

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
October 1, 2012**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

ROLL CALL (St. Ores, Carlson, Goldston, Hanson, Ostertag)

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. September recycling award recipient is Russell Morlando who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County
- 2.

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

Consider a resolution adopting items 1 through 9

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ADJOURNMENT

RESOLUTION NO. 12-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD OCTOBER 1, 2012**

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 1st day of October 2012, 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
OCTOBER 1, 2012 CITY COUNCIL AGENDA**

1. September 4, 2012 City Council regular meeting minutes
2. August 27, 2012 City Council workshop meeting minutes
3. September payables and receipts (check numbers to be given at meeting)
4. September building, plumbing and mechanical permits report
5. Special event application from Olivier Vrambout for a cyclocross event at Barker's Alps Park on November 10 and 11, 2012
6. Special event application from Andersen Corporation for Quarter Century Picnic at Lakeside Park on August 9 and 10, 2013
7. Special event application from Andersen Parent Group for use of Barker's Alps Park for a fundraising walk-a-thon on October 26, 2012
8. Final payment for 2012 Sealcoat Improvement Project
9. A \$40.00 donation to Fire Department from Bob Mordick

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 –	Michele Hanson –
Connie Carlson –	Mark Ostertag –
Dan Goldston –	

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 1st day of October 2012.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
SEPTEMBER 4, 2012
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of September 4, 2012 to order at 6:15 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, Dan Goldston, Michele Hanson and Mark Ostertag

Members Absent: None

Staff Present: Administrator Mitch Berg, Police Chief Laura Eastman, Assistant Fire Chief Mike Galowitz, Public Works Supervisor Mel Horak, Finance Officer Wanda Madsen, Engineer Barry Peters, Attorney Andy Pratt, Fire Chief Mark Swenson, and Assistant Administrator/ Planner Sara Taylor

APPROVAL OF AGENDA

Mayor St. Ores requested to revisit the expenditure of funds for a feasibility study to establish a quiet zone for the railway adjacent to the Inspiration development under Old Business.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the amended September 4, 2012 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The August recycling award recipient was Vern Thompson who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Police Chief Eastman recognized and thanked the individuals and businesses who donated to this year's successful Youth Safety Camp and Night to Unite events.
3. Mayor St. Ores recognized Becki Haviland, Don Hoye, and Grace Zimmer for their winning entries in the first annual *Focus on Bayport* Photo Contest. The photos will be on display at City Hall and featured in the next issue of the city's newsletter.

OPEN FORUM - None

CONSENT AGENDA

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

Councilmember Hanson requested an amendment to her council liaison report in the August 6, 2012 City Council meeting minutes. Her comments will be revised to reflect that the first phase of the prairie restoration in Inspiration is 65% done and anticipated to be fully completed by 2015.

Councilmember Ostertag introduced the following resolution, amending item 1 as above, and moved its adoption:

Resolution 12-15

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE
SEPTEMBER 4, 2012 CITY COUNCIL AGENDA**

1. August 6, 2012 City Council regular meeting minutes

2. August 15, 2012 City Council special meeting minutes
3. August payables and receipts (check numbers 1134845-1134941)
4. August building, plumbing and mechanical permits report
5. Police Department donations for Night to Unite and Youth Safety Camp
6. Special event application from Girl Scouts of River Valley for inflatable obstacle course at Lakeside Park on Friday, September 7, 2012
7. Purchase of a replacement command vehicle for the Fire Department
8. Authorization to hire two personnel for the Fire Department

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	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

CITY PROSECUTION UPDATE – Wendy Murphy of Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP, provided a brief review of her role as the city’s non-felony criminal prosecution attorney and an update on criminal offenses in the past year. She reviewed a chart delineating the 117 misdemeanors prosecuted between August 2011-August 2012. Mayor St. Ores asked about comparative data from similar-sized communities and Ms. Murphy indicated she would provide this information.

PUBLIC HEARINGS - None

COUNCIL LIAISON REPORTS

Councilmember Ostertag reviewed the August 16, 2012 Cable Commission meeting. He reported the Valley Access Channel center is now operating at 100% high definition and the Cable Commission meetings have been moved to Thursdays. Staff continues to work on Bayport’s I-Net issue and will be recommending running fiber optics to City Hall instead of the library, to promote better transmission quality. The next meeting is scheduled for Thursday, October 18, 2012, at 7:00 p.m. at the Valley Ridge Mall, with a budget workshop on October 4, 2012.

Mayor St. Ores reviewed the August 9, 2012 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). She noted the 2013 budget was approved, which included the first increase in four years. The increase is due primarily to increased charges from the Metropolitan Council for water treatment testing.

UNFINISHED BUSINESS

Consider requests for residential parking only on 1st Avenue North and 2nd Street North: Since the last meeting, staff has investigated the number of on-street parking spaces that could be achieved by adding striping on 1st Avenue North, but it was determined the striping would allow less flexibility than the current parking conditions in front of the apartment buildings. Administrator Berg is pursuing an option to allow off-street parking in the privately owned Post Office lot and is recommending postponing delineating parallel parking spaces along 1st Avenue North at this time. The business owners at 193 3rd Street North have also indicated their willingness to work with the city on the parking issue and have directed their staff to park either in the City Hall parking lot or along Highway 95. Mayor St. Ores also recommended pursuing public parking options in the privately owned lot adjacent to the Greystone Bar. The owner of the apartment buildings is in agreement with the city’s recommended action plan, and staff was directed to update the tenants on the city’s actions in response to their parking concerns. Further discussion was tabled to the next meeting.

Consider improvement options for Perro Park: Staff has determined that the hockey rink has deteriorated to the point that it needs to be replaced, at an estimated cost of \$7,500-\$10,000.00. Prior to making this investment, staff believes development of a master plan for Perro Park should be considered, as it has been a goal of previous City Councils and the Park Advisory Commission. Administrator Berg stated the city can apply for a grant through Andersen Elementary to assist with half the cost of a new hockey rink. Public Works Supervisor Horak addressed the issue of lack of funding for large scale maintenance projects and indicated boards are replaced annually as they wear out. He said a master plan would be beneficial in identifying the best approach and products for the entire hockey area, including the fence and lighting. Discussion followed on the benefit of spending \$15,000.00 on a master plan, and staff indicated the cost may be less than originally estimated. Councilmembers noted their support for a hockey rink in the community and recommended exploring the use of a consultant for replacing the hockey rink versus the entire park area. Councilmember Hanson recommended adding steps to the northwest corner of the park and staff indicated they will get pricing for this project. Administrator Berg updated his memo regarding the cost of installing a mesh reinforcement system for the turf, indicating new cost estimates at \$75,000.00. Assistant Administrator/Planner Taylor indicated the city received multiple suggestions for additional amenities to Perro Park during the public input sessions regarding the city's parks in 2004-2005. She suggested they may be worth revisiting prior to moving forward with park upgrades and/or as part of the master plan for Perro Park.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to direct staff to provide options and cost estimates for a new hockey rink and a more accurate cost for a Perro Park master plan, for discussion at the next meeting. Motion carried 5-0.

Consider placement of a protective grate at the Perro Creek inlet located at 4th Street North:

Councilmember Goldston reported he had an opportunity to evaluate Perro Creek at several spots, including the inlet at 4th Street North, and he agrees with Engineer Peter's recommendation that the city should not place a protective grate in this location. The general consensus of the City Council was to abide by the engineer's recommendation.

Presentation of the draft trichloroethylene (TCE) groundwater report: Engineer Peters stated the city received a grant from the Minnesota Department of Health to assist in analyzing an increase in the TCE in the municipal water supply. The first phase of the study was a hydrogeologic evaluation of the groundwater and the second phase is the feasibility report being discussed tonight that provides options for addressing the TCE. The third phase will be a news release to residents. TCE levels have been increasing in wells 3 and 4 over the last five years and the City of Bayport will need decide whether to discontinue use of these wells, add treatment to the wells, or find a new water source. The following five alternatives were reviewed: (1) rely solely on well 2, which currently has an air stripper to remove TCE; (2) add a new air stripper at well 4; (3) connect well 3 to the existing air stripper; (4) emergency connection to the Minnesota Correctional Facility (MCF) water system; and (5) drill a new well. The study determined that alternatives 1, 4 and 5 are not preferred means of addressing the TCE issue and recommended alternative 2, adding a new air stripper at well 4, at a cost of \$1,312,000.00, or alternative 3, connecting well 3 to the existing air stripper, at a cost of \$450,000.00. It was recommended the city contact the Minnesota Pollution Control Agency (MPCA) to inquire about funding sources to assist with mitigating the TCE contamination. Discussion followed on the pros and cons of pursuing the recommended alternatives and possible funding options. Administrator Berg indicated the MPCA does not have the same funding source as previously received for the air stripper at well 2, and stated the city may be able to request state bonding assistance. Engineer Peters stated he would pursue additional funding and/or loan opportunities. Councilmember Ostertag suggested that connecting well 4 to the existing air stripper may be more cost effective than connecting to the older well 3, and staff will evaluate this option prior to submittal of the final report. It was noted well 4 is in the flood plain and has been shut down during previous flood events. Engineer Peters explained the recommendation to add a

pressure reducing valve to connect the high and low zone pressure systems, in order to supply redundancy to the water supply system.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to direct the Mayor and City Administrator to contact state legislators to pursue state bonding options for mitigation of the TCE contamination in the city's water supply. Motion carried 5-0.

Consider approval of plans and specifications for the 2012-2013 Inflow and Infiltration (I/I) Improvement/Manhole Rehabilitation Project and authorize advertisement for bids: Engineer Peters reported there are 58 manhole structures in the previously approved project area east of Highway 95, and indicated plans and specifications have been prepared to address the I/I issues experienced during peak flood events. A total of 48 manholes have substandard castings and 32 need to be relined to correct deficiencies. The engineer's estimate to rehabilitate the manholes and eliminate infiltration is \$260,000.00. Staff recommended the City Council approve the plans and specifications and authorize advertisement for bids. If approved, bids would be considered at the October meeting, with work scheduled for completion by mid November. Staff will provide information to the City Council on the amount of the Metropolitan Council Environmental Services (MCES) surcharge assessment that would be subtracted by this I/I mitigation effort.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to approve the plans and specifications for the 2013-2013 Manhole Rehabilitation Inflow and Infiltration Project/Manhole Rehabilitation Project and authorize advertisement of bids. Motion carried 5-0.

Revisit the expenditure of funds for a feasibility study to establish a quiet zone for the railway adjacent to the Inspiration development: Mayor St. Ores stated she has reconsidered spending \$6,000.00 to begin the process to establish a new railroad quiet zone near Inspiration in light of the railroad's lack of compliance with the existing quiet zone and the city's inability to enforce a quiet zone. She also cited a lack of support from adjacent Baytown Township and questioned whether the city would be able to fund the improvements required to establish a quiet zone. She stated her desire to rescind her approval of funding for the feasibility study.

It was moved by Mayor St. Ores to rescind her vote at the August 6, 2012 City Council meeting to authorize SEH to proceed with the initial steps to study the feasibility of a quiet zone at a cost not to exceed \$6,000.00. The motion was seconded by Councilmember Carlson and discussion followed with Councilmembers Goldston and Hanson reaffirming their support for the study, stating it would provide information needed to take the next steps in establishing a quiet zone. Councilmembers Carlson and Ostertag stated they continue to oppose funding for the study and have solicited additional input from Inspiration residents. Administrator Berg noted that a substantial portion of the required improvements needed to establish a railroad quiet zone would fall outside of the city limits, but the City of Bayport would most likely bear the cost of any improvements. Mayor St. Ores would like the city to pursue other cooperative efforts with railroad agencies and surrounding communities to address the train horn issue.

Upon hearing no further discussion, the motion to rescind funding for a quiet zone feasibility study carried 4-1, with Councilmember Goldston voting nay.

NEW BUSINESS

Consider a request to modify the staffing structure for the Fire Department: Fire Chief Swenson reviewed the current and proposed staffing structure and the department's recommendation to add a second assistant chief position and eliminate one of the captain positions. The new position would help the

current command team with the day-to-day operations and promote succession planning. Allen Eisinger is being recommended for the new assistant chief position. In addition to responsibility for fire operations and vehicles, this position would focus on recruitment and retention.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to accept the proposed staffing structure for the Fire Department, to include elimination of a captain position to allow for a second assistant chief and to appoint Allen Eisinger as an assistant chief, effective September 5, 2012. Motion carried 5-0.

Chief Swenson indicated the Fire Department would be providing a brief monthly update on department activity at future City Council meetings.

Consider a resident request to regrade and replace the sidewalk and pedestrian ramp along a portion of 5th Street North: Administrator Berg reviewed a resident request and staff recommendation to regrade and replace a portion of the sidewalk on 5th Street North to alleviate stormwater runoff back flow toward the house and into the basement. The back flow problem began when the city raised the adjacent sidewalk in 2009, during a sidewalk replacement project. The city is not recommending a possible drain system for the stormwater runoff, due to concerns it may not work in the spring with frost in the ground. Replacement of the pedestrian ramp is also recommended at this time because it was not installed per Americans with Disabilities Act (ADA) standards, and the grade on the ramp is too steep. The city is also recommending removal of a fast growing sugar maple tree as its roots will impact the sidewalk in the future. The general consensus was to retain the tree if possible, and Engineer Peters stated the runoff problem could be addressed without removing the tree. The engineer's estimate to complete the work is \$5,000.00.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to solicit quotes and to proceed with the regrading, removal and replacement of the sidewalk and pedestrian ramp, and restoration of the boulevard in front of 687 North 5th Street, at a cost not to exceed \$5,000.00. Motion carried 5-0.

2013 Budget Presentation: Administrator Berg reviewed the 2013 proposed budget and levy, noting a preliminary levy must be submitted to Washington County by September 15, 2012. He reviewed the budget goals and process, levy trends, anticipated local government aid, and conditions influencing the proposed budget. The city is proposing a levy of \$1,159,981.00, which is a 2.15% increase from 2012. Based on tax rate calculations, the average home in Bayport will see a decrease in their city taxes of 6-8%, even though the city is proposing an increase in the tax levy. He stated the water and sewer enterprise funds are anticipated to operate at a loss again in 2012, and staff will be recommending that another water and sewer rate utility study be conducted. Mayor St. Ores indicated she would like staff to refine and reduce the budget further and provide solid numbers, prior to final budget adoption in December. Councilmember Ostertag recommended taking a proactive approach and levying now for major expenses, such as mitigating the TCE in the city's water supply. The 2013 Capital Improvement Plan (CIP) was reviewed, and Administrator Berg noted that all of the proposed items may not be funded in 2013. It was recommended that funding for addressing the TCE contamination be included in the final CIP.

Councilmember Ostertag introduced the following resolution and moved its adoption:

Resolution 12-16

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S
GENERAL FUND AND LIBRARY FUND AT \$1,159,981.00**

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	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Councilmember Ostertag introduced the following resolution and moved its adoption:

Resolution 12-17

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2013**

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	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Councilmember Ostertag introduced the following resolution and moved its adoption:

Resolution 12-18

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2013**

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	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Public input on the 2013 budget and levy will be heard at the December 3, 2012 City Council meeting. Administrator Berg indicated he would schedule a budget workshop with the City Council to finalize the 2013 budget.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Consider a request by Councilmember Carlson to review the Lakeside Park rental and operation policies: Councilmember Carlson requested continuing this item to the October meeting.
2. Councilmember Goldston praised the Roots and Shoots group on their efforts to install and maintain the frog pond in Barker's Alps Park. He indicated the habitat is doing well and new frogs appear to be moving in.
3. Councilmember Hanson requested that park plans and general park maintenance be discussed during the upcoming budget workshop.
4. Councilmember Carlson recognized and thanked Police Chief Eastman for her efforts in organizing and leading the Youth Safety Camp and Night to Unite events last month.
5. Councilmember Ostertag thanked Police Chief Eastman for putting on a successful Youth Safety Camp and recognized the enthusiasm of the 72 children who participated and their desire to learn and practice safety techniques.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

City Administrator's report: In addition to discussing park maintenance at the upcoming budget workshop as proposed by Councilmember Hanson, Administrator Berg proposed discussing restructuring the City Council agenda to include department head updates. He also stated a decision needs to be made

on whether to move forward with adding train gate crossings in the current railroad quiet zone area. The city received a grant to assist with the project during a previous City Council's term. Staff was directed to provide written information so the matter can be discussed at the budget workshop.

Administrator Berg reported the boarding dock for the public boat launch has been completed; however he recommended storing the dock over the winter and installing it next season. He also noted concerns with the condition of the boat launch ramp. The general consensus of the City Council was to install the dock next year.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to direct the city engineer to prepare a feasibility report, solicit quotes, and seek permits with the appropriate state and federal agencies to rehabilitate the 4th Avenue North public boat launch. Motion carried 5-0.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the meeting at 9:42 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
August 27, 2012
4:30 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the City Council workshop meeting of August 27, 2012 to order at 4:30 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Connie Carlson, Dan Goldston, Mark Ostertag, and Michele Hanson (Councilmember Carlson and Ostertag left the workshop at 6:05 p.m.)

Members Absent: None

Others Present: Administrator Mitch Berg, Assistant City Administrator Sara Taylor, Finance Officer Wanda Madsen, Fire Chief Mark Swenson, Assistant Fire Chief Mike Galowitz, Public Works Supervisor Mel Horak, and Police Chief Laura Eastman

Administrator Berg stated the purpose of the workshop was to conduct an overview of the 2013 budget, projected year end figures for the 2012 budget, and general fund line items within the 2013 budget. Discussion followed and staff answered questions related to the city's budgeted funds and line-item expenditures proposed for 2013.

Following discussion, the City Council was in consensus to increase the Fire Department budget to allow additional funding for runs and motor fuel, due to increased call volumes and higher fuel costs. The City Council also noted that employee insurance figures appeared to be low and directed staff to revisit benefit calculations and increase this budget, if necessary, to ensure proper allocation of funding for 2013. Additional expenditures to consider were discussed, including monetary support for the community symposium through the Stillwater Chamber of Commerce, an additional year round satellite toilet for Lakeside Park, and an enhanced citywide cleanup event. However, these expenditures were not voted on by the City Council to be added to the preliminary budget for 2013.

