

On Target



Keeping on Target with the Policies and Procedures Observed at City of Kenai Council Meetings

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Time and Place of Regular and Special Council Meetings

Unless otherwise approved, regular meetings of the Council are held on the first and third Wednesday of each month at 6:00 p.m. in the Council Chambers of City Hall. Each year, the Council adopts its meeting calendar and generally skips one meeting in July and one around the Thanksgiving and Christmas holidays.

The Council may, by resolution, amend the meeting calendar during the year. The resolution or motion will set forth the reason for the change.

Agenda – Staying on Target

[If attending in person, you will be able to follow along with the agenda as the current action will be shown on the screen.]

A. CALL TO ORDER

Each Council meeting begins with a Call to Order where the Mayor welcomes everyone.

1. Pledge of Allegiance

The Mayor leads the Pledge of Allegiance.

2. Roll Call

The City Clerk calls the roll in order to establish that a quorum of the Council exists. A quorum consists of 4 or more Council members. Without a quorum, no business can be conducted.

3. Agenda Approval

Council Members are given the opportunity to make any amendments to the agenda. This could be to remove an item, reorder items, or add an action item that is time sensitive. Items requiring a public hearing cannot be added at this time except in case of an emergency.

4. Consent Agenda

Consent Agenda items will be identified with an asterisk (*) and are considered to be routine and non-controversial by the Council and will be approved with one motion. There will be no separate discussion of these items unless a Council member requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda. Members of the public will be given an opportunity to comment on items on the consent agenda prior to any Council action.

Council Meeting Website

The City of Kenai launched the interactive Council agenda and meeting website in 2011. This website gives you greater access to everything related to the Council in one convenient location.

- Access to the upcoming Council meeting schedule and related agendas and packets
- Hyperlinks to Ordinances, Resolutions, and other agenda items of interest
- Comment directly from the website on legislation (eComment)
- Live Stream the Council meetings on your computer or mobile device
- Watch archived meetings on your computer or mobile device

WEBSITE LOCATED AT:
www.kenai.city/government/citycouncil/streamingmedia

The introduction of ordinances also occurs on the consent agenda. This process brings forward an ordinance for the first time to the Council and sets a public hearing for a future Council meeting. Upon the successful introduction of an ordinance and the setting of a public hearing, the ordinance will be placed on the agenda for a future meeting of the Council and will be listed under the “Public Hearings” section (below).

B. SCHEDULED PUBLIC COMMENT (Public comment limited to ten (10) minutes per speaker)

Any member of the public who would like to make a formal presentation before the City Council at a regular meeting concerning a topic not on the Council’s agenda for that meeting, will give notice to the City Clerk. Forms are available in the Office of the City Clerk, must be submitted by the deadline, and state the subject of the presentation. The total time for each subject will be limited to ten minutes, regardless of how many people are participating in the presentation.

C. UNSCHEDULED PUBLIC COMMENT (Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)

Those members of the public who wish to address the Council on any item that is NOT on the agenda will be given three minutes. Council is not able to participate in back-and-forth discussion or take action at this time.

D. PUBLIC HEARINGS

Items requiring a formal public hearing, typically ordinances and resolutions, are heard at this time. Public testimony and comment may be made without prior notice. The time allowed for public testimony is three minutes.

E. MINUTES

Approval of the previous meeting minutes. These are typically approved with the approval of the consent agenda.

F. UNFINISHED BUSINESS

Any items postponed from previous meetings or items in which notice of reconsideration have been given.

G. NEW BUSINESS

Ordinances for Introduction – Ordinances are typically used for making changes to City code or appropriating funds. Except for

emergencies, ordinances proposed for introduction under normal procedures will state the date of the public hearing and will be placed on the consent agenda unless removed by a City Council member. Debate regarding ordinances proposed for introduction, which have been removed from the consent agenda, will relate to whether or not to set a public hearing and the date on which it should be scheduled. The merits of the ordinance will not be discussed.

Other – Other items requiring action of the City Council will also be heard at this time. This may include approval of Special Use Permits, appointments to Commissions, liquor license consideration, marijuana license consideration, etc.

H. COMMISSION/COMMITTEE REPORTS

Council Liaisons to the City's various Committees and Commissions will give a brief report of what was discussed at their corresponding meeting. Upcoming meeting dates will be announced here.

I. REPORT OF THE MAYOR

The Mayor will report on his activities on behalf of the Council.

J. ADMINISTRATION REPORTS

The City Manager, City Attorney, and City Clerk will provide their reports to Council on administrative activities.

K. ADDITIONAL PUBLIC COMMENT

Members of the public are given another opportunity to address the Council on any matter and each Council member will have an opportunity to share items of interest or offer closing remarks.

L. EXECUTIVE SESSION

This is a place holder for topics which require discussion in Executive session. Items which may be discussed in Executive Session are outlined in Alaska Statute Sec. 44.62.310(c).

M. PENDING ITEMS

This item lists legislation which will be addressed at a later date.

N. ADJOURNMENT

With all business concluded, the meeting is adjourned.

Did you know?

The City of Kenai recently added a new feature called **eComment** to broaden civic involvement in its public meetings online. Using a simple web-based application, citizens are able to view and submit their opinions on upcoming meeting agenda items from any computer or mobile device with an internet connection instead of being required to attend the meeting to have their voices heard.

To utilize this feature, log onto www.kenai.city/government/city_council/streamingmedia prior to a meeting or click on "Current City Council Agendas, Packets and Videos" under "Hot Topics" on the City's homepage, www.kenai.city. To submit comments, click the **eComment** link next to an upcoming meeting's agenda. Users can indicate their position on an item and add any additional comments. Comments are then automatically routed to the elected officials with enough time for input to be considered prior to a meeting.

City of Kenai
Office of the City Clerk
210 Fidalgo Avenue
Kenai, AK 99611

Phone: 907-283-8231
Fax: 907-283-5068
E-Mail: cityclerk@kenai.city

2017-2018 City Council Members



Brian Gabriel, Sr., Mayor
2305 Watergate Way
Kenai, AK 99611
Phone: 690-2089
E-Mail: bgabriel@kenai.city
Term Expires: 2019



Tim Navarre, Vice Mayor
P.O. Box 92
Kenai, AK 99611
Phone: 394-2303
E-Mail: timnavarre@gmail.com
Term Expires: 2020



Bob Molloy, Council Member
110 S. Willow Street, Suite 101
Kenai, AK 99611
Phone: 283-7373
E-Mail: bmolloy@kenai.city
bob@molloyforcouncil.com
Term Expires: 2018



Mike Boyle, Council Member
1516 Stellar Drive
Kenai, AK 99611
Phone: 283-0820
E-Mail: mboyle@alaskan.com
Term Expires: 2018



Henry Knackstedt, Council Member
1602 Barabara Drive
Kenai, AK 99611
Phone: 283-2853
E-Mail: hknackstedt@kenai.city
Term Expires: 2020



Jim Glendening, Council Member
694 Sycamore Circle
Kenai, AK 99611
Phone: 741-2883
E-Mail: jglendening@kenai.city
Term Expires: 2019



Glenese Pettey, Council Member
590 Dolchok Lane
Kenai, AK 99611
Phone: 252-4170
E-Mail: gpettey@kenai.city
Term Expires: 2019

