

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 6, 2017
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of November 6, 2017, 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 St. Ores, Councilmembers John Buckley, Connie Carlson, Michele Hanson and Patrick McGann

Members Absent: None

Staff Present: City Administrator Adam Bell, Fire Chief Allen Eisinger, Public Works Director Matt Kline, City Engineer John Parotti, City Attorney Andy Pratt and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember McGann to approve the November 6, 2017 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The October recycling award recipient was Tom Stanislaw, who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

1. Sandy Ness, former Bayport resident and United States Post Office employee, said a group of current and past Bayport Post Office employees got together to dedicate the city bench in front of the Post Office. She encouraged others to consider donating a memorial bench.

CONSENT AGENDA

Mayor St. Ores read items 1-13 on the consent agenda.

1. October 2, 2017 City Council workshop minutes
2. October 2, 2017 City Council regular meeting minutes
3. October payables and receipts (check numbers 008991-009103)
4. October building, plumbing and mechanical permits report
5. Special event application from Cub Scout Pack 113 for a wreath sale at Village Green Park on November 18, 2017
6. Special event application from Brooke Hesse for a wedding at Lakeside Park on June 15, 2018
7. Special event application from Andersen Corporation for the Quarter Century Club picnic at Lakeside Park on August 10 and 11, 2018
8. Bench donation from Sue Wilmes in memory of Don and Loretta Wilmes
9. Snow removal agreement with MnDOT for Trunk Highway 95
10. Reappointment of Pam Johnson to the Library Board
11. Stormwater Management Facilities Declaration and Easement Agreement for 201 2nd Ave. S.

12. Bench donation from employees of the Bayport Post Office
13. Pay application #3 from Miller Excavating for 2017 Infrastructure Improvement Project

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 17-24

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE
NOVEMBER 6, 2017 CITY COUNCIL AGENDA**

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	Patrick McGann – aye
John Buckley – aye	Michele Hanson – aye	

PUBLIC HEARINGS

There were no public hearings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Consider an appointment to the Planning Commission: Assistant City Administrator/Planner Taylor said staff is recommending new resident Tom Triplett for appointment to the Planning Commission. Councilmember Hanson added she believes Tom is a good fit for the appointment because of his desire to serve the community. Staff is recommending that Tom be appointed to fill Jeff Richtman’s vacant seat, with a term expiring December 31, 2017, with subsequent reappointment for a three-year term to expire on December 31, 2020.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to appoint Tom Triplett to the Planning Commission to fill a vacant seat through December 31, 2017, and subsequent reappointment for a term to expire on December 31, 2020. Motion carried 5-0.

Consider bids to release a surplus 1987 Chevrolet custom deluxe pickup truck from the Fire Department: Fire Chief Eisinger said the sale of the department’s former grass rig generated over 70 bids, which were opened on October 19. He said the high bid of \$13,600 was \$200 less than the original 1987 purchase price. Staff is recommending acceptance of the highest bid from Nathaniel Leman of Bloomington, Illinois.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to accept the highest sealed bid of \$13,600 and release the vehicle to Nathaniel Leman of Bloomington, Illinois. Motion carried 5-0.

Consider scheduling a joint City Council and Planning Commission work session at 4:30 p.m. on Monday, December 4, 2017 to review the city’s Comprehensive Plan update: Administrator Bell said that as part of the process to approve the required update of the city’s Comprehensive Plan every 10 years, staff is scheduling a joint City Council and Planning Commission work session on December 4, to review the timeline and provide a high-level overview of the update process. City planning consultant Dan Licht will be in attendance. Councilmember McGann said he is in favor of scheduling joint meetings on an annual or biannual basis.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to schedule a joint City Council and Planning Commission work session at 4:30 p.m. on December 4, 2017, to review the city's Comprehensive Plan update. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember McGann provided an update on the October Middle St. Croix Watershed Management Organization (MSCWMO) meeting where the Perro Creek Phase 1 water quality project was reviewed. As winter approaches, he shared tips on the successful use of salt on roadways and sidewalks. He noted that sodium chloride is the main type of salt used and that 78% of the salt applied ends up running off into the water, e.g., the St. Croix River. He said salt does not work below 15 degrees and that prewetting the salt and applying prior to a snow/ice event makes it more effective.

