

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 7, 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, and Connie Carlson

Members absent: Councilmember John Dahl

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 Carlson and seconded by Councilmember Gilmore to approve the agenda with the addition of New Business Item #2 – Consider converting budgeted wages for a part-time Police Officer to fund an additional full-time Police Officer position and Item #3 – Consider upgrading the supplemental part-time Office Support Specialist to a full-time position. Motion carried 4-0.

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

Mayor St. Ores noted the January recycling award recipient is Chris Hering at 290 Primrose Path, 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 Gilmore introduced the following resolution and moved its adoption:

Resolution 22-02

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-12 FROM THE
FEBRUARY 7, 2022 CITY COUNCIL AGENDA**

1. January 3, 2022, City Council regular meeting minutes
2. January payables and receipts
3. January building, plumbing, mechanical, and zoning permits report
4. No waiver of statutory tort liability limits for city insurance coverage
5. Special event application from KinniCroix Girl Scouts for a camp event on June 9-12, 2022 at Lakeside Park
6. Special event application from Bayport Community Action League for 2022 community events
7. Service agreement with TruGreen Lawn Care for application of fertilizer, weed and goose control on city property
8. Certification of lot line adjustment for conveyance of land from 186 State St. S. to 152 State St. S. and 159 4th St. S.
9. Abatement of special assessment for tax forfeiture parcel number 03.029.20.44.0034 (*Resolution 22-02A*)
10. Special event application from Andersen Corporation for a picnic on August 12-13, 2022, at Lakeside Park
11. Special event application for a private wedding ceremony/reception on July 30, 2022, at Lakeside Park
12. Special event application from Run Stillwater, Inc. for the Lift Bridge Road Race Run on June 25, 2022, at Lakeside Park and designated race route

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

PUBLIC HEARINGS

There were no public hearings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

1. Discuss recognition of the city's naming centennial: Administrator Bell noted that the city's name was changed to Bayport in 1922, which makes 2022 the centennial anniversary of the name change. Discussion followed on coordinating recognition or activities for the centennial through the Bayport Community Action League (BCAL) in conjunction with other scheduled community events and having the city assist with a monetary contribution, equipment, and/or facilities. Administrator Bell reviewed some potential ideas suggested by staff, which was followed by individual councilmembers sharing their thoughts and feedback. It was noted that Councilmember Hanson currently serves as the president of the BCAL, and the consensus of the City Council was to have her present ideas for the centennial to the BCAL at their next meeting on February 10. Further discussion would resume at a future City Council meeting.

2. Consider converting budgeted wages for a part-time Police Officer to fund an additional full-time Police Officer position in the Police Department: Police Chief Eastman summarized discussion that occurred during a staffing/succession planning workshop with the City Council prior to the regular meeting. She reiterated the difficulty with attracting and retaining experienced, committed employees for the department's current part-time positions. Moreover, Bayport is the only law enforcement agency in the county with any part-time peace officers. The part-time staffing model has a potential to create a higher level of liability for the city. Chief Eastman recommended converting a portion of part-time budgeted wages to fund an additional full-time position, which would result in an estimated budget increase of approximately \$4,500 for 2022. It was noted that in future years, much of the cost increase is anticipated to be offset by the reduction in the training and certification costs the city incurs for multiple part-time staff and turnover. Councilmembers restated their support for the department and the additional full-time position, as discussed at the workshop.

It was moved by Councilmember Hanson and seconded by Councilmember Gilmore to approve the conversion of part-time budgeted wages to fund an additional full-time Police Officer. Motion carried 4-0.

3. Consider upgrading the supplemental part-time Office Support Specialist to a full-time position in the Administration Department: Administrator Bell summarized discussion that occurred during the same staffing/succession planning workshop with the City Council prior to the regular meeting. He noted that the Administration Department has been understaffed by one full-time employee since 2020, resulting in outstanding workload and the inability to implement service enhancements, special projects, and goals identified by the City Council. Unfortunately, this has been compounded by recent staff turnover and the difficulty retaining an employee that is willing to commit to staffing the part-time Office Support Specialist (OSS) position in the capacity needed by the city. Administrator Bell noted that the outstanding and projected workload, as well as recent growth, justifies a need to increase staffing. He recommended upgrading the part-time OSS to a full-time position, which would result in a budget increase of approximately \$4,500 for 2022 if the position remained vacant until May. Councilmembers recognized the recent staffing difficulties, restated their support for the department, and acknowledged the importance of appropriate staffing to meet the service demands of citizens now and into the future, as discussed at the workshop.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to upgrade the part-time Office Support Specialist to a full-time position. Motion carried 4-0.

CITY COUNCIL LIAISON REPORTS

Councilmember Carlson reported on the January Library Board meeting, which included an update on the Library remodel project and new Library Board member Christle Petschen. Due to COVID, planning for programs and events has been temporarily suspended.

Mayor St. Ores reported on a recent meeting regarding the 7-year review of the Fire Department service agreement and she will be attending the Lake Elmo Airport Advisory Committee meeting on February 23.

STAFF/CITY ADMINISTRATOR REPORTS

Police Chief Eastman reviewed annual call volume, summarized past and upcoming events, and expressed her appreciation to the City Council for their support to fund an additional full-time Police Officer, as discussed earlier on the agenda and at a workshop prior to the meeting.

Public Works Director Kline reviewed recent projects, including snowplowing efforts, utility/well maintenance, box culvert replacement, booster station upgrades, MS4 audit, and new testing procedures for lead and copper in utility service lines.

Assistant City Administrator/Planner Taylor reported on ordinance updates, record retention and destruction efforts, a lot line adjustment for 186 State Street, and distribution of the next edition of *Bayport News*. She also thanked the City Council for their support in upgrading the part-time Office Support Specialist to a full-time position. A presentation of the findings and recommendations from the Allen S. King Plant Advisory panel to the Oak Park Heights City Council has been postponed and anticipated to be rescheduled for March/April.

Administrator Bell reported on the 7-year review process of the Fire Department service agreement, efforts to address the recent train idling noise complaint, preparation for the upcoming 2021 city audit, and a closed session to occur following the regular meeting for the City Council to conduct his 5-year performance evaluation. He echoed Chief Eastman and Assistant City Administrator/Planner Taylor's remarks regarding the upgrades in staffing for the Police and Administration Departments and thanked the City Council for their support.

COUNCIL ITEMS AND ANNOUNCEMENTS

There were no comments.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Gilmore to adjourn the meeting at 7:23 p.m. Motion carried 4-0.

City Administrator/Clerk