

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
FEBRUARY 3, 2014  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of February 3, 2014 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 February 3, 2014 City Council agenda. Motion carried 5-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The January recycling award recipients are Tom and Carol Dusbabek who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
2. Fire Captain Josh Eisinger received a Lifesaving Award for his CPR efforts on December 21, 2013, that saved the life of a non-responsive newborn.
3. Lifesaving Awards were presented to Andersen Corporation employees Carey Preuss, Logan Misura and Dawn Holldorf for their quick actions that saved the life of Bayport Planning Commission Chairperson Joe Ritzer who suffered a heart attack while working at Andersen Corporation. Joe expressed his gratitude to the people who responded to his medical emergency.

**OPEN FORUM**

1. Marion Coffin and Wayne Peterson, representing Bayport American Legion Post 491, stated the Legion is making a \$15,000.00 commitment for improvements to the ball field at Perro Creek Park and would also provide funding for the annual maintenance of the field. Marion explained the monies expended by the Legion for charitable giving come from local recreational gaming proceeds, especially the new electronic gaming. The Legion was thanked for their generous donation.

**CONSENT AGENDA**

Mayor St. Ores read items 1-8 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 14-02**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE  
FEBRUARY 3, 2014 CITY COUNCIL AGENDA**

1. January 6, 2014 City Council meeting minutes
2. January payables and receipts (check numbers 1136728-1136828)
3. January building, plumbing and mechanical permits report
4. Monetary commitment of \$15,000.00 from the Bayport American Legion for upgrades to the Perro Park ball field
5. Donation of \$50.00 to the Fire Department and \$50.00 to the Police Department from Susan and Alex Mollrem
6. PERA declaration for part-time police officer Dustin Purpur (*Resolution 14-02A*)
7. City liability insurance waiver
8. Special event application for American Cancer Society Bark for Life fundraiser at Barker's Alps Park on Saturday, May 17, 2014

The motion for adopting the foregoing resolution was duly seconded by Councilmember McGann 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 |                      |

**SWEARING IN OF POLICE OFFICER DUSTIN PURPUR**

Mayor St. Ores administered the Oath of Office to Dustin Purpur, the Police Department's new part-time officer who is filling the position vacated by Officer Jered Deal. Officer Purpur was welcomed to the department.

**PUBLIC HEARINGS - None**

**COUNCIL LIAISON REPORTS**

Councilmember McGann reported the city has 3-4 residents interested in the two open seats on the Planning Commission.

Councilmember Carlson reviewed the January Library Board meeting, noting the library's strategic planning process has begun. The next meeting is scheduled for Thursday, February 20, 2014, 6:00 p.m. at the Bayport Library.

Mayor St. Ores reviewed the January meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) where the main topic was ensuring that the holding ponds created by the new bridge meet all MSCWMO requirements. She stated the MSCWMO Board is satisfied with the MnDOT plans for the holding pond improvements. Mayor St. Ores, Councilmember McGann and Administrator Martin met with Congresswoman McCollum to discuss financing ideas for a new fire station, and staff also met recently with Representative Lohmer about a new fire station. Councilmember McGann was recognized for leading the effort to get government officials involved with the project.

**STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Swenson reported he spent considerable time during the past month speaking with the communities served by the Bayport Fire Department to discuss extending their contracts to 15 years as Bayport considers options for the construction of a new fire station. He stated that the response area boundaries are being corrected with the Stillwater Fire Department after new GIS mapping indicated a discrepancy along Highway 36. Chief Swenson reminded everyone of the February 15 annual fundraiser dance at the Eagle's Club in Oak Park Heights.

Police Chief Eastman reviewed her update and noted five new reserve officers will receive training on March 1 and 2. She reported the number of department reports/calls for service increased from 3,297 in 2012 to 3,366 in 2013. Felony drug arrests are on the rise; however the majority of these arrests are associated with traffic stops. Councilmember McGann commented on the nuisance caused by the number of deer in the city and questioned whether there was an increase in deer-vehicle collisions. Chief Eastman believes deer-vehicle incidents are down and recommended that residents refrain from feeding the deer.

Mel Horak, Public Works Supervisor, reviewed his written report and noted the department has begun hauling snow away from the business areas and intersections. Councilmember Goldston inquired about the use of a trailer-mounted snow melting system. Supervisor Horak believes this option may be cost prohibitive, but he will check on pricing. He indicated his department has seen an increased number of deer, especially in the center of the city. Mayor St. Ores thanked the Public Works crew for their extra efforts during a recent water main break.

Assistant City Administrator/Planner Taylor reported the city has received positive comments on the Perro Park skating rink improvements and the rinks/warming house are scheduled to be open through February, weather depending. She thanked the Bayport American Legion for their \$15,000.00 commitment for upgrades to Perro Park and noted a workshop is being planned to prioritize the park improvements for 2014. Pet licenses for 2014 were due February 1 and she encouraged pet owners to register their animals as soon as possible. She thanked the Bayport Community Action League (BCAL) for sponsoring a Valentine's dance at the American Legion on February 8 from 6:00-8:00 p.m.

Administrator Martin stated staff continues to work collaboratively with local, state and federal agencies regarding construction of a new fire station and he anticipates presenting land and financing options at the March City Council meeting. Staff is working with the city attorney to update code enforcement ordinances that will provide fair and consistent enforcement throughout the city, as well as streamline processes.

