

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
OCTOBER 7, 2013
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of October 7, 2013 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 Susan St. Ores, Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Patrick McGann

Members Absent: None

Staff Present: City Administrator Logan Martin, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, City Engineer Barry Peters, City Attorney Andy Pratt, Fire Chief Mark Swenson, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the October 7, 2013 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The September recycling award recipient is Wendy Jeanetta who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores recognized and thanked Dan and Kit Ridgway for maintaining the flower gardens at Lakeside Park and Dan and Ginny Peulen for maintaining the plantings at City Hall. The members of Bethlehem Lutheran Church were thanked for their efforts on a planting and landscaping service project at Village Green Park.
3. Mayor St. Ores stated that staff has performed a number of meter audits in response to resident concerns about high utility bills, which indicated the meters are functioning correctly. The use of irrigation systems and unusually dry weather during the third quarter were noted as factors for the high consumption of water during the billing period.

OPEN FORUM – None

CONSENT AGENDA

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

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-20

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
OCTOBER 7, 2013 CITY COUNCIL AGENDA**

1. August 20, 2013 City Council workshop minutes
2. September 3, 2013 City Council workshop minutes
3. September 3, 2013 City Council regular meeting minutes
4. September payables and receipts (check numbers 1136266-1136371)
5. September building, plumbing and mechanical permits report

6. Special event application from Andersen Parent Group for Andersen Elementary Walkathon at Barker's Alps Park on Friday, October 25, 2013
7. Donation of equipment to the Fire Department from Ames Construction and Lowe's Home Improvement
8. Donation of \$25.00 to the Fire Department from Robert Mordick of Bayport, MN
9. Donation of \$20.00 to the Fire Department from Patsy and Fred Marty of Bayport, MN
10. Donation of a city bench from Bayport American Legion Post 491

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

Susan St. Ores – aye	Dan Goldston – aye	Patrick McGann – aye
Connie Carlson – aye	Michele Hanson – aye	

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Hanson attended the Fire Department's 125th Anniversary events and recognized the department for a successful celebration.

Councilmember Goldston reported on the September meeting of the Andersen Community Advisory Commission (CAC) and noted there are openings on the CAC for a Bayport resident and/or business owner.

Mayor St. Ores also thanked the Fire Department and sponsors for the 125th Anniversary events and the Bayport Community Action League (BCAL) for another successful Derby Days celebration. She reviewed recent meetings of the Middle St. Croix Watershed Management Organization (MSCWMO) and Department of Corrections (DOC) community advisory committee. She had the opportunity to tour the DOC facility in Oak Park Heights and commented on the exceptional management of the correctional facilities in the area.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson thanked city staff, councilmembers, department members and the community as a whole for supporting the department's recent anniversary events. He reviewed his written report and noted the city would be installing a second severe weather emergency notification siren. The department received a grant from the Shakopee Mdewakanton Sioux Community Tribal Council for an automated external defibrillator (AED) and a matching grant from OSHA to purchase new water rescue gear.

Police Chief Eastman reviewed the department's September activity and highlighted recent mail and phone fraud incidents. She encouraged residents to be alert to potential scams and notify the Police Department of any suspicious activity. She invited everyone to attend the public safety open house on Thursday, October 31 at the fire hall.

Mel Horak, Public Works Supervisor, reviewed his written report. He stated the city pumped 45 million gallons of water in the third quarter of 2013, versus 20 million gallons during the same period in 2010. During the first quarter of 2013, 18 million gallons of water were pumped, and the significant increase this quarter is related to irrigation system usage. Residents were encouraged to monitor their irrigation systems. The department will be flushing fire hydrants for approximately two weeks, beginning Monday, October 14, weather permitting. Department staff has installed the majority of the new street

signs as required by federally-mandated minimum sign retroreflectivity standards. The old signs that weren't purchased for private use have been recycled. Discussion followed on the city's watering regulations and Administrator Martin reported the state is exploring options to limit the overall pumpage rates per municipality as groundwater levels decrease in the region. Mayor St. Ores recommended reviewing the city ordinance regarding water conservation efforts.

Attorney Pratt summarized an appeal with the Minnesota Department of Licensing and Inspections division on behalf of the city's building official and stated he would have more information at the next meeting.

Assistant City Administrator/Planner Taylor reported work will begin this week on the new hockey rink and it is expected to be completed by December 1. D.R. Horton notified the city they will not be pursuing further development within Inspiration; however they will continue to build out the homes on the lots they currently own in Phase I and Phase III-A. She encouraged residents to participate in the city's photo contest, with entries due by October 15.

