

I. CALL TO ORDER

The special meeting of the Matanuska-Susitna Borough Assembly was held on January 15, 2008, at the Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 6:20 p.m. by Mayor Curtis D. Menard for the purpose of discussing filling the vacancy of the Borough Clerk.

II. ROLL CALL

Assembly members present and establishing a quorum were:

Ms. Lynne Woods, Assembly District No. 1 (*Deputy Mayor*)
Mr. Pete Houston, Assembly District No. 2
Ms. Michelle R. Church, Assembly District No. 3
Ms. Mary Kvalheim, Assembly District No. 4
Ms. Cindy L. Bettine, Assembly District No. 5 (*arrived at 4:26 p.m.*)
Mr. Tom Kluberton, Assembly District No. 7

Assemblymember absent and excused was:

Mr. Robert Wells, Assembly District No. 6

Staff in attendance were:

Mr. John Duffy, Borough Manager
Mr. Nicholas Spiropoulos, Borough Attorney
Mr. Patrick Julian, Human Resources Manager
Ms. Sharon Huckins, Administrative Secretary I

III. APPROVAL OF AGENDA

Mayor Menard inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objection.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Patrick Julian, Human Resources Manager.

V. ITEMS OF BUSINESS

A. FILLING THE VACANCY OF THE BOROUGH CLERK

Mr. Patrick Julian:

- advised that he had the revised interview questions;
- spoke regarding the grading system that the Assembly used for the applications; and
- noted that he had received an additional application that was received on the closing date.

Discussion ensued regarding:

- whether the Assembly could enter executive session;
- the grading system that was used; and
- the applications that were received.

MOTION: Assemblymember Church moved to interview the Assembly's top three candidates: Ms. Janette Bower, Ms. Lonnie McKechnie, and Ms. Kristie Smithers.

Assemblymember Kvalheim:

- noted that she has only chosen three candidates; and
- spoke to the need to re-write the Clerk's job description.

Mr. Spiropoulos stated that Ms. Bower has advised him that she will not be in town the day that the interviews have been scheduled.

Assemblymember Church spoke to the possibility of changing the meeting date for interviews.

VOTE: The motion passed without objection.

Assemblymember Church suggested that the interviews take place on January 28, 2008.

Discussion ensued regarding scheduling the interviews.

Mayor Menard inquired if there was any objection to scheduling the interviews on January 28, 2008, at 12 noon.

There was no objection noted.

(Assemblymember Bettine arrived 4:26 p.m.)

VI. EXECUTIVE SESSION *(for subjects that tend to prejudice the reputation and character of any person provided the person may request a public discussion.)*

(There was no executive session held.)

VII. AUDIENCE PARTICIPATION

(There was no one present who wished to testify.)

VIII. MAYOR, ASSEMBLY, AND STAFF COMMENTS

Mr. Duffy advised that the applications should be returned to Human Resources as they contain social security numbers.

Assemblymember Bettine:

- queried whether the applications are kept on file: and
- noted that some of the applicants may be qualified for other positions.

Mr. Julian advised that the applicants would need to reapply; however, the Borough could suggest to the applicant that they apply for another position.

Mr. Spiropoulos presented the year-end litigation report.

Mayor Menard queried the Mathew Gittlein case.

Mr. Spiropoulos:

- spoke regarding the Mathew Gittlein case;
- noted that the Board of Adjustment and Appeals overturned the Planning Commission's denial of the conditional use permit for a package liquor store;
- stated that the Court has remanded the case back to the Board of Adjustment and Appeals for findings of fact and conclusions of law; and
- spoke to the other cases on the litigation report.

Discussion ensued regarding the litigation report.

Assemblymember Church queried the Planning and Land Use Director position.

Mr. Duffy:

- advised that Mr. Mark Mayo has been hired as the Planning and Land Use Director;
- spoke regarding Mr. Mayo's qualifications;
- advised that Mr. Dan Keyes has been hired as the Recreational Services Division Manager; and
- spoke regarding Mr. Keyes qualifications.

Mayor Menard queried other open positions in the Borough.

Mr. Duffy:

- spoke regarding a Planner position that will soon be open;
- noted that the Assembly Retreat is scheduled for January 26, 2008;
- stated that he is moving forward with the Borough having ownership of the towers; and
- noted that Palmer City would like to move forward with making library powers areawide.

IX. ADJOURNMENT

The special meeting adjourned at 5:09 p.m.

/ S /

CURTIS D. MENARD, Borough Mayor

ATTEST:

/ S /

LONNIE R. McKECHNIE, CMC, Borough Clerk

Minutes approved: 02/19/08