

**KENAI BEAUTIFICATION COMMITTEE  
WORK SESSION – COMMITTEE REVIEW  
JANUARY 9, 2024 – 5:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
*\*Telephonic/Virtual Information Below\**  
[www.kenai.city](http://www.kenai.city)**

**A. CALL TO ORDER**

**B. INTRODUCTION**

1. Terry Eubank, City Manager
2. Scott Bloom, City Attorney
3. Shellie Saner, City Clerk

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

**D. COMMISSION DISCUSSION**

1. Review the 5-Year Summary on Beautification Committee Activities. .... Pg. 2
2. Review Beautification Memberships Responses to the Commission, Committee and Council on Aging Survey. .... Pg. 6
3. Review of Kenai Municipal Code Chapter 1.90 Standards for Boards, Commissions and Committees..... Pg. 11
4. Review of Council Policy 20.020 - Commissions, Committees and Council on Aging Procedures. .... Pg. 14

**E. ADDITIONAL PUBLIC COMMENT**

**F. ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86793382435>

**Meeting ID:** 867 9338 2435

**Passcode:** 458363

OR

**Dial In:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 867 9338 2435

**Passcode:** 458363

# MEMORANDUM

**TO:** Chair Douthit and Committee Members  
**FROM:** City Clerk's Office  
**DATE:** January 9, 2024  
**SUBJECT:** 5-Year Summary of Beautification Committee Activities



| Meeting Date | Meeting Type       | Agenda Item   | Action Taken | Outcome    |
|--------------|--------------------|---|--------------|------------|
| 11/14/23     | Work Session       | 2024 Flower Order   | No           | Discussion |
| 11/14/23     | Work Session       | Beautification Committee FY2025-2029 Capital Improvement Project Priority List  | No           | Discussion |
| 11/14/23     | Special            | Recommending Council Consideration of the Beautification Committee FY2025-FY2029 Capital Improvement Project Priority List  | No           | No Quorum  |
| 10/05/23     | Joint Work Session | Leif Hansen Memorial Park Plaques & Fountain  | No           | Discussion |
| 09/12/23     | Regular            | Discussion – City of Kenai Commissions, Committees and Council on Aging Review  | No           | Discussion |
| 09/12/23     | Regular            | Discussion – Pumpkin Festival 2023  | No           | Discussion |
| 08/29/23     | Work Session       | Tour of the City's Gardens  | No           | Tour       |
| 05/18/23     | Joint Work Session | Storefront and Streetscape Improvement Program  | No           | Discussion |
| 05/09/23     | Work Session       | Flower Placements in Bed and Color Scheme   | No           | Discussion |
| 05/09/23     | Work Session       | Plant Day   | No           | Discussion |
| 04/11/23     | Regular            | Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100  | Yes          | Approved   |
| 04/11/23     | Regular            | Discussion/Recommendation – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees and Council on Aging Policy No. 2016-01 | Yes          | Approved   |

| Meeting Date | Meeting Type  | Agenda Item   | Action Taken | Outcome                         |
|--------------|---------------|---|--------------|---------------------------------|
| 02/21/23     | Work Session  | Discussion – Town Tree at Visitor Center  | No           | Discussion                      |
| 02/21/23     | Work Session  | Discussion – Summer 2023 Flower & Planter Order Review  | No           | Discussion                      |
| 10/11/22     | Regular       | Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan  | Yes          | Approved                        |
| 10/11/22     | Regular       | Discussion – Pumpkin Festival 2022  | No           | Discussion                      |
| 09/13/22     | Work Session  | Reviewing the First Recreation/Planting Season with New Parks Director and New Assistant Parks Director   | No           | Discussion                      |
| 05/19/22     | Special       | Discussion – 2022 Flower Update & Volunteer Planting Day  | No           | Discussion                      |
| 05/19/22     | Special       | Discussion – 2022 Goals & Objectives  | No           | Discussion                      |
| 05/19/22     | Special       | Discussion – Setting a Date for the 2022 August Garden Tour   | No           | Discussion                      |
| 05/10/22     | Work Session  | Tour of the City's Gardens  | No           | Tour                            |
| 02/15/22     | Special       | Discussion/Recommendation – City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan  | Yes          | Approved                        |
| 02/15/22     | Special       | Discussion – Little Free Libraries  | No           | Discussion                      |
| 01/06/22     | Joint Special | Discussion/Recommendation – Joint Resolution No. PRB21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan. | Yes          | Approved as Amended             |
| 12/14/21     | Special       | Discussion - Pumpkin Festival   | No           | Discussed                       |
| 12/14/21     | Special       | Discussion/Recommendation – 2022 Summer Beautification  | No           | Discussed                       |
| 11/04/21     | Joint Special | Discussion/Recommendation - Joint Resolution Adopting the City of Kenai Land Management Plan  | Yes          | Amended & Postponed to 1/5/2022 |
| 10/12/21     | Regular       | Discussion – Fall Pumpkin Festival  | No           | Discussed                       |
| 10/12/21     | Regular       | Discussion – 2021 Summer Beautification   | No           | Discussed                       |
| 09/14/21     | Regular       | Discussion/Recommendation – Fall Festival   | No           | Discussed                       |

