CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
April 2, 2012

		TAB #
WORKSHOP MEETING	**4:30 P.M.**	
REGULAR MEETING	**6:00 P.M.**	1

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. March recycling award recipient is Suzanne Evans who will receive $30.00 for her recycling efforts, with funding made possible by a grant from Washington County

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.	Request from youth group "Roots and Shoots" for a habitat garden in Barker's Alps Park	2
2.	Donation request from Youth Service Bureau for 2012-2013	3
3.	Donation request from Community Thread for 2012-2013	4
SPECIAL PRESENTATION ON COMMUNITY SYMPOSIUM		5
CONSENT AGENDA		6
Consider a resolution adopting items 1 through 16		
1.	March 5, 2012 City Council regular meeting minutes	7
2.	March payables and receipts *(check numbers 1134293-1134385)*	8
3.	March building, plumbing and mechanical permits report	9
4.	Special event application from the Bayport American Legion for the Memorial Day Parade on May 28, 2012	10
5.	Special event application from Anderson Race Management for relay event on August 18, 2012 at Perro Park	11
6.	Special event application from BCAL for Farmer's Market on July 9-October 15, 2012 at Perro Park	12
7.	Special event application from BCAL for Dane's Place fundraiser on June 30, 2012 at Village Green Park	13
8.	Temporary on-sale liquor license from BCAL for Dane's Place fundraiser	14
9.	Lawful gambling bingo application from BCAL for Dane's Place fundraiser	15
10.	Hiring of Jered Deal as a part-time police officer and PERA declaration *(Resolution 12-___)*	16
11.	Hiring of Aaron Slinger as a part-time police officer and PERA declaration *(Resolution 12-___)*	17

	TAB #
12. Special event application from Andersen Corporation for a picnic on Friday, August 10, 2012 and Saturday, August 11, 2012 at Lakeside Park	18
13. Purchase of attachments for the Public Works Department Toolcat utility machine	19
14. Pending renewal of the boat trailer parking agreement with Andersen Corporation	20
15. Special event application from Girl Scout Troop 53091 to collect donations for the Humane Society at Village Green Park on April 14, 2012	21
16. Final payment request for cleaning and television inspection of city's sanitary sewer	22

SWEARING IN OF POLICE OFFICER JERED DEAL
SWEARING IN OF POLICE OFFICER AARON SLINGER

PUBLIC HEARING S

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

1. Consider approving bid specifications and authorizing the advertisement of bids, and expending additional funds for the 2012 Sealcoating Improvement Project	23

NEW BUSINESS

1. Consider appointing John Miller to fill the vacant full-time police officer position	24
2. Consider amendments to Appendix B – Zoning of the Bayport City Code of Ordinances related to variances	25
3. Consider implementing a credit card payment system for city services	26
4. Support for a legislative bill to help the City of Oak Park Heights secure state aid for the proposed St. Croix River Crossing Bridge	27
5. Consider a donation request for the Bayport Memorial Day Parade in the amount of $300.00	28

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1.
2.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

1. City Administrator's report	29

ADJOURNMENT

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

Date: March 27, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: Discussion items for April 2, 2012 City Council workshop meeting

OFF-LEASH DOG PARK

Background

After much discussion, the Executive Director of the Friends of Stillwater Area Dog Park (FSADP) and I have identified 1.5 - 2 acres within Barker's Alps Park (see attached map), which would be a suitable location for an off-leash dog park. The FSADP Board is supportive of this location and therefore I am in the process of drafting a Memorandum of Understanding (MOU) which establishes the design, construction, and ongoing maintenance responsibilities of the city and FSADP. A representative of FSADP will be present at the workshop to discuss the project and answer questions. Below, please find a summary of the proposed responsibilities for the dog park.

FSADP responsibilities

- Obtain city approval for dog park design
- Obtain funding to finance dog park construction and related improvements, including fencing, waste receptacles, bulletin boards, ground cover, signage, and erosion control
- Ongoing clean up and restocking of supplies

City responsibilities

- Ongoing maintenance similar to other city parks, including daily trash removal, tree trimming, and mowing
- Liability insurance
- Law enforcement and animal control services
- Utility costs (none exist or are anticipated at this time)

Recommendation

Should the City Council wish to move forward, I recommend that FSADP make a formal proposal on the dog park at a City Council meeting and allow an opportunity for the public to comment on the proposal, to assist the City Council in its decision on whether to implement the dog park. For your information, I have also attached a memo from the League of Minnesota Cities related to off-leash dog parks.

DOWNTOWN IMPROVEMENTS

Background

Last month, the city mailed out a survey to commercial property owners along Highway 95, to gauge their interest in improvements to the downtown area. Of the 25 surveys mailed, 7 surveys were returned. Overall, there was great interest in the city installing benches, waste receptacles, community bulletin boards, hanging baskets and landscaping on their property to beautify the downtown. However, there was little to no interest in adding decorative street improvements, such as pavers and street lighting (a copy of the survey results will be available for reference at the workshop).

Recommendation
Due to the lack of interest, cost, and challenges with implementing improvements within the MNDOT right-of-way, I am not recommending the city move forward with decorative street improvements. However, I am recommending the city begin the process of working with businesses to identify potential locations for bench, waste receptacle, community bulletin board, hanging basket, and/or landscaping improvements.

STREET LIGHTING

Background
To help the City Council gain a better understanding on this topic, I was asked to research and answer the following questions related to street lighting:

1. ***Why doesn't Mendota Heights have many street lights?***
   Mendota Heights, MN (population 11,071) has a majority of their street lights in the city's industrial park. Few street lights are located in their residential neighborhoods. The City Council considers petitions for street lights, provided the petitioner agrees to pay for the light.

2. ***Are there other communities that don't have any street lights or have had them removed?***
   Afton, MN (population 2,886) has very few city street lights outside of the downtown area, due to the lack of density (population per square mile).

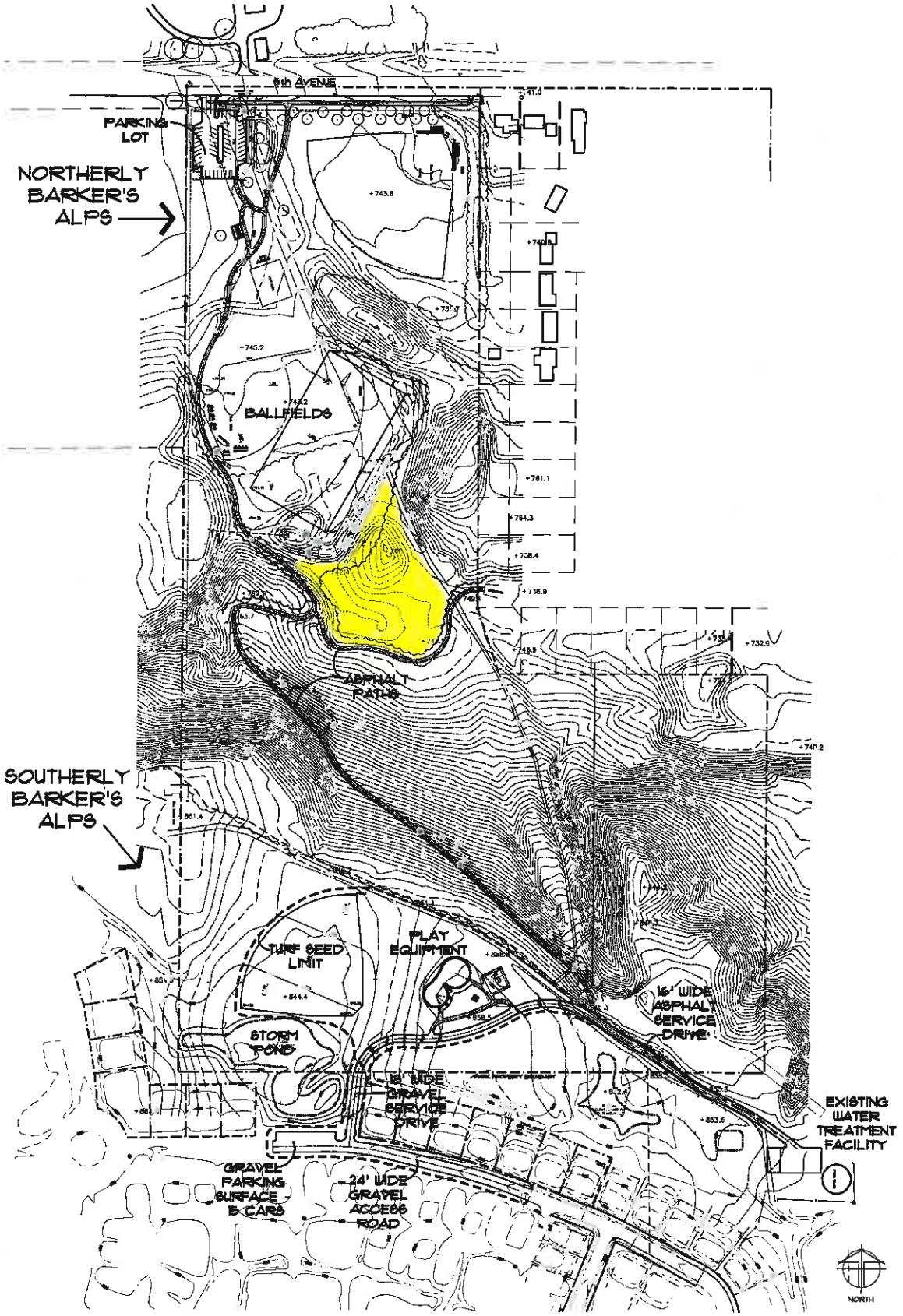
   Highland Park, MI (population 9,883,640) recently removed their street lights, in order to help offset a city deficit of $60 million. Their street lighting bill was approximately $60,000.00 per month.

3. ***Doesn't a majority of crime occur during the day? If so, why do we need street lights?***
   Chief Eastman confirmed that a majority of property crime does occur during the day. However, more dangerous criminal activity tends to occur at night, with the potential of putting city staff and officers in harm's way. She expressed her concern for the personal safety of residents, visitors, and staff if the city were to start removing street lights. The city's Fire and Public Works Departments share these concerns, as well as how the elimination of street lights would impact the city's response rate to fires and medical emergencies, as well as snowplowing and maintenance activity.

4. ***What is the city's annual cost for street lights?***
   The city expends approximately $30,000.00 per year on its street lights, with an average annual cost of $10.00 per resident. In Oak Park Heights, the average annual cost is $14.00 per resident and in North Hudson, the average cost is $10.50 per resident.

Recommendation
Street lights are a community's prerogative. However, I do not recommend removal of the city's street lights for these reasons:

- The city receives numerous calls from residents when a street light is burned out, requesting it be repaired; personal safety is often cited as a major concern
- The lack of street lights would impact the city's response to emergencies and required maintenance, resulting in general public safety concerns
- Xcel Energy would require the removal of street lights not in use, resulting in a substantial cost to the city
- The city's street lighting costs are relatively low and therefore not a financial burden



PHASE 1 SITE IMPROVEMENTS

BARKER'S ALPS PARK

Bayport, Minnesota

APRIL 2008

SANDERS WACKER BERGLY INC.
LANDSCAPE ARCHITECTS & PLANNERS

LEAGUE OF MINNESOTA CITIES

CONNECTING & INNOVATING
SINCE 1913

RISK MANAGEMENT INFORMATION

OFF LEASH DOG PARKS
WHO LET THE DOGS OUT?

Definition

The term "dog park" is generally used where the purpose and design of the park is such as to invite dogs, often in an unleashed environment. Some dog parks require membership or charge fees; others are free and open to the public. In general, private parks tend to be those that require fees to assist in the costs of operating the park.

Why have Dog Parks?

Dogs are popular and people want a safe place to socialize and exercise their dogs. Off-leash parks offer substantial benefits as a way for dog and owner to get exercise and meet new friends. Dog parks are relatively inexpensive to maintain, have no significant history of claims, and have generally been thought to be successful where they have been created.

Features

Dog parks vary in size and amenities, but the following represent some things to consider.

Barriers

Consideration should be given to manmade or natural barriers to encourage the dogs to stay within the designated area. Small areas in busy neighborhoods may necessitate a fence around the park with a gated access. Larger areas may allow for natural buffer zones. Nearby property owners and traffic should be considered to determine what level of barrier might be necessary.

Rules

Rules should be posted at the entrance to the dog park. Indicate the purpose of the park, the hours of operation, and a phone number to report problems and emergencies. General rules include:

- Picking up feces.
- Keeping control of aggressive dogs.
- Leash requirements, if any.

Off-leash parks should emphasize that dogs kept on leashes within the off-leash boundary will cause tension and should be avoided. Cities should require that dogs be licensed and vaccinated to be allowed in the dog park. Children should be supervised while in the dog park because playing dogs can run into children and running children may trigger the dog's instinct to chase prey. Any special information about the use of the dog park should be displayed at the entrance.

This material is provided as general information and is not a substitute for legal advice.
Consult your attorney for advice concerning specific situations.

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044
PHONE: (651) 281-1200
TOLL FREE: (800) 925-1122
FAX: (651) 281-1298
WEB: WWW.LMC.ORG

Trash Containers

It may take some time to cultivate good habits, particularly for picking up feces. By providing containers and even bags, if possible, compliance will improve. Dog owners must be reminded that good stewardship will ensure the continued availability of the facility.

Parking

Adequate parking will be necessary to prevent clogging streets or the parking lots of others with dog park patrons. Some cities have found that use of the park greatly exceeded their original estimates; extra parking had to be added. The location of parking should minimize any detours from the most direct route into the park. In general it is a good idea to require the use of a leash in parking areas until entering the off-leash area. Parking leading to a gated entrance provides an opportunity for placing advisory signs that are hard to miss.

Water Source

Dogs drink plenty of water during play, and some dogs enjoy swimming. Therefore natural ponds or streams may be desirable. On the other hand, if there is mud around, a dog will find it. Some owners prefer to avoid this problem. Owners should be encouraged to bring plenty of water with them if none exists at the park.

Design

Some parks are specifically designed for smaller dogs. Larger dogs do not usually attack small dogs, but small dogs may be injured engaging in play with much larger dogs. In most cases, dogs properly supervised will socialize easily in the neutral turf of an off leash exercise area.

Maintenance

Primary maintenance issues include trash removal, snow removal, grass cutting, and wear and tear to walkways. Parks with enough area can fence off portions to allow for vegetation to reestablish itself in over-worn areas. Wood mulch may be applied to walkways to reduce erosion and improve traction.

Other Items

Some parks have bulletin boards to provide feedback on park use and to report problems. Many parks also have picnic tables, benches, and park shelters for shade and protection from the elements.

Conclusion

Off leash areas, or dog parks, provide great benefits to dog owners. Current statistics indicate almost one in four people own a dog. Dogs and their owners are happiest and healthiest when they have opportunities for exercise and meeting others. Dog parks have not proven to be a significant liability risk or source of complaints by the public.

Learn More

Following are some web sites where you can find dog parks or information about dog parks:

http://animal.discovery.com/features/dogpark/map/states/MN.html
http://www.ecoanimal.com/dogfun/

http://www.dogplay.com/Activities/dogpark.html

http://www.thebark.com/community/advocacy_dogParks/dogParks.html

483 9th st. N.
bayprt MN
12-2-2011

Mr. Berg
city of bayport
294 3rd st. N.
bayport MN

to Mr. berg

I spoke with you on the phone a couple of days ago regarding the possibility of our Roots and Shoots group building a frog pond/butterfly garden.

I am also giving you a tentative plan. Our Roots and Shoots has been raising money to build a habitat for frogs and butterflies. we would provide all the funds and labor for the proposed garden.

Sincerely,

Paavo Downing

Paavo Downing

Phone: 651-351-2809
email: treecornPickle@Yahoo.com

Youth Service Bureau

Improving young lives

www.ysb.net

STILLWATER
Historic Court House
101 W. Pine Street
Stillwater, MN 55082
Phone: 651-439-8800
Fax: 651-439-1040

WOODBURY
1976 Wooddale Drive
Suite 4
Woodbury, MN 55125
Phone: 651-735-9534
Fax: 651-735-8986

COTTAGE GROVE
7064 W. Point Douglas Rd.
Suite 201
Cottage Grove, MN 55016
Phone: 651-458-5224
Fax: 651-458-5310

March 27, 2012

The Honorable Susan St. Ores, Mayor of Bayport
294 North Third Street
Bayport, MN 55003

Dear Mayor St. Ores and City Council Members,

For over 30 years, Youth Service Bureau (YSB) has served the City of Bayport and the St. Croix Valley area. With your support we have built partnerships with other communities, law enforcement, schools, parents and families and the courts to better meet the changing needs of youth and their families. We are asking that you continue this partnership in 2012 and 2013 by allocating $2,600 through a Purchase of Service Agreement to help us improve the lives of young people in the Bayport community. I have discussed this recommendation with Mitch Berg and have forwarded a model agreement for your review.

With resources shrinking across all sectors, we are especially proud that over $8 is returned for every $1 invested in early intervention due to reduced truancy, improved school performance, reduced near-term court costs, reduced need for social services, and improved health outcomes. In addition, 85% of the over 1,800 youth served last year will not reoffend, and 75% of the families involved in counseling report improvement.

YSB is committed to ensuring access to respectful and affordable programs and services that promote and aid in building healthier youth, families and communities. YSB staff take pride in responding promptly to service requests with flexible scheduling, affordable fees that can be waived and neighborhood based locations.

I look forward to joining you at your City Council meeting on April 2nd when I will share information about the services we've provided to Bayport youth and their families and the outcomes of those services.

Thank you for your consideration and years of support in finding local solutions that help young people and their families realize their strengths, find solutions and create positive futures.

Sincerely,

Mary E. Planten-Krell

Mary E. Planten-Krell
Executive Director

CITY OF _____
_____ POLICE
YOUTH SERVICE BUREAU, INC.
PURCHASE OF SERVICE AGREEMENT

The City of [_____], through its Police Department, City Hall, [address_____], hereinafter referred to as the "City," and Youth Service Bureau, Inc., 101 West Pine Street, Stillwater, Minnesota, 55082, hereinafter referred to as the "Contractor," enter into this agreement for the period from January 1, 2012, to December 31, 2013.

WHEREAS, the mission of the [city_____] Police Department is to build safer communities by repairing the harm from, reducing the risk of, and involving the community in the resolution of juvenile crime;

WHEREAS, the [city_____] Police Department is committed to using community-based approaches to strengthen individuals, families, and community;

WHEREAS, the [city_____] Police Department has identified the following outcomes for juvenile diversion and early intervention:

Juvenile offenders will be held accountable for their actions by engaging in activities that repair the harm done to the victim and community and will participate in programs that promote an increased understanding of the impact of their offense on victims, communities, and themselves;

Crime victims will be notified of diversion proceedings; will have opportunities to provide input; and, if willing, will have the opportunity to participate in the process;

Community members will have active and direct involvement in programming;

WHEREAS, the City, pursuant to its goals of providing accountability and the most appropriate diversion and early intervention available to juvenile offenders, wishes to purchase services for youth involved in at-risk behavior from the Contractor to support these outcomes;

NOW, THEREFORE, the parties agree as follows:

1. Contractor's Duties – The Contractor agrees to the provision of the following services:

   a. Recruit and support community work-service sites. Supervise and monitor community work-service clients who are ordered by the court and/or referred by the City Police Department.

   b. Educational and prevention programs, specifically as follows: chemical awareness, fire awareness, theft awareness, violence awareness, or another approved alternative. Eligible juveniles include those who are referred by the City Police Department. The reason for the referral must be behavior or actions that could result in a police report and a petition for delinquency.

   c. Evaluation and counseling. Counseling services include crisis intervention, youth,

and family and group counseling. Referrals will be made for psychological/ psychiatric evaluation and long-term mental health treatment.

d. The City Police Department agrees to provide victims of crimes diverted by local law enforcement the opportunity for direct or indirect involvement into how the juvenile should be held accountable, including consideration of the impact of the crime on the victim and any specific needs for restitution. When necessary, due to the offense, restitution will be determined and collected.

e. When possible and appropriate, facilitate restorative justice interventions, such as victim/offender mediation, family group conferencing, and/or community panels, so that juvenile offenders are held direct accountable to the victim and victimized community through some form of reparation.

2. Attachments and References – The Contractor agrees to provide the enumerated services in Exhibit A, which is attached and incorporated herein by reference.

3. Cost and Delivery of Purchased Services – The total amount to be paid to the Contractor for services purchased under this agreement shall not exceed ($)_____. For these services, the City agrees to make _____(annual/quarterly) payment(s) to the Contractor of ($)_____ on or about _____.

4. Eligibility for Services – A Ramsey or Washington County resident between the ages of five and eighteen (or older if still in high school), their family members, and the victims of juvenile crime who are assessed to be appropriate shall be eligible for the services provided under the terms of this agreement.

5. Evaluation, Reporting, and Information Requirements – The Contractor agrees to reasonable evaluations of its programs, employees, and volunteers and make them available for review by the City Police Department if so requested. The Contractor agrees to comply with all reporting requirements as assigned by law, rule, or contract by the State of Minnesota and Ramsey County. The Contractor further agrees to abide by all laws and rules regarding confidentiality and data practices. The Contractor agrees to provide necessary information allowed by law and deemed necessary by the City Police Department on referred cases.

6. Indemnification – The Contractor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents for all claims arising out of the Contractor's activities related to the services provided under this agreement up to the liability limits set forth in Minn. Stat. 466.04. The City will indemnify YSB, Inc., from and against all liability up to the liability limits set forth in Minn. Stat. 466.04. No other provision of this agreement shall serve to limit in any way the obligations of the Contractor to indemnify and defend the City under this clause.

7. Insurance Requirements – The Contractor agrees that in order to protect it self, as well as the City, from claims arising out of the Contractor's activities under this agreement, it will at all times during the term of this agreement keep in force policies of insurance providing the following liabilities: professional liability insurance policy in the minimum amount of Four Hundred Thousand Dollars ($400,000) bodily injury or death of one person; One Million Two Hundred Thousand Dollars ($1,200,000) for bodily injury per

occurrence; comprehensive general liability insurance policy in the minimum amount of Four Hundred Thousand Dollars ($400,000) bodily injury or death of one person; One Million Two Hundred Thousand Dollars ($1,200,000) bodily injury per occurrence; One Million Dollars ($1,000,000) property damage; automobile insurance, including non-owned and hired autos, in the minimum of Four Hundred Thousand Dollars ($400,000) bodily injury or death of one person; One Million Two Hundred Thousand Dollars ($1,200,000) bodily injury per occurrence; and One Million Dollars ($1,000,000) property damage. The Contractor further agrees to maintain Workers' Compensation insurance in the statutory amounts. Certificates of Insurance showing the coverage listed herein shall be provided to the City prior to the effective date of this contract.

