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**CITY OF HOMER
HOMER, ALASKA**

City Clerk/Economic Development
Advisory Commission

RESOLUTION 23-081

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE ECONOMIC DEVELOPMENT ADVISORY
COMMISSION BYLAWS ARTICLE V. CITY STAFF ROLES AND
ARTICLE VI. MEETINGS.

WHEREAS, Article V – City Staff Roles is amended to reflect the Economic Development
Manager as the Staff Liaison rather than the Deputy City Planner

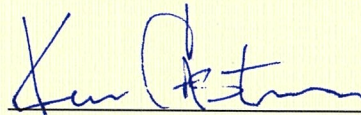
WHEREAS, Article VI – Meetings is amended to reflect Consent Agenda rather than
Agenda Item.

WHEREAS, The Economic Development Advisory Commission introduced the
amendments at their May 9, 2023 regular meeting and approved amendments at a second
meeting on August 8, 2023 in accordance with their bylaws.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska amends the
Economic Development Advisory Commission Bylaws by amending Article V. City Staff Roles
and Article VI. Meetings.

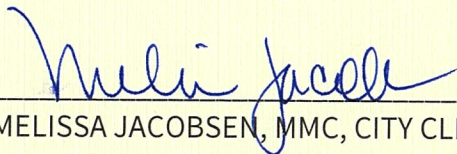
PASSED AND ADOPTED by the Homer City Council this 28th day of August, 2023.

CITY OF HOMER



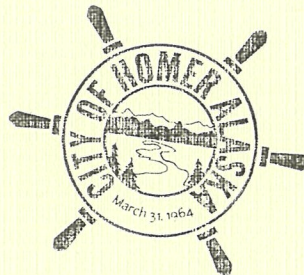
KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: N/A



1 **CITY OF HOMER ECONOMIC DEVELOPMENT ADVISORY COMMISSION**
2 **BYLAWS**
3

4 **ARTICLE I - NAME AND AUTHORIZATION**
5

6 The Economic Development Advisory Commission was established October 25, 1993 with the adoption
7 of Ordinance 93-15(S)(A). The Commission was inactivated on January 24, 2000 and reactivated
8 February 27, 2006 by Resolution 06-20. The following bylaws were adopted on December 13, 2021 and
9 shall be in effect and govern the procedures of the Economic Development Advisory Commission.
10

11 **ARTICLE II - PURPOSE**
12

13 The Economic Development Advisory Commission will act in an advisory capacity to the City Manager
14 and the City Council on the overall economic development planning for the City of Homer in accordance
15 with Homer City Code Chapter 2.76.040.
16

17 **ARTICLE III - MEMBERS**
18

19 Section 1. The Commission shall consist of seven members comprised of at least five (5) members that
20 reside inside city limits and shall be registered voters in the Kenai Peninsula Borough or the City of
21 Homer. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-
22 year terms to expire on April 1st of designated years.
23

24 Section 2. Notice of term expirations will be delivered to members by the City Clerk's Office. Members
25 wishing to continue services upon the completion of a three-year term must submit a reappointment
26 application to the City Clerk's Office, which is subject to review by the Mayor and confirmed by City
27 Council. There are no limits on the number of terms a member may serve.
28

29 Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for
30 the unexpired term by an appointee selected by the Mayor and confirmed by City Council.
31

32 Section 4. A member's appointment is vacated under the following conditions:

- 33 • A member fails to qualify to take office within 30 days after their appointment;
- 34 • A member resigns;
- 35 • A member is physically or mentally unable to perform the duties of the office;
- 36 • A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- 37 • A member has three consecutive unexcused absences, or misses half of all meetings within an
38 appointment year, whether excused or unexcused.
39

40 Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council
41 member and one Homer area high school Student Representative to serve as consulting, non-voting
42 members. The Mayor, the City Manager, a representative of the Homer Marine Trades Association, and
43 the Director of the Homer Chamber of Commerce shall serve as non-voting, consulting members.
44

45 **ARTICLE IV - OFFICERS**
46

47 Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed
48 commissioners at the regular April meeting of the Commission.

