

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBER
JANUARY 7, 2008
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of January 7, 2008 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson, and Sharon Ridgway

Members Absent: None

Others Present: Administrator Mike McGuire, Planning Consultant Mike Darrow, Police Chief Laura Eastman, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Nick Vivian

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The recycling award for December went to Kristi Schulze.

OPEN FORUM – None

CONSENT AGENDA

Mayor Nowaczek read items 1-13 on the consent agenda.

Councilmember Ridgway introduced the following resolution and moved its adoption:

Resolution 08-01

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING
CONSENT AGENDA ITEMS 1-13 FROM THE JANUARY 7, 2008 CITY COUNCIL AGENDA**

1. December 3, 2007 City Council regular meeting minutes
2. December payables and receipts
3. December building, plumbing and mechanical permits
4. Refuse hauling licenses for 2008
5. Non-unionized holidays for 2008
6. Fire protection and rescue service contracts
7. Annual step increase for Building Official
8. Annual step increase for Assistant City Administrator
9. Change order for Phase 1 - Lakeside Park improvement project
10. Police Department employment contract for 2008-2010
11. Grant Agreement for Operation NightCAP
12. First State Bank and Trust Donation
13. Employee settlement agreement

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Ridgway reported the Cable Commission met on Wednesday, December 12, 2007. The benefits of the Comcast bundle package for cable, telephone and internet services were reviewed. The new edit system for the studio is now operational, and it is anticipated there will be more new programming in the form of school concerts. The next meeting is scheduled for Wednesday, February 20, 2008, 7:00 p.m., at the cable studio at the Valley Ridge Mall. The annual meeting, with the appointment of new officers, will precede the regular commission meeting.

Councilmember Kraftson reported that the Middle St. Croix Watershed Management Organization (MSCWMO) regulations requiring stormwater management for projects over 500 square feet has been officially adopted. The next meeting of the MSCWMO is scheduled for Thursday, February 14, 2008.

Councilmember Johnson reported on the Bayport Public Library Foundation Board meeting of December 27, 2007. Discussion included Library Board appointments, the 2008 budget, a \$45,000.00 donation from the Andersen Corporate Foundation and the foundation's desire that future donations be matched by private contributions, the library director's pay increase, and an upcoming workshop with the City Council. The next meeting is scheduled for Thursday, January 24, 2008, 6:00 p.m., at the library, and is open to the public.

Councilmember Carlson reported the Lower St. Croix Partnership would be meeting on Wednesday, January 16, 2008, 7:00 p.m., at the St. Croix County Government Center.

UNFINISHED BUSINESS

Consider a draft of the updates to the city's comprehensive plan and authorization to forward the draft to surrounding communities and the public school district for comment: Consultant Darrow reviewed the changes made to the comprehensive plan update, based on comments at the last City Council meeting. He is working with the Metropolitan Council to reduce Bayport's projected population figures through 2030. He reported the next step in the approval process would be submittal to the surrounding municipalities and the public school district for comment. It is anticipated the final draft would be forwarded early next summer to the Metropolitan Council for formal adoption, following final approval by the City Council. Councilmembers voiced their approval of the changes and recommended forwarding the document as required. Copies of the draft are available for viewing at City Hall and the library.

Councilmember Kraftson introduced the following resolution and moved its adoption:

Resolution 08-02

RESOLUTION APPROVING THE PRELIMINARY DRAFT OF UPDATES TO THE CITY'S COMPREHENSIVE PLAN AND AUTHORIZING THE PLAN BE FORWARDED TO SURROUNDING COMMUNITIES AND PUBLIC SCHOOL DISTRICT FOR COMMENT

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

Discuss estimates on the undergrounding of utilities at Lakeside Park: Administrator McGuire reviewed quotes to bury the existing overhead electrical, telephone and cable lines at Lakeside Park. Staff believes this would be highly desirable; however the cost of almost \$50,000.00 cannot be justified at this

time. Staff recommended deferring the project until more funds are available. Natural gas will be brought into the remodeled bath house for the fireplace as soon as weather conditions permit. Administrator McGuire stated the bath house is substantially complete and encouraged residents to contact City Hall if they are interested in touring it. Councilmember Johnson also recommended pursuing a lighting plan for the park in the future.

NEW BUSINESS

Consider changes to refuse hauling contract with Allied Waste: Rich Hirstein, Allied Waste, reviewed his company’s proposal to extend the current waste, recycling and yard waste removal services for an additional three-years with the City of Bayport, when it expires at the end of September. The proposal provides for a decrease in the monthly cost per resident the first year and the trash cart rental fee will be removed permanently. Discussion followed on yard waste removal and the need to inform residents that this service is included as part of their billing. Administrator McGuire noted that the city is exploring joint billing with Allied Waste (sewer/water and garbage), but the city is not ready to pursue this option at this time. Mayor Nowaczek recommended the city look into an online bill payment option. Administrator McGuire indicated the city would pursue this, as well as credit card payments, in the coming year. Councilmember Ridgway recommended that Allied Waste extend the customer’s payment due date. Councilmember Carlson noted that Allied Waste additionally provides funding for an annual \$500.00 scholarship and labor, equipment and staff for a city-wide cleanup day. Discussion followed on the lack of response to the scholarship program. Staff will explore other recycling options for using the scholarship money, if viable candidates are not available every year, and bring the matter back to the City Council, if needed.

