenda.

3. \***Ordinance No. 3498-2026** - Increasing Estimated Revenues and Appropriations in the General Fund to Provide Supplemental Funding for Election Costs in Excess of Budgeted Amounts for the Purpose of Conducting a Special Election. (City Clerk)

Introduced by the consent agenda and Public Hearing set for January 21, 2026.

4. \***Ordinance No. 3499-2026** - Increasing Estimated Revenues and Appropriations by \$6,500 in the General Fund for Expenditures Which Could Influence the Outcome of the City of Kenai Ballot Proposition No. 2026-A at the April 14, 2026 Special Election. (City Clerk. (Administrations)

Introduced by the consent agenda and Public Hearing set for January 21, 2026.

5. **Action/Approval** - Authorizing the City Manager to Complete an Agreement for Mutual Aid and Assistance for the Alaska Water / Wastewater Agency Response Network. (Administration)

**MOTION:**

Vice Mayor Askin **MOVED** to approve authorizing the City Manager to complete the mutual aid agreement. Council Member Grieme **SECONDED** the motion.

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

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

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

6. **Action/Approval** - Consent to Assignment and Assignment of Lease Agreement of Tract A and Tract B, City of Kenai Shore Fishery No. 1. (Administration)

**MOTION:**

Vice Mayor Askin **MOVED** to approve the consent to assignment and assignment of lease. Council Member Grieme **SECONDED** the motion.

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

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

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

7. **Discussion/Action** - 2026 Special Election - Proposition Question(s) (City Clerk)

It was reported that posing two questions to the voters that amended the same section of code differently would create a conflict in charter, if both were to pass, which one would actually codified; the laydown

material included two questions which could ask both questions in a different manner that would not create a conflict in charter.

There was discussion regarding alignment with the Kenai Peninsula Borough (KPB) Election or State of Alaska Election; the cost savings to the City would come from aligning with the KPB Election; and establishing a specific date in charter would cause the need for future elections if KPB or the State moved their election dates.

General direction was provided to bring forward legislation placing the two separate questions before the voters.

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

### 1. Council on Aging Commission

No report, next meeting January 8, 2026.

### 2. Airport Commission

No report, next meeting January 8, 2026.

### 3. Harbor Commission

No report.

### 4. Parks and Recreation Commission

No report, next meeting February 5, 2026.

### 5. Planning and Zoning Commission

No report, next meeting January 14, 2026.

### 6. Beautification Commission

No report, next meeting January 13, 2026.

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

Mayor Knackstedt reported on the following:

- Meeting with a local entrepreneur regarding a monthly community magazine serving the greater Kenai Soldotna area, and potential future involvement with the City.
- Receiving an inquiry regarding a possible sale of aluminum floating dock sections.
- Engaging a consultant for the development of a Strategic Plan.

## **K. ADMINISTRATION REPORTS**

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

- Staffing update:
  - Ian Braman, Chief Animal Control Officer starts on Monday.
  - Continued recruitment for Fire Fighter, Airport manager, Building Official and Police Officer.
- The community survey is now open to the public and available online.
- There have been inquiries regarding reducing building permit fees for low-income housing projects and local non-profit development.
- Aleutian Air introduced a new aircraft for their Kenai and Homer service.
- The Multipurpose facility will be closed over the weekend for the Peninsula Winter Games hockey tournament.

2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
  - Ongoing recruitment for Commission vacancies.

**L. ADDITIONAL PUBLIC COMMENTS**

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

Student Representative Bolling stated the student leadership group was looking forward to meeting with Council Member Grieme; he thanked Council Member Kisena for meeting with the leadership group; and provided an update on sport activities.

Council Member Askin thanked staff for the Capital Improvement Plan and Budgetary Goals Work Session; and welcomed Ian Braman, Chief Animal Control Officer.

Council Member Grieme thanked staff for the Capital Improvement Plan and Budgetary Goals Work Session.

Council Member Kisena thanked staff for the Capital Improvement Plan and Budgetary Goals Work Session; he provided a summary of his meeting with the Kenai Central High School leadership group, and summarized a list of priorities identified by the students.

Council Member Sounart wished everyone a Happy New Year.

**M. EXECUTIVE SESSION - None.**

**N. PENDING ITEMS - None.**

**O. ADJOURNMENT**

**P. INFORMATIONAL ITEMS**

1. Boys and Girls Clubs of the Kenai Peninsula - Thank You Letter

There being no further business before the Council, the meeting was adjourned at 7:10 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of January 07, 2026.

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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: JANUARY 21, 2026**

| <b>VENDOR</b>      | <b>DESCRIPTION</b> | <b>DEPARTMENT</b> | <b>ACCOUNT</b> | <b>AMOUNT</b> |
|--------------------|--------------------|-------------------|----------------|---------------|
| PERS               | PERS               | VARIOUS           | LIABILITY      | 130,583.56    |
| ENSTAR NATURAL GAS | GAS USAGE          | VARIOUS           | UTILITIES      | 39,638.74     |
| HOMER ELECTRIC     | ELECTRIC USAGE     | VARIOUS           | UTILITIES      | 129,641.22    |

**INVESTMENTS**

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

**PURCHASE ORDERS OVER \$35,000.00 WHICH NEED COUNCIL APPROVAL****COUNCIL MEETING OF: JANUARY 21, 2026**

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| <b>VENDOR</b> | <b>DESCRIPTION</b> | <b>DEPT.</b> | <b>ACCOUNT</b> | <b>AMOUNT</b> |
|---------------|--------------------|--------------|----------------|---------------|
|---------------|--------------------|--------------|----------------|---------------|

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**INCREASE OF EXISTING PURCHASE ORDER**

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| <b>VENDOR</b>                  | <b>DESCRIPTION</b>                                | <b>P.O. # - DEPT.</b>  | <b>REASON</b>                    | <b>AMOUNT</b> | <b>TOTAL PO AMT</b> |
|--------------------------------|---|------------------------|----------------------------------|---------------|---------------------|
| HDL ENGINEERING<br>CONSULTANTS | KMA PERIMETER FENCE & GATE<br>IMPROVEMENT PROJECT | 130823 - AIRPORT IMPS. | FENCING AND GATE<br>IMPROVEMENTS | 207,334.00    | 246,333.00          |

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# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

**THROUGH:** Mary Bondurant, Acting Airport Manager

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

**DATE:** January 14, 2026

**SUBJECT:** **Kenai Municipal Airport Perimeter Fence & Gate Improvements – PO Increase**

---

The Public Works Department recommends an increase of \$207,334 to the Kenai Municipal Airport Perimeter Fence & Gate Improvements Project contract with HDL Engineering Consultants, Inc (HDL). to perform design services for the project. The existing contract is for \$38,999 to complete an environmental assessment for the project. The project is being forward funded through previous appropriations to the Airport Improvements Capital Project Fund and is expected to be used as matching funds for a future Federal Aviation Administration (FAA) grant.

Environmental assessments have been completed and with Airport staff have identified several areas of improvement for this project. It is expected to repair, relocate and replace fencing, fence skirting and barbed-wire. It will also add new gates where needed to improve operations and repair issues with existing gates. Project will improve wildlife mitigation efforts and help maintain a secure perimeter at the airport.

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

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



Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3500-2026**

AN ORDINANCE SUNSETTING THE HARBOR COMMISSION, AMENDING KENAI MUNICIPAL CODE 1.90.010 - GENERAL STANDARDS FOR STANDING ADVISORY COMMISSIONS, REPEALING KENAI MUNICIPAL CODE 1.95.040 - HARBOR COMMISSION, REPEALING KENAI MUNICIPAL CODE 11.20 - LEASING OF TIDELANDS, AMENDING KENAI MUNICIPAL CODE 14.05.010 - DUTIES AND POWERS, ENACTING KENAI MUNICIPAL CODE 22.05.016 - TIDELANDS AVAILABLE FOR LEASING, ENACTING KENAI MUNICIPAL CODE CHAPTER 22.10 - TIDELAND LEASES FOR SHORE FISHERIES, AND AMENDING COUNCIL POLICY 20.020 TO REFLECT THE SUNSETTING OF THE HARBOR COMMISSION.

WHEREAS, the Harbor Commission was originally established as a Port Commission in 1975; and,

WHEREAS, the Harbor Commission has held an instrumental role in planning and developing the City's tideland leases; and,

WHEREAS, within the last several years, due to a lack of agenda items or lack of quorum, the Harbor Commission has cancelled numerous meetings and with the completion of the City's Bluff Erosion Project and few other known Harbor activities in the near future, it is reasonable to expect the Harbor Commission will have few other agenda items; and,

WHEREAS, on November 10, 2025, the Harbor Commission met in a work session and a regular meeting for the purpose of discussing its role, future status and possible sunset of the Commission; and,

WHEREAS, during the regular meeting on November 10, 2025, the Harbor Commission Members unanimously approved a motion to recommend the City Council sunset the Commission; and,

WHEREAS, the City Council during their November 19, 2025, meeting approved a motion directing the Administration to bring forward the legislation necessary to sunset the Commission; and,

WHEREAS, the Harbor Commission during their December 8, 2025, Special Meeting recommended the City Council enact this Ordinance; and,

WHEREAS, the Planning and Zoning Commission during their December 10, 2025, Meeting recommended the City Council enact this Ordinance; and,

WHEREAS, while the Harbor Commission can be reestablished if needed, this Ordinance shifts its prior duties and obligations to other sections of code including the duties of the Planning Commission; and,

WHEREAS, Kenai Municipal Code 1.90.010-Creation, provides that the Council may create or dissolve standing advisory commissions and it is in the best interest of the City to enact this ordinance.

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

**Section 1. Amendment of Section 1.90.010 of Kenai Municipal Code:** That Kenai Municipal Code, Section 1.90.010 - General Standards for Advisory Commissions, Creation, paragraph (a) is hereby amended as follows:

**1.90.010 Creation.**

- (a) Standing advisory commissions of the City may be created or dissolved by an ordinance of the City Council. The following standing advisory commissions have been created by the Council:
  - (1) Airport Commission, as established in KMC 1.95.010;
  - (2) Beautification Commission, as established in KMC 1.95.020;
  - (3) Council on Aging Commission, as established in KMC 1.95.030;
  - (4) HARBOR COMMISSION, AS ESTABLISHED IN KMC 1.95.040;]
  - (5) Parks and Recreation Commission, as established in KMC 1.95.050.

**Section 2. Repeal of Section 1.95.040 of Kenai Municipal Code:** That Kenai Municipal Code, Section 1.95.040 - Standard Advisory Commissions, Harbor Commission, is hereby repealed as follows:

**[1.95.040 HARBOR COMMISSION.**

- (A) PURPOSE. THE PURPOSE OF THE HARBOR COMMISSION IS TO ADVISE THE COUNCIL AND ADMINISTRATION ON ISSUES INVOLVING CITY HARBOR FACILITIES AND TIDAL OR SUBMERGED LANDS OWNED BY THE CITY.
- (B) DUTIES AND POWERS. THE HARBOR COMMISSION WILL:
  - (1) REVIEW AND PROVIDE RECOMMENDATIONS ON ANY MASTER PLANS FOR THE DEVELOPMENT OF HARBOR OR PORT FACILITIES FOR THE CITY. THIS MAY INCLUDE:
    - (I) DEVELOPMENT OF THE TYPE, LOCATION, AND SEQUENCE OF ALL PUBLIC HARBOR FACILITIES; AND
    - (II) THE RELOCATION, REMOVAL, EXTENSION, OR CHANGE OF USE OF EXISTING HARBOR FACILITIES;
  - (2) ACT IN AN ADVISORY CAPACITY TO THE COUNCIL AND ADMINISTRATION REGARDING MATTERS RELATED TO CITY HARBOR FACILITIES, TIDE OR SUBMERGED LANDS. MAKE RECOMMENDATIONS TO THE COUNCIL AND ADMINISTRATION RELATIVE TO THE CARE, CONTROL, AND DEVELOPMENT OF TIDE AND SUBMERGED LANDS; AND
  - (3) SUBMIT ANNUALLY TO THE CITY MANAGER AND COUNCIL, NOT LESS THAN NINETY (90) DAYS PRIOR TO THE BEGINNING OF THE BUDGET YEAR, A LIST OF THE RECOMMENDED CAPITAL IMPROVEMENTS WHICH, IN THE OPINION OF THE COMMISSION, ARE NECESSARY OR DESIRABLE TO BE CONSTRUCTED DURING THE FORTHCOMING FIVE (5) YEAR PERIOD. SUCH LIST WILL BE ARRANGED IN ORDER OF PREFERENCE, WITH RECOMMENDATIONS AS TO WHICH PROJECTS ARE RECOMMENDED FOR CONSTRUCTION IN WHICH YEAR; AND
  - (4) REVIEW ALL CITY LEASES OF CITY-OWNED TIDE AND SUBMERGED LANDS AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL AND ADMINISTRATION; AND
  - (5) PROVIDE INFORMATION AND RECOMMENDATIONS AS REQUESTED BY THE CITY COUNCIL AND ADMINISTRATION; AND
  - (6) ADVISE AND PROVIDE RECOMMENDATIONS TO THE ADMINISTRATION AS REQUESTED ON THE QUALIFICATIONS FOR A HARBOR MASTER.
- (C) QUALIFICATIONS AND MEMBERSHIP. MEMBERS OF THE HARBOR COMMISSION WILL CONFORM TO THE REQUIREMENTS OF KMC CHAPTER 1.90, EXCEPT THE COMMISSION MAY AT THE DISCRETION OF THE COUNCIL HAVE UP TO TWO (2) NONRESIDENT MEMBERS.]

**Section 3. Repeal of Chapter 11.20 of Kenai Municipal Code:** That Kenai Municipal Code, Chapter 11.20 - Leasing of Tidelands, is hereby repealed as follows:

## **[CHAPTER 11.20 LEASING OF TIDELANDS]**

### **11.20.020 LANDS AVAILABLE FOR LEASING.**

ALL CLASSIFIED TIDE AND CONTIGUOUS SUBMERGED LANDS WITHIN THE LIMITS OF THE CITY TO WHICH THE CITY HOLDS TITLE MAY BE LEASED FOR SURFACE USE ONLY, AND UNDER THE CONDITION THAT SAID LEASE IS SUBJECT AND INFERIOR TO PREFERENCE RIGHT CLAIMS AND SUBJECT TO THE RIGHTS OF EXISTING SET NET HOLDERS WITHIN THE CITY LIMITS.

### **11.20.650 TIDELANDS CLAIMS.**

THE CITY SHALL LEASE THE LAND SUBJECT TO ANY PREFERENCE RIGHTS CLAIMS MADE PURSUANT TO THE PROVISIONS OF ALASKA STATUTES 38.05.820 OR ORDINANCE 455-78, DATED SEPTEMBER 5, 1979, OF THE CITY OF KENAI, ADOPTED PURSUANT THERETO, AND THE LESSEE HOLDS LESSOR HARMLESS FOR ANY DAMAGES, LEGAL EXPENSES, OR COMPENSATION NECESSITATED BY THE RESOLUTION OR SATISFACTION OF SAID TERMS OF SAID CLAIMS, IF ANY.

### **11.20.660 SUBJECTION TO HARBOR ORDINANCE.**

ALL LEASES ARE SUBJECT TO THE TERMS, CONDITIONS, AND REGULATIONS IMPOSED BY TITLE 11, HARBOR AND HARBOR FACILITIES, OF THE 1979 KENAI CODE OF ORDINANCES AS AMENDED OF WHICH THIS SECTION IS PART.

### **11.20.680 PROVISIONS REGULATING PUBLIC USE PURPOSE.**

THE CITY COUNCIL REALIZES THAT ONLY A LIMITED AREA OF TIDELANDS BORDERING NAVIGABLE WATERS IS AVAILABLE WITHIN THE CITY OF KENAI AND WHICH IS OWNED BY THE CITY OF KENAI. IT WOULD BE IN THE PUBLIC INTEREST TO INSURE THAT THESE LANDS DO NOT PASS OUT OF COMMUNITY CONTROL AT LEAST TO THE EXTENT THAT THE PUBLIC WOULD NOT BE DEPRIVED OF HARBOR SERVICES AT REASONABLE RATES IN THE FUTURE. THEREFORE, AREAS OF CITY-OWNED TIDELANDS WHICH ARE DEVELOPABLE FOR THE BONA FIDE PUBLIC PURPOSES AS ENUMERATED BELOW SHALL BE LEASED ONLY WITH THE FOLLOWING COVENANTS DEFINED TO INSURE PUBLIC USE AND ACCESS AT REASONABLE RATES.

### **11.20.690 PROVISION TO BE INCLUDED IN PUBLIC USE LEASE.**

KMC 11.20.700 SHALL BE INCLUDED IN LEASES WHERE HARBOR FACILITIES ARE CONSTRUCTED TO BE UTILIZED ALL OR IN PART FOR BONA FIDE PUBLIC USES.

### **11.20.700 PUBLIC USE: DEFINED.**

(A) PUBLIC USE SHALL MEAN A USE LIMITED IN PART OR IN WHOLE TO THE FOLLOWING:

- (1) IN GENERAL, THE LESSEE MAY USE THE DEMISED PREMISES OR PART THEREOF FOR ANY OF THE FOLLOWING PURPOSES ONLY:
  - (I) PUBLIC DOCK FACILITIES.
  - (II) MARITIME COMMERCE.
  - (III) TRANSPORTATION.
  - (IV) FISHING.
  - (V) BOAT HARBOR.
  - (VI) PORT AND WATERFRONT DEVELOPMENT PURPOSES.

