

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

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of June 6, 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, City Attorney Andy Pratt, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

Mayor St. Ores noted that an update of actions surrounding the new garage construction project at 636 Minnesota Street would be provided during Open Forum.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the June 6, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The May recycling award recipient is Laurie Cincotta who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores recognized and thanked Bethlehem Lutheran Church volunteers for a recent tree planting and landscaping project at Hazelwood Cemetery and Village Green Park.
3. Mayor St. Ores recognized and thanked American Legion volunteers for refurbishing the Hazelwood Cemetery event stand.

OPEN FORUM

1. Diane McGann, Washington County Master Gardeners, presented details of the *Bayport In Bloom* Front Entry Garden Contest, with nominations due July 13, 2016.
2. Marion Coffman and George Hild, representing the Bayport American Legion, presented a donation in the amount of \$3,500.00 to the city for annual maintenance of Perro Park *Legion Field*. Councilmembers and staff thanked them for the generous donation and ongoing support.
3. Mayor St. Ores presented a summary of actions taken to date by the city in response to complaints regarding the new garage construction at 636 Minnesota Street South. The city has conducted two separate legal reviews of the building ordinance as it relates to this project and both have determined the city is in compliance with the ordinance. She shared the city's response and actions to eight major questions regarding the new garage construction, driveways and vehicle parking. She noted that the city considers this matter to be closed and therefore will not receive further public comment regarding these specific questions during Open Forum at future City Council meetings.

CONSENT AGENDA

Mayor St. Ores read items 1-14 on the consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-06

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-14 FROM THE
JUNE 6, 2016 CITY COUNCIL AGENDA**

1. May 2, 2016 Joint City Council/Planning Commission workshop meeting minutes
2. May 2, 2016 City Council regular meeting minutes
3. May payables and receipts (check numbers 007137-007257)
4. May building, plumbing and mechanical permits report
5. Special event application from Anderson Race Management for Ragnar Relay Race exchange point at Perro Park on August 13, 2016
6. Special event application from American Legion for flag retirement event at Perro Park on June 14, 2016
7. Lawful gambling application from American Legion for Dane’s Place Pig Roast at Village Green Park on June 25, 2016
8. Summary of Ordinance #850 for publication related to Chapter 48 – Stormwater Management (MIDS)
9. Certification of a new legal description and parcel boundary for 338 5th Avenue North (*Resolution 16-06A*)
10. Appointment of new members to the Bayport Fire Department
11. Donation of \$3,500.00 from American Legion for annual maintenance of Perro Park *Legion Field*
12. Special event application from St. Charles Church for an outdoor service at Perro Park on August 27, 2016
13. Special event application from People’s Congregational Church for a harvest festival at Perro Park on September 25, 2016
14. Pay application #12 from Kraus Anderson and subcontractors for Fire Hall construction

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	

PRESENTATION OF THE 2015 CITY AUDIT

Jon Archer, Schlenner Wenner and Company, reviewed the audit process and reported the city received an unmodified/clean opinion on its 2015 financial statements. The governmental funds were reviewed, including the new fire hall capital project fund. The general fund ending balance was \$8,422,483, which is equal to approximately 3 ½ years of city expenses. The water and sewer (enterprise) operating funds showed a net increase of \$41,524 and \$34,595, respectively. The new GASB 68 and 71 accounting standards related to the city’s pro-rata share of any unfunded/fully funded liability/asset of PERA and the Fire Relief Association were explained. Internal control and compliance findings were reviewed.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to accept the 2015 audited financial statements as presented. Motion carried 5-0.

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

Consider issuance of new On-sale and Sunday liquor licenses for the proposed tavern/restaurant establishment to be located at 338 5th Avenue North: Assistant City Administrator/Planner Taylor noted the city received an application for new On-sale and Sunday liquor licenses from Jeffrey Lundmark, The Wilder Inc. As part of the application process, a background investigation of the applicant is required, as well as verification that the premises meets all applicable city and state codes, and is fit for occupancy and service. She stated the property owner is in the process of making substantial building improvements, which are scheduled for completion within the next month. Once the improvements are complete, city staff will conduct an inspection to verify code compliance before the liquor licenses will be issued for the property. The premises has a current conditional use permit that allows outdoor seating and liquor consumption. To be consistent with other establishments within the city, staff is recommending that the new licenses require outdoor liquor consumption end at 10:00 p.m., Sunday-Thursday and 12:00 a.m. on Friday and Saturday. Washington County Sheriff's Office also confirmed that the background investigation did not reveal any negative information that would disqualify the applicant from holding the requested liquor licenses. Assistant City Administrator/Planner Taylor introduced applicant Jeffrey Lundmark, who stated he was looking forward to opening his restaurant, The Wilder Scratch Kitchen within the next month, to feature a full menu with upscale comfort food.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve On-sale and Sunday liquor licenses for the proposed tavern/restaurant establishment to be located at 338 5th Avenue North, with the conditions as noted by city staff. Motion carried 5-0.

