

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
JANUARY 9, 2023
6:00 P.M.**

REGULAR MEETING

6:00 P.M.

RECOGNITION OF OUTGOING MAYOR SUSAN ST. ORES

City Administrator Bell presented Susan St. Ores with a plaque and thanked her for her service. Susan reflected on her years, and stated it was a pleasure serving her city.

SWEARING IN OF INCOMING MAYOR MICHELE HANSON

Mayor St. Ores administered the Oath of Office to Mayor Hanson.

SWEARING IN OF CITY COUNCILMEMBERS JOHN DAHL AND KATIE HILL

Mayor Hanson administered the Oath of Office to Councilmembers John Dahl and Katie Hill.

CALL TO ORDER

Pursuant to due call and notice, Mayor Hanson 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 Hanson and Councilmembers Connie Carlson, John Dahl, Ethan Gilmore, and Katie Hill

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

APPROVAL OF AGENDA

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to approve the agenda, as presented. Motion carried 5-0.

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

Mayor Hanson noted the December recycling award recipient is Brad Koepp, at 376 5th Street S., who will be awarded for recycling efforts with a grant from Washington County.

OPEN FORUM

There were no public comments.

CONSENT AGENDA

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 23-01

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE
JANUARY 9, 2023 CITY COUNCIL AGENDA**

1. December 5, 2022 City Council workshop minutes
2. December 5, 2022 City Council regular meeting minutes
3. December payables and receipts
4. December building, plumbing, mechanical, and zoning permits report
5. Renewal of commercial refuse hauler licenses for 2023
6. Appointment of Matt Kline as Interim City Administrator effective January 13, 2023
7. Pay Application #2 from Pioneer Power for the 2021 Booster Station Improvement Project
8. Service agreement with TruGreen for fertilizer/weed control/goose control on city property
9. Pay application #2 to Miller Excavating for the 2021 Street Improvement Project
10. Revision to city park policy to accept non-resident reservations beginning February 1 annually
11. Special event application from Bayport Community Action League for 2023 community events

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

Michele Hanson - aye
John Dahl -aye

Connie Carlson- aye
Katie Hill - aye

Ethan Gilmore - aye

PUBLIC HEARINGS

There were no public comments.

UNFINISHED BUSINESS

1. Discuss a potential lease extension request from the Department of Corrections for the old fire station building: Administrator Bell reported that in 2016, the city began leasing out space in the old fire station building to the Minnesota Department of Corrections (DOC) after the Fire Department moved into its new building. The DOC uses the facility for inmate transport vehicle storage and occasional office space. The initial lease was for only six months, but was renewed for a five-year term, which expires June 30, 2023. The state has recently contacted the city and requested another five-year renewal. The city is currently receiving \$12.02 per square foot for both the office and garage space, totaling approximately \$45,500 per year. Administrator Bell noted the city receives adequate rent to cover the cost of utilities and building maintenance and that the arrangement has been uniquely beneficial for the city and DOC. For these reasons, staff is recommending the city renew and extend the lease for the old fire station building to the DOC for a minimum of three years with a 3% rate increase for the first year and a 2% increase each subsequent year. All other existing terms of the lease agreement would remain the same other than any statutory updates. After discussion, the consensus of the City Council was to pursue the lease extension with the DOC and consider a formal renewal proposal at the February 6 meeting.

2. Discuss non-resident rental fee structures for comparable city/county park facilities: Administrator Bell reported that due to the volume of seasonal park usage, rental fees are one of the areas that staff prioritizes in terms of making sure the city’s fee structure is comparable, but also reasonable to appeal to resident and non-resident users. Throughout the year, Office Support staff also makes note of comments received from park users regarding the fee structure and quality of park facilities, which are also taken into consideration when staff recommends annual fee adjustments to the City Council for consideration. The Lakeside Park Beach House and picnic shelters are by far the most desired and rented facilities for residents and non-residents, primarily due to the location on the water and swimming beach area. Last month, the City Council adopted a non-resident rental fee increase for the Beach House. Therefore, staff focused on researching fee structures for facilities similar to Lakeside Park picnic shelters for discussion purposes. From the information gathered, most of the other city/county park facilities did not base the fee structure on resident status, but more so on the size/capacity of the structure, proximity to water, open space, or other park amenities, and time of rental (weekday or weekend). Many of the structures also appeared to be of newer construction and offered updated picnic tables and grills when compared to the city’s existing facilities at Lakeside Park. Based on the information provided, the consensus of the City Council was to retain the current non-resident rental fee structure for picnic shelters for 2023.