(B) BEFORE LESSEE MAY CONDUCT ANY ACTIVITIES WHICH FALL UNDER THESE GENERAL CRITERIA, BUT ARE NOT SPECIFICALLY MENTIONED ABOVE, LESSEE MUST OBTAIN WRITTEN CONSENT OF THE CITY.

#### **11.20.710 CONTROLLED ACCESS.**

LESSEE, FOR ITS OWN PROTECTION, MAY CONSTRUCT OR INSTALL FENCES, GATES, OR OTHER TYPES OF BARRIERS TO RESTRICT ACCESS TO PORTIONS OF THE DEMISED PREMISES THAT ARE NOT DESIGNATED FOR A PUBLIC USE AND MAY PROVIDE REASONABLE CONTROLS FOR ACCESS TO PUBLIC USE AREAS TO ALLOW FOR SECURITY FOR SUCH AREAS WHILE INSURING REASONABLE PUBLIC ACCESS. REASONABLE PUBLIC ACCESS INCLUDES ACCOMMODATIONS MADE FOR FISHING OPERATIONS DURING FISHING SEASON. ANY CONTROLLED ACCESS MEASURES SHALL BE INDICATED ON THE LESSEE'S DEVELOPMENT PLAN.

#### **11.20.720 USE CHARGES.**

LESSEE SHALL MAKE REASONABLE AND NONDISCRIMINATORY CHARGES TO THE PUBLIC FOR USE OF ANY OF ITS FACILITIES.

#### **11.20.780 PENALTIES.**

- (A) IT IS UNLAWFUL FOR ANY PERSON TO VIOLATE ANY OF THE PROVISIONS OF THIS CHAPTER AND UPON CONVICTION THEREOF SHALL BE FINED AS PROVIDED FOR VIOLATIONS IN KMC 13.05.010. EACH DAY SUCH VIOLATION IS COMMITTED OR PERMITTED TO CONTINUE SHALL CONSTITUTE A SEPARATE OFFENSE AND SHALL BE PUNISHABLE AS SUCH HEREUNDER.
- (B) IN ADDITION TO OR AS AN ALTERNATIVE TO THE ABOVE PENALTY PROVISION, THE CITY MAY IMPOSE A CIVIL PENALTY IN AN AMOUNT AS PROVIDED BY KMC 13.05.010 PER DAY FOR THE VIOLATION OF ANY PROVISION OF THIS CHAPTER AND SEEK INJUNCTIVE RELIEF FOR ANY INFRACTION THEREOF FOR WHICH THE OFFENDING PARTY WILL BE CHARGED FOR REASONABLE ATTORNEY'S FEES AND COSTS INCURRED BY THE CITY AS AWARDED BY THE COURT.
- (C) NOTHING IN THIS SECTION SHALL BE DEEMED TO RESTRICT THE CITY'S EXERCISE OF ANY OF ITS RIGHTS PURSUANT TO THE LEASE AGREEMENT.

#### **11.20.790 TIDELANDS LEASES FOR SHORE FISHERIES.**

NOTWITHSTANDING OTHER PROVISIONS OF THE CITY'S CODE OF ORDINANCES, THE ANNUAL MINIMUM RENTAL RATE FOR TIDELAND LEASES USED PRIMARILY FOR SHORE FISHERIES SHALL BE AN ANNUAL FEE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. HOWEVER, SHOULD THE STATE OF ALASKA SET AN ANNUAL LEASE RATE HIGHER THAN THAT ESTABLISHED BY THE CITY FOR SIMILAR TIDELAND LEASES FOR SHORE FISHERIES ON LAND OWNED BY THE STATE, THE CITY MAY AMEND THE ANNUAL RENTAL TO A RATE EQUAL TO THAT CHARGED BY THE STATE OF ALASKA.

**Section 4. Amendment of Section 14.05.010 of Kenai Municipal Code:** That Kenai Municipal Code, Section 14.05.010 - Planning and Zoning Commission, Duties and Powers, is hereby amended as follows:

#### **14.05.010 Duties and Powers.**

- (a) The Commission shall be required to perform the following duties:
  - (1) Review and act upon requests for variance permits, conditional use permits, planned unit residential development permits, and other matters requiring consideration under the Kenai Zoning Code.
  - (2) Interpret the provisions of the Kenai Zoning Code and make determinations when requested by the Administrative Official.
  - (3) Review the City of Kenai Comprehensive Plan on an annual basis and conduct a minimum of one (1) public hearing. Said recommendations shall be forwarded to the Council for consideration.

- (4) Promote public interest and understanding of comprehensive planning, platting, zoning, land management, and other issues relating to community planning and development.
- (5) Proposed plans for the rehabilitation or redevelopment of any area or district within the City.
- (6) Perform historic preservation reviews and duties as set forth in KMC 14.20.105.
- (7) Review and provide recommendations on any master plans for the development of harbor or port facilities for the City. This may include:
  - (A) Development of the type, location, and sequence of all public harbor facilities; and
  - (B) The relocation, removal, extension, or change of use of existing harbor facilities;
- (8) Submit annually to the City Manager and Council, not less than ninety (90) days prior to the beginning of the budget year, a list of the recommended capital improvements which, in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming five (5) year period. Such list will be arranged in order of preference, with recommendations as to which projects are recommended for construction in which year

(b) The Commission shall act in an advisory capacity to the Kenai City Council regarding the following matters:

- (1) Kenai Zoning Code and Official City of Kenai Zoning Map amendments.
- (2) City and airport land lease or sale petitions.
- (3) Capital Improvements Programming. The Commission shall submit annually to the Council a list of recommended capital improvements which, in the opinion of the Commission, are necessary and desirable to be constructed during the forthcoming three (3) year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year.
- (4) Related to City Harbor facilities, tide or submerged lands. Make recommendations to the Council and Administration relative to the care, control, and development of tide and submerged lands.

(c) The Commission shall act in an advisory capacity to the Kenai Peninsula Borough Planning Commission regarding the following matters:

- (1) Subdivision plat proposals.
- (2) Right-of-way and easement vacation petitions.
- (3) City of Kenai Comprehensive Plan amendments.

(d) Members of the Planning and Zoning Commission shall be compensated at the rate of one hundred dollars (\$100.00) per month.

**Section 5. Enactment of Section 22.05.016 of Kenai Municipal Code: That Kenai Municipal Code, Section 22.05.016 – Tidelands Available for Leasing is hereby amended as follows:**

**22.05.016 Tidelands Available for Leasing.**

(a) All classified tide and contiguous submerged lands within the limits of the City to which the City holds title may be leased for surface use only, and under the condition that said lease is subject and inferior to preference right claims. The City will lease the land subject to any preference rights claims made pursuant to the provisions of Alaska Statutes 38.05.820 or Ordinance 455-78, dated September 5, 1979, of the City of Kenai, adopted pursuant thereto, and the lessee holds lessor harmless for any damages, legal expenses, or compensation necessitated by the resolution or satisfaction of said terms of said claims, if any.

(b) Only a limited area of tidelands bordering navigable waters is available within the City of Kenai and which is owned by the City of Kenai. It is in the public interest to ensure that these lands do not pass out of community control at least to the extent that the public would not be deprived of harbor services at reasonable rates in the future. Therefore, areas of City-Owned tidelands which are developable for the bona fide public purposes as enumerated below will be leased only with the following covenants defined to ensure public use and access at reasonable rates.

(c) The following will be included in leases where harbor facilities are constructed to be utilized all or in part for bona fide public uses:

(1) Public use will mean a use limited in part or in whole to the following:

(A) In general, the lessee may use the demised premises or part thereof for any of the following purposes only:

(i) Public dock facilities.

(ii) Maritime commerce.

(iii) Transportation.

(iv) Fishing.

(v) Boat harbor.

(vi) Port and waterfront development purposes.

(2) Before lessee may conduct any activities which fall under these general criteria, but are not specifically mentioned above, lessee must obtain written consent of the City.

(d) Lessee, for its own protection, may construct or install fences, gates, or other types of barriers to restrict access to portions of the demised premises that are not designated for a public use and may provide reasonable controls for access to public use areas to allow for security for such areas while insuring reasonable public access. Reasonable public access includes accommodations made for fishing operations during fishing season. Any controlled access measures shall be indicated on the lessee's development plan.

(e) Lessee shall make reasonable and nondiscriminatory charges to the public for use of any of its facilities.

**Section 6. Enactment of Chapter 22.10 of Kenai Municipal Code:** That Kenai Municipal Code, Chapter 22.10 – Tideland Leases for Shore Fisheries is hereby enacted as follows:

### **Chapter 22.10 Tideland Leases for Shore Fisheries**

#### **22.10.010 Tideland Leases for Shore Fisheries.**

(a) The annual minimum rental rate for tideland leases used primarily for shore fisheries will be an annual fee as set forth in the City's schedule of fees adopted by the City Council. However, should the State of Alaska set an annual lease rate higher than that established by the City for similar tideland leases for shore fisheries on land owned by the State, the City may amend the annual rental to a rate equal to that charged by the State of Alaska.

(b) The maximum term of a lease for tidelands used for shore fisheries may not exceed ten (10) years, in accordance with Alaska Statute 38.05.24.

(c) A Lessee under an existing lease will, upon the expiration or the termination by mutual agreement of said Lease, be allowed a preference right to re-lease those lands previously leased if all other sections of the Kenai Municipal Code are complied with. Re-leasing will not necessarily be under the same terms and conditions of the prior lease. When the lease is offered to the preference right holder, the preference right holder will exercise their right within thirty (30) calendar days after

said lease is offered by the City. Failure to do so will result in forfeiture and cancellation of the preference right. No preference right will inure to a Lessee whose lease has been terminated by cause.

- (d) Lessee with City's written consent, which will not be unreasonably denied, may assign for other than collateral purposes, in whole or in part, its rights as Lessee. Any assignee of part or all of the leased premises will assume the duties and obligations of the Lessee as to such part or all of the leased premises. No such assignment, however, will discharge Lessee from its duties and obligations outlined in the original lease agreement.
- (e) Rent will be paid annually in advance. The City of Kenai's fiscal year beginning July 1st and ending June 30th.
- (f) The lease applicant will execute and return the appropriate lease agreement with the City of Kenai within forty-five (45) days of mailing the agreement to the applicant. The lease agreement will be prepared in accordance with the requirements of this title. Failure to execute and return the lease agreement within the specified period will result in the forfeiture of all leasing rights.
- (g) A Lessee under an existing lease will, upon expiration or the termination by mutual agreement of said Lease, be allowed a preference right to re-Lease those lands previously leased by them if all other sections of the Kenai Municipal Code are complied with. Re-leasing will not necessarily be under the same terms and conditions as the prior lease. When the lease is offered to the preference right holder, they will exercise their right within thirty (30) calendar days after said lease is offered by the City. Failure to do so will result in forfeiture and cancellation of the preference right. No preference right will inure to a Lessee whose lease has been terminated by cause.

#### **22.10.015 Qualifications of Lease Applicants or Bidders.**

An applicant or bidder for a lease is qualified if the applicant or bidder:

- (a) Is an individual at least eighteen (18) years of age; or
- (b) Is a legal entity which is authorized to conduct business under the laws of Alaska; or
- (c) Is acting as an agent for another meeting the requirements of subsection (a) or (b) of this section and has qualified by filing with the City a proper power of attorney or a letter of authorization creating such agency.

#### **22.10.020 Initial Lease Application.**

All applications for initial leases of lands must be submitted to the City Manager or designee on an application form provided by the City. Applications will be dated on receipt and must include payment of the nonrefundable application fee as set forth in the City's schedule of fees approved by the City Council.

#### **22.10.025 Lease Application Review.**

- (a) Applications will be reviewed by City staff for application completeness and conformance with City ordinances.
- (b) Based on the initial review, if the City Manager determines the application is complete, the application will be referred to the Planning and Zoning Commission for review and comment, together with the City Manager's recommendation for approval or rejection.
- (c) Notice of complete applications for new leases, renewals or extensions will be published by the City and posted on the property. The notice must contain the name of the applicant, a brief description of the land, and the date upon which any competing applications must be submitted (thirty (30) days from the date of publication).

- (d) The recommendations of the City Manager and the Planning and Zoning Commission will be provided to the City Council. The City Council shall determine whether the lease, renewal, amendment or extension is consistent with the intent of this chapter and in the best interest of the City. The decision whether or not to lease land or authorize a lease extension, renewal, amendment or assignment rests in the sole discretion of the City Council.
- (e) If the applicant is in default of any charges, fees, rents, taxes, or other sums due and payable to the City or the applicant is in default of a requirement of any lease or contract with the City a lease will not be entered into until the deficiencies are remedied.

#### **22.10.030 Application for Lease Amendment, Assignment, or Renewal**

Applications for amendment, assignment, extension or renewal will be processed in accordance with the lease application review provisions of this chapter. Only applications that change the use of the tidelands will be referred to the Planning and Zoning Commission. All others are not subject to review by the Planning & Zoning Commission. The City has no obligation to amend, assign, renew or extend a lease and may decline to do so upon making specific findings as to why a lease amendment, assignment, renewal, or extension is not in the best interest of the City.

#### **22.10.035 Competing Lease Applications**

If another application for a initial lease is received for the same property within thirty (30) days from the notice of application publication date by a different applicant, City staff will process the application and forward the application, the City Manager's recommendation and Planning and Zoning Commission recommendations to the City Council for approval of the application anticipated to best serve the interest of the City. The City Council may approve one (1) of the applications, reject all the applications or direct the City Manager to award a lease of the property by sealed bid.

#### **22.10.040 Form of Lease.**

When leasing land under this chapter, the City Manager will use a standard lease form that:

- (a) Provides a reasonable basis for the lessee's use of the premises;
- (b) Complies with the intent of this chapter;
- (c) Provides for the best interest of the City;
- (d) Is approved as to form by the City Attorney; and
- (e) Is adopted by resolution of the City Council.

**Section 7.** That City Council Policy No. 20.020 - Standing Commissions and other Advisory Body Procedures as amended and attached is hereby adopted.

**Section 8.** 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 9. 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 4<sup>th</sup> DAY OF FEBRUARY, 2026.

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Henry H. Knackstedt, Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk

Introduced:

January 21, 2026

Enacted:

February 4, 2026

Effective:

March 6, 2026

**STANDING COMMISSIONS AND OTHER ADVISORY BODY PROCEDURES**

Effective Date: March 5, 2014

See Also:

Last Action Date:

June 19, 2024

Approved by:

City Council

**POLICY – 20.020****Standing Commissions and other Advisory Body Procedures.****Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC 1.90, for Standing Commission and other Advisory Bodies established by the Council.

**Scope**

This policy applies to all standing commissions or other advisory bodies appointed by the City Council. In addition to this policy the following Kenai Municipal Code (KMC) provisions are applicable:

Airport Commission is also regulated by KMC 1.95.010

Beautification Commission is also regulated by KMC 1.95.020

Council on Aging Commission is also regulated by KMC 1.95.030 and the Council on Aging By-Laws  
[HARBOR COMMISSION IS ALSO REGULATED BY KMC 1.95.040]

Parks and Recreation Commission is also regulated by KMC 1.95.050

Planning and Zoning Commission is also regulated by KMC 14.05.

**Policy****A. Appointment and Reappointments**

1. An application for consideration of appointment or reappointment to a Standing Commission or other Advisory Body of the Council must be submitted to the City Clerk.
2. The Mayor nominates an applicant for appointment or reappointment and by motion, the City Council confirms.

**B. Establishing Subcommittees**

1. A subcommittee of a Standing Commission or other advisory body may be established for a specific function upon approval of Council.

**C. Meeting Schedules**

1. Standing Commission schedules are as follows:

| <b>Commission / Committee /<br/>Council on Aging</b>                  | <b>Meeting Schedule</b>   | <b>Scheduled Meeting Days</b>                          |
|---|---|--|
| Airport Commission  | Monthly   | Second Thursday of the month                           |
| Beautification  | Meetings held January, April, May, September and October                        | Second Tuesday of the month                            |
| Council on Aging  | Monthly   | Second Thursday of the month                           |
| [HARBOR COMMISSION  | MEETINGS HELD FEBRUARY, MARCH, APRIL, MAY, JUNE, AUGUST, SEPTEMBER AND NOVEMBER | FIRST MONDAY AFTER FIRST COUNCIL MEETING OF THE MONTH] |
| <u>Harbor Commission (Sunset as of 2026, Ordinance No. 3500-2026)</u> |   |  |

Library Commission (*Suspended as of 2015, Ordinance No. 2815-2015*)

|                               |                          |                             |
|-------------------------------|--------------------------|-----------------------------|
| Parks & Recreation Commission | Monthly, except for July | First Thursday of the month |
| Planning & Zoning Commission  | Twice monthly            | Second & fourth Wednesday   |

2. All regular meetings will be held in the Kenai City Hall Council Chambers with the exception of the Council on Aging Commission who shall meet at the Senior Center, unless offsite arrangements are approved by the Clerk. Exceptions for subcommittee meetings may be made with the advance notice of the City Clerk.
3. Regularly scheduled meeting times will be approved by Council.
4. Special meetings (for a specific purpose) on an as-needed basis may be scheduled with the Clerk's approval and notification to the Council and City Manager.
5. Meetings may be cancelled or rescheduled by the City Clerk, with notification to Council and the City Manager, if cancellation or rescheduling is warranted, i.e. lack of agenda items, pre-knowledge of lack of a quorum, etc.
6. Any additional commissions or other advisory bodies established by Council will be set and incorporated into the meeting schedule by the City Council.