| Meeting Date | Meeting Type       | Agenda Item  | Action Taken | Outcome   |
|--------------|--------------------|--|--------------|-----------|
| 08/10/21     | Work Session       | Tour of the City's Gardens   | No           | Tour      |
| 05/11/21     | Regular            | Discussion – Kenai Parks, Recreation & Beautification Presentation     | No           | Discussed |
| 05/11/21     | Regular            | Discussion – Kite Festival   | No           | Discussed |
| 04/13/21     | Regular            | Discussion/Recommendation – 2021 Flower List & Volunteer Plant Day     | No           | Discussed |
| 04/13/21     | Regular            | Discussion/Recommendation – 2021-22 Goals & Objectives                 | No           | Discussed |
| 04/13/21     | Regular            | Discussion – CIP & FY22 Budget   | No           | Discussed |
| 04/13/21     | Regular            | Discussion/Recommendation – Garden Tour                                | No           | Discussed |
| 04/13/21     | Regular            | Discussion – Bush Doctor's Cabin (Flowers & Shrubs)                    | No           | Discussed |
| 02/04/21     | Joint Special      | Discussion/Recommendation – FY21-FY25 Capital Improvement Plan         | No           | Discussed |
| 11/05/20     | Joint Special      | Discussion – Leif Hansen Memorial Park Winter Fountain Display         | No           | Discussed |
| 10/13/20     | Regular            | Discussion/Recommendation – Leif Hansen Park Foundation – Winter Décor | No           | Discussed |
| 09/08/20     | Regular            | Discussion – Beautification Tour Follow-Up                             | No           | No Quorum |
| 08/13/20     | Joint Work Session | Tour of the City's Gardens   | No           | Tour      |
| 05/12/20     | Regular            | Discussion – Volunteer Plant Day                                       | No           | Discussed |
| 05/12/20     | Regular            | Discussion – Beautification Brochure                                   | No           | Discussed |
| 01/14/20     | Regular            | Discussion – Memorial Day Red Poppies                                  | No           | Discussed |
| 10/08/19     | Regular            | Discussion – Fall Pumpkin Festival                                     | No           | No Quorum |
| 10/08/19     | Regular            | Discussion – Utility Box Decorating                                    | No           | No Quorum |
| 09/10/19     | Regular            | Discussion – Beautification Tour Follow-Up                             | No           | Discussed |
| 09/10/19     | Regular            | Discussion – Poppy Flower Bed at Leif Hansen Park                      | No           | Discussed |
| 05/14/19     | Regular            | Discussion – Wildflower Garden Design Ideas                            | No           | Discussed |
| 05/14/19     | Regular            | Discussion – Volunteer Plant Day                                       | No           | Discussed |

| <b>Meeting Date</b> | <b>Meeting Type</b> | <b>Agenda Item</b>                          | <b>Action Taken</b> | <b>Outcome</b> |
|---------------------|---------------------|---|---------------------|----------------|
| 05/14/19            | Regular             | Discussion – Flowerbed Designs              | No                  | Discussed      |
| 04/09/19            | Regular             | Discussion – 2019 Plant List                | No                  | Discussed      |
| 04/09/19            | Regular             | Discussion – Wildflower Garden Design Ideas | No                  | Discussed      |
| 01/08/19            | Regular             | Discussion – 2019-2020 Goals and Objectives | No                  | Discussed      |
| 01/08/19            | Regular             | Discussion – Capital Improvement Projects   | No                  | Discussed      |

