

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 1, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of February 1, 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, 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

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the February 1, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The January recycling award recipient is Allen Mishek who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

1. Tara Johnson, 620 Oakwood Street South, expressed concerns about the city's process for issuing a building permit for a garage at 636 Minnesota Street South and the lack of written documentation and response to her concerns. She said the construction plans that were submitted do not represent the permit that was issued. As a result, she filed a Notice of Appeal for the project. She hopes this appeal will give the city an opportunity to review its processes and documentation. Administrator Martin stated the project is now on hold pending city attorney review of the appeal and verification of the elevation concerns raised by Mrs. Johnson. Staff has requested additional design elevation detail from the homeowner, and Mrs. Johnson will be updated in writing when the information is vetted and a determination made by the city.
2. Blake Anderson, 795 2nd Avenue North, inquired about the city's practice of parking impounded vehicles in the Public Works garage and suggested there may be an opportunity to collect a storage fee. Mayor St. Ores said staff has discussed this in the past and will investigate further. He also recommended updating the city's infrastructure under Highway 95 prior to the highway being reconstructed once the new bridge is finished. Administrator Martin said the Minnesota Department of Transportation (MnDOT) plans on repaving/rehabbing Highway 95 in the next 4-5 years, which will give the city time to coordinate a plan to replace its aging infrastructure under the highway in conjunction with the MnDOT work. Staff has been making good progress on a study of the city's entire infrastructure, and City Engineer Parotti said the drainage plan is 80% complete. He said a draft report will be available this summer. Mayor St. Ores wants business owners along Highway 95

to have sufficient time to plan for any financial impacts a major construction project may have on their businesses. Mr. Anderson expressed concerns with the current Fire Hall flat roof leaking and recommended adding a pitched roof if the city makes major repairs to the building. He also commented on the route from the new Fire Hall location to Oak Park Heights.

3. Kris Kregel, 18 Point Road, commented on streamlining the approach from Highway 36 to Highway 95 when MnDOT completes the Highway 95 rehab project in 4-5 years, and believes the current 40 mile per hour speed limit on Highway 95 should be increased north of the stoplight by Point Road. He also requested that police patrols travel both clockwise and counterclockwise on Point Road.

CONSENT AGENDA

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

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 16-02

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE FEBRUARY 1, 2016 CITY COUNCIL AGENDA

1. January 4, 2016 City Council regular meeting minutes
2. January payables and receipts (check numbers 006672-006781)
3. January building, plumbing and mechanical permits report
4. Mutual Aid Agreement between Fire Departments of Washington County, MN and St. Croix County, WI
5. Donation of an automatic external defibrillator from the Shakopee Mdewakanton Sioux Public Safety LIFE Program to the Bayport Police Department
6. Donation of a portable gas grill from Phil and Susan St. Ores for the new Bayport Fire Hall
7. Special event application from the Kinnicroix Girl Scouts for a day camp at Lakeside Park on July 14-17, 2016
8. Pay application #8 from Kraus Anderson and subcontractors for Fire Hall construction

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
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

UNFINISHED BUSINESS

Discuss potential reuse options and cost estimates for the existing Fire Hall building: Administrator Martin said Kraus Anderson provided a pro-bono scope of work and preliminary cost estimate to complete the necessary repairs to the existing Fire Hall building and convert the space into a workable office area. He summarized a large-scale cost estimate that detailed necessary repair items, as well as optional upgrade work that could be done to prepare the building for potential leasing opportunities. Kraus Anderson's total of \$654,726 includes several optional upgrades; however staff estimates a minimum of \$200,000 would be necessary to convert the building into an open shell space. Kraus Anderson's figure does not include the city's previously generated estimate of \$70,000 to repair the roof. Mayor St. Ores recognized the value of the detailed cost estimate for use in determining the next steps with the building and thanked Kraus Anderson for providing it at no charge. Conversations

continue with potential end users for a renovated space, but no firm commitments have been reached. The City Council will likely discuss this further at the March 7 workshop and as additional information becomes available.

Update on redevelopment of the property located at 169 3rd Street North: Administrator Martin reported the city closed on the purchase of the property located at 169 3rd Street North on January 22, after addressing a few unexpected title issues that delayed the acquisition for approximately two months. The next step is to refine the design for the proposed municipal parking lot concept to maximize the favorable spring bidding timeframe. The City Council will discuss the project further at the March 7 workshop.

