

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
JULY 10, 2017
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of July 10, 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, Police Chief Laura Eastman, Fire Chief Allen Eisinger, Public Works Director Matt Kline, City Engineer John Parotti and City Attorney Mark Vierling

APPROVAL OF AGENDA

Councilmember Carlson requested that consent agenda item #11, Building Official/Inspection Services Renewal Agreement, be moved to New Business.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to approve the July 10, 2017 City Council agenda, as amended. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The June recycling award recipient was Kyle Detert who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.
2. Police Chief Eastman presented a Lifesaving Award to Emily Druffner, RN, for her quick response to a medical situation at St. Charles Church on May 28. Councilmember Carlson witnessed the medical emergency and acknowledged Ms. Druffner's calm and professional response to the life-threatening situation. Peggy Franklin was commended for her assistance, however she said Ms. Druffner deserves the credit for the positive outcome.
3. Mayor St. Ores recognized and congratulated Police Chief Laura Eastman on being a recipient of the 2017 Minnesota Women in Government Leadership Award.

OPEN FORUM

1. Anne McManus, 516 South 4th Street, expressed her dissatisfaction with city staff and the City Council for the manner in which the assessments for the 2017 Infrastructure Improvement Project were set forth and approved.
2. Robert McManus, 516 South 4th Street, also expressed his dissatisfaction with the city's process in approving and assessing for the improvement project. He believes the assessment was approved in an undemocratic manner without meaningful representation from his elected representatives. He said alternatives to the project and funding were not adequately considered and property owners were censored from providing their input at City Council meetings.

Mayor St. Ores noted the city followed due process for the improvement project, including a public open house and public comment. Councilmember McGann said he was offended by the inference of collusion between councilmembers when ordering the project.

CONSENT AGENDA

Mayor St. Ores read items 1-10 on the revised consent agenda.

Councilmember Buckley questioned whether the preparation of plans for the 2017 Sealcoating Project (item #9) would include the requirement to remove the leftover aggregate swept from the streets to a site outside the city. In years past, he said this material has been dumped on city property, which he considers to be an eyesore and questions the viability of the material. Public Works Director Kline said city staff has reused the leftover aggregate in years past but can remove the pile, upon direction of the City Council. This year’s project will not utilize traditional methods due to the delamination issue that is occurring in the Inspiration development, where the sealcoating will be centered.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 17-16

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
JULY 10, 2017 CITY COUNCIL AGENDA**

1. June 5, 2017 City Council regular meeting minutes
2. June payables and receipts (check numbers 008559-008674)
3. June building, plumbing and mechanical permits report
4. Fireworks display permit from BCAL for Derby Days on September 16, 2017
5. Temporary on-sale liquor license from Stillwater Knights of Columbus for Andersen Quarter Century Club Picnic at Lakeside Park on August 12, 2017
6. Special event application from Mary Ostertag for the Mark Ostertag Memorial 5K Walk/Run on August 26, 2017
7. Donation of equipment to the Police Department from Meredith and Bill Lake
8. Authorization to solicit quotes to perform sanitary sewer cleaning and televising
9. Preparation of plans and specifications and authorization to solicit bids for 2017 Sealcoating Project
10. Purchase of a generator, variable frequency drive, and SCADA software in accordance with the city’s SWIFT contract with the Minnesota Pollution Control Agency

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
John Buckley – aye

Connie Carlson – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

There were no public hearings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Consider appointing Riley Cameron to fill the vacant full-time police officer position: Chief Eastman reported Officer Cameron received the highest scores of the two part-time officers who went through the intensive interview process for the full-time position. Officer Cameron has served as a reserve officer and part-time officer for the past four years and consistently demonstrated his willingness to cover shifts and assist the department when needed. Mayor St. Ores also recognized Officer Cameron’s dedication to the city and welcomed him to his new position.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to hire Riley Cameron as a full-time officer at a starting pay rate of \$4,591.95 a month, per the union contract, with an effective start date of July 30, 2017. Motion carried 5-0.

Consider options to purchase and install a new picnic shelter at Perro Park and playground equipment at Barker's Alps Park: Administrator Bell said staff has been reviewing options for park improvements as directed by the City Council, with a priority focus on playground equipment at Barker's Alps Park and adding a picnic shelter at Perro Park. The target budget of \$55,000 for the playground equipment is achievable; however, the estimated budget of \$15,000 for a picnic shelter would not cover the full installation cost. He reviewed three shelter options for Perro Park and optional decorative features, noting the proposed powder coated frame and metal roof construction is less expensive, will require the least amount of maintenance and last longer than wood construction. Based on aesthetic appeal and cost considerations, staff recommended a 10-foot by 14-foot rectangle shelter with a vented roof, if the City Council decides to move forward with a shelter. The estimated cost for this option is \$22,000. Administrator Bell cautioned this may not be the best use of park funds at this time when factoring in Perro Park utilization, the future need to maintain/improve the warming house, and the option of adding a more decorative and expensive shelter in the future. Councilmembers acknowledged a desire to provide shade and upgraded amenities at Perro Park; however, the general consensus was to postpone adding a shelter and consider other concepts at a later date that would be more cost-effective.

