

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
MARCH 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 and Connie Carlson

Members absent: Councilmembers John Dahl and Ethan Gilmore

Staff present: City Administrator Adam Bell, Assistant City Administrator/Planner Sara Taylor, and City Attorney Lida Bannink

DISCUSS UPDATES TO THE CITY PERSONNEL POLICY

Administrator Bell introduced City Attorney Lida Bannink, part of the Eckberg-Lammers firm labor law practice, who has been assisting Assistant Administrator/Planner Taylor with the rewrite of the personnel policy. He explained that the current policy is adopted as an ordinance, but based on the attorney's guidance, staff is proposing to modify the policy to be adopted by resolution, which will make it less difficult to not only update and maintain compliance but also more cost-effective. As proposed, the new policy has been rewritten to improve organization, ease of use, and compliance with state/federal law, and a resource for the employer and the employee to reference procedures and policies for recruitment/selection, work rules/conduct, compensation, benefits, discipline, or separation.

Attorney Bannink provided an overview of each division of the revised policy and fielded specific questions by the City Council. She noted that many of the divisions are required by federal or state law, and the city is therefore obligated to adopt applicable sections of the document as drafted. No substantial revisions to the content or terms of the policy are proposed that haven't been previously discussed with the City Council as part of labor union negotiations or are existing practices. The consensus of the City Council was that the proposed policy was a much-needed improvement over the city's existing ordinance and supported the attorney's recommendation to repeal the ordinance and adopt the revised policy by resolution. The City Council expressed interest in revisiting certain sections of Division 5 – Employee Benefits of the policy in conjunction with the next cycle of labor union negotiations in 2024, but were in favor of proceeding with the revised policy at this time, as drafted or with minor revisions, as discussed. A final draft of the policy will be considered at the April City Council meeting.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the workshop at 5:58 p.m. Motion carried 3-0.