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to approve the contract extension with Allied Waste Services, as presented, for a three-year period beginning October 1, 2008. Motion carried.

Set City Council meeting dates for 2008: Councilmembers discussed the meeting date options for the September and November 2008 meetings. It was noted City Council meetings not held on the first Monday of the month would be taped, instead of broadcasted live.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve and set the 2008 City Council meeting dates for the first Monday of the month, with the exceptions of September 8th and November 10th (second Mondays). Motion carried.

Consider appointments, designations, and assignments for 2008: Councilmembers discussed the liaison appointments, with Councilmember Carlson noting that Chris Hayner was no longer interested in serving as the alternate for the Lower St. Croix Partnership. Staff will verify Mr. Hayner’s position on this, and Dan Johnson volunteered to serve as the alternate, if needed. Discussion followed on designating the official newspaper and the possibility of designating two newspapers to promote communication. The importance and timeliness of using a daily paper for legal publications was noted.

<u>Position</u>	<u>2008</u>
Planning Commission Liaison	Sharon Ridgway Torry Kraftson, alternate
Library Board Liaison	Dan Johnson Connie Carlson, alternate
Cable Commission Liaison	Sharon Ridgway Torry Kraftson, alternate
Middle St. Croix Watershed Liaison	Torry Kraftson Connie Carlson, alternate
Lower St. Croix Partnership	Connie Carlson Dan Johnson, alternate
Andersen Citizen Advisory Liaison	Dan Johnson
Deputy Mayor	Dan Johnson
City Attorney	Eckberg Law Firm (Nick Vivian)

Position**2008**

City Engineer	SEH (Barry Peters)
City Planning Consultant	SEH (Mike Darrow)
City Auditor	Abdo Eick & Meyers, LLP
Deputy City Clerk	Assistant City Administrator (Sara Taylor)
Emergency Preparedness	Fire Chief (Mike Bell)
Deputy Fire Chief	Matt Bell
Weed Inspector	Mayor (Jon Nowaczek)
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)
Animal Control	Police Chief (Laura Eastman)
Financial Advisor	Northland Securities
Assessor	Washington County
Official Depository	First State Bank
Official Newspaper	Stillwater Gazette
Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adopt the 2008 appointments, designations, and assignments as presented, with Dan Johnson appointed alternate for the Lower St. Croix Partnership, if needed. Motion carried.

Consider appointments to Library Board and Planning Commission: Administrator McGuire reviewed the openings and applicants for the Library Board and Planning Commission. Discussion followed on the process of filling the Library Board position. The opening will be advertised and applicants interviewed, with a staff recommendation forwarded to the City Council for consideration at the next meeting. Councilmembers were comfortable with appointing the two returning board members, Mary Goulette and Sandy Ness. The reappointment of Jennifer Schneider to the Planning Commission was discussed. Ms. Schneider was appointed to the Planning Commission her last term by special order of the City Council, since she had already served three consecutive terms. Pamela Hoye has expressed interest in serving on the Planning Commission. The significance of retaining Ms. Schneider's experience and background with Planning Commission proceedings was noted, especially with the change in ownership of the Inspiration development.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to reappoint Mary Goulette and Sandy Ness to three-year terms on the Library Board, reappoint Tom Mabie and Jennifer Schneider to three-year terms on the Planning Commission, and address the current opening on the Library Board after staff has interviewed the applicants and put forward a recommendation. Commissioner Carlson amended the motion, with a second by Councilmember Johnson, to suspend the bylaws of the Planning Commission to appoint Jennifer Schneider to another three-year term on the Planning Commission. Motion carried.

Designate an upcoming workshop date: The date for the City Council workshop to review the library was set for February 11, 2008, 4:30 p.m. – 6:00 p.m. This will allow time for the final appointment to the Library Board to be made. Use of special funds will be discussed if time permits. Councilmember Kraftson noted the importance of timely discussion for the remaining topics, and a date for a second workshop was discussed.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to schedule a City Council workshop on Monday, February 11, 2008, 4:30 p.m., for a general review of the library and other issues as time permits, and an additional workshop on Monday, March 10, 2008, 4:30 p.m., to discuss the remaining topics of interest. Motion carried.

COUNCIL ITEMS/ANNOUNCEMENTS

1. The Senior Center at the Bayport American Legion will host a program on disability issues with seniors and students from Andersen Elementary on January 22nd at 1:00 p.m.
2. The American Legion will be hosting a waffle breakfast on Wednesday, January 23rd at 8:30 a.m., with Bayport Police Chief Laura Eastman available to answer questions and hear concerns of senior residents.
3. There will be a breakfast buffet at the American Legion on Sunday, January 13th, 8:00 a.m. – 12 noon.

ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS – None

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 7:20 p.m. Motion carried.