

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
Council Chambers, 294 North 3rd Street
September 8, 2025**

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 Michele Hanson and Councilmembers Ethan Gilmore, Carl Bliss, John Dahl, and Katie Hill

Staff present: City Administrator Matt Kline, Assistant City Administrator/Planner Sara Taylor, Police Chief Jay Jackson, Public Works Director Joe Hansen, Fire Chief Allen Eisinger, Assistant Fire Chief Mike Galowitz, and City Attorney Christina Benson

APPROVAL OF AGENDA

It was moved by Councilmember Hill and seconded by Councilmember Gilmore to approve the agenda, as noted. Motion carried 5-0.

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

Mayor Hanson read the United Way Week proclamation for the week of October 6-12 and provided a summary of current efforts/projects.

OPEN FORUM

Cathleen Hess, Community Thread, provided an update on their services and programming.

Debbie Gramenz, 585 9th St. N., requested the city consider taking on snow removal when the new Safe Routes to School sidewalk will be installed on 5th Ave. N. and noted ongoing traffic and speed concerns.

Deb Meyer and Tammy Williams, 328 5th Ave. N., introduced themselves as new business owners of Langford Exchange wine bar/restaurant establishment, noting they were excited to be part of the community and would be opening this fall.

Administrator Kline noted a letter was received prior to the meeting from Kris Reeves on behalf of Judy Lind, 713 5th Ave. N., echoing similar comments/concerns regarding the 5th Ave. N. sidewalk project.

CONSENT AGENDA

Councilmember Gilmore introduced the following resolution and moved its adoption:

Resolution 25-19

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-7 FROM THE
SEPTEMBER 8, 2025 CITY COUNCIL AGENDA**

1. August 4, 2025 City Council workshop minutes
2. August 11, 2025 City Council regular meeting minutes
3. August payables and receipts
4. August building, plumbing, mechanical, and zoning permits report
5. Application for new on-sale, Sunday, and off-sale liquor license for Langford Exchange located at 328 5th Ave. N.
6. Special event application from Boy Scout Troop 113 for pumpkin and wreath sales at Village Green Park
7. Award proposal for 2/18 Point Rd. property mitigation

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
John Dahl - aye

Carl Bliss - aye
Ethan Gilmore - aye

Katie Hill - aye

PUBLIC HEARINGS

There were no public hearings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- 1. Consider a conditional use permit for an interim use to allow St. Croix Marine Services to operate a boat detailing business at 510 Perro Creek Dr. submitted by property owner Siegfried Construction: Assistant Administrator/Planner Taylor noted that Siegfried Construction has operated at the property since 1967 and was issued a conditional use permit (CUP) in 1998 to continue use at the property under specific conditions. Applicant Tim Siegfried is proposing to retain ownership of the property and lease the site to two separate entities. NEO Electrical will operate under the existing CUP, using the north building for cold storage and the south outdoor storage area for electrical construction equipment and supplies, consistent with Siegfried Construction operations. There will be no on site contact with customers, only employees accessing the site for equipment and supplies.

Planner Taylor noted that the application being considered is a CUP to allow St. Croix Marine Services to operate a boat and marine detailing business on site as an interim use. The south building will be used for indoor detailing and the outdoor storage area for staging, before and after detailing. Services will be provided by appointment, weekdays 7:00 a.m. to 7:00 p.m. The scope of cosmetic detailing services includes protecting and maintaining watercraft appearance, such as cleaning, buffing, waxing, etc., as well as shrink wrapping for winter storage off site. No type of mechanical, electrical, plumbing or similar repair or replacement activity will be allowed. All activity will be conducted within the building, with the exception of staging for up to three watercraft in the outdoor storage area for up to one week. She reviewed proposed site improvements, which will enhance the property when compared to current conditions.

The Planning Commission held a public hearing on September 3 and two public comments were received, regarding potential impacts associated with the proposed uses, mainly traffic. Applicant Tim Siegfried addressed the comments, noting traffic would significantly decrease for the two combined uses, when compared to Siegfried Construction operations. Planner Taylor noted that staff and the Planning Commission are recommending approval of the application, based on findings of fact and conditions listed in the staff report. The City Council was asked to take action on the draft resolution for approval. Discussion followed on comments made at the Planning Commission meeting and Councilmember Hill noted that no changes are proposed to lighting or signage, screening will be enhanced, and traffic volumes are anticipated to decrease significantly.

Councilmember Gilmore introduced the following resolution and moved its adoption:

Resolution 25-20

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN INTERIM USE TO ALLOW ST. CROIX MARINE SERVICES TO OPERATE A BOAT/MARINE DETAILING BUSINESS AT 510 PERRO CREEK DRIVE, BAYPORT, WASHINGTON COUNTY, MINNESOTA

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	Carl Bliss - aye	Katie Hill - aye
John Dahl - aye	Ethan Gilmore - aye	

- 2. Consider amending the Bayport Fire Relief Association annual benefit level and approval of the Office of State Auditor Schedule Form: Administrator Kline noted that each year, an independent audit is performed on the fund and its balances as required by the Office of the State Auditor. The audit ending in 2024 shows the fund to be approximately 125% funded. The association is asking for approval to increase the retirement benefit from \$10,700 per year to \$12,350 per year. Projections model a 110.2% funding ratio, which is in line with the target of remaining 110% funded. Discussion followed on funding scenarios evaluated to ensure long-term viability of the retirement benefit level.

It was moved by Councilmember Bliss and seconded by Councilmember Gilmore to amend the Fire Relief Association annual benefit level and approve the Office of the State Auditor schedule form, as presented and upon roll call being

taken thereon, the following voted by voice:

Michele Hanson - aye
John Dahl - aye

Carl Bliss - aye
Ethan Gilmore - aye

Katie Hill - aye

CITY COUNCIL LIAISON REPORTS

Councilmember Bliss reported on the recent Lake Elmo Airport Advisory Committee meeting, which included ongoing efforts to address noise complaints and community updates.

Councilmember Hill summarized the schedule for Bayport Community Action League's Derby Days in September.

Mayor Hanson reported on attendance at various meetings and events, including Greater Stillwater Chamber of Commerce, Middle St. Croix Watershed Management Organization, Library Board, United Way lunch and learn, and Regional Council of Mayors. She also reported on the progress of the ongoing walkability study.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported on call volume, monthly drills, past and upcoming events, and member anniversaries.

Police Chief Jackson reported on upcoming events and planning for Halloween festivities. Councilmember Dahl thanked the department for use of the speed display sign in his neighborhood to monitor/slow vehicle speeds.

Public Works Director Hansen reported on a recent well malfunction, completion of 31 ash tree removals and fall replanting, upcoming street spray patching project, status of the solar panel installation at the Fire Department, and a recent sinkhole repair by MnDOT.

Assistant Administrator/Planner Taylor reported on the Planning Commission meeting held on September 3, an upcoming vacancy on the Planning Commission for 2026, highlights of the next city newsletter, and a special City Council meeting to be held on September 16 at 6:00 p.m. to adopt the preliminary city budget and levy for 2026.

Administrator Kline reported on the status of the fire chief hiring process, pay equity and salary compensation study, 2026 preliminary budget and levy, and a potential second addition for the Bayhaven residential development.

COUNCIL ITEMS AND ANNOUNCEMENTS

There were no comments.

ADJOURNMENT

It was moved by Councilmember Hill and seconded by Councilmember Dahl to adjourn the meeting at 7:02 p.m. Motion carried 5-0.

City Administrator/Clerk