

**I. CALL TO ORDER**

The special meeting of the Matanuska-Susitna Borough Assembly was held on June 3, 2003, at the Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 4 p.m. by Mayor Timothy L. Anderson for the purpose of conducting the annual evaluation of the borough clerk.

**II. ROLL CALL**

Assembly members present and establishing a quorum were:

Mr. J. Bruce Bush, Assembly District No. 1  
Mr. Bill Allen, Assembly District No. 2  
Mr. Talis J. Colberg, Assembly District No. 3  
Ms. Mary Kvalheim, Assembly District No. 4  
Ms. Jody Simpson, Assembly District No. 5  
Ms. Kelly Ladere, Assembly District No. 7 (*arrived at 4:18 p.m.*)

Assembly members absent were:

Mr. Jim Colver, Assembly District No. 6 (Deputy Mayor)

Staff in attendance were:

Ms. Sandra A. Dillon, CMC, Borough Clerk  
Ms. Janice Case, Borough Clerk's Secretary

**III. APPROVAL OF AGENDA**

Mayor Timothy L. Anderson inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved as presented.

**IV. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Ms. Janice Case.

**V. EXECUTIVE SESSION** (*for subjects that tend to prejudice the reputation and character of any person provided the person may request a public discussion.*)

**A. Annual Evaluation – Borough Clerk**

Mayor Anderson noted that Ms. Dillon had the option of exiting into executive session to conduct her annual evaluation.

Ms. Dillon stated that it would be her preference to hold the evaluation in open session if there were no objections from the Assembly.

(The special meeting recessed at 4:10 p.m. and reconvened at 4:17 p.m.)

*(Assemblymember Ladere entered the meeting at this time.)*

Ms. Dillon:

- reviewed the tasks, accomplishments, and challenges faced by her position during the past year; and
- discussed the goals she would like to accomplish.

Discussion ensued regarding:

- the professional performance of the clerk and the clerk's office;
- comments regarding the parliamentary procedures class offered to the public by Ms. Dillon;
- the Clerk of the Year award; and
- the clerk's ability to handle the increasing growth of the borough.

MOTION: Assemblymember Simpson moved to amend the borough clerk's salary by increasing the compensation by \$3,500 effective April 10, 2003<sup>1</sup>.

GENERAL CONSENT: The motion passed without objection.

## **VI. AUDIENCE PARTICIPATION**

(There were no persons present who wished to testify.)

## **VII. MAYOR, ASSEMBLY, AND STAFF COMMENTS**

(There were no comments presented.)

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<sup>1</sup> The original date of May 16, 2003, was incorrect.

**VIII. ADJOURNMENT**

The special meeting adjourned at 4:55 p.m.

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TIMOTHY L. ANDERSON, Borough Mayor

ATTEST:

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SANDRA A. DILLON, CMC, Borough Clerk

Minutes Approved: June 17, 2003