

**KENAI HARBOR COMMISSION
WORK SESSION – COMMISSION REVIEW
JANUARY 8, 2024 – 5:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., 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 Harbor Commission Activities. Pg. 2
2. Review the Harbor Commission Membership Responses to the Commission Committee and Council on Aging Survey. Pg. 6
3. Review of Kenai Municipal Code Chapter 11.10 Harbor Commission. Pg. 14
4. Review of Kenai Municipal Code Chapter 1.90 Standards for Boards, Commissions and Committees..... Pg. 15
5. Review of Council Policy 20.020 - Commission, Committees and Council on Aging Procedures. Pg. 18

E. ADDITIONAL PUBLIC COMMENT

F. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/83089538263>

Meeting ID: 830 8953 8263

Passcode: 463359

OR

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

Meeting ID: 830 8953 8263

Passcode: 463359

MEMORANDUM

TO: Chair Berga and Harbor Commission Members
FROM: City Clerk's Office
DATE: January 8, 2024
SUBJECT: 5-Year Summary of Harbor Commission Activities



Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
11/06/23	Work Session	Harbor Commission FY2025-2029 Capital Improvement Project Priority List	No	Discussion
11/06/23	Regular	Discussion/Recommendation – Recommending Council Consideration of the Harbor Commission FY2025-FY2029 Capital Improvement Project Priority List	Yes	Approved
09/11/23	Work Session	Shaylon Cochran and Vinnie Catalano, Cook Inlet Regional Citizens Advisory Council - Cook Inlet Harbor Safety Committee Overview Presentation	No	Presentation
08/07/23	Regular	Discussion – City of Kenai Commissions, Committees and Council on Aging Review	No	No Quorum
04/10/23	Regular	Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100.	No	No Quorum
04/10/23	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.	No	No Quorum
02/06/23	Work Session	Fiscal Year 2024-2028 Capital Improvement Plan	No	Discussion
02/06/23	Work Session	Harbor Commission 2023 Goals	No	Discussion
11/07/22	Regular	Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan	No	No quorum
08/08/22	Regular	Discussion – HDR Bluff Stabilization Project 65% DDR Complete	No	Discussion
08/08/22	Regular	Discussion – Clean Harbors Participation	No	Discussion
08/08/22	Regular	Discussion – Capital Improvement Plan Potential Projects/Amendments	No	Discussion

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
06/06/22	Regular	Discussion – Clean Harbors Survey Write-Up	No	Discussion
06/06/22	Regular	Discussion – USACE Boat Ramp Dredging Permit Renewal	No	Discussion
06/06/22	Regular	Discussion – HDR Bluff Stabilization Project 65% DDR Received	No	Discussion
05/09/22	Regular	Discussion – Clean Harbors Survey Write-up	No	No Quorum
05/09/22	Regular	Discussion – USACE Boat Ramp Dredging Permit Renewal	No	No Quorum
05/09/22	Regular	Discussion – HDR Bluff Stabilization Project 65% DDR received	No	No Quorum
02/07/22	Regular	Discussion/Recommendation – FY23-27 Capital Improvement Plan	Yes	Approved
01/11/22	Special	Discussion/Recommendation – Resolution No. HC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan.	Yes	Approved as Amended
11/08/21	Regular	Discussion/Recommendation – Resolution No. HC21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan	Yes	Postponed
08/23/21	Special	Discussion/Recommendation – Kenai Waterfront Revitalization Feasibility Study	Yes	Approved
06/07/21	Regular	Discussion – Update on Special Use Permit holders	No	Discussion
06/07/21	Regular	Discussion – Update on Dock Tenant Contract, 2nd year term PacStar	No	Discussion
06/07/21	Regular	Discussion – Update on Dock Repairs Capital Project	No	Discussion
06/07/21	Regular	Discussion – Beluga Whale Research participation	No	Discussion
04/12/21	Regular	Discussion – Update on Bluff Erosion RFP	No	Discussion
02/08/21	Regular	Discussion – Request for Proposals (RFP) 2021 City of Kenai Bluff Bank Stabilization Professional Engineering Services	No	Discussion
02/08/21	Regular	Discussion – KMC Title 11.10 Overview of Commission Responsibilities	No	Discussion
01/25/21	Special	Discussion/Recommendation – Commission Formal Approval of Harbor-Related Capital Projects.	Yes	Approved
11/09/20	Regular	Discussion – Projects Status Updates	No	Discussion
11/09/20	Regular	Discussion – Dock Floats Construction, Material Selections	No	Discussion

