



# CITY OF BAYPORT

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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**CITY COUNCIL WORKSHOP**  
**City Hall - Council Chambers**  
**April 2, 2018**  
**4:30 P.M.**

**\*\*\* Please note: There will be no public comment taken at the workshop. \*\*\***

**CALL TO ORDER**

**BUSINESS**

- **Review status of MNDOT Highway 95 Improvement Project**
- **Review city staff draft plan of work for 2018**

**ADJOURN**

Minnesota Department of Transportation  
1500 W. County Road B2  
Roseville, MN 55113

March 28, 2018

Bayport City Council  
294 North Third Street  
Bayport, MN 55003

Bayport City Council,

The Minnesota Department of Transportation (MnDOT) will be undertaking a construction project on Highway 95 through Bayport in 2020. The project will mill & overlay the existing driving surface and make improvements to the pedestrian and biking facilities along Highway 95. In coordination with city staff, MnDOT has been developing a concept that would provide bike lanes in both directions along Highway 95. The space to provide the bike lanes will require the removal of the southbound parking lane (see the existing and proposed lane configuration below). MnDOT will only pursue this bike lane configuration if the city supports the concept.

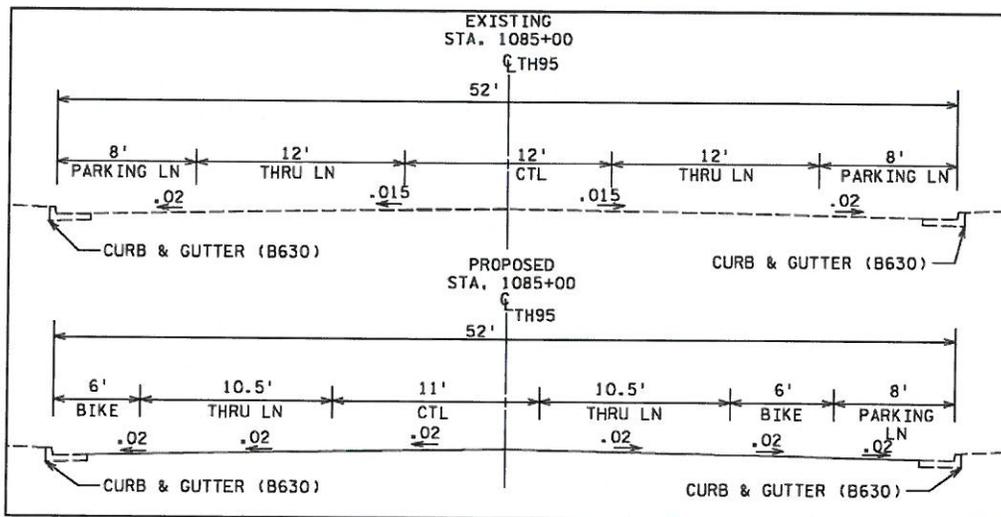


Figure 1: Existing and proposed typical sections: in order to provide a 6' north and southbound bike lane, proposal will narrow the through lanes (thru) and center turn lane (CTL), as well as eliminate southbound parking lane, the northbound parking lane will remain.

MnDOT utilizes a Complete Streets/Context Sensitive Design approach in which all users are considered in the design of transportation improvements. MnDOT's Statewide Bicycle System Plan sets out to meet the goal of "Building and maintaining safe and comfortable bicycling facilities for people of all ages and abilities".

The Highway 95 corridor is identified in Regional Bicycle Transportation Network (RBTN) in the Metropolitan Councils Transportation Policy Plan.

Highway 95 north of 8<sup>th</sup> Avenue has a shared use path linking into the St. Croix Crossing and regional trail system completed last year. Highway 95 to the south has bikeable shoulders from the south end of Bayport onward to I-94. The stretch of Highway 95 through downtown Bayport is currently a gap in an existing bike network.

The proposed typical section balances the needs of all users both traveling within, to and through the community. These considerations resulted in maintaining a three lane configuration (two through lanes and a center left turn lane) to meet motor vehicle capacity and turning needs. In addition to the traffic needs it was evident that improvements could be made with the project to better serve pedestrians and bicyclists in the city. Those proposed improvements include: ADA compliant sidewalks and curb ramps, improved pedestrian crossings (such as the proposed center raised median at Andersen Elementary School), narrower driving lanes to help reduce speeds through the corridor, and incorporating bicycle lanes to fill the bikeway facility gap.

