

**KENAI COUNCIL ON AGING
WORK SESSION – COUNCIL ON AGING REVIEW
JANUARY 16, 2024 – 3:00 P.M.
KENAI SENIOR CENTER
361 SENIOR CT., KENAI, AK 99611
Telephonic/Virtual Information Below
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 Council on Aging Activities..... Pg. 2
2. Review the Council on Aging Membership Responses to the Commission, Committee and Council on Aging Survey..... Pg. 6
3. Review the By-Laws and Rules of Procedure for Council on Aging..... Pg. 10
4. Review of Kenai Municipal Code Chapter 1.90 Standards for Boards, Commissions and Committees..... Pg. 13
5. Review of Council Policy 20.020 - Commission, Committee and Council on Aging Procedures. Pg. 16

E. ADDITIONAL PUBLIC COMMENT

F. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/87253557972?pwd=YzVER1RqOVU2OXdqRWRNZU13R0ROUT09>

Meeting ID: 872 5355 7972

Password: 209020

OR Dial in by your Location: (253) 215-8782 or (301) 715-8592

Meeting ID: 872 5355 7972

Password: 209020

MEMORANDUM

TO: Chair Craig and Council on Aging Members
FROM: City Clerk's Office
DATE: January 14, 2024
SUBJECT: 5-Year Summary of Council on Aging Activities



Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
11/16/23	Work Session	Collaborative Efforts to Address Senior Center Challenges.	No	Discussion
11/16/23	Work Session	Council on Aging FY2025-2029 Capital Improvement Project Priority List	No	Discussion
11/16/23	Regular	Discussion/Recommendation – Recommending Council Consideration of the Council on Aging FY2025-FY2029 Capital Improvement Project Priority List	No	No Quorum
09/14/23	Regular	Approval of the Kenai Senior Center Code of Conduct and Ethics, 2023 Revision	Yes	Approved
08/10/23	Work Session	Senior Center Capital Projects Discussion with Scott Curtin, Kenai Public Works Director	No	Discussion
07/13/23	Work Session	2023 Senior Center Survey Results	No	Discussion
05/11/23	Regular	Action/Approval – Updates to the Senior Center Code of Conduct and Ethics.	Yes	Approved as Amended
05/11/23	Regular	Discussion/Recommendation – Recommending the City Council Approve Suggested Changes to the FY2024 Fee Schedule.	Yes	Approved
04/13/23	Work Session	Review of Code of Conduct	No	Discussion
04/13/23	Work Session	Review of Senior Center Fee Schedule	No	Discussion
03/09/23	Regular	Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
03/09/23	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
03/09/23	Regular	Discussion – NCOA Senior Center Accreditation/Building Excellence Program	No	Discussion
01/12/23	Regular	Discussion/Recommendation – List of Senior Center Goals from December 2022 Work Session	Yes	Approved
12/08/22	Work Session	Goals and Long-Term Planning	No	Discussion
10/13/22	Regular	Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan	Yes	Approved
09/29/22	Work Session	Goals and Long-Term Planning	No	Discussion
07/14/22	Regular	Discussion – City Manager Update on the Bluff Erosion Project	No	Discussion
07/14/22	Regular	Discussion – City Manager Update on the Waterfront Revitalization Project	No	Discussion
06/09/22	Regular	Discussion – Library Resources for Seniors, Presentation by Elizabeth Kleweno of the Kenai Library	No	Discussion
06/09/22	Regular	Discussion – Greenhouse Dedication in July	No	Discussion
05/12/22	Regular	Discussion – 2022 Senior Center Survey Results	No	Discussion
05/12/22	Regular	Discussion – 2023 Draft Senior Center Budget	No	Discussion
04/14/22	Regular	Discussion/Recommendation – Adding Suggested Transportation Donation to the City of Kenai Fees Schedule	Yes	Approved
04/14/22	Regular	Discussion – Director’s Goals for FY23	No	Discussion
02/10/22	Regular	Discussion/Recommendation – Amendments to Council on Aging By-Laws and Rules of Procedure	Yes	Approved
02/10/22	Regular	Discussion/Recommendation – FY23-27 Capital Improvement Plan	Yes	Approved
02/10/22	Regular	Discussion – 2022 Goals	Yes	Work Session scheduled
01/13/22	Regular	Discussion – Backup Generator for Vintage Pointe Manor	No	No Quorum

