



SOLDOTNA

Soldotna City Clerk's Office
177 North Birch Street
Soldotna, Alaska 99669
Phone: 907-262-9107
Fax: 907-262-4389

Application Packet

Airport Commission

Library Advisory Board

Parks & Recreation



City of Soldotna

Soldotna Boards and Commissions

NOTICE OF VACANCIES

The City of Soldotna has a number of City Board and Commission seats available for appointment or re-appointment. Soldotna Board & Commission members are appointed by the Mayor and confirmed by City Council.

Seats becoming vacant in December; 3-year terms begin January 1, 2020:

Airport Commission (Seats A and B) *(One applicant shall be from the Planning and Zoning Commission; both applicants may reside outside of City limits; however, if an applicant resides outside of City limits the applicant must be an airport user.)*

Library Advisory Board (Seat A) *(Applicant may reside outside of City limits.)*

Parks & Recreation Advisory Board (Seat D) *(Applicant must reside within City limits.)*

Planning & Zoning Commission (Seats A and E) *(Both applicants must reside within City limits.)*

All Board and Commission meetings are held in the Council Chambers at Soldotna City Hall, 177 N. Birch Street, Soldotna, Alaska.

If you are interested in serving on a board or commission, please submit a completed application and a letter of interest to the City Clerk, 177 N. Birch Street, Soldotna Alaska 99669. The deadline to apply is Friday, November 8, 2019 at 4:30 p.m. Applications are available online at www.soldotna.org or can be picked up at Soldotna City Hall. For more information on city boards and commissions, contact the Clerk's Office at 907-262-9107.

Shellie Saner, MMC
City Clerk



OFFICE OF THE CITY CLERK

CITY OF SOLDOTNA

177 N. BIRCH STREET

SOLDOTNA, ALASKA 99669

PHONE: (907) 262-9107 / DIRECT LINE: 714-1223

FAX: (907) 262-4389

www.soldotna.org

cityclerk@soldotna.org

Board and Commission Application Information

Applications for City board or commission membership are accepted in the Office of the City Clerk. Recruitment for expiring terms takes place annually in November and December.

Members are selected and appointed by the Mayor and confirmed by the City Council. During the application and appointment process, applicant names for a board or commission could be published in the newspaper and the merits of the appointment could be discussed during a public forum.

Confirmed Commissioners will be notified of their appointment by the City Clerk. Prior to participating in a commission meeting, new members are sworn in, and their signed Oath of Office becomes a part of the board records maintained by the Clerk.

Members must comply with board/commission member requirements as set forth in Soldotna Municipal Code:

- Chapter 2.50, Boards and Commissions, outlines general provisions for commissions of the City, as well as information specific to each board or commission;
- Chapter 2.30.040 provides information regarding the Employee relations board.
- Chapter 17.05.010 provides information regarding the Planning and Zoning Commission.

Commissioner terms are staggered and are for a period of three-years. Terms expire on December 31, and new appointments begin on January 1. Exceptions: 1), if a seat is filled due to a resignation, the new commissioner is appointed to fill the remainder of the existing term; and 2), if a new commission is formed; the first appointments are set per SMC 2.50 (F) in order to establish staggered terms.

Under the Public Official Financial Disclosure Law AS 39.50, Planning and Zoning Commissioners are required to file a Public Official Financial Disclosure Statement annually.

Application for Appointment to a Board or Commission

To apply to be a Board or Commission Member, return a completed application form to the City Clerk.



SOLDOTNA
City of Soldotna, Alaska

Office of the City Clerk
177 N. Birch Street
Soldotna, Alaska 99669

For Official Use Only

APPLICATION FOR APPOINTMENT

Phone: (907) 262-9107
Fax: (907) 262-4389
cityclerk@soldotna.org

APPLICATION FOR APPOINTMENT TO CITY BOARDS AND COMMISSIONS

Position applying for – select one or more of the following:

- Airport Commission *[meets quarterly]*
- Employee Relations Board *[meets as needed]*
- Library Board *[meets quarterly]*
- Parks and Recreation Advisory Board *[meets quarterly]*
- Planning & Zoning Commission *[meets on the 1st Tuesday of each month]*