**Beautification Committee Survey Responses**  
**2 of 5 Commissioners Responded**  
*(Beautification Committee has 7 Members; 2 seats are currently vacant)*

**Question 1: Are you or have you served as a Chair of your Commission or Committee?**

|               |   |
|---------------|---|
| Participant 1 | - |
| Participant 2 | - |

**Question 2: What motivated you to join your commission or committee?**

|               |   |
|---------------|---|
| Participant 1 | To make a difference in my community and to make the City of Kenai more attractive. |
| Participant 2 | I wanted to get more involved in the community.                                     |

**Question 3: Do you understand your role, duties and responsibilities as a member of your commission or committee?**

|               |     |
|---------------|-----|
| Participant 1 | No  |
| Participant 2 | Yes |

**Question 4: Do you feel the duties and responsibilities of your commission or committee should be increased, decreased or better defined?**

|               |   |
|---------------|---|
| Participant 1 | Better defined: Beautification should be more about how the city appears to its visitors and residents. Not just about what flowers should be planted.  |
| Participant 2 | This is something we have talked about as a committee at the last few meetings. What is our intended purpose? Why are we a committee and not a commission (what is the difference between them)? Should we be reporting directly to Parks and Rec Commission? |

**Question 5: In a typical month how many hours do you spend working on commission or committee business?**

|               |                       |
|---------------|-----------------------|
| Participant 1 | Less than five hours. |
| Participant 2 | Less than five hours. |

**Question 6: On a scale of 1 - 10, with one being the lowest rating and ten being the highest rating, how would you rate your commission or committee meetings?**

|               |   |
|---------------|---|
| Participant 1 | 4 |
| Participant 2 | 4 |

**Beautification Committee Survey Responses  
2 of 5 Commissioners Responded**

*(Beautification Committee has 7 Members; 2 seats are currently vacant)*

**Question 7: What measures would you recommend be taken to get more public participation with your commission or committee meetings?**

|               |   |
|---------------|---|
| Participant 1 | If the beautification scope was more broad, there would be more public involvement. Including things like city's vision and the entire theme or appearance of our city.   |
| Participant 2 | I am not sure people know they can come to the meetings and give input. Before joining I had never even heard of the committees and commissions. We had talked about some art for local spaces with contests to get the public involved, that would get people engaged. |

**Question 8: On a scale of 1 - 10, with one being the lowest rating and ten being the highest rating, how would you rate the effectiveness of your commission or committee?**

|               |   |
|---------------|---|
| Participant 1 | 3 |
| Participant 2 | 6 |

**Question 9: Do you agree with following Kenai Municipal Code attendance requirements for commission or committee members? KMC 1.90.050 (b): If the commission, committee or board member shall be absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of his or her committee, commission or board, regular and special, held within any period of three (3) consecutive calendar months, he or she shall thereupon cease to hold the seat. A commission, committee or board member may not have more than three (3) excused absences during a twelve (12) month calendar year.**

|               |     |
|---------------|-----|
| Participant 1 | Yes |
| Participant 2 | Yes |

**Question 10: What are your expectations of the Director who is staff to your commission or committee?**

|               |   |
|---------------|---|
| Participant 1 | In addition to standard reporting to the committee, I would expect the director to find more ways to include the committee in as many decisions as possible. For example, if the city is going to replace streetlights, or paint a park building or such, they should first consult the committee or commission for their input on what style should be purchased or color painted on a building. |
| Participant 2 | That he inform us of the happenings of the Parks and Recreation Department of the City. That he keeps us on task at meetings (?)  |

**Beautification Committee Survey Responses  
2 of 5 Commissioners Responded**

*(Beautification Committee has 7 Members; 2 seats are currently vacant)*

**Question 11: In regards to succession planning and on-boarding new members to your commission or committee, what tools do you believe would streamline the process? MULTIPLE CHOICE**

Participant 1 **Choice 3:** Additional training opportunities outside of the biennial training that takes place in January of odd numbered years.

