

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
DECEMBER 4, 2017  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Deputy Mayor McGann called the regular City Council meeting of December 4, 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: Deputy Mayor Patrick McGann, Councilmembers John Buckley, Connie Carlson and Michele Hanson

Members Absent: Mayor St. Ores

Staff Present: City Administrator Adam Bell, Police Chief Laura Eastman, Fire Chief Allen Eisinger, Public Works Director Matt Kline, Finance Officer Wanda Madsen, 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 Hanson to approve the December 4, 2017 City Council agenda. Motion carried 4-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The November recycling award recipient was Pam Polzin, who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County.

**OPEN FORUM**

1. Sarah Deziel, 206 5<sup>th</sup> Street South, and Robert Wolf, 387 5<sup>th</sup> Street North, commented on allowing short-term rentals in the city, in light of the City Council's recent consideration to prohibit this type of activity. Mr. Wolf has been renting out part of his home via VRBO and Airbnb for the past 18 months, after checking with city staff to see if this activity is allowed. He said the people he rents to are responsible and he believes as the host of short-term rentals he is an ambassador for visitors to Bayport. Mr. Wolf and Ms. Deziel believe short-term rentals are a positive activity for Bayport, are the wave of the future, and offered their assistance to develop a regulation policy/application process.

**CONSENT AGENDA**

Deputy Mayor McGann read items 1-13 on the consent agenda.

1. November 6, 2017 City Council workshop minutes
2. November 6, 2017 City Council regular meeting minutes
3. November payables and receipts (check numbers 009104-009200)
4. November building, plumbing and mechanical permits report
5. City observed holidays for 2018
6. Liquor and tobacco license renewals for 2018
7. Renewal of employee health and dental insurance policies
8. Special event application from Run Stillwater, Inc., for Lift Bridge Road Race at Lakeside Park on Saturday, July 28, 2018
9. Budgeted fund transfers for 2017

10. Pay application #4 from Miller Excavating for 2017 Infrastructure Improvement Project
11. Purchase of a replacement heavy rescue vehicle for the Fire Department
12. Pension adjustment for the Bayport Fire Relief Association
13. Letter of Understanding with Animal Humane Society for Impound Housing Services

Councilmember Buckley introduced the following resolution and moved its adoption:

**Resolution 17-25**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE  
DECEMBER 4, 2017 CITY COUNCIL AGENDA**

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

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

**PUBLIC HEARINGS**

Certification of past due waste collection bills to 2018 property taxes: Finance Officer Wanda Madsen explained the city’s process to assess delinquent Republic Services waste collection charges against 2017 property taxes, payable in 2018, pursuant to Section 443.015 of the Minnesota State Statutes. A penalty charge of 10% will also be added to the amount to be certified to reimburse the city for its administrative expenses. Customers and/or property owners were notified of past due charges and of their right to appeal certification to their property taxes at this meeting. Collection efforts will continue over the next month and any accounts on the list that have past due balances at year-end will be certified to Washington County.

Deputy Mayor McGann opened the public hearing and no comments were heard.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to close the public hearing. Motion carried 4-0.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to accept the list of Republic Services past due balances for certification to Washington County. Motion carried 4-0.

**PUBLIC INPUT [TRUTH IN TAXATION] ON 2018 CITY BUDGET AND LEVY**

Administrator Bell said the final proposed 2018 levy, budget, and capital improvement plan (CIP) remain unchanged from the preliminary resolutions adopted on September 11. The 2018 budget was reviewed, noting an estimated 12.2% growth in the city’s estimated market value with over \$5 million in new construction value added. The proposed budget is \$3,065,579, which is a 7.33% increase from 2017. The budget proposes a 6.41% increase in operating costs and 11% increase in capital outlay funding, due to identified future projects and capital equipment purchases. The general fund budget by department was reviewed. The budget includes the addition of a fifth full-time police officer position, which will reduce part-time officers from four to two positions. The Administration/Finance budget includes funding to contract with a third party for payroll services. The Building budget includes a \$60,000 increase in MNSPECT (contracted building official services) expenditures that will be offset by increases in new construction revenue. The Library budget provides for a consistent daily opening time of 10:00 a.m. and Saturday hours year-round, with no increase in the levy. There is no proposed increase to utility rates at this time; however, staff plans on conducting a utility rate study in 2018. The 2018 Capital Improvement Plan (CIP) was reviewed. It includes updating the city’s phone system,

potentially relocating the Nature Center to Barker’s Alps Park, possible playground equipment replacement in Lakeside Park, purchase of a Fire Department heavy rescue truck chassis, purchase of new Police Department radios, completion of a comprehensive analysis of the city’s utility systems, a utility rate study, and improvement of the Public Works parking lot and cemetery roads. Due to conservative budgeting and increased outside revenue sources, the proposed general fund levy has a modest increase for 2018 of \$43,861 (4.02%). With the increase in home values and overall market growth, the budget is achievable with a city tax rate of 35.96%, which is an 8.7% decrease compared to 2017. Administrator Bell thanked staff and City Councilmembers for their input and assistance in achieving a budget that adds valuable services while demonstrating fiscal responsibility. There was no public input on the budget and levy. Councilmembers noted their gratitude to staff for their work on the budget.

