

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
June 3, 2013**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. May recycling award recipient is Chuck Swartz who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. BCAL is sponsoring city-wide garage sales on Friday and Saturday, June 7 and 8, 2013. Maps will be available at City Hall and local businesses on Wednesday, June 5.
3. BCAL is holding a community ice cream social at Lakeside Park on Wednesday, June 12, 2013, from 6:30-8:30 p.m. in the beach house.
4. The Greater Stillwater Chamber of Commerce will be sponsoring Rockin' Ribs on the River at Lakeside Park on Saturday, June 15, 2013 from 10:00 a.m.-10:00 p.m. Enjoy blues music and ribs along the river.
5. BCAL is sponsoring the Dane's Place Pig Roast on Saturday, June 29, 2013, from 1:00-5:00 p.m., at Village Green Park.

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. Chris Larsen, SEH – TCE update
2. Lynn and Jan Most, 243 3rd Street North – Commercial building improvements

CONSENT AGENDA

Consider a resolution adopting items 1 through 8

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UNFINISHED BUSINESS

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6. Discuss the feasibility study for a water and sewer utility extension for the property located at 239 1st Avenue South 15
4. Consider a cooperative agreement with the Department of Natural Resources to supply ramp planks for the 4th Avenue North boat launch and authorize installation of the planks 16

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

ADJOURNMENT

RESOLUTION NO. 13-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JUNE 6, 2013**

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 3rd day of June, 2013 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 1-8 FROM THE
JUNE 6, 2013 CITY COUNCIL AGENDA**

1. May 6, 2013 City Council special meeting minutes
2. May 6, 2013 City Council regular meeting minutes
3. May payables and receipts (check numbers 1135824-1135939)
4. May building, plumbing and mechanical permits report
5. Special event application from BCAL for Derby Days on Saturday, September 21, 2013
6. Fireworks display permit for Derby Days on Saturday, September 21, 2013
7. Renewal of the city's auditing contract with Schlenner Wenner & Co. for 2013-2015
8. Agreement with Sanders, Wacker, Bergly for design and engineering services related to Perro Park hockey rink improvements

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 –

Dan Goldston –

Connie Carlson –

Patrick McGann –

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 3rd day of June 2013.

ATTEST:

Sara Taylor, Acting City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
May 6, 2013
4:30 P.M.**

CALL TO ORDER

The meeting was called to order by Mayor St. Ores at 4:30 p.m.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Carlson, Goldston, Hanson and McGann

Staff Present: Acting Administrator/City Planner Taylor and City Attorney Pratt

REVIEW CANDIDATES AND DISCUSS THE INTERVIEW PROCESS FOR THE CITY ADMINISTRATOR POSITION

David Unmacht, Springsted, Inc., provided an update on the search process and reported that the applicant pool has been narrowed to 14 candidates, based on experience and qualifications. Following a review of each candidate, the City Council selected 9 individuals to participate in a telephone screening and preliminary interview over the next few weeks. Finalist candidates are anticipated to be selected by early June.

CONSIDER CONDUCTING AN EMPLOYEE COMPENSATION STUDY

Acting Administrator/City Planner Taylor reviewed quotes from Springsted, Inc., to complete a full compensation and classification study for all city positions, as well as a single review and update of the secretary/receptionist position, as requested by employee Karen Huftel. The city completed its last full compensation study for each employee position in 1998, and it was recommended a full study be completed in the near future, to maintain compliance with pay equity. The consensus of the City Council was to include a full compensation study in the 2014 budget, which is estimated at \$7,000.00. Discussion followed on the process to review the secretary/receptionist position, noting the position is currently at grade 1 in the salary compensation plan and that Karen has been employed with the city for nine years. It was moved by Councilmember Carlson and seconded by Councilmember Goldston to authorize the firm of Springsted, Inc., to conduct an employee compensation study for the secretary/receptionist position, for a fee not to exceed \$375.00. Motion carried 5-0.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Hanson to adjourn the special meeting at 5:57 p.m. Motion carried 5-0.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
MAY 6, 2013
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of May 6, 2013 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 Patrick McGann

Members Absent: None

Staff Present: Acting Administrator/City Planner Sara Taylor, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Engineer Barry Peters, Attorneys Jennifer Nodes and Andy Pratt, and Fire Chief Mark Swenson

APPROVAL OF AGENDA

Acting Administrator Taylor requested the addition of *Approval of a temporary liquor license for Bayport Marina on Saturday, June 1, 2013*, to the consent agenda.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the May 6, 2013 City Council agenda as amended above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. Mayor St. Ores and Fire Chief Swenson thanked Matt Bell for his 20 years of service to the Bayport Fire Department. Matt was presented with a proclamation and plaque to recognize his contributions and retirement. Mayor St. Ores thanked the entire Fire Department personnel and their families for the time and efforts provided on behalf of the city.
2. Mayor St. Ores announced the city would not be sponsoring a citywide cleanup event this year; however, Allied Waste offers curbside pickup of yard waste and household items. More information can be found on the city's website or by contacting Allied Waste.
3. The BCAL is hosting their annual citywide garage sale on June 7 and 8, 2013. Contact City Hall to sign up.
4. The April recycling award recipient is Holly Langworthy who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.
5. The Middle St. Croix Watershed Management Organization and Washington Conservation District are sponsoring a cleanup of the city's rain gardens at Lakeside and Perro Parks on Wednesday, May 29, 2013, from 3:00-7:00 p.m. Contact City Hall if you are interested in participating.
6. Residents were encouraged to contact or visit the library for information on the events and programs planned this summer.

OPEN FORUM

1. Youth representatives from the St. Croix Valley Roots and Shoots Group requested permission to expand the frog habitat garden at Barker's Alps Park, with limited assistance from the city.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the St.

Croix Valley Roots and Shoots Group's proposal to expand the frog habitat garden at Barker's Alps Park. Motion carried 5-0.

2. Kevin Western, MnDOT representative, provided an update on the St. Croix River Crossing Project. He noted construction is proceeding, with tree removal and utility relocation starting this month. He stated additional checks and process changes have been implemented upon the discovery of zebra mussels on barges that will be used during the project. He noted work in the river will begin at the end of the month, and a no wake zone will be implemented in the area. Weekly updates are available on the project's website. MnDOT will be hosting a business open house at the Bayport Public Library on Wednesday, May 29, 2013, from 7:30-9:30 p.m., and a public open house on Thursday, May 30, 2013, from 4:30-6:30 p.m.
3. Adam Josephson, MnDOT representative, provided an overview of the maintenance project on Highway 95, between 5th Avenue South in Bayport and the railroad bridge. The project that started today will replace the deteriorating curb and gutter, drainage structures and guardrail along the east side of the highway. Due to the weather delay, the 5-6 week project is expected to be completed in early June.
4. Cory Slagle, Washington County representative, reviewed the design phase of the Pickett Avenue reconstruction project, noting the Pickett Avenue intersection with Highway 95 will be relocated south of the existing roadway. MnDOT will be installing a traffic signal at the intersection. The work will be done in 2014, in conjunction with the St. Croix River Crossing Project work. Details on a public information session during the week of May 20, 2013 are being finalized.
5. Todd Streeter, Greater Stillwater Chamber of Commerce, reviewed the first annual Rockin' Ribs on the River event at Lakeside Park on June 15, 2013. He also provided information on a May 9, 2013 information session for area businesses impacted by the bridge project, as well reviewed the Chamber's recent activity. He requested a \$1,000.00 sponsorship contribution from the City of Bayport to continue the Community Symposium initiatives, which would also entitle the city to receive the rights and benefit of membership in the Chamber. Mayor St. Ores recommended tabling a decision on the monetary request to the June meeting, to allow councilmembers time to review the Chamber information. Councilmembers were invited to the Chamber's annual spring barbecue and mixer on May 23, 2013, at the Bayport Marina.

CONSENT AGENDA

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

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-09

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE MAY 6, 2013 CITY COUNCIL AGENDA

1. April 1, 2013 City Council regular meeting minutes
2. April payables and receipts (check numbers 1135720-1135823)
3. April building, plumbing and mechanical permits reports
4. Special event application from BCAL for ice cream social on June 12, 2013 at Lakeside Park Beach House
5. Purchase of a replacement Toolcat utility work machine for the Public Works Department
6. Agreement with The Planning Company for plan review services
7. Modifications to the 2013 - 2015 labor agreement with Law Enforcement Labor Services, Inc., Local Public Employee Union #226 for the Police Department
8. Approval of a temporary liquor license for Bayport Marina on Saturday, June 1, 2013

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
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Hanson reported on the April meeting of the Cable Commission. There is a possibility that the Cable Commission and Valley Access Channel offices may have to move to another site within the Valley Ridge Mall.

Councilmember Goldston reported on the May 1, 2013 meeting of the Andersen Community Advisory Committee (CAC) meeting. Andersen Corporation continues to monitor the plant's particulate and volatile organic compound (VOC) emission levels through the XL Project.

Mayor St. Ores attended the April Middle St. Croix Watershed Management Organization (MSCWMO) meeting. Along with other councilmembers, she participated in a joint meeting with the Oak Park Heights City Council to discuss the impact the new bridge construction will have on area businesses. Mayor St. Ores and Police Chief Eastman attended a Department of Corrections meeting this week.

Library liaison Connie Carlson encouraged parents to check out the library website for information on the many summer activities planned for area youth. The next meeting is scheduled for Thursday, May 23, 2013, 6:00 p.m., at the library.

Councilmember McGann indicated the Planning Commission would be meeting on Monday, May 20, 2013.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson reported he has been working closely with MnDOT and the Washington County Sheriff's Office this past month on proposed road closures and detours as part of the new bridge project, to develop contingency plans and ensure the department's emergency response is not compromised. He is also working with the bridge contractor on emergency response for increased heavy equipment and barge traffic associated with the project. The Insurance Services Organization (ISO), that determines the classification for homeowner and business insurance rates, has given West Lakeland Township an ISO rating of 10. His staff is working on an ISO plan/test to hopefully reduce the high classification rating and provide relief to homeowners experiencing sharp increases in their homeowner's insurance. He noted the Department of Corrections is receptive to the city's inquiry to purchase land for a new fire station.

Police Chief Eastman reviewed her written report, noting that the department now has 14 volunteer reserve officers who supplement paid staff during many city events and activities. She explained preparations for the Memorial Day Parade on May 27, 2013.

Mel Horak, Public Works Supervisor, reviewed his written report. Staff has been focusing on tree trimming efforts, with an emphasis on low branches, and resolving corner sightline issues, in addition to regular duties.

Acting Administrator Taylor reviewed her written report, noting that the building department has issued 116 permits so far this year, compared to a total of 187 permits issued in 2012. The city will be reviewing an application from the Inspiration developer to proceed with a final plat of 16 lots located in the southern portion of the development. Minimal site improvements will be necessary as much of the infrastructure

required for these lots was installed in conjunction with Phase I of Inspiration. The boat ramp at the 4th Avenue boat launch will be repaired in the next few weeks and the new boarding dock will be installed after the high water subsides. Resident boat trailer parking permits for the Andersen Corporation lot are now available at City Hall. Staff received word today that the city has been awarded a Fred C. and Katherine B. Andersen Foundation grant in the amount of \$97,500.00 for improvements to the hockey rink at Perro Park. On behalf of the city, Acting Administrator Taylor thanked the foundation for making these improvements possible and for investing in the city to promote outdoor recreation for our youth and general public.

UNFINISHED BUSINESS - None

NEW BUSINESS

Consider drainage and grounds improvement project at City Hall with a cost share grant from the Middle St. Croix Watershed Management Organization: Tara Kline with the Washington Conservation District reviewed concept plans to mitigate the water runoff from the City Hall roof and improve the water quality entering the catch basin and to address the moisture issue that is affecting the building's foundation. The Middle St. Croix Watershed Management Organization (MSCWMO) has agreed to use approximately \$2,194.00 in grant funding for this stormwater improvement project, with the City of Bayport matching the amount through in-kind labor donations, materials and/or cash. She noted the project needs to be completed by May 31, 2013, to meet the requirements of the grant, and that the MSCWMO can coordinate completion by the deadline. Public Works Supervisor Horak has reviewed and approved the plans and noted his concern with the current landscaping and moisture problems on the west side of City Hall. Councilmembers recognized the expertise offered by the MSCWMO for this type of project. Ms. Kline stated there would be minimal ongoing maintenance associated with the improvements.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve a drainage and ground improvement project at City Hall with a cost-share grant from the Middle St. Croix Watershed Management Organization, with a city contribution match of approximately \$2,194.00. Motion carried 5-0.

Consider the 2013-2015 labor agreement with Minnesota Teamsters Public Employee Union #320 for the Public Works Department: Attorney Jennifer Nodes reviewed the proposed labor agreement for the Public Works Department maintenance workers, noting many of the proposed changes are consistent with the Law Enforcement Labor Services (LELS) labor agreement. The proposal includes additional compensation of \$10.00 per month for each water and sewer license, if required by the city, and an additional \$10.00 per year towards uniform allowances. It also includes a contingency in the insurance portion of the agreement for a shift in dependent care premium coverage if these premiums rise by 8% or more, in anticipation of premium increases in 2014. She noted that the contract calls for a 3% wage increase each year. Initially, staff believed that a 3% increase, versus a 2% increase, would be offset by the changes in the premiums employees would pay for health care; however, recent calculations indicate the projected increases in employee premiums would not offset the difference between a 2% and 3% increase over a period of three years. Attorney Nodes recommended approval of the agreement.

It was moved by Councilmember Carlson and seconded by Councilmember McGann to approve the labor agreement between the City of Bayport and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320, effective January 1, 2013 through December 31, 2015. Motion carried 5-0.

Consider issuance of new on-sale, Sunday, 2:00 a.m., and off-sale liquor licenses for the tavern/restaurant establishment located at 101 5th Avenue South: Acting Administrator Taylor reviewed an application from David Suddath, Mallards, LLC, for new liquor licenses at the tavern/restaurant at 101 5th Avenue South. The conditional use permit (CUP) for the property, which includes operation of a restaurant with on-sale

and off-sale liquor and outdoor seating, is not under review at this time. As part of the approval process for the liquor licenses, the city can stipulate the hours of outdoor consumption. Due to complaints with former restaurants in this location and the close proximity to a residential zoning district, staff is recommending that the hours of outdoor liquor service and consumption be limited to 10:00 p.m., Sunday-Thursday, and 12:00 a.m. on Friday and Saturday. These hours are similar or less restrictive to other tavern/restaurant establishments in the city also located adjacent to residential areas. She noted that the city could revoke the 2:00 a.m. liquor license or impose additional restrictions should there be excessive noise or other nuisance complaints related to this license. Prior to the meeting, staff received concerns from the adjacent condominium association and Bayport Marina related to issuance of a 2:00 a.m. liquor license and potential noise issues.

David Suddath, proprietor of the new Mallard's restaurant, indicated he has many years of experience in the restaurant business and is excited to be opening his family-style restaurant in Bayport. He hopes to open Memorial Day weekend and has been in communication with the Bayport Marina manager to address the marina's concerns. He plans to have extra security for large events, such as banquets and wedding receptions, to ensure all requirements associated with the liquor licenses are adhered to. He is working with the city on the sign at the entrance to the area and stated there are no plans for a defined outdoor smoking area.

Bruce Nordquist, 110 Mariner Way, expressed concern with issuing a 2:00 a.m. liquor license in a quiet neighborhood with no similar establishments in the area, unlike Woody's and Hefty's Roadhouse. He is supportive of the new restaurant but would like all liquor consumption to end at 12:00 a.m.

Cliff Lewis, general manager of the Bayport Marina, stated he has been working with Dave and Gail Suddath on potential issues with the restaurant operation and is confident he can work with them to address concerns.

Joel Richert, 208 Mariner Way, president of the condominium association, stated the association is looking forward to the new establishment but does have concerns with potential noise issues associated with a 2:00 a.m. closing. He believes, however, the city has the necessary controls in place to ensure a successful operation and resolution of issues that may arise.

Discussion followed on approving the 2:00 a.m. closing license. Attorney Pratt noted this type of liquor license was not established until 2003, and Ms. Taylor indicated the previous tavern/restaurant (The Refuge) did not have a 2:00 a.m. liquor license. Mr. Suddath indicated he anticipates closing at 11:00 p.m. during the week and 12:00 a.m. on weekends; however to be successful he needs the flexibility of the 2:00 a.m. liquor license to accommodate special events and weddings. Attorney Pratt stated the city has the authority to regulate the hours of liquor sales and consumption; however it would have the burden of enforcing the liquor license hours if not consistent. Police Chief Eastman noted that city noise ordinances can be enforced after 10:00 p.m. and the department responds and tracks this type of nuisance.

The general consensus of the City Council was to give the new business owners a chance to begin operation with approval of all the liquor licenses applied for, encourage Mr. Suddath to keep the lines of communication open with the association and marina, and remind his staff of the city's noise concerns associated with a 2:00 a.m. closing.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the issuance of an on-sale, Sunday, 2:00 a.m., and off-sale liquor license for David Suddath, Mallards LLC, doing business as "Mallards," for the proposed tavern/restaurant to be located at 101 5th Avenue South, subject to approval of AGE, completion of all building improvements to meet applicable code requirements, and correction of any health, safety, and welfare issues that the city deems necessary, to ensure the

establishment is fit for occupancy and service, for a license period to expire on December 31, 2013, with the requirement that the outdoor liquor consumption cease by 10:00 p.m., Sunday – Thursday and 12:00 a.m. on Friday and Saturday. Motion carried 5-0.

Consider right-of-way improvements to provide access to Lots 10, 11, and 12 of Block 109: Engineer Peters reviewed a request from Jeff Hause for a feasibility study to investigate the extension of utilities and access to serve an undeveloped property along Oakwood Street South, south of 6th Avenue South. City records indicate sewer and water are available to the property and there is no need for a feasibility study at this time. Due to the difficult topography in this area, he does not recommend that the city construct a publicly installed access, as it could be costly to construct and maintain since retaining walls and guard rails would be needed. As an alternative, the property owner has requested permission to install a private driveway within the narrow platted alley, and Engineer Peters recommended authorization for this request. He recommended the property owner be required to submit design plans to the city on how the driveway would be installed to make sure the steep slopes in the area are properly stabilized.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to allow construction of a private driveway in the existing unimproved platted alley to access Block 109, Lots 10, 11, and 12, subject to approval of the design plans by the city engineer and fire and public works departments. Motion carried 5-0.