Mayor St. Ores stated that she was not in favor of the proposed levy increase, but needed additional time to review the individual figures. She offered suggestions for several areas in which she felt the budget could be decreased. Councilmembers Hanson and Goldston noted that the proposed levy increase seemed reasonable, considering the infrastructure improvements and equipment purchases that are anticipated for 2013. They also noted that based on preliminary estimates, a majority of the city's property owners would actually see a decrease in their city taxes with the proposed levy, which was positive. Administrator Berg summarized the changes agreed upon by a consensus of the City Council and stated that a revised preliminary budget would be presented at the September 4, 2012 City Council meeting.

ADJOURNMENT

The workshop was than adjourned at 6:38 p.m.

CITY OF BAYPORT

*Budget Control Summary

Current Period: SEPTEMBER 2012

Account Descr	SEPTEMBER	SEPTEMBER	SEPTEMBER	SEPTEMBER	2012	2012	2012	2012
	2012	2012	2012	2012	Cumulative	Cumulative	Cumulative	%
	Budget	Actual	Variance	%	Budget	Actuals	Variance	Actuals
FUND 101 GENERAL								
Revenue Accounts								
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$1,943.	-\$1,943.09	0.00%	\$1,643,032.30	\$976,202.11	\$666,830.19	40.59%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$0.00	\$4,132.	-\$4,132.00	0.00%	\$6,500.00	\$4,332.00	\$2,168.00	33.35%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$0.00	\$3,279.	-\$3,279.21	0.00%	\$90,750.00	\$77,888.35	\$12,861.65	14.17%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$0.00	\$3,251.	-\$3,251.75	0.00%	\$91,050.00	\$34,647.45	\$56,402.55	61.95%
DEPT 42200 FIRE PROTECTION	\$0.00	\$89.	-\$89.60	0.00%	\$309,580.90	\$217,636.79	\$91,944.11	29.70%
DEPT 43100 STREET MAINT	\$0.00	\$0.	\$0.00	0.00%	\$5,000.00	\$1,265.00	\$3,735.00	74.70%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$12,448.24	-\$12,448.24	0.00%
DEPT 43200 PARKS	\$0.00	\$690.	-\$690.00	0.00%	\$27,500.00	\$15,087.42	\$12,412.58	45.14%
DEPT 43300 CEMETERY	\$0.00	-\$700.	\$700.00	0.00%	\$5,500.00	\$8,375.00	-\$2,875.00	-52.27%
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$0.00	\$12,685.65	-\$12,685.65	0.00%	\$2,178,913.20	\$1,347,882.36	\$831,030.84	38.14%
Expenditure Accounts								
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$0.00	\$151.	-\$151.40	0.00%	\$4,670.00	\$653.10	\$4,016.90	86.01%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$9,714.	-\$9,714.36	0.00%	\$136,401.10	\$132,689.25	\$3,711.85	2.72%
DEPT 41240 RECYCLING	\$0.00	\$295.	-\$295.24	0.00%	\$6,752.94	\$2,857.05	\$3,895.89	57.69%
DEPT 41400 ADMINISTRATION	\$0.00	\$9,524.	-\$9,524.70	0.00%	\$157,155.79	\$99,115.27	\$58,040.52	36.93%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$3,883.01	-\$3,883.01	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$0.00	\$15,432.	-\$15,432.26	0.00%	\$222,683.69	\$152,065.19	\$70,598.50	31.70%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$1,630.	-\$1,630.70	0.00%	\$112,293.80	\$54,163.88	\$58,129.92	51.77%
DEPT 42100 POLICE	\$0.00	\$47,525.	-\$47,525.52	0.00%	\$717,706.41	\$490,234.33	\$227,472.08	31.69%
DEPT 42200 FIRE PROTECTION	\$0.00	\$14,026.	-\$14,026.66	0.00%	\$419,466.29	\$202,910.49	\$216,555.80	51.63%
DEPT 43100 STREET MAINT	\$0.00	\$12,884.	-\$12,884.57	0.00%	\$428,533.52	\$145,766.72	\$282,766.80	65.98%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$7,270.00	-\$7,270.00	0.00%
DEPT 43160 STREET LIGHTING	\$0.00	\$2,266.	-\$2,266.60	0.00%	\$27,500.00	\$20,588.51	\$6,911.49	25.13%
DEPT 43200 PARKS	\$0.00	\$8,973.	-\$8,973.44	0.00%	\$63,699.47	\$52,322.72	\$11,376.75	17.86%
DEPT 43300 CEMETERY	\$0.00	\$114.	-\$114.43	0.00%	\$37,250.00	\$3,672.55	\$33,577.45	90.14%
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$50,000.00	\$0.00	\$50,000.00	100.00%
Total Expenditure Accounts	\$0.00	\$122,539.8	-\$122,539.88	0.00%	\$2,384,113.01	\$1,368,214.07	\$1,015,898.9	42.61%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

SEPTEMBER 2012

	2012 YTD Budget	SEPTEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,178,913.20	\$12,685.65	\$1,347,882.36	\$831,030.84	61.86%
Expenditure	\$2,384,113.01	\$122,539.88	\$1,368,214.07	\$1,015,898.94	57.39%
		<u>-\$109,854.23</u>	<u>-\$20,331.71</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		<u>\$0.00</u>	<u>-\$480.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$19,497.46	-\$19,497.46	0.00%
Expenditure	\$0.00	\$0.00	\$35,379.19	-\$35,379.19	0.00%
		<u>\$0.00</u>	<u>-\$15,881.73</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$6,985.97	-\$6,985.97	0.00%
Expenditure	\$0.00	\$9,058.57	\$14,191.17	-\$14,191.17	0.00%
		<u>-\$9,058.57</u>	<u>-\$7,205.20</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

SEPTEMBER 2012

	2012 YTD Budget	SEPTEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$16,228.08	\$19,146.47	-\$19,146.47	0.00%
		-\$16,228.08	-\$19,146.47		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$10,000.00	-\$10,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$14,905.68	-\$14,905.68	0.00%
		\$0.00	-\$4,905.68		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$145.00	-\$145.00	0.00%
		\$0.00	-\$145.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$10.85	-\$10.85	0.00%
Expenditure	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
		\$0.00	-\$89.15		
FUND 211 LIBRARY					
Revenue	\$280,065.00	\$64.20	\$124,277.60	\$155,787.40	44.37%
Expenditure	\$280,065.00	\$17,923.97	\$183,811.42	\$96,253.58	65.63%
		-\$17,859.77	-\$59,533.82		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$51,925.79	-\$51,925.79	0.00%
Expenditure	\$0.00	\$0.00	\$15,122.13	-\$15,122.13	0.00%
		\$0.00	\$36,803.66		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

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SEPTEMBER 2012

	2012 YTD Budget	SEPTEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$296,250.00	\$1,412.74	\$37,291.07	\$258,958.93	12.59%
Expenditure	\$474,988.09	\$43,052.66	\$254,902.27	\$220,085.82	53.66%
		-\$41,639.92	-\$217,611.20		
FUND 602 SEWER					
Revenue	\$607,250.00	\$0.00	\$8,050.00	\$599,200.00	1.33%
Expenditure	\$719,238.93	\$42,278.85	\$409,583.89	\$309,655.04	56.95%
		-\$42,278.85	-\$401,533.89		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$750.00	\$750.00	-\$750.00	0.00%
Expenditure	\$0.00	\$28.53	\$613.19	-\$613.19	0.00%
		\$721.47	\$136.81		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 999 ACCRUED INT PAYABLE					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		-\$236,197.95	-\$709,923.38		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 09/30/2012

FUND	FUND Descr	2012 Budget	2012 YTD Amt	2012 % of Budget	2012 % of Budget Remain
FUND 101	GENERAL	\$2,178,913.20	\$1,347,882.36	61.86%	38.14%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$19,497.46	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$6,985.97	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$10,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$10.85	0.00%	0.00%
FUND 211	LIBRARY	\$280,065.00	\$124,277.60	44.37%	55.63%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$51,925.79	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$296,250.00	\$37,291.07	12.59%	87.41%
FUND 602	SEWER	\$607,250.00	\$8,050.00	1.33%	98.67%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$750.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,362,478.20	\$1,606,671.10	47.78%	52.22%

**CITY OF BAYPORT
MONTHLY RECEIPTS**

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Period Name: SEPTEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	08/30/12	\$100.00	2894	BUSINESS LICENSE (FIREWORKS) CK # 2	R 101-00000-32100 BUSINES
101	09/19/12	\$139.09	2922	GAMBLING PROCEEDS CK # 7100	R 101-00000-32204 GAMBLIN
101	09/21/12	\$466.14	2935	GAMBLING PROCEEDS ck#9060	R 101-00000-32204 GAMBLIN
101	09/21/12	\$423.47	2936	GAMBLING PROCEEDS CK#9101	R 101-00000-32204 GAMBLIN
101	08/29/12	\$35.00	2893	NSF FEE CASH	R 101-00000-33100 ADMINIS
101	09/24/12	\$35.00	2940	NSF FEE CK# 2682	R 101-00000-33100 ADMINIS
101	09/24/12	\$35.00	2943	NSF FEE CK # 1094	R 101-00000-33100 ADMINIS
101	09/24/12	\$35.00	2943	NSF FEE CK # 1094	R 101-00000-33100 ADMINIS
101	09/06/12	\$5.00	2905	COPIES (\$.25/PAGE) S. Weiss, #8085	R 101-00000-34105 USER FEE
101	09/12/12	\$30.00	2917	ASSESSMENT SEARCH Horak, Inc., #1576	R 101-00000-34105 USER FEE
101	09/19/12	\$1.00	2932	NOTARY-NOT CITY BUSINESS CASH	R 101-00000-34105 USER FEE
101	09/24/12	\$30.00	2942	ASSESSMENT SEARCH CK # 8944	R 101-00000-34105 USER FEE
101	08/30/12	\$399.13	2898	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
101	09/12/12	\$165.00	2904	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
101	09/04/12	\$44.26	2902	REFUND - WORKMANS COMP CK # 77126	R 101-00000-36251 REFUND -
101	08/30/12	\$5.00	2890	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	09/05/12	\$5.00	2897	PLUMBING SURCHARGE - RESIDENTIAL M	G 101-20104 STATE SURCHA
101	09/06/12	\$9.39	2907	BUILDING SURCHARGE Berwald Roofing,	G 101-20104 STATE SURCHA
101	09/10/12	\$5.00	2908	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	09/06/12	\$5.00	2909	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	09/11/12	\$1.00	2914	BUILDING SURCHARGE Samantha Thomas	G 101-20104 STATE SURCHA
101	09/12/12	\$13.00	2915	BUILDING SURCHARGE Dan Roettger, #1	G 101-20104 STATE SURCHA
101	09/17/12	\$5.00	2921	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	09/18/12	\$5.00	2926	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	09/18/12	\$5.00	2928	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	09/18/12	\$1.88	2929	BUILDING SURCHARGE Modern Home Ext	G 101-20104 STATE SURCHA
101	09/18/12	\$5.00	2931	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	09/20/12	\$5.16	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	09/06/12	\$3.44	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	09/04/12	\$42.96	2901	HEALTH PARTNERS CK # 1156391808	G 101-27109 HEALTH PARTN
101	09/04/12	\$58.34	2901	HEALTH SAVING ACCT. CK # 1156391808	G 101-27122 H S A
101	08/29/12	\$4,132.00	2892	RECYCLING GRANT CK # 00331256	R 101-41240-36233 GRANTS
101	08/30/12	\$15.00	2894	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	09/06/12	\$25.00	2906	SIGN PERMIT - TEMPORARY Hefty Hause,	R 101-41910-32200 NONBUSI
101	09/06/12	\$25.00	2906	SIGN PERMIT - TEMPORARY Hefty Hause,	R 101-41910-32200 NONBUSI
101	09/10/12	\$50.00	2910	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	09/25/12	\$15.00	2934	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	09/06/12	\$324.50	2907	BUILDING PERMIT Berwald Roofing, #987	R 101-41910-32210 BUILDIN
101	09/11/12	\$73.75	2914	BUILDING PERMIT Samantha Thomas, #2	R 101-41910-32210 BUILDIN
101	09/12/12	\$423.75	2915	BUILDING PERMIT Dan Roettger, #10493	R 101-41910-32210 BUILDIN
101	09/18/12	\$103.25	2929	BUILDING PERMIT Modern Home Exterior	R 101-41910-32210 BUILDIN
101	09/18/12	\$5.00	2926	EPA	R 101-41910-32211 EPA
101	09/18/12	\$5.00	2929	EPA	R 101-41910-32211 EPA
101	09/05/12	\$75.00	2897	PLUMBING PERMIT - RESIDENTIAL McDo	R 101-41910-32220 PLUMBIN
101	09/10/12	\$75.00	2908	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	08/30/12	\$75.00	2890	MECHANICAL PERMIT - RESIDENTIAL Gen	R 101-41910-32230 MECHANI
101	09/06/12	\$75.00	2909	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	09/17/12	\$75.00	2921	MECHANICAL PERMIT - RESIDENTIAL Gen	R 101-41910-32230 MECHANI
101	09/18/12	\$75.00	2926	MECHANICAL PERMIT - RESIDENTIAL And	R 101-41910-32230 MECHANI
101	09/18/12	\$75.00	2928	MECHANICAL PERMIT - RESIDENTIAL Apo	R 101-41910-32230 MECHANI
101	09/18/12	\$75.00	2931	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	09/04/12	\$250.00	2903	P & Z PERMITS & VAR REQUESTS CK \$ 81	R 101-41910-34100 P & Z PE

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: SEPTEMBER

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	09/24/12	\$1,363.96	2944	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	09/04/12	\$45.00	2896	PHONE REIMBURSTMENT CK # 4264	E 101-42100-321 COMMUNIC
101	09/12/12	\$10.00	2919	PET LICENSE - SPAY/NEUT Jan Rygh, #62	R 101-42100-32240 ANIMAL F
101	09/18/12	\$20.00	2930	PET LICENSE - NO SPAY/NEUT John Siege	R 101-42100-32240 ANIMAL F
101	09/24/12	\$10.00	2933	PET LICENSE - SPAY/NEUT Sawyer, #133	R 101-42100-32240 ANIMAL F
101	09/12/12	\$20.00	2916	POLICE ADMINISTRATIVE FEES James Sel	R 101-42100-33100 ADMINIS
101	09/06/12	\$1.00	2911	POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	09/21/12	\$0.50	2923	POLICE REPORTS cash	R 101-42100-34201 POLICE A
101	09/25/12	\$3,190.25	16600	TRIAL COURT-WASHINGTON	R 101-42100-35101 COURT FI
101	09/18/12	\$20.00	2927	BURNING PERMIT MN Native Landscapes,	R 101-42200-32200 NONBUSI
101	09/17/12	\$29.60	2912	FIRE DONATIONS ck # 55217	R 101-42200-36232 DONATIO
101	09/20/12	\$40.00	2925	FIRE DONATIONS CK # 2277	R 101-42200-36232 DONATIO
101	09/04/12	\$50.00	2895	BEACHHOUSE - RESIDENT(M-TH) Nichola	R 101-43200-34780 PARK FEE
101	09/06/12	\$235.00	2899	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	09/21/12	\$75.00	2918	BEACHHOUSE - RESIDENT(FRI-SUN) Jaco	R 101-43200-34780 PARK FEE
101	09/24/12	\$30.00	2938	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	09/10/12	\$100.00	2913	PARK DONATIONS Letoile du Nord Café,#	R 101-43200-36230 DONATIO
101	09/12/12	\$200.00	2920	PARK DONATIONS CK # 1264	R 101-43200-36230 DONATIO
FUND 101 GENER		\$13,605.82			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	09/12/12	\$23.71	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	09/12/12	\$23.27	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	09/25/12	\$29.98	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	09/25/12	\$31.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	09/20/12	\$131.19	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	09/06/12	\$47.06	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	09/06/12	\$134.74	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	09/20/12	\$16.28	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	09/20/12	\$60.80	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
FUND 206 WATER		\$498.03			
FUND 211 LIBRARY					
211	09/24/12	\$6.20	2941	LIBRARY SERVICE CHARGE CK # 4399	R 211-45500-34760 LIBRARY
211	09/24/12	\$10.00	2941	LIBRARY SERVICE CHARGE CK # 11980	R 211-45500-34760 LIBRARY
211	09/24/12	\$40.00	2941	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	09/24/12	\$8.00	2941	LIBRARY SERVICE CHARGE CK # 3198	R 211-45500-34760 LIBRARY
FUND 211 LIBRA		\$64.20			
FUND 601 WATER					
601	09/25/12	\$8.87	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	09/20/12	\$11.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	09/20/12	\$5.43	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	09/25/12	\$363.06	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	09/25/12	\$6.27	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	09/20/12	\$1,853.44	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	09/12/12	\$5.17	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	09/12/12	\$259.55	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	09/06/12	\$10.10	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	09/06/12	\$1,813.38	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	09/06/12	\$20.54	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	09/12/12	\$5.64	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	09/05/12	\$1,000.00	2897	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	09/05/12	\$250.00	2897	WATER METER - TO 1 IN	R 601-46120-34602 WATER M

