

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
March 7, 2011**

WORKSHOP **5:00 P.M.**

REGULAR MEETING **6:00 P.M.**

CALL TO ORDER

ROLL CALL (Mayor St. Ores and City Councilmembers Carlson, Hanson, Ostertag and Seeberger)

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. February recycling award recipient is Dale Krongard, III, who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County
2. Board of Appeal and Equalization and Open Book Meetings for 2011
- 3.

OPEN FORUM

The open forum is a portion of the meeting to address the City Council on subjects that are not 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

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Consider a resolution adopting items 1 through 9

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NEW BUSINESS

1. Consider a conditional use permit (CUP) to allow the existing commercial office use at 836 Minnesota Street South to continue and be recognized as a conditional land use under the city's Lower St. Croix Bluffland and Shoreland Management Ordinance 12
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ADJOURNMENT



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

DATE: February 23, 2011
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: Board of Appeal and Equalization and Open Book Meetings for 2011

The purpose of the Board of Appeal and Equalization and Open Book Meetings is to provide residents with an opportunity to contest the appraised value of their property with the Washington County Assessor's Department, who completed an appraisal of their property. A schedule of the Open Book Meetings for 2011 can be found on the Washington County website or on the posting board at City Hall.

2011 Meeting schedule

Board of Appeal and Equalization & Open Book Meetings

The 2nd meeting must be held within 20 calendar days of the 1st meeting. The 20 day count starts ON the 1st meeting date.

City/Township	Format	Day	1st meeting	Time	2nd meeting	Time
Cottage Grove	Board	Thursday	April 7, 2011	5:00-7:00		
West Lakeland	Board	Monday	April 11, 2011	10-11 am		
Grey Cloud	Board	Monday	April 11, 2011	6:00-7:00		
Scandia	Board	Monday	April 11, 2011	5:00-6:00		
Marine	Board	Tuesday	April 12, 2011	9-10 am		
May	Board	Tuesday	April 12, 2011	9-10 am		
Oak Park Heights	Board	Tuesday	April 12, 2011	6:00-7:00		
Lakeland	Board	Tuesday	April 12, 2011	6:00-7:00		
Baytown	Board	Wednesday	April 13, 2011	4:00-5:00		
Mahtomedi	Board	Wednesday	April 13, 2011	5:00-6:00		
Oakdale	Board	Wednesday	April 13, 2011	5:00-7:00		
Dellwood	Board	Monday	April 18, 2011	5:00-5:30		
Denmark	Board	Tuesday	April 19, 2011	4:30-5:30		
Grant	Board	Tuesday	April 19, 2011	6:00-7:00		
St Marys Point	Board	Tuesday	April 19, 2011	6:30-7:30		
Forest Lake	Board	Wednesday	April 20, 2011	6:00-8:00		
Hugo	Board	Thursday	April 21, 2011	5:30-7:00		
Woodbury	Board	Thursday	April 21, 2011	5:00-7:00		
Lake Elmo	Board	Wednesday	April 27, 2011	5:00-7:00		
Stillwater	Board	Wednesday	April 27, 2011	2:00-7:00		
Lake St Croix Beach	Board	Thursday	April 28, 2011	6:00-7:00		
Willernie	Board	Monday	May 2, 2011	5:30-6:30		
Pine Springs	Board	Tuesday	May 3, 2011	7:30-8:30		
County Board	Government Center	Tuesday	June 14, 2011	5:00	By Appointment	
		Tuesday	June 21, 2011	1:00		

Appointment deadline for County Board May 13, 2011

RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
MARCH 7, 2011**

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 7th day of March 2011, 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 1-9 FROM THE
MARCH 7, 2011 CITY COUNCIL AGENDA**

1. February 2011 city department orientation meeting minutes
2. February 7, 2011 City Council regular meeting minutes
3. February payables and receipts
4. February building, plumbing and mechanical permit report
5. Accept \$550.00 donation from the Bayport American Legion for the Fire Department
6. Special event application for seasonal Farmer's Market at Perro Park
7. Accept Metropolitan Council Inflow/Infiltration Grant and Execute Agreement
8. Compensation/pay plan adjustments for 2011
9. Special event application for Clark wedding at Lakeside Park on August 27, 2011

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:

Susan St. Ores –	Mark Ostertag –
Connie Carlson –	Judy Seeberger –
Michele Hanson –	

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 7th day of March 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

City of Bayport
City Council Workshop – Fire Department Tour
February 2, 2011
5:30 p.m.

CALL TO ORDER

The meeting was called to order at 5:35 pm by Administrator Berg.

ROLL CALL

Members Present: Mayor Susan St. Ores, Council members Connie Carlson, Michele Hanson, Mark Ostertag and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Fire Chief Mike Bell, Assistant Fire Chief Matt Bell, Fire Dept Captain/Secretary Mike Galowitz

SUMMARY

Administrator Berg welcomed those in attendance and thanked everyone for taking the time to meet.

The members of the fire department presented an overview of fire department operations. Topics covered include: membership, coverage area, department equipment, call volume and call type summaries, the fair share formula, and a new fire station study.

Council Members were then taken on a tour of the department and given an overview of the apparatus and other equipment.

ADJOURNMENT

The meeting was adjourned at 7:04 p.m.

Respectfully Submitted



Mike Galowitz

Secretary, Bayport Fire Dept

**CITY OF BAYPORT
PUBLIC WORKS DEPARTMENT
CITY COUNCIL WORKSHOP MEETING MINUTES
FEBRUARY 9, 2011
5:30 P.M.**

CALL TO ORDER

The meeting was called to order at 5:35 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Hanson, Ostertag and Seeberger

Members Absent: Councilmember Carlson

Staff Present: Public Works Supervisor Mel Horak

SUMMARY

Supervisor Horak welcomed Councilmembers and reviewed the workshop agenda (attached). Supervisor Horak answered multiple questions raised by Councilmembers, with in depth discussion of goose control in city parks and improving grass cutting on city property.

The group toured the Public Works facility, which included a review of city-owned trucks and equipment. The tour continued outside to inspect the salt/sand storage area and the nearby Lake Street lift station.

Due to time constraints and cold temperatures, the workshop was adjourned at this point in the agenda. It was proposed to finish the remaining agenda items at a future date. This would include tours of the booster station, air stripper and well house #3.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL ORIENTATION PUBLIC WORKS DEPARTMENT

**February 9, 2011
5:30 p.m.**

INTRODUCTION

REVIEW OF PUBLIC WORKS DEPARTMENTS

- Streets
- Parks
- Cemetery
- Water
- Sewer

REVIEW OF PUBLIC WORKS DEPARTMENT PERSONNEL

REVIEW OF WATER AND SEWER SCADA SYSTEM

TOUR OF PUBLIC WORKS BUILDING

- Equipment
- Supplies and expenses
- Salt storage facility

INSPECTION OF LAKE STREET LIFT STATION

INSPECTION OF BOOSTER STATION AND AIR STRIPPER

INSPECTION OF WELL HOUSE #3 AND REVIEW OF REHABILITATION PROJECT

QUESTIONS

Bayport Public Library



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

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP/LIBRARY BOARD WORKSHOP
BAYPORT PUBLIC LIBRARY
February 16, 2011
5:30 P.M.**

Members gathered at 5:30 PM.

Council Members Present: Mayor Susan St. Ores, Council members Connie Carlson, Michelle Hanson, Judy Seeberger and Mark Ostertag

Library Board Members Present: President Joe Reding, Board members Mary-Clare Holst, Amy Zimmer, Linda Walters

Others Present: Library Director Kathy MacDonald, Erin Crowder, potential board member.

The purpose of the workshop was for the City Council to receive a tour of the library and an update and an overview of the current operations at the Bayport Public Library.

Library review: Kathy MacDonald introduced members of the city council and library board. Kathy MacDonald gave those present a tour of the library. Library Board president Joe Reding gave a power point presentation on the library, which included state and local history, make-up and responsibilities of the Library Board, an income and expenditure summary, service and circulation statistics, and a cost analysis for Bayport residents. A lengthy discussion was held on meeting room use and the need for the city to receive payments via credit card for meeting room use. Kathy has been communicating with City Administrator Mitch Berg on this issue and looks forward to having this in place as soon as the city is prepared to move in this direction. The board members stated they would wait to further promote meeting room use until this issue is resolved. Kathy MacDonald and Joe Reding received questions from the council members.

The workshop concluded at 6:45 PM.

**CITY OF BAYPORT
POLICE DEPARTMENT
CITY COUNCIL WORKSHOP MEETING MINUTES
FEBRUARY 23, 2011
5:30 P.M.**

CALL TO ORDER

The meeting was called to order at 5:40 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Carlson, Hanson, Ostertag and Seeberger

Members Absent: None

Staff Present: Police Chief Laura Eastman, Police Officer David Wynia

SUMMARY

Chief Eastman provided a detailed overview of the Police Department, including activities and programs to achieve the department's mission statement and focus on community policy. The tenure and experience of the department's full-time, part-time, canine and 13 reserve (**volunteer**) officers was highlighted. Chief Eastman noted the importance of the services provided by the reserve officers who are an extra set of eyes and ears in the community and assist the department with its community policing endeavors, such as vacation and business checks, safety camp, Night to Unite, and Memorial Day parade. She stated the department's budget has seen approximately \$40,000.00 in reductions of certain line items since 2007; as well as the loss of a full-time sergeant and a sixth full-time officer position. She emphasized the importance of grants that have supplemented department/community needs, such as squad cameras and radios, speed and pedestrian signs, computers, bulletproof vests, and participation in public safety programs aimed at reducing the number of drivers violating speed, seat belt and alcohol laws. She reviewed calls for police services for 2005-2010, noting 2,954 calls were logged in 2010.

Officer Wynia, who serves as the department's evidence officer, reviewed the department's evidence program and displayed various illegal items confiscated, such as weapons and drug paraphernalia. The group toured the Police Department, which included a review of the current squad vehicles.

Chief Eastman responded to a resident inquiry regarding two officers patrolling in the same squad car. Typically, two volunteer reserve officers ride together while performing services that complement the paid staff. The reserve officers attend a two-day academy, after which they ride with a reserve sergeant to learn the geography of the city, as well as reinforce the academy training. The reserves often supplement the paid staff for special events, at no cost to the taxpayers. She further explained that new police officers are required to go through approximately three months of field training with another officer. She noted that Officer Wilmes is close to finishing his field training.

Chief Eastman concluded the workshop by thanking Councilmembers for their continued support and willingness to work together to achieve the department's goals.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 7, 2011
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of February 7, 2011 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 Susan St. Ores, Councilmembers Connie Carlson, Michele Hanson, Mark Ostertag and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Public Works Supervisor Mel Horak, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, Attorney Nick Vivian

APPROVAL OF AGENDA

Administrator Berg requested that *Law Enforcement Labor Services (LELS) Contract Update* be added as New Business #6. He indicated the city has reached a tentative agreement with LELS, representing Bayport Police Department Local #226. He also requested that *Proposed City Council Workshop* be added as New Business #7.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve the February 7, 2011 City Council agenda, with the addition of New Business agenda items #6 and #7. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The January recycling award recipient is Ken Kaiser who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

1. Grace Zimmer, 287 5th Street North, and Morgan MacDonald, Lakeland, announced that the 5th grade students at Andersen Elementary would be holding a fund raiser at Leo's Malt Shop in Stillwater on March 7 and 8, 2011, 4:00-8:00 p.m. Funds raised will be donated to St. Joseph's Children Home, and the students will also learn the basics of restaurant operation.
2. Chris Henning, 540 2nd Avenue South, shared concerns regarding winter maintenance of his street, which is very steep, and encouraged the city to be diligent in its snow plowing efforts ensure safe passage.

CONSENT AGENDA

Mayor St. Ores read items 1-8 on the consent agenda.

1. January 3, 2011 City Council workshop meeting minutes
2. January 3, 2011 City Council regular meeting minutes
3. January payables and receipts
4. January building, plumbing and mechanical permit report
5. Joint powers agreement with Washington County for state fuel contract
6. City liability insurance waiver

7. Approval of BCAL skating party at Perro Park on February 18, 2011
8. Renewal of boat trailer parking agreement with Andersen Corporation

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-02

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE
FEBRUARY 7, 2011 CITY COUNCIL AGENDA**

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

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

RIVERFRONT ADVISORY COMMISSION REPORT

Commissioner Sandy Ness reviewed the January 11 and 25, 2011 meeting minutes, noting that a public input session on the Commission's work has been scheduled for Tuesday, March 29, 2011, 5:00-7:00 p.m. The next Riverfront Advisory Commission meeting is scheduled for Tuesday, March 8, 2011, 6:00 p.m. at City Hall.

COUNCIL LIAISON REPORTS

Councilmember Hanson noted the action taken at the January 18, 2011 Planning Commission would be covered by Assistant Administrator/Planner Taylor later in the meeting. The next meeting is scheduled for Tuesday, February 22, 2011 at 6:00 p.m.

Councilmember Seeberger reported no meetings were held for the Lower St. Croix Partnership or Andersen Citizen Advisory Committee.

Mayor St. Ores reviewed the January 13, 2011 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). The focus on grants for the coming year will be residential, and interested homeowners are encourage to contact the MSCWMO to apply for a grant and/or assistance with design work or consultation on watershed strategies for residential yards. The MSCWMO is in the process of designing a new website. The next meeting is scheduled for Thursday, February 10, 2011, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson reviewed the Library Board meeting of January 27, 2011. New board member Linda Walters was welcomed and new officers were appointed. Joe Reding will serve as president and Amy Zimmer as vice president. Volunteer Sandy Ness was appointed to serve as a liaison between the Library Board and the Library Foundation. The next meeting is scheduled for Thursday, February 24, 2011, 6:00 p.m., at the library and the public is encouraged to attend.

Councilmember Ostertag stated the Cable Commission is scheduled to meet February 16, 2011.

UNFINISHED BUSINESS

1. Water Service Lateral and Connection Improvement Project for 338 5th Street North and 354 5th Street North: Administrator Berg and Public Works Supervisor Horak explained the need to replace two water service connections to properties on 5th Street North to mitigate leaks resulting in storm sewer runoff and loss of revenue, due to unmetered water. The city plans to develop a policy to proactively address future emergency repairs, which are likely, due to the city's aging sewer and water infrastructure.

The property owners waived their rights to the initial improvement hearing and the following resolutions are necessary to comply with the 429 special assessment process:

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-03

**RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION
OF PROPOSED ASSESSMENT FOR THE 338 5TH STREET NORTH AND
354 5TH STREET NORTH WATER SERVICE LATERAL AND
CONNECTION IMPROVEMENT PROJECT**

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

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 11-04

**RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR THE
338 5TH STREET NORTH AND 354 5TH STREET NORTH
WATER SERVICE LATERAL AND CONNECTION IMPROVEMENT PROJECT**

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

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

NEW BUSINESS

Consider a request to amend Conditional Use Permit 83-5C to specify permitted uses at 101 5th Avenue South, Bayport, Minnesota: Assistant Administrator/Planner Taylor reviewed the background for the request to amend Conditional Use Permit (CUP) 83-5C, which was originally issued as part of a planned unit development for the Bayport Marina, Waterford on the St. Croix condominiums, and the former Clyde's restaurant. Since that time, the parcels have been split and sold off to three separate owners, but the uses have remained consistent. In 2008, it was discovered that CUP 83-5C was never officially recorded, as part of the review process for a new restaurant. Group 41, Ltd., current owner of the restaurant, legally challenged the city's issuance of a new CUP with restricted hours of operation for the new restaurant, and the courts ruled that the 1983 CUP governed. As a result, the city and Group 41, Ltd., reached a settlement agreement, part of which was to amend the 1983 CUP to indicate the specific uses allowed. The Planning Commission recommended approval of the application at its January 18, 2011 public hearing on the issue. City Attorney Vivian further clarified that the resolution being acted upon tonight is one of the components of the mediated settlement agreement and adds specific approved uses to the CUP and does not add any new uses. He noted the unusual nature of the amended CUP in that it governs three separate entities, owned by separate groups. He also noted future City Council action is anticipated to resolve a dispute relating to the location of the existing sign advertising the development. Discussion followed on creating a separate CUP for each property in the future, however the property owners would need to make such a request.

