

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
AUGUST 7, 2017
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of August 7, 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 Andy Pratt

APPROVAL OF AGENDA

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to approve the August 7, 2017 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The July recycling award recipient was Robert Delander who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

1. Community Thread Executive Director Sally Anderson provided a summary of the resources provided by her organization to area residents, including the Bayport Senior Center. She requested the city continue its financial support of Community Thread programs with a donation of \$3,000 in 2018. As a standalone non-profit organization, she noted the donation is greatly needed and appreciated. Councilmember Carlson noted the variety of programs provided by Community Thread and the value they offer to residents.

CONSENT AGENDA

Mayor St. Ores read items 1-7 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 17-17

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-7 FROM THE
AUGUST 7, 2017 CITY COUNCIL AGENDA**

1. July 10, 2017 City Council regular meeting minutes
2. July 17, 2017 City Council workshop minutes
3. July payables and receipts (check numbers 008675-008780)
4. July building, plumbing and mechanical permits report
5. Donation to the Bayport Community Action League for Derby Days fireworks display
6. Donation of stuffed animals to the Police Department from Linda Lewis
7. Lawful gambling premises permit for Not Justa Bar at 193 3rd Street North from Eagles 94

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 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 bids to purchase Sensus SmartPoint radio transceivers and quotes to perform installation:
Public Works Director Kline reviewed the bids opened on July 31, noting one bid was received for the purchase of the radio transceivers and three for their installation. The low purchase bid from HD Supply was approximately \$5,000 below staff's estimate, and the low installation bid from Midwest Testing was approximately \$14,000 below staff's estimated cost. Staff has verified the lowest responsible bidders will guarantee the criteria set forth in the bid specifications. In response to questions at the July meeting, Director Kline reviewed the potential labor savings for the system, the full 10-year replacement warranty on the radios with a prorated warranty for an additional 10 years, and the recommendation not to use seasonal staff for manual meter reading, due to the complexity of learning the routes/system and turnover of seasonal staff. Staff estimates a labor cost savings of \$58,800 over a 15-year period, which is the estimated life expectancy of the radios, as well as labor opportunity savings and avoiding potential liability costs associated with staff manually reading the meters on private property. Staff projects the system would result in a time savings of 14 days a year for one full-time employee. The manhours saved each year could be used to replace aging water meters, and it's estimated 800 meters will need to be replaced in the next 7-10 years. Previous Capital Improvement Plans have estimated incorporation of a radio reading system to cost \$1.1 million; however, staff estimates a total cost at this time of \$289,020, which includes replacement of 800 meters over the next 7-10 years. Staff recommended approval of the purchase and installation of the radio transceivers to be funded by the Water/Sewer Improvement Fund that has a balance of \$1.6 million. If approved, the transceivers will be installed by the end of the year.

Councilmember McGann asked about the benefits to homeowners with the new system. Director Kline said the new radio receivers are capable of pulling 30 days of data from the meter, which would help determine leaks or water loss. The system will also flag higher-than-normal readings from one quarter to the next. Councilmember Hanson inquired about cost savings if staff installed the transceivers. Director Kline said 956 radio receivers need to be installed and he estimates 100 could be installed per year, if done internally. He recommended having all transceivers installed at the same time, for the relatively low price of \$24,000, and recognized the benefits of this approach.

It was moved by Councilmember Carlson and seconded by Councilmember McGann to authorize the purchase of Sensus SmartPoint radio transceivers from HD Supply for \$114,720, and installation by Midwest Testing for \$24,000. Motion carried 5-0.

Consider authorization to complete a GIS utility infrastructure inventory and mapping application:
Public Works Director Kline said many cities utilize Geographic Information System (GIS), which is a mapping tool that links information to geographic locations. The proposal under consideration would map out all points related to the city's water, sanitary sewer and storm sewer systems. Staff would use

the mapping capabilities to help determine and coordinate future infrastructure needs when the Comprehensive Infrastructure Plan is completed next year and to meet the requirements of being an operator of a MS4 (municipal separate storm sewer system), as recently designated by the Minnesota Pollution Control Agency. One of the MS4 requirements is to maintain a map of the complete storm sewer system infrastructure, which currently does not exist. If the proposed GIS is not purchased, the city would most likely need to hire surveyors to complete mapping of the storm sewer system. Staff would use GIS regularly to complete utility locate requests, which currently is a time-consuming task. With GIS, all location points would be available in one spot and easily accessible on a tablet or smartphone. The city also has no current mapping capabilities and relies on Washington County, handwritten notes on old city maps, or the city engineer to provide assistance when specific maps are needed. The system would be hosted by SEH, the city's engineering firm, and they would provide the software and manpower to run the system. The information recorded on the GIS will be owned by the city, and the city would have the option of purchasing its own software should staff choose to run the program internally in the future. Director Kline reviewed the three areas of expense: data collection, integrating data into the software program, and an annual support fee. The estimated initial cost of \$76,900 for the first year covers mapping the water distribution, sanitary sewer and storm sewer systems, as well as the annual software subscription.

