

**SUBJECT: OFFICIAL POSTING BOARD AT CITY HALL**

PREPARED BY: Kristie VanGorder, City Clerk

DATE: April 20, 1999

FOR AGENDA OF: April 26, 1999

**SUMMARY:**

Currently, the clerk's office is advertising the notices of the agenda, public hearings, and meeting dates in the Frontiersman and posts the same in the lobby area at city hall. By advertising meetings in the Frontiersman, we believe that we are in compliance with the notice requirement set forth in Alaska's Open Meetings Act.

In the past, notices have also been posted at the Country Kitchen Restaurant, Meta Rose Square, and Wasilla Public Library. After reviewing the Open Meetings Act at the Alaska Association of Municipal Clerk's Conference, we believe that continuing to post at privately owned locations might serve as a liability to the city. Liability issues are raised because we cannot guarantee that the notices posted on private property remain up. Conceivably, we would have to physically check the posting location several times a day to ensure our material is available for public review. This is not efficient use of time and with current staffing levels, it is not feasible.

Posting locations are recommend to extremely small communities, where print media is not available and in those cases it is recommended that the posting be done at the most centralized location, i.e. the Post Office.

Should the council direct that we maintain the private posting locations, we may need to consider adding additional locations to allow for an even greater pubic posting notification process. Examples include McDonalds, Kaladi, Carrs, Safeway, and other eating establishments or shops.

I have spoke to Ken Jacobus and he agrees that bulletin boards should be located on city property to allow us to maintain the board.

We are in the process of re-keying a bulletin board to be placed at the Herning Street entrance to city hall. This will allow us an "official posting board" that will be available 24 hours a day to the public and will be maintained by us daily if needed.

**FISCAL IMPACT:** X No \_\_\_Yes, amount requested: \$ Fund:

*LERIKS* **RECOMMENDED ACTION:** Direct the clerk post notices all official city notices on a city hall in a bulletin board to be installed near the entrance on Herning Street.

Initial: SP

Attachments: Administrative Policy No. 98-05

Presented to council on 4/26/99  
Action taken:  Approved  Denied  
other \_\_\_\_\_  
Verified by K. VanGorder