Consider authorization to prepare plans and specifications and to advertise for bids for the 2013 Sealcoating Improvement Project: Engineer Peters stated the city budgeted \$40,000.00 for a sealcoating project this year, and staff is requesting authorization for a project to sealcoat the streets on the referenced map. In 2012, Bayport combined their sealcoating project with the City of Lake St. Croix Beach and received better pricing, based on a larger scale of quantities. The Cities of Lake St. Croix Beach and St. Mary's Point are interested in a combined project this year and have already authorized their projects. If a combined project is approved, the cities would prepare separate bid packets, but combine the bidding on the same day, time and location. Bids would be received the second week of June and the project awarded at the July meeting. Staff recommends authorization to prepare plans and specifications and authorize bidding for the project. Councilmember Goldston commented on the savings realized last year with the combined project. Engineer Peters noted that in recent years the city significantly reduced its sealcoating efforts and suggested the City Council may want to consider increasing future budgets to get the streets sealcoated on a more regular basis.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to authorize the preparation of plans and specifications and authorize bidding for the 2013 Sealcoating Improvement Project. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Carlson requested the city work with the county to repair the potholes on the roadway adjacent to the correctional facility.
2. Councilmember Carlson inquired about determining setbacks for landscaping on corner lots. Acting Administrator Taylor stated residents should contact City Hall or Public Works for direction on how to address corner sightline issues.

ADJOURNMENT

It was moved by Councilmember McGann on and seconded by Councilmember Goldston to adjourn the meeting at 8:07 p.m. Motion carried 5-0.

Acting City Administrator/Clerk

CITY OF BAYPORT
***Budget Control Summary**

Current Period: MAY 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 %
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,663,419.00	\$276,791.96	\$1,386,627.04	83.36%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$5,500.00	\$1,800.00	\$3,700.00	67.27%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$96,750.00	\$75,698.35	\$21,051.65	21.76%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$96,100.00	\$21,309.93	\$74,790.07	77.83%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$207,941.09	\$172,936.91	45.40%
DEPT 43100 STREET MAINT	\$5,000.00	\$0.00	\$5,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$704.25	-\$704.25	0.00%
DEPT 43200 PARKS	\$27,500.00	\$8,939.69	\$18,560.31	67.49%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$97,500.00	-\$97,500.00	0.00%
DEPT 43300 CEMETERY	\$10,000.00	\$6,625.00	\$3,375.00	33.75%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,285,147.00	\$697,310.27	\$1,587,836.73	69.49%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%
DEPT 41200 MAYOR & COUNCIL	\$141,451.00	\$99,959.46	\$41,491.54	29.33%
DEPT 41240 RECYCLING	\$7,200.00	\$840.04	\$6,359.96	88.33%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$52,437.19	\$88,974.81	62.92%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$220,503.00	\$99,832.70	\$120,670.30	54.73%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$19,683.53	\$19,366.47	49.59%
DEPT 42100 POLICE	\$719,313.00	\$299,348.67	\$419,964.33	58.38%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$281,750.87	\$157,168.13	35.81%
DEPT 43100 STREET MAINT	\$267,714.00	\$79,134.59	\$188,579.41	70.44%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$13,477.20	\$16,522.80	55.08%
DEPT 43200 PARKS	\$58,241.00	\$24,295.64	\$33,945.36	58.28%
DEPT 43300 CEMETERY	\$7,475.00	\$325.00	\$7,150.00	95.85%
DEPT 44100 PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
Total Expenditure Accounts	\$2,151,348.00	\$971,554.89	\$1,179,793.11	54.84%

CITY OF BAYPORT

05/29/13 12:21 PM

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***Fund Summary -
Budget to Actual©**

MAY 2013

	2013 YTD Budget	MAY MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,285,147.00	\$134,550.82	\$697,310.27	\$1,587,836.73	30.51%
Expenditure	\$2,151,348.00	\$212,617.73	\$971,554.89	\$1,179,793.11	45.16%
		<u>-\$78,066.91</u>	<u>-\$274,244.62</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$480.00	\$480.00	-\$480.00	0.00%
		<u>-\$480.00</u>	<u>-\$480.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$240.00	\$240.00	-\$240.00	0.00%
		<u>-\$240.00</u>	<u>-\$240.00</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$1,174.59	-\$1,174.59	0.00%
Expenditure	\$0.00	\$0.00	-\$8,818.57	\$8,818.57	0.00%
		<u>\$0.00</u>	<u>\$9,993.16</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

MAY 2013

	2013 YTD Budget	MAY MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % 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	\$779.00	\$90,047.61	-\$90,047.61	0.00%
		-\$779.00	-\$90,047.61		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$13,000.00	-\$13,000.00	0.00%
Expenditure	\$0.00	\$1,329.13	\$3,076.63	-\$3,076.63	0.00%
		-\$1,329.13	\$9,923.37		
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	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$287,230.00	\$1,141.30	\$4,695.38	\$282,534.62	1.63%
Expenditure	\$287,230.00	\$33,900.58	\$107,166.48	\$180,063.52	37.31%
		-\$32,759.28	-\$102,471.10		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$1,033.96	-\$1,033.96	0.00%
Expenditure	\$0.00	\$0.00	\$12,520.00	-\$12,520.00	0.00%
		\$0.00	-\$11,486.04		
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©
MAY 2013

	2013 YTD Budget	MAY MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % 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	\$325,250.00	\$1,604.32	\$39,457.80	\$285,792.20	12.13%
Expenditure	\$491,628.76	\$45,911.06	\$162,847.71	\$328,781.05	33.12%
		-\$44,306.74	-\$123,389.91		
FUND 602 SEWER					
Revenue	\$0.00	\$0.00	\$10,450.00	-\$10,450.00	0.00%
Expenditure	\$773,754.76	\$18,102.28	\$222,721.22	\$551,033.54	28.78%
		-\$18,102.28	-\$212,271.22		
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	\$15,800.00	\$50,000.00	-\$50,000.00	0.00%
Expenditure	\$0.00	\$3,522.74	\$4,306.36	-\$4,306.36	0.00%
		\$12,277.26	\$45,693.64		
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		-\$163,786.08	-\$749,020.33		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 05/31/2013

FUND	FUND Descr	2013 Budget	2013 YTD Amt	2013 % of Budget	2013 % of Budget Remain
FUND 101	GENERAL	\$2,285,147.00	\$697,310.27	30.51%	69.49%
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	\$1,174.59	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	\$13,000.00	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	\$287,230.00	\$4,695.38	1.63%	98.37%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$1,033.96	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	\$325,250.00	\$39,457.80	12.13%	87.87%
FUND 602	SEWER	\$0.00	\$10,450.00	0.00%	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$50,000.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$2,897,627.00	\$817,122.00	28.20%	71.80%

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CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: MAY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	05/01/13	\$50.00	3375	LIQUOR - TEMP (PER DAY) Bayport Marin	R 101-00000-32100 BUSINES
101	05/29/13	\$200.00	16648	LIQUOR - SUNDAY	R 101-00000-32100 BUSINES
101	05/29/13	\$2,000.00	16648	LIQUOR ON SALE	R 101-00000-32100 BUSINES
101	05/29/13	\$240.00	16648	LIQUOR OFF SALE	R 101-00000-32100 BUSINES
101	05/13/13	\$148.75	3399	GAMBLING PROCEEDS CK # 7415	R 101-00000-32204 GAMBLIN
101	05/22/13	\$1,127.76	3429	GAMBLING PROCEEDS CK # 9503	R 101-00000-32204 GAMBLIN
101	05/16/13	\$30.00	3402	ASSESSMENT SEARCH CK # 9694	R 101-00000-34105 USER FEE
101	05/28/13	\$30.00	3448	ASSESSMENT SEARCH CK # 9429	R 101-00000-34105 USER FEE
101	05/20/13	\$724.16	3426	REFUND - WORKERS COMP CK # 772762	R 101-00000-36251 REFUND -
101	05/06/13	\$25.00	3382	BUILDING SURCHARGE Weatherguard Co	G 101-20104 STATE SURCHA
101	05/06/13	\$5.00	3383	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	05/06/13	\$5.00	3383	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	05/07/13	\$206.13	3386	BUILDING SURCHARGE Berwald Roofing	G 101-20104 STATE SURCHA
101	05/08/13	\$1.50	3391	BUILDING SURCHARGE Jackson #1051	G 101-20104 STATE SURCHA
101	05/09/13	\$1.25	3394	BUILDING SURCHARGE MN Roofing & Re	G 101-20104 STATE SURCHA
101	05/09/13	\$5.00	3396	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	05/13/13	\$5.00	3400	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	05/13/13	\$5.00	3400	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	05/13/13	\$5.00	3404	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	05/13/13	\$5.00	3404	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	05/14/13	\$5.00	3410	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	05/20/13	\$5.00	3421	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	05/20/13	\$5.00	3421	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	05/20/13	\$5.00	3424	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	05/22/13	\$1.50	3434	BUILDING SURCHARGE MN Conway Fire &	G 101-20104 STATE SURCHA
101	05/23/13	\$2.10	3439	BUILDING SURCHARGE FIXED BY RICK -	G 101-20104 STATE SURCHA
101	05/23/13	\$5.00	3439	BUILDING SURCHARGE FIXED BY RICK -	G 101-20104 STATE SURCHA
101	05/23/13	\$2.40	3442	BUILDING SURCHARGE J.G. Hause #1380	G 101-20104 STATE SURCHA
101	05/09/13	\$35.62	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	05/29/13	\$190.94	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	05/16/13	\$35.62	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	05/20/13	\$80.00	3428	DANGEROUS DOG COURT (REFUND & REI	E 101-41200-300 PROF SER-L
101	05/01/13	\$100.00	3369	CONTRACTOR LICENSE - GENERAL Total	R 101-41910-32100 BUSINES
101	05/01/13	\$100.00	3376	CONTRACTOR LICENSE - GENERAL Weath	R 101-41910-32100 BUSINES
101	05/20/13	\$50.00	3424	CONTRACTOR LICENSE - SPECIALTY C.W.	R 101-41910-32100 BUSINES
101	05/22/13	\$50.00	3437	CONTRACTOR LICENSE - SPECIALTY J&S	R 101-41910-32100 BUSINES
101	05/08/13	\$15.00	3392	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	05/13/13	\$50.00	3408	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	05/21/13	\$25.00	3432	SIGN PERMIT - TEMPORARY MALLARDS #	R 101-41910-32200 NONBUSI
101	05/06/13	\$681.75	3382	BUILDING PERMIT Weatherguard Constru	R 101-41910-32210 BUILDIN
101	05/06/13	\$443.14	3382	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	05/07/13	\$2,934.75	3386	BUILDING PERMIT Berwald Roofing #100	R 101-41910-32210 BUILDIN
101	05/07/13	\$1,907.59	3386	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	05/08/13	\$57.52	3391	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	05/08/13	\$88.50	3391	BUILDING PERMIT Jackson #1051	R 101-41910-32210 BUILDIN
101	05/09/13	\$88.50	3394	BUILDING PERMIT MN Roofing & Remodel	R 101-41910-32210 BUILDIN
101	05/22/13	\$88.50	3434	BUILDING PERMIT MN Conway Fire & Saf	R 101-41910-32210 BUILDIN
101	05/22/13	\$57.52	3434	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	05/23/13	\$118.00	3439	BUILDING PERMIT FIXED BY RICK - CASH	R 101-41910-32210 BUILDIN
101	05/23/13	\$118.00	3442	BUILDING PERMIT J.G. Hause #1380	R 101-41910-32210 BUILDIN
101	05/23/13	\$76.70	3442	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	05/09/13	\$5.00	3394	EPA	R 101-41910-32211 EPA

**CITY OF BAYPORT
MONTHLY RECEIPTS**

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Period Name: MAY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	05/23/13	\$5.00	3439	EPA	R 101-41910-32211 EPA
101	05/13/13	\$75.00	3400	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	05/13/13	\$75.00	3400	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	05/14/13	\$75.00	3410	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	05/20/13	\$75.00	3421	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	05/20/13	\$75.00	3421	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	05/20/13	\$75.00	3424	PLUMBING PERMIT - RESIDENTIAL C.W.'s	R 101-41910-32220 PLUMBIN
101	05/06/13	\$75.00	3383	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	05/06/13	\$75.00	3383	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	05/09/13	\$75.00	3396	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	05/13/13	\$75.00	3404	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	05/13/13	\$75.00	3404	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	05/09/13	\$250.00	3398	STREET VACATION APP CK # 230831	R 101-41910-34100 P & Z PE
101	05/29/13	\$150.00	16649	APPLICATION FEE	R 101-41910-34100 P & Z PE
101	05/29/13	\$6,000.00	16650	FINAL PLAT PHASE 3	R 101-41910-34100 P & Z PE
101	05/29/13	\$5,800.00	16651	PHASE 3-B PRELIMINARY PLAT	R 101-41910-34100 P & Z PE
101	05/29/13	\$650.00	16651	PHASE 3-B PUD	R 101-41910-34100 P & Z PE
101	05/29/13	\$804.28	3456	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	05/02/13	\$10.00	3378	PET LICENSE - SPAY/NEUT Antonia Kunz	R 101-42100-32240 ANIMAL F
101	05/08/13	\$10.00	3393	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	05/08/13	\$10.00	3393	PET LICENSE - SPAY/NEUT Dayle Langlois	R 101-42100-32240 ANIMAL F
101	05/20/13	\$10.00	3422	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	05/20/13	\$10.00	3422	PET LICENSE - SPAY/NEUT Chris Swanson	R 101-42100-32240 ANIMAL F
101	05/22/13	\$20.00	3433	PET LICENSE - NO SPAY/NEUT Stoerzinge	R 101-42100-32240 ANIMAL F
101	05/16/13	\$20.00	3415	POLICE ADMINISTRATIVE FEES Hanson -	R 101-42100-33100 ADMINIS
101	05/16/13	\$2.25	3419	POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	05/20/13	\$4.00	3427	POLICE REPORTS CK # 399818	R 101-42100-34201 POLICE A
101	05/22/13	\$1.25	3435	POLICE REPORTS CASH - Kingwood Mana	R 101-42100-34201 POLICE A
101	05/28/13	\$4.00	3447	POLICE REPORTS CK # 435041871	R 101-42100-34201 POLICE A
101	05/29/13	\$3,103.15	16647	APRIL 2013 TRAIL COURT/POLICE	R 101-42100-35101 COURT FI
101	05/28/13	\$383.25	3441	POLICE - REFUND CAPITAL IMPROVEMEN	E 101-42100-437 TRANSFER
101	05/13/13	\$140.00	3406	BURNING PERMIT Prairie Restorations #3	R 101-42200-32200 NONBUSI
101	05/15/13	\$100.00	3414	FIRE PROTECTION PERMITS BCAL #2251	R 101-42200-32200 NONBUSI
101	05/20/13	\$48.75	3417	FIRE PROTECTION PERMITS CK # 56046	R 101-42200-32200 NONBUSI
101	05/21/13	\$20.00	3430	BURNING PERMIT Matt Lasch - CASH	R 101-42200-32200 NONBUSI
101	05/22/13	\$75.00	3440	SPRINKLER INSPECTIONS CK # 10045009	R 101-42200-34101 FIRE INS
101	05/06/13	\$112.00	3371	BOAT TRAILER PARKING PERMIT cash	R 101-43200-34780 PARK FEE
101	05/01/13	\$25.00	3372	BOAT TRAILER PARKING PERMIT Brent M	R 101-43200-34780 PARK FEE
101	05/01/13	\$75.00	3373	BEACHHOUSE - RESIDENT(FRI-SUN) Kay	R 101-43200-34780 PARK FEE
101	05/01/13	\$25.00	3374	BOAT TRAILER PARKING PERMIT	R 101-43200-34780 PARK FEE
101	05/01/13	\$25.00	3374	BOAT TRAILER PARKING PERMIT Michael	R 101-43200-34780 PARK FEE
101	05/02/13	\$25.00	3379	BOAT TRAILER PARKING PERMIT Matthe	R 101-43200-34780 PARK FEE
101	05/06/13	\$25.00	3380	BOAT TRAILER PARKING PERMIT P. Clem	R 101-43200-34780 PARK FEE
101	05/06/13	\$75.00	3384	BEACHHOUSE - RESIDENT(FRI-SUN) Darr	R 101-43200-34780 PARK FEE
101	05/07/13	\$25.00	3385	BOAT TRAILER PARKING PERMIT Wesle #	R 101-43200-34780 PARK FEE
101	05/07/13	\$25.00	3387	BOAT TRAILER PARKING PERMIT B. Hans	R 101-43200-34780 PARK FEE
101	05/07/13	\$25.00	3388	BOAT TRAILER PARKING PERMIT Clark #	R 101-43200-34780 PARK FEE
101	05/07/13	\$25.00	3389	BOAT TRAILER PARKING PERMIT Braund	R 101-43200-34780 PARK FEE
101	05/07/13	\$25.00	3390	BOAT TRAILER PARKING PERMIT Neuman	R 101-43200-34780 PARK FEE
101	05/09/13	\$350.00	3395	PICNIC SHELTER - NONRESIDENT (101-2	R 101-43200-34780 PARK FEE
101	05/13/13	\$25.00	3397	BOAT TRAILER PARKING PERMIT Ritzer #	R 101-43200-34780 PARK FEE
101	05/13/13	\$150.00	3403	BEACH HOUSE - NONRESIDENT(M-TH) Int	R 101-43200-34780 PARK FEE
101	05/13/13	\$200.00	3405	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	05/13/13	\$75.00	3407	BEACHHOUSE - RESIDENT(FRI-SUN) Melis	R 101-43200-34780 PARK FEE