**D. Minutes & Meeting Recordings**

1. With exception of the Planning & Zoning Commission, taking notes and electronically recording meetings shall be the responsibility of department liaison to the specific Standing Commission or advisory body. The Clerk's Office shall take notes and record the meeting for the Planning and Zoning Commission.
2. Action minutes will be produced by the Clerk's Office from the department liaisons notes and provided to the City Council as official records of the meetings. Summary minutes will be produced by the Clerk's Office for Planning and Zoning Commission items when the item is quasi-judicial.
3. Meetings shall be electronically recorded retained in accordance with the City of Kenai records management schedule and record retention policy as adopted by the City Council pursuant to KMC 10.30.030.

**E. Work Sessions**

1. Work sessions may not be held without the approval of the City Clerk unless they occur on the night of and at the time of a regularly scheduled advertised meeting. Notification of scheduled work session shall be provided to City Council and the City Manager. Work session may be requested by Council, the liaison or Chair of the body.
2. During work sessions, only items on the work session agenda may be discussed and no formal actions may be taken.
3. At a minimum, work sessions shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

**F. Basic Meeting Information**

1. All meetings shall be open to the public.
2. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.
3. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the Standing Commission or other advisory body as designated within the bylaws or Kenai Municipal Code. Items requiring commission action under applicable municipal code prior

to final action by the Council, as distinguished from advisory recommendations, will be referred to the respective body prior to any final Council action. The City Council, by motion, may refer any other item to be placed on an agenda seeking a recommendation from the respective Standing Commission or other advisory body.

4. The department liaison shall submit items for the agenda and supporting documentation to the Clerk's Office one week prior to a meeting, no later than 2:00 p.m. The Clerk's Office will compile meeting material and distribute. The Planning & Zoning Commission is exempt from this requirement as the Planning Department advertises, compiles meeting material and distributes for its commission.
5. Rules of Order: Pursuant to KMC 1.15.120(b) and KMC 1.90.050(c), in all matters of parliamentary procedure, Robert's Rules of Order, as revised shall be applicable and govern all meetings, except as specified in KMC 1.15.060 (Motions), KMC 1.15.100 (Speaking), and KMC 1.15.110 (Voting).
6. Quorum: No meeting may proceed in the absence of a quorum, i.e. a quorum is more than one-half of the board/commission (quorum of the whole).
7. Motion: Pursuant to KMC 1.15.060(k), all motions require a second. A majority of votes is required to pass a motion.
8. Speaking: In a meeting, members should be recognized by the Chair before speaking.
9. When is it a Meeting: If any public business is discussed collectively by four or a majority of members of one body.
10. Representation of the body: Members of a City of Kenai Standing Commissions or other advisory bodies may only speak on behalf of the body when approved to do so by a majority vote of the body; at which time their basic responsibility is to carry out the body's directives identified within the approved motion.

#### G. Council Participation

1. Any Council Member may attend a meeting or work session of any Standing Commission or other advisory body; however, no more than three Council Members may attend any one meeting without additional public notice.
2. Only the Council Liaison to the respective Standing Commission or other advisory body may speak on behalf of the Council to the relevant body if approved to do so by a majority vote of the City Council. Participation of the Liaison at Standing Commission or other advisory body meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission. The Liaison is a non-voting member and may not participate in the debate of an advisory body.
3. Participation by Council Members (acting as a Council Member) other than the Liaison should be limited to ONE Council Member who is a sponsor of a legislative item to be considered for recommendation from the advisory body. The sponsor's participation should be limited to three-minute testimony and answering questions from the body. The sponsor of the legislation may not participate in debate of the advisory body. When speaking to the advisory body as the legislator sponsor the following additional rules apply:
  - a. The legislative sponsor will not testify from the Dais, testimony from the sponsor shall be made from the area designated for public comment.
  - b. If the legislative sponsor is the Liaison to the advisory body, the legislative sponsor will remove themselves from the dais and seat themselves in the public area of the chambers. The legislative sponsor will remain in the public seating area during the discussion, debate and voting on the legislative item in which they sponsored.
4. Exception: Council Members may fully participate in any joint work session or other meeting with a Standing Commission or other advisory body when it has been noticed that the City Council will be in attendance, or there has been a specific delegation of authority by the Council for a member(s) to represent the Council.

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Henry H. Knackstedt, Mayor

ATTEST:

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Shellie Saner, MMC, City Clerk

*Policy History: Action Approval on 08-04-2004; R2017-24; R2018-19; 2019-03; 2023-26; R2024-28; R2025-21; Ordinance 3500-2026*  
*Note: Between 2004 and 2017 other amendments to the policy were made through the action approval process.*



## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

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

**FROM:** Kevin Buettner, Planning Director

**DATE:** January 12, 2026

**SUBJECT:** **Ordinance No. 3500-2026** - Sunsetting the Harbor Commission and Amending Kenai Municipal Code.

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The following sectional analysis is in regards to the code changes recommended in the Ordinance 3500-2026. Comments regarding the changes are in red.

In November 2025, the Harbor Commission approved a motion to sunset, or suspend, the Harbor Commission due to a variety of reasons. Kenai City Council accepted the recommendation and instructed administrative staff to work with the Commissioners to bring forth appropriate legislation. On December 8, 2025, the Harbor Commission approved a motion to recommend adoption of the proposed ordinance. On December 10, 2025, the Planning & Zoning Commission also approved a motion to recommend adoption of the proposed ordinance.

The proposed changes fall under three general categories, outlined below:

- Repeal
  - Removes references to the Harbor Commission in various sections of Kenai Municipal Code
  - Removes Section 11.20 – Leasing of Tidelands from Kenai Municipal Code (KMC), to be enacted in another section, see below.
- Amendment
  - Makes changes to Kenai Municipal Code to remove references to the Harbor Commission in various sections of Kenai Municipal Code
  - Transfers powers and duties from the Harbor Commission to the Planning & Zoning Commission
  - Makes changes to Kenai City Council Policy 20.020 to reflect the sunsetting of the Harbor Commission
- Enactment
  - Enacts KMC 22.10 - Leasing of Tidelands transferring components of KMC 11.20 and aligned the leasing procedures to current practice with other City-owned land, as outlined in KMC 22.05 - Disposition of City Lands.

These changes, as proposed, would streamline the land and tideland leasing and reduces confusion for all parties. By transferring many of the powers and duties to the Planning & Zoning Commission, this puts all City-owned lands under the primary oversight of one commission, with advice and consent from the Airport Commission being sought for decisions regarding airport lands.



**Section 1.** Amendment of Section 1.90.010 of Kenai Municipal Code: That Kenai Municipal Code, Section 1.90.010 - General Standards for Advisory Commissions, Creation, paragraph (a) is hereby amended as follows:

**1.90.010 Creation.**

- (a) Standing advisory commissions of the City may be created or dissolved by an ordinance of the City Council. The following standing advisory commissions have been created by the Council:
  - (1) Airport Commission, as established in KMC 1.95.010;
  - (2) Beautification Commission, as established in KMC 1.95.020;
  - (3) Council on Aging Commission, as established in KMC 1.95.030;
  - [(4)] HARBOR COMMISSION, AS ESTABLISHED IN KMC 1.95.040;]**
  - [(5)] (4) Parks and Recreation Commission, as established in KMC 1.95.050.**

**Removes Harbor Commission as a standing advisory commission from Kenai Municipal Code.**

**Section 2.** Repeal of Section 1.95.040 of Kenai Municipal Code: That Kenai Municipal Code, Section 1.95.040 - Standard Advisory Commissions, Harbor Commission, is hereby repealed as follows:

**[1.95.040 HARBOR COMMISSION.**

- (A) PURPOSE. THE PURPOSE OF THE HARBOR COMMISSION IS TO ADVISE THE COUNCIL AND ADMINISTRATION ON ISSUES INVOLVING CITY HARBOR FACILITIES AND TIDAL OR SUBMERGED LANDS OWNED BY THE CITY.
- (B) DUTIES AND POWERS. THE HARBOR COMMISSION WILL:
  - (1) REVIEW AND PROVIDE RECOMMENDATIONS ON ANY MASTER PLANS FOR THE DEVELOPMENT OF HARBOR OR PORT FACILITIES FOR THE CITY. THIS MAY INCLUDE:
    - (i) DEVELOPMENT OF THE TYPE, LOCATION, AND SEQUENCE OF ALL PUBLIC HARBOR FACILITIES; AND
    - (ii) THE RELOCATION, REMOVAL, EXTENSION, OR CHANGE OF USE OF EXISTING HARBOR FACILITIES;
  - (2) ACT IN AN ADVISORY CAPACITY TO THE COUNCIL AND ADMINISTRATION REGARDING MATTERS RELATED TO CITY HARBOR FACILITIES, TIDE OR SUBMERGED LANDS. MAKE RECOMMENDATIONS TO THE COUNCIL AND ADMINISTRATION RELATIVE TO THE CARE, CONTROL, AND DEVELOPMENT OF TIDE AND SUBMERGED LANDS; AND
  - (3) SUBMIT ANNUALLY TO THE CITY MANAGER AND COUNCIL, NOT LESS THAN NINETY (90) DAYS PRIOR TO THE BEGINNING OF THE BUDGET YEAR, A LIST OF THE RECOMMENDED CAPITAL IMPROVEMENTS WHICH, IN THE OPINION OF THE COMMISSION, ARE NECESSARY OR DESIRABLE TO BE CONSTRUCTED DURING THE FORTHCOMING FIVE (5) YEAR PERIOD. SUCH LIST WILL BE ARRANGED IN ORDER OF PREFERENCE, WITH RECOMMENDATIONS AS TO WHICH PROJECTS ARE RECOMMENDED FOR CONSTRUCTION IN WHICH YEAR; AND
  - (4) REVIEW ALL CITY LEASES OF CITY-OWNED TIDE AND SUBMERGED LANDS AND MAKE RECOMMENDATIONS TO THE CITY COUNCIL AND ADMINISTRATION; AND



- (5) PROVIDE INFORMATION AND RECOMMENDATIONS AS REQUESTED BY THE CITY COUNCIL AND ADMINISTRATION; AND
- (6) ADVISE AND PROVIDE RECOMMENDATIONS TO THE ADMINISTRATION AS REQUESTED ON THE QUALIFICATIONS FOR A HARBOR MASTER.
- (c) QUALIFICATIONS AND MEMBERSHIP. MEMBERS OF THE HARBOR COMMISSION WILL CONFORM TO THE REQUIREMENTS OF KMC CHAPTER 1.90, EXCEPT THE COMMISSION MAY AT THE DISCRETION OF THE COUNCIL HAVE UP TO TWO (2) NONRESIDENT MEMBERS.]

Formally removes Harbor Commission as a standing advisory commission from Kenai Municipal Code. This preserves a record of the Harbor Commission and allows for the reestablishment of the Commission, should City Council decide to do so in the future.

**Section 3.** Repeal of Chapter 11.20 of Kenai Municipal Code: That Kenai Municipal Code, Chapter 11.20 - Leasing of Tidelands, is hereby repealed as follows:

### **[CHAPTER 11.20 LEASING OF TIDELANDS**

#### **11.20.020 LANDS AVAILABLE FOR LEASING.**

ALL CLASSIFIED TIDE AND CONTIGUOUS SUBMERGED LANDS WITHIN THE LIMITS OF THE CITY TO WHICH THE CITY HOLDS TITLE MAY BE LEASED FOR SURFACE USE ONLY, AND UNDER THE CONDITION THAT SAID LEASE IS SUBJECT AND INFERIOR TO PREFERENCE RIGHT CLAIMS AND SUBJECT TO THE RIGHTS OF EXISTING SET NET HOLDERS WITHIN THE CITY LIMITS.

#### **11.20.650 TIDELANDS CLAIMS.**

THE CITY SHALL LEASE THE LAND SUBJECT TO ANY PREFERENCE RIGHTS CLAIMS MADE PURSUANT TO THE PROVISIONS OF ALASKA STATUTES 38.05.820 OR ORDINANCE 455-78, DATED SEPTEMBER 5, 1979, OF THE CITY OF KENAI, ADOPTED PURSUANT THERETO, AND THE LESSEE HOLDS LESSOR HARMLESS FOR ANY DAMAGES, LEGAL EXPENSES, OR COMPENSATION NECESSITATED BY THE RESOLUTION OR SATISFACTION OF SAID TERMS OF SAID CLAIMS, IF ANY.

#### **11.20.660 SUBJECTION TO HARBOR ORDINANCE.**

ALL LEASES ARE SUBJECT TO THE TERMS, CONDITIONS, AND REGULATIONS IMPOSED BY TITLE 11, HARBOR AND HARBOR FACILITIES, OF THE 1979 KENAI CODE OF ORDINANCES AS AMENDED OF WHICH THIS SECTION IS PART.

#### **11.20.680 PROVISIONS REGULATING PUBLIC USE PURPOSE.**

THE CITY COUNCIL REALIZES THAT ONLY A LIMITED AREA OF TIDELANDS BORDERING NAVIGABLE WATERS IS AVAILABLE WITHIN THE CITY OF KENAI AND WHICH IS OWNED BY THE CITY OF KENAI. IT WOULD BE IN THE PUBLIC INTEREST TO INSURE THAT THESE LANDS DO NOT PASS OUT OF COMMUNITY CONTROL AT LEAST TO THE EXTENT THAT THE PUBLIC WOULD NOT BE DEPRIVED OF HARBOR SERVICES AT REASONABLE RATES IN THE FUTURE. THEREFORE, AREAS OF CITY-OWNED TIDELANDS WHICH ARE DEVELOPABLE FOR THE BONA FIDE PUBLIC PURPOSES AS ENUMERATED BELOW SHALL BE LEASED ONLY WITH THE FOLLOWING COVENANTS DEFINED TO INSURE PUBLIC USE AND ACCESS AT REASONABLE RATES.



**11.20.690 PROVISION TO BE INCLUDED IN PUBLIC USE LEASE.**

KMC 11.20.700 SHALL BE INCLUDED IN LEASES WHERE HARBOR FACILITIES ARE CONSTRUCTED TO BE UTILIZED ALL OR IN PART FOR BONA FIDE PUBLIC USES.

**11.20.700 PUBLIC USE: DEFINED.**

- (A) PUBLIC USE SHALL MEAN A USE LIMITED IN PART OR IN WHOLE TO THE FOLLOWING:
  - (1) IN GENERAL, THE LESSEE MAY USE THE DEMISED PREMISES OR PART THEREOF FOR ANY OF THE FOLLOWING PURPOSES ONLY:
    - (i) PUBLIC DOCK FACILITIES.
    - (ii) MARITIME COMMERCE.
    - (iii) TRANSPORTATION.
    - (iv) FISHING.
    - (v) BOAT HARBOR.
    - (vi) PORT AND WATERFRONT DEVELOPMENT PURPOSES.
- (B) BEFORE LESSEE MAY CONDUCT ANY ACTIVITIES WHICH FALL UNDER THESE GENERAL CRITERIA, BUT ARE NOT SPECIFICALLY MENTIONED ABOVE, LESSEE MUST OBTAIN WRITTEN CONSENT OF THE CITY.

**11.20.710 CONTROLLED ACCESS.**

LESSEE, FOR ITS OWN PROTECTION, MAY CONSTRUCT OR INSTALL FENCES, GATES, OR OTHER TYPES OF BARRIERS TO RESTRICT ACCESS TO PORTIONS OF THE DEMISED PREMISES THAT ARE NOT DESIGNATED FOR A PUBLIC USE AND MAY PROVIDE REASONABLE CONTROLS FOR ACCESS TO PUBLIC USE AREAS TO ALLOW FOR SECURITY FOR SUCH AREAS WHILE INSURING REASONABLE PUBLIC ACCESS. REASONABLE PUBLIC ACCESS INCLUDES ACCOMMODATIONS MADE FOR FISHING OPERATIONS DURING FISHING SEASON. ANY CONTROLLED ACCESS MEASURES SHALL BE INDICATED ON THE LESSEE'S DEVELOPMENT PLAN.

**11.20.720 USE CHARGES.**

LESSEE SHALL MAKE REASONABLE AND NONDISCRIMINATORY CHARGES TO THE PUBLIC FOR USE OF ANY OF ITS FACILITIES.

**11.20.780 PENALTIES.**

- (A) IT IS UNLAWFUL FOR ANY PERSON TO VIOLATE ANY OF THE PROVISIONS OF THIS CHAPTER AND UPON CONVICTION THEREOF SHALL BE FINED AS PROVIDED FOR VIOLATIONS IN KMC 13.05.010. EACH DAY SUCH VIOLATION IS COMMITTED OR PERMITTED TO CONTINUE SHALL CONSTITUTE A SEPARATE OFFENSE AND SHALL BE PUNISHABLE AS SUCH HEREUNDER.
- (B) IN ADDITION TO OR AS AN ALTERNATIVE TO THE ABOVE PENALTY PROVISION, THE CITY MAY IMPOSE A CIVIL PENALTY IN AN AMOUNT AS PROVIDED BY KMC 13.05.010 PER DAY FOR THE VIOLATION OF ANY PROVISION OF THIS CHAPTER AND SEEK INJUNCTIVE RELIEF FOR ANY INFRACTION THEREOF FOR WHICH THE OFFENDING PARTY WILL BE CHARGED FOR REASONABLE ATTORNEY'S FEES AND COSTS INCURRED BY THE CITY AS AWARDED BY THE COURT.



