

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
JANUARY 4, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of January 4, 2016 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, Fire Chief Allen Eisinger, Public Works Supervisor Mel Horak, City Engineer John Parotti, Assistant City Administrator/Planner Sara Taylor and City Attorney Tom Lehmann

APPROVAL OF AGENDA

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the January 4, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The December recycling award recipient is Warren Lamb who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores acknowledged Police Chief Laura Eastman with a Letter of Recognition upon achieving the designation of a Master Level Certified Chief Law Enforcement Officer, by the Minnesota Chiefs of Police Association.

OPEN FORUM

1. Blake Anderson, 795 2nd Avenue North, shared his suggestions for reuse of the current Fire Hall, creating a parking lot at Village Green Park for school and church parking, and asking the adjacent business owners to pay for a portion of any new parking lot that may be constructed at 169 3rd Street North.

CONSENT AGENDA

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

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 16-01

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
JANUARY 4, 2016 CITY COUNCIL AGENDA**

1. December 7, 2015 City Council regular meeting minutes
2. December 7, 2015 City Council workshop minutes
3. December payables and receipts (check numbers 6559-6671)
4. December building, plumbing and mechanical permits report

5. Summary of Ordinance #847 amending Chapter 14 – Animals of the Bayport City Code for publication
6. Commercial refuse hauling license renewals for 2016
7. Pay application #6 and #7 from Kraus Anderson and subcontractors for Fire Hall construction
8. Renewal of the city’s auditing contract with Schlenner Wenner & Co. for 2016-2018
9. Pay application #4 (final) from Miller Excavating for Fire Hall utility extension and turn lanes
10. Accept city bench donation from Mary Williams

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

UNFINISHED BUSINESS

Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances for park field rental fees and summary of ordinance for publication: Administrator Martin reported staff compared Bayport’s park field rental fees with those of surrounding communities, as directed at the last City Council meeting. Comparable rental fees from Hudson, Wisconsin, and Lake Elmo, Oak Park Heights and Stillwater were reviewed. Based on this review, staff recommended the daily rental fee for all ball and soccer field rentals be increased to \$10.00 per day, with the seasonal maximum for Barker’s Alps Park fields increased to \$200.00 for ball fields and remain at \$100.00 for soccer fields. The seasonal maximum for Lakeside Park and Perro Park ball fields would increase to \$100.00. The three main park field users, St. Croix Valley Athletic Association, St. Croix Preparatory Academy and the Lake Elmo Baseball Association, assist the city with routine maintenance of the ball fields, which factored into staff’s recommended rate adjustments. The general consensus of the City Council was that the increases were reasonable, and the rates should be re-examined next year.

Councilmember Hanson introduced the following ordinance and summary and moved their adoption:

Ordinance #849 and #849S

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING APPENDIX D, FEE SCHEDULE, OF THE CITY CODE**

The motion for adopting the foregoing ordinance and summary 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	

Consider authorization to solicit quotes and select a professional services firm to pursue potential reuse options for the existing Fire Hall building: Administrator Martin reviewed the city’s discussions to date for potential reuse options for the current Fire Hall. The general direction received from the City Council during the December workshop was to retain public ownership of the building, with a combination of public/community and city uses. Discussion followed on engaging a firm to assist the city with a broad-based design for reuse options. Staff recommended a do-not-exceed amount of \$7,000.00 for this work, with a firm to be selected by the end of January, and preliminary designs to be reviewed in March or April. Councilmember Hanson recommended the city utilize the services of a commercial broker to gauge the potential leasing options prior to spending money on a firm to design