Participant 2 **Choice 4:** When I first joined the Beautification committee there was zero on boarding. I believe I received an email with some rules to follow about proper committee communication and there was the swearing in but beyond that I did not have really any background into what the committee did or was responsible for. For the first few years it seemed like we were there to approve what the city had already chosen (as far as flower colors), we did not do much.

**Question 12: Do you feel allowing members to attend via remote participation benefits your commission or committee?**

Participant 1 Yes

Participant 2 No

**Question 13: Do you feel the number of members on your commission or committee should be increased or decreased?**

Participant 1 Decreased: Due to the minor misunderstood duties of our committee, it's rather boring. Without any input from the public or public attention to issues (there are none), it's really very little impact therefore not desirable to partake in.

Participant 2 Stay the Same: I think it could either increase or stay the same but I believe they have a hard time filling the seats with the size it is now. I also feel like the remote option should be allowed but I feel like people at the meeting remotely never participate as much as those in person. But for those out of town or with illnesses it is a good option to allow some level of participation.

**Question 14: Should members of your commission or committee be required to be residents of the City?**

Participant 1 Yes

Participant 2 No

**Question 15: Has the scope of work for your commission or committee changes during your time serving as a member?**

Participant 1 The scope of work has not improved.

Participant 2 The scope of work has improved.



**Beautification Committee Survey Responses  
2 of 5 Commissioners Responded**

*(Beautification Committee has 7 Members; 2 seats are currently vacant)*

**Question 16: Given your experience, how would you improve the activities of your commission or committee? MULTIPLE CHOICE**

Participant 1

**Choice 1:** More focused mission, goals or objectives.

**Choice 2:** Broader scope of duties.

**Choice 3:** Expanded membership.

**Choice 5: Other:** Beautification should be expanded with new clear defined goals of city scape vision unification. Bringing a new defined vision to our city will modernize it while maintaining the history and become more attractive to everyone.

Participant 2

**Choice 1: More focused mission, goals or objectives.**

**Choice 5: Other:** Ultimately, we need to know the purpose and our function as Beautification members. I think a more focused mission may help with that but we don't want to narrow our focus too much to be backed into a corner and have no flexibility.

**Question 17: Do you feel your commission or committee should be eliminated or merged with another commission or committee?**

Participant 1

No Change.

Participant 2

**Merged:** I am not sure. Apparently, we were started and used to report directly to the Parks and Rec commission. I am not sure when that changed. I think we could again be an offset of the Parks and Rec Commission but I am not sure if that would provide more benefit to how we operate now or change our scope. I certainly don't think our commission should be eliminated (although I used to because it didn't seem like anything we brought up ever got done or addressed, it seemed like we only signed off on what the Parks and Rec department had already decided). It feels like we have more say in the direction our committee is headed. Tyler really seems to listen to our ideas and take them to heart and our current chair seems really passionate about make Kenai a more beautiful city.

**Beautification Committee Survey Responses  
2 of 5 Commissioners Responded**

*(Beautification Committee has 7 Members; 2 seats are currently vacant)*

**Question 18: How might we improve commission or committee engagement?**

- Participant 1      If Beautification were a clearly defined "City Visionary Commission" or such with goals of unifying segments of the city to increase attractiveness I believe it would capture the attention of those businesses and residences that are within that area. Therefore generating more engagement between commission and public for the greater good of the city's overall appearance.
- Participant 2      I am not sure how to spread the word more... Maybe radio ads when there are seats open (I have been hearing ads for Soldotna's recently). Maybe KDLL interviews with committee and commission members to get people excited and informed about the kinds of decisions and discussions that are had. There could also be a banner at the top of the city website when there are seats open that link to the application.

