



City and Borough of Wrangell
2021-10-27 Special Borough Assembly Meeting
AGENDA

Wednesday, October 27, 2021
10:00 AM

Location: Borough Assembly Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PERSONS TO BE HEARD - *Section WMC 3.05.040 (C) states that: The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.*

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. EXECUTIVE SESSION

- a. **Executive Session:** For the purpose of conducting interviews for the candidates for the Interim Borough Manager Position

7. NEW BUSINESS

- a. Approval of the negotiation process with regards to an offer for an Interim Borough Manager (may or may not be considered)
- b. Discussion and possible Action to the Transition Process beginning October 30, 2021, for a potential Staff Interim prior to the hiring or start of an Interim Manager and for assisting the contracted Interim Borough Manager (with regard to compensation for Carol Rushmore and/or Clerk Kim Lane and/or Mason Villarma)

8. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	October 27, 2021
	<u>Agenda Section</u>	6

Executive Session: For the purpose of conducting interviews for the candidates for the Interim Borough Manager Position

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
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Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. None.

RECOMMENDATION MOTION:

I move, pursuant to 44.62.320 (c)(2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically: conducting interviews for the Interim Borough Manager Candidates.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	10/27/2021
	<u>Agenda Section</u>	7

Approval of the negotiation process with regards to an offer for an Interim Borough Manager (may or may not be considered)

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

FY20 \$XXX

Account Number(s):

XXXXXX XXX XXXX

Account Name(s):

Enter Text Here

Unencumbered Balance(s) (prior to expenditure):

\$XXX

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. None.

RECOMMENDATION MOTION:

Move to approve _____ and _____ to make an offer of temporary employment for the Interim Borough Manager position to one of the three individuals who were interviewed, and to negotiate the compensation package for that individual.

SUMMARY STATEMENT:

The Borough Assembly will be holding interviews for three of the individuals who submitted their resume for the Interim Borough Manager Position.

If the Assembly is ready to make a temporary offer of employ, this motion allows for two assembly members to negotiate the terms for an offer of temporary employment.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	10/27/2021
	<u>Agenda Section</u>	7

Discussion and possible Action to the Transition Process beginning October 30, 2021, for a potential Staff Interim prior to the hiring or start of an Interim Manager and for assisting the contracted Interim Borough Manager (with regard to compensation for Carol Rushmore and/or Clerk Kim Lane and/or Mason Villarma)

SUBMITTED BY:

Kim Lane, Borough Clerk
Carol Rushmore, Economic Development Dir.
Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
--	----------------

Account Name(s):

	Enter Text Here
--	-----------------

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. None.

RECOMMENDATION MOTION:

Discussion and possible action.

SUMMARY STATEMENT:

This item is being brought forward due to the need for a transition plan beginning October 30, 2021, if one of the Interim Managers being interviewed cannot start on October 30, 2021.

In addition, there may be assistance in the near future from Carol Rushmore, Kim Lane and Mason Villarma in providing hands on assistance to the contracted Interim Borough Manager. Since there will not be an opportunity for the existing Borough Manager to provide any training or assistance to a contracted Interim Manager, Carol, Kim, and Mason may be providing this assistance, in addition to their regular duties.

If one of the individuals being interviewed is hired as the Interim Manager and cannot start on October 30, 2021, there needs to be appointed a staff Interim with compensation until such time as the contracted Interim Manager can start. Responsibilities of this staff Interim need to be defined, expectations from the Assembly identified, length of time determined and compensation negotiated.