

**CITY OF BAYPORT
CITY ADMINISTRATION WORKSHOP
CITY COUNCIL WORKSHOP MEETING MINUTES
May 2, 2011
5:00 P.M.**

CALL TO ORDER

The meeting was called to order at 5:10 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Hanson, Ostertag, and Goldston (Goldston was appointed on April 4, 2011, but will not be sworn in until the May 2, 2011 regular City Council meeting)

Members Absent: Councilmember Carlson

Staff Present: City Administrator Mitchell Berg, Assistant Administrator/Planner Sara Taylor, Finance Officer Wanda Madsen, and Building Official John Buckley

SUMMARY

Administrator Berg welcomed the City Council and presented an overview of the city's General Government departments and functions, which include administration, building, cemetery, elections, finance, human resources, code enforcement, planning/zoning, utility billing, newsletter, website, record retention, and Mayor/City Council. Administrator Berg also reviewed the five administrative staff members and their responsibilities, noting the city currently utilizes consultants for engineering and attorney services. The city's General Government staffing and funding levels were compared to several other communities with similar populations and characteristics, as well as the average of all cities within the state. Administrator Berg noted that an organizational review of General Government was scheduled to be completed in 2011. Brief discussion followed on the information presented.

ADJOURNMENT

The meeting was adjourned at 5:45 p.m.