

# Division of Community and Regional Affairs

## Meeting Minutes



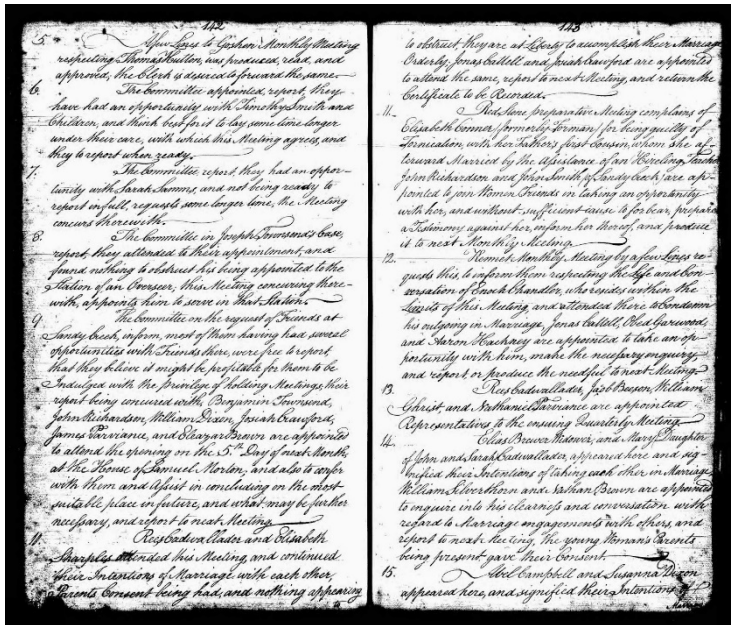
**Rebecca Rein, Local Government Specialist**

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

LGIT

10/24/2024

# Minutes, The Official Journal of Meetings



- Statutory Authority
- Purpose
- Types
- Approval
- Retention



## Minutes

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Statutory Authority

Alaska Statutes- Sec 29.20.160- Procedures of governing bodies.

(e) A governing body shall maintain a **journal** of its official proceedings that shall be a public record.

Alaska Statutes- Sec 29.20.380- Municipal Clerk.

(a) The municipal clerk shall

(1) attend meetings of the governing body and its boards and committees as required and keep the **journal**;



## Minutes

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# Statutory Authority

Alaska Statutes- Sec 29.20.160- Procedures of governing bodies. (b)

(b) A governing body shall hold at least one regular meeting each month unless otherwise provided by ordinance. If a majority of the members are given at least 24 hours oral or written notice and reasonable efforts are made to notify all members, a special meeting of the governing body may be held at the call of the presiding officer or at least one-third of the members. A special meeting may be conducted with less than 24 hours notice if all members are present or if absent members have waived in writing the required notice. Waiver of notice can be made before or after the special meeting is held. A waiver of notice shall be made a part of the **journal** for the meeting.



## Minutes

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# Purpose of Meetings (Included in the October 3<sup>rd</sup>, LeGIT training)

## **Conduct business**

This is why an agenda is used and an order of business is followed.

## **Make decisions**

Actions of a governing body are adopted by a majority of the total membership of the body.

## **Ensure the public's right to know**

The final vote of each member on each ordinance, resolution, or substantive motion shall be recorded "yes" or "no", except that if the vote is unanimous, it may be recorded "unanimous".

## **Allow public input**

At least five days before the public hearing, a summary of the ordinance shall be published together with a notice of the time and place for the hearing.



## **Minutes**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

**Call to order**  
**Roll call**  
**Public comments**  
**Approval of agenda**  
**Minutes of previous meeting**  
**Reports**  
**Communications**  
**Old business**  
**New business**  
**Public comments**

## Standard Agenda Items



**Minutes**

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Purpose of Minutes

## Minutes

Meeting minutes are an efficient historical summary of the group's actions and decisions.

