

**KENAI PARKS & RECREATION COMMISSION  
WORK SESSION – COMMISSION REVIEW  
JANUARY 4, 2024 – 5:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
*\*Telephonic/Virtual Information Below\**  
[www.kenai.city](http://www.kenai.city)**

**A. CALL TO ORDER**

**B. INTRODUCTION**

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

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

**D. COMMISSION DISCUSSION**

1. Review the 5-Year Summary on Parks and Recreation Commission Activities ... Pg. 2
2. Review Parks and Recreation Memberships Responses to the Commission, Committee and Council on Aging Survey..... Pg. 5
3. Review of Kenai Municipal Code Chapter 19.05 Parks and Recreation Commission. .... Pg. 12
4. Review of Kenai Municipal Code Chapter 1.90 Standards for Boards, Commissions and Committees. .... Pg. 14
5. Review of Council Policy 20.020 - Commissions, Committees and Council on Aging Procedures. .... Pg. 17

**E. ADDITIONAL PUBLIC COMMENT**

**F. ADJOURNMENT**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/89093964565>  
**Meeting ID:** 890 9396 4565  
**Passcode:** 101492

**OR**  
**Dial In:** (253) 215-8782 or (301) 715-8592  
**Meeting ID:** 890 9396 4565  
**Passcode:** 101492

# MEMORANDUM

**TO:** Chair Wisniewski and Commission Members  
**FROM:** City Clerk's Office  
**DATE:** January 4, 2024  
**SUBJECT:** 5-Year Summary of Parks & Recreation Commission Activities



Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
11/02/23	Work Session	Parks & Recreation Commission FY2025-2029 Capital Improvement Project Priority List	No	Discussion
11/02/23	Regular	Discussion/Recommendation – Recommending Council Consideration of the Parks & Recreation Commission FY2025-FY2029 Capital Improvement Project Priority List	Yes	Approved
10/05/23	Joint Work Session	Leif Hansen Memorial Park Plaques & Fountain	No	Discussion
09/07/23	Regular	Discussion – City of Kenai Commissions, Committees and Council on Aging Review	No	Discussion
05/04/23	Work Session	Redesign/Reimagining Old Town Park	No	Discussion
05/04/23	Special Meeting	Action/Approval – Providing a Recommendation to the City Manager in the Selection of a Director of Parks and Recreation, Pursuant to KMC 19.050.020(e)	No	Executive Session
03/02/23	Regular	Discussion/Recommendation – Presentation of Parks and Recreation 2023 Summer Maintenance Plan	No	Discussion
03/02/23	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
03/02/23	Regular	Discussion/Recommendation – Recommending City Council Approval of the Student Representative Policy No. 20.100	Yes	Approved
01/05/23	Work Session	Past Capital Improvement Projects – Review of Last Year’s CIP, and a CIP Priority List from FY17	No	Discussion
11/03/22	Regular	Discussion/Recommendation – Priority List for the City of Kenai Fiscal Year 2024-2028 Capital Improvement Plan	Yes	Approved

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
10/06/22	Regular	Discussion/Recommendation – Recommending the City Council Approve a Landscape-Based Perimeter Plan for the Kenai Municipal Cemetery Expansion	Yes	Approved
09/01/22	Work Session	Reviewing the First Recreation Season with New Parks Director and New Assistant Parks Director	No	Discussion
06/02/22	Work Session	Future Parks Capital Improvement Projects	No	Discussion
05/05/22	Regular	Discussion/Recommendation – Recommending Council Approval of Proposed Updates to the Kenai Municipal Cemetery Regulations and Fees	Yes	Approved
04/07/22	Work Session	Kenai Municipal Cemetery Policy Review	No	Discussion
03/03/22	Work Session	Kenai Municipal Cemetery Policy Review	No	Discussion
02/17/22	Special Meeting	Discussion/Recommendation – City of Kenai Fiscal Year 2023-2027 Capital Improvement Plan	Yes	Approved as Amended
01/06/22	Joint Special Meeting	Discussion/Recommendation – Joint Resolution No. PRB21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan.	Yes	Approved as Amended
11/04/21	Joint Special Meeting	Discussion/Recommendation – Joint Resolution No. PRB21-01 – Recommending the Council of the City of Kenai Approve and Adopt the City of Kenai Land Management Plan	Yes	Amended & Postponed
10/07/21	Regular	Discussion/Recommendation – Little Free Library	No	Discussion
06/03/21	Regular	Discussion/Recommendation – Aurora Borealis Robotics Team Project	No	Discussion
05/06/21	Regular	Discussion/Recommendation – Boot Brushing Stations (Eagle Scout Project)	No	Discussion
04/01/21	Regular	Discussion – Dog Park	No	Discussion
03/04/21	Regular	Discussion – Goals & Objectives	No	Discussion
02/04/21	Joint Special Meeting	Discussion/Recommendation – FY21-FY25 Capital Improvement Plan	No	Discussion
12/03/20	Regular	Discussion – Leif Hansen Memorial Park Winter Fountain Display	No	Discussion
11/05/20	Joint Special Meeting	Discussion/Recommendation – Leif Hansen Park Fountain – Winter Décor	No	Discussion
10/01/20	Regular	Discussion – Parks Tour Follow-Up	No	Discussion

