

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
APRIL 4, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of April 4, 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, City Engineer John Parotti, 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 April 4, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The March recycling award recipient is Cornell MacDonald who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

Tara Johnson, 620 Oakwood Street South, expressed her continued dissatisfaction with the city allowing construction of a garage at 836 Minnesota Street South. She believes the city's actions are unlawful, demonstrate poor practices, and violate the city's ordinances. She said the city must follow its current ordinance and require that the height of the proposed garage be reduced 3 ½ feet so that it does not exceed 12 feet at the midpoint. She stated she is prepared to do what is necessary to hold the city accountable for its actions.

CONSENT AGENDA

Mayor St. Ores read items 1-11 on the consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-04

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE
APRIL 4, 2016 CITY COUNCIL AGENDA**

1. March 7, 2016 City Council workshop meeting minutes
2. March 7, 2016 City Council regular meeting minutes
3. March payables and receipts (check numbers 006914-007043)
4. March building, plumbing and mechanical permits report
5. Donation of \$200.00 from Mary and Paul Goulette for downtown hanging flower baskets
6. Temporary on-sale liquor license application from Bethlehem Lutheran Church for Dane's Place Pig Roast on June 25, 2016

7. Special event application from Run Stillwater, Inc., for Lift Bridge Road Races at Lakeside Park on Saturday, July 23, 2016
8. Special event application from Bayport American Legion Post 491 for Memorial Day Parade on Monday, May 30, 2016
9. Donation of \$500.00 from the Baytown Woods Fund of the St. Croix Valley Foundation for the Bayport Fire Department
10. Donation of \$250.00 from Kelly Jacobs for city trees
11. Pay application #10 from Kraus Anderson and subcontractors for Fire Hall construction

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	

PUBLIC HEARINGS

UNFINISHED BUSINESS

Consider authorization to prepare plans and specifications and solicit bids for construction of a municipal parking lot at 169 3rd Street North: Administrator Martin said the city engineer developed four new options for the proposed municipal parking lot. Staff reviewed the layouts and analysis for each of the six concepts under consideration. He said some options were not viable due to state fire code requiring a minimum separation between parking stalls and buildings. Staff recommended concept #6 due to the high level of maneuverability, ease of snowplowing, flexibility for public events and amount of green space. The owner of Woody’s Bar and Grill is working with the city on plans to combine his two buildings into one main address, improving off-street parking, and potentially completing upgrades in conjunction with the city’s parking lot project. Mayor St. Ores summarized the City Council’s workshop discussion on concept #6 that currently offers 23 stalls. Councilmembers were concerned with the limited space for drivers to back out of the stalls when the lot is full and recommended designating one of the stalls as no parking or reducing the amount of green space to provide a turnaround spot. Engineer Parotti confirmed there is enough space to accommodate a turnaround area. Councilmember Hanson questioned whether concept #4, which provides a 20-foot circulation aisle, could be modified slightly to meet the fire code standard. Engineer Parotti said a 22-foot drive lane is preferred, with an industry standard of 24 feet, and reducing the lane would not be viable. Staff reviewed options for incorporating signage, benches and planters to enhance the parking lot, and it was noted these items would be considered at a later date. Engineer Parotti confirmed that one handicap, van accessible space is sufficient for the proposed lot. Administrator Martin said staff anticipates awarding bids at the June meeting, if authorization is received tonight.

It was moved by Councilmember McGann and seconded by Councilmember Hanson to authorize the preparation of plans and specifications for concept #6, pending further changes to accommodate a turnaround area, and the solicitation of bids for the construction of a municipal parking lot at 169 3rd Street North. Motion carried 5-0.

NEW BUSINESS

Consider authorization to initiate the hiring process and establish a salary grade for a city Public Works Director/Engineer position: Administrator Martin reviewed the Public Works Department staffing levels and said staff is beginning the succession planning process for the current Public Works Supervisor who has indicated his desire to retire in the next few years. The proposed plan is to establish

a fulltime Director/City Engineer position who would work alongside the current supervisor for 1-2 years to gain knowledge on the complexities of the city's infrastructure and operating systems. The 2016 budget allocates \$40,000 for the midyear hiring of the proposed position, and staff hopes to have the position filled in time for the busy summer work schedule. The position would be responsible for a portion of the city's engineering duties, with an estimated \$35,000-\$50,000 reduction in annual engineering consultant fees. Staff anticipates major infrastructure street and utility projects in the near future and having a licensed engineer on staff would increase productivity on these projects, as well as increase the department's technology capabilities to streamline work efforts. Staff recommended authorization to initiate the hiring process for this position at a salary grade 12 (\$71,524-\$101,387). Discussion followed on the City Council's expectations shared during the preceding workshop, including management, engineering and public works experience and that it will be a hands-on position, working alongside the Public Works staff. A transition plan will be developed to ensure a smooth and efficient transfer of duties.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to authorize the initiation of a hiring process for a fulltime Public Works Director/City Engineer within the established salary range. Motion carried 5-0.

