

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
MARCH 2, 2015
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of March 2, 2015 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 John Parotti, City Attorney Andy Pratt, Fire Chief Mark Swenson, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the March 2, 2015 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The February recycling award recipient is Terry Hayner who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Lynn Vernon, representing the Master Gardeners in Washington County, announced the group will be sponsoring the second "Bayport in Bloom" Front Entry Garden Contest this summer. Judging will occur in mid July. To kick off the contest, a free workshop on creating front entry displays is scheduled for Saturday, April 18, 10:30 a.m.-12:30 p.m., at the Bayport Library. The workshop is open to everyone and no registration is required.

OPEN FORUM

CONSENT AGENDA

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

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 15-04

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
MARCH 2, 2015 CITY COUNCIL AGENDA**

1. January 20, 2015 Joint City Council/Planning Commission workshop minutes
2. February 2, 2015 City Council regular meeting minutes
3. February payables and receipts (check numbers 005387-005509)
4. February building, plumbing and mechanical permits report
5. Special event application from the Bayport Community Action League for a Farmer's Market on the Village Green on Mondays, June 22-October 12, 2015

6. Special event application from Bob Johnson for Dane's Place Pig Roast Fundraising Event on the Village Green, Saturday, June 27, 2015
7. Application for temporary on-sale liquor license from Bethlehem Lutheran Church for June 27, 2015 on the Village Green
8. Waiver of statutory tort liability limits for city insurance coverage
9. Renewal of boat trailer parking agreement with Andersen Corporation for 2015
10. Approval of agreement with Springsted, Inc., for Municipal Advisor Services related to the Fire Hall bond sale project

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	

PUBLIC HEARINGS

Public Hearing to consider a five-year capital improvement plan and the preliminary issuance of general obligation capital improvement bonds: Administrator Martin explained that in order to issue general obligation capital improvement bonds for the new Fire Hall, the city was required to prepare a separate five-year capital improvement plan (CIP) for the project and hold a public hearing before the CIP is adopted and the bonds are preliminarily approved. He noted that Bayport will not bear the entire payment for the bond principal and interest because the fire services contract with the city's three partner communities establishes an annual payment from each partner community that will help pay the principal and interest on the bonds. Bayport's annual share toward the 15-year bonds is approximately \$24,000.00-\$30,000.00. He anticipates the city will need approximately \$2.4 million in bond sale revenues; however the CIP establishes a maximum bond sale amount of \$2.7 million in order to provide flexibility should the City Council decide to make a change in the overall project budget. Increasing the bond amount is not anticipated, however the \$2.7 million ceiling ensures the city does not have to redo the required administrative steps if the project changes. He added that tonight's requested action will not require the city to proceed with the bond sale if the project changes.

Mayor St. Ores opened the public hearing and no comments were heard.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to close the public hearing. Motion carried 5-0.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 15-05

**A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PLAN AND PROVIDING
PRELIMINARY APPROVAL FOR THE ISSUANCE OF GENERAL OBLIGATION
CAPITAL IMPROVEMENT BONDS THEREUNDER**

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	Dan Goldston – aye	Patrick McGann – aye
Connie Carlson – aye	Michele Hanson – aye	

COUNCIL LIAISON REPORTS

Councilmember Hanson attended a Community Education Advisory Council meeting where the council discussed the adult enrichment programs offered by Community Education. Residents should contact Councilmember Hanson if they have ideas and/or comments for the council on the adult programs.

Councilmember Carlson reviewed the February Library Board meeting, noting Amy Zimmer's vacant seat has been filled and the appointment will be approved later in tonight's meeting. She reviewed spring break activities and encouraged people to check the library's website for details. Planning for the summer reading program is underway and the library hopes to offer weekly activities. The 25th anniversary library celebration is being postponed and will be held in conjunction with Derby Days in September. The next meeting is scheduled for Thursday, March 26, at 6:00 p.m. at the library.

Councilmember McGann reported the Planning Commission will meet March 16, 2015.

Mayor St. Ores thanked the BCAL for sponsoring the Valentine's Dance and recognized the Bayport Fire Department for putting on their recent annual dance/fundraiser. She reviewed the February Middle St. Croix Watershed Management Organization (MSCWMO) meeting, noting the group closely examines the need and location of monitoring stations throughout the watershed. She recognized MSCWMO Administrator Mike Isensee's efforts to increase grant opportunities for the organization. She recently attended a multi-agency meeting to discuss the Centennial Anniversary of the National Park System in 2016, with a focus on enhancing and sustaining our local urban parks. The group is also exploring ways to celebrate the St. Croix River's anniversary in 2017. She thanked Congresswoman Betty McCollum for leading these efforts.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson acknowledged the efforts of the department staff in hosting the annual fundraising dance on February 21, noting approximately \$10,000.00 was raised. He reviewed the Fire Department Advisory Committee meeting with the partner communities, and said this month's safety message is on the importance of preventing slips, trips and falls.

Police Chief Eastman thanked the City Council for their support to reinstate the Sergeant position and recognized Mayor St. Ores and Administrator Martin for their assistance with the selection process. She reviewed the department's recent and upcoming events and alerted the public to ongoing scams that target seniors, including fake requests for money to help get a family member out of jail and demands for credit card information to pay off IRS debt.

Mel Horak, Public Works Supervisor, reviewed his written report and encouraged residents to avoid depositing snow from private property onto public property. Mayor St. Ores commented on the number of people enjoying the ice skating rinks at Perro Park this winter and thanked the Public Works staff for maintaining the rinks.

