

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
APRIL 1, 2013  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of April 1, 2013 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**SWEARING IN OF NEW COUNCILMEMBER PATRICK MC GANN**

Mayor St. Ores administered the Oath of Office to Patrick McGann. Patrick was welcomed to the City Council.

**ROLL CALL**

Members Present: Mayor Susan St. Ores, Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Patrick McGann

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 April 1, 2013 City Council agenda. Motion carried 5-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The March recycling award recipients are John and Leah Legato who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.

**OPEN FORUM** - None

**CONSENT AGENDA**

Mayor St. Ores read items 1-17 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 13-08**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-17 FROM THE  
APRIL 1, 2013 CITY COUNCIL AGENDA**

1. February 28, 2013 City Council special meeting minutes
2. March 4, 2013 City Council workshop meeting minutes
3. March 4, 2013 City Council regular meeting minutes
4. March 18, 2013 City Council special meeting minutes
5. March payables and receipts (check numbers 1135616-1135708)
6. March building, plumbing and mechanical permits reports

7. Compensation disbursement request by city employee
8. Special event application from Anderson Race Management for relay event on Saturday, August 17, 2013 at Perro Park
9. Special event application from the Bayport American Legion for the Memorial Day Parade on Monday, May 27, 2013
10. Donation request from Bayport American Legion for the Memorial Day Parade
11. Special event application from BCAL for Dane's Place fundraiser on June 30, 2012 at Village Green Park
12. Temporary on-sale liquor license from BCAL for Dane's Place fundraiser
13. Lawful gambling applications from BCAL for Dane's Place fundraiser
14. Special event application from Greater Stillwater Chamber of Commerce for Rock'n Ribs on the River at Lakeside Park on Saturday, June 15, 2013
15. Temporary on-sale liquor license from Greater Stillwater Chamber of Commerce for Rock'n Ribs on the River
16. Donation of drinking water and supplies for Perro Park warming house from First State Bank and Trust
17. Donation of \$25.00 to the Police Department from Jeff and Donna Todd

The motion for adopting the foregoing resolution was duly seconded by Councilmember Hanson 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** – None

**COUNCIL LIAISON REPORTS**

Mayor St. Ores reported on the March Middle St. Croix Watershed Management Organization (MSCWMO) meeting, noting that meetings will now be held at the Bayport Public Library because the MSCWMO office is moving to Oakdale. She reported MnDOT is planning a series of meetings for businesses on the St. Croix River Crossing project and councilmembers will be asked to participate. She thanked the two residents not selected to fill the vacancy on the City Council and shared a positive comment she received on Public Works' snowplowing efforts this season. She attended a meeting at the Bayport Senior Center where Chief Eastman and Captain Hutchinson presented on fraud and identity theft, and she reported several attendees were pleased with the new benches along Highway 95.

**STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Swenson reviewed his written report, reiterating that the department is working on a plan to effectively respond to the call volumes that continue to increase into 2013. He noted that Matt Bell retired from the department after 20+ years and will be recognized at the May City Council meeting. In addition, the department will be hosting its annual booya event this weekend.

Police Chief Eastman reviewed her written report. She stressed the importance of reporting suspicious activity related to fraud and identity theft. The 2012 K-9 report was summarized and Chief Eastman noted the city receives ongoing donations for Keylo's food and veterinary needs.

Mel Horak, Public Works Supervisor, reviewed his written report. He stated the inspection/service of the well #3 pump has been postponed until the threat of high water in the area of well #4 has passed. Active planning for rehabilitation of well house #3 will be delayed until a new city administrator is hired, but the work is anticipated for this fall/winter. Quotes were solicited for the purchase of bare root trees, in anticipation of a spring planting project.

Acting Administrator Taylor reviewed her written report. She noted the final concept plan for Perro Park will be presented later in the meeting, and a workshop to prioritize the improvements will be scheduled in the next few weeks if the master plan is adopted. New construction is progressing in Inspiration and currently there are approximately 80 single family homes in the development. Platting for the remaining lots in Phase 2 of the development is planned for this spring/summer. The city's auditing firm is expected to present the findings of the 2012 audit at the May City Council meeting, and a preliminary assessment indicates the city is in compliance with accounting requirements and state statutes. Staff is monitoring the threat for flooding this year; however the National Weather Service is not predicting major flooding of the St. Croix River, unless the area experiences unusually heavy rain in the next few months.