Meeting Date	Meeting Type	Agenda Item	Action Taken	Outcome
09/03/20	Work Session	A Tour of the City's Parks	No	Tour
08/13/20	Joint Work Session	A Tour of the City's Parks	No	Tour
08/06/20	Regular	Discussion – Kenai River Marathon	No	Discussion
08/06/20	Regular	Action/Approval - Ratify the Commission's Decision Regarding Future In-Person and/or Virtual Meetings.	Yes	Approved
05/07/20	Regular	Discussion/Recommendation – FY2021-2025 Capital Improvement Plan	Yes	Approved
03/05/20	Regular	Discussion/Recommendation – Amending the Parks & Recreation Commission Student Representative Policy	Yes	Approved
02/06/20	Regular	Discussion/Recommendation – Amending Current Policy for Student Representative for the Parks & Recreation Commission	Yes	Approved
12/05/19	Regular	Discussion – 2019 Dip Net Report	No	Discussion
11/25/19	Joint Special Meeting	Discussion/Recommendation – Personal Use Fishery Capital Projects	Yes	Approved
11/07/19	Regular	Discussion/Recommendation – Personal Use Fishery Capital Projects	No	No Quorum
10/03/19	Regular	Discussion – Kenai Multi-Purpose Facility Improvements	No	Discussion
09/05/19	Regular	Discussion/Recommendation – September and October Events	No	Discussion
08/27/19	Joint Work Session	A Tour of the City's Gardens	No	Tour
08/01/19	Regular	Discussion/Recommendation – Bike Rack Locations	No	Discussion
06/27/19	Work Session	Park Operating Hours	No	Discussion
05/02/19	Regular	Discussion – 2019 Non-Routine Work Tasks & Project List	No	No Quorum
05/02/19	Regular	Discussion – August Activity Planning	No	No Quorum
04/04/19	Regular	Discussion – 2019 Non-Routine Work Tasks & Project List	No	No Quorum
04/04/19	Regular	Review and Demonstration of new Parks & Recreation Website	No	No Quorum
03/07/19	Regular	Discussion – 2019 Non-Routine Work Tasks & Project List	No	No Quorum
02/07/19	Regular	Discussion – Parks and Recreation Calendar	No	Discussion
02/07/19	Regular	Discussion – Bike Friendly Community Survey Results	No	Discussion
01/03/19	Regular	Discussion – 2019 - 2020 Goals and Objectives	No	Discussion

**Parks & Recreation Commission Survey Responses  
5 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	-

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

Participant 1	I have 24 + years of service in Parks in Recreation Service Area I work at (NPRSA) and I want to support Parks and Recordation in Kenai where I live and see it grow and be almost as good as NPRSA. (NEVER SOLDOTNA! Kenai and Nikiski Parks and Rec are the BEST!)
Participant 2	Pat Porter asked me to join because she knew I led an active lifestyle and had a background in physical education. I accepted her offer and have stuck with the commission.
Participant 3	I enjoy our parks and live next to one. I enjoy helping local government to make decisions about our parks.
Participant 4	Beaver Creek Park 7 years ago when they were redoing the park
Participant 5	Community Service

**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

**Parks & Recreation Commission Survey Responses  
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**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: Stay the same, as an advisory board we should be there to help and support the department and look out for the best interests of the city, not run the day to day. We are a tool for the department to use to make us better help work through issues / problems that will arise. But the Director / Manger should be the one at the end of the day to make the decision and run the department.
Participant 2	Better Defined: I am happy with the level of responsibility we currently have. Our role is advisory, but our recommendations are taken seriously, in my opinion.
Participant 3	Increased
Participant 4	Better Defined: Stay the same. I feel I run the meetings and we don't get much done. It's fun to see the updates and stay up to date with what's going on.
Participant 5	Better Defined: A new member so not clear on full duties.