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: MAY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	05/14/13	\$25.00	3409	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	05/14/13	\$25.00	3411	BOAT TRAILER PARKING PERMIT Skaret	R 101-43200-34780 PARK FEE
101	05/14/13	\$25.00	3412	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	05/15/13	\$25.00	3413	BOAT TRAILER PARKING PERMIT Pritchard	R 101-43200-34780 PARK FEE
101	05/16/13	\$25.00	3416	BOAT TRAILER PARKING PERMIT Bob Has	R 101-43200-34780 PARK FEE
101	05/16/13	\$75.00	3418	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	05/16/13	\$25.00	3420	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	05/20/13	\$25.00	3423	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	05/21/13	\$75.00	3425	BEACHHOUSE - RESIDENT(FRI-SUN) Zawi	R 101-43200-34780 PARK FEE
101	05/21/13	\$25.00	3431	BOAT TRAILER PARKING PERMIT McDoug	R 101-43200-34780 PARK FEE
101	05/22/13	\$25.00	3436	BOAT TRAILER PARKING PERMIT D. Beedl	R 101-43200-34780 PARK FEE
101	05/22/13	\$75.00	3438	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	05/23/13	\$25.00	3445	BOAT TRAILER PARKING PERMIT Anderso	R 101-43200-34780 PARK FEE
101	05/28/13	\$75.00	3446	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	05/28/13	\$30.00	3454	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	05/28/13	\$150.00	3455	BEACHHOUSE - RESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	05/28/13	\$500.00	3455	PARK DEPOSIT FEE Andersen Corporation	R 101-43200-34780 PARK FEE
101	05/28/13	\$2,000.00	3455	PICNIC SHELTER - RESIDENT (OVER 500)	R 101-43200-34780 PARK FEE
101	05/28/13	\$30.00	3455	PARK FIELD-COURT RENTAL FEE	R 101-43200-34780 PARK FEE
101	05/28/13	\$150.00	3457	PICNIC SHELTER - RESIDENT (101-250) S	R 101-43200-34780 PARK FEE
101	05/28/13	\$25.00	3458	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	05/28/13	\$25.00	3459	BOAT TRAILER PARKING PERMIT Kyle Car	R 101-43200-34780 PARK FEE
101	05/28/13	\$75.00	3460	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	05/09/13	\$97,500.00	3381	PERRO PARK HOCKEY RINK GRANT CK #	R 101-43201-36233 GRANTS
101	05/02/13	\$400.00	3377	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
101	05/02/13	\$300.00	3377	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	05/13/13	\$75.00	3401	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	05/23/13	\$400.00	3443	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
101	05/23/13	\$75.00	3443	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	05/23/13	\$700.00	3443	CEMETERY - OPEN/CLOSE GRAVE- CASKE	R 101-43300-34940 CEMETER
101	05/23/13	\$75.00	3444	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	05/23/13	\$300.00	3444	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	05/23/13	\$200.00	3444	CEMETERY - SATURDAY BURIAL	R 101-43300-34940 CEMETER
101	05/23/13	\$400.00	3444	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER

FUND 101 GENER \$135,976.13

FUND 206 WATER/SEWER IMPROVEMENT FUND

206	05/15/13	\$31.91	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	05/29/13	\$45.78	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	05/16/13	\$1.50	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	05/09/13	\$200.59	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	05/16/13	\$49.88	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	05/09/13	\$10.64	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	05/09/13	\$187.94	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	05/29/13	\$6.30	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	05/29/13	\$6.81	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	05/15/13	\$27.78	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	05/29/13	\$0.27	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	05/29/13	\$0.26	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	05/16/13	\$52.01	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	05/16/13	\$1.57	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	05/29/13	\$46.04	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	05/15/13	\$26.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	05/09/13	\$12.84	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: MAY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 206 WATER		\$708.52			
FUND 211 LIBRARY					
211	05/28/13	\$3.50	3453	LIBRARY SERVICE CHARGE CK # 5194	R 211-45500-34760 LIBRARY
211	05/28/13	\$28.00	3453	LIBRARY SERVICE CHARGE CK # 3050	R 211-45500-34760 LIBRARY
211	05/28/13	\$6.99	3453	LIBRARY SERVICE CHARGE CK # 4459	R 211-45500-34760 LIBRARY
211	05/28/13	\$2.50	3453	LIBRARY SERVICE CHARGE CK # 5195	R 211-45500-34760 LIBRARY
211	05/28/13	\$120.00	3453	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	05/28/13	\$240.00	3452	LIBRARY RENT CK # 0000671535	R 211-45500-36220 RENTAL I
211	05/28/13	\$40.00	3452	LIBRARY RENT CK # 4437	R 211-45500-36220 RENTAL I
211	05/28/13	\$150.00	3449	LIBRARY DONATIONS CK # 1124	R 211-45500-36230 DONATIO
211	05/28/13	\$24.00	3450	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
211	05/28/13	\$526.31	3451	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
FUND 211 LIBRA		\$1,141.30			
FUND 601 WATER					
601	05/09/13	\$59.20	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	05/16/13	\$12.58	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	05/16/13	\$21.16	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	05/16/13	\$14.08	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	05/16/13	\$2.50	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	05/29/13	\$79.36	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	05/29/13	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	05/15/13	\$7.95	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	05/29/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	05/16/13	\$604.71	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	05/09/13	\$2,498.14	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	05/09/13	\$2.46	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	05/09/13	\$138.42	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	05/09/13	\$99.34	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	05/16/13	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	05/29/13	\$2.25	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	05/29/13	\$15.70	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	05/15/13	\$314.36	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	05/29/13	\$20.59	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	05/15/13	\$12.22	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	05/29/13	\$578.91	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	05/16/13	\$1.22	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	05/09/13	\$10.01	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	05/20/13	\$1,200.00	3424	WATER CONNECTION - OVER 1 IN C.W.'s	R 601-46120-34601 WATER H
601	05/20/13	\$350.00	3424	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	05/09/13	\$322.83	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	05/15/13	-\$307.85	0	UB UR Receipt Group 02 XCEL	R 601-46120-37110 WATER R
601	05/29/13	\$38.81	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	05/16/13	\$0.53	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATER		\$6,105.16			
FUND 602 SEWER					
602	05/09/13	\$156.38	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	05/16/13	\$21.16	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	05/16/13	\$14.65	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	05/09/13	\$2.46	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	05/09/13	\$94.17	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	05/09/13	\$2,095.61	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: MAY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	05/16/13	\$2.50	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	05/16/13	\$584.75	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	05/15/13	\$10.00	0	UB Receipt Serv 12 NSP LEFT	G 602-14602 SEWER BILLING
602	05/15/13	\$311.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	05/29/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	05/29/13	\$78.85	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	05/15/13	\$12.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	05/15/13	\$265.94	0	UB Receipt Serv 11 NSP RIGHT	G 602-14602 SEWER BILLING
602	05/29/13	\$521.13	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	05/29/13	\$20.59	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	05/29/13	\$2.25	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
FUND 602 SEWER		\$4,196.79			
FUND 803 P & Z ESCROWS					
803	05/09/13	\$500.00	3398	GROUP 41 ESCROW CK # 230831	R 803-80014-34100 P & Z PE
803	05/29/13	\$15,000.00	16651	ESCROW 3-B	R 803-80045-34100 P & Z PE
803	05/29/13	\$300.00	16649	ESCROW	R 803-80046-34100 P & Z PE
FUND 803 P & Z E		\$15,800.00			
		\$163,927.90			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 05/31/2013

5 Month = 41.70

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%
41200	MAYOR & COUNCIL	\$141,451.00	\$99,959.46	\$41,491.54	29.33%
41240	RECYCLING	\$7,200.00	\$840.04	\$6,359.96	88.33%
41400	ADMINISTRATION	\$141,412.00	\$52,437.19	\$88,974.81	62.92%
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	\$220,503.00	\$99,832.70	\$120,670.30	54.73%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$19,683.53	\$19,366.47	49.59%
42100	POLICE	\$719,313.00	\$299,348.67	\$419,964.33	58.38%
42200	FIRE PROTECTION	\$438,919.00	\$281,750.87	\$157,168.13	35.81%
43100	STREET MAINT	\$267,714.00	\$79,134.59	\$188,579.41	70.44%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$13,477.20	\$16,522.80	55.08%
43200	PARKS	\$58,241.00	\$24,295.64	\$33,945.36	58.28%
43300	CEMETERY	\$7,475.00	\$325.00	\$7,150.00	95.65%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
FUND 101 GENERAL		\$2,151,348.00	\$971,554.89	\$1,179,793.11	54.84%
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	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$0.00	\$0.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$287,230.00	\$107,166.48	\$180,063.52	62.69%
FUND 211 LIBRARY		\$287,230.00	\$107,166.48	\$180,063.52	62.69%
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 05/31/2013

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5 Month = 41.70

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % 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 - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$878.62	-\$878.62	0.00%
44151	TCE WATER MAIN IMPROVEMEN	\$0.00	\$29,905.87	-\$29,905.87	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$11,998.20	\$35,451.80	74.71%
46120	WATER	\$444,178.76	\$120,065.02	\$324,113.74	72.97%
FUND 601 WATER		\$491,628.76	\$162,847.71	\$328,781.05	66.88%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$71,391.67	\$302,363.09	80.90%
46990	SEWER - NON-OPERATING	\$400,000.00	\$151,329.55	\$248,670.45	62.17%
FUND 602 SEWER		\$773,754.76	\$222,721.22	\$551,033.54	71.22%
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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 05/31/2013

5 Month = 41.70

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET 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	\$174.88	-\$174.88	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	-\$327.40	\$327.40	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	\$336.32	-\$336.32	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	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$913.87	-\$913.87	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$999.97	-\$999.97	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$2,188.11	-\$2,188.11	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$20.61	-\$20.61	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$4,306.36	-\$4,306.36	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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 05/31/2013

5 Month = 41.70

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
FUND 999	ACCRUED INT PAYABLE	\$0.00	\$0.00	\$0.00	0.00%
		\$3,703,961.52	\$1,468,596.66	\$2,235,364.86	60.35%

CITY OF BAYPORT

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MONTHLY EXPENSES 1135824-1135939

Period Name: MAY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
WASHINGTON COUNTY G	101	05/22/13	\$470.00	E	41100	416	ACCUVOTE/AUTOMARK MA	REPAIR/MAINT OF	1135935
DEPT 41100 ELECTIONS			\$470.00						
DEPT 41200 MAYOR & COUNCIL									
U S BANK VISA	101	05/01/13	\$3.64	E	41200	201	INNOVATIVE OFFI	OFFICE SUPPLIES	1135837
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$493.00	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$10.46	E	41200	300	PROFESSIONAL SERVICES	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$1,812.50	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$217.50	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$145.00	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$145.00	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$326.25	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$36.25	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$3,334.95	E	41200	300	CITY ADMINISTRATOR RE	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$29.00	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$200.00	E	41200	300	MEETINGS	PROF SER-LEGAL	1135885
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$137.75	E	41200	300	CEMETERY	PROF SER-LEGAL	1135885
S E H	101	05/22/13	\$706.20	E	41200	301	STAFF MTGS 4/2/13 & 4/2	PROF SER-ENGIN	1135915
S E H	101	05/22/13	\$353.12	E	41200	301	MTG WITH WASHINGTON	PROF SER-ENGIN	1135915
S E H	101	05/22/13	\$71.30	E	41200	301	ATTEND CC MTG	PROF SER-ENGIN	1135915
S E H	101	05/22/13	\$672.64	E	41200	301	2ND ST S FEASIBILITY RE	PROF SER-ENGIN	1135915
SCHLENNER WENNER & C	101	05/20/13	\$335.33	E	41200	303	PROFESSIONAL SERVICES	PROF SER-AUDIT	1135916
SCHLENNER WENNER & C	101	05/13/13	\$980.00	E	41200	303	YR END ACCOUNTING & S	PROF SER-AUDIT	1135859
WASHINGTON COUNTY G	101	05/20/13	\$12,751.38	E	41200	304	2013 ASSESSMENT FEE	PROF SER-ASSESS	1135935
COMPLETE HEALTH ENVIR	101	05/22/13	\$350.00	E	41200	306	APRIL 2013 MAINTENANCE	PROF SER-OTHER	1135882
U S BANK VISA	101	05/01/13	\$64.17	E	41200	306	TIF ROSE FLORAL	PROF SER-OTHER	1135837
WASHINGTON COUNTY G	101	05/22/13	\$191.07	E	41200	306	2013 TRUTH IN TAXATION	PROF SER-OTHER	1135935
U S BANK VISA	101	05/01/13	\$7.57	E	41200	322	USPS BAYPORT	POSTAGE	1135837
STILLWATER GAZETTE	101	05/29/13	\$307.49	E	41200	350	2012 FINANCIAL STATEME	PRINTING & PUBL	1135920
LEAGUE OF MN CITIES IN	101	05/20/13	\$12,729.00	E	41200	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LEAGUE OF MN CITIES IN	101	05/20/13	\$3,478.00	E	41200	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LEAGUE OF MN CITIES IN	101	05/28/13	\$328.00	E	41200	360	VOLUNTEER ACCIDENT PL	INSURANCE/P&L	1135899
YOUTH SERVICE BUREAU	101	05/20/13	\$1,300.00	E	41200	444	2013 PAYMENT	COMMUNITY PRO	1135938
DEPT 41200 MAYOR & COUNCIL			\$41,516.57						
DEPT 41240 RECYCLING									
SCHWARTZ, CHUCK	101	05/21/13	\$30.00	E	41240	370	MTHLY RECYCLING RECIPI	RECYCLING INCE	1135917
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
WELLS FARGO HBS	101	05/08/13	\$170.00	E	41400	131	1ST. QTR. SERVICE FEE	CONT TO EMPLOY	1135845
U S BANK VISA	101	05/01/13	\$21.89	E	41400	201	INNOVATIVE OFFI	OFFICE SUPPLIES	1135837
U S BANK VISA	101	05/01/13	\$3.00	E	41400	402	MPLS METERS MULTI	CONFERENCES &	1135837
LOFFLER BUSINESS SYSTE	101	05/22/13	\$121.56	E	41400	416	BLACK & COLOR COPIES	REPAIR/MAINT OF	1135900
TR COMPUTER SALES LLC	101	05/22/13	\$140.86	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
DEPT 41400 ADMINISTRATION			\$457.31						
DEPT 41910 PLANNING & ZONING									
U S BANK VISA	101	05/01/13	\$18.24	E	41910	201	INNOVATIVE OFFI	OFFICE SUPPLIES	1135837
HOLIDAY FLEET	101	05/08/13	\$180.13	E	41910	212	FUEL PURCHASES	MOTOR FUELS & L	1135841
ECKBERG, LAMMERS, BRIG	101	05/22/13	\$311.75	E	41910	300	BUILDING OFFICIAL APPE	PROF SER-LEGAL	1135885
S E H	101	05/22/13	\$1,723.11	E	41910	301	INSPIRATION - PHASE 3A	PROF SER-ENGIN	1135915
S E H	101	05/22/13	\$168.15	E	41910	301	INSPIRATION SURVEY REV	PROF SER-ENGIN	1135915

CITY OF BAYPORT

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MONTHLY EXPENSES 1135824-1135939