Councilmember Seeberger introduced the following resolution and moved its adoption:

Resolution 11-05

**RESOLUTION APPROVING AN AMENDMENT TO CONDITIONAL USE PERMIT (CUP)
83-5C TO SPECIFY PERMITTED USES ALLOWED AT 101 5TH AVENUE SOUTH,
BAYPORT, WASHINGTON COUNTY, MINNESOTA**

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

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Consider accepting the dedication of public right-of-way and a private property line adjustment along 6th Street North: City Engineer Peters explained that in 2004, 6th Street North, from 5th Avenue North to the prison property, became a city street, when the county turned the road over to the city. At that time, it was discovered the road was not built within a dedicated public right-of-way, affecting two property owners, Matt Bell and Robert Hayner. A right-of-way highway easement was signed by the Bell's, which gave the city the rights to use, maintain and upgrade the area, while the Bell's maintained ownership of the underlying property. The Hayner's did not sign an easement in 2004, and now desire to transfer fee ownership of the affected parcels in the platted right-of-way to the city, which would result in the city taking ownership of the underlying property. As part of this process, the two property owners are also requesting a lot line adjustment that will mitigate encroachment of the Bell's home onto the Hayner's property and bring the house and garage into compliance with city code setback requirements. The lot line adjustment can be handled administratively, and staff recommends approval of the Hayner's dedication of the public right-of-way to the city, with the noted conditions of approval.

Councilmember Seeberger introduced the following resolution and moved its adoption:

Resolution 11-06

**RESOLUTION ACCEPTING THE TRANSFER OF FEE OWNERSHIP OF PROPERTY FROM
ROBERT AND DORIS HAYNER, WHICH CONSISTS OF A PORTION OF 6TH STREET NORTH
THAT WAS NOT CONSTRUCTED WITHIN A DEDICATED RIGHT-OF-WAY IN BAYPORT,
WASHINGTON COUNTY, MINNESOTA**

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

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Consider adopting a PERA leave certification program for non-union, full-time city employees for 2010:

Administer Berg reviewed the request to continue participation in a PERA leave certification program for the city's seven full-time non-union employees who were required to take mandatory furlough in 2010. The city realized a savings of approximately \$21,717.00 from non-union employees taking leave without pay. Under the program, employees would be able to buy back the lost hours to meet their pension eligibility requirements and the city has the option of contributing the employer portion. He recommended approval of program participation, including contributing the employer's portion, estimated at \$2,000.00, plus interest. Councilmembers thanked staff for their contribution and sacrifice to help with the budget shortfall.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-07

**RESOLUTION APPROVING PARTICIPATION IN A LEAVE CERTIFICATION PROGRAM-
BUDGET SAVINGS LEAVE PROGRAM**

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

Susan St. Ores – aye	Mark Ostertag – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Consider adoption of a city snow plowing and ice control policy: Administrator Berg reviewed the draft policy, noting the need to address changing weather conditions and utilize multiple methods to maintain safe passage throughout the city. He indicated the city has discussed options for 2nd Avenue South, as requested by a resident earlier in the meeting, and would be adding the street to the list of identified hills and icy areas in Section IV. Public Works Supervisor Mel Horak stated the entire city, including alleys, is typically plowed within seven hours. Discussion followed on creating a priority list of alley snow plowing routes, clarifying the ice road description, adding additional roadways to Section IV, assuring the safe passage of emergency vehicles, increasing the priority of the ice rinks, and verifying/adjusting the school's restricted times in Section V. Staff will incorporate the City Council's suggestions and bring the policy back for approval at the next meeting.

It was moved by Councilmember Seeberger and seconded by Councilmember Hanson to table further discussion to the next meeting. Motion carried.

Consider the carryover of expenditures from 2010 to 2011 for the city building electrical lighting retrofit project: Administrator Berg reviewed the request to carry over \$14,000.00 from the Municipal Building Fund for the recent electrical lighting retrofit project. The amount includes change orders that were identified during the retrofit process. Mayor St. Ores requested that the City Council have the opportunity to consider future expenditure requests prior to the start of a project.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to authorize an expenditure not to exceed \$14,000.00 from the Municipal Buildings Maintenance Fund #415 for the city building electrical lighting retrofit project. Motion carried 5-0.

Law Enforcement Labor Services (LELS) Contract Update: Administrator Berg reviewed the tentative collective bargaining agreement between the city and LELS, which represents Bayport Police Department Local #226. He indicated the two-year agreement for 2011 and 2012 includes a 2% wage increase each year, and requested City Council approval for the new wage agreement. Councilmember Seeberger reiterated her previous position that employees should contribute a greater share of their health care premiums and was disappointed that the employee contribution did not change from the previous contract. Mayor St. Ores noted the changing economic climate and adjustments that employees may need to make in the future.

It was moved by Councilmember Seeberger and seconded by Councilmember Ostertag to authorize the City Administrator to enter into *Agreement between City of Bayport and Law Enforcement Labor Services, Inc. (Local #226)*, effective January 1, 2011 to December 31, 2012, pursuant to the terms outlined in the city's January 5, 2011 letter to Law Enforcement Services Business Agent Kim Sobieck. Motion carried 5-0.

Proposed City Council Workshop: Administrator Berg recommended the City Council hold a workshop prior to the regularly scheduled March 7, 2011 City Council meeting to review and discuss ideas offered by Councilmembers, as well as review staff projects and the city's strategic planning process that was completed 2010. Councilmembers were encouraged to forward a list of their suggestions to Administrator Berg.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to hold a City Council workshop on Monday, March 7, 2011, 5:00 p.m., at Bayport City Hall. Motion carried 5-0.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Seeberger recognized Bread Art, the local bakery and coffee shop, on its newly remodeled business that provides expanded seating. She also noted that the new restaurant, Bayport BBQ, would be having its grand opening on February 18, 2011.
2. Councilmember Seeberger provided an update on the Beyond the Yellow Ribbon initiatives. Croixdale residents sent a package to troops in Afghanistan, and Councilmember's Seeberger's husband will be deployed at the end of March.
3. Councilmember Ostertag thanked everyone who supported the recent Fire Department fund raiser at the Bayport American Legion.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

City Administrator update: Regarding flood preparations, Administrator Berg noted the city would be using its website as the main source of information for the expected flooding this spring. A postcard will be sent to residents impacted by the 2001 flood. The city will be compiling a list of volunteers willing to assist affected residents with sandbagging efforts, and sandbags will be available for residents. Prior to anticipated flooding, residents are encouraged to cap off their drains to prevent sewage backup into basements and to cut off the electrical supply. He reminded residents that it takes approximately 30 days to get FEMA flood insurance. City staff is generating a flood action plan, which should be available for City Council review in March.

ADJOURNMENT

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to adjourn the meeting at 7:43 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 02/28/2011

FUND	FUND Descr	2011 Budget	2011 YTD Amt	2011 % of Budget	2011 % of Budget Remain
101	GENERAL	\$2,021,565.00	\$126,637.66	6.26%	93.74%
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	\$125.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$66.06	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$340.18	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$0.00	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$0.00	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	\$0.00	0.00%	0.00%
211	LIBRARY	\$297,247.98	\$859.35	0.29%	99.71%
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	\$0.00	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$99.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$0.00	\$2,897.06	0.00%	0.00%
602	SEWER	\$0.00	\$0.00	0.00%	0.00%
800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$1,000.00	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$2,318,812.98	\$132,024.31	5.69%	94.31%

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: FEBRUARY

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	2/9/2011	\$0.75	1469 COPIES (\$0.25/PAGE) VALLEY INSURAN	R 101-00000-34105 USER FE
101	2/24/2011	\$50.00	16458 KATHLEEN WELLE - EVENT APPLICATI	R 101-00000-34105 USER FE
101	2/24/2011	\$8.74	16445 WORKERS COMPENSATION COMMISSI	R 101-00000-36250 REFUND -
101	2/1/2011	\$5.00	1455 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	2/2/2011	\$5.00	1459 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	2/15/2011	\$5.00	1465 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	2/15/2011	\$5.00	1474 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	2/24/2011	\$2.00	16457 W S & D PERMIT SER / 302 MAINE ST N	G 101-20104 STATE SURCHA
101	2/10/2011	\$1.38	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	2/24/2011	\$3.44	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	2/24/2011	\$842.75	16448 LOGAN - JAN 2011 INS. PRE	G 101-27109 HEALTH PARTN
101	2/1/2011	\$50.00	1455 CONTRACTOR LICENSE - SPECIALTY J	R 101-41910-32100 BUSINES
101	2/1/2011	\$50.00	1455 CONTRACTOR LICENSE - SPECIALTY S	R 101-41910-32100 BUSINES
101	2/8/2011	\$50.00	1467 CONTRACTOR LICENSE - SPECIALTY H	R 101-41910-32100 BUSINES
101	2/1/2011	\$15.00	1449 SPECIAL EVENT APP - NONPROFIT/PU	R 101-41910-32200 NONBUSI
101	2/22/2011	\$15.00	1471 SPECIAL EVENT APP - NONPROFIT/PU	R 101-41910-32200 NONBUSI
101	2/24/2011	\$103.25	16457 W S & D PERMIT SER / 302 MAINE ST N	R 101-41910-32210 BUILDING
101	2/2/2011	\$75.00	1459 PLUMBING PERMIT - RESIDENTIAL Jeff	R 101-41910-32220 PLUMBIN
101	2/15/2011	\$75.00	1465 PLUMBING PERMIT - RESIDENTIAL Dad'	R 101-41910-32220 PLUMBIN
101	2/1/2011	\$75.00	1455 MECHANICAL PERMIT - RESIDENTIAL S	R 101-41910-32230 MECHANI
101	2/15/2011	\$75.00	1474 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI
101	2/24/2011	\$740.49	16443 BLG INSPEC 11/11/10-02/10/11	R 101-41910-34103 LAKELAN
101	2/24/2011	\$45.00	16446 PHONE REIMBURSEMENT	E 101-42100-321 COMMUNIC
101	2/1/2011	\$20.00	1453 PET LICENSE - SPAY/NEUT DAVE GOUL	R 101-42100-32240 ANIMAL F
101	2/3/2011	\$10.00	1460 PET LICENSE - SPAY/NEUT Boecker, #3	R 101-42100-32240 ANIMAL F
101	2/3/2011	\$20.00	1461 PET LICENSE - NO SPAY/NEUT Polzin, C	R 101-42100-32240 ANIMAL F
101	2/3/2011	\$10.00	1461 PET LICENSE - SPAY/NEUT Polzin, Cash	R 101-42100-32240 ANIMAL F
101	2/10/2011	\$10.00	1463 PET LICENSE - SPAY/NEUT Pam Stockw	R 101-42100-32240 ANIMAL F
101	2/14/2011	\$20.00	1464 PET LICENSE - NO SPAY/NEUT ROLLYN	R 101-42100-32240 ANIMAL F
101	2/14/2011	\$20.00	1472 PET LICENSE - SPAY/NEUT Crowder - #5	R 101-42100-32240 ANIMAL F
101	2/8/2011	\$3.00	1447 POLICE REPORTS cash	R 101-42100-34201 POLICE A
101	2/8/2011	\$4.00	1462 POLICE REPORTS LexisNexis, #3441123	R 101-42100-34201 POLICE A
101	2/24/2011	\$764.88	16442 2011 SAFE & SOBER # 2	R 101-42100-36233 GRANTS
101	2/1/2011	\$20.00	1455 BURNING PERMIT Norton, #7607	R 101-42200-32200 NONBUSI
101	2/1/2011	\$20.00	1455 BURNING PERMIT Topper, #2635	R 101-42200-32200 NONBUSI
101	2/1/2011	\$20.00	1455 BURNING PERMIT Quast, #1822	R 101-42200-32200 NONBUSI
101	2/10/2011	\$29,732.00	16436 FIRE CONTRACT FOR 2011	R 101-42200-34202 FIRE CON
101	2/24/2011	\$60,405.00	16444 2011 FIRE CONTRACT	R 101-42200-34202 FIRE CON
101	2/24/2011	\$550.00	16450 FIRE DEPARTMENT DONATION	R 101-42200-36232 DONATIO
101	2/24/2011	\$295.00	16449 JAKE EISINGER BLUE CARD TRAINING	E 101-42200-402 CONFEREN
101	2/10/2011	\$76.46	16437 PAINT REIMBURSEMENT	E 101-43100-220 OPERATING
101	2/8/2011	\$20.00	1466 PARK FIELD-COURT RENTAL FEE Sheil	R 101-43200-34780 PARK FE
101	2/17/2011	\$50.00	1468 PARK FIELD-COURT RENTAL FEE St. Cr	R 101-43200-34780 PARK FE
FUND 101 GENERA		\$94,368.14		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	2/24/2011	\$340.18	16447 NOVEMBER 2010	R 204-00000-32204 GAMBLIN
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	2/10/2011	\$277.34	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	2/10/2011	\$329.18	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	2/10/2011	\$6.90	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	2/24/2011	\$9.82	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	2/24/2011	\$100.82	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	2/24/2011	\$8.19	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	2/24/2011	\$113.31	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	2/10/2011	\$7.95	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: FEBRUARY

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 206 WATER/		\$853.51		
FUND 211 LIBRARY				
211	2/24/2011	\$175.00	16453 LIBRARY - CASH SERVICE CHG'S	R 211-45500-34760 LIBRARY
211	2/24/2011	\$3.00	16455 KALMON CK # 1082	R 211-45500-34760 LIBRARY
211	2/24/2011	\$8.00	16455 HOFFMAN CK # 3678	R 211-45500-34760 LIBRARY
211	2/24/2011	\$26.00	16455 DORWART CK # 16610	R 211-45500-34760 LIBRARY
211	2/24/2011	\$180.00	16452 RENTAL - LIBRARY	R 211-45500-36220 RENTAL I
211	2/24/2011	\$100.00	16454 LIBRARY - GRANT	R 211-45500-36233 GRANTS
FUND 211 LIBRAR		\$492.00		
FUND 601 WATER				
601	2/24/2011	\$1,069.90	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	2/24/2011	\$28.78	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	2/10/2011	\$80.46	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	2/24/2011	\$1.59	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	2/24/2011	\$2.44	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	2/24/2011	\$77.13	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	2/24/2011	\$49.96	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	2/10/2011	\$63.20	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	2/10/2011	\$3.18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	2/10/2011	\$5.00	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	2/10/2011	\$3,143.87	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	2/10/2011	\$152.64	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	2/10/2011	\$4.83	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX RE
601	2/24/2011	\$6.13	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX RE
601	2/24/2011	\$2.66	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	2/10/2011	\$11.92	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATER		\$4,703.69		
FUND 602 SEWER				
602	2/24/2011	\$93.98	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	2/10/2011	\$2,500.84	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	2/10/2011	\$142.94	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	2/10/2011	\$74.00	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	2/10/2011	\$5.00	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	2/24/2011	\$49.96	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	2/24/2011	\$2.44	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	2/24/2011	\$907.77	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
FUND 602 SEWER		\$3,776.93		
		\$104,534.45		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 02/28/2011

2ND Month = 16.68

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
141100	ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%
141200	MAYOR & COUNCIL	\$143,926.21	\$14,866.01	\$129,060.20	89.67%
141240	RECYCLING	\$5,415.02	\$515.37	\$4,899.65	90.48%
141400	ADMINISTRATION	\$137,497.18	\$17,700.44	\$119,796.74	87.13%
141903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
141910	PLANNING & ZONING	\$207,073.39	\$27,380.10	\$179,693.29	86.78%
141940	MUNICIPAL BUILDINGS	\$137,368.00	\$6,308.74	\$131,059.26	95.41%
142100	POLICE	\$667,761.70	\$82,661.88	\$585,099.82	87.62%
142200	FIRE PROTECTION	\$355,637.00	\$36,377.87	\$319,259.13	89.77%
143100	STREET MAINT	\$255,720.77	\$21,803.28	\$233,917.49	91.47%
143160	STREET LIGHTING	\$22,021.00	\$2,422.27	\$19,598.73	89.00%
143200	PARKS	\$63,847.70	\$5,247.12	\$58,600.58	91.78%
43300	CEMETERY	\$7,527.00	\$0.00	\$7,527.00	100.00%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,054,264.97	\$215,753.08	\$1,838,511.89	89.50%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
141911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
141912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
141913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
142103	K - 9 UNIT	\$0.00	\$280.40	-\$280.40	0.00%
FUND 210 K-9 UNIT		\$0.00	\$280.40	-\$280.40	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$297,248.00	\$31,210.13	\$266,037.87	89.50%
FUND 211 LIBRARY		\$297,248.00	\$31,210.13	\$266,037.87	89.50%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
141900	CAPITAL IMPROVEMENTS	\$0.00	\$4,579.12	-\$4,579.12	0.00%
142100	POLICE	\$0.00	\$31,348.54	-\$31,348.54	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$35,927.66	-\$35,927.66	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$4,211.83	-\$4,211.83	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	\$4,211.83	-\$4,211.83	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 02/28/2011

2ND Month = 16.68

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$13,833.41	-\$13,833.41	0.00%
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FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$13,833.41	-\$13,833.41	0.00%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
<hr/>					
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$0.00	\$2,544.92	-\$2,544.92	0.00%
46120	WATER	\$0.00	\$39,896.04	-\$39,896.04	0.00%
<hr/>					
FUND 601 WATER		\$0.00	\$42,440.96	-\$42,440.96	0.00%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$20,908.84	-\$20,908.84	0.00%
46990	SEWER - NON-OPERATING	\$0.00	\$93,032.76	-\$93,032.76	0.00%
<hr/>					
FUND 602 SEWER		\$0.00	\$113,941.60	-\$113,941.60	0.00%
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%
<hr/>					
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	\$329.00	-\$329.00	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	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$70.50	-\$70.50	0.00%
<hr/>					
FUND 803 P & Z ESCROWS		\$0.00	\$399.50	-\$399.50	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%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 02/28/2011