Consider accepting quotes for pump repair and maintenance work for municipal Well #2 and authorizing completion of the project: Administrator Martin reported Well #2 is due for inspection and maintenance this year. Staff solicited quotes from three well service contractors, separating the quotes into two options, rebuilding or replacing the existing pump. He explained the condition of the pump will be unknown until it is removed and inspected. Keys Well Drilling submitted the lowest quote for the option to rebuild the pump and the second lowest quote to replace the pump. Administrator Martin explained the Keys Well Drilling new pump quote is for a higher grade pump preferred by the Public Works Department, and McCarthy Well Company quoted a price for a lower grade pump. Staff recommended awarding the project to Keys Well Drilling, the best value bidder.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to award the Well Pump #2 Maintenance Project to the best value bidder, Keys Well Drilling, St. Paul, Minnesota, in the not-to-exceed amount of \$18,565, and proceed with the servicing of Well Pump #2. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember Hanson reported that Penny Mealhouse, the new Office Administrator for the Central St. Croix Valley Joint Cable Commission, started her position today.

Councilmember Goldston shared information on the Middle St. Croix Watershed Management Organization (MSCWMO). The MSCWMO is a Joint Powers Watershed Management Organization composed of the communities of Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater, and West Lakeland Township that manages the water resources within the Middle St. Croix watershed that flow into the St. Croix River. He said the ten communities help support the organization.

Councilmember Carlson reported on the March 28, 2016 Library Board meeting and reviewed events sponsored by the library. The library will be hosting a touring play of *The Grapes of Wrath* on Monday, April 18, at 7:00 p.m., as part of the Big Read in the St. Croix Valley program. The next Library Board meeting is scheduled for Tuesday, April 19, 2016, 6:00 p.m., at the library.

Mayor St. Ores attended the Fire Relief Association Audit Review and said the association received an unmodified/clean opinion on its 2015 financial statements. She had the opportunity to tour the new Fire

Hall and welcomed residents to attend the public open house on Saturday, April 30, 9:00 a.m.-1:00 p.m. She reported the Greater Stillwater Chamber of Commerce is hosting an expanded Community Showcase at the Stillwater Area High School on Sunday, April 10, 11:00 a.m. to 4:00 p.m. Sergeant Jackson of the Bayport Police Department and his K9 partner, Keylo, will be part of the family-friendly activities planned for the event.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger said the call volume for March was 113, 42 of which were to the nine high call volume addresses that are part of a new duty tone response system. The system allows members to option out of calls to the nine addresses when they are unable to respond, with the duty officer always responding to those calls. Monthly drills and meetings were reviewed. He reported the department is looking forward to hosting the Fire Hall open house on April 30. He reminded residents to change batteries in their smoke detectors every spring and fall and to set up and practice a family plan to follow in the event of severe weather. There will be a fundraiser for Fireman Mike Bell on Saturday, April 23 at the Bayport American Legion, beginning at 4:00 p.m.

Police Chief Eastman reported the department's new officer, Riley Cameron, is halfway through his field training and doing a good job. Past events and training were highlighted. Sergeant Jackson and K9 Keylo will be putting on a narcotics demonstration at the Greater Stillwater Chamber of Commerce showcase on April 10. Reserve officers will be onsite at Mike Bell's April 23 fundraiser and the Andersen Elementary Carnival on April 22. The department donated a raffle prize to the carnival and the prize winner will enjoy a tour of the Police Department and a canine narcotics demonstration. Staff will be interviewing potential reserve officers on April 25. In response to a question from Councilmember McGann, Chief Eastman reported the department has received one complaint about trains blocking Point Road in the past couple of months. Residents were reminded to notify the city when they experience a train blocking a roadway for more than 10 minutes because the city continues to document blockages for further discussions with the Union Pacific Railroad.

Assistant City Administrator/Planner received a grant from the St. Croix River Association to attend the recent St. Croix Summit where a variety of topics related to protecting and restoring the St. Croix River and its watershed were discussed. The Washington County Master Gardeners will be sponsoring the *Bayport in Bloom* Front Entry Garden Contest again this summer and contest details and nomination forms will be available in May. The city is coordinating a potential shuttle service from Lakeside Park to the new Fire Hall during the public open house on April 30. The Minnesota Department of Transportation will be sponsoring public paddle boat tours of the St. Croix Crossing bridge construction site beginning May 11. Interested parties must contact the boat company for tickets (www.stillwaterriverboats.com). Residents interested in signing up for the citywide garage sales on June 3 and 4 should contact City Hall to have their address added to the garage sale map.

Administrator Martin noted the Public Works department will be flushing fire hydrants April 12-29, weather permitting, and residents may notice discolored water. If this happens, run water until it clears up. He noted there will be a ribbon cutting event at the new Fire Hall on April 7 for Bayport officials and community partners, followed by the public open house on April 30.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores reminded people to report any suspicious, invasive aquatic species caught in the St. Croix River to the Minnesota Department of Natural Resources and/or the Bayport Police Department. If caught, these fish should not be returned to the river but rather turned over to authorities for tracking purposes.

2. Councilmember McGann said he believes the concerns raised by Tara Johnson during the open forum do not warrant further discussion at this time because no new information was presented and her issues have been heard and discussed extensively by city staff in recent months. Mayor St. Ores added that a definitive decision was made on the matter at the last City Council meeting, upon the guidance and recommendation of the city attorney.
3. Councilmember Hanson recognized the donations accepted on the consent agenda: Mary and Paul Goulette for hanging baskets, Baytown Woods Fund of the St. Croix Valley Foundation for a monetary donation to the Fire Department, and Kelly Jacobs for city trees.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the meeting at 7:20 p.m. Motion carried 5-0.

City Administrator/Clerk