Director Kline and Engineer Parotti fielded questions about water valve data, including private property infrastructure, options for adding new infrastructure data, verifying the data collected, the potential need for conventional surveying to complete the project, and budgeting for electronics. Councilmember Buckley requested more information on how the estimated cost compares to systems installed for similarly sized cities. Director Kline said staff research on bidding scenarios revealed many cost variables and indicated SEH's cost proposal was slightly above mid-range. The majority of the cost is for the field locating of the data points. He noted the benefit of SEH already having some of the information needed and not starting over from scratch with another firm. Engineer Parotti said the \$1,500 annual subscription fee has not changed in the past few years. He shared examples of the mapping capabilities and said adding zoning information in the future would be relatively inexpensive. He added the city can designate multiple users to access the data with one license fee.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to authorize completion of a GIS utility infrastructure inventory and mapping application, as proposed in the Short Elliott Hendrickson, Inc., memorandum dated June 28, 2017. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember McGann provided an update on the July Middle St. Croix Watershed Management Organization (MSCWMO) meeting, reporting the Stillwater Prison will be installing a rain garden in the parking lot area. There was discussion on the cost-to-benefit ratio of Perro Creek water quality monitoring, since the creek is such a small body of water. He said the \$6,000 cost has been budgeted for the coming year, and Councilmembers recognized the importance of continued monitoring. Public Works Director Kline mentioned the monitoring results will be useful as the city prepares the required wellhead protection update and thanked the MSCWMO for providing this testing.

Councilmember Carlson reported on the July Library Board meeting. She noted the summer reading programs are ending and all were well attended and received. The library will be open on Saturdays, beginning September 9, and the library is celebrating with a flamenco guitar and dance performance that afternoon at 1:00 p.m. The next meeting is scheduled for Tuesday, August 15, 2017, at 5:15 p.m. at Mallard's Restaurant.

Councilmember Hanson said the Cable Commission would be meeting in September. As a member of the Bayport Community Action League, she encouraged people to attend Derby Day activities planned for Saturday, September 16. New this year is a craft fair at the Village Green and bounce houses at Lakeside Park.

Councilmember Buckley reported resolution of the Fire Hall construction issues are ongoing.

Mayor St. Ores attended Night to Unite on August 1 and the St. Croix Crossing dedication on August 2. She recognized the entities involved with the dedication ceremony and the many stakeholders for successful completion of the new bridge.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the July call volume was 110, noting the department responded to 34 calls in the last 7 days. He reviewed monthly drills, meetings, and community events, including Bayport's Safety Camp, Night to Unite, St. Croix Crossing dedication and the Washington County Fair. He stressed the importance of installing fire extinguishers close to an exit and having a home fire escape plan and working smoke alarms. He also said that carbon monoxide detectors should be available whenever you are running gas-powered equipment for boats, campers, trailers, etc. The department will be recognizing Fire Prevention Week October 8-14, with an open house at the fire station on Saturday, October 14, 9:00 a.m. to 12 noon.

Police Chief Eastman reviewed the department's monthly training and highlighted the annual Safety Camp and Night to Unite events held July 31 and August 1. A total of 46 youth participated in Safety Camp that was successfully coordinated by the department's new full-time officer, Riley Cameron. She thanked the police reserves, officers and city staff/volunteers for their assistance with the successful events. She also recognized the local businesses who sponsored the events: BreadArt, Carbone's, Holiday and Woody's.

Public Works Director Kline said the 2017 Infrastructure Improvement Project should start August 8, and staff is developing a page on the city's website to provide residents with up-to-date information. He reviewed work completed for the Comprehensive Infrastructure Plan and summarized other ongoing projects. Mayor St. Ores shared compliments she has received on the city's upkeep and overall appearance and thanked the volunteers who assist with the flower gardens.

Assistant City Administrator/Planner Taylor reviewed planning for the city's Comprehensive Land Use Plan update that is due December 31, 2018. Staff met with the district manager for Republic Services on ways to enhance recycling services, which may include weekly recycling pickup and/or biweekly waste pickup in the future. Residents were reminded they can request a larger and/or second recycling container at no charge. She reported 14 new home permits have been issued in the Inspiration development this year. On August 1, she met with representatives from the Minnesota Land Trust (MLT) and the Inspiration Homeowner's Association for the annual review and maintenance inspection of the open space/prairie and compliance with the conservation easement. Most of the open space appears to be in compliance with the restoration and maintenance schedule, and the MLT will issue a detailed report on the findings, recommendations and/or corrections. Staff will work with property owners in the coming months to correct identified issues. She reviewed resources developed by the St. Croix River Association (SCRA) to increase awareness of riverway regulations along the Lower St. Croix River and noted these will be posted on the city's website. The SCRA is also developing a video clip to emphasize the importance of the regulations, as well as a suggested color palette for structures in the riverway district.

Councilmember Hanson requested staff discuss compost collection with Republic Services. Mayor St. Ores said residents who did not receive their biweekly recycling collection, due to a truck service issue, will be receiving a credit on their next invoice for the missed pickup. Administrator Bell added the Metropolitan Council is in the process of updating their solid waste management plan, and one of the options being suggested is weekly recycling and biweekly waste pickup, to encourage recycling and reduce the amount of trash. Staff is looking into the option of surveying residents regarding choices for waste collection.

City Administrator Bell said he continues to work with staff on the 2018 budget in preparation of presenting the preliminary budget at the September 11 City Council meeting. Councilmembers were reminded of a budget workshop at 4:30 p.m. on August 28. He reported the Police Department is reviewing measures to ensure vehicular and pedestrian safety on Highway 95 in response to recent concerns. Staff will monitor traffic flow and determine the impact the new bridge has on traffic patterns through Bayport.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adjourn the meeting at 7:45 p.m. Motion carried 5-0.

City Administrator/Clerk