2ND Month = 16.68

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
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 - LIBRAR	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$2,351,512.97	\$457,998.57	\$1,893,514.40	80.52%

CITY OF BAYPORT

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MONTHLY EXPENSES 132942-133027

Period Name: FEBRUARY

Search Name	FUN	Tran Date	Amount	A	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
		101 2/17/2011	\$1,106.38	E	41200	101	Labor Distribution	WAGES AND SAL	
		101 2/17/2011	\$18.44	E	41200	121	Labor Distribution	P E R A	
		101 2/17/2011	\$68.59	E	41200	122	Labor Distribution	CONT TO RET., S	
		101 2/17/2011	\$16.03	E	41200	170	Labor Distribution	MEDICARE	
QUILL		101 2/23/2011	\$5.82	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	133005
INNOVATIVE OFFICE SOLUTI		101 2/23/2011	\$3.85	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	132987
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$126.00	E	41200	300	CITY REGARDING LACK	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$70.00	E	41200	300	PREPARE CC WORKSHO	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$70.00	E	41200	300	PREPARE CC MTG	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$42.00	E	41200	300	LOCATED PROPER PART	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$42.00	E	41200	300	CONFERENCE DAVE ORT	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$28.00	E	41200	300	CONFERENCE CITY FOR	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG		101 2/23/2011	\$140.00	E	41200	300	MILEAGE CC MTG	PROF SER-LEGAL	132981
S E H		101 2/23/2011	\$71.30	E	41200	301	CC MTG	PROF SER-ENGIN	133007
S E H		101 2/23/2011	\$210.20	E	41200	301	MISCELLANEOUS ENGIN	PROF SER-ENGIN	133007
MICHAEL W. POFAHL		101 2/28/2011	\$1,542.20	E	41200	303	SERVICES FOR FEBRUAR	PROF SER-AUDIT	132995
COMPLETE HEALTH ENVIRO		101 2/23/2011	\$350.00	E	41200	306	MAINT PLAN JAN 2011	PROF SER-OTHE	132978
LEAGUE OF MINNESOTA CIT		101 2/23/2011	\$50.00	E	41200	402	NEWLY ELECTED CANCE	CONFERENCES &	132990
DEPT 41200 MAYOR & COUNCIL			\$3,960.81						
DEPT 41240 RECYCLING									
		101 2/8/2011	\$100.48	E	41240	101	Labor Distribution	WAGES AND SAL	
		101 2/23/2011	\$97.47	E	41240	101	Labor Distribution	WAGES AND SAL	
		101 2/23/2011	\$7.06	E	41240	121	Labor Distribution	P E R A	
		101 2/8/2011	\$7.28	E	41240	121	Labor Distribution	P E R A	
		101 2/8/2011	\$6.18	E	41240	122	Labor Distribution	CONT TO RET., S	
		101 2/23/2011	\$5.99	E	41240	122	Labor Distribution	CONT TO RET., S	
		101 2/8/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
		101 2/23/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
		101 2/23/2011	\$6.92	E	41240	131	Labor Distribution	CONT TO EMPLO	
		101 2/8/2011	\$9.50	E	41240	131	Labor Distribution	CONT TO EMPLO	
		101 2/8/2011	\$1.44	E	41240	170	Labor Distribution	MEDICARE	
		101 2/23/2011	\$1.40	E	41240	170	Labor Distribution	MEDICARE	
DALE KRONGARD II		101 2/9/2011	\$30.00	E	41240	370	RECYCLING PROGRAM	RECYCLING INCE	132979
DEPT 41240 RECYCLING			\$283.64						
DEPT 41400 ADMINISTRATION									
		101 2/8/2011	\$3,431.38	E	41400	101	Labor Distribution	WAGES AND SAL	
		101 2/23/2011	\$3,403.25	E	41400	101	Labor Distribution	WAGES AND SAL	
		101 2/23/2011	\$246.75	E	41400	121	Labor Distribution	P E R A	
		101 2/8/2011	\$248.79	E	41400	121	Labor Distribution	P E R A	
		101 2/8/2011	\$210.78	E	41400	122	Labor Distribution	CONT TO RET., S	
		101 2/23/2011	\$209.04	E	41400	122	Labor Distribution	CONT TO RET., S	
		101 2/23/2011	\$195.15	E	41400	126	Labor Distribution	H S A	
		101 2/8/2011	\$195.15	E	41400	126	Labor Distribution	H S A	
		101 2/23/2011	\$411.35	E	41400	131	Labor Distribution	CONT TO EMPLO	
		101 2/8/2011	\$497.35	E	41400	131	Labor Distribution	CONT TO EMPLO	
		101 2/8/2011	\$49.30	E	41400	170	Labor Distribution	MEDICARE	
		101 2/23/2011	\$48.89	E	41400	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI		101 2/23/2011	\$23.15	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	132987
QUILL		101 2/23/2011	\$34.92	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	133005
LOFFLER BUSINESS SYSTE		101 2/23/2011	\$96.86	E	41400	416	CONTRACT BASE CHARG	REPAIR/MAINT O	132991
CHRIS AMDAHL LOCKSMITH,		101 2/23/2011	\$28.80	E	41400	416	LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
MN GFOA		101 2/9/2011	\$60.00	E	41400	433	2011 RENEWAL	DUES & MEMBER	133000
MAMA		101 2/23/2011	\$45.00	E	41400	433	MEMBERSHIP DUES FOR	DUES & MEMBER	132992
DEPT 41400 ADMINISTRATION			\$9,435.91						
DEPT 41910 PLANNING & ZONING									

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	101	2/23/2011	\$5,429.45	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	2/8/2011	\$5,454.57	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	2/23/2011	\$393.66	E	41910	121	Labor Distribution	P E R A	
	101	2/8/2011	\$395.49	E	41910	121	Labor Distribution	P E R A	
	101	2/23/2011	\$333.30	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	2/8/2011	\$334.86	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	2/23/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	2/8/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	2/23/2011	\$678.37	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	2/8/2011	\$806.99	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	2/8/2011	\$78.32	E	41910	170	Labor Distribution	MEDICARE	
	101	2/23/2011	\$77.95	E	41910	170	Labor Distribution	MEDICARE	
QUILL	101	2/23/2011	\$29.10	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	133005
INNOVATIVE OFFICE SOLUTI	101	2/23/2011	\$19.29	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	132987
HOLIDAY FLEET	101	2/9/2011	\$145.37	E	41910	212	FUEL-VEHICLES	MOTOR FUELS &	132945
LOFFLER BUSINESS SYSTE	101	2/23/2011	\$80.72	E	41910	416	CONTRACT BASE CHARG	REPAIR/MAINT O	132991
CHRIS AMDAHL LOCKSMITH,	101	2/23/2011	\$24.00	E	41910	416	LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
DEPT 41910 PLANNING & ZONING			\$14,942.98						
DEPT 41940 MUNICIPAL BUILDINGS									
OFFICE OF ENT TECHNOLO	101	2/22/2011	\$454.15	E	41940	321	PHONES	COMMUNICATION	133002
COMCAST	101	2/28/2011	\$34.95	E	41940	321	HIGHSPEED INTERNET M	COMMUNICATION	132977
ELECTRO WATCHMAN, INC	101	2/22/2011	\$96.19	E	41940	420	BLG SECURITY SYSTEMS	R & M BLDGS, ST	132983
MINNESOTA ELEVATOR	101	2/15/2011	\$150.04	E	41940	420	BLD MAINT.	R & M BLDGS, ST	132999
SCHMIDT MECHANICAL	101	2/23/2011	\$2,568.00	E	41940	420	ANNUAL BILLING CITY HA	R & M BLDGS, ST	133008
SERVICEMASTER	101	2/23/2011	\$300.00	E	41940	420	CLEANING SERVICE FOR	R & M BLDGS, ST	133009
DEPT 41940 MUNICIPAL BUILDINGS			\$3,603.33						
DEPT 42100 POLICE									
	101	2/23/2011	\$2,570.45	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	2/8/2011	\$2,425.48	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	2/23/2011	\$14,007.02	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	2/8/2011	\$12,333.48	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	2/8/2011	\$485.92	E	42100	102	Labor Distribution	OVERTIME	
	101	2/23/2011	\$426.51	E	42100	102	Labor Distribution	OVERTIME	
CITY OF WOODBURY	101	2/9/2011	\$1,584.46	E	42100	107	SPECIAL RESPONSE TEA	TACTICAL TEAM	132943
	101	2/23/2011	\$2,381.42	E	42100	121	Labor Distribution	P E R A	
	101	2/8/2011	\$2,164.53	E	42100	121	Labor Distribution	P E R A	
	101	2/8/2011	\$18.38	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	2/23/2011	\$34.06	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	2/8/2011	\$504.41	E	42100	126	Labor Distribution	H S A	
	101	2/23/2011	\$504.41	E	42100	126	Labor Distribution	H S A	
	101	2/23/2011	\$1,026.82	E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	2/8/2011	\$1,330.57	E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	2/23/2011	\$245.36	E	42100	170	Labor Distribution	MEDICARE	
	101	2/8/2011	\$219.85	E	42100	170	Labor Distribution	MEDICARE	
QUILL	101	2/23/2011	\$29.10	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	133005
STILLWATER TOWING INC	101	2/9/2011	\$69.47	E	42100	201	FORD FOCUS-POLICE DE	OFFICE SUPPLIE	132949
INNOVATIVE OFFICE SOLUTI	101	2/23/2011	\$19.29	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	132987
UNIFORMS UNLIMITED	101	2/28/2011	-\$6.00	E	42100	202	CREDIT FREIGHT - POLIC	UNIFORMS - MIS	133022
UNIFORMS UNLIMITED	101	2/28/2011	\$126.00	E	42100	202	RESERVES - POLICE DEP	UNIFORMS - MIS	133022
STREICHERS	101	2/23/2011	\$74.78	E	42100	208	OPERATING - UNIFORMS/	UNIFORMS - JAY	133016
UNIFORMS UNLIMITED	101	2/22/2011	\$123.14	E	42100	209	WILLMARTH - UNIFORM	UNIFORMS - WILL	133022
HOLIDAY FLEET	101	2/9/2011	\$8.55	E	42100	212	FUEL-VEHICLES	MOTOR FUELS &	132945
WASHINGTON COUNTY SHE	101	2/22/2011	\$1,280.60	E	42100	212	JAN FUEL - POLICE DEPT	MOTOR FUELS &	133026
EASTMAN, LAURA	101	2/9/2011	\$26.56	E	42100	220	DURANGO SUPPLIES REI	OPERATING SUP	132944
ECKBERG, LAMMERS, BRIG	101	2/9/2011	\$2,249.73	E	42100	300	PROSECUTION	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG	101	2/9/2011	\$10.47	E	42100	300	PROSECUTION	PROF SER-LEGAL	132981
VERIZON WIRELESS	101	2/22/2011	\$157.19	E	42100	321	PHONES - POLICE DEPT.	COMMUNICATION	133023
VERIZON WIRELESS	101	2/22/2011	\$78.06	E	42100	321	POHNES - POLICE DEPT.	COMMUNICATION	133023

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UNIFORMS UNLIMITED	101	2/28/2011	\$511.93 E	42100	403 TASER CARTRIDGE - POL	POLICE TRAININ	133022
STREICHERS	101	2/9/2011	\$32.05 E	42100	403 SUPPLIES - POLICE DEPT	POLICE TRAININ	132950
LOFFLER BUSINESS SYSTE	101	2/23/2011	\$80.72 E	42100	416 CONTRACT BASE CHARG	REPAIR/MAINT O	132991
CHRIS AMDAHL LOCKSMITH,	101	2/23/2011	\$24.00 E	42100	416 LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
DEPT 42100 POLICE			\$47,158.77				
DEPT 42200 FIRE PROTECTION							
	101	2/17/2011	\$583.33 E	42200	101 Labor Distribution	WAGES AND SAL	
	101	2/17/2011	\$36.17 E	42200	122 Labor Distribution	CONT TO RET., S	
	101	2/17/2011	\$8.46 E	42200	170 Labor Distribution	MEDICARE	
HOLIDAY FLEET	101	2/9/2011	\$786.08 E	42200	212 FUEL-VEHICLES	MOTOR FUELS &	132945
MUNICIPAL EMERGENCY SE	101	2/22/2011	\$818.15 E	42200	220 OPERATING MATERIAL -	OPERATING SUP	133001
ANCOM COMMUNICATIONS I	101	2/22/2011	\$95.00 E	42200	323 FIRE - REPLACED PAGER	RADIOS-REPAIR	132968
ANCOM COMMUNICATIONS I	101	2/22/2011	\$104.50 E	42200	323 REPLACED PAGER WITH	RADIOS-REPAIR	132968
CARQUEST AUTO PARTS	101	2/23/2011	\$53.25 E	42200	412 FIRE DEPT,	REP & MAINT VE	132972
CASPERSON MOTORS	101	2/22/2011	\$89.71 E	42200	412 FIRE 2102 FUEL & FILTER	REP & MAINT VE	132973
CASPERSON MOTORS	101	2/22/2011	\$32.68 E	42200	412 FIRE 2101 OIL & FILTER	REP & MAINT VE	132973
DEPT 42200 FIRE PROTECTION			\$2,607.33				
DEPT 43100 STREET MAINT							
	101	2/23/2011	\$506.25 E	43100	050 Labor Distribution	SEASONAL/PART	
	101	2/8/2011	\$1,922.40 E	43100	101 Labor Distribution	WAGES AND SAL	
	101	2/23/2011	\$1,922.40 E	43100	101 Labor Distribution	WAGES AND SAL	
	101	2/23/2011	\$469.20 E	43100	102 Labor Distribution	OVERTIME	
	101	2/8/2011	\$351.90 E	43100	102 Labor Distribution	OVERTIME	
	101	2/23/2011	\$173.39 E	43100	121 Labor Distribution	P E R A	
	101	2/8/2011	\$164.90 E	43100	121 Labor Distribution	P E R A	
	101	2/23/2011	\$178.24 E	43100	122 Labor Distribution	CONT TO RET., S	
	101	2/8/2011	\$139.62 E	43100	122 Labor Distribution	CONT TO RET., S	
	101	2/23/2011	\$140.36 E	43100	126 Labor Distribution	H S A	
	101	2/8/2011	\$137.09 E	43100	126 Labor Distribution	H S A	
	101	2/23/2011	\$229.20 E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	2/8/2011	\$279.48 E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	2/8/2011	\$32.66 E	43100	170 Labor Distribution	MEDICARE	
	101	2/23/2011	\$41.68 E	43100	170 Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	2/23/2011	\$3.85 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	132987
QUILL	101	2/23/2011	\$5.82 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	133005
HOLIDAY FLEET	101	2/9/2011	\$1,701.89 E	43100	212 FUEL-VEHICLES	MOTOR FUELS &	132945
ECONO SIGNS	101	2/15/2011	\$84.60 E	43100	220 TRAFFIC SIGNAGE	OPERATING SUP	132982
AMERICAN FLAGPOLE & FLA	101	2/15/2011	\$571.57 E	43100	220 US FLAGS	OPERATING SUP	132966
AGGREGATE INDUSTRIES	101	2/15/2011	\$47.28 E	43100	225 ROAD SAND	SALT & SAND PU	132963
AGGREGATE INDUSTRIES	101	2/15/2011	\$50.00 E	43100	225 ROAD SAND	SALT & SAND PU	132963
H&L MESABI	101	2/23/2011	\$818.35 E	43100	412 CUTTING EDGE	REP & MAINT VE	132984
BOYER TRUCKS	101	2/15/2011	\$77.13 E	43100	412 TRUCK PARTS	REP & MAINT VE	132970
U S BANK VISA	101	2/28/2011	\$81.98 E	43100	412 WELLE AUTO SUPPLY	REP & MAINT VE	132962
RIVER CITY SERVICES	101	2/23/2011	\$421.72 E	43100	412 REPAIRS & TRANSPORT	REP & MAINT VE	133006
RIVER CITY SERVICES	101	2/23/2011	\$350.00 E	43100	413 REPAIRS & TRANSPORT	TREES	133006
CHRIS AMDAHL LOCKSMITH,	101	2/23/2011	\$4.80 E	43100	416 LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
LOFFLER BUSINESS SYSTE	101	2/23/2011	\$16.14 E	43100	416 CONTRACT BASE CHARG	REPAIR/MAINT O	132991
DEPT 43100 STREET MAINT			\$10,923.90				
DEPT 43200 PARKS							
	101	2/23/2011	\$1,090.75 E	43200	050 Labor Distribution	SEASONAL/PART	
WILMES, JUSTIN	101	2/15/2011	\$64.00 E	43200	050 WARMING HOUSE ATTN;	SEASONAL/PART	132954
	101	2/8/2011	\$1,483.00 E	43200	050 Labor Distribution	SEASONAL/PART	
KURT PETERSON	101	2/22/2011	\$120.00 E	43200	050 WARMING HOUSE ATTN	SEASONAL/PART	132955
	101	2/23/2011	\$67.62 E	43200	122 Labor Distribution	CONT TO RET., S	
	101	2/8/2011	\$91.94 E	43200	122 Labor Distribution	CONT TO RET., S	
	101	2/23/2011	\$15.81 E	43200	170 Labor Distribution	MEDICARE	
	101	2/8/2011	\$21.51 E	43200	170 Labor Distribution	MEDICARE	

