

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
April 4, 2016
5:00 P.M.**

CALL TO ORDER

The workshop was called to order by Mayor St. Ores.

ROLL CALL

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

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, and City Engineer Consultant John Parotti

DISCUSS PLANNING FOR THE NEW PUBLIC WORKS DIRECTOR/CITY ENGINEER POSITION

Administrator Martin reviewed both current and past staffing levels of the Public Works Department, noting that the department previously consisted of as many as five full-time employees, compared to the current full-time staff of three. In recent succession planning discussions, it has become apparent that with the ongoing workload demands and potential for major upcoming infrastructure street/utility projects, it is not feasible to continue operating at current staffing levels. More importantly, the complexity of the operating systems and utility infrastructure that is overseen by the Public Works Department will require a higher level of education, experience, and advanced skill set over the coming years. For these reasons, staff is recommending the Public Works Department be restructured to include a full-time Director/City Engineer position at this time.

Administrator Martin noted the succession plan would include retention of the current Supervisor position for the next 1-2 years to perform ongoing workload, while also mentoring the new Director/City Engineer in all department duties and street/utility infrastructure. Discussion followed on budget impacts and Administrator Martin noted that funding for a mid-year hiring of this new position was included in the 2016 budget. He stated in future years, the budget would be modified to reduce expenses for consultant engineering services and these funds would be reallocated to offset salary and benefits for the new position. The consensus of the City Council was to move forward with the hiring process for the position at salary grade 12 as designated within the city's salary step schedule.

DISCUSS CONCEPT PLANS FOR THE MUNICIPAL PARKING LOT PROJECT AT 169 3RD ST. N.

Administrator Martin noted that staff has been working to create additional design options for the municipal parking lot project, as directed by the City Council at the March meeting. Four new options were reviewed, which were ranked by staff in a number of categories, including number of stalls, maneuverability, impervious coverage, snowplowing effort, fire code compliance, and overall versatility to accommodate community events. Due to varying factors, it was noted that options 1-4 were not recommended by staff. Options 5 and 6 ranked highest, but option 6 created the most stalls, while still providing the most green space and versatility, which were highly sought characteristics by the city. It was noted that discussion would continue at the regular meeting, following the workshop. Administrator Martin stated that if authorization was received to proceed, staff would anticipate awarding bids for the project in June.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the workshop at 6:00 p.m.