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: SEPTEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	09/05/12	\$50.00	2897	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	09/05/12	\$50.00	2897	WATER METER INSPECTION	R 601-46120-34603 WATER H
601	09/06/12	\$2.74	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/29/12	\$30.00	2889	WATER SHUTOFF - BUS HRS J. Marti, #31	R 601-46120-37110 WATER R
601	09/25/12	\$30.00	2946	WATER SHUTOFF - BUS HRS CASH RECEI	R 601-46120-37110 WATER R
FUND 601 WATER		<u>\$5,775.19</u>			
FUND 602 SEWER					
602	09/25/12	\$320.18	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	09/20/12	\$171.21	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	09/25/12	\$8.87	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	09/25/12	\$19,424.14	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	09/20/12	\$506.67	0	UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLING
602	09/12/12	\$5.17	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	09/20/12	\$5.93	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	09/12/12	\$248.34	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	09/06/12	\$494.24	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	09/06/12	\$20.54	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
FUND 602 SEWER		<u>\$21,205.29</u>			
FUND 803 P & Z ESCROWS					
803	09/04/12	\$750.00	2903	LANDFORM ESCROW (INSPIRATION) CK	R 803-80042-34100 P & Z PE
FUND 803 P & Z E		<u>\$750.00</u>			
		<u>\$41,898.53</u>			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2012

9 Month = 75.06

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,670.00	\$653.10	\$4,016.90	86.01%
41200	MAYOR & COUNCIL	\$136,401.10	\$132,689.25	\$3,711.85	2.72%
41240	RECYCLING	\$6,752.94	\$2,857.05	\$3,895.89	57.69%
41400	ADMINISTRATION	\$157,155.79	\$99,115.27	\$58,040.52	36.93%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJEC	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$3,883.01	-\$3,883.01	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$222,683.69	\$152,085.19	\$70,598.50	31.70%
41940	MUNICIPAL BUILDINGS	\$112,293.80	\$54,163.88	\$58,129.92	51.77%
42100	POLICE	\$717,706.41	\$490,234.33	\$227,472.08	31.69%
42200	FIRE PROTECTION	\$419,466.29	\$202,910.49	\$216,555.80	51.63%
43100	STREET MAINT	\$428,533.52	\$145,768.72	\$282,764.80	65.98%
43130	STREET - FLOOD PREPARATION	\$0.00	\$7,270.00	-\$7,270.00	0.00%
43160	STREET LIGHTING	\$27,500.00	\$20,588.51	\$6,911.49	25.13%
43200	PARKS	\$63,699.47	\$52,322.72	\$11,376.75	17.86%
43300	CEMETERY	\$37,250.00	\$3,672.55	\$33,577.45	90.14%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,384,113.01	\$1,368,214.07	\$1,015,898.94	42.61%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$145.00	-\$145.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$145.00	-\$145.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$100.00	-\$100.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$100.00	-\$100.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$280,065.00	\$183,811.42	\$96,253.58	34.37%
FUND 211 LIBRARY		\$280,065.00	\$183,811.42	\$96,253.58	34.37%
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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2012

9 Month = 75.06

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
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	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$9,811.29	-\$9,811.29	0.00%
46110	WATER-PUMPHOUSE	\$47,350.00	\$29,286.56	\$18,063.44	38.15%
46120	WATER	\$427,638.09	\$215,804.42	\$211,833.67	49.54%
FUND 601 WATER		\$474,988.09	\$254,902.27	\$220,085.82	46.34%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$374,238.93	\$132,096.25	\$242,142.68	64.70%
46990	SEWER - NON-OPERATING	\$345,000.00	\$277,487.64	\$67,512.36	19.57%
FUND 602 SEWER		\$719,238.93	\$409,583.89	\$309,655.04	43.05%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2012

9 Month = 75.06

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
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 VACATI	\$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	-\$131.84	\$131.84	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$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. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$267.00	-\$267.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$478.03	-\$478.03	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$613.19	-\$613.19	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,858,405.03	\$2,217,369.84	\$1,641,035.19	42.53%

CITY OF BAYPORT
MONTHLY EXPENSES 1134942-1135034

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
U S BANK VISA	101	09/04/12	\$33.99	E	41100	220	WAL-MART	OPERATING SUPP	1134942
U S BANK VISA	101	09/04/12	\$36.93	E	41100	220	SUBWAY	OPERATING SUPP	1134942
U S BANK VISA	101	09/04/12	\$10.99	E	41100	220	HUDSON BAGEL	OPERATING SUPP	1134942
U S BANK VISA	101	09/04/12	\$16.03	E	41100	220	RJ MEATS	OPERATING SUPP	1134942
U S BANK VISA	101	09/04/12	\$2.09	E	41100	220	TACO JOHNS OF HUDSO	OPERATING SUPP	1134942
U S BANK VISA	101	09/04/12	\$7.98	E	41100	220	FAMILY FRESH	OPERATING SUPP	1134942
U S BANK VISA	101	09/04/12	\$43.39	E	41100	220	COUNTY MARKET	OPERATING SUPP	1134942
DEPT 41100 ELECTIONS			\$151.40						
DEPT 41200 MAYOR & COUNCIL									
U S BANK VISA	101	09/04/12	\$18.53	E	41200	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
ECKBERG, LAMMERS, BRI	101	09/25/12	\$3,324.80	E	41200	300	PERSONNEL MATTERS	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$580.00	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$239.25	E	41200	300	206 5TH ST. ZONING VI	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$116.00	E	41200	300	REVIEW CC AGENDA	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$72.50	E	41200	300	REVIEW SIGN ORDINAN	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$24.26	E	41200	300	PROFESSIONAL SERVICE	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$65.25	E	41200	300	DANGEROUS DOG	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$200.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/25/12	\$0.76	E	41200	300	SALES TAX	PROF SER-LEGAL	1135005
S E H	101	09/25/12	\$76.75	E	41200	301	PREP & ATTEND CC MTG	PROF SER-ENGIN	1135022
COMPLETE HEALTH ENVIR	101	09/25/12	\$350.00	E	41200	306	MAINT. PLAN - AUG 2012	PROF SER-OTHER	1135003
US INTERNET	101	09/25/12	\$50.60	E	41200	416	SECURENCE MTHLY 9/19	REPAIR/MAINT OF	1135031
LEAGUE OF MINNESOTA C	101	09/04/12	\$30.00	E	41200	433	MMA MEMBERSHIP	DUES & MEMBERS	1134946
LEAGUE OF MINNESOTA C	101	09/04/12	\$3,332.00	E	41200	433	2012-2013 MEMBERSHIP	DUES & MEMBERS	1134946
DEPT 41200 MAYOR & COUNCIL			\$8,480.70						
DEPT 41240 RECYCLING									
MORLANDO, RUSSELL	101	09/19/12	\$30.00	E	41240	370	MONTHLY RECYCLING R	RECYCLING INCE	1135017
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
U S BANK VISA	101	09/04/12	\$111.22	E	41400	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
MAMA	101	09/18/12	\$20.00	E	41400	402	PERA PRESENTER SESSI	CONFERENCES &	1134990
TR COMPUTER SALES LLC	101	09/04/12	\$18.00	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
NEOPOST	101	09/04/12	\$7.31	E	41400	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
DEPT 41400 ADMINISTRATION			\$156.53						
DEPT 41910 PLANNING & ZONING									
U S BANK VISA	101	09/04/12	\$92.69	E	41910	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
HOLIDAY FLEET	101	09/11/12	\$187.61	E	41910	212	FUEL (FLEET CREDIT CA	MOTOR FUELS & L	1134969
S E H	101	09/25/12	\$189.88	E	41910	301	CERTIFICATE OF SURVE	PROF SER-ENGIN	1135022
TR COMPUTER SALES LLC	101	09/04/12	\$15.00	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
NEOPOST	101	09/04/12	\$6.09	E	41910	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
DEPT 41910 PLANNING & ZONING			\$491.27						
DEPT 41940 MUNICIPAL BUILDINGS									
JOHNSON, CHAD	101	09/25/12	\$325.00	E	41940	302	SEPTEMBER 2012 CLEAN	CONTRACT SERVI	1135012
OFFICE OF ENT TECHNOL	101	09/24/12	\$445.82	E	41940	321	PHONES FOR AUGUST 20	COMMUNICATION	1135019
XCEL	101	09/04/12	\$747.65	E	41940	380	GAS/ELECTRIC SERVICE	ELECTRIC SERVIC	1134954
XCEL	101	09/04/12	\$112.23	E	41940	381	GAS/ELECTRIC SERVICE	FUEL FOR HEAT	1134954
DEPT 41940 MUNICIPAL BUILDING			\$1,630.70						
DEPT 42100 POLICE									

CITY OF BAYPORT

09/26/12 9:06 AM

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MONTHLY EXPENSES 1134942-1135034

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	101	09/04/12	\$92.69	E	42100	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
UNIFORMS UNLIMITED	101	09/18/12	\$287.98	E	42100	210	POLICE UNIFORMS/LUND	UNIFORMS - LUN	1134993
UNIFORMS UNLIMITED	101	09/18/12	\$491.81	E	42100	210	POLICE UNIFORMS/LUND	UNIFORMS - LUN	1134993
WASHINGTON COUNTY S	101	09/19/12	\$1,940.42	E	42100	212	FUEL/POLICE DEPT.	MOTOR FUELS & L	1135034
U S BANK VISA	101	09/04/12	\$77.10	E	42100	220	OFFICE MAX	OPERATING SUPP	1134943
COON RAPIDS POLICE DE	101	09/11/12	\$850.00	E	42100	220	OPERATING PURCHASE/	OPERATING SUPP	1134963
U S BANK VISA	101	09/04/12	\$8.28	E	42100	220	WAL-MART	OPERATING SUPP	1134943
STILLWATER TOWING IN	101	09/11/12	\$85.00	E	42100	220	SQUAD # 2101/POLICE D	OPERATING SUPP	1134979
STILLWATER TOWING IN	101	09/11/12	\$133.91	E	42100	220	01 FORD TAURUS/POLIC	OPERATING SUPP	1134979
ECKBERG, LAMMERS, BRI	101	09/25/12	\$29.00	E	42100	300	CORRESPONDENCE WIT	PROF SER-LEGAL	1135005
ECKBERG, LAMMERS, BRI	101	09/11/12	\$2,370.78	E	42100	300	PROSECUTION/POLICE D	PROF SER-LEGAL	1134965
VERIZON WIRELESS	101	09/11/12	\$183.39	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1134983
VERIZON WIRELESS	101	09/04/12	\$145.47	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1134952
WASHINGTON COUNTY P	101	09/24/12	\$1,236.24	E	42100	391	3RD QTR. JUL-SEPT. 201	SHARED AUTOMA	1135033
LUND, ZACH	101	09/04/12	\$620.00	E	42100	402	TUITION REIMBURSEME	CONFERENCES &	1134947
FURY DODGE CHRYSLER	101	09/11/12	\$1,208.27	E	42100	412	DRIVEABILITY REPAIRS/	REP & MAINT VEH	1134967
BAYPORT TRANSMISSION	101	09/20/12	\$26.78	E	42100	412	2009 DODGE CHARGER/	REP & MAINT VEH	1135001
BAYPORT TRANSMISSION	101	09/11/12	\$26.78	E	42100	412	2011 CHEV MAINT./POLI	REP & MAINT VEH	1134959
TR COMPUTER SALES LLC	101	09/04/12	\$15.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
NEOPOST	101	09/04/12	\$6.09	E	42100	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
TR COMPUTER SALES LLC	101	09/04/12	\$60.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
U S BANK VISA	101	09/04/12	\$220.46	E	42100	444	SUBWAY	COMMUNITY PRO	1134943
U S BANK VISA	101	09/04/12	\$278.13	E	42100	444	TARGET	COMMUNITY PRO	1134943
U S BANK VISA	101	09/04/12	\$23.56	E	42100	444	HOLIDAY	COMMUNITY PRO	1134943
U S BANK VISA	101	09/04/12	\$220.46	E	42100	444	SUBWAY	COMMUNITY PRO	1134943
U S BANK VISA	101	09/04/12	\$420.00	E	42100	444	HERITAGE EMBROIDERY	COMMUNITY PRO	1134943
U S BANK VISA	101	09/04/12	\$95.60	E	42100	444	WAL-MART	COMMUNITY PRO	1134943
U S BANK VISA	101	09/04/12	\$21.36	E	42100	444	WAL-MART	COMMUNITY PRO	1134943
DEPT 42100 POLICE			\$11,174.56						
DEPT 42200 FIRE PROTECTION									
LEAGUE OF MN CITIES IN	101	09/11/12	\$1,434.51	E	42200	150	ELDRED CLAIM NO. C001	WORKER S COMP	1134970
W.S.DARLEY & CO	101	09/25/12	\$539.75	E	42200	202	UNIFORMS SUPPLY/FIRE	UNIFORMS - MISC	1135032
MUNICIPAL EMERGENCY	101	09/11/12	\$393.15	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	1134974
MUNICIPAL EMERGENCY	101	09/11/12	\$23.70	E	42200	202	UNIFORM SUPPLIES/FIR	UNIFORMS - MISC	1134974
MARK SWENSON	101	09/24/12	\$26.48	E	42200	202	UNIFORM REIMBURSEME	UNIFORMS - MISC	1135013
HOLIDAY FLEET	101	09/11/12	\$1,509.15	E	42200	212	FUEL (FLEET CREDIT CA	MOTOR FUELS & L	1134969
HOLIDAY FLEET	101	09/11/12	\$4.79	E	42200	212	FUEL (FLEET CREDIT CA	MOTOR FUELS & L	1134969
FOREMOST PROMOTIONS	101	09/24/12	\$140.00	E	42200	217	MATERIAL/FIRE DEPT.	MATERIALS & PR	1135007
U S BANK VISA	101	09/04/12	\$165.00	E	42200	217	NFPA NATL FIRE PROTEC	MATERIALS & PR	1134950
ASPEN MILLS INC	101	09/11/12	\$207.23	E	42200	220	OPERATING MATERIAL/F	OPERATING SUPP	1134958
METRO FIRE	101	09/11/12	\$150.00	E	42200	220	OPERATING MATERIAL/F	OPERATING SUPP	1134972
U S BANK VISA	101	09/04/12	\$171.82	E	42200	240	WAL-MART	SMALL TOOLS-EQ	1134950
STILLWATER MEDICAL GR	101	09/24/12	\$420.66	E	42200	306	MEDICAL SCREENING/FI	PROF SER-OTHER	1135026
VERIZON WIRELESS	101	09/11/12	\$501.86	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1134983
EMERGENCY SERVICES M	101	09/11/12	\$725.00	E	42200	321	SUBSCRIPTION FEE/FIRE	COMMUNICATION	1134966
NEXTEL COMMUNICATION	101	09/24/12	\$10.91	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1135018
XCEL	101	09/04/12	\$462.52	E	42200	380	GAS/ELECTRIC SERVICE	ELECTRIC SERVIC	1134954
XCEL	101	09/04/12	\$46.60	E	42200	381	GAS/ELECTRIC SERVICE	FUEL FOR HEAT	1134954
WASHINGTON COUNTY P	101	09/25/12	\$3,502.68	E	42200	391	3RD QTR. RADIO JUL-SE	SHARED AUTOMA	1135033
TIREPROZ	101	09/24/12	\$101.64	E	42200	412	VEHICLE MAINT & REPAI	REP & MAINT VEH	1135028
BAUER BUILT	101	09/24/12	\$2,074.80	E	42200	412	VEHICLE/FIRE DEPT.	REP & MAINT VEH	1135000
BAYPORT TRANSMISSION	101	09/24/12	\$53.57	E	42200	412	2004 GMC/FIRE DEPT.	REP & MAINT VEH	1135001
BAYPORT TRANSMISSION	101	09/24/12	\$53.57	E	42200	412	2011 CHEV/FIRE DEPT.	REP & MAINT VEH	1135001

