



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Final

City and Borough Assembly

Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson

Interim Municipal Administrator: Phillip Messina
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Wednesday, August 9, 2017

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Swanson, Eisenbeisz, Guevin, Hunter, Knox, and Bean

Telephonic: 1 - Potrzuski

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

- A** [17-140](#) Develop a short list of Administrator candidates for further consideration - *executive session anticipated*
- John Hodgson of Prothman briefed the Assembly on the recruitment process to date. He noted the objectives of the meeting were to 1) discuss qualifications and determine if there was an adequate number of candidates to move forward, and, 2) review the interview process for August 19. Hodgson stated over 20 candidates had applied, after a preliminary screening and interviews, there were 8 candidates for Assembly consideration, however, one had withdrawn.
- Municipal Attorney, Brian Hanson, reminded if the Assembly planned to discuss personal characteristics of applicants and/or compare applicants, those conversations needed to occur in executive session.
- Shannon Haugland of the Daily Sitka Sentinel understood the reasons for executive session but asked the Assembly to provide an update afterwards.

A motion was made by Knox to go into Executive Session to discuss subjects that may tend to prejudice the reputation and character of a person with regard to review of the Administrator candidates, and invite in John Hodgson of Prothman and Mark Danielson, Human Resources Director. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

The Assembly was in executive session from 6:15pm to 7:15pm.

A motion was made by Knox to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Assembly members offered the qualities they were looking for in a candidate.

A motion was made by Bean to APPROVE inviting P. Keith Brady, Kim Zimmerman, David Fuqua, and Delray Shultz as Municipal Administrator candidates (and spouse or significant other) to Sitka for an in-person interview. The motion PASSED by the following vote.

Yes: 7 - Swanson, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

Hodgson explained he would contact the candidates to determine if they were still interested. He explained a community reception to meet the candidates was scheduled for August 18th from 4:30-6:30pm. Printed bios of the candidates would be available and comment cards for the public to weigh in. On Saturday, August 19th there would be two interview panels- one of Assembly and the other of Department Heads, each candidate would go on a tour, and have lunch with the interview panelists. Guevin proposed inviting Sitka Tribe of Alaska General Manager to participate in the interview process. The Assembly agreed.

VI. PERSONS TO BE HEARD:

None.

VII. EXECUTIVE SESSION

See item A.

VIII. ADJOURNMENT

A motion was made by Swanson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:42pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk