

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
July 6, 2010**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL (Mayor Nowaczek and City Councilmembers Carlson, Johnson, Kraftson and Seeberger)**

**APPROVAL OF AGENDA**

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS**

1. June recycling award given to Dan Peulen
- 2.

**OPEN FORUM**

The open forum is a portion of the meeting to address the City Council on subjects that are not a part of the meeting agenda. The City Council may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed. *A total of 15 minutes is allotted for the public comment period (not 15 minutes per person).*

- 1.
- 2.

**CONSENT AGENDA**

Consider a resolution adopting items 1 through 5

1. June 7, 2010 City Council regular meeting minutes
2. June payables and receipts
3. June building, plumbing and mechanical permits report
4. Special event application from BCAL for Derby Days on Saturday, September 18, 2010
5. Authorization to fill vacancies on the Fire Department

**TAB #**

1  
2  
3  
4  
5

**RIVERFRONT ADVISORY COMMISSION REPORT**

6

**COUNCIL LIAISON REPORTS**

**PUBLIC HEARING**

1. Consider vacation of easement and revised Easement Agreement for access to "Ice Road"

7

**TAB #**

**UNFINISHED BUSINESS**

- |   |   |
|---|---|
| 1. Consider an appointment to the Library Board | 8 |
|---|---|

**NEW BUSINESS**

- |   |    |
|---|----|
| 1. Consider a conditional use permit (CUP) to allow automotive sales and open lot outdoor display at 174 3 <sup>rd</sup> Street South | 9  |
| 2. Consider an ordinance amendment to Appendix D – Fee Schedule regarding park use and special event fees                             | 10 |
| 3. Consider an ordinance amendment to Chapter 2 – Administration regarding City Council wages   | 11 |
| 4. Consider adopting the City of Bayport Strategic Planning Report  | 12 |
| 5. Consider establishing an early retirement incentive program for city employees   | 13 |

**COUNCIL ITEMS AND ANNOUNCEMENTS**

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

1. City Administrator update
2. Set a budget workshop for August 2, 2010 at 4:30 p.m.

**ADJOURNMENT**

**RESOLUTION NO. 10-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD  
JULY 6, 2010**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 6<sup>th</sup> day of July 2010, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-5 FROM THE  
JULY 6, 2010 CITY COUNCIL AGENDA**

1. June 7, 2010 City Council regular meeting minutes
2. June payables and receipts
3. June building, plumbing and mechanical permits report
4. Special event application from BCAL for Derby Days on Saturday, September 18, 2010
5. Authorization to fill vacancies on the Fire Department

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

Jonathan Nowaczek –  
Connie Carlson –  
Dan Johnson –

Torry Kraftson –  
Judy Seeberger –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 6<sup>th</sup> day of July, 2010.

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
JUNE 7, 2010  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of June 7, 2010 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, and Attorney Nick Vivian

**APPROVAL OF AGENDA**

Mayor Nowaczek noted that an application and request from the Lower St. Croix Management Commission-Partnership Team to use the Lakeside Park beach house on June 30, 2010, was inadvertently omitted from the agenda. They are requesting that the \$50.00 usage fee be waived. He recommended adding this item to the consent agenda.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve the June 7, 2010 agenda, with the addition of the *Lower St. Croix Management Commission-Partnership Team Fee Waiver Request for Lakeside Park Beach House on June 30, 2010* to the consent agenda. Motion carried.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The May recycling award was given to Ryan Goldsmith.
2. Mayor Nowaczek announced that Library Board member Corey Mohan has moved out of Bayport and resigned from the board. He noted that applications for the position will be accepted in June, and anyone interested in applying should contact the library or City Hall for more information.
3. Mayor Nowaczek reported that the July City Council meeting would be held on Tuesday, July 6, 2010, due to the Independence Day holiday.

**OPEN FORUM** - None

**CONSENT AGENDA**

Mayor Nowaczek read items 1-11 on the amended consent agenda.

1. May 3, 2010 City Council regular meeting minutes
2. May payables and receipts
3. May building, plumbing and mechanical permit report
4. Special event application for BCAL ice cream social on Wednesday, June 16, 2010 at Lakeside Park
5. Appointment of election judges for 2010 primary and general elections
6. Special event application for tennis tournament on Sunday, July 25, 2010 at Perro Park
7. Designate 2010 surplus Allied Waste scholarship funds for purchase of city park waste receptacles
8. Authorization to dispose of obsolete city equipment

9. Accept donation of laptop computer from MN Chiefs of Police Association
10. Joint powers agreement with Washington County Sheriff's Office for state fuel contract
11. Lower St. Croix Management Commission-Partnership Team Fee Waiver Request for Lakeside Park Beach House on June 30, 2010

Councilmember Seeberger cautioned that the police scanner proposed for disposal in item #8 above may have confidential information on its hard drive that should be deleted prior to sale. Staff will check on this prior to disposal.

Councilmember Seeberger introduced the following amended resolution, and moved its adoption:

**Resolution 10-12**

**A RESOLUTION APPROVING AMENDED CONSENT AGENDA ITEMS 1-11 FROM THE  
JUNE 7, 2010 CITY COUNCIL AGENDA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

**COUNCIL LIAISON REPORTS**

Councilmember Seeberger reported on the May 17, 2010 Planning Commission, noting that the ordinance amendment and conditional use permit to allow a limited transit vehicle storage facility at 204 2<sup>nd</sup> Avenue South was recommended for approval to the City Council.

Councilmember Seeberger reported on the May meeting of the Community Advisory Committee (CAC), part of Andersen Corporation's Project XL. She noted that Bayport resident, Dan Goldston, was approved as a new member of the committee. Andersen Corporation VOC emissions are down, and another initiative resulted in a 40% reduction in the overall use of paper products throughout the company. The CAC will meet again on September 15, 2010.

Councilmember Kraftson reported on the May 13, 2010 Middle St. Croix Watershed Management Organization (MSCMWO) meeting. Storm water audits of residents living along Perro Creek went very well and also provided an opportunity for storm water education. The Washington Conservation District is applying for a grant through the Minnesota Pollution Control Agency that would help improve storm water quality along the St. Croix River. The next meeting is scheduled for Thursday, July 8, 2010, 7:00 p.m., at the Valley Ridge Mall. The June meeting was cancelled due to a lack of business.

Councilmember Johnson reported on the May 20, 2010 meeting of the Library Board. The annual author's luncheon realized a profit of \$4,588.52, and the author's presentation is being rebroadcast on Valley Access Channels. Master gardeners are donating time for outdoor projects and anyone interested in helping can contact the library director. Librarian Jody Bystrom has retired and additional summer help has been hired to assist with duties. Corey Mohan's resignation from the board was accepted, and Councilmember Johnson encouraged residents to apply for the open position. The next meeting is scheduled for Thursday, June 24, 2010, 6:00 p.m. at the library.

Councilmember Carlson reported that the next meeting of the Joint Cable Commission has not yet been scheduled.

## **RIVERFRONT ADVISORY COMMISSION REPORT**

Commissioner Siegfried recapped the May 18, 2010 meeting, noting guest speakers from Hudson and Stillwater discussed their city's riverfront development plans. The next meeting is scheduled for Tuesday, June 8, 2010 at 6:00 p.m. at Bayport City Hall. It was noted the commission meetings are open to the public and agenda information is posted on the city's website.

### **UNFINISHED BUSINESS**

Consider quotes to replace the roof at City Hall: Administrator Berg reviewed the five quotes received to replace the City Hall roof. Staff recommended awarding the quote to Fischer Company for an 80 mil thick vinyl membrane roof at a cost of \$21,560.00. The proposed roof would have energy-efficient qualities and a 25-year warranty. The roof replacement project would be completed this summer.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to authorize the replacement of the City Hall roof with the 80 mil thick vinyl membrane product quoted by Fischer Company, at a cost of \$21,560.00. Motion carried.

Consider adopting a city purchasing policy: Administrator Berg reviewed the revised city purchasing policy that adds a section on employee wellness and recognition and recommended approval. Mayor Nowaczek noted a text error in the travel policy section and recommended approval of the policy, with the text correction.

It was moved by Councilmember Seeberger and seconded by Councilmember Johnson to adopt the city purchasing policy, with the correction of the minor text error. Administrator Berg noted that the proposed policy is an umbrella policy in that it combines multiple existing policies with several new policies. As such, he recommended the motion be amended to reflect that the new policy supersedes all existing policies that have been incorporated in the proposed purchasing policy. Councilmembers Seeberger and Johnson accepted the motion amendment as stated. Motion carried.

### **NEW BUSINESS**

Consider a request for an ordinance amendment to Appendix B – Zoning of the Bayport City Code to allow a limited transit vehicle storage facility as a conditional use in the B-1 Limited Business zoning district and a CUP to allow a limited transit vehicle storage facility at the property located at 204 2<sup>nd</sup> Avenue South: Assistant Administrator/Planner Taylor reviewed the conditional use permit (CUP) application to allow a limited transit vehicle storage facility at 204 2<sup>nd</sup> Avenue South and an ordinance amendment to the city's zoning code to allow this use in the B-1 Limited Business zoning district. A few months ago, the city became aware that the applicant was leasing the property and operating a limited transit vehicle storage facility, which is not a permitted use. If approved, the applicant intends to purchase the property and continue the use long-term. The proposed use, hours of business, and required and possible additional improvements were reviewed. Planner Taylor stated the business is contracting their "dial-a-ride" service with the Metropolitan Council for the East Metro area, primarily for Washington County residents. Engineer Peters noted the property currently has private sewer, and the applicant and property owner have been informed that the existing septic system may need to be abated, depending upon the required septic system inspection.

At the May 17, 2010 Planning Commission meeting, the applicant requested that light routine maintenance of the vehicles be allowed and added as part of the CUP. The maintenance would be performed inside the building during the hours of 8:00 a.m.-8:00 p.m. The Planning Commission recommended approval of the ordinance amendment and the CUP, including the maintenance request, but recommended the City Council allow additional public comment at tonight's meeting since the maintenance request was not part of the original application. The city received a subsequent suggestion from a resident to use a dust retardant on adjacent gravel streets, as the dust has increased substantially

with the recent business activity and is a nuisance to adjacent properties. Otherwise, the city has received only positive comments regarding the proposed use. Staff feels the proposed use would be compatible as a conditional use within the B-1 zoning district and recommended approval of the ordinance amendment and CUP, with the conditions listed in the staff report.

Discussion followed on improving unused portions of the property and the type of light maintenance that would be performed inside the building. Mayor Nowaczek questioned whether the amended CUP request should go back to the Planning Commission for additional public comment and to follow the proper procedures. Attorney Vivian recommended that the entire application be moved on at one time, and if it is sent back to the Planning Commission, an amended application could be considered for the specific issues identified by the City Council. He also recommended that a specific definition for a limited transit vehicle storage facility be added to the ordinance. Administrator Berg noted that if the City Council chose to defer the matter back to the Planning Commission, the motion should include language to extend the 60-day rule on the application. Mayor Nowaczek noted his support for the project but believes the city should adhere to its procedures and also incorporate the attorney's recommendations for the ordinance amendment. The applicant was not present at the City Council meeting and therefore was not available to comment on the application. Discussion followed on the process of sending the application back to the Planning Commission.

It was moved and amended by Councilmember Johnson and seconded by Councilmember Carlson to refer the matter for a conditional use permit for a limited transit storage facility for the property located at 204 2<sup>nd</sup> Avenue South back to the Planning Commission for the purpose of holding the necessary public hearing to obtain additional public comment on the application as amended by the applicant allowing light and routine maintenance on the limited transit vehicles, to make a recommendation to the City Council on the definition of a limited transit storage facility in the city's zoning code, to extend the application review period an additional 60 days as permitted by state statute, and to make a recommendation on what types of maintenance would be allowed.

Planning Commission liaison Seeberger believes the applicant did not know the maintenance issue would be a factor when submitting the original application, and the Planning Commission felt the best way to handle the amended request was to continue public comment at the City Council meeting. She also stated she would support the amended application. Discussion followed on providing adjacent property owners with the proper notification and clearly defining the intended use in the zoning code.

Motion carried.

Consider adopting a policy on the distribution of employee health insurance rates: Administrator Berg stated that the city is recommending unblending the rates for active and non-active employees, effective January 1, 2011. While non-active employees pay 100% of their health insurance costs, the city typically ends up subsidizing the non-active employees because of the blending of the insurance rates. The two union representatives support the unblending of the insurance rates as there is only one active employee that would see a rate increase with this action. Discussion followed on how this policy change would affect different segments of those insured, especially retirees.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to approve the unblending of active and non-active employee insurance rates effective January 1, 2011.

Consider adopting a policy and amending the fees for special event applications: Administrator Berg explained that the city has experienced an increased number of special event applicants requesting that the \$50.00 processing fee be waived. In addition to staff time to process the applications, additional city services, such as Public Works and Police Department support, are often requested. To help defer the

cost, staff is recommending a reduced \$15.00 special event application fee for nonprofit groups and local units of government. Mayor Nowaczek believes such action would streamline the application process, and Councilmember Johnson recommended reviewing the entire application process at this time as he anticipates issues arising with applications requesting multiple dates. Administrator Berg stated staff is developing a rental and fee policy for city ball fields, tennis courts, etc., which will also address certain special event application requests, and recommended tabling the current discussion to the July meeting.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to table discussion on adopting a policy and amending fees for special event applications to the July meeting. Motion carried.

Consider a request to complete a Debt Service TIF District 1 and TIF District 2-1 fund financial analysis: Administrator Berg explained the city is investigating ways to manage its TIF funds to reduce the annual interest payment owed by the city on the debt or to possibly decertify the TIF district earlier than expected. Given the complexity of how the TIF districts were established and managed, staff is recommending that an outside analysis be done to help develop a plan to manage the TIF district and related debt. Staff recommends entering into an agreement with Northland Securities, for a cost not to exceed \$2,560.00. Councilmember Johnson questioned the need to engage Northland Securities instead of going directly to our bond counsel for direction. Mayor Nowaczek and Attorney Vivian indicated Northland Securities would provide the city with financial planning expertise and strategies for dealing with the balance of its bond obligations. Administrator Berg noted that funding for this agreement would come from the TIF fund itself.

It was moved by Councilmember Kraftson and seconded by Councilmember Seeberger to enter into an agreement for TIF planning services with Northland Securities, as specified in the letter to City Administrator Berg dated May 13, 2010, for a cost not to exceed \$2,560.00. Motion carried 4-1, with Councilmember Johnson voting nay.

#### **COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Carlson announced that the Bayport American Legion would be hosting a flag burning ceremony for worn/retired flags on Flag Day, Monday, June 14, 2010, at 6:00 p.m. at Perro Creek Park. Residents should contact the Legion if they have a flag to dispose of.
2. Mayor Nowaczek recognized resident Ginny Peulen for her efforts in organizing the annual citywide garage sale held this past weekend.
3. Councilmember Kraftson noted that the grass in the outfield at Barker's Alps Park is very high and questioned whether a ceremony was being planned to recognize the Barker's Alps renovations. Administrator Berg indicated staff would check on the grass issue and the city will be scheduling an event to celebrate the park improvements.
4. Mayor Nowaczek announced that he would not be seeking reelection when his term expires at the end of this year. He noted that serving has been a very rewarding opportunity and thanked everyone for their support and encouragement during his years on the City Council. He indicated that anyone interested in learning more about the position could contact him.

#### **CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS**

City Administrator update: Administrator Berg noted the Minnesota Department of Transportation (MnDOT) indicated they would not change their stance on placement of an armed crossing on 10<sup>th</sup> Avenue North, due to the potential for blind spots and because the Federal Railroad Authority has already logged one accident at the crossing. A letter to Point Road residents detailing these discussions and other train-related issues will be sent out this week.

He stated a summary of the strategic planning session would be distributed to councilmembers in the near future.

**ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 7:42 p.m. Motion carried.

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City Administrator/Clerk

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 06/30/10

FUND	FUND Descr	2010 Budget	2010 YTD Amt	2010 % of Budget	2010 % of Budget Remain
101	GENERAL	\$1,892,354.12	\$306,191.08	16.18%	83.82%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
103	G O TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$0.00	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$200.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$500.53	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$3,274.19	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$19,409.47	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$7,000.00	0.00%	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$0.00	0.00%	0.00%
210	K-9 UNIT	\$0.00	\$654.34	0.00%	0.00%
211	LIBRARY	\$255,796.00	\$2,611.71	1.02%	98.98%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$0.00	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$1,327.50	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$307,454.00	\$65,652.31	21.35%	78.65%
602	SEWER	\$680,241.00	\$212,342.93	31.22%	68.78%
800	INVESTMENTS-POOLED	\$0.00	\$216,136.57	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$99,522.81	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,135,845.12	\$934,823.44	29.81%	70.19%

CITY OF BAYPORT

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MONTHLY RECEIPTS

Period Name: JUNE

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	6/23/2010	\$500.00	916 ADMINISTRATIVE FEES (POLICE) MARI	R 101-00000-33100 ADMINIST
101	5/27/2010	\$0.75	872 COPIES (\$0.25/PAGE) Police report	R 101-00000-34105 USER FE
101	6/2/2010	\$1.00	883 COPIES (\$0.25/PAGE) KANIA - CASH	R 101-00000-34105 USER FE
101	6/16/2010	\$2.00	924 COPIES (\$0.25/PAGE) CASH-TOM GEIG	R 101-00000-34105 USER FE
101	6/16/2010	\$1.25	927 COPIES (\$0.25/PAGE) CASH	R 101-00000-34105 USER FE
101	6/17/2010	\$25.00	931 ASSESSMENT SEARCH Capitol Lien Rec	R 101-00000-34105 USER FE
101	6/15/2010	\$2,100.00	918 SAC Pritchard for 373 2nd St. No.	G 101-20102 S A C CHARGE
101	6/21/2010	\$2,100.00	934 SAC	G 101-20102 S A C CHARGE
101	6/28/2010	\$2,100.00	959 SAC	G 101-20102 S A C CHARGE
101	6/1/2010	\$2.25	879 BUILDING SURCHARGE Curt Schmitz Co	G 101-20104 STATE SURCHA
101	6/1/2010	\$2.04	880 BUILDING SURCHARGE Installation Mast	G 101-20104 STATE SURCHA
101	6/1/2010	\$0.50	881 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	6/1/2010	\$0.50	881 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	6/2/2010	\$0.50	885 BUILDING SURCHARGE MATT BELL	G 101-20104 STATE SURCHA
101	6/8/2010	\$1.00	901 BUILDING SURCHARGE Jim Reiter - roof	G 101-20104 STATE SURCHA
101	6/10/2010	\$75.00	904 BUILDING SURCHARGE Palmer West Co	G 101-20104 STATE SURCHA
101	6/14/2010	\$2.25	910 BUILDING SURCHARGE Croix Valley Roo	G 101-20104 STATE SURCHA
101	6/15/2010	\$0.50	917 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	6/16/2010	\$3.25	925 BUILDING SURCHARGE CONTEMPORA	G 101-20104 STATE SURCHA
101	6/17/2010	\$7.50	929 BUILDING SURCHARGE Wm. Klatt #1891	G 101-20104 STATE SURCHA
101	6/21/2010	\$101.30	934 BUILDING SURCHARGE Rottlund Homes	G 101-20104 STATE SURCHA
101	6/23/2010	\$1.00	945 BUILDING SURCHARGE KYLE DETERT	G 101-20104 STATE SURCHA
101	6/24/2010	\$1.00	949 BUILDING SURCHARGE BRUCE BEEDL	G 101-20104 STATE SURCHA
101	6/24/2010	\$0.50	953 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	6/24/2010	\$0.50	954 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	6/28/2010	\$144.75	959 BUILDING SURCHARGE Rottlund Homes,	G 101-20104 STATE SURCHA
101	6/28/2010	\$1.86	963 BUILDING SURCHARGE WS&D Permit S	G 101-20104 STATE SURCHA
101	6/29/2010	\$17.50	967 BUILDING SURCHARGE Barton Constructi	G 101-20104 STATE SURCHA
101	6/7/2010	\$17.20	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	6/14/2010	\$20.62	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	6/29/2010	\$48.12	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	6/14/2010	\$38.20	915 DELTA DENTAL MIKE MCGUIRE - DENT	G 101-27107 DELTA DENTAL
101	6/22/2010	\$38.20	943 DELTA DENTAL Hartung-July premium, #	G 101-27107 DELTA DENTAL
101	6/3/2010	\$33.31	892 MEDICA KENT FARNHAM CK # 1087348	G 101-27109 MEDICA
101	6/14/2010	\$509.65	915 MEDICA MIKE MCGUIRE - HEALTH INS.	G 101-27109 MEDICA
101	6/22/2010	\$509.65	943 MEDICA Hartung-July premium, #3380	G 101-27109 MEDICA
101	6/14/2010	\$14.50	915 LIFE INS. - MIKE MCGUIRE - LIFE INS. C	G 101-27118 LINCOLN LIFE
101	6/3/2010	\$58.34	892 HEALTH SAVING ACCT.	G 101-27122 H S A
101	6/14/2010	\$208.34	915 HEALTH SAVING ACCT. MIKE MCGUIRE	G 101-27122 H S A
101	6/14/2010	\$50.00	912 CONTRACTOR LICENSE - GENERAL PW	R 101-41910-32100 BUSINES
101	6/1/2010	\$118.00	879 BUILDING PERMIT Curt Schmitz Construc	R 101-41910-32210 BUILDING
101	6/1/2010	\$118.00	880 BUILDING PERMIT Installation Masters, In	R 101-41910-32210 BUILDING
101	6/2/2010	\$41.25	885 BUILDING PERMIT MATT BELL	R 101-41910-32210 BUILDING
101	6/8/2010	\$73.75	901 BUILDING PERMIT Jim Reiter - roof	R 101-41910-32210 BUILDING
101	6/10/2010	\$1,356.75	904 BUILDING PERMIT Palmer West Construc	R 101-41910-32210 BUILDING
101	6/10/2010	\$339.19	904 PLAN REVIEW Palmer West Construction	R 101-41910-32210 BUILDING
101	6/14/2010	\$118.00	910 BUILDING PERMIT Croix Valley Roofing	R 101-41910-32210 BUILDING
101	6/16/2010	\$147.50	925 BUILDING PERMIT CONTEMPORARY B	R 101-41910-32210 BUILDING
101	6/17/2010	\$265.50	929 BUILDING PERMIT Wm. Klatt #18910	R 101-41910-32210 BUILDING
101	6/17/2010	\$172.58	929 PLAN REVIEW Wm. Klatt #18910	R 101-41910-32210 BUILDING
101	6/21/2010	\$1,088.59	934 PLAN REVIEW	R 101-41910-32210 BUILDING
101	6/21/2010	\$1,674.75	934 BUILDING PERMIT Rottlund Homes #100	R 101-41910-32210 BUILDING
101	6/23/2010	\$73.75	945 BUILDING PERMIT KYLE DETERT, CHE	R 101-41910-32210 BUILDING
101	6/23/2010	\$47.94	945 PLAN REVIEW KLYE DETERT	R 101-41910-32210 BUILDING
101	6/24/2010	\$47.94	949 PLAN REVIEW	R 101-41910-32210 BUILDING
101	6/24/2010	\$73.75	949 BUILDING PERMIT BRUCE BEEDLE CO	R 101-41910-32210 BUILDING
101	6/28/2010	\$1,427.89	959 PLAN REVIEW	R 101-41910-32210 BUILDING
101	6/28/2010	\$2,196.75	959 BUILDING PERMIT Rottlund Homes, #100	R 101-41910-32210 BUILDING
101	6/28/2010	\$103.25	963 BUILDING PERMIT WS&D Permit Service,	R 101-41910-32210 BUILDING
101	6/29/2010	\$520.50	967 BUILDING PERMIT Barton Construction, #4	R 101-41910-32210 BUILDING