Councilmember Carlson reported the focus of the October 17 Library Board meeting was the library's strategic plan goals. She noted Library Director Smith has made excellent progress on achieving the identified goals. The movie shown during the fall school break was well attended, as was the Halloween event, with 260 attendees going through the Spooky Basement. The November 4 Master Gardener's sale at the library went well and the library will be receiving a donation from the Master Gardeners from this event. The next meeting is scheduled for November 20, 2017, 6:00 p.m., at the library.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the October call volume was 111. The 2017 calls year-to-date are 1,096 compared to 2016 year-to-date of 1,062. He noted there have been 32 calls in November, including two structure fires. Monthly drills, meetings, and community events were reviewed, including Fire Prevention Week activities, Fire Station Open House and Public Safety Halloween event. He said 130 people attended the open house and he thanked the local Lion's Club for their assistance at the event. The airboat was sold for \$10,025 via the state auction website, and the department plans on purchasing a boat that better fits the needs of the department. The person who donated the airboat was supportive of selling the boat, if it was in the best interest of the department. Santa Claus will be riding on a fire truck through the city on Friday morning, November 24, and a map of the route will be posted on the city's website. Chief Eisinger warned residents of the dangers of carbon monoxide and to make sure their carbon monoxide detector, furnace, and hot water heater are in good working condition.

Public Works Director Kline said the department's activities are focused on getting ready for winter. He provided updates on the 2017 Infrastructure Improvement Project, Sealcoating Project, GIS Project, Radio Read Installation, and Sewer Cleaning and Televising. The final asphalt layer for the improvement project should be completed this week; however, some landscaping items may be finalized next spring. The city received comments about dust from the sealcoating project, as well as the appearance of the streets. The contractor completed another vacuum sweeping of the streets and the affected areas are becoming darker with increased traffic. Residents may see blue, green, or white paint in their yard as staff marks infrastructure that is being recorded for GIS mapping. Approximately 80% of the mapping has been completed. The new radio read meter installation will occur this month and will be operational for the December quarterly billing cycle. American Environmental is currently performing the sewer cleaning and televising project and has reported a significant amount of root intrusion. Recommendations on addressing the issue will be considered when the project is complete and the extent of the root issue is known. Interviews for the Public Works Supervisor position will be held on November 14, and a candidate will be presented for consideration at the December meeting. The lift station pumps that service the Inspiration development and St. Croix Preparatory have experienced a significance increase in the number of times the pumps have gotten clogged, requiring a very time consuming and expensive repair. The main item causing the problem appears to be diapers. The city is sending reminder letters to Inspiration residents and the school to avoid flushing items into

the sewer lines that clog the pumps. Councilmember Hanson inquired about future sealcoating efforts, and Director Kline said staff is investigating a method using a similar liquid with much less crushed limestone on top. He reported the city received 13 applications for the supervisor position and the interview team will include a union employee.

Assistant City Administrator/Planner Taylor reviewed the assignments for the Comprehensive Plan update involving herself, Planning Consultant Licht, City Engineer Parotti and Public Works Director Kline. The city will be investigating two additional grant opportunities for the Land and Water Legacy Program Project they have been discussing with Washington County. Staff presented options for a Highway 95 improvement project at the City Council workshop preceding the regular meeting. Staff will continue working with the Minnesota Department of Transportation on design options for a center median and bike lane. The St. Croix River Association (SCRA) is working with the city to provide a bike rack, potentially at Lakeside Park, as part of a grant from REI Co-op to fund bike and kayak stations along the St. Croix River. SCRA and city staff are also discussing the donation of a kayak station for Bayport. Residents were reminded that the annual photo contest is underway and information is available on the city's website, at City Hall and the Library.

City Administrator Bell said the Police Department interviewed potential Reserve Officers, and the Halloween Public Safety Open House and general Halloween activities went well, with Reserve and Police Officers visible on city streets. He reported the regulation of short-term rentals was discussed at the workshop preceding the regular meeting, and staff was directed to propose regulations for consideration at a future meeting. Administrator Bell and Fire Chief Eisinger recently met with officials from the Metropolitan Airport Commission (MAC) regarding the expansion of the Lake Elmo Airport and the proposed realignment of 30th Street. The city is concerned the realignment will negatively impact Fire Department emergency response time, since Bayport provides fire service to West Lakeland and Baytown Townships. Staff will discuss the issue with township officials and decide on an official response to MAC. Staff received word that a proposed large-scale wedding at Lakeside Park next summer will not be pursued at this time. He reported the heating unit at the former fire hall has failed and staff is gathering quotes to repair or replace it. The city received its first Community Solar Garden credits, approximately \$250 in credits, pursuant to the agreement entered into with Geronimo Energy last December. He encouraged anyone in need to reach out to Valley Outreach in Stillwater; the organization has a variety of programs and volunteers to help people in need.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores said the Lighting of the Green is scheduled for Wednesday, December 6. She thanked the Wilmes family and Post Office employees for their city bench donations.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 6:46 p.m. Motion carried 5-0.

City Administrator/Clerk