

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
MAY 4, 2020
6:00 P.M.**

** Due to COVID-19 and social distancing protocols, this meeting was conducted by electronic means as permitted by Minnesota Statute 13D.021 due to a health pandemic or declared emergency. **

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of May 4, 2020 to order at 6:01 p.m. and asked Councilmembers, staff, and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members: Mayor Susan St. Ores (present at City Hall)
Councilmembers John Dahl, Connie Carlson, John Buckley and Michele Hanson (present by electronic means)

Staff: City Administrator Adam Bell (present at City Hall)
Assistant Administrator/Planner Sara Taylor, Fire Chief Allen Eisinger, Police Chief Laura Eastman, Public Works Director Matt Kline, City Attorney Andy Pratt, and City Engineer John Parotti (present by electronic means)

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Dahl to approve the City Council agenda with an addition to proclaim May as “Pony Pride” month to recognize graduating seniors and celebrate students in the Stillwater Area School District. Upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. Proclamation of May as “Pony Pride” month

OPEN FORUM

There was no public comment.

CONSENT AGENDA

Mayor St. Ores read items 1-8 on the Consent Agenda. Councilmember Buckley introduced the following resolution and moved its adoption:

Resolution 20-13

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE
MAY 4, 2020 CITY COUNCIL AGENDA**

1. March 16, 2020 City Council special meeting minutes
2. March 16, 2020 City Council emergency meeting minutes
3. April 6, 2020 City Council regular meeting minutes
4. April payables and receipts
5. April building, plumbing, mechanical, and zoning permits report
6. Recognition of COVID-19 donations to the city
7. Revisions to various city policies in response to COVID-19
8. Appointment to King Plant Redevelopment Advisory Committee

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

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

PUBLIC HEARINGS

1. Input on the city’s draft Wellhead Protection Plan Part II: Public Works Director Kline explained that staff recently completed a draft of the Wellhead Protection Plan Part II for its drinking water supply wells, as required in the Minnesota Wellhead Protection Rule. This portion of the plan includes an inventory of potential contaminants of concern within the drinking water supply management area, identifies goals, objectives, and action strategies to address these concerns, and depicts an evaluation and contingency strategy in the event of water system disruption. In January, the city distributed the draft plan to the local units of government for feedback and received comments from Washington County and the Metropolitan Council. Per statute requirements, a notification of the hearing was published in the Stillwater Gazette and posted at City Hall. No public comments were received prior to the meeting. Following the public hearing, staff will send the draft plan to the Minnesota Department of Health (MDH) for review. Upon approval from MDH, the plan will be presented to the City Council for final adoption.

It was moved by Councilmember Carlson and seconded by Councilmember Buckley to open the public hearing. Upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

No public comments were received.

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to close the public hearing. Upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

UNFINISHED BUSINESS

1. Consider an adjustment to the assessment for 293 3rd Street North related to city infrastructure work: Public Works Director Kline explained the property at 293 3rd Street North was originally assessed for sewer, due to video evidence that a connection was present on the 3rd Street North sewer line. Q3 Contracting was recently tracing the sewer lateral for a gas main replacement project in this area and discovered that the sewer lateral line actually exits to the 2nd Avenue North sewer main. It appears that at some point, the sewer later connection was changed as there is still a lateral connection to 3rd Street North that has not been capped. Further inspection verified that the 3rd Street North connection has been abandoned within the building but never plugged at the sewer main, probably due to cost constraints associated with replacing street, sidewalk, and curb infrastructure. The 2nd Avenue North connection is receiving all sewer water from the property. Given the recent findings, the initial assessment reasoning is no longer valid for this property. Staff is recommending this assessment in the amount of \$2,979.74. be removed from the assessment roll. The city obtained a letter from the property owner accepting his right to waive the public hearing to correct assessment “omissions, errors, or mistakes” and the assessment roll has been corrected to reflect this adjustment.