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
11/09/20	Regular	Discussion – Confirmation of current Capital Projects, Float Replacements, Boat Ramp Concrete Repairs, and others	No	Discussion
10/12/20	Regular	Discussion – Project Status Updates for City Dock Repair, Beach Vault Restrooms, the Bluff Erosion, and Peninsula Avenue Bluff Erosion	No	Discussion
08/10/20	Regular	Discussion – River Safety - Commercial vs. Personal Use	No	Discussion
08/10/20	Regular	Discussion – Set Next Meeting Date	No	Discussion
06/08/20	Regular	Discussion – Upcoming Fisheries	No	Discussion
06/08/20	Regular	Action/Approval - Ratify Decision for in-person/virtual hybrid meetings	Yes	Approved
05/11/20	Regular	Discussion/Recommendation – Contract to Use Cranes, Offices, and Operating Area at the Boating Facility 2020.	Yes	Approved
05/11/20	Regular	Recommendation – Change of Use and Assignment of Lease for Lot 2, Kenai Spit Subdivision from North Pacific Seafoods, Inc. to E&E Foods, Inc. d/b/a Pacific Star Seafoods.	Yes	Approved
05/11/20	Regular	Recommendation – FY2021-2025 Capital Improvement Plan	Yes	Approved
03/09/20	Regular	Recommendation – Motion for Approval of Resolution No. HC20-01	Yes	Approved
03/09/20	Regular	Discussion/Recommendation – Contract to Use Cranes, Offices, and Operating Area at the Boating Facility 2020	No	Discussion
02/10/20	Regular	Discussion/Recommendation – Special Use Permit Fee for City Crane Access	No	Discussion
01/06/20	Special	Discussion/Recommendation – Kenai Municipal Code Title 11	Yes	Approved
11/25/19	Joint Special	Discussion/Recommendation – Personal Use Fishery Capital Projects	Yes	Approved
11/04/19	Regular	Discussion/Recommendation – Harbor Commission Title 11	Yes	Postponed
11/04/19	Regular	Discussion – Dock and Harbor Facility Survey Results	No	Discussion
11/04/19	Regular	Discussion – Monitoring and Counting Fish from City Beaches	Yes	Postponed
09/16/19	Regular	Discussion/Recommendation – Assignment of Shore Fishery Lease – Tract Two, Shore Fishery Plat No. 71	Yes	Approved
09/16/19	Regular	Discussion/Recommendation – Assignment of Tidelands Lease – Tract B, Kenai Tidelands Survey No. 2, According to Plat No. 89-2.	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
08/19/19	Regular	Discussion – Potential for Dredging at the City Dock	No	Discussion
08/19/19	Regular	Discussion/Recommendation – Land Sale and Leasing Policies and Procedures Presentation	No	Discussion
08/19/19	Regular	Discussion/Recommendation – Ordinance No. 3072-2019	No	Discussion
08/19/19	Regular	Discussion/Recommendation – Assignment of Shore Fishery Lease – Tract 2, Shore Fishery Plat No. 71.	No	No Discussion
08/19/19	Regular	Discussion/Recommendation – Assignment of Tidelands Lease – Tract B, Kenai Tidelands Survey No. 2, According to Plat No. 89-2.	No	No Discussion
06/10/19	Regular	Discussion/Recommendation – FY21, FY22, FY23 Capital Improvement Project List	Yes	Approved
05/13/19	Regular	Discussion – Status of Dock and Harbor Facility Survey	No	Discussion
05/13/19	Regular	Discussion/Recommendation – FY20, FY21, FY22 Capital Improvement Project List	No	Discussion
04/08/19	Regular	Discussion/Recommendation – Kenai Municipal Code Amendments for Wake Signage, Safety Signage and Navigational Buoys	Yes	Approved
04/08/19	Regular	Discussion/Recommendation – Harbor Commission Title 11 Amendments	Yes	Approved
04/08/19	Regular	Discussion/Recommendation – Possible Questionnaire about the City Dock	Yes	Approved
04/08/19	Regular	Discussion - Potential for Dredging at the City Dock	Yes	Postponed
04/08/19	Regular	Discussion - Potential Credit Card Readers at the City Dock Cranes	No	Discussion
03/11/19	Regular	Discussion/Recommendation – Kenai Municipal Code Amendments for Wake Signage, Safety Signage and Navigational Buoys	No	Discussion
03/11/19	Regular	Discussion/Recommendation – Harbor Commission Title 11 Amendments	No	Discussion

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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

Participant 1	-
Participant 2	-
Participant 3	-
Participant 4	-
Participant 5	-
Participant 6	-
Participant 7	-

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

Participant 1	Was encouraged by a former Harbor Commissioner.
Participant 2	public service, similar points of interest in community development potential.
Participant 3	Heard there was a position open. I have been employed in local government out of state. It seemed like the right thing to do.
Participant 4	Staying involved as a citizen of the City of Kenai.
Participant 5	The Harbor Commission was about to be cancelled for lack of interest. They were having a tough time getting members that would show up for meetings. So I said I would do it.
Participant 6	Participate in the process
Participant 7	The mouth of the Kenai River has been where I worked for 24 yrs

