

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

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of July 6, 2020 to order and asked Councilmembers, staff, and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members: Mayor Susan St. Ores and Councilmembers John Dahl, Connie Carlson, John Buckley and Michele Hanson

Staff: City Administrator Adam Bell, Public Works Director Matt Kline, City Engineer John Parotti, and City Attorney Andy Pratt

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve the City Council agenda. Motion carried 5-0.

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

Mayor St. Ores noted the June recycling award recipient is John Macdonald, 455 Maine Street, who will be awarded for recycling efforts with funding made possible by a grant from Washington County.

CONSENT AGENDA

Mayor St. Ores read items 1-7 on the Consent Agenda. Councilmember Dahl introduced the following resolution and moved its adoption:

Resolution 20-17

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-7 FROM THE
JULY 6, 2020 CITY COUNCIL AGENDA**

1. June 1, 2020 City Council regular meeting minutes
2. June payables and receipts
3. June building, plumbing, mechanical, and zoning permits report
4. Renewal of 2:00 a.m. liquor license permit for Woody's Bar and Grill, 109 3rd Street North
5. Confirmation of city's COVID-19 Preparedness Plan required by Governor Walz Executive Order 20-74
6. Special event application from Jessica Vick for exercise class at Barker's Alps Park July 1-31, 2020
7. Appointment of Election Judges for the Statewide Primary Election on August 11, 2020

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

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

PUBLIC HEARINGS

1. Overview of the city's Municipal Separate Storm Sewer System (MS4) program materials and annual report:
Public Works Director Kline reviewed the National Pollutant Discharge Elimination System (NPDES) General Permit for the MS4. He noted a major component of the permit was the Stormwater Pollution Prevention Plan (SWPPP), which consists of best management practices (BMPs) and standard operating procedures (SOPs) that work towards the management, operation, and maintenance of the storm sewer system to minimize the discharge of pollutants. The six minimum control measure (MCM) components included within the SWPP are Public Education and Outreach (MCM 1), Public Participation and Involvement (MCM 2), Illicit Discharge Detection

and Elimination Program (MCM 3), Construction Site Stormwater Management (MCM 4), Post Construction Stormwater Management (MCM 5), Municipal Operations BMP and SOP Manual (MCM 6). An annual report is also required by the Minnesota Pollution Control Agency to be compliant with the NPDES permit. Public Works Director Kline mentioned that a full copy of the MS4 materials and annual report were posted on the city's website and no public comments were received prior to the July 6 City Council meeting.

Mayor St. Ores opened the public hearing. No public comments were received.

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

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

UNFINISHED BUSINESS

1. Update on the Land and Water Legacy conservation project (LWLP): Administrator Bell noted that Phase I – Project Scope and Phase II – Land Acquisition have been completed and the city is now in the process of completing Phase III – Improvement Planning for the project, which will then be followed by Phase IV – Improvement Implementation. He reviewed the task list, noting that the topographic survey and wetland delineation will be complete in the coming weeks and the habitat management plan is in process. Once complete, staff will use this data to create a master plan for the site and identify appropriate locations for improvements, including a permanent public access, which needs to be completed by November 2022 per the Department of Natural Resources (DNR) grant. Besides the posting of DNR grant funding acknowledgement signs this fall, there are no other firm deadlines or requirements that need to be met by the county or DNR funding agreements in 2020. He reviewed expenditures for the year, noting remaining tasks should be well under the 2020 capital funds budget of \$150,000. Discussion followed on the overall timeline of the project. Councilmember Dahl suggested the city make public access to the site a priority and Mayor St. Ores recommended that staff prepare a Phase I-III summary document with expenditures for City Council reference and that the document be available on the city website.

NEW BUSINESS

1. Consider a donation request from the Greater Stillwater Area Chamber of Commerce to fund additional resources in response to COVID-19 health pandemic: Administrator Bell explained that state statute prohibits the city from being a member of the chamber. However, the city may elect to donate funds to support the resources and services provided by the chamber, which the city has done for the last several years. In 2019, the city contributed \$500 and has budgeted the same amount for 2020. Recently, the chamber solicited cities to fund additional resources for local businesses in response to COVID, regardless of their membership status. Administrator Bell noted the city is receiving COVID Cares Act funding to assist with specific expenditures/services related to the pandemic and a portion of these funds could be donated to the chamber. As such, staff suggested donating an additional \$1,000 to support chamber functions. Discussion followed on resources provided by the chamber, noting many of their services and staff are supported by revenue generated from membership, as well as hosting events and activities. The City Council acknowledged the importance of the chamber's presence and the consensus was to contribute a special donation for 2020 in the amount of \$1,000.

