

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
JULY 11, 2022  
4:30 P.M.**

**CALL TO ORDER**

The workshop was called to order by Mayor St. Ores.

**ROLL CALL**

Members present: Mayor Susan St. Ores and Councilmembers Connie Carlson, Michele Hanson, John Dahl, and Ethan Gilmore

Staff present: City Administrator Adam Bell, Assistant City Administrator/Planner Sara Taylor, Public Works Director Matt Kline, Library Director Jill Smith, and Police Chief Laura Eastman

**DISCUSS CITY COUNCIL AGENDA PROCESS**

Administrator Bell noted this was a continuation of the initial discussion held at the special meeting on June 27. Mayor St. Ores requested input from individual council members regarding the terms and timelines for posting public notices for workshops, meetings, and agendas. Councilmember Dahl stated that he is supportive of the current process and outlined challenges associated with posting notices and/or agenda packets 1-2 weeks in advance as previously suggested by Mayor St. Ores. He also noted that the city council did have the option to table a workshop or meeting topic that may be potentially contentious or require additional information before proceeding with discussion and/or consideration. Councilmembers Hanson, Gilmore, and Carlson echoed Councilmember Dahl's statements.

Administrator Bell reiterated that special projects or expenditures are typically introduced in a workshop, to gauge interest and/or support before being discussed at a regular meeting and said staff intended to continue that process, giving as much advance notice as feasible. He requested that the City Council notify staff regarding any ongoing or future topics that may be seen as controversial based on their unique perspective as residents, so staff can schedule/notice accordingly. Based on other City Councilmembers' remarks, Mayor St. Ores acknowledged that a 1-2 week advance notice may not be practical. However, she requested that notices and agendas be posted no later than Wednesday proceeding Monday workshops/meetings and encouraged as much advance notice as possible, when feasible.

**DISCUSS 2023 PRELIMINARY CITY BUDGET**

Administrator Bell reviewed the preliminary budget schedule and noted that much of the discussion for this workshop would be related to the Library and prioritizing a broad range of potential special projects and capital expenditures slated for 2023. Library Director Smith reviewed a preliminary budget for the Library, noting an approximate increase request of \$9,000 for the scheduled 3% wage adjustments and benefit costs, programming/materials, and anticipated inflation for utility costs. Most of these increases are non-discretionary other than the personnel costs. The proposed library budget increase would require a \$9,000 library levy increase or a reduction in library services.

Discussion followed on funding received through foundations and/or donations to support the Library and a city contribution to match/offset those funds. Administrator Bell also suggested that the City Council consider a smaller annual levy increase instead of a larger levy increase every few years as it would be more easily absorbed each year and would help with planning. It was agreed to resume the Library budget discussion until preliminary budget figures were presented for all city departments.

Administrator Bell highlighted several factors that will likely have an impact (both positive and negative) on the city's overall budget for 2023, including insurance, contracted services, sewer rates, supplies/equipment, and park maintenance. He proceeded to review capital improvement options for park facilities, including relocating the Nature Center, reconstructing/repurposing the tennis courts, and improving the ground surface for the hockey rink. The consensus of the City Council was to forego relocating the Nature Center and improving the hockey rink surface due to expense. It was suggested that Perro Park could benefit from an update to the existing master plan to determine if current facilities are still desired by the community. The consensus of the City

Council was to resume discussion of the preliminary budget and capital improvements at a workshop on August 22 at 4:00 p.m.

The City Council agreed to move the scheduled Centennial Project discussion to the regular meeting due to not having time during the workshop to discuss and the small number of business items on the regular meeting agenda.

**ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the workshop at 5:59 p.m. Motion carried 5-0.