CITY OF BAYPORT
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U S BANK VISA	101	09/04/12	\$159.00	E	42200	433	MN STATE FIRE CHIEFS	DUES & MEMBERS	1134950
DEPT 42200 FIRE PROTECTION			\$12,878.39						
DEPT 43100 STREET MAINT									
U S BANK VISA	101	09/04/12	\$18.53	E	43100	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
HOLIDAY FLEET	101	09/11/12	\$362.86	E	43100	212	FUEL (FLEET CREDIT CA	MOTOR FUELS & L	1134969
ZERO WASTE USA, INC.	101	09/11/12	\$400.93	E	43100	220	DOGGY BAGS & DISPENS	OPERATING SUPP	1134984
AMERICAN FLAGPOLE & F	101	09/11/12	\$89.06	E	43100	220	FLAG POLE ROPE/STREE	OPERATING SUPP	1134957
EARL F ANDERSEN, INC	101	09/11/12	\$691.48	E	43100	220	STREET SIGN POSTS/ST	OPERATING SUPP	1134964
SHERWIN WILLIAMS LC	101	09/19/12	\$126.89	E	43100	220	TRAFFIC PAINT/STREETS	OPERATING SUPP	1135024
TR COMPUTER SALES LLC	101	09/04/12	\$3.00	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
NEOPOST	101	09/04/12	\$1.21	E	43100	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
MILLER EXCAVATING	101	09/11/12	\$1,053.03	E	43100	421	SAND & GRAVEL/STREET	REPAIR & MAINT	1134973
STILLWATER FARM STOR	101	09/11/12	\$114.30	E	43100	421	HERBACIDE/STREETS	REPAIR & MAINT	1134977
T. A. SCHIFSKY & SONS I	101	09/26/12	\$372.98	E	43100	421	STREET REPAIR MATERI	REPAIR & MAINT	1135027
S E H	101	09/25/12	\$168.15	E	43100	423	DRAINAGE ISSUE 687 N	SIDEWALKS, CUR	1135022
DEPT 43100 STREET MAINT			\$3,402.42						
DEPT 43160 STREET LIGHTING									
XCEL	101	09/04/12	\$2,266.60	E	43160	380	GAS/ELECTRIC SERVICE	ELECTRIC SERVIC	1134954
DEPT 43160 STREET LIGHTING			\$2,266.60						
DEPT 43200 PARKS									
HOLIDAY FLEET	101	09/11/12	\$360.31	E	43200	212	FUEL (FLEET CREDIT CA	MOTOR FUELS & L	1134969
T. R. F. SUPPLY	101	09/11/12	\$377.91	E	43200	220	TRASH CAN LINERS	OPERATING SUPP	1134981
TRU GREEN CHEMLAWN	101	09/18/12	\$422.18	E	43200	410	FLIGHT CONTROL	REPAIR & MAINT	1134992
MOLIN CONCRETE	101	09/25/12	\$1,619.73	E	43200	410	TYPE 1 CURBS WITH PIN	REPAIR & MAINT	1135016
CENTURY POWER EQUIP	101	09/11/12	\$338.52	E	43200	412	SERVICE 52" EXMARK/PA	REP & MAINT VEH	1134962
WILLMARTH, QUINN	101	09/04/12	\$225.00	E	43200	413	TREE CUTTING 8/20/12-	TREES	1134953
WILLMARTH, QUINN	101	09/18/12	\$162.00	E	43200	413	TREE CUTTING 9/3/12-9/	TREES	1134994
NEOPOST	101	09/04/12	\$1.21	E	43200	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
TR COMPUTER SALES LLC	101	09/04/12	\$3.00	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
ROETTGER WELDING	101	09/11/12	\$299.25	E	43200	420	SIN SUPPORTS/PARKS	R & M BLDGS, ST	1134975
BREWSTER & SONS CONS	101	09/11/12	\$4,990.00	E	43200	420	BEACH HOUSE MAINT./P	R & M BLDGS, ST	1134960
AIR FRESH PORTABLE TOI	101	09/11/12	\$78.75	E	43200	425	TENIS CT. 8-31-12/9-27-	SATILLITIES	1134956
AIR FRESH PORTABLE TOI	101	09/11/12	\$78.75	E	43200	425	BARKERS ALPS 9-24-12/1	SATILLITIES	1134956
AIR FRESH PORTABLE TOI	101	09/11/12	\$16.83	E	43200	425	SALES TAX	SATILLITIES	1134956
DEPT 43200 PARKS			\$8,973.44						
DEPT 43300 CEMETERY									
CENTURY POWER EQUIP	101	09/11/12	\$114.43	E	43300	412	MOWER REPAIR/PARKS	REP & MAINT VEH	1134962
DEPT 43300 CEMETERY			\$114.43						
FUND 101 GENERAL			\$49,750.44						
FUND 202 DRUG FORFEITURE									
DEPT 42101 DARE EXPENDITURES									
LEGACY, INC.	202	09/19/12	\$9,058.57	E	42101	449	3 LAPTOPS FOR POLICE	DRUG FORFITURE	1134995
DEPT 42101 DARE EXPENDITURES			\$9,058.57						
FUND 202 DRUG FORFEITURE			\$9,058.57						
FUND 206 WATER/SEWER IMPROVEMENT FUND									
DEPT 41608 2012 I & I PROJECT									
S E H	206	09/25/12	\$2,458.11	E	41608	301	2012/2013 - I/I IMPROV	PROF SER-ENGIN	1135022
STILLWATER GAZETTE	206	09/25/12	\$123.63	E	41608	350	AD FOR BIDS - I/I IMPRO	PRINTING & PUBL	1135025
DEPT 41608 2012 I & I PROJECT			\$2,581.74						

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DEPT 46120 WATER									
NORTHERN WATERWORK	206	09/18/12	\$13,646.34	E	46120	530	FIRE HYDRANT PURCHAS	CAPITAL ASSETS	1134991
DEPT 46120 WATER			\$13,646.34						
FUND 206 WATER/SEWER IMPROVEM			\$16,228.08						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	09/24/12	\$90.24	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$52.15	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$23.81	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$78.62	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$64.94	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$107.40	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$50.34	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$40.96	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$68.21	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$55.75	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$125.95	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$61.83	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$244.68	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$166.56	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$349.09	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$320.41	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$114.57	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
BAKER & TAYLOR	211	09/24/12	\$347.14	E	45500	217	BOOK/LIBRARY	MATERIALS & PR	1134999
INNOVATIVE OFFICE SOL	211	09/24/12	\$148.00	E	45500	220	OFFICE SUPPLIES/LIBRA	OPERATING SUPP	1135011
DEMCO	211	09/24/12	\$326.48	E	45500	220	OPERATING MATERIAL/L	OPERATING SUPP	1135004
ECKBERG, LAMMERS, BRI	211	09/25/12	\$616.25	E	45500	300	PUBLIC LIBRARY	PROF SER-LEGAL	1135005
SHARON SIPPEL	211	09/24/12	\$1,425.00	E	45500	302	CLEANING SERVICES/LIB	CONTRACT SERVI	1135023
OFFICE OF ENT TECHNOL	211	09/24/12	\$72.84	E	45500	321	AUG. 2012 PHONES/LIBR	COMMUNICATION	1135019
XCEL	211	09/04/12	\$1,035.76	E	45500	380	GAS/ELECTRIC SERVICE	ELECTRIC SERVIC	1134954
XCEL	211	09/04/12	\$41.56	E	45500	381	GAS/ELECTRIC SERVICE	FUEL FOR HEAT	1134954
TOSHIBA BUSINESS SOLU	211	09/24/12	\$48.44	E	45500	416	AUG. 2012 PARTS,LABOR	REPAIR/MAINT OF	1135029
TOSHIBA BUSINESS SOLU	211	09/24/12	\$23.93	E	45500	416	SEPT. 2012 PARTS,LABO	REPAIR/MAINT OF	1135029
TRU GREEN CHEMLAWN	211	09/24/12	\$47.25	E	45500	420	LAWN SERVICE/LIBRARY	R & M BLDGS, ST	1135030
DEPT 45500 LIBRARY			\$6,148.16						
FUND 211 LIBRARY			\$6,148.16						
FUND 601 WATER									
DEPT 41609 TCE EVAL GRANT									
S E H	601	09/25/12	\$5,625.45	E	41609	301	TCE EVAL GRANT	PROF SER-ENGIN	1135022
DEPT 41609 TCE EVAL GRANT			\$5,625.45						
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	09/04/12	\$2,488.34	E	46110	380	GAS/ELECTRIC SERVICE	ELECTRIC SERVIC	1134954
XCEL	601	09/04/12	\$79.08	E	46110	381	GAS/ELECTRIC SERVICE	FUEL FOR HEAT	1134954
MENARDS-STILLWATER	601	09/24/12	\$16.86	E	46110	419	PAINTING SUPPLIES/WA	REPAIR & MAINT	1135014
AUTOMATIC SYSTEMS CO	601	09/19/12	\$339.90	E	46110	419	CONTROL SERVICE-WELL	REPAIR & MAINT	1134998
MENARDS-STILLWATER	601	09/24/12	\$3.58	E	46110	419	BOLTS/WATER DEPT.	REPAIR & MAINT	1135014
ADVANCE SHORING COMP	601	09/11/12	\$77.13	E	46110	419	SHORE POST RENTAL/W	REPAIR & MAINT	1134955
AUTOMATIC SYSTEMS CO	601	09/25/12	\$1,917.97	E	46110	419	FLOW METER - WELL #4	REPAIR & MAINT	1134998
CARONAIR ENVIRONMEN	601	09/11/12	\$4,846.34	E	46110	419	RESEAL AIR STRIPPER/W	REPAIR & MAINT	1134961
DEPT 46110 WATER-PUMPHOUSE			\$9,769.20						

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DEPT 46120 WATER									
U S BANK VISA	601	09/04/12	\$18.53	E	46120	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
HOLIDAY FLEET	601	09/11/12	\$699.12	E	46120	212	FUEL (FLEET CREDIT CA	MOTOR FUELS & L	1134969
HAWKINS WATER	601	09/11/12	\$10.00	E	46120	216	WATER TREATMENT-CH	CHEMICALS AND	1134968
U S BANK VISA	601	09/11/12	\$19.63	E	46120	216	PUBLIC WORKS CREDIT	CHEMICALS AND	1134982
HAWKINS WATER	601	09/19/12	\$78.86	E	46120	216	WATER TESTING	CHEMICALS AND	1135008
M/A ASSOCIATES INC	601	09/11/12	\$159.29	E	46120	220	BATH TISSUE & SUPPLIE	OPERATING SUPP	1134971
ONE CALL CONCEPTS	601	09/19/12	\$108.80	E	46120	307	GOPHER STATE LOCATES	GOPHER STATE O	1135020
COMCAST	601	09/24/12	\$42.78	E	46120	321	HIGH - SPEED INTERNET	COMMUNICATION	1135002
POSTMASTER	601	09/26/12	\$117.32	E	46120	322	3RD QTR. POSTAGE/UTIL	POSTAGE	1135021
XCEL	601	09/04/12	\$2,097.90	E	46120	380	GAS/ELECTRIC SERVICE	ELECTRIC SERVIC	1134954
XCEL	601	09/04/12	\$131.51	E	46120	381	GAS/ELECTRIC SERVICE	FUEL FOR HEAT	1134954
TR COMPUTER SALES LLC	601	09/04/12	\$3.00	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
NEOPOST	601	09/04/12	\$1.21	E	46120	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
HYDRANT SPECIALIST IN	601	09/19/12	\$2,458.59	E	46120	419	HYDRANT REPAIR	REPAIR & MAINT	1135010
HYDRANT SPECIALIST IN	601	09/19/12	\$520.47	E	46120	419	HYDRANT REPAIR/WATE	REPAIR & MAINT	1135010
NORTHERN WATERWORK	601	09/18/12	\$5,631.25	E	46120	419	FIRE HYDRANT PURCHAS	REPAIR & MAINT	1134991
HD SUPPLY WATERWORK	601	09/24/12	\$2,176.02	E	46120	419	WATER METERS/WATER	REPAIR & MAINT	1135009
ACTION RENTAL	601	09/19/12	\$281.33	E	46120	431	EXCAVATOR RENTAL/WA	RENTAL OF EQUIP	1134996
DEPT 46120 WATER			<u>\$14,555.61</u>						
FUND 601 WATER			<u>\$29,950.26</u>						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
U S BANK VISA	602	09/04/12	\$18.57	E	46200	201	ADM. CREDIT CARD	OFFICE SUPPLIES	1134942
FASTENAL	602	09/25/12	\$54.55	E	46200	240	HARDWARE/SEWER DEP	SMALL TOOLS-EQ	1135006
AIR FRESH PORTABLE TOI	602	09/19/12	\$74.99	E	46200	302	LIFT STATION PUMPING	CONTRACT SERVI	1134997
POSTMASTER	602	09/26/12	\$117.32	E	46200	322	3RD QTR. POSTAGE/UTIL	POSTAGE	1135021
TR COMPUTER SALES LLC	602	09/04/12	\$3.00	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134949
NEOPOST	602	09/04/12	\$1.26	E	46200	416	CUSTOMER # 52223563-	REPAIR/MAINT OF	1134948
DEPT 46200 SEWER - OPERATING			<u>\$269.69</u>						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	09/25/12	\$30,831.96	E	46990	434	MTHLY ANNUAL FLOW/O	STATE FEES FOR	1135015
DEPT 46990 SEWER - NON-OPERAT			<u>\$30,831.96</u>						
FUND 602 SEWER			<u>\$31,101.65</u>						
FUND 803 P & Z ESCROWS									
DEPT 80042 LANDFORM/VARDE GROUP									
STILLWATER GAZETTE	803	09/11/12	\$28.53	E	80042	350	NOTICE OF PUBLIC HEAR	PRINTING & PUBL	1134978
DEPT 80042 LANDFORM/VARDE GR			<u>\$28.53</u>						
FUND 803 P & Z ESCROWS			<u>\$28.53</u>						
			<u>\$142,265.69</u>						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: September, 2012

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Permit Number: BP2012-54	Filing Date: 9/4/2012
Parcel Address: 287 CENTRAL Ave.	BAYPORT, MN 55003
Applicant: BERWALD ROOFING COMPANY, BERWALD ROOFING COMPANY, INC. General	Applicant Phone: 651-777-7411
Construction Value: \$18,780.00	Total Fees: \$333.89

Permit Number: BP2012-55	Filing Date: 9/10/2012
Parcel Address: 101 STATE St.	BAYPORT, MN 55003
Applicant: SAMANTHA THOMAS OWNER OWNER	Applicant Phone:
Construction Value: \$2,000.00	Total Fees: \$74.75

Permit Number: BP2012-56	Filing Date: 9/18/2012
Parcel Address: 175 3 rd Ave. S.	BAYPORT, MN 55003
Applicant: MODERN HOME BUILDERS, LLC MODERN HOME BUILDERS, LLC RESIDENTIAL	Applicant Phone: 612-597-1645
Construction Value: \$3,750.00	Total Fees: \$110.13

Permit Number: MC2012-25	Filing Date: 9/5/2012
Parcel Address: 909 INSPIRATION PARKWAY S.	
Applicant: FIRESIDE HEARTH & HOME FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.	Applicant Phone: 651-633-1042
Construction Value: \$1,000.00	Total Fees: \$80.00

Permit Number: MC2012-26	Filing Date: 9/17/2012
Parcel Address: 966 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: GENZ-RYAN PLUMBING & GENZ-RYAN PLUMBING & HEATING	Applicant Phone: 952-767-1870
Construction Value: \$8,060.00	Total Fees: \$80.00

Building Permit Log

For: September, 2012

Printed:9/26/2012

Page3 of 3

Permit Number: PL2012-35	Filing Date: 9/26/2012
Parcel Address: 498 8TH Street N.	BAYPORT, MN 55003
Applicant: ROTO-ROOTER SERVICES	Applicant Phone: 715-246-0611
ROTO-ROOTER SERVICES COMPANY SEWER &	
Construction Value: \$3,700.00	Total Fees: \$80.00

Permit Number: SG2012-4	Filing Date: 9/19/2012
Parcel Address: 193 3rd Street N.	BAYPORT, MN 55003
Applicant: HAZ, LLC, DBA Hefty's Road House	Applicant Phone: 651-439-0189
J. G. HAUSE CONSTRUCTION RESIDENTIAL	
Construction Value:	Total Fees: \$45.00

Permit Number: TS2012-7 & 8	Filing Date: 9/5/2012
Parcel Address: 193 3rd Street N.	BAYPORT, MN 55003
Applicant: HAZ, LLC, DBA Hefty's Road House	Applicant Phone: 651-439-0189
OWNER OWNER	
Construction Value:	Total Fees: \$50.00

Permit Number: TS2012-9	Filing Date: 9/20/2012
Parcel Address: 395 4TH Street N.	BAYPORT, MN 55003
Applicant: ST. CHARLES CHURCH -	Applicant Phone:
OWNER OWNER	
Construction Value:	Total Fees: \$75.00



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:	9 point road, Bayport MN 55003
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name:	OLIVIER VRAMBOU
Home Phone Number:	612-578-3944
Work/Cell Phone Number:	—
Owner Address:	9 point road, Bayport
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:	OLIVIER VRAMBOU	
Home Phone Number:	612-578-3944	
Work/Cell Phone Number:	—	
Address:	9 point road	
City/State/Zip:	BAYPORT, MN 55003	
Email Address:	—	

Description of Request		
Bicycle, RUN Event in the park		
Event Information	Start Date: 11/10/12	End Date: 11/11/12
Days of Operation (check all that apply)		
<input checked="" 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: 8 AM TO 4 PM		
Weekends:		

Requested City Assistance and/or Services

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: _____

Date: 6-26-12

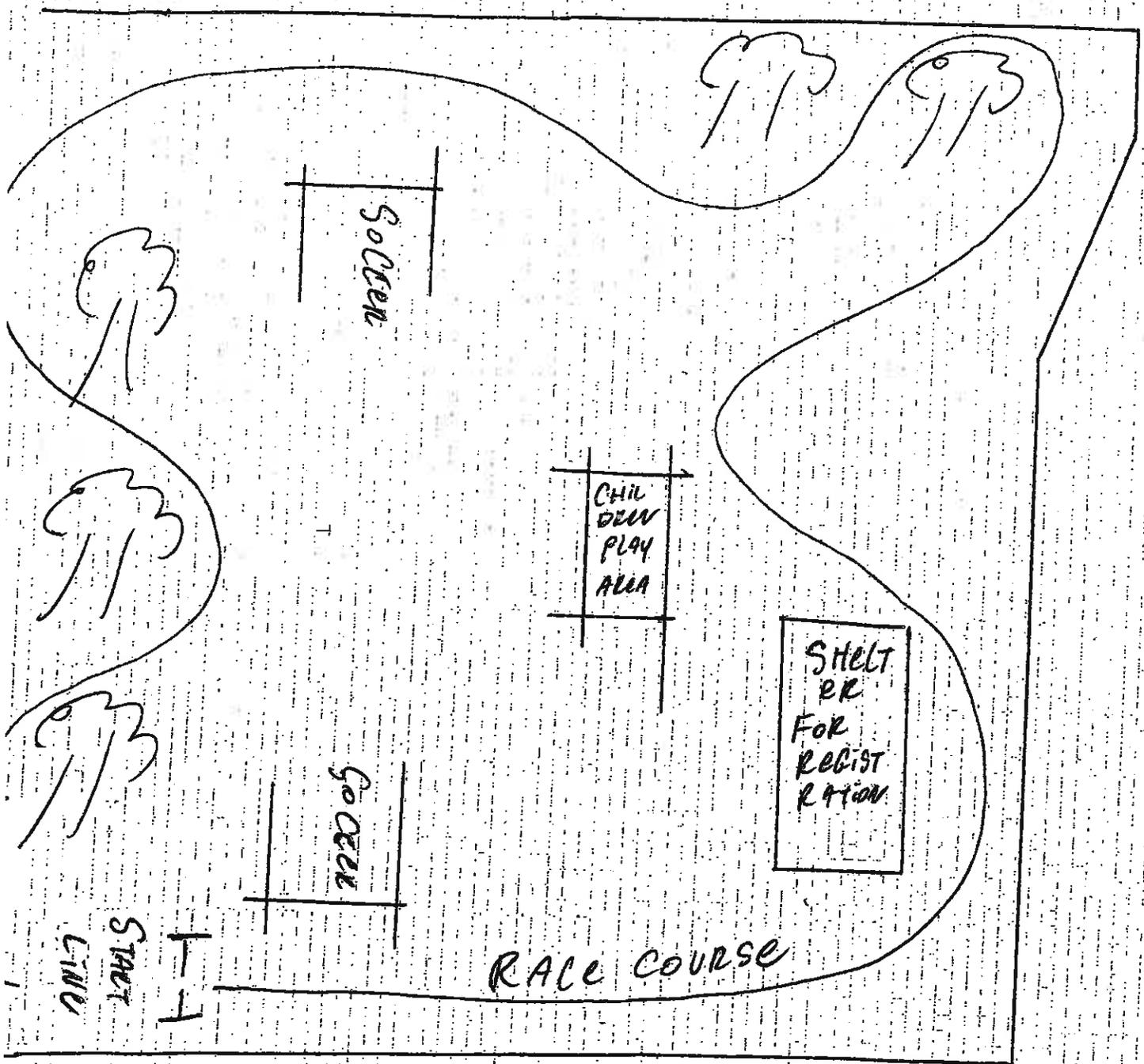
Property Owner: _____

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 \$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	6/26/12	CK# 2085	KJH
Escrow or cost incurred Other: <u>Satellite Rental</u>	<u>\$200.00</u>	<u>9-6-12</u>	<u>The Forkery DuNord</u>	

CK# 2085 from Plan C, LLC

CYCLo CROSS proposed RACE COURSE



RACE COURSE

STREET PARKING



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 checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: <i>Andersen Corporation</i>		
Home Phone Number:	Work/Cell Phone Number: <i>651-264-4460</i>	
Address:	<i>100 4TH Ave No.</i>	
City/State/Zip:	<i>Bayport, MN 55003</i>	
Email Address:	<i>alane.wood@andersencorp.com</i>	

Description of Request		
<i>Quarter Century Club member picnic. Food, beverages, games in recognition of their service.</i>		
Event Information	Start Date: <i>Aug 9, 2013</i>	End Date: <i>Aug 10, 2013</i>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: <i>8-5</i>		
Weekends: <i>7-7</i>		

Requested City Assistance and/or Services

Police to drive through park Friday evening to check on tents & tables.