Period Name: MAY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	101	05/01/13	\$85.00	E	41910	402	ACT BUILD MEM	CONFERENCES &	1135837
LOFFLER BUSINESS SYSTE	101	05/22/13	\$101.30	E	41910	416	BLACK & COLOR COPIES	REPAIR/MAINT OF	1135900
TR COMPUTER SALES LLC	101	05/22/13	\$117.39	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
INTERNATIONAL CODE CO	101	05/13/13	\$125.00	E	41910	433	MEMBERSHIP DUES (PLAN	DUES & MEMBERS	1135855
TR COMPUTER SALES LLC	101	05/22/13	\$315.28	E	41910	438	MONITOR & RECYCLING/P	TRANSFER OUT/O	1135927
DEPT 41910 PLANNING & ZONING			\$3,145.35						
DEPT 41940 MUNICIPAL BUILDINGS									
ELECTRO WATCHMAN, IN	101	05/22/13	\$128.25	E	41940	302	CITY HALL/FIRE DEPT.	CONTRACT SERVI	1135887
JOHNSON, CHAD	101	05/28/13	\$325.00	E	41940	302	MAY 2013 CLEANING SERV	CONTRACT SERVI	1135895
COMCAST	101	05/01/13	\$60.00	E	41940	321	MAY 2013 ADMIN HIGH-SP	COMMUNICATION	1135828
COMCAST	101	05/29/13	\$56.65	E	41940	321	JUNE 2013 HIGH-SPEED I	COMMUNICATION	1135881
OFFICE OF ENT TECHNOL	101	05/20/13	\$441.00	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1135910
LEAGUE OF MN CITIES IN	101	05/20/13	\$1,665.00	E	41940	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
XCEL	101	05/08/13	\$714.21	E	41940	380	GAS & ELECTRIC SERVICE	ELECTRIC SERVIC	1135846
XCEL	101	05/08/13	\$187.86	E	41940	381	GAS & ELECTRIC SERVICE	FUEL FOR HEAT	1135846
DEPT 41940 MUNICIPAL BUILDING			\$3,577.97						
DEPT 42100 POLICE									
U S BANK VISA	101	05/01/13	\$18.24	E	42100	201	INNOVATIVE OFFI	OFFICE SUPPLIES	1135837
UNIFORMS UNLIMITED	101	05/08/13	\$32.04	E	42100	202	UNIFORMS - MISC./POLICE	UNIFORMS - MISC	1135843
UNIFORMS UNLIMITED	101	05/28/13	\$5.33	E	42100	202	UNIFORMS/POLICE DEPT.	UNIFORMS - MISC	1135931
UNIFORMS UNLIMITED	101	05/08/13	\$16.02	E	42100	202	UNIFORMS - MISC/POLICE	UNIFORMS - MISC	1135843
UNIFORMS UNLIMITED	101	05/20/13	\$167.98	E	42100	210	UNIFORMS - LUND/POLICE	UNIFORMS - LUN	1135931
UNIFORMS UNLIMITED	101	05/08/13	\$65.32	E	42100	211	UNIFORMS - MILLER/POLI	UNIFORMS - MILL	1135843
BAYPORT TRANSMISSION	101	05/22/13	\$26.78	E	42100	212	2009 DODGE CHARGER/PO	MOTOR FUELS & L	1135875
BAYPORT TRANSMISSION	101	05/22/13	\$26.78	E	42100	212	2011 CHEV TAHOE/POLICE	MOTOR FUELS & L	1135875
WASHINGTON COUNTY SH	101	05/20/13	\$2,076.87	E	42100	212	APRIL 2013 FUEL/POLICE	MOTOR FUELS & L	1135936
BAYPORT TRANSMISSION	101	05/22/13	\$26.78	E	42100	212	2013 DODGE CHARGER/PO	MOTOR FUELS & L	1135875
STILLWATER TOWING INC	101	05/08/13	\$133.59	E	42100	220	97 FORD EXPLORER/POLIC	OPERATING SUPP	1135842
ECKBERG, LAMMERS, BRIG	101	05/08/13	\$2,369.40	E	42100	300	PROSECUTION/POLICE	PROF SER-LEGAL	1135839
TACTICAL SOLUTIONS	101	05/20/13	\$214.75	E	42100	306	RADAR CERTIFICATION/P	PROF SER-OTHER	1135923
LAKEVIEW MEMORIAL HO	101	05/28/13	\$50.00	E	42100	306	LEGAL BLOOD DRAW/POLI	PROF SER-OTHER	1135898
VERIZON WIRELESS	101	05/20/13	\$105.03	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1135934
VERIZON WIRELESS	101	05/08/13	\$68.90	E	42100	321	PHONES/POLICE	COMMUNICATION	1135844
LEAGUE OF MN CITIES IN	101	05/20/13	\$3,836.00	E	42100	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LEAGUE OF MN CITIES IN	101	05/20/13	\$700.00	E	42100	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
DAKOTA COUNTY TECHN	101	05/20/13	\$450.00	E	42100	403	ADVANCED PURSUIT REFR	POLICE TRAINING	1135883
HUTCHINSON, JEROME	101	05/22/13	\$48.35	E	42100	403	DULUTH CONFERENCE/PO	POLICE TRAINING	1135892
BAYPORT TRANSMISSION	101	05/20/13	\$179.68	E	42100	412	MAINT/POLICE DEPT.	REP & MAINT VEH	1135875
LOFFLER BUSINESS SYSTE	101	05/22/13	\$101.30	E	42100	416	BLACK & COLOR COPIES	REPAIR/MAINT OF	1135900
TR COMPUTER SALES LLC	101	05/22/13	\$117.39	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
DEPT 42100 POLICE			\$10,836.53						
DEPT 42200 FIRE PROTECTION									
VALLEY TROPHY INC	101	05/21/13	\$69.01	E	42200	201	OPERATING MATERIAL/FI	OFFICE SUPPLIES	1135932
HOLIDAY FLEET	101	05/08/13	\$22.48	E	42200	212	FUEL PURCHASES	MOTOR FUELS & L	1135841
HOLIDAY FLEET	101	05/08/13	\$1,101.36	E	42200	212	FUEL PURCHASES	MOTOR FUELS & L	1135841
BOUND TREE MEDICAL, LL	101	05/21/13	\$147.94	E	42200	220	OPERATING SUPPLIES/FIR	OPERATING SUPP	1135877
ULINE	101	05/21/13	\$213.08	E	42200	220	BLDG SUPPLIES/FIRE DEP	OPERATING SUPP	1135930
U S BANK VISA	101	05/02/13	\$19.60	E	42200	220	WALMART	OPERATING SUPP	1135824
U S BANK VISA	101	05/02/13	\$9.81	E	42200	220	WALMART	OPERATING SUPP	1135824
U S BANK VISA	101	05/02/13	\$5.54	E	42200	220	BRINE'S MARKET	OPERATING SUPP	1135824
U S BANK VISA	101	05/02/13	\$212.59	E	42200	220	ULINE	OPERATING SUPP	1135824
U S BANK VISA	101	05/02/13	\$7.50	E	42200	220	BREAD ART	OPERATING SUPP	1135824

CITY OF BAYPORT

MONTHLY EXPENSES 1135824-1135939

Period Name: MAY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
XCEL	101	05/08/13	\$2,477.94	E	43160	380	GAS & ELECTRIC SERVICE	ELECTRIC SERVIC	1135846
ROETTGER WELDING	101	05/13/13	\$330.00	E	43160	419	WELD STREET LIGHT BASE	REPAIR & MAINT	1135858
DEPT 43160 STREET LIGHTING			\$2,807.94						
DEPT 43200 PARKS									
HOLIDAY FLEET	101	05/08/13	\$237.22	E	43200	212	FUEL PURCHASES	MOTOR FUELS & L	1135841
ECONO SIGNS	101	05/22/13	\$356.60	E	43200	220	SIGNS-BOAT RAMP/PARKS	OPERATING SUPP	1135886
T. R. F. SUPPLY	101	05/22/13	\$266.11	E	43200	220	SUPPLIES/PARK DEPT.	OPERATING SUPP	1135922
VAN PAPER CO	101	05/22/13	\$352.16	E	43200	220	SUPPLIES/PARKS DEPT.	OPERATING SUPP	1135933
M/A ASSOCIATES INC	101	05/22/13	\$174.22	E	43200	220	RESTROOM SUPPLIES/PAR	OPERATING SUPP	1135902
VAN PAPER CO	101	05/22/13	\$70.03	E	43200	220	SUPPLIES/PARKS DEPT.	OPERATING SUPP	1135933
LEAGUE OF MN CITIES IN	101	05/20/13	\$140.00	E	43200	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LEAGUE OF MN CITIES IN	101	05/20/13	\$3,620.00	E	43200	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
THE TESSMAN COMPANY	101	05/22/13	\$763.62	E	43200	410	GRASS SEED & RELATED S	REPAIR & MAINT	1135925
RIDGWAY, KIT	101	05/28/13	\$47.25	E	43200	410	LAKESIDE PARK FLOWERS	REPAIR & MAINT	1135913
TRI STATE BOBCAT INC	101	05/21/13	\$104.38	E	43200	412	BOBCAT ANTIFREEZE/PAR	REP & MAINT VEH	1135929
TRI STATE BOBCAT INC	101	05/21/13	\$232.38	E	43200	412	BOBCAT CUTTING EDGES/	REP & MAINT VEH	1135929
WILLMARTH, QUINN	101	05/28/13	\$360.00	E	43200	413	TREE CUTTING - 5/13/13 -	TREES	1135868
TR COMPUTER SALES LLC	101	05/22/13	\$23.47	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
LOFFLER BUSINESS SYSTE	101	05/22/13	\$20.26	E	43200	416	BLACK & COLOR COPIES	REPAIR/MAINT OF	1135900
MOST DEPENDABLE FOUN	101	05/22/13	\$50.00	E	43200	420	FOUNTAIN PARTS/PARKS	R & M BLDGS, ST	1135907
MOST DEPENDABLE FOUN	101	05/21/13	\$264.00	E	43200	420	FOUNTAIN REPAIR PARTS/	R & M BLDGS, ST	1135907
K. PEARSON MECHANICAL	101	05/22/13	\$285.68	E	43200	420	PLUMBING REPAIRS/PAR	R & M BLDGS, ST	1135896
AIR FRESH PORTABLE TOI	101	05/22/13	\$78.75	E	43200	425	TENNIS CT 5/10/13-6/6/13	SATILLITIES	1135869
AIR FRESH PORTABLE TOI	101	05/22/13	\$78.75	E	43200	425	RIVERSIDE PARK 5/8/13-6	SATILLITIES	1135869
AIR FRESH PORTABLE TOI	101	05/22/13	\$157.50	E	43200	425	2 BARKERS ALPS 4/26/13-	SATILLITIES	1135869
AIR FRESH PORTABLE TOI	101	05/22/13	\$22.44	E	43200	425	SALES TAX	SATILLITIES	1135869
DEPT 43200 PARKS			\$7,704.82						
FUND 101 GENERAL			\$107,234.01						
FUND 103 G O TIF BD FUND 1990 CAP PROJ									
DEPT 00000 GENERAL GOVERNMENT									
WASHINGTON COUNTY G	103	05/22/13	\$480.00	E	00000	306	TIF 35	PROF SER-OTHER	1135935
DEPT 00000 GENERAL GOVERNMEN			\$480.00						
FUND 103 G O TIF BD FUND 1990 CAP			\$480.00						
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1									
DEPT 00000 GENERAL GOVERNMENT									
WASHINGTON COUNTY G	107	05/22/13	\$240.00	E	00000	306	TIF 72	PROF SER-OTHER	1135935
DEPT 00000 GENERAL GOVERNMEN			\$240.00						
FUND 107 TIF REDEVELOPMENT DISTR			\$240.00						
FUND 206 WATER/SEWER IMPROVEMENT FUND									
DEPT 41608 2012 I & I PROJECT									
SEH	206	05/22/13	\$779.00	E	41608	301	I/I IMPROVEMENTS	PROF SER-ENGIN	1135915
DEPT 41608 2012 I & I PROJECT			\$779.00						
FUND 206 WATER/SEWER IMPROVEME			\$779.00						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
LOUCKS ASSOCIATES	207	05/28/13	\$1,165.00	E	44100	306	PERRO PARK	PROF SER-OTHER	1135901
LOUCKS ASSOCIATES	207	05/22/13	\$164.13	E	44100	306	PERRO PARK	PROF SER-OTHER	1135901
DEPT 44100 PROJECT			\$1,329.13						

CITY OF BAYPORT

MONTHLY EXPENSES 1135824-1135939

Period Name: MAY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 207 PARK IMPROVEMENT FUND			\$1,329.13						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	05/28/13	\$84.23	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$42.67	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$130.53	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$65.82	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$93.45	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$319.60	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$384.24	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$457.53	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$156.10	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$84.66	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$357.18	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
BAKER & TAYLOR	211	05/28/13	\$221.09	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135873
DEMCO	211	05/28/13	\$57.69	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUPP	1135884
INNOVATIVE OFFICE SOLU	211	05/28/13	\$324.98	E	45500	220	OPERATING SUPPLIES/LIB	OPERATING SUPP	1135893
NOVA COMMUNICATIONS	211	05/28/13	\$600.00	E	45500	302	MAINTENANCE AGREEMEN	CONTRACT SERVI	1135909
SHARON SIPPEL	211	05/28/13	\$1,500.00	E	45500	302	CLEANING SERVICES/LIBR	CONTRACT SERVI	1135918
KINDER MELODIES	211	05/28/13	\$750.00	E	45500	302	STORY TIME/LIBRARY	CONTRACT SERVI	1135897
ELECTRO WATCHMAN, IN	211	05/22/13	\$90.00	E	45500	302	LIBRARY	CONTRACT SERVI	1135887
OFFICE OF ENT TECHNOL	211	05/28/13	\$73.39	E	45500	321	PHONES/LIBRARY	COMMUNICATION	1135910
COMCAST	211	05/28/13	\$79.90	E	45500	321	HIGH-SPEED INTERNET/LI	COMMUNICATION	1135881
LEAGUE OF MN CITIES IN	211	05/20/13	\$6,340.00	E	45500	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LEAGUE OF MN CITIES IN	211	05/20/13	\$464.00	E	45500	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
XCEL	211	05/08/13	\$913.29	E	45500	380	GAS & ELECTRIC SERVICE	ELECTRIC SERVIC	1135846
XCEL	211	05/08/13	\$584.10	E	45500	381	GAS & ELECTRIC SERVICE	FUEL FOR HEAT	1135846
TOSHIBA BUSINESS SOLU	211	05/28/13	\$30.69	E	45500	416	PARTS, LABOR,/LIBRARY	REPAIR/MAINT OF	1135926
TR COMPUTER SALES LLC	211	05/22/13	\$31.25	E	45500	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
BERWALD ROOFING COMP	211	05/28/13	\$495.00	E	45500	420	REPAIR SEAM IN ROOF/LI	R & M BLDGS, ST	1135876
PLUNKETT S PEST CONTR	211	05/28/13	\$103.27	E	45500	420	BLG. MAINT/LIBRARY	R & M BLDGS, ST	1135911
DEPT 45500 LIBRARY			\$14,834.66						
FUND 211 LIBRARY			\$14,834.66						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	05/08/13	\$2,022.87	E	46110	380	GAS & ELECTRIC SERVICE	ELECTRIC SERVIC	1135846
XCEL	601	05/08/13	\$173.95	E	46110	381	GAS & ELECTRIC SERVICE	FUEL FOR HEAT	1135846
ROCKHARD SERVICES	601	05/28/13	\$475.00	E	46110	419	AUX. ENGINE REMOVAL/W	REPAIR & MAINT	1135914
DEPT 46110 WATER-PUMPHOUSE			\$2,671.82						
DEPT 46120 WATER									
U S BANK VISA	601	05/01/13	\$3.64	E	46120	201	INNOVATIVE OFFI	OFFICE SUPPLIES	1135837
RED WING SHOE STORE	601	05/22/13	\$254.99	E	46120	203	UNIFORMS-GARDNER	UNIFORMS - TIM	1135912
HAWKINS WATER	601	05/22/13	\$78.86	E	46120	212	WATER TESTING/WATER	MOTOR FUELS & L	1135889
HOLIDAY FLEET	601	05/08/13	\$519.98	E	46120	212	FUEL PURCHASES	MOTOR FUELS & L	1135841
HAWKINS WATER	601	05/29/13	\$6,654.00	E	46120	216	WATER TREATMENT SUPP	CHEMICALS AND	1135889
HAWKINS WATER	601	05/13/13	\$40.00	E	46120	220	WATER TREATMENT- CHL	OPERATING SUPP	1135853
MENARDS-STILLWATER	601	05/29/13	\$43.22	E	46120	220	OPERATING SUPPLIES/WA	OPERATING SUPP	1135904
T. R. F. SUPPLY	601	05/22/13	\$131.99	E	46120	220	SUPPLIES/WATER DEPT.	OPERATING SUPP	1135922
ELECTRO WATCHMAN, IN	601	05/22/13	\$96.19	E	46120	302	PUBLIC WORKS	CONTRACT SERVI	1135887
ONE CALL CONCEPTS	601	05/13/13	\$80.95	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	1135857
COMCAST	601	05/22/13	\$35.51	E	46120	321	HIGH-SPEED INTERNET/W	COMMUNICATION	1135881

CITY OF BAYPORT

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MONTHLY EXPENSES 1135824-1135939

Period Name: MAY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
LEAGUE OF MN CITIES IN	601	05/20/13	\$4,389.00	E	46120	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LEAGUE OF MN CITIES IN	601	05/20/13	\$485.00	E	46120	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
XCEL	601	05/08/13	\$1,645.76	E	46120	380	GAS & ELECTRIC SERVICE	ELECTRIC SERVIC	1135846
XCEL	601	05/08/13	\$1,134.81	E	46120	381	GAS & ELECTRIC SERVICE	FUEL FOR HEAT	1135846
LOFFLER BUSINESS SYSTE	601	05/22/13	\$20.26	E	46120	416	BLACK & COLOR COPIES	REPAIR/MAINT OF	1135900
TR COMPUTER SALES LLC	601	05/22/13	\$23.47	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
K. PEARSON MECHANICAL	601	05/22/13	\$857.04	E	46120	419	PLUMBING REPAIRS/PAR	REPAIR & MAINT	1135896
MENARDS-STILLWATER	601	05/22/13	\$28.70	E	46120	419	DRAIN VALVES/WATER DE	REPAIR & MAINT	1135904
HENRYS WATERWORKS, I	601	05/22/13	\$849.42	E	46120	419	METER VALVES/WATER DE	REPAIR & MAINT	1135891
HD SUPPLY FACILITIES M	601	05/28/13	\$3,247.98	E	46120	419	WATER METERS/WATER D	REPAIR & MAINT	1135890
ELECTRO WATCHMAN, IN	601	05/13/13	\$1,136.22	E	46120	420	REPAIR FIRE ALARM/WAT	R & M BLDGS, ST	1135851
THE TESSMAN COMPANY	601	05/22/13	\$763.63	E	46120	421	GRASS SEED & RELATED S	REPAIR & MAINT	1135925
MINNESOTA DEPT OF HEA	601	05/28/13	\$1,165.00	E	46120	434	2ND QTR. 2013 QTRLY SE	STATE FEES FOR	1135905
DEPT 46120 WATER			\$23,685.62						
FUND 601 WATER			\$26,357.44						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
U S BANK VISA	602	05/01/13	\$3.70	E	46200	201	INNOVATIVE OFFI	OFFICE SUPPLIES	1135837
CCP INDUSTRIES	602	05/22/13	\$99.66	E	46200	220	DISPOSABLE GLOVES/SEW	OPERATING SUPP	1135879
J H LARSON CO	602	05/21/13	\$59.67	E	46200	220	LIGHT BULBS/SEWER DEP	OPERATING SUPP	1135894
FASTENAL	602	05/13/13	\$26.76	E	46200	240	FIRST AID KIT/SEWER DE	SMALL TOOLS-EQ	1135852
AIR FRESH PORTABLE TOI	602	05/22/13	\$4.99	E	46200	302	EXTRA PUMPING/LIFT STA	CONTRACT SERVI	1135869
AIR FRESH PORTABLE TOI	602	05/22/13	\$35.00	E	46200	302	EXTRA PUMPING/LIFT STA	CONTRACT SERVI	1135869
AIR FRESH PORTABLE TOI	602	05/22/13	\$35.00	E	46200	302	EXTRA PUMPING/LIFT STA	CONTRACT SERVI	1135869
MILLER EXCAVATING	602	05/13/13	\$285.00	E	46200	302	VACTOR SERVICES/SEWER	CONTRACT SERVI	1135856
LEAGUE OF MN CITIES IN	602	05/20/13	\$1,900.00	E	46200	360	3/30/13 TO 3/30/14 PROP	INSURANCE/P&L	1135899
LOFFLER BUSINESS SYSTE	602	05/22/13	\$20.26	E	46200	416	BLACK & COLOR COPIES	REPAIR/MAINT OF	1135900
TR COMPUTER SALES LLC	602	05/22/13	\$23.51	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135927
CLOG UN-BOGGLER INC	602	05/08/13	\$112.50	E	46200	419	UNCLOG LATERAL/SEWER	REPAIR & MAINT	1135838
DEPT 46200 SEWER - OPERATING			\$2,606.05						
FUND 602 SEWER			\$2,606.05						
FUND 803 P & Z ESCROWS									
DEPT 80014 GROUP 41 (MIKE SCHALON)									
ECKBERG, LAMMERS, BRIG	803	05/22/13	\$101.50	E	80014	300	GROUP 41 LITIGATION	PROF SER-LEGAL	1135885
STILLWATER GAZETTE	803	05/29/13	\$44.38	E	80014	350	GROUP 41 VACATION OF S	PRINTING & PUBL	1135920
DEPT 80014 GROUP 41 (MIKE SCHA)			\$145.88						
DEPT 80016 PETE MILLER - PHASE 11/BAYTOWN									
S E H	803	05/22/13	\$672.60	E	80016	301	MILLER FARMS ESCROW	PROF SER-ENGIN	1135915
DEPT 80016 PETE MILLER - PHASE 1			\$672.60						
DEPT 80019 JG HAUSE CONSTRUCTION									
S E H	803	05/22/13	\$336.32	E	80019	301	JEFF HAUSE LOT REVIEW	PROF SER-ENGIN	1135915
DEPT 80019 JG HAUSE CONSTRUCTI			\$336.32						
DEPT 80044 HAYNER PROPERTY FEASIB STUDY									
S E H	803	05/22/13	\$999.97	E	80044	301	2ND ST. S FEASIBILITY RE	PROF SER-ENGIN	1135915
DEPT 80044 HAYNER PROPERTY FE			\$999.97						
DEPT 80045 DRH-INSPIRATION PHASE II PLAT									
ECKBERG, LAMMERS, BRIG	803	05/22/13	\$1,326.75	E	80045	300	INSPIRATION DEVELOPME	PROF SER-LEGAL	1135885
STILLWATER GAZETTE	803	05/29/13	\$20.61	E	80045	350	PUD INSPIRATION/INSPIR	PRINTING & PUBL	1135920
DEPT 80045 DRH-INSPIRATION PH			\$1,347.36						

CITY OF BAYPORT
MONTHLY EXPENSES 1135824-1135939

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Period Name: MAY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
DEPT 80046 JOE BUSH/DAVID KLINGER									
STILLWATER GAZETTE	803	05/29/13	\$20.61	E	80046	350	VARIANCES FOR 242 5TH	PRINTING & PUBL	1135920
DEPT 80046 JOE BUSH/DAVID KLIN			\$20.61						
FUND 803 P & Z ESCROWS			\$3,522.74						
			\$157,383.03						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: May, 2013

Printed:5/29/2013

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Permit Number: BP2013-22

Parcel Address: 555 2nd Street N.