Assistant City Administrator/Planner Taylor reported Mattamy Homes has submitted a formal application for a revised preliminary plat for 113 single-family homes to complete Phase III-B of the Inspiration development. A public hearing on the application will be held at the March 16 Planning Commission meeting and the City Council is anticipated to consider the application at the May 4 meeting. City staff will be meeting with Washington County engineering staff to discuss improvements along the 5th Avenue North business corridor to provide a more accessible and appealing environment. Staff will also explore a partnership with business owners in the area to add signage along Highway 95 directing people to the 5th Avenue businesses and Barker's Alps Park. She reviewed the final tabulation of votes from the November 4, 2014 General Election, reporting Bayport had a 62% voter turnout. The

city received notice there will be a Special Election on Tuesday, May 12, to vote on a bond request to improve facilities across the Stillwater Area School District. The city will administer the election and be reimbursed by the school district for all expenses.

Administrator Martin provided an update on the mandated installation of crossing arms at the railroad crossings at Central Avenue and Point Road. The Central Avenue system is fully operational; however the project on Point Road was delayed to give residents an opportunity to get more information. To that end, the city held an open house on February 25 to answer questions and get feedback from the Point Road residents. A major concern is the switching of cars in the King Plant area and the impact on travel on Point Road. The mandated crossing arms project is moving forward, however the city will monitor the crossing to make sure it functions appropriately. The discussion also focused on trains blocking the tracks beyond the state allowed 10-minute timeframe. He said the city continues to document infractions of the 10-minute rule and has discussed the issue with the Union Pacific Railroad. Administrator Martin requested direction from the City Council on whether to aggressively pursue the blockage infractions. Councilmember McGann noted the public safety factor in keeping the crossing open to allow access for emergency vehicles. The general consensus of the City Council was that the residents' concerns are valid and city staff should continue pursuing communication with federal and state representatives for compliance with the 10-minute rule.

UNFINISHED BUSINESS

NEW BUSINESS

Consider appointment of Police Officer Jay Jackson to Sergeant for the Bayport Police Department: Police Chief Eastman reviewed the process and need for appointing a Sergeant, with the retirement of Captain Jerry Hutchinson. Upon completion of the extensive process, Officer Jackson was the highest scoring applicant and is being recommended for the position. He will continue to serve as the department's canine officer.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to appoint Officer Jay Jackson to the position of Sergeant, with the starting pay of \$35.56 an hour, effective March 3, 2015. Motion carried 5-0.

Sergeant Jackson's wife assisted with pinning the Sergeant stripes and badge to her husband's uniform. Sergeant Jackson was congratulated on his promotion and welcomed to the position.

Consider a resolution declaring a commitment to review and revise the Bayport City Code of Ordinances to integrate MIDS standards: Mike Isensee, MSCWMO Administrator, reviewed the background of the resolution that would allow Bayport to participate in the Minimal Impact Design Standards (MIDS) grant program that would reimburse the city for updating its ordinances with the new standards. The MIDS standards were written to be simpler, more flexible and consistent with other watershed districts in the area. Mayor St. Ores said the City Council and Planning Commission held a joint workshop on the MIDS standards during which the updates were discussed in detail, and the members recommended integrating the simplified standards into Bayport ordinances.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 15-06

**A RESOLUTION DECLARING A COMMITMENT TO REVIEW AND REVISE
THE BAYPORT CITY CODE OF ORDINANCES TO
INTEGRATE MINIMAL IMPACT DESIGN STANDARDS**

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
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Consider appointment of Mary Ostertag to the Library Board: Assistant Administrator Taylor reported the Bayport Public Library Board of Trustees has recommended appointing Mary Ostertag to fill the vacant seat left by Amy Zimmer whose term expires December 31, 2015. Amy was recognized and thanked for her service and Mary was welcomed as her replacement.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to appoint Mary Ostertag to the vacant seat on the Bayport Public Library Board of Trustees effective immediately, with a term to expire December 31, 2015. Motion carried 5-0.

Consider authorization to solicit bids for the proposed new Fire Hall: Administrator Martin said the architects and building committee have refined the final building design, and the construction documents will be let for public bidding on March 17, with a bid opening anticipated on April 7. Jessie Bauldry of Leo A. Daly Architects provided an update on the design of the Fire Hall, including the interior material palette featuring shades of gray and red highlighting. Councilmember Hanson recognized the efforts of Leo A. Daly to stay within the project budget and said she was impressed with the concepts and color schemes that reflect a fire station feel. Councilmember Carlson inquired about the timing of installing the heating components in the apparatus bays and the potential desire for in-floor heat. Architect Cindy McCleary explained that in-floor radiant heat would be an efficient method for general heating. However, in colder climates, it is not sufficient to protect the roof structure and equipment in the ceiling, such as piping. The overhead heating system is necessary to increase the temperature in the bays when the doors are opened/closed, regardless if the building contained in-floor heat.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to authorize Kraus Anderson to solicit bids for the utility extensions, roadway improvements and construction of the Fire Hall building project. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores thanked the Andersen Corporation for their cooperation in renewing the boat trailer parking agreement for another season.
2. Mayor St. Ores thanked Captain Jerry Hutchinson for his service to the Bayport Police Department and wished him well upon his retirement.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Hanson to adjourn the meeting at 7:09 p.m. Motion carried 5-0.

City Administrator/Clerk