49
50 Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and
51 until their successors are duly elected. Officers may be re-elected in subsequent years.
52

53 Section 3. The Chairperson shall preside at all meetings of the Commission, authorize calls for any
54 special meetings, execute all documents authorized by the Commission, serve as ex officio/voting
55 member of all committees, and generally perform all duties associated with that office.
56

57 Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall
58 assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent,
59 and a quorum of four members are present, the senior member shall assume and perform the duties
60 and functions of the Chair.
61

62 **ARTICLE V – CITY STAFF ROLES**
63

64 Section 1. The **City Manager shall assign** ~~Deputy City Planner shall serve as a~~ staff liaison to the
65 commission. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and
66 other documentary material, and coordinating the acquisition of needed materials and training. The
67 staff liaison shall submit reports and recommendations for those agenda items requiring decisions or
68 recommendations by the Commission. Other staff having experience, education, and professional
69 training in the subject matter may provide input into the reports and recommendations, or may provide
70 supplemental information. The information submitted may be oral, written or graphic, or some
71 combination of all.
72

73 Section 2. The City Clerk shall designate a recording clerk to take minutes for the Commission and serve
74 as the Commission’s parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist
75 the Chairperson with the conduct of the meeting.
76

77 **ARTICLE VI – MEETINGS**
78

79 Section 1. Regular meetings shall be open to the public and held on the second Tuesday of each month
80 at 6:00 p.m. in the designated location and shall be posted for public information as required by Homer
81 City Code and Alaska State Statutes.
82

83 Section 2. Special meetings and Worksessions may be called by the Staff Liaison, Chair, or a majority
84 of the Commission. Notice of such meetings shall be posted in the same manner as that for regular
85 meetings.
86

87 Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For
88 purposes of determining the existence of a quorum, consulting members shall not be counted.
89 Worksessions do not require a quorum, however, no action may be taken at a worksession; items on
90 the agenda are for discussion only.
91

92 Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the
93 Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.
94

95 Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances
96 will be made for holidays.

145 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.76
146 Economic Development Advisory Commission; and the Open Meetings Act – AS 44.62.310-312.
147

148 Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting,
149 unless such member claims a conflict of interest, or has an excused absence, in which event the
150 member shall be excused from voting. The member shall then state for the record the basis for the
151 abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the
152 order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee
153 is prohibited.
154

155 Section 3. Any rule or resolution of the Commission, whether contained in these Bylaws or otherwise,
156 may be suspended temporarily in connection with business at hand; and such suspension to be valid;
157 may be taken only at a meeting at which at least four of the members of the Commission shall be
158 present, and two-thirds of those present shall so approve.
159

160 Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager
161 shall be mandatory unless a member's absence is excused by the Chairperson. The City Manager
162 and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop
163 model procedures to be used as a guide for the Commission.
164

165 **ARTICLE VIII - COMMITTEES**

166

167 Section 1. Committees of one or more members for such specific purposes as the business of the
168 Commission will only become active upon approval of Council. A memorandum and resolution will go
169 before Council outlining the reason, tasks assigned and termination date. Committees shall be
170 considered to be discharged upon completion of the purpose for which it was appointed, and after its
171 final report is made to and approved by the Commission.
172

173 Section 2. All committees shall make a progress report to the Commission at each of the Commission's
174 regular meetings.
175

176 **ARTICLE IX - BYLAW AMENDMENTS**

177

178 The Bylaws may be amended at any meeting of the Commission by a majority plus one of the members,
179 provided that notice of said proposed amendment is given to each member in writing. The proposed
180 amendment shall be introduced at one meeting and action shall be taken at the next Commission
181 meeting. Amendments to bylaws shall be effective upon approval of the amendments by City Council
182 via resolution.



ACTION ITEM REPORT

Review of EDC Bylaws

To: Economic Development Advisory Commission
From: Renee Krause, MMC, Deputy City Clerk II
Meeting Date: June 13, 2023

Summary Statement:

At the May 9, 2023 regular Meeting the Commission Reviewed and amended the Bylaws to effect the following:

1. Article V, Line 64, Section 1. Deputy City Planner is specifically shown as Staff Liaison and it should reflect Economic Development Manager.
2. Article VI, Line 110, Section 6. Agenda Item should be amended to reflect CONSENT AGENDA

Recommended process:

Make a motion to adopt the amended bylaws for second and final reading and forward to City Council for approval.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Engebretsen noted that she will be participating on a subcommittee of the Chamber's Board and one of the interests is an economic sector analysis.

There was brief discussion on the benefits to perform that analysis to obtain data on what is the Homer economy beyond tourism and how can they capture breadth of the really small businesses that do not maintain a store front. It was believed that it would also benefit in the updates to the Chamber's website. It was unknown if they were focusing on just membership or outside as well. There may be some businesses that can be approached and the website can be used as contact information since phone books are a thing of the past.