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U S BANK VISA	101	2/28/2011	\$181.14	E	43200	412 SCOUT PARTS	REP & MAINT VE	132962
TRI STATE BOBCAT INC	101	2/15/2011	\$18.17	E	43200	412 FUEL CAP	REP & MAINT VE	133021
CHRIS AMDAHL LOCKSMITH,	101	2/23/2011	\$4.80	E	43200	416 LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
LOFFLER BUSINESS SYSTE	101	2/23/2011	\$16.14	E	43200	416 CONTRACT BASE CHARG	REPAIR/MAINT O	132991
AIR FRESH PORTABLE TOIL	101	2/23/2011	\$84.36	E	43200	425 MTHLY RENTAL FEB/MAR	SATILLITIES	132964
DEPT 43200 PARKS			\$3,259.24					
FUND 101 GENERAL			\$96,175.91					
FUND 102 STREET RECONSTRUCTION								
DEPT 41601 ALLEY PAVING PROJECT								
ECKBERG, LAMMERS, BRIG	102	2/23/2011	\$105.00	E	41601	300 II IMPROVEMENTS	PROF SER-LEGAL	132981
DEPT 41605 INFLOW/INFILTRATION								
S E H	102	2/23/2011	\$2,732.03	E	41605	301 I/I IMPROVEMENTS	PROF SER-ENGIN	133007
FUND 102 STREET RECONSTRUCTION			\$2,837.03					
FUND 206 WATER/SEWER IMPROVEMENT FUND								
DEPT 41602 CURB & SIDEWALK PROJECT								
STILLWATER GAZETTE	206	2/28/2011	\$98.90	E	41602	350 NOTICE OF HEARING ON	PRINTING & PUBL	133013
FUND 210 K-9 UNIT								
DEPT 42103 K - 9 UNIT								
U S BANK VISA	210	2/28/2011	\$96.40	E	42103	220 POLICE DEPT.	OPERATING SUP	132961
CENTURY AVENUE COLLISI	210	2/22/2011	\$184.00	E	42103	419 PET BARRIER - K9 UNIT	REPAIR & MAINT	132975
DEPT 42103 K - 9 UNIT			\$280.40					
FUND 210 K-9 UNIT			\$280.40					
FUND 211 LIBRARY								
DEPT 45500 LIBRARY								
	211	2/23/2011	\$2,490.72	E	45500	050 Labor Distribution	SEASONAL/PART	
	211	2/8/2011	\$2,540.96	E	45500	050 Labor Distribution	SEASONAL/PART	
	211	2/8/2011	\$2,877.67	E	45500	101 Labor Distribution	WAGES AND SAL	
	211	2/23/2011	\$3,013.30	E	45500	101 Labor Distribution	WAGES AND SAL	
	211	2/23/2011	\$380.76	E	45500	121 Labor Distribution	P E R A	
	211	2/8/2011	\$368.05	E	45500	121 Labor Distribution	P E R A	
	211	2/8/2011	\$329.76	E	45500	122 Labor Distribution	CONT TO RET., S	
	211	2/23/2011	\$335.05	E	45500	122 Labor Distribution	CONT TO RET., S	
	211	2/8/2011	\$106.00	E	45500	131 Labor Distribution	CONT TO EMPLO	
	211	2/23/2011	\$39.55	E	45500	131 Labor Distribution	CONT TO EMPLO	
	211	2/23/2011	\$78.36	E	45500	170 Labor Distribution	MEDICARE	
	211	2/8/2011	\$77.13	E	45500	170 Labor Distribution	MEDICARE	
BAKER & TAYLOR	211	2/22/2011	\$59.02	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$14.40	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$205.66	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$190.06	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$29.36	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$72.14	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$410.97	E	45500	217 BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$75.19	E	45500	217 BOOKS	MATERIALS & PR	132969

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BAKER & TAYLOR	211	2/22/2011	\$372.39	E	45500	217	BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$70.62	E	45500	217	BOOKS	MATERIALS & PR	132969
BAKER & TAYLOR	211	2/22/2011	\$14.40	E	45500	217	BOOKS	MATERIALS & PR	132969
DEMCO	211	2/22/2011	\$49.49	E	45500	220	OPERATING SUPPLIES	OPERATING SUP	132980
DEMCO	211	2/22/2011	\$21.02	E	45500	220	OPERATING SUPPLIES -	OPERATING SUP	132980
SHARON SIPPEL	211	2/23/2011	\$1,425.00	E	45500	302	CLEANNING SERVICES /	CONTRACT SERV	133010
KINDER MELODIES	211	2/22/2011	\$600.00	E	45500	302	STORY TIME - LIBRARY	CONTRACT SERV	132989
COMCAST	211	2/28/2011	\$5.00	E	45500	321	MARCH 2011 LIBRARY	COMMUNICATION	132977
OFFICE OF ENT TECHNOLO	211	2/22/2011	\$69.53	E	45500	321	PHONE - LIBRARY	COMMUNICATION	133002
WASHINGTON COUNTY LIBR	211	2/22/2011	\$56.71	E	45500	391	REFERENCE DATABASE	SHARED AUTOM	133024
WASHINGTON COUNTY LIBR	211	2/22/2011	\$69.36	E	45500	391	YRLY SOFTWARE LIC. FE	SHARED AUTOM	133024
TOSHIBA BUSINESS SOLUTI	211	2/22/2011	\$32.75	E	45500	416	BAND - LIBRARY	REPAIR/MAINT O	133020
MINNESOTA ELEVATOR	211	2/22/2011	\$157.23	E	45500	420	FEB - LIBRARY	R & M BLDGS, ST	132999
SUMMIT FIRE PROTECTION	211	2/22/2011	\$265.00	E	45500	420	ANNUAL FIRE SPRINLER I	R & M BLDGS, ST	133017
PLUNKETT'S PEST CONTRO	211	2/22/2011	\$99.30	E	45500	420	CRAWLING INSECTS & MI	R & M BLDGS, ST	133004
CHRIS AMDAHL LOCKSMITH,	211	2/22/2011	\$196.00	E	45500	420	SERVICE CALL - LIBRARY	R & M BLDGS, ST	132976
ELECTRO WATCHMAN, INC	211	2/22/2011	\$60.00	E	45500	420	BLG SECURITY SYSTEMS	R & M BLDGS, ST	132983
AMERICAN LIBRARY ASSOCI	211	2/22/2011	\$81.50	E	45500	433	LIBRARY - DUES	DUES & MEMBER	132967
DEPT 45500 LIBRARY			\$17,339.41						
FUND 211 LIBRARY			\$17,339.41						
FUND 414 OFFICE AUTOMATION									
DEPT 00000 GENERAL GOVERNMENT									
QUILL	414	2/23/2011	\$545.00	E	00000	416	OFFICE SUPPLIES	REPAIR/MAINT O	133005
FUND 415 MUNICIPAL BLDGS MAINT									
DEPT 41940 MUNICIPAL BUILDINGS									
STARLITES ELECTRIC CO	415	2/22/2011	\$2,022.04	E	41940	420	FIRE DEPT. LIGHTING CH	R & M BLDGS, ST	133011
STARLITES ELECTRIC COMP	415	2/22/2011	\$5,411.86	E	41940	420	LIGHTING OPERATION CI	R & M BLDGS, ST	133012
STARLITES ELECTRIC CO	415	2/22/2011	\$6,399.51	E	41940	420	PW BLDG LIGHTING CHA	R & M BLDGS, ST	133011
DEPT 41940 MUNICIPAL BUILDINGS			\$13,833.41						
FUND 415 MUNICIPAL BLDGS MAINT			\$13,833.41						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
MN DNR WATERS	601	2/15/2011	\$476.57	E	46110	382	ANNUAL WATER USE	PUMPAGE FEES	132953
J.P. ENTERPRISES	601	2/15/2011	\$122.00	E	46110	419	EXTERIOR LIGHTS-BOOS	REPAIR & MAINT	132988
DEPT 46110 WATER-PUMPHOUSE			\$598.57						
DEPT 46120 WATER									
	601	2/8/2011	\$4,199.79	E	46120	101	Labor Distribution	WAGES AND SAL	
	601	2/23/2011	\$4,187.68	E	46120	101	Labor Distribution	WAGES AND SAL	
	601	2/23/2011	\$303.64	E	46120	121	Labor Distribution	P E R A	
	601	2/8/2011	\$304.50	E	46120	121	Labor Distribution	P E R A	
	601	2/8/2011	\$252.19	E	46120	122	Labor Distribution	CONT TO RET., S	
	601	2/23/2011	\$251.45	E	46120	122	Labor Distribution	CONT TO RET., S	
	601	2/8/2011	\$199.38	E	46120	126	Labor Distribution	H S A	
	601	2/23/2011	\$197.95	E	46120	126	Labor Distribution	H S A	
	601	2/8/2011	\$523.51	E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	2/23/2011	\$420.44	E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	2/23/2011	\$58.82	E	46120	170	Labor Distribution	MEDICARE	
	601	2/8/2011	\$58.99	E	46120	170	Labor Distribution	MEDICARE	
QUILL	601	2/23/2011	\$5.82	E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE	133005

CITY OF BAYPORT

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MONTHLY EXPENSES 132942-133027

Period Name: FEBRUARY

Search Name	FUN	Tran Date	Amount	A	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
INNOVATIVE OFFICE SOLUTI	601	2/23/2011	\$3.85	E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE	132987
CCP INDUSTRIES	601	2/28/2011	\$120.15	E	46120	203	UNIFORMS-TIM GARDNE	UNIFORMS - TIM	132974
HOLIDAY FLEET	601	2/9/2011	\$388.14	E	46120	212	FUEL-VEHICLES	MOTOR FUELS &	132945
HOLIDAY FLEET	601	2/9/2011	\$2.67	E	46120	212	FUEL-VEHICLES	MOTOR FUELS &	132945
HAWKINS WATER	601	2/15/2011	\$15.00	E	46120	216	WATER TREATMENT	CHEMICALS AND	132985
U S BANK VISA	601	2/28/2011	\$12.61	E	46120	216	THE USPS STORE	CHEMICALS AND	132962
U S BANK VISA	601	2/28/2011	\$102.55	E	46120	220	MENARDS	OPERATING SUP	132962
U S BANK VISA	601	2/28/2011	\$257.68	E	46120	240	MENARDS	SMALL TOOLS-E	132962
S E H	601	2/23/2011	\$230.98	E	46120	301	MISCELLANEOUS ENGIN	PROF SER-ENGIN	133007
S E H	601	2/23/2011	\$287.41	E	46120	301	MISCELLANEOUS ENGIN	PROF SER-ENGIN	133007
STILLWATER MEDICAL GRO	601	2/9/2011	\$111.00	E	46120	302	RANDOM SCREENING	CONTRACT SERV	132948
STILLWATER MEDICAL GRO	601	2/15/2011	\$60.00	E	46120	302	DOT PHYSICAL - HORAK	CONTRACT SERV	133014
ONE CALL CONCEPTS	601	2/23/2011	\$38.20	E	46120	307	LOCATES	GOPHER STATE	133003
ONE CALL CONCEPTS	601	2/23/2011	\$100.00	E	46120	307	ANNUAL ASSESSMENT S	GOPHER STATE	133003
COMCAST	601	2/15/2011	\$59.95	E	46120	321	02/13-03/12 HIGH SPEED I	COMMUNICATION	132977
ANCOM COMMUNICATIONS I	601	2/28/2011	\$10.69	E	46120	323	RADIO ANTENNA	RADIOS-REPAIR	132968
STILLWATER MOTORS	601	2/15/2011	\$41.69	E	46120	412	SERVICE 2008 CHEV,	REP & MAINT VE	133015
TRI STATE BOBCAT INC	601	2/15/2011	\$97.26	E	46120	412	PARTS-TOOL CAT	REP & MAINT VE	133021
CARQUEST AUTO PARTS	601	2/15/2011	\$11.70	E	46120	412	CUT OFF WHEELS	REP & MAINT VE	132972
QUILL	601	2/23/2011	\$77.83	E	46120	416	OFFICE SUPPLIES	REPAIR/MAINT O	133005
LOFFLER BUSINESS SYSTE	601	2/23/2011	\$16.14	E	46120	416	CONTRACT BASE CHARG	REPAIR/MAINT O	132991
CHRIS AMDAHL LOCKSMITH,	601	2/23/2011	\$4.80	E	46120	416	LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
U S BANK VISA	601	2/28/2011	\$42.29	E	46120	419	MENARDS	REPAIR & MAINT	132962
HD SUPPLY WATERWORKS	601	2/15/2011	\$1,354.72	E	46120	419	12 WATER METERS	REPAIR & MAINT	132986
U S BANK VISA	601	2/28/2011	\$25.65	E	46120	419	MENARDS	REPAIR & MAINT	132962
ALBERG CONSTRUCTION	601	2/23/2011	\$535.00	E	46120	419	BUILDING OF MANUAL B	REPAIR & MAINT	132965
MILLER EXCAVATING	601	2/23/2011	\$3,229.28	E	46120	419	6TH STREET WATER MAI	REPAIR & MAINT	132997
U S BANK VISA	601	2/28/2011	\$13.74	E	46120	419	MENARDS	REPAIR & MAINT	132962
WATER CONSERVATION SE	601	2/28/2011	\$225.50	E	46120	419	LEAK LOCATE	REPAIR & MAINT	133027
WASHINGTON COUNTY PUB	601	2/15/2011	\$139.51	E	46120	419	HAZARD WASTE DISPOS	REPAIR & MAINT	133025
THE RETROFIT COMPANIES	601	2/15/2011	\$121.15	E	46120	419	HAZARDOUS DISPOSAL	REPAIR & MAINT	133019
MIDWEST OVERHEAD CRAN	601	2/15/2011	\$134.34	E	46120	419	CRANE INSPECTION	REPAIR & MAINT	132996
ELECTRO WATCHMAN, INC	601	2/22/2011	\$64.12	E	46120	420	BLG SECURITY SYSTEMS	R & M BLDGS, ST	132983
MINNESOTA DEPT OF HEAL	601	2/23/2011	\$1,165.00	E	46120	434	1ST QTR. 2011 SERVICE	STATE FEES FOR	132988
DEPT 46120 WATER			\$20,064.76						
FUND 601 WATER			\$20,663.33						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
	602	2/23/2011	\$4,177.68	E	46200	101	Labor Distribution	WAGES AND SAL	
	602	2/8/2011	\$4,199.79	E	46200	101	Labor Distribution	WAGES AND SAL	
	602	2/8/2011	\$304.41	E	46200	121	Labor Distribution	P E R A	
	602	2/23/2011	\$302.82	E	46200	121	Labor Distribution	P E R A	
	602	2/8/2011	\$252.15	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	2/23/2011	\$250.81	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	2/23/2011	\$197.51	E	46200	126	Labor Distribution	H S A	
	602	2/8/2011	\$199.35	E	46200	126	Labor Distribution	H S A	
	602	2/8/2011	\$523.37	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	2/23/2011	\$419.28	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	2/8/2011	\$58.96	E	46200	170	Labor Distribution	MEDICARE	
	602	2/23/2011	\$58.66	E	46200	170	Labor Distribution	MEDICARE	
QUILL	602	2/23/2011	\$5.82	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	133005
INNOVATIVE OFFICE SOLUTI	602	2/23/2011	\$3.90	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	132987
T. R. F. SUPPLY	602	2/15/2011	\$389.88	E	46200	220	OPERATING SUPPLIES	OPERATING SUP	133018
LOFFLER BUSINESS SYSTE	602	2/23/2011	\$16.17	E	46200	416	CONTRACT BASE CHARG	REPAIR/MAINT O	132991
CHRIS AMDAHL LOCKSMITH,	602	2/23/2011	\$4.80	E	46200	416	LOBBY DISPLAY CASE	REPAIR/MAINT O	132976
BRULIN & COMPANY, INC	602	2/28/2011	\$446.44	E	46200	419	LIFT STATION TREATMEN	REPAIR & MAINT	132971
DEPT 46200 SEWER - OPERATING			\$11,811.80						