**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.

**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	5
Participant 2	9
Participant 3	7
Participant 4	4
Participant 5	7

**Parks & Recreation Commission Survey Responses  
5 of 7 Commissioners Responded**

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

Participant 1	Have not attended any yet, my commission doesn't start until January 1, 2024
Participant 2	In my opinion, the public has the opportunity to participate and it is their choice whether or not to do so.
Participant 3	More notice and links to the meeting on social media. More public education as to what the commission is about and how it benefits the public to give their input.
Participant 4	Get a sports center like complex for Kenai. Kenai needs one bad.
Participant 5	Unsure

**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	10
Participant 3	5
Participant 4	5
Participant 5	7

**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	No

**Parks & Recreation Commission Survey Responses  
5 of 7 Commissioners Responded**

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

Participant 1	To present the information needed for dissection, and to disagree with us if they do not feel it is in the best interest of the city
Participant 2	To keep the commission well informed of the happenings within parks and recreation, convey the needs of the department and explain the goals of the department for the future. Also, to share any safety/maintenance concerns the director may have with city facilities and parks.
Participant 3	Thorough reports on projects and needs that can help us to help them accomplish those.
Participant 4	To keep us up to date with what's going on and new and exciting ideas we need to make happen.
Participant 5	Organized summary/update of activities

**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	<b>Choice 1:</b> Commission recommended transition plan for commission or committee chairs. <b>Choice 2:</b> Commission recommended strategy for on-boarding new members.
Participant 2	<b>Choice 4:</b> In my opinion, the most important thing for new members to do is to attend meetings regularly so they can learn the process in real time.
Participant 3	<b>Choice 2:</b> Commission recommended strategy for on-boarding new members. <b>Choice 3:</b> Additional training opportunities outside of the biennial training that takes place in January of odd numbered years.
Participant 4	<b>Choice 1:</b> Commission recommended transition plan for commission or committee chairs.
Participant 5	<b>Choice 2:</b> Commission recommended strategy for on-boarding new members.

**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	Yes
Participant 4	Yes
Participant 5	Yes



**Parks & Recreation Commission Survey Responses**  
**5 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: Cannot answer this at this time as I have not been to a meeting yet.
Participant 2	Stay the Same: When the commission has full membership, we have plenty of input from a variety of people with differing experiences and perceptions to properly evaluate items put before us.
Participant 3	Increased: It would be good to have youth represented on our commission.
Participant 4	Increased: More the merrier. More idea and input is never bad.
Participant 5	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	No
Participant 5	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	There has been no change to the scope of work.

**Parks & Recreation Commission Survey Responses  
5 of 7 Commissioners Responded**

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

Participant 1	<b>Choice 1:</b> More focused mission, goals or objectives.
Participant 2	<b>Choice 5:</b> Other Explained: Again, I think we are functioning just fine as is.
Participant 3	<b>Choice 5:</b> Other Explained: Allow us more input on yearly budgeting suggestions and capital projects regarding our parks.
Participant 4	<b>Choice 4:</b> Additional Resources Explained: We need more funding. Without funding we just talk about stuff Kenai needs. Nothing gets done without money.
Participant 5	<b>Choice 1:</b> 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

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

Participant 1	Build a non-KPBSD pool! Aquatics is the life blood of parks and recordation.
Participant 2	As stated above in regards to training new members, regularly attending meetings is the best way to stay engaged. We are listened to when we share our opinions, but we have to be present to do so. In my opinion it is up to members to engage in the process and that requires attendance.
Participant 3	Have someone dedicated to public outreach and engagement. Spend some time with user groups to get their input and participate.
Participant 4	Let other people who don't live in Kenia join. Just because you live in another town doesn't mean they didn't grow up living Kenai. If where they live limit what committed they can join we are losing a lot of good people. Housing is limited in Kenai. We need to change the rule. People live in Wasilla and work in Anchorage because Anchorage is so bad on housing.
Participant 5	Not sure on what has been tried. I think reaching out to people individually in the community helps.

**Parks & Recreation Commission Survey Responses  
5 of 7 Commissioners Responded**

**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	None at this time but we will see at the end of 2024.
Participant 2	Thank you for being supportive of our commission. I feel valued as a member of the commission and that motivates me to continue to be part of the process.
Participant 3	I've enjoyed being part of the commission and hope to be able to continue.
Participant 4	We need a sports complex at the current soccer fields and move the all sporting events there so all sports are in one central areas. Then turn the softballs fields into a park like Soldotna with a stage so we can host events like Soldotna.
Participant 5	Not sure.