City to cut grass 2 days prior to picnic.

City to post No Parking signs in marina parking lot.

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: Alvin Good

Date: 8/28/12

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		CK#	
\$15.00-Public entity/Non-profit	<input checked="" type="checkbox"/> \$50.00	9/10/12	538185	Kjh
\$50.00-Individual/For-profit				
Escrow or cost incurred				



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
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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: <i>Barkner's Apts</i>	
City: <i>Bayport</i>	State: <i>Minnesota</i> Zip Code: <i>55003</i>
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant Name: <i>Andersen Parent Group/Jennifer Stabenow</i>		
Home Phone Number: <i>651-436-8904</i>	Work/Cell Phone Number: <i>651-492-9148</i>	
Address: <i>933 Oakgreen Ave N.</i>		
City/State/Zip: <i>Stillwater, MN 55082</i>		
Email Address: <i>jstabenow@mac.com</i>		

Description of Request	<i>Fundraising Walk-A-Thon</i>	
<i>We are requesting a permit for use of Barkner's Apts - north field (soccer and base ball field) for either a morning or after noon of Friday Oct 26th (rain date: Oct 29th) for a period of 3 hrs. Setup 4 stations and designate circular walking path.</i>		
Event Information	Start Date: <i>October 26th</i>	End Date: <i>October 26th, 2012</i>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: <i>Friday, 10/26/12; rain date Monday, 10/29/12</i>		
Weekends:		

Requested City Assistance and/or Services
Perhaps police assistance

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: Jennifer Stabenow Date: 9/24/12

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 checked="" type="checkbox"/> \$15.00	9/24/12	CK# 3618	Jh
\$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$50.00		JStabenow	
Escrow or cost incurred				



September 20, 2012

RE: Bayport, Minnesota
2012 Seal Coat Improvements
SEH No. BAYPO 119943 14.00

Honorable Mayor and City Council
City of Bayport, Minnesota
294 North Third Street
Bayport, MN 55003

Atten: Mitch Berg:

Attached are four copies of Application for Payment No. 1 and Final from Allied Blacktop Company. for the 2012 Seal Coat Improvements. Also attached are copies of the Consent of Surety to Final Payment and Contractor's Withholding Affidavits (IC-134). This final application is in the amount of \$51,709.60.

We have reviewed the project with representatives of the City of Bayport and have found that the project conforms to the intent of the plans and specifications. We are recommending approval of this final application to from Allied Blacktop Company in the amount of \$51,709.60.

Sincerely,

A handwritten signature in black ink, appearing to read "B.C. Peters", is written over a light blue horizontal line.

Barry C. Peters, P.E.
City Engineer

bcp

Attachments

c: Mel Horak, Public Works Director

s:\ae\bbaypo\119943\7-const-srvices\73-contr-app-pay\2012-09-20 final acc.ptance ltr.docx



Application for Payment

(Unit Price Contract)

No. _____

Eng. Project No.: **BAYPO 119943** Client No.: _____ City of Bayport

Contractor Allied Blacktop Company Contract Date _____
10503 89th Avenue North
Fridley, MN 55432 Contract Amount \$ 49,342.50

Contract for 2012 Seal Coat Improvements

Application Date Sept. 6, 2012 For Period Ending _____

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
2356.505	Bituminous Material for Seal Coat	GAL	10900	<u>11239</u>	2.90	<u>\$32,593.10</u>
2356.507	Seal Coat Aggregate (FA-3, 3/8-inch)	TON	410	<u>442</u>	43.25	<u>\$19,116.50</u>
TOTAL						<u>\$51,709.60</u>



City of Bayport
 294 North 3rd Street
 Bayport, MN 55003
 Phone: 651-275-4404
 Fax: 651-275-4411

City of Bayport Donation Program Information Form

Donor Name: <u>Bob Mordick</u> <input checked="" type="checkbox"/> Resident <input type="checkbox"/> Nonresident <input type="checkbox"/> Other	
Please print	
Address: <u>420 3rd Street South</u>	
City/State/Zip: <u>Bayport, MN 55003</u>	
Home Phone Number:	Alternate Phone Number:
Email:	
Organization (if applicable):	
I wish to donate the following to the city:	
<input type="checkbox"/> Bench with dedication plaque - \$1,000.00	<input type="checkbox"/> Bike rack - \$500.00
<input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00	<input type="checkbox"/> Flag - \$100.00
<input type="checkbox"/> Picnic table - \$1,500.00	<input type="checkbox"/> Flower planter - \$500.00
<input type="checkbox"/> Tree - \$250.00	<input type="checkbox"/> Waste receptacle - \$500.00
<input checked="" type="checkbox"/> Monetary donation of \$ <u>40.00</u> for <input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input type="checkbox"/> Parks	
<input checked="" type="checkbox"/> Fire Department <input type="checkbox"/> Police Department	
I wish the text on the bench plaque to read as follows (please refer to text samples on reverse side of form, and print desired text below):	

Donor Acknowledgement

I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.

Donor Signature: Bob Mordick Date: 9/20/12

OFFICE USE

Staff Notes (include requested placement location):

Donation amount received: \$40.00 Date received: 9/20/12

Payment method: Cash Check 2297 Received by: Karen Husted



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

Date: September 20, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: Update on 1st Avenue North and 2nd Street North parking

BACKGROUND

At the conclusion of last month's City Council meeting, staff indicated they were pursuing a shared parking arrangement with the owner of the Post Office building. I am pleased to announce that the owner has allowed the city to stripe the rear parking lot and agreed to designate four parking stalls to facilitate off-street parking for employees of Hefty's and J.G. Hause Construction, which should help alleviate parking concerns on 1st Avenue North and 2nd Street North.

Staff has communicated the city's actions to the apartment building owner and tenants and noted that while this will help to alleviate the long term parking issue in front of their building, it would not eliminate all of the parking problems.

RECOMMENDATION

No action is being requested at this time. The city will continue to monitor the situation and report back to the City Council should there be any further tenant or resident concerns.



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: September 20, 2012

RE: 2012/13 I/I Improvements - Manhole Rehabilitation
SEH No. BAYPO 121883 14.00

The City will receive bids on Thursday, September 27, 2012 for the 2012/13 I/I Improvements – Manhole Rehabilitation Project. The results of the bids will be presented to the Council at the October 1, 2012 Council Meeting.

bcp

c: Mitch Berg, City Administrator

s:\sel\baypo\121883\5-final-dsgn\52-specs-proj-man\2012-09-20 bid opening memo.docx



September 24, 2012

RE: Bayport, Minnesota
TCE Preliminary Report
SEH No. BAYPO 120818 14.00

Honorable Mayor and City Council
City of Bayport
294 North Third Street
Bayport, MN 55003

Atten: Mitch Berg:

At the September Council Meeting, a draft TCE report was presented to the Council. There were comments about items to include in the final report. It was proposed to make the requested changes and to present the final report at the October Council Meeting. Attached is a copy of the revised report. Revisions included in the attached report include:

- Including the Hydrogeologic Evaluation in the Appendix.
- Add improvements and costs in Alternate 3 for addition work at Well No. 3. Improvements include driveway access and generator receptacle.
- Included in Alternate 3, that back-up redundancy for Air Stripper being out of service is ability to utilized portable air strippers.
- Added in Alternate 3, a sub-alternate to drilling a new well in the vicinity of Well 2 and connecting to existing Air Stripper.

We look forward to presenting the final report to the Council at the October Council Meeting.

Sincerely,

Barry C. Peters
City Engineer

bcp

Enclosure

c: Sara Taylor, Assistant City Administrator
Mel Horak, Public Works Director
Chris Larson, SEH

s:\ae\b\baypo\120818\1-gen\14-corr\2012-09-24 council ltr.docx



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

DATE: September 4, 2012
TO: Mayor and City Council
FROM: Mitchell Berg, City Administrator
RE: Consider a request by Councilmember Carlson to review the Lakeside Park rental and operation policies

BACKGROUND

Councilmember Carlson has submitted a request to review the Lakeside Park rental and operation policies. To assist the City Council with discussion on this topic, staff has compiled some background information and a summary of current policies for reference. Park ordinances are also listed in Chapter 42 of the Bayport City Code of Ordinances.

Lakeside Park is open daily, sunrise to sunset. Amenities are open to the public for use on a first-come, first-served basis, unless reserved and posted otherwise. By ordinance, reservations for the beach house and picnic shelters are accepted January 1 for the calendar year for seasonal use between May 1 and September 30. These facilities may be open for public use prior to May and after October, but due to several factors, including fluctuating weather and flood conditions, as well as lack of or limited availability of water, restrooms, heat, electricity, and janitorial/park staff, the city is unable to guarantee reservations or use of the facility beyond these dates.

Because of the increased popularity and use of the park over the past few years, reservations are highly sought by both residents and non-residents. To better serve city residents, both staff and multiple councilmembers have suggested adopting a policy that would give priority to residents by allowing them to make park reservations between January 1 and January 15 for the upcoming year, before accepting non-resident reservations. If adopted, this new procedure could be included in the upcoming September and December city newsletters. In addition, multiple councilmembers have also suggested that the park reservation fees be reviewed and possibly increased for 2013, which will be considered as part of the fee schedule ordinance at the November City Council meeting.

In talking with staff, we feel that the current policies work well from an administrative and staffing standpoint. To further increase availability for residents and potential revenue, staff feels there may be an opportunity to accommodate more than one reservation for each picnic shelter per day, which we intend to implement on a trial basis, when possible, for the upcoming year.

RECOMMENDATION

Staff recommends the City Council adopt a motion giving priority to residents by allowing them to make park reservations between January 1 and January 15 for the upcoming year, before accepting non-resident reservations.

RECEIVED
AUG 08 2012
CITY OF BAYPORT



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL MEETING AGENDA REQUEST FORM

In order to provide adequate time to prepare and assemble agenda information for City Council meetings, this form and any supplemental information to be included in the meeting packet shall be submitted to City Hall by 12:00 p.m. on the third Monday of the month. City Council meetings are typically held at 6:00 p.m. on the first Monday of the month. Please note that many requests may be able to be handled administratively. Therefore, to expedite requests, the city encourages individuals to contact City Hall at 651-275-4404 prior to submitting this form.

Name: Connie Carlson Telephone: 651-351-9528 or

Address: 103 No 5th Street 651-430-1117

Email: ponypreschool@yahoo.com

- Affiliation:
- | | |
|---|--|
| <input checked="" type="checkbox"/> Resident | <input type="checkbox"/> Non-profit organization / community group |
| <input type="checkbox"/> General public | <input type="checkbox"/> Corporation / profit organization |
| <input checked="" type="checkbox"/> City official | <input type="checkbox"/> Governmental agency / representative |
- Request:
- | | |
|---|---|
| <input checked="" type="checkbox"/> General comment | <input type="checkbox"/> Informational presentation |
| <input type="checkbox"/> Donation / funding | <input type="checkbox"/> City project |
| <input type="checkbox"/> Concern / complaint | |

Please provide specific details of the request (continue on reverse, if necessary): _____

Would like to revisit time, days and hours of operation for the rental of beach house etc.

Please contact me to discuss request: Yes No

I would like to appear at the meeting: Yes No Tentative meeting date: Sept or Oct Council Mtg.

Signature: Connie J Carlson Date: 8/8/2012



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

Date: September 24, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Re: Consider improvement options and developing a master plan for Perro Park

BACKGROUND

Replacement of hockey board system

At the last meeting, the City Council directed staff to provide a quote and options for the replacement of the hockey board system in Perro Park, which has reached the end of its lifespan and is in disrepair. Staff was able to obtain bids and specs for a similar wooden-board enclosure, complete with fencing, posts, and labor, from the City of Elko-New Market at a cost of \$20,700.00. However, a significant difference between the two rinks is the Elko-New Market rink is approximately 65' x 145' in diameter, while our rink is approximately 85' x 185' in diameter. As a result, the cost to replace the existing rink is estimated at \$37,500.00, excluding engineering fees. Staff also explored the cost of an outdoor dasher board and panel system, similar to those found in an indoor hockey arena, which is estimated at \$67,500.00.

The city is working with Andersen Elementary to pursue a \$5,000.00 grant, to hopefully assist with the cost to purchase a new hockey board system, which is anticipated to be awarded in mid-January. The purchase of a new hockey board system could be funded by the city's Recreational Capital Equipment fund, which had an estimated fund balance of \$58,143.00 at the beginning of the year.

Development of a master park plan

At the last meeting, the City Council also directed staff to solicit a scope of work and cost estimate to proceed with a master plan for Perro Park (see attached). Staff was able to discuss the project and obtain a proposal from Larry Wacker, Sanders, Wacker, Bergly, Inc., who developed the master plans for both Lakeside and Barker's Alps Parks. Larry's work has been well received by the community, and city staff feels that his existing knowledge of the city's park system, equipment, and facilities would be a valued asset in developing a master plan for Perro Park. In addition, because this firm has completed other park plans for the city, some base mapping and inventory work necessary for the project has already been created, resulting in a significant cost savings to the city, which is reflected in their proposal, and well below the city's initial cost estimate of \$15,000.00. For these reasons, staff did not solicit additional proposals and recommends the city retain the services of Sanders, Wacker, Bergly, Inc. to proceed with a master plan for Perro Park, to be funded by the Park Dedication Fund.

RECOMMENDATION

Staff recommends the City Council adopt a motion to direct the city engineer to prepare plans and specs for the replacement of the Perro Park hockey board system at a cost not to exceed \$5,000.00.

Staff recommends the City Council adopt a motion to proceed with a Perro Park master park plan, utilizing the services of Sanders, Wacker, Bergly, Inc., St. Paul, Minnesota, at a cost not to exceed \$6,000.00.

**SANDERS
WACKER
BERGLY
INC.**



LANDSCAPE 365 East Kellogg Boulevard
ARCHITECTS Saint Paul, Minnesota 55101
AND 651-221-0401
PLANNERS Fax: 651-297-6817

September 17, 2012

City of Bayport
Attn: Mr. Mitch Berg- City Administrator
294 Third Street North
Bayport, MN 55003

Re: Proposal to Provide Landscape Architectural Services
Perro Park Master Plan

Dear Mitch,

Sanders Wacker Bergly, Inc. (SWB) Landscape Architects and Planners, is pleased to submit the following proposal for preparation of a master plan for Perro Park in Bayport. We understand that the scope of work will include:

- Analysis of existing site conditions.
- Meetings with City staff and community residents.
- Preparation of a master plan drawing including the layout of proposed improvements for Perro Park.
- Preparation of a construction cost estimate and phasing plan for proposed improvements.
- Presentation to City Council.

WORK PROGRAM AND FEE SCHEDULE – Perro Park Master Plan

		Hrs.	TOTAL
	Average Hourly Rate	\$90.00	
	DESCRIPTION		
TASK I - PROJECT START UP			
A.	Meet with City Staff to prepare the work program and review existing site conditions.	3	\$270.00
B.	Visit the site and conduct a photo inventory. Prepare a base map for use in preparing concept plans.	4	\$360.00
	Sub-Total Task I	7	\$630.00
TASK II - INVENTORY AND ANALYSIS			
A.	Review existing topography, vegetation, soils, drainage, utilities, amenities and adjacent land uses.	3	\$270.00
B.	Prepare site analysis drawing.	4	\$360.00
C.	Meet with the community to review existing site conditions and gain input on the park improvement program.	3	\$270.00
	Sub-Total Task II	10	\$900.00

TASK III - MASTER PLAN			
A.	Prepare at least two concept alternatives that respond to the improvement program developed in Task II.	20	\$1,800.00
B.	Prepare preliminary cost estimates.	2	\$180.00
C.	Meet w/City staff to review concepts and refine the designs based on their input.	3	\$270.00
D.	Meet with the community to review design concepts and select a preferred plan.	3	\$270.00
E.	Prepare a final master plan drawing based on community input.	12	\$1,080.00
F.	Prepare a final construction cost estimate and phasing plan for proposed improvements.	2	\$180.00
G.	Present the master plan and cost estimate to the City Council	3	\$270.00
Sub-Total Task III		45	\$4,050.00
Reimbursables including mileage and printing costs			\$150.00
Total (hourly not-to-exceed)			\$5,580.00

Fees will be billed on an hourly basis. If the process goes smoothly, the actual cost may be less than indicated.