CITY OF BAYPORT

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MONTHLY EXPENSES 132942-133027

Period Name: FEBRUARY

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	2/23/2011	\$31,010.92	E	46990	434 MTHLY ANNUAL FLOW C	STATE FEES FOR	132994
FUND 602 SEWER			<u>\$42,822.72</u>					
FUND 803 P & Z ESCROWS								
DEPT 80014 GROUP 41 (MIKE SCHALON								
ECKBERG, LAMMERS, BRIG	803	2/23/2011	\$70.00	E	80014	300 PREPARE PLANNING CO	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG	803	2/23/2011	\$140.00	E	80014	300 PLANNING COMM MTG/G	PROF SER-LEGAL	132981
ECKBERG, LAMMERS, BRIG	803	2/23/2011	\$119.00	E	80014	300 GROUP 41 LITIGATION	PROF SER-LEGAL	132981
DEPT 80014 GROUP 41 (MIKE SCHALON			<u>\$329.00</u>					
DEPT 80029 BRIAN ZELLER								
ECKBERG, LAMMERS, BRIG	803	2/23/2011	\$35.00	E	80029	300 ZELLER PLAN REVIEW	PROF SER-LEGAL	132981
STILLWATER GAZETTE	803	2/23/2011	\$35.50	E	80029	301 PLANNING & ZONING CU	PROF SER-ENGIN	133013
DEPT 80029 BRIAN ZELLER			<u>\$70.50</u>					
FUND 803 P & Z ESCROWS			<u>\$399.50</u>					
			<u>\$194,995.61</u>					

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: February, 2011

Printed:2/28/2011

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Permit Number: BP2011-1	Filing Date: 2/2/2011
Parcel Address: 1202 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: THE ROTTLUND CO., INC.	Applicant Phone: 651-638-0500
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER	
Construction Value: \$11,000.00	Total Fees: \$346.22

Permit Number: BP2011-2	Filing Date: 2/9/2011
Parcel Address: 544 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$275,000.00	Total Fees: \$8,993.64

Permit Number: BP2011-3	Filing Date: 2/16/2011
Parcel Address: 305 PERIWINKLE Place	BAYPORT, MN 55003
Applicant: THE ROTTLUND CO., INC.	Applicant Phone: 651-638-0500
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER	
Construction Value: \$200,000.00	Total Fees: \$8,213.64

Permit Number: BP2011-4	Filing Date: 2/24/2011
Parcel Address: 302 Maine Street N.	Bayport, MN 55003
Applicant: RENEWAL BY ANDERSEN, INC.	Applicant Phone: 651-264-4777
RENEWAL BY ANDERSEN, INC. RESIDENTIAL	
Construction Value: \$4,000.00	Total Fees: \$105.25

Permit Number: BP2011-5	Filing Date: 2/24/2011
Parcel Address: 1218 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: THE ROTTLUND CO., INC.	Applicant Phone: 651-638-0500
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER	
Construction Value: \$300,000.00	Total Fees: \$9,253.64

Building Permit Log

For: February, 2011

Printed:2/28/2011

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Permit Number: MC2011-5
Parcel Address: 546 7TH Street N.
Applicant:AFFORDABLE COMFORT
AFFORDABLE COMFORT MECHANICAL
Construction Value:\$2,655.00
Filing Date:2/1/2011
BAYPORT, MN 55003
Applicant Phone: 651-770-0603
Total Fees: \$80.00

Permit Number: MC2011-6
Parcel Address: 550 8TH St. N.
Applicant:SCHWANTES HEATING & AIR INC
SCHWANTES HEATING & AIR INC MECHANICAL
Construction Value:\$6,000.00
Filing Date:2/1/2011
BAYPORT, MN 55003
Applicant Phone: 651-439-3331
Total Fees: \$80.00

Permit Number: MC2011-7
Parcel Address: 130 6th St. S.
Applicant:ANDERSON HEATING, INC.
ANDERSON HEATING, INC. MECHANICAL
Construction Value:\$5,750.00
Filing Date:2/15/2011
BAYPORT, MN 55003
Applicant Phone: 715-549-6297
Total Fees: \$80.00

Permit Number: PL2011-4
Parcel Address: 550 8TH St. N.
Applicant:HOLST PLUMBING COMPANY
HOLST PLUMBING COMPANY Plumber
Construction Value:\$800.00
Filing Date:2/2/2011
BAYPORT, MN 55003
Applicant Phone: 651-439-1101
Total Fees: \$80.00

Permit Number: PL2011-5
Parcel Address: 203 5TH St. N.
Applicant:DAD'S PLUMBING & HEATING CO
DAD'S PLUMBING & HEATING CO Plumber-Gasfitting
Construction Value:\$4,746.00
Filing Date:2/15/2011
BAYPORT, MN 55003
Applicant Phone: 651-433-2095
Total Fees: \$80.00

LG555 Government Approval or Acknowledgment For Use of Gambling Funds

Keep this completed form attached to the LG1010 Schedule C in your organization's records. You do not need to submit this form to the Gambling Control Board.

Organization and Expenditure Information (attach additional sheets if necessary)

Organization name AMERICAN LEGION POST 491 License number 00467
Address 2103 N. 3RD ST. BAYPORT, MN 55003

1. \$ 550.00 Amount of proposed lawful purpose expenditure

2. Check one expenditure category.

- A. Contribution to a unit of government - United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
B. Wildlife management project or activity that benefits the public at large, with approval by the DNR
C. Grooming and maintaining snowmobile or all-terrain vehicle trails established under Minnesota Statute 84.83 and 84.927, including purchase or lease of equipment, with approval by DNR. All trails must be open to public use.
D. Supplies and materials for safety training and educational programs coordinated by the DNR, including the Enforcement Division.
E. Citizen monitoring of surface water quality testing for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the PCA.

3. Describe the proposed expenditure, including vendors.

BAYPORT VOLUNTEER FIRE DEPARTMENT

- NO FINANCIAL OR OTHER BENEFIT: I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minnesota Rules 7861.0320, Subpart 17C.
FOR DNR-RELATED PROJECTS: I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on the LG1010 Schedule C report.
FOR SURFACE WATER QUALITY TESTING: I affirm that MPCA guidance has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website is www.pca.state.mn.us.

Chief executive officer's signature [Signature] Daytime phone number 651-439-5463 Date 2/18/11
Print name James Borden

Government Approval/Acknowledgment

Check one. By signature below, the representative of the unit of government:

- X Government - acknowledges the contribution which will not be used for a pension or retirement fund.
Wildlife DNR - approves the wildlife management project or activity.
Trails DNR - approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
Safety training DNR - approves the supplies/materials for DNR safety training and educational programs.
Water quality testing - MPCA approves the surface water quality testing project.

Unit of Government CITY OF BAYPORT Phone number 651-275-4404
Address 294 N. 3RD ST. City BAYPORT State MN Zip 55003
Print Name SARAH TAYLOR Title ASST. CITY ADMINISTRATOR
Signature Sarah A. Taylor Date 2/23/2011

Questions? Contact the Gambling Control Board at 651-639-4000. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
<http://www.ci.bayport.mn.us>

City of Bayport SPECIAL EVENT APPLICATION

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 June 15, 2010, the special event application form and fee must be submitted by May 24, 2010 in order to be considered at the June 7, 2010 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.

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

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: BAYPORT FARMERS MARKET		
Home Phone Number:	Work/Cell Phone Number:	
651-439-7982	612-518-7110	
Address: 183 STATE ST. SD		
City/State/Zip: Bayport, MN 55003		
Email Address: dreamchildco@mac.com		

Description of Request
THE USE OF PERRIS PARK FOR THE 2011 BAYPORT MARKET SEASON - JUNE 20, 2011 - OCT. 17, 2011

Event Information	Start Date:	End Date:
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: 2:30 - 6:30pm - (Market hours) 1:00 - 7:30 vendor hours		
Weekends:		

Requested City Assistance and/or Services

picnic tables
 recycle containers
 garbage containers
 use of skating house to store market equipment.

Application Process and Fees

The processing fee for the application 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: John Alt Date: 2-21-11

Property Owner: _____ Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Ambunt Received	Date Received	Method of Payment	Staff Initials
Processing Fee	<input checked="" type="checkbox"/> \$15.00	2/22/11	alt check	Kjh
\$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$50.00		#5698	
Escrow or cost incurred				



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

Date: February 23, 2011

To: Mayor and City Council

From: Mitch Berg, City Administrator

Re: Accept Metropolitan Council Inflow and Infiltration Grant and Execute Agreement

BACKGROUND

At the September 7, 2010 meeting, the City Council approved an improvement plan to reduce the amount of inflow and infiltration (I&I) going into the city's sanitary sewer system. The project is part of a long-term goal to eliminate the amount of clean water entering into the city's and Metropolitan Council's sewer system. At the November 8, 2010 meeting, the City Council awarded the bid at a cost of \$188,850.50, which was \$35,454.50 less than the city engineer's estimate.

In December, the city applied for a grant through the Metropolitan Council to offset the cost of the project, and last month the city was notified that it would be awarded a grant in the amount of \$56,314.00. The city must sign the grant agreement with the Metropolitan Council by March 15, 2011, in order to accept the grant; however, the Metropolitan Council has not yet provided a final grant agreement to the City of Bayport, or to any of the grant recipient communities. The city engineer and I have reviewed a preliminary copy of the grant agreement from the Metropolitan Council. Due to time constraints, staff is requesting the City Council authorize staff to accept the grant and execute the agreement, assuming no major changes from the preliminary draft, in order to meet the March 15, 2011 deadline.

RECOMMENDATION

Staff recommends the City Council authorize the Mayor and City Administrator to accept a grant in the amount of \$56,314.00 and execute the agreement with the Metropolitan Council for the City of Bayport 2010 Inflow and Infiltration Project.



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

Date: February 23, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Compensation/pay plan adjustments for 2011

BACKGROUND

The city is required to maintain a compensation/pay plan for all full-time employees of the city. The pay plan consists of both established grade classifications for full-time employee positions, as well as established step classifications which employees are eligible to receive, based on years of employment with the city. Both grade and step classifications are based on:

- (1) Maintenance of equitable relationships between classes, based on their relative duties and responsibilities.
- (2) The general level of rates in the appropriate labor markets for comparable work under similar conditions.
- (3) Current recruitment and retention experience.

The salary figures within the pay plan are amended annually, to reflect cost of living adjustments and to be consistent with union contracts, as applicable. However, grade and step classifications remain constant, unless the city conducts a compensation/pay plan study in accordance with the Minnesota Pay Equity Law.

With the city nearing completion of union negotiations, staff is requesting salary figures within the pay plan be amended to reflect a 3% cost of living adjustment for non-union employees and a 2% cost of living adjustment for union employees, per the union contracts. The city has budgeted for these cost of living adjustments for 2011.

I would like to note that eight employees (four non-union and four union) have reached Step 8 within the pay plan and therefore would not receive any additional compensation without the cost of living adjustment. In addition, all seven non-union employees were mandated to take furloughs in 2009 and 2010, while union employees were not. This difference in lost pay basically equates to a two year pay freeze for non-union employees. As such, I feel the proposed cost of living adjustments for 2011 are justified and warranted. Staff will be looking at costs to conduct a compensation/pay plan study for employee positions in the next year and will report back to the City Council with more information at a future meeting.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve an amendment to the salary figures within the city's pay plan to reflect a 3% cost of living adjustment for non-union employees and a 2% cost of living adjustment for union employees, per the union contracts, for 2011.

City of Bayport 2011 Step Schedule

	2011	2011	2011	2011	2011	2011	2011	2011	2011	2011
g r a d e	1	2	3	4	5	6	7	8		
	\$30,714	\$32,402	\$34,185	\$36,087	\$37,802	\$39,598	\$41,463	\$43,536		
1	see above									
Library Clerk	\$33,889	\$35,753	\$37,721	\$39,821	\$41,712	\$43,694	\$45,752	\$48,039		
Secretary / Receptionist	\$37,278	\$39,330	\$41,491	\$43,803	\$45,882	\$48,063	\$50,326	\$52,842		
2	\$40,964	\$43,505	\$45,594	\$48,134	\$50,421	\$52,814	\$55,303	\$58,067		
3	\$47,819	\$50,451	\$53,225	\$56,188	\$58,859	\$61,655	\$64,556	\$67,783		
4	\$47,403	\$49,815	\$54,639	\$59,463	\$64,296	\$66,286	\$69,408	\$72,878		
Public Works Maintenance Worker*	\$51,413	\$54,241	\$57,224	\$60,410	\$63,279	see above	see above	see above		
5	see above									
6	\$55,271	\$58,311	\$61,518	\$64,943	\$68,028	\$71,260	\$74,615	\$78,346		
7	see above									
Police Officer*	see above									
Building Official	\$59,417	\$62,685	\$66,132	\$69,814	\$73,130	\$76,603	\$80,212	\$84,223		
Finance Officer	\$63,220	\$66,698	\$70,367	\$74,285	\$77,812	\$81,509	\$85,348	\$89,616		
Asst. City Administrator / Planner	\$67,013	\$70,699	\$74,587	\$78,741	\$82,481	\$86,399	\$90,469	\$94,993		
Library Director	\$71,034	\$74,941	\$79,064	\$83,465	\$87,429	\$91,583	\$95,896	\$100,691		
Public Works Supervisor	\$75,472	\$79,624	\$84,003	\$88,680	\$92,893	\$97,305	\$101,888	\$106,269		
Police Chief						*				
City Administrator										Per union contract



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
<http://www.ci.bayport.mn.us>

City of Bayport
SPECIAL EVENT APPLICATION

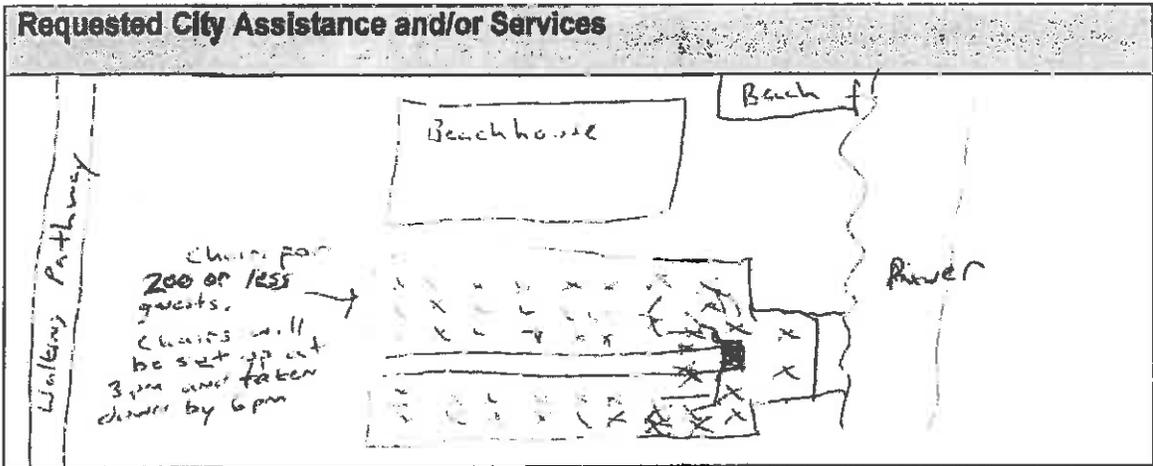
A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead 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 June 15, 2010, the special event application form and fee must be submitted by May 24, 2010 in order to be considered at the June 7, 2010 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.

Property Information	
Address: 2 Central Avenue	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: City of Bayport	
Home Phone Number:	Work/Cell Phone Number: 651 275 4404
Owner Address: 294 North Third Street	
City/State/Zip: Bayport MN 55003	

Applicant Information	<input checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: David Clark		
Home Phone Number:	Work/Cell Phone Number: 612 940 3132	
Address: 976 Cleveland Ave South		
City/State/Zip: St. Paul, MN 55116		
Email Address: clarc0638@umn.edu		

Description of Request	
My fiance and I would like to host our wedding ceremony in the yard and up to the shoreline of the space south of the Lakeside Park Beach House. The ceremony itself will be approximately 30 minutes. We will only be setting up chairs and a small portable microphone. We would like the zone reserved from 2-6 pm. The ceremony should have 200 guests or fewer.	
Event Information	Start Date: 8/27/11 End Date: 8/27/11
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:	
Weekends: 2-6 pm	



Application Process and Fees

The processing fee for the application 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 JoNeil 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: *David Clark* Date: 2/22/11

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	<input type="checkbox"/> \$15.00	2/24/11	CK # 3108 K. Welle	Ksh
\$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input checked="" type="checkbox"/> \$50.00			
Escrow or cost incurred				



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

Date: February 23, 2011

To: Mayor and City Council

From: Mitch Berg, City Administrator

Re: Consider a resolution adopting the proposed assessments for the 338 5th Street North and 354 5th Street North water service lateral and connection improvement project

BACKGROUND

At the December 6, 2010 meeting, the City Council authorized an improvement project to repair and replace a water service connection at 338 and 354 5th Street North. At the February 7, 2011 meeting, the City Council passed a resolution accepting the special assessments and a resolution calling for the improvement public hearing.

