

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 4, 2019
4:30 PM**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the Special City Council meeting to order at 4:42 p.m.

ROLL CALL

Members Present: Mayor Susan St. Ores, Councilmembers John Buckley, Michele Hanson and John Dahl

Members Absent: Councilmember Connie Carlson

Staff Present: City Administrator Adam Bell and Assistant City Administrator/Planner Sara Taylor

NEW BUSINESS

Discuss hiring process for Office Support Specialist position: Administrator Bell distributed and reviewed a staff memo that outlined challenges of the current position, primarily difficulty maintaining a consistent presence at the service window and telephone switchboard and lack of time to dedicate toward other duties and special projects. He noted that with Karen Huftel's pending retirement, staff thought it to be an appropriate time to look at ways to improve the position in terms of expectations for delivery of service, workload, schedule, staffing level, and skill set. Administrator Bell reviewed staff's proposal to modify the existing position from one full-time employee to include a job share format amongst two employees. Advantages and disadvantages were discussed, as well as expected hours of work and whether benefits would apply. Cost scenarios were reviewed and the process to potentially modify the city's insurance policy to include a secondary class of part-time employees was debated. Currently, the city's insurance policy offers coverage to employees working 35 hours or more per week, although it was noted from conversations with the city's insurance representative that this could be broadened without any increased premium costs to the city. Discussion followed on whether a full-time employee (35-40 hours per week), supplemented by a part-time employee (approximately 15-20 hours per week) was favored over two part-time employees (each averaging approximately 20-30 hours per week). Multiple councilmembers spoke in favor of soliciting applicants for a range of hours, in hopes of attracting a greater applicant pool and potentially being able to then tailor the position, hours of work, and benefits to preferred candidate(s).

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to initiate the hiring process for the Office Support Specialist position with a potential job share format averaging 20-40 hours per week. Motion carried 3-0 with Councilmember Buckley abstaining from the vote.

ADJOURNMENT

It was moved by Councilmember Dahl and seconded by Councilmember Hanson to adjourn the meeting at 5:58 p.m. Motion carried 4-0.

City Administrator/Clerk