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## Title 19

# PARKS AND RECREATION

Chapters:

**19.05**      **Parks and Recreation Commission**

### Chapter 19.05

## PARKS AND RECREATION COMMISSION

Sections:

**19.05.010**      **Creation.**  
**19.05.020**      **Duties and powers.**  
**19.05.030**      **Terms and appointments to vacancies.**  
**19.05.040**      **Qualifications of Commission members.**  
**19.05.050**      **Proceedings of Commission.**

### **19.05.010**      **Creation.**

(Ord. 416, Repealed Ord. 1161)

### **19.05.020**      **Duties and powers.**

The Commission shall be required to do the following:

- (a) Develop, adopt, alter, or revise subject to approval by the City Council, a master plan for the physical development of recreation facilities for the City. Such master plan with accompanying maps, plats, charts, descriptive, and explanatory matter, shall show the Commission's recommendations for the development of the City's recreation facility may include, among other things:
  - (1) Development of the type, location, and sequence of all public recreation facilities; and
  - (2) The relocation, removal, extension, or change of use of existing recreation facilities.
- (b) 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 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.
- (c) Make investigations regarding any matter related to City recreation.
- (d) Make and prepare reports and plans for approval by the City Council.
- (e) Shall act in advisory capacity in the selection of a Director of Parks and Recreation.

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**19.05.030 Terms and appointments to vacancies.**

(Ords. 416, 430, Repealed Ord. 1161)

**19.05.040 Qualifications of Commission members.**

(Ords. 416, 619, Repealed Ord. 1161)

**19.05.050 Proceedings of Commission.**

(Ord. 416, Repealed Ord. 1161)

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**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.

## **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)

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

Effective Date: March 5, 2014

Last Action Date:

April 19, 2023

See Also:

Approved by:

City Council

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

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

**Scope**

This policy applies to all advisory bodies appointed by the City Council. In addition to this policy the following Kenai Municipal Code (KMC) provisions are applicable:

Airport Commission is also regulated by KMC 21.20

Harbor Commission is also regulated by KMC 11.10

Parks and Recreation Commission is also regulated by KMC 19.05

Planning and Zoning Commission is also regulated by KMC 14.05.

**Policy**
**A. Appointment and Reappointments**

1. An application for consideration of appointment or reappointment to a Commission, Committee or Council on Aging must be submitted to the City Clerk.
2. The Mayor nominates an applicant for appointment or reappointment and by motion, the City Council confirms.

**B. Establishing Subcommittees**

1. A subcommittee of a commission or committee may be established for a specific function upon approval of Council.

**C. Meeting Schedules**

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

<b>Commission / Committee / Council on Aging</b>	<b>Meeting Schedule</b>	<b>Scheduled Meeting Days</b>
Airport Commission	Monthly	Second Thursday of the month
Beautification	Meetings held January, April, May, September and October	Second Tuesday of the month
Council on Aging	Monthly	Second Thursday of the month
Harbor Commission	Meetings held February, March, April, May, June, August, September and November	First Monday after first Council meeting of the month
Library Commission ( <i>Suspended as of 2015, Ordinance No. 2815-2015</i> )		

Parks & Recreation Commission	Monthly, except for July	First Thursday of the month
Planning & Zoning Commission	Twice monthly	Second & fourth Wednesday

2. All regular meetings will be held in the Kenai City Hall Council Chambers with the exception of the Council on Aging who shall meet at the Senior Center and the Airport Commission who shall meet in the Conference Room of the Kenai Municipal Airport terminal building, unless offsite arrangements are approved by the Clerk. Exceptions for subcommittee meetings may be made with the advance notice of the City Clerk.
3. Regularly scheduled meeting times will be approved by Council.
4. Commissions, Committees and Council on Aging may, with the City Clerk's approval and notification to Council and the City Manager, hold special meetings (for a specific purpose) on an as-needed basis.
5. Commissions, Committees and Council on Aging meetings may be cancelled or rescheduled by the City Clerk, with notification to Council and the City Manager, if cancellation or rescheduling is warranted, i.e. lack of agenda items, pre-knowledge of lack of a quorum, etc.
6. Any additional commissions or committees established will be set and incorporated into the meeting schedule by the City Council.