CITY OF BAYPORT

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MONTHLY RECEIPTS

Period Name: JUNE

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	6/1/2010	\$75.00	881 PLUMBING PERMIT - RESIDENTIAL DEA	R 101-41910-32220 PLUMBIN
101	6/15/2010	\$75.00	917 PLUMBING PERMIT - RESIDENTIAL Bell'	R 101-41910-32220 PLUMBIN
101	6/24/2010	\$75.00	953 PLUMBING PERMIT - RESIDENTIAL VAL	R 101-41910-32220 PLUMBIN
101	6/1/2010	\$75.00	881 MECHANICAL PERMIT - RESIDENTIAL D	R 101-41910-32230 MECHANI
101	6/24/2010	\$75.00	954 MECHANICAL PERMIT - RESIDENTIAL R	R 101-41910-32230 MECHANI
101	6/29/2010	\$125.00	19 NICOTT SQUARE - JEFF HAUSE	R 101-41910-34100 P & Z PE
101	6/29/2010	\$125.00	20 NICOTT SQUARE - JEFF HAUSE	R 101-41910-34100 P & Z PE
101	6/21/2010	\$118.25	936 BUILDING INSPECTIONS (LAKELAND) L	R 101-41910-34103 LAKELAN
101	6/9/2010	\$35.00	905 PHONE REIMBURSTMENT LAURA EAST	E 101-42100-321 COMMUNIC
101	6/7/2010	\$50.00	896 PET LICENSE - NO SPAY/NEUT IMPOUN	R 101-42100-32240 ANIMAL F
101	6/10/2010	\$10.00	908 PET LICENSE - SPAY/NEUT MICHELLE	R 101-42100-32240 ANIMAL F
101	6/15/2010	\$10.00	921 PET LICENSE - SPAY/NEUT STACY GILL	R 101-42100-32240 ANIMAL F
101	6/15/2010	\$30.00	922 PET LICENSE - SPAY/NEUT L. WINSLO	R 101-42100-32240 ANIMAL F
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION CASH	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION T.PETE	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION OSTRAL	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION FRANKL	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION SMITH #	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION FRITSC	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION HOYOS	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION PRIVET	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION DANELI	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION WALLE	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION DRAKE	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION NARR #	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION SILVA #	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION MC KEA	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION SPRING	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION TORNIN	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION GIESRE	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION YANG/T	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION ODLAN	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION TWOHY	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION LOSKOT	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION HANSO	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION BOEHLE	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION STANTO	R 101-42100-34105 USER FE
101	6/16/2010	\$100.00	926 SAFETY CAMP REGISTRATION FIRST S	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION ZIMMER	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION \$60 CK-	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION AFFOLT	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION SNOW #	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION WHITIN	R 101-42100-34105 USER FE
101	6/16/2010	\$80.00	926 SAFETY CAMP REGISTRATION LOCHE	R 101-42100-34105 USER FE
101	6/16/2010	\$40.00	926 SAFETY CAMP REGISTRATION CONRA	R 101-42100-34105 USER FE
101	6/17/2010	\$40.00	932 SAFETY CAMP REGISTRATION Thomps	R 101-42100-34105 USER FE
101	6/17/2010	\$40.00	932 SAFETY CAMP REGISTRATION Thorager	R 101-42100-34105 USER FE
101	6/17/2010	\$40.00	932 SAFETY CAMP REGISTRATION Gergen,	R 101-42100-34105 USER FE
101	6/17/2010	\$40.00	932 SAFETY CAMP REGISTRATION Petersen	R 101-42100-34105 USER FE
101	6/21/2010	\$40.00	937 SAFETY CAMP REGISTRATION GRANLE	R 101-42100-34105 USER FE
101	6/21/2010	\$40.00	937 SAFETY CAMP REGISTRATION ECKER,	R 101-42100-34105 USER FE
101	6/21/2010	\$40.00	937 SAFETY CAMP REGISTRATION FORD, #	R 101-42100-34105 USER FE
101	6/21/2010	\$80.00	937 SAFETY CAMP REGISTRATION STANG	R 101-42100-34105 USER FE
101	6/21/2010	\$40.00	937 SAFETY CAMP REGISTRATION WALSH,	R 101-42100-34105 USER FE
101	6/21/2010	\$40.00	937 SAFETY CAMP REGISTRATION LOWE, #	R 101-42100-34105 USER FE
101	6/24/2010	\$40.00	948 SAFETY CAMP REGISTRATION HAFEM	R 101-42100-34105 USER FE
101	6/24/2010	\$40.00	952 SAFETY CAMP REGISTRATION EVANO	R 101-42100-34105 USER FE
101	6/25/2010	\$40.00	957 SAFETY CAMP REGISTRATION Gallatin,	R 101-42100-34105 USER FE
101	6/29/2010	\$20.00	968 POLICE REPORTS CASH - SELENA DRU	R 101-42100-34201 POLICE A
101	6/30/2010	\$459.91	21 AUCTION SO000001511	R 101-42100-36233 GRANTS
101	6/2/2010	\$90.84	884 USER FEES-PD TOW	R 101-42100-37306 SALE OF

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: JUNE

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	6/3/2010	\$20.00	877 BURNING PERMIT TIMOTHY HILPISCH	R 101-42200-32200 NONBUSI
101	6/25/2010	\$20.00	956 BURNING PERMIT L. Clark, #8489	R 101-42200-32200 NONBUSI
101	6/28/2010	\$107.58	962 FIRE INSPECTION Cityof Oak Park Height	R 101-42200-34101 FIRE INS
101	5/27/2010	\$10.00	871 BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FE
101	5/27/2010	\$100.00	873 PICNIC SHELTER - RESIDENT ( 51-100)	R 101-43200-34780 PARK FE
101	5/27/2010	\$50.00	874 BEACHHOUSE - RESIDENT (4 HR) MAR	R 101-43200-34780 PARK FE
101	6/2/2010	\$50.00	882 BEACHHOUSE - RESIDENT (4 HR) MAG	R 101-43200-34780 PARK FE
101	6/3/2010	\$50.00	888 BEACHHOUSE - RESIDENT (4 HR) Rick	R 101-43200-34780 PARK FE
101	6/3/2010	\$100.00	890 PICNIC SHELTER-NONPROFIT Salem Lu	R 101-43200-34780 PARK FE
101	6/3/2010	\$421.00	893 BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FE
101	6/3/2010	\$10.00	894 BOAT TRAILER PARKING PERMIT MART	R 101-43200-34780 PARK FE
101	6/7/2010	\$10.00	897 BOAT TRAILER PARKING PERMIT JOE	R 101-43200-34780 PARK FE
101	6/8/2010	\$150.00	900 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	6/14/2010	\$150.00	913 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	6/15/2010	\$150.00	920 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	6/17/2010	\$10.00	930 BOAT TRAILER PARKING PERMIT Gene	R 101-43200-34780 PARK FE
101	6/21/2010	\$150.00	935 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	6/22/2010	\$50.00	941 BEACHHOUSE - RESIDENT (4 HR) Gamb	R 101-43200-34780 PARK FE
101	6/29/2010	\$210.00	947 BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FE
101	6/24/2010	\$50.00	950 BEACHHOUSE - RESIDENT (4 HR) HESS	R 101-43200-34780 PARK FE
101	6/24/2010	\$150.00	951 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	6/28/2010	\$10.00	960 BOAT TRAILER PARKING PERMIT BRAU	R 101-43200-34780 PARK FE
101	6/28/2010	\$150.00	961 BEACHHOUSE - NONRESIDENT (4 HR)	R 101-43200-34780 PARK FE
101	6/28/2010	\$10.00	965 BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FE
101	6/29/2010	\$10.00	970 BOAT TRAILER PARKING PERMIT PEG	R 101-43200-34780 PARK FE
101	6/29/2010	\$10.00	971 BOAT TRAILER PARKING PERMIT JOSE	R 101-43200-34780 PARK FE
101	6/2/2010	\$300.00	886 CEMETERY - HEADSTONE DEPOSIT For	R 101-43300-34940 CEMETE
101	6/2/2010	\$250.00	886 CEMETERY - OPEN/CLOSE GRAVE - CR	R 101-43300-34940 CEMETE
101	6/8/2010	\$250.00	899 CEMETERY - OPEN/CLOSE GRAVE - CR	R 101-43300-34940 CEMETE
101	6/8/2010	\$300.00	899 CEMETERY - HEADSTONE DEPOSIT Ma	R 101-43300-34940 CEMETE
101	6/15/2010	\$250.00	919 CEMETERY - OPEN/CLOSE GRAVE - CR	R 101-43300-34940 CEMETE
FUND 101 GENERA		\$25,973.04		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	5/27/2010	\$350.88	876 GAMBLING PROCEEDS AMERICAN LEG	R 204-00000-32204 GAMBLIN
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	6/7/2010	\$42.61	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	6/30/2010	\$2.34	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	6/29/2010	\$26.86	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	6/7/2010	\$40.11	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	6/14/2010	\$32.41	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	6/14/2010	\$30.22	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	6/29/2010	\$18.67	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	6/30/2010	\$2.33	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATER/		\$195.55		
FUND 207 PARK IMPROVEMENT FUND				
207	6/21/2010	\$1,000.00	934 PARK DEDICATION	R 207-00000-34780 PARK FE
207	6/28/2010	\$1,000.00	959 PARK DEDICATION	R 207-00000-34780 PARK FE
FUND 207 PARK IM		\$2,000.00		
FUND 211 LIBRARY				
211	6/29/2010	\$200.00	972 LIBRARY SERVICE CHARGE CASH 6/28	R 211-45500-34760 LIBRARY
211	6/29/2010	\$8.00	975 LIBRARY SERVICE CHARGE NICHOLE L	R 211-45500-34760 LIBRARY
211	6/29/2010	\$12.00	975 LIBRARY SERVICE CHARGE TODD OR	R 211-45500-34760 LIBRARY
211	6/29/2010	\$8.00	975 LIBRARY SERVICE CHARGE ANGELA M	R 211-45500-34760 LIBRARY
211	6/29/2010	\$15.00	975 LIBRARY SERVICE CHARGE JENNIFER	R 211-45500-34760 LIBRARY

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**

Period Name: JUNE

FUND	Tran Date	Amount	Refer Comments	Account Descr
211	6/29/2010	\$8.00	975 LIBRARY SERVICE CHARGE AMBER R.	R 211-45500-34760 LIBRARY
211	6/29/2010	\$5.00	975 LIBRARY SERVICE CHARGE DAVID E G	R 211-45500-34760 LIBRARY
211	6/29/2010	\$40.00	975 LIBRARY SERVICE CHARGE KELLY BR	R 211-45500-34760 LIBRARY
211	6/29/2010	\$40.00	973 LIBRARY RENT SIERRA CLUB - CK#128	R 211-45500-36220 RENTAL I
211	6/29/2010	\$45.00	974 LIBRARY RENT MEDICA CK #000062379	R 211-45500-36220 RENTAL I
211	6/29/2010	\$150.00	975 LIBRARY SERVICE CHARGE BAYPORT	R 211-45500-36230 DONATIO
211	6/29/2010	\$23.00	18 LIBRARY REFUND	R 211-45500-36240 REFUND
FUND 211 LIBRARY		\$554.00		
<b>FUND 413 POLICE EQUIPMENT FUND</b>				
413	6/30/2010	\$1,327.50	21 AUCTION SO000001511	R 413-41600-36241 REFUND
<b>FUND 601 WATER</b>				
601	6/7/2010	\$15.02	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	6/30/2010	\$1.59	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	6/7/2010	\$386.18	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	6/14/2010	\$9.92	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	6/7/2010	\$7.09	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	6/29/2010	\$247.93	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	6/30/2010	\$5.00	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	6/30/2010	\$19.43	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	6/14/2010	\$274.78	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	6/29/2010	\$11.46	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	6/29/2010	\$4.04	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	6/14/2010	\$8.77	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	6/21/2010	\$1,000.00	934 WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	6/28/2010	\$1,000.00	959 WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	6/21/2010	\$200.00	934 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	6/28/2010	\$200.00	959 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	6/21/2010	\$100.00	934 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	6/28/2010	\$50.00	959 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	6/28/2010	\$50.00	959 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	6/14/2010	\$5.00	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	6/7/2010	\$103.90	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	6/1/2010	\$25.00	878 WATER SHUTOFF - BUS HRS Group 41	R 601-46120-37110 WATER R
601	6/28/2010	\$25.00	964 WATER SHUTOFF - BUS HRS JEBS, LLC	R 601-46120-37110 WATER R
FUND 601 WATER		\$3,750.11		
<b>FUND 602 SEWER</b>				
602	6/30/2010	\$18,062.84	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	6/7/2010	\$15.02	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	6/7/2010	\$354.92	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	6/14/2010	\$288.02	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	6/30/2010	\$19.43	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	6/29/2010	\$165.89	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	6/30/2010	\$5.00	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	6/29/2010	\$4.04	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	6/14/2010	\$9.92	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	6/15/2010	\$750.00	918 SEWER CONNECTION Pritchard for 373 2	R 602-46200-34651 SEWER H
602	6/21/2010	\$750.00	934 SEWER CONNECTION	R 602-46200-34651 SEWER H
602	6/28/2010	\$750.00	959 SEWER CONNECTION	R 602-46200-34651 SEWER H
602	6/15/2010	\$50.00	918 SEWER CONNECTION INSPECTION Prit	R 602-46200-34652 SEWER I
602	6/15/2010	\$50.00	918 SEWER CONNECTION INSPECTION Prit	R 602-46200-34652 SEWER I
602	6/21/2010	\$50.00	934 SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	6/28/2010	\$50.00	959 SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
FUND 602 SEWER		\$21,375.08		
<b>FUND 803 P &amp; Z ESCROWS</b>				

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**  
Period Name: JUNE

FUND	Tran Date	Amount	Refer Comments	Account Descr
803	6/29/2010	\$500.00	20 NICOTT SQUARE - JEFF HAUSE	R 803-80019-34100 P & Z PE
		\$56,026.16		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 06/30/10

6 Month = 50.04

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$5,040.00	\$470.00	\$4,570.00	90.67%
41200	MAYOR & COUNCIL	\$133,020.00	\$95,217.43	\$37,802.57	28.42%
41240	RECYCLING	\$5,393.87	\$1,846.68	\$3,547.19	65.76%
41400	ADMINISTRATION	\$131,538.15	\$52,340.75	\$79,197.40	60.21%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$194,914.99	\$88,009.20	\$106,905.79	54.85%
41940	MUNICIPAL BUILDINGS	\$32,068.00	\$16,597.20	\$15,470.80	48.24%
42100	POLICE	\$647,138.50	\$291,388.87	\$355,749.63	54.97%
42200	FIRE PROTECTION	\$357,917.00	\$144,648.93	\$213,268.07	59.59%
43100	STREET MAINT	\$231,888.50	\$69,286.59	\$162,601.91	70.12%
43160	STREET LIGHTING	\$21,821.00	\$16,177.07	\$5,643.93	25.86%
43200	PARKS	\$63,782.91	\$32,407.81	\$31,375.10	49.19%
43300	CEMETERY	\$7,527.00	\$3,187.08	\$4,339.92	57.66%
44100	PROJECT	\$22,089.20	\$0.00	\$22,089.20	100.00%
FUND 101 GENERAL		\$1,854,139.12	\$811,577.61	\$1,042,561.51	56.23%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$70.00	-\$70.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$70.00	-\$70.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$265.39	-\$265.39	0.00%
FUND 210 K-9 UNIT		\$0.00	\$265.39	-\$265.39	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$255,796.00	\$114,324.73	\$141,471.27	55.31%
FUND 211 LIBRARY		\$255,796.00	\$114,324.73	\$141,471.27	55.31%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$15,123.00	-\$15,123.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$1,115.00	-\$1,115.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$1,115.00	-\$1,115.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$2,270.56	-\$2,270.56	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$2,270.56	-\$2,270.56	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 06/30/10

6 Month = 50.04

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
41600	CAPITAL OUTLAY	\$0.00	\$44,972.00	-\$44,972.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	-\$4,011.00	\$4,011.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$40,961.00	-\$40,961.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$45,200.00	\$15,340.07	\$29,859.93	66.06%
46120	WATER	\$395,860.00	\$99,749.28	\$296,110.72	74.80%
FUND 601 WATER		\$441,060.00	\$115,089.35	\$325,970.65	73.91%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$340,025.00	\$105,715.34	\$234,309.66	68.91%
46990	SEWER - NON-OPERATING	\$315,072.00	\$143,355.85	\$171,716.15	54.50%
FUND 602 SEWER		\$655,097.00	\$249,071.19	\$406,025.81	61.98%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACA	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$11,607.02	-\$11,607.02	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$3,847.39	-\$3,847.39	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$119.00	-\$119.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$595.33	-\$595.33	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$16,168.74	-\$16,168.74	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GO	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%

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EXPENSE SUMMARY YTD THRU 06/30/10

6 Month = 50.04

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,206,092.12	\$1,366,036.57	\$1,840,055.55	57.39%

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MONTHLY EXPENSES

Period Name: JUNE

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>FUND 101 GENERAL</b>								
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>								
	101	6/19/2010	\$1,312.85 E	41200	101	Labor Distribution	WAGES AND SAL	
	101	6/19/2010	\$81.40 E	41200	122	Labor Distribution	CONT TO RET., S	
	101	6/19/2010	\$19.03 E	41200	170	Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	6/23/2010	\$8.55 E	41200	201	LASER A/PAK CKS (GREE	OFFICE SUPPLIE	
U S BANK VISA	101	6/29/2010	\$3.85 E	41200	201	ADMIN CREDIT CARD	OFFICE SUPPLIE	032104
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$49.00 E	41200	300	TIF PLANNING SERVICES	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$140.00 E	41200	300	PREPARE CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$70.00 E	41200	300	LABOR AGREEMNT PAYO	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$105.00 E	41200	300	SICK LEAVE BENEFITS	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$140.00 E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$70.00 E	41200	300	REGARDING REQUEST S	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	6/9/2010	-\$475.00 E	41200	300	BAYPORT PROSECUTION	PROF SER-LEGAL	032076
ECKBERG, LAMMERS, BRIG	101	6/23/2010	\$49.00 E	41200	300	REVIEW EMPLOYEE WEL	PROF SER-LEGAL	
S E H	101	6/23/2010	\$859.75 E	41200	301	4TH AVE EMERGENCY LE	PROF SER-ENGIN	
S E H	101	6/23/2010	\$763.40 E	41200	301	RAILROAD MTG	PROF SER-ENGIN	
S E H	101	6/23/2010	\$72.00 E	41200	301	CC MTG	PROF SER-ENGIN	
GLOBAL SYNERGY GROUP	101	6/23/2010	\$153.60 E	41200	302	CONSULTING & FACILITA	CONTRACT SERV	
ABDO EICK & MEYERS LLP	101	6/17/2010	\$1,226.00 E	41200	303	CLIENT COMMUNICATION	PROF SER-AUDIT	032090
ABDO EICK & MEYERS LLP	101	6/17/2010	-\$400.00 E	41200	303	CLIENT COMMUNICATION	PROF SER-AUDIT	032090
WASHINGTON COUNTY GOV	101	6/29/2010	\$209.03 E	41200	306	2010 TRUTH IN TAXATION	PROF SER-OTHE	
WASHINGTON COUNTY GOV	101	6/29/2010	\$240.00 E	41200	306	TIF 72 ADMIN/MAINT FEE	PROF SER-OTHE	
WASHINGTON COUNTY GOV	101	6/29/2010	\$480.00 E	41200	306	TIF 35 ADMIN/MAINT FEE	PROF SER-OTHE	
S E H	101	6/29/2010	\$69.74 E	41200	350	VACATION OF PORTION	PRINTING & PUBL	
MITCH BERG	101	6/29/2010	\$30.00 E	41200	402	MILE AND FOOD REIMBU	CONFERENCES &	032106
US INTERNET	101	6/23/2010	\$101.20 E	41200	416	MTHLY SECURENCE	REPAIR/MAINT O	
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>			<b>\$5,378.40</b>					
<b>DEPT 41240 RECYCLING</b>								
	101	6/8/2010	\$94.39 E	41240	101	Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$94.39 E	41240	101	Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$6.60 E	41240	121	Labor Distribution	P E R A	
	101	6/8/2010	\$6.60 E	41240	121	Labor Distribution	P E R A	
	101	6/8/2010	\$5.83 E	41240	122	Labor Distribution	CONT TO RET., S	
	101	6/21/2010	\$5.83 E	41240	122	Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$2.49 E	41240	126	Labor Distribution	H S A	
	101	6/21/2010	\$2.49 E	41240	126	Labor Distribution	H S A	
	101	6/8/2010	\$11.14 E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$8.20 E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$1.37 E	41240	170	Labor Distribution	MEDICARE	
	101	6/8/2010	\$1.37 E	41240	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	6/29/2010	\$2.31 E	41240	302	ADMIN CREDIT CARD	CONTRACT SERV	032104
DAN PEULEN	101	6/15/2010	\$30.00 E	41240	370	RECYCLING RECIPIENT	RECYCLING INCE	
<b>DEPT 41240 RECYCLING</b>			<b>\$273.01</b>					
<b>DEPT 41400 ADMINISTRATION</b>								
	101	6/8/2010	\$2,933.18 E	41400	101	Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$2,871.44 E	41400	101	Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$201.01 E	41400	121	Labor Distribution	P E R A	
	101	6/8/2010	\$205.32 E	41400	121	Labor Distribution	P E R A	
	101	6/21/2010	\$176.30 E	41400	122	Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$180.13 E	41400	122	Labor Distribution	CONT TO RET., S	
	101	6/21/2010	\$171.99 E	41400	126	Labor Distribution	H S A	
	101	6/8/2010	\$171.99 E	41400	126	Labor Distribution	H S A	
	101	6/8/2010	\$590.67 E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$494.44 E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$41.23 E	41400	170	Labor Distribution	MEDICARE	
	101	6/8/2010	\$42.13 E	41400	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	6/29/2010	\$23.15 E	41400	201	ADMIN CREDIT CARD	OFFICE SUPPLIE	032104

