



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*  
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**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
TUESDAY, OCTOBER 9, 2018  
6:00 PM  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING**

## MINUTES

### 1. CALL TO ORDER

Vice Mayor David Pinquoch called the meeting to order at 6:00 p.m.

### 2. OPENING CEREMONY

David Pinquoch led the Pledge of Allegiance.

### 3. ROLL CALL

#### A. Council members present and establishing a quorum:

David Pinquoch, Dan Blair (Telephonic), Debra Hicks, Dave Dickason, Victor Shen, Monty Irvin and Peter Denmark

#### B. Administration Present:

Jim Hunt, Interim City Manager  
Annie Reeves, Assistant City Manager  
Naelene Matsumiya, City Clerk  
Dyanna Pratt, Director of Administration  
Scott Korbe, Public Works

**Others Present:** Charlene Arneson, Greg Clifford Lindsey Erk

### 4. APPROVAL OF THE SPECIAL MEETING AGENDA

**MOTION:** Dave Dickason made a motion to approve October 9, 2018 Special Meeting agenda

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

### 5. NEW BUSINESS

#### A. Employee Hierarchal Chart

Dan Blair stated that the use of this flowchart was to determine the hierarchy of the City and it was passed

in a resolution as what was recommended to the City at the time. He said that in his mind, it was a precedent that Council would amend the flowchart if needed and not the administration. David Pinguoch clarified that the flowchart does not have a Director of Administration and it was to his understanding that the Administration has appointed a Director of Administration when the position does not exist in the flowchart. He stated that it *does* exist in the code, but it also states that Council was to approve the appointment after the City Manager. Peter Denmark asked Dan to address his issue. David Pinguoch replied that the issue is, why has the Executive Assistant appointed to Director of Administration. Debra Hicks recalled that under the authority of the former City Manager, the position was on the flowchart and he was considering appointing Dyanna Pratt to the position. David stated that the positions on the flowchart are the positions approved by the Council. Peter asked why the issue had to be addressed at *this* meeting. Jim Hunt spoke. He said that the code—not just Title 2—needs tremendous housekeeping and updating. He hopes that in the process of cleaning up the code, issues will dissolve. He stated that this is an opportunity to have a fresh start.

#### **B. Discussion: Updating the Whittier Municipal Code**

Peter Denmark stated that the essence of the City's problems stems from the conflicting dictums and mandates that come from the code. David Pinguoch stated that many cities have similar positions. He asked Jim if there was a mandate for the position in the City. Jim replied that there is not, but that every community is different. He explained that whenever a position like this is passed, it is usually for the perceived need. He explained that right now, the position is covering human resources and other duties as assigned. He said that this is a great opportunity to clean the code up and address all unmet needs and items needlessly in it. David reported that he had done some research and saw that the City of Kodiak has a very clean Title 2. He believes it would be a good template to help clean the City's code up. He explained further. He said that if he had known that in the code, there was the Director of Administration, he would not have supported the position of Assistant City Manager. He said that the City is too small to have more directors. Peter Denmark reminded everyone that the City of Whittier is a strong City Manager City and a second class City. He said the system should reflect that. Dan Blair commented that a Deputy Clerk would work best for our community size. He stated that a single point of service doesn't tend to work out and is not as consistent. He said that the State recognizes the importance of the Clerk and helps with training, whereas if the City creates a position the Council is responsible for managing the changes. David Pinguoch stated that in Kodiak's Title 2, there's an overlap of a lot of the duties and cross training. He agreed that it was a good idea to cross-train employees so that the City is covered in case of an emergency.

#### **C. Approval of Contract between the City of Whittier and Catalyst Consulting Services, LLC for 2019 Comprehensive Plan**

Jim Hunt asked if the contract was sent out in an RFP or if it was a sole contract. Dave Dickason replied that it was a sole contract. Jim stated that for transparency, the Council might want to consider putting it out in an RFP. Dave Dickason asked if there was a dollar amount that dictates when something gets sent out to bid. Jim responded that there is a criteria that must be followed. He explained that prices vary. Jim reiterated that as much as he wants to begin the process, he recommends it follow the proper procurement policy.

Peter Denmark told the Interim City Manager that, though important, the Comprehensive Plan update was not crucial considering other issues the City is facing. He also stated that the Council has experienced numerous incidents of patronage under the former City Manager's leadership and disclosed that he fully supports Jim's transparency notion.

Council consented Jim to put the project out to bid in an RFP.

Lengthy discussion about the Comprehensive plan ensued.

## **6. RESOLUTIONS**

**A. Res. #25-2108 –A Resolution Of The City Council Of The City Of Whittier, Alaska Certifying the results of the October 2, 2018 Regular Election**

**MOTION:** Dan Blair made a motion to adopt Resolution 22-2018

**SECOND:** Peter Denmark

**DISCUSSION:** None

**VOTE:** Motion passed unanimously. Resolution #25-2018 adopted

**7. COUNCIL DISCUSSION**

Peter Denmark pointed out the disconnection between the Council and the Administration by mentioning the Orca Lease transfer. Dan Blair commented and agreed that there has been some chaos in the administration lately. He offered options and ways he or the Council could help. He asked that when working on Title 2, to ultimately reset as he does not agree with the City having 2 City Managers.

Council revisited the discussion of the Comp. plan.

Dan Blair requested a work-session at 6 pm, before the Regular Meeting on October 30<sup>th</sup>.

David Pinquoch asked the City Manager about requesting items for an agenda. Jim Hunt answered that it should go through the City Manager to the Clerk or simultaneously. He apologized for the confusion on items that should have been on the agenda but were not placed. Peter Denmark mentioned the City's budget and asked the Council for support in discussing the Girdwood Police contact. Jim Hunt recommended that the issue be discussed in executive session. An open discussion during executive session about the topic would be appropriate.

Jim Hunt reported that he had talked to Larry Gilman about the issue on derelict boats and the beautification of Whittier. He said that the estimated price for contribution would be about \$15,000. Dan asked that it come in front of the Council as a resolution. David Pinquoch supported this.

Jim Hunt reported that, to clarify, the City did not give any money to the Girdwood Governance Association, the City contracted directly to Information Insights. He said there was misinformation and he wanted to clear that up.

**8. CITIZENS DISCUSSION**

Lindsey Erk thanked the Whittier Police Department for monitoring the bears in the area while kids are commuting to and from the school.

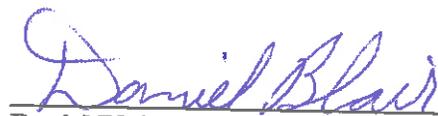
**9. ADJOURNMENT**

All were in favor of adjourning the meeting at 7:22 p.m.

**ATTEST:**



Naelene Matsumiya  
City Clerk



Daniel Blair  
Mayor