

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
March 18, 2013
6:00 P.M.**

CALL TO ORDER

The meeting was called to order by Mayor St. Ores at 6:08 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Carlson, Goldston and Hanson

Staff Present: Acting City Administrator/Planner Taylor and City Attorney Pratt

Others Present: Dave Unmacht, Springsted Incorporated

DISCUSS THE HIRING PROCESS AND DRAFT PROFILE FOR THE CITY ADMINISTRATOR POSITION

Dave Unmacht of Springsted Incorporated reviewed the draft job advertisement and position profile for the City Administrator position. The information gathered at the listening sessions with city staff and the City Council were used to assist Unmacht in developing the position profile, specifically the position requirements, essential job functions, and performance expectations. Discussion followed on specific content, salary range, application deadline, and overall layout of the profile. The consensus of the City Council was that they were initially pleased with the draft profile presented, but would provide any additional comments to Administrator Taylor and Unmacht, for inclusion in developing the final profile. The position is anticipated to be advertised by March 25, with a tentative application deadline of April 22.

APPOINT AN INDIVIDUAL TO FILL THE VACANT SEAT ON THE CITY COUNCIL

Administrator Taylor reviewed the three applicants interested in being considered for the vacant seat, noting each presented their background, experience, and intent in serving on the City Council at the March 4 meeting. Discussion followed on the specific attributes of the applicants and the positive traits each could contribute if selected to serve on the City Council. While each applicant offered distinct strengths, it was mentioned by several councilmembers that Patrick McGann's knowledge and experience as a small business owner in the St. Croix Valley would be a strong asset and a welcome addition to the City Council.

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 13-07

RESOLUTION TO FILL A VACANCY ON THE BAYPORT CITY COUNCIL

The motion for adopting the foregoing resolution was duly seconded by Councilmember Carlson and upon roll call being taken, the following voted via voice:

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – nay

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the special meeting at 7:21 p.m. Motion carried 4-0.

Acting City Administrator/Clerk