

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 15, 2016
4:30 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the special City Council meeting of November 15, 2016 to order at 4:30 p.m.

ROLL CALL

Members Present: Mayor Susan St. Ores, Councilmembers Connie Carlson, Michele Hanson and Councilmember McGann

Members Absent: Dan Goldston

Staff Present: City Administrator Logan Martin and Assistant City Administrator/Planner Sara Taylor

CANVASS THE RESULTS OF THE GENERAL ELECTION

Assistant City Administrator/Planner Sara Taylor noted the official abstract of votes cast in the Bayport precinct at the State General Election held on Tuesday, November 8, 2016 has been compiled from the official returns, and reviewed the local election results, as follows:

| <u>Office</u> | <u>Candidate</u> | <u>Vote total</u> |
|---------------|------------------|-------------------|
| Mayor | Susan St. Ores | 918 |
| | Write In | 100 |
| Councilmember | John T. Buckley | 530 |
| | Brian Delisle | 193 |
| | Connie Carlson | 715 |
| | Aaron Ochs | 292 |
| | Dan Goldston | 192 |
| | Write In | 15 |

It was moved by Councilmember Carlson and seconded by Councilmember McGann to adopt the abstract of votes for the State General Election. Motion carried 4-0.

DISCUSS THE HIRING PROCESS FOR THE PUBLIC WORKS DIRECTOR

City Administrator Martin noted a total of 12 applications were received for the position. An evaluation of resumes is planned for the upcoming week, with initial interviews to be conducted November 21-23. Assuming the process can remain on schedule, final interviews would tentatively be scheduled for November 29, with a formal recommendation for a candidate hire at the December 5 City Council meeting. It was decided the finalist interview panel shall include Councilmember Hanson, in addition to staff and City Engineer John Parotti. The consensus of the City Council was to continue with the hiring process, as proposed.

DISCUSS RESIGNATION OF LOGAN MARTIN AND HIRING PROCESS FOR A NEW CITY ADMINISTRATOR

City Administrator Martin announced that he has submitted a formal notice of resignation effective January 2, 2017 to accept a job opportunity with the City of Rosemount, MN. In preparation for this meeting, staff solicited quotes from three consulting firms to assist the city with the hiring search to fill the position. It was the consensus of the City Council to retain the services of Consultant Richard Fursman, Huelife, at a cost not to exceed \$12,000. It was noted the process could begin as early as November 21, with a workshop to discuss the position profile and timeline for the overall search. It was determined that finalist candidates would be selected by mid January and invited to participate in a series of interviews with both city staff and the City Council. Upon Administrator Martin's departure, Assistant City Administrator Taylor would serve as Interim City Administrator until the position is filled, which is anticipated for late February or March of 2017.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to accept Administrator Martin's letter of resignation. Motion carried 4-0.

It was moved by Councilmember Carlson and seconded by Councilmember McGann to contract with Richard Fursman, Huelife, to assist the city with the hiring search to fill the position. Motion carried 4-0.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember McGann to adjourn the meeting at 5:49 p.m. Motion carried 4-0.

City Administrator/Clerk