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# Assembly Position Subcommittee Minutes

Monday, September 30, 2019      Noon  
City Hall Conference Room

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**Subcommittee Members:**  
**Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein**

**I. CALL TO ORDER**

Chair Nelson called the meeting to order at 12:01 p.m.

**II. ROLL CALL**

Subcommittee Members Present: Valorie Nelson and Dr. Richard Wein

Subcommittee Members Absent: Steven Eisenbeisz (excused)

Others in attendance: Interim Municipal Administrator Michael Harmon, Assessor Wendy Lawrence, and Municipal Clerk Sara Peterson

**III. CORRESPONDENCE /AGENDA CHANGES**

None.

**IV. PERSONS TO BE HEARD – for any item off the agenda (not to exceed 3 minutes)**

Dr. Wein announced the value of nickel ore had increased.

**V. APPROVAL OF MINUTES**

**A. September 16, 2019**

**A motion was made by Wein to approve the minutes of September 16, 2019. The motion PASSED by a unanimous voice vote.**

**VI. UNFINISHED BUSINESS**

None.

**VII. NEW BUSINESS**

**B. Review of vacant positions:**

**1. Assessor**

Wein believed there to be three options: 1) to accept a 30 day notice from the current Assessor, Wendy Lawrence, 2) have Lawrence continue the City property assessment and then telecommute, or, 3) have Lawrence contract long-term to be the Assessor through telecommuting with occasional visits to Sitka. Wein preferred option 2 and also to give Lawrence the opportunity to telecommute long-term, e.g. several years. Nelson referred to option 1 in Lawrence's memo: remain in capacity as the Assessor working remotely, and on-site as needed, until the Tax Year 2020 valuation and the Community

Purpose Exemption review were complete, with a no-later-than departure date of March 15, 2020, or until an Assessor was hired and felt comfortable taking over the revaluation process. Lawrence clarified this option would afford the time it may require to hire a new Assessor, would allow time for transition overlap for the new Assessor, would ensure assessing staff were fully supported through a full market revaluation, and would allow for the full revaluation to happen.

**A motion was made by Wein to recommend to the Assembly to accept Wendy Lawrence's suggestion to continue as Assessor and do so remotely as needed to complete her tax valuations but also afford her the opportunity to contract with the City when this task is done should she so desire. The motion PASSED by the following vote.\***

**Yes: 2 – Wein and Nelson**

\*It was clarified the subcommittee was in support of advertising for the position of Assessor, however, they recommended the position not be filled until Wendy Lawrence had solidified her long-term plan.

**VIII. PERSONS TO BE HEARD – for any item on or off the agenda (not to exceed 3 minutes)**  
None.

**IX. ADJOURNMENT**

**A motion was made by Wein to adjourn. Hearing no objections, the meeting adjourned at 12:14 p.m.**

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Attest: Sara Peterson, MMC  
Municipal Clerk