

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
JULY 12, 2021
4:00 P.M.**

CALL TO ORDER

The workshop was called to order by Mayor St. Ores at 4:05 p.m.

ROLL CALL

Members Present: Mayor Susan St. Ores and Councilmembers Michele Hanson and John Dahl.
Councilmember Cannie Carlson arrived at 4:50 p.m.

Members Absent: Councilmember Ethan Gilmore

Staff Present: City Administrator Adam Bell and Public Works Director Matt Kline

DISCUSS AND PRIORITIZE CITY COUNCIL DIRECTED GOALS FOR 2021

Administrator Bell reviewed the list of city goals and priorities identified by the City Council at the May 17th Special City Council meeting. Council members had provided their preferences and priority rankings for most of the goals and these priorities were further discussed. Most of the goals were grouped based on subject matter into the following categories: Parks/Recreation, Administration, Infrastructure, Community Development, Ordinances/Policies, and Technology.

It was noted that while there are benefits with the iPads for the electronic council packets and zoom meetings, there are also some serious limitations for using them as work devices such as using Windows-based files. It was suggested that the staff look into an equivalent Windows-based device that would be easier for staff and council to share documents.

City Parks were discussed as a whole. It was suggested that it may be appropriate to institute a parks committee that would also include members of the public to help oversee these items. The city and committee would look at all the parks and identify what improvements or projects were needed/desired. The status and future of park funding were discussed and it was noted that the City Council would need to provide a budget for any committee discussion.

Problem properties and the mitigation/enforcement/maintenance of those properties were discussed. Staff noted that the city enforcement currently is complaint-based. The consensus was to remain complaint-based but look for ways to better facilitate compliance while balancing proactive and reactive enforcement. It was noted that staff should be proactive with egregious violations.

The current Fire Services Agreement was discussed. Because 2021 is the year for the "Seven-Year Review," the City council would like to make this a top priority. There are several issues, including the funding formula that need addressing. Staff will be presenting an overview with several scenarios at an upcoming workshop.

The future of the finance role was discussed. Administrator Bell proposed promoting Mary Goulette to serve as an Accounting Specialist and replace her Office Support Specialist position with a new hire as the best option and easiest transition in his opinion. Contracting additional, higher-level financial analysis and forecasting was discussed. Staff will be researching options for that in the future. Employee benefits were suggested to be reviewed during budget discussions, as well as the infrastructure needs and planning.

The Council also identified as a priority to set up some type of Business Relations/Engagement Committee/liaison. This could include a few meetings a year and some type of open house format to better engage the businesses in the community.

The future use of the Fire Hall was discussed and determined to require a stand-alone workshop. There are two years left in the current lease with the Department of Corrections. There are several challenges with placing any type of business there, including proximity to the city hall, the elementary school, the lack of parking, and the

required improvements to transition it to a different type of use. However, with the recent structural improvements, namely the masonry and roof work, the building is being maintained and the lease revenue covers the costs. It was acknowledged that the city should begin to look at options for future use well in advance of the lease end date.

Council members voiced their desire to have a workshop focused on the Police Department to better understand the current operations/relationships and how the recent societal issues are being handled and/or have impacted the department. Staff suggested that all the departments have a dedicated workshop where they can conduct a tour if needed, give an overview of the operations for the City Council, and address any pertinent concerns. There was also a call for additional informal interaction with residents (Community Policing) by the police.

Special Assessments and the current assessment policy were identified as needing resolution. There are outstanding questions as to what the policy should entail, but there is a consensus that the policy should be presented for the City Council's education, and after looking at it, it should be decided to either make any adjustments or leave it as is. Staff will be compiling the comparative neighboring policies/rates and planning a workshop/presentation on Bayport's policy in the future.

The City Council also discussed a desire to look at various ordinances, such as the impervious coverage standards, and determine if additional flexibility is warranted. Additional opportunities for solar energy subscriptions and potential installation of solar panels on city facilities were also discussed. Staff will research these items and present them to the City Council at a future workshop.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the workshop at 5:55 p.m. Motion carried 4-0.