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**MONTHLY EXPENSES**

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Period Name: JUNE

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
BUSINESS FORMS & ACCOU	101	6/23/2010	\$51.32 E	41400	201 LASER A/PAK CKS (GREE	OFFICE SUPPLIE	
U S BANK VISA	101	6/29/2010	\$19.29 E	41400	302 ADMIN CREDIT CARD	CONTRACT SERV	032104
U S BANK VISA	101	6/29/2010	\$21.61 E	41400	302 ADMIN CREDIT CARD	CONTRACT SERV	032104
GLOBAL SYNERGY GROUP	101	6/23/2010	\$1,433.60 E	41400	302 CONSULTING & FACILITA	CONTRACT SERV	
MITCH BERG	101	6/29/2010	\$113.20 E	41400	400 MILE AND FOOD REIMBU	USE OF PERSON	032106
DEPT 41400 ADMINISTRATION			\$9,742.00				
<b>DEPT 41910 PLANNING &amp; ZONING</b>							
	101	6/8/2010	\$5,190.54 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$5,022.97 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	6/8/2010	\$363.35 E	41910	121 Labor Distribution	P E R A	
	101	6/21/2010	\$351.63 E	41910	121 Labor Distribution	P E R A	
	101	6/8/2010	\$318.69 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	6/21/2010	\$308.30 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$310.09 E	41910	126 Labor Distribution	H S A	
	101	6/21/2010	\$310.09 E	41910	126 Labor Distribution	H S A	
	101	6/21/2010	\$789.00 E	41910	131 Labor Distribution	CONT TO EMPLO	
	101	6/8/2010	\$933.57 E	41910	131 Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$72.11 E	41910	170 Labor Distribution	MEDICARE	
	101	6/8/2010	\$74.54 E	41910	170 Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	6/23/2010	\$42.76 E	41910	201 LASER A/PAK CKS (GREE	OFFICE SUPPLIE	
U S BANK VISA	101	6/29/2010	\$19.29 E	41910	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	032104
HOLIDAY FLEET	101	6/9/2010	\$158.62 E	41910	212 FUEL - VECHICLE MAINT.	MOTOR FUELS &	032077
GLOBAL SYNERGY GROUP	101	6/23/2010	\$1,280.00 E	41910	302 CONSULTING & FACILITA	CONTRACT SERV	
CARQUEST AUTO PARTS	101	6/29/2010	\$28.39 E	41910	412 VECHILE MAINT. - BUILDI	REP & MAINT VE	
DEPT 41910 PLANNING & ZONING			\$15,573.94				
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>							
WASHINGTON COUNTY	101	6/23/2010	\$384.50 E	41940	220 PLANNING DEPT. PLATES	OPERATING SUP	032098
SERVICEMASTER	101	6/23/2010	\$300.00 E	41940	302 CLEANING SERVICE FOR	CONTRACT SERV	
COMCAST	101	6/29/2010	\$34.95 E	41940	321 HIGHSPEED INTERNET -	COMMUNICATION	
OFFICE OF ENT TECHNOLO	101	6/23/2010	\$430.63 E	41940	321 PHONES	COMMUNICATION	
XCEL	101	6/9/2010	\$561.84 E	41940	380 GAS & ELECTRIC SERVIC	ELECTRIC SERVI	032086
XCEL	101	6/9/2010	\$75.09 E	41940	381 GAS & ELECTRIC SERVIC	FUEL FOR HEAT	032086
MINNESOTA ELEVATOR	101	6/23/2010	\$150.04 E	41940	420 SERVICE	R & M BLDGS, ST	
DEPT 41940 MUNICIPAL BUILDINGS			\$1,937.05				
<b>DEPT 42100 POLICE</b>							
	101	6/8/2010	\$727.90 E	42100	050 Labor Distribution	SEASONAL/PART	
	101	6/21/2010	\$252.95 E	42100	050 Labor Distribution	SEASONAL/PART	
	101	6/21/2010	\$12,335.13 E	42100	101 Labor Distribution	WAGES AND SAL	
	101	6/8/2010	\$12,679.40 E	42100	101 Labor Distribution	WAGES AND SAL	
	101	6/8/2010	\$2,620.53 E	42100	102 Labor Distribution	OVERTIME	
	101	6/21/2010	\$41.01 E	42100	102 Labor Distribution	OVERTIME	
	101	6/21/2010	\$592.04 E	42100	103 Labor Distribution	SPECIAL DUTIES	
	101	6/8/2010	\$2,207.18 E	42100	103 Labor Distribution	SPECIAL DUTIES	
	101	6/21/2010	\$1,820.43 E	42100	121 Labor Distribution	P E R A	
	101	6/8/2010	\$2,273.03 E	42100	121 Labor Distribution	P E R A	
	101	6/21/2010	\$22.66 E	42100	122 Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$134.72 E	42100	122 Labor Distribution	CONT TO RET., S	
	101	6/21/2010	\$587.10 E	42100	126 Labor Distribution	H S A	
	101	6/8/2010	\$587.10 E	42100	126 Labor Distribution	H S A	
	101	6/8/2010	\$2,011.76 E	42100	131 Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$1,671.18 E	42100	131 Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$190.31 E	42100	170 Labor Distribution	MEDICARE	
	101	6/8/2010	\$263.01 E	42100	170 Labor Distribution	MEDICARE	
U S BANK VISA	101	6/29/2010	\$19.29 E	42100	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	032104
BUSINESS FORMS & ACCOU	101	6/23/2010	\$42.76 E	42100	201 LASER A/PAK CKS (GREE	OFFICE SUPPLIE	
RIVER VALLEY PRINTING	101	6/29/2010	\$218.04 E	42100	201 VEHICLE TOW REPORTS	OFFICE SUPPLIE	
KEEPRS, INC	101	6/15/2010	\$117.53 E	42100	202 OPERATING MATERIAL -	UNIFORMS - MISC	

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Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
UNIFORMS UNLIMITED	101	6/29/2010	\$999.99 E	42100	202	BODY ARMOR - WILLMAR	UNIFORMS - MISC	
KEEPRS, INC	101	6/30/2010	\$16.02 E	42100	207	SELF DEFENSE SPRAY	UNIFORMS - CHIE	
KEEPRS, INC	101	6/9/2010	\$411.42 E	42100	207	UNIFORMS - EASTMAN -	UNIFORMS - CHIE	032079
U S BANK VISA	101	6/29/2010	\$15.57 E	42100	212	POLICE CREDIT CARD	MOTOR FUELS &	032103
HOLIDAY FLEET	101	6/9/2010	\$1,261.71 E	42100	212	FUEL - VEHICLE MAINT.	MOTOR FUELS &	032077
WYNIA, DAVID	101	6/29/2010	\$36.42 E	42100	220	FOOD FOR OFFICERS DU	OPERATING SUP	032102
ECKBERG, LAMMERS, BRIG	101	6/9/2010	\$2,254.74 E	42100	300	BAYPORT PROSECUTION	PROF SER-LEGAL	032076
VERIZON WIRELESS	101	6/9/2010	\$113.65 E	42100	321	PHONES - POLICE DEPT.	COMMUNICATION	032084
VERIZON WIRELESS	101	6/15/2010	\$90.62 E	42100	321	MDC AIR CARDS - POLIC	COMMUNICATION	032088
WASHINGTON COUNTY PUB	101	6/23/2010	\$1,100.22 E	42100	391	2 QTR APR-JUN 10 POLIC	SHARED AUTOMA	
CDC DISTRIBUTING	101	6/16/2010	\$130.00 E	42100	403	OPERATING EXPENSES -	POLICE TRAININ	
WALZ-LUND ENTERPRISES	101	6/15/2010	\$75.00 E	42100	403	POST COURSE #101830-0	POLICE TRAININ	032087
CARQUEST AUTO PARTS	101	6/30/2010	\$19.26 E	42100	412	K-9 SQUAD MAINT.	REP & MAINT VE	
CASPERSON MOTORS	101	6/30/2010	\$32.68 E	42100	412	OIL & FILTER FOCAS	REP & MAINT VE	
CENTURY AVENUE COLLISI	101	6/23/2010	\$146.06 E	42100	412	VEHICLE MAINT. - POLICE	REP & MAINT VE	
CENTURY AVENUE COLLISI	101	6/9/2010	\$1,668.28 E	42100	412	2502 K-9 SQUAD	REP & MAINT VE	032075
CASPERSON MOTORS	101	6/30/2010	\$32.68 E	42100	412	OIL & FILTER CHIEF CAR	REP & MAINT VE	
CASPERSON MOTORS	101	6/30/2010	\$32.67 E	42100	412	2901 OIL & FILTER	REP & MAINT VE	
CASPERSON MOTORS	101	6/30/2010	\$32.68 E	42100	412	OIL & FILTER	REP & MAINT VE	
NO ST PAUL FIRE SAFETY G	101	6/17/2010	\$200.00 E	42100	444	DAY FIRE SAFETY TRAIL	COMMUNITY PRO	032089
DEPT 42100 POLICE			\$50,084.73					
DEPT 42200 FIRE PROTECTION								
	101	6/19/2010	\$583.33 E	42200	101	Labor Distribution	WAGES AND SAL	
	101	6/19/2010	\$32.03 E	42200	122	Labor Distribution	CONT TO RET., S	
	101	6/19/2010	\$7.50 E	42200	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	6/9/2010	\$155.88 E	42200	201	FIRE DEPT. CREDIT CAR	OFFICE SUPPLIE	032082
U S BANK VISA	101	6/9/2010	\$148.89 E	42200	201	FIRE DEPT. CREDIT CAR	OFFICE SUPPLIE	032082
HOLIDAY FLEET	101	6/9/2010	\$1.05 E	42200	212	FUEL - VEHICLE MAINT.	MOTOR FUELS &	032077
HOLIDAY FLEET	101	6/9/2010	\$725.61 E	42200	212	FUEL - VEHICLE MAINT.	MOTOR FUELS &	032077
U S BANK VISA	101	6/9/2010	\$25.00 E	42200	240	FIRE DEPT. CREDIT CAR	SMALL TOOLS-E	032082
U S BANK VISA	101	6/9/2010	\$37.87 E	42200	240	FIRE DEPT. CREDIT CAR	SMALL TOOLS-E	032082
NEXTEL COMMUNICATIONS	101	6/28/2010	\$162.57 E	42200	301	PHONES - FIRE DEPT.	PROF SER-ENGIN	032100
XCEL	101	6/9/2010	\$298.68 E	42200	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	032086
XCEL	101	6/9/2010	\$79.52 E	42200	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	032086
WASHINGTON COUNTY PUB	101	6/28/2010	\$3,400.68 E	42200	391	2 QTR APR-JUN 2010	SHARED AUTOMA	
RAMSEY COUNTY FIRE CHIE	101	6/28/2010	\$1,800.00 E	42200	402	2 FIREFIGHTER I & II TRAI	CONFERENCES &	
MARK OSTERTAG	101	6/28/2010	\$786.83 E	42200	402	FF I/FF11 & JAZMAT OPS	CONFERENCES &	
MINNESOTA FIRE SERVICE	101	6/9/2010	\$140.00 E	42200	402	2 CERTIFICATION EXAM -	CONFERENCES &	032081
MENARDS-STILLWATER	101	6/28/2010	\$14.48 E	42200	420	VECHILE MAINT. - FIRE D	R & M BLDGS, ST	
WIPERS AND WIPES, INC	101	6/28/2010	\$87.10 E	42200	420	BUILDING SUPPLIES - FIR	R & M BLDGS, ST	
U S BANK VISA	101	6/9/2010	\$74.69 E	42200	420	FIRE DEPT. CREDIT CAR	R & M BLDGS, ST	032082
DEPT 42200 FIRE PROTECTION			\$8,561.71					
DEPT 43100 STREET MAINT								
	101	6/8/2010	\$275.00 E	43100	050	Labor Distribution	SEASONAL/PART	
	101	6/21/2010	\$650.00 E	43100	050	Labor Distribution	SEASONAL/PART	
	101	6/8/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$224.00 E	43100	102	Labor Distribution	OVERTIME	
	101	6/21/2010	\$147.28 E	43100	121	Labor Distribution	P E R A	
	101	6/8/2010	\$131.60 E	43100	121	Labor Distribution	P E R A	
	101	6/8/2010	\$132.36 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	6/21/2010	\$169.41 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$124.04 E	43100	126	Labor Distribution	H S A	
	101	6/21/2010	\$133.02 E	43100	126	Labor Distribution	H S A	
	101	6/8/2010	\$398.71 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$364.79 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	6/8/2010	\$30.96 E	43100	170	Labor Distribution	MEDICARE	
	101	6/21/2010	\$39.62 E	43100	170	Labor Distribution	MEDICARE	

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: JUNE

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	101	6/29/2010	\$3.85 E	43100	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	032104
BUSINESS FORMS & ACCOU	101	6/23/2010	\$8.55 E	43100	201 LASER A/PAK CKS (GREE	OFFICE SUPPLIE	
HOLIDAY FLEET	101	6/9/2010	\$388.86 E	43100	212 FUEL - VECHICLE MAINT.	MOTOR FUELS &	032077
SHERWIN WILLIAMS LC	101	6/29/2010	\$76.46 E	43100	220 SIGNPOST PAINT	OPERATING SUP	
MEDTOX LABORATORIES	101	6/9/2010	\$50.00 E	43100	306 ANNUAL RANDOM ADMIN	PROF SER-OTHE	032080
RIVER CITY SERVICES	101	6/30/2010	\$742.13 E	43100	421 SERVICE & DISPOSAL FE	REPAIR & MAINT	
T. A. SCHIFSKY & SONS INC	101	6/23/2010	\$128.39 E	43100	421 ASPHALT HOT MIX	REPAIR & MAINT	
DEPT 43100 STREET MAINT			\$7,979.03				
<b>DEPT 43160 STREET LIGHTING</b>							
XCEL	101	6/9/2010	\$2,078.50 E	43160	380 GAS & ELECTRIC SERVIC	ELECTRIC SERVI	032086
J H LARSON CO	101	6/29/2010	\$30.17 E	43160	419 LIGHT BULBS	REPAIR & MAINT	
DEPT 43160 STREET LIGHTING			\$2,108.67				
<b>DEPT 43200 PARKS</b>							
	101	6/21/2010	\$984.00 E	43200	101 Labor Distribution	WAGES AND SAL	
	101	6/8/2010	\$984.00 E	43200	101 Labor Distribution	WAGES AND SAL	
	101	6/21/2010	\$68.88 E	43200	121 Labor Distribution	P E R A	
	101	6/8/2010	\$68.88 E	43200	121 Labor Distribution	P E R A	
	101	6/21/2010	\$58.58 E	43200	122 Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$58.58 E	43200	122 Labor Distribution	CONT TO RET., S	
	101	6/8/2010	\$41.35 E	43200	126 Labor Distribution	H S A	
	101	6/21/2010	\$41.35 E	43200	126 Labor Distribution	H S A	
	101	6/8/2010	\$164.77 E	43200	131 Labor Distribution	CONT TO EMPLO	
	101	6/21/2010	\$136.71 E	43200	131 Labor Distribution	CONT TO EMPLO	
	101	6/8/2010	\$13.70 E	43200	170 Labor Distribution	MEDICARE	
	101	6/21/2010	\$13.70 E	43200	170 Labor Distribution	MEDICARE	
VERN THOMPSON	101	6/9/2010	\$17.90 E	43200	204 UNIFORMS - 2 SHIRTS	UNIFORMS - VER	032085
HOLIDAY FLEET	101	6/9/2010	\$170.96 E	43200	212 FUEL - VECHICLE MAINT.	MOTOR FUELS &	032077
T. R. F. SUPPLY	101	6/29/2010	\$106.87 E	43200	220 LQ HAND SOAP	OPERATING SUP	
VAN PAPER CO	101	6/29/2010	\$276.92 E	43200	220 TOILET PAPER DISPENS	OPERATING SUP	
T. R. F. SUPPLY	101	6/23/2010	\$445.66 E	43200	220 PARK BLDG SUPPLIES	OPERATING SUP	
U S BANK VISA	101	6/29/2010	\$10.70 E	43200	240 ACE HARDWARE	SMALL TOOLS-E	032105
MENARDS-STILLWATER	101	6/23/2010	\$22.35 E	43200	240 HOSE NOZZLES	SMALL TOOLS-E	
MTI	101	6/29/2010	\$63.43 E	43200	412 MOWER PARTS	REP & MAINT VE	
MTI	101	6/29/2010	\$51.56 E	43200	412 MOWER PARTS	REP & MAINT VE	
MTI	101	6/29/2010	\$144.80 E	43200	412 MOWER PARTS	REP & MAINT VE	
MTI	101	6/29/2010	\$60.37 E	43200	412 MOWER PARTS	REP & MAINT VE	
RIVER CITY SERVICES	101	6/30/2010	\$401.72 E	43200	412 MOWER REPAIR	REP & MAINT VE	
MTI	101	6/29/2010	\$141.05 E	43200	412 MOWER PARTS	REP & MAINT VE	
MTI	101	6/30/2010	-\$58.70 E	43200	412 MOWER PARTS	REP & MAINT VE	
MTI	101	6/29/2010	\$169.04 E	43200	412 MOWER PARTS	REP & MAINT VE	
MTI	101	6/29/2010	\$29.55 E	43200	412 MOWER PARTS	REP & MAINT VE	
CENTURY POWER EQUIPME	101	6/23/2010	\$336.66 E	43200	412 MOWER	REP & MAINT VE	
MENARDS-STILLWATER	101	6/23/2010	\$5.28 E	43200	420 FLOOR DRAIN STRAINER	R & M BLDGS, ST	
U S BANK VISA	101	6/29/2010	\$65.37 E	43200	420 TWIN CITY HARDWARE	R & M BLDGS, ST	032105
U S BANK VISA	101	6/29/2010	-\$8.56 E	43200	420 ACE HARDWARE	R & M BLDGS, ST	032105
AIR FRESH PORTABLE TOIL	101	6/23/2010	\$252.49 E	43200	425 MTHLY RENTAL	SATILLITIES	
DEPT 43200 PARKS			\$5,339.92				
<b>DEPT 43300 CEMETERY</b>							
HOLIDAY FLEET	101	6/9/2010	\$26.20 E	43300	212 FUEL - VECHICLE MAINT.	MOTOR FUELS &	032077
BUBERL BLACK DIRT	101	6/23/2010	\$179.55 E	43300	410 14 YDS BLK DIRT	REPAIR & MAINT	
CARQUEST AUTO PARTS	101	6/23/2010	\$11.22 E	43300	412 MOWER PARTS	REP & MAINT VE	
DEPT 43300 CEMETERY			\$216.97				
FUND 101 GENERAL			\$107,195.43				
<b>FUND 202 DRUG FORFEITURE</b>							

**CITY OF BAYPORT**  
**MONTHLY EXPENSES**

Period Name: JUNE

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
<b>DEPT 42101 DARE EXPENDITURES</b>							
KEEPRS, INC	202	6/9/2010	\$3,681.33 E	42101 449	VECHICLE SETUP - POLIC	DRUG FORFITUR	032079
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>							
<b>DEPT 41912 INSPIRATION</b>							
ECKBERG, LAMMERS, BRIG	209	6/23/2010	\$70.00 E	41912 300	WATER EXTENSION TO B	PROF SER-LEGAL	
<b>FUND 211 LIBRARY</b>							
<b>DEPT 45500 LIBRARY</b>							
	211	6/8/2010	\$2,123.17 E	45500 050	Labor Distribution	SEASONAL/PART	
	211	6/21/2010	\$1,888.21 E	45500 050	Labor Distribution	SEASONAL/PART	
	211	6/21/2010	\$2,925.54 E	45500 101	Labor Distribution	WAGES AND SAL	
	211	6/8/2010	\$4,318.44 E	45500 101	Labor Distribution	WAGES AND SAL	
	211	6/21/2010	\$311.60 E	45500 121	Labor Distribution	P E R A	
	211	6/8/2010	\$436.87 E	45500 121	Labor Distribution	P E R A	
	211	6/21/2010	\$291.42 E	45500 122	Labor Distribution	CONT TO RET., S	
	211	6/8/2010	\$392.35 E	45500 122	Labor Distribution	CONT TO RET., S	
	211	6/8/2010	\$82.69 E	45500 126	Labor Distribution	H S A	
	211	6/21/2010	\$82.69 E	45500 126	Labor Distribution	H S A	
	211	6/21/2010	\$273.42 E	45500 131	Labor Distribution	CONT TO EMPLO	
	211	6/8/2010	\$354.08 E	45500 131	Labor Distribution	CONT TO EMPLO	
	211	6/21/2010	\$68.16 E	45500 170	Labor Distribution	MEDICARE	
	211	6/8/2010	\$91.77 E	45500 170	Labor Distribution	MEDICARE	
BAKER & TAYLOR	211	6/29/2010	\$10.18 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$13.58 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$120.40 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$31.44 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$45.41 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$30.96 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$57.61 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$32.85 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$358.88 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$343.68 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$8.86 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$10.38 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$75.29 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$28.34 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$162.29 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	6/29/2010	\$253.63 E	45500 217	BOOKS - LIBRARY	MATERIALS & PR	
BRODART	211	6/29/2010	\$95.16 E	45500 220	OPERATING MATERIAL -	OPERATING SUP	
INNOVATIVE OFFICE SOLUTI	211	6/29/2010	\$190.10 E	45500 220	SUPPLIES - LIBRARY	OPERATING SUP	
INNOVATIVE OFFICE SOLUTI	211	6/29/2010	\$35.30 E	45500 220	SUPPLIES - LIBRARY	OPERATING SUP	
GENERAL BOOK COVERS	211	6/29/2010	\$84.79 E	45500 220	SUPPLIES - LIBRARY	OPERATING SUP	
SHARON SIPPEL	211	6/29/2010	\$1,425.00 E	45500 302	CLEANING SER. - LIBRAR	CONTRACT SERV	
KINDER MELODIES	211	6/29/2010	\$675.00 E	45500 302	STORY TIME - LIBRARY	CONTRACT SERV	
OFFICE OF ENT TECHNOLO	211	6/29/2010	\$79.51 E	45500 321	PHONES - LIBRARY	COMMUNICATION	
WASHINGTON COUNTY LIBR	211	6/29/2010	\$141.18 E	45500 321	QWEST'S DATA LINE - LIB	COMMUNICATION	
XCEL	211	6/9/2010	\$727.86 E	45500 380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	032086
XCEL	211	6/9/2010	\$42.43 E	45500 381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	032086
TOSHIBA BUSINESS SOLUTI	211	6/29/2010	\$25.49 E	45500 416	BAND - LIBRARY	REPAIR/MAINT O	
MINNESOTA ELEVATOR	211	6/29/2010	\$157.23 E	45500 420	BUILDING MAINT. - LIBRA	R & M BLDGS, ST	
THOENNES PLUMBING & HE	211	6/29/2010	\$134.50 E	45500 420	BUILDING MAINT. - LIBRA	R & M BLDGS, ST	
TRU GREEN CHEMLAWN	211	6/29/2010	\$47.25 E	45500 420	SPRING APP - LIBRARY	R & M BLDGS, ST	