8. Data Privacy – All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Contractor because of this agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as amended, the Minnesota Rule implementing such Act now in force or as adopted, as well as federal regulations on data privacy.

9. Record Disclosures/Monitoring – Pursuant to Minn. Stat. 16C.05, Subd. 5, the Contractor agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this agreement. The Contractor agrees to maintain these records for a period of three years from the date of termination of this agreement.

10. Nondiscrimination – During the performance of this agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

11. Independent Contractor – Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the City or the City Police Department. No tenure or any rights or benefits, including Workers' Compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees shall accrue to the Contractor or employees of the Contractor performing services under this agreement.

12. Conditions of the Parties' Obligation – This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail, or in person. Any alterations, variations, modifications, or waivers of the provisions of this agreement shall be valid only when they have been reduced to writing, duly signed by both parties, and attached to the original of this agreement.

13. Compliance With Law – The Contractor shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted insofar as they relate to the Contractor's performance of the provisions of this agreement.

14. Firearms – Unless specifically required by the terms of this contract, no provider of

services pursuant to this contract, including, but not limited to, employees, agents, or subcontractors of the Contractor shall carry or possess a firearm on City premises. Violation of this provision shall be considered a substantial breach of the agreement. Violation of this provision is grounds for immediate suspension or termination of this contract, without notice, pursuant to Section 12.

15. Savings Clause – If any section of this agreement is found to be invalid or not enforceable, the remainder of the agreement will remain in force and binding.

16. Governing Law – The laws of Minnesota shall govern the interpretation and prosecution of this agreement.

17. Notices – If any official correspondence concerning this agreement needs to be communicated to the other party, the following shall be deemed the effective addresses:

As to the City: [city_____] Police Department
[Address_____]

As to the Youth Service Bureau: Youth Service Bureau, Inc.
101 West Pine Street
Stillwater, MN 55082

IN WITNESS THEREOF, the City and the Contractor have executed this agreement this

_____day of _____, 2012.

APPROVED AS TO FORM

By:_____
City Attorney

By:_____
Mayor, City of [city_____]

By:_____
City Manager, City of [city_____]

By:_____
Chief of Police, City of [city_____]

By:_____
Executive Director, Youth Service Bureau, Inc.

Youth Service Bureau, Inc.
Services Provided - Bayport

REFERRAL TYPE:	2010 Referrals	%	2011 Referrals	%
Wash Cty Corrections	6	26.1%	4	11.8%
Police Departments				
Bayport PD	2	8.7%	4	11.8%
Cottage Grove PD	1	4.3%	1	2.9%
Oak Park Heights PD			1	2.9%
Stillwater PD			1	2.9%
Wash Co Sherriff			1	2.9%
Parent/Family/Guardian	2	8.7%	4	11.8%
Self	6	26.1%	5	14.7%
School Staff	6	26.1%	13	38.2%
TOTAL Referrals	23		34	

SERVICE PROVIDED	# Services	Cost	# Services	Cost
AWARENESS CLASSES				
CAP - Chemical Use	2	$225	3	$338
HAC - Tobacco	2	$135	1	$68
TAP - Theft	1	$110		$0
GENERAL ASSESSMENT	5	$675	6	$810
CWS - Work service	5	$335	5	$335
RESTORATIVE JUSTICE	1	$270		$0
TEEN INTERVENE	1	$450	1	$450
COUNSELING	3	$1,875	4	$875
CHEM HEALTH PREVENT	11	$4,400	13	$5,200
YCAPP - Suspension alternative	2	$600	4	$1,200
TOTAL	33	$9,075	37	$9,275

YOUTH'S RESIDENCE	2010 Referrals	Undup	2011 Referrals	Undup
Bayport	23	18	32	19
Baytown Twp				
West Lakeland			1	1
St Paul			1	1
TOTAL	23	18	34	21

Note: Data set is all youth under the purview of the department, including residents attending school within the jurisdiction's boundaries and those arrested within the

Youth Service Bureau
Improving young lives

Get to Know Us!

Our Mission

Youth Service Bureau Inc. provides early intervention alternatives for youth and families to realize their strengths, find solutions, and create positive futures.

Service Area

Washington County in Minnesota
St. Croix and Pierce Counties in Wisconsin

Service Centers

Main Office – 101 West Pine Street, Stillwater, MN
7064 West Point Douglas Road South, Cottage Grove, MN
1976 Wooddale Drive, Woodbury, MN

Programs

Youth Focused Family Counseling

Early Intervention

- Awareness classes
- Community work service support
- Restorative justice conferences

School Based Services

- Alternatives to suspension
- Anger management training
- Chemical health prevention support

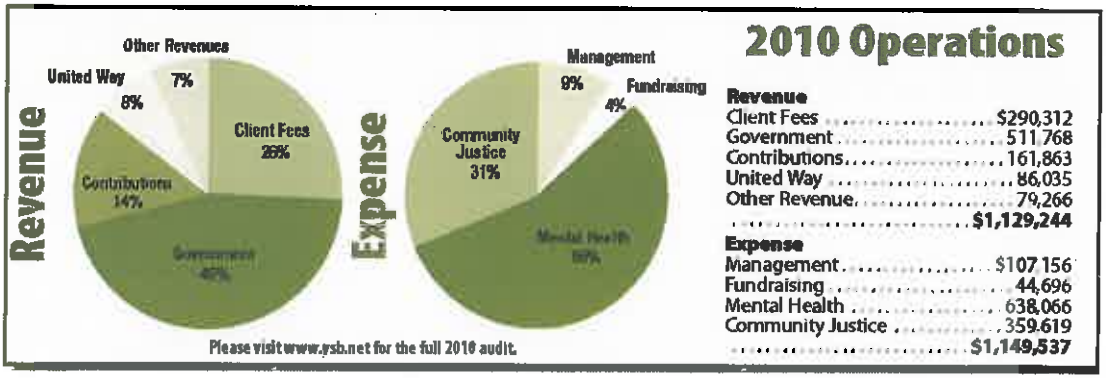
Impact

58% of youth involved in Youth Focused Family Counseling demonstrate significantly improved behavioral or social skills.

91% of first time offenders do not re-offend in the following 12-24 months.

Participating schools report less time needed for disciplinary interventions.

Support & Cost



Youth Service Bureau

Improving young lives

Diversion or Community Justice Services

GENERAL ASSESSMENT **1-2 hours** **no fee**

Client, parent(s), and Youth Service Bureau (YSB) staff participate in a meeting to determine appropriate services that fit a particular situation. A diversion plan is designed that may include community work service, awareness classes, individual/family counseling, AODA assessment/counseling, 90 day no-use-contract, apology letters, etc.

**General Assessments Typically take place at YSB offices.*

VICTIM-OFFENDER SERVICES **no fee**

YSB staff will assess what restorative justice measures best meet the needs of the victim and the offender. They may include conferencing, educational intervention, or restitution services.

**Services generally take place at YSB locations. Exceptions are made to accommodate victims. Victim-offender services (conference) can also be held within local schools.*

COMMUNITY WORK SERVICE **no fee**

YSB accepts referrals for and monitors juvenile community work service hours. Juveniles are required to sign a behavior contract that is enforced while on the worksite. Juveniles are also given a time sheet and evaluation that are returned to YSB on or before deadline. Staff assists in finding work-sites for juveniles, and periodically throughout the year offer community work crews (work crews are supervised by YSB staff). Referring party is notified when juvenile has completed hours.

**Community Work Service intake held at YSB offices. Periodically work crews are held and supervised by YSB staff in local communities.*

AWARENESS CLASSES

Bully Awareness Program (BAP) **2.5 hours** **$55.00 fee**
This class helps identify what bullying-behavior really is, the impact it creates on others and on the bully, and what can be done about it. Practical parenting information is provided. Parental participation required.

Chemical Awareness Program (CAP) **4 hours** **$55.00 fee**
This class helps youth and their families to gain knowledge of illegal drugs and consequences of use. The main goals of this class are to help youth make better decisions regarding chemical usage, and equip parents with drug awareness and parenting suggestions. Most classes include a guest speaker, which offers real life insight. Parental participation required.

Fire Awareness Class (FAP) **1.5 hours** **$55.00 fee**
This class emphasizes fire-safety awareness and the impact of fire-starting on victims. Class content may be tailored to meet the needs of the individual offender. This class is scheduled as needed and may not be offered every month. Parental participation required.

Health Awareness Class (HAC) **1.5 hours** **$30.00 fee**
This class addresses the dangers and legal consequences of tobacco use. This is strictly an educational experience, not a cessation model. However, information and resources for breaking tobacco habits are made readily available. Parental participation not required.

Peaceful Alternatives to Conflict (PAC) **4 hours** **$55.00 fee**
This class focuses on anger-awareness and violence. Different forms of violence are recognized and discussed. Anger triggers and de-escalation skills are identified. There is a strong emphasis on effective communication. A homework assignment is given. Parental participation required.

Theft Awareness Program (TAP) **2.5 hours** **$55.00 fee**
This class covers: the devastating financial burden to the community as a result of theft; possible consequences of theft; also offers individual time to tell stories and parents the ability to express feelings/frustrations. Although shoplifting is discussed at great length in this class, theft in general is the main focus. Decision-making is related to values. Parental participation required.

Teen Intervene **6 hours** **$80.00 fee**
Teen Intervene is an evidence-based harm-reduction model with the goal of helping a young person reduce their use of chemicals, better preparing them to ultimately quit their chemical use altogether.

**All class fees are responsibility of juvenile and /or parent(s) of juvenile.*

**All classes held at YSB locations. Special exceptions can be made to offer classes within local schools.*

Counseling Services

YSB offers youth focused family counseling. Sessions work on developing strategies to resolve immediate and future problems. We build on individual and family strengths, and coordination of services with others may be very helpful. Services can include individual, family and group sessions, which typically occur at a nearby YSB service location or sometimes at school.

YSB accepts most insurance or our services are also available on a sliding-fee scale basis; we are happy to help determine insurance coverage for families. We bill $135/hour our professional counseling services; these services are provided by experienced and fully licensed, mental health professionals.

For more information or to register for classes, please call the Youth Service Bureau office in your area.

Youth Service Bureau, Inc.

Cottage Grove
7064 W. Point Douglas Rd.
Cottage Grove, MN 55016
651-458-5224

Woodbury
1976 Wooddale Dr., Suite #4
Woodbury, MN 55125
651-735-9534

Stillwater
Historic Court House
101 West Pine Street
Stillwater, MN 55082
651-439-8800

Board of Directors

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Liaison

Amy Zastrow
Stillwater

March 28, 2012

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

Dear Mayor St. Ores,

Community Thread is pleased to provide you with the enclosed information regarding our annual accomplishments in providing meaningful programs and services to your residents during 2011. We continue to need and ask for your support in maintaining the quality of programming and availability of resources on which your constituents rely.

Our vision is to build a community where people care about each other. Our mission is to promote, support and encourage volunteerism to serve the needs of the community. Our values as an organization reflect our belief that every act of service is a thread that ties people, communities, and lives together. We take our responsibility to care about the communities we serve very seriously.

In Bayport, the Bayport Senior Center reflects our mission, vision, and values by continuing to provide for seniors who live here and strengthen the community through intergenerational programming, participating in community celebrations, and building relationships across generations and sectors. The Bayport Senior Center is a special place, where young and old alike come together to learn, play, share, and live in community. Here are a few of the stories and quotes from some of the seniors who attend events and activities at the Bayport Senior Center:

- Kathy Rossini-"I wanted to learn how to play mahjong. I had a set but didn't know the rules. I asked Sue to start a mahjong group. It took a while, but she found a wonderful volunteer teacher and we have a group of 10-12 addicted players that now meet monthly."
- P.J. O'Donnell-"Coming to Bayport Senior Center is like having a party and enjoying your 1 beer. Instead at the center you drink coffee and laugh like you are at the party. It's an over-all positive experience. I can play cards, volunteer, square dance, or learn something new."
- Carol Hartman-"Bayport Senior Center is a work in progress all the time. Whether we are eating 'walking tacos,' snowshoeing, or learning mahjong it is positive. Taking part in beginning bridge for 3 years has been fun. There is always an expert/coach bridge enthusiast to help us and we are ready to play bridge with other groups."
- On December 1st, 2011, the Bayport Senior Center Cribbage volunteers were featured in a story on the education page in the Pioneer Press. The staff writer called us a small army of seniors. It was a wonderful article and received many compliments. The phone rang off the hook as more seniors wanted to be involved. Our small army grew to add three more members after the help of the article and some communicative seniors. It is the best thing we have done for the community and is a great way to help the kids learn math.

We have provided you with our 2011 Annual Report. Soon you will also receive the service statistics that are specific to Bayport. Our work, in very direct ways, helps you accomplish your goals as local leaders. Because of that direct connection between our work and yours, we are asking for your support going forward.

Please review the enclosed information to note our impact in your community and the benefits your residents receive because of our work. Then, please consider the options below for engaging with us in the work of caring about our friends, neighbors, and businesses in our midst. We make it easy for you to care about and be involved in a mission that truly matters.

Bayport can engage in a mutually beneficial partnership with Community Thread

- Provide funding for the programs and services provided by Community Thread.
- Sponsor one of our service initiatives: Spring Into Service Event, Rake A Difference Day, or the Holiday Bureau.
- Become an affiliated member of our Volunteer Center. For a nominal fee, the Volunteer Center can help you find volunteers for committees and special projects, and provide support to the staff that coordinates your city's volunteers.
- Create a link to Community Thread on your website so that your residents can access our programs and services. Assist us in publicizing our events and activities.
- Use and distribute our written resource materials such as the Chore Services Guide, the Donated Goods Guide and the Transportation Resources for Residents of Washington County brochure. Let us know if you would like copies for your mailings, newsletter, or brochure racks.

We are once again turning to you, to ask that you support our efforts in creating a community where people care about each other. Specifically, Community Thread is requesting $1,500 per year from the City of Bayport for both fiscal years 2012 and 2013 to help maintain and grow the programs and services that benefit Bayport's senior citizens, lower-income families, and people with disabilities. Thank you for sharing time during your council meeting to hear our request. Please call me at (651) 439-7434 if you have any additional questions.

Sincerely,

Valerie A Jones

Valerie A. Jones, MA

CC: Michele Hanson, Connie Carlson, Mark Ostertag, Dan Goldstron, Mitch Berg

Enclosures

community thread

Annual Report 2011

connecting people. enriching lives.

GREETINGS FROM COMMUNITY THREAD'S BOARD PRESIDENT AND EXECUTIVE DIRECTOR

February 2012

Welcome to this reflection on the year 2011. Preparing our annual report is a time of celebration for the board and staff at Community Thread. The stories, statistics, and images that fill these pages are the result of our best efforts to bring to life our mission of promoting, supporting and encouraging volunteerism to serve the needs of the community. We are honored to share our work with you now and hope that what you read, see, and learn leaves you feeling inspired and hopeful about our communities.

As the board and staff paused to reflect on the events, activities and accomplishments of 2011, a couple of themes emerged. The first is gratitude. We feel a profound sense gratitude for the support and efforts of Community Thread's donors, volunteers, program participants, and friends in the community. That gratitude is one of our primary motivations for doing what we do. When we think of the past year, we feel grateful.

The second theme we noticed in our reflections is how much better our work becomes when we work in partnership. This past year brought us many opportunities to grow into new and mutually beneficial partnerships. We strongly believe that by partnering with other local human service agencies, the resources that you so generously share with us will stretch farther and do more to preserve a quality of life that assures we all feel a sense of happiness and belonging. In 2011, we launched partnerships with ESR, Valley Outreach, transportation service providers and many others that are proving to be successful both for the organizations and the people we serve. We are proud to be champions of collaboration and work hard to be a trustworthy partner.

The third theme is hope. One of the greatest gifts of 2011 is the hope that we are contributing to the common good by making it easy for people to connect to services they need and to volunteer opportunities that enrich their lives, and by being a place in the world where, to be welcomed and needed, all it takes is to walk in our door.

Community Thread is a remarkable organization that is accomplishing remarkable deeds. We are grateful that you are with us on our journey to connect people and enrich lives. We promise to be authentic partners in the work that remains. And we are hopeful that the results will be a community where people help each other.

Thank you for your support, interest, and belief in our mission.

Jennifer Cates Peterson
President, Board of Directors

Valerie A. Jones
Executive Director

2011 Board of Directors

Karla Anderson, Management, Marketing and Planning Consultant
Bill Armstrong, Attorney, Lawson, Marshall, McDonald, Galowitz and Wolle, P.A.
Fred Banister, Retired Civil Engineer
Connie Carlson, Owner, Pony Preschool
Jennifer Cates Peterson, Cates Fine Homes, LLC
Dr. Scott Edlin, Chiropractor, Inspired Chiropractic
Joyce Flynn, Director of Development and Community Relations, HSI, Inc.
Connie Fredkove, Retired, 3M
Al Godfrey, Retired, Andersen Corporation
Jim Hiniker, Stillwater Township Supervisor
Kerri Kolstad, Owner, Wahoo! Adventures
Kit Ridgway, Community Volunteer

Special Members
Vi Russell, First Executive Director, Board Member Emeritus
Amy Skare, Youth Enrichment Coordinator, ISD 834,
Board Liaison to the School District

Board Members Retiring in 2011
Paul Erickson, Vice President, Lakeview Health
Betsy Thomas, Owner, Wango Tango

Mission Statement

Our mission is to promote, support and encourage volunteerism to serve the needs of the community. Through direct and indirect services we impact issues of poverty, volunteer management, and senior involvement and isolation. We sustain volunteerism by connecting people and enriching lives.

Vision Statement

Our vision is a community where people help each other.

Values Statement

Community Thread's mission and vision reflect a set of enduring values that guide its actions internally and externally:

- The field of volunteerism must uphold the public's trust.
- Volunteerism is a cornerstone of a democratic society and is essential to the success of the nonprofit sector.
- Responsible and effective volunteerism depends on accountability, integrity, and respect for others.
- Inclusiveness and diversity in their many forms are fundamental to the responsiveness and effectiveness of Community Thread and the field of volunteerism.
- Community Thread's effectiveness requires an ongoing commitment to quality, communication, collaboration, discovery, reflection and learning.

2011 Financial Information

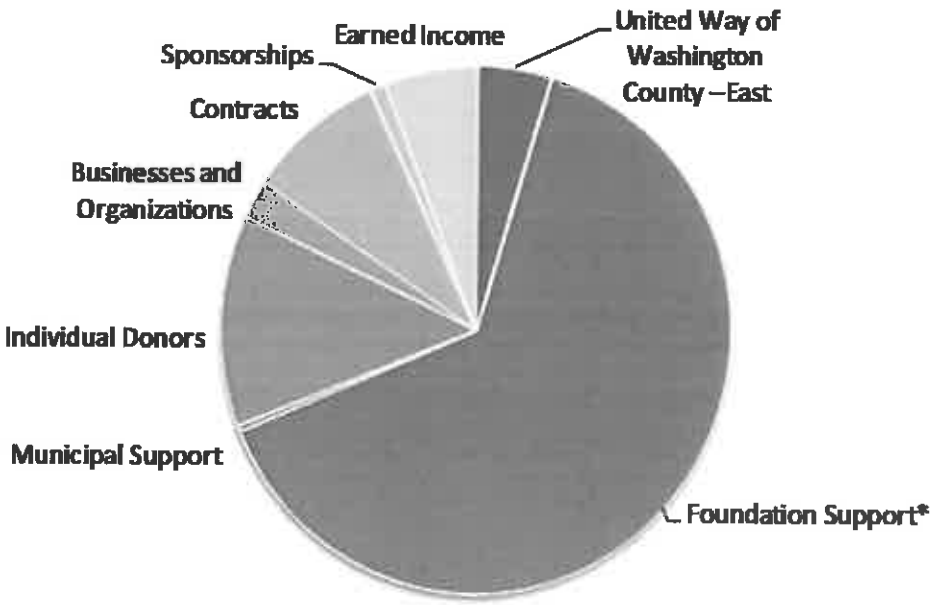
The following figures are not audited. The Community Thread 2011 Annual Audit will be available at the end of April 2012 and this report will be updated with audited financial information at that time. Please contact Valerie Jones at (651) 439-7434 for a copy of the 2011 Community Thread Audit. Thank you!

2011 Revenue and Support

Total Revenue and Support: $729,077

Source	Amount
United Way of Washington County –East	$34,298
Foundation Support*	$466,456
Municipal Support	$2,500
Individual Donors	$94,442
Businesses and Organizations	$17,222
Contracts	$63,334
Sponsorships	$7,400
Earned Income	$43,425

*In 2011, Community Thread received a special grant in the amount of $170,712 to make lease held capital improvements to the Bayport Senior Center. These restricted funds represent 23% of all grant funds received by Community Thread in 2011.

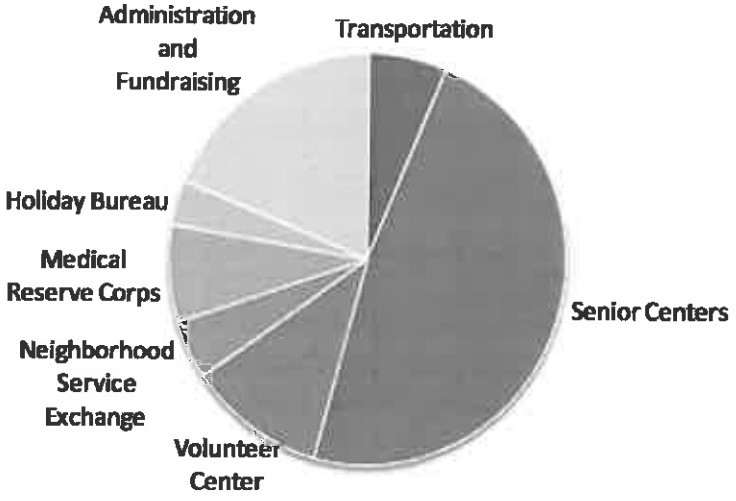


2011 Expenses

Total Expenses: $674,206

Program	Amount
Transportation	$42,920
Senior Centers	$322,752
Volunteer Center	$75,006
Neighborhood Service Exchange	$31,376
Medical Reserve Corps	$51,414
Holiday Bureau	$23,711
Administration and Fundraising	$127,027

*2011 Senior Center Expenses include $122,742 in renovation expenses to the Bayport Senior Center.



The Value of Volunteers

Bill Funari of Stillwater: "I enjoy helping people and learning from them."

Bill is just one of the more than 2,100 Community Thread volunteers who are connecting to our communities one act of service at a time. Throughout 2011, a dedicated team of 2,173 volunteers contributed 9,160 hours of volunteer time and talent. As calculated by Independent Sector, the value of a volunteer hour in Minnesota is $20.90. That means Community Thread volunteers contributed time and talent valued at $240,559!

Community Thread's accomplishments are due in large part to our incredible volunteers who share their skills so generously with us. Thank you Community Thread volunteers for your amazing efforts!

