

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
DECEMBER 5, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of December 5, 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: Mayor Susan St. Ores, Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Patrick McGann

Members Absent: None

Staff Present: City Administrator Logan Martin, Police Chief Laura Eastman, Fire Chief Allen Eisinger, Public Works Supervisor Mel Horak, 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 Goldston to approve the December 5, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The November recycling award recipient is Martin Koenning who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.
2. Residents can submit photos for the 5th Annual *Focus on Bayport* Photo Contest through December 15.
3. On behalf of the city, Administrator Martin recognized and thanked Councilmember Goldston for his service on the City Council that began May 2011 and ends December 31, 2016, when his current term expires. Dan also served on the Planning Commission and Riverfront Advisory Commission prior to becoming a member of the City Council.
4. Mayor St. Ores announced that City Administrator Martin will be leaving his position at the end of the year to pursue an opportunity with the City of Rosemount. She presented him with a Certificate of Commendation recognizing his leadership, professionalism and accomplishment of several significant civic projects during his 3 ½ years with the city.
5. Residents were reminded that the Lighting of the Village Green starts at 6:30 p.m. on Wednesday, December 7.

OPEN FORUM

CONSENT AGENDA

Mayor St. Ores read items 1-16 on the consent agenda.

1. November 7, 2016 City Council workshop meeting minutes
2. November 7, 2016 City Council regular meeting minutes
3. November payables and receipts (check numbers 007784-007890)
4. November building, plumbing and mechanical permits report
5. Special event application from Cub Scout Pack 113 for wreath sale at Village Green Park on November 19, 2016
6. Non-union employee holidays for 2017

7. Liquor and tobacco license renewals for 2017
8. Reappointment of Erin Crowder, Sara Wagner, and Linda Walters to the Library Board
9. Reappointment of Coleen Siegfried to the Planning Commission
10. Appointment of Assistant City Administrator Sara Taylor as Interim City Administrator effective January 2, 2017
11. Budgeted fund transfers for 2016
12. Donations for parts and labor for the new airboat to the Fire Department from David and Marcia Reamer, Cate's Fine Homes, and Bayport Transmission
13. Donation of equipment to the Police Department from Julie Maidment
14. Pay application #16, #17, and #18 from Kraus Anderson and subcontractors for Fire Hall construction
15. Pay application #1 from Miller Excavating for parking lot improvement project
16. Designate January 9, 2017 as the next regular meeting of the City Council

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-15

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE
DECEMBER 5, 2016 CITY COUNCIL AGENDA**

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

Susan St. Ores – aye	Dan Goldston – aye	Patrick McGann – aye
Connie Carlson – aye	Michele Hanson – aye	

PUBLIC HEARINGS

Certification of past due waste collection to 2017 property taxes: Administrator Martin explained the city can certify delinquent Republic Services waste collection charges against 2016 property taxes, payable in 2017, pursuant to Chapter 429 of the Minnesota State Statutes. Customers and/or property owners were notified of past due charges and of their right to appeal certification to their property taxes. 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. He noted there were no delinquent City of Bayport utility accounts for assessment this year.

Mayor St. Ores opened the public hearing and no comments were heard.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to close the public hearing. Motion carried 5-0.

It was moved by Councilmember Hanson and seconded by Councilmember McGann to accept the list of Republic Services past due balances for certification to Washington County. Motion carried 5-0.

PUBLIC INPUT [TRUTH IN TAXATION] ON 2017 CITY BUDGET AND LEVY

Property owners may provide comment on their 2017 property tax notifications and the proposed city budget at this annual Truth in Taxation meeting. Administrator Martin noted the city's financial standing remains strong with a 1% growth in the city's overall market value, despite an average 4.5% reduction in residential home market values, a trend seen across Washington County. Approximately \$1,299,900 in new residential and commercial construction value has been added for the 2017 tax year. The city is proposing a budget of \$2,856,235, which is the same as the preliminary budget approved in September. This is a decrease of \$33,026 (1.14%) from 2016, which is largely due to the retirement of the city's fulltime building official and subsequent contracted building inspection services agreement with MNSPECT.

The general fund budget by department was reviewed and the budget accomplishments and capital improvement plan (CIP) for each department were examined. A 3% cost of living adjustment for the Fire Department members is proposed, bringing the per call/drill rate to \$13.39. No increase to the city's utility rates is proposed. The proposed general fund levy is \$1,257,150, which is a modest increase of \$20,529 from 2016. This would result in a preliminary 44.82% city tax rate, which is a .12% increase from last year.

Discuss and consider a resolution adopting the 2017 tax levy:

Councilmember McGann introduced the following resolution and moved its adoption:

Resolution 16-16

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE
YEAR 2017 BUDGET AT \$1,257,150**

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

Susan St. Ores – aye Dan Goldston – aye Patrick McGann – aye
Connie Carlson – aye Michele Hanson – aye

Discuss and consider a resolution adopting the 2017 budget:

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 16-17

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CITY BUDGET FOR 2017**

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 Dan Goldston – aye Patrick McGann – aye
Connie Carlson – aye Michele Hanson – aye

Discuss and consider a resolution adopting the 2017 Capital Improvement Plan:

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-18

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2017**

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 Dan Goldston – aye Patrick McGann – aye
Connie Carlson – aye Michele Hanson – aye

UNFINISHED BUSINESS

Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances and summary of ordinance for publication: Administrator Martin said staff revised park fees for non-residents, based on City Council direction at the last meeting. This includes adding a non-resident annual permit that would allow parking in the designated areas at Lakeside Park; it does not allow parking in the resident-only area at Andersen Corporation. The building department fees now include new maintenance permits that charge a flat fee, versus a value-based fee, for items such as replacement roofs, siding, windows and doors.