Name: _____

Home Phone: _____

Mailing Address: _____

Work Phone: _____

Residence Address: _____

Cell Phone: _____

Occupation: _____

Email: _____

Employer: _____

- Do you reside within the Soldotna City limits? Yes or No If so, for how long? _____
- Airport Commission applicants, are you an Airport User? Yes or No If so, for how long? _____
- Are you an employee of the City? Yes or No If so, for how long? _____
- Are you a member of any labor organization which represents or is attempting to represent the city employees?
 Yes or No If so, for how long? _____
- Do you currently own or operate a business in the City of Soldotna? Yes or No If so, what is the name and physical location of the business? _____
- Does your schedule permit you to attend required meetings? Yes or No
- Are you currently affiliated with the City of Soldotna in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: _____
- Do you currently have a direct or indirect financial or business interest with the City of Soldotna? if so please note: _____

Return completed application to the Office of the City Clerk

- Please provide a **one-page resume** to include education and experience; **or**
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

The Soldotna Planning and Zoning Commission is a quasi-judicial board that makes decisions and recommendations about land use on specific properties, and the development of the community as a whole. Please describe your interest in planning and community development, and any relevant experience you may have with codes, land use regulations and community planning. Please note, prior experience is not a requirement.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board commission member requires compliance.

I certify that the information in this application is true and correct.

Signature of Applicant

Date

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Resident of the city: Yes No

Resume Attached: Yes No

PC: APOC Financial Disclosure Statement: Attached On File N/A
(Required with all applications for Planning & Zoning Commission)

Date of Council Approval: _____

Date Applicant Notified: _____

Return completed application to the Office of the City Clerk

Chapter 2.24 - CONFLICT OF INTEREST

2.24.010 - Declaring a substantial financial interest

- A. A member of the governing body shall declare a substantial financial interest the member has in an official action and ask to be excused from a vote on the matter.
- B. A member of the governing body may ask another member of the governing body whether that member has a substantial financial interest in an official action. Based on the information provided in response to this request, any member of the governing body may ask for the responding member to be excused from a vote.
- C. The presiding officer shall rule on a request to be excused from a vote.
- D. The decision of the presiding officer on a request to be excused from a vote may be overridden by the majority vote of the governing body. The person proposed to be excused shall not vote on whether to override the decision of the presiding officer.
- E. A person shall not be deemed to have an interest in the affairs of a nonprofit corporation of which the person is an unpaid director appointed by the city to fill a seat designated for a city officer or employee to represent the city's interests on that board, solely by virtue of the directorship.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2013-004, § 1, 2-27-2013)

2.24.015 - Prohibition on participation and voting

- A. A member of the governing body shall not participate in discussion or consideration of any matter in which the member or a related person has a substantial financial interest.
- B. A member of the governing body shall be excused from voting on any matter in which the member or a related person has a substantial financial interest except a vote on the question of recommending, approving or directing a condemnation proceeding.

(Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 1, 6-27-2012)

2.24.020 - Others having a substantial financial interest

A municipal employee or official, other than a member of the governing body, may not participate in an official action in which the employee or official or a related person has a substantial financial interest.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 2, 6-27-2012)

2.24.030 - Substantial financial interest defined

For the purposes of this chapter, "substantial financial interest" means and shall include any of the following unless excepted under Section 2.24.050:

- A. A contractual relationship with the city, or with any of its agencies or agents, in an amount exceeding \$500.00;

- B. A contractual relationship in an amount exceeding \$500.00 with any person whose personal or property rights pertaining to such relationship are the subject of specific inquiry or action by the city or its agents;
- C. An appearance as a party plaintiff or defendant, or as a real party in interest, in any lawsuit, master's hearing, or other legal proceeding in which the city is a party, plaintiff or defendant, or otherwise has a direct interest.
- D. The filing of an application for a zoning permit for property in which the member, employee, official or a related person has an ownership interest.
- E. An employment relationship with or serving as a member of the board of directors, of any person who is:
 - 1. The applicant initiating the action for which a public hearing is being held; or
 - 2. The person whose personal or property rights are the subject of the specific matter under consideration; or
 - 3. The recipient of a donation or appropriation of city assets in an amount exceeding \$500.00.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 3, 6-27-2012)

2.24.040 - Disclosure requirements

In addition to the disqualification requirements set forth in subsections A and B of Section 2.24.030, any member of city council, officer or employee of the city desiring to enter into a contract with the city in an amount exceeding five hundred dollars shall publish one time, at his expense, in a local newspaper of general circulation, a public notice setting forth his intention to bid or to contract, and the fact that he has disqualified himself from taking any action by virtue of his official position concerning such matter.