Programs with a Purpose

Volunteer Center

The purpose: Community Thread's Volunteer Center makes finding the right volunteer opportunity for the right person an easy process, and creates opportunities that allow volunteers to have direct, personal interaction with the people they serve. These personal interactions allow people of different backgrounds to form positive relationships that strengthen the community even as it changes. Our wide range of listed opportunities and programs are also a great way for anyone to contribute regardless of age, language proficiency, mobility, personal income or any other factor. Any willing volunteer is a great asset to our community and is treated that way at Community Thread.

The story: In 2011, Community Thread launched its Chore Service Initiative. One of the first chore requests was from a senior named Mike, a widower in Stillwater, who is in his 90s and still lives in his own home. He is very independent and able to tackle most household chores, but needs help with regular lawn mowing. We matched him with a college-age volunteer named Noah who was looking to volunteer once or twice a week. Noah and Mike created a schedule, and Noah continued to mow Mike's lawn throughout the summer. Mike greatly appreciated the help.

The numbers:
More than 13,670 visits to our 1-800-Volunteer.org database
934 volunteers worked during one-day service events
1,332 volunteers referred to local agencies
100 volunteer managers supported and trained
52 local nonprofit organizations connected to volunteer management resources

Transportation

The purpose: The Transportation Program connects volunteer drivers with senior citizens, people with disabilities or chronic illness, and lower-income residents without access to a vehicle to take them to medical appointments. Transportation clients are able to get the medical attention they need to maintain or improve their health because of this program.

The story: Transportation client Lisa Van De Steeg of St. Paul Park wrote to us in a thank you letter about the difference this service has made to her. "I'm legally blind and have two young children. My husband can't always take off from work to take us to medical appointments. The Transportation Program has been a God-send for me. I tried public transportation and it was too difficult to use for my situation. Thank you."

The numbers:
20,912 miles driven
1,532 trips to medical appointments
89 clients served
45 volunteers worked 2,327 hours

Stillwater and Bayport Senior Centers

The purpose: The Senior Center programs enhance the lives of seniors of all ages. Perhaps they come to keep active and fit, volunteer, learn, laugh, or just have some fun. But they have made the choice to be here. The Senior Centers are not places to be alone; they are places to be with others. This is a place where stories and common interests are shared, where lifelong friends meet to stay connected and where new friends are found. Many of today's seniors are living busy lives caregiving, working part-time, volunteering, traveling and dealing with their own health or family issues. Knowing that people intentionally seek out our programs and services to fit into their lives is gratifying. A quote from a Senior Center Vision Team member says it all, "I may not be here all the time, but I know you're here when I need you...and that feels good."

The story: Volunteers from the Bayport Senior Center started the Cribbage Mentoring Program at Rutherford Elementary School. Twelve men volunteered to teach and play cribbage with the 4th graders to help them learn math skills. Two girls greeted the team of volunteers at the door and served as wonderful hosts. All the students were so confident and happy. Three of the volunteers were brand new and after one session with the students they all decided to come back and keep teaching. The effort is a fantastic way to provide real life applications of math skills while building relationships across generations.

The numbers:
18,482 visits for Senior Center activities
2,821 hours of programming
285 volunteers worked 3,631 hours
732 people received free tax preparation
497 hours of intergenerational programs with more than 1,200 students from local elementary schools
343 drivers participated in 22 defensive driving courses
76 quilts handmade for the Crisis Nursery

Neighborhood Service Exchange

The purpose: The Neighborhood Service Exchange (NSE) was created in 1998 based on the premise that each person can help and be helped using a time bank/service bartering system. One hour of service earns members one credit of service. Participants may use their earned credits to receive a service they need, like transportation, wallpapering or dog walking.

The story: Dawn and her family enjoy doing things for other NSE members as a family. This year one of their family volunteer efforts was baking Christmas cookies to share with other NSE members. Dawn said, "Our family enjoys volunteering and being part of a program that makes a difference." With the NSE program, it's often the simple things - fresh baked cookies, a call or a visit - that make the biggest difference.

The numbers:
62 volunteer members worked 1,896 hours
1,645 time bank service exchanges
1,504 people received services

Medical Reserve Corps

The purpose: The Washington County Medical Reserve Corps (MRC) is a community-based volunteer program that supports and strengthens local public health efforts and emergency preparedness. The work of the MRC unit helps create a stronger, healthier, more resilient population while building relationships and connections among diverse members of our community.

The story: Two MRC nurses participated in a seasonal flu vaccination event at the Landfall Community Center in October. One nurse is retired and hadn't given injections for a while but said the training provided by county staff prior to the event made her feel very comfortable. "I was nervous that maybe I had lost my touch but I really wanted to volunteer and it all came back to me once I started. I really enjoyed being back at it!" This opportunity raised the spirits and confidence of one of our volunteers, and it had a significant impact on the community. Getting vaccinated against the flu each year is one of the most important steps people can take to help protect themselves from seasonal flu and its complications. By offering vaccinations to underserved communities like Landfall, Washington County and MRC nurses are able to reach folks who often have limited access to preventative healthcare or who may forgo vaccinations due to financial constraints.

The numbers:

423 Washington County Residents are members of the MRC
MRC volunteers worked 286 hours at 18 different events covering everything from Flu Clinics to Environmental Center's Reuse Room
19 MRC Volunteers participated in Emergency Preparedness training and exercise opportunities

Holiday Bureau

The purpose: Simply put, the Holiday Bureau provides a Christmas for those who would otherwise not have one. Although the families who apply are struggling with many challenging life circumstances the Holiday Bureau cannot help with - be it unemployment, health issues, or single parenting - the Holiday Bureau is able to take away the stress of providing holiday gifts. Sponsors provide Christmas trees, a holiday meal, much needed household items to parents, gifts for the whole family, and smiles to children!

The story: Sarah, a single mother, started volunteering for the Holiday Bureau program once a week. She completed tasks such as writing Santa letters, hanging flyers in the community, wrapping presents, and more. In November, however, due to changing life circumstances, Sarah found herself facing financial troubles and needing some help for the holidays. The Holiday Bureau matched Sarah with a sponsor who provided clothing and gifts for Sarah and her son. Sarah continued to volunteer through the entire season and plans to return as a Volunteer Center volunteer. "I'm so glad I have this opportunity to give back," she said. "One day I hope to be able to sponsor another family, just as I was sponsored this year. Thank you for all you've done for my son."

The numbers:

986 people received gifts and food (including 547 children)
254 letters from Santa were sent to Holiday Bureau children
175 donors
115 sponsors
52 Christmas trees donated
87 volunteers worked 306 hours

3rd Annual Spring Into Service Event

Event Statistics
1 morning
240 total volunteers
10 nonprofit service sites
11 volunteer leaders
720 hours of service
$15,379 value

Many thanks to our Event Sponsors!

Connecting Sponsors:
Andersen Windows
Lakeview Health

Service Sponsors:
Anastasi & Associates
Cates Fine Homes
Donna Stenberg, DDS
Eckberg Lammers Law Firm
Stillwater Medical Group
Sletten & Brettin Orthodontics
The CCP Foundation

Supporting Sponsor:
First State Bank and Trust
Glenhurst Design
Lake Area Bank
St. Croix Orthopaedics, P.A.

Neighbor-to-Neighbor Sponsor:
Central Bank
Chestnut Cambronne, Attorneys at Law
David J. Brown, LLC
Eric Thole, Attorney at Law
HSI (Human Services, Inc.)
INSTUDIO
Joe's Sporting Goods
Lake Elmo Bank
Lawson, Marshall, McDonald, Galowitz & Wolle, PA
Moo Oink Cluck
OSI Physical Therapy
Southhill Dental Group
The Fountain
Valley Orthodontics

Impact:
"Thanks so very much for the great volunteers AND the delightful group leader. Awesome group! Our backyard garden looks 150% better mulched, planted with hostas and lilies, and the staining of our boards is almost done. Weeding around the perimeter and raking was a wonderful improvement. Thanks again for your leadership and gift of service. You are appreciated!" – *Nancy Okermon, HOPE Adoption and Family Services*

2011 Special Events and New Efforts

7th Annual Baubles and Bangles Used Jewelry and Bake Sale

1 Day
54 Volunteers
403 Volunteer hours (cumulative June-August)
$12,500 Raised to support Community Thread's Senior Centers

2nd Annual Building Better Lives Volunteer Expo

Provided in Partnership with United Way of Washington County – East
1 Evening
27 Nonprofit organizations
150 Community members "shopping" for volunteer opportunities

12th Annual Rake A Difference Day

Two weekends in October
27 Groups raking yards
700 Individual rakers
85 Yards raked
1,750 Hours of service donated to the community
$37,380 Value to the community

5th Annual Community Thread Connections Breakfast

1 Hour
46 Volunteers
128 Guests
$25,274 Raised to support Community Thread's mission

4th Annual Senior Housing Fair

1 Morning
13 Senior housing organizations represented
100 People looking for information about senior housing options
2 In-Kind Donors: Golden-Living Centers - Linden
Century College Service Learning students

Chore Services Initiative (NEW!)

This new service matches volunteers with senior homeowners to assist in household maintenance and chores. We help seniors remain living independently and safely in their own homes.
41 Requests for assistance were filled
25 Seniors were referred to other chore service programs or to professional service providers.

2011 Spring Flood Relief Efforts

7 Cities assisted (Afton, Bayport, Hudson, Lake St. Croix Beach, St. Mary's Point and Stillwater)
749 Volunteers activated
1,439 Volunteers scheduled but deactivated when the river held
2,247 Hours of volunteer time
$47,995 in value to the community

2011 AWARDS

2011 Vi Russell Award for Excellence in Volunteer Leadership

Kim Klisch, Coordinator of Volunteer Services, Lakeview Hospital

Kim Klisch, the Coordinator of Volunteer Services at Lakeview Hospital, received the 2011 Vi Russell Award for Excellence in Volunteer Leadership in honor of her outstanding leadership of volunteers. The Lakeview Hospital Volunteer Program has nearly 200 volunteers who serve the hospital in many areas. Kim speaks with enthusiasm about how the Volunteer Program contributes to a "healing environment" at Lakeview Hospital. Her aim is to complement what is happening medically for the patients, to help ease stress and support healing through efforts such as music in the lobby, pet therapy, and art galleries. She also introduces the hospital to young people with the Teddy Bear Clinic for kindergarteners and a student volunteer program for high school and college students.

The Vi Russell Award for Excellence in Volunteer Leadership was established to honor extraordinary leaders who have led and inspired volunteers to meet local needs through citizenry and service. The Vi Russell Award honors leaders who are "driving forces" in our community, meeting local needs through their personal dedication and leadership.

2011 Community Involvement Awards

2011 Outstanding Group Volunteers: STORM in the Valley

The Outstanding Group Volunteer Award recognizes a group of volunteers for outstanding volunteer service to the community. This year's recipients of the Outstanding Group Award are the members of STORM in the Valley. STORM in the Valley is a servant mission of St. Croix Valley United Methodist Church. Their purpose is to serve Jesus by serving others. STORM accomplishes this by providing volunteer labor to assist people in need. There is no charge to the recipients for the services and any donations given are used in the groups' next projects. The group's leaders, Sue and Daryl Rielander, organize groups of volunteers to assist with the projects. Since August 2007 more than 55 families have been assisted by STORM in the Valley volunteers who have given more than 3,100 hours of service. STORM volunteers have helped pack, move and unpack 7 individuals. They have painted 11 homes. They have cleaned out, hauled away, and organized 26 garages that were crowded with "stuff."

2011 Outstanding Youth Volunteer: Samyuktha Melachuri

The Outstanding Youth Volunteer Award recognizes a young person under the age of 18 for volunteer service with an organization or project that helps to meet the needs of the community. Samyuktha (Sammie) Melachuri of Woodbury is the 2011 Outstanding Youth Volunteer for her volunteer work at the Minnesota Children's Museum. In addition to volunteering with the Minnesota Children's Museum, Sammie volunteers at Feed My Starving Children and hopes to one day volunteer at Como Zoo, teaching classes. Samyuktha also likes to perform traditional Indian dancing at community events, often with her sister. At the Minnesota Children's Museum, where the mission is "sparking learning through play," Sammie's tasks range from doing arts and crafts with the children, to helping with preparations for parties and helping families as they check in at the museum.

2011 Outstanding Volunteer: Susan Edseth

The Outstanding Volunteer Award recognizes a single volunteer for commendable volunteer service in at least one organization during a span of one or more years. Susan Edseth of Forest Lake has been an AmeriCorps volunteer with FamilyMeans for the last two years. She has over 25 years of administrative management experience, and a tremendous love of volunteering. Susan was drawn to join AmeriCorps because it was a way for her to serve her country without carrying a gun. It was a new and different kind of volunteer experience that she was excited to try. Susan has spent more than 900 hours visiting people who have chronic illnesses and disabilities. In addition to respite volunteering, Susan is one of FamilyMeans' first Ambassadors, sharing information in Washington County about services provided by FamilyMeans. Susan has a passion for serving as is evidenced by her resume of volunteer work with a diverse group of organizations including FamilyMeans, Great River Greening, Washington County 4-H, and Forest Lake Area Music Boosters/Pep Band/Drumline Parent Group.

2011 Lifetime Volunteer: Dixie Ewing

The Lifetime Volunteer Award recognizes a single volunteer for a lifetime of commitment to volunteerism. The first of this year's award recipients is Dixie Ewing, a resident of Woodbury since 1978. She began her lifetime of volunteer work with her young son's Boy Scout troop and became an active member of the Woodbury United Methodist Church. Dixie got involved with the Woodbury Children's Hospital Guild thirty years ago. Dixie has also been a member of the Woodbury Chamber of Commerce for the past 25 years and was named the Chamber's Citizen of the Year in 1995. In 1993, Dixie volunteered for the capital campaign to create and build the Woodbury YMCA where she served on the Board of Directors until just recently. Dixie's lifetime of volunteer efforts extend far and wide. Numerous community organizations have received the benefit of Dixie's passions, including the Woodbury Yellow Ribbon Network, Woodbury Lions Veterans Memorial, SOS Players, SA/VE (Suicide Awareness/Voices of Education), Woodbury Christian Cupboard, Woodbury Prayer Breakfast, Wilder Foundation and others. In 2003 Dixie, along with fellow Lifetime Award recipient Dick Stafford, and other dedicated community leaders created Friends of Woodbury, now called the Woodbury Community Foundation. Dixie feels fortunate to have the energy and gifts to help others. She sees her work more as a success story for Woodbury organizations and says humbly, "The village of Woodbury supports me, so I help them out as I can."

2011 Lifetime Volunteer: Dick Stafford, Posthumously, Award accepted by Bruce and Donna Stafford

The Lifetime Volunteer Award recognizes a single volunteer for a lifetime of commitment to volunteerism. A special honoree this year, Dick Stafford, passed away suddenly, just before being named as a co-recipient of the 2011 Lifetime Volunteer Award. Dick Stafford's legacy is a lifetime of giving and serving. Dick's volunteer resume lists participation and leadership roles in no less than a dozen organizations including the Woodbury Community Foundation, the YMCA, the Woodbury Lions Club, the Woodbury Yellow Ribbon Network, the Woodbury Ambulance Council, Woodbury Chamber of Commerce, Woodbury Lions Veterans Memorial Council, and the Jaycees in South St. Paul, Woodbury and at the national level. Dick was a valued and engaged citizen, participating in his community by volunteering on committees and boards for groups such as the Law Library Board, Public Health Advisory Committee, Regional Rail Authority Board, East Metro Radio Communications Board, Metropolitan Energy Task Force, and many, many more. To celebrate Dick Stafford's life and legacy of volunteering from military service, to public service, to community organizing, it was an honor to bestow the 2011 Lifetime Volunteer Award to his family as a sign of appreciation for a life well lived.

Enriching Donors ($2,500 and more)

Andersen Corporate Foundation
Fred C. & Katherine B. Andersen Foundation
Hugh J. Andersen Foundation
Cub Cares Community Foundation
Estate of Lyman Geary
Home Depot Inc.
Lakeview Foundation
Mardag Foundation
Minnesota Department of Revenue
National Association of County & City Health Officials
Margaret Rivers Fund
Stevens Square Foundation
Mr. & Mrs. Patrick Thiele
United Way of Washington County East
Lee S. & Dorothy N. Whilson Fund of the Saint Paul Foundation

Connecting Donors ($1,000 - $2,499)

Sarah Andersen
Andersen Corporation
City of Baytown
The Blessing Fund
Cates Fine Homes
Theresa Colaizzi
Al Godfrey
Good Samaritan Society - Stillwater
Hubbard Broadcasting Foundation
Jodi Kraemer
Louella Mehan
Len Nelson
Rob & Mary Nowski
Edward Simonet, III
Stillwater Rotary Club
Thrivent Financial
Walmart Foundation
Woodbury Community Foundation

Service Donors ($500 - $999)

3M Foundation
Anastas & Associates
Fred & Carol Banister
Nancy & Jeffrey Broderick
CCP Foundation
City of St. Mary's Point
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Grace Marquardt
Betty Marsh
Ray Marshall
Darlene McAfee
Ben McCarthy
June McCarthy
Makenzie McCormick
Irina McCracken
Robyn McCracken
Ella Mae McGinness
Annie McGuire
Jeff McGuire
Megan McGuire
Tommy McGuire
Tracy McGuire
Donna McKenny
Helen McKnight
Nancy McLellan
Catherine McNeal
Vaughn McNeal
Eileen Meader
Janice Meier
Joan Meierotto
Louella Merton
Nita Michels
Lorraine Miller
Paula Minell
Carolyn Minor
Fernando Miranda
Kelly Moeller
Eleanor Mohn
Evelyn Monsen
Renee Montpetite
Mary Mortenson
Helen Murphy
Shirley Neeson
Dana Nelson
Karen Nelson
Susan Nelson
Beth Nelson & family
Gina Nemeth
Rae Ness
Kristi Nethercut-Emerson
Don Neurauter
Mary Ann Newman
Angela Nolde
Rose Nombozo
Inky Noreen
Jim Nygren
Christine Nyhus
John Oertel
Kathy Oertel
Barbara O'Gorman
Phil O'Gorman
Allen Okerman
Ben O'Malley
Sue O'Malley
Ken Opsahl
Chris Otto
Connie Paulson
LaRae Paulson
Shelley Pearson
Rod Pederson
Jeff Perkins
Sylvia Perrault
Wayne Petersen
Gavin Peterson
Gustav Peterson
Heather Peterson
Jennifer Cates Peterson
Larry Peterson
Marty Peterson
Sharon Peterson
Rise Pfouts
Ardis Phillips
Gloria Phillips
Janet Plaster
Orlin Plath
John Pletcher
Dianne Polasik
Tom Polasik
Missy Poor
Jim Popken
Linda Prestegord
Graham Prince
Ben Prom
Megan Prom
Owen Prom
Kelley Puppe
Sarah Quick
Shirley Renfrow
Orlean Richards
Steve Ridgeway
Dan Ridgway
Kit Ridgway
Daryl Rielander
Sue Rielander
Mary Rinkenberger
Joyce Ritz
Marlene Ritzer
Jennifer Riverness Hile
Carroll Rock
Joann Rockstroh
Jack Roddy
Ron Roeller
Marlene Roettger
Peggy Rollins
Patsy Rollwagen
Karen Roman
Sandy Roslin
Kathy Rossini
Gaylord Rous
John Rudy
Ruby Rumpf
Grant Runbeck
Kathy Ryberg
Ken Ryberg
Bob Safe
Claire Sand
Mary Ann Sandin
Kelly Sanocki
Marie Saterbak
Sally Schakel
Marge Schell
Emily Schoenrock
Joyce Schreffler
Jan Schueffner
Bonnie Schuld
Danny Schulte
Holly Schulte
Al Schultz
Bev Schultz
Dan Schultz
Pam Schult
Stacey Schutte
Ida Sczepanski
Mary Seidschlag
Howard Siewert
Desiree Siggins
Karsten Sigstad
Marie Simeone
Kayla Simonet
Kevin Simonet
Lisa Simonet
Pam Simonet
Phil Simonet
Kathy Simpson
Amy Skare
Len Skolnick
Deanna Skoug
Geralyn Smith
Ron Smith
Robert Sorbel
Mary Springborn
Loretta Stafford
Lynn Stafford
Neil Stafford
Gordy Steffel
Josh Steffel
Laura Steffel
Gail Steinmetz
Sandi Steinmetz
MaryAnn Stellmach
Leslie Stockey
Steve Stockey
Judy Stone
Liz Strom
Pat Stuward
Carol Swanson
Dianne Swanson
Karen Swenson
Mary Tallackson
DG Taylor
Linden Terwilliger
Elaine Thomsen
Helen Thomsen
Sue Thomsen
Linda Tierney
Laura Trent
Margaret Trent
Sara Trent
Carol Turenne
Ellie Turlie
Diana Turner
Dorothy Turnquist
Hazel Ulrich
Karen Underhill
Beth Utecht
Chris Utecht
Warren Utecht
Lisa Van De Steeg
Bev Van Ruden
Marlo Verette
Gary Vigness
Evelyn Vincent
Myrna Vincent
Heather Voight
Barry Von Ornum
Violet Wagoner
Sharon Waiwaiole
Lynn Waldorf
Judy Weber
Mary Jo Weller
Kristen Wesloh
Kyle Wesloh
Lukah Wesloh
Sloane Wesloh
Jon Whitcomb
Dennis White
Diane White
Kristin Wilcox
Austin Williams
Alli Wilmes
Don Wilmes
Catherine Winters
Betty Witte
Carol Woods
Jeff Wright
Bev Zeidel
Mabel Zolldan

2011 COMMUNITY THREAD STAFF

ADMINISTRATION

Valerie Jones
Executive Director

Mary Weber
Associate Director

Kristen Wesloh
Development Director

Patsy Rollwagen
Amy Mattakat
Receptionists

VOLUNTEER CENTER

Elena Ballam
Program Manager

Lauren Hazenson
Program Coordinator

SENIOR CENTERS

Karla Bataglia
Program Director

Sue Schultz
Program Manager, Bayport Senior Center

MEDICAL RESERVE CORPS

Carroll Davis-Johnson
Program Manager

TRANSPORTATION AND NEIGHBORHOOD SERVICE EXCHANGE

Cathy Dyball
Program Manager

2011 DEPARTING STAFF

Katie Dahill
Jan Schueffner
Lisa Thalacker Joyslin

Special thanks to volunteer Heather Voight for her talent and skill in designing Community Thread's 2011 Annual Report and the Community Thread Senior Center newsletters throughout the year!

Charities Review Council MEETS STANDARDS smartgivers.org

community thread

2300 W. Orleans Street
Stillwater, MN 55082

Phone: 651-439-7434
Fax: 651-439-7616
contact@communitythreadmn.org

www.communitythreadmn.org

COMMUNITY SYMPOSIUM
Your Ideas. Your Future.

