

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
JANUARY 3, 2011  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor-elect St. Ores called the regular City Council meeting of January 3, 2011 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**SWEARING IN OF MAYOR SUSAN ST. ORES**

Administrator Berg issued the Oath of Office to Mayor Susan St. Ores.

**SWEARING IN OF COUNCILMEMBER MARK OSTERTAG**

Mayor St. Ores issued the Oath of Office to Councilmember Mark Ostertag. Councilmember Ostertag indicated he would not be taking a salary in light of the city's budget shortfall.

**ROLL CALL**

Members Present: Mayor Susan St. Ores, Councilmembers Connie Carlson, Michele Hanson, Mark Ostertag and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, Attorney Nick Vivian

**APPROVAL OF AGENDA**

Administrator Berg requested that the closed session item, *Pursuant to Minnesota Statute Chapter 13D to consider labor negotiation strategies*, be removed from tonight's agenda because the labor negotiations are still ongoing. He hopes to provide an update on the union contracts at the next meeting.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to approve the January 3, 2011 City Council agenda, removing the closed session item. Motion carried 5-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The December recycling award recipient is Roger Zoldan.
2. Bayport Police Officer Quinn Willmarth, with assistance from the Bayport Reserve Officers, was recognized for coordinating this year's Toys for Tots drive. Residents and business owners were also thanked for their participation.
3. Police Chief Eastman shared a video of an incident in which Officer Justin Wilmes, being trained by Officer Jay Jackson, reacted quickly when a vehicle lost control in icy conditions and slid toward Officer Wilmes and another driver, whom the officers were assisting. Police Chief Eastman presented Officer Wilmes with a Lifesaving Award for his responsiveness in removing the woman from the path of the oncoming vehicle and potentially saving her life.

**OPEN FORUM** – None

**CONSENT AGENDA**

Mayor St. Ores read items 1-10 on the consent agenda.

1. December 6, 2010 City Council regular meeting minutes
2. December payables and receipts
3. December building, plumbing and mechanical permit report
4. PERA declaration for part-time police officer Justin Wilmes (*Resolution 11-01A*)
5. Ordinance summary of Chapter 18 – Buildings and building regulations, Article 3 - Vacant buildings, for publication
6. Consider renewal of safety consulting and training services for city employees
7. Approve \$50.00 donations to Fire and Police Departments from Jeff and Donna Todd
8. Adoption of Part II of the city’s Wellhead Protection Plan
9. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2011
10. Fire protection and rescue service contracts

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 11-01**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE  
JANUARY 3, 2011 CITY COUNCIL AGENDA**

The motion for adopting the foregoing resolution was duly seconded by Councilmember Hanson and upon roll call being taken, the following voted via voice:

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Administrator Berg acknowledged Assistant Administrator Taylor’s efforts in reducing the city’s safety-related expenses and Engineer Peter’s work to secure approval from the Minnesota Department of Health for part two of the city’s wellhead protection plan. Mayor St. Ores thanked Jeff and Donna Todd for their donation to the police and fire departments. She also noted that the Bayport Fire Department provides services to surrounding communities, which helps maintain and offset costs for the services provided.

**RIVERFRONT ADVISORY COMMISSION REPORT**

Administrator Berg provided an update on the commission’s activities. A feasibility report was prepared based on the high priority objectives, and discussion of the objectives will be continued to the next meeting. A public forum on the group’s findings and recommendations is being scheduled for the latter part of the month or in early February, and Commissioner Goldston encouraged residents to attend and provide feedback.

**COUNCIL LIAISON REPORTS**

Councilmember Seeberger stated the next meeting of the Planning Commission is scheduled for Tuesday, January 18, 2011 at 6:00 p.m.

Councilmember Carlson stated the Cable Commission did not meet in December and details on the next meeting are pending.

Councilmember Carlson reviewed the Library Board meeting of December 16, 2010. The library received a \$45,000.00 grant from the Library Foundation for operating expenses. The final library budget was also approved. The next meeting is scheduled for Thursday, January 27, 2011, 6:00 p.m., at the library and the public is encouraged to attend.

