

CITY OF BAYPORT  
CITY COUNCIL WORKSHOP  
MARCH 1, 2004

**CALL TO ORDER**

Mayor Schneider called the workshop meeting to order at 6:09 p.m.

**ROLL CALL**

Members present: Mayor Schneider, Councilmembers Kamps, Johnson, Nowaczek, and Ridgway, Administrator McGuire, and Administrative Assistant/Planner Dietsche.

**BUSINESS**

Administrator McGuire discussed the development and implementation of a Capital Improvement Plan. The following items were discussed as part of the adoption of a C.I.P.:

1. Length of plan. The City Council agreed that a five year plan seemed appropriate, with the first year being an actual capital budget and the remaining four years being future expenditures. After the initial five year plan is adopted, it would be updated on an annual basis.
2. Timing. Upon direction from staff, the City Council determined that the C.I.P. should be completed at least two months prior to the operating budget, so that capital expenditures can be incorporated.
3. Process. Administrator McGuire stated that projects to be included in the C.I.P. are usually recommended by staff for the City Council to consider. The City Council determined that projects to be included in the C.I.P. should have at least a three year life expectancy, with a \$10,000.00 minimum expenditure.

Several projects were discussed as possibilities to be included in the C.I.P. The City Council directed staff to look at the history of water/sewer and street reconstruction and determine if the city has an established timeline for replacement and/or reconstruction. A suggestion was also made to look at other options for financing water/sewer and street projects rather than assessing property owners. The City Council directed staff to proceed with developing the C.I.P.

**ADJOURN**

The meeting adjourned at 6:49 p.m.