Discuss and consider a resolution adopting the 2018 tax levy:

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 17-26**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
CERTIFYING THE CITY OF BAYPORT’S LEVY TO WASHINGTON COUNTY FOR THE  
YEAR 2018 BUDGET AT \$1,301,011**

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

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

Discuss and consider a resolution adopting the 2018 budget:

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 17-27**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE CITY BUDGET FOR 2018**

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

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

Discuss and consider a resolution adopting the 2018 capital improvement plan (CIP):

Councilmember Buckley introduced the following resolution and moved its adoption:

**Resolution 17-28**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2018**

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

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

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

Consider hiring a candidate for the Public Works Supervisor position: Public Works Director Kline said the city received 14 applications for the position and six candidates participated in the initial interview process. A second round of interviews with two applicants resulted in staff recommending Greg Tracy for the position. Greg currently works with the City of Eagan Water Utility and has previous sanitary sewer experience with the City of St. Louis Park. The position was advertised at salary grade 6 and he has accepted an initial salary offer of \$66,623.24. Funding for this salary step was included in the 2018 budget. If approved, Greg would start work in mid-January.

It was moved by Councilmember Buckley and seconded by Councilmember Carlson to hire Greg Tracy as the new Public Works Supervisor, at the starting salary of \$66,623.24, pending a completed background check.

Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances and summary of ordinance for publication: Administrator Bell reviewed the proposed fees for 2018. Of note, additions include a special event exceptional use/impact fee, an escrow deposit for engineering plan review/site inspection for utility work, and the vacant building registration fee after the first-year registration (\$500) will increase to \$1,000 for subsequent renewals.

Councilmember Carlson introduced the following ordinance and moved its adoption:

**Ordinance #864**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING APPENDIX D, FEE SCHEDULE, OF THE CITY CODE**

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

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

Consider appointments, designations, and City Council liaison assignments for 2018: Administrator Bell reviewed the following recommended appointments, designations and liaison appointments. They are consistent with 2017.

- |                          |   |
|--------------------------|---|
| Deputy Mayor             | Patrick McGann  |
| City Attorney            | Eckberg Law Firm  |
| City Engineer            | SEH (John Parotti)  |
| City Auditor             | Schlenner Wenner and Company                              |
| Data Practices Authority | City Administrator (Adam Bell)                            |
| Deputy City Clerk        | Asst. City Administrator (Sara Taylor)                    |
| Emergency Preparedness   | Fire Chief (Allen Eisinger), Police Chief (Laura Eastman) |
| Deputy Fire Chiefs       | Jason Severson, Mike Galowitz                             |
| Weed Inspector           | Mayor (Susan St. Ores)                                    |
| Assistant Weed Inspector | Public Works Director (Matt Kline)                        |
| Animal Control           | Police Chief (Laura Eastman)                              |
| Assessor                 | Washington County   |

Official Depository	First State Bank and Trust
Official Newspaper	Stillwater Gazette
Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County
Financial Advisor	Northland Securities, UBS, FTN, Springsted
Planning Commission Liaison	John Buckley / Patrick McGann, alternate
Library Board Liaison	Connie Carlson / Michele Hanson, alternate
Cable Commission Liaison	Michele Hanson / Connie Carlson, alternate
Middle St. Croix Watershed Liaison	Patrick McGann / Susan St. Ores, alternate
Andersen Citizen Advisory Liaison	Susan St. Ores / Michele Hanson, alternate

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to approve the 2018 appointments, designations, and City Council liaison assignments listed above. Motion carried 4-0.

Consider City Council regular meeting and workshop dates for 2018: Administrator Bell reviewed the proposed dates for 2018, as follows: Monday, January 8\*; Monday, February 5; Monday, March 5; Monday, April 2; Monday, May 7; Monday, June 4; Monday, July 9\*; Monday, August 6; Monday, September 10\*; Monday, October 1; Wednesday, November 7\*; and Monday, December 3. The January, July and September date changes are recommended because of Federal holidays. The proposed November 7 meeting date will allow for setup of the polling place at City Hall for the November 6 General Election, as well as the official canvassing of the votes within the required timeframe. Quarterly workshop meetings will immediately precede the March, June, September and December meetings.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve the 2018 City Council regular meeting and workshop dates as presented. Motion carried 4-0.

