

**OCTOBER 15, 2025
CITY COUNCIL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED ADDITIONS TO THE PACKET:

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>	<u>PAGE</u>
Add to Item A. 3.	Certifying the October 7, 2025 Election Results • Certification of Results • Unofficial Results • Report of Canvass	Clerk	1
Add Item H. 3.	Discussion/Action - City Council Vacancy	Clerk	16



City of Kenai
Regular Election of October 7, 2025

WE, the members of the Kenai City Council, do hereby certify the results of a canvass of the ballots for the Regular Election of October 7, 2025.

Absentee, Questioned & Personal Needs Ballots Voted (In-person, By-Mail, By-Request and Personal Needs)	179
Absentee, Questioned & Personal Needs Ballots Rejected	7
Absentee, Questioned & Personal Needs Ballots Counted	172
Poll Voter Turn Out	804 /12.20%
Total Voter Turn Out	976 / 14.81%
Number of Kenai Registered Voters	6587

FOR CITY MAYOR, ONE THREE-YEAR TERMS

CANDIDATES	POLL VOTES RECEIVED	ABSENTEE, ETC. VOTES RECEIVED	TOTAL VOTES RECEIVED
KNACKSTEDT, Henry H.	461	116	577
DOUTHIT, Alexander "Alex"	326	52	378
Write-In	5	0	5

FOR CITY COUNCIL, TWO THREE-YEAR TERMS

CANDIDATES	POLL VOTES RECEIVED	ABSENTEE, ETC. VOTES RECEIVED	TOTAL VOTES RECEIVED
ASKIN, Victoria J.	445	102	547
GRIEME, Bridget	402	71	473
PETTEY, Glenese	334	101	435
Write-In	25	6	31

Brian Gabriel, Sr., Mayor

Henry Knackstedt, Vice Mayor

Sovala Kisena, Council Member

Phil Daniel, Council Member

Deborah Sounart, Council Member

Victoria Askin, Council Member

Alex Douthit, Council Member

ATTEST:

Michelle M. Saner, MMC, City Clerk

Date



**CITY OF KENAI
ELECTION SUMMARY REPORT
OCTOBER 7, 2025 UNOFFICIAL RESULTS**

SUMMARY OF ALL CITY OF KENAI PRECINCTS

CITY OF KENAI JURISDICTION WIDE				
		Registered Voters: 6,587	Cards Cast: 976	14.81%
Kenai City Mayor (Vote for One)	Polling Site	Absentee / Questioned	Total Votes	
KNACKSTEDT, Henry H.	461	116	577	60.10%
DOUTHIT, Alexander 'Alex'	326	52	378	39.40%
Write-in	5	0	5	.50%
Kenai City Council (Vote for Two)	Polling Site	Absentee / Questioned	Total Votes	
ASKIN, Victoria	445	102	547	36.81%
PETTEY, Glenese	334	101	435	29.27%
GRIEME, Bridget	402	71	473	31.83%
Write-in	25	6	31	2.09%

INDIVIDUAL SUMMARY REPORTS BY LOCATION

Kenai No. 1 (07-015)		Registered Voters: 3,256	Cards Cast: 370	11.36%
Kenai City Mayor (Vote for One)		Polling Site		
KNACKSTEDT, Henry H.		201	55.37%	
DOUTHIT, Alexander 'Alex'		162	44.63%	
Write-in		0	0%	
Kenai City Council (Vote for Two)		Polling Site		
ASKIN, Victoria		197	35.50%	
PETTEY, Glenese		149	26.85%	
GRIEME, Bridget		198	35.68%	
Write-in		11	1.97%	



City of Kenai
Regular Election of October 7, 2025

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Poll Voter Turn Out	804 /12.20%
Total Voter Turn Out	976 / 14.81%
Number of Kenai Registered Voters	6587

FOR CITY MAYOR, ONE THREE-YEAR TERMS

CANDIDATES	POLL VOTES RECEIVED	ABSENTEE, ETC. VOTES RECEIVED	TOTAL VOTES RECEIVED
KNACKSTEDT, Henry H.	458	116	574
DOUTHIT, Alexander "Alex"	326	52	378
Write-In	5	0	5