(Ord. 424 § 4 (part), 1986)(Ord. No. 2010-015, § 1, 5-12-2010)

2.24.050 - Exceptions to substantial financial interest

- A. No substantial financial interest shall be deemed to exist by virtue of the normal, necessary and customary purchases by the city or by its agents of services, supplies or equipment on a month-to-month basis from any person subject to the provisions of this chapter, so long as such purchases are not subject to a contract or other agreement in an amount exceeding five hundred dollars, or so long as such purchases do not commit the city to purchase on any basis other than on its month-to-month requirements.
- B. No substantial financial interest shall be deemed to exist by virtue of ownership of property for which notice of a public hearing is required to be delivered to a member under Section 17.10.245(C), unless the member of the governing body is directly or indirectly the applicant initiating the action for which a public hearing is being held.
- C. No substantial financial interest shall be deemed to exist by virtue of ownership of stock in a corporation if it is listed on the New York or American Stock Exchanges and the ownership

interest whether direct or indirect is of less than five percent of the outstanding stock or shares in the corporation.

- D. No substantial financial interest shall be deemed to exist in an advisory vote of the airport commission under Section 2.50.040(C) on a matter or recommendation generally applicable to all airport users by virtue of ownership of a leasehold interest in property at the Soldotna Airport.
- E. No substantial financial interest shall be deemed to exist solely by virtue of serving as a member of the planning and zoning commission or any board established under Chapter 2.50 of this Title.

(Ord. 424 § 4(part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 4, 6-27-2012)

2.24.060 - Definitions

- A. "Domestic partner" means a person who is living with another person in a relationship like a marriage, but that is not a legal marriage.
- B. "Governing body" means the city council, the planning and zoning commission and any board identified in Chapter 2.50.
- C. "Immediate family member" means a public official's: 1) spouse or domestic partner, child, stepchild, dependent, parent, stepparent, son-in-law, daughter-in-law, mother-in-law, 2) children, 3) spouse's children, 4) children's spouses, 5) grandchildren, 6) parents, 7) stepparents, 8) siblings, 9) grandparents, 10) spouse's parents, 11) spouse's grandparents or father-in-law; 12) a regular member of a public official's household.
- D. "Related person" as used in this chapter means:
 - 1. An immediate family member;
 - 2. A firm, partnership or association of which the member, employee or official is a member or employee.
 - 3. A corporation of which the member, employee or official is an officer, director or employee.
 - 4. A corporation in which the member, employee or official owns more than five percent of the stock, or which is controlled directly or indirectly by such person.
- E. "Stepparent" means the spouse of a natural parent of a person.

(Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 5, 6-27-2012)

2.24.070 - Common law superseded

The provisions of this chapter supersede the common law on conflicts of interest arising out of substantial interests that may apply to city officers, employees, and members of governing bodies.

(Ord. No. 2010-015, § 1, 5-12-2010)

Chapter 2.50 - BOARDS AND COMMISSIONS

2.50.010 - General provisions for boards and commissions

- A. Unless otherwise provided in this code this section shall apply to all boards and commissions of the city of Soldotna other than the planning and zoning commission.
- B. Boards or commissions shall consist of five regular members appointed by the mayor and confirmed by the city council.
- C. Three members shall constitute a quorum for any meeting. Should the board or commission hold a work session on a matter that will come before the board or commission as a body a quorum is not required.
- D. The city manager is an ex-officio, nonvoting member of all boards or commissions.
- E. Members shall be appointed for a term of three years with terms commencing on January 1st. In the event a seat becomes vacant, a new appointment shall be made for the remaining portion of that term.
- F. Boards and commissions shall have staggered terms so that no more than two member's terms shall end in any year. To provide staggered terms of the board appointed pursuant to this chapter, two seats shall be appointed for a three-year term, two for a two-year term, one for a one-year term, and the alternate for a one-year term at the time any board or commission is created. Subsequent terms shall be three years, as provided in this section.
- G. Annually the voting members of each board or commission shall select a chair and vice-chair from the regular members of the board. Meetings shall be held not less than once each quarter in the month beginning the quarter.
- H. A schedule of regular meetings shall be established for each board or commission with each board or commission meeting at least four times a year. The schedule and location shall be posted and if the meeting is cancelled notice shall be given to the city clerk who shall post notice of the cancellation on the notice board at city hall and such other locations as he/she deems necessary. If the designated meeting location must change the clerk shall also be notified so notice may be given and a notice shall be posted at the originally designated location identifying the changed location at least one hour prior to the meeting if the new location has not already been publicly posted.
- I. An agenda shall be prepared for each meeting and shall be available to the public at city hall not less than forty-eight hours before a regularly scheduled meeting.
- J. Minutes shall be prepared for all regular or special meetings of the board or commission meetings and shall be regarded as public records and all meetings shall be public. All original minutes and recordings shall be kept by the city clerk.
- K. Special meetings may be called by the chairman or city manager as needed for the conduct of business of the board or commission.
- L. Any member who misses three consecutive meetings without being excused shall be subject to removal by the mayor or chairman of the board or commission of which they are a member.
- M. The council may appoint a council representative to attend the various boards and commissions. Council members shall serve as an ex-officio, nonvoting member while so appointed and their appointment shall be for a one-year term. This subsection does not