Additional benefits of the proposed bike lanes are:

- improved user comfort and safety
- reduced vehicle lane widths to encourage lower travel speeds
- help overcome physical barriers and eliminate a bike gap in the city
- facilitate safe and continuous trips
- functions as arteries to connect destinations and the transit system year round
- accommodates a broad range of cyclist abilities and preferences to attract a wide variety of users
- provides improved opportunities to increase the share of trips made by bicycle

MnDOT has been working with city staff on this proposal and will incorporate these features into the project if the city council supports the improvements.

Thank you for your consideration.

Sincerely,



Dan Mattison  
Senior Project Manager

CC: Adam Bell, City Administrator  
Sara Taylor, Assistant City Administrator and Planner  
Matt Kline, Public Works Director  
Dmitry Tomasevich, MnDOT Area Engineer  
Adam Josephson, MnDOT Area Manager  
Mackenzie Turner Barga, MnDOT Pedestrian & Bicycle Coordinator



## 2018 City of Bayport Plan of Work

The 2018 City of Bayport Plan of Work has been developed to reflect the following governing principles:

1. **Transparency**
2. **Accountability**
3. **Ethics**
4. **Professionalism**
5. **Leadership**

From an operational standpoint, five core ideas of local government have been applied in order to the governing principles. **First**, our work must be proactive and taxpayer-centered. **Second**, the program must add value to the community in all aspects. **Third**, our operations must be efficient, stable, and consistently fair. **Fourth**, the program must be cross-functional and team-based. And **fifth**, staff members must be allowed to demonstrate expertise in their individual fields thus building trust with the elected officials and those with whom they interact.

### Taxpayer Service

**Mission Statement:** To provide the citizens of Bayport with an informed, efficient, and transparent customer service experience.

#### 2018 Goals & Objectives:

1. Continue to develop a multi-platform information strategy that includes a relevant website, timely news updates, social media, and pertinent mailings on key community issues;
2. Increase transparency of government activity and operations via the website and quarterly newsletter; and
3. Create and update standard operating procedures, guidelines to ensure a responsive engagement on all taxpayer issues including an established Frequently Asked Questions (FAQ) section of the website; increase a consistent and transparent method for taxpayer input that includes citizen surveys, focus groups, and neighborhood meetings when applicable; and
4. Improve utilization of cable access capabilities and web streaming to maximize technology and inform the community via production of public affairs programming.

### Council / Commissions / Committees

**Mission Statement:** To establish the public trust in policy-making by creating a productive, trust-based meeting process that is relevant to the issues at hand, responsive to taxpayers, and goal focused.

#### 2018 Goals & Objectives:

1. Complete 12 policy-focused City Council meetings and 8 technically-based workshops; and
2. Conduct a year-end refresher seminar on topics related to Open Meeting Law, Data Practices, and Ethics for all elected and appointed officials.

## Municipal Code / Recordkeeping

**Mission Statement:** To create a City Code that is based on the development of an orderly community, reflects state-of-the-art municipal governance, and can be fairly understood and applied to the matter regulated. To create a record retention system that provides orderly access and transparency.

### 2018 Goals & Objectives:

1. Convert paper City Council records (agendas, packets, minutes, resolutions) from years 2000-2008 to electronic records; and
2. Follow retention schedule as adopted for destruction of records that no longer must be retained and serve no functional purpose; and
3. Review and prioritize Municipal Code updates for consistency, clarity, and compliance.

## Finance

**Mission Statement:** To efficiently steward the tax dollars and other resources of the City of Bayport in a manner that eliminates waste, maximizes the investment of our residents, and maintains an affordable tax rate while meeting the service needs.

### 2018 Goals & Objectives

1. Develop Performance Based Budgeting for the 2019 Budget. In future years, execute against these performance metrics, and provide quarterly snapshot to City Council in April, July, October, and Year End; and
2. Complete Audit by May 7, 2018; maintain Moody's Aa3 Bond Rating;
3. Research and implement Automated Clearing House (ACH) and credit card electronic payment system for additional fees, utility bills, etc.; and
4. Timely reporting of all assessments to Washington County and collection of fees for service; review all assessment and fee collection policies and procedures; and
5. Conduct a water rate study to ensure appropriate fee that is consistent and equitable; and
6. Research and develop a finance proforma: complete and maintain water and sanitary sewer cash flow models; create and maintain a global cash flow model that incorporates our future revenues and costs.