**CITY OF BAYPORT**  
**MONTHLY EXPENSES**

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Period Name: JUNE

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
ECOWATER	211	6/29/2010	\$8.25	E	45500	420	MTLY RENT COOLER JUN R & M BLDGS, ST	
DEPT 45500 LIBRARY			\$19,093.24					
FUND 211 LIBRARY			\$19,093.24					
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>								
DEPT 41600 CAPITAL OUTLAY								
WINKEL ENTERPRISES	412	6/29/2010	-\$432.00	E	41600	420	EXISTING FENCE REMOV R & M BLDGS, ST	
WINKEL ENTERPRISES	412	6/29/2010	\$15,755.00	E	41600	420	ORNAMENTAL FENCE R & M BLDGS, ST	
WINKEL ENTERPRISES	412	6/29/2010	-\$200.00	E	41600	420	CONCRETE FOOTING DU R & M BLDGS, ST	
DEPT 41600 CAPITAL OUTLAY			\$15,123.00					
FUND 412 CEMETERY CAPITAL IMPROV			\$15,123.00					
<b>FUND 413 POLICE EQUIPMENT FUND</b>								
DEPT 41900 CAPITAL IMPROVEMENTS								
GRAFIX SHOPPE	413	6/15/2010	\$1,115.00	E	41900	412	2010 DODGE CHARGER S REP & MAINT VE	
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>								
DEPT 41600 CAPITAL OUTLAY								
SCHMIDT MECHANICAL	415	6/30/2010	\$40,961.00	E	41600	420	VENTILATION PUBLIC WO R & M BLDGS, ST	
<b>FUND 601 WATER</b>								
DEPT 46110 WATER-PUMPHOUSE								
XCEL	601	6/9/2010	\$1,455.23	E	46110	380	GAS & ELECTRIC SERVIC ELECTRIC SERVI 032086	
XCEL	601	6/9/2010	\$75.29	E	46110	381	GAS & ELECTRIC SERVIC FUEL FOR HEAT 032086	
J H LARSON CO	601	6/23/2010	\$71.44	E	46110	419	INSPIRATION STREET LIG REPAIR & MAINT	
J H LARSON CO	601	6/23/2010	\$177.38	E	46110	419	INSPIRATION STREET LIG REPAIR & MAINT	
U S BANK VISA	601	6/29/2010	-\$10.16	E	46110	419	MENARDS REPAIR & MAINT 032105	
U S BANK VISA	601	6/29/2010	\$13.58	E	46110	419	ACE HARDWARE REPAIR & MAINT 032105	
AUTOMATIC SYSTEMS CO	601	6/23/2010	\$1,017.10	E	46110	419	WELL # 3 CONTROL REPAIR & MAINT	
U S BANK VISA	601	6/29/2010	\$37.46	E	46110	419	MENARDS REPAIR & MAINT 032105	
U S BANK VISA	601	6/29/2010	\$10.93	E	46110	419	ACE HARDWARE REPAIR & MAINT 032105	
U S BANK VISA	601	6/29/2010	\$7.82	E	46110	419	MENARDS REPAIR & MAINT 032105	
DEPT 46110 WATER-PUMPHOUSE			\$2,856.07					
<b>DEPT 46120 WATER</b>								
	601	6/21/2010	\$55.00	E	46120	050	Labor Distribution SEASONAL/PART	
	601	6/8/2010	\$3,884.33	E	46120	101	Labor Distribution WAGES AND SAL	
	601	6/21/2010	\$3,881.88	E	46120	101	Labor Distribution WAGES AND SAL	
	601	6/8/2010	\$271.91	E	46120	121	Labor Distribution P E R A	
	601	6/21/2010	\$271.74	E	46120	121	Labor Distribution P E R A	
	601	6/8/2010	\$232.74	E	46120	122	Labor Distribution CONT TO RET., S	
	601	6/21/2010	\$236.03	E	46120	122	Labor Distribution CONT TO RET., S	
	601	6/21/2010	\$183.43	E	46120	126	Labor Distribution H S A	
	601	6/8/2010	\$187.72	E	46120	126	Labor Distribution H S A	
	601	6/8/2010	\$655.91	E	46120	131	Labor Distribution CONT TO EMPLO	
	601	6/21/2010	\$529.23	E	46120	131	Labor Distribution CONT TO EMPLO	
	601	6/8/2010	\$54.43	E	46120	170	Labor Distribution MEDICARE	
	601	6/21/2010	\$55.20	E	46120	170	Labor Distribution MEDICARE	
BUSINESS FORMS & ACCOU	601	6/23/2010	\$8.55	E	46120	201	LASER A/PAK CKS (GREE OFFICE SUPPLIE	

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: JUNE

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	601	6/29/2010	\$3.85 E	46120	201	ADMIN CREDIT CARD	OFFICE SUPPLIE	032104
BUSINESS FORMS & ACCOU	601	6/30/2010	\$163.28 E	46120	201	LASER UTILITY BILLS	OFFICE SUPPLIE	
HOLIDAY FLEET	601	6/9/2010	\$561.88 E	46120	212	FUEL - VEHICLE MAINT.	MOTOR FUELS &	032077
HAWKINS WATER	601	6/29/2010	\$78.86 E	46120	216	WATER TESTING	CHEMICALS AND	
U S BANK VISA	601	6/29/2010	\$11.73 E	46120	216	THE USPS	CHEMICALS AND	032105
HAWKINS WATER	601	6/23/2010	\$25.00 E	46120	216	WATER TREATMENT	CHEMICALS AND	
MENARDS-STILLWATER	601	6/30/2010	\$53.35 E	46120	220	MARKING PAINT	OPERATING SUP	
MAC TOOLS	601	6/29/2010	\$224.44 E	46120	240	SCREW DRIVER SET	SMALL TOOLS-E	
GRAINGER	601	6/30/2010	\$134.21 E	46120	240	FLASH LIGHTS	SMALL TOOLS-E	
GLOBAL SYNERGY GROUP	601	6/23/2010	\$1,126.40 E	46120	302	CONSULTING & FACILITA	CONTRACT SERV	
U S BANK VISA	601	6/29/2010	\$16.97 E	46120	302	ADMIN CREDIT CARD	CONTRACT SERV	032104
ONE CALL CONCEPTS	601	6/23/2010	\$65.25 E	46120	307	TICKETS	GOPHER STATE	
COMCAST	601	6/23/2010	\$119.90 E	46120	321		COMMUNICATION	032099
POSTMASTER	601	6/30/2010	\$96.85 E	46120	322	2ND QTR. 2010 UTILITY C	POSTAGE	032107
WASHINGTON COUNTY PUB	601	6/29/2010	\$66.68 E	46120	323	PUBLIC WORK APRIL-MA	RADIOS-REPAIR	
U S BANK VISA	601	6/29/2010	\$5.45 E	46120	323	USPS	RADIOS-REPAIR	032105
STILLWATER GAZETTE	601	6/23/2010	\$179.74 E	46120	350	2009 DRINKING WATER	PRINTING & PUBL	
XCEL	601	6/9/2010	\$1,082.72 E	46120	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	032086
XCEL	601	6/9/2010	\$210.86 E	46120	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	032086
STILLWATER MOTORS	601	6/29/2010	\$240.33 E	46120	412	SEAT COVERS	REP & MAINT VE	
STILLWATER MOTORS	601	6/30/2010	\$31.38 E	46120	412	VECHILE MAINT.	REP & MAINT VE	
U S BANK VISA	601	6/29/2010	\$385.70 E	46120	412	JR TRANSMISSIONS	REP & MAINT VE	032105
MENARDS-STILLWATER	601	6/29/2010	\$133.62 E	46120	419	PIPE NIPPLES	REPAIR & MAINT	
LANDSCAPES BY MARK	601	6/29/2010	\$160.00 E	46120	420	LIBRARY IRREGATION RE	R & M BLDGS, ST	
DEPT 46120 WATER			\$15,686.55					
FUND 601 WATER			\$18,542.62					
FUND 602 SEWER								
DEPT 46200 SEWER - OPERATING								
	602	6/21/2010	\$231.00 E	46200	050	Labor Distribution	SEASONAL/PART	
	602	6/8/2010	\$313.50 E	46200	050	Labor Distribution	SEASONAL/PART	
	602	6/21/2010	\$4,855.87 E	46200	101	Labor Distribution	WAGES AND SAL	
	602	6/8/2010	\$4,868.33 E	46200	101	Labor Distribution	WAGES AND SAL	
	602	6/8/2010	\$340.75 E	46200	121	Labor Distribution	P E R A	
	602	6/21/2010	\$339.87 E	46200	121	Labor Distribution	P E R A	
	602	6/21/2010	\$304.87 E	46200	122	Labor Distribution	CONT TO RET., S	
	602	6/8/2010	\$310.71 E	46200	122	Labor Distribution	CONT TO RET., S	
	602	6/21/2010	\$224.33 E	46200	126	Labor Distribution	H S A	
	602	6/8/2010	\$229.02 E	46200	126	Labor Distribution	H S A	
	602	6/8/2010	\$820.60 E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	6/21/2010	\$664.55 E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	6/8/2010	\$72.65 E	46200	170	Labor Distribution	MEDICARE	
	602	6/21/2010	\$71.30 E	46200	170	Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	602	6/30/2010	\$163.28 E	46200	201	LASER UTILITY BILLS	OFFICE SUPPLIE	
BUSINESS FORMS & ACCOU	602	6/23/2010	\$8.58 E	46200	201	LASER A/PAK CKS (GREE	OFFICE SUPPLIE	
U S BANK VISA	602	6/29/2010	\$3.93 E	46200	201	ADMIN CREDIT CARD	OFFICE SUPPLIE	032104
HOLIDAY FLEET	602	6/9/2010	\$78.28 E	46200	212	FUEL - VEHICLE MAINT.	MOTOR FUELS &	032077
M/A ASSOCIATES INC	602	6/30/2010	\$81.17 E	46200	220	SUPPLIES - HAND SANITI	OPERATING SUP	
GLOBAL SYNERGY GROUP	602	6/23/2010	\$1,126.40 E	46200	302	CONSULTING & FACILITA	CONTRACT SERV	
U S BANK VISA	602	6/29/2010	\$16.97 E	46200	302	ADMIN CREDIT CARD	CONTRACT SERV	032104
POSTMASTER	602	6/30/2010	\$96.84 E	46200	322	2ND QTR. 2010 UTILITY C	POSTAGE	032107
DEPT 46200 SEWER - OPERATING			\$15,222.80					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	6/23/2010	\$28,671.17 E	46990	434	MTHLY ANNUAL FLOW C	STATE FEES FOR	

**CITY OF BAYPORT**  
**MONTHLY EXPENSES**

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Period Name: JUNE

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 602 SEWER			\$43,893.97					
<b>FUND 803 P &amp; Z ESCROWS</b>								
<b>DEPT 80019 JG HAUSE CONSTRUCTION</b>								
STILLWATER GAZETTE	803	6/23/2010	\$37.41	E	80019	350	CONDITIONAL USE - 173 S	PRINTING & PUBL
<b>DEPT 80026 MIDWEST PARA TRANSIT</b>								
ECKBERG, LAMMERS, BRIG	803	6/23/2010	\$91.00	E	80026	300	REVISION STAFF REPOR	PROF SER-LEGAL
ECKBERG, LAMMERS, BRIG	803	6/23/2010	\$145.00	E	80026	300	ATTENDANCE PLANNING	PROF SER-LEGAL
ECKBERG, LAMMERS, BRIG	803	6/23/2010	\$49.00	E	80026	300	REVISIONS TO PLANNING	PROF SER-LEGAL
S E H	803	6/23/2010	\$252.00	E	80026	301	VALLEY TRKING SITE MT	PROF SER-ENGIN
STILLWATER GAZETTE	803	6/23/2010	\$45.65	E	80026	350	MIDWEST - 204 2ND AVE.	PRINTING & PUBL
DEPT 80026 MIDWEST PARA TRANSIT			\$582.65					
FUND 803 P & Z ESCROWS			\$620.06					
			\$250,295.65					

## City of Bayport

294 North 3rd Street  
Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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### Building Permit Log

For: June, 2010

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<b>Permit Number:</b> BP2010-36	<b>Filing Date:</b> 6/1/2010
<b>Parcel Address:</b> 398 4TH St. N.	BAYPORT, MN 55003
<b>Applicant:</b> INSTALLATION MASTER INC	<b>Applicant Phone:</b> 763-780-1212
INSTALLATION MASTER INC RESIDENTIAL BUILDER	
<b>Construction Value:</b> \$4,086.00	<b>Total Fees:</b> \$120.04

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<b>Permit Number:</b> BP2010-37	<b>Filing Date:</b> 6/2/2010
<b>Parcel Address:</b> 836 6th Street N.	Bayport, MN 55003
<b>Applicant:</b> MATT BELL	<b>Applicant Phone:</b> 651-430-7070
OWNER OWNER	
<b>Construction Value:</b> \$1,000.00	<b>Total Fees:</b> \$41.75

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<b>Permit Number:</b> BP2010-38	<b>Filing Date:</b> 6/2/2010
<b>Parcel Address:</b> 101 5th Avenue So.	Bayport, MN 55003
<b>Applicant:</b> WEATHERGUARD	<b>Applicant Phone:</b> 651-439-4320
WEATHERGUARD CONSTRUCTION General	
<b>Construction Value:</b> \$80,000.00	<b>Total Fees:</b> \$946.75

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<b>Permit Number:</b> BP2010-39	<b>Filing Date:</b> 6/7/2010
<b>Parcel Address:</b> 271 3RD St. S.	BAYPORT, MN 55003
<b>Applicant:</b> JAMES REITER	<b>Applicant Phone:</b> 175-226-0358
OWNER OWNER	
<b>Construction Value:</b> \$2,000.00	<b>Total Fees:</b> \$74.75

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<b>Permit Number:</b> BP2010-40	<b>Filing Date:</b> 6/8/2010
<b>Parcel Address:</b> 320 5TH St. S.	BAYPORT, MN 55003
<b>Applicant:</b> BRUCE BEEDLE CONSTRUCTION	<b>Applicant Phone:</b> 715-549-6959
BRUCE BEEDLE CONSTRUCTION RESIDENTIAL	
<b>Construction Value:</b> \$2,000.00	<b>Total Fees:</b> \$122.69

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**Permit Number:** BP2010-41  
**Parcel Address:** 1022 PIONEER TRAIL  
**Applicant:** THE ROTTLUND CO., INC.  
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER  
**Construction Value:** \$202,600.00  
**Filing Date:** 6/9/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-638-0500  
**Total Fees:** \$8,064.64

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**Permit Number:** BP2010-42  
**Parcel Address:** 970 Pickett Street N.  
**Applicant:** PALMER WEST CONSTRUCTION  
PALMER WEST CONSTRUCTION CO General  
**Construction Value:** \$150,000.00  
**Filing Date:** 6/9/2010  
Bayport, MN 55003  
**Applicant Phone:** 763-428-1867  
**Total Fees:** \$1,770.94

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**Permit Number:** BP2010-43  
**Parcel Address:** 491 6th Street N.  
**Applicant:** CROIX VALLEY ROOFING  
CROIX VALLEY ROOFING RESIDENTIAL BUILDER  
**Construction Value:** \$4,500.00  
**Filing Date:** 6/10/2010  
Bayport, MN 55003  
**Applicant Phone:** 651-436-1351  
**Total Fees:** \$120.25

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**Permit Number:** BP2010-44  
**Parcel Address:** 395 LAKESIDE DRIVE S.  
**Applicant:** CONTEMPORARY BUILDERS INC.  
CONTEMPORARY BUILDERS INC. RESIDENTIAL  
**Construction Value:** \$6,500.00  
**Filing Date:** 6/14/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 612-670-2256  
**Total Fees:** \$150.75

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**Permit Number:** BP2010-45  
**Parcel Address:** 373 2ND St. S.  
**Applicant:** DAVID PRITCHARD  
OWNER OWNER  
**Construction Value:** \$6,000.00  
**Filing Date:** 6/15/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 612-282-8523  
**Total Fees:** \$2,950.00

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**Permit Number:** BP2010-46  
**Parcel Address:** 1129 PIONEER TRAIL  
**Applicant:** THE ROTTLUND CO., INC.  
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER  
**Construction Value:** \$289,500.00  
**Filing Date:** 6/15/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-638-0500  
**Total Fees:** \$8,969.39

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**Permit Number:** BP2010-47  
**Parcel Address:** 472 2ND Ave. S.  
**Applicant:** TED KLATT  
OWNER OWNER  
**Construction Value:** \$15,000.00  
**Filing Date:** 6/15/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-439-2518  
**Total Fees:** \$445.58

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**Permit Number:** BP2010-48  
**Parcel Address:** 551 9TH St. N.  
**Applicant:** KYLE DETERT  
OWNER OWNER  
**Construction Value:** \$2,000.00  
**Filing Date:** 6/22/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 218-340-2382  
**Total Fees:** \$122.69

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**Permit Number:** BP2010-49  
**Parcel Address:** 525 MARINER DRIVE  
**Applicant:** BARTON CONSTRUCTION  
BARTON CONSTRUCTION SERVICES INC General  
**Construction Value:** \$35,000.00  
**Filing Date:** 6/22/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-334-9530  
**Total Fees:** \$538.00

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**Permit Number:** BP2010-50  
**Parcel Address:** 313 PERIWINKLE Place  
**Applicant:** THE ROTTLUND CO., INC.  
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER  
**Construction Value:** \$232,000.00  
**Filing Date:** 6/24/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-638-0500  
**Total Fees:** \$8,366.44

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**Permit Number:** BP2010-51  
**Parcel Address:** 304 5TH St. N.  
**Applicant:** RENEWAL BY ANDERSEN, INC.  
RENEWAL BY ANDERSEN, INC. RESIDENTIAL  
**Construction Value:** \$3,722.00  
**Filing Date:** 6/28/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-264-4777  
**Total Fees:** \$105.11

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**Permit Number:** BP2010-52  
**Parcel Address:** 1033 PIONEER TRAIL  
**Applicant:** SHIMOTA PROJECT  
SHIMOTA PROJECT MANAGEMENT RESIDENTIAL  
**Construction Value:** \$18,000.00  
**Filing Date:** 6/29/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-387-3297  
**Total Fees:** \$520.09

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<b>Permit Number:</b> BP2010-53	<b>Filing Date:</b> 6/29/2010
<b>Parcel Address:</b> 445 LAKESIDE DRIVE	BAYPORT, MN 55003
<b>Applicant:</b> LINDUS CONSTRUCTION, INC. LINDUS CONSTRUCTION, INC. RESIDENTIAL	<b>Applicant Phone:</b> 715-684-4647
<b>Construction Value:</b> \$18,374.00	<b>Total Fees:</b> \$544.61

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<b>Permit Number:</b> MC2010-20	<b>Filing Date:</b> 6/2/2010
<b>Parcel Address:</b> 206 5th Street So.	Bayport, MN 55003
<b>Applicant:</b> GLEN OTTESON OWNER OWNER	<b>Applicant Phone:</b> 651-430-1105
<b>Construction Value:</b> \$3,500.00	<b>Total Fees:</b> \$75.50

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<b>Permit Number:</b> MC2010-21	<b>Filing Date:</b> 6/24/2010
<b>Parcel Address:</b> 1022 PIONEER TRAIL	BAYPORT, MN 55003
<b>Applicant:</b> RAY N. WELTER HEATING RAY N. WELTER HEATING COMPANY	<b>Applicant Phone:</b> 612-825-6867
<b>Construction Value:</b> \$8,900.00	<b>Total Fees:</b> \$75.50

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<b>Permit Number:</b> PL2010-11	<b>Filing Date:</b> 6/2/2010
<b>Parcel Address:</b> 206 5th Street So.	Bayport, MN 55003
<b>Applicant:</b> GLEN OTTESON OWNER OWNER	<b>Applicant Phone:</b> 651-430-1105
<b>Construction Value:</b> \$8,000.00	<b>Total Fees:</b> \$75.50

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<b>Permit Number:</b> PL2010-12	<b>Filing Date:</b> 6/15/2010
<b>Parcel Address:</b> 373 2ND St. S.	BAYPORT, MN 55003
<b>Applicant:</b> BELL'S TRUCKING, INC. BELL'S TRUCKING, INC. SEWER & WATER	<b>Applicant Phone:</b> 651-439-6375
<b>Construction Value:</b> \$2,000.00	<b>Total Fees:</b> \$75.50

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<b>Permit Number:</b> PL2010-13	<b>Filing Date:</b> 6/24/2010
<b>Parcel Address:</b> 1022 PIONEER TRAIL	BAYPORT, MN 55003
<b>Applicant:</b> VALLEY PLUMBING CO. VALLEY PLUMBING CO. Plumber	<b>Applicant Phone:</b> 952-492-2121
<b>Construction Value:</b> \$10,100.00	<b>Total Fees:</b> \$75.50

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June 21, 2010

Honorable Mayor Jon Nowaczek and Bayport City Council Members:

Attached is a "Special Event" application for our annual community "Derby Days" celebration which will take place on Saturday, September 18<sup>th</sup> from 8:00 a.m. to 10:30 p.m. at various locations throughout the city of Bayport.