FOR CITY COUNCIL, TWO THREE-YEAR TERMS

CANDIDATES	POLL VOTES RECEIVED	ABSENTEE, ETC. VOTES RECEIVED	TOTAL VOTES RECEIVED
ASKIN, Victoria J.	445	102	547
GRIEME, Bridget	402	71	473
PETTEY, Glenese	334	101	435
Write-In	25	6	31

Brian Gabriel, Sr., Mayor

Henry Knackstedt, Vice Mayor

Sovala Kisena, Council Member

Phil Daniel, Council Member

Deborah Sounart, Council Member

Victoria Askin, Council Member

Alex Douthit, Council Member

ATTEST:

Michelle M. Saner, MMC, City Clerk

Date



**CITY OF KENAI
ELECTION SUMMARY REPORT
OCTOBER 7, 2025 UNOFFICIAL RESULTS**

SUMMARY OF ALL CITY OF KENAI PRECINCTS

CITY OF KENAI JURISDICTION WIDE Registered Voters: 6,587 Cards Cast: 976 14.81%
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Kenai City Mayor (Vote for One)	Polling Site	Absentee / Questioned	Total Votes	
KNACKSTEDT, Henry H.	458	116	574	59.99%
DOUTHIT, Alexander 'Alex'	326	52	378	39.49%
Write-in	5	0	5	.52%

Kenai City Council (Vote for Two)	Polling Site	Absentee / Questioned	Total Votes	
ASKIN, Victoria	445	102	547	36.81%
PETTEY, Glenese	334	101	435	29.27%
GRIEME, Bridget	402	71	473	31.83%
Write-in	25	6	31	2.09%

INDIVIDUAL SUMMARY REPORTS BY LOCATION

Kenai No. 1 (07-015) Registered Voters: 3,256 Cards Cast: 370 11.36%

Kenai City Mayor (Vote for One)	Polling Site	
KNACKSTEDT, Henry H.	201	55.37%
DOUTHIT, Alexander 'Alex'	162	44.63%
Write-in	0	0%

Kenai City Council (Vote for Two)	Polling Site	
ASKIN, Victoria	197	35.50%
PETTEY, Glenese	149	26.85%
GRIEME, Bridget	198	35.68%
Write-in	11	1.97%



CITY OF KENAI
ELECTION SUMMARY REPORT
OCTOBER 7, 2025 UNOFFICIAL RESULTS

Kenai No. 2 (07-020)	Registered Voters: 1,767	Cards Cast: 193		10.92%
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Kenai City Mayor (Vote for One)	Polling Site	
KNACKSTEDT, Henry H.	105	54.69%
DOUTHIT, Alexander 'Alex'	84	43.75%
Write-in	3	1.56%

Kenai City Council (Vote for Two)	Polling Site	
ASKIN, Victoria	110	37.16%
PETTEY, Glenese	75	25.34%
GRIEME, Bridget	101	34.12%
Write-in	10	3.38%

Kenai No. 3 (07-025)	Registered Voters: 1,564	Cards Cast: 239		15.28%
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Kenai City Mayor (Vote for One)	Polling Site	
KNACKSTEDT, Henry H.	152	64.96%
DOUTHIT, Alexander 'Alex'	80	34.19%
Write-in	2	.85%

Kenai City Council (Vote for Two)	Polling Site	
ASKIN, Victoria	138	38.87%
PETTEY, Glenese	110	30.99%
GRIEME, Bridget	103	29.01%
Write-in	4	1.13%



**CITY OF KENAI
ELECTION SUMMARY REPORT
OCTOBER 7, 2025 UNOFFICIAL RESULTS**

Absentee, Questioned and Personal Needs

Cards Cast: 172

Kenai City Mayor *(Vote for One)*

Absentee / Questioned

KNACKSTEDT, Henry H.	116	69.05%
DOUTHIT, Alexander 'Alex'	52	30.95%
Write-in	0	0%

Kenai City Council *(Vote for Two)*

Absentee / Questioned

ASKIN, Victoria	102	36.43%
PETTEY, Glenese	101	36.07%
GRIEME, Bridget	71	25.36%
Write-in	6	2.14%



**CITY OF KENAI
ELECTION SUMMARY REPORT
OCTOBER 7, 2025 UNOFFICIAL RESULTS**

Report of voted ballot envelopes:

