

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
March 6, 2017
4:30 P.M.**

CALL TO ORDER

The workshop was called to order by Mayor St. Ores at 4:37 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Hanson, Carlson, Buckley, and McGann

Staff Present: City Administrator Adam Bell, Assistant City Administrator/Planner Sara Taylor, Fire Chief Allen Eisinger, Public Works Director Matt Kline, and City Engineer Consultant John Parotti

BUSINESS

REVIEW PUBLIC WORKS VEHICLE AND EQUIPMENT REPLACEMENT PLAN

Public Works Director Kline reviewed the current vehicle and equipment replacement plan, noting budgeted expenditures had been deferred over the past few years for a variety of reasons, but multiple vehicles are now ready for replacement. He reviewed upcoming purchases for 2017 and noted that the department's equipment replacement fund balance is adequate to fund these purchases. Discussion followed on overall vehicles and equipment used by the Public Works Department. The City Council noted the importance of maintaining an up to date vehicle and equipment inventory and replacement schedule in order to budget accordingly for short and long term purchases.

UPDATE ON COMPLETION OF OUTSTANDING ITEMS AT THE NEW FIRE HALL

Fire Chief Eisinger reviewed outstanding work items to date, noting significant progress has been made within the last few weeks. Kraus Anderson and Leo Daly have been engaged with city staff and contractors to address specific work items, which are anticipated to be complete within the next few months. Councilmember Buckley volunteered to assist Fire Department personnel in working to coordinate completion of the outstanding items, due to his familiarity with the building and experience as the city's former building official. Ongoing progress updates will be provided in the Fire Chief's monthly department memo.

REVIEW FIRE DEPARTMENT VEHICLE AND EQUIPMENT REPLACEMENT PLAN

Fire Chief Eisinger reviewed the current vehicle and equipment replacement plan, noting two vehicles are scheduled for replacement within the next two years. Within the next month, he would like to move forward with the purchase of a grass fire vehicle to replace the department's current unit, which is approximately 30 years old. Discussion followed on purchases anticipated over the next few years and whether the projected fund balance for the department's equipment replacement fund could sustain these purchases. The City Administrator and Fire Chief were directed to examine the department's current replacement plan as part of the budget planning process for 2018. Again, the City Council reiterated the importance of maintaining an up to date vehicle and equipment inventory and replacement schedule in order to budget accordingly for short and long term purchases.

REVIEW SPECIAL ASSESSMENTS, FEASIBILITY STUDY, AND SCOPE OF WORK FOR THE PROPOSED UTILITY EXTENSION, STREET RECONSTRUCTION, AND DRAINAGE IMPROVEMENT PROJECT

Public Works Director Kline and Engineer Consultant Parotti reviewed the scope of the project and summarized the feasibility report. The commercial properties in the project areas were assessed using the unit basis method which takes into account the size of the parcel. The unit basis/per lot method was used for assessing the residential properties, per the city's assessment policy. At the regular meeting following the workshop, staff will recommend that the City Council take action to accept the feasibility report and designate a public improvement hearing for April 3, 2017. The City Council acknowledged the overall importance and need for infrastructure improvements within the city, especially in some of the areas included within the scope of this project. However, there was also consensus that it is important for the city to work diligently to provide affected property owners with as much notice as possible for infrastructure improvements in their neighborhoods, to allow time to plan financially for potential assessments.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Buckley to adjourn the workshop at 6:00 p.m.