

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
COUNCIL CHAMBERS  
January 14, 2013  
4:30 P.M.**

**CALL TO ORDER**

The meeting was called to order by Mayor St. Ores at 4:37 p.m.

**ROLL CALL**

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

Staff Present: Administrator Berg, Assistant Administrator/City Planner Taylor, Attorney Pratt, Public Works Supervisor Horak, Police Chief Eastman, Finance Officer Madsen, and Building Official Buckley

**DISCUSS PROCESS TO FILL THE CITY COUNCIL VACANCY**

Attorney Pratt reviewed two options to fill the vacant seat on the City Council. Option 1 was to hold a special election and option 2 was to appoint an individual for the remainder of the seat's term, which expires December 31, 2014. Due to costs, timing, and workload, Attorney Pratt indicated staff's recommendation was to proceed with option 2, which was consistent with the consensus of the City Council. Discussion followed on potential candidates to fill the vacant seat, noting that some residents had already contacted councilmembers regarding their interest in the vacancy. It was decided that the appointment would be handled similar to the process conducted for the appointment of Councilmember Dan Goldston, with applications accepted through late February and verbal presentations from candidates at the March 4, 2013 City Council meeting. A final decision and formal appointment was tentatively scheduled for early April.

**DISCUSS HIRING PROCESS FOR THE CITY ADMINISTRATOR POSITION**

Attorney Pratt reviewed options to consider for the hiring process, noting it was staff's recommendation to retain a professional consulting firm to assist the city with the process. He also reiterated the importance of designating an individual to serve as the Acting City Administrator, upon the departure of Mitch Berg. The City Council noted they had confidence that the city's existing staff could carry out the general day-to-day operations of the city during the transition, without the need to hire an external interim City Administrator. Following discussion, it was the consensus of the City Council to solicit the expertise of a consulting firm to assist with the hiring process and to appoint Sara Taylor to serve as the Acting City Administrator. Discussion followed on the desire to conduct interviews with 2-3 firms that specialize in executive hiring searches for public sector employment within the next few weeks, with a goal to begin the hiring process in early February.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to appoint city employee Sara Taylor, Assistant City Administrator/Planner, to serve as the Acting City Administrator as of March 3, 2013 or upon the departure of current City Administrator Mitch Berg, whichever occurs first. Motion carried 4-0.

Attorney Pratt noted that cities typically draft a letter of understanding or agreement that defines the duration, expectations, and compensation for the Acting City Administrator position, for the benefit of both the city and the employee, and recommended the city execute such a written agreement. The City Council acknowledged that additional compensation and some type of agreement would be appropriate

and directed Attorney Pratt to work with Assistant Administrator Taylor to prepare the terms of the agreement.

**ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn into closed session to discuss threatened litigation surrounding the employment status of the current City Administrator at 5:40 p.m.