City of Kenai In-Person AVO	141 Absentee In-Person <u>4 Personal Representative</u> 145 TOTAL
Kenai Peninsula Borough AVO	17 Absentee In-Person <u>0 Personal Representatives</u> 17 TOTAL
City of Kenai By-Request AVO	18 By Request Issued 11 By-Request Returned (10/2/24) <u>7 By-Request Sent (Not Returned)</u> 11 TOTAL Returned and Canvassed
Kenai No. 1	2 Questioned <u>0 Personal Representative</u> 2 TOTAL
Kenai No. 2	1 Uncounted 2 Questioned <u>1 Personal Representative</u> 4 TOTAL
Kenai No. 3	0 Questioned <u>0 Personal Representative</u> TOTAL
Summary:	169 Absentee (In-Person / By-Request) 1 Uncounted 4 Questioned <u>5 Personal Representative</u> 179 TOTAL
Number of Rejected Ballots: 7	
	172 Total Counted



City of Kenai
Regular Election of October 7, 2025

**CERTIFICATION OF RESULTS FOR
ABSENTEE, PERSONAL NEEDS AND QUESTIONED BALLOTS**

Whereas, the undersigned City of Kenai Canvass Board for the Regular Election of the City of Kenai held on October 7, 2025, do solemnly affirm the results of said election for absentee, personal needs, and questioned ballots, counted on the 14th day of October 2025 as follows:

FOR CITY MAYOR, ONE THREE YEAR TERM

Candidate Name	Number of Votes Received
KNACKSTEDT, Henry H.	116
DOUTHIT, Alexander 'Alex'	52
Write-in	0

FOR CITY COUNCIL, TWO THREE YEAR TERM

Candidate Name	Number of Votes Received
ASKIN, Victoria	102
PETTEY, Glenese	101
GRIEME, Bridget	71
Write-in	6

REGULAR ABSENTEE, QUESTIONED AND PERSONAL NEEDS BALLOTS

Absentee ballots voted [in-person, by-mail & electronic]:

Questioned ballots voted:

Personal Needs ballots voted:

1169 + 1 unscanned
4
5
Total Ballots Voted: 179

Rejected ballots:

Not registered, registered too late or

Registered out of the City of Kenai:

Purged from voter rolls:

Ballot envelope not signed or witnessed:

No identifier provided on envelope:

Voted twice:

Signed/witnessed or postmarked after Election Day:

Other:

7
-
-
-
-
-
-

Total Ballots Rejected by Canvass Board: 7

Counted Ballots:

Absentee ballots counted [in-person, by-mail & electronic]:

165 + 1 Unscanned

Questioned ballots counted:

1

Personal Needs ballots counted:

5

Total Absentee, Questioned and Personal Needs ballots counted: 172

REVIEW OF PRECINCT MATERIALS

The Canvass Board further certifies we have examined in detail all original and questioned registers for the polling precincts, AVO and absentee by-mail of the City of Kenai and have found them to be in proper order.

Upon completion of the canvass, it is our opinion the attached summary of election returns, as compiled by the City Clerk, accurately reflects the totals shown on the Certificate of Election Returns by the election board of each voting precinct and the returns of the absentee, questioned and personal needs ballots cast in this election.

We, the undersigned, certify the foregoing to be true and accurate to the best of our knowledge and belief.

Signed and dated this 14th day of October, 2025.

BARBARA E WATERS
Print Name

Barbara E Waters
Canvass Board Member Signature

Raleigh Van Natta
Print Name

Raleigh Van Natta
Canvass Board Member Signature

Carol L. Freas
Print Name

Carol L. Freas
Canvass Board Member Signature

Jennifer L. TICKNOR
Print Name

Jennifer L. Ticknor
Canvass Board Member Signature

Jennie Rae Hammond
Print Name

Jennie Rae Hammond
Canvass Board Member Signature

Joan Seaman
Print Name

Joan Seaman
Canvass Board Member Signature

ATTEST:

Michelle M. Saner
Michelle M. Saner, MMC
Kenai City Clerk



CITY OF KENAI

OCTOBER 7, 2025 REGULAR ELECTION

CANVASS BOARD ACCOUNTABILITY REPORT

WHEREAS, the undersigned City of Kenai Canvass Board for the Regular Election of the City of Kenai held on October 7, 2025, do solemnly affirm the results of said election for absentee, personal needs and questioned ballots, counted on the 14th day of October 2025 as follows:

