



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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**WHITTIER CITY COUNCIL
SPECIAL MEETING
MONDAY, FEBRUARY 26, 2018
6:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 6:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum:

Debra Hicks, Victor Shen, Dave Dickason, Dave Pinguoch (telephonic), Peter Denmark and Daniel Blair.

B. Council Members Absent: Monty Irvin

C. Administration Present:

Mark Lynch, City Manager

Annie Reeves, Assistant City Manager

Johnny Janik, Finance Officer

Krista Fish, City Clerk

Mark Hager, Acting Police Chief

Kyle Sinclair, Harbormaster

Holly Wells, Attorney

Katie Davies, Attorney

Scott Korbe, Public Works Director

Others Present: Jennifer Alexander, Greg Clifford, Keith McCormick, Lindsey Erk

4. APPROVAL OF THE SPECIAL MEETING AGENDA

MOTION: Dave Dickason made a motion to approve the special meeting agenda with one amendment; moving Executive Session under item 5, right after Citizen's Comments Not Scheduled for Public Hearing.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

5. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

None

5A. EXECUTIVE SESSION

MOTION: Dave Dickason made a motion to enter Executive Session to discuss Legal Counsel regarding resignation of Police Chief (matters required to be confidential by law)

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

COUNCIL ENTERED EXECUTIVE SESSION AT 6:05 PM

MOTION: Dave Dickason made a motion to close executive session and return to the regular meeting.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

COUNCIL CLOSED EXECUTIVE SESSION AT 6:57 PM

6. NEW BUSINESS

A. Resolution

#10-2018 – A RESOLUTION AMENDING THE CITY ORGANIZATIONAL CHART

MOTION: Dave Dickason made a motion to adopt Resolution #10-2018

SECOND: Victor Shen

DISCUSSION: Victor Shen inquired about the chain of command on the chart. Mark Lynch pointed out the code representing department heads. Mark described the color coordination for every employee on the chart. He reported that the color for Assistant City Manager on the chart should be changed to green or something close to the City Manager's. He suggested passing the resolution and to leave it up to him to change the color. He also suggested adding Exempt Management next to the Assistant City Manager's position for clarification.

A friendly amendment was made to the original motion to change the color of the Assistant City Manager's Box and to add "Exempt Management" beside it.

VOTE: Motion passed unanimously

B. Music Festival

Peter Denmark reported the wide spread report for the Music Festival. Mayor Blair gave a brief summary of Joe Kilhoffer's presentation. Council discussed the weather and food vendors. Council agreed that Mr. Kilhoffer's number of bands estimate was optimistic for Whittier. Dave Dickason asked if the City allows vendors on a one day permit to sell food. Peter Denmark indicated that it is the portable food vendors that tend to get local restaurant owners a little wound up. But he agrees that if a festival were to be held in Whittier the distribution will be spread evenly. He nominated those in the Parks and Recreation Committee to handle the workshop and help the City of Whittier put the Music Festival together.

Annie Reeves stated that she spoke to Victor on formulating a task force for the Music Festival. She explained that she had community members express their interest in helping with the development of the festival. She reminded Council of the moving pieces of this project and stated that whatever is done has to be done well so that people will come back. Annie hopes to connect with some Council members and then connect with Mr. Kilhoffer so that she can relay information to get the ball moving for this.

Peter Denmark said that this would normally upset local business owners and suggested calling the

businesses and informing them of the festival, as a way of being proactive and respectful of their opinions. Annie added that Kelly Bender has agreed to work with her on this issue. Annie asked if the City has the green light to make this happen by Memorial Day.

Council discussed a number of things such as parking, business licenses, shuttle service, etc.

Annie Reeves went over her priority list for the event:

- Security
- Parking
- Shuttle Service
- Mobile Vendors
- Business Licenses
- Trash
- Bathroom
- Staging area in the Triangle/check with nearby businesses
- Work with Kelly Bender
- Communication with Tunnel

Dan Blair suggested contacting other cities that have had the festival to get an insight on what to expect.

Discussion ensued.

Annie Reeves said that an email asking if the Committee could meet later in the week, either on Thursday, Friday or Monday is pending. Council discussed a temporary ordinance that allows for businesses to sell items for a set amount of time and then will revert back to the code.

Peter Denmark brought up the campground for parking or the event. Mark Lynch stated that the event will not take place in the campground. Annie said that she will send the email tomorrow.

C. Manager Hiring Process

Mark Lynch stated that the City Clerk had found a City Manager Job Description from before he was hired. He presented it to the Council for reference.

Peter Denmark told the Council that he'd like some advice from Mark Lynch about housing issues and also if future employees will be interested in buying/renting units. Mark Lynch gave a brief summary on his experience with housing when he was hired. He stated that finding housing really depends on the time of year. Peter Denmark mentioned a process if the City chooses to sell the condos. He also inquired about a compensation package. Mark Lynch replied, "My opinion is, you're looking at, at least 120." He explained that he is a credentialed manager and stressed that the City might not find another credentialed manager as there are only a few of them in the state of Alaska. He reminded that the workload for the City Manager of the City of Whittier is pretty high for the size of the city and added the city may need to be competitive if the Council wants someone with qualifications. Mark Lynch explained that putting a pay range may interest people, but there is a possibility that someone with more confidence than experience might come in and negotiate for more. He suggested not advertising a pay range. He indicated that there is the Alaska Municipal League and the International City Managers Association for reference when looking for a new City Manager.

Dan Blair asked Mark Lynch ways to encourage city managers to live in Whittier. Mark replied that housing is desirable. He stated that there is no formal policy, but he recommended mandatory residence in Whittier for his department heads. Mark described the differences between City Manager and City Administrator to the Council.

7. EXECUTIVE SESSION

Item was moved to 5a.

8. COUNCIL DISCUSSION

None

9. CITIZEN'S DISCUSSION

None

10. ADJOURNMENT

All were in favor of adjourning the meeting at 7:52 p.m.

ATTEST:



Naelele Matsumiya
City Clerk



Daniel Blair
Mayor