### What to include:

- Name of the body and the type of meeting.
- Date and place of the meeting (full address.)
- Start time and ending time (adjournment.)
- Members of the body who attended, and members absent/excused (denote who attended telephonically, or if a member was late, what time they joined the meeting.)
- Agenda items from your meeting agenda (as shown in previous slide.)
- Each Motion- including who made the motion.
- The final vote of each motion as approved or failed.
- The final vote of each member on each ordinance, resolution, or substantive motion shall be recorded "yes" or "no", except that if the vote is unanimous, it may be recorded "unanimous".



## Minutes

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Purpose of Minutes

## Minutes

Meeting minutes are an efficient historical summary of the group's actions and decisions.

### What to EXCLUDE:

- Things that didn't happen don't belong in the minutes.
- Detailed Discussions don't belong in the minutes: at most write an efficient summary of a discussion while not getting into the back-and-forth of a conversation.
- Personal Remarks, by members of the body/staff or by the public.
- Statements intended to be “put on the record”- Turning the record of official actions into a platform for personal opinions is not in good form.



## Minutes

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# Types of Minutes

## Action

A concise record of the meeting's decisions, actions, and any tasks assigned to meeting attendees.

## Verbatim

A word-for-word account of the entire meeting.

## Summary

A concise and focused summary of the meeting's essential points. This style of minutes is a balance between Action Minutes and Verbatim Minutes.



# Minutes

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Minutes of the Kenai City Council Meeting; April 5<sup>th</sup>, 2023

KENAI CITY COUNCIL – REGULAR MEETING  
APRIL 5, 2023 – 6:00 P.M.  
KENAI CITY COUNCIL CHAMBERS  
210 FIDALGO AVE., KENAI, AK 99611  
MAYOR BRIAN GABRIEL, PRESIDING

MINUTES

**A. CALL TO ORDER**

A Regular Meeting of the Kenai City Council was held on April 5, 2023, in City Hall Council Chambers, Kenai, AK. Mayor Gabriel called the meeting to order at approximately 6:00 p.m.

**1. Pledge of Allegiance**

Mayor Gabriel led those assembled in the Pledge of Allegiance.

**2. Roll Call**

There were present:

Brian Gabriel, Mayor	James Baisden, Vice Mayor
Tessa Winger	Deborah Souart
Alex Douthit	Victoria Askin
Henry Knackstedt	

A quorum was present.

Also in attendance were:

\*\*Silas Thibodeau, Student Representative  
Terry Eubank, City Manager  
Scott Bloom, City Attorney  
Larry Semmens, Temporary Finance Director  
Jessica Hendrickson, Chief Animal Control Officer  
Scott Curtin, Public Works Director  
Kathy Romain, Senior Center Director  
Shellie Saner, City Clerk

**3. Agenda Approval**

**MOTION:**

Council Member Knackstedt **MOVED** to approve the agenda with the requested revisions and requested **UNANIMOUS CONSENT**. Vice Mayor Baisden **SECONDED** the motion.

**VOTE:** There being no objection; **SO ORDERED**.

**4. Consent Agenda**

**MOTION:**

Council Member Knackstedt **MOVED** to approve the consent agenda. Vice Mayor Baisden **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Gabriel opened the floor for public comment; there being no one wishing to be heard, the public comment period was closed.

**UNANIMOUS CONSENT** was requested.

**VOTE:** There being no objection; **SO ORDERED**.

City of Kenai Council Meeting  
April 5, 2023

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\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

**B. SCHEDULED PUBLIC COMMENTS**

1. Samantha Springer, Executive Director of the Kenai Chamber of Commerce and Visitor Center.

Samantha Spring, new Executive Director of the Kenai Chamber of Commerce and Visitor Center introduced herself, stated she was looking forward to working with the City and noted that they were working on a volunteer search to establish a list of volunteers for events; working with the Soldotna Chamber of Commerce toward more joint events; and listed upcoming events.

**C. UNSCHEDULED PUBLIC COMMENTS**

What type of minutes are being used?