ABSENTEE IN-PERSON				
Location	Signatures on Register	Ballot Envelopes Received	Total NO COUNT Envelopes	Total COUNT Envelopes
City Hall AVO	141	141	4	137
KPB AVO	17	17	Ø	17

Comments: _____

ABSENTEE BY-REQUEST (MAIL OR ELECTRONIC TRANSMISSION)				
Location	Applications Received/Ballots Forwarded	Ballot Envelopes Returned	Total NO COUNT Envelopes	Total COUNT Envelopes
City Hall	18	11	Ø	11

Comments: _____

QUESTIONED				
Location	Signatures on Register	Voted Ballot Envelopes Received	Total NO COUNT Envelopes	Total COUNT Envelopes
Kenai No. 1	2	2	1	1
Kenai No. 2	2	2	2	Ø
Kenai No. 3	Ø	Ø	Ø	Ø

Comments: Kenai No.2 had 1 uncounted ballot. Ballot would not run through scanner. Voter had already left and had signed the register

PERSONAL REPRESENTATIVE (PR)				
Location	PR Ballots Issued	Voted PR Ballot Envelopes Returned	Total NO COUNT Envelopes	Total COUNT Envelopes
City Hall AVO	4	4	Ø	4
KPB AVO	Ø	Ø	Ø	Ø
Kenai No. 1	Ø	Ø	Ø	Ø
Kenai No. 2	1	1	Ø	1
Kenai No. 3	Ø	Ø	Ø	Ø

Comments: _____

On the 14th day of October, 2025.

BARBARA E WATERS
 Print Name

Barbara E Waters
 Canvass Board Member Signature

Raleigh Van Natta
 Print Name

R Van Natta
 Canvass Board Member Signature

Carol L. Freas
 Print Name

Carol L. Freas
 Canvass Board Member Signature

Jennie Rae Hammond
 Print Name

Jennie Rae Hammond
 Canvass Board Member Signature

Jennifer L. Ticknor
 Print Name

Jennifer L. Ticknor
 Canvass Board Member Signature

Joan Seaman
 Print Name

Joan Seaman
 Canvass Board Member Signature

ATTEST:
Michelle M. Saner
 Michelle M. Saner, MMC
 City Clerk

Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Precinct as recorded below:

Envelope Type	Number Received
Questioned	2
By-Mail (<i>dropped off</i>)	0
Special Needs (<i>issued and returned</i>)	0
Special Needs (<i>from other location</i>)	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

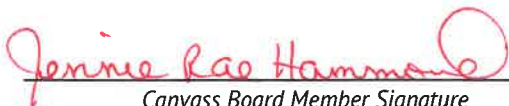
Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Questioned	1	1	—	—	—	—
By-Mail (<i>dropped off</i>)	—	—	—	—	—	—
Special Needs (<i>issued and returned</i>)	—	—	—	—	—	—
Special Needs (<i>from other location</i>)	—	—	—	—	—	—

On the 14th day of October, 2025.



Canvass Board Member Signature

Canvass Board Member Signature



Canvass Board Member Signature

Canvass Board Member Signature

Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Precinct as recorded below:

Envelope Type	Number Received
Questioned	<u>2</u>
By-Mail (dropped off)	
Special Needs (issued and returned)	<u>1</u>
Special Needs (from other location)	

uncounted

1

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Questioned	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
By-Mail (dropped off)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Special Needs (issued and returned)	<u>—</u>	<u>—</u>	<u>1</u>	<u>—</u>	<u>—</u>	<u>—</u>
Special Needs (from other location)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>

NOT
CITY VOTER

2

—

1

—

uncounted

On the 14th day of October, 2025.

Carol J. Freas

Canvass Board Member Signature

Canvass Board Member Signature

Ian Seaman

Canvass Board Member Signature

Canvass Board Member Signature

Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Precinct as recorded below:

Envelope Type	Number Received
Questioned	<u>0</u>
By-Mail (<i>dropped off</i>)	<u>0</u>
Special Needs (<i>issued and returned</i>)	<u>0</u>
Special Needs (<i>from other location</i>)	<u>0</u>

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Questioned	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
By-Mail (<i>dropped off</i>)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Special Needs (<i>issued and returned</i>)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
Special Needs (<i>from other location</i>)	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>

On the 14 day of October, 2025.

