

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 4, 2013
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of February 4, 2013 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, and Michele Hanson

Members Absent: None

Staff Present: Acting Administrator/City Planner Sara Taylor, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Finance Officer Wanda Madsen, Engineer Barry Peters, Attorney Andy Pratt, and Fire Chief Mark Swenson

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the February 4, 2013 City Council agenda. Motion carried 4-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The January recycling award recipient was Green Bryant who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores announced that applications to fill the City Council vacancy will be accepted until February 21, 2013. Applications are available on the city's website and at City Hall.
3. Mayor St. Ores reminded pet owners that dogs and cats over 3 months of age need to be licensed annually by February 1. Applications are available on the city's website and at City Hall.

OPEN FORUM

Chad Kulas, representing the Coalition for the St. Croix River Crossing, reviewed a handout presenting background information on the coalition and the bridge project. The coalition is requesting a contribution of \$1,000.00 from the City of Bayport to help support the coalition's work to keep the project on schedule. Mayor St. Ores noted the city's past and present verbal support of the project. Attorney Pratt noted there are strict rules governing a city's contributions, and he requested time to provide the City Council with an analysis of its authority to fund the contribution request.

CONSENT AGENDA

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

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 13-03

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-14 FROM THE
FEBRUARY 4, 2013 CITY COUNCIL AGENDA**

1. December 20, 2012 City Council special meeting minutes
2. January 7, 2013 City Council workshop meeting minutes
3. January 7, 2013 City Council regular meeting minutes

4. January 14, 2013 City Council special meeting minutes
5. January 14, 2013 City Council closed meeting summary
6. January payables and receipts (check numbers 1135389-1135515)
7. January building, plumbing and mechanical permits report
8. Budgeted fund transfers for 2012
9. Pay application #2 from Infratech Infrastructure Technologies, Inc. for the I/I improvements and manhole rehabilitation project
10. Special event application from BCAL for Easter Egg Hunt at Barker's Alps Park on Saturday, March 30, 2013
11. Special event application for wedding reception at Lakeside Park on Saturday, September 7, 2013
12. Special event application for Bayport Farmer's Market at Perro Park, July 1 – October 14, 2013
13. Expiration date for requests for mailed notice of special City Council meetings (*Resolution 13-03A*)
14. Donation of \$75.00 for Police Department from Alex, Susan and Mya Molldrem

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
Connie Carlson – aye	Michele Hanson – aye

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Hanson attended a special meeting of the Cable Commission that provided an orientation for several new members on the commission. She noted the Cable Commission is beginning the franchise renewal process with Comcast, as the current 15-year contract expires. It was noted Bayport's cable equipment needs to be updated to provide better transmission quality. The next meeting is scheduled for Thursday, February 21, 2013, 7:00 p.m., at the Valley Ridge Mall.

Mayor St. Ores attended a shared services meeting with the Stillwater School District and other area public entities. The group is exploring shared opportunities that would save money and eliminate redundancies. She also attended the Fire Department's annual dance/fund raiser on February 2 and thanked everyone who supported the event. She will review the upcoming February meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) at the next meeting.

Councilmember Carlson stated the next meeting of the Library Board is scheduled for Thursday, February 21, 2013, 6:00 p.m., at the library.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson reviewed his written report, noting the department has been meeting with officials from Baytown Township, the City of Oak Park Heights, and West Lakeland Township to explain the increased cost for their fire contracts with the city. He estimated the fund raiser dance will realize a profit of \$10,000.00 that will be used for thermal imaging cameras. Five recruits are going through the final process to join the department, with two additional applications in process. He noted the department received a grant from Washington County to cover the cost of three new computers for its vehicles, saving the city \$9,600.00. He reported the department made 107 runs in January.

Police Chief Eastman reviewed her written report, noting that she added a statistics report showing officer activity for 2009-2012. These statistics will be provided on a monthly basis going forward. She stated the department would be presenting programs on fraud and identity theft at the Senior Center and

Croixdale in March and noted the events are open to the public. She indicated the Police Department also received a grant for three new squad computers through a grant from Washington County.

Mel Horak, Public Works Supervisor, reviewed his written report, mentioning the ice skating rinks are in excellent condition and encouraged residents to take advantage of the rinks before the weather warms up. He noted the new salt/sand storage building has improved the department's winter street maintenance efforts. The department is working on clearing overhanging trees and bushes, especially in alleys, to accommodate garbage trucks and Public Works equipment.