Symposium Panel

David Beaudet
Mayor, City of Oak Park Heights

Mitch Berg
Bayport City Administrator

Jim Bradshaw
Bradshaw Celebration of Life Center

Curt Geissler
Lakeview Hospital

Ken Harycki
Mayor, City of Stillwater

Sherri Hopfe-Franke
Mainstreet IBA

Dean Johnston
Mayor, City of Lake Elmo

Gary Kriesel
Washington County Commissioner

Chuck LeRoux
Andersen Corporation

Mary McComber
Oak Park Heights City Council

Doug Menikheim
Stillwater City Council

Mike Pearson
Lake Elmo City Council

D.J. Raduenz
Stillwater Motors

Steve Roll
Stillwater/Oak Park Heights Convention and Visitors Bureau

Susan St. Ores
Mayor, City of Bayport

Todd Streeter
Greater Stillwater Chamber Of Commerce

Brian Zeller
Greystone Real Estate Group

GREATER STILLWATER Chamber of Commerce

March 26, 2012

Bayport City Council
City of Bayport
294 3rd Street North
Bayport, MN 55003

Dear Council Members:

Last summer the Community Symposium was formed to bring together civic, business and organization leaders within the St. Croix Valley region to address current and future economic development needs.

The goal of the Symposium is to identify opportunities and resources that will make the St. Croix Valley an even better place to live, work and do business.

Last fall the Symposium conducted nine Town Hall sessions with Valley residents and businesses resulting in more than 20 pages of concerns and innovative ideas which have been summarized on the following page.

This winter a representative from each city presented their respective economic development opportunities to panel members. This information along with a survey of all available properties for sale or lease provide a comprehensive site inventory of our economic opportunities.

On April 2nd I will share with you some of the more exciting possibilities that have emerged from our Town Hall sessions. These potential opportunities will not only contribute to our economic growth, they are concepts that were repeated from session to session, underscoring the desires from our business and resident communities.

Thank you for this opportunity.

Regards,

Todd Streeter

Wm Todd Streeter
President, Executive Director
Greater Stillwater Chamber of Commerce

COMMUNITY SYMPOSIUM
Your Ideas. Your Future.

GREATER STILLWATER Chamber of Commerce

Bayport · Lake Elmo · Oak Park Heights · Stillwater

Town Hall Sessions

Symposium Questions

1. What do you love about the area?
2. What do you believe could be changed or improved?
3. What is on your wish list?

Question #1 Responses

1. Natural Amenities — River, rural setting, open spaces, country living by big city
2. Historic Character — Small town feel with large town amenities, charm, slow pace
3. Sense of Community — Social, active, culture, multi-generational, variety of activities/events
4. Community Amenities — Recreation, parks, schools, libraries, health care, local media
5. Civic Services — Well-managed fire, safety, police, low taxes, follow long-term plans
6. Businesses — Diverse offerings, unique stores, owners support of local causes
7. Proximity — Small historic rural area next to large metropolitan Twin Cities
8. Our People — Approachable, neighborly, genuine interest in community, ownership, pride
9. Philanthropy — Strong nonprofit culture, business/resident support and volunteerism

Question #2 Responses

1. Transportation — Area system, downtown congestion, Hwy 36 frontage, multi-modal, to Twin Cities
2. Economic Development — Be business friendly, local jobs, hire within, small & large businesses
3. Communication — Increase 4-city connectivity, support local papers, central point of information
4. Marketing — Cooperative efforts, cross-promotion, referral marketing, support/shop locally
5. Downtowns — Upgrade infrastructure/amenities, parking options, beautification, preservation
6. Access — Browns Creek Trail bicycle amenities, river docking, 4-city trail connections, multi-modal
7. Asset Utilization — Convert vacant/under utilized properties, asset sharing at non-peak times
8. Human Capital — Engage seniors, encourage youth/senior volunteerism and interaction
9. Municipal Services — Cooperative opportunities, promote resource sharing, market to residents
10. Future — Define our future, what we want to be and how to proceed to make it happen

Question #3 Responses

1. Transportation — Build the bridge, area trolley, encourage park & ride to Twin Cities
2. Economic Development — Business incubator, education campus, high-tech, micro-business
3. Region Amenities — Community center, water park, movie theater, art center, visitors center
4. Commerce — Boat docking, Browns Creek Trail, multi-modal, transit system, 4-city trails
5. Youth — Non-athletic activities, youth center
6. Communication — Community information center/website, locally responsive media

Initial Opportunity Work Plan

Ongoing Research and Symposium Tasks

✔ Economic Development
- Inventory of vacant land, buildings and primary business development areas

✔ Access Opportunities
- Identify existing and planned trail system in each city
- Identify pedestrian issues and walking path needs
- Learn more about Browns Creek Trail initial planning and community impact

✔ Transportation
- Park and ride potential locations

Stakeholder Presentations
- Meet with regional stakeholders to identify participation interest and available resources

Greater MSP Outreach
- Meeting with appropriate representatives to review their plans for our region
- Share Symposium initiatives and regional marketing planning preparations

Communications
- Establish a monthly Upper Valley Alliance meeting to share information
- Establish a quarterly Lower & Upper Valley Alliance meeting
- Initiate a cooperative effort with local and regional media

Website Development
- Initiate draft outline of potential site content

Symposium Stakeholder Presentations

Resource Opportunities

- Area Townships
- Major employers
- City/County planning & development
- Civic and community organizations
- Commercial real estate brokers
- Downtown merchants among all four cities
- Big box retailers
- Hwy 36 businesses
- Area schools and education centers
- Nonprofit organizations
- Area foundations
- Park, planning and preservation groups
- Art community / cultural groups
- Faith based communities
- City/County park & recreation
- Sports and recreation organizations
- Sports groups
- Veterans organizations

RESOLUTION NO. 12-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD APRIL 2, 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 2nd day of April 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 1-16 FROM THE APRIL 2, 2012 CITY COUNCIL AGENDA

1. March 5, 2012 City Council regular meeting minutes
2. March payables and receipts *(check numbers 1134293-1134385)*
3. March building, plumbing and mechanical permits report
4. Special event application from the Bayport American Legion for the Memorial Day Parade on May 28, 2012
5. Special event application from Anderson Race Management for relay event on August 18, 2012 at Perro Park
6. Special event application from BCAL for Farmer's Market on July 9 -October 15, 2012 at Perro Park
7. Special event application from BCAL for Dane's Place fundraiser on June 30, 2012 at Village Green Park
8. Temporary on-sale liquor license from BCAL for Dane's Place fundraiser
9. Lawful gambling bingo application from BCAL for Dane's Place fundraiser
10. Hiring of Jered Deal as a part-time police officer and PERA declaration *(Resolution 12-___)*
11. Hiring of Aaron Slinger as a part-time police officer and PERA declaration *(Resolution 12-___)*
12. Special event application from Andersen Corporation for a picnic on Saturday, August 11, 2012 at Lakeside Park
13. Purchase of attachments for the Public Works Department Toolcat utility machine
14. Pending renewal of the boat trailer parking agreement with Andersen Corporation
15. Special event application from Girl Scout Troop 53091 to collect donations for the Humane Society at Village Green Park on April 14, 2012
16. Final payment request for cleaning and television inspection of city's sanitary sewer

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

Susan St. Ores –
Connie Carlson –
Dan Goldston –
Michele Hanson –
Mark Ostertag –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 2nd day of April 2012.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
MARCH 5, 2012
6:00 P.M.

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of March 5, 2012 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members Present: Mayor Susan St. Ores, Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Mark Ostertag

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Andy Pratt

APPROVAL OF AGENDA

Mayor St. Ores requested the addition of Youth Service Bureau to Proclamations/Commendations/ Petitions/Announcements. It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the March 5, 2012 agenda, with the addition noted above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The February recycling award recipient is Ron Van Zee who will receive $30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Board of Appeal and Equalization and Open Book Meetings for 2012: Mayor St. Ores provided information on the four open book meetings available to residents who wish to contest their property tax assessment. For more information, residents should contact City Hall.
3. Youth Service Bureau (YSB): Mayor St. Ores read a letter of appreciation from the Youth Service Bureau recognizing the efforts of the Bayport Police Department and Officer Zachary Lund in obtaining a grant award that was used to purchase a new projector and screen for YSB classes.

OPEN FORUM - None

CONSENT AGENDA

Mayor St. Ores read items 1-4 on the consent agenda.

1. February 6, 2012 City Council regular meeting minutes
2. February payables and receipts (check numbers 1134189-1134292)
3. February building, plumbing and mechanical permits report
4. Reestablishment of the city's voting precinct and polling place (Resolution 12-05A)

Councilmember Goldston noted the omission of the councilmember's name who seconded the motion to adopt the City of Bayport Employee Work Ethics and Code of Conduct Policy on page 3 of the February 6, 2012 meeting minutes.

Councilmember Carlson introduced the following resolution, requesting that staff correct the minutes by inserting the councilmember's name on the above-noted motion, and moved its adoption:

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-4 FROM THE MARCH 5, 2012 CITY COUNCIL AGENDA

The motion for adopting the foregoing resolution was duly seconded by Councilmember Goldston 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 HEARINGS - None

COUNCIL LIAISON REPORTS

Councilmember Ostertag reviewed the February 9, 2012 workshop meeting of the Cable Commission, reporting that future building space needs/options for the Cable Commission were discussed. A meeting date for the next regular meeting of the Cable Commission has not been scheduled.

Councilmember Carlson reviewed the February 23, 2012 meeting of the Bayport Library Board. An update on the teen room was provided, and it was noted that a Human Resources Committee has been established. The next meeting of the Library Board is scheduled for Thursday, March 22, 2012, 6:00 p.m., at the library, and is open to the public.

Mayor St. Ores reported the Middle St. Croix Watershed Management Organization (MSCWMO) did not meet in February and the next meeting is scheduled for Thursday, March 7, 2012, 7:00 p.m., at the Valley Ridge Mall. She stated volunteers are needed for a Perro Creek Corridor Cleanup Event scheduled for April 10 and 11, 2012, from 3:00-7:00 p.m. The goal is to remove debris from the creek before it is turned on.

Councilmember Goldston reported the February Lower St. Croix Partnership meeting was cancelled.

Councilmember Hanson reported the Planning Commission did not meet in February.

UNFINISHED BUSINESS - None

NEW BUSINESS

Consider adopting a City Council meeting agenda policy: Administrator Berg reviewed a proposed policy that will help streamline the agenda process for meetings and workshops and promote transparency. The policy would call for elected officials and the public to use a request form to add items to a meeting agenda. Administrator Berg stated the public could also present requests during the open forum portion of a City Council meeting. Councilmember Hanson noted the policy does not require city staff to submit a form. Administrator Berg stated there is an existing procedure in place for adding staff-initiated items, and Councilmembers felt the current process was working well. Staff will change the word "proceeding" to "preceding" in Section II, prior to finalizing the policy.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the City Council Meeting Agenda Policy, with the text amendment noted above. Motion carried 5-0.

Consider establishing City Council workshop dates for 2012: Administrator Berg recommended establishing workshop dates for the year to accommodate councilmembers' schedules and promote transparency on items being discussed. The proposed dates for 2012 are April 2, July 2, and October 1,

at 4:30 p.m., prior to the regularly scheduled City Council meeting. Workshops may be added or cancelled, based upon need.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to set City Council workshops at 4:30 p.m. on April 2, July 2, and October 1, 2012. Motion carried 5-0.

Consider authorization to hire a replacement for a full-time police officer position: Administrator Berg noted City Council action is required to authorize the replacement of a full-time police officer position, with the resignation of Officer David Wynia. Police Chief Eastman stated the department would be hiring internally and has three part-time officer candidates that would be interviewed for the position. Councilmember Ostertag suggested the City Council approve the replacement of a part-time officer at this time to provide adequate coverage; however it was noted the City Administrator has authority to hire part-time staff, as needed. The City Council would need to approve a new part-time officer's participation in PERA at a later meeting. Officer Wynia was recognized for his years of service to the city and offered best wishes for his new employment with the City of Oak Park Heights.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize the replacement of a full-time police officer position. Motion carried 5-0.

Consider amendments to the Bayport Fire Department fire service contracts: City Attorney Pratt reviewed proposed amendments relating to insurance, indemnification, and liability language for the Baytown and West Lakeland Township fire contracts. He noted the contracts were revised at the request of West Lakeland Township and had not been reviewed in some time. He stated the proposed language was taken from the League of Minnesota Cities sample city/town fire contract templates and he was comfortable with the proposed language. Staff will be reviewing the City of Oak Park Heights contract this month.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the amendments to the fire service contracts for West Lakeland Township and Baytown Township, as proposed. Motion carried 5-0.

Consider authorization to prepare bidding documents for the 2012 Sealcoating Improvement Project: City Engineer Peters reviewed the condition of city streets, maintenance practices, and the 2011 pavement condition survey results. He noted the city has budgeted for a sealcoating and crack filling project in 2012, and reported the City of Lake St. Croix Beach is interested in a combined project to lower costs, based on economy of scale. Staff is recommending the City Council authorize preparation of bidding documents for a 2012 Sealcoating Improvement Project, with approval of the bidding documents and authorization for bids to occur at the April 2, 2012 City Council meeting. Bids would be received in late April, and the City Council could consider the award at the May 7, 2012 meeting, with the work completed this summer. Engineer Peters estimates the combined project would realize a savings of 3 to 5 percent. He stated the last city sealcoat project was completed in 2010, and staff would identify a section of the city for this year's project based on the 2011 I&S Group Pavement Management Report and city maintenance records.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to authorize the preparation of bidding documents for the 2012 Sealcoating Improvement Project. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Ostertag thanked everyone who donated to the Fire Department's annual fund raising dance event. He also noted the Fire Department would be participating in three of the Bayport American Legion's upcoming fish fries, as another fund raising venue.

2. Councilmember Carlson noted that on Tuesday, March 27, Bayport Senior Center Coordinator Sue Schultz will be hosting an Easter Egg Roll at the library during the children's' story hour at 10:30 a.m.
3. Mayor St. Ores provided updates on recent meetings she attended: February 27 Middle St. Croix Alliance meeting, January 24 Xcel Energy plant tour with area mayors, and a February 25 joint school-city meeting hosted by the Stillwater School District.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

City Administrator Berg reviewed his written report. Additionally, the new street signs being installed to meet federal reflectivity standards will be noticeably larger than the current ones, and the public will have an opportunity to purchase the old signs for $10.00, on a first-come basis. He reported the St. Croix River Crossing legislation has passed in Congress and is awaiting presidential approval; however funding issues for the new bridge remain. The new stop signs have been installed at the intersection of 4th Avenue North and 6th Street North and Administrator Berg cautioned drivers to be aware of this traffic change. The city newsletter will be mailed before the end of March. He also noted that although the City of Bayport's precinct and polling place were not affected by the state redistricting process, it will affect the state senate districts.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adjourn the meeting at 7:01 p.m. Motion carried 5-0.

_____

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: MARCH 2012

Account Descr	MARCH 2012 Budget	MARCH 2012 Actuals	MARCH 2012 Variance	MARCH 2012 % Variance	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 % Variance
FD 101 GENERAL								
Revenue Accounts								
DEPT 00000 GENERAL GOVERNMENT	$0.00	$674.	-$674.28	0.00%	$1,643,032.30	$37,213.98	$1,605,818.32	97.74%
DEPT 41200 MAYOR & COUNCIL	$0.00	$0.	$0.00	0.00%	$0.00	$0.00	$0.00	0.00%
DEPT 41240 RECYCLING	$0.00	$0.	$0.00	0.00%	$6,500.00	$200.00	$6,300.00	96.92%
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	$5,839.	-$5,839.24	0.00%	$90,750.00	$15,113.03	$75,636.97	83.35%
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	$6,576.	-$6,576.83	0.00%	$91,050.00	$14,049.48	$77,000.52	84.57%
DEPT 42200 FIRE PROTECTION	$0.00	$62,083.	-$62,083.00	0.00%	$309,580.90	$131,450.28	$178,130.62	57.54%
DEPT 43100 STREET MAINT	$0.00	$0.	$0.00	0.00%	$5,000.00	$0.00	$5,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	$0.00	$885.	-$885.50	0.00%	$0.00	$885.50	-$885.50	0.00%
DEPT 43200 PARKS	$0.00	$75.	-$75.00	0.00%	$27,500.00	$1,678.00	$25,822.00	93.90%
DEPT 43300 CEMETERY	$0.00	$0.	$0.00	0.00%	$5,500.00	$1,200.00	$4,300.00	78.18%
DEPT 44100 PROJECT	$0.00	$0.	$0.00	0.00%	$0.00	$0.00	$0.00	0.00%
Total Revenue Accounts	$0.00	$76,133.85	-$76,133.85	0.00%	$2,178,913.20	$201,790.27	$1,977,122.93	90.74%
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	$0.	$0.00	0.00%	$4,670.00	$470.00	$4,200.00	89.94%
DEPT 41200 MAYOR & COUNCIL	$0.00	$14,549.	-$14,549.13	0.00%	$136,401.10	$33,732.26	$102,668.84	75.27%
DEPT 41240 RECYCLING	$0.00	$315.	-$315.85	0.00%	$6,752.94	$877.09	$5,875.85	87.01%
DEPT 41400 ADMINISTRATION	$0.00	$11,604.	-$11,604.10	0.00%	$157,155.79	$31,826.73	$125,329.06	79.75%
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	$0.00	$0.00	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	$16,361.	-$16,361.07	0.00%	$222,683.69	$45,902.11	$176,781.58	79.39%
DEPT 41940 MUNICIPAL BUILDINGS	$0.00	$4,898.	-$4,898.28	0.00%	$112,293.80	$13,123.11	$99,170.69	88.31%
DEPT 42100 POLICE	$0.00	$58,277.	-$58,277.63	0.00%	$717,706.41	$152,743.20	$564,963.21	78.72%
DEPT 42200 FIRE PROTECTION	$0.00	$18,600.	-$18,600.22	0.00%	$419,466.29	$58,390.76	$361,075.53	86.08%
DEPT 43100 STREET MAINT	$0.00	$14,006.	-$14,006.79	0.00%	$428,533.52	$43,660.74	$384,872.78	89.81%
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	$2,428.	-$2,428.97	0.00%	$27,500.00	$10,954.80	$16,545.20	60.16%
DEPT 43200 PARKS	$0.00	$2,984.	-$2,984.16	0.00%	$63,699.47	$8,887.62	$54,811.85	86.05%
DEPT 43300 CEMETERY	$0.00	$43.	-$43.50	0.00%	$37,250.00	$493.50	$36,756.50	98.68%
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	$144,069.70	-$144,069.70	0.00%	$2,384,113.01	$408,331.92	$1,975,781.09	82.87%

CITY OF BAYPORT

*Fund Summary - Budget to Actual©

MARCH 2012

	2012 YTD Budget	MARCH MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
FUND 101 GENERAL					
Revenue	$2,178,913.20	$76,133.85	$201,790.27	$1,977,122.93	9.26%
Expenditure	$2,384,113.01	$144,069.70	$408,331.92	$1,975,781.09	17.13%
		-$67,935.85	-$206,541.65		
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%
		$0.00	$0.00		
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	$0.00	$0.00	0.00%
		$0.00	$0.00		
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%
		$0.00	$0.00		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	$0.00	$0.00	$0.00	$0.00	0.00%
Expenditure	$0.00	$0.00	$17,591.47	-$17,591.47	0.00%
		$0.00	-$17,591.47		
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%
		$0.00	$0.00		
FUND 201 D.A.R.E.					
Expenditure	$0.00	$0.00	$0.00	$0.00	0.00%
		$0.00	$0.00		
FUND 202 DRUG FORFEITURE					
Revenue	$0.00	$0.00	$637.97	-$637.97	0.00%
Expenditure	$0.00	$0.00	$177.15	-$177.15	0.00%
		$0.00	$460.82		
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%
		$0.00	$0.00		
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%
		$0.00	$0.00		
FUND 205 TAX STABILIZATION FUND					
Revenue	$0.00	$0.00	$0.00	$0.00	0.00%

CITY OF BAYPORT

*Fund Summary - Budget to Actual©

MARCH 2012

	2012 YTD Budget	MARCH 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	$0.00	$337.36	-$337.36	0.00%
		$0.00	-$337.36		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	$0.00	$1,000.00	$2,000.00	-$2,000.00	0.00%
Expenditure	$0.00	$0.00	$72.50	-$72.50	0.00%
		$1,000.00	$1,927.50		
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	$0.00	$0.00	0.00%
		$0.00	$0.00		
FUND 210 K-9 UNIT					
Revenue	$0.00	$0.00	$0.00	$0.00	0.00%
Expenditure	$0.00	$100.00	$100.00	-$100.00	0.00%
		-$100.00	-$100.00		
FUND 211 LIBRARY					
Revenue	$280,065.00	$2,412.00	$3,467.71	$276,597.29	1.24%
Expenditure	$280,065.00	$18,916.67	$54,241.98	$225,823.02	19.37%
		-$16,504.67	-$50,774.27		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
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 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

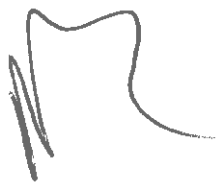
*Fund Summary - Budget to Actual©

MARCH 2012

	2012 YTD Budget	MARCH 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	$1,400.68	$3,491.36	$292,758.64	1.18%
Expenditure	$474,988.09	$24,391.51	$76,915.34	$398,072.75	16.19%
		-$22,990.83	-$73,423.98		
FUND 602 SEWER					
Revenue	$607,250.00	$800.00	$1,600.00	$605,650.00	0.26%
Expenditure	$719,238.93	$48,529.58	$136,127.71	$583,111.22	18.93%
		-$47,729.58	-$134,527.71		
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	$0.00	$0.00	$0.00	0.00%
Expenditure	$0.00	$0.00	$267.00	-$267.00	0.00%
		$0.00	-$267.00		
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		-$154,260.93	-$481,175.12		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 03/31/2012

FUND	FUND Descr	2012 Budget	2012 YTD Amt	2012 % of Budget	2012 % of Budget Remain
FUND 101	GENERAL	$2,178,913.20	$201,790.27	9.26%	90.74%
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	$0.00	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	$0.00	$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	$0.00	$637.97	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	$2,000.00	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	$0.00	0.00%	0.00%
FUND 211	LIBRARY	$280,065.00	$3,467.71	1.24%	98.76%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	$0.00	$0.00	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	$0.00	$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	$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	$3,491.36	1.18%	98.82%
FUND 602	SEWER	$607,250.00	$1,600.00	0.26%	99.74%
FUND 800	INVESTMENTS-POOLED	$0.00	$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	$0.00	$0.00	0.00%	0.00%
FUND 851	NON EXP TRUST	$0.00	$0.00	0.00%	0.00%
		$3,362,478.20	$212,987.31	6.33%	93.67%



