

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
OCTOBER 3, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Deputy Mayor Carlson called the regular City Council meeting of October 3, 2016, 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: Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Patrick McGann

Members Absent: Mayor Susan St. Ores

Staff Present: City Administrator Logan Martin, Police Chief Laura Eastman, Fire Chief Allen Eisinger, Public Works Supervisor Mel Horak, City Attorney Andy Pratt, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the October 3, 2016 City Council agenda. Motion carried 4-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The September recycling award recipient is Gail Robertson who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County.
2. Police Chief Eastman recognized Police Officer Quinn Willmarth with a Letter of Appreciation for his continued willingness and passion for assisting fellow Veterans who are facing a personal crisis. Deputy Mayor Carlson thanked Officer Willmarth on behalf of the City Council and residents.

OPEN FORUM

1. Kandis Hanson, MNSPECT Relationship Manager, said she will assist staff to address concerns and troubleshoot specific building inspection issues. She handed out a permits and valuation report for the two-month period since MNSPECT took over as the city's building inspections group, indicating permits valued at over \$1 million have been issued in the last two months. MNSPECT was recently authorized with the Municipal Delegation Agreement from the State of Minnesota to provide plan review and inspection of all public buildings and state-licensed facilities (schools, prisons). She noted MNSPECT also received one of the best ISO (Insurance Services Offices) scores in the state.
2. Torry Kraftson, 394 4th Street South, thanked the City Council for their service and hard work and recognized them for many accomplishments over the past several years. He added he was pleased with a final inspection for a major remodeling project at his home that was completed by MNSPECT.

CONSENT AGENDA

Deputy Mayor Carlson read items 1-11 on the consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-13

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE OCTOBER 3, 2016 CITY COUNCIL AGENDA

1. September 6, 2016 City Council workshop minutes
2. September 6, 2016 City Council meeting minutes
3. September payables and receipts (check numbers 007573-007659)
4. September building, plumbing and mechanical permits report
5. Special event application from Andersen Corporation for Quarter Century Club Picnic on August 11 and 12, 2017 at Lakeside Park
6. Special event application from Andersen Parent Group for Diggy's Dash Walk-a-thon at Barker's Alps Park on Wednesday, October 19, 2016
7. Interim compensation increase for Office Support Specialist position
8. First amendment to lease agreement with Girl Scouts of River Valleys for use of Camp Sagata building in Lakeside Park
9. Letter of credit reduction request from Mattamy Homes for improvements within Inspiration
10. Memorial bench donation from John and Kerry Winderman
11. Pay application #15 from Kraus Anderson and subcontractors for Fire Hall construction

The motion for adopting the foregoing resolution was duly seconded by Councilmember Goldston and upon roll call being taken, the following voted via voice:

Connie Carlson – aye
Dan Goldston – aye

Michele Hanson – aye
Patrick McGann – aye

PUBLIC HEARINGS

UNFINISHED BUSINESS

Final budget update on Fire Hall project: Administrator Martin reported the Fire Hall project is substantially complete and came in under budget. He invited Kraus Anderson construction manager Gary Zifko to review the overall project budget and discuss the remaining punch list items. The remaining contingency funds are \$42,528, and the overall project balance is \$124,507 under budget, assuming the contingency funds are spent in full. Kraus Anderson continues to work with staff and subcontractors on completing punch list items, including fine-tuning the mechanical system to accommodate the sporadic use of the building.

NEW BUSINESS

Update on the municipal parking lot project at 169 3rd St. N. and revised drainage and utility easement: Administrator Martin said the storm sewer pipe was installed last week and was re-routed from the plan and easements originally approved by the City Council in May. The revised easement allowed for the pipe to be installed along the northern edge of the properties at 236 Central Avenue and 202 Central Avenue, terminating into Perro Creek. The revised drainage and utility easements agreements with the owners of the aforementioned properties were reviewed. The project is on target for substantial completion by the end of October. All planting will occur next spring, which is the desired planting season, and will allow staff to access 2017 grant funding from the Middle St. Croix Watershed Management Organization.

COUNCIL LIAISON REPORTS

Councilmember Hanson reported the Cable Commission moved their next meeting to October to accommodate negotiations for a new franchise agreement with Comcast.

Councilmember Goldston attended the St. Croix River Association celebration on September 11 and said he was pleased with the commitment of association members to promote river stewardship. He also attended the Andersen Community Advisory Committee (CAC) meeting on September 14 and said the CAC is looking for Bayport individuals to serve on the committee, representing the resident and business populations. He reported plant emissions are well below the allowable amounts of Volatile Organic Compounds (VOCs) as regulated by the XL Project, an EPA national pilot program that promotes reduction of VOC emissions.

