

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
APRIL 4, 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, John Dahl, and Ethan Gilmore

Members absent: Councilmember Connie Carlson

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

APPROVAL OF AGENDA

Administrator Bell requested that Item #2 of New Business (stormwater drainage plan proposal) be considered prior to Item #1 (personnel policy) as printed on the agenda. It was moved by Councilmember Dahl and seconded by Councilmember Gilmore to approve the agenda, as revised. Motion carried 4-0.

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

Mayor St. Ores noted the March recycling award recipient is John Rowland at 414 4th Street North who will be awarded for recycling efforts with a grant made possible by Washington County. Mayor St. Ores called on Police Chief Eastman to present a Letter of Commendation to Office Aaron Slinger for his notable response and action in the line of duty to address a critical incident.

OPEN FORUM

There were no public comments.

CONSENT AGENDA

Councilmember Dahl introduced the following resolution and moved its adoption:

Resolution 22-04

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-6 FROM THE
APRIL 4, 2022 CITY COUNCIL AGENDA**

1. March 7, 2022 City Council workshop meeting minutes
2. March 7, 2022 City Council regular meeting minutes
3. March payables and receipts
4. March building, plumbing, mechanical, and zoning permits report
5. Special event application from Bayport American Legion for the Memorial Day Parade on May 30, 2022
6. Hiring of Ryan Jones as a full-time Police Officer

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

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

PUBLIC HEARINGS

There were no public hearings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

1. Consider a proposal from SEH to prepare a stormwater drainage plan to facilitate future infrastructure projects: Public Works Director Kline noted that several upcoming infrastructure projects will require significant stormwater enhancements. The proposed stormwater drainage plan will determine existing conditions of the stormwater system and identify conceptual improvements that could be incorporated into the deficient areas. The plan is included in the 2022 Capital Improvement Plan and SEH has provided a proposal to complete the plan for \$44,450. Administrator Bell noted that the project is eligible for the city’s allocation of American Rescue Plan Act (ARPA) funds. The City Council recognized the importance of completing the plan to assist in planning for future infrastructure improvements and supported use of ARPA funds as recommended by staff.

It was moved by Councilmember Hanson and seconded by Councilmember Gilmore to approve a proposal from SEH to prepare a stormwater drainage plan to facilitate future infrastructure projects. Motion carried 4-0.

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to approve an expenditure of ARPA funds to complete the stormwater drainage plan. Motion carried 4-0.

2. Consider a repeal of Chapter 2 – Administration, Article VIII. Personnel Policy of the Bayport City Code of Ordinances and adoption by resolution as an administrative policy: Administrator Bell provided a summary of the March 7 City Council workshop, whereby the revised employee personnel policy was presented by the city’s labor attorney and content was discussed in detail. Overall, many of the revisions are non-discretionary, meaning the city is required to adopt such policies based on federal/state law or statute. Other edits are intended to improve organization, ease of use, and incorporate current practice or existing stand-alone administrative policies. Administrator Bell explained that the current personnel policy is adopted as an ordinance, making it burdensome to update and/or implement changes and maintain compliance with changing laws. Based on the attorney’s guidance, Chapter 2 – Administration, Article VIII. Personnel Policy of the Bayport City Code of Ordinances is proposed to be repealed, followed by adoption of the updated policy by resolution. Staff was recognized and commended for efforts to research, reorganize, update, and improve the overall policy to be a resource for both the employer and employee to reference procedures and policies.

Councilmember Dahl introduced the following ordinance and moved its adoption:

Ordinance 884

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA REPEALING CHAPTER 2 – ADMINISTRATION, ARTICLE VIII. PERSONNEL POLICY OF THE BAYPORT CITY CODE OF ORDINANCES

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

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

Councilmember Dahl introduced the following resolution and moved its adoption:

Resolution 22-05

A RESOLUTION ADOPTING AN EMPLOYEE PERSONNEL POLICY FOR THE CITY OF BAYPORT

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

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

CITY COUNCIL LIAISON REPORTS

Councilmember Gilmore reported on a recent meeting of the Central St. Croix Valley Joint Cable Commission, which included discussion on their fiscal calendar, staff wage increases, potential sublease of a portion of the studio, and changes in community liaison representatives.

Councilmember Hanson noted she attended an Oak Park Heights City Council meeting on March 29, which included a presentation on the decommissioning and potential redevelopment options identified by the Allen S. King Plant Advisory Panel. She noted that the stack will be dismantled but the substation will likely remain on-site. The preliminary redevelopment plans potentially include a park/open space, as well as a mix of residential/commercial to offset the economic and tax impacts that will result from the decommissioning. She also reported on a recent meeting of the Bayport Community Action League, including plans for city centennial-themed events/endeavors, the “Easter Egg Hunt” at Barker’s Alps on April 16, and a community “Bar Crawl” event on May 14.

STAFF/CITY ADMINISTRATOR REPORTS

Chief Eastman reported on department training, new officer hiring of Ryan Jones, evidence and body-worn camera audits, and preparations for upcoming events, including Youth Safety Camp/Night to Unite, Memorial Day parade, and the Lift Bridge race. She noted the recent passing of Washington County Attorney Pete Orput and recognized him for his support for local police departments. The annual call volume to date is 1,829.

Public Works Director Kline reviewed recent projects, including street sweeping, MS4 audit, ash tree removal/planting efforts, street seal coating/crack sealing, and installation of the outfield fence at Barker’s Alps.

Assistant City Administrator/Planner Taylor reported on the adoption of the updated employee personnel policy, record retention/management efforts, and distribution of the print newsletter *Bayport News* in the coming week. She encouraged residents to sign up to receive the e-newsletter *Bayport Brief* on the city’s website and noted that in the next 1-2 months, staff will be working on immediate priorities identified by the City Council at the workshop held prior to the regular meeting.

Administrator Bell highlighted the Fire Department and Library reports, noting a public open house on the Library building remodel will be held on May 3. He mentioned recent preliminary discussions about a potential street vacation of Pickett Avenue with the Department of Corrections, which is intended to increase safety near the facility, decrease the city’s obligations for street maintenance, and reduce the volume of through-traffic in the adjacent residential neighborhood. He clarified that a formal petition for the vacation has not yet been requested and anticipated a workshop to discuss the matter with the City Council would be held in the coming months. He also reviewed an opportunity for the city to participate in a program to install electric vehicle charging stations at various locations in Bayport.

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 7:03 p.m. Motion carried 4-0.

City Administrator/Clerk