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
11/10/21	Regular	Discussion – 50th Anniversary on November 30th	No	No Quorum
08/12/21	Regular	Discussion – Change of Meeting Time	Yes	Approved
07/08/21	Regular	Discussion/Recommendation – Council on Aging Name Change	Yes	Approved
07/08/21	Regular	Discussion – 2021 Survey Results	No	Discussion
05/13/21	Regular	Discussion – Possible Name Change for Council on Aging	No	Discussion
05/13/21	Regular	Discussion – Greenhouse Project	No	Discussion
04/08/21	Regular	Discussion – 2021 Goals	No	Discussion
04/08/21	Regular	Discussion – Changes in the Code of Conduct	No	Discussion
04/08/21	Regular	Discussion – Senior Center Opening	No	Discussion
03/11/21	Regular	Discussion – Code of Conduct	No	Discussion
03/11/21	Regular	Discussion – 2021 Goals	No	Discussion
03/11/21	Regular	Discussion – Greenhouse Project	No	Discussion
02/11/21	Regular	Discussion – COVID-19 Vaccination	No	Discussion
02/11/21	Regular	Discussion/Recommendation – FY21/FY22 Capital Improvement Program	No	Discussion
02/11/21	Regular	Discussion – Tentative Opening of the Senior Center	No	Discussion
12/10/20	Regular	Discussion – Senior Center Update	No	Discussion
08/13/20	Regular	Discussion – State of Alaska Reopening Guidelines for Senior Centers	No	Discussion
05/14/20	Regular	Discussion – 2020 Senior Center Survey Report	No	Discussion
05/14/20	Regular	Discussion/Recommendation – FY2021-2025 Capital Improvement Plan	Yes	Approved
01/09/20	Regular	Discussion/Recommendation – Code of Conduct for the Senior Center	Yes	Approved
11/14/19	Regular	Discussion/Recommendation – Code of Conduct for the Senior Center	No	Discussion
10/29/19	Work Session	Discussion - Code of Conduct for Kenai Senior Center	No	Discussion

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
10/10/19	Regular	Discussion/Recommendation – Code of Conduct for the Senior Center	Yes	Work Session scheduled
09/12/19	Regular	Discussion/Recommendation – Code of Conduct for the Senior Center	No	Discussion
06/13/19	Regular	Discussion – 2019 Survey Results	No	Discussion
04/11/19	Regular	Scheduled Public Comments - Elizabeth Appleby - Planning Resources Available from AARP	No	Presentation
02/14/19	Regular	Discussion – Home Meals / Medicare Advantage Plans	No	Discussion
02/14/19	Regular	Discussion / Recommendation – Capital Improvement Projects FY20	Yes	Approved
01/10/19	Regular	Discussion – Review of Ideas for Senior Assistance	No	Discussion
01/10/19	Regular	Council Training (City Clerk)	No	Training

Council on Aging Survey Responses
2 of 8 Members Responded
(Council on Aging has 9 Members; 1 seat is 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	My desire and passion to support the Senior population in the community. Seniors need to remain in their community of choice!
Participant 2	To actively support the Kenai Senior community.

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

Participant 1	Yes
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: I understand the role as it is. I believe we support the Senior center and the Director. We need to be a sounding board for the director, a supporter of policy, and assist in supporting our seniors w/issues in the Senior center and in the community.
Participant 2	Increased

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

Participant 1	Less than one hour.
Participant 2	Less than five hour.

