

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
COUNCIL CHAMBERS  
DECEMBER 19, 2016  
5:00 PM**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the special City Council meeting of December 19, 2016 to order at 5:08 p.m.

**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, City Attorney Andy Pratt, and Assistant City Administrator/Planner Sara Taylor

**APPROVAL OF AGENDA**

Administrator Martin requested that *City Administrator Candidate Selection and Interviews* be added to the agenda.

**CONSIDER A MODIFICATION TO AND DECERTIFICATION OF TAX INCREMENT FINANCING (TIF) DISTRICT NO. 1**

Attorney Pratt said he has been working with the Office of the State Auditor to coordinate the impending expiration of TIF District No. 1. He explained the administrative tasks that must be completed in order to facilitate the closing of this district. The City Council needs to modify the budget for the TIF District to include expenditures related to the municipal parking lot at 169 3<sup>rd</sup> Street North and then formally decertify the district. A public hearing on the proposed Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 1 is also required.

Mayor St. Ores opened the public hearing and no comments were heard.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to close the public hearing. Motion carried 5-0.

Attorney Pratt noted that the referenced budget modification document should be revised to include signatures by the Mayor and City Administrator.

It was moved by Councilmember McGann and seconded by Councilmember Carlson to adopt the Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 1, as presented, with the addition of signature lines for city officials. Motion carried 5-0.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 16-19

**A RESOLUTION APPROVING THE DECERTIFICATION OF  
TAX INCREMENT FINANCING DISTRICT NO. 1**

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

Dan Goldston – aye  
Michele Hanson – aye

Patrick McGann – aye

### **CONSIDER A LEASE AGREEMENT FOR FIRE HALL BUILDING AT 301 2<sup>ND</sup> AVENUE NORTH**

Administrator Martin reviewed a memo and proposed lease agreement regarding a potential reuse for the former Fire Hall. Based on direction from the City Council, staff has been working with the Department of Corrections (DOC) to finalize a short-term lease for the building. The DOC would like to lease the building beginning January 1, 2017, for six months, for the purpose of housing several transport vehicles and associated staffing needs. The lease includes use of three bays and the interior common space. DOC staff has confirmed that no offenders would be on the transport vehicles as they are parked/staged at the Fire Hall. Attorney Pratt has reviewed the proposed lease agreement and insurance requirements. The monthly lease rate is \$3,500 (\$21,000 for the six month term). During the lease term, staff will continue to explore other options for the building.

It was moved by Councilmember Hanson and seconded by Councilmember McGann to approve a lease with the State of Minnesota for the Department of Correction's use of the former Fire Hall, with the terms listed in the lease agreement. Motion carried 5-0.

### **CITY ADMINISTRATOR CANDIDATE SELECTION AND INTERVIEWS**

Administrator Martin identified potential dates available for selecting finalist candidates and scheduling interviews for the City Administrator position. Discussion followed on the format for the interviews, noting that the City Council would participate in a one on one interview with each candidate on the first date, followed by city staff and City Council group interviews the following date. It was determined that a special City Council meeting would be scheduled for Monday, January 23 at 5:00 p.m. to select finalists and interviews would be scheduled for Wednesday, January 25 and Thursday, January 26.

### **ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the meeting at 5:40 p.m. Motion carried 5-0.

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City Administrator/Clerk