#### **UNFINISHED BUSINESS – None**

#### **NEW BUSINESS**

Consider quotes to complete the replacement of the well house #2 pump motor starter: Public Works Supervisor Horak explained the need to replace the pump motor starter for well house #2 after a partial failure last fall. Councilmember Goldston had questions about the variable frequency drive (VFD) components and compatibility, and Supervisor Horak stated the project specifications were reviewed by multiple parties to ensure a thorough installation. He added the project does not include a bypass on the VFD in the event it fails and it is a special order; however, he stated the city has redundancy with the other two wells should the unit fail and need to be replaced. A \$4,000.00 Xcel Energy rebate is available for the project and will be returned to the city, per the project specifications. Councilmember McGann questioned the wide range of quotes, from approximately \$14,000.00 to \$36,000.00. Staff explained that the two low quoters most likely get a volume discount on the equipment, and companies that do not need the work sometimes submit a high quote with the possibility of getting the job.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the purchase and installation of a new variable frequency drive motor control unit for well house #2 from Automatic Systems Company, St. Paul, Minnesota, for the quoted amount of \$13,972.00, with funding available in the Water/Sewer Capital Improvement Fund. Motion carried 5-0.

Consider an amendment to Chapter 54 – Traffic and Vehicles of the Bayport City Code of Ordinances related to on-street parking: Administrator Martin reviewed a minor amendment to the ordinance related to on-street parking that will help Public Works staff make snowplowing more efficient. Current code prohibits parking a vehicle for a period of more than 24 consecutive hours on any public street, with the exception of continuous parking allowed in front of the vehicle owner’s residence. Instead of creating special winter parking requirements, the code amendment would remove the exemption for vehicles parked at the owner’s residence and enable city crews to remove all remaining snow the day after a snowplowing event. Mayor St. Ores voiced her support of the amendment but questioned how the change would be communicated to residents so they are not surprised by the new regulation. Administrator Martin stated the city will use its normal communication methods and that the Police Department will not be aggressively ticketing or towing offending vehicles. Chief Eastman stated vehicles that don’t move after a snowfall also create a safety hazard and can restrict passage for emergency vehicles. She stated officers will generate a report on vehicles in violation and note the attempts made to have the vehicle moved. Residents who do not respond may be ticketed. Attorney Pratt stated failure to move a vehicle would be ticketed as a petty misdemeanor, with up to a \$100.00 fine. Councilmember Carlson questioned the need for amending the ordinance year round and Administrator Martin noted a uniform year round ordinance would assist with other traffic concerns, e.g., abandoned vehicles, and assist with street sweeping efforts. Mayor St. Ores reiterated that city staff utilizes multiple communication strategies when a vehicle needs to be moved and it is not the city’s intention to ticket vehicles. She requested that staff proactively notify residents via email, city website, etc., of dates that city crews plan to conduct maintenance on streets. Administrator Martin added that staff would utilize the ordinance when needed, and Councilmember Carlson would like staff to communicate the intent and flexibility of the amendment during the off season. Chief Eastman encouraged residents to sign up for the city’s email blast as another tool to receive emergent news from city staff.

Councilmember Hanson introduced the following ordinance and moved its adoption:

**Ordinance #840**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING CHAPTER 54, TRAFFIC AND VEHICLES OF THE BAYPORT CITY CODE**

The motion for adopting the foregoing ordinance 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 upgrades to the city’s computer network and server system: Administrator Martin explained the limitations and issues with the city’s current computer network and server system, noting the city has been utilizing portable USB storage for the past 6 months to meet its storage needs and does not have backup hosting on an outside source. The city’s IT consultant, TR Computers, is recommending that the current 1 terabyte (TB) server be replaced with a 2.4TB server with a 2TB backup storage capability. The new system would also archive emails which would assist in complying with public data requests and state mandated retention requirements. Funding for this tax-free expenditure is allocated in the 2014 Capital Improvement Plan and will be taken out of the Office Automation Fund. Councilmember Hanson questioned the need for a second quote for the labor and installation. Administrator Martin stated that TR Computers has been the city’s technology consultant for a number of years and is knowledgeable about the city’s specific computer networking needs, which is why only one quote was secured. Administrator Martin also referenced that state law requires quotes for purchases over \$25,000.00, which would not apply in this situation due to the cost of the project. Councilmembers

acknowledged the need for a backup system and Councilmember McGann noted the price was reasonable based on recent experience at his office. The quote package includes an onsite backup system and there was discussion on the option of an offsite "cloud" backup system. Administrator Martin will verify that the backup system quoted utilizes the "cloud" technology and check on additional options, if necessary.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve upgrades to the city's network and server system, as presented, in an amount not to exceed \$13,000.00, with funds available from the Office Automation Fund. Motion carried 5-0.

#### **CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Hanson reported the May 17 "Bark for Life" fundraiser at Barker's Alps is open to the public and participants can preregister or register onsite the day of the event.
2. Mayor St. Ores recognized and thanked Susan and Alex Molldrem for the Police and Fire Department donations, the Fred C. and Katherine B. Andersen Foundation for the hockey rink donation, and the Bayport American Legion for their support of the Perro Park ball field.
3. Mayor St. Ores reminded residents of the BCAL's Valentine's dance on February 8 and the Fire Department's fund raiser on February 15.

#### **ADJOURNMENT**

It was moved by Councilmember Goldston and seconded by Councilmember McGann to adjourn the meeting at 7:16 p.m. Motion carried 5-0.

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City Administrator/Clerk