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

Participant 1	Yes
Participant 2	Yes
Participant 3	Yes
Participant 4	Yes
Participant 5	Yes
Participant 6	Yes
Participant 7	Yes

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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: For example: Harbor Commission should have some role/interest in Waterfront Revitalization and Bluff Stabilization projects. Those roles/interests need to be vetted out.
Participant 2	Increased
Participant 3	Increased
Participant 4	Better defined:
Participant 5	Better defined: I think the Harbor Commission is doing just fine the way it is. However, we still have a difficult time recruiting and keeping members. Death & illness seem to be responsible for a lot of this.
Participant 6	Better defined: Another choice should be "stay the same" But I think the duties of the Harbor Commission will depend mostly on the definition of "the harbor" and what is possible in that geographic area considering mother nature's reality & costs of improvements. And it's important to remember Commissioners receive no pay, so duties need to be considered with that in mind. Especially in these days of high inflation.
Participant 7	Better defined: Not my individual duties but we need better direction as a commission. Long term plan for the Harbor?

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.
Participant 3	Less than five hours.
Participant 4	Less than five hours.
Participant 5	Less than five hours.
Participant 6	Less than five hours.
Participant 7	Less than five hours.

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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	7
Participant 2	6
Participant 3	5
Participant 4	4
Participant 5	5
Participant 6	6
Participant 7	8

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

Participant 1	Consider holding a public meeting to discuss topics such as; plans for the upcoming 2024 dip net fishery, to include findings from previous fisheries and what changes/improvements/corrective actions were made.
Participant 2	Develop more land and infrastructure ideas and goals.
Participant 3	I have no recommendations.
Participant 4	KSRRM What's Happening advertising.
Participant 5	If I had the answer to that question I would not be filling out this survey.
Participant 6	The public will participate more in Harbor Commission meetings when they sense there are big changes pending they might have to pay for via increased taxes or that might change user fees dramatically ally or access. In reality most people don't have time to participate or what's going on doesn't register on their personal radar. Unless for some reason it suddenly makes a big difference to them.
Participant 7	Nothing at the moment.

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	5
Participant 2	8
Participant 3	5
Participant 4	5
Participant 5	5
Participant 6	5
Participant 7	10

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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
Participant 3	Yes
Participant 4	Yes
Participant 5	Yes
Participant 6	Yes
Participant 7	Yes

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

Participant 1	None at this time.
Participant 2	To my limited participation thus far (1 meeting), it is to inform the commission on past, present, and future uses of infrastructure. Give guidance on work sessions, inform of monetary reports as well as all public works associated with said commission.
Participant 3	Educate the committee members
Participant 4	Bring the most current issues and updates to the committee or commission. Also, bring items forward that have been requested by the committee members or the commissioners.
Participant 5	Work with the commission chair to plan and create the meeting agenda. That they present to the commission issues the commission should be aware of. Present to the commission the things that their department needs and wants. Report to the commission about various meetings they attend that pertained to areas the commission governs. Keep the commission informed on activities that the council is discussion or actions they are considering.
Participant 6	Update the group on things happening in the city that have come to their attention that could effect the business of the commission
Participant 7	Keep us informed from the city and on task.

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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	<p>Choice 1: Commission recommended transition plan for commission or committee chairs.</p> <p>Choice 2: Commission recommended strategy for on-boarding new members.</p>
Participant 2	<p>Choice 1: Commission recommended transition plan for commission or committee chairs.</p>
Participant 3	<p>Choice 2: Commission recommended strategy for on-boarding new members.</p> <p>Choice 3: Additional training opportunities outside of the biennial training that takes place in January of odd numbered years.</p>
Participant 4	<p>Choice 3: Additional training opportunities outside of the biennial training that takes place in January of odd numbered years.</p>
Participant 5	<p>Choice 4: Other: No answer given.</p>
Participant 6	<p>Choice 4: Other: Not sure what can be done. Volunteers can be in short supply these days. When someone volunteers to be on a commission now it seems, they can get on. It's just getting the volunteers.</p>
Participant 7	<p>Choice 2: Commission recommended strategy for on-boarding new members.</p>

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

Participant 1	Yes
Participant 2	Yes
Participant 3	No
Participant 4	Yes
Participant 5	Yes
Participant 6	Yes
Participant 7	Yes

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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

Participant 1	Stay the Same: Since Harbor has had lack of a quorum recently and as there are new members there is a need for harbor Commission to set some goals and expectations. See response to question 20 below.
Participant 2	Stay the Same: I have only had the opportunity to attend one, but it seemed to be a good representation of the public as well as the right balance for being constructive and timely.
Participant 3	Stay the Same
Participant 4	Stay the Same
Participant 5	Stay the Same
Participant 6	Stay the Same
Participant 7	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
Participant 3	Yes
Participant 4	Yes
Participant 5	Yes
Participant 6	Yes
Participant 7	Yes

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

Participant 1	There has been no change to the scope of work.
Participant 2	There has been no change to the scope of work.
Participant 3	There has been no change to the scope of work.
Participant 4	There has been no change to the scope of work.
Participant 5	The scope of work has improved.
Participant 6	There has been no change to the scope of work.
Participant 7	There has been no change to the scope of work.