I have also attached a spreadsheet of the proposed activities for the day and evening events with approximate times, locations and city service requirements.

The only activities that need to be firmed up at this time are the "general activities" that will fall between the hours of 2:00 to 6:00 p.m. Suggested activities might include a "tug of war" across a mud pit between north and south Bayport residents, a "Home Run" hitting contest for various age groups, a horse shoe tournament, a bowling tournament, a "Hole-in-one/closest-to- the pin" contest, a Mayor/Council Member/Chief of Police/Fire Chief dunk tank, and other children's events.

The "Taste" of Bayport has historically been a popular feature for Derby Days and it will be again this year ! To date, participating eating establishments will be: Bayport Liquor, Bread Art, Croixdale, La Cocinita, Bayport Legion, NJ, Woody's, and the Bayport Senior Center. The BCAL will also have a beverage booth at the "Taste". All eating establishments will be responsible for obtaining their own permits from Washington County.

Bayport is famous for its Derby Days fireworks display and once again, it will be the grand culmination of the days' activities !

All in all, we're expecting another fun and successful Derby Days celebration ! We look forward to your approval and participation ! As additional activities are either added or firmed up, addendums to this application may be forth coming for approval at future Council Meetings.

Many thanks for your continued support of Derby Days and all of our community sponsored events.

Respectfully submitted,

Bob Johnson  
President – Bayport Community Action League



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
 http://bayport.govoffice.com

**City of Bayport**  
**SPECIAL EVENT APPLICATION**

**Licensing Requirements**

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

<b>Property Information</b>	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

<b>Applicant Information</b>	
Applicant Name: <i>Bayport Community Action League - Bob Johnson</i>	
Home Phone Number: <i>(651) 439-8894</i>	Work/Cell Phone Number: <i>(651) 379-3212</i>
Address: <i>P.O. Box 133</i>	
City/State/Zip: <i>Bayport, MN 55003</i>	
Email Address: <i>bobje@mirinc.com</i>	

<b>Description of Request</b>
<i>Derby Days - All day and evening activities. (See cover letter with list of activities and requested services from city)</i>

<b>Event Information</b>	Start Date: <i>9/18/10</i>	End Date: <i>9/18/10</i>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: <i>[blacked out]</i>		
Weekends: <i>8:00 a.m. to 10:30 p.m.</i>		

**Requested City Assistance and/or Services**

*I've attached cover letter and requested city services for each event.  
- Request for waiving application fee.*

**Application Process and Fees**

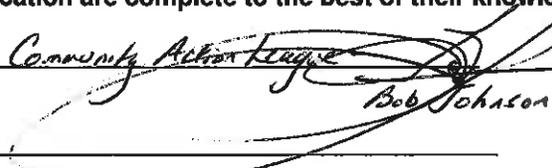
The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

**Attachments to be submitted with application**

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNell O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

**The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.**

Applicant: Support Community Action League Date: 6/21/10  
  
 Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00			
Escrow or cost incurred				

# BAYPORT "DERBY DAYS"

9/18/10

8:00 a.m. - 10:30 p.m.

EVENT	TIME	LOCATION	CITY SERVICE REQUIREMENTS
Community Breakfast	8:00-10:00 a.m.	Croixdale	No City Services Required
Pet Parade	10:00-11:00	Croixdale	No City Services Required
<b>Musical Storytime</b>	<b>11:00-12:00</b>	<b>Library</b>	<b>No City Services Required</b>
"Duck Derby"	12:00-1:00	Perro Park/Creek	Turn on water to Perro Creek on 9/17 to be certain that the creek is running at full force for the Duck Derby.
Medallion Hunt	1:00-?	City of Bayport	No City Services Required
General Activities	2:00-6:00	Lakeside Park	Reserve baseball diamond, reserve horseshoe pits, reserve pavilions, extra trash cans throughout park, barricade off upper parking area near north pavilions by flagpole. We may be having a "tug of war" between north and south Bayport residents, so we would need an area in the baseball outfield that would be slightly excavated and watered to form a muddy area for the losing team to be dragged through. More details to follow for these events and addendums to this "Special Event" application may follow.
Musical Entertainment	4:00-9:30	Lakeside Park	Power turned on to all outlets and receptacled in level area below north pavilions. Extra trash cans positioned near pavilions.
"Taste" of Bayport	6:00-9:30	Lakeside Park	Power turned on in all pavilions in park. Extra trash cans positioned throughout park. Extra picnic tables positioned in areas around pavilions.
Fireworks	9:30-10:30	Lakeside Park	Fire truck/EMT vehicle on location in park during fireworks. Police presence during fireworks.
General	2:00-10:30	Lakeside Park	Park. Additional events and requests for City services may be added as addendums to this "Special Event " application.



## **Bayport Fire Department**

284 N. 3rd Street • Bayport, MN. 55003 • Hall (651) 275-4401 • Fax (651) 275-4402

6/30/10

To: Honorable Mayor and City Council  
Mitch Berg, City Administrator  
City Staff

Re: Fire Department new membership

Due to recent retirements and resignations, we are requesting the addition of five personnel to the Fire Department. Our target staffing level is 25 members and we currently have 21 members on our roster, with one member anticipating retiring this summer. We have five very good candidates at this time that have passed their preliminary background check and have been approved by the officers and members of the fire department.

We are asking the council to appoint the following persons to the Bayport Fire Department pending successful completion of their firefighter medical assessment and pre-employment drug screen:

Michael Eldred  
Aaron Pritchard  
Nicholas Stanton  
Aaron Stewart  
Rahman Valley

Respectfully submitted,

Mike Bell  
Fire Chief

**CITY OF BAYPORT  
RIVERFRONT ADVISORY COMMISSION  
MEETING MINUTES  
Tuesday, June 8, 2010**

**CALL TO ORDER**

Staff present: Bayport City Administrator Mitchell Berg, Assistant Administrator/Planner Sara Taylor, and Facilitator Mark Nagel

Members present: Dan Goldston, Don Hoye, Mary Lantz, Sandy Ness, Jim Selmecki, Robert McManus, and Tim Siegfried

Guests present: Larry Wacker, Sanders, Wacker, and Bergly, Inc.

**GUEST SPEAKERS**

Larry Wacker, the consultant who assisted the City with the Lakeside Park master plan, was present to discuss the planning process with the commission.

In summary, Mr. Wacker and the commission discussed:

- The Lakeside Park master plan process and the St. Croix River as being a major focal point of the park.
- The first phase of the master plan, which is now complete, included improvements to the beach area and beach house (using the same footprint from the original building), installation of a new playground, and the addition of new landscaping and a new rain garden.
- The processes to consider if the city were to build a fishing pier and a transient boat dock, would include but not be limited to, further study to determine the appropriate location and whether construction would be feasible, especially with what little information is known about the river bottom.
- The importance of including handicap accessible trail links throughout Lakeside Park, to make the park more attractive to families and people of all ages.

**APPROVAL OF AGENDA**

It was moved by Commissioner Lantz and seconded by Commissioner Goldston to approve the amended June 8, 2010 agenda to include discussion of the City of Newport fishing pier, July and August meeting dates, and the resignation of Commissioner Baitz. Motion carried.

**COMMENTS FROM THE PUBLIC**

Tim Coty, Andersen Corporation, introduced himself and briefed the commission on a plan that Andersen is developing for the management of their lakeshore property in Bayport. In particular, Coty informed the commission that Andersen is working on a plan to address the buckthorn problem, as well as other invasive species along the shore.

Resident Ron Van Zee inquired about the decision to remove the old log cabin in Lakeside Park. Administrator Berg indicated that process began back in 2004, with a recommendation from the Citizen Park Advisory Committee that worked on the master park plan, which was approved by the City Council.

## **APPROVAL OF MINUTES**

It was moved by Commissioner Ness and seconded by Commissioner McManus to approve the meeting minutes from Tuesday, May 18, 2010, noting the correction on page two, paragraph three, line three removing the word "about". Motion carried.

## **CITY COUNCIL UPDATE**

Commissioner Siegfried mentioned he provided the City Council with an update on the proceedings from the May 18, 2010 meeting. There was also consensus from the commission to have Commissioner Lanz speak on the activities of the commission at July 6, 2010 City Council meeting, with City staff serving a backup.

## **STAFF UPDATE**

Staff reviewed an e-mail from Molly Shodeen which stated that if DNR funding was used for a public boat access, the City would not be permitted to charge a fee for either launching or parking. Discussion followed on the existing public boat access, located at 4<sup>th</sup> Avenue North, noting the launch is shallow, which limits usage of the ramp to smaller boats. Staff also noted safety, parking, and access concerns associated with the ramp, which have prompted the City to work on finding a better and more viable long-term solution.

## **OTHER**

Administrator Berg asked the commission if they were comfortable meeting solely with the facilitator next month, as staff would not be available to attend the July meeting. The commission agreed to keep the scheduled meeting date of July 13, 2010. Discussion followed on changing the August 10, 2010 meeting date and location, as it conflicted with the State Primary Election.

It was moved by Commissioner McManus and seconded by Commissioner Goldston to move the date of the August 10, 2010 meeting to 6:00 p.m. on August 11, 2010 and to move its location to the Lakeside Park Beach House. Motion carried.

Administrator Berg indicated Commissioner Baitz has tendered his resignation. After some discussion, the consensus of the commission was to not fill the vacancy at this time.

## **VISIONING PLAN**

Facilitator Nagel briefly presented the components of a general vision statement and asked the commission to complete some visioning and goal exercises, which would be compiled and presented at the July meeting. Based on the responses, the commission would then create a vision statement and establish some goals for the commission.

## **ADJOURNMENT**

It was moved by Commissioner Lanz and seconded by Commissioner Goldston to adjourn the meeting at 7:35 p.m. Motion carried.



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

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DATE: June 22, 2010  
TO: Mayor and City Council  
FROM: Mitch Berg, City Administrator  
RE: Ice Road

### ***BACKGROUND***

At the April 5, 2010 meeting, the City Council passed a resolution calling for a public hearing on the vacation of an easement providing access to the river crossing commonly referred to as the "Ice Road." At that same meeting, the City Council acknowledged its support for the approval of an easement agreement which would permit the City to vacate the "Ice Road" easement in exchange for a permanent public easement which more accurately reflects the location of the current road.

The City Council directed that the public hearing be on July 5, 2010. Notice of the hearing was mailed to all abutting property owners and published twice in the Stillwater Gazette. A map of the proposed easement and the vacated easement were also mailed to all of the abutting property owners. Also, a notice of the hearing and map were posted on the bulletin boards of City Hall and of the Waterford Association.

Staff wants to make the City Council aware that when preparing the public hearing notice, the legal description was amended slightly by the City Engineer. In amending the legal description, the City Engineer was unaware of the fact the legal description was taken directly from the survey provided by the Waterford Association. The inclusion of the amended description in the public hearing poses no issue for the actual hearing. The error is harmless and the amended description is sufficient to place the public on notice of the City's intent to consider vacation of the actual easement. The original easement description will remain in both the Easement Agreement with the Waterford Association and the Resolution vacating the easement, should the City Council approve the vacation. Both the City Engineer and City Attorney are prepared to address the matter at the City Council meeting if there are any questions.

### ***RECOMMENDATION***

Pending the public hearing and consideration by the City Council, staff recommends approval of the vacation with the original easement description, as presented in the easement agreement. Lastly, approval of the vacation shall also be contingent upon the members of the Waterford Association approving the final Easement Agreement with the City of Bayport.

Attachment: Public Hearing notice  
SEH Map

**CITY OF BAYPORT**

**NOTICE OF PUBLIC HEARING  
VACATION OF A PORTION OF AN EXISTING PUBLIC EASEMENT  
COMMONLY REFERRED TO AS THE "ICE ROAD"  
PURSUANT TO MINNESOTA STATUTE 412.851**

NOTICE IS HEREBY GIVEN that the City Council of the City of Bayport will meet on Tuesday, July 6, 2010 at 6:00 p.m. or as soon thereafter as the matter may be heard, at Bayport City Hall, 294 North 3<sup>rd</sup> Street, in said city, to consider the proposed vacation of a portion of an existing public easement commonly referred to as the "Ice Road Easement" legally described as:

A permanent public easement 20 feet in width for ingress and egress purposes over, under and across that part of Lot 1, Block 1, and that part of Outlet F, Bayport Marina, Washington County, Minnesota, which lies 20 feet to the right of the following described reference line:

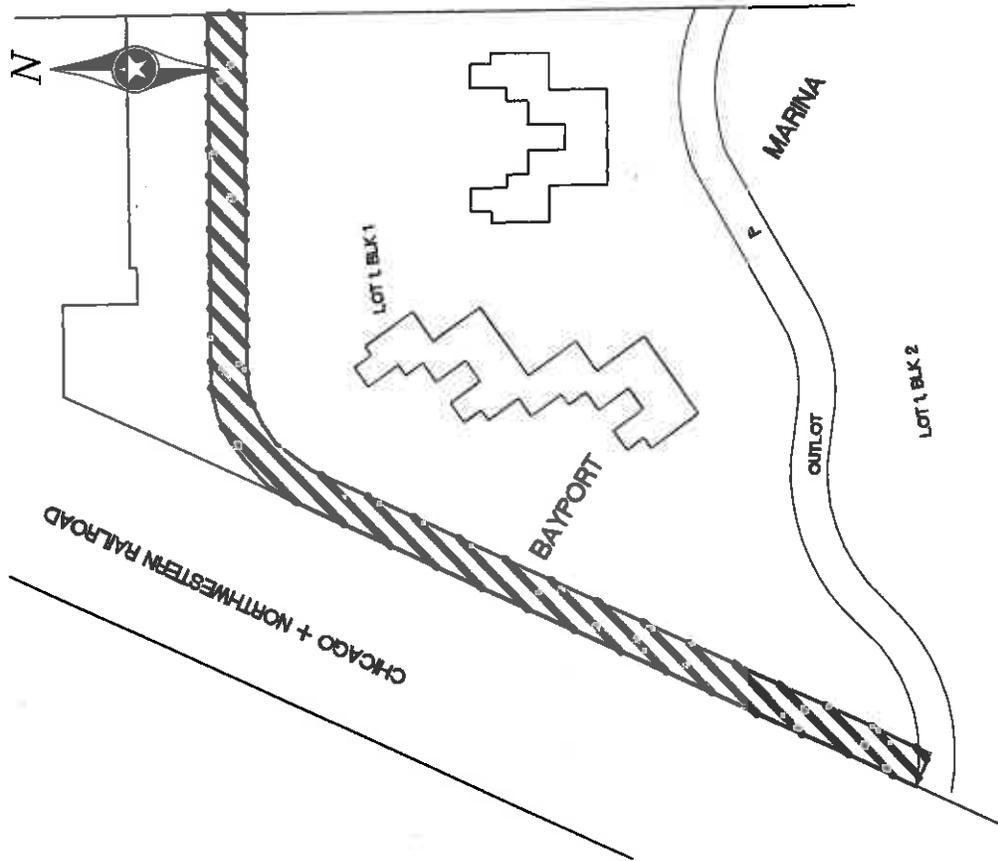
Beginning at the most westerly corner of said Outlot F; thence North 24 degrees 20 minutes 16 seconds East 401.86 feet along the westerly line of said Outlot F and said Lot 1; thence northeasterly 90.24 feet along an 80.00 foot radius tangential curve concave southeasterly with a central angle of 64 degrees 37 minutes 42 seconds; thence North 88 degrees 57 minutes 58 seconds East 198.76 feet tangent to said curve to the easterly line of said Lot 1, being the westerly line of Maine Street and said reference line there terminating.

The side lines of said easement shall be lengthened or shortened to terminate on the easterly line of said Lot 1.

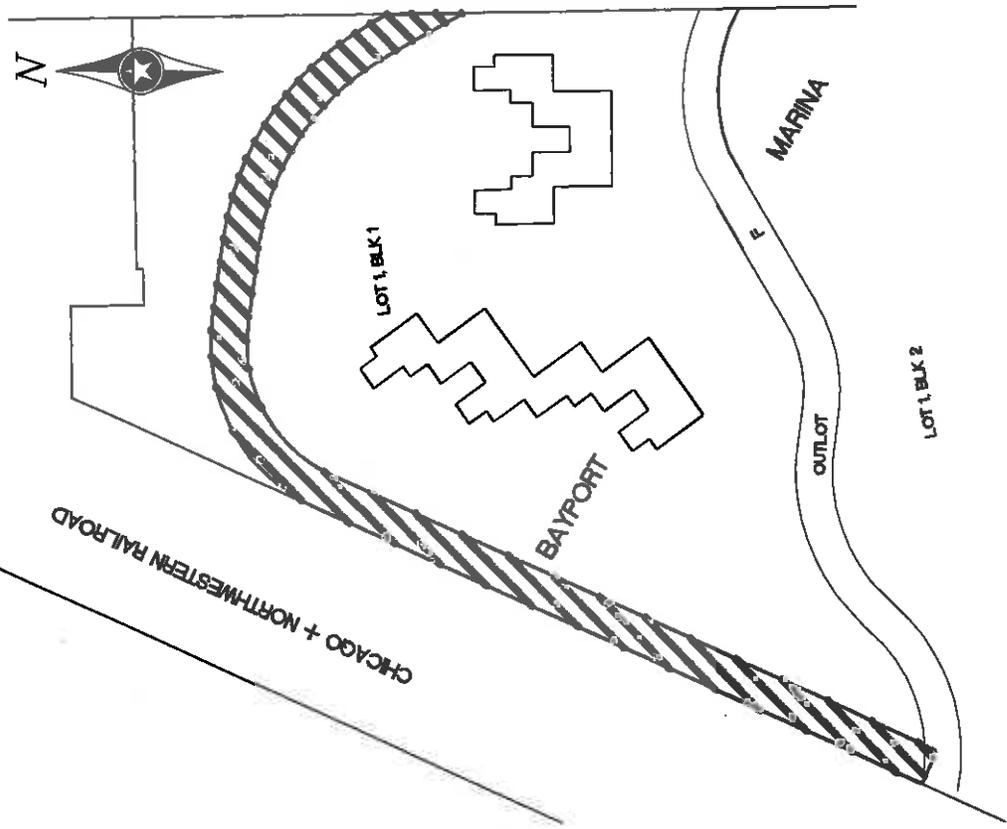
Questions or requests for additional information should be directed to City Hall at 651-275-4404. Persons desiring to be heard on this matter are invited and encouraged to attend the public hearing. Persons unable to attend may submit written comments prior to the date of the hearing to: City of Bayport, 294 North 3<sup>rd</sup> Street, Bayport, MN 55003.

**MITCH BERG  
CITY ADMINISTRATOR**

*Posted at Bayport City Hall on June 9, 2010, published in the Stillwater Gazette on June 16, 2010 and June 23, 2010, and mailed to affected property owners.*



**EXISTING EASEMENT TO  
BE VACATED**



**NEW ICE ROAD EASEMENT  
OVER TRAVELED ROAD**

PHONE 650 490-2000  
3535 VANDERBILT CENTER DR.  
ST. PAUL, MN 55110



**BAYPORT  
MINNESOTA**

**ICE ROAD**

**BAYPORT MARINA**

BAYP0080100

06/14/10

DRAWING  
NO.  
1

## EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT ("Agreement") is made as of \_\_\_\_\_, 2010 by and between **WATERFORD ON THE ST. CROIX CONDOMINIUM ASSOCIATION, INC.**, a Minnesota corporation ("Waterford") and the **CITY OF BAYPORT**, a municipal corporation located in Washington County, Minnesota ("City").

### RECITALS

1. Waterford is the owner of that certain tract of land over which the City has been granted a public easement for ingress and egress over the property described in the attached **Exhibit A**.

2. Waterford and the City have determined that the gravel road intended for public use for ingress and egress is not located over the property described in **Exhibit A**.

3. Waterford and the City wish to correct the description of the easement to accurately reflect the location of the gravel road.

4. The City has agreed to vacate the road as currently described in exchange for Waterford's grant of a permanent public easement over the property described in the attached **Exhibit B**.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreement hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Waterford and City hereby agree as follows:

### AGREEMENT

1. **Easement Grant.** Waterford grants for the benefit of the City, a permanent public easement for ingress and egress to the St. Croix River, over, across and upon Waterford's property. No vehicles, fish houses, shelters, trailers or other things shall be placed or left upon or along said easement or the adjoining land without the approval of Waterford.

2. **Vacation of Record Easement.** In consideration of the grant of the easement described on Exhibit B and further described and limited by the terms of this Agreement, the City agrees to vacate the record easement for substantially the same purpose which is described on Exhibit A. Upon execution of this agreement the City agrees to initiate the process of vacating the easement described on Exhibit A and to pursue the vacation process to its completion.

In the event that South Maine Street (presently a platted but unopened street within the City) is ever opened and maintained as a public road providing access to that portion of the so-called "Ice Road" lying between South Maine Street and the St. Croix River the City will vacate that portion of the easement granted in paragraph 1 above not lying between South Maine Street and the St. Croix River.

3. Exercise of Easement Rights. Waterford shall not take any action which results in the flow of traffic being affected without providing notice to the City. Said notice shall be provided as required in Paragraph 12 and must be received by the City at least five (5) business days prior to blocking or otherwise affecting the flow of traffic.

4. Duration. The easement, covenants, conditions and restrictions contained herein shall be perpetual and shall create mutual benefits and covenants running with the land and shall be binding upon the parties hereto and their respective successors and assigns.

5. Maintenance. The City shall be responsible for the maintenance, repair and renewal of the road, including snow plowing of the roadway, as necessary, as determined in the sole discretion of the City.

6. Indemnification. The City agrees to defend, indemnify and hold harmless Waterford from and against all claims, damages, liabilities and expenses (including reasonable attorney's fees, court costs and expenses), which are incurred by Waterford in connection with loss of life, personal injury and / or property damage arising from exercise of the easement rights granted herein, except to the extent caused by the negligence of Waterford, provided that Waterford tenders defense of any claim made against Waterford, which is subject to the City's indemnity in sufficient time to avoid prejudice to the City for handling by counsel of the City's selection and reasonably acceptable to Waterford.

