

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
SEPTEMBER 27, 2021
5:00 P.M.**

SPECIAL MEETING

5:00 P.M.

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the special City Council meeting of September 27, 2021, 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, Ethan Gilmore, Connie Carlson, and John Dahl

Staff present: City Administrator Adam Bell, Assistant Administrator/Planner Sara Taylor, and Public Works Director Matt Kline

NEW BUSINESS

1. Consider hiring Connie Larson as full-time Office Support Specialist: Administrator Bell reviewed the hiring process for the Office Support Specialist (OSS) position, noting the position was vacant due to a recent internal staff promotion. The city interviewed six candidates, including the city's current temporary OSS employee Connie Larson. Following the interviews, staff agreed that offering the position to Connie was in the best interest of the city. Connie has accepted a conditional offer for the position, pending City Council approval, which includes a starting annual salary slated at Grade 2, Step 2 (\$46,104.82), which consists of an hourly wage of \$22.16. Administrator Bell introduced Connie to the City Council and recommended approval for hire.

It was moved by Councilmember Carlson and seconded by Councilmember Dahl to approve the hiring of Connie Larson for the full-time Office Support Specialist position, as presented. Motion carried 5-0.

2022 PRELIMINARY CITY BUDGET PRESENTATION

1. Consider the preliminary levy, budget, and capital improvement plan for 2022: Administrator Bell provided a summary of the proposed budget and levy, including significant expenditures by department. He explained that certain adjustments in accounting practices recommended by the city's auditor are reflected in the proposed figures. As a result, many of the year-over-year changes appear larger than normal, but it was clarified that these changes do not result in a tax impact as they were reflecting revenues and expenses that were already occurring. 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. Considerable funding has been allocated to fire and public works equipment funds, as well as water/sewer improvements, street reconstruction, and municipal buildings maintenance for the upcoming Library remodel. Administrator Bell and Public Works Director Kline reviewed four potential infrastructure projects for 2023-2026, which would be discussed in more detail next year. As proposed, the city's general fund levy is proposed at \$1,406,981.00 and the library fund levy is at \$185,000.00, for a total preliminary levy of \$1,591,981.00. The total levy results in an approximate tax increase of \$11.47 for the median household value of \$200,000 for 2022. The City Council commended Administrator Bell 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 Carlson introduced the following resolution and moved its adoption:

Resolution 21- 24

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ESTABLISHING THE 2022 PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S GENERAL
FUND AND LIBRARY FUND AT \$1,591,981**

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

Susan St. Ores - aye
John Dahl – aye

Connie Carlson- aye
Michele Hanson -aye

Ethan Gilmore - aye

Councilmember Dahl introduced the following resolution and moved its adoption:

Resolution 21- 25

RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, ADOPTING THE PRELIMINARY CITY BUDGET FOR 2022 AT \$4,475,881

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

Susan St. Ores - aye
John Dahl – aye

Connie Carlson- aye
Michele Hanson -aye

Ethan Gilmore - aye

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 21- 26

RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2022

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

Susan St. Ores - aye
John Dahl – aye

Connie Carlson- aye
Michele Hanson -aye

Ethan Gilmore - aye

Administrator Bell announced that the 2022 Truth in Taxation hearing will be held on December 6, 2021, at 6:00 p.m. as part of the regular City Council meeting.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to adjourn the meeting at 6:34 p.m. Motion carried 5-0.

City Administrator/Clerk