NEW BUSINESS

1. Consider appointments, designations, and City Council liaison assignments for 2023: Individual liaison assignments were discussed and agreed to, as follows:

Middle St. Croix Watershed Management Organization	John Dahl	Michele Hanson, alternate
Planning Commission	Katie Hill	Connie Carlson, alternate
Library Board	Connie Carlson	Ethan Gilmore, alternate
Fire Relief Association	Michele Hanson	Ethan Gilmore, alternate
Cable Commission	Ethan Gilmore	John Dahl, alternate
Lake Elmo Airport Advisory Commission	Michele Hanson	John Dahl, alternate
Xcel Energy King Plant Stakeholder	Michele Hanson	John Dahl, alternate
Bayport Community Action League	Katie Hill	Michele Hanson, alternate

It was moved by Councilmember Carlson and seconded by Councilmember Hill to approve the 2023 appointments, designations, and City Council liaison assignments and upon roll call being taken thereon, the following vote via voice:

Michele Hanson - aye
John Dahl - aye

Connie Carlson- aye
Katie Hill -aye

Ethan Gilmore - aye

2. Consider City Council regular meeting dates for 2023: The proposed meeting dates were reviewed, noting the regular July and September meetings have been scheduled around the Independence and Labor Day holidays. Following discussion, it was agreed to accept July 10, September 11, and November 13 as alternative meeting dates. All other meetings would be held on the first Monday of the month.

It was moved by Councilmember Gilmore and seconded by Councilmember Carlson to approve to the City Council regular meeting dates for 2023. Prior to a vote, it was suggested that a workshop be scheduled at 4:00 p.m. before every regular meeting, with the ability to recess and continue the workshop discussion after the regular meeting, if necessary. Other special workshops throughout the year would be scheduled as needed.

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to approve to the City Council regular meeting dates for 2023, with a workshop to be held at 4:00 p.m. prior to the regular 6:00 p.m. meeting. Motion carried 5-0.

CITY COUNCIL LIAISON REPORTS

Councilmember Carlson reported on the December Library Board meeting, noting that the remodel project continues to be on time and on budget. She thanked Sara Wagner for her years of service on the Library Board.

Councilmember Hanson reported on the December 19 Planning Commission meeting and that the application will be considered by the City Council in February.

STAFF/CITY ADMINISTRATOR REPORTS

Chief Eastman reported on call volume, staff training, the department's participation in past/upcoming events. She reminded residents of the city ordinance that states snowmobiles must stay on the right side of the paved traffic lane on city streets, but off private property.

Public Works Director Kline reviewed recent projects, including a new HVAC unit scheduled for replacement at the old fire hall, the booster station project, which is nearing completion, and snow removal. He reminded residents they are responsible for snow removal on sidewalks and driveways.

Assistant City Administrator/Planner Taylor reported on ongoing tasks/projects, including processing of tobacco/liquor licenses, an upcoming edition of the city e-newsletter, and final edits to the 2040 Comprehensive Plan. She also reported on a variance application that was heard by the Planning Commission in December 19. The applicant has requested a 60-day extension on the review period for his application. It is anticipated the application will be heard by the City Council in February.

Administrator Bell reported that staff has been busy with year-end procedures and reporting. Moody's recently modified its rating method for U.S. cities and counties, and as a result, has placed the city's general obligation unlimited tax debt ratings under review for a potential upgrade from an Aa3 rating to an Aa2 rating. He expressed his most sincere thanks to the City Council, staff, and citizens of Bayport for the opportunity to serve as City Administrator.

COUNCIL ITEMS AND ANNOUNCEMENTS

There were no comments.

ADJOURNMENT

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to adjourn the meeting at 7:37 p.m. Motion carried 5-0.

City Administrator/Clerk