CITY OF BAYPORT

MONTHLY REVENUE

Period Name: MARCH

FU	FUND Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
FUND 101 GENERAL							
101	GENERAL	101-00000-32100	R	BUSINESS LICE	03/26/12	$50.00	LIQUOR - TEMP (PER DAY) BCAL #2242
101	GENERAL	101-00000-32204	R	GAMBLING TAX	03/22/12	$525.03	GAMBLING PROCEEDS CK # 8834
101	GENERAL	101-00000-33100	R	ADMINISTRATIV	03/20/12	$35.00	NSF FEE CASH - LYNN PETERSON
101	GENERAL	101-00000-34105	R	USER FEES	03/06/12	$4.25	COPIES ($0.25/PAGE) Tom O'Brien - CASH
101	GENERAL	101-00000-34105	R	USER FEES	03/06/12	$30.00	ASSESSMENT SEARCH CK # 8220
101	GENERAL	101-00000-34105	R	USER FEES	03/27/12	$30.00	ASSESSMENT SEARCH CK # 10735
101	GENERAL	101-20102	G		03/01/12	$2,365.00	SAC CK # 393196
101	GENERAL	101-20104	G		03/19/12	$1.47	BUILDING SURCHARGE Brewster & Sons Constr
101	GENERAL	101-20104	G		03/22/12	$16.50	BUILDING SURCHARGE Sussel Corp., #56787
101	GENERAL	101-20104	G		03/22/12	$1.00	BUILDING SURCHARGE Froggy's Carpet, #1397
101	GENERAL	101-20104	G		03/22/12	$5.00	PLUMBING SURCHARGE - RESIDENTIAL Silver
101	GENERAL	101-20104	G		03/22/12	$5.00	PLUMBING SURCHARGE - RESIDENTIAL Silver
101	GENERAL	101-20104	G		03/22/12	$5.00	MECHANICAL SURCHARGE - RESIDENTIAL Gen
101	GENERAL	101-20104	G		03/07/12	$5.00	PLUMBING SURCHARGE - COMMERCIAL Thoen
101	GENERAL	101-20104	G		03/01/12	$150.00	BUILDING SURCHARGE CK # 393196
101	GENERAL	101-20603	G		03/08/12	$5.16	State Sales Tax
101	GENERAL	101-27109	G		03/01/12	$42.96	HEALTH PARTNERS CK# 1136816517
101	GENERAL	101-27122	G		03/01/12	$58.34	HEALTH SAVING ACCT. CK # 1136816517
101	GENERAL	101-41400-430	E		03/08/12	$281.86	MISC (NSF CKS OR STOP PMTS) CK #'S 1098 &
101	GENERAL	101-41400-433	E		03/06/12	$35.00	REFUND - DUES & MEMBERSHIP CK # 5319
101	GENERAL	101-41910-32100	R	BUSINESS LICE	03/12/12	$50.00	CONTRACTOR LICENSE - SPECIALTY Brochman
101	GENERAL	101-41910-32100	R	BUSINESS LICE	03/22/12	$100.00	CONTRACTOR LICENSE - GENERAL Froggy's Ca
101	GENERAL	101-41910-32200	R	NONBUSINESS	03/05/12	$50.00	VEGETATIVE CUT PERMIT CK # 510395
101	GENERAL	101-41910-32200	R	NONBUSINESS	03/21/12	$50.00	SPECIAL EVENT APP - PROFIT AGENCIES Ander
101	GENERAL	101-41910-32200	R	NONBUSINESS	03/13/12	$15.00	SPECIAL EVENT APP - NONPROFIT/PUBLIC BCA
101	GENERAL	101-41910-32200	R	NONBUSINESS	03/12/12	$15.00	SPECIAL EVENT APP - NONPROFIT/PUBLIC CAS
101	GENERAL	101-41910-32200	R	NONBUSINESS	03/19/12	$50.00	SPECIAL EVENT APP - PROFIT AGENCIES Ander
101	GENERAL	101-41910-32210	R	BUILDING PERM	03/22/12	$324.35	PLAN REVIEW
101	GENERAL	101-41910-32210	R	BUILDING PERM	03/22/12	$73.75	BUILDING PERMIT Froggy's Carpet, #13972
101	GENERAL	101-41910-32210	R	BUILDING PERM	03/22/12	$499.00	BUILDING PERMIT Sussel Corp., #56787
101	GENERAL	101-41910-32210	R	BUILDING PERM	03/19/12	$88.50	BUILDING PERMIT Brewster & Sons Constructio
101	GENERAL	101-41910-32210	R	BUILDING PERM	03/01/12	$1,466.89	PLAN REVIEW CK # 393196
101	GENERAL	101-41910-32210	R	BUILDING PERM	03/01/12	$2,256.75	BUILDING PERMIT CK # 393196
101	GENERAL	101-41910-32220	R	PLUMBING PER	03/07/12	$75.00	PLUMBING PERMIT - COMMERCIAL Thoennes P
101	GENERAL	101-41910-32220	R	PLUMBING PER	03/22/12	$75.00	PLUMBING PERMIT - RESIDENTIAL Silver Tree
101	GENERAL	101-41910-32220	R	PLUMBING PER	03/22/12	$75.00	PLUMBING PERMIT - RESIDENTIAL Silver Tree
101	GENERAL	101-41910-32230	R	MECHANICAL PE	03/22/12	$75.00	MECHANICAL PERMIT - RESIDENTIAL Genz-Ry
101	GENERAL	101-41910-34100	R	P & Z PERMITS	03/27/12	$500.00	VACANT BUILDING REGISTRATION Midwest Re
101	GENERAL	101-42100-321	E		03/08/12	$45.00	PHONE REIMBURSTMENT CK # 4210
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/19/12	$10.00	PET LICENSE - SPAY/NEUT Lind, #8413
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/05/12	$10.00	PET LICENSE - SPAY/NEUT CK # 8629
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/15/12	$10.00	PET LICENSE - SPAY/NEUT Vi & Ralph Rothe, C
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/01/12	$10.00	PET LICENSE - SPAY/NEUT CASH
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/20/12	$10.00	PET LICENSE - SPAY/NEUT Julie Kaemmer, #15
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/27/12	$20.00	PET LICENSE - SPAY/NEUT J. Fredrickson, #11
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/22/12	$20.00	PET LICENSE - NO SPAY/NEUT Rachel Blomer -
101	GENERAL	101-42100-32240	R	ANIMAL FEES	02/29/12	$10.00	PET LICENSE - SPAY/NEUT
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/27/12	$10.00	PET LICENSE - SPAY/NEUT K. Parker, #238
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/15/12	$10.00	PET LICENSE - SPAY/NEUT Vi & Ralph Rothe, C
101	GENERAL	101-42100-32240	R	ANIMAL FEES	02/29/12	$10.00	PET LICENSE - SPAY/NEUT CK # 4805
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/05/12	$10.00	PET LICENSE - SPAY/NEUT CK # 8629
101	GENERAL	101-42100-32240	R	ANIMAL FEES	02/29/12	$10.00	PET LICENSE - SPAY/NEUT

CITY OF BAYPORT
MONTHLY REVENUE
Period Name: MARCH

FU	FUND Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
101	GENERAL	101-42100-32240	R	ANIMAL FEES	03/01/12	$10.00	PET LICENSE - SPAY/NEUT CASH
101	GENERAL	101-42100-34201	R	POLICE ACCIDE	03/15/12	$1.00	POLICE REPORTS Junker - check #2517
101	GENERAL	101-42100-34201	R	POLICE ACCIDE	03/12/12	$4.00	POLICE REPORTS LexisNexis, #385226421
101	GENERAL	101-42100-34201	R	POLICE ACCIDE	03/12/12	$4.00	POLICE REPORTS LexisNexis, #383943131
101	GENERAL	101-42100-35101	R	COURT FINES	03/27/12	$3,714.65	FEB. 2012 WASHINGTON CO FINES
101	GENERAL	101-42100-36233	R	GRANTS	03/27/12	$2,219.56	POLICE GRANT - SAFE & SOBER ck # 0032250
101	GENERAL	101-42100-36233	R	GRANTS	03/27/12	$473.62	POLICE GRANT - SAFE & SOBER CK # 0032250
101	GENERAL	101-42200-32200	R	NONBUSINESS	03/06/12	$20.00	BURNING PERMIT CASH - KEN COOK
101	GENERAL	101-42200-32200	R	NONBUSINESS	03/27/12	$20.00	BURNING PERMIT CK # 883
101	GENERAL	101-42200-32200	R	NONBUSINESS	03/27/12	$20.00	BURNING PERMIT CK # 10735
101	GENERAL	101-42200-32200	R	NONBUSINESS	03/06/12	$20.00	BURNING PERMIT CASH - AL MESSERLI
101	GENERAL	101-42200-32200	R	NONBUSINESS	03/27/12	$20.00	BURNING PERMIT RUSS SMITH - CASH
101	GENERAL	101-42200-34202	R	FIRE CONTRACT	03/12/12	$60,983.00	FIRE SERVICE CONTRACT CK # 11401
101	GENERAL	101-42200-36233	R	GRANTS	03/27/12	$1,000.00	FIRE RELIEF
101	GENERAL	101-43130-36248	R	REFUND STREE	03/14/12	$885.50	STREETS (TREE REPLACEMENT COST) CK # 00
101	GENERAL	101-43200-34780	R	PARK FEES	03/07/12	$75.00	BEACHHOUSE - RESIDENT(FRI-SUN) Kathleen
FUND 101 GENERAL						$79,156.14	
FUND 206 WATER/SEWER IMPROVEMENT FUND							
206	WATER/S	206-12103	G		03/14/12	$31.06	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/S	206-12103	G		03/08/12	$32.60	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/S	206-12103	G		03/08/12	$45.50	UB Receipt Surc 23 TRUNK SEWER
206	WATER/S	206-12103	G		03/14/12	$25.33	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/S	206-12103	G		03/27/12	$5.84	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/S	206-12103	G		03/22/12	$9.29	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/S	206-12103	G		03/27/12	$13.70	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/S	206-12103	G		03/22/12	$7.31	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/S	206-12103	G		03/08/12	$29.21	UB Receipt Serv 36 TRUNK S/RESI
FUND 206 WATER/SEWER IMPROVEMENT FUND						$199.84	
FUND 207 PARK IMPROVEMENT FUND							
207	PARK IMP	207-00000-34780	R	PARK FEES	03/01/12	$1,000.00	PARK DEDICATION CK # 393196
FUND 207 PARK IMPROVEMENT FUND						$1,000.00	
FUND 211 LIBRARY							
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	03/27/12	$16.00	LIBRARY SERVICE CHARGE CK # 2528
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	03/27/12	$28.00	LIBRARY SERVICE CHARGE CK # 4556
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	03/27/12	$20.00	LIBRARY SERVICE CHARGE CK # 4959
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	03/27/12	$20.00	LIBRARY SERVICE CHARGE CK # 1801
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	03/27/12	$290.00	LIBRARY SERVICE CHARGE CASH
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	03/27/12	$8.00	LIBRARY SERVICE CHARGE CK # 4469
211	LIBRARY	211-45500-36230	R	DONATIONS	03/27/12	$30.00	LIBRARY DONATIONS CASH
211	LIBRARY	211-45500-36233	R	GRANTS	03/27/12	$2,000.00	LIBRARY GRANTS CK # 007141
FUND 211 LIBRARY						$2,412.00	
FUND 601 WATER							
601	WATER	601-14601	G		03/22/12	$92.43	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		03/22/12	$1.01	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		03/08/12	$8.06	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		03/08/12	$337.86	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		03/14/12	$7.95	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		03/22/12	$5.37	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		03/14/12	$12.79	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		03/27/12	$2.51	UB Receipt Serv Pen 1 WATER

CITY OF BAYPORT
MONTHLY REVENUE
Period Name: MARCH

FU	FUND Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
601	WATER	601-14601	G		03/14/12	$321.18	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		03/08/12	$13.73	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		03/27/12	$162.99	UB Receipt Serv 1 WATER
601	WATER	601-46120-34601	R	WATER HOOK U	03/01/12	$1,000.00	WATER CONNECTION - TO 1 IN CK # 393196
601	WATER	601-46120-34602	R	WATER METER	03/01/12	$250.00	WATER METER - TO 1 IN CK # 393196
601	WATER	601-46120-34603	R	WATER HOOKU	03/01/12	$50.00	WATER METER INSPECTION CK # 393196
601	WATER	601-46120-34603	R	WATER HOOKU	03/01/12	$50.00	WATER METER INSPECTION CK # 393196
601	WATER	601-46120-37110	R	WATER REVENU	03/08/12	$14.35	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	03/08/12	$5.00	UB UR Receipt Group 00 FINAL GROUP
601	WATER	601-46120-37110	R	WATER REVENU	03/27/12	$1.33	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	03/15/12	$30.00	WATER SHUTOFF - BUS HRS National Realty Gu
FUND 601 WATER						$2,366.56	
FUND 602 SEWER							
602	SEWER	602-14602	G		03/08/12	$13.73	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		03/08/12	$283.28	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		03/08/12	$379.16	UB Receipt Serv 13 NSP SEWER
602	SEWER	602-14602	G		03/14/12	$245.97	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		03/14/12	$12.79	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		03/22/12	$5.37	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		03/27/12	$2.51	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		03/27/12	$57.12	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		03/27/12	$19,424.14	FEB/MAR 2012 PRISON SEWER PMT
602	SEWER	602-14602	G		03/22/12	$67.92	UB Receipt Serv 10 SEWER
602	SEWER	602-46200-34651	R	SEWER HOOK U	03/01/12	$750.00	SEWER CONNECTION CK # 393196
602	SEWER	602-46200-34652	R	SEWER INSPEC	03/01/12	$50.00	SEWER CONNECTION INSPECTION CK # 3931
FUND 602 SEWER						$21,291.99	
						$106,426.53	

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 03/31/2012

3 Month = 25.02

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	2012 Balance	2012 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	$0.00	$0.00	$0.00	0.00%
41100	ELECTIONS	$4,670.00	$470.00	$4,200.00	89.94%
41200	MAYOR & COUNCIL	$136,401.10	$33,732.26	$102,668.84	75.27%
41240	RECYCLING	$6,752.94	$877.09	$5,875.85	87.01%
41400	ADMINISTRATION	$157,155.79	$31,826.73	$125,329.06	79.75%
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	$0.00	$0.00	0.00%
41903	DEBT SERVICE	$0.00	$0.00	$0.00	0.00%
41910	PLANNING & ZONING	$222,683.69	$45,902.11	$176,781.58	79.39%
41940	MUNICIPAL BUILDINGS	$112,293.80	$13,123.11	$99,170.69	88.31%
42100	POLICE	$717,706.41	$152,743.20	$564,963.21	78.72%
42200	FIRE PROTECTION	$419,466.29	$58,390.76	$361,075.53	86.08%
43100	STREET MAINT	$428,533.52	$43,660.74	$384,872.78	89.81%
43130	STREET - FLOOD PREPARATION	$0.00	$7,270.00	-$7,270.00	0.00%
43160	STREET LIGHTING	$27,500.00	$10,954.80	$16,545.20	60.16%
43200	PARKS	$63,699.47	$8,887.62	$54,811.85	86.05%
43300	CEMETERY	$37,250.00	$493.50	$36,756.50	98.68%
44100	PROJECT	$50,000.00	$0.00	$50,000.00	100.00%
FUND 101 GENERAL		$2,384,113.01	$408,331.92	$1,975,781.09	82.87%
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	$0.00	$0.00	0.00%
41913	EMERALD FALLS	$0.00	$0.00	$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		$0.00	$0.00	$0.00	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	$54,241.98	$225,823.02	80.63%
FUND 211 LIBRARY		$280,065.00	$54,241.98	$225,823.02	80.63%
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 03/31/2012

3 Month = 25.02

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	2012 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					
46110	WATER-PUMPHOUSE	$47,350.00	$7,405.72	$39,944.28	84.36%
46120	WATER	$427,638.09	$69,509.62	$358,128.47	83.75%
FUND 601 WATER		$474,988.09	$76,915.34	$398,072.75	83.81%
FUND 602 SEWER					
44100	PROJECT	$0.00	$0.00	$0.00	0.00%
46200	SEWER - OPERATING	$374,238.93	$43,631.83	$330,607.10	88.34%
46990	SEWER - NON-OPERATING	$345,000.00	$92,495.88	$252,504.12	73.19%
FUND 602 SEWER		$719,238.93	$136,127.71	$583,111.22	81.07%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	$0.00	$0.00	$0.00	0.00%
47000	INTEREST EXP	$0.00	$0.00	$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		$0.00	$0.00	$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	$0.00	$0.00	$0.00	0.00%
41912	INSPIRATION	$0.00	$0.00	$0.00	0.00%
80001	ANDERSEN ESCROW	$0.00	$0.00	$0.00	0.00%
80003	BAYTOWN ANNEXATION	$0.00	$0.00	$0.00	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 03/31/2012

3 Month = 25.02

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	2012 Balance	2012 % of Budget Remain
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	$0.00	$0.00	0.00%
80013	BAYPORT MARINA	$0.00	$0.00	$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	$0.00	$0.00	$0.00	0.00%
80015	GARY SWAGER	$0.00	$0.00	$0.00	0.00%
80016	Pete Miller - Feasi Study	$0.00	$0.00	$0.00	0.00%
80017	AMERICAN LEGION POST 491	$0.00	$0.00	$0.00	0.00%
80018	MSCWM PERRO CREEK 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%
FUND 803 P & Z ESCROWS		$0.00	$267.00	-$267.00	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	$675,983.95	$3,182,421.08	82.48%

CITY OF BAYPORT

MONTHLY EXPENSES 1134293-1134385

Period Name: MARCH

Search Name	FUN	Tran Date	Amount	Ac	DEPT	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL								
DEPT 41200 MAYOR & COUNCIL								
LEAGUE OF MN CITIES INS	**101**	03/22/12	$32.73	E	**41200**	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	**101**	03/14/12	$6.35	E	**41200**	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$1,268.75	E	**41200**	LABOR NEGOTIATIONS	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$0.18	E	**41200**	SALES TAX	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$565.50	E	**41200**	FIRE CONTRACTS	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$29.00	E	**41200**	REVIEW CITY ADMIN RE	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$655.10	E	**41200**	206 5TH ST. S ZONING V	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$58.00	E	**41200**	R. RADKE ZONING VIOLA	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$200.00	E	**41200**	ATTEND CC MTG	PROF SER-LEG	1134346
S E H	**101**	03/27/12	$2,312.69	E	**41200**	4TH AVE. N DOCK-CONT	PROF SER-ENG	1134369
S E H	**101**	03/27/12	$168.15	E	**41200**	REVIEW SEWER ORDINA	PROF SER-ENG	1134369
S E H	**101**	03/27/12	$72.25	E	**41200**	PREPARATION CC MTG	PROF SER-ENG	1134369
SCHLENNER WENNER & CO	**101**	03/06/12	$7,450.00	E	**41200**	ACCTING SERVICES	PROF SER-AUD	1134311
COMPLETE HEALTH ENVIR	**101**	03/14/12	$350.00	E	**41200**	MAINT. PLAN-FEB 2012	PROF SER-OTH	1134345
MITCH BERG	**101**	03/26/12	$23.38	E	**41200**	EXPENSE REIMBURSEME	PROF SER-OTH	1134362
STILLWATER GAZETTE	**101**	03/14/12	$22.19	E	**41200**	AMENDING ZONING ORD	PRINTING & P	1134373
US INTERNET	**101**	03/14/12	$101.20	E	**41200**	MTHLY SECURENCE	REPAIR/MAINT	1134382
DEPT 41200 MAYOR & COUNCIL			$13,315.47					
DEPT 41240 RECYCLING								
EVANS, SUZANNE	**101**	03/20/12	$30.00	E	**41240**	RECYCLING RECIPIENT	RECYCLING IN	1134349
DEPT 41240 RECYCLING			$30.00					
DEPT 41400 ADMINISTRATION								
LEAGUE OF MN CITIES INS	**101**	03/22/12	$1,235.15	E	**41400**	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	**101**	03/14/12	$38.10	E	**41400**	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
POSTMASTER	**101**	03/26/12	$288.99	E	**41400**	1ST QTR. 2012 NEWLETT	NEWS LETTER	1134329
TAYLOR, SARA	**101**	03/28/12	$78.26	E	**41400**	MILEAGE REIMBURSEME	USE OF PERSO	1134377
MITCH BERG	**101**	03/26/12	$41.80	E	**41400**	EXPENSE REIMBURSEME	USE OF PERSO	1134362
LEAGUE OF MINNESOTA CI	**101**	03/08/12	$295.00	E	**41400**	2012 ANNUAL CONFERE	CONFERENCES	1134315
TR COMPUTER SALES LLC	**101**	03/14/12	$36.00	E	**41400**	COMPUTER CONSULTING	REPAIR/MAINT	1134379
SAM S CLUB	**101**	03/14/12	$35.00	E	**41400**	ADMIN MEMBERSHIP-TA	DUES & MEMBE	1134370
DEPT 41400 ADMINISTRATION			$2,048.30					
DEPT 41910 PLANNING & ZONING								
INNOVATIVE OFFICE SOLU	**101**	03/14/12	$31.75	E	**41910**	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
HOLIDAY FLEET	**101**	03/05/12	$130.99	E	**41910**	FUEL	MOTOR FUELS	1134299
S E H	**101**	03/27/12	$168.15	E	**41910**	CERT. SURVEY - INSPIRA	PROF SER-ENG	1134369
CASPERSON MOTORS	**101**	03/14/12	$169.68	E	**41910**	REPLACE SWAY BAR/PLA	REP & MAINT V	1134343
TR COMPUTER SALES LLC	**101**	03/14/12	$30.00	E	**41910**	COMPUTER CONSULTING	REPAIR/MAINT	1134379
10,000 LAKES CHAPTER	**101**	03/12/12	$85.00	E	**41910**	2012 MEMBERSHIP DUES	DUES & MEMBE	1134316
AMBO	**101**	03/12/12	$100.00	E	**41910**	2012 MEMBERSHIP	DUES & MEMBE	1134335
DEPT 41910 PLANNING & ZONING			$715.57					
DEPT 41940 MUNICIPAL BUILDINGS								
JOHNSON, CHAD	**101**	03/27/12	$325.00	E	**41940**	MARCH 2012 CLEANING	CONTRACT SER	1134352
JOHNSON, CHAD	**101**	03/05/12	$325.00	E	**41940**	FEB. 2012 CLEANING SE	CONTRACT SER	1134302
OFFICE OF ENT TECHNOLO	**101**	03/26/12	$542.20	E	**41940**	FEBRUARY 2012 PHONE	COMMUNICATI	1134366
OFFICE OF ENT TECHNOLO	**101**	03/06/12	$534.02	E	**41940**	PHONES	COMMUNICATI	1134312
COMCAST	**101**	03/27/12	$57.40	E	**41940**	ADMIN HIGH SPEED INT	COMMUNICATI	1134344
OFFICE OF ENT TECHNOLO	**101**	03/06/12	$489.30	E	**41940**	PHONE	COMMUNICATI	1134313
XCEL	**101**	03/05/12	$736.00	E	**41940**	GAS & ELECTRIC SERVIC	ELECTRIC SER	1134310
XCEL	**101**	03/05/12	$297.57	E	**41940**	GAS & ELECTRIC SERVIC	FUEL FOR HEA	1134310