It was moved by Councilmember Carlson and seconded by Councilmember Buckley to approve an adjustment to the assessment for 293 3rd Street North related to city infrastructure work and corrected assessment roll. Upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

NEW BUSINESS

1. Consider the installation of security key card access control system at City Hall and old Fire Hall:

Administrator Bell provided an overview of the current door control system at City Hall and the old Fire Hall, noting a lack of security, efficiency, and capability. The city has solicited multiple quotes from vendors for a new system and believes that the recent proposal from Innovative Security Systems Inc. offers the best value. The new system would allow administrative staff to immediately and remotely change access permissions without having to change each door code. Additional features would allow administrative staff to access an activity log, which includes adjusting times for certain staff to be allowed access and an alarm sent via wi-fi advising of a forced entry. Discussion ensued on the benefits and versatility of the new system, as well as whether the installation was warranted at the old Fire Hall because a majority of the space is currently leased to the Department of Corrections (DOC). Administrator Bell and Chief Eastman noted the DOC has agreed to pay \$3,000 toward the cost of the new system and that Police Department equipment stored at the building would be more secure with an improved system. Additionally, should the building be decommissioned in the future, the system could be removed and installed at another city building at a minimal charge.

It was moved by Councilmember Buckley and seconded by Councilmember Carlson to approve the purchase and installation of a security key card access control system quoted by Innovative Security Systems Inc. in the amount of \$20,752.57 for City Hall and \$9,731.24 for the old Fire Hall. Upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

CITY COUNCIL LIAISON REPORTS

Councilmember Carlson reported on the April Library Board meeting. Discussion items included progress on the Facilities Master Plan, development of a COVID operations plan, and cancellation of many programs and activities. Curbside pickup was temporarily suspended due to a building utility issue but is expected to resume by May 5.

Councilmember Hanson reported on a recent meeting of the Bayport Community Action League (BCAL) and their ongoing project with Valley Access Channels to showcase the Bayport business community. Due to COVID, momentum has been delayed, but progress is expected to resume soon with messaging that Bayport is “open for business.”

Councilmember Dahl reported on the April Middle St. Croix Watershed Management Organization meeting. Discussion items did not pertain directly to Bayport but included an update on a Lily Lake project, the *One Watershed, One Plan* document, and a 2019 year-end report for the organization.

Mayor St. Ores reported on the April Greater Stillwater Chamber of Commerce meeting with surrounding community officials. Discussion focused on ongoing projects within each city, as well as efforts in response to COVID and promotion/support for local businesses.

STAFF/CITY ADMINISTRATOR REPORTS

Chief Eisinger summarized his written report, noting the call volume is down 25-50% due to COVID and the stay at home order. The department is engaging in e-learning training and the rescue boat has already been called out three times this season. Recently, two members resigned, bringing the department total to 23. COVID engagement with other agencies was reviewed and it was noted several community events have already or are anticipated to be canceled through July.

Chief Eastman recognized several donors listed on the Consent Agenda for COVID supplies and reiterated the importance of social distancing and related protocols. Like the Fire Department, police staff are engaging in e-learning opportunities and training. She also provided a summary of the department’s presence at a recent protest related to the Stillwater Correctional Facility.

Public Works Kline provided an overview of recent department activity and an update on the Highway 95 Improvement Project and related impacts. Progress continues on the development of the MS4 program materials, which are anticipated to be presented to the City Council in June. A reduction in temporary/seasonal summer staffing is expected this year, due to COVID and subsequently reduced park usage. The new Lakeside Park playground equipment is projected to be installed within the coming weeks.

Assistant Administrator/Planner Taylor reported on progress related to the Land and Water Legacy Project, noting survey work is anticipated to begin this week. The scope of work for the resource management plan has been developed and the city has engaged with the Washington Conservation District to complete the plan. The 1st quarter Water Efficiency Grant Report for Metropolitan Council was completed, the March Primary Election expenses have been submitted for reimbursement through the state, and progress continues on rewriting the city's personnel policy ordinance. Office Support Specialists Mary Goulette and Chantelle McRoberts were commended for exceptional customer service since the closing of public facilities due to COVID, noting several compliments have been received from citizens regarding staff's overall responsiveness and efficient delivery of city services.

Administrator Bell provided an update on soliciting a Request for Proposals for the city's refuse hauling contract, preparing the preliminary 2021 budget, and implementing revisions to city policies in response to COVID. Park reservations have been canceled through June, sign regulations for businesses have been temporarily suspended, and late fees for 1st quarter utility bills will not be applied to payments received after the deadline. Financial impacts due to COVID are unknown at this time, but there have been measurable cost savings to the city over the last month resulting from a reduction of operating supplies, consumables, equipment, and utilities. Staff has been conscientious in minimizing or postponing substantial purchases whenever possible. He noted that the development of a COVID preparedness plan would be necessary when discussion ensues on resuming operations and reopening city facilities to the public, which is dependent on the Governor's stay at home order and possible extension beyond May 18.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

There were no comments.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 7:53 p.m. and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

City Administrator/Clerk