### **UNFINISHED BUSINESS**

Consider a final master plan for Perro Park: Park consultant Larry Wacker reviewed the process to date for developing a master plan for Perro Park improvements/enhancements. A tabulation of responses to a survey to gauge interest in the two proposed concepts indicated a clear preference for Concept A. The master plan for this concept retains the hockey rink in its current location, develops an improved open space for picnicking, upgrades the playground and warming house, maintains two tennis courts, incorporates a practice wall and basketball goal into the tennis courts, develops a trail system in the park, including improved access points and creek crossings, provides seating throughout the park and includes a park identification feature. A preliminary cost estimate for the individual items was reviewed, and Mr. Wacker indicated the total of \$786,000.00 included lighting costs for the hockey rink only. If the master plan is approved, a workshop will be scheduled to set priorities and a budget, refine the cost figures and associate the dollar amounts with the phasing of the improvements over the next 5-10 years. Councilmember Carlson noted the current vehicular entrance for the farmer's market is blocked by trees on the current plan, and Mr. Wacker stated an upgraded access off 3<sup>rd</sup> Avenue may accommodate vehicles. Discussion followed on adding two basketball goals to allow for a full court game (east-west ends of court), providing electricity for farmer's market activities, adding security lighting, incorporating rain gardens, exploring the use of pervious materials for the trails, eliminating one of the access points off 3<sup>rd</sup> Avenue, and providing a less expensive clock option.

It was moved by Councilmember Hanson and seconded by Councilmember McGann to adopt Concept A as the Master Plan for Perro Park. Motion carried 5-0.

Consider financing options for the purchase of the new pumper truck for the Fire Department: Fire Chief Swenson reported that staff has further analyzed the financing options for the purchase of a \$520,000.00 pumper truck, including debt financing through a general obligation bond. This mode of financing would require \$10,000.00-\$15,000.00 in soft costs. The city auditor provided an informal opinion that the purchase be made using the city's general funds instead of financing. The city has approximately \$12.8 million in reserve funds, of which \$200,000.00 are expiring certificates of deposit. Staff is recommending purchasing the pumper truck with internal general funds. Delivery of the vehicle is expected in January 2014.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to internally finance the pumper truck purchase with the General Fire Equipment Capital Assets Outlay Fund 101-42200-530. Motion carried 5-0.

### **NEW BUSINESS**

Consider authorization to complete a feasibility study for a water and sewer utility extension for the property located at 239 1<sup>st</sup> Avenue South: Engineer Peters explained the city was approached by the property owner at 239 1<sup>st</sup> Avenue South to explore the cost of bringing public utilities to serve property

along 2<sup>nd</sup> Street South, at 1<sup>st</sup> Avenue South. The owner is also exploring a possible subdivision of the parcel into multiple lots and would like the city to investigate the feasibility and costs for the extension of water and sewer utilities. He indicated there are currently two homes on 1<sup>st</sup> Avenue South on septic systems, as well as a business on 2<sup>nd</sup> Avenue South that could benefit from sewer extension. The applicant has submitted the required escrow and staff is recommending the City Council authorize preparation of a feasibility report to investigate the extension of public utilities to the area. Councilmember Goldston noted the property is in the floodplain and Engineer Peters stated the report would investigate a connection from either Central Avenue or 3<sup>rd</sup> Street South.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to prepare a feasibility report to investigate the extension of public utilities to serve property along 2<sup>nd</sup> Street South, south of Central Avenue. Motion carried 5-0.

#### **CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Hanson recognized and thanked Jeff and Donna Todd and the First State Bank and Trust for their donations to the city.
2. Mayor St. Ores thanked retiring firefighter Matt Bell and his family for Matt's years of service to the fire department. She and Councilmember Carlson also thanked Library Director Mark Blando for helping the Easter Bunny with events and appearances this year.

#### **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.

---

Acting City Administrator/Clerk