The City may choose to omit tasks and related fees as it sees fit.

HOURLY RATES

Fees for work performed by Sanders Wacker Bergly, Inc., Landscape Architects and Planners, will be based on the following standard hourly rates:

Principal Landscape Architect/Planner	\$ 100.00 per hour
Landscape Architect/Planner 4	\$ 90.00 per hour
Landscape Architect/Planner 3	\$ 85.00 per hour
Landscape Architect/Planner 2	\$ 80.00 per hour
Landscape Architect/Planner 1	\$ 75.00 per hour
Technician	\$ 60.00 per hour

We appreciate the opportunity to submit this proposal and look forward to working with you on this exciting project.

Please call if you have any questions or require additional information.

Sincerely,



Larry L. Wacker RLA
Vice President/Landscape Architect

MEMORANDUM

DATE: September 24, 2012

TO: City Council (October 1, 2012 meeting)
Mitch Berg, City Administrator

FROM: Sara Taylor, Assistant City Administrator/City Planner

SUBJECT: Consider proposed modifications to the original restoration and management plan for the open space contained within the Inspiration development

A. BACKGROUND

The Inspiration development was platted and approved by the city in 2005 as a planned unit development (PUD), which included 328 residential housing units and 145 acres of restored native prairie open space. Unfortunately, due to the collapse of the housing market, the development has struggled financially and seen multiple property owners, which has contributed to the lack of progress in new home construction and the native prairie restoration, as well as maintenance and management of the open space.

Despite the challenges associated with the market and the economy, the development has seen some growth, with 79 new homes constructed since 2006. The current owner, Bayport Mainstreet Holding (BMH), LLC, is committed to continuing this growth and creating an attractive and viable neighborhood for both existing and future residents. This includes completion of the open space restoration and management for the development. However, because BMH is proposing modifications to the original restoration and management plan created for the development, city review and approval is required.

The Planning Commission held the required public hearing on September 17, 2012 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 August 30, 2012. The following informational items are attached:

- project narrative by applicant
- legal description of the open space area
- exhibits detailing the proposed open space restoration and management plans
- conceptual approval of proposed restoration and management plan by Minnesota Land Trust

B. STAFF COMMENTS

In order to save on infrastructure costs and maintenance, the city approved the development of Inspiration in three phases. The remaining improvements left in Phase I of the development, which are the responsibility of the developer (or property owner), include completion of the open space restoration. Upon completion of the restoration, the developer will convey the open space to the city, which is protected with a conservation easement held by the Minnesota Land Trust. A non-profit stewardship foundation will be responsible for overseeing the ongoing maintenance for the open space, and maintenance expenses will be funded by the Inspiration homeowners association.

To guide the restoration and management efforts for the open space areas, a detailed plan was created for the development. Although some of the restoration and maintenance practices for the open space were initially implemented according to this plan, BMH has confirmed that no restoration work has been completed since 2006. In further exploration, it appears that some of the techniques and plants prescribed by the original plan have not responded to the natural conditions on site or have failed to produce desired outcomes. For this reason, BMH is proposing to modify the original plan, to establish and sustain native plant species. The proposed modifications include: 1) Elimination of trees in the prairie and savanna areas, due to lack of irrigation and deer grazing; 2) Proceeding with ongoing maintenance of the eastern prairie already restored with native plantings installed presumably by the Department of Natural Resources; 3) Implementation of an aggressive buckthorn removal strategy and restoration of these areas with native grasses, which can tolerate ongoing chemical herbicide to control buckthorn.

It should be noted that although modified, the proposed restoration and management plan is consistent with the spirit and intent of the original plan, which is to restore the open space area with a stable plant community, dominated by native species, including perpetual maintenance. In addition, the proposed modifications shall maximize effectiveness and efficiencies, resulting in a cost savings for implementation and long-term maintenance of the open space. It is also important to note that the Minnesota Land Trust, who holds the conservation easement for the open space and oversees the methods, materials, and timeframe for restoration and management of this land, has given conceptual approval of the proposed modifications.

The applicant has provided detailed open space restoration and maintenance plans, which illustrate the various activities and schedule for completion. With the exception of some buckthorn treatment and planting in areas 1-3 of the oak savanna, a majority of the open space restoration will be completed in 2012-2013. Once restored, maintenance of the open space will include a combination of ongoing mowing and prescribed burns, to kill non-native vegetation and stimulate germination for new plant growth.

C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL

The original restoration and management plan does acknowledge that restoration and management programs need to be flexible. Staff feels this is not only warranted, but perhaps necessary in this particular case where certain techniques and/or plant species originally thought to produce efficient and effective results have proven to be unsuccessful. Because the spirit and intent of the original restoration and management plan will remain intact and will not be compromised by the proposed modifications, staff does not feel this project will have a negative impact on the neighborhood or community. In addition, the reduced fees to complete the restoration and ongoing management will result in a cost savings to the residents, have a positive impact on the development's homeowners association, and should help the development to be sustainable and attractive to prospective buyers.

In conjunction with the application, staff recommends the following conditions of approval:

1. The original restoration and management plan entitled "Ecological Restoration and Management Program" shall be updated accordingly by the applicant, to reflect modifications to the text and/or maps, approved by the city.
2. Final detailed plans regarding the goals, methods, materials, and timeframe for restoration and management are subject to review and approval by the Minnesota Land Trust.
3. The open space restoration and management plan may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance.

4. Any additional proposed modifications to the open space restoration and management plan must be reviewed by the city and the Minnesota Land Trust.
5. The proposed modifications to the open space restoration and management plan do not include work to the Indian burial ground area. No work shall be performed in this area without prior written approval.
6. Approval of the proposed modifications to the open space restoration and management plan does not constitute a material modification or amendment to the Inspiration Master Developer's Agreement or Planned Unit Development (PUD) permit.

D. PLANNING COMMISSION ACTION

At its meeting on September 17, 2012, the Planning Commission held the required public hearing and discussed the application. Several questions were asked in regard to specific areas slated for restoration, with regard to plant types, procedures for herbicide applications and prescribed burns, and short and long-term maintenance. Following the discussion, the Planning Commission voted 5-0 to recommend approval of the application, subject to the findings of fact and conditions of approval recommended by staff.

E. RECOMMENDATION

Staff recommends approval of the modifications to the original restoration and management plan entitled "Ecological Restoration and Management Program" for the open space contained within the Inspiration development. Suggested findings of fact and conditions of approval are stated in section "C" of the staff report and as recommended by the Planning Commission. City Council action on the application is requested.

L A N D F O R M

From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

August 16, 2012

Sara Taylor
City of Bayport
994 North 3rd Street
Bayport, MN 55003

Re: Inspiration Project Update

Ms. Taylor,

On behalf of Bayport Mainstreet Holding, LLC, Landform is pleased to submit this application for a project update to the Inspiration Prairie Restoration and Maintenance Plan.

PROJECT BACKGROUND

In 2004 and 2005, Contractor Property Developers Company (CPDC) received preliminary and final City approval for the 328-unit Inspiration project and began construction in 2005. The project approvals included 121 single family homes in phase I, a 75-unit condominium in phase II, 132 single family homes in phase III and 145 acres of restored prairie/open space. (The PUD approvals allowed flexibility in the timing of the phase II and phase III areas.)

Unfortunately, the collapse of the housing market and the related oversupply of homes and lots resulted in project struggles. CPDC voluntarily let the project go back to the bank in 2007. Neighborhood Development Partners (DBA Bayport Mainstreet Holding, LLC) acquired the Inspiration development from the bank in February of 2008 as a Sheriff's Certificate. The new developer inherited the responsibility for 1) completing the prairie restoration, 2) conveying the open space prairie areas to the City of Bayport and 3) conveying the Nature Center to the City of Bayport.

Unfortunately, that development team could not make the project work either and allowed the project to go back to their investment firm in 2010. The investment firm, operating as Bayport Mainstreet Holding, LLC (BMH), hired an asset manager to help them work through the entitlement issues and make the project marketable. There were a number of complicated restructuring elements that the asset manager proposed to the investment firm. After reviewing their options, BMH hired Landform as the asset manager in April 2012. After reviewing the project history, we agreed to focus on the simplest solutions. It is our goal to make this project attractive and viable to the market place so that the project can be completed and appealing to the existing residents. It is our intent to continue to focus on what needs to be done to maintain a vibrant successful neighborhood in a financially responsible manner.

As you know, the Inspiration master-plan was conceived, modeled and themed during a completely different economic period which included a housing paradigm that no longer exists. In other words, what was well-intended at Inspiration back in 2003 - 2004, literally doesn't work today. Even with everyone's best efforts, no one could have foreseen what was coming with the collapse of the economy and the housing markets. However, we are beginning to see a slow recovery, as evidenced in the new home construction in Inspiration.

PROJECT UPDATE—PRAIRIE RESTORATION

In order to complete the final required phase I improvement and release the remaining letter of credit, the Open Space Restoration must be completed. While the annual maintenance program has continued on-site, no restoration work has been completed since 2006. This six-year stoppage was the result of the challenging economy, slow home sales leading to financial difficulties and the failure of two excellent development teams to make the project work. We have reevaluated the site and met with Inspiration homeowners. It is our goal to modify this well-intended but unworkable plan into a plan that is sustainable.

The original project approvals included approval of the 145-acre open space Restoration Plan. This document was always intended to be modified by the development team in response to new data. The January 2005 restoration plan states on page 2 *"Restoration and management programs need to be flexible because of the variability exhibited by the temporal and spatial resources addressed by a plan. Programs need at times to be changed in response to new data and derived insights resulting from regular monitoring. For these reasons, this program should be viewed as being neither conclusive nor absolute. This program is a starting point in an ongoing process of restoring the site's biodiversity and natural processes. Regular monitoring during the restoration process will provide feedback on the program's effectiveness, and generate information to evaluate and justify the need for changes. This process of evaluation, adjustment, refinement, and change is called 'adaptive management.' Adaptive management is a tool that is fundamental to the restoration, management, maintenance, work described in this program."*

We have reviewed the original plans, our files and the City files and have worked with the current landscape maintenance firm to document the current condition of completion of the prairie. We have worked with Sandstrom Land Management to obtain cost estimates for completion of the restoration and subsequent maintenance.

The City is holding a letter of credit for completion of the prairie restoration. Over the years, there have been a number of letter of credit reductions to the letter of credit. The last reduction was on December 28, 2006, when the City accepted the restoration plan at approximately 63% complete, but retained \$371,826.57 for the final improvements (\$5,000 for punchlist items that have since been completed, \$274,461.57 for prairie restoration based on the original proposal, \$74,365 for security).

It is our intention to complete the remaining work on the prairie restoration, but given that as the project stumbled and changed hands four times, some of the history is lost to both the City and the current owner. In 2010, the previous developer requested bids from 6 firms to complete the restoration. The original design team was the highest bid at \$292,461 and Sandstrom Land Management was the low bid at \$51,580 for the same scope of work. The low bid was based on the same quality/quantity of materials and was simply the result of a very competitive bidding environment. The previous developer contracted with Sandstrom Land Management and, while they were not authorized to complete the restoration, they were hired to provide maintenance services. We are pleased that Sandstrom Land Management was brought on for prairie maintenance. They are a respected expert in prairie restoration and maintenance and have gained the respect of the residents, the MN Land Trust, City staff and the developer. They have been doing an excellent job on the prairie maintenance (as evidenced by the positive annual inspection reports from the MN Land Trust).

Our professional staff of planners and landscape architects worked closely with Sandstrom Land Management to identify areas where the restoration was not fully completed and prepare a restoration plan that is manageable and consistent with the original vision. Included in this submittal is an updated plan and schedule for restoration of the dedicated open space at Inspiration. The spirit and intent of this revised plan remains the same as the original restoration plan: we intend to convert all dedicated open space to a state of established, stable plant communities dominated by desirable native species. While it is virtually impossible to restore a native plant community devoid of invasive non-native species, establishing stability and dominance of native plants is an achievable goal that has always been the expectation at Inspiration.

The revised restoration plan departs from the original in a few locations on the site for reasons born out of lessons learned after several years of maintaining open space on site. Following are revisions and the reasons for revising the strategy:

- The original restoration plan called for the planting of numerous trees in prairie and savanna areas. Virtually all of the trees planted during initial restoration failed to establish for a variety of reasons. Deer browsing and lack of a dedicated irrigation system are the primary contributing factors and it is unreasonable to expect that either of those contributing factors will change in the future. The goal is to establish a sustainable community of plants dominated by natives and one of the primary reasons that goal exists is that native plant communities require little, if any ongoing long-term maintenance. Irrigation and deer protection are not standard maintenance practices typically employed in prairie restorations.
- The original restoration plan called for clearing and seeding of a large portion of the eastern part of the site to establish a short dry prairie. Since the original plan was adopted, it has become clear through our regular monitoring and maintenance program that the area in question had already been converted to a native plant community by someone else in the past, most likely the DNR. Starting from scratch in this area would set back the establishment process several years and the end result might not even reach the level of establishment that exists today. For this reason the revised restoration plan removes the area in question from the restoration plan and instead shifts the emphasis in this area to ongoing maintenance.
- The original restoration plan called for buckthorn removal in several locations and establishment of new woody vegetation in an effort to restore an oak savanna condition. Several of the areas where buckthorn was originally removed were not subsequently maintained in a buckthorn-free condition and the plant was allowed to re-establish itself. Once established it takes several years of chemical treatment and mowing to remove all buckthorn plants and viable seeds from the plant community before any sort of re-establishment of broadleaf plants can begin. For this reason, the revised strategy in areas dominated by buckthorn is to undertake a several-year removal and control regime during which native grasses (not broadleaf plants) will be established at the ground plane, allowing for annual chemical herbicide application to kill buckthorn until all viable plants and seeds are out of the areas to be restored.

The revised restoration plan is based on several years of watching how the natural systems at Inspiration operate, how different conditions respond to different treatments, what works and what

does not. Through a combination of targeted restoration and maintenance techniques that are specifically timed to maximize effectiveness, the revised restoration and maintenance plans represent the best and most efficient program to produce the desired outcome of establishing stable plant communities dominated by desirable native species. The updated plan would increase the restoration cost estimate from the \$51,580 originally bid by Sandstrom in 2010 to approximately \$60,000.

Upon completion of the open space restoration, the open space and the nature center will be conveyed to the City of Bayport (the existing conservation easement over the open space in favor of the MN Land Trust will remain). A foundation will be established, as required by the City approvals, to manage the open space and will be funded by the HOA.

PROJECT UPDATE—PRAIRIE MAINTENANCE

Sandstrom Land Management has been responsible for Open Space Maintenance for several years. The current maintenance plans were approved by the MN Land Trust and annually inspected. The 2012 inspection was conducted on August 14, 2012 and we expect a letter noting the good results to be provided to the City in the next week or two.

We are very pleased with the work from Sandstrom, who is maintaining the open space at a very competitive rate approximately 30% of the original annual maintenance costs. The original maintenance budget was more than \$35,000 annually. The current maintenance budget has been reduced to less than \$15,000 annually. The same mix of mowing and herbicide treatment envisioned in the original plan is provided, but we were able to get a much more competitive quote from this vendor than the original vendor. We believe that we can further reduce these annual maintenance costs as the prairie is stabilized and restoration complete.

Quality service at a competitive price is always important but even more so in this economy. The HOA is responsible for maintenance costs and, not surprisingly, the homeowners have been supportive of our work to provide the same level of maintenance at a substantially lower rate than that proposed by the original maintenance company. We have received very positive feedback from the Inspiration residents and the Minnesota Land Trust about the quality of the work performed by Sandstrom. We are committed to continuing our relationship with this experienced prairie restoration/maintenance team as we work together to complete the restoration.

We have worked with Sandstrom to develop a multi-year maintenance plan. Careful and consistent adherence to the maintenance program means that over time, the maintenance investment is reduced.

Open space will be maintained through a combination of mowing and prescribed burns.

- All open space areas will be mowed and spot treated with herbicide each year.
- Specific areas within the overall open space will be burned each year and every 3rd year thereafter to kill non-native vegetation and encourage the growth of native prairie vegetation.

Following is a schedule corresponding to the numbered areas on the plan identifying the first year of prescribed burns for each area and subsequent recommended years in parentheses.

- Area 1: 2011, (2014, 2017...)
- Area 2: 2013, (2016, 2019...)
- Area 3: 2012, (2015, 2018...)
- Area 4: 2013, (2016, 2019...)
- Area 5: 2011, (2014, 2017...)
- Area 6: 2012, (2015, 2018...)
- Area 7: 2013, (2016, 2019...)

NOTE: This schedule is a recommendation only. Periodic changes to the burn schedule may be required due to shifting environmental conditions including, but not limited to the following:

- fire bans/drought conditions
- wind issues
- plant community shifts/changes
- combining/re-ordering of numbered areas for environmental and/or economic reasons

SUMMARY

We respectfully request City approval of the updated plans. We believe that these modifications will allow the project to be completed in a manner consistent with the spirit and intent of the original vision for the open space. The completion of the last outstanding development item will add value to the existing homes and make the remaining lots more appealing to buyers, creating a win-win situation for everyone involved.

