

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
SEPTEMBER 11, 2017  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of September 11, 2017 to order at 6:15 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, Fire Chief Allen Eisinger, Sergeant Jay Jackson, Public Works Director Matt Kline, Finance Officer Wanda Madsen, City Engineer John Parotti, City Attorney Andy Pratt and Assistant City Administrator/Planner Sara Taylor

**APPROVAL OF AGENDA**

It was moved by Councilmember Buckley and seconded by Councilmember Carlson to approve the September 11, 2017 City Council agenda. Motion carried 5-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The August recycling award recipient was James Swing who will be awarded for his 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 Carlson introduced the following resolution and moved its adoption:

**Resolution 17-19**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE  
SEPTEMBER 11, 2017 CITY COUNCIL AGENDA**

1. August 7, 2017 City Council workshop minutes
2. August 7, 2017 City Council regular meeting minutes
3. August 28, 2017 City Council workshop minutes
4. August 28, 2017 City Council special meeting minutes
5. August payables and receipts (check numbers 008781-008904)
6. August building, plumbing and mechanical permits report
7. Certification of merging multiple real estate tax parcels into a single tax parcel for 231 3<sup>rd</sup> St. S.
8. Pay application #1 from Miller Excavating for 2017 Infrastructure Improvement Project
9. Police Department donations for Night to Unite and Safety Camp
10. Notice of Intent to Local Government Units to develop a Wellhead Protection Plan amendment
11. Renewal of 2:00 a.m. closing liquor license for Woody's Bar and Grill, 109 3<sup>rd</sup> Street North

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**

### **2018 BUDGET PRESENTATION**

City Administrator Bell presented an overview of the 2018 preliminary budget. The city's financial standing remains steady with consistent tax base growth, conservative budgeting, sustained healthy fund balances and positive construction and reinvestment growth. According to Washington County estimates, Bayport has experienced a 12.2% growth in commercial and residential market value, with over \$5 million in new construction value added for the 2018 tax year. The city will realize modest increases in local government aid and fire service contract revenue and averages \$255,000 a year from investment income. A budget of \$3,065,579 is proposed for 2018, which is an increase of \$209,344 (7.33%) over 2017. The increased budget includes \$45,000 in additional capital outlays and \$146,594 in operating costs, which includes the addition of a fifth full-time police officer. The budget breakdown and accomplishments of each department were reviewed. The Public Works budget includes funding for a full-time position to replace the current supervisor who will be retiring at the end of the year. The Administration/Finance budget includes funding for the 2018 primary and general elections. The \$60,000 increase in the building inspections (MNSPECT contract) budget will be offset by increases in new construction revenue and is basically a pass-through line item. The library levy remains the same at \$165,000 and continues funding for the five additional hours on Wednesday and Saturday.

Administrator Bell noted no increases are proposed to utility rates at this time; however, a utility rate study is being considered. The 2018 Capital Improvement Plan (CIP) was reviewed, noting it includes increased capital outlays for future streets, fire equipment, water/sewer improvements and recreational equipment items. Staff is also investigating relocating the Nature Center in the Inspiration development to Barker's Alps Park, as well as improving the playground equipment at Lakeside Park. The CIP includes funding to replace the Fire Department's 25-year old heavy duty rescue truck and a Police Department SUV patrol squad and new police radios. The proposed general fund levy is \$1,136,011, which is a modest increase of \$43,861, a 4.02% increase from 2017. According to Washington County, the City of Bayport has realized one of the lower levels of tax levy increase in the county from 2013-2017. Due to additional sources of revenue and increased home values, the proposed city tax rate is 35.96%, which is an 8.7% decrease compared to 2017. The estimated property tax impact on various property market values was reviewed, and a median priced home (\$209,989 market value) would have an estimated increase of \$21.18 in city taxes.

Councilmember Hanson questioned the impact Andersen Corporation has on the proposed tax rate. Administrator Bell said the company's assessed value was not a major factor in the city's increased valuation this year, according to Washington County. The value of new home construction and increased apartment building valuations were the main factors in the city realizing an 8% increase in valuation. Mayor St. Ores acknowledged the amount of work put into the proposed budget to provide

the City Council with an accurate picture of the city's current and long-term budgetary needs. She noted staff and the City Council have met several times to discuss the budget and answer questions.

Councilmember Buckley introduced the following resolution and moved its adoption:

**Resolution 17-20**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ESTABLISHING THE 2018 PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S  
GENERAL FUND AND LIBRARY FUND AT \$1,301,011.00**

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	Connie Carlson – aye	Patrick McGann – aye
John Buckley – aye	Michele Hanson – aye	

Mayor St. Ores noted the preliminary levy certifies the maximum amount the city can tax for in 2018, with the option for further discussion and reducing the amount prior to the final levy and budget being adopted in December. She would like a further analysis of the long-term implications for the proposed staffing changes.