Jennifer A. Tucker
Canvass Board Member Signature

Canvass Board Member Signature

Barbara E. Waters
Canvass Board Member Signature

Canvass Board Member Signature



Absentee Voting Location: Kenai City Hall

Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Absentee Voting Location as recorded above:

Envelope Type	Number Received
Absentee In-Person	141
By-Mail (dropped off)	—
Special Needs (issued and returned)	4
Special Needs (from other location)	—

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Absentee In-Person	45	—	30	—	62	—
By-Mail (dropped off)	—	—	—	—	—	—
Special Needs (issued and returned)	1	0	1	0	2	0
Special Needs (from other location)	—	—	—	—	—	—

NOT
City
Voter
4

On the 14 day of October, 2025.


Canvass Board Member Signature

Canvass Board Member Signature


Canvass Board Member Signature

Canvass Board Member Signature



Absentee Voting Location: KPB AVD

Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the Absentee Voting Location as recorded above:

Envelope Type	Number Received
Absentee In-Person	17
By-Mail (<i>dropped off</i>)	-0-
Special Needs (<i>issued and returned</i>)	-0-
Special Needs (<i>from other location</i>)	-0-

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
Absentee In-Person	5	0	4	0	8	0
By-Mail (<i>dropped off</i>)	0	0	0	0	0	0
Special Needs (<i>issued and returned</i>)	0	0	0	0	0	0
Special Needs (<i>from other location</i>)	0	0	0	0	0	0

On the 14th day of October, 2025.

Carol J. Greas

Canvass Board Member Signature

Canvass Board Member Signature

Joan Seaman

Canvass Board Member Signature

Canvass Board Member Signature

Voted Ballot Envelope Receipt & Disposition Canvass Report

The following voted ballot envelopes were received from the AVO is recorded above:

Envelope Type	Number Received
By-Mail or Fax	11
Special Needs (from other location)	0

We the Canvass Board, hereby certify that the received ballots as noted above were reviewed by the Canvass Board and the following accurately represents the disposition of those ballots:

Envelope Type	07-015 Full Count	07-015 No-Count	07-020 Full Count	07-020 No-Count	07-025 Full Count	07-025 No Count
By-Mail or Fax	5	-	2	-	4	-
Special Needs (from other location)	-	-	-	-	-	-

On the 14th day of October, 2025.



Canvass Board Member Signature

Canvass Board Member Signature



Canvass Board Member Signature

Canvass Board Member Signature



KENAI

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

MEMORANDUM

TO: Mayor Gabriel and Council Members
FROM: Shellie Saner, MMC, City Clerk
DATE: October 14, 2025
SUBJECT: **Discussion/Action** - City Council Vacancy.

City Council Policy 20.220 - Filling Council Vacancies by Appointment, establishes that when there is a vacancy on City Council, the City Council will declare the seat vacant. Declaring the seat vacant initiates direction to the City Clerk to advertise the vacancy; establish an application period and work with the Council on scheduling interviews.

With the certification of election, Council Member Knackstedt's term as City Mayor will begin on Monday, October 20, 2025 (*Kenai Municipal Charter, Section 10-2(c)*), which will create a vacancy on the City Council. The City Council at this time may:

1. Make a motion to declare the seat vacant, effective October 20, 2025 and direct the City Clerk to initiate the recruitment procedures as established in City Council Policy 20.220 - Filling Council Vacancies by Appointment.

OR

2. Provide direction to the City Clerk to bring back an Action Approval item to declare the seat vacant at the next regular City Council meeting scheduled for November 5, 2025.

If option **one (1)** is selected the following motion is in order:

MOTION:

I move to declare a vacancy on City Council effective October 20, 2025 and direct the City Clerk to initiate the recruitment procedures in accordance with Council adopted policy.

Timeline for Option 1:

If the above motion is made and approved by Council the following timeline meets the requirements of Council Policy 20.220 - Filling Council Vacancies.