Councilmember Carlson reported on the September 20 Library Board meeting. The Derby Days book sale and events were well attended and approximately \$900 was raised at the sale. The Library Foundation's "Books and Beer" fundraiser on September 24 was also well attended. The next Library Board meeting is scheduled for October 18, 2016, 6:00 p.m., at the library.

Councilmember McGann said he attended the 125th Anniversary Celebration of the Greater Stillwater Chamber of Commerce with Mayor St. Ores and Administrator Martin. He appreciated the opportunity to visit with other area elected officials and business leaders.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the September call volume was 100, with a year-to-date total of 956. He reviewed the department's monthly activity, noting that Department of Corrections Commissioner Thomas Roy was very complimentary of the new Fire Hall during a recent tour. He said modifications to the new air boat are being completed and it will be used during an October 10 training exercise on the St. Croix River. During Fire Prevention Week, October 9-15, the department will be visiting numerous schools and day care centers and hosting an open house at the new Fire Hall on Saturday, October 15, 9:00 a.m.-12:00 p.m. The Fire Department will also participate in the Public Safety Open House at the former Fire Hall on October 31, 5-7 p.m. He reminded residents that burning leaves is not allowed in the seven county metropolitan area, and residents should check the city's website for recreational fire regulations.

Police Chief Eastman reviewed the department's past and upcoming events, including assistance with Derby Days events and the Public Safety Open House on Halloween. She recently attended the Bureau of Criminal Apprehension's (BCA) training in St. Cloud. Training sessions included expungement orders with the county attorney, data practices retention, and missing children/Amber Alerts. The Crystal, Minnesota Police Chief and BCA Agent assigned to a 2015 missing child case provided good background and information on handling this type of incident.

Public Works Supervisor Horak reviewed his written report, noting the department is now responsible for reading approximately 900 water meters each quarter. He said there were numerous high water usage accounts for the third quarter. The leading cause of high water consumption for homes without an irrigation system is leaky toilets. Toilet test strips are available at City Hall for residents wanting to check for possible leakage. The leading factor at residences in Inspiration and Baytown Township are irrigation systems that may be set incorrectly or are malfunctioning (broken line, sprinkler head, etc.).

Assistant City Administrator/Planner Taylor reviewed her written report, stating work continues on a potential land acquisition project with the Washington County Land and Water Legacy Program. The

appraisal for this project is anticipated to be complete by October 15, and a workshop to discuss the appraisal and next steps is tentatively planned for November. The next edition of the city newsletter will be distributed in the next few weeks, with the final 2016 edition issued in December. She recently attended the St. Croix River Association Workshop on the River where practices, policies, and ongoing projects aimed at protecting and restoring the St. Croix River were featured. Bayport was one of the communities recognized for adopting Minimal Impact Design Standards (MIDS) for stormwater management and water quality improvement efforts. The General Election will be held Tuesday, November 8. All residents vote at City Hall and polls will be open 7 a.m.-8 p.m. Sample ballots are posted at City Hall and on the city's website. Residents were invited to learn more about the plans for the Stagecoach Trail Improvement Project at an open house on October 4, 4:30-6:30 p.m. at the Bayport Library. Councilmember McGann inquired whether access from Stagecoach Trail to Interstate 94 is part of this project. Administrator Martin said Washington County is not considering on/off ramps as part of the project, due to the cost and Federal Department of Transportation spacing requirements for access points. The Highway 95 access is too close to a potential Stagecoach Trail access point. The project is focused mainly on pavement reclamation, with upgrades to dangerous intersections and some opportunity for expanded bike lanes.

Administrator Martin said the Public Works succession planning continues with staff refining the job description to remove some of the engineering duties originally included in the Public Works Director/City Engineer job description/posting presented earlier this year. Staff plans to post a Public Works Director position in the next few weeks and hopefully have a new director on staff by the end of the year.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Deputy Mayor Carlson thanked John and Kerry Winderman for their donation of a memorial bench. She also thanked everyone involved with Derby Days, including the Bayport Community Action League for coordinating the event, the Bayport Public Works, Police and Fire Departments, the Afton Bayport Lakeland Lion's Club, Bayport American Legion, and the teams who played in the vintage baseball game.
2. Residents were reminded of the Public Safety Open House at the new Fire Hall on Saturday, October 15, 9 a.m.-12 noon, noting this is a great opportunity to see the new fire station.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember McGann to adjourn the meeting at 6:45 p.m. Motion carried 4-0.

City Administrator/Clerk