The benefits of this updated plan include:

1. Development of a stable plant community dominated by native species informed by "new data and derived insights resulting from regular monitoring" as envisioned by the 2005 plan.
2. A plan based on the experience and knowledge of prairie restoration experts on projects since 2005, including changes in recommendations of product types, uses and maintenance. The new vision is focused on the best long term materials for establishment of a stable plant community. This updated plan is consistent with the spirit and intent of the original plan.
3. Completion of the prairie restoration by 2015, which will allow the open space to be conveyed to the City of Bayport as required by the original approvals.
4. Completion of the prairie restoration and conveyance of the open space will include conveyance of the nature center to the City of Bayport as required by the original approvals.
5. Completion of the prairie restoration and conveyance of the land will trigger the establishment of the Conservation Area Stewardship Foundation, which will be responsible for on-going maintenance of the open space and will be funded by the HOA.
6. The updated restoration plan with this vendor includes the same quality materials needed to establish a stable plant community of native species, but is modified to reflect the current conditions and previous work. The current vendor is able to provide this work for significantly less than the original vendor's cost estimates.
7. The updated plan results in a variety of native species that can be maintained by the current landscape company at approximately 30% of the original 2005 cost estimates, resulting in a cost savings to the Bayport Inspiration residents.

8. The completion of the restoration plan allows the current owner to request a reduction in the remaining letter of credit, which reduces liability on the project and makes it more appealing to the greater Twin Cities development community.
9. The Minnesota Land Trust has reviewed this updated plan and has given conceptual approval of the changes, pending formal City action.

We understand that the City intends to process this minor modification as a public hearing and we respectfully request approval of the minor modification to the Inspiration prairie restoration and management plan. We understand that this item will be scheduled for Planning Commission review on September 17th and City Council action on October 1st.

If you have any questions or comments about this request, please contact me at 612.638.0225 or klindahl@landform.net.

Sincerely,
Landform

A handwritten signature in cursive script that reads "Kendra Lindahl". The signature is written in black ink and is positioned above the typed name and title.

Kendra Lindahl, AICP
Principal

EXHIBIT A

Legal Description of Protected Property

That part of Outlot A, INSPIRATION, according to the recorded plat thereof Washington County, Minnesota described as follows; Beginning at the southwest corner of said Outlot A; thence North 13 degrees 49 minutes 41 seconds West, assumed bearing, along the west line of said Outlot A a distance of 1151.95 feet; thence North 76 degrees 10 minutes 19 seconds East perpendicular to said west line a distance of 417.47 feet; thence South 13 degrees 05 minutes 01 seconds East 760.23 feet to the east line of said Outlot A; thence continue South 13 degrees 05 minutes 01 seconds East 195.00 feet along said east line; thence continue along said east line southeasterly 135.74 feet along a tangential curve concave to the east, having a radius of 575.90 feet and a central angle of 13 degrees 30 minutes 16 seconds; thence continue along said east line southerly 100.43 feet to the southeast corner of said Outlot A, along a tangential reverse curve concave to the west, having a radius of 557.44 feet and a central angle of 10 degrees 19 minutes 20 seconds; thence South 85 degrees 19 minutes 24 seconds West, not tangent to said curve, along the south line of said Outlot A, a distance of 234.44 feet; thence continue along said south line, South 76 degrees 10 minutes 19 seconds West 201.04 feet to the point of beginning said point also being the southwest corner of said Outlot A and there terminating.

Outlot F, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota

Outlot G, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota

Outlot H, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota.

Outlot I, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota

Outlot J, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota

Outlot K, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota,

That part of Outlot L, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota described as follows: Beginning at the southwest corner of said Outlot L; thence North 01 degrees 08 minutes 51 seconds West, assumed bearing, along the west line of said Outlot L, a distance of 310.68 feet to the south line of Lot 1, Block 13; thence North 70 degrees 09 minutes 11 seconds East, a distance of 119.71 feet; thence North 51 degrees 36 minutes 29 seconds East, a distance of 112.65 feet; thence North 33 degrees 03 minutes 46 seconds East, a distance of 107.12 feet; thence North 63 degrees 05 minutes 49 seconds West, a distance of 123.46 feet; thence North 26 degrees 54 minutes 11 seconds East, a distance of 50.00 feet; thence South 63 degrees 05 minutes

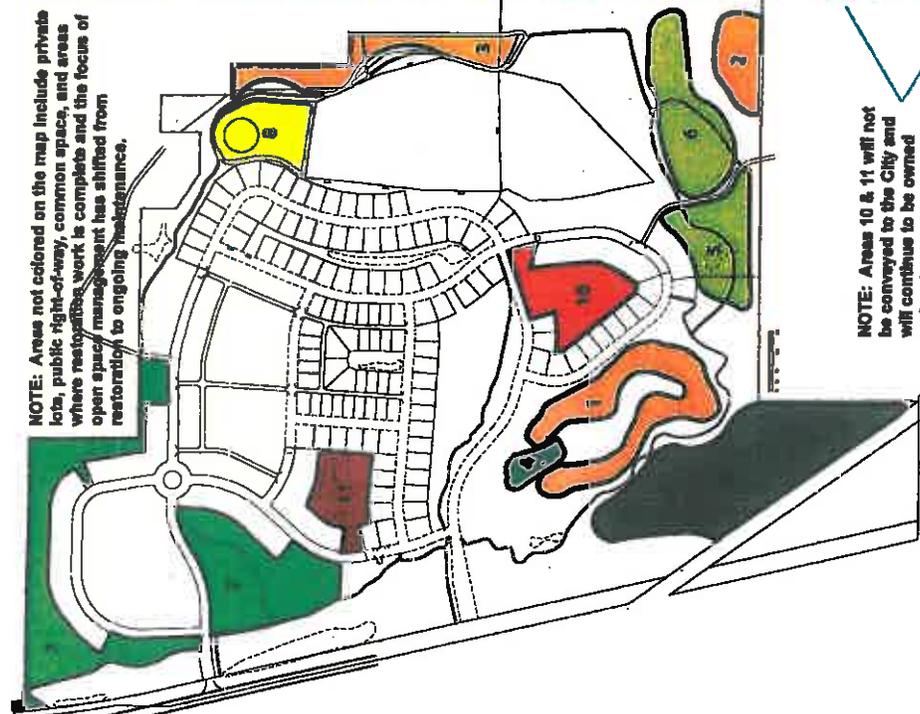
49 seconds East, a distance of 121.36 feet; thence North 26 degrees 54 minutes 11 seconds East, a distance of 86.98 feet; thence North 17 degrees 10 minutes 51 seconds East, a distance 100.25 feet; thence North 05 degrees 36 minutes 58 seconds East, a distance of 100.25 feet; thence North 05 degrees 56 minutes 55 seconds West, a distance of 57.15 feet; thence North 07 degrees 34 minutes 30 seconds West, a distance of 196.59 feet; thence North 79 degrees 37 minutes 39 seconds West, a distance of 126.14 feet; thence North 07 degrees 34 minutes 30 seconds West, a distance of 16.61 feet; thence northerly 31.97 feet on tangential curve, concave to the west, having a radius of 470.06 feet and a central angle of 03 degrees 53 minutes 50 seconds to the southeasterly line of Block 10; thence North 57 degrees 36 minutes 13 seconds East, not tangent to said curve, along said southeasterly line, a distance of 132.45 feet; thence North 39 degrees 49 minutes 46 seconds East, along said southeasterly line, a distance of 105.10 feet to the south line of Outlot F; thence South 77 degrees 09 minutes 03 seconds East, along said south line, a distance of 34.88 feet to the westerly line of Outlot K; thence South 22 degrees 23 minutes 24 seconds East, along said westerly line, a distance of 31.75 feet; thence South 25 degrees 41 minutes 25 seconds West, along said westerly line, a distance of 126.02 feet; thence South 03 degrees 08 minutes 35 seconds East, along said westerly line, a distance of 186.89 feet; thence South 10 degrees 55 minutes 16 seconds East, along said westerly line, a distance of 138.40 feet; thence South 15 degrees 55 minutes 04 seconds East, along said westerly line, a distance of 69.72 feet; thence South 11 degrees 46 minutes 12 seconds East, along said westerly line, a distance of 229.15 feet to the southeasterly line of Outlot K; thence North 44 degrees 55 minutes 55 seconds East, along said southeasterly line, a distance of 677.36 feet; thence North 12 degrees 51 minutes 36 seconds East, along said southeasterly line, a distance of 241.84 feet; thence North 11 degrees 10 minutes 00 seconds East, along said southeasterly line, a distance of 73.37 feet to the southerly line of Outlot J; thence South 48 degrees 02 minutes 17 seconds East, along said southerly line of Outlot J, a distance of 42.63 feet; thence South 61 degrees 12 minutes 15 seconds East, along said southerly line, a distance of 72.22 feet; thence South 71 degrees 47 minutes 09 seconds East, along said southerly line, a distance of 101.25 feet to the easterly line of Outlot J; thence North 05 degrees 42 minutes 13 seconds West, along said easterly line, a distance of 90.84 feet to the north line of said Outlot L; thence North 89 degrees 08 minutes 36 seconds East, along said north line, a distance of 360.00 feet to the northeast corner of said Outlot L; thence South 00 degrees 51 minutes 24 seconds East, along the east line of said Outlot L a distance of 1,296.00 feet to the southeast corner of said Outlot L; thence South 88 degrees 51 minutes 09 seconds West, along the south line of said Outlot L a distance of 1,570.44 feet to the point of beginning, said point being the southwest corner of said Outlot L and there terminating.

Outlot O, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota

Outlot P, INSPIRATION, according to the recorded plat thereof, Washington County, Minnesota,

OPEN SPACE RESTORATION PLAN
INSPIRATION BAYPORT, MN

Map Key #	Objective	Timeline	Activity
1 0.1 A.C.	Oak Savanna Restoration	2012 (Oct.) 2013 (Nov.) 2014 (Sept.) 2015 (May)	Fall burn to control brush Seed with native grass and sedges Re-spray brushkillers with broadleaf herbicide Re-spray brushkillers Plant forb plugs
2 2.2 A.C.	Oak Savanna Restoration	2012 (Oct.) 2013 (Nov.) 2014 (Sept.) 2015 (May)	Fall burn to control brush Seed with native grass and sedges Re-spray brushkillers with broadleaf herbicide Re-spray brushkillers Plant forb plugs
3 3.7 A.C.	Oak Savanna Restoration	2012 (Oct.) 2013 (Nov.) 2014 (Sept.) 2015 (May)	Fall burn to control brush Seed with native grass and sedges Re-spray brushkillers with broadleaf herbicide Re-spray brushkillers Plant forb plugs
4 0.7 A.C.	Establish wet prairie grasses in area abandoned by stringless trails	2012 (Sept.) 2013 (Oct.) 2014 (Nov.) 2015 (June)	Treat with Roundup Fall burn Seed with native grass/forb mix Mow Planting Mow Planting
5 1.0 A.C.	Restore dry prairie & small wetland (not planned or 95% failure)	2012 (July) 2013 (Aug.) 2014 (June) 2015 (Aug.)	Treat with Roundup Seed with native grass/forb mix Mow Planting Mow Planting
6 5.5 A.C.	Restore dry prairie & small wetland (not planned or 95% failure)	2012 (July) 2013 (Aug.) 2014 (June) 2015 (Aug.)	Treat with Roundup Seed with native grass/forb mix Mow Planting Mow Planting
7 14.2 A.C.	Increased with short grass native prairie seed mix (prior fall maintenance burn)	2012 (Oct.) 2013 (Nov.) 2014 (Sept.) 2015 (May)	Fall Burn (part of 2012 maintenance) Seed with native grass/forb mix Mow Planting Mow Planting
8 3.1 A.C.	Establish native vegetation in heavily mowed area (not planned or 95% failure) (prior fall maintenance burn)	2012 (July) 2013 (Aug.) 2014 (June) 2015 (Aug.)	Mow cut and treat brushkillers seedlings Treat with Roundup Seed with native grass/forb mix Mow Planting Mow Planting
9 13.2 A.C.	Restore dry prairie in area with heavy seed canopy grass infestation	2012 (Sept.) 2013 (Oct.) 2014 (Nov.) 2015 (June)	Mow Planting Treat with Roundup, seed with native mix Mow Planting Treat with Roundup, seed with native mix
10 1.1 A.C.	Restore dry prairie around small pond (not planned or 95% failure) (prior fall maintenance burn)	2012 (Oct.) 2013 (Nov.) 2014 (Sept.) 2015 (May)	Fall burn (part of 2012 maintenance) Seed with native grass/forb mix Mow Planting Mow Planting
11 2.4 A.C.	Restore dry prairie in small wetland (not planned or 95% failure) (prior fall maintenance burn)	2012 (July) 2013 (Aug.) 2014 (June) 2015 (Aug.)	Mow Treat with Roundup Seed with native grass/forb mix Mow planting Mow planting



NOTE: Areas 10 & 11 will not be conveyed to the City and will continue to be owned and maintained by the Home Owners Association

LANDFORM

● 0-10'
 ● 10-20'
 ● 20-30'
 ● 30-40'
 ● 40-50'
 ● 50-60'
 ● 60-70'
 ● 70-80'
 ● 80-90'

OPEN SPACE MAINTENANCE SCHEDULE

**OPEN SPACE
MAINTENANCE PLAN
INSPIRATION
BAYPORT, MN**

Open space will be maintained through a combination of mowing and prescribed burns.

- All open space areas will be mowed each year.
- Specific areas within the overall open space will be burned each year and every 3rd year thereafter to kill non-native vegetation and encourage the growth of native prairie vegetation.

Following is a schedule corresponding to the numbered areas on the plan identifying the first year of prescribed burns for each area and subsequent recommended years in parentheses

Area 1: 2011, (2014, 2017...)

Area 2: 2013, (2016, 2019...)

Area 3: 2012, (2015, 2018...)

Area 4: 2013, (2016, 2019...)

Area 5: 2011, (2014, 2017...)

Area 6: 2012, (2015, 2018...)

Area 7: 2013, (2016, 2019...)

NOTE: This schedule is a recommendation only. Periodic changes to the burn schedule may be required due to shifting environmental conditions including, but not limited to the following:

- fire bans/drought conditions
- wind issues
- plant community shifts/changes
- combining/re-ordering of numbered areas for environmental and/or economic reasons



NORTH

L A N D F O R M

INCHES: 1/8" = 10' - 0"



WSP | WASHINGTON



August 10, 2012

Kendra Lindahl
LANDFORM
105 South Fifth Ave., Suite 513
Minneapolis, MN 55401

RE: Inspiration (CPDC)
Washington County
Project File ID#: 2005-277
Conceptual Approval of Restoration and Management Plan

Dear Ms. Lindahl,

Thank you for notifying us of your desire to work with Sandstrom Land Management to restore and manage the prairies and oak savannas on the Inspiration development, which is protected with a conservation easement held by the Minnesota Land Trust. Your conceptual plans for restoration and management are detailed in an email to the Land Trust, dated August 10, 2012.

According to your plans, Sandstrom Land Management will complete the restoration of the prairies and oak savannas that began several years ago when the conservation easement was first placed on the property. The revised restoration includes activities such as seeding the oak savannas with native grasses and sedges, spraying buckthorn, and planting forb plugs. Activities in the prairies include seeding with native grasses and forbs, mowing, and burning. The oak savanna and prairie restoration activities are anticipated to begin in fall 2012 and conclude in May 2015. Your plans also include a maintenance schedule for the long-term management of the oak savannas and prairies with controlled burns on a 3-year rotation.

The Land Trust has reviewed the conservation easement and your request for revised restoration and management activities and hereby gives our conceptual approval. Please keep in mind that while we conceptually agree to restoration and management, the Land Trust will need to review and formally approve the detailed plans regarding the goals, methods, materials, and time frame for any oak savanna and prairie restoration and management.

We are encouraged and excited about your commitment to applying high quality stewardship practices to Inspiration. Please continue to inform the Minnesota Land Trust of any change in management practices you plan to undertake. We look forward to working with you in the future to continue to protect this land.

Sincerely,

Anne K. Murphy
Conservation Stewardship Director

2356 University Avenue West, Suite 210
St. Paul, Minnesota 55114
651.447-3800 phone • 651.447-9776 fax
www.landtrust.org

RESOLUTION NO. 12-_____

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD OCTOBER 1, 2012**

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 1st day of October, 2012.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING MODIFICATIONS TO THE ORIGINAL RESTORATION AND
MANAGEMENT PLAN FOR THE OPEN SPACE CONTAINED WITHIN THE INSPIRATION
DEVELOPMENT, BAYPORT, WASHINGTON COUNTY, MINNESOTA
(AS NOTED ON ATTACHED LEGAL DESCRIPTION)**

WHEREAS, The city received a request from applicant Kendra Lindahl, Landform Professional Services LLC, and property owner Bayport Mainstreet Holding LLC, to consider modifications to the original restoration and management plan for the open space contained within the Inspiration development; and

WHEREAS, The Planning Commission held a public hearing on September 17, 2012 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 application to the City Council, with conditions; and

WHEREAS, The City Council considered and approved the application on October 1, 2012 with the following findings of fact:

FINDINGS OF FACT

- A. On or about August 16, 2012, the city received an application requesting consideration of modifications to the original restoration and management plan for the open space contained within the Inspiration development, which is zoned Residential-Planned Unit Development (R-PUD), in order to facilitate completion of the restoration for the 145 acres of native prairie open space by the developer.
- B. To guide the restoration and management efforts for the Inspiration open space areas, a detailed plan was created for the development. However, because some of these techniques and plants have not responded to the natural conditions on site or have failed to produce desired outcomes, modifications are being proposed to the original plan, including: 1) Elimination of trees in the prairie and savanna areas, due to lack of irrigation and deer grazing; 2) Proceeding with ongoing maintenance of the eastern prairie already restored with native plantings installed presumably by the Department of Natural Resources; 3) Implementation of an aggressive buckthorn removal strategy and restoration of these areas with native grasses, which can tolerate ongoing chemical herbicide to control buckthorn.
- C. Although modified, the proposed restoration and management plan is consistent with the spirit and intent of the original plan, which is to restore the open space area with a stable plant community, dominated by native species, including perpetual maintenance.
- D. The proposed modifications shall maximize effectiveness and efficiencies, resulting in a cost savings for implementation and long-term maintenance of the open space.