(c) NOTHING IN THIS SECTION SHALL BE DEEMED TO RESTRICT THE CITY'S EXERCISE OF ANY OF ITS RIGHTS PURSUANT TO THE LEASE AGREEMENT.

#### **11.20.790 TIDELANDS LEASES FOR SHORE FISHERIES.**

NOTWITHSTANDING OTHER PROVISIONS OF THE CITY'S CODE OF ORDINANCES, THE ANNUAL MINIMUM RENTAL RATE FOR TIDELAND LEASES USED PRIMARILY FOR SHORE FISHERIES SHALL BE AN ANNUAL FEE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. HOWEVER, SHOULD THE STATE OF ALASKA SET AN ANNUAL LEASE RATE HIGHER THAN THAT ESTABLISHED BY THE CITY FOR SIMILAR TIDELAND LEASES FOR SHORE FISHERIES ON LAND OWNED BY THE STATE, THE CITY MAY AMEND THE ANNUAL RENTAL TO A RATE EQUAL TO THAT CHARGED BY THE STATE OF ALASKA.

This section is repealed from Title 11 in KMC and moved into a newly enacted KMC Section 22.10 - Leasing of Tidelands, below. Some sections are in a different order in the new chapter to alleviate potential confusion, but all sections are transferred in whole, with the exception of KMC 11.20.660 - Subjection to Harbor Ordinance which is not transferred.

**Section 4. Amendment of Section 14.05.010 of Kenai Municipal Code:** That Kenai Municipal Code, Section 14.05.010 - Planning and Zoning Commission, Duties and Powers, is hereby amended as follows:

#### **14.05.010 Duties and Powers.**

(a) The Commission shall be required to perform the following duties:

- (1) Review and act upon requests for variance permits, conditional use permits, planned unit residential development permits, and other matters requiring consideration under the Kenai Zoning Code.
- (2) Interpret the provisions of the Kenai Zoning Code and make determinations when requested by the Administrative Official.
- (3) Review the City of Kenai Comprehensive Plan on an annual basis and conduct a minimum of one (1) public hearing. Said recommendations shall be forwarded to the Council for consideration.
- (4) Promote public interest and understanding of comprehensive planning, platting, zoning, land management, and other issues relating to community planning and development.
- (5) Proposed plans for the rehabilitation or redevelopment of any area or district within the City.
- (6) Perform historic preservation reviews and duties as set forth in KMC 14.20.105.
- (7) Review and provide recommendations on any master plans for the development of harbor or port facilities for the City. This may include:
  - (i) Development of the type, location, and sequence of all public harbor facilities; and
  - (ii) The relocation, removal, extension, or change of use of existing harbor facilities;
- (8) Submit annually to the City Manager and Council, not less than ninety (90) days prior to the beginning of the budget year, a list of the recommended capital improvements which, in the opinion of the Commission, are necessary or desirable to be constructed



during the forthcoming five (5) year period. Such list will be arranged in order of preference, with recommendations as to which projects are recommended for construction in which year

- (b) The Commission shall act in an advisory capacity to the Kenai City Council regarding the following matters:
  - (1) Kenai Zoning Code and Official City of Kenai Zoning Map amendments.
  - (2) City and airport land lease or sale petitions.
  - (3) Capital Improvements Programming. The Commission shall submit annually to the Council a list of recommended capital improvements which, in the opinion of the Commission, are necessary and desirable to be constructed during the forthcoming three (3) year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year.
  - (4) Related to City Harbor facilities, tide or submerged lands. Make recommendations to the Council and Administration relative to the care, control, and development of tide and submerged lands.
- (c) The Commission shall act in an advisory capacity to the Kenai Peninsula Borough Planning Commission regarding the following matters:
  - (1) Subdivision plat proposals.
  - (2) Right-of-way and easement vacation petitions.
  - (3) City of Kenai Comprehensive Plan amendments.
- (d) Members of the Planning and Zoning Commission shall be compensated at the rate of one hundred dollars (\$100.00) per month.

Transfers powers and duties from the Harbor Commission in KMC 1.95.040 - Harbor Commission to the Planning & Zoning Commission. The Planning & Zoning Commission is empowered by Kenai City Council to make certain quasi-judicial decisions. As such, the Planning & Zoning Commission is not solely an advisory commission and derives its duties and powers from KMC 14.05.010 - Duties and Powers.

**Section 5.** Enactment of Section 22.05.016 of Kenai Municipal Code: That Kenai Municipal Code, Section 22.05.016 – Tidelands Available for Leasing is hereby amended as follows:

Provides specifics for tidelands, and refers to prior legislation authorizing the City to lease tidelands.

#### **22.05.016 Tidelands Available for Leasing.**

(a) All classified tide and contiguous submerged lands within the limits of the City to which the City holds title may be leased for surface use only, and under the condition that said lease is subject and inferior to preference right claims. The City will lease the land subject to any preference rights claims made pursuant to the provisions of Alaska Statutes 38.05.820 or Ordinance 455-78, dated September 5, 1979, of the City of Kenai, adopted pursuant thereto, and the lessee holds lessor harmless for any damages, legal expenses, or compensation necessitated by the resolution or satisfaction of said terms of said claims, if any.



Transferred directly from KMC 11.20.020 - Lands Available for Leasing and KMC 11.20.650 – Tidelands Claims

(b) Only a limited area of tidelands bordering navigable waters is available within the City of Kenai and which is owned by the City of Kenai. It is in the public interest to ensure that these lands do not pass out of community control at least to the extent that the public would not be deprived of harbor services at reasonable rates in the future. Therefore, areas of City-Owned tidelands which are developable for the bona fide public purposes as enumerated below will be leased only with the following covenants defined to ensure public use and access at reasonable rates.

Transferred directly from KMC 11.20.680 – Provisions Regulating Public Use Purpose.

(c) The following will be included in leases where harbor facilities are constructed to be utilized all or in part for bona fide public uses.

Transferred directly from KMC 11.20.680 – Provisions to be Included in Public Use Lease.

(A) Public use will mean a use limited in part or in whole to the following:

- (i) In general, the lessee may use the demised premises or part thereof for any of the following purposes only:
  - (i) Public dock facilities.
  - (ii) Maritime commerce.
  - (iii) Transportation.
  - (iv) Fishing.
  - (v) Boat harbor.
  - (vi) Port and waterfront development purposes.

(B) Before lessee may conduct any activities which fall under these general criteria, but are not specifically mentioned above, lessee must obtain written consent of the City.

“Lease renewal” means a new lease of property currently under an existing or expiring lease to an existing lessee or a purchaser.

Transferred directly from KMC 11.20.700 – Public Use: Defined.

(d) Lessee, for its own protection, may construct or install fences, gates, or other types of barriers to restrict access to portions of the demised premises that are not designated for a public use and may provide reasonable controls for access to public use areas to allow for security for such areas while insuring reasonable public access. Reasonable public access includes accommodations made for fishing operations during fishing season. Any controlled access measures shall be indicated on the lessee’s development plan.

Transferred directly from KMC 11.20.710 – Controlled Access.

(e) Lessee shall make reasonable and nondiscriminatory charges to the public for use of any of its facilities.

Transferred directly from KMC 11.20.720 – Use Charges.



**Section 6.** Enactment of Chapter 22.10 of Kenai Municipal Code: That Kenai Municipal Code, Chapter 22.10 – Tideland Leases for Shore Fisheries is hereby enacted as follows:

**Chapter 22.10 Tideland Leases for Shore Fisheries**

Establishes a chapter dedicated to shore fishery tideland leases. There are noticeable differences between shore fishery tideland leases and other tideland leases within the City. To reduce confusion, this separate chapter is created.

**22.15.010 Tideland Leases for Shore Fisheries.**

- (a) The annual minimum rental rate for tideland leases used primarily for shore fisheries will be an annual fee as set forth in the City's schedule of fees adopted by the City Council. However, should the State of Alaska set an annual lease rate higher than that established by the City for similar tideland leases for shore fisheries on land owned by the State, the City may amend the annual rental to a rate equal to that charged by the State of Alaska.

Transferred directly from KMC 11.20.790 – Tideland Leases for Shore Fisheries

- (b) The maximum term of a lease for tidelands used for shore fisheries may not exceed ten (10) years, in accordance with Alaska Statute 38.05.24.
- (c) A Lessee under an existing lease will, upon the expiration or the termination by mutual agreement of said Lease, be allowed a preference right to re-lease those lands previously leased if all other sections of the Kenai Municipal Code are complied with. Re-leasing will not necessarily be under the same terms and conditions of the prior lease. When the lease is offered to the preference right holder, the preference right holder will exercise their right within thirty (30) calendar days after said lease is offered by the City. Failure to do so will result in forfeiture and cancellation of the preference right. No preference right will inure to a Lessee whose lease has been terminated by cause.
- (d) Lessee with City's written consent, which will not be unreasonably denied, may assign for other than collateral purposes, in whole or in part, its rights as Lessee. Any assignee of part or all of the leased premises will assume the duties and obligations of the Lessee as to such part or all of the leased premises. No such assignment, however, will discharge Lessee from its duties and obligations outlined in the original lease agreement.
- (e) Rent will be paid annually in advance. The City of Kenai's fiscal year beginning July 1st and ending June 30th.
- (f) The lease applicant will execute and return the appropriate lease agreement with the City of Kenai within forty-five (45) days of mailing the agreement to the applicant. The lease agreement will be prepared in accordance with the requirements of this title. Failure to execute and return the lease agreement within the specified period will result in the forfeiture of all leasing rights.
- (g) A Lessee under an existing lease will, upon expiration or the termination by mutual agreement of said Lease, be allowed a preference right to re-Lease those lands previously leased by them if all other sections of the Kenai Municipal Code are complied with. Re-Leasing will not necessarily be under the same terms and conditions as the prior lease. When the lease is offered to the preference right holder, they will exercise their right within thirty (30) calendar days after said lease is offered by the City. Failure to do so will result in forfeiture and cancellation of the preference right. No preference right will inure to a Lessee whose lease has been terminated by cause.



Sections (b) through (g) are added to outline specific requirements that apply only to shore fishery leases. There are certain provisions in previous chapters that are not carried over here due to the nature of the use of these specific tidelands.

#### **22.15.015 Qualifications of Lease Applicants or Bidders.**

An applicant or bidder for a lease is qualified if the applicant or bidder:

- (a) Is an individual at least eighteen (18) years of age; or
- (b) Is a legal entity which is authorized to conduct business under the laws of Alaska; or
- (c) Is acting as an agent for another meeting the requirements of subsection (a) or (b) of this section and has qualified by filing with the City a proper power of attorney or a letter of authorization creating such agency.

Copied from KMC 22.05.020 - Qualifications of Lease Applicants and Bidders for consistency.

#### **22.15.020 Initial Lease Application.**

All applications for initial leases of lands must be submitted to the City Manager or designee on an application form provided by the City. Applications will be dated on receipt and must include payment of the nonrefundable application fee as set forth in the City's schedule of fees approved by the City Council.

Aligned with KMC 22.05.025 - Initial Lease Application for consistency.

#### **22.15.025 Lease Application Review.**

- (a) Applications will be reviewed by City staff for application completeness and conformance with City ordinances.
- (b) Based on the initial review, if the City Manager determines the application is complete, the application will be referred to the Planning and Zoning Commission for review and comment, together with the City Manager's recommendation for approval or rejection.
- (c) Notice of complete applications for new leases, renewals or extensions will be published by the City and posted on the property. The notice must contain the name of the applicant, a brief description of the land, and the date upon which any competing applications must be submitted (thirty (30) days from the date of publication).
- (d) The recommendations of the City Manager and the Planning and Zoning Commission will be provided to the City Council. The City Council shall determine whether the lease, renewal, amendment or extension is consistent with the intent of this chapter and in the best interest of the City. The decision whether or not to lease land or authorize a lease extension, renewal, amendment or assignment rests in the sole discretion of the City Council.
- (e) If the applicant is in default of any charges, fees, rents, taxes, or other sums due and payable to the City or the applicant is in default of a requirement of any lease or contract with the City a lease will not be entered into until the deficiencies are remedied.

Aligned with KMC 22.05.040 - Lease Application Review for consistency.



### **22.15.030 Application for Lease Amendment, Assignment, or Renewal**

Applications for amendment, assignment, or renewal will be processed in accordance with the lease application review provisions of this chapter. Only applications that change the use of the tidelands will be referred to the Planning and Zoning Commission. All others are not subject to review by the Planning & Zoning Commission. The City has no obligation to amend, assign, or renew a lease and may decline to do so upon making specific findings as to why a lease amendment, assignment, or renewal is not in the best interest of the City.

Aligned with KMC 22.05.045 – Application for Lease Amendment, Assignment, Extension, or Renewal for consistency. Alaska Statute 38.05.082(c) states, “a lease for setnet fishing may be issued for any period not exceeding [ten] 10 years”. City of Kenai leases are for ten years and are not eligible for extension.

### **22.15.035 Competing Lease Applications**

If another application for an initial lease is received for the same property within thirty (30) days from the notice of application publication date by a different applicant, City staff will process the application and forward the application, the City Manager’s recommendation and Planning and Zoning Commission recommendations to the City Council for approval of the application anticipated to best serve the interest of the City. The City Council may approve one (1) of the applications, reject all the applications or direct the City Manager to award a lease of the property by sealed bid.

Aligned with KMC 22.05.050 – Competing Land Applications for consistency.

### **22.15.040 Form of Lease.**

When leasing land under this chapter, the City Manager will use a standard lease form that:

- (a) Provides a reasonable basis for the lessee’s use of the premises;
- (b) Complies with the intent of this chapter;
- (c) Provides for the best interest of the City;
- (d) Is approved as to form by the City Attorney; and
- (e) Is adopted by resolution of the City Council.

Aligned with KMC 22.05.086 – Form of Lease for consistency.





## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members  
**FROM:** Shellie Saner, City Clerk  
**DATE:** November 12, 2025  
**SUBJECT:** Action/Approval - Directing the Administration to Bring Forward the Legislation Necessary to Sunset the City of Kenai Harbor Commission.

---

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

Commission discussion during the work session included the following:

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

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

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

APPROVED BY COUNCIL

Date: 11/19/25

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**KENAI HARBOR COMMISSION – REGULAR MEETING**  
**DECEMBER 8, 2025 – 6:00 P.M.**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVE., KENAI, AK 99611**  
**CHAIR JEANNE KEATON, PRESIDING**

**MINUTES**

**A. CALL TO ORDER**

A Special Meeting of the Harbor Commission was held on December 8, 2025, in the Kenai City Council Chambers, Kenai, AK. Chair Reveal called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Chair Keaton led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Reveal, Chair  
Zachary Rohr

Lisa Gabriel  
Matthew Moffis, Vice Chair

A quorum was present.

Also in attendance were:

Lee Frey, Public Works Director  
Kevin Buettner, Planning & Zoning Director  
Lisa List, Public Works Administrative Assistant

**3. Agenda Approval**

**MOTION:**

Commissioner Moffis **MOVED** to approve the agenda as presented. Commissioner Rohr **SECONDED** the motion.

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

**B. SCHEDULED PUBLIC COMMENTS - None.**

**C. UNSCHEDULED PUBLIC COMMENTS - None.**

**D. APPROVAL OF MINUTES**

1. November 10, 2025 Regular Meeting Minutes

**MOTION:**

Commissioner Moffis **MOVED** to approve the November 10, 2025 Harbor Commission minutes. Commissioner Rohr **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS - None.**

**F. NEW BUSINESS**

1. **Action/Approval** - Recommending Approval of Proposed Ordinance to City Council Regarding Sunsetting the Harbor Commission

**MOTION:**

Commissioner Moffis **MOVED** to recommend approval of proposed ordinance to City Council regarding sunsetting the Harbor Commission. Commissioner Rohr **SECONDED** the motion.

Planning Director Buettner reported the following:

- November 10, 2025 - The Harbor Commission during a Special Meeting, recommended that the City Council consider sunsetting the Harbor Commission.
- November 19, 2025 - The City Council during their Regular Meeting approved a motion directing the Administration to draft the necessary legislation to sunset the Harbor Commission and to present that legislation to the Harbor Commission for recommendation.
- The proposed Ordinance amends Kenai Municipal Code (KMC) to remove reference to the Harbor Commission, repealing provisions related to its duties and powers; moves leasing of tideland provisions to a new chapter; and transfers powers formerly delegated to the Harbor Commission to the Planning and Zoning Commission.

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

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

**MOTION PASSED.**

**G. REPORTS**

1. Public Works Director Frey

Thanked Commissioners for their time and efforts serving on the Harbor Commission.

2. Commission Chair Keaton

Thanked the City for their support of the Harbor Commission.

3. City Council Liaison - No report

**H. ADDITIONAL PUBLIC COMMENTS - None.****I. COMMISSION QUESTIONS AND COMMENTS - None.****J. ADJOURNMENT****K. INFORMATIONAL ITEMS - None.**

There being no further business before the Harbor Commission, the meeting was adjourned at 6:09 p.m.

I certify the above represents accurate minutes of the Harbor Commission meeting of December 8, 2025.

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Logan Parks  
Deputy City Clerk



# KENAI

## CITY OF KENAI ORDINANCE NO. 3501-2026

AN ORDINANCE DETERMINING FOUR CITY-OWNED PROPERTIES IN THE BEAVER LOOP AREA ARE NOT NEEDED FOR A PUBLIC PURPOSE AND AUTHORIZING SALE BY PUBLIC SEALED BID AUCTION.