Applicant:JUDY LANGFORD
OWNER OWNER

Construction Value:\$3,000.00

Filing Date:5/1/2013

Bayport, MN 55003

Applicant Phone

Total Fees: \$147.52

Permit Number: BP2013-23

Parcel Address: 218 STATE St. S.

Applicant:FIXED BY RICK
FIXED BY RICK RESIDENTIAL BUILDER

Construction Value:\$4,200.00

Filing Date:5/1/2013

BAYPORT, MN 55003

Applicant Phone: 651-500-0333

Total Fees: \$130.10

Permit Number: BP2013-24

Parcel Address: 100 4TH Ave. N.

Applicant:BERWALD ROOFING COMPANY,
BERWALD ROOFING COMPANY, INC. General

Construction Value:\$412,253.00

Filing Date:5/2/2013

BAYPORT, MN 55003

Applicant Phone: 651-777-7411

Total Fees: \$5,048.47

Permit Number: BP2013-25

Parcel Address: 101 5th Avenue So.

Applicant:WEATHERGUARD
WEATHERGUARD CONSTRUCTION General

Construction Value:\$50,000.00

Filing Date:5/6/2013

Bayport, MN 55003

Applicant Phone: 651-439-4320

Total Fees: \$1,149.89

Permit Number: BP2013-26

Parcel Address: 389 5th Street So.

Applicant:MINNESOTA ROOFING &
MINNESOTA ROOFING & REMODELING, INC.

Construction Value:\$2,500.00

Filing Date:5/8/2013

Bayport, MN 55003

Applicant Phone: 612-669-8284

Total Fees: \$94.75

Building Permit Log

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Permit Number: BP2013-27
Parcel Address: 982 INSPIRATION PARKWAY N. BAYPORT, MN 55003
Applicant:J. G. HAUSE CONSTRUCTION
J. G. HAUSE CONSTRUCTION RESIDENTIAL
Construction Value:\$4,796.00
Filing Date: 5/21/2013
Applicant Phone: 651-439-0189
Total Fees: \$197.10

Permit Number: BP2013-29
Parcel Address: 101 5th Avenue So.
Applicant:SUMMIT FIRE PROTECTION/ MN
SUMMIT FIRE PROTECTION FIRE SYSTEMS
Construction Value:\$3,000.00
Filing Date: 5/22/2013
Applicant Phone: 651-251-1880
Total Fees: \$147.52

Permit Number: BP2013-30
Parcel Address: 101 5th Avenue So.
Applicant:VIKING AUTOMATIC SPRINKLER
VIKING AUTOMATIC SPRINKLER COMPANY FIRE
Construction Value:\$7,000.00
Filing Date: 5/22/2013
Applicant Phone: 651-558-3300
Total Fees: \$75.00

Permit Number: BP2013-31
Parcel Address: 713 5th Ave. N.
Applicant:CROIX VALLEY ROOFING
CROIX VALLEY ROOFING RESIDENTIAL BUILDER
Construction Value:\$6,995.00
Filing Date: 5/29/2013
Applicant Phone: 651-436-1351
Total Fees: \$151.00

Permit Number: BP2013-32
Parcel Address: 1009 PIONEER TRAIL
Applicant:DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL
Construction Value:\$400,000.00
Filing Date: 5/29/2013
Applicant Phone: 952-985-7806
Total Fees: \$10,698.64

Permit Number: MC2013-41
Parcel Address: 994 INSPIRATION PARKWAY N. BAYPORT, MN 55003
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$875.00
Filing Date: 5/6/2013
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Building Permit Log

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Permit Number: MC2013-42
Parcel Address: 239 PRAIRIE WAY S.
Applicant:SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$8,051.00

Filing Date: 5/6/2013
BAYPORT, MN 55003
Applicant Phone: 763-473-2267

Total Fees: \$80.00

Permit Number: MC2013-43
Parcel Address: 223 PRAIRIE WAY N.
Applicant:SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$7,201.00

Filing Date: 5/9/2013
BAYPORT, MN 55003
Applicant Phone: 763-473-2267

Total Fees: \$80.00

Permit Number: MC2013-44
Parcel Address: 239 PRAIRIE WAY S.
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$1,000.00

Filing Date: 5/13/2013
BAYPORT, MN 55003
Applicant Phone: 651-633-1042

Total Fees: \$80.00

Permit Number: MC2013-45
Parcel Address: 223 PRAIRIE WAY N.
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$1,000.00

Filing Date: 5/13/2013
BAYPORT, MN 55003
Applicant Phone: 651-633-1042

Total Fees: \$80.00

Permit Number: PL2013-31
Parcel Address: 223 PRAIRIE WAY N.
Applicant:SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value:\$9,500.00

Filing Date: 5/13/2013
BAYPORT, MN 55003
Applicant Phone: 651-319-4103

Total Fees: \$80.00

Permit Number: PL2013-32
Parcel Address: 239 PRAIRIE WAY S.
Applicant:SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value:\$9,000.00

Filing Date: 5/13/2013
BAYPORT, MN 55003
Applicant Phone: 651-319-4103

Total Fees: \$80.00

Building Permit Log

For: May, 2013

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Permit Number: PL2013-33	Filing Date: 5/20/2013
Parcel Address: 3861 PARADISE COVE N.	STILLWATER, MN 55082
Applicant: CREATIVE HOME	Applicant Phone: 651-289-6800
C.W.'S EXCAVATING, INC. SEWER & WATER	
Construction Value:	Total Fees: \$1,630.00

Permit Number: PL2013-34	Filing Date: 5/22/2013
Parcel Address: 994 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: SILVER TREE PLUMBING &	Applicant Phone: 651-319-4103
SILVER TREE PLUMBING & HEATING, LLC	
Construction Value: \$9,300.00	Total Fees: \$80.00

Permit Number: PL2013-35	Filing Date: 5/22/2013
Parcel Address: 993 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: SILVER TREE PLUMBING &	Applicant Phone: 651-319-4103
SILVER TREE PLUMBING & HEATING, LLC	
Construction Value: \$11,500.00	Total Fees: \$80.00

Permit Number: PL2013-36	Filing Date: 5/22/2013
Parcel Address: 816 INSPIRATION PARKWAY S.	BAYPORT, MN 55003
Applicant: SILVER TREE PLUMBING &	Applicant Phone: 651-319-4103
SILVER TREE PLUMBING & HEATING, LLC	
Construction Value: \$10,600.00	Total Fees: \$80.00



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
 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, which includes a request for special city services or use of equipment and/or alters the general use of city property, parks, buildings, or grounds. Examples of items that would prompt a special event application include music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, barricades, and similar items. Special event applications require City Council approval. Therefore, it is important to plan ahead and submit the application form to City Hall at least three weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. 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 requests for city services and/or equipment associated with the event.

Property information

City property: Lakeside Park Barker's Alps Park Perro Park Village Green Park

Street, alley, or other city property description: _____

Private property address: _____

Applicant information Individual/For-profit organization Public entity/Non-profit organization

Applicant/Contact Name: *Bayport Community Action League*

Organization/Business Name: *Bob Johnson*

Main Phone Number: *(651) 379-3212 (w)* *(651) 439-8894 (h)* Alternate Phone Number: *(651) 492-7951 (cell)*

Address: *P.O. box 133*

City/State/Zip: *Bayport, MN 55003*

Email Address: *bobje@mirinc.com*

Event information

Start Date: *Saturday, Sept. 21, 2013* End Date: *Saturday, Sept. 21, 2013*

Day(s): Monday Tuesday Wednesday Thursday Friday
 Sunday Saturday

Weekday Hours: *8:00 a.m. - 10:00 p.m.* Weekend Hours: *8:00 a.m. - 10:00 p.m.*

Description of event, activities, location and proposed alteration of city property:

See list attached

Description of Requested City Services and/or Equipment

See list attached

Application Requirements and Fees

- A diagram of the premises, including proposed activities and equipment, as well as the application processing fee, must be submitted with this form to City Hall (see below for fees).
- If the event involves requested use of a park building, picnic shelter, field, or court, a separate park reservation request form and applicable fees are required to be submitted to City Hall (reservations are subject to availability).
- If the event involves cooked/prepared food or beverages, sale of produce, uncooked meat or dairy, additional licenses may be required by Washington County Public Health and/or Minnesota Department of Agriculture and must be submitted with this form. For assistance with licensing requirements, please contact 651-430-6655.
- Depending upon the event and related activities, a refundable park damage deposit fee of up to \$500.00 may be required, prior to the event. Additional charges for trash receptacles, barricades, and picnic tables may also apply (see below for fees).
- All fees and expenses associated with the request are the responsibility of the applicant and/or private property owner.

Applicant Acknowledgement and Signature

The undersigned understands 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 applies 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.

Signature: 

Date: 5/9/13

Office Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: 5/8/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check	BCA 2249 Gh
Rental Fees (as applicable, per applicant and/or city) \$10.00 + tax Per trash receptacle/barricade \$25.00 + tax Per picnic table	<input type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check	
Damage Deposit (as applicable per city, up to \$500.00) Payment must be on a separate check. Notes:	<input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____ Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	

2013 DERBY DAYS

Saturday, September 21, 2013

ACTIVITIES LIST / CITY SERVICE REQUIREMENTS

ACTIVITY	LOCATION	CITY SERVICE REQUIRED
Breakfast	Bayport Legion	NA
Medallion Hunt	City wide	NA
Duck Derby	Perro Creek/Perro Park	-Trim along creek to prevent Ducks from getting hung up -Turn on creek at 9:00 a.m. for duck race at noon. -Take down wood Barricades from creek spillway after race.
Pet Parade	Lakeside Park	NA
Kid's Games	Lakeside Park	NA
Taste of Bayport	Lakeside Park	-Picnic tables out of pavilions and situated around eating areas. -Turn on power to pavilions and beach house. -Set trash receptacles. -Police presence

Live Music	Lakeside Park	-Power to band set-up area below pavilions. -Police presence
Ice Cream Social	Lakeside Park/Beach House Patio	-Power on to Beach House -Use of freezers in Beach House. -Police presence
Fireworks	Lakeside Park	-Tape off fireworks set-up area. -Police/Fire/EMT presence

NOTE: There may be other unforeseen services required. We will confirm with Mel Horak to make specific arrangements.

THANK YOU !



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

Application for Outdoor Fireworks Display Permit

Date 5/15/13 Permit No. _____

Date and Time of Display	<u>Saturday, September 21st 2013. 8:30-9:00 p.m.</u>
Name of Event	<u>Derby Days</u>
Display address/Location	<u>Lakeside Park, Bayport, MN</u>

Applicant: Municipality _____ Fair Association/Organization

Property Owner of Display Address	Name/Company <u>City of Bayport</u> Phone No. _____	Address _____
Municipality, Fair Association, or Organization	Organization <u>Bayport Community Action League</u> Phone No. <u>(651) 379-3212</u>	Contact Person (Print) <u>Bob Johnson</u> Phone No. <u>(651) 379-3212</u>
	Address <u>P.O. Box 133</u>	
	City <u>Bayport</u> State <u>MN</u> Zip <u>55003</u>	
	Operator qualified to supervise fireworks display	Name/Company <u>Nightlighter Fireworks</u> Phone No. <u>(612) 281-7976</u>
	City <u>Highland,</u> State <u>MN</u> Zip <u>56043-4040</u>	

Note: A detailed site sketch with the proposed fireworks launching location must accompany this application.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Bayport to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Bayport and the State of Minnesota.

Applicant's Signature [Signature] Date 5/15/13 Property Owner's Signature _____ Date _____

Office Use/Dept. Review	Inspection	Date	Inspector	FEE INFO	Date Paid	
Fire Department	<input type="checkbox"/> Site Inspection <input type="checkbox"/> Operator Investigation			Permit - \$100.00	<u>5/15/13</u>	<input type="checkbox"/> CASH
Police Department	<input type="checkbox"/> General					<input checked="" type="checkbox"/> CHECK
Administration	<input type="checkbox"/> General			BCAL	CHECK #	<u>2251</u>

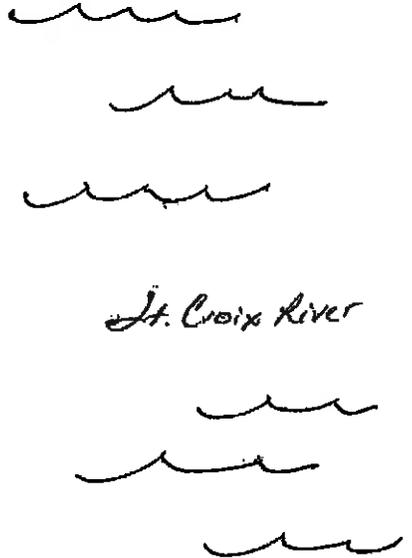
Permit Approved By: _____

Date Approved: _____



Lakeside Park
Beach

Beach
House



St. Croix River

Pavillion

Pavillion

Playground

Pavillion

Bike Path

Fireworks
Set-up and
Display Area
as per previous
years.





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

Date: May 23, 2013

To: Mayor and City Council
Sara Taylor, Acting City Administrator

From: Wanda Madsen, Finance Officer

Subject: Consider renewal of the city's auditor services with Schlenner Wenner & Co.

BACKGROUND

The City of Bayport completed a request for proposals for audit services in the fall of 2010, and contracted with Schlenner Wenner & Co. to provide audit services for 2010-2012. Attached is a proposal to renew their contract with the city to provide audit services for 2013-2015.

Staff has been pleased with the services provided by Schlenner Wenner and Co., and it should be noted their proposed fees for the new 3-year term continue to be significantly lower than the city paid its previous two auditing firms. As such, staff is recommending renewal of the contract with Schlenner Wenner and Co.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing renewal of the city's audit services contract with Schlenner Wenner & Co., St. Cloud, Minnesota, under the fees, terms, and conditions specified.

May 21, 2013

Members of Governance
City of Bayport
Bayport, MN 55003

We are pleased to confirm our understanding of the services we are to provide the City of Bayport, Minnesota (the City) for the years ended December 31, 2013, 2014, and 2015. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the City as of and for the fiscal years ended December 31, 2013, 2014, and 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis, and
- 2) Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. The following information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Combining Balance Sheets and Statements of Revenues, Expenditures and Changes in Fund Balances for Nonmajor Funds,
- 2) Schedules of Water and Sewer Funds Revenues and Expenses., and
- 3) Schedule of Capital Outlay.

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St. Cloud

630 Roosevelt Rd. Ste. 201
P.O. Box 1498
St. Cloud, MN 56302
320.251.0286

Little Falls

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P.O. Box 365
Little Falls, MN 56345
320.632.6311

Albany

115 6th St.
P.O. Box 268
Albany, MN 56307
320.845.2940

Maple Lake

220 Hwy. 55 North, Ste. 4
P.O. Box 305
Maple Lake, MN 55358
320.963.5414

Monticello

202 W. 3rd St.
P.O. Box 755
Monticello, MN 55362
763.295.5070

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the selection and application of accounting principles; and for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for accuracy and completeness of that information. You are also responsible for providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of the audit, and (c) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are also responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Our estimated fees for the services described in this letter (excluding Federal single audit and other non-audit services described below) will approximate the following amounts each year plus mileage expenses:

<u>Year Ended</u> <u>December 31.</u>	<u>Amount</u>
2013	\$11,445
2014	\$12,020
2015	\$12,620

The actual fees billed above will not exceed the amounts estimated above unless unanticipated changes in the scope of our work are required due to 1) a change in the operating size of the City, 2) a change in applicable laws, regulations or generally accepted auditing standards as applied in the United States, 3) new accounting standards are issued that have a significant effect on your City and/or, 4) the incomplete or untimely receipt by us of the information on the client participation list which significantly affects our ability to perform our audit procedures in a timely and efficient manner. All other provisions of this letter will survive any fee adjustment.