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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 5: Other: Please refer to questions 6, 11, 15, and 20
Participant 2	Choice 1: More focused mission, goals or objectives.
Participant 3	Choice 2: Broader scope of duties.
Participant 4	Choice 1: More focused mission, goals or objectives.
Participant 5	Choice 5: Other: No answer given.
Participant 6	Choice 5: Other: It's about right now. There are only so many issues with the Harbor Commission due to the nature of the Harbor.
Participant 7	Choice 1: More focused mission, goals or objectives.

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	No Change
Participant 3	No Change
Participant 4	No Change
Participant 5	No Change
Participant 6	Merged: Maybe merged with planning or parks & rec. However if development of the waterfront increases rapidly, then, the responsibilities might increase dramatically.
Participant 7	No Change

**Harbor Commission Survey Responses
7 of 7 Commissioners Responded**

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

Participant 1	Seeing that there are several new members, myself included, Harbor Commission should identify goals or projects such as. 1) Current status of the Waterfront revitalization project, 2) Review findings from the 2019 Dock and Harbor Commission survey and explore how Kenai could benefit from the findings as well as make plans for a similar survey, 3" review the Clean Harbors Survey write-up (May 9, 2022 meeting) 4) Review Dredging permit process, 5) Become familiar with the current status of the Bluff Stabilization project, 6) Review KMC Title 11, Chapter 1.90 and associated Amendments. It appears that Harbor frequently did not have a quorum and there may have been business that was never addressed. Perhaps sub-committees could be formed to address the above issues as well as reviewing previous work Harbor has accomplished and work that could be re-visited.
Participant 2	Better outreach and exposure. Many residents are unaware of the committees/commissions as a whole. To get it more publicly out there would inevitably lead to more participation.
Participant 3	twice a month meetings.
Participant 4	Help committee or commission members understand their role.
Participant 5	No answer given.
Participant 6	Good now.
Participant 7	We need a new vision, long term plan.

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	Harbor Commission members should consider visiting all City harbor facilities, tide or submerged lands. Where properties are under control of a tenant or owner other than the City of Kenai, ask the tenant or owner for permission for the Harbor Commissioners to visit selected private operated facilities.
Participant 2	I would like to thank you for the input opportunity, I Have not served long enough to suggest changes or general suggestions yet but I am more than happy to answer question or provide input as a resident.
Participant 3	None
Participant 4	A discussion between the director and committee or commission regarding their understanding of the role of their citizens serving on the commission or committee.
Participant 5	In regard to question 16: Should members of your commission or committee be required to be residents of the city? I think commission members should be residents of Kenai. However, if someone from the local area could bring a certain expertise to a commission that could not be found in a Kenai resident, I would be supportive of a means to grant an exception.
Participant 6	That's it
Participant 7	Na

Chapter 11.10 HARBOR COMMISSION

Sections:

11.10.010 **Duties and powers.**

11.10.010 **Duties and powers.**

(a) The Harbor Commission shall be required to do the following:

(1) Develop, adopt, alter, or revise, subject to approval by the City Council, a master plan for the physical development of harbor or port facilities for the City. Such master plan with accompanying maps, plats, charts, descriptive, and explanatory matter, shall show the Harbor Commission's recommendations for the development of the City harbor facilities may include, among other things:

(i) Development of the type, location, and sequence of all public harbor facilities;

(ii) The relocation, removal, extension, or change of use of existing harbor facilities;

(2) Submit annually to the City Manager and Council, not less than ninety (90) days prior to the beginning of the budget year, a list of the recommended capital improvements which, in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming three (3) year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year.

(3) Make investigations regarding any matter related to City harbor facilities, tide or submerged lands. Make recommendations to the Council relative to the care, control, and development of tide and submerged lands.

(4) Review all City leases of City-owned tide, submerged, and lands or navigable waters within the City, and as to the planned improvements proposed and make recommendations to the City Council.

(5) Make and prepare reports and plans for approval by the City Council.

(6) Coordinate public efforts, individual and group, to the effectuation of approved plans.

(7) Shall act in advisory capacity in the selection of a Harbor Master should such a position be created by the City Council.

The Kenai Municipal Code is current through Ordinance 3380-2023, passed November 15, 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.

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

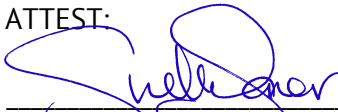
1. All meetings shall be open to the public.
2. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

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.*