Administrator Bell said the estimated cost to upgrade the playground equipment at Barker's Alps Park was very close to the target budget of \$55,000. The proposal would slightly enlarge the current playground area and the surface would consist of engineered wood fiber mulch that would be installed jointly by the vendor and the Public Works Department. Discussion followed on colors and surface material options, and it was noted the proposed equipment is geared to children 5-12 years of age. Staff and the City Council prioritized upgrades to the Barker's Alps Park playground due to the age and condition of the current equipment and sand surface. The existing swing structure is in good condition and will be reused, replacing only the chains and seat saddles. The equipment would be purchased as part of the state contract through St. Croix Recreation Company, Stillwater, Minnesota.

It was moved by Councilmember Buckley and seconded by Councilmember Carlson to purchase and install new playground equipment at Barker's Alps Park, at a cost consistent with the estimates provided, reusing the existing swings structure. Motion carried 5-0.

Chris Johnson, St. Croix Recreation Company, said the playground equipment will be installed in August/September.

Consider authorization to solicit bids to purchase Sensus SmartPoint radio transceivers: Public Works Director Kline explained that Public Works staff currently reads city water meters by walking the city and manually reading the meters, a process that takes approximately four days for one full-time employee each quarter. Staff is requesting authorization to solicit bids for a radio read system that would record meter usage by driving a vehicle through the city, a process estimated to take four hours for a full-time employee each quarter. The estimated cost for the system is \$126,010. Installation costs of \$38,240 will be addressed separately. Funding for the upgrade would come from the Water and Sewer Improvement Fund. Additionally, there are approximately 200 residential and commercial water meters that will need to be replaced over the next few years due to their age, at an estimated cost of \$200,000. The capital improvement plan (CIP) projected a cost of \$1 million to replace all meters and install a radio read system. The new system will provide city staff with additional information and has been successfully installed and utilized in surrounding communities. Staff was requested to provide information on the length of time to realize a return on this investment, the estimated lifespan of the

radio transceivers, and the replacement cost. Discussion followed on realizing cost savings by ordering a large quantity, purchasing with another city, and having Public Works staff install the radios.

It was moved by Councilmember Buckley and seconded by Councilmember Hanson to authorize the solicitation of bids to purchase Sensus SmartPoint radio transceivers. Motion carried 5-0.

Consider authorization to solicit quotes to install Sensus SmartPoint radio transceivers: Public Works Director Kline recommended the solicitation of quotes for the installation of the radio transceivers to implement the radio read system. He believes the relatively low estimated cost of \$38,240 (\$40/unit) by an outside contractor that specializes in this type of work is worth the investment, versus Public Works staff installing over a 1-2 year period. Councilmembers were in favor of soliciting quotes but would like to explore financial considerations of staff versus contracted installation cost.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to authorize the solicitation of quotes to install Sensus SmartPoint radio transceivers. Motion carried 5-0.

Building Official/Inspection Services Renewal Agreement: Administrator Bell said the city's one-year initial service agreement with MNSPECT expires July 31, 2017, and the renewal service agreement proposes a three-year term for building official, plan review and inspection services. The agreement remains the same except for the removal of fire inspections and incorporation of commercial plumbing plan review fees at a rate of 75% of plan review fees. The commercial plumbing rate amendment was approved by the City Council in May 2017. He explained the city did not complete a Request for Proposal (RFP) for building official services last year, due to the time available to secure the services of a new building official, upon the retirement of the city's building official. Administrator Bell said an RFP process is not feasible at this time because the city must have a designated building official when the current contract expires; however, MNSPECT has indicated a willingness to work with the city on the extension terms of the contract. Staff has been pleased with the level of service provided by MNSPECT and recommends approval of the three-year renewal agreement. The three-year term coincides with the anticipated buildout remaining for the Inspiration development and would provide consistency for the city and contractors. Councilmember Carlson said she wanted to make sure MNSPECT was performing to the city's satisfaction, and Administrator Bell indicated he has not received any negative comments. Councilmember Buckley said it was his understanding the RFP process would be used for a service contract beyond the initial contract with MNSPECT and recommended approving a month-to-month contract at this time, allowing the city time to solicit proposals from other companies. Building Official Scott Qualle said the initial agreement agreed to a one-year term, followed by a three-year renewal, unless a 90-day notice was filed before August 1, 2017. Attorney Vierling said it is common to have advance notice in contracts for service, and the city would need to follow the notice provisions to discontinue its agreement with MNSPECT. He added that the fee splits in the proposed agreement are typical of terms for municipal building inspection service contracts reviewed by his firm. Mr. Qualle reviewed the benefits of a new software program MNSPECT will be implementing that will streamline the permitting and inspection process.