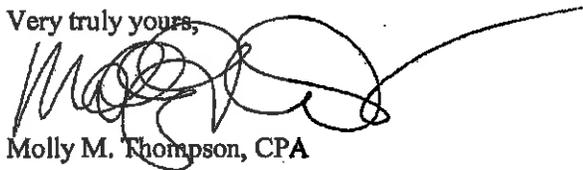
Any time spent performing additional services will be billed at our normal rates. Additional services might include work necessary to do a Federal single audit – if required, assist with preparation of management’s discussion and analysis, reconciliation of postretirement schedules, assistance with year-end adjustments, maintaining fixed asset details, etc.

We will assist in the City by providing the following nonaudit services:

- Proposing adjustments to the trial balance,
- Maintaining fixed assets and depreciation,
- Drafting the financial statements, and
- Preparing and submitting the state report.

We appreciate the opportunity to be of service to City of Bayport, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Molly M. Thompson, CPA

SCHLENNER WENNER & CO
St. Cloud, Minnesota

Response:

This letter correctly sets forth the understanding of City of Bayport, Minnesota.

Officer’s Signature

Officer’s Title



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

Date: May 22, 2013

To: Mayor and City Council

From: Sara Taylor, Acting City Administrator

Re: Agreement with Sanders, Wacker, Bergly for design and engineering services related to Perro Park hockey rink improvements

BACKGROUND

As you know, the city was fortunate to receive a grant in the amount of \$97,500.00 from the Fred C. and Katherine B. Andersen Foundation for the hockey rink infrastructure improvements at Perro Park. As part of the grant request, the city budgeted for a consultant to assist the city with overseeing and coordinating the design and construction services related to the hockey rink improvements.

Because Larry Wacker of Sanders, Wacker, Bergly, has been instrumental in creating a master plan for Perro Park and assisting the city with other park improvement projects, staff feels it would be in the city's best interest to have Larry also provide design and construction services for the hockey rink improvement project. Attached, please find a proposal for these services. Again, it should be noted that the cost for these services will be funded by the grant the city recently received for the hockey rink project. Larry will review the hockey rink improvements in detail at the June 3 workshop.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving an agreement with Sanders, Wacker, Bergly for design and engineering services for the Perro Park hockey rink improvements at a cost not to exceed \$10,700.00.



SANDERS WACKER BERGLY - A LOUCKS COMPANY
Landscape Architects And Planners

MEMORANDUM

TO: Sara Taylor
FROM: Larry Wacker
SUBJECT: Proposal to provide design services - Perro Park Improvements
DATE: May 21, 2013
Cc:

Sanders Wacker Bergly – A Loucks Company (SWB) is pleased to submit this proposal, in the amount of \$10,700.00, to provide design and engineering services for a new hockey rink and related improvements at Perro Park in Bayport. We understand that the scope of work will include coordination with the City Public Works Department in their completion of in-kind work and preparation of construction documents for work including but not limited to the following:

- Hockey boards and fence
- Hockey rink lighting
- New creek crossing for hockey rink access
- Turf restoration and landscaping

The following table includes a proposed work program and related fees:

DESIGN SERVICES - PERRO PARK HOCKEY RINK IMPROVEMENTS				
TASK	DESCRIPTION	HOURS	AVG. HRLY. RATE	FEE
1	PROJECT START-UP			
A.	Meet with the City Council to review the program for improvements.	3	100	\$300.00
B.	Visit the site to verify existing site conditions. Inventory and analyze existing site conditions including soils, electrical service, culvert condition, Perro creek condition, vegetation, etc.	3	100	\$300.00
	Sub-Total Task 1			\$600.00
2	SCHEMATIC DESIGN			
A.	Prepare a schematic design including hockey boards, fence, lighting, culvert and related improvements.	20	\$90.00	\$1,800.00
B.	Meet with City staff to review the schematic design.	3	\$100.00	\$300.00
C.	Prepare a cost estimate for planned improvements.	2	\$100.00	\$200.00
	Sub-Total Task 2			\$2,300.00

3	DESIGN DEVELOPMENT			
A.	Prepare detailed drawings including demolition, layout, grading, electrical and planting plans. Prepare details for site elements including hockey boards, fencing, culvert and related improvements.	24	\$90.00	\$2,160.00
B.	Prepare preliminary specifications.	3	\$90.00	\$270.00
C.	Prepare a refined cost estimate.	1	\$100.00	\$100.00
	Sub-Total Task 3			\$2,530.00
4	CONSTRUCTION DOCUMENTS			
A.	Complete final construction drawings and specifications.	16	\$90.00	\$1,440.00
B.	Preparation a final cost estimate.	1	\$90.00	\$90.00
	Sub-total Task 4			\$1,530.00
5	BIDDING			
A.	Prepare and distribute bid documents.	2	\$70.00	\$140.00
B.	Prepare addenda as required.	2	\$90.00	\$180.00
	Sub-total Task 5			\$320.00
6	CONSTRUCTION			
A.	Visit the site 4 times during construction.	12	\$100.00	\$1,200.00
B.	Review shop drawings and product submittals.	3	\$100.00	\$300.00
C.	Review payment applications.	3	\$100.00	\$300.00
	Sub-total Task 6			\$1,800.00
	SUB-TOTAL SWB FEE (NOT-TO-EXCEED)			\$9,080.00
	Electrical engineering for the lighting system	11	\$120.00	\$1,320.00
	Reimbursables (mileage, printing, communications)			\$300.00
	GRAND TOTAL FEE (NOT-TO-EXCEED)			\$10,700.00

We appreciate the opportunity to submit this proposal. Please call if you have any questions or require additional information.

ECKBERG LAMMERS
MEMORANDUM

TO: Bayport City Council

FROM: Andy Pratt, City Attorney

DATE: May 29, 2013

RE: Proposed Vacation of a Portion of Fifth Avenue South

A public hearing has been scheduled for the June 3 City Council meeting to consider a joint request from Bayport Marina Association, Inc. and Group 41, Ltd. for the City to vacate a portion of platted Fifth Avenue South, located directly to the east of the Highway 95 and Fifth Avenue South roadway intersection. The City Engineer has submitted a separate memo on the infrastructure ramifications of the vacation.

The Council may be aware of the long history of litigation and disputes between Bayport Marina and Group 41. The litigation mostly had to do with access to marina boat slips, use of the restaurant, applicability of a Conditional use Permit on the property, and other such matters outside the scope of this memorandum. Another disputed point was the ownership of the freestanding sign (the old Clyde's sign) located just east of the Highway 95 and Fifth Avenue South intersection. A survey conducted in 2009 determined that the sign was located within the City's Fifth Avenue right-of-way. As consideration for the City entering into a Settlement Agreement in 2010, the City agreed to "consider and cooperate with" an anticipated joint petition to vacate the portion of Fifth Avenue right-of-way that contained the sign. Such vacation is necessary, since the location of the sign within City right-of-way is a violation of City Code.

A court later determined that Group 41 owned the sign, and Bayport Marina owned the underlying property. As the sign began to noticeably decay, the City sent correspondence to both Bayport Marina and Group 41 demanding they fulfill their responsibilities under the Settlement Agreement and petition the City to vacate the right-of-way surrounding the sign. Neither party immediately did so, and the City threatened to remove the sign, as it was still located within City right-of-way, in violation of City Code. Bayport Marina and Group 41 finally settled their litigation in recent months, and the parties jointly petitioned the City to hold a public hearing to vacate the right-of-way.

The resolution on the Council agenda contains the necessary statutory findings to allow for the vacation of the portion of the Fifth Avenue right-of-way containing the sign. If approved by the Council, the City will file the necessary documentation with Washington County to record the vacation in the land records. The location of the sign will then not be in violation of City Code.

The City Engineer recommends approval of the right-of-way vacation request, and observes that there are no public or private utilities that will be impacted by the vacation. As a precaution, the resolution clearly indicates that the City will maintain all necessary easements for utility maintenance, in case such utilities are needed in the future.

However, the Council could be rightly concerned about the poor condition of the sign. With the new Mallard's restaurant opening on the property, there is momentum to adequately beautify the sign. Mallard's, on behalf of Group 41, requested a permit from the City to repair the sign, and Mallard's has been notified that it cannot use the sign for publicity until it is adequately repaired. It also appears that Bayport Marina will grant an easement to Group 41 to access the sign for long-term maintenance purposes. At the very least, the City still possesses leverage through the Conditional Use Permit governing this property, which requires that the sign be well-maintained, properly repaired, and reasonably clean and orderly at all times. If Group 41 or its designees fail to live up to this standard, the City could begin the process to revoke the CUP on the property, which will require its own public hearing. In the resolution granting the right-of-way vacation, Group 41 and Bayport Marina acknowledge the responsibilities each party has to live up to the CUP maintenance covenants. In other words, even if the City vacates the right-of-way, it will still have a method to ensure the sign is adequate for its intended use.

Please contact me if you have any questions concerning this memorandum.



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters, PE, City Engineer

DATE: May 21, 2013

RE: 5th Avenue South Street Vacation
SEH No. 122136 BAYPO 14.00

The City has received a request for the vacation of the majority of 5th Avenue South, between St. Croix Trail (TH 95) and the old platted alley approximately 140 feet to the east. The request to vacate was jointly submitted by Group 41 and the Bayport Marina (owner) as a condition of a Settlement Agreement. A vacation request for this same area was reviewed in June of 2009 but was denied by the City Council at the July 6, 2009 meeting. Attached is a drawing of the requested street vacation area.

Background

The area again under consideration is a portion of 5th Avenue South between St. Croix Trail (TH 95) and the railroad tracks. The area was originally platted as Lot 4, Block 108 of Bayport (formerly South Stillwater), but was replatted as 5th Avenue South on the recorded plat of Bayport Marina. The attached drawing shows the requested vacation area. 5th Avenue South runs through a portion of the northwesterly corner of this platted street right of way. Mariner Way, a private road that extends to the east from 5th Avenue South to serve the Waterford Condominium area, the Marina and Refuge on the River, is located to the north of the requested vacation area. There are no City utilities (sanitary sewer, water or storm sewer) within this segment of Fifth Avenue South.

Private utilities, gas, electric, telephone, cable, etc., were not field located but it is unlikely that any of these utilities exist in the requested area of vacation due to the topography. The ground slopes drastically to the south and private utilities generally do place facilities in these conditions.

Recommendations

There are two options that the City can consider on this vacation request. The Council can decide to:

1. Deny the street vacation in total.
2. Approve the vacation of a portion of 5th Avenue South as requested and shown on the attached drawing,

Bayport does not have any City utilities that would affect the requested street vacation. As noted, it is unlikely that private utilities are in the area that would be affected. The requested vacation continues to provide for right-of-way over 5th Avenue South that is City owned and maintained. From the engineering standpoint, the requested vacation will not impact the City and their maintenance needs. Therefore, I am recommending that the City approve the requested vacation as shown.

This vacation will require a Public Hearing which will be held at the June 3, 2013 meeting. I will be available to discuss this issue with the Council at that meeting.

bcp

Attachments

c: Sara Taylor, Acting City Administrator
Andy Pratt, City Attorney

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Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

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RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD JUNE 3, 2013**

Pursuant to due call and notice therefor, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3rd day of June, 2013, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

A RESOLUTION AUTHORIZING THE VACATION OF A PORTION OF FIFTH AVENUE SOUTH ON THE PLAT OF BAYPORT MARINA, LYING ADJACENT TO OUTLOT D, AND BEING FORMERLY DESCRIBED AS LOT 4, BLOCK 108, BAYPORT (FORMERLY SOUTH STILLWATER), WASHINGTON COUNTY, MINNESOTA UPON A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

BE IT RESOLVED by the City Council (the "Council") of the City of Bayport, Minnesota (the "City"), as follows:

WHEREAS, Bayport Marina Association, Inc., the underlying owner of the Property (herein defined), and Group 41, Ltd., the owner of a sign located on the Property (herein defined) (Bayport Marina Association, Inc. and Group 41, Ltd. are herein collectively referred to as the "Petitioners") have petitioned the City to vacate a portion of Fifth Avenue South on the plat of Bayport Marina, lying adjacent to Outlot D, and being formerly described as Lot 4, Block 108, Bayport (formerly South Stillwater), Washington County, Minnesota, as such vacation is described on Exhibit A, attached and incorporated hereto (the "Property"); and

WHEREAS, the City reviewed and examined the petition to vacate the Property and determined that the petition was signed by a majority of the landowners abutting upon the Property; and

WHEREAS, pursuant to Minnesota Statutes, Section 412.851, as amended (the "Act"), a public hearing to consider the requested vacation was held as of the date hereof before the Council, after due publication and posted notice had been given, as well as personal mailed notice to all affected property owners, and all interested and affected persons were given an opportunity to be heard at the hearing; and

WHEREAS, a permanent freestanding sign, owned by Group 41, Ltd., is located on the Property (the "Sign"); and

WHEREAS, Bayport City Code Section 727.09(2) provides that no permanent sign may be erected within the public right-of-way of any street of way or other public property; and

WHEREAS, once the vacation of the Property becomes effective, the location of the Sign will not be in violation of said section of the City Code; and

WHEREAS, this Council in its discretion finds the proposed vacation of the Property will benefit the public interest because:

1. The Property is not necessary to maintain any public purpose.
2. The City does not perform maintenance on the Property or on the adjacent private street known as Mariner Way.
3. There are no City sanitary sewer, water mains, or storm sewers running under, across or over the Property.
4. The vacation will clarify ownership interests in the affected area while reserving to the City the right to utilize the Property for drainage, utility and road embankment maintenance purposes.

WHEREAS, for all of the above reasons, this Council finds the request to vacate the Property from the Petitioners does not have a detrimental effect upon the health, safety, morals and general welfare of the City; and

WHEREAS, the Sign is also subject to that certain Conditional Use Permit (No. 83-5C), dated as of August 10, 1983 (the "CUP"); and

WHEREAS, Section 18 of the CUP provides that "[a]ll structures, parking areas, buildings, sign, landscaping, waste storage areas, and other property features and improvements shall be well-maintained, properly repaired, and reasonably clean and orderly at all times."

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bayport, Minnesota, as follows:

1. The Property is hereby vacated by the City. Ownership of the Property will revert back to Bayport Marina Association, Inc., the underlying fee owner of the Property, upon compliance with all of the requirements of this Resolution.
2. The vacation is subject to the City's reservation of rights to maintain the Property or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend to its continued easements for drainage, utility and road embankment maintenance over, under and across the Property.
3. This Resolution shall be presented for filing with the Washington County Recorder or Washington County Registrar of Titles, as the case may be, as soon as practicable.
4. The Petitioners acknowledge the continuing requirements imposed by the City under the City Code and the CUP to maintain, repair, and keep the Sign reasonably clean and orderly at all times.
5. The Acting City Administrator is authorized and directed to execute all such other documents and make such other determinations or actions as are necessary to complete this transaction, all as contemplated by the Act.

This Resolution is adopted by the City Council of the City of Bayport, Minnesota, this 3rd day of June, 2013.

Susan St. Ores, Mayor

ATTEST:

Sara Taylor, Acting City Administrator

EXHIBIT A

LEGAL DESCRIPTION OF VACATED AREA

All that part of platted Fifth Avenue, as surveyed and monumented, and as shown and dedicated on the recorded plat of BAYPORT MARINA, Washington County, Minnesota, described as follows, to wit:

Commencing at the southwesterly corner of said platted 5th Ave., as surveyed and monumented; thence on a recorded bearing of North 88 degrees 55 minutes 31 seconds East, along the southerly line thereof, 6.75 feet to the point of beginning of the street vacation parcel being described; thence northeasterly a distance of 46.39 feet along a non-tangential curve, concave to the northwest, having a radius of 129.94 feet, a central angle of 20 degrees 27 minutes 15 seconds, the chord of said curve having a bearing of North 50 degrees 28 minutes 10 seconds East and a chord distance of 46.14 feet; thence northeasterly along a reverse curve, concave to the southeast, having a radius of 75.15 feet, a distance of 38.11 feet, more or less, to the intersection with the northerly line of said platted 5th Ave.; thence easterly along said northerly line 40 feet, more or less, to a point distant 27.00 feet westerly of the northeasterly corner of said platted 5th Ave.; thence southeasterly 30.4 feet, more or less, to a point on the easterly line of said platted 5th Ave. distant 14.0 feet southerly of said northeasterly corner thereof; thence southerly along said easterly line 35.86 feet, more or less, to the southeasterly corner of said platted 5th Ave. thence westerly along the southerly line of said platted 5th Ave. a distance of 134.26 feet, more or less, to the point of beginning.

Reserving however, to the City of Bayport, easements for drainage, utility and road embankment maintenance purposes over, under and across the above described street vacation parcel.

The above described street vacation parcel contains 4891 square feet, more or less.



Bayport Fire Department

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

May 2013 Memo from the Chief:

The month of May was busy planning for our upcoming ISO rating test on June 10th. With this test, we are seeing what equipment we are missing and what we need to be compliant. I also have been reacting to new unfunded mandates to all fire departments from OSHA in regards to testing of equipment and vehicles. I will have an outline ready for the new administrator on how we proceed.

Our call volume is staying at a slight increase from 2012 YTD. The new pumper truck is moving along, and we have picked out all the critical designs and colors for it. Our new members are working out very well and we continue to get them trained and ready for action. I invite any council member that wishes to see or get a hands-on tour of our equipment to let me know, and I will make the arrangements.

We also had the opportunity to be involved with the YSB Community Justice program where we raffled off a fire department tour and gave the kids and grandparents a ride home in a fire truck. We also raffled off a ride home in a fire truck at the Bayport Andersen Elementary School. The winner received a ride home with his 4 year old brother and they were very excited.

Thanks,
Mark

Mark Swenson
Fire Chief
Bayport Fire Department

294 North 3rd St.

Bayport, MN 55003

Office: 651-275-4401 fax: 651-275-4402 Mobile: 651-300-2101

E-Mail: Mark.Swenson@BayportFire.org



Proudly Serving the Communities of • Bayport • Baytown • Oak Park Heights • West Lakeland



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411

Laura Eastman
Chief of Police

Date: May 28, 2013
To: Mayor and City Council
Acting City Administrator Sara Taylor
From: Chief Laura Eastman
Subject: Police Reports & Updates

UPCOMING EVENTS

- “Meet and Greet” with K9/Officer & Chief at Andersen Elementary School on June 6. Also provide information on Safety Camp.