Pursuant to Minnesota State Statutes, a notice of the improvement hearing was mailed to the two properties listed above and notice of the public hearing was published twice in the Stillwater Gazette newspaper. Although both property owners have voiced their support for the improvement project, the purpose of the hearing is to obtain public comment on the project. Following the hearing, the City Council will be asked to consider adopting the assessments for the project.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution approving the proposed assessments for the 338 5th Street North and 354 5th Street North water service lateral and connection improvement project.



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

February 8, 2011

Mr. Ryan Hill and Ms. Katie Bevers
338 N 5th Street
Bayport, MN 55003

Dear Mr. Hill and Ms. Bevers:

Notice is hereby given that the council will meet at 6:00 p.m. on March 7, 2011 at the Bayport City Hall, 294 N 3rd Avenue to consider, and possibly adopt, the proposed assessment for improvement No. 2010-1, the nature of improvement, being a water service lateral and connection improvement project for and abutting 338 N 5th Street and 354 N 5th Street. Adoption by the council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land is \$1,995.00. Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2012, and will bear interest at the rate of 4.5 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2021. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Bayport. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the County of Washington the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.5 percent per year. The right to partially prepay the assessment is available.



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

February 8, 2011

Mr. Chard Spurgeon and Ms. Christina Cook
354 N 5th Street
Bayport, MN 55003

Dear Mr. Spurgeon and Ms. Cook:

Notice is hereby given that the council will meet at 6:00 p.m. on March 7, 2011 at the Bayport City Hall, 294 N 3rd Avenue to consider, and possibly adopt, the proposed assessment for Improvement No. 2010-1, the nature of improvement, being a water service lateral and connection improvement project for and abutting 338 N 5th Street and 354 N 5th Street. Adoption by the council of the proposed assessment may occur at the hearing.

The amount to be specially assessed against your particular lot, piece, or parcel of land is \$2,185.00. Such assessment is proposed to be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2012, and will bear interest at the rate of 4.5 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2021. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Bayport. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the County of Washington the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.5 percent per year. The right to partially prepay the assessment is available.

The proposed assessment roll is on file for public inspection at City Hall. The total amount

RESOLUTION NO. 11-___

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD MARCH 7, 2011

Pursuant to due call and notice therefore, a meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7th day of March 2011, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION ADOPTING THE 5TH STREET NORTH WATER SERVICE LATERAL AND CONNECTION IMPROVEMENT PROJECT SPECIAL ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment for an improvement project for 338 5th Street North and 354 5th Street North, for the repair of two water service laterals and connections.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAYPORT, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2012, and shall bear interest at the rate of 4.5 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2021. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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:

Susan St. Ores –
Connie Carlson –

Michele Hanson –
Judy Seeberger –

Mark Ostertag –

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 7th day of March, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

City of Bayport 2010 5th Street Water Service Lateral and Connection Improvement Project

Assessment Roll

Property Owner Name(s): HILL RYAN & KATIE BEVERS

Address: 338 N 5th Street

Parcel Identification Number: 10.029.20.11.0050

Legal Description: BAYPORT BLKS 1-70, LT 1 BLK 71 Lot 9 Block 48

Total amount to be assessed: One Thousand Nine Hundred and Ninety Five Dollars and Zero Cents (\$1,995.00)

Loan Amount (pv)	\$1,995						
Interest Rate (rate)	4.50%						
Total # of Periods (Nper)	10						
Payment per Period	\$252.13						
Total Interest Paid	\$ 526.26						

Period	Payment Amount	Interest	Cumulative Interest	Principal	Principal Paid	Balance
					\$	1,995.00
1	252.13	89.78	89.78	162.35	162.35	1,832.65
2	252.13	82.47	172.24	169.66	332.01	1,662.99
3	252.13	74.83	247.08	177.29	509.30	1,485.70
4	252.13	66.86	313.94	185.27	694.57	1,300.43
5	252.13	58.52	372.45	193.61	888.17	1,106.83
6	252.13	49.81	422.26	202.32	1,090.49	904.51
7	252.13	40.70	462.96	211.42	1,301.92	693.08
8	252.13	31.19	494.15	220.94	1,522.85	472.15
9	252.13	21.25	515.40	230.88	1,753.73	241.27
10	252.13	10.86	526.26	241.27	1,995.00	0.00

City of Bayport 2010 5th Street Water Service Lateral and Connection Improvement Project

Assessment Roll

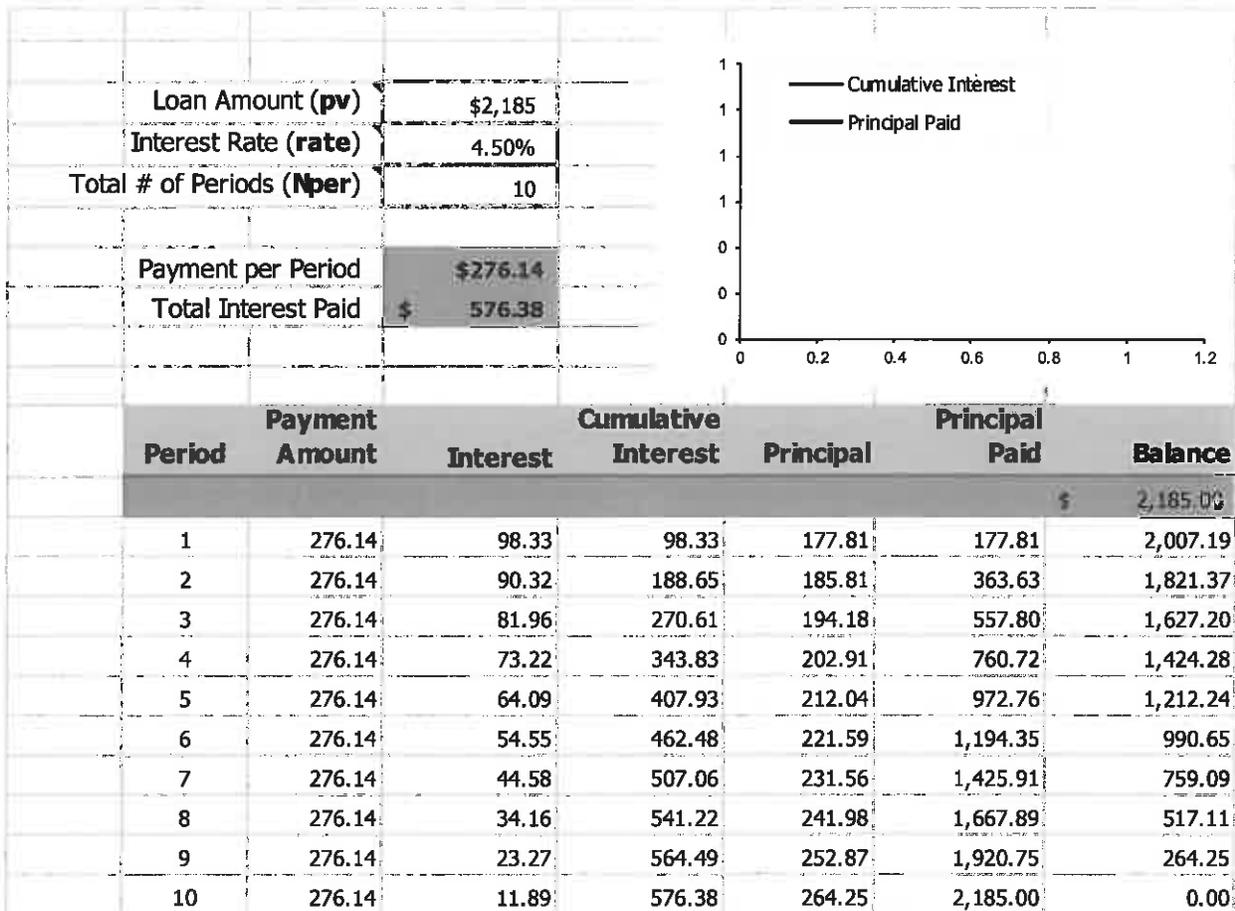
Property Owner Name(s): SPURGEON CHAD & CHRISTINA COOK

Address: 354 N 5th Street

Parcel Identification Number: 10.029.20.11.0051

Legal Description: LOTS 10 & 11 048 EXC N 10 FT OF LOT 11 AND BAYPORT BLKS 1-70, LT 1 BLK 71 Lot 10 Block 48

Total amount to be assessed: Two Thousand, One Hundred and Eighty Five Dollars and Zero Cents (\$2,185.00)





CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY SNOW PLOWING AND ICE CONTROL POLICY

CITY COUNCIL NOTE: Additions to the policy are indicated in **bold underline** and deletions are indicated in ~~striketrough~~.

- SECTION I. INTRODUCTION
- SECTION II. CONDITIONS WARRANTING SNOW CONTROL OR REMOVAL
- SECTION III. METHODS FOR SNOW CONTROL OR REMOVAL
- SECTION IV. SCHEDULE FOR SNOW CONTROL OR REMOVAL
- SECTION V. RESTRICTIONS ON SNOW CONTROL OR REMOVAL
- SECTION VI. DEVIATION, REVIEW, AND MODIFICATION OF POLICY
- SECTION VII. ADOPTION

SECTION I. INTRODUCTION

The city finds it in the best interest to assume basic responsibility for control and removal of snow and ice on city streets. Reasonable ice and snow control are necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use employees, equipment and/or private contractors to provide this service.

SECTION II. CONDITIONS WARRANTING SNOW CONTROL OR REMOVAL

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snow plowing operations will not generally be conducted for snowfall of less than two (2) inches, except for certain areas that have been identified as a safety concern. However, the city will use sand, salt, and other chemicals to treat hazardous ice or slippery conditions.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snow plow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

The Public Works Supervisor and the Police Department shall work together to determine when snow or ice control and/or removal operations are warranted, taking the following factors into consideration:

- Whether the snow accumulation is less than two (2) inches
- Whether the snow is drifting or icy, causing problems for travel
- Whether the time of snowfall is related to heavy use of streets

SECTION III. METHODS FOR SNOW CONTROL OR REMOVAL

Snow plowing

This method will be utilized to clear and control the accumulation of snow on city streets, alleys, driveways, and/or parking lots. The center of the street shall be plowed first, and then the snow shall be pushed from left to right on two-way streets. On one-way streets, or streets with a center boulevard, snow may be pushed in either direction. The discharge shall be directed on to the boulevard area of the street. Snow on cul-de-sacs will normally be plowed to the center or other appropriate areas in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress.

Brooming and shoveling

This method will be utilized to clear and control the accumulation of snow on city sidewalks, driveways, parking lots, trails, park areas, and/or city property that cannot be accessed or cleared by a snow plow.

Sanding and/or salting

This method will be utilized to minimize icy conditions on city streets, alleys, sidewalks, and/or other city property. Sanding and/or salting shall be done as needed, with a sand/salt mixture that is most appropriate, given the weather and road conditions. Care should be taken in applying the sand/salt mixture to provide for the maximum safety of the public and minimal impact to the environment.

Accumulations of snow, ice, and slush, as a result of the methods listed above will be removed as needed, especially from areas which may be considered hazardous. These accumulations shall be relocated to a snow storage area approved by the Public Works Supervisor.

SECTION IV. SCHEDULE OF SNOW CONTROL OR REMOVAL

Except in cases of projected heavy and continuous snow, the city will not usually dispatch snow plows until such time as the snowfall has stopped. If the snowfall stops during regular working hours, the plows may be dispatched at that time. If the snowfall stops during the night or early morning hours, the plows will be dispatched between 3:00 a.m. and 5:00 a.m. Weekend plowing will be handled in a similar manner. It should be noted that snow plows will not be dispatched in situations that may be hazardous, due to limited visibility, extreme cold, or high winds.

The city shall either salt, sand, and/or plow all, or portions of, the below listed routes, dependent upon such factors as, but not limited to, current and forecasted weather conditions:

<u>Snowfall</u>	<u>Snow control/removal method</u>	<u>Area</u>
Less than 2 inches	Sand, salt, and/or snow plow	Osprey Boulevard (Hwy 95 to end)
	Sand, salt, and/or snow plow	1 st Ave. S. (Hwy 95 to 5 th St. S.)
	Sand, salt, and/or snow plow	5 th St. S. (south of 1 st Ave. S.)
	Sand, salt, and/or snow plow	3 rd Ave. S. (5 th St. S. to Maine St.)
	Sand, salt, and/or snow plow	Central Ave. (Maine St. to 6 th St. S.)
	Sand, salt, and/or snow plow	6 th St. S. (Central Ave. to end of cul-de-sac)
	Sand, salt, and/or snow plow	1 st Ave. S. (6 th St. S. to 7 th St. S.)
	Sand, salt, and/or snow plow	7 th St. (1 st Ave. S. to 1 st Ave. N.)
	Sand, salt, and/or snow plow	1 st Ave. N. (7 th St. N. to Maine St.)
	Sand, salt, and/or snow plow	3 rd Ave. N. (3 rd St. N. to 8 th St. N.)
	Sand, salt, and/or snow plow	4 th Ave. N. (3 rd St. N. to 8 th St. N.)
	<u>Sand, salt, and/or snow plow</u>	<u>7th St. N. (4th Ave. N. to 5th Ave N.)</u>
	<u>Sand, salt and/or snow plow</u>	<u>2nd Ave. N. (5th St. N. to dead-end)</u>
	Sand, salt, and/or snow plow	Intersection of Hwy 95 and 56 th St. N.
	Sand, salt, and/or snow plow	Intersection of 6 th St. N. and 5 th Ave.
<u>Broom</u>	<u>Perro Park Ice Rinks</u>	
Sand, salt, and/or broom	City sidewalks at City Hall and Fire Hall	
Sand, salt, and/or broom	Sidewalks abutting public property	
Sand, salt, and/or broom	Sidewalks on the city's sidewalk route	

The following guidelines identify and prioritize snow control/removal areas in the city, as well as the appropriate method of snow control/removal, based on the amount of snowfall:

<u>Snowfall</u>	<u>Snow control/removal method</u>	<u>Area</u>
More than 2 inches	Snow plow	City Hall driveway, parking lot, sidewalks
	Snow plow	Fire Hall driveway, parking lot, sidewalks
	Snow plow	Public Works driveway, parking lot
	Snow plow	Andersen Elementary drop-off areas
	Snow plow	All city streets <u>and alleys</u>
	Sand and salt	All city streets <u>and alleys</u>
	Broom, sand, and salt	City sidewalks adjacent to public property
	Broom, sand, and salt	City sidewalks on the city's sidewalk route
	Snow plow	All city alleys
Snow plow	Ice road <u>access</u> , cemetery, ice rinks, public parks	

SECTION V. RESTRICTIONS ON SNOW CONTROL OR REMOVAL

To minimize traffic congestion, safety concerns, and liability, the city has established the following snow control and removal restrictions, as follows:

<u>Restricted Times</u>	<u>Area</u>
7:00—9:15 a.m. <u>7:30 – 9:00 a.m.</u>	Andersen Elementary School student drop-off
2:30—4:15 p.m. <u>2:00 – 2:45 p.m.</u>	Andersen Elementary School student pick-up
4:00 – 9:00 p.m.	Perro Park ice rinks (weekdays)
12:00-9:00 p.m.	Perro Park ice rinks (weekends and school holidays)
All	Private property, except in an emergency, authorized by the Public Works Supervisor or the Police Department.

SECTION VI. DEVIATION, REVIEW, AND MODIFICATION OF POLICY

The Public Works Supervisor may deviate from this policy when it is in the best interest of the city or as necessary, due to weather conditions, budget reasons, or other circumstances. Deviations shall be documented as to why the deviation was necessary, and for how long it will be in effect. City employees and/or contractors affected by a deviation will be notified immediately by radio or cell phone. This policy will be reviewed periodically and may be modified, if it is in the best interest of the city. Comments and complaints will be taken into consideration during the review and modification process.

SECTION VII. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED _____

MEMORANDUM

DATE: February 23, 2011

TO: City Council (March 7th meeting)
Mitch Berg, City Administrator

FROM: Sara Taylor, Assistant City Administrator/City Planner

SUBJECT: Consider a conditional use permit (CUP) to allow the existing commercial office use at 836 Minnesota Street South to continue and be recognized as a conditional land use under the city's Lower St. Croix Bluffland and Shoreland Management Ordinance

A. *BACKGROUND*

In 2009, the Department of Natural Resources (DNR) notified the city that the parcel located at 836 Minnesota Street South was in violation of the Lower St. Croix River Act, as it contained a commercial business in a designated rural district of the St. Croix River (which does not allow commercial uses). After researching the matter, the city found that this property was once part of Baytown Township, which is considered a "rural" community, and therefore designated as a rural district. In 1982, this parcel was annexed into the City of Bayport, which is an "urban" community. As such, the city assumed an urban designation and zoned the parcel for limited commercial use, which staff understands was consistent with past and anticipated future use of the property. Although the DNR recognized that the rural designation may have been inadvertently omitted during the annexation process, they stated the parcel remains rural, and therefore needs to be brought into compliance with approved uses in the rural district.

