

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
March 7, 2016
5:00 P.M.**

CALL TO ORDER

The workshop was called to order by Mayor St. Ores.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Goldston, Hanson, Carlson, and McGann

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, City Attorney Andy Pratt, and Public Works Supervisor Mel Horak

DISCUSS CURRENT CODE ENFORCEMENT EFFORTS

Planner Taylor noted that the city has implemented several city code updates related to parking, property maintenance, vegetation, animals, and solid waste within the past year. These updates have not only helped resolve many ongoing complaints and code enforcement issues, but also aided in improving neighborhood appearance. She stated that in 2016, staff will continue to research potential code updates for minimal impact design standards (MIDS) for stormwater recommended by the Middle St. Croix Watershed Management Organization, LED reader board signs and temporary banners/sidewalk signage, garden/tool shed permit requirements, and off-street parking dimension and design requirements.

Administrator Martin noted that with the recent city code updates, the city has seen a decrease in overall complaints and ordinance violations. In addition, newsletter articles and informational handouts have helped educate property owners on the importance of city code requirements for the overall health, safety, and welfare of the community. He stated that several code enforcement efforts have been transitioned from Administration to the Police Department, which has increased staff efficiency and property owner response/compliance. Administrator Martin reviewed ongoing code enforcement efforts related to on-street parking in Inspiration, outdoor storage on Point Road, and garage construction on Minnesota Street. Discussion followed on each of the matters.

DISCUSS PUBLIC WORKS POSITION

Administrator Martin noted that staff has been reviewing job descriptions from several municipalities to assist in developing a new draft description for a Public Works Director position. He stated this new position would be the department lead, incorporating duties of the current Supervisor position, as well as many engineering related tasks currently provided by an outside consulting firm. Discussion followed on salary, as well as impacts regarding reorganization of the department. Administrator Martin noted that although the city would see an increase in salary as compared to the current Supervisor position, the city could reduce consultant workload at an estimated annual savings of \$40,000-\$50,000, as well as increase staff efficiency and productivity on projects involving utilities, infrastructure, traffic control, grading, and engineering plan review. A draft job description and further analysis is anticipated to be complete within the next month, which will be discussed at an upcoming workshop.

DISCUSS USE OPTIONS FOR INSPIRATION NATURE CENTER

Due to time constraints, Administrator Martin noted that discussion of the Inspiration Nature Center would be postponed to a future workshop,

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the workshop at 5:55 p.m.