D. Minutes & Meeting Recordings

1. With exception of the Planning & Zoning Commission, taking notes and electronically recording meetings shall be the responsibility of department liaison to the specific meeting body. The Clerk's Office shall take notes and record the meeting for the Planning and Zoning Commission.
2. Action minutes will be produced by the Clerk's Office from the department liaisons notes and provided to the City Council as official records of the meetings. Summary minutes will be produced by the Clerk's Office for Planning and Zoning Commission items when the item is quasi-judicial.
3. Regularly scheduled meetings shall be electronically recorded and with the exception of Planning & Zoning Commission, shall be kept for two years.
4. Planning & Zoning Commission meeting recordings shall be kept for 6 years.

E. Work Sessions


1. Work sessions may not be held without the approval of the City Clerk unless they occur on the night of and at the time of a regularly scheduled advertised meeting. Notification of scheduled work session shall be provided to City Council and the City Manager. Work session may be requested by Council, the liaison or Chair of the body.
2. During work sessions, only items on the work session agenda may be discussed and no formal actions may be taken.
3. At a minimum, work sessions shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

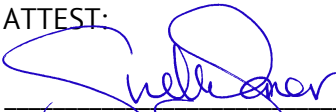
F. Basic Meeting Information

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

3. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the board, commission or committee as designated within the bylaws or Kenai Municipal Code. Items requiring Committee, Commission or Council on Aging action under applicable municipal code prior to final action by the Council, as distinguished from advisory recommendations, will be referred to the respective body prior to any final Council action. The City Council, by motion, may refer any other item to be placed on an agenda seeking a recommendation from the respective Committee, Commission, or Council on Aging.
  4. The department liaison shall submit items for the agenda and supporting documentation to the Clerk's Office one week prior to a meeting, no later than 2:00 p.m. The Clerk's Office will compile meeting material and distribute. The Planning & Zoning Commission is exempt from this requirement as the Planning Department advertises, compiles meeting material and distributes for its commission.
  5. Rules of Order: Pursuant to KMC 1.15.120(b) and KMC 1.90.050(c), in all matters of parliamentary procedure, Robert's Rules of Order, as revised shall be applicable and govern all meetings, except as specified in KMC 1.15.060 (Motions), KMC 1.15.100 (Speaking), and KMC 1.15.110 (Voting).
  6. Quorum: No meeting may proceed in the absence of a quorum, i.e. a quorum is more than one-half of the board/commission (quorum of the whole).
  7. Motion: Pursuant to KMC 1.15.060(k), all motions require a second. A majority of votes is required to pass a motion.
  8. Speaking: In a meeting, members should be recognized by the Chair before speaking.
  9. When is it a Meeting: If any public business is discussed collectively by four or a majority of members of one body.
  10. Representation of the body: Members of a City of Kenai Board, Commission, Committee or Council on Aging may only speak on behalf of the body when approved to do so by a majority vote of the body; at which time their basic responsibility is to carry out the body's directives identified within the approved motion.
- G. Council Participation
1. Any Council Member may attend a meeting or work session of any Commission, Committee or the Council on Aging; however, no more than three Council Members may attend any one meeting without additional public notice.
  2. Only the Council Liaison to the respective, Commission, Committee or Council on Aging may speak on behalf of the Council to the relevant body if approved to do so by a majority vote of the City Council. Participation of the Liaison at Commission, Committee and Council on Aging meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission, Committee or Council on Aging. The Liaison is a non-voting member and may not participate in the debate of an advisory body.
  3. Participation by Council Members (acting as a Council Member) other than the Liaison should be limited to ONE Council Member who is a sponsor of a legislative item to be considered for recommendation from the advisory body. The sponsors participation should be limited to three-minute testimony and answering questions from the body. The sponsor of the legislation may not participate in debate of the advisory body. When speaking to the advisory body as the legislate sponsor the following additional rules apply:
    - a. The legislative sponsor will not testify from the Dais, testimony from the sponsor shall be made from the area designated for public comment.

- b. If the legislative sponsor is the Liaison to the advisory body, the legislative sponsor will remove themselves from the dais and seat themselves in the public area of the chambers. The legislative sponsor will remain in the public seating area during the discussion, debate and voting on the legislative item in which they sponsored.
- 4. Exception: Council Members may fully participate in any joint work session or other meeting with a Commission, Committee, or the Council on Aging when it has been noticed that the City Council will be in attendance, or there has been a specific delegation of authority by the Council for a member(s) to represent the Council.

  
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Brian Gabriel Sr., Mayor

ATTEST:  
  
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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.*