WHEREAS, the City's Land Management Plan identified City-owned property in the Beaver Loop area for potential disposal, noting that wetlands on the property should be protected, while areas suitable for development may be leased following subdivision; and,

WHEREAS, the City retained an engineering consultant to excavate test holes, confirming the presence of a marketable quantity of gravel on the southern portion of the property; and,

WHEREAS, Ordinance 3431-2024 authorized the purchase of survey services, and a subdivision of the property was completed, creating four parcels with identified gravel resources and one tract consisting primarily of wetlands; and,

WHEREAS, the properties proposed for sale are:

1. KPB Parcel 04901068, Lot 1, Beaver Loop Acres Addn No 3 Subdivision
2. KPB Parcel 04901069, Lot 2, Beaver Loop Acres Addn No 3 Subdivision
3. KPB Parcel 04901070, Lot 3, Beaver Loop Acres Addn No 3 Subdivision
4. KPB Parcel 04901071, Lot 4, Beaver Loop Acres Addn No 3 Subdivision; and,

WHEREAS, the highest and best use of these parcels is gravel extraction; and,

WHEREAS, the parcels are zoned Rural Residential, which allows surface extraction of natural resources by conditional use permit; and,

WHEREAS, these properties are not needed for a public purpose and may be utilized to support community development and generate revenue; and,

WHEREAS, opening these parcels for sale and utilizing the gravel resources represents an efficient use of City assets, supports local construction and infrastructure projects, and encourages private development; and,

WHEREAS, sale by public sealed bid auction is an authorized method of sale pursuant to KMC 22.05.095 (b) (2) (ii); and,

WHEREAS, establishing the minimum bid based on the estimated quantity of gravel above the water table for each parcel, calculated using the State of Alaska's Department of Natural Resources Southcentral Region gravel base price of \$3.50 per unit and discounted over twenty years at a five percent (5%) discount rate, provides a reasonable base value for public sale purposes; and,

WHEREAS, at their regularly scheduled meeting on January 28, 2026, the City of Kenai Planning and Zoning Commission reviewed the proposed sale of the properties and recommended \_\_\_\_\_ to the City Council; and,

WHEREAS, offering these properties for public sale under the outlined terms will encourage development, generate revenue, and is in the best interest of the City.

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

**Section 1.** That the Council determines that the following properties are no longer needed for a public purpose and are available for sale:

1. KPB Parcel 04901068, Lot 1, Beaver Loop Acres Addn No 3 Subdivision
2. KPB Parcel 04901069, Lot 2, Beaver Loop Acres Addn No 3 Subdivision
3. KPB Parcel 04901070, Lot 3, Beaver Loop Acres Addn No 3 Subdivision
4. KPB Parcel 04901071, Lot 4, Beaver Loop Acres Addn No 3 Subdivision;

**Section 2.** The Council authorizes these properties to be sold by public sealed bid auction to the highest bidder and that the minimum bid for each parcel will be based on the estimated quantity of gravel above the water table for each parcel, calculated using the State of Alaska's Department of Natural Resources Southcentral Region gravel base price of \$3.50 per unit and discounted over twenty years at a five percent (5%) discount rate.

**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 4<sup>TH</sup> DAY OF FEBRUARY, 2026.

ATTEST:

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Henry H. Knackstedt, Mayor

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Michelle M. Saner, MMC, City Clerk

|             |                  |
|-------------|------------------|
| Introduced: | January 21, 2026 |
| Enacted:    | February 4, 2026 |
| Effective:  | February 4, 2026 |



# KENAI

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

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**FROM:** Terry Eubank, City Manager

**DATE:** December 19, 2025

**SUBJECT:** **Ordinance No. 3501-2026** - Determining Four City-Owned Properties in the Beaver Loop Area are Not Needed for a Public Purpose and Authorizing Sale by Public Sealed Bid Auction.

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The City owns four parcels in the Beaver Loop area that were formerly part of a 320-acre parcel. The City's Land Management Plan identified these lands as suitable for potential disposal, with wetlands protected and developable areas evaluated separately. An engineering consultant completed test holes and confirmed a marketable quantity of gravel on the southern portion of the property.

Pursuant to Ordinance 3431-2024, the City subdivided the property into four parcels containing gravel resources and a separate tract consisting primarily of wetlands, which is not proposed for sale. The highest and best use of the four parcels is gravel extraction, which aligns with the Rural Residential zoning and prior City policy supporting resource development along this corridor.

The proposed public sale would place underutilized City land into productive use, support local construction and infrastructure needs, encourage private investment, and generate revenue. Sale by public sealed bid auction is authorized under Kenai Municipal Code. Establishing the minimum bid based on the estimated quantity of gravel above the water table for each parcel, calculated using the State of Alaska's Department of Natural Resources' Southcentral Region base price of \$3.50 per unit and discounted over twenty years at a 5% discount rate ensures a fair and transparent starting value. Minimum bids would be as follows:

| Lot No. | KPB Parcel No. | Acres | Legal Description  | Minimum Bid |
|---------|----------------|-------|--|-------------|
| 1       | 04901068       | 28.63 | T 05N R 11W SEC 03 SEWARD MERIDIAN BEAVER LOOP ACRES ADDN NO 3 SUB LOT 1 | \$310,297   |
| 2       | 04901069       | 28.45 | T 05N R 11W SEC 03 SEWARD MERIDIAN BEAVER LOOP ACRES ADDN NO 3 SUB LOT 2 | \$343,384   |
| 3       | 04901070       | 28.45 | T 05N R 11W SEC 03 SEWARD MERIDIAN BEAVER LOOP ACRES ADDN NO 3 SUB LOT 3 | \$248,983   |
| 4       | 04901071       | 23.80 | T 05N R 11W SEC 03 SEWARD MERIDIAN BEAVER LOOP ACRES ADDN NO 3 SUB LOT 4 | \$148,699   |

If approved, the parcels would be marketed and the sale conducted this spring. The City of Kenai Planning and Zoning Commission is scheduled to review the proposed sale and provide a recommendation to the City Council at its January 28, 2026 meeting.

Exhibit A showing the four proposed parcels is attached for reference.

The Administration recommends this approach as an efficient use of City assets in support of community development and in the best interest of the City.

Your consideration is appreciated.



**Exhibit A**





Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3502-2026**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO REIMBURSE ANNUAL LEAVE USED BY FIREFIGHTER GARRICK MARTIN FOR ATTENDING A PARAMEDIC INTERNSHIP PROGRAM.

WHEREAS, Firefighter Garrick Martin recently completed his paramedic certification program; and,

WHEREAS, as part of the certification process, Firefighter Garrick Martin utilized his GI Bill educational benefit, grant funds, approximately \$13,000 of his own funds, and 384 hours of annual leave to attend a paramedic internship at Montgomery County Hospital District in Houston, Texas from October 4, 2025 through November 16, 2025; and,

WHEREAS, the City benefits from having certified paramedics in the Fire Department who provide a higher level of emergency medical service; and,

WHEREAS, as a certified paramedic, Firefighter Martin receives additional compensation; and,

WHEREAS, consistent with past City practice, it is in the best interests of the City to reimburse Firefighter Garrick Martin's leave account for the 384 hours of annual leave used to attend the paramedic internship; and,

WHEREAS, an ordinance is necessary to accomplish this reimbursement, as the City Code does not contain a specific method for reimbursing leave time for this purpose.

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

**Section 1.** Form: That this is a non-code ordinance.

**Section 2.** Authorizing the Reimbursement of Leave: That the City Manager is authorized to enter into an agreement to reimburse 384 hours of annual leave utilized by Firefighter Garrick Martin for attending a paramedic internship program over a period of two months.

**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 4<sup>TH</sup> DAY OF FEBRUARY, 2026.

\_\_\_\_\_  
Henry H. Knackstedt, Mayor

New Text Underlined; [DELETED TEXT BRACKETED]

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

Introduced: January 21, 2026  
Enacted: February 4, 2026  
Effective: February 4, 2026



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

**FROM:** Stephanie Randall, Human Resources Director

**DATE:** January 13, 2026

**SUBJECT:** **Ordinance No. 3502-2026** - Authorizing the City Manager to Reimburse Annual Leave Used by Firefighter Garrick Martin for Attending a Paramedic Internship Program.

---

This memo provides additional information in support of the referenced ordinance. Firefighter Garrick Martin participated in the Paramedic program through Kenai Peninsula College. The program consisted of classroom sessions, ride-a-longs, labs, hospital clinical rotations and culminated with a 6-week field internship at Montgomery County Hospital District in Houston, Texas.

Firefighter Martin has completed the program as of December 3, 2025 and is a Nationally Registered Paramedic. As a licensed paramedic, Firefighter Martin expands the Kenai Fire Department's advanced life support capabilities and increases the level of emergency medical care the department is able to provide to our community.

Kenai Fire Department firefighters are not required to become paramedics and are not eligible for a leave of absence with pay under KMC 23.40.060 to attend paramedic school since it is not a requirement of their positions. However, in recognition of professional development, personal time, and effort of the individual to achieve the same, a recognition entitlement is paid to Fire Department employees who obtain a paramedic certification as an additional 5% of the employee's current hourly pay.

The City of Kenai has previously reimbursed leave for two other firefighters who used leave when completing paramedic training out-of-state. Reimbursing leave taken to attend paramedic school is also typical of what other similarly-situated departments are doing nationwide. Based upon the recommendation of Fire Chief Jay Teague, the attached Ordinance provides for the City Manager to reimburse Firefighter Garrick Martin for the 384 hours of leave he utilized to attend paramedic training.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI  
ORDINANCE NO. 3503-2026**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE WATER & SEWER CAPITAL PROJECT FUND AND ACCEPTING A LOAN FROM THE STATE REVOLVING FUND PROGRAM FOR THE WATER TREATMENT PUMPHOUSE PROJECT.

WHEREAS, the City of Kenai applied for and received a \$1,200,000 forgivable loan from the State of Alaska Department of Environmental Conservation State Revolving Fund Program for the Water Treatment Pumphouse Project; and,

WHEREAS, the City of Kenai applied for and received an additional \$1,500,000 forgivable loan from the State of Alaska Department of Environmental Conservation State Revolving Fund Program for the Water Treatment Pumphouse Project for a total loan of \$2,700,000; and,

WHEREAS, this project will design and construct a new pumphouse, replace pumps and piping and install a new backup generator and pressure tanks; and,

WHEREAS, the City previously appropriated \$1,200,000 in Water & Sewer funds to the project; and,

WHEREAS, it is in the best interest of the City to accept the forgivable loan funds to complete the project.

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 forgivable loan from the State of Alaska Department of Environmental Conservation State Revolving Fund Program in the amount of \$2,700,000 and expend the funds in accordance with the provisions of the grant.

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

Water & Sewer Capital Projects Fund:

|                               |                    |
|-------------------------------|--------------------|
| Increase Estimated Revenues - |                    |
| State Grants -                | <u>\$2,700,000</u> |
| Increase Appropriations -     |                    |
| Construction                  | <u>\$2,700,000</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 4<sup>TH</sup> DAY OF FEBRUARY, 2026.

---

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: DS

|             |                  |
|-------------|------------------|
| Introduced: | January 21, 2026 |
| Enacted:    | February 4, 2026 |
| Effective:  | February 4, 2026 |



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members

**THROUGH:** Terry Eubank, City Manager

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

**DATE:** January 12, 2026

**SUBJECT:** **Ordinance 3503-2026** - Increasing Estimated Revenues and Appropriations in the Water & Sewer Capital Project Fund and Accepting a Loan from the State Revolving Fund Program for the Water Treatment Pumphouse Project.

---

The memo requests Council's approval to accept a forgivable loan from the State of Alaska Department of Environmental Conservation State Revolving Fund (SRF) Program to complete the Water Treatment Pumphouse Project.

The project will consist of design and construction of a new pumphouse, replacement of pumps and piping and installation of a new backup generator and pressure tanks to maintain system pressure during power outages.

The SRF loan is 100% forgivable and has been reviewed by legal counsel. Accepting this loan is not considered to be causing the City to take on debt. Originally, we received \$1,200,000 from the SRF program. Upon completion of design work, it was determined that additional funding was needed to complete the project and an additional request was submitted. We received an additional \$1,500,000 from the SRF program, totaling a \$2,700,000 forgivable loan for the City.

The City had previously appropriated \$1,200,000 of Utility funds for this project with the intention of forward funding the project and apply to reimburse the original \$1,200,000 loan received. Current designs and cost estimates have increased the scope and the \$1,200,000 is expected to be needed to complete the project. Any remaining unused funds will be returned to the Utility Fund. The Utility Fund is able to handle the funds being used on this project with the Capital Improvement Plan projections.

The Public Works Department recommends accepting the loan from the SRF Program to complete the Water Treatment Plan Improvement Project.



# KENAI

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## MEMORANDUM

**TO:** City Council Members

**FROM:** Henry Knackstedt, Mayor

**DATE:** January 12, 2026

**SUBJECT:** **Action/Approval** - Council Confirmation of Mayoral Nominations of Autumn Carlson to the Beautification Commission and Parks & Recreation Commission.

---

There are currently three vacancies on the Beautification Commission.

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

- Autumn Carlson for Beautification Commission appointment to a partial term ending on December 31, 2028.
- Autumn Carlson for Parks & Recreation Commission appointment to a partial term ending on December 31, 2027.

Your consideration is appreciated.

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

**First Name:**\*  
Autumn

**Last Name:**\*  
Carlson

**Name of Spouse:**  
Mikel Madsen (fiancé)

**Primary Phone:**\*  
[REDACTED]

**Home Phone:**

**E-mail:**\*  
[REDACTED]

**Residence Address:**\*  
Street Number & Street Name.  
[REDACTED]

**Mailing Address:**\*  
Street Address  
[REDACTED]

Address Line 2

|                 |                       |
|-----------------|-----------------------|
| City            | State/Province/Region |
| Kenai           | Alaska                |
| Postal/Zip Code | Country               |
| 99611           | United States         |

**Are you a Resident of the City of Kenai?\***

Yes  No

**If resident, how long?**

Since 2020. Lived on the Kenai Peninsula since I was 8 years old.

**Name of Employer:**

State of Alaska- Department of Health, Division of Public Assistance

#### Commission Membership Requirements:

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

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

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

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

**Commission in which you are interested:\***

Beautification Commission

#### Why do you want to be involved with this Commission?

I am excited to apply for the City of Kenai Beautification Committee because I genuinely care about the appearance, pride, and creative potential of our community. I have a strong interest in gardening and enjoy head-starting volunteer projects that bring people together for a shared purpose. I believe beautification goes beyond plants and flowers—it helps create welcoming spaces, boosts community morale, and reflects the care residents have for their city.

I am a creative, motivated individual who enjoys turning ideas into action and collaborating with others to make visible, lasting improvements. I would love the opportunity to contribute fresh ideas, support ongoing beautification efforts, and help Kenai continue to look vibrant and well cared for for residents and visitors alike.

Thank you for considering my application.

**List Current Organization Memberships:**

**List Past Organization Memberships:**

Sources of Strength (4 years-president), High school I was the president of the student advisory council (4 years).

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

I have lived on the Kenai Peninsula since I was a little girl. Growing up I always involved myself in clubs and volunteer opportunities such as sources of strength, student advisory club, volunteering for cool inletkeeper, project homeless connect, food bank, Watershed forum, and attending pageants here in Alaska. I believe my artistic skill, leadership qualities, gardening (green thumb experience), head-starting volunteer projects, being an outdoor enthusiast (hiking, kayaking, snowmachining, beluga whale watching, trail running, etc) along with being familiar with public speaking (leading meetings, speaking in front of a board, answering questions on stage, and presenting a speech in front of an audience) would make me the perfect candidate.

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

Primary Phone  Home Phone  Email



# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members  
**THROUGH:** Terry Eubank, City Manager  
**DATE:** January 9, 2026  
**SUBJECT:** Requesting Authorization for Use of People Counter Cameras

---

During the COVID-19 public health emergency, the City Council approved the People Counter Project using CARES Act funding. As part of that approval, Council amended the project to limit camera use to people counting unless and until Council authorized another use. Council discussion at that time reflected concerns regarding privacy, camera purpose, public notice, and the appropriate role of camera technology during the public health emergency.

The public health emergency has since ended, and the cameras remain installed at City facilities. Administration now seeks Council authorization to lift the prior use limitation and allow the existing camera infrastructure to be used for additional City operational and safety purposes.

Administration respectfully requests Council action to authorize use of the People Counter cameras for operational and safety purposes.

### **Suggested Motion:**

Move to authorize the Administration to use the cameras purchased for the People Counter Project for operational and safety purposes other than people counting.



## IPHC Fishery Regulations:

### Recreational (Sport) Fishing for Pacific Halibut - IPHC Regulatory Areas 2C, 3A, 3B, 4A, 4B, 4C, 4D, 4E (Sect. 28) – unguided sector bag limit

**PREPARED BY: PER ODEGAARD (FISHING VESSEL OWNERS' ASSOCIATION) (15 DECEMBER 2025)**

Directed Commercial  Recreational  Subsistence  Non-directed commercial  All   
All Regulatory Areas  All Alaska Regulatory Areas  All U.S. Regulatory Areas   
2A  2B  2C  3A  3B  4A  4B  4CDE

#### PURPOSE

To propose unguided recreational sector Pacific halibut daily bag limit reduction from two (2) fish to one (1) fish for all IPHC Regulatory Areas in Alaska.

#### EXPLANATORY MEMORANDUM

This regulatory proposal document, along with the proposed regulatory language, have been prepared based on additional communication with the Fishing Vessel Owners' Association.