In early 2010, the city met with Brian Zeller, the property owner of 836 Minnesota Street South, to review the DNR's position and address the issue. Following this meeting, Mr. Zeller asked for the city to support his efforts in proposing legislation exempting his property from complying with the rural district designation and regulations, due to the unique circumstances associated with his parcel and the historical use. The city took no official position on the legislation, but met with and encouraged legislators to resolve the issue.

In May of 2010, the city received notice that the proposed legislation was adopted. The legislation included an amendment to the Lower St. Croix River Act, which allows certain limited pre-existing land uses (commercial, nature-oriented, and/or educational uses) in rural districts in the St. Croix Riverway District to continue and be recognized as approved uses, upon the issuance of a conditional use permit (CUP) from the local unit of government.

In October of 2010, the city approved an amendment to Appendix C – Lower St. Croix Bluffland and Shoreland Management, Section 2 – Intent and Purpose of the Bayport City Code to incorporate the approved legislation and be consistent with the Lower St. Croix River Act. As such, the city has been working with Mr. Zeller to submit an application to the city for a CUP, in order to continue the existing commercial office use at 836 Minnesota Street South.

The Planning Commission held the required public hearing on February 22, 2011 regarding the application. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on February 3, 2011.

The following informational items are attached:

- Application narrative by the property owner
- City ordinance #822 (incorporating legislation into city code)
- Site plan for the property
- Written comments received from the public

B. STAFF COMMENTS

Staff is pleased with the outcome of the approved legislation, as it is consistent with the city's position that this parcel is suited for limited commercial use and that the existing commercial office use is allowed to continue with a CUP. The approved legislation is also consistent with the city's zoning and comprehensive land use plan.

It should be noted that no significant modifications are proposed to the property as part of this application. The primary purpose of the application is to obtain a CUP to allow the existing commercial office use to continue to operate at the property, in order to comply with city code.

As part of the review process for the CUP, staff has discussed a few necessary site improvements with Mr. Zeller, that are required to bring the property into compliance with city code. Such improvements relate to the installation of signage, installation of a dumpster enclosure, and connecting to city sewer and water service. Mr. Zeller is willing to comply with these required improvements, as stated in his application narrative and identified on the attached site plan. Although not required by city code, Mr. Zeller has also expressed interest in implementing additional improvements, including the installation of landscaping, as well as applying a natural rust colored finish to the exterior of the building, to improve esthetics on the property.

C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL

The existing commercial office use is consistent with the city's zoning and comprehensive land use plan, and compatible with surrounding land uses. For these reasons, staff recommends approval of the CUP, with the following conditions and improvements to be completed by July 1, 2011:

- General hours of operation for the existing commercial office use shall be designated as 7:00 a.m. – 6:00 p.m. Monday through Friday; any business activity that must be conducted during non-business hours shall be inside the building
- Install a sign to identify the name and address of the business
- Install a dumpster enclosure to screen waste collection containers from public view
- Connect to city sewer and water service

D. PLANNING COMMISSION ACTION

At its meeting on February 22, 2011, the Planning Commission held the required public hearing and discussed the application. The majority of the discussion focused on written comments received from the Sierra Club and St. Croix Scenic Coalition, as well as the ongoing storage and advertising of vehicles for sale on the north end of the property.

The applicant responded to the concerns related to building color, signage, building enlargement, and expansion of use, and reviewed his plans for a more natural looking finish on the building and additional landscaping. The Planning Commission stated they would like to see staff work with the applicant on a landscape plan that would incorporate additional screening of the building from the

river and include stormwater retention and/or mitigation techniques to help filter water runoff. The Planning Commission stated they would also like to see staff work with the applicant to cease the storage and advertising of vehicles for sale on the property, as this activity is not consistent with the approved commercial office use. The applicant stated that he was willing to work with staff to meet or exceed the Planning Commission's expectations. Following the discussion, the Planning Commission voted 4-0 to recommend approval of the application, subject to the findings of fact and conditions of approval recommended by staff, as well as the additional conditions stated by the Planning Commission at the meeting.

E. RECOMMENDATION

Staff recommends approval of a CUP to allow the existing commercial office use at 836 Minnesota Street South to continue and be recognized as a conditional land use under the city's Lower St. Croix Bluffland and Shoreland Management Ordinance. Suggested findings of fact and conditions of approval are stated in section "C" and "D" of the staff report. City Council action to approve or deny the application is requested.

From the desk of
Brian Zeller

836 Minnesota St. S. ~ Bayport, MN 55003
Phone: 651.430.2233 ~ Fax: 651.430.2480 ~ Email: bzeller@greystone-commercial.com

January 5, 2011

City of Bayport
Attn: Sara Taylor
294 North 3rd Street
Bayport, MN 55003

Re: 836 Minnesota Street

Dear Sarah,

Attached please find a CUP application to bring the property located at 836 Minnesota Street South into compliance with the newly adopted city ordinance #822.

The current tenant is Greystone Commercial which operates their real estate office onsite. Office hours are generally Monday through Friday 7:00am – 5:00pm. However, it is not uncommon for one or two people to be present after standard hours.

No changes or improvements are planned with the following exceptions:

- Installation of a business sign in full compliance with City code
- Completion of dumpster enclosure as required by City code
- Complete exterior landscaping to improve the esthetics of the property
- Connect to City sewer and water as required by City code

I will work closely with you and City staff to insure that these improvements are done in a timely and fully compliant manor.

Thank you for your consideration.

Sincerely,



Brian Zeller
Managing Partner, St Croix View Partners, LLC

ORDINANCE NO. 822

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING APPENDIX C – LOWER ST. CROIX SHORELAND AND BLUFFLAND
MANAGEMENT, SECTION 2 – INTENT AND PURPOSE OF THE BAYPORT CITY CODE**

Section 1. The Bayport City Code is hereby amended as follows:

Section 201. Application.

All lands affected by this ordinance shall be construed as land within the "Urban District" wherever mentioned in this ordinance with the exception of those lands located within Government Lot 4 of Section 14 which shall be construed as land within the "Rural District."

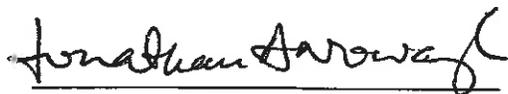
Section 203. Land uses.

Land uses allowed in the respective zoning districts established by Ordinance Number 571 as of May 1, 1974, [as amended by Ordinance Number 621, appendix B] shall be permitted under this ordinance as conditional uses.

Additionally, in rural districts, commercial, nature-oriented, and educational uses may be allowed as conditional uses on properties that were in similar use on May 1, 1974, and on January 1, 2010, if the conditional use:

- (1) complies with all dimensional standards, including variance requirements for any changes to the properties made after January 1, 2010; and
- (2) is similar in scope to the use that existed on May 1, 1974.

Section 2. 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 4th day of October, 2010.



Jon Nowaczek, Mayor

Attest:



Mitch Berg, City Administrator



ST. CROIX SCENIC COALITION

25156 St. Croix Trail North • Shafer MN 55074 • (651) 257-6654 • info@stcroixsceniccoalition.org

Protecting the Outstanding Scenic Character of the St. Croix River Valley Landscape

February 21, 2011

Planning Commission
City of Bayport
By Email

REGARDING: Feb. 22 Public Hearing, CUP Application, 836 Minnesota St. South

FOR THE HEARING RECORD

The St. Croix Scenic Coalition does not oppose granting the requested Conditional Use Permit, but we ask the City to consider requiring mitigation measures to reduce the scenic and environmental impact of the intended use.

The Coalition has, since its inception in 2002, worked hard to protect the scenic values of the St. Croix National Scenic Riverway. One of our major accomplishments was creating the 124-mile long St. Croix Scenic Byway, which passes through Bayport. The Byway provides opportunities to enjoy the St. Croix Valley while enhancing the popularity and commercial interests of the locales on its route. Protecting the byway from scenic degradation and inappropriate land development is an important and ongoing commitment of the Coalition.

The property at 836 Minnesota St. South fronts on the St. Croix Scenic Byway. It is also part of the first impression visitors have of your city, serving as a transition from undeveloped rural land into the residential neighborhood of the city. The visual features of the property are important to the City and should be given careful consideration by the Planning Commission and City Council. Now is a perfect time, when you have an opportunity to add protective conditions to the pending CUP.

We ask that the City add conditions to the permit that will:

- Require structure colors compatible with the scene, that is, earthtone unless completely screened from view by vegetation.
- Limit signage to the minimum needed and require scenically-compatible location and design.
- Prohibit glare-producing window glass and treatment films.
- Ensure that any expansion of the use, especially the proposed enlargement of the building, will require a new CUP with a full administrative review and a public hearing.

The Coalition shares Bayport's interest in preserving and enhancing its community character and will appreciate your attention to the protections we suggest.

Bill Neuman

Bill Neuman
President
St. Croix Scenic Coalition

ST. CROIX VALLEY INTERSTATE GROUP
1016 Fourth Street, Hudson, Wisconsin, 54016



February 21, 2011

Planning Commission
City of Bayport
By Email

REGARDING: Feb. 22 Public Hearing, CUP Application, 836 Minnesota St. South

FOR THE HEARING RECORD

The St. Croix Valley Interstate Group of the Sierra Club is familiar with the recent changes in Minnesota law and Bayport's zoning ordinance that allow continuation of the Zeller commercial property use as a conditional use, and we take no exception to the legal status of the permit application. We are, however, concerned about a few details, namely: structure color, light reflection, signage, bluffline setback and future changes to both the structure and the use.

The St. Croix Valley Interstate Group, a sub-unit of both the Minnesota North Star and Wisconsin John Muir Sierra Club Chapters, has over 1,200 members living in the seven counties touched by the river. We are deeply committed to preserving and protecting St. Croix Riverway values for enjoyment by our own and future generations, and we know careful management of land use within the Riverway is a key factor. In this case, we ask that you consider not only Bayport's interests, but also the present and future concerns of riverway residents in both states, visitors and recreational users.

The Zeller property is in a very sensitive locale and should be given a commensurate level of review and scrutiny. The property and office building are highly visible from the river and from Hwy 95 and are not in harmony with the forested bluffland setting. The location is directly in line with the boat entrance to Bayport Marina, where boaters are confronted by a full and uninterrupted view of the structure. The property is bordered to the south by undeveloped rural bluffland and to the north by a residential neighborhood. The current use is not a good transition between the two, but instead presents an abrupt and unattractive entrance to Bayport, not the appealing gateway you no doubt desire.

Structure Color. Your riverway ordinance requires structures to be "earth or summer vegetation tones" or completely screened from view, an important feature that preserves the natural character of bluffland and shoreland. The Zeller building is very conspicuous as viewed from the river or highway, being a mix of light grey surfaces and unpainted metal with no effective screening. It may have been an oversight that color compliance was not required when the building was renovated in recent years (the work evidently included replacement or refinishing of all exterior surfaces), but that can be corrected now by requiring compliance as a condition of the CUP. We ask that you do that.

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The most practical means is painting all visible walls and trim on the primary and appurtenant structures an earthtone color, like dark green or brown, and adding suitable trees or shrubs to screen the large expanses of glass and parked vehicles. Your staff reports that the applicant has "expressed interest" in such improvements, but we ask that you solidify that with a permit condition requiring compliance. We object to using the "natural rust color" mentioned: Any shade of red will clash with the naturally wooded backdrop of the property and fail to render the structure inconspicuous. (Rust color was included in expansion plans submitted in 2009. See "Expansion," below)

Light Reflection. Considering the location, elevation and east-facing orientation of the building, we ask for a permit condition to prohibit use of visible-light-reflecting glass. Reflective glass and applied films, such as solar, energy-efficient and UV-blocking, reflect visible light causing mirror-like glare at low sun angles. The appropriate permit condition is to require ordinary window glass on east facing windows unless they are adequately screened by vegetation.

Signage. Your staff recommends the addition of a business identification sign, and the applicant has shown willingness to comply. We are concerned that such a sign, if actually needed, could be inappropriate to the locale. Bayport's riverway ordinance is flawed in not including the special rural district sign provision mandated by MN DNR rules, which prohibit business signs in rural districts. (That and possibly other special requirements for rural districts should have been added to the ordinance when the new rural district was incorporated to accommodate the Zeller property.) If MN DNR rules are applicable in the absence of relevant ordinance language, a business sign is not allowable. If the City can somehow justify overriding DNR rules to allow a business sign, we ask that you include mitigating conditions in the sign CUP (A separate CUP is required for the sign by Bayport's Zoning Ordinance Sec. 727.08):

- o Size for only what is functionally needed, as opposed to allowing space for promotion, artistic expression, etc. A maximum of 2 sq. ft. should suffice.
- o Minimum height needed for visibility from the highway.
- o Muted colors, preferably earth or summer vegetation tones.
- o No interior or exterior illumination.
- o No rotating or sequencing surfaces.
- o Orientation perpendicular to the highway to minimize visual impact as viewed from the river.
- o Appropriate setback from the highway and any relevant bluffline.

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Bluffline Setback. The site plan does not show a surveyor's bluffline, although there are clearly one or two qualifying slope transitions between the structure and the river. We ask that the City accurately locate all relevant blufflines and determine the existing setback(s). Documented support for issuing the CUP must include a finding that the 100 ft. bluffline setback and all other rural district dimensional standards are met.

Expansion. We recall that the 2010 legislative and city ordinance revision process was initiated when Mr. Zeller requested administrative review of plans to expand the office building, including submission of plans on Sept. 8, 2009. The 2009 plan is not at issue with the current CUP application, but the City should recognize the possibility and clearly state in the CUP that it applies only to the existing use and structure, and that any expansion or intensification of use will require a new CUP application with full administrative review and a public hearing.

Please consider our requests and suggestions offered in the spirit of St. Croix Riverway protection and preservation, a goal we all share.



Ron Carlson
Conservation Chair
Sierra Club, St. Croix Valley Interstate Group

Copy: Bayport City Council

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FOR IMMEDIATE RELEASE¶
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SIERRA CLUB MOVES TO PRESERVE ST. CROIX RIVERWAY

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Contact: Mat Hollinshead, 651-698-0260 (o) or 612-209-3559 (cell), mathews.hollinshead@mac.com¶
¶
Minneapolis, June 5, 2007 – The Sierra Club today filed suit to block the Bush Administration’s proposal for a new bridge over the St. Croix National Scenic and Recreational Riverway at Oak Park Heights, Minnesota, saying the proposal reflects a flawed planning process imposed by the Bush Administration, and harms the beautiful and historic Riverway ¶
¶
“Ignoring a number of new ideas to preserve the Riverway and alleviate traffic, this proposal simply retools its 1995 predecessor, which was rejected by the National Park Service,” said Mathews Hollinshead, Sierra Club North Star Chapter Transportation Chair. “The agencies are unwilling to consider real alternatives, so we are asking the court to do it for them.” ¶
¶
The broad, natural, alluvial lake, surrounded by forested bluffs, stretching for more than a mile south from Stillwater, is a rare example of National ... [1]

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RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD MARCH 7, 2011**

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 7th day of March, 2011.

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 TO ALLOW THE EXISTING
COMMERCIAL OFFICE USE AT 836 MINNESOTA STREET SOUTH, LEGALLY
DESCRIBED AS LOT 8, BLOCK 1, ST. CROIX BLUFF, BAYPORT, WASHINGTON COUNTY,
MINNESOTA, TO CONTINUE AND BE RECOGNIZED AS A CONDITIONAL LAND USE
UNDER THE CITY'S LOWER ST. CROIX BLUFFLAND AND SHORELAND
MANAGEMENT ORDINANCE**

WHEREAS, The city received a request from property owner Brian Zeller, to consider a conditional use permit (CUP) to allow the existing commercial office use to continue; and

WHEREAS, The purpose of the CUP is to acknowledge the existing commercial office use and establish conditions under which the use may operate, to be consistent with the city's Lower St. Croix Bluffland and Shoreland Management Ordinance ; and

WHEREAS, The Planning Commission held a public hearing on February 22, 2011 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 to the City Council, with conditions; and

WHEREAS, The City Council considered and approved the application on March 7, 2011 at its regular meeting; and

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

FINDINGS OF FACT

- A. On or about January 13, 2011, the city received an application requesting consideration of a CUP for the existing commercial office use at 836 Minnesota Street South.
- B. In 1982, this parcel was annexed from Baytown Township, which is a "rural" community, into the City of Bayport, which is an "urban" community. As such, the city assumed an urban designation and zoned the parcel for limited commercial use.
- C. In 2009, the Department of Natural Resources (DNR) discovered that during the annexation process, the rural designation of this parcel was inadvertently omitted. As such, the DNR notified the city that the parcel was in violation of the Lower St. Croix River Act, as it contained a commercial business in a designated rural district of the St. Croix River (which does not allow commercial uses).
- D. In 2010, a legislative amendment to the Lower St. Croix River Act was approved, which allows certain limited pre-existing land uses in rural districts in the St. Croix Riverway, to continue, upon issuance of a CUP from the local unit of government.