It was moved by Councilmember Hanson and seconded by Councilmember McGann to approve the renewal contract with MNSPECT, Inc., to provide Building Official and Inspection services to the City of Bayport, as presented in Administrator Bell's July 10, 2017 memorandum to the City Council. Motion carried 5-0.

Mayor St. Ores asked Administrator Bell and Mr. Qualle to update the City Council on the transition to the new permitting and inspection process at a future meeting and to investigate the transfer of files back to the city should it end its agreement with MNSPECT.

COUNCIL LIAISON REPORTS

Councilmember Buckley said the Fire Hall construction issues are very close to resolution. Administrator Bell added that the final corrections should be made next week and a final Certificate of Occupancy will then be issued.

Councilmember Carlson reported on the June 20, 2017 Library Board meeting. The library has been hosting several activities each week this summer that have been well attended. Librarian Jill Smith has been reviewing maintenance needs for the library. The next meeting is tentatively scheduled for Tuesday, July 18, 2017, at 6:00 p.m. at the library.

Councilmember McGann reported on the June 8, 2017 Middle St. Croix Watershed Management Organization (MSCWMO) meeting. Governor Dayton introduced the “25 by 25” water quality goal to implement improved water quality in the state 25% by 2025. More information is available on the Minnesota Environmental Quality Board website, www.eqb.state.mn.us. The Governor will be hosting a town meeting to discuss the initiative at the Stillwater Area High School on Thursday, October 5, 2017, 6:30-8:30 p.m. Andersen Corporation is contracting with Prairie Restoration to convert 24,000 square feet of their property in Bayport from turf to natural prairie grasses and wild flowers. This will reduce phosphorous runoff and aid with their pollinator project pledge.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the June call volume was 103, with a total call volume of 619, which is slightly behind last year’s call rate. He reviewed monthly drills, meetings, and community events. Department members have been meeting with surrounding EMS personnel to develop an incident action plan for emergency response on the new bridge that opens August 3, as well as the Washington County Fair to be held August 2-6. He continues to provide input on department response in lieu of proposed changes to the expansion of the Lake Elmo Airport. He reminded everyone to be aware of weather conditions when enjoying outdoor activities and to stay hydrated with water to prevent heat exhaustion.

Police Chief Eastman reviewed the department’s community events and reviewed monthly training, including weapons qualifications. She reported the Lift Bridge Races will start and end at Lakeside Park on the morning of July 22, and officers will assist with runner safety and traffic control. Safety Camp registrations are still open for youth entering grades 3-5; the camp is scheduled for July 31 and August 1 at Lakeside Park. Night to Unite will be held from 5:00-8:00 p.m. on August 1, also at Lakeside Park. Residents were reminded to clean up after their pets and to never leave them in a vehicle with the windows closed. Officers will take whatever measures necessary to remove animals from a vehicle, and citations will be issued to pet owners who do not clean up pet feces. She reported the department has two part-time officers and will be hiring two more to adequately staff the department. Chief Eastman thanked Harold and Cathy Radke and Judy Shefland for their recent donations to the Police Department. She indicated there have been no additional sightings of the bear reported near the river last month.

Public Works Director Kline thanked the volunteers (Dan and Kit Ridgway and Dan and Ginny Peulen) who assist with maintaining the city’s flower gardens each year and recognized the results of their efforts. He provided an overview of his written report and said the infrastructure improvement project could start before the August City Council meeting, depending on the contractor’s schedule. Mayor St. Ores also recognized Andersen Corporation employees and the Boy Scouts for their efforts to enhance the city’s landscaping.

City Administrator Bell noted the option for residents to pay their 2017 Infrastructure Improvement Project assessment and avoid interest charges has passed, the last day being July 5. Approximately one

third of the property owners on the assessment roll paid by the deadline. He noted he will be attending the July Library Board meeting and reported that City Council and staff would be discussing 2018 budget priorities at a workshop on July 17. Upcoming events noted in his report were highlighted. He met with a representative from M/I Homes, the contractor that has taken over as the builder in Inspiration, and shared construction-related concerns raised by current homeowners with the contractor. M/I Homes reported they sold 10 lots in the first two months since acquiring the development rights from Mattamy Homes and has received approval from the Architectural Review Committee on two design plans to date. Building Official Qualle added that M/I Homes plans on offering different designs and styles, which will result in a variety of homes in the development. Councilmember Buckley said he has received two inquiries from Inspiration residents regarding potential light pollution from the St. Croix Preparatory Academy field house and athletic field project currently under construction. Administrator Bell will check into the lighting plan and determine if the city can provide input on the plan and its impact on Bayport residents.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

ADJOURNMENT

It was moved by Councilmember Buckley and seconded by Councilmember Hanson to adjourn the meeting at 8:33 p.m. Motion carried 5-0.

City Administrator/Clerk