Councilmember Carlson introduced the following ordinance and summary for publication and moved its adoption:

ORDINANCE #855

**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 McGann 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

NEW BUSINESS

Consider hiring a candidate for the Public Works Director position: Administrator Martin reported the city received 12 applications for the new position and 8 semifinalists were initially interviewed. Four finalists were re-interviewed and staff is recommending that Matt Kline be hired to fill the position. Matt has 15 years of Public Works experience with the City of Lakeland, Minnesota, most recently as Public Works Director. The 2017 budget includes full funding for this position (salary grade 10). Mayor St. Ores acknowledged Public Works Supervisor Mel Horak’s institutional knowledge and his willingness to remain on staff to cross-train the new director. If approved, Matt would assume his new duties in early January.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to hire Matt Kline as Public Works Director, pending a completed background check and with terms as negotiated during the hiring process. Motion carried 5-0.

Matt Kline said he was looking forward to joining the Bayport team and thanked the City Council for the opportunity.

COUNCIL LIAISON REPORTS

Councilmember Hanson reported there was a lack of a quorum at the November Central St. Croix Valley Joint Cable Commission meeting. She participated in the staff panel that interviewed the Public Works Director applicants.

Councilmember Goldston reported on the November Middle St. Croix Watershed Management Organization meeting, noting that ongoing projects were reviewed.

Councilmember Carlson reported the Library has special holiday events planned in December, including story time during the Lighting of the Green on December 7, a Polar Express Story time on December 19, winter break movie on December 29, and Noon Year’s Eve celebration on December 31.

Councilmember McGann said the Planning Commission will be considering two applications on December 19. The city is seeking two residents to fill open seats on the Planning Commission. Interested candidates can contact City Hall or the city website for more information.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the department responded to 106 calls in November, bringing the year-to-date total to 1,168. Training, meetings, inspections and past and upcoming community events were reviewed. The department will be hosting a car seat clinic on Saturday, December 17, 9:00 a.m.-12:00 p.m. The clinic is sponsored by HealthPartners/Regions Hospital and Gillette Children’s Hospital. He reminded residents to never leave burning candles unattended.

Police Chief Eastman reviewed her written report including past and upcoming events. She encouraged residents to participate in the annual Toys for Tots program. Toys can be dropped off at City Hall and locations throughout the city through December 14 for delivery to KARE-11 on December 15. At the City Council workshop prior to tonight's meeting, the use of body worn cameras was discussed. The body worn camera policy is posted at City Hall and on the city website, and the department is seeking public input on the policy during the next 30 days. Residents can email Chief Eastman at leastman@ci.bayport.mn.us with comments. Residents were reminded that mail and package thefts increase during the holiday season.

Public Works Supervisor Horak reviewed his written report. He reminded residents to be careful when flushing items into the sanitary sewer system that clog the city's lift stations resulting in costly repairs. Grease should always be disposed of in the garbage.

Assistant City Administrator Taylor provided a summary of the two land use applications that will be heard at the December 19 Planning Commission meeting, a conditional use permit and utility extension at 201 2nd Avenue South and a request to amend the city's comprehensive plan to extend municipal utilities to a parcel in Baytown Township for a new school district bus maintenance facility. The Planning Commission will also meet in January to review a variance application for the property at 515 Lakeside Drive. She encouraged interested residents to consider applying for the two open seats on the Planning Commission. She provided a recap of the November 8 General Election, reporting Minnesota had the highest voter turnout in the country. A total of 1,319 residents voted in Bayport, including 121 new voter registrations and 248 voting by absentee ballot. The election judges were recognized and thanked for their service.

Administrator Martin reported a City Council Special Meeting has been scheduled for December 19 to decertify the Tax Increment Financing district closing December 31, 2016, and to consider a potential re-use option for the former Fire Hall. The new municipal parking lot is basically complete for the winter season, with the lights being installed later this month. It will be finished in the spring with the installation of the fence along the eastern boundary, rain garden and other plantings. The City Administrator position opening will be posted this week and tentatively close January 5. The goal is to approve a candidate at the February City Council meeting and have a new City Administrator on the job by the end of February or early March. Administrator Martin acknowledged the compliments and well wishes as he leaves his position as City Administrator at the end of the year and thanked the residents, staff, and City Council for a wonderful tenure in Bayport.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores thanked the donors for their contributions to the Fire and Police Departments, as well as the election judges who served during the Primary and General Elections.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Hanson to adjourn the meeting at 7:05 p.m. Motion carried 5-0.

City Administrator/Clerk