

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
FEBRUARY 7, 2022  
4:30 P.M.**

**CALL TO ORDER**

The workshop was called to order by Mayor St. Ores.

**ROLL CALL**

Members present: Mayor Susan St. Ores and Councilmembers Michele Hanson, Ethan Gilmore, and Connie Carlson

Members absent: Councilmember John Dahl (*listened to portion of meeting but did not participate*)

Staff present: City Administrator Adam Bell, Assistant City Administrator/Planner Sara Taylor, and Police Chief Laura Eastman

**DISCUSS STAFFING AND SUCCESSION PLANNING FOR THE POLICE AND ADMINISTRATION DEPARTMENTS**

Chief Eastman provided an overview of the information provided to the City Council prior to the workshop, which focused on the history of the department, current staffing levels and positions, increased call volume, difficulty attracting and retaining experienced part-time employees, and lack of a candidate pool that is often seeking long-term, full-time employment. To address these challenges, Chief Eastman outlined a proposal to convert the part-time budgeted wages to fund an additional full-time Police Officer position, which would result in a budget increase of approximately \$4,500 for 2022. The part-time officers would be phased out by attrition as there is a minimal cost to maintain their licensed status through 2022. It was noted that in future years, some of the increase may be offset by potential grants and the reduction in training and certification costs the city incurs for multiple part-time staff and turnover. Discussion followed on the cost benefits of the proposal, as well as the advantages of maintaining an experienced and stable department. The consensus of the City Council was to proceed with converting wages to fund an additional full-time position and it was recommended this topic be added to the regular meeting agenda following the workshop for further discussion and formal action.

Administrator Bell reviewed current Administration staffing levels, noting the department has been without one full-time employee since early 2020. In addition to recent staff turnover, there has been significant difficulty attracting and retaining an individual to commit to staffing the part-time Office Support Specialist (OSS) position in the capacity needed by the city. This has resulted in outstanding workload and the inability to implement service enhancements, special projects, and goals identified by the City Council. Administrator Bell proceeded to review specific examples of tasks/projects/goals, which included improving the city's communication/outreach efforts through increased digital/website/social media presence and enhancing services for citizens to conduct city business more easily, efficiently, and effectively, such as making online forms and payment by credit card available. Administrator Bell noted that the outstanding and projected workload, as well as recent population growth, justifies a need to increase department staffing. He recommended upgrading the part-time OSS to a full-time position in May of 2022, which would result in a budget increase of approximately \$4,500 for 2022. Discussion followed on the importance of appropriate staffing to meet the service demands of citizens now and into the future. The City Council recognized the recent staffing difficulties and expressed their appreciation to current staff and overall support for the department. The consensus of the City Council was to proceed with upgrading the part-time OSS to a full-time position and it was recommended this topic also be added to the regular meeting agenda following the workshop for further discussion and formal action.

**ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adjourn the workshop at 6:00 p.m. Motion carried 4-0.