

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 4, 2019
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of February 4, 2019, 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 John Buckley, John Dahl, and Michele Hanson

Members Absent: Councilmember Connie Carlson

Staff Present: City Administrator Adam Bell, Police Chief Laura Eastman, 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

Administrator Bell requested the addition of a summary publication for the ordinance to be considered under new business item, *Consider an amendment to Chapter 58-Utilities of the Bayport City Code of Ordinances related to water conservation and water deficiency protocol.*

It was moved by Councilmember Buckley and seconded by Councilmember Dahl to approve the amended February 4, 2019 City Council agenda. Motion carried 4-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The January recycling award recipient is Jenny Erickson who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

CONSENT AGENDA

Mayor St. Ores read items 1-9 on the consent agenda.

Councilmember Buckley introduced the following resolution and moved its adoption:

Resolution 19-04

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-9 FROM THE
FEBRUARY 4, 2019 CITY COUNCIL AGENDA**

1. January 7, 2019 City Council workshop minutes
2. January 7, 2019 City Council regular meeting minutes
3. January payables and receipts (check numbers 010617-010719)
4. January building, plumbing and mechanical permits report
5. Final Plat extension request from Landucci Homes for Villas of Inspiration
6. Special event applications from Bayport Community Action League for 2019 events
7. Hiring of Ryan Bell as a volunteer paid on-call member of the Fire Department
8. Hiring of Kyle Pelletier as a volunteer paid on-call member of the Fire Department

9. Consider approval of Revised Mutual Aid Agreement for the Fire Departments of Washington County, Minnesota and the Fire Departments of St. Croix County, Wisconsin

Councilmember Buckley inquired why Landucci Homes was requesting a final plat extension. Administrator Bell said staff considers the 60-day extension to be a routine procedural request, common for development projects, especially at this time of the year.

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 John Dahl – aye
John Buckley – aye Michele Hanson – aye

PUBLIC HEARINGS

Public improvement hearing for the proposed 2019 Sidewalk Improvement Project: Public Works Director Kline said tonight’s hearing is part of the process required for projects that include assessments, per Minnesota Statute 429. The hearing provides an opportunity for people to voice their concerns, prior to the city ordering the work.

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

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

Councilmember Dahl inquired whether city staff received any comments prior to tonight’s hearing. Public Works Director Kline said staff has received positive feedback on the project from several of the affected residents. Councilmember Dahl added he would like to see city sidewalks improved, particularly those on east-west streets, and to explore other funding options for the improvements.

UNFINISHED BUSINESS

NEW BUSINESS

Consider a resolution ordering the 2019 Sidewalk Improvement Project: Public Works Director Kline said that following the public hearing on this assessed project, the city must formally order the improvement to continue moving the project forward. If approved, the city will solicit quotes in the next two months, after which the City Council will have an opportunity to review/approve the quotes, prior to beginning construction in early summer.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 19-05

**RESOLUTION ORDERING IMPROVEMENT FOR A SIDEWALK IMPROVEMENT
PROJECT WITHIN THE CITY OF BAYPORT, MINNESOTA**

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

Susan St. Ores – aye John Dahl – aye
John Buckley – aye Michele Hanson – aye

Consider an amendment to Chapter 58 – Utilities of the Bayport City Code of Ordinances related to water conservation and water deficiency protocol: Public Works Director Kline reported the Department of Natural Resources and the Metropolitan Council reviewed a draft of Bayport’s Water Supply Plan and both agencies recommended adding a section in our utilities ordinance regarding non-essential water usage during a declared critical water deficiency. The proposed language in Division 4 of the ordinance complies with Minnesota Statute 103G.291, which enables the governor to declare a critical water deficiency. Division 3 amendments relate to water conservation and provide the city with clearer regulation on conservation efforts and a procedure for handling violations. Councilmember Buckley inquired whether the changes would affect properties with a homeowner’s association (HOA). Public Works Director Kline does not believe the ordinance would have an impact on HOA regulations, and residents can apply for a permit to allow modified restrictions if they install a smart irrigation controller. Staff anticipates notifying residents in Inspiration and Baytown Township of the revised ordinance, since the majority of these properties have irrigation systems and use significantly more water than properties downtown. The changes will also be highlighted in the spring edition of the city newsletter. Public Works and Police Department staff will monitor for code violations.

Councilmember Buckley introduced the following ordinance and moved its adoption:

Ordinance #869

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 58-UTILITIES OF THE BAYPORT 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:

Susan St. Ores – aye John Dahl – aye
John Buckley – aye Michele Hanson – aye

Councilmember Buckley introduced the following ordinance and moved its adoption:

Ordinance #869S

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 58-UTILITIES OF THE BAYPORT 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:

Susan St. Ores – aye John Dahl – aye
John Buckley – aye Michele Hanson – aye

COUNCIL LIAISON REPORTS

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the January call volume was 87, compared to 106 in January 2018. It was noted call volumes are down; however, Chief Eisinger said the new Emergency Medical Dispatch procedures are working well and deploying the qualified resources to handle each emergency. The sale of the 2014 Chevy Tahoe former command vehicle has been completed and the department plans to sell the current 1994 heavy rescue vehicle later this spring after its replacement is received in late March/early April. Staff is working on a joint confined space training with the St. Paul Park Fire Department and Marathon Refinery. The refinery has a confined space team and has offered to provide training in Bayport, which will result a substantial cost savings for the department. The annual fundraising dance is scheduled for March 2, 7:30 p.m.-12:30 a.m., at the Bayport American Legion.