NEW BUSINESS

10.A. Election of EDC Officers
Agenda Item Report EDC 23-027

Chair Marks introduced the item and clarified the methods to vote for Chair and Vice Chair. She indicated to the Commission that she was willing to serve as Chair once again. Ms. Marks called for nominations of Vice Chair after confirming if Vice Chair Brown would consent to serve again.

Commissioner Brown stated that if there was no interest in serving a Vice Chair by another Commissioner she would serve another term.

There were no further nominations and Commissioner Brown was re-elected as Vice Chair.

Chair Marks then turned the gavel over to Vice Chair Brown.

Vice Chair Brown called for nominations for the office of Chair.

Commissioner Arevalo nominated Commissioner Marks.

Vice Chair Brown hearing no further nominations conducted the vote for the Office of Chair and congratulated Chair Marks on her re-election handing the gavel back to Ms. Marks.

10. B. EDC Bylaws Review
Agenda Item Report EDC 12-028

Chair Marks introduced the item by reading of title and reviewed the report provided by Deputy City Clerk Krause. She noted the proposed amendments and process and requested a motion and second to amend the bylaws as noted.

AREVALO/BROWN MOVED TO AMEND THE BYLAWS TO REFLECT THE UPDATED TITLE OF THE STAFF LIAISON AND FORMAT OF THE MEETING AGENDA AND BRING THE AMENDED BYLAWS FOR ADOPTION AT THE JUNE REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- 11.A. City of Homer Newsletter – May 2023 Issue
- 11.B. City Manager’s Reports
 - CM April 24, 2023 Report
 - CM May 8, 2023 Report
- 11.C. EDC 2022-23 Strategic Plan
- 11.D. EDC Meeting & City Council Report Calendar

Chair Marks noted the informational materials and thanked Commissioner Pitzman for requesting an item to be on the agenda, noting that the Commission can contact Ms. Engebretsen or herself to have an item added to the agenda. She welcomed the newest Commissioner, Mel Kim. Ms. Marks then noted that a volunteer was needed to provide the report to City Council at the next meeting on May 22, 2023 at 6:00 p.m. She noted that Commissioner Pitzman was scheduled for August and September. There were no immediate volunteers. After a brief moment of quiet, Commissioner Pitzman asked Ms. Engebretsen to send him the “cliff notes” and he will make the report to Council. Chair Marks expressed her appreciation for Commissioner Pitzman stepping forward.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause expressed her appreciation for the Commission’s patience with the packet materials, supplemental packet explaining that there was still a lot of things happening and even being short-staffed in the Clerk’s Office they haven’t slowed down. She looks forward to working with the Commission for the near term.

Economic Development Manager Engebretsen welcomed Commissioner Kim and expressed her appreciation for the efforts of the Clerk and having a great meeting.

COMMENTS OF THE COMMISSION

Commissioner Pitzman welcomed Commissioner Kim to the Commission and he was looking forward to working with him.

Commissioner Arevalo reported that there were a couple of workshops for people that are interested in growing food locally coming up really soon. One is about growing fruit in Alaska and the challenges and opportunities, and what plants need. The second one is on Lasagna Beds, but the term used could

The group will meet again Tuesday, August 22 at 5:30 p.m. at Grace Ridge Brewing. Mr. Kim will report back to the group after the next meeting.

G. HERC Update

Economic Development Manager Engebretsen covered the following:

- Limited, hazardous materials assessment of the big building in addition to a detailed report of the small building
 - o Asbestos, lead paint, and PCBs in concentrations that currently cannot be disposed of in the state.
 - o Economic Development Manager Engebretsen will meet with the City Council for a work session on Monday, August 14 to discuss the results.
- Results of the assessment are posted on the City's website for the public to view.

PUBLIC HEARING

PENDING BUSINESS

- A. Housing Update
Memorandum EDC 23-030

Discussion on the housing update took place earlier in the meeting when Chair Marks and City Planner Foster conducted their slideshow presentation.

- B. EDC Mission Statement
Action Item Report EDC 23-031

Chair Marks directed all commissioners to review the draft of the mission statement provided by Mr. Perez. The Commission decided that the statement needs some revising, which Mr. Kim and Ms. Arevalo agreed to edit together.

- C. EDC Bylaws

Chair Marks reviewed the changes to the wording of the bylaws, including:

- "The City Manager shall assign a staff liaison to the commission."
- Changing "APPROVAL OF MINUTES" to "CONSENT AGENDA" on the agenda.

BROWN/AREVALO MOVED TO ACCEPT THE CHANGES TO THE BYLAWS

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. Ordinance 23-40
Agenda Item Report EDC 23-032