CITY OF BAYPORT

MONTHLY EXPENSES 1134293-1134385

Period Name: MARCH

Search Name	FUN	Tran Date	Amount	Ac	DEPT	Comments	OBJ Descr	Check Nbr
ELECTRO WATCHMAN, INC	**101**	03/27/12	$379.00	E	**41940**	INSTALL FIRE KEYPAD	R & M BLDGS,	1134348
LINNER ELECTRIC	**101**	03/14/12	$230.00	E	**41940**	WIRE FOR CONTRACTED	R & M BLDGS,	1134357
LAKE COUNTRY DOOR LLC	**101**	03/27/12	$982.79	E	**41940**	GARAGE DOOR SERVICE	R & M BLDGS,	1134354
DEPT 41940 MUNICIPAL BUILDINGS			$4,898.28					
DEPT 42100 POLICE								
LEAGUE OF MN CITIES INS	**101**	03/22/12	$9,916.75	E	**42100**	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	**101**	03/14/12	$31.75	E	**42100**	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
STREICHERS	**101**	03/20/12	$180.61	E	**42100**	UNIFORMS SUPPLIES	UNIFORMS - MI	1134375
UNIFORMS UNLIMITED	**101**	03/28/12	$48.06	E	**42100**	PT UNIFORMS SUPPLIES/	UNIFORMS - MI	1134381
KEEPRS, INC	**101**	03/28/12	$80.06	E	**42100**	P-T UNIFORMS SUPPLIES	UNIFORMS - MI	1134353
KEEPRS, INC	**101**	03/13/12	$38.43	E	**42100**	UNIFORMS/ L EASTMAN-	UNIFORMS - C	1134353
UNIFORMS UNLIMITED	**101**	03/13/12	$33.51	E	**42100**	UNIFORMS/Z LUND-POLI	UNIFORMS - LU	1134381
WASHINGTON COUNTY SH	**101**	03/14/12	$1,587.52	E	**42100**	FEB. 2012 FUEL/POLICE	MOTOR FUELS	1134384
WASHINGTON COUNTY SH	**101**	03/14/12	$3.38	E	**42100**	JAN 2012 FUEL CREDIT C	MOTOR FUELS	1134384
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$29.00	E	**42100**	BILLING DATA(POLICE D	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$58.00	E	**42100**	CORRESPOND WITH POL	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/06/12	$2,366.20	E	**42100**	PROSECUTION/POLICE D	PROF SER-LEG	1134346
STILLWATER MEDICAL GR	**101**	03/20/12	$235.50	E	**42100**	AARON SLINGER MEDICA	PROF SER-OTH	1134374
VERIZON WIRELESS	**101**	03/13/12	$78.06	E	**42100**	AIRCARDS/POLICE DEPT.	COMMUNICATI	1134317
VERIZON WIRELESS	**101**	03/08/12	$340.88	E	**42100**	PHONE SERVICE POLICE	COMMUNICATI	1134314
LEAGUE OF MINNESOTA CI	**101**	03/13/12	$779.20	E	**42100**	PATROL SUBSCRIPTION/	POLICE TRAINI	1134355
BAYPORT TRANSMISSION	**101**	03/20/12	$26.78	E	**42100**	2901 ENGINE OIL & FILT	REP & MAINT V	1134340
TR COMPUTER SALES LLC	**101**	03/14/12	$30.00	E	**42100**	COMPUTER CONSULTING	REPAIR/MAINT	1134379
TR COMPUTER SALES LLC	**101**	03/05/12	$959.74	E	**42100**	WORKSTATION	TRANSFER OUT	1134307
DEPT 42100 POLICE			$16,823.43					
DEPT 42200 FIRE PROTECTION								
LEAGUE OF MN CITIES INS	**101**	03/22/12	$11,437.91	E	**42200**	COVERAGE:WORKERS C	WORKER S CO	1134356
U S BANK VISA	**101**	03/05/12	$131.11	E	**42200**	HP HOME STORE	OFFICE SUPPLI	1134296
ASPEN MILLS INC	**101**	03/27/12	$84.90	E	**42200**	UNIFORMS-JAKE EISING	UNIFORMS - MI	1134338
HOLIDAY FLEET	**101**	03/05/12	$449.08	E	**42200**	FUEL	MOTOR FUELS	1134299
HOLIDAY FLEET	**101**	03/05/12	$8.37	E	**42200**	FUEL	MOTOR FUELS	1134299
U S BANK VISA	**101**	03/05/12	$6.85	E	**42200**	MCDONALD'S	OPERATING SU	1134296
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$145.00	E	**42200**	DISPOSE DENNY HECKER	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$29.00	E	**42200**	CHECKLIST FOR AUCTIO	PROF SER-LEG	1134346
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$36.25	E	**42200**	EVIDENCE TO ALL LIENH	PROF SER-LEG	1134346
NEXTEL COMMUNICATIONS	**101**	03/05/12	$198.86	E	**42200**	PHONES/FIRE DEPT.	COMMUNICATI	1134294
NEXTEL COMMUNICATIONS	**101**	03/27/12	$186.43	E	**42200**	PHONES/FIRE DEPT.	COMMUNICATI	1134365
ANCOM COMMUNICATIONS	**101**	03/27/12	$164.30	E	**42200**	OPERATING SUPPLIES/FI	RADIOS-REPAI	1134336
ANCOM COMMUNICATIONS	**101**	03/27/12	$53.97	E	**42200**	OPERATING SUPPLIES/FI	RADIOS-REPAI	1134336
XCEL	**101**	03/05/12	$281.28	E	**42200**	GAS & ELECTRIC SERVIC	ELECTRIC SER	1134310
XCEL	**101**	03/05/12	$475.62	E	**42200**	GAS & ELECTRIC SERVIC	FUEL FOR HEA	1134310
REGIONS HOSPITAL	**101**	03/05/12	$187.20	E	**42200**	EDUCATION AGREEMENT	CONFERENCES	1134368
EISINGER, JAKE	**101**	03/27/12	$1,637.34	E	**42200**	REIMBURSEMENT FIRE S	CONFERENCES	1134330
SPRING LAKE PARK FIRE	**101**	03/01/12	$460.00	E	**42200**	BLUE CARD PRACTICAL	CONFERENCES	1134293
U S BANK VISA	**101**	03/05/12	$450.00	E	**42200**	SAVE A LIFE COPR	CONFERENCES	1134296
EISINGER, ALLEN	**101**	03/27/12	$61.52	E	**42200**	FIRE SCHOOL CORRECTI	CONFERENCES	1134331
U S BANK VISA	**101**	03/05/12	$390.00	E	**42200**	ALEX TC COLL TUITION	CONFERENCES	1134296
ALL SEASONS RENTAL	**101**	03/27/12	$222.54	E	**42200**	REPAIR GRASS RIG PUM	REPAIR & MAI	1134334
T. R. F. SUPPLY	**101**	03/05/12	$156.13	E	**42200**	OPERATING SUPPLIES/FI	R & M BLDGS,	1134376
MINNESOTA STATE FIRE D	**101**	03/05/12	$288.00	E	**42200**	2012 MEMBERSHIP DUES	DUES & MEMBE	1134295
DEPT 42200 FIRE PROTECTION			$17,541.66					
DEPT 43100 STREET MAINT								

CITY OF BAYPORT

MONTHLY EXPENSES 1134293-1134385

Period Name: MARCH

Search Name	FUN	Tran Date	Amount	A c	DEPT	Comments	OBJ Descr	Check Nbr
LEAGUE OF MN CITIES INS	**101**	03/22/12	$3,143.36	E	**43100**	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	**101**	03/14/12	$6.35	E	**43100**	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
CARQUEST OF STILLWATE	**101**	03/27/12	$28.06	E	**43100**	FUEL ADDITIVE	MOTOR FUELS	1134342
HOLIDAY FLEET	**101**	03/05/12	$681.62	E	**43100**	FUEL	MOTOR FUELS	1134299
ECONO SIGNS	**101**	03/27/12	$194.42	E	**43100**	TRAFFIC SIGNS	OPERATING SU	1134347
MENARDS-STILLWATER	**101**	03/20/12	$23.55	E	**43100**	BAR OIL	OPERATING SU	1134358
AGGREGATE INDUSTRIES	**101**	03/27/12	$59.04	E	**43100**	ROAD SAND	SALT & SAND P	1134333
S E H	**101**	03/27/12	$168.15	E	**43100**	SEAL COAT IMPROVEME	PROF SER-ENG	1134369
CARQUEST OF STILLWATE	**101**	03/20/12	$111.39	E	**43100**	PARTS/SWEEPER	REP & MAINT V	1134342
CARQUEST OF STILLWATE	**101**	03/20/12	$11.51	E	**43100**	SHOP SUPPLES	REP & MAINT V	1134342
CARQUEST OF STILLWATE	**101**	03/20/12	$102.07	E	**43100**	FILTERS/ SWEEPER	REP & MAINT V	1134342
CARQUEST OF STILLWATE	**101**	03/20/12	$8.01	E	**43100**	SHOP SUPPLES	REP & MAINT V	1134342
TRI STATE BOBCAT INC	**101**	03/27/12	$1,253.17	E	**43100**	BOBCAT REPAIRS	REP & MAINT V	1134380
CARQUEST OF STILLWATE	**101**	03/20/12	$13.16	E	**43100**	SHOP SUPPLIES	REP & MAINT V	1134342
TR COMPUTER SALES LLC	**101**	03/14/12	$6.00	E	**43100**	COMPUTER CONSULTING	REPAIR/MAINT	1134379
ZIEGLER INC.	**101**	03/27/12	$1,923.75	E	**43100**	LIFT RENTAL	REPAIR & MAI	1134385
ACTION RENTAL	**101**	03/20/12	$74.81	E	**43100**	TRAILER RENTAL	RENTAL OF EQ	1134332
ACTION RENTAL	**101**	03/20/12	$165.66	E	**43100**	INVOICE 206377	RENTAL OF EQ	1134327
DEPT 43100 STREET MAINT			$7,974.08					
DEPT 43160 STREET LIGHTING								
XCEL	**101**	03/05/12	$2,428.97	E	**43160**	GAS & ELECTRIC SERVIC	ELECTRIC SER	1134310
DEPT 43160 STREET LIGHTING			$2,428.97					
DEPT 43200 PARKS								
P E R A	**101**	03/19/12	$293.57	E	**43200**	DANE NESKA/ 3/6/11-5/1	P E R A	1134323
LEAGUE OF MN CITIES INS	**101**	03/22/12	$598.03	E	**43200**	COVERAGE:WORKERS C	WORKER S CO	1134356
HOLIDAY FLEET	**101**	03/05/12	$213.40	E	**43200**	FUEL	MOTOR FUELS	1134299
MILLER EXCAVATING	**101**	03/20/12	$574.75	E	**43200**	FILL DIRT & EQUIPMENT	REPAIR & MAI	1134360
WILLMARTH, QUINN	**101**	03/05/12	$253.40	E	**43200**	20 HRS TREE CUTTING/2	TREES	1134309
WILLMARTH, QUINN	**101**	03/19/12	$614.50	E	**43200**	TREE CUTTING	TREES	1134324
TR COMPUTER SALES LLC	**101**	03/14/12	$6.00	E	**43200**	COMPUTER CONSULTING	REPAIR/MAINT	1134379
MOST DEPENDABLE FOUNT	**101**	03/27/12	$254.50	E	**43200**	FOUNTAIN PARTS	R & M BLDGS,	1134364
DEPT 43200 PARKS			$2,808.15					
DEPT 43300 CEMETERY								
ECKBERG, LAMMERS, BRIG	**101**	03/14/12	$43.50	E	**43300**	CEMETARY	PROF SER-LEG	1134346
DEPT 43300 CEMETERY			$43.50					
FUND 101 GENERAL			$68,627.41					
FUND 210 K-9 UNIT								
DEPT 42103 K - 9 UNIT								
JACKSON, JAY	**210**	03/05/12	$100.00	E	**42103**	REIMBURSEMENT MEMB	DUES & MEMBE	1134301
DEPT 42103 K - 9 UNIT			$100.00					
FUND 210 K-9 UNIT			$100.00					
FUND 211 LIBRARY								
DEPT 45500 LIBRARY								
LEAGUE OF MN CITIES INS	**211**	03/22/12	$1,077.20	E	**45500**	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	**211**	03/26/12	$16.88	E	**45500**	SUPPLIES/LIBRARY	OFFICE SUPPLI	1134351
BAKER & TAYLOR	**211**	03/26/12	$90.48	E	**45500**	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	**211**	03/26/12	$217.59	E	**45500**	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	**211**	03/26/12	$96.16	E	**45500**	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	**211**	03/26/12	$128.82	E	**45500**	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	**211**	03/26/12	$390.53	E	**45500**	BOOKS/LIBRARY	MATERIALS & P	1134339

CITY OF BAYPORT

MONTHLY EXPENSES 1134293-1134385

Period Name: MARCH

Search Name	FUN	Tran Date	Amount	Ac	DEPT	Comments	OBJ Descr	Check Nbr
BAKER & TAYLOR	211	03/26/12	$524.66	E	45500	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	211	03/26/12	$118.66	E	45500	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	211	03/26/12	$59.57	E	45500	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	211	03/26/12	$112.46	E	45500	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	211	03/26/12	$98.27	E	45500	BOOKS/LIBRARY	MATERIALS & P	1134339
BAKER & TAYLOR	211	03/26/12	$48.89	E	45500	BOOKS/LIBRARY	MATERIALS & P	1134339
INNOVATIVE OFFICE SOLU	211	03/26/12	$44.50	E	45500	SUPPLIES/LIBRARY	OPERATING SU	1134351
WASHINGTON COUNTY LIB	211	03/26/12	$67.37	E	45500	DATA LINE FEB. 2012/LI	COMMUNICATI	1134383
OFFICE OF ENT TECHNOLO	211	03/26/12	$71.98	E	45500	FEB. 2012 PHONES/LIBR	COMMUNICATI	1134366
XCEL	211	03/05/12	$783.94	E	45500	GAS & ELECTRIC SERVIC	ELECTRIC SER	1134310
XCEL	211	03/05/12	$955.59	E	45500	GAS & ELECTRIC SERVIC	FUEL FOR HEA	1134310
WASHINGTON COUNTY LIB	211	03/26/12	$395.77	E	45500	REMOVAL VIRUS/LIBRAR	SHARED AUTO	1134383
TOSHIBA BUSINESS SOLUT	211	03/26/12	$31.01	E	45500	PARTS/LABOR & TONER/	REPAIR/MAINT	1134378
TR COMPUTER SALES LLC	211	03/14/12	$60.00	E	45500	COMPUTER CONSULTING	REPAIR/MAINT	1134379
MN DEPT OF LABOR AND I	211	03/26/12	$100.00	E	45500	ELEVATOR ANNUAL/LIBR	R & M BLDGS,	1134363
LINNER ELECTRIC	211	03/26/12	$220.00	E	45500	CONTRACTED WORK IN	R & M BLDGS,	1134357
ANDERSON HEATING	211	03/26/12	$420.00	E	45500	WINTER MAINTENANCE	R & M BLDGS,	1134337
DEPT 45500 LIBRARY			$6,130.33					
FUND 211 LIBRARY			$6,130.33					
FUND 303 GO TIF BOND 1990 DEBT SERVICE								
DEPT 00000 GENERAL GOVERNMENT								
ECKBERG, LAMMERS, BRIG	303	03/14/12	$0.00	E	00000	N/C REVOLVING LOAN F	PROF SER-LEG	1134346
DEPT 00000 GENERAL GOVERNMENT			$0.00					
FUND 303 GO TIF BOND 1990 DEBT SERVI			$0.00					
FUND 601 WATER								
DEPT 46110 WATER-PUMPHOUSE								
XCEL	601	03/05/12	$1,768.13	E	46110	GAS & ELECTRIC SERVIC	ELECTRIC SER	1134310
XCEL	601	03/05/12	$209.23	E	46110	GAS & ELECTRIC SERVIC	FUEL FOR HEA	1134310
SCHMIDT MECHANICAL	601	03/27/12	$240.90	E	46110	REPAIR WELL HOUSE #	REPAIR & MAI	1134371
DEPT 46110 WATER-PUMPHOUSE			$2,218.26					
DEPT 46120 WATER								
LEAGUE OF MN CITIES INS	601	03/22/12	$3,033.43	E	46120	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	601	03/14/12	$6.35	E	46120	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
HOLIDAY FLEET	601	03/05/12	$410.25	E	46120	FUEL	MOTOR FUELS	1134299
HAWKINS WATER	601	03/20/12	$35.00	E	46120	WATER TREATMENT	CHEMICALS AN	1134350
HAWKINS WATER	601	03/20/12	$3,921.82	E	46120	WATER TREATMENT	CHEMICALS AN	1134350
MENARDS-STILLWATER	601	03/20/12	$259.94	E	46120	OPERATING SUPPLIES	OPERATING SU	1134358
SHERWIN WILLIAMS LC	601	03/20/12	$4.02	E	46120	PAINT	OPERATING SU	1134372
MENARDS-STILLWATER	601	03/27/12	$9.98	E	46120	TOOLS	SMALL TOOLS-	1134358
MENARDS-STILLWATER	601	03/27/12	$7.99	E	46120	TOOLS	SMALL TOOLS-	1134358
FASTENAL	601	03/20/12	$93.54	E	46120	GAS CANS	SMALL TOOLS-	1134328
S E H	601	03/27/12	$84.08	E	46120	REVIEW RATE STUDY RF	PROF SER-ENG	1134369
ONE CALL CONCEPTS	601	03/20/12	$21.85	E	46120	LOCATES	GOPHER STATE	1134367
COMCAST	601	03/20/12	$58.83	E	46120	PUBLIC WORK HIGHSPEE	COMMUNICATI	1134325
XCEL	601	03/05/12	$1,133.99	E	46120	GAS & ELECTRIC SERVIC	ELECTRIC SER	1134310
XCEL	601	03/05/12	$1,307.81	E	46120	GAS & ELECTRIC SERVIC	FUEL FOR HEA	1134310
TR COMPUTER SALES LLC	601	03/14/12	$6.00	E	46120	COMPUTER CONSULTING	REPAIR/MAINT	1134379
DEPT 46120 WATER			$10,394.88					
FUND 601 WATER			$12,613.14					
FUND 602 SEWER								

CITY OF BAYPORT

MONTHLY EXPENSES 1134293-1134385

Period Name: MARCH

Search Name	FUN	Tran Date	Amount	Ac	DEPT	Comments	OBJ Descr	Check Nbr
DEPT 46200 SEWER - OPERATING								
LEAGUE OF MN CITIES INS	**602**	03/22/12	$3,033.44	E	**46200**	COVERAGE:WORKERS C	WORKER S CO	1134356
INNOVATIVE OFFICE SOLU	**602**	03/14/12	$6.38	E	**46200**	OFFICE SUPPLIES	OFFICE SUPPLI	1134351
MINNESOTA POLLUTION C	**602**	03/20/12	$271.00	E	**46200**	HAZARD WASTE FEE	OPERATING SU	1134361
BRULIN & COMPANY, INC	**602**	03/20/12	$142.48	E	**46200**	LIFT STATION TREATME	OPERATING SU	1134341
S E H	**602**	03/27/12	$924.83	E	**46200**	UPDATE STORM SEWER	PROF SER-ENG	1134369
S E H	**602**	03/27/12	$84.07	E	**46200**	REVIEW RATE STUDY RF	PROF SER-ENG	1134369
TR COMPUTER SALES LLC	**602**	03/14/12	$6.00	E	**46200**	COMPUTER CONSULTING	REPAIR/MAINT	1134379
DEPT 46200 SEWER - OPERATING			$4,468.20					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (	**602**	03/14/12	$30,831.96	E	**46990**	APRIL 2012 MTHLY FLO	STATE FEES FO	1134359
DEPT 46990 SEWER - NON-OPERATING			$30,831.96					
FUND 602 SEWER			$35,300.16					
			$122,771.04					

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

Building Permit Log

For: March, 2012

Permit Number: BP2012-10 **Filing Date:** 3/22/2012
Parcel Address: 312 5th Avenue N. Bayport, MN 55003
Applicant: FROGGY'S CARPET SHOP, INC. **Applicant Phone:** 651-439-1113
OWNER OWNER
Construction Value: $2,000.00 **Total Fees:** $74.75

Permit Number: BP2012-8 **Filing Date:** 3/19/2012
Parcel Address: 827 2ND Ave. N. BAYPORT, MN 55003
Applicant: BREWSTER & SONS **Applicant Phone:** 651-998-0552
BREWSTER & SONS CONSTRUCTION RESIDENTIAL
Construction Value: $2,940.00 **Total Fees:** $89.97

Permit Number: BP2012-9 **Filing Date:** 3/19/2012
Parcel Address: 194 4th Street So. Bayport, MN 55003
Applicant: SUSSEL CORPORATION **Applicant Phone:** 651-645-0331
SUSSEL CORPORATION RESIDENTIAL BUILDER
Construction Value: $33,000.00 **Total Fees:** $839.85

Permit Number: MC2012-6 **Filing Date:** 3/19/2012
Parcel Address: 942 INSPIRATION PARKWAY S. BAYPORT, MN 55003
Applicant: GENZ-RYAN PLUMBING & **Applicant Phone:** 952-767-1870
GENZ-RYAN PLUMBING & HEATING
Construction Value: $8,620.00 **Total Fees:** $80.00

Permit Number: MC2012-7 **Filing Date:** 3/27/2012
Parcel Address: 193 3rd Street N. BAYPORT, MN 55003
Applicant: ANDERSON HEATING, INC. **Applicant Phone:** 715-549-6297
ANDERSON HEATING, INC. MECHANICAL
Construction Value: $31,794.00 **Total Fees:** $481.91

Building Permit Log

For: March, 2012

Permit Number: PL2012-4
Parcel Address: 582 4th St. N.
Applicant: THOENNES PLUMBING
THOENNES PLUMBING Plumber
Construction Value: $700.00

Filing Date: 3/7/2012
Bayport, MN 55003
Applicant Phone: 651-436-8611

Total Fees: $80.00

Permit Number: PL2012-5
Parcel Address: 936 INSPIRATION PARKWAY S.
Applicant: SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value: $10,288.00

Filing Date: 3/22/2012
BAYPORT, MN 55003
Applicant Phone: 651-319-4103

Total Fees: $80.00

Permit Number: PL2012-6
Parcel Address: 942 INSPIRATION PARKWAY S.
Applicant: SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value: $9,863.00

Filing Date: 3/22/2012
BAYPORT, MN 55003
Applicant Phone: 651-319-4103

Total Fees: $80.00

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: Hwy 95 from 2nd Ave S. To 7th Ave N, 7th Av N, 6th ST N, 5th Ave N	
City: Bayport	State: Minnesota Zip Code: 55003 See ATTached Map
Owner Name: CiTy of BayporT	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	☐ Individual/For-profit organization ☒ Public entity/Non-profit organization
Applicant Name: Jim Menard BAYPORT AMERICAN LEGION	
Home Phone Number: 651-439-9207	Work/Cell Phone Number:
Address: 555 N 2nd ST	
City/State/Zip: BayporT MN 55003	
Email Address: BayporT Parade @ comcasT, neT	

Description of Request	
Memorial Day Parade	
Event Information	Start Date: May 28, 2012 End Date: May 28, 2012
Days of Operation *(check all that apply)*	
☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday	
Hours of Operation:	
Weekdays: Road closed 6:00 AM – Noon	
Weekends: Parade steps off at 8:30 AM	

Requested City Assistance and/or Services
Public works; Baracades, Trash barrels, Police; No parking signs, Traffic enforcement, chief in parade Fire Dept: Participate in parade

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.

