



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

NOTICE OF CITY COUNCIL WORKSHOP

***** Please note: There will be no public comment taken at the workshop. *****

NOTICE IS HEREBY GIVEN that the City Council will hold a workshop at Bayport City Hall on Monday, May 1, 2023, at 4:00 p.m. The purpose of the workshop is to discuss potential relocation of Andersen Elementary School, succession planning for the Police Department, and the appeal process for pending and future variance applications.

Matt Kline, City Administrator



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Date: April 25, 2023
To: Mayor and City Council
From: Matt Kline, City Administrator
Laura Eastman, Police Chief
Subject: Discuss succession planning for the Police Department

BACKGROUND

Chief Laura Eastman is planning a retirement date of September 15, 2023. Prior to that date, she intends to use some accrued paid leave, during which time she is recommending that Sergeant Jay Jackson serve as the interim Police Chief for day-to-day operations, per the labor union agreement. Chief Eastman will remain accessible for calls and to provide guidance to Sergeant Jackson on an as-needed basis during the paid leave.

If the City Council is receptive to Sergeant Jackson serving in the interim capacity and perhaps considering him as a permanent replacement for the Police Chief position, staff is recommending the City Council discuss this in further detail at the June 5 workshop. In preparation for the workshop, staff recommends the City Council submit questions/comments/concerns to Assistant City Administrator Taylor, which would then be the basis for discussion with Sergeant Jackson to gauge his level of interest, learn more about his experience and qualifications, and determine whether he would be a good fit for the position. It is anticipated that the initial interim period would last 2-3 months, at which time the City Council would then evaluate and discuss Sergeant Jackson's performance in the position for consideration of a permanent appointment.

Chief Eastman has expressed the utmost confidence in Sergeant Jackson's capability of serving in the interim capacity, as well as becoming her permanent successor. However, if the consensus of the City Council is to consider an alternative interim scenario other than what is outlined above, or conducting an open executive search for the position, staff recommends that be determined at the May 1 workshop, so staff can prepare accordingly.

RECOMMENDATION

Staff recommends the City Council provide direction on a succession plan for the Police Department as a result in Chief Laura Eastman's pending retirement.