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 17-21**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2018**

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

Susan St. Ores – aye	Connie Carlson – aye	Patrick McGann – aye
John Buckley – aye	Michele Hanson – aye	

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 17-22**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2018**

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	Connie Carlson – aye	Patrick McGann – aye
John Buckley – aye	Michele Hanson – aye	

Public input on the 2018 budget and levy will be heard at the December 4, 2017 City Council meeting. Administrator Bell added the preliminary budget is on the city's website.

### **COUNCIL LIAISON REPORTS**

Councilmember Carlson reported on the August Library Board meeting. Residents can sign up for the library's E-newsletter via the library's website. There will be a used book sale at the library on Saturday, September 16, in conjunction with Derby Days activities. The next meeting is scheduled for Tuesday, September 19, 2017, 6:00 p.m., at the library.

Mayor St. Ores, along with Councilmember Hanson, attended the recent Chamber of Commerce “Toast and Topics” session. She also attended a Fire Department update meeting with Oak Park Heights and West Lakeland. Residents were reminded of the Derby Days celebration on September 16. The Bayport Community Action League (BCAL) has a variety of events scheduled throughout the city.

### **STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Eisinger reported the August call volume was 119, with 848 calls year-to-date. He reviewed monthly drills, meetings, and past and upcoming community events, including the department’s 911 Tribute and Derby Days. Residents were reminded to take extra caution along bus routes and at crosswalks, now that school is back in session.

Sergeant Jackson reviewed the Police Department’s past and upcoming events and training. Four applicants are interested in attending the upcoming Reserve Officer Academy. The quarterly Community Watch program at Croixdale is scheduled for October 6. The Public Safety Open House on October 31 from 5:00-7:00 p.m. will be held in the City Hall south parking lot and Police Department garage this year. Reserve Officers will be monitoring crosswalks and streets to assist trick-or-treaters. Washington County’s CodeRed alert program was explained and residents were encouraged to sign up via a link on the city’s website. Residents were also encouraged to follow the Police Department’s Facebook page.

Public Works Director Kline provided an update on the 2017 Infrastructure Improvement Project and said construction is moving along quickly. The new playground equipment at Barker’s Alps is tentatively scheduled to be installed on September 20, and the total project will be completed in October. The area will be blocked off to keep park users safe during the installation project. The GIS project is underway and residents will notice engineering (SEH) and city staff locating the water, sewer, and storm sewer infrastructure throughout the city. Councilmember Buckley inquired about the use of subcontractors for the infrastructure improvement project. Director Kline said this is a common practice and noted there have been no issues with the subcontractor installing the water mains for the project. Councilmember Hanson asked how a Perro Creek buffer zone would impact the BCAL’s duck races down the creek. Director Kline said there is no set plan in place for this request from the Middle St. Croix Watershed Management Organization, and staff are mindful of this annual Derby Days event.

Assistant City Administrator/Planner Taylor said the initial staff session to begin work on the Comprehensive Land Use Plan update is set for September 21; the update is due December 31, 2018. Construction remains steady in the Inspiration development with seven new home permits issued in August for Phase III. There is renewed interest in developing the remaining single-family alley lots in Phase I and new home permits for these lots are anticipated to be issued in the next few weeks. The Minnesota Department of Transportation (MnDOT) has responded to the city’s request to evaluate traffic calming and bike/pedestrian improvements along Highway 95, in conjunction with the mill and overlay project planned in 2019-2020. Per MnDOT, there is not enough space to add a dedicated bike lane without removing substantial on-street parking along the business corridor. Staff will continue to pursue this potential project. Councilmember Hanson recommended providing a bike lane/trail from the trail on the northern end of the city into the business district. Mayor St. Ores said she will also continue to encourage MnDOT to provide closer parking for pedestrians/bicyclists using the new St. Croix Crossing Bridge.

City Administrator Bell said MnDOT is planning to do a traffic study on the impact of the new bridge, and the Police Department has been monitoring increased traffic through the city and pedestrian safety concerns with Highway 95 crosswalks. City staff is reviewing options for a deer culling event in the

Point Road area, and Xcel Energy may coordinate a deer culling event on their property. City Hall will be closed on Monday, October 9, in observance of Columbus Day. In honor of today's remembrance of the events of September 11, 2001, he thanked the city's public safety staff and volunteers for their service.

**CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. The Derby Days schedule for Saturday, September 16 is on the city's website. New this year is a craft sale at Village Green Park from 10:00 a.m. to 4:00 p.m. The BCAL was thanked for coordinating this fun annual event.

**ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adjourn the meeting at 7:29 p.m. Motion carried 5-0.

---

City Administrator/Clerk