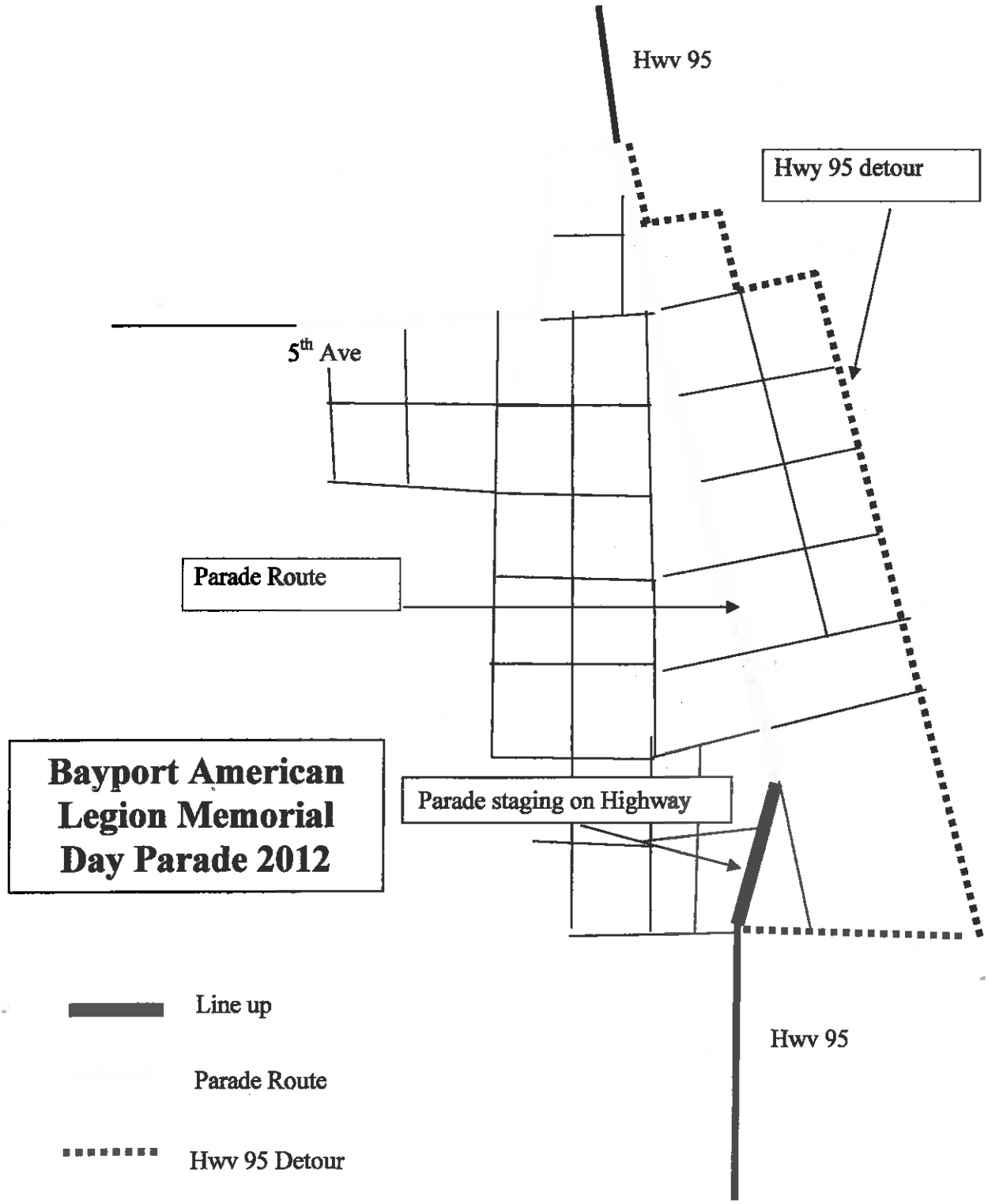
The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

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:** 3/12/12

Property Owner: BAYPORT AMERICAN LEGION **Date:** _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	☐ 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	☒ $15.00 ☐ $50.00	3/12/12	Cash (J. Menard)	KH
Escrow or cost incurred				



Bayport American Legion Memorial Day Parade 2012

~~SEE EMAIL~~

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 16, 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	Perro ~~Lakeside~~ Park
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	☒ Individual/For-profit organization ☐ Public entity/Non-profit organization
Applicant Name:	Anderson Race Management
Home Phone Number:	Work/Cell Phone Number:
	651-688-9143 612-202-2616
Address:	4047 Cambercrwell Dr N
City/State/Zip:	Eagan, MN 55123
Email Address:	mary@andersonraces.com

Description of Request

Running Relay of 350 teams of 12 people. 1 person from each team runs at a time + they exchange / switch to the next person at a designated point.

Event Information	Start Date: August 18th End Date: August 18th

Days of Operation *(check all that apply)*

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday

Hours of Operation:
Weekdays:
Weekends: 3:00 am - 12:30 pm

Requested City Assistance and/or Services

use of a section of the park as an exchange point.

4 satellite bathrooms placed near hockey rink, Friday-Monday

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: Mary E. Ulm **Date:** 3-1-12

Property Owner: _____ **Date:** _____

Office Use - Dept Review	Inspection	Date	Approved/Denied	Inspector
Administration	☐ 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	☐ $15.00 ☒ $50.00	3/19/12	CK # 1270	
Escrow or cost incurred			Anderson Race management	KJL

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

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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: Perro Park

City: Bayport State: Minnesota Zip Code: 55003

Owner Name:

Home Phone Number: Work/Cell Phone Number:

Owner Address:

City/State/Zip:

Applicant Information

☐ Individual/For-profit organization ☑ Public entity/Non-profit organization

Applicant Name: Bayport Community Action League (BCAL) - Bob Johnson

Home Phone Number: (651) 439-8894

Work/Cell Phone Number: (651) 379-3212

Address: 130 So. 6th St.

City/State/Zip: Bayport, MN 55003

Email Address: bobj@mirinc.com

Description of Request

Use of Perro Park (Skating Rink / Baseball Diamond area) for Farmer's Market

Event Information

Start Date: 7/9/12 End Date: 10/15/12

Days of Operation *(check all that apply)*

☐ Sunday ☑ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Hours of Operation:

Weekdays: 1:00 p.m. to 7:00 p.m.

Weekends:

Requested City Assistance and/or Services
- Picnic Tables - Recycle Containers - Garbage Containers - Use of warming house to store rental equipment

Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: _____ BCAL Representative **Date:** 3/13/12

Property Owner: _____ **Date:** _____

Office Use – Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	☐ 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	☑ $15.00 Waiting payment from ☐ $50.00 Skating Party		BCAL CK	KJH
Escrow or cost incurred				

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: Bayport Village Green
City: Bayport State: Minnesota Zip Code: 55003
Owner Name: City of Bayport
Home Phone Number: Work/Cell Phone Number:
Owner Address:
City/State/Zip:

Applicant Information ☐ Individual/For-profit organization ☑ Public entity/Non-profit organization

Applicant Name: BCAL (Bayport Community Action League)
Home Phone Number: Work/Cell Phone Number:
Bob Johnson 439-8894 (651) 379-3212
Address: P.O. Box [redacted] 133
City/State/Zip: Bayport, MN 55003
Email Address: bobj@mirinc.com

Description of Request

"DANE'S PLACE PIG ROAST" - Annual Fundraiser
- Use of Village Green

Event Information Start Date: 6/30/12 End Date: 6/30/12

Days of Operation *(check all that apply)*
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☑ Saturday

Hours of Operation:
Weekdays:
Weekends: 12:00 p.m. to 5:00 p.m.

Requested City Assistance and/or Services

-6 - Trash Cans with extra bags to be dropped off Friday, 6/29/12 and picked up on Monday, 7/2/12
- Barricades for 4th St. North
- Electrical outlets in Village Green turned on for day of event
- Police Officer to be present during event times
- 10 picnic tables

Note: - One portable toilet will be delivered on Friday 6/29 and picked up on 7/2.
- Beer/wine coolers will be provided and served by Buyport Legion. License on file.
- Bingo will be conducted by Buyport Legion under their gambling license.

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: _____ BCAL Representative **Date:** 3/11/12

Property Owner: _____ **Date:** _____

Office Use - Dept Review	Inspection	Date	Approved/Denied	Inspector
Administration	☐ 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	☒ $15.00 BCAL ☐ $50.00	3/12/12	BCAL CK# 2239	Kjh
Escrow or cost incurred				

March 12, 2012

City of Bayport
294 North 3rd St.
Bayport, MN 55003

Dear Mayor St. Ores and all members of Bayport City Council,

On behalf of the Bayport Community Action League and the Dane's Place Shelter House committee we are submitting this request and Special Event Application for the "Dane's Place" 6th annual Pig Roast fund raising event.

The vent will be held on Saturday, June 30th on the Bayport Village Green from 12:00 to 5:00 p.m.

We would appreciate your support of this event by accepting this application and joining our community in the festivities.

The event will include the following:

PIG ROAST – Catered by Bethlehem Lutheran Church. Menu as follows:
-Pulled Pork Sandwich
-Beans
-Cole Slaw
-Watermelon wedge
-Chips
-Dessert
-Lemonade/Coffee/Bottled water

BEVERAGES – Tap beer, wine coolers and canned soft drinks will be sold and staffed by Bayport Legion.

EVENTS – Silent Auction, Live Auction, Bingo, Children's games will all be offered as in past years.

LIVE MUSIC – To be provided.

TENT – 40' x 40' tent to be set up on Village Green by event volunteers on Friday, 6/29 and taken down on Monday, 7/2.

TABLES & CHAIRS – To be provided by Stillwater Lions

PORTABLE TOILET – Large handicapped accessible toilet will be dropped off on site on 6/29 and picked up on 7/2.

TICKET SALES – On site day of event.

REQUEST FOR CITY SERVICES:
-6 trash receptacles
-Barricades for 4th St. N. starting at Bethlehem Lutheran Church to 4th Ave.
-Electrical outlets turned on for the day of the event.
-Police officer to be present during event times
-As many picnic tables as available to be dropped off at Village Green on Friday, 6/29.

Many thanks for your continued support of this popular and worthwhile event !

Sincerely,

Bob Johnson, Event Chair
(651) 439-8894 (h)
(651) 379-3212 (w)
bobj@mirinc.com

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
444 Cedar Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

APPLICATION AND PERMIT FOR A 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization	Date organized	Tax exempt number
Buyport Community Action League	1989	41-1432362

Address	City	State	Zip Code
P.O. Box 133	Buyport	Minnesota	55003

Name of person making application	Business phone	Home phone
Bob Johnson	(651) 379-3212	(651) 439-8894

Date set ups will be sold: 6/30/12

Type of organization: ☐ Club ☐ Charitable ☐ Religious ☑ Other non-profit

	Organization officer's name	City	State	Zip
X	Bob Johnson	Buyport	Minnesota	55003

Add New Officer

Location where permit will be used. If an outdoor area, describe.
Hwy 95 and 4th Ave. (Buyport Village Green)

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Buyport Legion; 263 North 3rd St, Buyport, MN 55003

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Buyport Legion is the insurance carrier. Amount of coverage is $1,000,000 each occurance; $50,000 damage to premises; $5,000/person medical expenses; $1,000,000 personal injury; $2,000,000 General Aggregate

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City/County: Buyport	Date Approved:
City Fee Amount: $50.00, Ck# 2242	Permit Date:
Date Fee Paid: 3/15/12	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event **$100**	more than 30 days before the event **$50**

ORGANIZATION INFORMATION

Check# 2241 $ 50.00

Organization name: Bayport Community Action League

Previous gambling permit number:

Minnesota tax ID number, if any:

Federal employer ID number, if any: 41-1432362

Type of nonprofit organization. Check one.

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other nonprofit organization

Mailing address	City	State	Zip Code	County
P.O. Box 133	Bayport	MN	55003	Washington

Name of chief executive officer (CEO)	Daytime phone number	Email address
Bob Johnson	(651) 379-3212	bobj@mirinc.com

Attach a copy of ONE of the following for proof of nonprofit status.

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

☐ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .**
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155
Phone: 651-296-2803

☑ **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

Address (do not use PO box)	City or township	Zip Code	County
Hwy 95 and 4th Ave. (Village Green)	Bayport	55003	Washington

Date(s) of activity (for raffles, indicate the date of the drawing)
6/30/12

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo*	Raffles	Paddlewheels*	Pull-Tabs*	Tipboards*
☑	☑			

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

___The application is acknowledged with no waiting period.

___The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

___The application is denied.

Print city name _____

On behalf of the city, I acknowledge this application.
Signature of city personnel receiving application

_____

Title_____Date_____
City Administrator

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application.
A township official is not required to sign the application.

____The application is acknowledged with no waiting period.

____The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

____The application is denied.

Print county name _____

On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

_____

Title_____Date_____

(Optional) TOWNSHIP: *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.* [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166)]

Print township name _____

_____
Signature of township official acknowledging application

Title_____Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature _____ Date 3/12/12

Complete a separate application for each gambling event:
- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

Send application with:
- a copy of your proof of nonprofit status, and
- application fee for each event
  Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Reset Form

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

Date: March 15, 2012

To: Mayor and City Council
City Administrator Mitchell Berg

From: Chief of Police Laura Eastman

Subject: Hiring of Jered Deal as a part-time police officer and PERA declaration

BACKGROUND

Please consider this memorandum to appoint Jered Deal as a part-time police officer at a starting pay of $12.67 per hour. This part-time position will replace Officer John Miller, who has been promoted to a full-time position and will replace Officer David Wynia who resigned in March of 2012.

As you are aware, part-time officers relieve our full-time officers by filling in during mandatory training and/or compensatory leaves such as vacation, sick or injured full-time staff. In addition, the part-time officers assist in augmenting our summer staffing levels, special events, and grant work.

Jered has been a reserve officer with our department for over two years. He is currently working on his bachelor's degree at Metropolitan State University. Jered will be a great addition to our team!

RECOMMENDATION

Staff recommends the City Council approve the hiring of Jered Deal as a part-time police officer at a starting pay rate of $12.67 per hour, and approving the attached resolution approving Officer Deal's participation in the Public Employees Retirement Association (PERA).

RESOLUTION NO. 12-

EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD APRIL 2, 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 2nd day of April, 2012.

Members Present:

Members Absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PART-TIME POLICE OFFICER DECLARATION AS REQUIRED BY THE PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City Council, of the City of Bayport hereby declares that the position titled Part-Time Police Officer, currently held by **Jered Deal** meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-name employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

NOW, THEREFORE BE IT RESOLVED that Mitch Berg, City Administrator, is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of Bayport.

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

Susan St. Ores -	Mark Ostertag -	Connie Carlson -
Dan Goldston -	Michele Hanson -	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 2nd day of April, 2012.

ATTEST:

_____ _____

Mitch Berg, City Administrator Susan St. Ores, Mayor

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

Date: March 15, 2012

To: Mayor and City Council
City Administrator Mitchell Berg

From: Chief of Police Laura Eastman

Subject: Hiring of Aaron Slinger as a part-time police officer and PERA declaration

BACKGROUND

Please consider this memorandum to appoint Aaron Slinger as a part-time police officer at a starting pay of $12.67 per hour. This part-time position will replace Officer Justin Wilmes, who resigned in March of 2012.

As you are aware, part-time officers relieve our full-time officers by filling in during mandatory training and/or compensatory leaves such as vacation, sick or injured full-time staff. In addition, the part-time officers assist in augmenting our summer staffing levels, special events, and grant work.

Aaron has been a reserve officer with our department for over two years. He has a bachelor's degree from Northwestern College and also has experience as a licensed officer with the City of Maplewood. We look forward to Aaron being part of our team!

RECOMMENDATION

Staff recommends the City Council approve the hiring of Aaron Slinger as a part-time police officer at a starting pay rate of $12.67 per hour, and approving the attached resolution approving Officer Slinger's participation in the Public Employees Retirement Association (PERA).

RESOLUTION NO. 12-

EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD APRIL 2, 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 2nd day of April, 2012.

Members Present:

Members Absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PART-TIME POLICE OFFICER DECLARATION AS REQUIRED BY THE PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City Council, of the City of Bayport hereby declares that the position titled Part-Time Police Officer, currently held by **Aaron Slinger** meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-name employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

NOW, THEREFORE BE IT RESOLVED that Mitch Berg, City Administrator, is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of Bayport.

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

Susan St. Ores -	Mark Ostertag -	Connie Carlson -
Dan Goldston -	Michele Hanson -	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 2nd day of April, 2012.

ATTEST:

_____ _____

Mitch Berg, City Administrator Susan St. Ores, Mayor

City of Bayport
294 North Third Street
Bayport, Minnesota 55003
Phone 651-275-4404
Fax 651-275-4411
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 should 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 ☑ Individual/For-profit organization ☐ Public entity/Non-profit organization

Applicant Name: Andersen Corp

Home Phone Number: Work/Cell Phone Number: 651-264-4460

Address: 100 4th Ave No

City/State/Zip: Bayport, MN 55003

Email Address:

Description of Request

Quarter Century Picnic Set-up & event

Event Information Start Date: Aug 10, 2012 End Date: Aug 11, 2012

Days of Operation *(check all that apply)*

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☑ ~~Friday~~ ☑ ~~Saturday~~

Hours of Operation:
Weekdays: 8A 6P Friday
Weekends: 8A 6P Sat

Requested City Assistance and/or Services

- Police patrol Friday eve to check on tents
- Grass cut in park 2-3 days prior to event
- Block city wrks pkg & post No Parking signs

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.

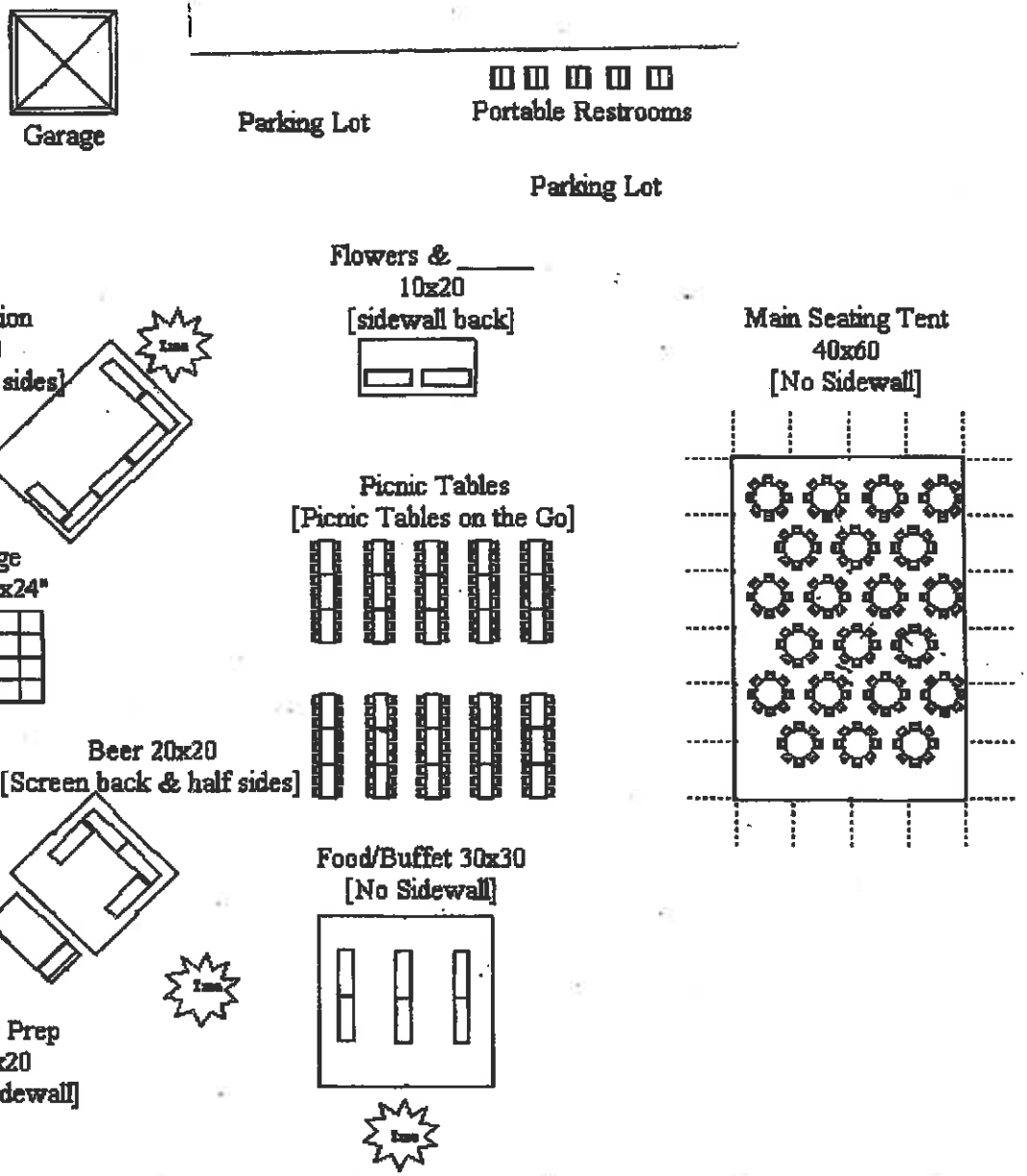
The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: _____ **Date:** 3/14/12

Property Owner: _____ **Date:** _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	☐ Site Inspection			
Office Use – Fees	**Amount Received**	**Date Received**	**Method of Payment**	**Staff Initials**
Processing Fee $15.00-Public entity/Non-profit $60.00-Individual/For-profit	☐ $15.00 ☒ $50.00	3/21/12	Check # 516405	KJH
Escrow or cost incurred				

Andersen Quarter Century Picnic



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

Date: March 27, 2012

To: Mayor and City Council
Mitch Berg, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: Purchase of attachments for the Public Works Department Toolcat utility machine

BACKGROUND

The Public Works Department is requesting authorization to purchase two attachments for use with the city's Bobcat Toolcat utility tractor as follows:

Attachment #1 – Lowe 72" grapple bucket
The city is currently renting this attachment for the handling of buckthorn and tree debris being generated by the ongoing cleanup project at Barker's Alps Park. This attachment on the Toolcat greatly increases efficiency and helps lower costs related to the moving and disposal of tree debris.

