

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
APRIL 3, 2023  
6:00 P.M.**

**REGULAR MEETING**

**6:00 P.M.**

**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 Michele Hanson and Councilmembers Katie Hill, John Dahl, Ethan Gilmore and Connie Carlson

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

**APPROVAL OF AGENDA**

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

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS**

Mayor Hanson noted the March recycling award recipient is Dave Lindall at 256 2<sup>nd</sup> Street North who will be awarded for recycling efforts with a grant from Washington County. Mayor Hanson called on Police Chief Eastman to present Life Saving Awards to Police Officers Aaron Slinger and Brittany Lepowsky and a Letter of Recognition to Police Officer Larry Cornell for his notable response and action in the line of duty to address a critical incident. Officer Cornell introduced the new Police Department K-9 who is a 12-month-old female black lab named Maze.

**OPEN FORUM**

Bob Dickie, 15887 35th Street South, Afton and member of People's Congregational Church, stated that the church has met with the developer for the proposed annexation of the Brad and Jan Anderson parcel located in Baytown and plans to cooperate with them to accommodate an extension of water and sewer utilities through their parcel adjacent to Barker's Alps Park.

**CONSENT AGENDA**

Councilmember Dahl introduced the following resolution and moved its adoption:

**Resolution 23-08**

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE  
MARCH 6, 2023 CITY COUNCIL AGENDA**

Consider a resolution adopting items 1 through 10

1. February 27, 2023 City Council and Planning Commission joint meeting minutes
2. February 27, 2023 City Council workshop minutes
3. March 6, 2023 City Council workshop minutes
4. March 6, 2023 City Council regular meeting minutes
5. March 27, 2023 City Council emergency meeting minutes
6. March payables and receipts
7. March building, plumbing, mechanical, and zoning permits report
8. Renewal of boat trailer parking agreement with Andersen Corporation
9. Special event application from Bayport American Legion for Memorial Day Parade on May 29, 2023
10. Barker's Alps Park Ballfield Use Agreement with St. Croix Preparatory Academy

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:

Michele Hanson - aye  
John Dahl - aye

Connie Carlson - aye  
Katie Hill - aye

Ethan Gilmore - aye

## **PUBLIC HEARINGS**

There were no public hearings.

## **UNFINISHED BUSINESS**

1. Consider a lease extension with the Department of Corrections (DOC) for the old fire station building: Interim City Administrator Kline reviewed the terms of the existing lease with the DOC, which expires June 30, 2023 and the proposed 3-year extension through June 30, 2026. The lease extension would provide additional time for the city to identify and consider potential future use options for the building and/or site. Ongoing utility and maintenance expenses were discussed, such as water, electric, and gas, as well as recent roof and heating unit maintenance projects.

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to approve Amendment No. 3 of the lease agreement with the Minnesota Department of Corrections for the old fire station building, with a term to commence on July 1, 2023 and continuing through June 30, 2026 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

## **NEW BUSINESS**

1. Consider appointment of Matt Kline as City Administrator: Mayor Hanson noted that Matt Kline has been serving as Public Works Director and the Interim City Administrator since mid January and recognized him for his performance in both positions. The City Council expressed consensus on his appointment to serve as the City Administrator in a permanent capacity, noting his educational background, skills, and experience make him a great fit for the position, subject to the terms and conditions outlined in the employment agreement.

It was moved by Councilmember Carlson and seconded by Councilmember Hill to approve the appointment of Matt Kline as City Administrator under the terms and conditions outlined in the employment agreement 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 authorization to initiate the hiring process for a Public Works Director: Administrator Kline noted that he will continue to serve as the Public Works Director until a replacement is hired, but recommended the City Council authorize staff to initiate the hiring process for the position.

It was moved by Councilmember Hill and seconded by Councilmember Gilmore to initiate the hiring process for a replacement Public Works Director. Motion carried 5-0.

## **CITY COUNCIL LIAISON REPORTS**

Councilmember Carlson reported on the recent Library Board meeting and reviewed upcoming events now that the remodel project is complete and the building has re-opened to the public.

Councilmember Dahl reported on the minutes of the recent Middle St. Croix Watershed Management Organization meeting, which focused on their budget and an adjustment to fair share allocations by community.

Councilmember Hill reported on the recent Bayport Community Action League meeting and noted that the Easter Egg Hunt will be held on Saturday, April 8 at Barker's Alps Park. Upcoming events include a bar crawl, ice cream social, and Farmer's Market at Village Green Park.

Councilmember Hanson reported on a recent Fire Relief Association meeting, which focused on review of their financials.

## **STAFF/CITY ADMINISTRATOR REPORTS**

Chief Eisinger reported that the March call volume was 94, compared to 62 in 2022. The year-to-date volume is 272, which is up from 221 in 2022. He reviewed monthly drills/staff training, fire inspections, and participation in past/upcoming events.

Chief Eastman reported the year-to-date call volume is 1,652. She reviewed recent training and past/upcoming events and noted the department is waiting to hear on the status of an OSHA grant for upgrades to security cameras at City Hall.

Assistant City Administrator/Planner Taylor reported that the city's print newsletter *Bayport News* was mailed out last week and provided an overview of article highlights. She reviewed ongoing efforts to coordinate a cleanup event for the week of June 12 and updates to the city's floodplain and sign ordinance. The next meeting of the Xcel Energy Community Outreach Stakeholder meeting has been scheduled for May 8.

City Administrator Kline provided an update on flood preparation efforts, review of the fire service agreement with partner communities, and an update on the Baytown annexation process for the Brad and Jan Anderson parcel on Stagecoach Trail. He also reviewed the workshop discussion regarding a potential street vacation of Pickett Ave. adjacent to the Department of Corrections and noted that the Fire Department has been authorized to purchase a 2024 Rescue 2 Vehicle instead of a 2023 model as originally approved by the City Council, due to limited availability. The additional cost for the newer model vehicle is approximately \$9,000.

## **COUNCIL ITEMS AND ANNOUNCEMENTS**

There were no comments.

## **ADJOURNMENT**

It was moved by Councilmember Dahl and seconded by Councilmember Gilmore to adjourn the meeting at 6:52 p.m. Motion carried 5-0.

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City Administrator/Clerk