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	8
Participant 2	10

Council on Aging Survey Responses
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Question 7: What measures would you recommend be taken to get more public participation with your commission or committee meetings?

- | | |
|---------------|--|
| Participant 1 | Perhaps advertising to seniors in the Senior newsletter and Clarion that we have open meetings and anyone is welcome to attend to hear and respond or share at the appropriate time in agenda. |
| Participant 2 | City website announcements. |

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 | 8 |
| Participant 2 | 10 |

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.

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|---------------|-----|
| 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 | To help direct the agenda, verbally support where needed. The COA is there to support the Director where needed and give input on the direction of the center. It has worked well. |
| Participant 2 | Present issues for consideration and discussion. |

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 4: Other: COA members to give input to prospective senior members and encourage them to be apart if COA. Invite them to come and listen to meetings do they understand what we do before becoming a member. |
| Participant 2 | Choice 1: Commission recommended transition plan for commission or committee chairs. |

Council on Aging Survey Responses
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Question 12: Do you feel allowing members to attend via remote participation benefits your commission or committee?

Participant 1	Yes
Participant 2	Yes

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

Participant 1	Stay the same.
Participant 2	Stay the same.

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

Participant 1	Yes
Participant 2	Yes

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 improved.
Participant 2	There has been no change to the scope of work.

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

Participant 1	Choice 5: Other: I believe we address concerns of the Director. We are advisory. If any member has a concern, I believe we all feel comfortable sharing w/the Director and or group.
Participant 2	Choice 2: Broader scope of duties.

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

Participant 1	Merged: Our grants require we have an advisory board.
Participant 2	No Change

**Council on Aging Survey Responses
2 of 8 Members Responded**

(Council on Aging has 9 Members; 1 seat is currently vacant)

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

Participant 1 I believe we are a good working-team oriented group that wants to support the Senior director and see our senior center grow. I think one of our main concerns is continuing to provide the great activities, and wonderful Senior center w/continuing dwindling grant funds while the Senior population continues to grow in Kenai! The Senior center is a vital part of our community. Seniors need to know we are here to meet community senior needs!!

Participant 2 It is good now.

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 Need City-Wide support that the Senior center is a viable department of the City. How do we get the word out to community seniors that don't know about the Senior center within our community?

Participant 2 Plan for additional senior housing.

**BY-LAWS AND RULES OF PROCEDURE FOR
COUNCIL ON AGING
KENAI, ALASKA**

The members of the Council on Aging, Kenai, Alaska, a local committee organized under the laws of the State of Alaska, pursuant to federal and state funding, having as its object, the following code of by-laws and rules of procedure as its guidelines in all future operations.

The mission of the Council on Aging is to advise the Mayor, City Council, Director, and the City of Kenai, of the needs of the elderly in the area, support the programs which enable the continued independence of senior citizens and serve as an advisory committee, whose purpose and make-up will be set forth under Article I, Section 3.

The adoption of these by-laws and rules supersedes, replaces, and nullifies any and all previously enacted, utilized, or governing rules or by-laws and further, by adoption of these by-laws and rules, the previously existing Council on Aging is deemed dissolved.

**Article I
MEMBERSHIP**

The Council may have a membership of not more than nine (9) members. Over one-half of the members shall be participants of the Senior Citizens' programs, sponsored by the City of Kenai.

The members of the Council shall be chosen in the following manner:

1. Members shall be chosen from among persons who have shown an interest in the areas of the problems of the elderly.
2. The Mayor will appoint members to the Council on Aging subject to confirmation by the City Council.

The duties of the Council will be as follows:

- a. Advise the Director of Senior Citizen Programs on matters dealing with the budgets for senior programs and programs operated at the Senior Center.
- b. Forward copies of meeting summaries to the Mayor of the City of Kenai, who, in turn, will forward the report to the City Council.
- c. To the extent practical, communications, advice, and reports shall be in written form and shall represent a consensus of the committee.