**Question 19: What other information would you like to provide for the Commission and Committee Review Process that will begin in January of 2024?**

- Participant 1      I sincerely appreciate the opportunity to provide this input. My vision for Beautification is for it to grow into a commission that is widely involved in all departments to unify them. How does the style and appearance of the airport mesh with the rest of the city? What can we do to bring businesses together with those around them to beautify our city? How can we incorporate our city's history and arts in to the buildings that draw in residents and tourists? Does the guidelines that P&Z are using to approve new or updated buildings align with the vision of the city while still giving some freedom for individuality? Is the style of our streets match the rest of the city? There can be so much more attractive unification in our city! I have goal to make a difference in my community. However, I'm seeking some large changes to accomplish this goal. The City of Kenai can be a beautiful city with attractive charm and stunning history. With upcoming projects like bluff erosion projects and waterfront revitalization, we have a huge opportunity to bring in the public to help us create a attractive theme and a unified appearance for these big projects! I appreciate your consideration of my ideas and dreams for Beautification Committee. Thank you,
- Participant 2      I liked Bob but Tyler seems to be not as set in his ways so it feels like the Beautification Committee has more say in some of the happenings of the Parks and Rec Department. It would be helpful to really define what our purpose is in order to give us clear direction, without boxing us in.

## **Chapter 1.90**

### **STANDARD PROCEDURES FOR BOARDS, COMMISSIONS AND COMMITTEES**

Sections:

- 1.90.010**    **Creation.**
- 1.90.020**    **Duties.**
- 1.90.030**    **Qualifications.**
- 1.90.040**    **Terms.**
- 1.90.050**    **Proceedings.**
- 1.90.060**    **Specific requirements of boards, commissions and committees.**

#### **1.90.010    Creation.**

All boards, commissions and committees created by the Council of the City of Kenai, shall consist of seven (7) members who shall be nominated by the Mayor and confirmed by the City Council from applications submitted to the City Clerk. A chair and vice-chair shall be selected annually and shall be elected from and by the appointed members. At the organizational meeting of Council, or as soon thereafter as practicable, the Mayor, after consultation with Council, shall nominate Council Members as a council liaison to any board, commission or committee. After confirmation by Council, the council liaison may attend all meetings of the board, commission or committee. A council liaison is not a member of, and shall have no voting power or any other rights of membership on, the board, commission or committee. The Mayor and other Council Members may attend meetings of boards, commissions or committees when serving as an alternate for the Council liaison, or in their capacity as elected officials. City administrative staff shall attend and supply staff support to all meetings of boards, commissions and committees.

#### **1.90.020    Duties.**

- (a) Members of boards, commissions and committees shall be required to establish policies relating to their respective organization. They shall act in an advisory capacity to City Council unless otherwise specified in the City Code.
- (b) If the board, commission or committee has income stated within the City of Kenai annual budget, said board, commission or committee shall work with the City Manager to establish expenses projected for the year for approval by the City Council.

#### **1.90.030    Qualifications.**

- (a) A member of a board, commission or committee must be a resident of the City of Kenai, unless the board, commission or committee is specifically exempted by Council from this requirement. The member cannot be an officer or employee of the City of Kenai. If any member should move his or her residence from the corporate limits of the City of Kenai (if

applicable), is an officer or employee of the City of Kenai, or shall be elected or appointed as an officer or employee of the City of Kenai, the service of such member shall terminate immediately. He or she should be aware that he or she will serve without salary, but will be reimbursed for all reasonable expenses incurred in connection with this service, only after approval by Council.

- (b) The Beautification Committee, and Harbor, Library, and Parks and Recreation Commissions may at the discretion of the Council have up to two (2) non-resident members each.
- (c) The Planning and Zoning Commission may have up to one member that is not a resident of the City if they have a controlling ownership interest in a business physically located in the City. This provision specifically does not create a designated seat for a non-resident.

#### **1.90.040 Terms.**

- (a) A member of a board, commission or committee shall serve for a term of three (3) years, unless the board, commission or committee is specifically exempted by Council from this requirement. At renewal date, the Mayor, with consent of the Council, can reappoint the member or recommend a replacement.
- (b) The terms of the initial board, commission or committee member shall be staggered so that three (3) members will be appointed for one (1) year; two (2) members will be appointed for two (2) years; and two (2) members will be appointed for three (3) years. Terms shall commence on January 1st of each year.