PAST EVENTS

- “Meet and Greet” with K9/Officer & Chief at St. Croix Preparatory Academy. Also provide information on Safety Camp.
- Distribution of parade preparation flyers and signs on May 23 and 24
- Memorial Day Parade on May 27
- Department tour to winner of Friendraiser sponsored by Youth Service Bureau
- K9 “Meet and Greet” to Friendraiser winner

End of April Call Load

04/26 – CROSSWALKS X 2, SPEED 60/40, PARKING COMPLAINT, MEDICAL LEVEL 1, PROVISIONAL DL VIOL, SPEED 41/30, AOA/10-50, STOP SIGN VIOLATION.

04/27 – CRIME PREVENTION, MEDICAL LEVEL 1, ALARM SOUNDING, SPEED 55/40MPH X 2, SPEED 59/40MPH, SPEED 51/40MPH, SPEED 58/40MPH, FIRE CALL, SPEED 60/40MPH, SPEED 54/40MPH, AREA CHECKS, VACATION/VACANT BLDG. CHECKS, MEDICAL LEVEL 1, FOUND DOG, NOISE COMPLAINT, LOUD MUSIC COMPLAINT, SPEED 55/40, DISTURBANCE.

04/28 – CRIME PREVENTION, BURGLARY ALARM, 911 HANG UP, HANDGUN PERMIT TO PURCHASE.

04/29 – SCHOOL CROSSING, HANDICAPPED PARKING VIOLATION, W/W SPEED, EXTRA PATROL/STAT RADAR, OFP/AMENDED, PD TOUR/K-9 DEMO MEET AND GREET, W/W STOP SIGN, OPEN DOOR/ALARM SOUNDING, VERBAL DOMESTIC,

04/30 – NO INSURANCE/DAS, DOG ORDINANCE COMPLIANCE X 2, SCHOOL CROSSWALKS, DIRECTED PATROL.

May Call Load

05/01 – PARK OPEN, CROSSWALKS, HANDGUN PERMIT TO PURCHASE, THEFT OF VEHICLE, CITY ORD/DOG VIOL., FOUND DOG, OFFICERS ASST. COUNCIL PACKETS, PARK CLOSE.

05/02 – SCHOOL CROSSING, 911 ABANDON, EXTRA PATROLS, COUNCIL PACKET, W/W SPEED.

05/03 – DIRECTED PATROL, CROSSWALKS X2 , THEFT OF MEDICATION, EXTRA PATROLS, WELCOME PACKET, W/W SPEED, ASSIST TO PW, W/W SPEED X2, DRIVING AFTER CANCELLATION , DRIVING AFTER REVOCATION.

05/04 – STOCK BOAT TRAILER ENVELOPES, PAY BOX COLLECTION, BOAT TRAILER PARKING VIOLATION X4, MEDICAL LEVEL 3, RECORDS REQUEST, WELCOME PACKET, SUSPICIOUS ACTIVITY, DAR & NO PRF OF INS, DOMESTIC, DAR, CHILD RESTRAINT VIOLATION, NO PRF OF INSURANCE, W/W SPEED X 3, SPEED 62/40, SPEED 64/40, W/W SPEED & NO DL IN POSS., DOMESTIC, NO PROOF OF INSURANCE, W/W-SPEED, LAKESIDE PARK CLOSE, W/W-SPEED, UNWANTED MALE/AOA.

05/05 – **WARRANT ARREST** / DAR, VACATION CHECKS, BOAT TRAILER PARKING, MISUSE OF PERMIT # 2578, BOAT TRAILER PARKING VIOLATION *UNCOOPERATIVE*, BURNING COMPLAINT, DOG AT LARGE, W/W SPEED, GM-NO INSURANCE (5TH IN 10YRS), DAR, CHILD RESTRAINT VIOLATION, GM NO INS, DAR, CHILD RESTRAINT (2ND VIOLATION FOR ALL IN TWO HRS), PARK CLOSE, SUSP PERSON.

05/06 – CROSSWALKS, DEPT. INFO., PARKING COMPLAINT, PUBLIC ASSIST.

05/07 – W/W SPEED, AOA/MEDICAL/LEVEL 3, AOA/10-50/DWI, SCHOOL CROSSING X2 , HOLD UP ALARM, MEDICAL *LEVEL 3, 10 -72, MEDICAL LEVEL 1, DOMESTIC ASSAULT, BURNING COMPLAINT, W/W SPEED, SUSP ACTIVITY / EXTRA PATROL REQUEST, PARK CLOSE.

05/08 – K-9 DEMO/MEET AND GREET, SCHOOL CROSSING, ALARM, DANCO ORDER, AOA/ PRESCRIPTION FRAUD.

05/09 – LITTERING, EXTRA PATROLS, ASSIST CITY HALL /ORD VIOLATIONS, SCHOOL CROSSING, POR REG, MISC OFFICER QUESTIONS, BURGLAR ALARM, RECORDS REQUEST, ASSIST PUBLIC WORKS, SPEED 44/30, W/W FAIL TO CHANGE ADDRESS W/IN 60 DAYS, PUBLIC ASSIST , PARK CLOSE, CROSSWALKS.

05/10 – MEDICAL LEVEL 1, CROSSWALKS, PREEMPLOYMENT BACKGROUND FOR PUBLIC WORKS, MEDICAL LEVEL 1 X 2, MEDICAL/3RD PERSON LEVEL 1, CROSSWALKS, JUVENILE COMPLAINT.

05/11 – PARK CLOSE, ALARM.AOA, EXTRA PATROLS, PASSING IN A NO PASSING ZONE, W/W SPEED X2, PARK CLOSE, 911 MISDIAL.

05/12 – W/W SPEED, EXTRA PATROL X2, W/W SPEED, SHELTER RES. POSTED, DAS, POSS SM AMT OF MJ, POSS DRUG PARA, NO POI, PARK CLOSE.

05/13 – EXTRA PATROL X2, SCHOOL CROSSING, ASSIST CITY HALL X 2, INFORMATION, RECORDS REQUEST, 2 HR PARKING VIOLATION, HITCHHIKER, MEDICAL LEVEL 3; WELCOME PACKET.

05/14 –SPEED 49/30MPH, PARK CLOSE, SCHOOL CROSSING, JUNK VEHICLE, FIRE.

05/15 –EXTRAL PATROLS, CROSSWALKS, LOCK OUT X 2, GAS LINE STRUCK, MEDICAL LEVEL 1, LOST CAT, DIRECTED PATROL, CROSSWALK, PUBLIC ASSIST, MEDICAL LEVEL 1, PARK CLOSE, DEL. COUNCIL PACKETS,MEDICAL LEVEL 3.

05/16 –CROSS WALKS, FINGER PRINTING, ACCIDENT, SEAT BELT VIOLATION, DAR WARRANT ARREST, DAR, OUT OF CONTROL FEMALE/UAC, PARK CLOSE.

05/17 – PAY BOX COLLECTION, W/W SPEED, SPEED 50/30, CRASH (MINOR 10-52)/FAIL TO YIELD/NO PRF OF INS., DAR, SPEED 57/40, PARK CLOSE.

05/18 – LEFT ASSIST, MEDICAL LEVEL 3, THEFT REPORT, 3RD DEGREE REFUSAL, 4TH DEGREE DUI, INFORMATIONAL-SUICIDAL MALE, LAKESIDE PARK CLOSE, W/W SPEED.

05/19 – W/W SPEED 53/40, DRIVING AFTER SUSPENSION, MEDICAL LEVEL 3, CITY ORDINANCE VIOLATION, W/W SPEED, DAR, 911 HANG UP, BOAT TRL. PARK VIOLATION, W/W SPEED.

05/20 –PARK CLOSE/SHELTER PERMITS, SCHOOL CROSSING, LOST PROPERTY, BOAT TRAILER PARKING, VEHICLE LOCK OUT, ASSIST CITY HALL, LOCK OUT, TRANSFORMER BLEW, DOMESTIC ISSUE, PARK CLOSE.

05/21 –SUSPICIOUS NOISE, CROSSWALKS x2 , STOPPING/STANDING/PARKING ON HWY., SPEED-DRIVER/NO SEATBELT-PASSENGER, FIRE/CO ALARM SOUNDING, NO SEAT BELT USE, NO SEAT BELT USE/NO POI, PARK CLOSE/SHELTER PERMIT.

05/22 – NO MN DL, NO POI, WARRANT INFO., FAMILY ASSIST/TRUANCY ISSUE, NO MN DL-HELD FOR BAIL, EX PARTE OFF ORDER, LAKESIDE PARK CLOSE, NO PROOF OF INSURANCE, SPEED 60/50MPH.

05/23 – MEDICAL ALS LEVEL 1, SUSPICIOUS OCCURANCE, FUNERAL DETAIL, EH LOCK OUT, SPEED 60/40, NO INSURANCE, SEATBELT, NPI X 2, PARK CLOSE.

05/24 – MEDICAL ALS LEVEL 1, COMMERCIAL FIRE ALARM , FINGER PRINT, PUBLIC ASSIST/LIFT ASSIST. SEAT BELT X 5, NPI X 2, (click it or ticket grant work). LIFT ASSIST X 2, VEHICLE LOCK OUT, SPEED 51/30, PARK SHELTERS POSTING, AOA/CRASH, DAR.

05/25 – DAR, 4TH DEG DWI, STOP SIGN VIOL., PUBLIC ASSIST, SPEED 46/30 MPH, OUT OF CONTROL CHILD, MEDICAL LEVEL 1, ANIMAL ASSIST, CARELESS DRIVING, PARK CLOSE/SHELTER PERMITS, SPEED 88/70.

05/26 - SPEED 75/55 911 HANG UP, CUSTOMER ISSUE, PUBLIC WORKS, 10-50, SEATBELT X 9 (click it or ticket grant work), SMALL AMOUNT OF MARIJUANA, DOMESTIC, AOA/KP DEPLOYMENT, GM NO INS, DAR, POSS DRUG PARA, SM AMT OF MJ IN MV, MEDICAL LEVEL 3, WINDOW TINT VIOLATION, W/W SPEED X 2, PARK CLOSE/SHELTER PERMITS, INTOXICATED MALE.

05/27 – THREATS REPORT, CRIME PREVENTION, SUSP. VEHICLE, PUBLIC WORKS ASSIST, MALICIOUS MISCHIEF, THEFT/MALICIOUS MISCHIEF, VACATION CHECKS, NO INSURANCE.

05/28 - NO INSURANCE DANGEROUS DOG, PAY BOX COLLECTION BOAT TRL PARKING.

Acronym/code:

W/W = Written warning, LOCK OUT = vehicle keys locked in car, DAR = Driving after revocation, DAS= Driving after suspension, NPI/ NO POI = No proof of insurance, DOC = Disorderly conduct, NO MN/DL = No Minnesota driver's license, Medical Level = 1 (most severe) 2 (moderate) 3 (mild), Rec'vd OFP/DANCO = Received a fax for an order for protection (OFP) domestic abuse, no contact order (danco) for person in our city, Felony Intro. Of Narc. = Felony level of introduction of narcotics into the prison, uac = underage drinking, 10 -72 = deceased.





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

Date: May 23, 2013

To: Mayor and City Council
Sara Taylor, Acting City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update

During the month of May, the full-time Public Works staff, with assistance from part-time staff, has been busy completing the following tasks:

1. Spring grounds raking and cleaning
2. Mowing grass
3. Graveled and graded alleys
4. Ongoing street sweeping
5. Ongoing tree trimming with emphasis on low branches and resolving corner sightline issues
6. Performing ongoing vehicle and equipment servicing and repairs with focus on the street sweeper and grounds maintenance equipment
7. Repaired and turned on most summer water services (parks)
8. Installing several new water meters and completing several new sewer-water service inspections
9. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports and attending to system malfunctions
10. Assisting with the sewer improvement project



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

Date: May 29, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Re: **Department Update – June City Council meeting**

CITY ADMINISTRATOR HIRING PROCESS

The search process has been narrowed to include four finalists. Candidates will participate in a tour of the city and an interview with city department heads on June 6. Resident Bob Johnson has graciously agreed to help with the city tour, so be sure to send him a word of thanks! A City Council workshop to interview the four finalist candidates has been scheduled for 5:30 p.m. on June 10. If you haven't done so already, please provide any suggestions for interview questions to Sara by June 3.

PERRO PARK MASTER PLAN

A workshop to review the proposed improvements for the Perro Park hockey rink has been scheduled for 4:30 p.m. on June 3, prior to the regular City Council meeting. As announced at the May meeting, the city was fortunate to receive a \$97,500.00 grant from the Fred C. and Katherine B. Andersen Foundation to fund improvements to the hockey rink infrastructure. The goal is to have Larry Wacker complete the design work on the hockey rink by August 1, for construction to begin late summer/early fall. Time permitting, we also hope to discuss prioritizing other improvements included in the master park plan for Perro Park at the workshop, to help guide staff in seeking grants and/or donations from other potential sources.

UPDATED GUIDANCE VALUE FOR GROUNDWATER WITH TCE

As you may know, the Minnesota Department of Health (MDH) recently updated the health-based guidance value for trichloroethylene (TCE). The updated value is now 0.4 ppb, which has been lowered from the previous value of 5 ppb. MDH will be distributing educational information directly to private well owners in the city, explaining the new value and providing resources for treatment options. Chris Larsen, SEH, will provide an update at the June 3 City Council meeting and MDH is scheduled to provide an update at the July 1 meeting. Please encourage residents with questions to contact City Hall for more information or email julie.kadrie@state.mn.us at MDH.

BUILDING/ZONING APPLICATIONS

A final plat application for Phase III-A was heard at the May 20 Planning Commission meeting and will be presented to the City Council at the June 3 meeting. The final plat consists of 16 single-family lots and related infrastructure improvements in the south portion of the development along Prairie Way South, which is consistent with the preliminary plat approved by the City Council in 2004. Assuming the final plat is approved, construction is anticipated to begin in the next few weeks.

A preliminary plat application for the remaining 110 single-family lots in Phase III-B was received on May 23 and is currently under review. Minor modifications are proposed to the lot configuration in the northwest portion of the development, which results in a reduction in the number of lots originally approved by

preliminary plat in this area from 116 to 110. This application will be heard by the Planning Commission on June 10 and is anticipated to be presented to the City Council in July or August.

A variance application for the property located at 424 5th Street South was received on May 20 and is also currently under review. The property owner is requesting variances to build a detached garage in front of the principal dwelling and within the required front yard setback adjacent to 5th Street South. The property contains an existing two-car attached garage, but the property owners have difficulty accessing this garage by vehicle during the winter months. This application will be heard by the Planning Commission on June 10 and is anticipated to be presented to the City Council in July.

Commercial property owners Lynn and Jan Most have requested to address the City Council at the open forum portion of the agenda at the June 3 meeting, related to section 1306 of the state building code, which requires that fire sprinklers be installed at their building located at 243 3rd Street North. Like many municipalities, Bayport has adopted this state code for safety and welfare reasons. Both the city's building official and fire chief have explained the classification and requirements to the property owners, but they would like to request that the city look at possible revisions to this code requirement. Additional information related to their request will be provided in the June 3 meeting packet.

4TH AVENUE BOAT LAUNCH REPAIR AND DOCK INSTALLATION

New signage for the boarding dock regulations and boat trailer parking area has been installed, as required by the city's agreement with Andersen Corporation. City Engineer Barry Peters has been working to secure the necessary permits with the Army Corp of Engineers, Washington Conservation District, and the Department of Natural Resources, as well as an agreement to supply the ramp planks to the city free of charge for the launch repairs. This agreement, as well as quotes to complete the repair will be presented at the June 3 meeting. Installation of the boarding dock will be coordinated in conjunction with the ramp repairs.

UPCOMING MEETINGS AND EVENTS

June 3	City Council workshop	4:30 p.m.	City Hall
	City Council meeting	6:00 p.m.	City Hall
June 7	Citywide Garage Sale	8:00 a.m. – 5:00 p.m.	
June 8	Citywide Garage Sale	8:00 a.m. – 1:00 p.m.	
June 10	City Administrator interviews	5:30 p.m.	Library
	Planning Commission meeting	6:00 p.m.	City Hall
June 12	BCAL Ice Cream Social	6:30 – 8:30 p.m.	Lakeside Park
June 15	Rockin' Ribs on the River BBQ	10:00 a.m. – 10:00 p.m.	Lakeside Park
June 29	Dane's Place fundraiser	1:00 – 5:00 p.m.	Village Green

ECKBERG LAMMERS
MEMORANDUM

TO: Mayor Susan St. Ores and City Council
Sara Taylor, Acting City Administrator

FROM: Andy Pratt, City Attorney

DATE: May 29, 2013

RE: Report for June City Council Meeting

Please be advised our office is presently working on the following matters on behalf of the City of Bayport:

Inspiration Development

Phase III-A (16 single-family units)

I have drafted an initial version of a Developer's Agreement to be entered into by the City, D.R. Horton, Inc., and Bayport Mainstreet Holdings, LLC, relating to the initial 16-unit development that will be constructed in the southeastern portion of the Inspiration Development. This draft will be included with the City Council packet for the June meeting. Keep in mind that this is a preliminary document, and multiple changes will likely be made. I also assisted in the production of the necessary Council resolution, PUD Permit, and background documentation for this project. In the month of May I also attended the City Planning Commission meeting that recommended approval of the final plat for this portion of the development.

Phase III-B (121 single-family units)

I attended a planning meeting with the Acting City Administrator, the City Engineer, Daniel Licht from The Planning Company (planning consultant to the City), and representatives from D.R. Horton. This development is later in time than Phase III-A, but will require a similar Developer's Agreement, PUD Permit, and Council approval.

Building Attachment

In consultation with the City's Building Official, I filed an action with the State's Department of Licensing and Inspections division for a formal opinion or decision that an unorthodox deck attachment proposed to be constructed by a local contractor carries no significant life safety hazards and may be inspected by the Building Official upon completion. Hopefully a hearing on this issue will be held in June.