## Minutes

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# Minutes of the Pelican City Council Meeting; August 9<sup>th</sup>, 2023

**Call to Order** - Mayor Patricia Phillips called the meeting to order at 6:00 p.m.

**Pledge of Allegiance** - The Pledge of Allegiance was recited.

**Roll Call** – Mike Allard, Nate Barker, Norm Carson, Jamie Mork and Celeste Weller present. Derek Stewart was available via teleconference.

**Welcome Visitors** – Emily Jourdan, and Dylan Grafe present. Seth Stewart, Mini Reink, Dylan Grafe, and Kelly Chapman are available via teleconference. *Visitor Comments* – N/A.

**Department Heads** – *June and July 2023 Water Report provided.*

Lattieca: My packet's a mess, so hold on a second. There really—we have Quintin's June, and his July water report is online. Patty: It's here. Lattieca: Oh, do you guys have that one, too? Patty: I have it. Nate: I have June and here's July. Lattieca: Okay, good. I'm the only one that doesn't have July's, then. Patty: You can have mine. Lattieca: That's okay. I can print one off when I go in. So, since we didn't have the regular meeting in July—Patty: June. Lattieca: You'll have June and July's. There really wasn't a fuel dock update except we were having a fuel barge on—it was supposed to be Friday. But I think now, Raven sent an email out and it's gonna be Saturday. Patty: Oh. Lattieca: So, the fuel barge is gonna be Saturday. Lattieca: I would have to double-check, but I thought it's gonna be in the—like, 5. Celeste: The email said 5 pm. Lattieca: Was it 5 pm? Patty: Oh, 5 pm. Okay. Lattieca: And so yeah. We will be having a fuel barge. For this month. And then the only office report we have—Raven's going to be going to training for the bulk fuel. So, she'll have that training since she's the—I think it's the—the person in charge, with Vance. So, he does the operations of it, and she does the paperwork. And so, she's gonna go and get training as well, for the fuel dock. Patty: The same training, we put Vance through. It's good to have 2 people. It was important that we have somebody have that training. And we're glad Vance did it, and now we'll have a secondary. Lattieca: Yeah. So, there'll be 2 people trained up. And the office hours might be a little wonky while she's gone. But I'm gonna get a schedule set and it'll be posted since I'll be splitting my time while she's doing that. Other than that, I don't think I have anything else at the moment. Patty: We have 2 PUD reports in your packets. Well, they're actually—the August 9<sup>th</sup> one was on the table, wasn't it? Lattieca: Yes. So, there's a July one, and then there's an August one. Patty: Pretty thorough. If you have questions, you can email Walt. Jamie: Wow. It's amazing to watch the water temperature rise. Versus June to the last day of July. Patty: What did it go to? Jamie: 40.8 to 51.2. Patty: I'm surprised it didn't go higher. Jamie: Yeah. Lattieca: It was really warm there for a while. Patty: Pretty much the mayor has been sending you updates via emails. You should all be getting them. And you know, feel free to, you know, respond, or ask questions. Okay.

**Agenda Adoption** -

**Motion:** Jamie: I make a motion to adopt the regular City Council meeting on Wednesday, August 9<sup>th</sup>, 2023, at 6:00 pm. Nate 2<sup>nd</sup>. M/C.

**Discussion:** Patty: Lattieca talked with Shane, and he asked if the blue bunkhouse could be tabled. They're just in peak season and not ready to talk about it. So, we'll move that one to the next meeting, until they get time. Any agenda discussion? Any objections to adopting the agenda as stated? *Agenda adopted.*

## What type of minutes are being used?



## Minutes

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Minutes of the Houston City Council Meeting; April 14, 2022

What type of minutes are being used?