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to donate \$1,000 to the Greater Stillwater Chamber of Commerce to fund additional resources in response to COVID-19. Upon roll call being taken thereon, the following voted via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

2. Consider awarding a bid for sanitary sewer cleaning and televising: Public Works Director Kline noted the bid request was distributed to contractors who had previously bid city sewer cleaning contracts, along with the current contractor who is lining sewer mains for the Highway 95 Improvement Project. A total of four bids were received

ranging from \$47,840 to roughly \$187,000. The city engineer's estimate was \$87,000. The lowest responsible bid was provided by Visu Sewer, with work anticipated to begin in late August.

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to award a bid for sanitary sewer cleaning and televising to Visu Sewer, Inc. in the amount of \$47,840. Upon roll call being taken thereon, the following voted via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

CITY COUNCIL LIAISON REPORTS

Councilmember Dahl reported on the June Middle St. Croix Watershed Management Organization meeting. Most discussion items did not pertain directly to Bayport but included an update on the ongoing cost share project with the Girl Scouts for 100 feet of bank restoration along Perro Creek.

Councilmember Carlson reported on the June Library Board meeting. The Library is now accepting appointments for in-person visits and services, with a capacity of 10 patrons at a time. Library Clerk Janelle St. Claire was recognized on her retirement.

Councilmember Hanson reported that the Central St. Croix Valley Cable Commission did not meet in June, but provided an update on projects and services, including new marketing materials and a new online store to purchase broadcasts and special programs. The commission has also been working on producing student academic spotlights and recently completed a feature highlighting the Bayport business community.

Mayor St. Ores commended city staff for their hard work, dedication, and professionalism to maintain city services, despite the pandemic and continued closure of facilities to the public. She acknowledged good progress on the MnDOT Highway 95 Improvement Project, encouraged and thanked citizens for supporting local businesses, and congratulated Assistant Administrator/Planner Sara Taylor for receiving the 2020 Minnesota Women in City Government Leadership Award.

STAFF/CITY ADMINISTRATOR REPORTS

Public Works Kline provided an overview of recent department activity and an update on the Highway 95 Improvement Project and related impacts. Temporary/seasonal staff have resumed work, the new Lakeside Park playground equipment has been installed, hydrant flushing was completed, and work continues on the Perro Creek bank restoration project with the Girl Scouts. A street rating and bridge/culvert inspection project is underway which will build on a report from 2017 that identified major drainage issues. The project will provide staff with more information on drainage patterns and recommendations on mitigating some of the drainage issues.

Administrator Bell summarized reports on behalf of Chief Eisinger, Chief Eastman, and Assistant Administrator/Planner Taylor. Highlights included a reduction of fire calls over the July 4 weekend, cancellation of Youth Safety Camp and Night to Unite events, posting of city's Use of Force Policy on website, steady review of construction/zoning permits, roll out of a city e-newsletter, and protocols for the Statewide Primary Election on August 11. Administrator Bell added that the city's COVID-19 Preparedness Plan has been adopted, city services continue to be provided despite facilities being closed to the public, and park facilities are open with the exception of Beach House and Nature Center (available by reservation). There is no apparent shortfall in tax payments for 2020, and as the city continues to be cautious on expenditures, we remain in good financial standing. He reiterated progress on the LWLP project, as well as the Waste Hauler Request for Proposals and noted four firms intend to submit proposals. The city should expect to receive COVID Cares Act funding in the amount of \$293,000, which is based on a per capita allotment, and work has begun on the 2021 preliminary city budget. Administrator Bell recognized Assistant Administrator/Planner Taylor on her dedication and service to the city over the past 16 years and offered congratulations on the well-deserved 2020 Minnesota Women in City Government Leadership Award. Questions and discussion followed on the city's allocated COVID Cares Act

funding and anticipated Local Government Aid for 2021, as well as park rental policies, liability, and frequency of cleaning/maintenance.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

Councilmember Dahl commended Assistant Administrator/Planner Taylor on her award and expressed appreciation for all of the women who represent the city in a leadership role, including those serving the City Council, advisory boards/commissions, and department heads.

Mayor St. Ores announced that the Farmer's Market is open for the season at the new location in Barker's Alps Park and encouraged all to visit the new playground equipment at Lakeside Park. She also urged citizens to be kind, patient, respectful, and thankful to others as we all continue to endure the impacts resulting from the pandemic.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 7:54 p.m. Motion carried 5-0.

City Administrator/Clerk