

I. CALL TO ORDER

The special meeting of the Matanuska-Susitna Borough Assembly was held on April 5, 2005, at the Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 4 p.m. by Presiding Officer Mary Kvalheim for the purpose of conducting the annual evaluation of the Borough Clerk.

II. ROLL CALL

Assembly members present and establishing a quorum were:

Mr. Lynne Woods, Assembly District No. 1
Mr. Bill Allen, Assembly District No. 2
Ms. Mary Kvalheim, Assembly District No. 4 (*Acting Presiding Officer*)
Ms. Betty Vehrs, Assembly District No. 7

Assembly members absent and excused were:

Mr. Talis J. Colberg, Assembly District No. 3
Ms. Jody Simpson, Assembly District No. 5
Mr. Jim Colver, Assembly District 6 (*Deputy Mayor*)

Staff in attendance were:

Ms. Michelle M. McGehee, CMC, Borough Clerk

III. APPROVAL OF AGENDA

Presiding Officer Kvalheim inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved as presented without objection.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the members of the Assembly.

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

A. Annual Evaluation – Borough Clerk

Presiding Officer Kvalheim noted that Ms. McGehee had the option of exiting into executive session to conduct her annual evaluation.

Ms. McGehee stated that she has no objection to holding the evaluation in open session if the members of the Assembly felt that they could be candid in their discussion in an open session.

Assemblymember Vehrs stated that she would prefer to have staff evaluations in executive session.

MOTION: Assemblymember Vehrs moved to enter into executive session to discuss subjects that tend to prejudice the reputation and character of any person provided the person may request a public discussion in particular to conduct the annual evaluation of the Borough Clerk.

VOTE: The motion passed without objection and the Assembly entered the executive session at 4:07 p.m. Those present during the executive session were the members of the Assembly and the Clerk.

MOTION: Assemblymember Vehrs moved to exit from executive session.

VOTE: The motion passed and the Assembly exited the executive session at 4:53 p.m.

MOTION: Assemblymember Vehrs moved to amend section 6 of the Borough Clerk's employment contract to strike \$70,408 and to insert "\$75,908" retroactive to April 1, 2005.

MOTION: Assemblymember Allen moved a primary amendment to strike "\$75,908" and insert "\$73,908."

VOTE: The primary amendment passed without objection.

VOTE: The motion as amended passed without objection.

VI. AUDIENCE PARTICIPATION

(There were no persons present who wished to testify.)

VII. MAYOR, ASSEMBLY, AND STAFF COMMENTS

Ms. McGehee:

- stated that she has discovered an updated copy of the Newly Elected Officials Handbook containing all of the Assembly's policies and procedures;
- discussed possibly codifying policies and procedures; and
- reviewed the additional and existing policies and procedures.

MOTION: Assemblymember Allen moved to approve the election of all members of the Assembly to the Alaska Municipal League boards or committees retroactive to November 2004.

VOTE: The motion passed without objection.

VIII. ADJOURNMENT

The special meeting adjourned at 5:04 p.m.

/s/

TIMOTHY L. ANDERSON, Borough Mayor

ATTEST:

/s/

MICHELLE M. MCGEHEE, CMC, Borough Clerk

Minutes approved: April 19, 2005