City Administrator Martin reported installation of the new traffic signal at Inspiration Parkway and Stagecoach Trail will begin October 8. CPDC, Inspiration's original developer, was required to escrow approximately \$56,000.00 for the signal. Engineer Peters explained the bids for the Washington County signal project were considerably higher than estimated, but the escrow funds from CPDC will cover Bayport's cost for the signal.

UNFINISHED BUSINESS

Consider final pay application #4 from Infratech Infrastructure Technologies, Inc. for I/I improvements and manhole rehabilitation project: Engineer Peters reported the 2012-2013 project to seal multiple manholes to fix infiltration issues has been completed and final payment is being requested. Staff recommended approval of the final payment of \$9,499.33 and to accept the improvement for maintenance.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the final payment to Infratech Infrastructure Technologies, Inc., for the 2012-2013 I/I Improvements-Manhole Rehabilitation in the amount of \$9,499.33. Motion carried 5-0.

NEW BUSINESS

Consider installation of a new severe weather emergency notification siren: Fire Chief Swenson reviewed the request to install a second outdoor siren, noting the current siren is not audible near Stagecoach Trail and the Inspiration development. The city received \$17,970.56 from Inspiration developer D.R. Horton and \$6,679.79 from Washington County Emergency Management to assist with the purchase and installation of the siren. The proposed location is near the city-owned air stripper unit and the siren will be monitored remotely by the Woodbury Fire Department for \$100.00 per year. Chief Swenson is working with Baytown Township officials to assist with the monitoring cost.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-21

A RESOLUTION ACCEPTING FUNDS FROM D.R. HORTON, INC. - MINNESOTA AND WASHINGTON COUNTY EMERGENCY MANAGEMENT AND AUTHORIZING THE PURCHASE AND INSTALLATION OF A NEW SEVERE WEATHER EMERGENCY NOTIFICATION SIREN

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Consider authorization to complete a sewer pipe cleaning project: Engineer Peters reviewed a proposal for cleaning of the city's sewer mains by an outside vendor and explained that a base bid and three alternate quotes were solicited. Responses were received from three companies, and staff would like to proceed with the base bid and alternate #2 scope of work. Alternates #1 and #3, which would proof the areas to be cleaned to ensure the jetting cleaned the full diameter of the sewer mains, was not recommended for award. It was noted many communities skip this step in light of improved cleaning techniques. Staff recommended awarding two projects since the low quoter for the base bid did not submit a quote for alternate #2, and the city attorney determined this would be acceptable. Staff recommended awarding the base bid to the low quoter, Visu-Sewer, Inc., in the amount of \$21,985.30, and alternate #2 to the low quoter, Infratech, in the amount of \$5,197.10. Councilmember Hanson requested information on the city's sewer cleaning process and the reason for this proposal. Public Works Supervisor Horak explained the city's sewer cleaning policy states that half of the sewer mains will be cleaned every other year. This schedule was recommended due to the city's older infrastructure, including clay pipe and poor connections, and a number of tree root intrusions. Due to a reduction in full-time Public Works employees and new development in Inspiration and Baytown Township, the department does not have the manpower to meet the maintenance schedule for this work. He believes the proposed quotes are very favorable and staff will determine how to manage next year's cleaning schedule upon completion of the proposed project. Supervisor Horak stated there is money available in the sewer department funds for this project.

It was moved by Councilmember McGann and seconded by Councilmember Carlson to award the base bid sanitary sewer main cleaning project to Visu-Sewer, Inc., in the amount of \$21,985.30, and alternate #2 sanitary sewer main cleaning project to Infratech in the amount of \$5,197.10. Motion carried 5-0.

Consider authorization to complete a soil correction project at Hazelwood Cemetery: Public Works Supervisor Horak reviewed a project that would correct the unstable soil conditions in the southwest portion of the cemetery, due to increased demand for gravesites in the area. The ground is very uneven, rough and has poor drainage, resulting in complaints from families who have purchased gravesites in this section of the cemetery and causing difficulties with mowing the grass. A soil correction project was satisfactorily completed several years ago when the cremains-only area was established, just north of the proposed work area. Administrator Martin stated \$30,000.00 was planned for the project in the capital improvement plan, and the low bid of \$20,400.00 was received from Bell's Trucking. The alternate quote to recycle fill for city projects was explained.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize the project and accept the low base quote from Bell's Trucking, Stillwater, Minnesota, in the amount of \$18,900.00 and the alternate quote in the amount of \$1,500.00, for a total not to exceed \$20,400.00.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores thanked everyone who donated time and money on behalf of the city's parks and ongoing support of city departments.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the meeting at 7:02 p.m. Motion carried 5-0.