Attachment #2 – Kunz self-powered tow-behind rough cut mower with 57 inch cut
This mower will be used to mow various road edges, bike path edges and fringe areas around water department infrastructure. The city obtained a mower attachment with the original Toolcat package; however, Public Works was unable to use the mower due to weight-related safety concerns. We will be trading the unit in on the Kunz mower purchase.

Tri-State Bobcat, Inc., Hudson, WI, submitted quotes for the two requested attachments, as follows:

Attachment #1 - Lowe 72" grapple bucket S/N 01-1200551	
Base price	$2,650.00
Government discount	($ 390.00)
Price before taxes	$2,260.00
Minnesota sales tax	$ 155.38
Minnesota transit improvement tax	$ 5.65
Total Price	$2,421.03

Attachment #2 - Kunz 55KE pull type mower	
Base price	$5,202.30
Less trade-in on Brushcat mower	($3,800.00)
Price before taxes	$1,402.30
Minnesota sales tax	$ 96.41
Minnesota transit improvement tax	$ 3.50
Total Price	$1,502.21

Funding for the purchase of the two attachments will be obtained from the Public Works Equipment Replacement Fund #101, which currently has a balance of approximately $1,133,000.00.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the purchase of a Lowe 72" grapple bucket and Kunz rough cut mower with trade-in from Tri-State Bobcat, Inc., Hudson, Wisconsin, for a total purchase price of $3,923.24, with funding from the Public Works Equipment Replacement Fund #101.

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

Date: March 22, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Subject: Pending renewal of the boat trailer parking agreement with Andersen Corporation

BACKGROUND

Andersen Corporation has stated that they will not able to meet with city staff until after the April 2, 2012 City Council meeting to ratify a new boat trailer parking agreement. The reason for the delay has been due to the city's decision to install a boarding dock at the public boat launch located on 4th Avenue North, adjacent to Andersen Corporation. However, the city does not foresee that Andersen Corporation will suggest substantial changes or cancel the agreement.

The city has already received numerous inquiries from residents about whether boat trailer parking will be available at the Andersen lot again this year. As such, I am requesting the City Council authorize the Mayor and I to renew the boat trailer agreement administratively, pending review and approval of the City Attorney.

RECOMMENDATION

Staff recommends the City Council authorize the City Administrator and Mayor to renew the boat trailer parking agreement with Andersen Corporation, pending review and approval of the City Attorney.

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

[redacted]
Address:
City: Bayport State: Minnesota Zip Code: 55003
Owner Name:
Home Phone Number: Work/Cell Phone Number:
Owner Address:
City/State/Zip:

[redacted] ☐ Individual/For-profit organization ☒ Public entity/Non-profit organization
Applicant Name: Troop 53091 - Amy Pardo Leader
Home Phone Number: 651-248-2073 Work/Cell Phone Number: 651-645-5316
Address: 796 2nd Ave N.
City/State/Zip: Bayport, MN 55003
Email Address: amyjpardo@aol.com

[redacted]
Would like to use Village Green for Girl Scout Bronze Award Activity (Collections for Humane Society).

[redacted] Start Date: 4/14/2018 End Date: 4/14/2012
Days of Operation *(check all that apply)*
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday
Hours of Operation:
Weekdays: 9am to 2PM.
Weekends:

none -

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: Amy Pelde **Date:** 3/22/12

Property Owner: _____ **Date:** _____

Administration	☐ 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	☒ $15.00 ☐ $50.00	3/28/12	CK# 2016 Girl Scouts	KJH
Escrow or cost incurred				

Dear Counsel Members:

The Andersen Elementary Jr. Girl Scouts (4th grade) are working on earning their Bronze Award Patch and are hoping to utilize the Village Green in order to set up 4 large moving boxes and take community collections of –

- Grocery bags
- Old blankets and towels
- Paper towel rolls
- Newspaper

All of the donations are used by the Woodbury Humane Society for the care of its animals.

The purpose of this particular spot is so that we are seen by our community members so that we may draw attention to what we are trying to accomplish. The four boxes and all miscellaneous articles that do not belong to the city or in the Village Green area will be picked up and disposed of properly after we are finished.

Thank you for your kind consideration.

Amy Pardo
796 2nd Ave North
Bayport, MN 55003
Troop Leader
Troop 53091

March 27, 2012

RE: Bayport, Minnesota
2011 Cleaning and Television Inspection
of Sanitary Sewers
SEH No. BAYPO 116856 14.00

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

Atten: Mitch Berg:

Attached are three copies of Application for Payment No. 2 and Final from Visu-Sewer, Inc. for the 2011 Cleaning and Television Inspection of Sanitary Sewer Improvements. This project included the television inspections of sanitary sewers in the western portion of the City. 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 $1,375.36, the 5% retainage.

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 from Visu-Sewer, Inc. in the amount of $1,375.36.

Sincerely,

Barry C. Peters, P.E.
City Engineer

bcp
Attachments

s:\ae\b\baypo\116856\construction\2012-03-27 final acceptance.docx

SEH

Application for Payment
(Unit Price Contract)
No. 2 and Final

Eng. Project No.: BAYPO 116856 — Location: Bayport, Minnesota

Contractor: Visu-Sewer, Inc.
W230N 4855 Betker Drive
Pewaukee, WI 53072

Contract Date:
Contract Amount: $ 28,065.10

Contract for: 2011 Cleaning and Television Inspection of Sanitary Sewers

Application Date: 3/16/12
For Period Ending: 10/1/11

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	Mobilization	LS	1	1	$1,500.00	$1,500.00
2	Traffic Control	LS	1	1	500.00	$500.00
3	Clean and Televise 6" Sanitary Sewer	LF	196	544	3.00	$1,632.00
4	Clean and Televise 8" Sanitary Sewer	LF	21059	19241	1.15	$22,127.15
5	Clean and Televise 10" Sanitary Sewer	LF	1095	1520	1.15	$1,748.00

Total Contract Amount **$27,507.15**

Application for Payment (continued)

Total Contract Amount	$ 28,065.10	Total Amount Earned	$ 27,507.15
		Material Suitably Stored on Site, Not Incorporated into Work	
Contract Change Order No.		Percent Complete	
Contract Change Order No.		Percent Complete	
Contract Change Order No.		Percent Complete	
Less Previous Applications:		GROSS AMOUNT DUE	$ 27,507.15
AFP No. 1: 26,131.79	AFP No. 6:	LESS 0 % RETAINAGE	$ 0.00
AFP No. 2:	AFP No. 7:	AMOUNT DUE TO DATE	$ 27,507.15
AFP No. 3:	AFP No. 8:	LESS PREVIOUS APPLICATIONS	$ 26,131.79
AFP No. 4:	AFP No. 9:	AMOUNT DUE THIS APPLICATION	$ 1,375.36
AFP No. 5:			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2011 Cleaning and Televsion Inspeciont of Sanitary Sewers. Bayport, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date March 16th, 2012

Visu-Sewer, Inc.
(Contractor)

COUNTY OF Waukesha)
STATE OF Wisconsin) SS

By Ronald E Fenney
Ronald E. Fenney - General Manager (Name and Title)

Before me on this 16th day of March, 2012, personally appeared Ronald E. Fenney known to be, who being duly sworn did depose and say that he is the General Manager (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires

MANDY LEE PARKER
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan 31, 2016

Mandy Lee Parker
(Notary Public)

The undersigned has checked the [illegible] shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

B. L. P.

Short Elliott Hendrickson Inc.

By Barry C. Peters

Date 3/27/12

City of Bayport

By

Date

March 27, 2012

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

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

Atten: Mitch Berg:

As directed by the Council at the March meeting, bidding documents are being completed and will be available for review at the April 2, 2012 meeting for the 2012 Seal Coat Improvement Project. For previous seal coat improvement projects, Public Works has split the City into 4 quadrants and has been performing improvements on a rotating area basis. After reviewing the past projects, it was decided to seal coat the Southwest Quadrant which includes the streets west of TH 95 and south of 2nd Avenue North. This area also includes the most streets included in the I&S Group report for recommended seal coating in the first year. The estimated cost to complete all of the streets in this quadrant is $59,000. This exceeds the budgeted $40,000 for a seal coating improvement in 2012, but City Staff has found funds to cover the balance.

I am requesting that the City approve the plans and specifications and authorize advertisement for bids. The City of Lake St. Croix Beach is also completing bidding documents and will be advertising for bids for a similar size seal coat project at the same time and in the same location, Bayport City Hall. Even though it is separate bids, it is anticipated that this process will improve bids since a contractor will have a larger total project in the same general vicinity. It is proposed to advertise for bids starting the week of April 16th and have bids received on May 2nd. Award for Bayport would be considered at the May 7th Council Meeting. I will distribute a copy of proposed seal coat streets at the Council Meeting.

Sincerely,

Barry C. Peters, P.E.
City Engineer

bcp

s:\ae\b\baypo\119943\5-final-dsgn\2012-03-27 ps ltr.docx

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

Date: March 26, 2012

To: Mayor and City Council
Mitch Berg, City Administrator

From: Laura Eastman, Chief of Police

Re: Consider appointing John Miller to fill the vacant full-time police officer position

BACKGROUND

As you may recall, I was given permission to begin the hiring process for the vacant full-time officer position created by Officer Wynia whose resignation is effective March 31, 2012. After careful consideration, I am recommending the promotion of Officer John Miller from his current part-time officer status to the vacant full-time position.

Prior to Officer Miller's appointment with our agency, he served as a Bayport Reserve Officer for over a year and as a licensed officer with the City of Roseville. In addition, Officer Miller is currently working on completing his bachelor's degree in criminal justice. Officer Miller is very passionate about our community and will be a welcomed addition to our full-time roster!

RECOMMENDATION

Staff recommends the City Council adopt a motion appointing John Miller to fill the vacant full-time police officer position, effective April 1, 2012.

M E M O R A N D U M

DATE: **March 27, 2012**

TO: **City Council (April 2, 2012 meeting)**
Mitch Berg, City Administrator

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

SUBJECT: **Consider amendments to Appendix B – Zoning of the Bayport City Code of Ordinances, related to variances**

A. BACKGROUND

Over the past few years, the state legislature has been working to revise language included in state statutes related to municipal variance authority. The push to revise this language came as a result of a lawsuit in 2010, which found the existing statutory language related to variances to be stringent and inconsistent.

In May of 2011, a new law was passed adopting new statutory variance language. The law replaces the familiar "undue hardship" variance standard and criteria with a new "practical difficulties" standard and criteria. As such, municipalities are required to update their zoning ordinance to reflect this new language.

The Planning Commission held the required public hearing on March 19, 2012, regarding the proposed amendments. Notice of the hearing was published in the Stillwater Gazette on March 8, 2012. A draft of the proposed ordinance amendments is attached. Additions are indicated in **bold underline** and deletions are indicated in ~~strikethrough~~.

B. STAFF COMMENTS

A variance is an approved deviation from a dimensional regulation of the zoning ordinance, i.e. size, area, length, or bulk. The city establishes zoning standards for the protection of public health, safety, and welfare. Therefore, a departure from these regulations should be considered rarely, and only where unique, special conditions are apparent or practical difficulties exist. If the circumstances are common, the city should enact a regulation which applies to all properties rather than regulate by variance. Variances shall only be permitted when they are in harmony with statutory regulations, city ordinances, and the city's comprehensive land use plan.

Prior to the new law, Minnesota State Statutes required a variance request to meet the criteria of an "undue hardship" in order for the city to consider granting approval. The new law and statute have been changed to state that a variance may be considered to provide relief because of a "practical difficulty" imposed upon the property by the ordinance. A "practical difficulty," as used in connection with the granting of a variance, means that: (1) the property owner proposes to use the property in a reasonable manner not permitted by an official control; (2) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (3) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

Attached, please find the proposed amendments to the city's zoning ordinance, to comply with the new variance law. In addition, city staff has included and is recommending a few minor updates to be consistent with current practice. Although the changes may not seem significant, the new language does give cities more leniency to grant variance requests that may have been seen in the past as being "reasonable" for all practical purposes, but technically did not meet the criteria of an undue hardship. However, it is important for the Planning Commission and City Council to still adopt specific findings of fact when reviewing variance requests, to ensure all requests are processed fairly and consistently, and meet the intent of the ordinance.

C. PLANNING COMMISSION ACTION

At its meeting on March 19, 2012, the Planning Commission held the required public hearing and voted 4-0 to recommend approval of the amendments, with the findings of fact noted by staff.

D. RECOMMENDATION

Staff recommends the approval of the draft ordinance amending Appendix B – Zoning, related to variances, with the suggested findings of fact as stated in the staff report. City Council action to approve the amendments is requested.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING APPENDIX B – ZONING OF THE BAYPORT CODE OF ORDINANCES, RELATED TO VARIANCES

Section 1. The Bayport City Code is hereby amended to add the following language indicated in **bold underline** and delete the language indicated in ~~strikethrough~~:

Sec. 301. Definitions.

For the purpose of this ordinance, certain words and phrases are defined as follows:

(171) Variance. A modification or variation of the strict provisions of this ordinance as applied to a specific piece of property in order to provide relief for a property owner because of ~~undue hardship or particular~~ **a practical** difficulty imposed upon the property by this ordinance. **A practical difficulty, as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.** A variance shall normally be limited to height, bulk, density and yard requirements. A modification in the allowable uses within a district shall not be considered a variance. (See section ~~503.01(2)~~ **503.02**.)

Sec. 503.02. Variances.

Variances shall only be permitted when they are in harmony with the general purposes and intent of an official control and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the official control. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.

No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The board of appeals and adjustments may impose conditions in the granting of variances, necessary to protect adjacent properties, preserve the public health, safety and welfare and comply with the intent and purposes of this ordinance. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

An application for a variance shall be filed with the zoning administrator; the application shall be accompanied by development plans showing such information as the zoning administrator may reasonably require for purposes of this ordinance, and determination of requirement for public hearing. The plans shall contain sufficient information for the planning commission to determine whether the proposed variance will meet all applicable development standards if the variance is granted. In all cases, the application shall include:

(1) Name and address of the applicant.
(2) The legal description of the property involved in the request for variance, including the

street address, if any, of the property.

(3) The name and address of the owners of the property and any other persons having a legal interest therein.

(4) A site plan drawn to scale showing the property dimensions.

(5) Location of all existing and proposed **impervious coverage and** buildings and their size, including square footage.

(6) Curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks.

(7) ~~The variance requested and the reasons therefore.~~ **Detailed narrative of the proposed use and/or project as well as reasons for the variance request and why the city should consider approval.**

(8) ~~A licensed abstractor's certificate showing~~ The names and the addresses of the record owners of all property located within a minimum of ~~300~~ **350** feet of all the contiguous property owned by the variance applicant.

~~The city council may impose conditions in the granting of a variance which the council may reasonably determine to be necessary to protect adjacent properties, preserve the public health, safety and welfare and comply with the intent and purposes of this ordinance. The city council may also impose such conditions and requirements as are necessary to ensure compliance with the terms of the variance.~~

Sec. 503.03. Public hearing.

(1) The zoning administrator shall schedule a public hearing date for the application at the planning commission's next regular meeting; provided, however, that **the application is submitted by the appropriate deadline and** proper legal notice of the hearing can be registered before the next regular meeting of the planning commission. If the**se** requirements ~~regarding proper legal notice~~ cannot be met, then such consideration may be at the second regular meeting after said filing. The public hearing shall be no more than 60 days after the date of filing of the application with the zoning administrator.

(2) Notice of the purpose, time and place of such public hearing shall be published in the official newspaper of the community and mailed to each of the owners of all property located within a minimum of 350 feet of the property described in the application and such other persons as the planning commission may direct, at least ten days prior to the date of the hearing. A copy of the notice and a list of the owners and addresses to which the notice was sent shall be attested to by the responsible person and shall be made a part of the records of the proceedings. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply with the provisions of this section has been made.

(3) The applicant or his representative shall appear at the public hearing in order to answer questions concerning the proposed use.

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 2nd day of April, 2012.

_____
Susan St. Ores, Mayor

Attest:

_____
Mitch Berg, City Administrator

City of Bayport
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003

Date: March 26, 2012

To: Mayor and City Council

From: Mitch Berg, City Administrator
Wanda Madsen, Finance Officer

Subject: Consider implementing a credit card payment system for city services

BACKGROUND

Residents and businesses frequently request the option of paying for city services online or with a credit card. Over the past year, city staff has been researching vendors to provide these services to better accommodate the city's customers.

After much research, staff is recommending the city utilize the services of Payment Service Network, Inc., to implement a credit card payment system, which will interface with the city's existing billing software program. Customers will be able to pay with their Discover, MasterCard, or Visa credit cards via an online link on the city's website or by telephone. The city will be responsible for a one-time setup fee of $499.00, as well as an annual $89.00 security fee and a monthly $39.95 gateway fee. There is a $2.99 fee per transaction, which will be passed on to the customer. Staff is also in the process of looking at similar payment services for the library.

RECOMMENDATION

Staff recommends the City Council adopt a motion to enter into a service agreement with Payment Services Network, Inc., for credit card processing services.

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

Date: March 22, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Subject: Support for a legislative bill to help the City of Oak Park Heights secure state aid for the proposed St. Croix River Crossing Bridge

BACKGROUND

State Representative Kathy Lohmer has recently introduced a bill to secure some state funding to help the City of Oak Park Heights pay for their local share of the storm water ponding, drainage, and utility relocation costs related to the new St. Croix River Crossing Bridge. To assist with these efforts, I am asking the City Council to support this legislative bill.

As drafted, the legislative bill would allow Oak Park Heights to access funding from the Municipal State-Aid program to help fund the required infrastructure improvements. The Washington County Commission has already testified in support of the legislation.

RECOMMENDATION

Staff recommends the City Council adopt a motion supporting a legislative bill to help the City of Oak Park Heights secure state aid for the proposed St. Croix River Crossing Bridge.

Attachment: State House of Representatives File No. 2868

This Document can be made available in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

EIGHTY-SEVENTH SESSION

H. F. No. 2868

03/14/2012 Authored by Lohmer, Dean and Dettmer
The bill was read for the first time and referred to the Committee on Transportation Policy and Finance

A bill for an act

relating to transportation; municipal state-aid street fund; governing eligibility and apportionment; amending Minnesota Statutes 2010, section 162.09, by adding a subdivision.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2010, section 162.09, is amended by adding a subdivision to read:

Subd. 11. **Additional municipal state-aid street cities.** (a) For purposes of this subdivision, the following terms have the meanings given them:

(1) "local bridge project costs" means the total amount of money expended by a statutory or home rule charter city that, as determined by the commissioner in consultation with the city, is (i) directly attributable to, or directly resulting from, a trunk highway system project to construct a new bridge over the St. Croix River in Washington County; and (ii) not offset by other sources of state or federal funds; and

(2) "state-aid eligible city" means any statutory or home rule charter city that incurs local bridge project costs and has a population of more than 4,000 but less than 5,000 according to the most recent federal decennial census.

(b) Notwithstanding subdivision 4, state-aid eligible city is deemed:

(1) to have a population that is 5,000 for purposes of this chapter; and

(2) notwithstanding section 162.13, subdivision 2, to have money needs equal to the local bridge project costs for the city.

(c) Notwithstanding section 162.13, subdivision 1, the total apportionment to a state-aid eligible city, across all years in which this subdivision applies, may not exceed the most recent calculation of local bridge project costs for the city.

(d) Except as provided in paragraph (e), the requirements of paragraph (b) apply to a city for 20 calendar years following the first year in which the city becomes a state-aid eligible city.

(e) This subdivision does not apply if a city has a population of 5,000 or more as determined by the most recent federal decennial census or under subdivision 4.

Bayport American Legion Memorial Day Parade

March 12, 2012

City of Bayport
294 north 3rd street
Bayport Minnesota 55003

Honorable Mayor and Council Members,

On behalf of the Hesley Jensen American Legion Post 491, I respectfully make application for annual financial assistance for an amount of $300.00 from the City of Bayport.

The Bayport American Legion Memorial Day Parade and Ceremony is being held to Honor our Nations War Veterans. It is an opportunity to come together as a community and is open to resident and organizations in the St. Croix Valley area. This Event attracts not only crowds of Bayport residents but participants and spectators from neighboring communities.

I am working hard to recruit bands and interesting entrants – most of which cost money. I am hoping to offset the costs with Parade entry fees and generous donations from organizations and people through out the St. Croix Valley. Any contribution you can make will be greatly appreciated and will help ensure a successful parade.

We take this opportunity to thank you for your contribution and support given to our Post over the years, which has been use to offset the expenses associated with the organization and execution of the annual Bayport American Legion Memorial Day Parade.

Please make contribution payable to:

Hesley Jensen American Legion Post 491
Box 187
Bayport MN 55003

Thank you very much for your consideration of this request.

Sincerely,

Jim Menard, Parade Chairman
Cell-Phone 651-323-0980 Email BayportParade@comcast.net

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

Date: March 27, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: City Administrator's Report

STILLWATER RIVER CROSSING

On March 14, 2012, President Obama signed Senate File 1134 for the Stillwater River Crossing Project Authorization Act. I am coordinating with MNDOT to present an update on the bridge project at the May 7, 2012 City Council meeting.

FLOOD UPDATE

As of yesterday, the level of the St. Croix River was 676.56 feet. According to a NOAA conditional simulator, there is no chance of flooding throughout the spring and early summer.

UPDATE ON THE BOARDING DOCK

Separate permits were filed with the United States Fish and Wildlife Services and the National Park Service on March 6 and March 8. According to the City Engineer, each agency has 30 days to review the permit. He is planning to contact them on April 10 to discuss any comments from the reviews.

FROG POND AND BUTTERFLY HABITAT REQUEST

A youth group called "Roots and Shoots" has asked if they could install and build a frog pond and butterfly habitat in Barker's Alps Park. They will provide both the funding and labor for the proposed pond and garden and will present their project to the City Council at the April 2, 2012 meeting.

UPCOMING DATES

April 2, 2012	4:30 p.m.	Workshop meeting at City Hall
April 2, 2012	6:00 p.m.	Regular City Council meeting at City Hall
April 16, 2012	4:30 p.m.	Workshop meeting at City Hall