Administrator Berg reported on the December meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) for outgoing Councilmember Torry Kraftson. The 2011 budget was approved, with no increase in costs to the city from 2010.

### **UNFINISHED BUSINESS**

Consider an appointment to the Library Board: The library board has requested that Linda Walters be appointed to the board, filling the vacancy left by Sandy Ness.

It was moved by Commissioner Seeberger and seconded by Councilmember Carlson to approve the appointment of Linda Walters to the Bayport Public Library Board of Trustees. Motion carried 5-0.

### **NEW BUSINESS**

Consider proposals for auditing services for fiscal years 2010, 2011, and 2012: Administrator Berg noted the city received nine proposals which were reviewed by an audit selection committee. Three firms were interviewed and staff continues to evaluate the following two qualified applicants:

<u>Firm Name</u>	<u>Location</u>	<u>Quoted Price</u>
Goldetsky Etling, P.A.	Bloomington, MN	\$58,975.00
Schlenner, Wenner and Company	St. Cloud, MN	\$38,450.00

Both firm's quoted prices are less than budgeted. Administrator Berg requested authorization from the City Council to make the final selection, at a quoted price not to exceed \$60,000.00, which will allow staff to proceed with the 2010 audit preparations. He explained the lowest quoter estimated far fewer hours to complete the audit, resulting in a substantially lower price, and staff needs to investigate both proposals in more detail before making a decision.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to authorize Administrator Berg to evaluate the final two qualified applicants and select a firm to provide auditing services for fiscal years 2010, 2011 and 2011, at a fee not to exceed \$60,000.00. Motion carried 5-0.

### Set City Council meeting dates for 2011:

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the 2011 City Council regular meeting dates as presented. Motion carried 5-0.

### Consider appointments, designations, and City Council liaison assignments for 2011:

The following liaison appointments were established:

Planning Commission	Michele Hanson	Susan St. Ores, alternate
Library Board	Connie Carlson	Judy Seeberger, alternate
Cable Commission	Mark Ostertag	Connie Carlson, alternate
Middle St. Croix Watershed	Susan St. Ores	Judy Seeberger, alternate
Lower St. Croix Partnership	Judy Seeberger	Mark Ostertag, alternate
Andersen Citizen Advisory	Judy Seeberger	Michele Hanson, alternate

Councilmember Seeberger was selected to serve as Deputy Mayor. Administrator Berg reviewed the remaining city appointments and designations, noting the city auditor would be designated upon selection.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to approve the 2011 appointments, designations and City Council liaison assignments as presented. Motion carried 5-0.

### **COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Seeberger announced that the next meeting of the Washington County Beyond the Yellow Ribbon group is scheduled for Wednesday, January 5, 2011, 7:00 p.m., at the Bayport

American Legion, and encouraged interested residents to attend. She also noted that the Beyond the Yellow Ribbon consortium members from Bayport, Baytown Township, Lake Elmo, Oak Park Heights and West Lakeland Township have identified multiple volunteer opportunities to help families whose family members are deployed. Councilmember Seeberger announced that her husband was being mobilized in March.

2. Councilmember Hanson provided an update on the Girl Scout bench project for the Perro Park ice rink, noting the scouts should have the project completed soon.
3. Councilmember Ostertag noted the Bayport Fire Department fundraising dance is scheduled for Saturday, February 5, 2011, at the Bayport American Legion and residents will be receiving raffle tickets in the mail.

## **CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS**

### City Administrator update:

- Administrator Berg noted that a lighting audit revealed an opportunity to update the City Hall, fire station and public works garage with energy-efficient lights and take advantage of generous rebates. The city will realize a substantial payback in energy savings.
- Public Works staff was recognized for the outstanding job they did keeping the city's streets plowed and safe during December's record snowfall. City staff is making plans for potential spring flooding.

## **ADJOURNMENT**

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to adjourn the meeting at 6:55 p.m. Motion carried 5-0.

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City Administrator/Clerk