



# MEMORANDUM

---

**Resolution 23-057, A Resolution of the City Council of Homer, Alaska Amending the Port and Harbor Advisory Commission Bylaws under Article V- City Staff Roles, Article VI – Meetings, VIII – Committees and Regular Meeting Agenda. City Clerk.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Castner and Homer City Council  
**Date:** June 8, 2023  
**From:** Melissa Jacobsen, MMC, City Clerk

---

At their April 26, 2023 regular meeting the Port and Harbor Advisory Commission approved amendments to their bylaws under V-City Staff Roles, VI-Meetings, and VIII-Committees to correct references to the Commission's staff liaison, amend their meeting time, and remove reference to one or more committee members, and scheduled a second reading for their bylaw amendments on May 24, 2023.

May 24, 2023 regular meeting the Port and Harbor Advisory Commission voted unanimously to amend the Commission Bylaws as noted above with the addition to amending their agenda to include "Comments of the Mayor".

Excerpts of the minutes of those meetings follow.

April 24, 2023 approved minutes:

*10.D. Annual Review of PHC Policies/Bylaws  
Agenda Item Report PHC 23-023*

*City Clerk Jacobsen responded to a question about amending the language regarding the number of members on a Committee. She explained the current language in the bylaws regarding a one member committee could be removed and leave it as committee without defining a number, because as the make-up of the committee will be determined by Council when the committee is developed.*

*There was concurrence to make that change along with amending the meeting time to 5:30 year round as they've discussed previously.*

*SIEKANIEC/PITZMAN MOVED TO AMEND THE BYLAWS BY REMOVING THE REFERENCE TO THE PORT DIRECTOR AS THE ASSIGNED STAFF LIAISON, CHANGING THE OFFICIAL REGULAR MEETING TIME TO 5:30 P.M., AND ADD NOVEMBER TO THE REGULAR MEETING SCHEDULE; AND HOLD A SECOND READING AT THE MAY MEETING, AND MODIFY ARTICLE 8 ON COMMITTEES TO STRIKE OF ONE OR MORE MEMBERS.*

*There was no further discussion.*

*VOTE: NON OBJECTION: UNANIMOUS CONSENT*

*Motion carried.*

May 26, 2023 unapproved minutes:

9. B. *Annual Review of PHC Policies/Bylaws*

*Chair Matthews introduced the item and noted that this will be the second meeting on the proposed amendments to the bylaws as required and requested any additional amendments of thoughts on the changes. Hearing none she requested a motion and second to adopt.*

*Deputy City Clerk Krause provided clarification on the process to amend bylaws.*

*Mayor Castner requested an amendment to the agenda format to have Comments of the Mayor added.*

*ZEISET/PITZMAN MOVE TO INCLUDE THE MAYOR IN THE COMMENT SECTION AT THE END OF THE MEETINGS.*

*There was no discussion.*

*VOTE: NON-OBJECTION. UNANIMOUS CONSENT.*

*Motion carried.*

*ZEISET/SIEKANIEC MOVE TO ADOPT THE PORT AND HARBOR ADVISORY COMMISSION BYLAWS WITH THE AMENDMENT JUST MADE TO THE BYLAWS FOR SECOND AND FINAL READING AND FORWARD TO CITY COUNCIL FOR APPROVAL.*

*There was no discussion.*

*VOTE: NON-OBJECTION. UNANIMOUS CONSENT.*

*Motion carried.*

**Recommendation**

Adopt Resolution 23-057