reuse options. She believes more information is needed on the cost to operate and maintain the building, with and without a leasing partner. Councilmember Goldston suggested pursuing quotes to survey the condition of the building's existing infrastructure and estimate the cost of required repairs to bring the building up to code for various uses/occupancies. Administrator Martin noted that Building Official John Buckley provided an estimate of \$84,000.00 to \$131,000.00 for baseline repairs and/or upgrades, after inspecting the building with various contractors. The city also received input from a firm that looked at the potential reuse of the building, and the general recommendation was for some type of flexible community space versus any commercial reuse. Mayor St. Ores reiterated the need for financial guidelines to help the city make qualified decisions for the building. She said the general consensus of the City Council at the December workshop was to retain ownership of the building, if possible. Discussion continued on the Council's desire to see a cost estimate on completing the necessary repairs and converting the interior structure to a blank, shell space. Administrator Martin said there would most likely be a per-hour fee to obtain this type of cost estimate, but it would be a less expensive first step than proceeding with a design project. He added that a firm may provide the work at no charge, with the prospect of getting the design project contract. The city will also pursue discussions with commercial brokers to determine potential leasing opportunities. Staff was directed to work with a firm to develop an estimate to convert the Fire Hall to a shell space for future development, for a fee not to exceed \$2,500.00, and report back at a future meeting.

NEW BUSINESS

Update on redevelopment of the property located at 169 3rd Street North: Administrator Martin reported staff continues to work with the city attorney on the final purchase of this property. During the closing procedures, issues with the property's title were discovered, which has postponed the process to mid-January. A new parking lot project is tentatively proposed for this spring, which would allow construction by the end of the year, before the available tax increment financing dollars would be rescinded. Additional updates will be provided at upcoming meetings.

COUNCIL LIAISON REPORTS

Councilmember Carlson reported on the December 2015 Library Board meeting, where the new Library Director provided an update on plans for the library's website. The next meeting of the Library Board is scheduled for January 21, 2016, 6:00 p.m., at the library.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the department's 2015 call volume was 1,234, up 20 calls from 2014. The department currently has 23 members, with one member on medical leave, and continues to be the busiest volunteer department in the state. The department will be implementing a program this year that will allow members to "opt-in" to calls to seven specific, high-volume locations, thus decreasing the number of calls the firefighters are alerted to. This will assist members in meeting the required percentage of calls they need to respond to, as well as decrease the number of callouts during the overnight hours. He reviewed monthly drills and meetings and reminded everyone of winter safety tips. He said the department is very appreciative of the donation of a new gas grill for the new Fire Hall.

Police Chief Eastman reviewed her written report and thanked everyone for the generous response to the annual Toys for Tots collection. She said four new reserve officers successfully completed training, which brings the total count of the department's volunteer reserves to 15. With the recent resignation of two part-time officers, staff will be interviewing reserve officers at the end of January to fill the open positions. The Police Department responded to 3,359 calls in 2015, approximately 100 more than 2014. She reminded pedestrians to wear reflective clothing when walking after dark.

Public Works Supervisor Horak reviewed his written report and reminded residents to help clear snow away from fire hydrants. He noted a new blue fire hydrant was installed as part of the project to connect well #3 to the water treatment system. It is for the raw water line and not intended for fire suppression. He said the majority of fire hydrants are yellow and the department plans on repainting many of the hydrants this summer.

Assistant City Administrator/Planner Taylor reported the next edition of the city newsletter should be mailed in the new week or two, and the library has been awarded an OSHA grant to help improve security at the facility. Public Works will be preparing the ice rinks when the weather gets colder and the warming house and rinks will be open as soon as possible. She reminded residents they can make park reservations now, prior to the city opening up reservations to non-residents on January 15. Pet licenses are due February 1.

Administrator Martin recognized the city's engineering firm, SEH, for their efficient and stringent management of the Miller Excavating contract for the new Fire Hall utility extension and turn lanes project, which resulted in a final payment of approximately \$27,000.00 less than the original bid. He reported that staff continues discussions on the required one side, on street parking in the Inspiration development with the homeowner's association management company and hopes to finalize a plan in the near future. Winter conditions may delay installation of the no parking signs until spring.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores thanked Mary Williams for the donation of a city bench and noted there are continued opportunities for bench donations throughout the city.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:21 p.m. Motion carried 5-0.

City Administrator/Clerk