

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
MARCH 5, 2012
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of March 5, 2012 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 Mark Ostertag

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Andy Pratt

APPROVAL OF AGENDA

Mayor St. Ores requested the addition of Youth Service Bureau to Proclamations/Commendations/Petitions/Announcements. It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the March 5, 2012 agenda, with the addition noted above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The February recycling award recipient is Ron Van Zee who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Board of Appeal and Equalization and Open Book Meetings for 2012: Mayor St. Ores provided information on the four open book meetings available to residents who wish to contest their property tax assessment. For more information, residents should contact City Hall.
3. Youth Service Bureau (YSB): Mayor St. Ores read a letter of appreciation from the Youth Service Bureau recognizing the efforts of the Bayport Police Department and Officer Zachary Lund in obtaining a grant award that was used to purchase a new projector and screen for YSB classes.

OPEN FORUM - None

CONSENT AGENDA

Mayor St. Ores read items 1-4 on the consent agenda.

1. February 6, 2012 City Council regular meeting minutes
2. February payables and receipts (check numbers 1134189-1134292)
3. February building, plumbing and mechanical permits report
4. Reestablishment of the city's voting precinct and polling place (Resolution 12-05A)

Councilmember Goldston noted the omission of the councilmember's name who seconded the motion to adopt the City of Bayport Employee Work Ethics and Code of Conduct Policy on page 3 of the February 6, 2012 meeting minutes.

Councilmember Carlson introduced the following resolution, requesting that staff correct the minutes by inserting the councilmember's name on the above-noted motion, and moved its adoption:

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-4 FROM THE
MARCH 5, 2012 CITY COUNCIL AGENDA**

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	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

PUBLIC HEARINGS - None

COUNCIL LIAISON REPORTS

Councilmember Ostertag reviewed the February 9, 2012 workshop meeting of the Cable Commission, reporting that future building space needs/options for the Cable Commission were discussed. A meeting date for the next regular meeting of the Cable Commission has not been scheduled.

Councilmember Carlson reviewed the February 23, 2012 meeting of the Bayport Library Board. An update on the teen room was provided, and it was noted that a Human Resources Committee has been established. The next meeting of the Library Board is scheduled for Thursday, March 22, 2012, 6:00 p.m., at the library, and is open to the public.

Mayor St. Ores reported the Middle St. Croix Watershed Management Organization (MSCWMO) did not meet in February and the next meeting is scheduled for Thursday, March 7, 2012, 7:00 p.m., at the Valley Ridge Mall. She stated volunteers are needed for a Perro Creek Corridor Cleanup Event scheduled for April 10 and 11, 2012, from 3:00-7:00 p.m. The goal is to remove debris from the creek before it is turned on.

Councilmember Goldston reported the February Lower St. Croix Partnership meeting was cancelled.

Councilmember Hanson reported the Planning Commission did not meet in February.

UNFINISHED BUSINESS - None

NEW BUSINESS

Consider adopting a City Council meeting agenda policy: Administrator Berg reviewed a proposed policy that will help streamline the agenda process for meetings and workshops and promote transparency. The policy would call for elected officials and the public to use a request form to add items to a meeting agenda. Administrator Berg stated the public could also present requests during the open forum portion of a City Council meeting. Councilmember Hanson noted the policy does not require city staff to submit a form. Administrator Berg stated there is an existing procedure in place for adding staff-initiated items, and Councilmembers felt the current process was working well. Staff will change the word “proceeding” to “preceding” in Section II, prior to finalizing the policy.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the City Council Meeting Agenda Policy, with the text amendment noted above. Motion carried 5-0.

Consider establishing City Council workshop dates for 2012: Administrator Berg recommended establishing workshop dates for the year to accommodate councilmembers’ schedules and promote transparency on items being discussed. The proposed dates for 2012 are April 2, July 2, and October 1,

at 4:30 p.m., prior to the regularly scheduled City Council meeting. Workshops may be added or cancelled, based upon need.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to set City Council workshops at 4:30 p.m. on April 2, July 2, and October 1, 2012. Motion carried 5-0.

