

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
JULY 11, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of July 11, 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 July 11, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The June recycling award recipient is Elizabeth Johnson 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 1-11 on the consent agenda.

Councilmember McGann introduced the following resolution and moved its adoption:

Resolution 16-07

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

1. June 6, 2016 City Council workshop meeting minutes
2. June 6, 2016 City Council regular meeting minutes
3. June payables and receipts (check numbers 007258-007356)
4. June building, plumbing and mechanical permits report
5. Appointment of Election Judges for 2016 primary and general elections
6. Renewal of 2:00 a.m. closing liquor license for Woody's Bar and Grill, 109 3rd Street North
7. Temporary on-sale liquor license for Stillwater Knights of Columbus on August 19, 2016, for Andersen Quarter Century Club Picnic
8. Special event application from Mary Ostertag for the Mark Ostertag Memorial 5K Walk/Run on August 20, 2016
9. Pay application #13 from Kraus Anderson and subcontractors for Fire Hall construction
10. Donation of air boat from Marty Seibert to the Fire Department
11. Joint Powers Agreement with State of Minnesota for use of the criminal justice data communications network

Administrator Martin noted the air boat donation is valued at approximately \$40,000. Councilmembers acknowledged the generosity of Marty Seibert's donation.

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
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

UNFINISHED BUSINESS

Update on the recruitment and hiring process for the new Public Works Director/City Engineer:

Administrator Martin reported the city's initial candidate for the position declined the opportunity, and staff is currently vetting the second candidate. He anticipates a decision will be made soon whether to offer the position to this candidate or pursue other options. An update will be provided at the next meeting.

NEW BUSINESS

Consider a bid award for the construction of a municipal parking lot at 169 3rd Street North and authorization to proceed with the project:

City Engineer Parotti reviewed the final design that has a single entrance off Highway 95 and will accommodate 22 parking spaces, including one handicap space and a turnaround area. The landscape plan was reviewed and will include rain gardens around the perimeter and a cement walkway from the north side of the lot to the back patio of Not Justa Café, at the site of a current gate access. Councilmember Hanson questioned whether a turnaround area was needed and referenced the similar design of the City Hall parking lot that does not have a turnaround area. Engineer Parotti said it was a conservative judgment call on whether the turnaround is warranted; however, it was noted the area could easily be converted to a parking space. Councilmembers liked the option of having the space by the café walkway striped for the turnaround area. Administrator Martin said staff will continue discussions with the owner of the bar/restaurant on the south side of the lot regarding potential improvements and the possibility of adding a cement walkway to that business in the future. Mayor St. Ores noted there will be less parking spaces once the parking lot is completed; however, the lot will meet the standards for stormwater management and provide a visually appealing area with an improved parking surface.

Administrator Martin said three competitive bids were received for the project. Miller Excavating was the low bidder, with a base bid of \$199,382.50. The project was bid with two alternates for concrete sidewalk work (alternate #1) and electrical improvements for streetlights (alternate #2), bringing Miller's total low bid to \$236,442.50. Staff recommended awarding the base bid work and alternate #1 (\$6,980). There is funding in the streets department for the sidewalk work and it would not affect the city's overall funding contribution for the parking lot project. The 2015 estimate for the project was \$153,000.00, but it was based on a different design and did not incorporate all of the stormwater management requirements. Staff has been reviewing options to reduce the city's investment to close the gap between the project costs and remaining Tax Increment Finance (TIF) funds that must be spent by the end of 2016. It is estimated an investment of between \$60,000-\$80,000 in city funds will be needed to complete the project. Staff is recommending the bid be awarded, with staff pursuing options to reduce the overall project costs by removing items, rebidding items at a later date, pursuing grant opportunities with the Middle St. Croix Watershed Management Organization (MSCWMO) for planting the rain garden, and/or having city staff complete some of the items. To date, staff has identified

\$48,016 of potential cost reductions, which brings the project base bid down to \$151,356.50. Adding alternate #1 cost of \$6,980 brings a total recommended bid award to Miller Excavating in the amount of \$158,346.50. The amount of cost savings is fluid but staff estimates a city expenditure of \$70,000-\$75,000 to complete the project; originally the city estimated an out-of-pocket expenditure of \$30,000-\$40,000. The grant cycle for the MSCWMO would dictate that the rain garden plantings would be installed in 2017, and the need for erosion control in the interim was recognized. Engineer Parotti said alternate #2 is not directly related to the parking lot project but bids were solicited to hopefully benefit from economy of scale, since similar work is required for the parking lot project. Although awarding this work to replace two aging electrical service cabinets is not recommended at this time, the cost estimate will be useful for future capital improvement planning. There will be four lamp posts in the lot, similar to those at Lakeside Park. Councilmember McGann questioned whether four lights were necessary, and Engineer Parotti said luminary calculations confirmed the number, based on the height of the posts and trees in the area. If the project is awarded tonight, work would begin in early August and be completed by the end of October, however staff would work with the contractor to expedite completion.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to award the 169 3rd Street North Parking Lot Project to Miller Excavating, Inc., Stillwater, Minnesota, as outlined in the tabulation of bids for the base bid and alternate #1, excluding the landscaping and other items as presented, in the amount of \$158,346.50. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember Hanson reviewed the June 20, 2016 meeting of the Central St. Croix Valley Joint Cable Commission, noting budget modifications and new accounting software have streamlined processes and made financial information more accessible. Valley Access Channels has been expanding their coverage, including the Stillwater Area High School commencement and area sporting events.