An assessment of the impacts of decreasing the unguided recreational bag limit in Alaska requires assistance from the Alaska Department of Fish and Game. Any information received regarding the effects of this proposal will be incorporated into subsequent revisions of this document.

#### PROPOSED REGULATORY LANGUAGE

This proposal revises the general daily bag limit applicable to the Alaska recreational fishery from two (2) fish to one (1) fish for the unguided sector.

The proposed regulatory language also decouples the general rule from both more restrictive and alternative limits and instead explicitly subordinates it to specified subsections and applicable Federal regulations. This approach is intended to preserve the separate regulatory framework applicable to the guided (charter) sector.

#### 28. Recreational (Sport) Fishing for Pacific Halibut—IPHC Regulatory Areas 2C, 3A, 3B, 4A, 4B, 4C, 4D, 4E

(1) In Convention waters in and off Alaska:<sup>8, 9</sup>

- (a) the recreational (sport) fishing season is from 1 February to 31 December;
- (b) the daily bag limit is ~~two~~ **one (1)** Pacific halibut of any size per day per person ~~unless a more restrictive bag limit applies in Commission regulations or except as provided in paragraphs (2) and (3) of this Section and in~~ Federal regulations at 50 CFR 300.65;

[...]

<sup>8</sup> NOAA Fisheries could implement more restrictive regulations for the recreational (sport) fishery or components of it, therefore, anglers are advised to check the current Federal or State regulations prior to fishing.

<sup>9</sup> Under regulations promulgated by NOAA Fisheries at 50 CFR 300.66(u), it is unlawful for any person to charter vessel guide of a charter vessel on which one or more charter vessel anglers are catching and retaining Pacific halibut in both IPHC Regulatory Areas 2C and 3A during one charter vessel fishing trip.

## RECOMMENDATIONS

That the Commission:

- 1) **NOTE** regulatory proposal IPHC-2026-AM102-PropC1 that proposes unguided recreational sector Pacific halibut daily bag limit reduction from two (2) fish to one (1) fish for all IPHC Regulatory Areas in Alaska.



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Fish and

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OFFICE OF THE COMMISSIONER  
Headquarters Office

1255 West 8th Street  
P.O. Box 115526  
Juneau, Alaska 99811-5526  
Main: 907.465.6136  
Fax: 907.465.2332

January 7, 2026

Eugenio Piñeiro Soler  
Assistant Administrator  
NOAA Fisheries  
1315 East-West Highway  
Silver Spring, MD 20910

Dear Mr. Piñeiro Soler:

I am writing to request your assistance with responding to a regulatory proposal submitted to the International Pacific Halibut Commission (IPHC) for its upcoming annual meeting January 19-22, 2026. The proposal, submitted by a commercial halibut fishing group based in Seattle, Washington, requests that the IPHC implement regulations that would reduce the daily bag limit for all Alaska unguided recreational anglers from two (2) fish to one (1) fish.<sup>1</sup> Although the proposal does not specify an objective for the regulatory change, the clear intent is to significantly restrict Pacific halibut harvest by unguided recreational anglers throughout Alaska, many of whom are residents of coastal communities and rely on the Pacific halibut resource for food and recreational opportunities.

Pacific halibut is jointly managed by the North Pacific Fishery Management Council, NOAA Fisheries, the IPHC, and the Alaska Department of Fish and Game (ADF&G). Although ADF&G does not have a formal role in the IPHC management process, we actively participate in managing recreational and subsistence fisheries for Pacific halibut in Alaska. It is our understanding that the U.S. policy for Pacific halibut management is for conservation issues to be carried out by the IPHC and purely domestic allocative decisions to be made by the appropriate regional fishery management council. In our view, the proposal submitted to the IPHC to reduce the daily bag limit for all Alaska unguided recreational anglers is a domestic allocation issue and should not be considered by the IPHC consistent with this long-standing U.S. policy. We support this policy and ask for its application here; it is inappropriate for Canadian Commissioners to the IPHC to weigh in on a regulatory proposal that would solely affect Alaska anglers. Therefore, I request that NOAA Fisheries apply the domestic allocation policy and ensure that the proposal is not considered by the IPHC at its upcoming meeting but is instead forwarded to the North Pacific Fishery Management Council for consideration.

<sup>1</sup> The proposal is posted on the IPHC website at: <https://www.iphc.int/uploads/2025/12/IPHC-2026-AM102-PropC1-Unguided-rec-limit.pdf>.

Thank you for your attention to this important matter, please let me know if you need additional information or would like to discuss it further.

Sincerely,



Doug Vincent-Lang,  
Commissioner

Cc: Angel Drobica, North Pacific Fishery Management Council, Chair  
Diana Evans, North Pacific Fishery Management Council, Executive Director

**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Council on Aging Commission was held on January 8, 2026, at the Kenai Senior Center, Kenai, AK. Chair Craig called the meeting to order at approximately 3:00 p.m.

**1. Pledge of Allegiance**

Chair Craig led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Rachael Craig, Chair  
Gina Kuntzman  
Barbara Modigh

William Sadler

A quorum was present.

Absent:

Kit Hill  
Jim Glendening, Vice Chair

Also in attendance were:

Red Piersee, Senior Center Administrative Assistant  
Victoria Askin, City Council Liaison

**3. Election of Chair and Vice Chair**

**MOTION:**

Commissioner Kuntzman **MOVED** to appoint Rachael Craig as Chair.

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

**MOTION:**

Commissioner Sadler **MOVED** to appoint Gina Kuntzman as Vice Chair.

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

**4. Agenda Approval**

**MOTION:**

Commissioner Sadler **MOVED** to approve the agenda as presented. Commissioner Kuntzman **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 13, 2025 Regular Meeting Minutes
2. December 11, 2025 Regular Meeting Minutes

**MOTION:**

Commissioner Sadler **MOVED** to approve the November 13, 2025 and the December 11, 2025 Council on Aging Commission minutes. Commissioner Modigh **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS - None.****F. NEW BUSINESS**

1. **Discussion** - Summary Report Workplan 2025
2. **Discussion** - Workplan 2026

*[Clerk's Note: Commission members present determined that the discussion should take place at the next meeting due to the low number of members present.]*

**G. REPORTS**

1. Acting Senior Center Director Red Piersee reported on the following:
  - Additional funding was approved by the legislature for this Fiscal Year.
  - Preparing for the upcoming Volunteer Appreciation Dinner.
  - Provided an update on driver status.
  - Emergency Plan Training scheduled for the March meeting.
2. Commission Chair - No report.
3. City Council Liaison - Vice Mayor Askin reported on recent actions of the City Council.

**H. ADDITIONAL PUBLIC COMMENTS - None.****I. NEXT MEETING ATTENDANCE NOTIFICATION - February 12, 2026****J. COMMISSION QUESTIONS AND COMMENTS - None.****K. ADJOURNMENT****L. INFORMATIONAL ITEMS - None.**

There being no further business before the Council on Aging Commission, the meeting was adjourned at 3:30 p.m.

I certify the above represents accurate minutes of the Council on Aging Commission meeting of January 08, 2026.

---

Logan Parks, Deputy City Clerk

**KENAI AIRPORT COMMISSION – REGULAR MEETING**  
**JANUARY 08, 2026 – 6:00 P.M.**  
**KENAI CITY COUNCIL CHAMBERS**  
**210 FIDALGO AVE., KENAI, AK 99611**  
**CHAIR GLENDA FEEKEN, PRESIDING**

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**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Airport Commission was held on January 8, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Chair Feeken led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

|                      |                          |
|----------------------|--------------------------|
| Glenda Feeken, Chair | Paul Minelga, Vice Chair |
| James Bielefeld      | Cody Whicker             |
| Dan Knesek           | James Zirul              |

A quorum was present.

Also in attendance were:

|   |
|---|
| Mary Bondurant, Interim Airport Manager         |
| Julie Semmens, Airport Administrative Assistant |
| Shellie Saner, City Clerk                       |
| Victoria Askin, City Council Liaison            |

**3. Election of Chair and Vice Chair**

**MOTION:**

Vice Chair Minelga **MOVED** to reappoint Glenda Feeken as Chair.

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

**MOTION:**

Commissioner Zirul **MOVED** to reappoint Paul Minelga as Vice Chair.

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

**4. Agenda Approval**

**MOTION:**

Commissioner Zirul **MOVED** to approve the agenda as presented. Commissioner Bielefeld **SECONDED** the motion.

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

**B. SCHEDULED PUBLIC COMMENTS**

**1. HDL Engineering - Updates on Airport Projects**

Erik Jordt, Civil Engineer with HDL Engineering, provided an update on the Airport Runway Rehabilitation project. He explained the primary runway will be closed during construction; Taxiway Alpha will serve as the temporary runway. Alpha would be painted with runway markings and would have runway lighting.

Commission members stated concerns regarding there being no approaches available during construction and shutting down of the navigational aids.

**C. UNSCHEDULED PUBLIC COMMENTS** - None.

**D. APPROVAL OF MINUTES**

1. November 13, 2025 Regular Meeting Minutes

**MOTION:**

Commissioner Zirul **MOVED** to approve the November 13, 2025 Airport Commission minutes. Commissioner Minelga **SECONDED** the motion.

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

**E. UNFINISHED BUSINESS** - None.

**F. NEW BUSINESS**

1. **Discussion** - 2025 Work Plan Report

It was noted that the Commission's preference was for Taxiway Sierra to be moved up on the Capital Improvement Plan, as it was directly tied to the Westside Hangar Subdivision goals. The Airport Master Plan was discussed, including HDL Engineering's kickoff meeting.

Commission members noted that the development of goals was outside of the Commission's responsibility due to its advisory role and lack of authority to initiate action.

2. **Discussion** - 2026 Annual Work Plan Goals

Commissioners discussed to move the 2025 goals to 2026.

**G. REPORTS**

1. Airport Manager - Interim Airport Manager Bondurant reported on the following:

- Alaska Airlines diverted a 76-passenger aircraft to Kenai due to Anchorage wind shear; TSA authorized controlled deplaning into the terminal
- Lease lot inspections are ongoing.
- TSA staff credentials and the Airport Certification Manual were updated to reflect new aircrafts operating at Kenai.
- Staff received a request from the control tower for C-17 lights-out operations; Commission advised this should occur when the tower is open and raised safety concerns regarding navigation lights.
- Jack Penning, Managing Partner of Volaire Aviation Consulting, is scheduled to present to City Council regarding the Air Service Development Grant.
- Fiscal Year 2027 budget documents are in preparation and expected to be submitted to Finance around February 13.

2. Commission Chair - No report.

3. City Council Liaison - Vice Mayor Askin reported on recent actions of the City Council.

**H. ADDITIONAL PUBLIC COMMENTS** - None.

**I. NEXT MEETING ATTENDANCE NOTIFICATION** - February 12, 2026.

**J. COMMISSION QUESTIONS AND COMMENTS**

There was discussion on Airport Manager recruitment.

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. October 2025 Midmonth Report
2. November 2025 Midmonth Report
3. Lynden December 2025 Newsletter
4. Pet Relief Signage - Pictures
5. Enplanement Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:45 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of January 08, 2026.

\_\_\_\_\_  
Logan Parks, Deputy City Clerk

KENAI BEAUTIFICATION COMMISSION – REGULAR MEETING

JANUARY 13, 2026 – 6:00 P.M.

KENAI CITY COUNCIL CHAMBERS

210 FIDALGO AVE., KENAI, AK 99611

CHAIR SARAH DOUTHIT, PRESIDING

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**MINUTES**

**A. CALL TO ORDER**

A Regular Meeting of the Beautification Commission was held on January 13, 2026, in the Kenai City Council Chambers, Kenai, AK. Chair Dothit called the meeting to order at approximately 6:10 p.m.

**1. Pledge of Allegiance**

Chair Douthit led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Sarah Douthit, Chair  
Brittney Hoffert

Sonja Earsley, Vice Chair

A quorum was not present.

Absent:

Samantha Springer

Also in attendance were:

Tyler Best, Parks and Recreation Director  
Jenna Brown, Assistant Parks and Recreation Director  
Bridget Grieme, City Council Liaison

**3. Election of Chair and Vice Chair**

**4. Agenda Approval**

**B. SCHEDULED PUBLIC COMMENTS** - None.

**C. UNSCHEDULED PUBLIC COMMENTS** - None.

**D. APPROVAL OF MINUTES**

1. December 9, 2025 Regular Meeting Minutes

**E. UNFINISHED BUSINESS** - None.

**F. NEW BUSINESS**

1. **Discussion** - Recap 2025 Workplan Goals  
2. **Discussion** - Discuss 2026 Workplan Goals

**G. REPORTS**

**H. ADDITIONAL PUBLIC COMMENTS** - None.

**I. NEXT MEETING ATTENDANCE NOTIFICATION** - April 14, 2026

**J. COMMISSION QUESTIONS AND COMMENTS**

**K. ADJOURNMENT**

**L. INFORMATIONAL ITEMS**

1. November Mid-Month Report

Due to a lack of quorum, the Beautification Commission meeting was adjourned at approximately 6:11 p.m.

I certify the above represents accurate minutes of the Beautification Commission meeting of January 13, 2026.

Logan Parks, Deputy City Clerk

DRAFT



# KENAI

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## MEMORANDUM

**TO:** Mayor Henry Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Mary Bondurant, Interim Airport Manager  
**DATE:** January 8, 2026  
**SUBJECT:** **Airport Mid-month Report December 2025**

---

### FY2025 Airport Capital Improvement Projects

- Runway Rehabilitation Project  
Construction to Start Spring of 2026. There will be a pre-construction meeting on Friday, January 16, 2026.
- Apron crack sealing, marking, and sealcoat  
Construction to start in the Spring of 2026. A pre-construction meeting will be held on Wednesday, January 14, 2026.
- Acquire SRE (Loader & Plow Truck with Sander)  
Update: the CAT 980 loader has been delivered with all of the attachments and the plow truck and sander should be delivered the end of January 2026.
- Airport Master Plan – Phase 1  
City Administration is reviewing the draft Conditions and Needs Assessment and preliminary development alternatives. These proposed alternatives will be introduced at the February 12<sup>th</sup>, Airport Commission meeting and on February 19<sup>th</sup> at a public meeting.
- ARFF Building Rehabilitation – Boiler Replacement  
Project is in the final stages of completion.

### In-house Activities

- Different winter than last year for the Operations Crew with plenty of snow and ice to deal with. The crew has been able to keep up with no impact to operations. Mother Nature has been the culprit disrupting service with the high winds.

- Airport administration along with the City Planning Department and the Kenai Fire Marshall are continuing with lease lot inspections inside the Airport Reserve. We have completed 14 of 22 inspections.
- 8<sup>th</sup> Annual Christmas Tenant Tree Decorating Contest came to an end on December 23, 2025 with Grant Aviation receiving the most votes. Congratulations!





# KENAI

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

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## MEMORANDUM

**TO:** Mayor Henry Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**THROUGH:** Dave Ross, Police Chief  
**FROM:** Sasha Coleman, Acting Animal Control Chief  
**DATE:** January 1st, 2026  
**SUBJECT:** December 2025 Monthly Report

---

This month the Kenai Animal Shelter took in 20 animals.

| DOGS:              |        |               |             |    |
|--------------------|--------|---------------|-------------|----|
|                    | INTAKE | 13            | DISPOSITION | 19 |
| Waiver             | 6      | Adopted       |             | 12 |
| Stray              | 3      | Euthanized    |             | 1  |
| Impound            | 4      | Claimed       |             | 6  |
| Protective Custody | 0      | Field Release |             | 0  |
| Quarantine         | 0      | Transferred   |             | 0  |
|                    |        |               |             |    |

| CATS:              |        |               |             |   |
|--------------------|--------|---------------|-------------|---|
|                    | INTAKE | 7             | DISPOSITION | 7 |
| Waiver             | 3      | Adopted       |             | 6 |
| Stray              | 3      | Euthanized    |             | 0 |
| Impound            | 1      | Claimed       |             | 1 |
| Protective Custody | 0      | Field Release |             | 0 |
| Quarantine         | 0      | Transferred   |             | 0 |
|                    |        |               |             |   |

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

**3 Animal** dropped with After Hours (days we are closed but cleaning and with KPD)

14 Field Investigations & patrols

3 Pet Food Bank Request

**0** Volunteer Hours Logged

0 Citations

**0** Educational Outreach

**14** Microchips

Total Animal Contacts:

**8** Animals are *known* borough animals

5 Animals are *known* City of Kenai

7 Animals are *known* City of Soldotna

0 Animals are *unknown* location

Statistical Data:

**522** 2023 YTD Intakes

**384** 2024 YTD Intakes

**349** 2025 YTD Intakes





# KENAI

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

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## MEMORANDUM

**TO:** Mayor Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Dave Swarner, Finance Director  
**DATE:** January 8, 2026  
**SUBJECT:** **Finance Department Mid-Month Report – December 2025**

---

Preparation for the FY26 annual budget has begun. January 7<sup>th</sup> will be a budget work session with the City Council to establish our goals for FY27, the resolution will be introduced in the January 21st Council meeting. The finance budget calendar is completed and attached for your review.

We continue to work with the auditors on finalizing the FY24 financials, currently the auditors are reviewing the draft ACFR. The audit should be issued by the end of January, with auditors presenting to council in February.

Our Finance Director, Dave Swarner, was recently elected as a board member for the Alaska Government Finance Officers Association (AFGOA) at the Annual AFGOA Conference.



