

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
Council Chambers, 294 North 3rd Street
November 3, 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, Library Director Jill Smith, and City Attorney Christina Benson

APPROVAL OF AGENDA

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

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

There were no comments.

OPEN FORUM

Brett Doyle, Woodfire Wellness, provided an overview of their business model, which will offer mobile sauna units available for reservation by the general public this winter at Lakeside Park.

Randy Guntzmann and Mary Binger, St. Croix United Church, announced their fall festival “Soup and Shop” event on November 22.

CONSENT AGENDA

Councilmember Hill introduced the following resolution and moved its adoption:

Resolution 25-25

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-7 FROM THE
NOVEMBER 3, 2025 CITY COUNCIL AGENDA**

1. October 6, 2025 City Council workshop minutes
2. October 6, 2025 City Council regular meeting minutes
3. October 6, 2025 City Council and Planning Commission joint meeting minutes
4. October payables and receipts
5. October building, plumbing, mechanical, and zoning permits report
6. Revisions to the city’s personnel policy to comply with state law for paid family leave and family medical leave
7. Change order #1 from Kusz Contracting for 2/18 Point Rd. property mitigation

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

Carl Bliss - aye
Ethan Gilmore - aye

Katie Hill - aye

PUBLIC HEARINGS

1. Certification of past due solid waste/recycling charges and vacant building registration fees to property taxes:
Administrator Kline noted that property owners who have past due waste/recycling charges or vacant building registration fees must be afforded due process prior to the city certifying any delinquent charges and/or fees against one’s property tax statement. Property owners were notified of the delinquency and that they could appeal to the City Council at this meeting.

Collection efforts will continue over the next month, but any past due balances and a 10% administrative charge will be certified to Washington County.

Mayor Hanson opened the public hearing and no comments were heard. It was moved by Councilmember Bliss and seconded by Councilmember Hill to close the public hearing. Motion carried 5-0.

It was moved by Councilmember Gilmore and seconded by Councilmember Hill to certify past due solid waste/recycling charges and vacant building registration fees to property taxes, as applicable. Motion carried 5-0.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

1. Consider amendments to Appendix D – Fee Schedule of the Bayport City Code of Ordinances: Administrator Kline provided an overview of the changes proposed by staff, including peddler/solicitor background investigations, cemetery headstone resetting, engineering review, water/sewer/stormwater rates, zoning escrows, and street vacations. He noted that the changes were discussed in detail at the workshop and a fee adjustment was made to the peddler/solicitor license.

Councilmember Gilmore introduced the following ordinance and moved its adoption:

Ordinance 916

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING APPENDIX D, FEE SCHEDULE, OF THE CITY CODE

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

Michele Hanson - aye
John Dahl - aye

Carl Bliss - aye
Ethan Gilmore - aye

Katie Hill - aye

2. Consider accepting an employee compensation study prepared by David Drown Associates (DDA): Mark Goldberg, DDA, provided an overview of the firm, the study scope of work, goals, market analysis/data, job evaluation criteria, and salary structure recommendations. Discussion followed on market benchmarks, comparable cities, and the recommendation for the salary step schedule to be modified to include 13 salary grades and 10 salary steps. Following discussion, the consensus of the City Council was to accept the recommendation provided by DDA. DDA will utilize the approved salary structure and submit the pay equity reporting to the state to verify compliance. Staff will provide salary updates to the individual employees for review. Implementation of the new salary structure is planned for January 1, 2026. Based on existing union agreements, this new salary structure will not impact the public works maintenance works or the police officers. They will remain within the current salary structure.

It was moved by Councilmember Dahl and seconded by Councilmember Bliss to accept the employee compensation study and salary structure prepared by DDA. Motion carried 5-0.

CITY COUNCIL LIAISON REPORTS

Councilmember Hill reported on the Bayport Community Action League meeting, which focused on a recap of Derby Days and the upcoming Lighting of the Village Green event.

Mayor Hanson reported on attendance at various meetings and events, including the Fire Department Open House, Regional Council of Mayors, Library Board, Police Department Halloween Open House, a session on the upcoming employee paid leave law that will go into effect on January 1, 2026, and several Greater Stillwater Chamber of Commerce events. She also attended a recent Cable Commission meeting on behalf of Councilmember Gilmore, which focused on the 2026 budget, potential broadband franchise, and other possible revenue sources. She thanked the Afton-Bayport-Lakeland Lions and First State Bank for their donations for the Halloween event.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported on call volume, monthly drills, past and upcoming events, and member anniversaries. The Fire Prevention Open House was well attended and he announced his retirement as Fire Chief effective January 31, 2026.

Police Chief Jackson reported on the success of the Halloween event, upcoming fraud presentation with Community Thread, and upcoming Toys for Tots campaign and drop off locations.

Public Works Director Hansen reported on fall maintenance, park winterization, street sweeping and leave cleanup, and residential lead service line inspections for potential replacement through a Department of Health grant program.

Administrator Kline summarized Assistant Administrator/Planner Taylor's report, including updates to the personnel policy and fee schedule, upcoming Planning Commission meeting, and new website launch this week.

Administrator Kline reported on the Fire Chief hiring process, implementation of the compensation study approved at tonight's meeting, an update on the Bayhaven development, and mitigation efforts at 2/18 Point Rd.

COUNCIL ITEMS AND ANNOUNCEMENTS

Councilmember Gilmore congratulated the Stillwater High School varsity girls' soccer team for winning the state tournament.

ADJOURNMENT

It was moved by Councilmember Hill and seconded by Councilmember Dahl to adjourn the meeting at 7:26 p.m. Motion carried 5-0.

City Administrator/Clerk