



their expertise and knowledge, shall represent the entire borough, and are subject to Assembly conformation.

Section 4. Duties and Limitations of the Board.

1) The board will perform a review of borough code related to kennel licensing and enforcement. The board may also perform a review of administrative policies and procedures of the Animal Care Division related to the execution, monitoring, and enforcement of borough code related to kennel licensing and enforcement.

2) The board is empowered to make recommendations to the Mayor, Assembly, and Manager as to changes to borough code related to kennel licensing and enforcement, as well as any administrative policies and procedures of the Animal Care Division related to the execution, monitoring, and enforcement of borough code related to kennel licensing and enforcement.

3) The board shall have advisory functions only, and shall not otherwise act, individually or collectively, as a borough agent or entity.

4) Board meetings are open to the public and all meetings will have opportunity for public comment. Nothing in this section limits the ability of any person to submit written comments to the board.

5) Board meetings will be held at least monthly but may be held as frequently as decided by the members or upon the call of

the chair.

6) The board members are not entitled to compensation or reimbursement.

Section 5. Staff to the Board. The Borough Manager will assign staff to the board to perform support functions including, but not limited to, attending board meetings, taking minutes of the meetings, working with the Borough Clerk to properly notice meetings, and distributing board materials during the meetings. Staff will provide the board with any borough records or materials the board requests unless there is a written opinion by the Borough Attorney's Office that such records or materials are not public, or providing the records or materials unduly risks compromising the Borough's legal position as to any potential issue. The Borough Clerk shall obtain the schedule of meetings and ensure advertising the meeting of the board. Staff are not voting members of the board.

Section 7. Report and Recommendation. The board will prepare a written report with any recommendations of the board, and the Chair of the board will present the report to the Borough Mayor, Assembly, and Manager no later than December 15, 2026 unless the Borough Assembly extends the date by motion, resolution, or ordinance.

Section 8. Effective date and expiration. This ordinance shall take effect upon adoption. This ordinance, and the board,

will expire on December 15, 2026 unless the Borough Assembly extends the date by motion, resolution, or ordinance.

ADOPTED by the Matanuska-Susitna Borough Assembly this day of  
, 2026.

EDNA DeVRIES, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)