- E. In 2010, following the legislative amendment, the City Council amended Appendix C – Lower St. Croix Bluffland and Shoreland Management Ordinance of the Bayport City Code to incorporate the legislative amendment, to be consistent with the Lower St. Croix River Act, and allow this parcel the opportunity to continue operating as an existing commercial office use with a CUP.
- F. The existing commercial office use is consistent with the city’s zoning and comprehensive land use plan.
- G. The Planning Commission held a public hearing on the application on February 22, 2011. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP application to the City Council, with the findings of fact and conditions recommended by staff. The Planning Commission also stated they would like to see staff work with the applicant on a landscape plan that would incorporate additional screening of the building from the river and include stormwater retention and/or mitigation techniques to help filter water runoff, as well as cease the storage and advertising of vehicles for sale on the property, as this activity is not consistent with the approved commercial office use.
- H. Based on paragraphs (A)-(G) above, the City Council finds it in the best interest of the city to approve the requested 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, based on the findings of fact stated above, the regulations set forth by city code, and subject to the following conditions and improvements to be completed by July 1, 2011:
 - General hours of operation for the existing commercial office use shall be designated as 7:00 a.m. – 6:00 p.m. Monday through Friday; any business activity that must be conducted during non-business hours shall be inside the building
 - Install a sign to identify the name and address of the business
 - Install a dumpster enclosure to screen waste collection containers from public view
 - Connect to city sewer and water service
2. The 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 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 vote via voice:

Susan St. Ores –	Mark Ostertag –	Michele Hanson –
Connie Carlson –	Judy Seeberger –	

WHEREUPON, said Resolution was declared duly passed, adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 7th day of March, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



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

Date: February 23, 2011

To: Mayor and City Council

From: Mitch Berg, City Administrator

Re: Consider consulting services to conduct an organizational review of the Public Works Department

BACKGROUND

In 2010, the city offered an early retirement incentive to all eligible employees as a means of saving money. As a result, one employee within the Public Works Department elected to take the incentive. Since this time, the city has implemented a hiring freeze for full-time positions, and therefore this position has remained vacant. In addition, both I and the City Council felt it was in the best interest of the city to evaluate the needs of the department and appropriate staffing levels before filling the vacant position.

Staff has received a proposal from the consulting firm Global Synergy, Inc., who assisted the city with its strategic plan, to conduct an organizational review of the Public Works Department at a cost not to exceed \$7,250.00. The specific goals within the proposal include, but are not limited to:

- Assessing the current degree of alignment of the operational roles, structure, and systems of the department with its functional needs.
- Conducting a comprehensive analysis of systems, structure, resources, and functional relationships, identifying any gaps, strengths, weaknesses and needs of each area.
- Providing recommendations for improving and streamlining processes and systems to gain a better alignment and improve the efficiency and effectiveness of the organization as it aligns with mission, vision, and goals.
- Providing recommendations on strengthening the working relationships and coordination efforts.

Staff feels the proposal is a good value. In addition, staff feels it is a benefit to have Global Synergy conduct the review, given their familiarity with the city, staff, and the City Council. Funding to perform the review was included in the 2011 budget.

RECOMMENDATION

Staff recommends the City Council adopt a motion to enter into a contract with Global Synergy, Inc., to conduct an organizational review of the Public Works Department at a cost not to exceed \$7,250.00.

Bayport Public Library

February 14, 2011



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

Mayor Susan St. Ores
City of Bayport
294 N 3rd Street
Bayport, MN 55003

Dear Mayor St. Ores:

It is with deep regret that I report Mary Goulette has resigned from the library board because she will be moving out of state due to a promotion within her company. She was a valuable member and we will certainly miss her. Attached please find her letter of resignation.

It is with great satisfaction that we are recommending Erin Crowder to fill Mary's position on the library board. Erin and her husband are fairly new residents to Bayport; however, Erin has been employed at First Bank and Trust for several years. Attached please find her board application.

We would like to thank you for your consideration.

Sincerely,



Joe Reding
Library Board President

pc: Mitch Berg, City Administrator

Attachment: Letter of resignation
Board Application



Sam's Club
8150 University Ave North
Fridley, MN 55432

February 3, 2011

Joe Redding
Bayport Public Library
582 North 4th Street
Bayport, MN 55003

Dear Joe

It is with a heavy heart that I tender my resignation from the Bayport Public Library Board of Directors effective immediately. I am grateful for having had the opportunity to serve the Library and citizens of Bayport.

Warmest Regards

A handwritten signature in cursive script, reading "Mary Connealy Goulette".

Mary Connealy Goulette

CITY OF BAYPORT
PUBLIC LIBRARY BOARD APPLICATION FORM



Name: Erin Crowder
Address: 294 6th St N
Bayport, MN 55003
Home Phone: (651) 430-4973

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

Books have always been an important part of my life. I believe it is extremely important to ensure all people have access to books. Libraries are a symbol of equity of knowledge, and I would welcome the chance to take a more active role to promote this symbol. I have previously served on the board for a non-profit for almost 6 years, I worked with Two Rivers Community Land Trust, an organization promoting affordable homeownership. Around 10 years ago, I took time away from work to move to England and earn my Master's Degree in 20th Century Literature. I had no plans to get a career in this field. I simply loved the topic. Further, last 10 years I have worked at the Bayport Bank in the Mortgage Dept. I haven't been a Bayport resident for too long, but I feel as though I grew up here. My husband & I bought my grandfather's house that I spent so much time in. I look forward to the opportunity to give back to a community that has been so generous to me. Thanks for your consideration.

Signature Erin Crowder

Date 2-14-11

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



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

DATE: February 23, 2011

TO: Mayor and City Council

FROM: Mitch Berg, City Administrator

RE: Participation in Minnesota Water/Wastewater Agency Response Network (MnWARN) mutual aid program for utility emergencies

BACKGROUND

MnWARN is a new statewide mutual aid system comprised of cities who are prepared to supply aid in the case of a natural and/or man-made utility emergency situation. Examples of such emergency situations may include a broken water and/or sewer main, or a loss of power or pumping ability, due to a large-scale disaster.

With the anticipated spring flooding, staff feels that the city could benefit from participating in this program. It should be noted that participation in MnWARN is completely voluntary and membership is free.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the city to participate in the MnWARN program.

RESOLUTION NO. 11-__

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD MARCH 7, 2011

Pursuant to due call and notice therefore, a meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7th day of March 2011, 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 AUTHORIZING THE CITY OF BAYPORT TO PARTICIPATE IN THE MINNESOTA WATER AGENCY RESPONSE NETWORK (MnWARN)

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, MnWARN has been established by the adoption of a mutual aid agreement among governmental units to assist each other in a water, wastewater and/or storm water utility emergency; and

WHEREAS, the mutual aid agreement allows other governmental units to participate by the adoption of a Resolution and sending notice to the Secretary of the Statewide Committee for MnWARN; and

WHEREAS, the governing body of the City of Bayport considers it to be in the best interest of the City to participate in MnWARN;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF BAYPORT, MINNESOTA:

1. Authorizes the Mayor and City Administrator to sign this resolution authorizing the city to participate in MnWARN; and
2. Authorize the City Administrator to send a certified copy of this resolution and a completed membership information form to the Secretary of the Statewide Committee of MnWARN; and
3. Agrees to comply with all terms of the mutual aid agreement.

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:

Susan St. Ores –
Connie Carlson –

Michele Hanson –
Judy Seeberger –

Mark Ostertag -

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 7th day of March, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



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

Date: February 23, 2011

To: Mayor and Council

From: Mitch Berg, City Administrator

Re: Consider declaring a local state of emergency for flood assistance

BACKGROUND

The National Weather Service is predicting a 95% probability of a flood impacting the St. Croix River this spring, and staff has been actively pursuing resources to assist the City of Bayport with its flood preparation activities. Staff is recommending the City Council declare a local state of emergency for the anticipated flooding. A state of emergency declaration will enable the city to better utilize Washington County and State of Minnesota resources, as well as better position the city to receive federal funding should Washington County be declared a disaster area.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution declaring a local state of emergency within the City of Bayport.

RESOLUTION NO. 11-___

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD MARCH 7, 2011**

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 7th day of March 2011, 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 DECLARING A LOCAL STATE OF EMERNGECY
WITHIN THE CITY OF BAYPORT**

WHEREAS, the City Council of the City of Bayport finds that the following situation exists:

The National Weather Service has predicted that a flood event will impact the population of Bayport threatening to cause a significant amount of damage to both public and private property in Bayport and to impact the functions of city government. The City of Bayport is actively working to reduce the impact of this flood event by undertaking significant protective actions for public property and persons, and the cost of protective actions, response, and recovery from this flood event will be beyond the resources of the City of Bayport. In addition, the Governor of the State of Minnesota, has announced his intention to declare a state of emergency in Minnesota, including Washington County, and the National Weather Service has placed Washington County under a continuing major flood warning; and,

WHEREAS, the City Council finds that the situation is sudden and unforeseen and could not have been anticipated; and,

WHEREAS, the City Council finds that conditions in the city can worsen considerably as a result of the situation; and,

WHEREAS, the City Council finds that this situation can threaten the health, safety, and welfare of the citizens of the community; and,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAYPORT,
MINNESOTA,** that a local state of emergency is hereby declared within the City of Bayport, effective immediately.

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:

Susan St. Ores –
Connie Carlson –
Michele Hanson –

Mark Ostertag –
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 7th day of March, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



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

Date: February 23, 2011

To: Mayor and City Council

From: Mitch Berg, City Administrator

Re: Consider a City Council workshop as part of a proposed Public Works Department organizational review

BACKGROUND

Earlier in tonight's meeting, the City Council considered engaging Global Synergy, Inc., to conduct an organizational review of the Public Works Department. If approved, the consultants would like to meet with the City Council as soon as possible to begin the process. The purpose of this meeting would be to identify the key goals and objectives for the department and to build a common understanding of how the review will take place. As such, I would like to schedule a City Council workshop to discuss this matter on Monday, March 21, 2011, at 4:30 p.m., at City Hall.

RECOMMENDATION

Staff recommends the City Council adopt a motion to convene a workshop on Monday, March 21, 2011, at 4:30 p.m. to discuss an organizational review of the Public Works Department.



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CITY OF BAYPORT FLOOD ACTION PLAN

City Administration

ACTION STAGE (Feet)

City to notify Mayor and City Council of a potential flood	675-680
City to notify US Army Corp of Engineers, DNR, Homeland Security, and Washington County	675-680
City to send out letters to residents in flood plain to alert them of potential flooding	675-680
City to recruit volunteers for sandbagging efforts	675-680
City to send out initial mailings and post information on website	675-680
City to initiate weekly department head meetings to discuss flood efforts	680
City to hire part-time help to assist with flood efforts	680
Mayor to initiate a State of Emergency (SOE)	680-687
<ul style="list-style-type: none">City to deliver resolution declaring SOE to Washington County Emergency Operations Center (EOC)	
City to activate Emergency Operations Center	685-687
City to post daily updates on flood levels, anticipated crest dates, and other pertinent flood information on the City's website and bulletin board	685
City to notify residents on Point Road that their septic and well systems are susceptible to contamination	686
City to convene City Council meeting to declare an official State of Emergency	687
<ul style="list-style-type: none">City to deliver resolution declaring State of Emergency to Washington County EOC	

City Public Works Department

City to divert the flow of Perro Creek	Prior to or at 680
City to temporarily close Ice Road	Prior to or at 680
City to coordinate with Police Department to start sandbagging	678-680
City to contact Washington County to reactivate Public Works 800 megahertz radio(s)	680
City to make sandbags available to residents and property owners	680+
City to begin to safeguard culverts, manholes, gutters and storm sewer inlets	682-685
City to begin closing roads and alleys prone to flooding	684+
City to temporarily lift Mariner Drive/Way leading into Waterford Association	689
City to set up portable bathrooms for property owners and volunteers throughout flood area	686
City to begin preparation to protect or shut down wellhead #4	689
City to begin moving park equipment out of Lakeside Park and flood proof the beach house	689
City to relocate equipment and vehicles housed in the Public Works garage and begin building a dike around the building for protective measures	691

ACTION STAGE (Feet)

City Fire Department

Arrange with Waterford Condominiums to create a parking plan so emergency vehicles can get into Association grounds in the event of an emergency	680
Arrange for a small boat to be stored at the fire hall (14'-18' fishing type) to carry portable fire pump and necessary equipment to respond to flooded areas	685
Arrange for an additional small boat to be accessible for medical/rescue emergencies	685
Monitor flood prone roads and evaluate for possible evacuation or further action	686+

City Police Department

City to coordinate with Public Works Department to start sandbagging	675-680
City to notify Waterford on the St. Croix residents of the need to park on one side of their entry and driveway, to allow for emergency vehicles	685
City to waive 12 hour parking limit on city streets for both residents and businesses (and their employees)	688+
City to voluntarily evacuate residents from their homes who have individual septic systems	686
City to provide patrols of flood impacted neighborhoods	686

2011 flood only (if the projected crest is 688 feet or higher)

Build another levy along 4 th Avenue South (between Highway 95 and 3 rd Avenue South)	684
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Additional Concerns

If streets become impassable to the point emergency vehicles and public safety responders cannot get to residential homes/property, the Fire Chief will declare the need to begin mandatory evacuations of neighborhoods	690+
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NOTE:

The City of Bayport has the right to amend this action plan at any time deemed necessary to protect the health, safety, and welfare of its citizens and property owners.

Draft – 3/1/11



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

Date: February 28, 2011

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: City Administrator's Report

Since the February City Council meeting:

- Staff has conducted four department workshops for the benefit of the City Council and the public.
- Staff is continuing its engagement with the Teamsters to adopt a 2011-2012 Collective Bargaining Agreement.
- Staff has attended a series of state and regional flood meetings.
- Staff has sent the city newsletter to the printer, and it is scheduled to be mailed during the first week of March.
- The electricians have completed their retrofit of the interior lighting within the City Hall, Fire Hall, and Public Works garage. The final cost of the project was \$13,833.00, which is below the \$14,000.00 authorized by the City Council.

Flood Preparation:

The National Weather Service is now predicting a 95% probability of minor flooding (687 ft.) and a 72% chance of major flooding (689 ft.) along the St. Croix River. The next two flood updates will occur on March 3, 2011 and March 10, 2011. The cold weather has been hampering the city's efforts to set up its sandbag operation. Regardless of the weather, the city will begin making sandbags by the middle of March.

Residents and property owners who anticipate the need for sandbags to protect their property are encouraged to contact City Hall at 651-275-4404 as soon as possible to request the number of sandbags needed. The city will be providing sandbags at no charge for city residents/homeowners. Residents are reminded there is a 30-day wait period for flood insurance coverage and they should contact their insurance agent as soon as possible to begin the process.

Also, please direct residents to the city's website, www.ci.bayport.mn.us, as it is updated on a periodical basis with the latest and most up-to-date flood information.

Budget Update:

Revenues

City revenues are coming in as expected, however the city is waiting to see what the Legislature will do to local government aid (LGA) this year. Many of you know that the House and Senate forwarded a bill to the Governor to make the 2010 LGA cuts permanent for 2011, but the Governor vetoed the bill. The Governor recently introduced his own budget which showed no cuts to LGA. The next step is for the Legislature and the Governor to work out a final balanced budget.

Expenditures

This year's excessive snow accumulation has substantially increased Public Works budget expenditures. Specifically, the city has already expended nearly half of its gasoline fuel budget for the year, plus the rising cost of gasoline and diesel fuel is also greatly affecting the city's bottom line.

Furthermore, overtime and part-time costs for both the Police and Public Works departments are running higher than expected. Some of these costs were anticipated early in the year with one of the full-time police officers currently taking FMLA (Family and Medical Leave Act). In addition, the Public Works department needed to augment its staff with additional part-time help for snow plowing and now to help with flood efforts. While these costs are anticipated to be higher than budgeted, staff has been extremely proactive to ensure part-time and overtime cost overages are kept to a minimum.

Upcoming Meetings:

- Monday, March 21, 2011 4:30 p.m. Tentative City Council workshop
- Monday, April 4, 2011 6:00 p.m. Regular City Council meeting

All meetings will be held at City Hall.