## MEMORANDUM

**TO:** Mayor Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Jay Teague, Fire Chief  
**DATE:** January 12, 2025  
**SUBJECT:** **Fire Department Mid-Month Report – December.**

---

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

| DECEMBER     | 2024 | 2025 | % change |
|--------------|------|------|----------|
| Month totals | 132  | 137  | +3.7%    |
| EMS          | 107  | 106  | - 0.9%   |
| All Other    | 25   | 31   | +24%     |
| Year total   | 1540 | 1481 | - 3.8%   |

### Training:

- 390 total hours of training for month.
- FF Garrick Martin completed certification and licensing for Paramedic and is now running as PMED for Kenai.
- CINGSA hosted “Wild Well” Control Exercise December 10<sup>th</sup>
- Guardian Flight hosted training on the new Online Service Ordering Portal (We now use an online app to request them for patient flight care).
- Monthly Medical Director Training with Dr. Levy hosted on Dec. 15<sup>th</sup>
- Tilte 47 Patient Care Training conducted with all shifts.
- Fire Officers completed quarterly mentorship project: “Understanding Respondent Superior” and legal principles for the fire service.

### Projects/Grants/MISC:

- Fire Marshal completed 33 inspections.
- Chief Teague attended Kenai Peninsula Fire Chief’s Meeting
- Firefighter Lopez resigning on February 2<sup>nd</sup>. Previous hire list candidates being reviewed for possible fill of position. If one is not selected, will post job opening.
- Chief Teague and Chief Coots had first Budget Review/Planning session for 2027 fiscal year.



# KENAI

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## MEMORANDUM

**TO:** Mayor Henry Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Stephanie Randall, Human Resources Director  
**DATE:** January 13, 2026  
**SUBJECT:** Human Resources Activity – December 2025

---

### **Recruitment**

Human Resources continued to work with administration to actively recruit an Airport Manager. The City obtained the services of Prothman, a recruitment firm, to assist in providing sourcing and outreach services for the Airport Manager recruitment. The Police Department continued recruitment for a new Police Officer. Public Works continues to recruit for a Building Official and began recruitment for a Utility Operator. The Senior Center is recruiting for a driver position and a recruitment began for a Library janitor.

### **Safety/Training**

In December there were a total of three accidents reported. One accidents resulted in an employee injury and two accident resulted in damage to City property. A Workers' Compensation claim was filed for the employee injury.

### **Special Projects**

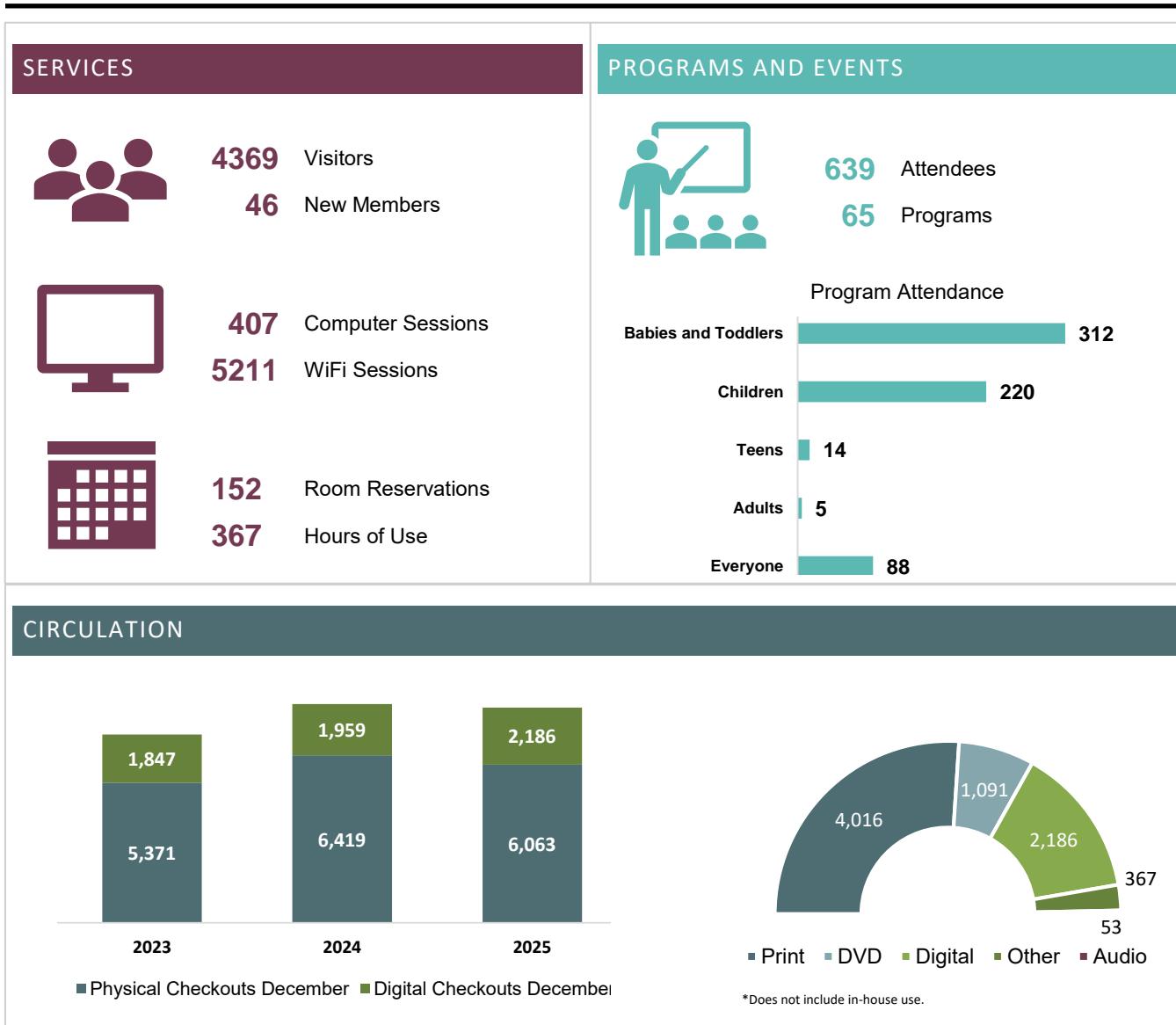
Human Resources worked with finance to update the open enrollment elections for employee health and supplemental insurances and began a review of classification revision requests for the fiscal year 2027.



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# MEMORANDUM

**TO:** Mayor Knackstedt and Council Members  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Katja Wolfe, Library Director  
**DATE:** January 7, 2026  
**SUBJECT:** Library Report for December 2025





# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Tyler Best, Parks and Recreation Director  
**DATE:** January 12<sup>th</sup>, 2026  
**SUBJECT:** Mid-Month Report – December

---

December brought cold temperatures, a lack of snow, and persistent high winds. These conditions kept Parks staff busy, as numerous trees and decorations fell due to the wind. Additionally, Daubenspeck Pond became thick enough to skate on safely. Parks and Recreation cleared snow from the pond, scraped the surface with light equipment, and hot-mopped it for skating use (see attached photos).

The Multi-Purpose Facility (MPF) experienced a lull in scheduled rentals due to the holiday break and extremely cold temperatures. During this time, however, ice skating increased both during the day and in the evening by the public. As a reminder, this facility is treated much like a field. If nothing is scheduled, it is open to the public for skating.

The Recreation Center was closed on Christmas Day and New Year's Eve. With the installation of turf at the Soldotna Field House, afternoon pickleball is back in full swing. City League basketball is scheduled to begin at the Recreation Center next month.

Due to the continued lack of snow, ski trails were not skiable for most of the month. However, toward the end of the month, a significant snowfall allowed Parks staff to resume grooming, just in time for the Middle School ski season, which begins at the end of Christmas Break. Municipal Park walking trails continue to be maintained through regular plowing and sanding of entrances.

### Kenai Recreation Center Visits – Month of December

|                               |             |
|-------------------------------|-------------|
| Weight Room/Cardio Room       | 1231        |
| Racquetball /Wallyball Court  | 301         |
| Shower/Sauna                  | 226         |
| Gymnasium                     | 1553        |
| Gym rental participants       | 251         |
| <b>Total Number of Visits</b> | <b>3562</b> |



# KENAI

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The City of Kenai | [www.kenai.city](http://www.kenai.city)



## Kenai Multi-Purpose Facility Ice Schedule

January 2026

| Sunday  | Monday   | Tuesday   | Wednesday   | Thursday  | Friday   | Saturday   |
|---|--|---|---|---|--|--|
| <b>For reservations or other rink related inquiries contact</b><br>City of Kenai Parks & Recreation Department at (907) 283-8262<br>or email PARKS@KENAI.CITY   |  |   | Last Updated 1/12/26  | <b>New Years Day<br/>OPEN for Public Use</b>  | 1<br>4:30p-5:15p -RLS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS   | 2<br><b>OPEN for Public Use</b>  |
| The Kenai MPF Ice Rink is Open to the public for use during ALL unreserved times, and when specified between reservations. Public Skate is FREE.  |  |   |   |   |  |  |
| 4<br>11:00a-12:00p -RLS<br>12:00p-1:15p -KPHA Game<br>1:30p-2:30p -KPHA<br>2:45p-3:45p -KPHA<br>4:00p-5:00p -QUEENS<br>5:15p-6:15p -QUEENS  | 5<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS<br>COED scrimmage      | 6<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS<br>COED scrimmage | 7<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS<br>COED scrimmage | 8<br><b>MPF CLOSED to Public 2:45 PM</b><br><b>PENINSULA WINTER GAMES TOURNAMENT</b><br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -PWG<br>6:30p-7:30p -PWG<br>7:45p-8:45p -PWG<br>9:00p-10:00p -QUEENS | 9<br><b>MPF CLOSED to Public</b><br><b>PENINSULA WINTER GAMES TOURNAMENT</b><br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -PWG<br>6:30p-7:30p -PWG<br>7:45p-8:45p -PWG<br>9:00p-10:00p -QUEENS  | 10<br><b>MPF CLOSED to Public</b><br><b>PENINSULA WINTER GAMES TOURNAMENT</b><br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -PWG<br>6:30p-7:30p -PWG<br>7:45p-8:45p -PWG<br>9:00p-10:00p -QUEENS |
| 11<br><b>MPF Re-Open to Public 6:30 PM</b><br><b>PENINSULA WINTER GAMES TOURNAMENT</b><br>12:15p-1:15p -KPHA<br>1:30p-2:30p -KPIIA<br>2:45p-3:45p -KPHA<br>4:00p-5:00p -QUEENS<br>5:15p-6:15p -QUEENS | 12<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>7:00p Varsity Game                         | 13<br>2:45p-3:45p -RLS<br>3:45p-5:00p -KCHS Game (mid 7/12)<br>5:15p-6:15p -KPHA<br>6:30p-9:00p -KCHS<br>7:45p-8:45p -KPHA<br>7:00p Varsity Game    | 14<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS                  | 15<br>4:30p-5:15p -RLS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS   | 16<br>4:30p-5:15p -RLS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-11:00a -QUEENS  | 17<br>10:00a-11:00a -RLS<br>11:00a-12:00p -KPHA Game (2nd B Game)  |
| 18<br>1:15p-2:00p -RLS<br>2:00p-3:00p -KPHA   | 19<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS<br>COED scrimmage     | 20<br>4:30p-5:15p -RLS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:00p-10:00p -QUEENS<br>COED scrimmage                     | 21<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:45p -KPHA Game<br>7:45p-8:45p -KPHA<br>9:00p-10:15p -QUEENS             | 22<br>2:45p-3:00p -RLS<br>3:00p-5:00p -KCHS<br>5:15p-6:15p -KPHA<br>6:30p-7:30p -KPHA<br>7:45p-8:45p -KPHA<br>9:15p-10:15p -QUEENS  | 23<br>9:45a-9:45a -RLS<br>9:45a-10:45a -KPHA Game<br>11:00a-12:00p -KPHA Game<br>12:15p-1:15p -KPHA Game<br>1:30p-2:30p -KPHA Game<br>2:45p-3:45p -KPHA Game<br>4:00p-5:15p -KPHA Game<br>5:30p-6:30p -KPHA Game<br>6:45p-7:45p -KPHA Game (mid 1/7) | 24   |
| 25<br>8:45a-9:45a -RLS<br>9:45a-10:45a -KPHA Game<br>11:00a-12:00p -KPHA Game<br>12:15p-1:15p -KPHA<br>4:00p-5:00p -QUEENS (change 1/12)<br>5:15p-6:15p -QUEENS                                       | 26<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>4:30p-9:00p -KCHS<br>5:15p-6:15p -KPIIA<br>6:30p-7:30p -KPIIA<br>7:45p-8:45p -KPIIA<br>7:00p Varsity Game | 27<br>3:30p-4:30p -RLS<br>4:30p-5:00p -KCHS<br>5:00p JV Game<br>6:30p-7:30p -KPIIA<br>7:45p-8:45p -KPIIA<br>9:00p-10:00p -QUEENS                    | 28<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPIIA<br>6:30p-7:30p -KPIIA<br>7:45p-8:45p -KPIIA<br>9:00p-10:00p -QUEENS               | 29<br>2:45p-3:30p -RLS<br>3:30p-5:00p -KCHS<br>5:15p-6:15p -KPIIA<br>6:30p-7:30p -KPIIA<br>7:45p-8:45p -KPIIA<br>9:00p-10:00p -QUEENS   | 30<br>9:00a-10:00a -RLS<br>10:00a-11:00a -AK Salmon Shark<br>11:15a-12:15p -Queens Game<br>12:30p-1:30p -Queens Game<br>1:45p-2:45p -AK Salmon Shark<br>4:15p-5:15p -KPIIA Game<br>5:30p-6:30p -KPIIA Game<br>6:45p-7:45p -KPIIA Game                | 31   |



# KENAI

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

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## MEMORANDUM

**TO:** Mayor Knackstedt and Council Members  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Tyler Best, Parks and Recreation Director  
**DATE:** January 13<sup>th</sup>, 2026  
**SUBJECT:** **Kenai River Special Management Area (KRSMA) Advisory Board Meetings Recap**

---

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

Attached is a recap of the KRSMA meeting held on December 11th at 5:30 pm and January 8th at 5:30 pm. The next meeting will be on February 12<sup>th</sup> at 5:30 pm at the Kenai Wildlife Refuge.

## Kenai River Special Management Area Advisory Board Meeting Recap(12/11)

I attended the Kenai River Special Management Area Advisory Board meeting on December 11<sup>th</sup> at 5:30 p.m. The Board consists of 17 members: nine public members, three agency voting members, and five agency non-voting members.

### Public Comment

#### Report from Copper Landing Community Club/Cooper Landing Trails-David Story

- The Cooper Landing Community Club is a nonprofit organization that promotes quality of life in the Cooper Landing community.
- The Trails Group operates as a committee of the Community Club.
- They groom trails in the Russian River Campground to provide safe non-motorized recreation during the winter
- They help support other trails that are part of the Cooper Landing Area Transportation Plan.
- The plan is based on a formal transportation plan developed in 2009 and adopted into the Kenai Peninsula Borough Transportation Plan.
- The group is coordinating trail development alongside the Sterling Highway Bypass Project to ensure parallel, multimodal transportation opportunities.
- Considerations include protection of Alaska Native lands and archaeological resources.
- The group is monitoring the Cooper Landing Road Project and advocating for inclusion of multimodal transportation elements.
- They requested the support of the KRSMA board in requesting that the State support the development of the plan, as they maintain the roads in Cooper Landing
- They requested a **letter of general support**

The Board President will draft letter(s) to be presented to the board at the next meeting.

#### Alaska State Parks Report-Ray Miranda

- Presentation focused on increasing awareness of the Department of Natural Resources and its role within Alaska State Parks.
- Reviewed statutory authority supporting Alaska State Parks and their mission.
- Emphasized the State Parks vision: facilities that are safe, functional, and of high quality.
- Provided a general overview of funding sources and project delivery processes.
- DNR actively pursues grant funding and partnerships to advance park projects.
- The department often acts as project managers (PMs) for capital improvements.
- Deferred maintenance backlog totals approximately **\$96.1 million** statewide.

#### DEC Report – Mary Inovejas

- Water quality programs report will be available within the next month

#### ADF&G Report-Phil Stacey



- Currently developing forecasts for the upcoming season.
- Introduced Anna Medina, new Assistant

#### **U.S. Fish and Wildlife Service – Steve Miller**

- One fishing platform along Keystone Drive is being replaced.
- The Alaska Energy Authority is updating energy lines in the area.

#### **U.S. Forest Service –no report**

#### **City of Kenai – Tyler Best**

- At the most recent City Council meeting, a presentation was given on the completion of the bluff project. This is available on the City's YouTube page
- Harbor Commission will sunset next year

#### **City of Soldotna – No report**

#### **Kenai Peninsula Borough – No report**

#### **Committee Reports**

#### **Guide Advisory Committee-No report**

#### **Habitat/River Use Committee:**

- Continued discussion from previous meetings regarding abandoned or old well casings.
- Discussed the potential addition of public restroom facilities and evaluated possible locations.
- Reviewed **red and white regulatory signage** and discussed which signs should be updated or replaced.
- Discussed the regulation prohibiting fishing within **10 feet of the waterline**, including clarity, enforcement, and signage needs.
- General habitat and guide advisory topics were also discussed.

#### **Board Discussion-No discussion**



## **Kenai River Special Management Area Advisory Board Meeting Recap(1/8)**

I attended the Kenai River Special Management Area Advisory Board meeting on January 8<sup>th</sup> at 5:30 p.m. The Board consists of 17 members: nine public members, three agency voting members, and five agency non-voting members.