NEW BUSINESS

COUNCIL LIAISON REPORTS

Councilmember Hanson reported on the Central St. Croix Valley Joint Cable Commission meeting. Office Administrator Kathy Cinnamon is retiring March 15, and the Commission is in the process of hiring her replacement. The Commission continues to work on finalizing a franchise agreement with Comcast.

Councilmember Goldston reported on the January 14 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). This was his first meeting as the city's liaison to the MSCWMO and he noted the organization's role in protecting the St. Croix River. Mayor St. Ores requested that the Department of Natural Resources provide an update on the presence of invasive carp in the St. Croix River at a future City Council meeting.

Councilmember Carlson reported on the January 28 Library Board meeting. Library Director Jill Smith continues work on updating the library's website, and the library recently received a matching grant from the Occupational Health and Safety Administration to install security cameras and a panic button. The computer network has been upgraded and patrons should notice improved internet access. Past and upcoming events were highlighted, including a new baby story time on Thursday mornings. Details on all programs can be found on the library's website.

Mayor St. Ores reported the Greater Stillwater Chamber of Commerce is hosting a Community Showcase at the Stillwater Area High School on Sunday, April 10, 11:00 a.m. to 4:00 p.m. This new event replaces the Stillwater Home and Garden Show and admission is free to the public.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger presented the Fire Department's annual report, including runs by month, with a total of 1,234 calls in 2015. Medical calls accounted for 71% of the runs, and Oak Park Heights generated the highest number of calls, followed by Bayport. He reported the new, more centrally located Fire Hall should result in an insurance premium decrease for many residents in Baytown and West Lakeland because they will be within five miles of the new station and in a more favorable Insurance Service Office (ISO) classification. Additionally, Chief Eisinger worked with ISO to more clearly define properties within 1,000 feet of a fire hydrant, and certain property owners in Baytown and the Inspiration neighborhood should also realize a decrease in their insurance rates. He reviewed a major house fire in Baytown last month, as well as department training, meetings and drills. Residents were reminded to install and test carbon monoxide alarms and to clear snow and debris from exhaust vents to prevent a buildup of carbon monoxide. Fire Inspector Mike Bell is currently undergoing treatment for a brain tumor and department members are assisting Mike's family as needed. On behalf of the city,

Mayor St. Ores extended wishes to Mike for a healthy recovery and thanked the firefighters for helping the Bell family.

Public Works Supervisor Horak reviewed his written report and reminded drivers to reduce their speed in winter driving conditions and anticipate longer stopping distances. He said industry standards for road salt use are changing, due to the negative effect salt has on the environment.

Assistant City Administrator/Planner Taylor has been working on a Request for Proposals to consolidate cleaning services for City Hall, the Library and new Fire Hall with one vendor, to achieve better pricing and service. The city hopes to have a new cleaning vendor selected by early March. The 2016 Bayport Community Action League (BCAL) calendar of events was highlighted, and BCAL members were thanked for their efforts in sponsoring the events. The 2016 edition of the St. Croix Valley Regional Tourism Alliance guidebook is due out soon and includes general Bayport information, as well as showcases BCAL events. The guidebook circulation is over 25,000 and copies will be available at City Hall.

Administrator Martin provided a construction update on the new Fire Hall. The building exterior work is largely complete and the inside finish work is expected to be complete in late February/early March. The department plans to operate out of both stations for approximately one week, to allow for any required adjustments to the new building. A public open house is planned for later this spring. Staff received notification from the Metropolitan Council Community Solar Collaborative that the city has an opportunity to participate in its Community Solar Gardens initiative. This would allow the city to purchase some of its electricity at a reduced rate via community solar panels. City staff will continue to vet this opportunity and provide more information at an upcoming meeting. As requested by the City Council, SEH analyzed the Fire Department's trial run of its ladder truck through Inspiration to gauge maneuverability through the development when one-sided parking is implemented. SEH's traffic engineer is finalizing his recommendations for the placement of on-street parking, which will be enforced this spring. The Police Department recently received a grant donation of an automatic external defibrillator from the Shakopee Mdewakanton Sioux Public Safety LIFE program.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Hanson thanked Phil and Susan St. Ores for their donation of a portable gas grill for the new Fire Hall.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:28 p.m. Motion carried 5-0.

City Administrator/Clerk