- Soonest date Notice of Vacancy could be published..... **Friday, October 24, 2025.**
- First date applications can be filed with the City Clerk**Friday, October 31, 2025.**
- Earliest date the application period may close **Friday, November 7, 2025.**
- Soonest date when Interviews may be held **Wednesday, November 12, 2025.**

Timeline for Option 2:

If option **two (2)** is selected, the Clerk will bring forward the necessary agenda items during the November 5, 2025 City Council meeting. The following timeline is based on option 2 and the requirements of Council Policy 20.220 - Filling Council Vacancies.

- Soonest date Notice of Vacancy could be published..... **Friday, November 14, 2025.**
- First date applications can be filed with the City Clerk **Friday, November 21, 2025.**
- Earliest date the application period may close **Monday, December 1, 2025.**
Note: November 27 & 28, 2025 are City recognized holidays.
- Soonest date when Interviews may be held **Friday, December 5, 2025.**



CITY COUNCIL - 20.220**FILLING COUNCIL VACANCIES BY APPOINTMENT**

Effective Date: April 7, 2021

Last Action Date:

March 15, 2023

See Also:

Approved by:

City Council

POLICY – 20.220 Filling Council Vacancies by Appointment**Purpose**

The purpose of this policy is to provide clear procedures when there is a vacancy on the City Council.

Scope

The policy is intended to ensure a fair and transparent process when appointing a person to fill a vacancy on the City Council due to a resignation or for other reasons prescribed by the City of Kenai Municipal Charter or Code. Selecting an applicant to fill a vacancy on the Council is an action that is subject to the Alaska Open Meetings Act.

Policy**Declaring a City Council Seat Vacant**

The City Council, due to a resignation or for reasons prescribed by Kenai Municipal Charter or Code, will declare a City Council seat vacant.

Advertising a City Council Seat for Appointment

The Clerk will post to the City website, publish in a newspaper of general circulation and post to other media formats currently utilized for public notice by the City Clerk's Office.

- A. Notice of Vacancy: The Clerk will publish at least twice in a newspaper of general circulation a Notice of Vacancy in Office. The posting and first publication will occur at least seven (7) calendar days before the application period opens. The notice will include the procedures for applying, qualification requirements of applicants and the dates of the application period.
- B. Publishing Notice of Vacancy: Within the limitation of publication deadlines established by a newspaper of general circulation, the Clerk will endeavor to post and publish the Notice of Vacancy within seven (7) calendar days of the City Council declaring the seat vacant.

Application Period

The application period will be determined by the Clerk and established with the objective of providing applicants for consideration by the City Council and meet the following requirements:

- A. The application period must be open a minimum of seven (7) calendar days.
- B. The application period may not be opened any sooner than seven (7) calendar days from the first publication of the Notice of Vacancy in Office.

Applicants

Interested persons may file an application for appointment with the Office of the City Clerk.

- A. Applicants must meet the qualification of office requirements as established in Kenai Municipal Code and Charter. Applicants must provide proof of qualifications for office as required by the Clerk.
- B. Each interested person must file an application for appointment under oath on a form provided by the Clerk and a completed City of Kenai Financial Disclosure form must be submitted at the time of filing the application for appointment. Applicants are also encouraged to include a letter of interest and/or resume.

- C. The Clerk will determine an applicant's qualifications in accordance with Kenai Municipal Charter and Code. Applicants will be notified by the Clerk stating that their application is complete and in proper form, or return it to the applicant with a statement explaining how the application is deficient. If the application period remains open, the applicant may correct deficiencies.
- D. Applications submitted with the following deficiencies will not be given to the Council:
 - 1. The applicant does not meet the required qualifications as established in Kenai Municipal Charter and Code; or,
 - 2. The application is incomplete and the applicant did not correct any deficiencies prior to the closing of the application period; or,
 - 3. A completed City of Kenai Financial Disclosure form was not submitted with the application for appointment; or,
 - 4. The application was received after the application period closed.
- E. The application, and if submitted letter of interest and resume from qualified applicants, will be included in the Council's packet for a work session or meeting set for conducting interviews.

Scheduling Interview

Applicant interviews will be conducted during a work session, special or regular meeting of the City Council and will be open to the public.

- A. The Mayor and Clerk will work together to schedule a tentative interview schedule, such schedule is subject to final approval of the Council.
- B. Each applicant, will be provided with the notice of meeting for scheduled interviews and with a packet containing the application and any supporting materials from all qualified applicants.
- C. All Work Session, special or regular meetings will be noticed in accordance with Kenai Municipal Charter and Code.

