

MATANUSKA-SUSITNA BOROUGH SPECIAL MEETING
ASSEMBLY NOVEMBER 21, 2002

I. CALL TO ORDER

The special meeting of the Matanuska-Susitna Borough Assembly was held on November 21, 2002, at the Matanuska-Susitna Borough First Floor Conference Room, Palmer, Alaska. The special meeting was called to order at 10 a.m. by Deputy Mayor Sara Jansen. Mayor Anderson was absent. The purpose of the special meeting was to telephonically interview applicants for the borough attorney position.

II. ROLL CALL

Assembly members present and establishing a quorum were:

Mr. Bruce Bush, Assembly District No. 1
Ms. Sara Jansen, Assembly District No. 2 (Deputy Mayor)
Mr. Talis J. Colberg, Assembly District No. 3
Ms. Mary Kvalheim, Assembly District No. 4
Ms. Jody Simpson, Assembly District No. 5
Mr. Jim Colver, Assembly District No. 6

Assembly members absent:

Ms. Kelly Lankford Ladere, Assembly District No. 7

Staff in attendance were:

Ms. Sandra A. Dillon, Borough Clerk
Mr. John Duffy, Borough Manager
Ms. Patricia Von Ah, Human Resources Manager

III. APPROVAL OF AGENDA

Assemblymember Jansen inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved as presented.

IV. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Assemblymember Simpson.

V. ITEMS OF BUSINESS

A. Telephonic Interviews Re: Applicants for Borough Attorney Position

Assemblymember Jansen:

- noted that a set of verbal questions, a copy of each applicant's written questions, and a copy of their applications are in each assembly member's packet;
- described how the interviewing process would work;
- stated that each member would ask 3 – 4 of the 20 questions from the list in the packet; and
- advised that the only questions to be asked are those on the list.

Ms. Von Ah passed out a guide describing acceptable and unacceptable questions.

(Assemblymember Colver entered at 10:10 a.m.)

Assemblymember Jansen:

- informed Mr. Colver of the interviewing process; and

- explained each applicant will be asked only the 20 questions in the packet in order to stay consistent;
- reported that there are two candidates who are currently out of the country;
- stated that the Assembly would revisit interviewing these two candidates at a later date at the end of the meeting.

(Assemblymember Bush entered at 10:15 a.m.)

The following is a list of the applicants who were interviewed:

1. Denis Lazarus
2. Scott Brandt Ericksen
3. Teresa Williams
4. Michael Marsh

Each applicant was asked the following questions:

1. What class of Borough is the Matanuska-Susitna Borough?
2. What powers does the Borough possess?
3. What is the Borough Manager's role with respect to the Assembly?
4. What commercial contract experience have you gained in your prior positions?
5. How does the Borough interface with the cities within its jurisdiction?
6. What are some of the more common ethical principles an elected official must abide by?
7. Describe your understanding of the Open Meetings Act.
8. What is an executive session?
9. If you were to identify your worst attribute, what would that be?
10. How would you prioritize the many demands of this position?
11. Describe the difference between "required" and "optional" exemptions from property tax.
12. Describe your experience with employee issues including complaints, grievances, mediation, and arbitration.
13. Discuss your experience in labor contract negotiations.
14. Briefly discuss your experience in construction law.
15. What personal qualities do you have that would help you to succeed in this position?
16. What are your expectations of this position?
17. Why are you interested in this job?
18. Discuss a time when you made an unpopular decision. How did you handle the situation and what did you learn from it?
19. What did you like least about your last/current job? How did you overcome it or otherwise succeed in spite of it?
20. Do you have any questions for us?

VI. AUDIENCE PARTICIPATION

(There were no persons who wished to testify.)

VII. MAYOR, ASSEMBLY, AND STAFF COMMENTS

Assemblymember Colver inquired about the target date to hire a borough attorney.

Assemblymember Jansen

- stated that there are still two applicants the Assembly could interview or they could move on to the next step; and
- commented that a new borough attorney will hopefully be hired by the first of the year.

Assemblymember Simpson noted that the highest scored applicants were not all interviewed today.

MOTION: Assemblymember Colver moved to schedule a special meeting on December 3, 2002, to interview Mr. Schweppe.

MOTION: Assemblymember Simpson moved a primary amendment to include scheduling personal interviews with the current applicants.

GENERAL CONSENT: The primary amendment passed without objection.

GENERAL CONSENT: The main motion as amended passed without objection.

Ms. Dillon stated that she would send letters to the applicants who were interviewed informing them of the Assembly's decision.

Assemblymember Colver stated that if he is unable to attend the special meeting on December 3, 2002, he would like to interview Ms. Williams and Mr. Ericksen.

Assemblymember Bush informed that if he is unable to attend the special meeting on December 3, 2002, he would like to interview Mr. Lazarus and Mr. Marsh.

VIII. ADJOURNMENT

The special meeting adjourned at 12:25 p.m.

TIMOTHY L. ANDERSON, Borough Mayor

ATTEST:

SANDRA A. DILLON, Borough Clerk

Minutes approved: December 3, 2002