preclude council members being appointed as regular members of a board or commission as may be provided otherwise by this code.

(Ord. 2006-23 § 2 (part), 2006) (Ord. No. 2009-031, § 1, 8-26-2009; Ord. No. 2013-028, § 1, 10-9-13; Ord. No. 2016-010, § 1, 5-11-2016)

2.50.020 - Library board

- A. The library advisory board of the city of Soldotna is hereby established.
- B. Members of the library advisory board shall consist of two members who must reside within city limits, two members who may reside within city limits and one member who must reside within city limits or is the owner of a business within city limits.
- C. The duties of the board shall be to: (1) make recommendations to the librarian, the city manager and the council on any matters relating to the public library or to library service for the city, (2) review and make recommendations on policies and procedures for the operation of the library and the annual budget.
- D. The librarian shall serve as staff for the board and assure that minutes are kept of the board's meetings.

(Ord. 2006-23 § 2 (part), 2006) (Ord. No. 2013-028, § 1, 10-9-13)

2.50.030 - Parks and recreation advisory board

- A. The parks and recreation advisory board is hereby established.
- B. No more than one member of the parks and recreation advisory board may reside outside the city limits.
- C. The purpose of the parks and recreation advisory board is to offer consultation and recommendations pertaining to the management, marketing, operations and maintenance of all city-controlled parks and recreation facilities, including the sports center, to hear and offer recommendations for adjusting grievances from facility users and to offer recommendations on management and operational topics, including fees for use of facilities and properties.
- D. The board shall also review and make recommendations to the city council for the development of parks, recreation facilities and city beautification; periodically review park plans; and recommend the location of benches in parks and along city streets. The board has direct oversight of the Adopt-A-Corner program in accordance with city ordinances and resolutions.
- E. Meetings shall be held not less than once each quarter. Additional meetings may be scheduled by the chair or the city manager as needed to review plans or proposals subject to review by the board. The parks and recreation director or his or her designee shall serve as staff to the advisory board and assure that minutes are kept of the board's meetings.

(Ord. 2006-23 § 2 (part), 2006) (Ord. No. 2013-028, § 1, 10-9-13; Ord. No. 2015-038, § 1, 11-10-2015)

2.50.040 - Airport commission

- A. The airport commission is hereby established.

- B. In lieu of the provisions generally set by SMC Section 2.50.010, the membership of the airport commission shall be: one member shall be the planning and zoning commission chair or another member of the planning commission; two airport users; and two members at large, one of whom may also be a member of the city council. No more than two members may be a nonresident of the city of Soldotna; a nonresident member must be an airport user. The airport manager shall be an ex-officio nonvoting member and serve as staff for the airport commission and assure that minutes are kept of the commission's meetings.
- C. Duties. The airport commission shall make recommendations to the airport manager, city manager and council on the development of the airport, use of airport properties, and the rules and regulations for operation, maintenance and safety of the Soldotna municipal airport. It shall periodically review the airport master plan. The airport manager may also seek the advice of the airport commission on other matters pertaining to the operation of the airport.

(Ord. 2006-23 § 2 (part), 2006) (Ord. No. 2009-031, § 2, 8-26-2009; Ord. No. 2015-035, § 1, 1-13-2016)