Councilmember Goldston reported on the June 9, 2016 Middle St. Croix Watershed Management Organization meeting, where phosphorous management was discussed. Residents were reminded to bag leaves and grass clippings to prevent phosphorus from entering area waterways.

Councilmember Carlson reported on the June 21, 2016 Library Board meeting and encouraged parents to check out the multitude of summer programs available for children. The next meeting is scheduled for July 19, 2016, 6:00 p.m., at the library and the public is welcome to attend.

Mayor St. Ores attended the Dane's Place fundraiser on June 25.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the department has responded to 635 calls year-to-date. He reviewed his written report, including training, meetings, station tours and community events. He recognized the generous donation of the airboat and trailer from retired department firefighter Marty Seibert. The department is in the process of retrofitting the equipment and setting up training and procedures, as well as identifying funding sources for the required work before it can be put into service later this year. The airboat will provide year-round access for water-related emergencies.

Police Chief Eastman reviewed her written report, including past and upcoming community events. She invited residents to attend Night to Unite at Lakeside Park on August 2, from 5-8 p.m. She reported the department had 3,360 reports for service in 2015, of which 199 were ordinance related. Year-to-date in 2016, there have been 1,774 reports for service, 88 of which were ordinance violations. She explained calls for service have gone up since the Police Department took over ordinance violations 1 ½ years ago.

She explained the process for addressing code and ordinance violations, which focuses on community policing whereby a resident is educated on the city code ordinance and given the opportunity to correct the violation before further action is taken. She reported Officer Cameron is now certified to complete commercial motor vehicle inspections, including certifying city vehicles. She thanked the Fred C. and Katherine B. Andersen Foundation for a \$30,000 grant used for the purchase of new pedestrian street signs, a portable speed sign and body-worn cameras. The department expects to have the body-worn cameras purchased and in use within the next six to nine months. She recognized the positive verbal and written support law enforcement has received recently.

Public Works Supervisor Horak provided a verbal update on June activity. He noted there are now approximately 900 utility meters that get read during the quarterly utility billing process. He requested that people refrain from feeding the ducks and geese at Lakeside Park. Feeding encourages fowl to stay in the area, which creates unhealthy conditions and a time-consuming cleanup effort. He said a new meter reading system is in the capital improvement plan and will be pursued when the new department head is hired. Discussion ensued on the next steps with the infrastructure feasibility study that was put on hold pending completion of other major projects that are now complete. Administrator Martin said the project is also pending a decision on a new Public Works Director/Engineer. Councilmembers encouraged staff to continue moving the project forward.

Assistant City Administrator/Planner Taylor reviewed her written report, including development of an administrative policy to allow temporary signage for Bayport Community Action League events that are co-sponsored by the city. Staff is working with Washington County on the potential acquisition of land along the St. Croix River, through the Washington County Land and Water Legacy Program. The county and city will be cost-sharing the appraisal for the parcels, on target for completion by September 15. She has been preparing for the 2016 election and reminded residents of the Primary Election on August 9 and General Election on November 8. All Bayport residents vote at City Hall; polls are open from 7 a.m. to 8 p.m. The Inspiration Nature Center is now available to rent and provides an option for year-round reservations. Nominations for the *Bayport in Bloom* Front Entry Garden Contest are being accepted through July 13.

Administrator Martin said the upcoming City Council workshops in August and September will focus on the 2017 budget. He provided an update on the city's exploration of participating in a community solar garden, as part of a Metropolitan Council initiative. He met with Geronimo Energy, a wind and solar energy developer, regarding participation in one of their approved solar gardens in Washington County. He will analyze the cost benefits to the city and provide a recommendation at a future meeting. He attended a meeting at Andersen Corporation with Mayor St. Ores that focused on recreational and connectivity opportunities for communities near the St. Croix Crossing Project. Washington County Commissioner Gary Kriesel spearheaded the discussion with community leaders to explore recreational activities from the Boom Site north of Stillwater to Bayport, as the new bridge nears completion. Items discussed were welcome centers, bike paths and shared transportation between Stillwater and Bayport.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Hanson asked staff to explore providing recycling options at community events.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldson to adjourn the meeting at 7:15 p.m. Motion carried 5-0.