

**WHITTIER CITY COUNCIL  
SPECIAL MEETING,  
TUESDAY, JUNE 8, 2010  
7:00 PM**

**COUNCIL CHAMBERS  
P-12 BUILDING**

**MINUTES**

**1. CALL TO ORDER**

Mayor Lester Lunceford called the meeting to order at 7:00 pm.

**2. OPENING CEREMONY**

Mayor Lunceford led the Pledge of Allegiance.

**3. ROLL CALL**

**A. Council Members Present:** Jerry Vandergriff, Lester Lunceford, Mary Brenneman, Becky Cotner

Mayor Lunceford asked that the record reflect that he did receive an email from Councilor Cardenas asking to be excused tonight but he had not heard yet from Councilor Tolman or Phillips.

Mayor Lunceford stated that since this is a special meeting it does not require an excused or unexcused absence.

**B. Administration Present:** Brenda Krol, City Clerk; Ed Barrett, City Manager

Others present included: Brooks Chandler, Cady Lister and Jessica Holden

**4. APPROVAL OF SPECIAL MEETING AGENDA**

**MOTION:** Jerry Vandergriff made a motion to approve the special meeting agenda as written.

**SECONDED:** Becky Cotner seconded the motion.

**VOTE:** Jerry Vandergriff: Yes, Becky Cotner: Yes, Mary Brenneman: Yes, Lester Lunceford: Yes

**Motion passed 4-0.**

**5. BUSINESS ITEMS THE SUBJECT OF THE SPECIAL MEETING;**

**A. Meet with the selected grant administrator – Information Insights**

Mayor Lunceford stated that the subject of the meeting is to meet the selected grant administrator, Information Insights and an executive session with the City attorney.

Ed Barrett stated “We have two representatives from Information Insight which were the selected proposers from the RFP that we published for our grant administration project.”

Ed Barrett stated that it has been a stumbling block or a deal breaker whenever we attempted to hire someone within our staff to administrate what is the most complicated grant matrix that he has ever been associated with because we have a dozen and a half grants that are active requiring tending.

Ed Barrett stated “We also have capital projects that are coming up that are going to require new grant funding so the request for proposal that we put out was about looking for new grants, fifty percent of our grading as we look at the proposers was tending and administrating the grants that we have in hand because they require an amazing amount of attention and exactness to keep active.”

Ed Barrett informed Council that he had entered into an agreement with Information Insights and it has been signed both ways.

Ed Barrett turned the floor over to the representatives from Information Insights.

Cady Lister introduced herself and her associate Jessica Holden.

Cady Lister stated that both her and Jessica work for the Anchorage office of Information Insights for a public policy research consulting firm and the other sort of main team member who is not present is Indra Arriaga.

Cady Lister stated that she has been working for the company for 7 years and have written plans to sort of manage programs and economic development activities for the tribes within larger cities and also small villages.

Jessica Holden introduced herself and stated that she had just come back to Information Insights this October and she previously worked with the company on special projects when she was in college.

Jessica Holden stated that she has experience with technical writing and research as well as organizational support for groups that we work with.

Cady Lister stated that Indra Arriaga is the project lead on this, she was with the State of Alaska with Commerce for a long time before she joined our team and before that she reviewed financials for major corporations.

Cady Lister stated that Indra Arriaga would definitely be on the front end creating a database for all of the city’s information that right now is in a box.

Cady Lister passed out her business cards to the Council and she welcomed any questions.

Councilor Jerry Vandergriff asked “You mentioned doing grant funding and administration, how about matching grants?”

Cady Lister replied “We certainly are really familiar with that, Indra Arriaga from the perspective of having been working with communities getting grants when she was with the State.”

Ed Barrett stated that he is pretty excited about this especially with the legislative grants because that is where Indra comes from. The Legislative grants are immensely important especially in terms of match and they also take a larger degree of attending in terms of quarterly reports and financial reports and that is Indra’s focus.

Ed Barrett stated that having this burden lifted from the staff’s shoulders will give us time to concentrate on project management.

Mayor Lunceford thanked Cady and Jessica and welcomed them aboard.

**B. Executive Session – Meet with city attorney Brooks Chandler on legal issues**

**MOTION:** Jerry Vandergriff made a motion to go into executive session at 7:20 pm.

**SECONDED:** Becky Cotner seconded the motion.

**VOTE:** Jerry Vandergriff: Yes, Becky Cotner: Yes, Mary Brenneman: Yes, Lester Lunceford: Yes.

**Motion passed 4-0.**

**MOTION:** Jerry Vandergriff made a motion to go back into regular session at 9:35 pm.

**SECONDED:** Becky Cotner seconded the motion.

**VOTE:** Jerry Vandergriff: Yes, Becky Cotner: Yes, Mary Brenneman: Yes, Lester Lunceford: Yes.

**Motion passed 4-0.**

**6. CITIZEN'S DISCUSSION (agenda items only);**

None

**7. ADJOURNMENT**

**A motion was made to adjourn at 9:36 pm.**

**M/S Brenneman/Vandergriff**

**Motion passed unanimously.**

**ATTEST:**

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Brenda Krol  
City Clerk

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Lester Lunceford  
Mayor