7. Sole Agreement. This Agreement may not be amended or modified in any respect whatsoever except by an instrument in writing signed by all parties. This Agreement constitutes the entire agreement between the parties with respect to the matters set forth herein and supersedes all prior negotiations, discussions, writings and agreements between them in connection herewith.

8. Attorney's Fees. In the event of any controversy, claim or dispute relating to this Agreement, the prevailing party in a non-appealable judicial resolution of such controversy, claim or dispute shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs.

9. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

10. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

11. Partial Invalidity. Should any one or more of the provisions of this Agreement be determined to be invalid, unlawful or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby unless as a result the purpose and intent of this Agreement shall thereby be substantially and essentially impaired. In such event, the parties shall diligently proceed to revise this Agreement in order to memorialize such purpose and intent.

12. Mechanic's Liens. In the exercise of the easement rights granted herein, the City shall not permit or suffer any mechanic's liens claims to be filed or otherwise asserted against Waterford and shall promptly discharge the same in case of the filing of any claims for liens or proceedings for the enforcement thereof.

13. Notices. Any notice required or permitted to be given by any party upon the other shall be given by certified mail, return receipt requested, by a nationally recognized overnight courier, or by personal delivery addressed as follows:

If to City:	City of Bayport Attn: City Administrator City Hall 294 N. Third Street Bayport, MN 55003
With a copy to:	Eckberg, Lammers, Briggs, Wolff & Vierling, P.L.L.P. Attn: Nick Vivian 1809 Northwestern Avenue Stillwater, MN 55082
If to Waterford:	Waterford on the St. Croix Condominium Association, Inc. 467 Mariner Drive Bayport, MN 55003
With a copy to:	Lawson, Marshall, McDonald Galowitz & Wolle, P.A. Attn: John Scott McDonald 10390 - 39 <sup>th</sup> Street North Lake Elmo, MN. 55042

All notices shall be deemed given three (3) business days following deposit in the United States mail with respect to certified or registered letters, one (1) business day following deposit if delivered to an overnight courier, guaranteeing next day delivery and on the same day if sent by personal delivery. Attorneys for each party shall be authorized to give notices for each such party. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified.

12. Compliance with Laws. The City shall comply with all applicable laws and regulations regarding the exercise of its easement rights hereunder.



CITY OF BAYPORT,  
a Minnesota municipal corporation

By: \_\_\_\_\_  
Jonathan Nowaczek  
Its: Mayor

By: \_\_\_\_\_  
Mitchell Berg  
Its: City Administrator

STATE OF MINNESOTA        )  
  ) ss.  
COUNTY OF WASHINGTON    )

On this \_\_\_\_ day of \_\_\_\_\_, 2010, before me, a Notary Public, personally appeared JONATHAN NOWACZEK and Mitchell Berg, of the City of Bayport, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Bayport by the authority of the City Council of the City of Bayport, and JONATHAN NOWACZEK and Mitchell Berg acknowledge said instrument to be the free act and deed of said City of Bayport.

\_\_\_\_\_  
*NOTARIAL STAMP OR SEAL*  
*(or other title or rank)*        *OF NOTARY PUBLIC*

**EXHIBIT A**

A permanent public easement 20 feet in width for ingress and egress purposes over, under and across that part of Lot 1, Block 1, and that part of Outlot F, BAYPORT MARINA, Washington County, Minnesota, which lies 20 feet to the right of the following described reference line:

Beginning at the most westerly corner of said Outlot F; thence North 24 degrees 20 minutes 16 seconds East 401.86 feet along the westerly line of said Outlot F and said Lot 1; thence northeasterly 90.24 feet along an 80.00 foot radius tangential curve concave southeasterly with a central angle of 64 degrees 37 minutes 42 seconds; thence North 88 degrees 57 minutes 58 seconds East 198.76 feet tangent to said curve to the east line of said Lot 1, being the west line of Maine Street and said reference line there terminating.

## EXHIBIT B

A 20.00 foot wide permanent easement for ingress and egress purposes over, and across that part of the Common Element as shown on CONDOMINIUM NUMBER 62, WATERFORD ON THE ST. CROIX, A CONDOMINIUM, SECOND SUPPLEMENTAL CONDOMINIUM, and over, and across that part of the Common Element as shown on CONDOMINIUM NUMBER 62, WATERFORD ON THE ST. CROIX, A CONDOMINIUM, FIRST SUPPLEMENTAL CONDOMINIUM, according to the recorded plats thereof, Washington County, Minnesota, also known as Lot 1, Block 1, BAYPORT MARINA, according to the recorded plat thereof, Washington County, Minnesota. The center line of said easement is described as follows:

Commencing at the most southerly corner of Lot 1, Block 1, said BAYPORT MARINA; thence North 24 degrees 20 minutes 16 seconds East, assumed basis of bearings, along the easterly right of way line of the Chicago & Northwestern Railroad, also known as the Milwaukee Railroad, a distance of 12.27 feet to the point of beginning of the center line to be described; thence along a non-tangential curve concave to the northwest, having a radius of 52.00 feet, a central angle of 42 degrees 26 minutes 06 seconds, a distance of 38.51 feet. The chord of said curve North 46 degrees 10 minutes 49 seconds East, a distance of 37.64 feet; thence North 24 degrees 57 minutes 46 seconds East tangent to said curve, a distance of 52.38 feet; thence North 20 degrees 54 minutes 31 seconds East, a distance of 76.49 feet to intersect a line 10 feet easterly of and parallel with the Easterly right of way line of said Chicago & Northwestern Railroad; thence North 24 degrees 20 minutes 16 seconds East along said parallel line, a distance of 196.85 feet; thence northeasterly and easterly along a tangential curve concave to the southeast, having a radius of 89.80 feet and a central angle of 72 degrees 49 minutes 45 seconds, a distance of 114.15 feet; thence South 82 degrees 49 minutes 59 seconds East tangent to the last described curve, a distance of 46.49 feet; thence along a tangential curve concave to the southwest, having a radius of 150.00 feet and a central angle of 53 degrees 38 minutes 15 seconds, a distance of 140.42 feet; thence South 29 degrees 11 minutes 44 seconds East tangent to the last described curve, a distance of 31.58 feet to the easterly line of said Lot 1 and said centerline there terminating.

The side line of said easement shall be prolonged or shortened to terminate on the westerly and easterly lines of said Lot 1.

Containing 13,928 sq. ft. or 0.3197 acres.

# Bayport Public Library

May 21, 2010



582 NORTH FOURTH STREET  
BAYPORT, MINNESOTA 55003  
(651) 439-7454

Mayor Jonathan Nowaczek  
City of Bayport  
294 N 3<sup>rd</sup> Street  
Bayport, MN 55003

Dear Mayor Nowaczek:

Library board trustee Corey Mohan has resigned from the library board as he will no longer be residing in Bayport and is, therefore, ineligible to serve on the board.

Amy Zimmer has applied for the vacancy on the library board. Amy is a board member of the Foundation for Bayport Public Library. She has been a user of the library since moving to Bayport. Amy is passionate about libraries and books and would like to ensure ongoing community interest in both. She has a strong financial background, currently employed as the finance manager of Library Strategies of St. Paul Public Library, and will be a valuable asset to the library board.

At the May 20th, 2010, library board meeting the board members voted to recommend to the Mayor and council that you appoint Amy Zimmer to the library board.

The library board also understands the importance of transparency and will certainly support the decision, if you choose, to post the vacancy for thirty days before making the appointment.

We would like to thank you for your consideration.

Sincerely,

Sandy Ness  
Library Board President

pc: Mitch Berg, City Administrator

Attachment: Letter from Corey Mohan  
Application from Amy Zimmer

**CITY OF BAYPORT  
PUBLIC LIBRARY BOARD APPLICATION FORM**

Name:     Amy Zimmer    

Address:     287 5<sup>th</sup> Street N.    

    Bayport, MN 55003    

Home Phone:     651-439-6305    

Please describe your background and why you are interested in serving on the Library Board.

My family and I treasure the Bayport Public Library as the heart of our community. I have two children who are now 8 and 10 years old who have been library users since they were born. We have attended storytimes, summer programs, arts programs, and special events for years. I feel I have taught my children well when recently my daughter suggested we show visitors from out of town our library as a highlight in our community.

I would like to join the Library Board to play a greater role in helping to ensure the Library sustains its place as a source of information, community connection and pride in this community treasure for generations.

I have served on the Foundation for the Bayport Library for about 5 years. I have found it a very rewarding experience to work with the Board, Library Staff, volunteers and community members to increase awareness and financial support for the Bayport Library.

I work for the Friends of The Saint Paul Public Library as their Staff Accountant. I feel lucky to have found work that supports my passion for public libraries. I also work on a contract basis for the Greater Twin Cities United Way and The Saint Paul Foundation doing grant review work and making funding recommendations on grant requests.

I have a Masters in Planning from the Humphrey Institute of Public Affairs and a Bachelors of Science in Business from the Carlson School of Management at the University of Minnesota.

Signature



Date

4/5/2010

Please return to: Bayport City Hall, 294 North 3rd Street, Bayport, MN 55003

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# MEMORANDUM

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**DATE:** June 28, 2010

**TO:** City Council (July 6<sup>th</sup> meeting)  
Mitch Berg, City Administrator

**FROM:** Sara Taylor, Assistant City Administrator/Planner

**SUBJECT:** Consider a conditional use permit (CUP) to allow automotive sales and open lot outdoor display at 174 3<sup>rd</sup> Street South

**A. BACKGROUND**

The property is located at 174 3<sup>rd</sup> Street South, at the intersection of Highway 95 (or 3<sup>rd</sup> Street South) and 1<sup>st</sup> Avenue South. The property contains an existing building that was previously used to repair and service automobiles, known as Dann's Service Center. The total lot area is approximately 16,600 square feet. The property is located at the south end of the city's central business district and is zoned B-2 Central Business. Surrounding uses include commercial businesses to the north and east, transitioning to residential on the west and south.

In November of 2008, the property owner, Jeff Hause, J.G. Hause Construction Inc., was granted variances to construct a new two-story office/retail building on the property. However, because of the economic market, Mr. Hause has been unable to secure tenant(s) to justify construction of the new building on the site. Mr. Hause is currently in the process of developing a long-term business plan for the site, which he hopes will include plans for construction of a new building in the near future. However, to help offset anticipated costs for future improvements to the property, Mr. Hause would like to secure a lease for short-term use of the site until the long-term plan is complete.

Mr. Hause and the applicant/lessee, Richard Swanson, have applied for a conditional use permit (CUP) to utilize the site for automotive sales and open lot outdoor display on an interim basis. The existing building would be remodeled to serve as a multi-use building for a J.G. Hause Construction sales office, as well as a retail sales office/showroom for both on-site and on-line sale of automobiles and recreational vehicles/equipment. The office, retail, and showroom are permitted uses within the B-2 Central Business zoning district. However, automotive sales and outdoor display are conditional uses, and therefore require a CUP. As part of the CUP, the property owner and applicant are also requesting some flexibility with required site improvements.

The Planning Commission held the required public hearing on June 21, 2010. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on June 10, 2010.

The following informational items are attached:

- narrative by the property owner
- site plan with proposed layout
- exterior sketch of the existing building with improvements

**B. STAFF COMMENTS**

As stated above, the property contains an existing service station/garage building, which has sat vacant for the last several years. To accommodate the interim businesses, the applicant is proposing to complete some minor remodeling to the interior of the existing building for office space. However, the floor plan of the building will continue to include two garage bays with overhead doors, which will facilitate access for automobiles and recreational vehicles, such as ATV's, boats, snowmobiles, and jet skis to be displayed in the indoor retail showroom.

The property owner is also planning some visual improvements to the building's exterior and overall site, such as painting the building and replacing most doors and windows, adding a decorative façade to the building for signage, installing an eight (8) foot privacy fence along the north and west property lines, installing an enclosed outdoor storage/dumpster area, and patching and sealcoating the existing asphalt parking and display areas. The outdoor sales lot will consist of designated display spaces, for use during both business hours and non-business hours, and a total of six (6) stalls for employee and customer parking. General business hours will be Monday through Saturday, 9:00 am. – 9:00 p.m.

The applicant has requested that a limited area be designated for the display of small recreational vehicles, including snowmobiles, ATV's, jet skis, and motorcycles during business hours. However, the ordinance only allows automotive sales by conditional use and staff feels that the outdoor display of the above mentioned recreational vehicles should not be approved, as these recreational vehicles are not considered "street legal", with the exception of motorcycles. Additionally, it is often difficult to display an assortment of recreational vehicles in an attractive and orderly manner, and these vehicles are often a target for vandalism and theft. For these reasons, staff is recommending only limited outdoor display of up to five (5) motorcycles be allowed on the site, and only during business hours.

As stated, the property owner is in the process of developing a long-term business plan for the site, which may not include auto sales and display in the near future. For this reason, he is requesting that the city consider deferring major required site improvements for a period of one (1) year, during which time he will be able to develop a long-term business plan and determine whether auto sales and display is a viable option for the site, without having to bear the cost of substantial improvements immediately, which may prove to be obsolete in the long-term plan. Examples of the deferred improvements will most likely include relocating the display/parking areas to comply with required setbacks, installing curbing around display/parking areas, resurfacing and striping the parking/display area, installing landscaping, mitigating impervious surface, and addressing drainage/stormwater runoff.

In reviewing the existing site and the application for the proposed use, staff feels that the property owner has made an effort to address issues of concern with his proposed site improvements, which relate primarily to repair and maintenance. Staff also understands that economic times have made it financially difficult for individuals to pursue new business ventures, and this situation is a good example. For these reasons, staff feels it may be appropriate to allow some flexibility to accommodate the proposed interim business, by deferring major required site improvements for a period of one (1) year. Staff feels that this will allow the property owner sufficient time to either make the required site improvements required as part of the CUP or discontinue the automotive sales and outdoor display use to implement his long-term business plan for the site.

**C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL**

After reviewing the property and the CUP application, staff feels that the proposed use of office/retail, automotive sales and outdoor display would be compatible within the B-2 zoning district and the city's comprehensive land use plan. In addition, past use of the adjacent property for automotive sales suggests compatibility with the surrounding neighborhood. However, to comply with regulations set forth by city code, and minimize impacts, staff recommends approval of the following conditions:

- ❑ A solid wood eight (8) foot fence shall be constructed along the west and north portions of the property in accordance with sketch submitted by the applicant.
- ❑ Improvements to the existing building shall include painting of the exterior, replacement of most windows and doors, and installation of decorative façade and signage.
- ❑ Improvements to the site shall include installation of an enclosed outdoor storage/dumpster area to match the solid wood eight (8) foot fence, patching and sealcoating the existing asphalt parking and display areas, and restoring sod/landscape areas in accordance with sketch submitted by the applicant.
- ❑ The outdoor display/parking area shall consist of three (3) customer parking spaces (one handicapped), two (2) employee parking spaces, fifteen (15) spaces for up to fifteen (15) passenger cars/trucks, and a limited area for display of up to five (5) motorcycles during business hours, in accordance with sketch submitted by the applicant.
- ❑ General hours of operation shall be Monday through Saturday, 9:00 am. – 9:00 p.m. No business activity shall be conducted outside of the established hours of operation.
- ❑ A permit from MNDOT must be secured for the access location into the parking lot and the left turn lane pavement marking and striping on Highway 95, if applicable.
- ❑ The business operation shall not commence until all building and site improvements included within this report have been completed and approved by the city.
- ❑ By April 1, 2011, the property owner/applicant shall notify the city of their long-term business plan for the property (to continue or discontinue with the auto sales and outdoor display use). If the desire is to continue the use, staff will work with the property owner to identify the required deferred site improvements, as mentioned within this staff report, to be completed and approved by the city by July of 2011 (approximately one year from issuance of the CUP). Failure to complete the required site improvements within the specified timeframe may result in the city modifying or revoking the CUP.
- ❑ The CUP shall be periodically reviewed, to determine if the conditions of the CUP have consistently been met, the property is in compliance with city code, and whether any conditions shall be modified to ensure the use is compatible with the surrounding neighborhood. The city will continue to monitor the property on a regular basis, to ensure ongoing compliance with the conditions of the CUP.

- This application and any site improvements may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO). Any conditions required by the MSCWMO shall be implemented by the property owner/applicant.

***D. PLANNING COMMISSION ACTION***

At its meeting on June 21, 2010, the Planning Commission held the required public hearing and had extensive discussion on the application. A majority of the commission felt that small recreational vehicles, including ATV's, snowmobiles, jet skis, and motorcycles could be classified under automotive sales as a conditional use in city code, and therefore could be displayed similarly to cars and trucks on the outdoor sales lot. In addition, the commission determined that it was unnecessary to limit the number of small recreational vehicles that could be displayed on the lot, the display location, and the hours of display, as the commissioners thought this was a business decision best left to the applicants. Following the discussion, the Planning Commission voted 5-0 to recommend approval of a CUP to allow automotive sales and open lot display, including ATV's, snowmobiles, jet skis, and motorcycles with the other conditions recommended by staff.

If the City Council is in agreement with the Planning Commission and adopts its recommendation to allow the display of the small recreational vehicles listed above, staff strongly recommends the City Council specify a limitation on the number of automobiles and recreational vehicles permitted for display on the lot at any given time. The property is rather small and located at a busy intersection, and to avoid safety, congestion, and visibility concerns, staff recommends no more than twenty (20) vehicles be displayed outdoors on the lot at any given time, in the designated areas shown on the site plan. As a reminder, this CUP will be reviewed in one (1) year, at which time the conditions may be modified.

***E. RECOMMENDATION***

Staff recommends approval of Application 2010-03 for a conditional use permit (CUP) to allow automotive sales and open lot outdoor display at 174 3<sup>rd</sup> Street South. Suggested findings of fact and conditions of approval are stated in the staff report. City Council action to approve or deny the application is requested.

TO: City of Bayport

FR: Jeff Hause  
Nicott Square, LLC

RE: Conditional Use Permit  
174 3<sup>rd</sup> Street

DA: ~~May~~ 2010  
June

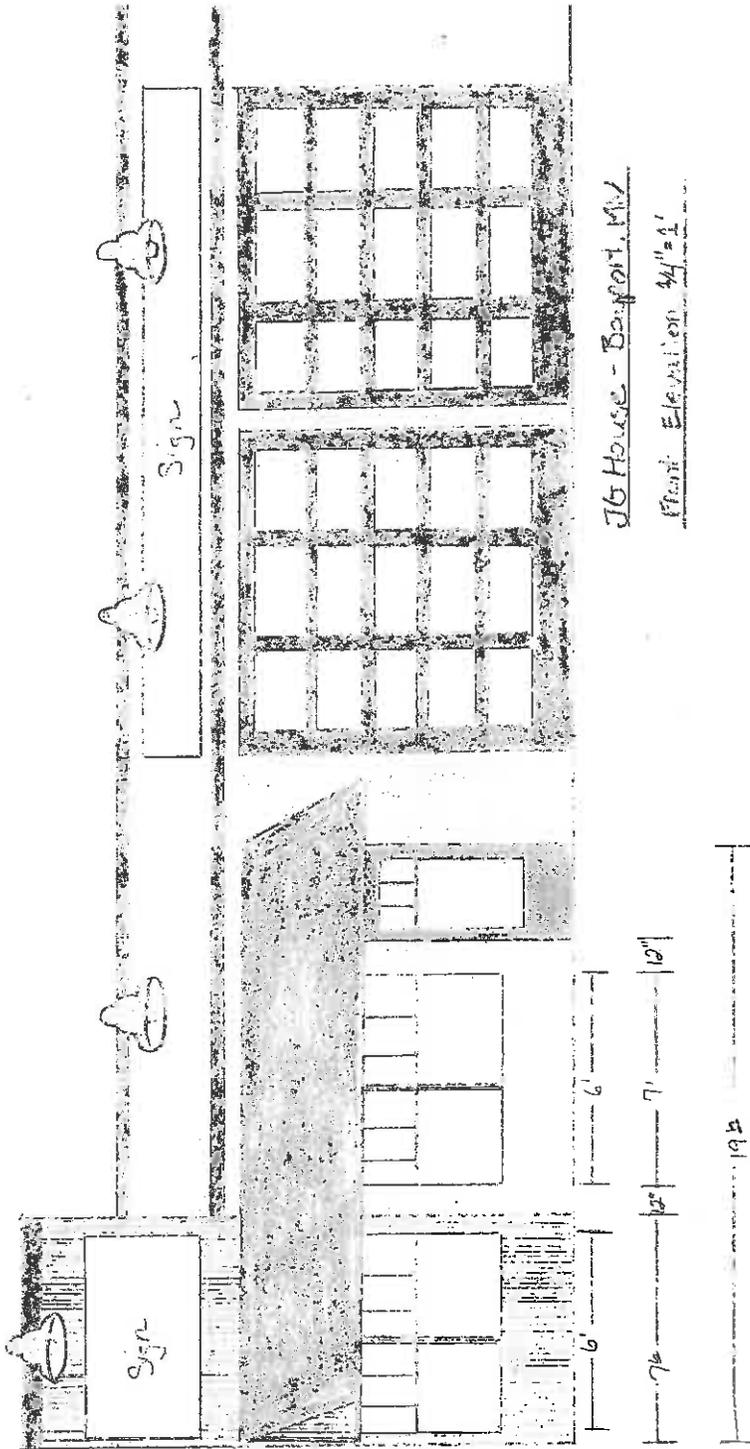
The following is an outline for business use:

Two new area businesses intend on occupying the vacate site of the former service station. One an existing construction company located in Stillwater to open a branch office. The second business a new on-site and on-line sale of ATV's, automobiles, boats, motorcycles, RV's and snowmobiles. We will sell all of the fore mentioned merchandise on-line, however only cars and trucks will be displayed on the outside lot. Motorcycles, ATV's, snowmobiles, and jet skis will be displayed inside. We would like to store some excess merchandise in the enclosed area. We would like permission to display some of the inside merchandise on the outside lot during the day. The intent of motor sales business is that the units sold will be consignment units. Some of the units may have to be purchased; an automobile dealer's license will be required. The interior of the building will be occupied by a small construction sales office and an office/showroom for the motor sales. The exterior remodel will consist of: new paint, new corner façade with vertical corrugated metal, new door and windows in office area, new signage, patch and seal coat asphalt. The asphalt will be replaced when a decision is made on the remodel/replacement of existing building. An eight foot high fence installed (see survey). Class five will be placed in the enclosed area until replaced with black top during final construction faze. We are requesting the ability to utilize enough land space to put the equivalent of 30 cars outside on the lot.

