

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
SEPTEMBER 11, 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 Hanson and Councilmembers Connie Carlson, John Dahl, Ethan Gilmore and Katie Hill

Staff present: City Administrator Matt Kline, Assistant City Administrator/Planner Sara Taylor, Public Works Director Simon Wirth, Interim Police Chief Jay Jackson, and City Attorney Eric Larson

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 August recycling award recipient is Brenden Englund at 1212 Inspiration Parkway North who will be awarded for recycling efforts with a grant made possible by Washington County.

OPEN FORUM

There were no public comments.

CONSENT AGENDA

Councilmember Gilmore introduced the following resolution and moved its adoption:

Resolution 23-13

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
SEPTEMBER 11, 2023 CITY COUNCIL AGENDA**

1. August 7, 2023 City Council workshop minutes
2. August 7, 2023 City Council regular meeting minutes
3. August payables and receipts
4. August building, plumbing, mechanical, and zoning permits report
5. Extension of Joint Powers Agreement with St. Paul Park for law enforcement services
6. Award quote for street spray patching maintenance
7. Donation request from Bayport Community Action League to support Derby Days
8. Award quote for centennial pavilion project at Village Green Park
9. Grant application to Conservation Partners Legacy (CPL) for landscape restoration work at Barker's Alps Park
10. Replacement of sewer utility truck for the Public Works Department

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

There was no unfinished business.

NEW BUSINESS

1. Consider a request to replace electrical service to a street light located at 130 7th Street North: Administrator Kline noted that a significant number of street lights had their electric services severed due to heavy snow and/or falling tree branches from the April 1 snow event. For a majority of these lights, the electric lines were just reconnected and service was restored. However, because there is a significant amount of tree cover in the area, it prevents Xcel Energy from reinstalling the overhead electric service in its current location. The lack of an easement or city right of way also poses challenges for accessing the area for tree trimming or replacing the electric service underground. Administrator Kline outline various options for the city to consider, including relocating the light, providing underground service to the light in the existing location, or removing the light. Due to safety concerns, adjacent residents have requested the light be kept in the current location. Following discussion, the consensus of the City Council was to install underground service to the light in the existing location and directed staff to proceed accordingly.

2024 BUDGET PRESENTATION

1. Consider the preliminary levy, budget, and capital improvement plan for 2024: Administrator Kline provided a summary of the proposed budget and levy, including significant expenditures by each department. Overall tax impacts were reviewed, based on the proposed levy and a range of household market values. He also reviewed proposed transfers from the general fund to designated capital funds, which will be assigned for special projects and purchases identified in the capital improvement plan (CIP). As proposed, the city’s total preliminary levy is \$1,741,672. The total levy results in an approximate tax increase of \$57.71 for the median household value of \$358,800 for 2024. The City Council commended Administrator Kline and staff for efforts to prepare a fiscally responsible operating budget, but also plan for and allocate adequate funds for future capital outlay equipment and projects.

Councilmember Gilmore introduced the following resolution and moved its adoption:

Resolution 23-14

**A RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ESTABLISHING THE 2024 PRELIMINARY LEVY CERTIFICATION FOR THE CITY’S
GENERAL FUND AND LIBRARY FUND AT \$1,741,672**

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

Michele Hanson - aye Connie Carlson - aye Ethan Gilmore - aye
John Dahl - aye Katie Hill - aye

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 23-15

**A RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2024 AT \$4,707,284**

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

Michele Hanson - aye Connie Carlson - aye Ethan Gilmore - aye
John Dahl - aye Katie Hill - aye

Councilmember Dahl introduced the following resolution and moved its adoption:

Resolution 23-16

**A RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2024**

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:

Michele Hanson - aye
John Dahl - aye

Connie Carlson - aye
Katie Hill - aye

Ethan Gilmore - aye

Administrator Kline announced that the 2024 Truth in Taxation hearing will be held on December 4, 2023, at 6:00 p.m. as part of the regular City Council meeting.

CITY COUNCIL LIAISON REPORTS

Councilmember Hill reported that Derby Days will be held on September 15-16, with an 80's neon theme and live band on Friday and activities all day on Saturday citywide.

Councilmember Carlson reported that the Library Board meeting focused on the preliminary budget and she provided an update on library event participation and upcoming events for Derby Days.

Mayor Hanson attended the Fire Relief Association meeting, met with the new owners of Olio restaurant, and attended the Lake Elmo Airport Advisory Commission meeting where she gave a presentation on Bayport. She also met with a developer that is interested in developing the Anderson farm property in Baytown, as well as spent time with new Public Works Director Wirth and Interim Police Chief Jackson.

STAFF/CITY ADMINISTRATOR REPORTS

City Administrator Kline acknowledged firefighter anniversaries for Mike Bell (33 years), Mike Galowitz (24 years), and Andy Swenson (15 years).

Interim Police Chief Jackson reported on upcoming events, including Bayport Bash at First State Bank, Derby Days, and Halloween event.

Public Works Director Wirth reported on lead service line inventory, tree work, and submittal of a ReLeaf Community Forestry Grant to help with replacement costs for Emerald Ash Borer trees.

Assistant Planner Taylor reported on the recent distribution of the city's print newsletter *Bayport News* and noted that absentee and early voting for the Stillwater School District special election begins on September 22 with in-person voting to take place on November 7, 2023 at the Bayport Fire Department.

Administrator Kline reported on cannabis licensing efforts and that work on the centennial pavilion will begin this week.

COUNCIL ITEMS AND ANNOUNCEMENTS

Mayor Hanson acknowledged George Siegfried Construction Company for their generous donation of the concrete slab for the centennial pavilion project.

ADJOURNMENT

It was moved by Councilmember Gilmore and seconded by Councilmember Carlson to adjourn the meeting at 6:57 p.m. Motion carried 5-0.

City Administrator/Clerk