Consider approval of a new Public Works Director/City Engineer with terms as negotiated in the hiring process: Administrator Martin reviewed the search and recruitment process for a new Public Works Director/City Engineer position, undertaken in response to succession planning as the current Public Works Supervisor prepares for retirement. He noted the city will be focusing on infrastructure investigation, planning, repair and replacement in the coming years, and the opportunity to add engineering duties to the position at this time will greatly reduce the need to outsource all engineering activities and save a significant amount of money on these types of projects. After interviewing highly qualified candidates, staff is recommending John Parotti, the city's current consultant engineer, for the position at a salary grade 12 (\$71,524.64-\$101,387.66). A draft memorandum of understanding (MOU) between the city and the candidate was provided to the City Council, and Administrator Martin said the MOU would hopefully be completed by the end of the week as Mr. Parotti finalizes his decision to accept the position.

It was moved by Councilmember Goldston and seconded by Councilmember McGann to approve the appointment of John Parotti as the new Public Works Director/City Engineer, pending a completed background check and with terms as negotiated, subject to acceptance of the position by the candidate. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember Hanson reviewed the May 16, 2016 meeting of the Central St. Croix Valley Joint Cable Commission and said the new director, Penny Mealhouse, is very organized and commission business is going smoothly.

Councilmember Goldston reported on the May 12, 2016 Middle St. Croix Watershed Management Organization meeting, where erosion and sediment control and storm water management practices were reviewed. He also attended the Andersen Corporation Community Advisory Commission (CAC) on June 4, 2016. It was noted that Green Builder Media readers ranked Andersen® windows and doors as

the greenest brand among window and door manufacturers in North America. The U.S. Environmental Protection Agency has also recognized Andersen Corporation as a 2016 Energy Star Partner of the Year for its contribution in reducing greenhouse gas emissions. It was announced that Andersen Corporation has signed a subscription with Xcel Energy for up to 19 megawatts of solar power through Xcel's solar program.

Councilmember Carlson reported on the May 14, 2016 Library Board meeting and noted meetings have been changed to the third Tuesday of the month at 6:00 p.m. The new library website is live and patrons should find it much easier to navigate. She encouraged parents to check out the wide range of summer programs the library has to offer; information can be found at the library and on its website. The next meeting is scheduled for June 21, 2016, 6:00 p.m., at the library and the public is welcome to attend.

Mayor St. Ores attended the Memorial Day Parade and thanked the Bayport American Legion for coordinating this annual event, as well as everyone involved with the parade.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reviewed his written report noting the Fire Department responded to 116 calls in May, including two mutual aid responses during Memorial weekend. Firefighters were able to utilize the training center at the new Fire Hall for department drills. The department was happy to welcome Mike Bell back to active duty, after a recent illness. Councilmember Goldston inquired about the punch list for the new Fire Hall. Administrator Martin said the list of incomplete items is decreasing and staff will be addressing the one-year warranty with the grass vendor this week.

Police Chief Eastman reviewed her written report and said the department currently has 14 Reserve Officers who are a great help with the multiple city events scheduled this summer. She reported part-time officer Nick Schipp will be resigning, and staff will be interviewing on June 14 for up to two part-time officer positions. She reminded people to submit a "watch property" form if they plan to be away from home; there was a recent break in at a vacant, bank-owned property.

Public Works Supervisor Horak reviewed his written report and reminded homeowners to avoid blowing grass clippings and yard debris into the street. The debris clogs the storm sewers and negatively impacts the water quality of the St. Croix River. Councilmembers commented on the quality and visual impact of the hanging flower baskets lining the business district.

Assistant City Administrator/Planner Taylor reviewed her written report, including submittal of the city's recycling work plan to Washington County and recent grant the city received in the amount of \$4,320.00. She noted that staff has been working on opportunities to partner with the Bayport Community Action League to promote community events with temporary signage and pursuing a potential project in partnership with the Washington County Land and Water Legacy Program for property along the St. Croix River. Garden Expressions Greenhouse of New Richmond, Wisconsin, was recognized for providing this year's hanging flower baskets and the St. Croix River Association was thanked for their donation of signs that will be posted by the city's boat launch and popular fishing areas along the St. Croix River to increase public outreach and education efforts regarding the aquatic invasive species of Asian carp. Upcoming city events were highlighted; detailed information is available on the city's website.

Administrator Martin reported staff is starting the 2017 budgeting process this month, and the municipal parking lot project will be awarded in July, with an expected completion in September. The "no parking" signs in the Inspiration development were installed in mid-May and staff has been monitoring compliance, along with addressing a couple resident concerns.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Carlson reminded residents of the Dane's Place Pig Roast on Saturday, June 25, 2016, 1:00-5:00 p.m., at Village Green Park.
2. Councilmember Hanson noted the Bayport American Legion's flag retirement event on June 14, 2016. This year's event begins at 5:00 p.m. with a flag burning ceremony at Perro Park.

ADJOURNMENT

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

City Administrator/Clerk