

I. CALL TO ORDER

The special meeting of the Matanuska-Susitna Borough Assembly was held on July 19, 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 Jody Simpson for the purpose of conducting the annual evaluation of the Borough Manager.

II. ROLL CALL

Assembly members present and establishing a quorum were:

Ms. Lynne Woods, Assembly District No. 1
Mr. Bill Allen, Assembly District No. 2
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 (*Deputy Mayor*) (*arrived at 4:15 p.m.*)
Ms. Betty Vehrs, Assembly District No. 7

Staff in attendance was:

Ms. Michelle M. McGehee, CMC, Borough Clerk
Mr. John Duffy, Borough Manager

III. APPROVAL OF AGENDA

Presiding Officer Simpson 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 Ms. Jay Nolfi, a member of the audience.

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 Manager

Presiding Officer Simpson noted that Mr. Duffy had the option of exiting into executive session to conduct his annual evaluation.

Mr. Duffy stated that it would be his preference to hold the evaluation in open session if there were

no objections from the Assembly.

Presiding Officer Simpson explained the evaluation process.

Mr. Duffy:

- reviewed the tasks, accomplishments, and challenges faced during the past year;
- presented an overview his of personal goals for the coming year; and
- requested a salary increase of 3 percent increase in addition to the annual automatic 2 percent increase in his contract.

(Assemblymember Colver arrived at 4:15 p.m.)

Assemblymember Vehrs inquired when Mr. Duffy's contract expires.

Mr. Duffy replied that the contract does not have an expiration date.

Assemblymember Woods:

- spoke to the praise and thanks that she has received from constituents regarding the assistance that Mr. Duffy and Borough staff members have provided; and
- stated that she felt that she has a good working relationship and feels positive about his role as manager.

Assemblymember Kvalheim:

- voiced her appreciation for the things the Manager has done; and
- discussed the importance of open communication.

Assemblymember Vehrs:

- stated that the accomplishments that have been made are impressive;
- stated that information and communication is essential for members of the Assembly to do their job;
- voiced her dissatisfaction that some of the meetings that have taken place in her district were not conveyed to her; and
- noted that she relies on Administration and Mr. Duffy to be kept informed on critical issues in her district.

Discussion ensued regarding policy on keeping the members of the Assembly informed regarding meetings in their districts.

Assemblymember Allen:

- stated that the Manager is trying to do too much for too many people;
- discussed setting priorities;
- spoke to the upgrade in the Borough's bond rating; and
- noted that when he visits Washington D.C. and in Juneau, Mr. Duffy is well respected.

Assemblymember Simpson:

- stated that it has been a pleasure working with Mr. Duffy; and
- noted that she is pleased with the Manager's performance.

MOTION: Assemblymember Woods moved to amend John Duffy's Employment Agreement with the Matanuska-Susitna Borough, Section 6, Compensation, to strike "\$104,832" and to insert, "\$110,074" effective July 1, 2005.

Mr. Duffy noted that the salary increase is equal to a 5 percent increase.

VOTE: The motion passed with Assemblymembers Colberg, Colver, and Vehrs in opposition.

MOTION: Assemblymember Kvalheim moved to reconsider the increase in the Manager's salary.

VOTE: The motion to reconsider passed without objection.

V. AUDIENCE PARTICIPATION

Ms. Jay Nolfi:

- stated that in the past, she has enjoyed working with Mr. Duffy;
- opined that there are times when the Assembly is trying to micromanage the Administration of the Borough; and
- spoke to delineating the responsibilities of the Assembly as the legislative body and the Administration as the administrative body.

There being no others who wished to testify, Presiding Officer Simpson closed audience participation.

VI. MAYOR AND ASSEMBLY COMMENTS

(There were no comments presented.)

VII. ADJOURNMENT

The special meeting adjourned at 4:50 p.m.

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TIMOTHY L. ANDERSON, Borough Mayor

ATTEST:

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MICHELLE M. MCGEHEE, CMC, Borough Clerk

Minutes approved: 08/02/05