Interviews

Interviews of qualified applicant(s) will be conducted prior to appointments to vacant City Council seat(s). To ensure a fair process each applicant will be provided an equal amount of time for statements and asked similar interview questions, follow up questions from Council will be allowed based on the answers or statements provided by the applicant(s). Unless otherwise requested by the Council and supported by a majority vote, no public testimony other than the applicants will be heard during the interviews.

- A. The City Council or a Sub-Committee appointed by the Council may meet in Executive Session to develop interview questions.
- B. Before interviews commence, applicants will be asked to report to a conference room during interviews of other applicants and until it is their turn to interview. In accordance with the State of Alaska Open Meetings Act, City Council meetings are open to the public and any applicant who objects may remain in the Council Chambers during the interview process.
- C. Applicants will generally be interviewed in the order in which their application was received, exceptions may be made based on the availability and schedule of the applicant(s). The order of interviews may be changed by a majority vote of the remaining Council members.
- D. During the interviews each applicant will have five minutes to introduce themselves and make a statement. Additional time will be provided to answer questions from the Council.

Appointment Procedures

When there is more than one vacancy and multiple appointments are being made during the same meeting, only one appointment will be made at a time. The Mayor will announce which vacancy is being considered prior to commencement of the voting process. Any applicant eliminated during the voting process for the first appointment may be considered for voting on subsequent appointments during the same application/appointment process.

- A. During the same regular or special meeting when applicant interviews are completed or at a regular or special meeting scheduled for a later date, the Council may make and pass a motion to begin the voting process by secret ballot. If the appointment takes place during a regular meeting the matter will appear on the agenda after Unscheduled Public Comments and prior to Public Hearings. (*Appointments may not be made during a Work Session.*)
- B. The Council, by majority vote of the remaining members will select an applicant for appointment. If at any time during the voting process there is a tie vote, and the tie isn't broken after two votes, the tie shall be broken by lot as provided in Kenai Municipal Code for a tie in an election. Voting procedures will be established based on the number of applicants for consideration and as follows:
 1. One Applicant: In the event that there is only one (1) applicant for an open seat, the City Council may skip all secret ballot voting and make a motion to appoint the applicant. This step may also be used when the number of applicants is equal to the number of vacant seats.
 2. Two Applicants: In the event that there are only two (2) applicants for one open seat, proceed to subparagraph C of this section.
 3. Three or More Applicants: The Council will take an initial vote through a ballot provided by the Clerk to narrow the field utilizing the following procedures.
 - a. The initial votes will be counted on a point system: the first choice would receive two (2) points, the second choice would receive one (1) point.
 - b. During the initial vote, Council members may choose only one or two applicants; however, Council members may not select that same applicant more than once on the same ballot.
 - c. The Clerk and Attorney will tally the results of the initial vote and announce the point results.
 - d. The applicant(s) with the lowest number of points will be eliminated, until only two applicants remain. When only two applicants remain, proceed to subparagraph C of this section.
 - e. If two applicants cannot be differentiated based on the highest number of votes, two applicants will be selected by lot. Once two applicants have been selected by lot, proceed to subparagraph C of this section.
- C. Council members will be given a ballot with the names of the applicants or remaining applicants. The Clerk will gather the voted ballots, tally the vote and read out loud the outcome of the voted ballots.
- D. After the outcome of the vote from Appointment Procedures has been read out loud the Council may make and pass a motion to appoint the person who received the greatest number of votes to fill the vacant seat.
- E. The Council, by a majority vote of the remaining members may decide at any time not to appoint any applicants and start a new recruitment period or extend the existing recruitment period.

Term, Oath and Requirements of Appointed Council Members

Persons appointed to a vacant City Council seat serve until the next regular election at which time that seat will be placed on the ballot for the remainder of that seats regular term.

- A. After the motion to appoint has passed, the person appointed will be given their oath of office and immediately take their seat at the dais as a member of the City Council.
- B. In accordance with Kenai Municipal Charter Section 2-9, the appointed person serves until the next regular election.

Brian Gabriel Sr., Mayor

ATTEST:

Shellie Saner, MMC, City Clerk

Policy History: Resolution No's 2021-01; 2023-15 Sub