Consider authorization to hire a replacement for a full-time police officer position: Administrator Berg noted City Council action is required to authorize the replacement of a full-time police officer position, with the resignation of Officer David Wynia. Police Chief Eastman stated the department would be hiring internally and has three part-time officer candidates that would be interviewed for the position. Councilmember Ostertag suggested the City Council approve the replacement of a part-time officer at this time to provide adequate coverage; however it was noted the City Administrator has authority to hire part-time staff, as needed. The City Council would need to approve a new part-time officer's participation in PERA at a later meeting. Officer Wynia was recognized for his years of service to the city and offered best wishes for his new employment with the City of Oak Park Heights.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize the replacement of a full-time police officer position. Motion carried 5-0.

Consider amendments to the Bayport Fire Department fire service contracts: City Attorney Pratt reviewed proposed amendments relating to insurance, indemnification, and liability language for the Baytown and West Lakeland Township fire contracts. He noted the contracts were revised at the request of West Lakeland Township and had not been reviewed in some time. He stated the proposed language was taken from the League of Minnesota Cities sample city/town fire contract templates and he was comfortable with the proposed language. Staff will be reviewing the City of Oak Park Heights contract this month.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the amendments to the fire service contracts for West Lakeland Township and Baytown Township, as proposed. Motion carried 5-0.

Consider authorization to prepare bidding documents for the 2012 Sealcoating Improvement Project: City Engineer Peters reviewed the condition of city streets, maintenance practices, and the 2011 pavement condition survey results. He noted the city has budgeted for a sealcoating and crack filling project in 2012, and reported the City of Lake St. Croix Beach is interested in a combined project to lower costs, based on economy of scale. Staff is recommending the City Council authorize preparation of bidding documents for a 2012 Sealcoating Improvement Project, with approval of the bidding documents and authorization for bids to occur at the April 2, 2012 City Council meeting. Bids would be received in late April, and the City Council could consider the award at the May 7, 2012 meeting, with the work completed this summer. Engineer Peters estimates the combined project would realize a savings of 3 to 5 percent. He stated the last city sealcoat project was completed in 2010, and staff would identify a section of the city for this year's project based on the 2011 I&S Group Pavement Management Report and city maintenance records.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to authorize the preparation of bidding documents for the 2012 Sealcoating Improvement Project. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Ostertag thanked everyone who donated to the Fire Department's annual fund raising dance event. He also noted the Fire Department would be participating in three of the Bayport American Legion's upcoming fish fries, as another fund raising venue.

2. Councilmember Carlson noted that on Tuesday, March 27, Bayport Senior Center Coordinator Sue Schultz will be hosting an Easter Egg Roll at the library during the children's' story hour at 10:30 a.m.
3. Mayor St. Ores provided updates on recent meetings she attended: February 27 Middle St. Croix Alliance meeting, January 24 Xcel Energy plant tour with area mayors, and a February 25 joint school-city meeting hosted by the Stillwater School District.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

City Administrator Berg reviewed his written report. Additionally, the new street signs being installed to meet federal reflectivity standards will be noticeably larger than the current ones, and the public will have an opportunity to purchase the old signs for \$10.00, on a first-come basis. He reported the St. Croix River Crossing legislation has passed in Congress and is awaiting presidential approval; however funding issues for the new bridge remain. The new stop signs have been installed at the intersection of 4th Avenue North and 6th Street North and Administrator Berg cautioned drivers to be aware of this traffic change. The city newsletter will be mailed before the end of March. He also noted that although the City of Bayport's precinct and polling place were not affected by the state redistricting process, it will affect the state senate districts.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adjourn the meeting at 7:01 p.m. Motion carried 5-0.

City Administrator/Clerk