The site owner has been granted approval for constructing a new building at the site. I have decided not to move forward with those plans at this time due to the current global economy. I have had two potential restaurant leases; both were not able to secure financing. By applying for a temporary C.U.P. the owner will be better able to gauge the best use and financial viability of the site. The following are possible long term plans: 1). Use as proposed in this temporary C.U.P. 2). Addition and remodel to existing building. 3). Existing building demolished and a new building constructed.

I feel that the site being utilized it will be an improvement over the existing vacant building and lot. The lot the will be kept in an orderly and respectable manor. The new businesses will bring a minimum of three new area employees. The new businesses will increase awareness to existing Bayport's area businesses.





JB House - Boxford, MA

Front Elevation 44" x 1'

**RESOLUTION NO. 10-**

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JULY 6, 2010**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 6<sup>th</sup> day of July, 2010.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) TO ALLOW AUTOMOTIVE SALES AND OPEN LOT OUTDOOR DISPLAY AT 174 3<sup>RD</sup> STREET SOUTH, LEGALLY DESCRIBED AS BLOCK 71, LOTS 7-9, EXCEPT TO BAYPORT FOR ROAD ON LOT 9, BAYPORT, WASHINGTON COUNTY, MINNESOTA**

WHEREAS, The city received a request from property owner Jeff Hause and applicant Richard Swanson to consider a CUP application to allow automotive sales and open lot outdoor display at 174 3<sup>rd</sup> Street South; and

WHEREAS, The Planning Commission of the City of Bayport held a public hearing on June 21, 2010 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP application to the City Council, with the conditions recommended by staff, as well as approval to display small recreational vehicles, including ATV's, snowmobiles, jet skis, and motorcycles on the outdoor open lot; and

WHEREAS, The City Council of the City of Bayport considered and approved the application on July 6, 2010 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

**FINDINGS OF FACT**

- A. On or about June 9, 2010, the city received an application requesting consideration of automotive sales and open lot outdoor display as a conditional use.
- B. The subject property is zoned B-2 Central Business. Zoning Ordinance 601 specifies the purpose, scope, and uses for the B-2 zoning district, which is consistent with automotive sales and outdoor lot display.
- C. The existing building will serve as a retail sales office and indoor showroom for both on-site and on-line sale of automobiles and recreational vehicles. The office, retail, and showroom are permitted uses within the B-2 Central Business zoning district. Automotive sales and outdoor open lot display are permitted with a CUP.
- D. General business hours will be Monday through Saturday, 9:00 am. – 9:00 p.m. The outdoor open lot shall be limited to the display of (INSERT NUMBER) vehicles consisting of cars, trucks, motorcycles (SPECIFY WHETHER ATV'S, SNOWMOBILES, JET SKIS ARE INCLUDED) during (SPECIFY BUSINESS HOURS/NON-BUSINESS HOURS).
- E. Improvements to the building's exterior and overall site, such as painting the building, replacing most doors and windows, adding a decorative façade to the building for signage, installing an eight (8) foot

privacy fence along the north and west property lines, installing an enclosed outdoor storage/dumpster area, and patching and sealcoating the existing asphalt parking and display areas will have a positive impact on the neighborhood.

- F. Economic times have made it financially difficult for individuals to pursue new business ventures. Therefore, the City Council finds it appropriate to defer major required site improvements for this CUP, such as relocating the display/parking areas to comply with required setbacks, installing curbing around display/parking areas, resurfacing and striping the parking/display area, installing landscaping, mitigating impervious surface, and addressing drainage/stormwater runoff for a period of one (1) year.
- G. The Planning Commission of the City of Bayport held a public hearing on the application on June 21, 2010. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP application to the City Council, with the conditions recommended by staff, as well as approval to display small recreational vehicles, including ATV's, snowmobiles, jet skis, and motorcycles on the outdoor open lot.
- H. Based on paragraphs (A)-(G) above, the City Council finds it in the best interest of the city to approve the CUP.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. The application is hereby approved, subject to the conditions below and based on findings of fact above, and the regulations set forth by city code:
  - A solid wood eight (8) foot fence shall be constructed along the west and north portions of the property in accordance with sketch submitted by the applicant, as an attachment to this document.
  - Improvements to the existing building shall include painting of the exterior, replacement of most windows and doors, and installation of decorative façade and signage.
  - Improvements to the site shall include installation of an enclosed outdoor storage/dumpster area to match the solid wood eight (8) foot fence, patching and sealcoating the existing asphalt parking and display areas, and restoring sod/landscape areas in accordance with sketch submitted by the applicant.
  - The outdoor display/parking area shall consist of three (3) customer parking spaces (one handicapped), two (2) employee parking spaces, \_\_\_\_\_ spaces for display of up to \_\_\_\_\_ vehicles including \_\_\_\_\_, in accordance with sketch submitted by the applicant.
  - General hours of operation shall be Monday through Saturday, 9:00 am. – 9:00 p.m. No business activity shall be conducted outside of the established hours of operation.
  - A permit from MNDOT must be secured for the access location into the parking lot and the left turn lane pavement marking and striping on Highway 95, if applicable.
  - The business operation shall not commence until all building and site improvements included within this report have been completed and approved by the city.
  - By April 1, 2011, the property owner/applicant shall notify the city of their long-term business plan for the property (to continue or discontinue with the auto sales and outdoor display use). If the desire is to continue the use, staff will work with the property owner to

identify the required deferred site improvements, as mentioned within this staff report, to be completed and approved by the city by July of 2011 (approximately one year from issuance of the CUP). Failure to complete the required site improvements within the specified timeframe may result in the city modifying or revoking the CUP.

- The CUP shall be periodically reviewed, to determine if the conditions of the CUP have consistently been met, the property is in compliance with city code, and whether any conditions shall be modified to ensure the use is compatible with the surrounding neighborhood. The city will continue to monitor the property on a regular basis, to ensure ongoing compliance with the conditions of the CUP.
- This application and any site improvements may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO). Any conditions required by the MSCWMO shall be implemented by the property owner/applicant.

2. The entire record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented together with the discussion of the City Council regarding the matters described herein are hereby made a part of the record of these proceedings.

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

Jon Nowaczek -  
Dan Johnson -

Connie Carlson -  
Torry Kraftson -

Judy Seeberger -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 6<sup>th</sup> day of July, 2010.

\_\_\_\_\_  
Jon Nowaczek, Mayor

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator



CITY OF BAYPORT  
294 NORTH THIRD STREET  
BAYPORT, MINNESOTA 55003  
PHONE 651-275-4404 FAX 651-275-4411

---

Date: June 24, 2010  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
Re: Consider amendments to the city's fee schedule related to parks and special events

### ***BACKGROUND***

#### **Park usage**

Earlier this year, the City Council asked staff to research and make a recommendation on usage fees for individuals who wished to reserve city park fields, courts and/or equipment for exclusive, private use. Chapter 42 of the Bayport City Code already includes provisions for park usage and authorizes the City Council to adopt certain park usage fees as part of Appendix D, Fee Schedule. Currently, the city's fee schedule includes park usage fees for picnic shelters, beach house, special events, boat trailer parking, and the warming house.

Because city code already recognizes park usage and rental fees, and because the city receives very few requests to exclusively utilize city park fields, staff recommends that rather than creating a separate administrative policy, we simply establish exclusive usage fees for the city's ball fields, volleyball courts, soccer fields, and tennis courts within the city's fee schedule. After researching fees charged by other cities for use of similar park amenities, staff is proposing the following:

Barker's Alps ball field(s)	\$5.00 per day, with a seasonal maximum of up to \$150.00
Lakeside/Perro ball field	\$3.00 per day, with a seasonal maximum of up to \$100.00
Lakeside volleyball court	\$10.00 per day
Perro tennis court(s)	\$10.00 per day
Barker's Alps soccer field	\$5.00 per day, with a seasonal maximum of up to \$150.00

Should the City Council feel these fees are appropriate, staff will develop an application form for individuals to request exclusive use of these park amenities. Requests would be considered on a first-come, first served basis and handled administratively.

#### **Special events**

The city requires individuals or organizations to submit a special event application to request the use of city property for a public or private event, which would require special use of the property or certain public services. Due to the magnitude of staff time and services, special events require a fee and City Council approval.

Many of the special event applications the city receives are from public or non-profit agencies, who typically request waiver of the \$50.00. To recognize these groups and the benefit they provide to the community, but also avoid deferring the cost of processing the application along to the city's taxpayers, staff is proposing revised fees, as follows:

Private individuals and for-profit organizations	\$50.00
Public entities and non-profit organizations	\$15.00

**Boat trailer parking**

The city currently charges residents \$10.00 on an annual basis for unlimited boat trailer parking in the Andersen lot and Lakeside Park lot. Due to the effort required to administer and enforce the boat trailer parking regulations, the Police Department is requesting the annual fee be increased to \$25.00 per year.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion amending Appendix D – Fee Schedule to include the fees listed above.

ORDINANCE NO. \_\_\_\_\_

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

THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
DOES HEREBY ORDAIN AS FOLLOWS:

**Section 1.** Appendix D of the Bayport City Code is hereby amended to include the following:

**Note:** Additions are indicated in **bold underline** and deletions are indicated in ~~strike through~~.

<i>Administration Department - General fees</i>	
<b><u>Park usage fees for fields and courts (see below)</u></b>	
<b><u>Barker's Alps ball field(s) – north #1 and south #2</u></b>	<b>\$5.00 per day, with a seasonal maximum of up to \$150.00</b>
<b><u>Lakeside Park / Perro Park ball field</u></b>	<b>\$3.00 per day, with a seasonal maximum of up to \$100.00</b>
<b><u>Lakeside Park volleyball court</u></b>	<b>\$10.00 per day</b>
<b><u>Perro Park tennis court(s)</u></b>	<b>\$10.00 per day</b>
<b><u>Barker's Alps soccer field</u></b>	<b>\$5.00 per day, with a seasonal maximum of up to \$150.00</b>
Parking permit – <del>resident sticker</del> for vehicles with boat trailers	<del>\$10.00/yr</del> <b>\$25.00/yr</b>
Special event application – <b><u>private individual or for-profit organization</u></b>	<b>\$50.00</b>
Special event application – <b><u>public entity or non-profit organization</u></b>	<b>\$15.00</b>

**Section 2. EFFECTIVE DATE:** This Ordinance shall become effective upon its passage and publication according to law.

Passed and adopted by the Bayport City Council, Washington County, Minnesota, on this 6<sup>th</sup> day of July, 2010.

\_\_\_\_\_  
Jon Nowaczek, Mayor

Attest:

\_\_\_\_\_  
Mitch Berg, City Administrator



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

---

**DATE:** June 22, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitch Berg, City Administrator  
**RE:** City Council wage freeze

***BACKGROUND***

At the last Strategic Planning Session, a few of the City Council members briefly mentioned they would be willing to consider freezing and/or reducing their pay, since the non-union employees took a 72 furlough, which indirectly froze their wages for 2010. The Minnesota State Legislature has amended its statutes to permit a Mayor and Council to temporarily reduction or freeze their pay, provided the City amends its local ordinance. Therefore, I have prepared an ordinance amendment, attached with this memo, to address the request to freeze the City Council pay for 2011.

***RECOMMENDATION***

Staff has prepared an ordinance freezing the City Council pay from January 1, 2011 to December 31, 2011 for consideration. If the City Council wishes to take a further reduction in pay yet this year, I recommend that separate action be taken in the form of a separate motion.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE II, DIVISION II,  
OF THE BAYPORT MUNICIPAL CODE REGARDING  
MAYOR AND CITY COUNCIL SALARIES.

**WHEREAS**, the City Council intends to amend Chapter 2, Article II, Division II, of the Bayport Code of Ordinances dealing specifically with Mayor and City Council pay pursuant to Chapter 415.11 of the Minnesota Statutes; and

**WHEREAS**, the Ordinance which was adopted on November 10, 2008 calls for an automatic adjustment of the Mayor and Council wages to the average change for the city employee groups; and

**WHEREAS**, with the employees having taken furloughs in 2009 and 2010 the City Council feels it would be prudent to take a salary freeze for all of 2011; and

**WHEREAS**, Section 415.11 of the Minnesota Statutes has been amended to permit salary reductions and pay freezes, by ordinance, to be implemented prior to the next election provided the length of the temporary pay reduction and the pay freeze is reflected in the ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, DOES HEREBY ORDAIN AS FOLLOWS:**

**Section 1.** Chapter 2, Article II, Division II, of the Bayport Code of Ordinances is amended to read as follows:

**Sec. 2-41. Mayor's Salary.**

The Mayor's annual salary shall be established at 1.5 times the annual salary of each Council Member effective January 1, 2009.

**Sec. 2-42. Salary of Councilmembers.**

Each Council Member's annual salary is established at \$2,700.00 effective January 1, 2009. Effective January 1 of each succeeding year, the annual salary for each Council Member shall be adjusted according to the average change for city employee groups.

The Mayor and the Council, however, effective January 1, 2011 to December 31, 2011 shall take a freeze in salary and, according to Minnesota State Statute, unless the freeze is extended by ordinance the salary of the members shall revert to the salary in effect immediately before the ordinance was enacted.

**Section 2.** Severability. In the event that a court of competent jurisdiction adjudges any part of this Ordinance to be invalid, such judgment shall not affect any other provision of this Ordinance not specifically included within that judgment.

**Section 3.** Effective Date. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 6<sup>th</sup> day of July, 2010.

\_\_\_\_\_  
Jonathan Nowaczek, Mayor

ATTEST:

\_\_\_\_\_  
Mitchell Berg, City Administrator



**CITY OF BAYPORT**  
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**PHONE 651-275-4404 FAX 651-275-4411**

---

**DATE:** June 22, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitch Berg, City Administrator  
**RE:** Strategic Planning Report

***BACKGROUND***

Attached, please find a copy of the Strategic Planning Report, which summarizes the outcomes of the three sessions conducted with the City Council and city staff. I have reviewed the document and am presenting it for City Council review and comment.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion accepting the Strategic Planning Report, subject to review and additional comment by the City Council.

GLOBAL SYNERGY GROUP, LLC

# STRATEGIC PLANNING

CITY OF BAYPORT

Author: Richard Fursman, Irina Fursman



2010

WWW.GSYNG.COM

## **INTRODUCTION**

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The City of Bayport retained Global Synergy Group, LLC to assist in a strategic planning process. The anticipated result would be a plan that builds on prior successes and addresses organizational weaknesses in order to fully meet the goals and objectives set out for the organization.

The City's former Administrator retired in the fall of 2009. The new city administrator is looking for guidance from elected officials as to where they would like to see the community and the city hall as an organization, move to in the future.

### **Primary Focus:**

- Budget
- Staffing /organization (around budget)
- Community beyond next couple of years
- Team building (between the staff members and departments)
- Roles and Responsibilities

Based on the Assessment conducted prior to the retreat, which included an on- line survey and interviews, the following process was designed and implemented:

### **SESSION I: April 1<sup>st</sup>, 2010**

1. Introductions
2. Expectations Overview
3. Clarifying Roles for the Retreat
4. Vision
5. Reflections

### **SESSION II: April 12<sup>th</sup>, 2010**

1. Values: Individual, Organization and Community
2. SWOC: Strengths, Weaknesses, Opportunities, and Challenges
3. Strategic Issues

### **SESSION III: May 27<sup>th</sup>, 2010**

1. Review
2. Goals
3. Strategic Directions
4. Roles and Responsibilities
5. Closing .

## ASSESSMENT

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A survey was offered to all participants as well as staff members who did not participate in the strategic planning retreat.

### **SURVEY QUESTIONS:**

#### **SWOC:**

**What are the strengths of the community as they relate to the strategic planning? (City amenities, citizens, businesses, etc.)**

**What are the strengths of the City as an organization? (City Services, Administration, Departments, etc.)**

**What are the weaknesses of the community when it comes to strategic planning?**

**What opportunities do you think the City should pursue? What external opportunities can't we afford to miss?**

**What external challenges does the City face today?**

#### **TEAM:**

**How would you describe the relationship between the City Council and staff?**

**How would you rate team approach at City Hall?**

**How would you rate the community/citizen relations?**

#### **Implication:**

The results of the Survey responses were summarized and shared with everyone who took the survey. The written report was provided to the council prior to the retreat, and is also attached to this report. Data from the survey was used in the strategic planning process to help identify strategic issues.

It was recommended that all the key players (department heads and city council) be together for the entire process, based on the TEAM assessment part of the survey and individual interviews.

Much time was spent at the beginning of the process on team building exercises and discussions. Participants had an opportunity to share their personal stories about where they grew up, what they like to do when not at work and who they admire and why. The purpose of the exercise was to reveal what the team members have in common, get to know one another better, and finally get the team players on the same page as what they would like the community to be, what would be an ideal work environment and what qualities that make exceptional leaders of the community.

What we like about the town we grew up in?

Small Town Feel  
Safe  
Comfortable  
Knew Everybody  
Family Presence  
Stuff to do  
Identity  
Linked to other people up and down the River  
Play opportunities  
Visionary  
Beautiful scenery

What we admire in people we look up to?

Commitment  
Hard Working  
Permanent  
Dedication  
Persistence  
Fearlessness  
Principle  
Beliefs  
Passion  
Core Values  
Positive outlook  
Strength of Character  
Leadership  
Compassion  
Honesty  
Trust

What we like about doing something outside of work?

Recharge  
Connect with Nature  
Get something out of it  
Fascination  
Passion  
Enjoyable  
Different environment  
Grounding  
Testing yourself  
Learn about yourself  
Relaxation  
Exercise  
Feeling good about yourself  
Accomplishment  
Refreshing

**VISION**

## ROLES CLARIFICATION:

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The survey revealed that staff and council have not aligned expectations as to what role the department heads should play in visioning for the community. Participants were asked to break into two groups, and answer the following question:

What role should the staff have in the visioning /strategic planning process?

As a result of the group's discussions, the Staff's role was defined as "Visionary": Think of the future and have an equal voice in expressing where we are going and how we are going to get there.

*Aside from the Strategic Planning Process, the staff saw its role as all three every day: Visionary, Consulting and Trooper. Whereas, the council should be the Visionary Leaders.*

## VISION:

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***"You must give birth to your images. They are the future waiting to be born."***

~Rainer Maria Rilke

The purpose of the *Visioning* process is to develop a *clear* and *succinct* description of what the community should look like as it achieves its full potential. It is a vision of success acquired with the strategies that are implemented.

The participants were asked to imagine Bayport in the year 2015, as if it had become the most desirable city that could be reasonably "created."



Vision statements emerged from the Vision Workshop:

- Bayport engages its Citizens in building the small town of tomorrow
- Bayport has a vibrant small business community
- Bayport has a vibrant River "Life"
- The City of Bayport supports and embraces the wider community
- Bayport is a fiscally progressive, stable community
- Bayport is a connected, sustainable small town by design

# CITY OF BAYPORT VISION

Bayport engages its Citizens in building the small town of tomorrow

Bayport has a vibrant small business community

Bayport has a vibrant River "Life"

The City of Bayport supports and embraces the wider community

Bayport is a fiscally progressive, stable community

Bayport is a connected, sustainable small town by design

- Cutting edge communication engaging entire community
- Better public participation in local government
- Better web presence (Social Net)
- Keep a professional and respectful CC/Staff
- Acknowledged for community cohesiveness

- Support and provide incentives for businesses
- Businesses, City and Residents work together to make Bayport a showcase city
- Buy local movement

- Consider a fishing pier or dock
- Wide recreational use of river
- Be cautious about overdeveloping river front
- River amenities
- Beautification and improvement of Riverfront (visitors, potential revenue)

- Broaden Community outreach & programs
- Beyond the Yellow Ribbon as a national example
- Keep safety a priority
- Exemplary community policing city
- Keep and support community celebrations

- Many shared services with surrounding communities
- Self-sustaining budget/economy
- Stabilize adequate revenues
- Financially self-sufficient

- Enhance our park amenities
- Multi-model community
- Pedestrian crossing of HWY 95
- Trail Connectivity with surrounding communities
- Small town feel and character
- Innovation of sustainable development & conservation efforts

## VALUES:

---

Values are one's judgments about what is important in life. Values are an integral part of every culture. Along with beliefs and worldview assumptions, they generate behavior. Being part of a culture that shares a common core set of values creates expectations and predictability without which a culture would disintegrate and its members would lose their personal identity and sense of worth. Values tell people what is good, beneficial, important, useful, beautiful, desirable, appropriate...etc.

### Individual Values

---

#### **What individual values do we bring to work?**

From the intro exercise, what values we described in other people. Where do we see connection, how are they similar?

### Organization Values

---

As a group, we bring our individual values to work, but we are an organization of several people, not individuals.

When we look at the vision we just formed and the community values we appreciate

#### **What values does our organization currently reflect?**

### Community Values

---

#### **Which of these values are we partners with the Community?**

Which of these Values need to be defined?

At this time, group took some time to go over all Community Values listed and defined what those mean to the group.

# VALUES



## Individual

- Conscientiousness
- Experience
- Work Ethics
- Lead by Example
- Loyalty
- Open Minded
- Desire
- Fairness
- Team
- Confidence
- Honesty
- Professionalism



## Organization

- Commitment to citizens, service
- Leadership
- Dedication
- Team (mutual support and assistance; work together to get quality job)
- Quality and Integrity
- Long-Term (make good long lasting decisions)
- Quality through time and individuals
- Consistency and Diligence
- Professionalism
- Fiscal Responsibility (balanced budget; accountable, transparent, explain and educate how \$ spent)
- Respect



## Community

- Responsive, proactive services
- Participation
- Family
- Variety of Housing Stock
- Location
- Safety
- Natural Amenities
- "Small town" services - personal touch
- Affordability
- Schools, churches
- Visibility of staff/council - "we know them"

## ENVIROMNENTAL SCAN: (SWOC)

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### *What is the Environmental Scan?*

Environmental Scan is the assessment of the current environment. In Bayport we used SWOC (Strengths, Weaknesses, Opportunities and Challenges) Analysis to assess the internal and external environment.

#### The Assignment:

The Survey conducted prior to the retreat was used as starting point of this section. The responses from the survey were brought forward. As the participants read and placed the statements on the facilitation wall, they clustered the descriptions of the SWOC in groups by common issue.