## Minutes

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7. **PUBLIC PARTICIPATION** Public Hearing(s) (3 minutes per person)

**Mayor Thompson opened the Public Hearing for Ordinance 22-02 at 6:07 p.m.**

Ordinance 22-02: An Ordinance of Houston City Council Amending the Fiscal Year 2022 Budget by Appropriating \$15,758.00 from the General Account Fund Balance to the Capital Account for the Purpose of Acquiring Ballot Tabulators and Related Equipment for use in City Elections. *(Introduced on March 10, 2022 and set to Public Hearing)*

A written comment was sent in by the previous Houston City Clerk, Sonya Pevan in support of Ordinance 22-02.

There were no other written or public comments.

**Mayor Thompson closed the Public Hearing for Ordinance 22-02 at 6:09 p.m.**

MOTION: Deputy Mayor Wilson moved to adopt Ordinance 22-02.

MOTION: Council Member Cole moved to postpone Ordinance 22-02 indefinitely.

DISCUSSION: Discussion ensued

ACTION: Failed

YES: Adams, Cole (2)

NO: Wilson, Stout, Thompson, Porter, Brunswick (5)

ABSENT: None

ACTION: Approved

YES: Porter, Brunswick, Thompson, Stout, Wilson (5)

NO: Cole, Adams (2)

ABSENT: None

**Mayor Thompson opened the Public Hearing for Ordinance 22-03 at 6:26 p.m.**

Ordinance 22-03: An Ordinance of the Houston City Council Amending the Fiscal Year 2022 Budget by Appropriating \$43,883.60 from the General Account Fund Balance to the Capital Account for the purpose of Acquiring Firefighting Turnouts and Related Equipment. *(Introduced on March 10, 2022 and set to Public Hearing)*

There were no written or public comments.

# The Approval process for minutes

Generally, the City Clerk or an employee the Clerk chooses will write the minutes.

The writing of the minutes may happen during the meeting, generally after the meeting.

The Clerk may use a template or recording to help them write minutes.

Once written and reviewed by staff minutes should be placed on the next meeting agenda for approval.

Once approved, or amended and approved, the meeting minutes become an official and permanent **journal** of what happened during the meeting. Minutes are retained permanently.



## Minutes

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Alaska's Open Meetings Act

To be able to protect the public's right to know, the OMA requires that:

- all deliberations and action taken by a public entity must be done in public view, with limited exceptions;
- the public must be provided prior knowledge of all steps occurring in the decision-making process, with limited exceptions; and that
- individual actions of an official are made known.

In order for these requirements to have full effect, meetings must occur as provided in the notice; and, with few exceptions, the public must be allowed to involve itself in the meeting. The public must also have access to materials being considered during the meeting.

In addition to laying out specific steps required for meetings and allowable exceptions, the statutes addressing open meetings speak about the state's policy regarding what authority the public has delegated to governing bodies.



## Minutes

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# Alaska's Open Meetings Act

According to the 'State Policy Regarding Meetings' (AS 44.62.312):

- The government exists to aid in conducting the people's business.
- Government units should act and deliberate openly.
- The people do not yield sovereignty to government agencies that serve them.
- Public servants have not been given the right to decide what is good or not good for the people to know.
- People should remain informed so they may retain control over the government they created.
- The use of teleconferences is for convenience of the parties, public, and government.

The Open Meetings Act should be narrowly construed to effectuate these policies and avoid unnecessary exemptions.



## Minutes

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT

# Maintaining Meeting Records- Minutes

The Clerk is responsible for:

- Attending meetings of the governing body and its boards and committees as required and to keep the journal (minutes);
  - Minutes: the final vote of each member on each ordinance, resolution, or substantive motion shall be recorded "yes" or "no", except that if the vote is unanimous it may be recorded "unanimous".
- Assuring that notices and other requirements for public meetings are complied with and assuring that public records are available for public inspection as required by law;
- Managing municipal records and developing retention schedules and procedures for inventory, storage, and destruction of records as necessary;
- **Maintaining an indexed file of all permanent municipal records, providing for codification of ordinances, and authenticating or certifying records as necessary.**



## Minutes

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Questions?

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907-269-3037



Minutes

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