#### **1.90.050 Proceedings.**

- (a) All boards, commissions and committees will have regularly scheduled meetings which shall be open to the public. Exceptions to the meeting requirements shall be established by Council. Permanent records or minutes shall be kept of all proceedings and such minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the office of the City Clerk and shall be a public record open to inspection by any person. All acts of boards, commissions and committees are subject to the paramount authority of the City Council.
- (b) If the commission, committee or board member shall be absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of his or her committee, commission or board, regular and special, held within any period of three (3) consecutive calendar months, he or she shall thereupon cease to hold the seat. A commission, committee or board member may not have more than three (3) excused absences during a twelve (12) month calendar year.
- (c) In all matters of parliamentary procedure, the most current edition of Robert's Rules of Order Newly Revised shall be applicable and govern all meetings, unless as specified in KMC [1.15.060](#), motions; KMC [1.15.100](#), speaking; and KMC [1.15.110](#), voting.

- (d) The responsibility of insuring that all members of boards, commissions and committees receive a copy of the Standard Procedures of Boards, Commissions and Committees lies with the City Clerk.

### **1.90.060 Specific requirements of boards, commissions and committees.**

Requirements of boards, commissions and committees as set forth in KMC [1.90](#) are general requirements and shall be followed to the extent that they do not conflict with specific requirements found in code sections specifically pertaining to individual boards, commissions and committees. (Ords. 1223, 1239)

---

---

**The Kenai Municipal Code is current through Ordinance 3373-2023, passed October 4, 2023.**

Disclaimer: The City Clerk has the official version of the Kenai Municipal Code. Users should contact the City Clerk for ordinances passed subsequent to the ordinance cited above.

**CITY COUNCIL – 20.020**
**COMMISSIONS, COMMITTEES AND COUNCIL ON AGING PROCEDURES**

Effective Date: March 5, 2014

Last Action Date:

April 19, 2023

See Also:

Approved by:

City Council

**POLICY – 20.020 Commissions, Committees and Council on Aging Procedures**
**Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC 1.90, for Commissions, Committees and Council on Aging.

**Scope**

This policy applies to all 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 21.20

Harbor Commission is also regulated by KMC 11.10

Parks and Recreation Commission is also regulated by KMC 19.05

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 Commission, Committee or Council on Aging 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 commission or committee may be established for a specific function upon approval of Council.

**C. Meeting Schedules**

1. Commission, Committee and Council on Aging meeting schedule is as follows:

| <b>Commission / Committee / 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 |
| Library Commission ( <i>Suspended as of 2015, Ordinance No. 2815-2015</i> ) |   |   |

|                               |                          |                             |
|-------------------------------|--------------------------|-----------------------------|
| 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 who shall meet at the Senior Center and the Airport Commission who shall meet in the Conference Room of the Kenai Municipal Airport terminal building, 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. Commissions, Committees and Council on Aging may, with the City Clerk's approval and notification to Council and the City Manager, hold special meetings (for a specific purpose) on an as-needed basis.
5. Commissions, Committees and Council on Aging 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 committees established 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 meeting 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. Regularly scheduled meetings shall be electronically recorded and with the exception of Planning & Zoning Commission, shall be kept for two years.
4. Planning & Zoning Commission meeting recordings shall be kept for 6 years.

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

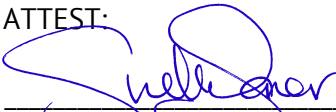
1. All meetings shall be open to the public.
2. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

3. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the board, commission or committee as designated within the bylaws or Kenai Municipal Code. Items requiring Committee, Commission or Council on Aging 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 Committee, Commission, or Council on Aging.
  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 Board, Commission, Committee or Council on Aging 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 Commission, Committee or the Council on Aging; however, no more than three Council Members may attend any one meeting without additional public notice.
  2. Only the Council Liaison to the respective, Commission, Committee or Council on Aging 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 Commission, Committee and Council on Aging meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission, Committee or Council on Aging. 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 sponsors 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 legislate 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 Commission, Committee, or the Council on Aging 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.

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

ATTEST:  
  
\_\_\_\_\_  
Sheltie Sauer, MMC, City Clerk

*Policy History: Action Approval on 08-04-2004; R2017-24; R2018-19; 2019-03; 2023-26  
Note: Between 2004 and 2017 other amendments to the policy were made through the action approval process.*