The groupings then were discussed as potential strategic issues. Participants were asked to work individually on the following assignments:

For each group of statements, think of at least one question that needs to be addressed in order to move the city toward our vision in the current environment?

Please use the following questions to help you identify the strategic issues:

- What do you see as an issue at the core of this group?
- How does this issue relate to or connect with other areas?
- By solving this issue, which area(s) would be impacted first?
- On which areas will it have the greatest impact?

*See Assessment for color codes  
(page 3)*

- **Commercial Development**
- **More businesses**
- **Small Business Community (numbers)**
- **Andersen Windows**
- **Businesses that are integrated into the community**
- **Expand City's enterprise activities**
- **Lay out of Business District**
- **No Chamber**

**Leadership**

- **FEMA Grants (flood plain)**
- **Great location**
- **Nice physical setting**
- **Highly desirable location**
- **Great area**
- **Closeness to Stillwater, Hudson & St. Paul**
- **Removed from busy metro area**
- **St. Croix River**
- **Capitalize on St. Croix River Asset**
- **Public boating access to River**

- **Traffic Control (A-Windows)**
- **Pedestrian crossing HWY 95**
- **Aging Infrastructure**
- **No Control of HWY 95**
- **Good Street Maintenance**
- **Good infrastructure**
- **Transportation HUB (Rail)**

- **Good Communication from City Hall to citizens**
- **Website and newsletter**
- **Community does not understand how or why we do things**

- **Affordable Housing**
- **Good life cycle housing**

What is the strategic issue?

- **DNR \$ boat access**
- **Broaden Revenue Base**
- **Grants for new fire station**
- **Cash**
- **Fairly affluent area**
- **Stable tax base**
- **Budget**
- **Economy**
- **Very strong financial position**
- **Money**
- **Small tax base**

- **Narrow attitudes**
- **Residents with long standing ties to the community**
- **River front NIMBY**
- **BCAL**
- **High level of citizen participation**
- **Great people**
- **New vs. old residents**
- **Well educated masses**
- **Afraid of growth**
- **Opportunities for growth**
- **Churches**
- **Nay-sayers**
- **Cohesive Community**
- **Public Awareness**
- **Resistance to ANY change**
- **Citizen Apathy**
- **Resident Donations**
- **Citizen Expectations**
- **Citizens "throwing stones"**
- **Citizens are family oriented**
- **Core of active citizens**
- **Small town feel**

- **Partnerships with other communities**
- **Great forward thinking Chief of Police**
- **Great Fire Department**
- **Well staffed and funded organization**
- **Advanced Professional City Staff**
- **Community policing**
- **Department heads are good and trusted leaders**
- **Fire Station relocation**
- **City Council that works well together**
- **Capable City staff**
- **Full Service City**
- **Library System**
- **Great police department**

- **Parks and Recreation**
- **Nice Parks**
- **Trail Connections to Oak Park, Stillwater**
- **Parks/Trails**
- **Great city services and amenities**
- **High quality of amenities**

## STRATEGIC ISSUES:

What are the Strategic Issues?

Strategic Issues are the most pressing issues that the organization needs to address in order to move the City toward its Vision.

### VISION:

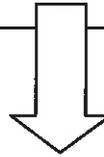
- Bayport engages its Citizens in building the small town of tomorrow
- Bayport has a vibrant small business community
- Bayport has a vibrant River "Life"
- The City of Bayport supports and embraces the wider community
- Bayport is a fiscally progressive, stable community
- Bayport is a connected, sustainable small town by design

### The Assignment:

The Summary of all the questions the participants came up with in response to the SWOC Analysis were combined and grouped by consultants.

The following five groups were formed:

1. Budget Issues/Revenue and Expenditures
2. Leadership of the City
3. Services and Projects
4. Image of the City / Branding
5. Location



What can we do to support our local businesses and attract new businesses?

What can we do to engage citizens and local businesses and organizations?

What partnerships can we consider with other governmental and civic organizations?

How can we maintain the stability of the City as an organization?

What projects can we do to maintain or enhance the quality (of life) of our community?

What can we do to take an advantage of our location and natural beauty to attract new residents and businesses?

## BUDGET AND REVENUE & EXPENDITURES:

- What's the next opportunity like the Farmer's Market to foster and encourage development of more loyalty to local businesses?
- Can a regional council or similar approach be developed for planning and managing of resources?
- How can the City help its businesses succeed?
- Should we consider coordinating with other local governments to provide police coverage?
- *Where can the City make budget cuts with the least impact to citizens?*
- Are there ways the City could bring in more revenue?
- How do we expand our commercial tax base?
- How do we expand our revenue base?
- What partnerships with other Cities / County would most benefit Bayport?
- What, if any services can the city offer to help retain businesses we have and attract others?
- How can the city utilize any business opportunities that may exist in Bayport as a potential revenue stream?
- *Shrinking budget will negatively impact most areas (services and other amenities)*
- Have we thoroughly examined sharing services with other communities for cost savings opportunities?
- Are our small businesses doing enough self promotion?
- What commercial activity should Bayport be attracting?
- How do we project a business-friendly attitude?
- What can we do to attract new businesses and support our existing businesses without adding to their tax and fees?
- Do we have the potential to have a type of "economic development" commission?
- How do we set up some way of working and communicating effectively with neighboring communities?
- How can we spot opportunities for cost-sharing and cooperative ventures? (St. Croix Valley Alliance)

**SUMMARY:** Question and/or issues that the participants identified. Some contained suggestions as of what can be done in the particular issue arena. We have listed all of the questions along with the supporting comments for the participants to refer to during the brainstorming of potential actions that the City can take in response to addressing these issues.

## CITIZENS AND LEADERSHIP:

- How can the City make communication with the community more interactive, i.e. two-way?
- What strategies can we use to increase participation and ownership by the residents of the city's programs and initiatives?
- The City needs stability in administrator that leads by example and attempts to be fair and consistent to all employees
- Can we better inform and involve our citizens, perhaps in conjunction with BCAL?
- How do we better communicate with our citizens?
- How do we overcome negative attitudes from our citizens?
- How do we engage more folks to become active in the City?
- What issues exist within the leadership of the city?
- How can we improve communication to the community?
- What opportunities exist to involve citizens in the city?
- Is it necessary to seek higher citizen involvement?
- Are our communication efforts adequate at this point in time?
- Are the masses happy? And can we accept the fact that we cannot keep all the people happy all the time?
- How can the City get citizens to participate more in local government?
- What can the City do to retain top talent and maintain morale in these tough economic conditions?
- How can we engage citizens to inform them on what is happening in their community?
- How can we improve our WEB presence and email communications with residents?

## SERVICES AND PROJECTS:

- What strategies should we employ to improve transportation options for residents?
- How can we secure funding and move forward towards a new fire station?
- Should we put together a long-term plan to address aging streets and utilities?
- How can we make it safer for pedestrians to cross HWY 95?
- How can we make trail connections to surrounding communities?
- How do we solve the traffic problem on HWY 95?
- How do we maintain high qualities of parks and amenities while keeping the budget under control?
- How do we address our infrastructure needs given the current budget issues?
- Is any action needed by the city to maintain the housing stock in Bayport?
- *Is our level of outstanding services sustainable in the current economy and foreseeable future?*
- *How do we want to allocate our limited resources given the high level of services Bayport has traditionally enjoyed? - what are our priorities?*
- Do we have an acceptable proportion of the different types of housing at this point in time; if NO, what should we strive for?
- *How much of maintenance dollars can we cut before it impacts Quality of Life?*
- What if any city resources should be utilized to meet the needs of our graying residents (transportation, housing, etc)?
- What do we want our park system to aspire to become?

## IMAGE / BRANDING:

- What should the City be doing to differentiate itself or to maintain its unique identity?
- How do we help the historically successful activities like Nite to Unite and Derby Days survive the recession?
- How do we get more pro-active about encouraging the type of development we want to see?
  - For example, La Cocinita would like to see the Bayport Cookery re-open. What can we do to help?
  - What should we be doing to work with riverfront landowners to make sure that any future development on their parcels fits our long-term plans?
  - Should we be thinking what would replace Andersen's parking lots if Andersen decides to discontinue using them?

## LOCATION:

- How can we best capitalize on our St. Croix River location for recreation and potential revenue while protecting and preserving its special character as a Wild & Scenic river?
- How can the City Council support the River Front Advisory Committee?
- How do we capitalize on our great location?
- How can we maintain our attractive location while maximizing the river as an asset?
- What can we do to obtain a public city-dock and a fishing pier?
- How do we improve boating access for residents?

## ACTIONS AND GOALS:

What Specific Actions can we do as a City / Organization to address the Strategic Questions and Move us toward our Vision?

### Assignment:

The participants were asked to brainstorm individually and then work in small groups to list specific actions that will help address the strategic issues. The actions with similar intent were combined and grouped. Each grouping was named and became the GOAL. All ideas are listed in random order; no prioritization is given at this time.

*The ideas supporting the Goals may not be clear or understood by those who were not in the attendance, they are documented as a supporting material only and are not considered nor are they presented as an actual step or activity. The intent of this exercise was to generate ideas that will help the group to express and formulate long-term goals. The Consensus reached is at the Goals Level.*



### GOAL I: Maintain Balanced Budget

- Increase City Revenue
- Identify Revenue opportunities
- Stabilize Tax Base
- Stabilize Revenue Base
- Raise Taxes (2)
- Seek Outside Funding
- Create Park Rental Opportunities
- Promote Private / Public Partnerships
- Share City Services / Partner with other communities
- Investigate In-source / Out- source options and partnerships:
  - a. Fire Department
  - b. Police
  - c. Public Works Equipment Sharing
  - d. City Building Inspector
  - e. Library

## **GOAL II: Comprehensive Planning**

- Brainstorm meetings with other City Staff/Council
- Pursue intergovernmental discussions with Elected Officials
- Partner with other communities
- Coordinate Comp-Plan activities with surrounding communities
- Review C.U.P's
- Consider annexation in conjunction with future development
- Enforce Codes
- Consider an infrastructure study / plan
- Promote townhouse development
- Assist in the redevelopment of Aging commercial property
- Conduct housing market study

## **GOAL III: Maintain Inviting Work Place**

- Maintain Strong, Capable and Open Minded Leadership!
- Keep Core Employees
- Identify Important Benefits
- Consider Non-financial Employee Benefits
- Don't cut too deep
- Maintain Open Communication
- Promote Fairness amongst Employees
- Maintain Strong Morale

## **GOAL IV: Improve Access**

- Expand River Front Access (i.e. more land)
- Develop Biking / Walking paths and a trail connection to OPH and Stillwater
- Expand Transit Options
- Capitalize on ice road connection
- Build a City Dock / Fishing Pier
- Improve access to / from river
- Promote community outreach
- Develop more riverfront amenities (i.e. dockage)
- Address parking issues in the downtown (commercial core)
- Make 95 more pedestrian friendly

### **GOAL V: Information Dissemination**

- Hold Town Meetings to brainstorm or give ideas
- Get the Word out
- Promote, Promote, Promote (Engage)
- Improve Communication / Information
- Promote City Council Meetings (treats, prizes)
- Develop a Community Billboard
- Schedule Tours of all public facilities for Citizens (Police, Fire, etc.)
- Add more local Pictures to Website
- Invite intra-governments to Bayport
- Enhance Website
- Pursue opportunities for instant feedback at City Council meetings
- Send regular department updates via website
- Consider a more frequent city newsletter (simpler format)

### **GOAL VI: Create Businesses Partnerships**

- Consider a Bayport Chamber
- Create a business friendly atmosphere
- Organize local businesses
- Find out what are some obstacles to our existing small businesses
- Support BCAL (get involved)
- Consider beautification of Business District
- Consider a Council / Staff Liaison to BCAL

### **GOAL VII: Lower Barriers**

- Consider incentives for start up, improvements, beautification (grants, services, tax break)
- Make taxes affordable
- Consider small business grants
- Improve Communication through City to let businesses know what is there
- Consider Zoning flexibility
- Relax sign ordinance
- Consider mobile kiosk and vendors (review ordinance)

### **GOAL VIII: Generate Demand**

- Enhance River Amenities (i.e. Kayak / Canoe rental (rack) at Beach House)
- Explore “Floating” River Enterprises
- Encourage “Spend Local” Campaign
- Consider Monthly Coupon Fliers for businesses (Advertisements, Special Nights)
- Promote “Summer Programs” in Parks using local businesses
- Promote our Identity
- Encourage residents to support /patronize local businesses
- Promote events to visit businesses (Town HOP, Girls night out, Business Crawl )
- Hold Business Events
- Local “Lottery” (incentives to enhance civic participation)
- Create partnerships to promote economic development opportunities (SBA / BCAL)
- Consider Beautification (flowers, etc.)

### **GOAL IX: Sponsor Events**

- Promote Volunteer options
- Consider music / concerts in the park
- Sponsor “City wide” Picnic Activity
- Enhance dissemination of events
- Promote Community open events

87 Action Items were placed into 9 goals. **The Goals** were revisited and confirmed to be aligned with the “Vision” for the community.

Links between the goals and supportive ideas began to emerge, the group reorganized the sequence of the goals and formed four **Strategic Directions**. The next step should be taken by the staff do develop action plans for each Strategic Direction at which point Council will prioritize the activities.

**STRATEGIC DIRECTIONS:**

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Maintain Balanced Budget

Comprehensive Planning

Maintain Inviting Work Place

NAVIGATING CHANGE

Information Dissemination

Improve Access

BUILDING COMMUNITY

Lower Barriers

Create Business Partnerships

SUPPORTING BUSINESSES

Sponsor Events

Generate Demand

PROMOTING BAYPORT

## SCENARIOS FOR MOVING FORWARD:

Scenarios were reviewed and discussed as possibilities for moving forward on the 2011 budget and beyond. The scenarios were reflected in the following options:

Keep tax rate the same:  
Don't spend reserves  
Decrease Services Significantly

Slight increase in tax rate:  
Spend 10% of reserves  
Decrease Services Some

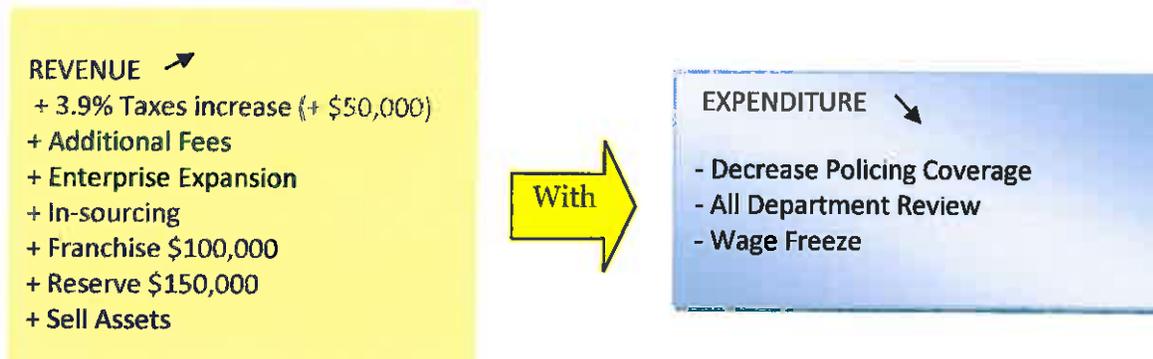
Keep tax rate the same:  
Spend some reserves (10%)  
Decrease Services Significantly

Higher increase in tax rate:  
Spend more of reserves  
Keep Services Level Stable

The following direction was given to staff as to how to proceed with the 2011 budget process:

- Allow for an increase in the tax levy of 3.9%
- Use up to 10% of the general fund reserve
- Make up the difference with cuts to services

The ideas are summarized as follows:



*A discussion and review of core functions, collaborative and outsourcing opportunities revealed the following:*

### OUR CORE FUNCTIONS:

1. Elections
2. Fire
3. Utilities
4. Library
5. Clerical (Records, Ordinances)
6. Point of Contact
7. Cemetery

### OUTSOURCING/SHARING:

1. Administration
2. Mowing
3. Snow Plowing
4. Street Sweeping
5. Building Inspections
6. HR –payroll
7. Accounting
8. Planning/Zoning

### COLLABORATION:

1. Police
2. Legal /Engineering
3. Library

# Strategic Plan at a Glance

## VISION:

Bayport engages its citizens in building the small town of tomorrow

The City of Bayport supports and embraces the wider community

Bayport has a vibrant small business community

Bayport is a fiscally progressive, stable community

Bayport is a connected, sustainable small town by design

### BUILDING COMMUNITY

#### Information Dissemination

- Town Meeting to brainstorm or give ideas
- Getting the Word out
- Promote, Promote, Promote (Engaging)
- Improve Communication / information
- Promote City Council Meetings (treats, prizes)
- Newsletter on the website
- Community Billboard
- Schedule Org. Tours of all public facilities for Citizens (Police, Fire, etc.)
- Pictures on Website
- Invite intra-governments to Bayport
- Better Website
- Instant feedback at City Council meetings
- Assistance from staff to send regular updates via website
- More frequent city newsletter (simple format)

#### Improve Access

- Expanding River Front Access (- i.e. more land)
- Biking / Walking paths
- Expanded Transit Options
- Capitalize on ice road connection
- Build a City Dock / Fishing Pier
- Trail
- Connection to OPH and Stillwater
- Trail Map
- Access from river
- Community outreach
- More riverfront amenities (dockage)
- Address parking issue
- Make 95 more pedestrian friendly

#### Generate Demand

- River Amalgamation
- "Floating" River Enterprise
- Encourage "Special Local" Campaigns
- Monthly Coupon Filters for businesses (Advertisements, Special Nights)
- Promote "Summer Programs" in Parks using local businesses
- Promote our Identity
- Encourage residents to support /patronize local businesses
- Promote events to visit businesses (Town HOP, Girls Night out, Business Crawl)
- Business Events
- Local "Lottery"
- City partner with CRA/BCAL
- kayak / Canoe rental (dock) at Beach House
- Beautification "Providers Etc"

#### Sponsor Events

- Promote Volunteer options
- Music in the park
- "City wide " Picnic Activity
- Better dissemination of events
- Community open events

### PROMOTING BAYPORT

#### Lower Barriers

- Incentives for start up, improvements, beautification (grants, services, tax break)
- Make taxes affordable
- Small business grants
- Communication through City to let businesses know what is there
- Zoning flexibility
- Relax signage
- Mobile kiosk and vendors (review ordinance)

#### Create Businesses Partnerships

- Bayport Chamber
- Create a business friendly atmosphere
- Organize local businesses
- Find out what are some obstacles to our existing small businesses
- Support BCAL (get involved)
- Beautification of Business District
- Council / Staff Liaison to BCAL

### SUPPORTING BUSINESSES

#### Maintain Inviting Work Place

- Strong, Capable and Open Minded Leadership!
- Keep Core Employees
- Identify Important Benefits
- Non-financial Employee Benefits
- Don't cut too deep
- Maintain Open Communication
- Fairness to Employees
- Maintain Strong Morale

#### Maintain Balanced Budget

- Increase City Revenue
- Identify Revenue opportunities
- Tax and Stability
- Stable Revenue Base
- Raise Taxes (2)
- Seek outside funding
- Park Rental
- Private / Public Partnerships
- Shared City Services /Partner with other communities
- Investigate In-source / Out-source options and partnerships
- Fire Department
- Police
- Public Works
- Equipment
- Building Inspector
- Library

### NAVIGATING CHANGE



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
**PHONE 651-275-4404 FAX 651-275-4411**

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**DATE:** June 22, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitch Berg, City Administrator  
**RE:** Consideration of an Early Retirement Option

### ***BACKGROUND***

At the Strategic Planning Session, staff brought forth the idea of an early retirement option as a means of helping offset the City's budget shortfall. As a result, I have conducted some research as to what the City has offered in terms of retirement incentives the past, as well as and what other cities offer. Based on this information, I have formatted the following criteria for employees to qualify for the incentive, as well as terms of the early retirement option:

- Offered to any employee with a minimum of 10 years of full-time employment with the City and who is eligible to receive a pension from PERA
- Employee would receive a lump sum cash payment of \$10,000 to be contributed into an Employees Post Employee Health Savings Plan
- Employee would receive a payout of any accrued sick, vacation, and comp-time in accordance with the City's personnel policy or union agreement(s)
- Once available, employees shall have 45 days to decide whether to participate in the option, followed by 15 days to withdraw their participation
- Participating employees must terminate their employment with the City on or before December 31, 2010

In order to implement the early retirement option, the remaining steps will need to take place:

- City Council to approve the criteria and terms of the early retirement option
- Staff to secure an agreement with the union(s)
- Staff to notify all employees of the early retirement option

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the criteria and terms of the early retirement option, direct to the city attorney to draft and submit an early separation agreement to the union and draft an early separation agreement between the "employee" and "employer." Staff will report back to the City Council as to the number of employees who have accepted the early retirement option at a future meeting.



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**DATE:** June 22, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitch Berg, City Administrator  
**RE:** City Administrator's Report

Since the last City Council meeting, below is a list of activities I have been doing:

- ✚ Met with the Principal of Anderson Elementary to discuss some potential safety concerns
- ✚ Attended an election training session with the Assistant City Administrator
- ✚ Met with the City Engineer and Public Works Supervisor on an upcoming I&I grant
- ✚ Held a meeting with the Library Director on library services in the County
- ✚ Attended various meetings to discuss the sharing of services
- ✚ Attended a PD staff meeting to go over the budget and discussions the City has had with other units of government about sharing services.

I recently attended the LMC conference, during which time I also completed the following:

- ✚ Met with the City Administrator and two Council members of Lake Elmo to discuss the sharing of services
- ✚ Met with representatives from TAPCO on better crosswalk signage (across 95)
- ✚ Met with representatives from the 4M fund to discuss a no fee checking option
- ✚ Met with the facilitator to go over the final strategic plan report
- ✚ Attended three very informative sessions on negotiating successfully with unions, utilizing more part-time, seasonal, temporary and volunteer help in these tough and difficult times, and learning about HR law and issues

Some additional items for the Council to be made aware of:

- ✚ The City has entered into a bidding process with the City of Stillwater and with a few other local units of governments to secure a bid for seal coating services. The bids have come within budget (\$45,000) and the City hopes to begin seal coating yet this summer.
- ✚ The contractor will begin work on the new City Hall roof some time during the week of the July 12, 2010.
- ✚ The City has accepted an offer from a Hamline graduate student to be a summer intern, at no cost to the City. Her name is Yaminah Oliver and her major is in Public Administration. She began her first day with the City on Tuesday, June 29, 2010.