

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
JANUARY 3, 2022  
6:00 P.M.**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

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

**ROLL CALL**

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

Staff present: City Administrator Adam Bell, Assistant City Administrator/Planner Sara Taylor, Public Works Director Matt Kline, Police Chief Laura Eastman, Fire Chief Allen Eisinger, and City Attorney Tom Loonan

**APPROVAL OF AGENDA**

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

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS**

Mayor St. Ores noted the December recycling award recipient is Steven and Jane Kiester at 930 Inspiration Parkway South, who will be awarded for recycling efforts with a grant made possible by Washington County.

**OPEN FORUM**

There were no public comments.

**CONSENT AGENDA**

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 22-01**

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-15 FROM THE  
JANUARY 3, 2022 CITY COUNCIL AGENDA**

1. December 6, 2021, City Council regular meeting minutes
2. December 15, 2021, City Council special meeting minutes
3. December payables and receipts
4. December building, plumbing, mechanical, and zoning permits report
5. Renewal of commercial refuse/waste hauler licenses for 2022
6. Appointment of Christle Petschen to a 3-year term on the Library Board
7. Donation of fitness equipment to Police Department from Laura Eastman
8. Promotion of Cheryl Gruhlke to full-time Office Support Specialist
9. Letter of understanding for Impound Housing Services with Woodbury Animal Humane Society
10. Letter of Credit reduction request from Westwood Professional Services for Inspiration 3<sup>rd</sup> Addition
11. Authorization to accept donations for a Police Department K-9
12. Hiring of Kyle Pelletier as a full-time Public Works Maintenance employee
13. Acceptance of supplemental American Rescue Plan Act (ARPA) funding (*Resolution 22-01A*)
14. Execution of an OSHA safety grant for employee protective gear and to install security cameras at the Bayport Fire Department

15. Designation of Bayport Fire Department, 1012 5<sup>th</sup> Ave. N., as the polling place for 2022 election(s) effective December 31, 2021

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

Susan St. Ores - aye  
Michele Hanson -aye

Connie Carlson- aye  
John Dahl - aye

Ethan Gilmore - aye

### **PUBLIC HEARINGS**

There were no public hearings.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

1. Consider an amendment to Chapter 30 – Fire Prevention and Protection of the Bayport City Code of Ordinances related to the addition of a Public Safety Distributed Antenna System (DAS) to facilitate first responder communication:

Fire Chief Eisinger summarized the proposed ordinance amendment to Chapter 30, incorporating Appendix P - Emergency Responder Radio Coverage of the 2020 Minnesota State Fire Code. This appendix enables local agencies to require the review of radio coverage in existing or new buildings and require the building owners to add appropriate devices (repeaters, added antenna, etc.) to provide adequate emergency responder radio coverage in the building. The requirement would be applied to new construction or specific reconstruction of commercial or institutional buildings. Discussion followed on the cost to implement this type of change and criteria for determining on a case by case basis when it would be required. Depending on the specific circumstances involved, the costs could be significant, but the regulations allow the city to work with the property owners on the implementation parameters and timeframe for compliance.

Councilmember Dahl introduced the following ordinance and moved its adoption:

### **Ordinance 883**

### **AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA AMENDING CHAPTER 30 – FIRE PREVENTION AND PROTECTION OF THE BAYPORT CITY CODE OF ORDINANCES**

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

Susan St. Ores - aye  
Michele Hanson -aye

Connie Carlson- aye  
John Dahl – aye

Ethan Gilmore - aye

It was moved by Councilmember Dahl and seconded by Councilmember Hanson to approve a summary of publication for an amendment to Chapter 30 – Fire Prevention and Protection of the Bayport City Code of Ordinances and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye  
Michele Hanson -aye

Connie Carlson- aye  
John Dahl – aye

Ethan Gilmore - aye

2. Consider appointments, designations, and City Council liaison assignments for 2022: Administrator Bell reviewed the appointments and designations from 2021, noting that no changes were recommended for 2022. Individual Councilmember liaison assignments were agreed to, as follows:

Middle St. Croix Watershed

John Dahl

Susan St. Ores, alternate

Planning Commission	Michele Hanson	Connie Carlson, alternate
Library Board	Connie Carlson	Susan St. Ores, alternate
Cable Commission	Ethan Gilmore	Michele Hanson, alternate
Andersen Citizen Advisory	Michele Hanson	John Dahl, alternate
Lake Elmo Airport Advisory Commission	Susan St. Ores	John Dahl, alternate

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve the 2022 appointments, designations, and City Council liaison assignments and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye	Connie Carlson- aye	Ethan Gilmore - aye
John Dahl - aye	Michele Hanson -aye	

3. Consider City Council regular meeting dates for 2022: Administrator Bell reviewed the proposed meeting dates, noting the regular July and September meetings need to be rescheduled, due to the Independence and Labor Day holidays. He also suggested rescheduling the November meeting date to avoid conflicting with preparation for the General Election. Following discussion, it was agreed to designate July 11, September 12, and November 1 as alternative meeting dates. All other meetings would be held on the first Monday of the month.

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to approve to the City Council regular meeting dates for 2022 and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye	Connie Carlson- aye	Ethan Gilmore - aye
John Dahl - aye	Michele Hanson -aye	

**CITY COUNCIL LIAISON REPORTS**

Councilmember Carlson reported on the December 14 Library Board meeting which included discussion of the RFP for the Library remodel project and updates on programs and events. The next Library Advisory Committee meeting will be held on January 4, then monthly thereafter.

Councilmember Hanson reported that she has been attending the Library Advisory Committee meetings, and she also recently attended the Greater Stillwater Chamber of Commerce holiday mixer event and gingerbread-making competition with fellow councilmembers on December 11.

**STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Eisinger reviewed annual call volume statistics by community and time of day, as well as recent training activities and events. He reminded the public to watch out for ice on sidewalks, driveways, and parking lots.

Police Chief Eastman reviewed annual call volume, noted the Toys for Tots campaign was a huge success and the department has begun discussion on developing a succession plan for the chief’s upcoming retirement. She reviewed the reinstatement of the department K-9 program, which would be funded by donations.

Public Works Director Kline reviewed recent projects, including box culvert replacement, booster station upgrades, and the hiring process for a new maintenance worker to replace Tim Gardner upon his upcoming retirement. He reminded residents to remove parked vehicles and refuse containers from the street to facilitate efficient and effective snow removal.

Assistant City Administrator/Planner Taylor reported on completing various administrative year-end tasks and preparing for 2022. She noted the promotion of Cheryl Gruhlke to the full-time Office Support Specialist position and that a draft of the next edition of the city’s print newsletter Bayport News is in process. The Allen S. King Plant Advisory Panel meetings have concluded. A formal presentation of the panel’s findings and recommendations regarding the decommissioning of the plant to the Oak Park Heights City Council is slated for January.

Administrator Bell reported on the 7-year review process of the Bayport Fire Service Agreement, noting the next meeting is scheduled for January 4. He stated that the trial period for designating 4<sup>th</sup> Ave. N. for one-way traffic has concluded and that city staff and Andersen Elementary administration agree that this designation is the safest and most effective solution for pedestrians and motorists in the vicinity of the school. The staff plans to send another communication to the adjacent residents about the change due to recent feedback. After that is completed, staff will have the City Council formally consider the change. He reviewed miscellaneous year-end procedures and staffing changes, as well as upcoming meetings and events.

#### **COUNCIL ITEMS AND ANNOUNCEMENTS**

There were no comments.

#### **ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to adjourn the meeting at 7:00 p.m. Motion carried 5-0.

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City Administrator/Clerk