Residents were reminded of the symptoms and dangers of hypothermia, as well as the unpredictability of ice thickness on the St. Croix River.

Police Chief Eastman reviewed the department's monthly events, including planning for a Legislative Hearing that has been rescheduled to February 6 at the Stillwater Prison. Staff interviewed applicants for the part-time officer opening and four candidates will be interviewed a second time this month. The department will be assisting St. Charles Church with a church safety audit/assessment on February 7. Chief Eastman invited everyone to stop by City Hall on Thursday, March 14, beginning at 1:00 p.m., to celebrate Karen Huftel's retirement. Karen has been with the city for 15 years in her role of office support. Department staff continues to educate, monitor, and enforce pedestrian crosswalk safety. A driver must remain stopped until the pedestrian has passed the lane in which the vehicle is stopped.

Public Works Director Kline reported there is a good base on both the hockey and pleasure rinks. The warming house will be open; however, there is no attendant and children should always be supervised. He said the recent frigid weather resulted in several frozen pipes within homes, but no water main breaks. Residents were reminded to have adequate insulation, especially for pipes on an outside wall. He reported Ross Lindgren, the department's new maintenance worker, is quickly becoming accustomed to city operations and his prior public works experience has made the transition fairly seamless. The Perro Creek Water Quality Project bids are due February 25 and will be considered at the March City Council meeting. The purchase order for a new street sweeper has been placed. Delivery of the new plow truck has been delayed due to high demand and is expected to arrive in late March. Councilmember Dahl noted that despite signage restricting hockey play on the pleasure rink, he has observed adults playing hockey on the rink. He said the lack of an attendant has impacted skaters wanting to enjoy the pleasure rink.

Assistant City Administrator/Planner Taylor reported the city received comments from the Metropolitan Council on their review of the 2040 Comprehensive Plan Update that was submitted in late December. Staff is working on providing supplemental information to address the comments and respond to the Metropolitan Council within the new few weeks. All parties involved with the Land and Water Legacy Project have responded to the city with a consensus they would like to pursue a purchase agreement with the city and proceed with the proposed land conservation project on the St. Croix River. Staff will be meeting with project partners to firm up the details that will be shared with the City Council at an upcoming special meeting. At the special meeting preceding tonight's regular meeting, the City Council authorized staff to begin the hiring process for the Office Support Specialist position, as Karen Huftel retires March 14. Building department applications have been updated to be consistent with the new permitting software program City Force and are posted on the city's website. She is creating new brochures to assist with the permit application process and updating other city brochures as needed.

City Administrator Bell highlighted Library events noted in Library Director Smith's monthly report, noting the book club meets on February 11. Councilmember Hanson added the Japanese drumming performance on February 2 was attended by approximately 70 people and she highly recommended the performance. Administrator Bell said union negotiations are ongoing and staff expects the two unions will submit their formal paperwork in the near future. The Mayors and City Administrators from Bayport, Lake Elmo, Oak Park Heights, and Stillwater met recently to discuss shared challenges and opportunities, including continued delivery of quality fire and emergency medical services. The cities of Bayport, Oak Park Heights, and Stillwater will also be scheduling another meeting to continue discussions on how the cities can work collaboratively. Along with Councilmember Hanson, he attended the ribbon cutting for Bayport's newest establishment, Manger Restaurant and Wine Bar. He thanked the Fire, Police and Public Works Departments for continuing to provide needed services during the recent inclement weather. Assistant Administrator Taylor and Administrator Bell attended the

Minnesota City/County Management Association's winter conference on February 1. Topics included the roles of City Councils and staff with the political polarization in our country. He reported he has followed up with resident Shonette Doggett regarding her concerns with the Landucci Homes development project in Inspiration.

Administrator Bell reported that Senator Karin Housley has introduced a bill that would dedicate a portion of State Highway 95 (from Interstate 94 to Highway 36) in honor of fallen Stillwater Prison Corrections Officer Joseph Gomm. There is a public hearing on the bill next week and the city has an opportunity to tender a letter of support but is under no obligation to take formal action. City Councilmembers were asked whether staff should proceed with a letter of support and the majority of the City Council favored this action.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores reminded residents of the upcoming Bayport Fire Department dance at the Bayport American Legion on March 2, and the retirement gathering for Karen Huftel at City Hall on March 14.
2. City Hall will be closed on Monday, February 18, for the Presidents' Day Holiday.
3. Councilmember Hanson welcomed Ryan Bell and Kyle Pelletier as members of the Bayport Fire Department.
4. Councilmember Dahl encouraged everyone to take extra steps to manage the accumulation of ice and snow on driveways and sidewalks.
5. Due to today's icy conditions, regular trash collection was postponed until Tuesday.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 7:06 p.m. Motion carried 4-0.

City Administrator/Clerk