**COUNCIL LIAISON REPORTS**

Councilmember Buckley said the Planning Commission will be meeting on December 18.

Councilmember McGann reviewed the Middle St. Croix Watershed Management Organization (MSCWMO) meeting, noting the Perro Creek Phase 1 water quality project is underway.

Councilmember Carlson provided an update on the November Library Board meeting. The new library hours go into effect January 1, and the library will be participating in the Lighting of the Green on December 6 with a special story time. Movies are planned during the Christmas school break and a Noon Year’s Eve party will be held on December 31 from 11:30 a.m.-12:30 p.m. The next Library Board meeting is scheduled for December 19, 2017, 6:00 p.m., at the library.

**STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Eisinger reported the November call volume was 117, with 1,213 calls year-to-date, compared to 1,168 in 2016 (3.8% increase). Monthly drills, meetings, tours and community events were reviewed, including providing a ride for Santa throughout the area on November 24. Santa will be arriving at the Lighting of the Green on a fire truck at 7:15 p.m., and the department will be hosting a car seat safety clinic with Regions Hospital on December 16 from 9:00 a.m.-noon at the Fire Hall. He reminded everyone to use caution while cooking and to never leave candles or an open flame unattended. A recent house fire was caused by a burning candle.

Police Chief Eastman reported seven new reserve officers received training on November 11-12. There are now 15 reserve officers who provide volunteer service throughout the year. Chief Eastman and Administrator Bell recently attended a quarterly community law enforcement meeting at the Stillwater Prison, and she noted her appreciation for the collaborative relationship Warden Miles is fostering with the Bayport Police Department. Upcoming events were highlighted including the annual Toys for Tots collection, sponsored by the Marine Corps. Delivery is earlier than normal this year and the department will be taking collected toys to KARE-11 on Thursday, December 14. Department officers are part of a state-funded operation to monitor intoxicated drivers, and residents may see Bayport officers/vehicles outside the city's jurisdiction as part of this effort. She reminded residents to closely monitor package deliveries to prevent them from being stolen and recommended asking a neighbor to assist. Chief Eastman thanked City Councilmembers for their support to add a fifth full-time officer to the department. Councilmember Hanson asked for an update on the use of body-worn cameras and whether more are needed with the additional officer. Per Chief Eastman, the department currently has three cameras, which should be sufficient. If needed, the department could use drug forfeiture money to purchase additional equipment. She said the cameras have been well received and at least four potential complaints have been dismissed because the incidents were recorded.

Public Works Director Kline reviewed department activity, including holiday decorating and responding to a water main break. Staff is adding safety features and automating the ice rink warming house because it will not be staffed this year. He provided an update on the department's major projects, noting the radio read equipment installation is approximately 50% complete and will be operational for the 4<sup>th</sup> quarter utility billing. The final lift of asphalt for the infrastructure improvement project has been installed. Councilmember Hanson expressed security concerns with the warming house not being staffed. Administrator Bell said there will be an interior security camera and noted the decision was made because of staffing challenges due to variable weather/ice conditions and the pool of interested attendants. Signs will be posted that no attendant is on duty.

Assistant City Administrator/Planner Taylor reported a joint Planning Commission and City Council workshop was held earlier today to review the progress on the city's Comprehensive Plan update for 2040. Another joint workshop will be scheduled in February or March. Staff recently conducted an orientation session for new Planning Commissioner Tom Triplett in preparation for the next Planning Commission meeting scheduled for December 18. An application from Mattamy Homes to final plat the last phase of 39 single-family lots in Inspiration will be heard at the December 18 meeting, followed by discussion at the January City Council meeting. She noted the application is consistent with the preliminary plat and layout approved by the City Council in 2015. Mattamy will continue as the master developer for the infrastructure and M/I Homes will be the lead on the actual home construction. She is working on the next edition of the city newsletter that should be delivered in early to mid-January. Residents were reminded they can submit entries for the Bayport photo contest until December 20; details are available on the city website, as well as at City Hall and the Library. Resident Nick Temali and his grandson Alex Temali-Smith were thanked for their efforts in coordinating a geocaching site near Perro Creek in Bayport, which was launched earlier this month.

City Administrator Bell said staff is working on end-of-the year budgets and continues to work on short-term rental regulations. Staff plans to present a short-term rental ordinance for consideration at the January City Council meeting. He noted City Hall will be closed on December 25 and 26, 2017, and January 1, 2018. He reminded residents to be mindful of identity theft efforts and report any suspicious activity to authorities.

## **CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Deputy Mayor McGann invited everyone to enjoy the Lighting of the Green activities on Wednesday, December 6, at Village Green Park, beginning at 6:00 p.m. The event is coordinated by the Bayport Community Action League.

## **ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 7:42 p.m. Motion carried 4-0.

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City Administrator/Clerk