- E. The Minnesota Land Trust, who holds the conservation easement for the open space and oversees the methods, materials, and timeframe for restoration and management of this land, has given conceptual approval of the proposed modifications.
- F. The Planning Commission held a public hearing on the application and unanimously recommended approval of the request to the City Council, subject to staff's recommendations.
- G. Based on paragraphs A-F above, the City Council finds it in the best interest of the city to approve the requested modifications.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain that the application is approved, subject to the conditions below and based on findings of fact above:

1. The original restoration and management plan entitled "Ecological Restoration and Management Program" shall be updated accordingly by the applicant, to reflect modifications to the text and/or maps, approved by the city.
2. Final detailed plans regarding the goals, methods, materials, and timeframe for restoration and management are subject to review and approval by the Minnesota Land Trust.
3. The open space restoration and management plan may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance.
4. Any additional proposed modifications to the open space restoration and management plan must be reviewed by the city and the Minnesota Land Trust.
5. The proposed modifications to the open space restoration and management plan do not include work to the Indian burial ground area. No work shall be performed in this area without prior written approval.
6. Approval of the proposed modifications to the open space restoration and management plan does not constitute a material modification or amendment to the Inspiration Master Developer's Agreement or Planned Unit Development (PUD) permit.

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 –	Dan Goldston –	

WHEREUPON, said Resolution was declared duly passed by the City Council, City of Bayport, Washington County, Minnesota this 1st day of October, 2012, signed by the Mayor and attested by the City Administrator.

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: September 19, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: Consider installing railroad crossing gates at Central Avenue and 10th Avenue North (Point Road)

BACKGROUND

At the April 6, 2009 City Council meeting, Engineer Peters explained that certain railroad crossings in the city would need to be upgraded with gates in the near future, to comply with Federal Railroad Administration (FRA) regulations. He recommended the city pursue funding assistance with the Minnesota Department of Transportation (MnDOT), but noted that it may take 3-5 years to secure the funding.

Per the direction of the City Council, staff requested funding from MnDOT for gates at five crossings, with priority given to 2nd and 3rd Avenue South. In February 2010, the city was notified that only the Central Avenue and 10th Avenue North (Point Road) crossings were approved for funding assistance, due to potential train congestion and safety hazards associated with multiple tracks and blind spots in these areas. Although disappointed by the crossings selected, the City Council decided to accept the funding at the March 2010 meeting, which would fund 90% of the project, reducing the city's cost to roughly \$60,000.00. However, before moving forward with the project, the City Council directed staff to further investigate whether the funding could be used to upgrade alternate crossings, as several 10th Avenue North (Point Road) residents were not in support of a gate at this crossing.

Since 2010, staff learned that because the city's quiet zone is "grandfathered," we do not have to comply with current FRA crossing regulations. However, should an accident or fatality occur at a city crossing, a mandatory examination of our quiet zone designation would occur, and most likely warrant a crossing gate. Staff also received confirmation from MnDOT that the funding assistance could not be used at an alternate crossing and noted that crossing gates may not be optional in the future, and without funding assistance, the city would have to bear the entire cost to upgrade the crossings.

On September 17, 2012, the city received correspondence from MnDOT reiterating they would like to proceed with the project, as these crossings have been identified as a public safety concern, warranting a gate, and therefore were selected to receive funding assistance. MnDOT also expressed concern with liability, should there be an accident and it was known that the city had the opportunity to improve the safety of the crossings, but neglected to do so. In addition, MnDOT was able to secure additional funding assistance and has offered to pay for 100% of the project cost, with ongoing gate maintenance provided by the railroad.

Because a formal motion to proceed with or forego the project was never made by the City Council and MnDOT is anxious to proceed in 2013-2014, staff feels this matter requires additional discussion. To facilitate discussion and provide some background to the current City Council, representatives from MnDOT and SEH will be present at the October 1, 2012 workshop and excerpts of meeting minutes and documents discussing this matter are attached for reference. This topic will also be placed on the October 1, 2012 regular meeting agenda to summarize discussion from the workshop and to make a formal motion on the matter.

RECOMMENDATION

Staff recommends the City Council make a determination on whether to proceed with the installation of a crossing gate at Central Avenue and 10th Avenue North (Point Road).

EXCERPTS OF CITY COUNCIL MEETING MINUTES/AGENDA ITEMS

April 6, 2009 - Minutes

Consider authorization to pursue Mn/DOT funding for railroad crossing signals and gates: Engineer Peters explained that the city's nine or ten at grade railroad crossings with passive warning devices have been grandfathered in under the quiet zone rules for the existing night-time whistle ban. However, the Federal Railroad Administration (FRA) will require the city to upgrade the crossings with signals and gates at some point in time. SEH recommended that the city pursue placement on the Mn/DOT list requesting signal funding assistance, which could take three to five years. The FRA would extend the time for upgrades while the city pursues the funding. The Mn/DOT program typically pays 90% of the estimated \$250,000.00 per grade crossing. If funding assistance is not obtained, the city would bear the entire cost to install the signals. Discussion followed on revising the crossing priority list to be sent to Mn/DOT. Councilmember Kraftson recommended the crossing at either 2nd Avenue South or 3rd Avenue South be put on the priority list, due to a high level of residential traffic. It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to submit a letter to Mn/DOT requesting that the City of Bayport be considered for funding assistance for installation of new railroad signals with gates and that SEH explore adding more intersections to the priority list. Motion carried.

March 1, 2010 - Minutes

Update on railroad quiet zone and match granting for crossings: Administrator Berg stated that the city has been designated as having a railroad quiet zone for quite some time. However, as a condition of keeping this designation, the city will be required to upgrade to armed railroad crossings. Administrator Berg mentioned that the city was successful in securing a federal grant that would pay for 90% of the cost to upgrade two of the city's crossings. However, the city's portion of the cost share for the project would be roughly \$60,000.00, which is anticipated for 2013-2014. Discussion followed on the two crossings that were selected for funding, which are 10th Street North and Central Avenue and well as opportunities for securing grant funds for additional crossings in the future. The City Council expressed some disappointment in the crossings selected and directed staff to see if the city could designate alternate crossings for funding, but also expressed their appreciation for this grant and support for the project. It was moved by Councilmember Kraftson to accept the grant funding for the two crossings, but to direct staff to investigate whether the city could designate alternate crossings to receive this funding. The motion was duly seconded by Councilmember Seeberger. Motion carried.

May 3, 2010 – City Administrator's Report

Petition from residents of Point Road on a railroad crossing: The City received a petition from several residents living on Point Road in regards to a proposed armed crossing across the railroad tracks of 10th Avenue South. City Hall has also received numerous phone calls from residents both on the point and not on the point about this subject ever since it was brought up at a previous City Council meeting. I have attempted to explain to the residents that the Council is in agreement that an armed crossing does not make the most logical sense at this particular intersection, one reason being of the low average daily traffic (ADT) counts which cross over the tracks. I also have attempted to explain to the residents the City would not be obligated to expend any of the funding until 2013 or 2014, which hopefully would give the City ample time to either see if the City could install some less costly traffic control device or shift the armed crossing to a crossing with more traffic.

Regardless of an armed crossing, the City and its residents will still be faced with a railroad which continues to violate the law that requires them to not block an intersection for more than 10 minutes at a time. As a result, the City has sent a formal letter to MNDOT and the federal DOT, in which case the City is working with both entities to hopefully reach a successful outcome. In addition, the City has forwarded the letter to the City's various legislative lobbyist organizations it belongs too in an attempt to raise this issue with our state legislatures.

June 7, 2010 – Minutes

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



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

DATE: June 8, 2010
TO: Residents of Point Road
FROM: Mitchell Berg, City Administrator
RE: Train issues and signal crossings

The City has received a number of calls from residents living on Point Road in regards to a signal crossing the City Council approved at 10th Street North. In addition to receiving several phone calls, staff also received a letter dated April 5, 2010 from a number of residents who expressed their opposition "to the installation of a controlled railroad crossing on Point Road."

From this correspondence, it appears that there are three major concerns with the proposed crossing: 1) railroad cars blocking the track for periods in excess of 10 minutes; 2) expending of public funds on an armed railroad crossing for an intersection which has an average daily traffic count of 150 cars and train speed of 10 miles per hour or less; 3) emergency access to residents.

In regard to the first issue, the City sent out a letter dated April 21, 2010, to the United States Federal Railroad Authority (FRA) and the Minnesota Department of Transportation (MNDOT) requesting their assistance to help the Union Pacific Railroad comply with the 10 minute rule. The City was notified that the FRA would follow up on the matter with the railroad. In addition, the City has been meeting with a number of representatives from Xcel Energy to see if they can also help the City in addressing this problem, as the purpose of the trains is to deliver coal to the Xcel King Plant.

In short, both the FRA and Xcel Energy said they will do their best to help the City with their efforts and have given the City numerous court opinions, including one given by the Kansas Attorney General in which they write, "it is our opinion that local legislation that imposes speed restrictions on trains is preempted by the Federal Railway Safety Authorization Act of 1994. Depending on its terms, local legislation that imposes time restrictions on trains obstructing traffic may offend the Commerce Clause of the United States Constitution and may be preempted by the Federal Railway Safety Authorization Act of 1994." Nevertheless, the City will continue to work with the railroad to help them understand the potential concern for public safety they are creating whenever they continue to block the intersection.

Lastly, should you find yourself stuck at an intersection for 10 minutes or more, please call the following number to report the violation: **1-800-848-8715**. If after calling this number and the train has not moved, the City asks that you contact the Washington County Dispatch office at **651-439-9381** to report the violation.

In regard to the second issue, the City has accepted a grant that would pay 90% of the cost to place an armed crossing gate at the intersection of 10th Street by 2014. On May 6, 2010, staff met with the FRA and MNDOT to clarify requirements related to funding and placement of the armed crossing. The following is a summary of the items discussed:

Q: Does the City have to install armed crossing signals at every public crossing?

A: It was initially believed that the City was required by law to comply with the current no-horn rule.

But according to the FRA, because Bayport's quiet zone is "grandfathered," we do not have to comply with the most current and up-to-date federal rules, which requires all public crossings to have a signal. However, if there ever would be an accident (pedestrian or vehicle) or fatality (a suicide counts as a fatality), a mandatory examination of our quiet zone designation would occur and most likely warrant armed crossings.

Q: Can the City request a review of the crossings which were selected to receive grant funding?

A: According to MNDOT, the state will allow the City to submit a formal letter requesting a second review of the 10th Street crossing. But since there are three sets of tracks crossing 10th Street and this is adjacent to the area where they separate trains and create "blind spots," it did not appear MNDOT would favor relocating the signal crossing elsewhere.

Q: Is there a way to install a less expensive crossing control at these intersections?

A: According to the FRA, there is a requirement that all of the armed crossings have a redundant system to reduce the possibility of any failure.

Q: Will the City be obligated to maintain these crossings after they are installed?

A: No. If the City participates in the 10% cost share of the installation, the railroad will be responsible for 100% of the signal maintenance. If at some time in the future the City decided to install their own crossing, the City might be required to pay 100% for the ongoing maintenance.

In regard to the third issue, the city shares your concern in having accessibility for emergency vehicles. In the event of an emergency, the City has the ability to contact the railroad directly and order the train to unblock the access. The City is also working with Washington County Emergency Management to address alternative emergency response scenarios.

To conclude, I hope this information has been helpful and has provided you with an update on the city's efforts. I am very sympathetic to the concerns of the residents on Point Road. Be assured that the City will stay vigilant in its attempt to get the railroad to understand that by blocking the tracks, they are posing a threat to public safety. Furthermore, the City asks that you continue to contact the Police Department whenever a train is blocking the intersection for any period of 10 minutes or more.

While it appears there is no federal mandate requiring the City to install an armed crossing along 10th Street, it appears that if there is another accident, the federal government would mandate the City to install a crossing arm at every public crossing, to maintain our quiet zone status. Although the City Council accepted the grant, a final decision on whether to proceed with the project is not required until 2013. Therefore, both staff and the City Council feel that there is still adequate time to continue to analyze the situation. Should there be any further questions, please feel free to contact me at 651-275-4414.

Sincerely,

Mitchell Berg
City Administrator
City of Bayport

CC: Mayor and City Council
Department heads



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

Date: September 20, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: Consider a clarification to the city's annual boat trailer parking permit program

BACKGROUND

A few years ago, the city created an annual boat trailer parking permit program. The purpose of the program is to allow city residents the opportunity to purchase an annual sticker, at a significantly reduced rate, which would permit them to park in designated stalls in Lakeside Park or the Andersen Corporation lot, without having to pay a daily fee. The program allows residents to purchase up to two stickers per household, which are intended for use by residents with their own watercraft, not for use by the resident's family members or friends who are non-residents.

After a recent citation was issued for a situation where a resident had given out a sticker to a non-resident, staff reviewed the 29 boat trailer parking permit applications on file and found that 6 or 20% of the stickers had been given out to or applied to boat trailers belonging to non-residents. Because of this discrepancy, and confusion expressed by the residents who had given out stickers to non-residents, the police department has been directed to suspend enforcement until the City Council clarifies the intent of the program.

It should be noted that city staff has discussed the matter and recommends continuing with the existing policy, which would limit the purchase of annual stickers by residents for use with their own watercraft, due to: 1) existing limited capacity for boat trailer parking; 2) difficulty and expense associated with enforcement; 3) existing condition of the city's boat launch. Based on the direction of the City Council, staff will update the boat trailer parking permit application and literature to better educate city residents on the intent and policies of the program.

RECOMMENDATION

Staff recommends the City Council adopt a motion to continue to limit the purchase of two annual boat trailer parking permits per household, for use by city residents with their own watercraft.



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

Date: September 20, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: Consider authorization to obtain an appraisal for the properties located at 143 and 169 3rd Street North

BACKGROUND

Over the past few years, staff has been researching ways to expend the excess Tax Increment Financing (TIF) funds being collected from TIF District 1, which would benefit the community. The city's attorney and financial advisor have confirmed that that excess TIF funds could be utilized for the acquisition of property for redevelopment. The benefit of using excess TIF is that it could facilitate improvements to the community, without raising taxes.

The City Council has expressed an interest in creating additional off-street parking and making improvements to the downtown area. As such, staff thought the City Council may want to discuss and consider the purchase of the old Reliable Appliance building, adjacent parking lot, and the Greystone Bar building for a future redevelopment project. It should be noted that due to its current condition, the old Reliable Appliance building located at 169 3rd Street North would most likely need to be demolished. However, several redevelopment opportunities for new commercial space and off-street parking could be explored for this area.

The Washington County assessor's market value (land and building) for all three parcels is currently \$455,900.00. Should the City Council wish to explore the purchase of this property, staff recommends obtaining an appraisal, to determine the fair market value. Once the appraisal is complete, further discussion and potential land use options can be explored.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing an appraisal of the subject property at a cost not to exceed \$3,500.00.



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

Date: September 26, 2012

To: Mayor and City Council

CC: Department Heads and Contract Staff

From: Mitchell Berg, City Administrator

Re: **City Administrator's Report**

EXISTING QUIET ZONE COMPLAINTS

I contacted the Terminal Operations Director of the Union Pacific Railroad and he indicated that he would be communicating to the train crews to be more responsible when blowing the train horn in Bayport, especially during the quiet zone hours.

I also sent a letter to the UP regional office in Chicago simply to reaffirm our desire to have the quiet zone enforced. In the meantime, if you hear or have any residents communicating to you about the noise, please have them document the time and date that the horn went off and communicate this information either to me or to the Bayport Police Department.

STILLWATER BRIDGE AND SAINT CROIX RIVER CROSSING UPDATE

The Stillwater Lift Bridge closed on September 10, 2012, and the city has seen a dramatic increase in traffic, especially around the time that Andersen Corporation, Stillwater Prison, Xcel, and Andersen Elementary let out their employees and students. As a result, the Police Department is actively working with these groups, and should the need arise; they are preparing a plan to help alleviate any traffic issues.

BEACH HOUSE

On September 14, 2012, two 10 year old girls were locked inside one of the exterior beach house restrooms. The reason appears to be nothing more than a faulty lock, which has been repaired.

The city completed some repairs to the beach house, including but not limited to work to replace missing trim and repairs to the south entrance doors.

BOAT RAMP UPDATE

The City engineer reported that the U.S. Army Corp of Engineers will require a permit for any repair work to the boat launch. Unfortunately, due to limited staff and the priority of the new Saint Croix River Crossing Bridge and existing lift bridge projects, they indicated it could take several months before they can review our permit application.

In addition, Public Works Supervisor Mel Horak alerted me to a program offered by the DNR in which they will provide and deliver free concrete planks for boat ramps. In order to initiate the process to participate in this program, the DNR will need to conduct a site visit of our boat ramp. Unfortunately, the earliest they can come out is October 17, 2012, and delivery of the planks probably wouldn't occur until the spring of 2013. I will keep you posted on the results of the site visit.

DOWNTOWN IMPROVEMENTS

On September 20, 2012, George Siegfried Construction, Bayport Minnesota, was awarded the contract to pour the concrete panels for the benches as part of the downtown improvement project. The contract calls for the concrete work to be completed by October 19, 2012.

687 NORTH 5th STREET SIDEWALK REPLACEMENT

The city engineer reported he is still working on formulating a plan and specifications for this particular drainage problem. An update will be provided at the City Council meeting.

FIRE DEPARTMENT UPDATE

The Fire Department has been doing some housecleaning and found equipment that the department no longer needs and/or uses. The equipment is in working order and will be donated to a smaller rural fire department.

CELEBRATIONS

The Stillwater Prison just announced they will be celebrating their 100th Birthday in 2014. This is in addition to Andersen Corporation celebrating their 100th year in business in Bayport and the Bayport Fire Department celebrating their 125th Birthday in 2013.

UPCOMING MEETINGS

Monday, October 1, 2012	4:30 p.m.	City Council workshop at City Hall
Monday, October 1, 2012	6:00 p.m.	City Council meeting at City Hall