**Article II
ELIGIBILITY**

A member of the Council shall be an adult person residing in the Kenai Peninsula area, and 51 % of which must be sixty (60) years of age or older.

No employee of the City of Kenai is eligible for membership.

There will be no more than one member per household.

**Article III
MEETINGS**

Regular meetings shall be held monthly on the second Thursday of the month at the Senior Center. Special meetings may be called by the chairperson with approval of the Kenai City Clerk and notification of Council and City Manager. Meetings may be cancelled by the City Clerk, with notification of Council and City Manager, if cancellation is warranted, i.e. lack of agenda items, pre-knowledge of lack of quorum, etc. Participating senior citizens shall be notified of the date, time, and place of the meeting by the monthly newsletter, as well as receipt of the meeting agenda and packet. All meetings shall be open to the public. However, this does not automatically ensure participation by non-members of the Council.

**Article IV
PLACE OF MEETINGS**

The meetings shall be held at the place designated as the Kenai Senior Citizens Center in Kenai, Alaska, or at the City of Kenai offices.

**Article V
QUORUM**

A quorum shall be a majority of the current appointed membership as established in Article I. The affirmative vote of a majority present at a meeting is required to take action on any matter. A quorum of the Council is defined as follows:

1. When the appointed membership is eight (8) or nine (9), a quorum shall be five (5).
2. When the appointed membership is seven (7) or lower, a quorum shall be (4).

**Article VI
POWERS OF THE COUNCIL**

The powers of the Council are advisory only and are derived from the federal, state, and city local governments which provide the funds for operation and all powers and activities shall be exercised in accordance with law. All action taken by this Council shall be submitted to the City Administrator and shall be subject to approval by the Kenai City Council.

**Article VII
OFFICERS**

Officers shall be elected annually for one-year terms at the first meeting each year when a quorum is present. There shall be a Chairperson and Vice-Chairperson. Officers are limited to two (2) successive terms in the same office.

Article VIII
TERM OF APPOINTMENT AND ATTENDANCE

Members of the Council are appointed by the City of Kenai to serve three (3) years or until termination by:

1. Resignation;
2. Request of Council on Aging;
3. Upon request of the City of Kenai; or
4. If the member is absent, without the body excusing the absence for good cause, from more than one-half of all the meetings of the Council on Aging, regular and special, held within any period of three (3) consecutive calendar months, the member shall thereupon cease to hold the seat. A member may not have more than three (3) excused absences during a twelve-month calendar year.

The term of each appointed member of the Council shall be three (3) years. The terms shall be staggered so that three (3) members shall be appointed every third year and three (3) members shall be appointed in each of the other years of every such three-year period.

Article IX
HONORARY MEMBER APPOINTMENT

When a member is no longer able to actively participate on the Council on Aging, the remaining membership may, by majority vote, request the Mayor to appoint the nonactive member to the Council on Aging as an honorary member. The honorary member would be a non-voting member.

Article X
VOLUNTEERS

Volunteers wishing to serve upon committees established by the Council on Aging may be appointed by the Council chairperson or his representative to do so without, therefore, becoming members of the Council.

Article XI
RULES OF MEETING

All meetings of the Council shall be conducted in accordance with rules of parliamentary practice and, in the absence of other authority, shall be governed by the provisions of Roberts Rules of Order.

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The Council on Aging during their February 10, 2022 meeting by a majority vote of the membership recommended Council approval of the amended By-Laws and Rules of Procedures.

The Kenai City Council at their February 16, 2022 meeting approved the amended By-Laws and Rules of Procedures.

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:

Commission / Committee / Council on Aging	Meeting Schedule	Scheduled Meeting Days
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

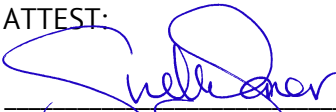
1. All meetings shall be open to the public.
2. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

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.*