## Elections

**Mission Statement:** To provide for an orderly process that allows for all Bayport residents to exercise their right to vote.

### 2018 Goals & Objectives:

1. Conduct successful 2018 primary and general federal, state, and local elections; and
2. Research and evaluate options to relocate polling place to provide improved access, central location, and parking; and
3. Continue to partner with Washington County Elections Division.

## Groundwater / Storm water / Environmental

**Mission Statement:** To balance the monetary realities with the protection of natural resources of the City of Bayport through careful policy development, deliberate advocacy for clean groundwater, drinking water and surface water, and proper management of storm water.

### 2018 Goals & Objectives:

1. Actively participate in the Washington County Groundwater Coalition to protect our water resources and monitor policy being developed by the Met Council on groundwater allocation; and
2. Develop and implement practices and maintenance requirements for compliance with the MS4 permit; and
3. Continue work on Inflow and Infiltration issues in city; and
4. Complete the DNR Water Supply and Surface Water Management Plans; and
5. Update previous well-head protection plan; and
6. Continue to work with the Middle St. Croix Watershed Management Organization to address storm water and drainage issues in city and implement improvements where feasible.

## Streets / Utilities / Transportation

**Mission Statement:** To construct and maintain efficient infrastructure (streets and utilities) for the purpose of providing safe thoroughfares, potable drinking water, and the elimination of waste; to develop efficient and safe local transportation policy that allows for orderly, lawful traffic flow.

### 2018 Goals & Objectives:

1. Substantially complete plans for utility work as part of the TH95 project and partnership with MnDOT; provide improved downtown parking plan designation and signage to mitigate loss of parking on TH95; improve safety in school-crossing zone; and
2. Adopt and implement 2019-2024 Infrastructure CIP; and
3. Implement alternative seal-coating program for maintenance and preservation of streets; and
4. Supervise to city specification the developer constructed infrastructure in Inspiration 4th Addition; and
5. Formalize alley and right of way maintenance program; and
6. Continue to replace aged equipment and follow fleet replacement plan; and
7. Develop and standardize regular maintenance plans for water valves, lift stations, wells, and other utility mechanicals.

## Parks and Recreation

**Mission Statement:** To develop a comprehensive and fully accessible park, recreation, and trail plan that provides use opportunities for all citizens.

### 2018 Goals & Objectives:

1. Conduct feasibility study for the relocation and re-purposing of the Nature Center; and
2. Complete plan for installing utilities at Barkers Alps Park; and
3. Research Lakeside Park playground equipment improvements; and
4. Update Parks Master Plan; and
5. Pursue funding for the Land and Water Legacy Project; continue to partner with Washington County and interested parties on project goals.

## Land Use Planning / Building

**Mission Statement:** To thoughtfully review the relationship between the City of Bayport Comprehensive Plan and development to ensure that the vibrant, small-town river community character of the city is maintained while providing essential public services to our taxpayers and encouraging business growth.

### 2018 Goals & Objectives

1. Review the city zoning code to identify areas that need to be updated for consistency, clarity, and compliance; and
2. Complete the update to the Comprehensive Land Use Plan and submit to the Metropolitan Council for approval; and
3. Increase building permit efficiencies and convenience for customers through implementing MNSPECT'S permit software.

## Public Safety / Quality of Life

**Mission Statement:** To provide the resources and staffing to sufficiently protect taxpayers and their property from harm.

### 2018 Goals & Objectives

1. Identify future staffing, equipment needs, and funding for Bayport Fire Department; and
2. Participate in Washington County cooperative program for BoldPlanning software for Emergency Operations and/or Continuity of Operations Plans; and
3. Maximize utilization of Police Department in code enforcement and continue community policing and engagement efforts.

## Human Resources / Organizational Review

**Mission Statement:** To establish best practices in the recruitment, performance management, and overall welfare of the employees of the City of Bayport.

### 2018 Goals & Objectives

1. Review and update the City of Bayport Personnel Policies as needed; and
2. Continue to develop new annual performance review process for all staff and continue implementing procedures developed for 2018; and
3. Conduct increased team-building and morale enhancing functions with all staff; and
4. Conduct succession planning/organizational review to determine staffing levels/assignment of duties; plan for pending retirements; and
5. Improve functionality of City Hall facilities.