

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
APRIL 3, 2023  
4:00 P.M.**

**CALL TO ORDER**

The workshop was called to order by Mayor Michele Hanson at 4:10 p.m.

**ROLL CALL**

Members present: Michele Hanson, John Dahl, Ethan Gilmore, Katie Hill, and Connie Carlson

Staff present: Interim City Administrator Matt Kline, Assistant City Administrator/Planner Sara Taylor, Police Chief Laura Eastman, and City Attorney Kevin Sandstrom

**DISCUSS A SUCCESSION PLAN FOR ADMINISTRATION AND PUBLIC WORKS DEPARTMENTS**

Interim Administrator Kline reviewed the terms and conditions of the draft employment agreement for him to resume the City Administrator position in a permanent capacity. The consensus of the City Council was to proceed with formal appointment at the regular meeting following the workshop. Discussion followed on a succession plan for the Public Works Department and initiating the hiring process for a replacement Public Works Director within the next few weeks. It was noted that Interim Administrator Kline would continue to serve as the Public Works Director until the position is filled, which is tentatively planned for June.

**REVIEW BARKER'S ALPS BALLFIELD USE AGREEMENT**

Interim Administrator Kline reviewed an ongoing partnership with St. Croix Preparatory Academy (SCPA) for the ballfields at Barker's Alps Park. To clarify use and maintenance expectations between the city and SCPA, staff is proposing a written use agreement. Terms and conditions were reviewed and discussed and it was noted that formal adoption of the agreement would be considered at the regular meeting following the workshop.

**DISCUSS A POTENTIAL VACATION OF PICKETT AVENUE**

Interim Administrator Kline reviewed a request by the Department of Corrections (DOC) to vacate a portion of Pickett Avenue, which would increase safety by allowing the facility to better control visitors. As proposed, 6<sup>th</sup> St. N. would be converted into a cul-de-sac, resulting in Pickett Avenue becoming a private drive as opposed to a public street. Interim Administrator Kline reviewed comments/concerns received from adjoining property owners/residents regarding restricted accessibility for emergency responders and snow removal. He noted that the Police Department is supportive of the vacation request and staff is seeking direction from the City Council on whether there is support to pursue the vacation. If so, staff would recommend a joint workshop with the DOC to discuss the vacation process further and potential conditions the City Council and/or staff may like to require as part of the vacation, such as such as a pedestrian/bike access, trail connections, and utility easements. The consensus of the City Council was to proceed with holding a workshop with the DOC in the coming months.

**DISCUSS RELOCATION OPTIONS FOR ANDERSEN ELEMENTARY**

Interim Administrator Kline noted that Stillwater Area Public Schools has announced that they are seeking alternative locations for Andersen Elementary, due to limitations with the current location and use of the building. The school district is in the process of pursuing potential locations for a new school, one of which could include Barker's Alps Park. Discussion followed on the district's motivation for relocating and/or rebuilding the school and whether there was public support to retain the school in its current location as opposed to other locations in the city and/or within Baytown. The school district is in the process of vetting potential opportunities and will provide an update to the city when additional information is available.

**ADJOURNMENT**

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