Acting Administrator Taylor reviewed her written report. In addition, she noted the city has received one application for the vacant seat on the City Council, with applications being accepted through February 21. Two preliminary concept plans for Perro Park have been revised by landscape architect Larry Wacker and will be presented later in the agenda. She reported staff is pursuing grant opportunities with four local foundations to help fund the proposed improvements at Perro Park.

UNFINISHED BUSINESS

Consider amending Chapter 2 – Administration of the Bayport City Code of Ordinances related to educational training and tuition reimbursement for city employees: Attorney Pratt reviewed the changes requested by the City Council. New language was added to define tuition reimbursement in the case of involuntary job elimination.

Councilmember Hanson introduced the following ordinance and moved its adoption:

Ordinance #834

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE VIII, DIVISION 3 OF THE
BAYPORT CITY CODE**

The motion for adopting the foregoing ordinance 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

Consider authorizing the purchase of the remaining replacement breathing apparatus (air packs) for the Fire Department: Fire Chief Swenson reviewed his request to replace the final ten air packs and related equipment at a cost of \$60,571.25 (state bid price). With this purchase, all of the department's 20 air packs will be the same style and provide for increased personal safety when breathing apparatus is required. The department is awaiting notification on its grant applications to FEMA and Homeland Security to cover the cost of the equipment.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to authorize the purchase of 10 air packs and related equipment at a cost of \$60,571.25, to be funded by the 101 Fire Equipment Replacement Fund. Motion carried 4-0.

NEW BUSINESS

Presentation of preliminary master plan concepts for Perro Park: Landscape architect Larry Wacker reviewed the current configuration, conditions and use of Perro Park and presented two preliminary concepts (Concepts A and B), that were revised to reflect City Council input. The main difference between the concepts is that Concept B would relocate the hockey rink adjacent to the tennis courts. He noted discussions have included opportunities to improve the turf quality in the open play area and surface in the hockey rink area.

Fire Chief Swenson and Police Chief Eastman suggested that a guard rail may be beneficial along 3rd Street, in light of increased activity in the park. Mr. Wacker stated one of the goals of the park improvements is to increase the aesthetic appeal and believes a guard rail may detract from the design and accessibility; however, he recommended exploring the safety recommendation further. It was noted that the proposed addition of trees and benches along 3rd Street North would provide an additional barrier, and Police Chief Eastman recommended moving the event seating to the south side of the park, away from traffic. Mr. Wacker stated that if the improvements are approved, they would be implemented over a 5-10 year period. The concepts and comments cards will be available at the Library, City Hall, and posted on the city's website through February to solicit public input. The comments will be tabulated and presented at a future City Council meeting.

Discuss removal of hazardous trees on city property: Public Works Supervisor Horak explained that last year the city hired an independent plant consultant to complete a tree assessment and inventory, due to liability concerns with hazardous trees, especially in Lakeside Park. A total of 22 trees in Lakeside Park were marked for removal as part of the assessment, and Public Works has removed 8 to date. Staff solicited quotes for the removal and disposal of 15 high risk/large trees and stumps, including 7 in Lakeside Park, 3 in the 2nd Street right-of-way at Central Avenue, and 5 in Hazelwood Cemetery. Three quotes were received for the project, ranging from \$12,195.00 to \$20,300.00, and Supervisor Horak stated the low quote was less expensive than the estimated cost for Public Works to remove the trees. Supervisor Horak recommended utilizing the same independent consultant to prepare a tree planting plan for the city in the near future, to replace the hazardous trees that are being removed, as well as prepare for additional trees threatened by the Emerald Ash borer. Mayor St. Ores requested staff explore planting saplings for future replacement needs and noted residents may wish to donate a replacement tree to the city. Discussion followed on funding for the project and the desire to use park funds for beautification projects. Staff recommended awarding the project to the low quoter, St. Croix Tree Service, Roberts, Wisconsin, for \$13,033.41, which includes sales tax.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to award the project to St. Croix Tree Service, Roberts, Wisconsin, for a total cost including sales tax of \$13,033.41, to be funded with contingency funds allocated by the City Council for park maintenance in 2013. Motion carried 4-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores announced the BCAL would be hosting the 1st annual BCAL Family Valentine Party and Dance at the Bayport American Legion on Saturday, February 9, from 7:00-11:00 p.m. There will be live music, a dessert buffet and silent auction, with a suggested donation of \$5.00 per person.
2. Mayor St. Ores stated the Library Foundation would be sponsoring an event to create valentines and bookmarks for national "I Love to Read Month," on Saturday, February 9, 10:00 a.m.-1:00 p.m., at the Library. Free will donations for the event are appreciated.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to adjourn the meeting at 7:27 p.m. Motion carried 4-0.

Acting City Administrator/Clerk