### **Public Comment -no public comment**

### **Alaska State Parks Report- Hans Rinke**

- A statewide capital note includes approximately \$1 million for State Parks.
- The Guide Academy is scheduled for late February.
- Outreach is beginning to recruit new board members.
- Planning continues for Big Eddy and Eagle Rock projects.
  - Design phase advancing from approximately 65% to 95%.
  - Big Eddy Road improvements will include revamped access and upgraded amenities similar to Soldotna Creek Park and Centennial Park.
  - Additional parking will be provided, along with trail improvements to reduce erosion and prevent user-created paths.

### **DEC Report – No Report**

### **ADF&G Report-No Report**

### **U.S. Fish and Wildlife Service – Steve Miller**

- Currently working on replacing various powerlines

### **U.S. Forest Service –Alex McLain**

- Getting ready to hire staff for the summer

### **City of Kenai – Tyler Best**

- Starting to plan for the PU fishery 2026 seasonb

### **City of Soldotna – No report**

### **Kenai Peninsula Borough – No report**

### **Committee Reports Guide Advisory Committee-**

- Reviewed the Guide Stipulation Packet.
- Two new stipulations were identified that specifically relate to Kenai River guides.
- The committee approved recommendations of the two new stipulations.



- Motion: Recommend approval of the 2026 Guide Stipulation Package to the KRSMA Board, as recommended by the Guide Advisory Committee.-Passed

#### **Habitat/River Use Committee:**

- Discussed abandoned and old well casings located in the Kenai Keys area, which are intended to be removed. They can't be removed until the river thaws.
- Discussed the need for public restroom facilities prior to Bing's Landing and near the Skilak outlet.
- Expressed concerns regarding habitat restoration projects and requested that Parks projects be reviewed by the board prior to implementation.
- Discussed Dot's Landing, including interactions between private boat use and river access.

#### **Board Discussion**

- Moved to approve the letter of support for Cooper Landing Trails and the Walkable Community Project-Passed
- Moved to approve the letter to State Parks supporting 3R inclusion in the STIP for Cooper Landing "town road" and Upper Kenai valley needs for their transition report-Passed





## MEMORANDUM

**TO:** Mayor Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Kevin Buettner, Planning Director  
**DATE:** January 13, 2026  
**SUBJECT:** **Planning and Zoning – December 2025 Monthly Report**

---

### General Information

Code Enforcement remains a focal point of the department, as we strive to ensure full compliance. We continue to work with property owners to bring them in to full compliance, and currently have the lowest case load we have had for over a year. The Planning and Zoning Department has also continued to be active in the City working group for both the Airport and Parks Master Plans, guiding development at the Kenai Municipal Airport and throughout the City into the future. The department drafted a Community Development Block Grant to extend water and wastewater mains along what will become Sixth Street.

Attached to this report is a summary of the actions taken by P&Z throughout all of 2025.

### Department Summary

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

- Continued updating of P/W water and sewer map
- Continued cleaning up Zoning map
- Continued reviewing and itemizing of leases
- Airport Reserve Lease Lot Inspections
- Discussed plats, easements and leases with various departments, surveyors and members of the public
- Amendment of Weaver Brothers' SUP
- Execution of TOTE Maritime Alaska SUP
- Execution of Alaska Sure Seal & Schilling Rental Snow Storage SUPs
- Corresponded with DNR to finalize utility easement for City water main through old Wellhouse 1 site

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

- Completed work on CDBG grant application, submitted December 8
- Reviewed/updated Parks & Airport Master Plan
- Meetings to discuss potential uses of Challenger Center & Fire Training Facility
- Meetings to discuss residential development in Kenai

- Reviewed Airport Master Plan to complete Phase 1

### **Planning and Zoning Commission**

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

**Resolution PZ2025-33** - Granting a Conditional Use Permit to Operate a Bed & Breakfast on the Parcel Described as Lot 4, Block 1, Highlands Subdivision, Located at 5105 Silver Salmon Drive, Within the Rural Residential (RR) Zoning District.

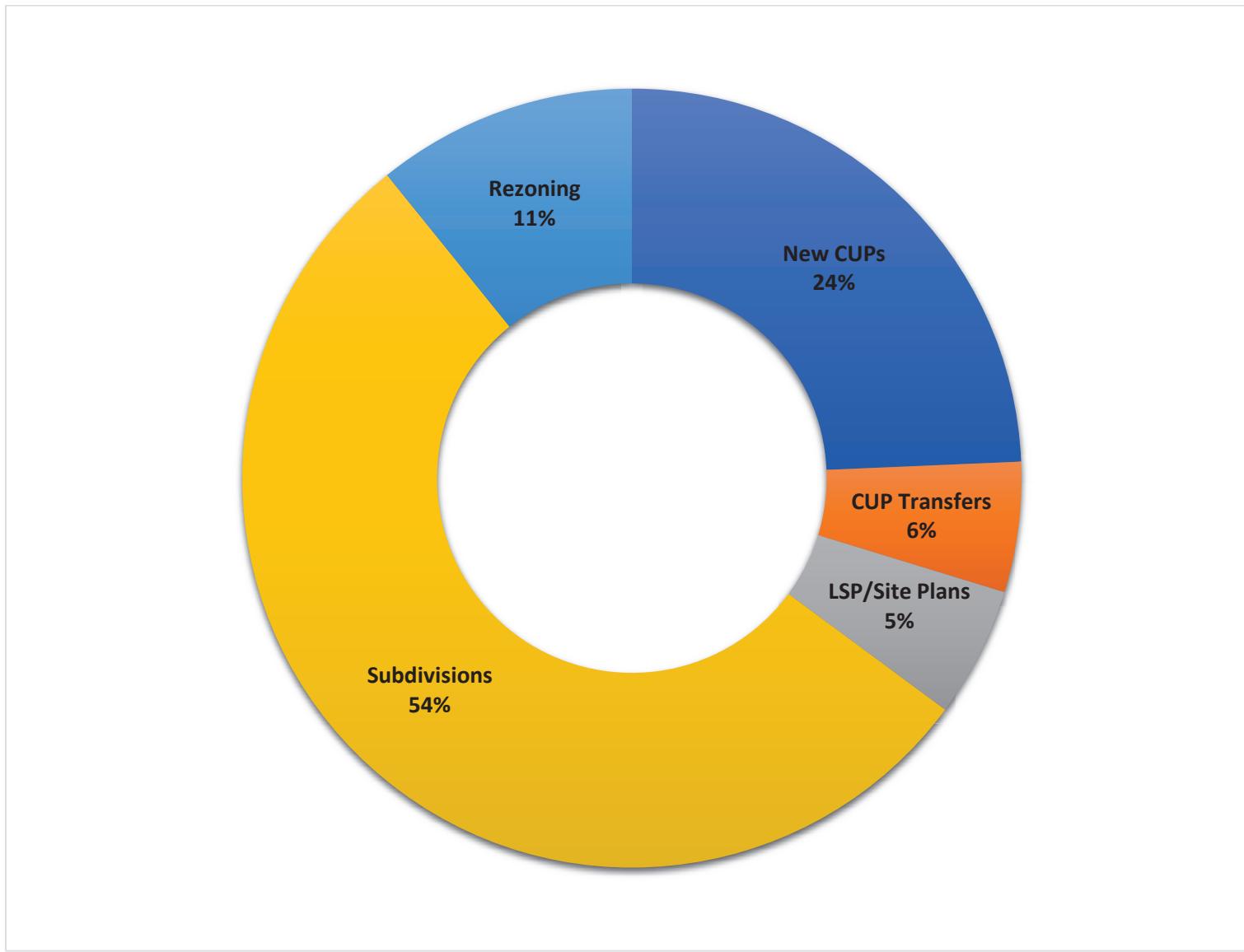
**Resolution PZ2025-34** – Tabling a Resolution to Grant a Conditional Use Permit to Operate an Automotive Repair Business on the Parcel Described as Lot 23, Block 3, Redoubt Terrace Subdivision, Located at 1606 Salmo Circle, Within the Suburban Residential (RS) Zoning District.

**Action/Approval** - Recommended Approval of Proposed Ordinance to City Council Regarding Sunsetting the Harbor Commission

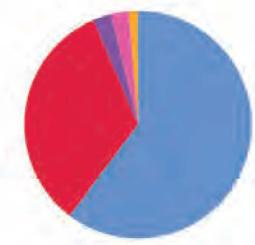
**Work Session** – Discussion of Proposed Subdivision Regulations



## 2025 P&Z Commission Action



## Annual Compliance



## Total Active CUPs

85

## Total Revoked

3

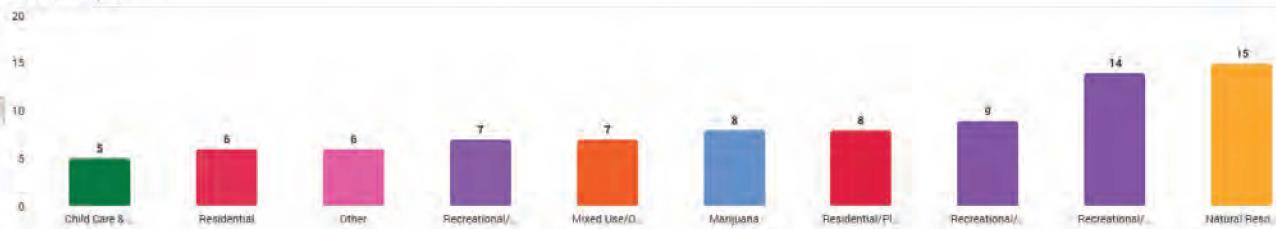
## Approved 2025

107

## Not Approved 2025

0

## CUPs by Category



## Chart

## Total Cases



## Open Cases

19

## Total Complaints Received

48

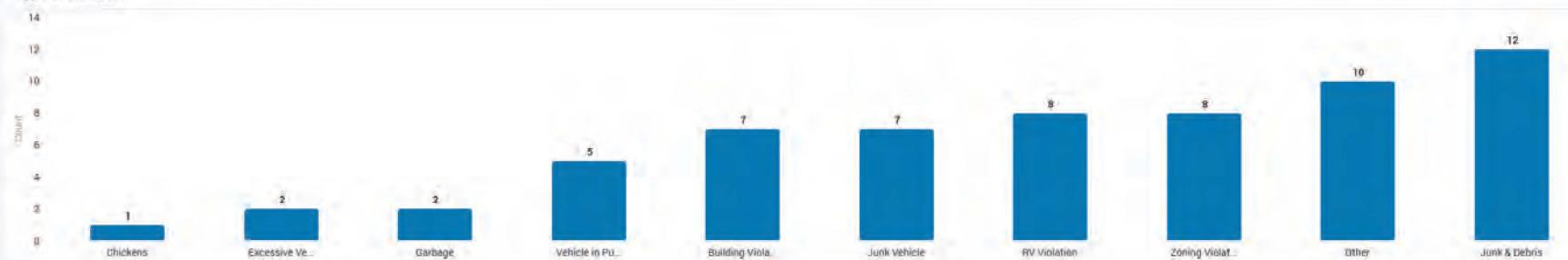
## Closed

37

## Fines

3

## Type of Violation





# KENAI

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## MEMORANDUM

**TO:** Mayor Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** David Ross, Police Chief  
**DATE:** January 2, 2026  
**SUBJECT:** Police & Communications Department Activity – December 2025

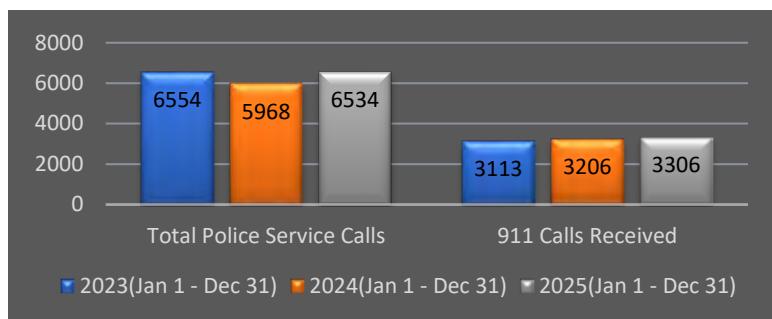
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Police handled 452 calls for service in December and 251 calls were received by dispatch via 911. Officers made 24 arrests. Traffic enforcement resulted in 270 traffic contacts with 101 traffic citations issued and there were 4 DUI arrests. There were 17 reported motor vehicle collisions. There were 6 collisions involving a moose or caribou, and one collision involving drugs or alcohol.

Two officers attended a two week long defensive tactics instructor class in Soldotna. Two lateral police officers that started employment in 2025, completed the two-week long lateral academy in Sitka. All dispatchers completed training on an automated system to dispatch a medical helicopter, when requested by KFD.

The SRO conducted a training related to future employment for students at the Kenai Alternative High School in addition to responding to a significant amount of police related calls in the schools during the month of December.

There is now a Mobile Crisis Team operating in the central peninsula area. They are part of Central Peninsula General Hospital and will be available to respond to some mental health crisis situations, where there was previously no option for such a response.





## MEMORANDUM

**TO:** Mayor Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**FROM:** Lee Frey, Public Works Director  
**DATE:** January 12, 2026  
**SUBJECT:** **Public Works Mid-month Report January 2025**

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Capital Projects currently in process:

- Parks & Recreation Master Plan – Project ongoing
- Emergency Services Facility Assessment – Completed, developing work to evaluate Challenger Center for Police/Fire use
- KMA Apron Sealcoating and Crack Sealing – Contract awarded with work to occur next spring
- Kenai Municipal Airport Runway Rehabilitation Project - Contract awarded with work to occur next spring
- Kenai Municipal Airport Operations Building HVAC Controls Upgrade & Boiler Replacement Project – Project being closed out
- Kenai Municipal Airport Master Plan Update – Phase 2 ongoing
- USACE Kenai Bluff Bank Stabilization Project – Construction completed. Closeout ongoing
- Wastewater Plant Digester Blowers Replacements – Reviewing submittals. Construction to start in spring.
- Water Treatment Plant Pumphouse –Project to bid this winter for summer construction
- Harbor Float Replacement – Parts arrived. Construction to start this winter
- Aliak Storm Drain Repairs – Design completed. Will bid for work in spring of 2026
- Community Wildfire Protection – Phase 3 work ongoing
- Street Condition Assessment – Draft report being reviewed
- Street Light Assessment – Draft reports being reviewed
- Vintage Pointe Exterior Door Replacement – Construction completed
- Architectural Services – Contract awarded.

Capital Projects in planning to be released:

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

The Building Department has issued 60 residential and 37 commercial building permits for calendar year 2026 for a total of 97. We processed a total of 92 permits in calendar year 2024 and 96 in calendar year 2023. Chandra Mayeux has accepted the position for our Building Official and we are excited to have her start in February.

The Streets crew has been very busy with clearing streets of snow and we have received very few complaints and many compliments for their work. The Shop continues working on outfitting new police vehicles and repairing issues as they arise. The Buildings crew continues working on regular maintenance of our facilities and assisting with taking over operations at the Challenger Center.

The Utility Department put significant effort into clearing the frozen sewer service for the Airport to reopen the bathrooms and tenant spaces. We are receiving a significant amount of calls for frozen water and sewer lines throughout the City. Residents and businesses that have had previous freezing issues should consider keeping a small quantity of water flowing to minimize issues. We are recruiting for a Utility Operator after the resignation of long time City of Kenai employee Quincy Blatchford.



# KENAI

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## MEMORANDUM

**TO:** Mayor Henry Knackstedt and Kenai City Council  
**THROUGH:** Terry Eubank, City Manager  
**THROUGH:** Kathy Romain, Senior Center Director  
**FROM:** Astrea Piersee, Administrative Assistant III  
**DATE:** January 5, 2026  
**SUBJECT:** December 2025 Monthly Report

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### Number of individuals served in December:

|                                     |       |
|-------------------------------------|-------|
| Home Delivered Meals                | 2328  |
| Individuals                         | 103   |
| Dining Room (Congregate) Meals      | 886   |
| Individuals                         | 262   |
| Transportation (1-way rides)        | 323   |
| Individuals                         | 22    |
| Grocery Shopping Assistance         | 12/63 |
| Writers Group                       | 25    |
| Caregiver Support Group             | 12    |
| Widows/Widowers Grief Support Group | 14    |
| Growing Stronger Exercise           | 185   |
| Tai Chi Class                       | 27    |
| TOPS Weight Loss Class              | 68    |
| Bluegrass & Music Sessions          | 95    |
| Card Games                          | 58    |
| Wii Bowling                         | 16    |
| Arts & Crafts                       | 27    |
| Volunteers Hours                    | 465   |
| Individuals                         | 33    |
| Total Event Sign-ins *              | 1622  |
| Individuals *                       | 200   |
| Vintage Pointe Manor Vacancies      | 2     |

\*(not including home meals clients)

December at the Kenai Senior Center was filled with festive activities and shared gatherings. Seniors enjoyed a no-host dinner at Paradiso's Restaurant, a cheerful Christmas party featuring a gift exchange. The Center hosted its annual Breakfast with Santa, followed by the Doll Raffle drawing, bringing holiday joy to members and families. The choir performed a seasonal concert, adding music to the month's celebrations. Creative opportunities were plentiful with December crafts, including making Christmas wreaths and stockings. The Writers Group delighted audiences with their performance of "*Where's Ralphie?*", an original piece created by the group. The month concluded with the much-anticipated annual New Year's Brunch and Talent Show, showcasing the talents of our seniors and ringing in the new year together.