Group 41 Property

I worked with the Acting City Administrator to set up the necessary public hearing for consideration of a vacation of right-of-way along the Group 41 property, just east of Highway 95. I have consulted with Group 41's attorney to efficiently take care of the deteriorating sign on the property, while meeting the desire of the property's lessee to open Mallard's restaurant for business.

Dangerous Dog

I have advised Captain Hutchinson on various matters related to the conduct and maintenance of a dangerous dog within the City.

Please call (651.351.2125) or email (apratt@eckbergglammers.com) with any comments or questions.

**CITY OF BAYPORT,
MINNESOTA**

Presentation of Audited Financial Statements

December 31, 2012

For management use only

Agenda



Audit Results



Financial Highlights



Report to Members of Governance

Audit Results

Auditors' Report on Financial Statements (Financial Statements Pg. 2-3)

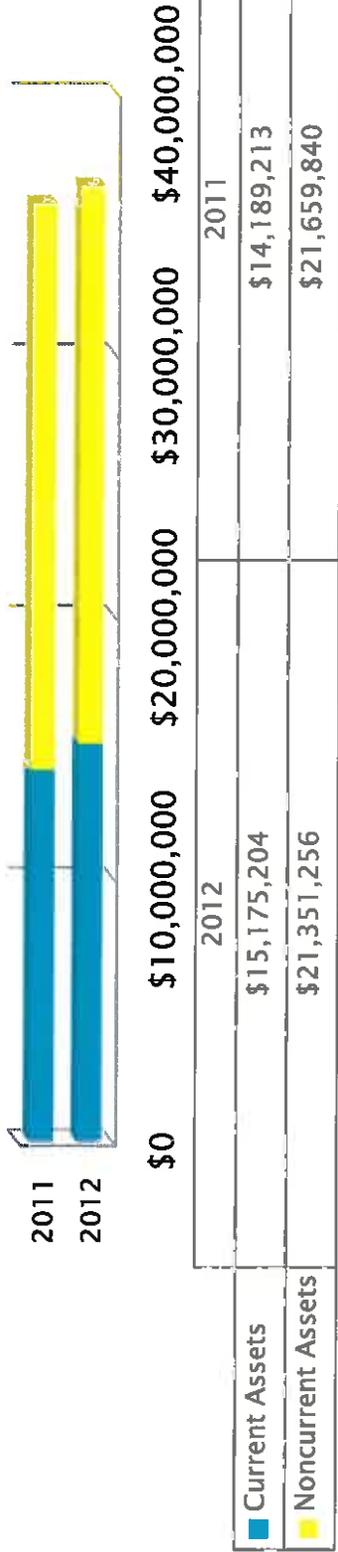
- Auditors' report looks significantly different due to new auditing standards
- Audit is in accordance with *Generally Accepted Auditing Standards*
- Unmodified opinion

Compliance with MN Statutes (Financial Statements Pg. 56)

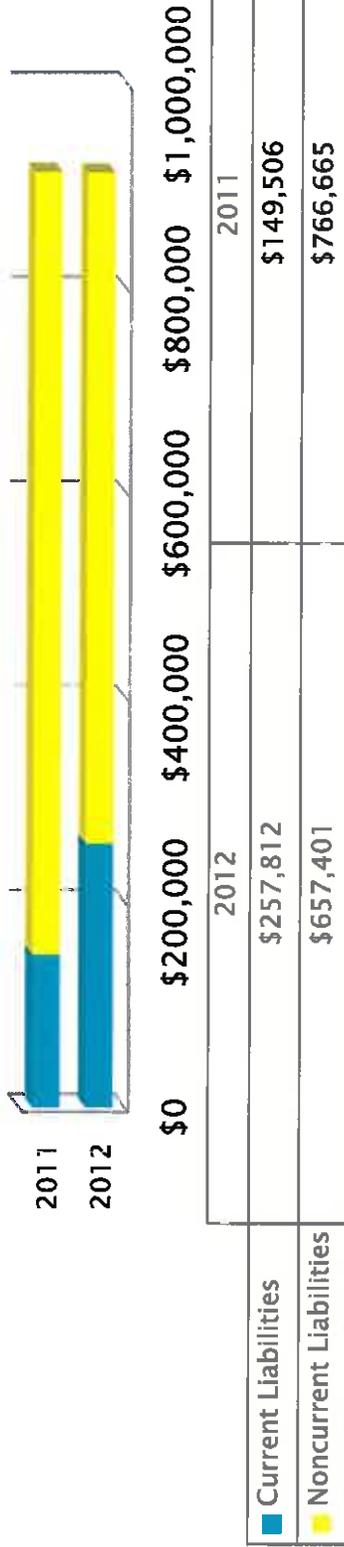
- The following areas were tested: deposits & investments, conflicts of interest, public indebtedness, claims & disbursements, contracting & bidding, miscellaneous provisions, and tax increment financing
- The City has complied with the material terms and conditions of applicable legal provisions tested, except insufficient collateral in the amount of \$688,689 with one institution at year end. Such was corrected by management shortly after year end and prior to audit fieldwork.

Financial Highlights

Government Wide Assets



Government Wide Liabilities



Financial Highlights

Changes in Net Position
Years Ended December 31, 2012 and 2011

	Governmental Activities		Business-Type Activities		Total Government		\$ Change	% Change
	2012	2011	2012	2011	2012	2011		
REVENUE								
Charges for Services	\$ 605,821	\$ 576,550	\$ 1,065,793	\$ 943,681	\$ 1,671,614	\$ 1,520,231		
Grants and Contributions	249,293	254,846	9,527	56,587	258,820	311,433		
Taxes	1,284,941	1,295,725	-	-	1,284,941	1,295,725		
Intergovernmental	342,651	340,913	-	-	342,651	340,913		
Unrestricted Investment								
Income	610,056	340,665	157,404	87,898	767,460	428,563		
Other	96,400	88,190	-	-	96,400	88,190		
Total Revenues	3,189,162	2,896,889	1,232,724	1,088,166	4,421,886	3,985,055	436,831	11%
PROGRAM EXPENSES								
General Government	612,654	574,756	-	-	612,654	574,756	37,898	7%
Public Safety	1,171,517	1,088,335	-	-	1,171,517	1,088,335	83,182	8%
Public Works	427,578	418,205	-	-	427,578	418,205	9,373	2%
Parks and Recreation	474,873	428,278	-	-	474,873	428,278	46,595	11%
Debt Service	29,796	34,057	-	-	29,796	34,057	(4,261)	-13%
Water	-	-	450,375	436,609	450,375	436,609	13,766	3%
Sewer	-	-	576,728	626,002	576,728	626,002	(49,274)	-8%
Total Expenses	2,716,418	2,543,631	1,027,103	1,062,611	3,743,521	3,606,242	137,279	4%
Change Before Other Items	\$ 472,744	\$ 353,258	\$ 205,621	\$ 25,555	\$ 678,365	\$ 378,813	299,552	79%

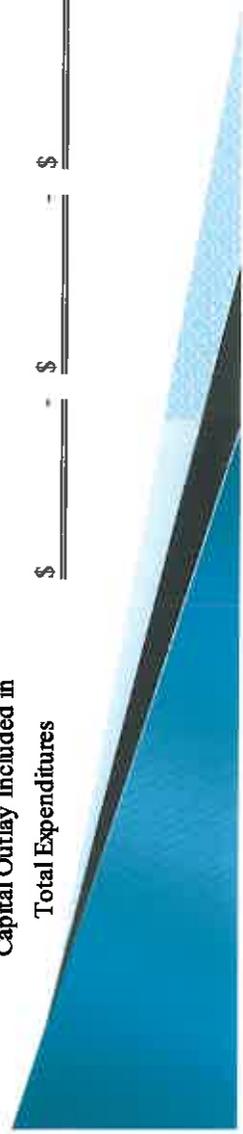


Financial Highlights

General Summaries-Governmental Funds Years Ended December 31, 2012 and 2011

	General Fund		Debt Service Fund		Special Revenue Funds	
	2012	2011	2012	2011	2012	2011
Total Assets	\$ 8,806,800	\$ 8,251,181	\$ 342,282	\$ 372,692	\$ 2,621,769	\$ 2,457,867
Total Liabilities	\$ 146,665	\$ 107,764	\$ -	\$ -	\$ 687,915	\$ 701,321
Deferred Inflow	\$ 206,705	\$ 213,385	\$ -	\$ -	\$ 102,612	\$ 92,648
Total Revenues	\$ 2,502,485	\$ 2,253,942	\$ 124,795	\$ 109,543	\$ 477,926	\$ 453,816
Total Expenditures	\$ 2,120,845	\$ 1,896,890	\$ 155,205	\$ 139,401	\$ 273,128	\$ 388,672
Debt Service Included in Total Expenditures	\$ -	\$ -	\$ 155,205	\$ 139,401	\$ -	\$ -
Capital Outlay Included in Total Expenditures	\$ 201,838	\$ 166,323	\$ -	\$ -	\$ -	\$ 42,154

	Capital Projects Funds		Permanent Fund		Total Governmental Funds	
	2012	2011	2012	2011	2012	2011
Total Assets	\$ 393,466	\$ 390,515	\$ 656,042	\$ 621,276	\$ 12,820,359	\$ 12,093,531
Total Liabilities	\$ -	\$ 19,269	\$ -	\$ -	\$ 834,580	\$ 828,354
Deferred Inflow	\$ -	\$ -	\$ -	\$ -	\$ 309,317	\$ 306,033
Total Revenues	\$ 58,180	\$ 77,860	\$ 34,766	\$ 19,414	\$ 3,198,152	\$ 2,914,575
Total Expenditures	\$ 35,960	\$ 36,758	\$ -	\$ -	\$ 2,585,138	\$ 2,461,721
Debt Service Included in Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 155,205	\$ 139,401
Capital Outlay Included in Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 201,838	\$ 208,477



Financial Highlights

General Summaries - Enterprise Funds Years Ended December 31, 2012 and 2011

	Water Fund		Sewer Fund	
	2012	2011	2012	2011
Total Assets	\$ 6,785,142	\$ 6,666,970	\$ 3,355,508	\$ 3,282,552
Total Liabilities	\$ 35,388	\$ 27,690	\$ 98,222	\$ 16,109
Total Revenues	\$ 5,533,678	\$ 406,912	\$ 679,046	\$ 681,254
Total Expenditures	\$ 450,375	\$ 436,609	\$ 576,728	\$ 626,002
Net Transfers	\$ 7,171	\$ (6,000)	\$ (111,475)	\$ 15,593
Change in Net Position	\$ 110,474	\$ (35,697)	\$ (9,157)	\$ 70,845

	Total Proprietary Funds		\$ Change	% Change
	2012	2011		
Total Assets	\$ 10,140,650	\$ 9,949,522	191,128	2%
Total Liabilities	\$ 133,610	\$ 43,799	89,811	205%
Total Revenues	\$ 6,212,724	\$ 1,088,166	5,124,558	471%
Total Expenditures	\$ 1,027,103	\$ 1,062,611	(35,508)	-3%
Net Transfers	\$ (104,304)	\$ 9,593	(113,897)	-1187%
Change in Net Position	\$ 101,317	\$ 35,148	66,169	188%



Financial Highlights

COMPARISON TO OTHER CITIES TOTAL GOVERNMENTAL FUNDS INFORMATION ONLY FOR THE YEAR ENDED 2012

Below are comparative numbers for 2011 as compiled from the Minnesota State Auditor's Office. Such information is available at www.auditor.state.mn.us

	Bayport	Falcon Heights	Lauderdale	Newport	Oak Park Heights
Population	3,525	5,385	2,398	3,449	4,593
Taxable Tax Capacity	3,182,691	4,869,024	2,167,492	3,867,081	8,818,342
Net Tax Levy	908,948	810,501	470,047	1,972,163	3,741,755
Total Revenue	\$ 2,914,575	\$ 2,392,350	\$ 1,526,580	\$ 3,998,543	\$ 4,815,751
Total Current Expenditures	\$ 2,113,843	\$ 1,802,828	\$ 1,096,546	\$ 3,246,693	\$ 3,265,559
Total Capital Outlay	208,477	593,850	64,754	253,880	767,988
Total Debt Service	139,401	278,603	643,365	917,381	521,675
Total Expenditures	\$ 2,461,721	\$ 2,675,281	\$ 1,804,665	\$ 4,417,954	\$ 4,555,222
As Per Capita:					
Taxable Tax Capacity	\$ 693	\$ 900	\$ 804	\$ 803	\$ 605
Net Tax Levy	265	499	220	640	293
Total Revenue	\$ 1,169	\$ 1,510	\$ 967	\$ 2,289	\$ 1,102
Total Current Expenditures	\$ 555	\$ 748	\$ 459	\$ 962	\$ 402
Total Capital Outlay	355	152	368	199	36
Total Debt Service	554	514	497	672	498
Total Expenditures	\$ 1,463	\$ 1,414	\$ 1,324	\$ 1,833	\$ 937



Report to Members of Governance

Required Communications:

- Preferred accounting practices are being used by management
- Changes in accounting policies are the implementation of GASB 62, GASB 63 and GASB 65
- No significant or unusual transactions noted
- No alternative accounting treatments discussed with management
- No significant estimates in the financial statements
- There were no audit adjustments posted

Report to the Members of Governance

Required Communications (continued):

- Uncorrected misstatements are reported to you in the representation letter provided to you in the packet and relate to reversal from the prior year
- No disagreements with management
- No consultations with other accountants
- No significant issues discussed with management
- No significant difficulties encountered during the audit

Report to the Members of Governance

Management Letter:

- Prior year comments (two) were addressed during the current year
- Current year comments:
 - Four comments pertaining to minor accounting matters have been discussed with management



**SCHLENNER
WENNER & CO.**
CERTIFIED PUBLIC ACCOUNTANTS
& BUSINESS CONSULTANTS

Molly Thompson, CPA

Audit Partner

Ph. 320-251-0286

mthompson@swcocpas.com

Working with People, Not Just Numbers





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

Date: May 23, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Subject: Consider membership and donation request from the Greater Stillwater Chamber of Commerce

BACKGROUND

At the May 6, 2013 meeting, Todd Streeter, Stillwater Chamber of Commerce, provided an update on recent and upcoming activities and reviewed the benefits of being a member of the chamber. He also requested the city consider a donation of \$1,000.00 to help continue the Community Symposium initiative, in which Bayport has been an active participant. Following the presentation, the City Council requested this donation be added to the June 3 agenda for further discussion.

Attached, please find a formal request from the Stillwater Chamber of Commerce for the \$1,000.00 donation, which includes a one-year complimentary membership for the City of Bayport. The request also encourages the city to consider an annual, on-going membership at a fee of \$685.00 per year. It should be noted that the city has been a member of the chamber in the past, but decided to discontinue the membership about 8 years ago, primarily for budgetary reasons. The Bayport Public Library is currently a member of the chamber; however, the chamber confirmed the city is unable to cost share or partner with the library for membership, as they consider us to be two separate entities.

With increased engagement in the symposium efforts and activities in Bayport, the City Council may wish to consider this donation and/or membership. The donation request for 2013 could be funded with contingency funds and the annual membership could be included in the city budget beginning in 2014.

RECOMMENDATION

Staff recommends the City Council adopt a motion on whether to proceed with funding the donation request of \$1,000.00 from the Stillwater Chamber of Commerce for 2013, using contingency funds, and/or include an annual membership in the 2014 city budget.



Board of Directors

Steve O'Brien
Chair

Kevin Sandstrom
Vice Chair

Paula Hamann
Past Chair

Todd Streeter
President

Chuck LeRoux
Secretary

Chris Schiltz
Treasurer

Diane Iten

Paul McCarthy

DJ Raduenz

May 15, 2013

Bayport City Council
City of Bayport
294 N. 3rd St
Bayport, MN 55003

Dear Mayor and Council Members:

The Greater Stillwater Chamber of Commerce invites the City of Bayport to join the cities of Lake Elmo, Oak Park Heights and Stillwater as members of the Chamber along with 430 other member businesses, organizations and associations.

The Chamber is actively engaged in promoting economic development for its wide variety of members from Marine on St. Croix to Afton. Through the creation of the Community Symposium, the Chamber is committed to expanding economic opportunities for our contiguous four-city area. Please take a moment to review the attached Symposium information and visit www.communitysymposium.com to view exciting economic presentations and supporting research that may be of great value to the City of Bayport.

We appreciate Mayor St. Ores' participation on the Symposium Panel and the financial support we have received from our member cities and area businesses and seek similar support from the City of Bayport. A Symposium sponsorship contribution of \$1000 helps support the on-going activities necessary to bring forward these exciting regional economic opportunities.

In consideration of the City's Symposium support, the Chamber will provide complimentary membership that entitles the City to all the benefits and marketing tools enjoyed by our member cities and area businesses. Please review the membership information for more benefit details.

We'd be delighted to have the City as a member and please feel free to contact me for any additional information you may need. Thank you.

Regards,

Todd Streeter
President/Executive Director



**COMMUNITY
SYMPOSIUM**
Your Ideas. Your Future.



The Greater Stillwater Chamber of Commerce invites the City of Bayport to join the cities of Lake Elmo, Oak Park Heights and Stillwater as a Chamber member. The Chamber is committed to increasing economic development opportunities throughout our region as demonstrated through the creation of the Community Symposium. We hope the City of Bayport will continue to be a valued participant in the Symposium process and will consider a sponsorship contribution of \$1000 to assist in the financial investment needed to bring these opportunities forward. In consideration of the contribution, the City of Bayport would receive all the rights and benefits of Chamber membership.

Introduction

Eighteen months ago, the Greater Stillwater Chamber of Commerce initiated the Community Symposium, a collaborative partnership with local governments including Washington County and the cities of Bayport, Lake Elmo, Oak Park Heights and Stillwater.

The four communities have joined together to identify opportunities and resources that will make the St. Croix Valley an even better place to live, work and play. The purpose of the Symposium is to engage residents and businesses to determine sustainable methods to attract growth, protect the environment, facilitate job creation and economic opportunity, and improve our overall quality of life.



The Symposium's panel of city, business and organizational leaders reviewed the results from nine Town Hall sessions and identified the following six economic opportunity categories:

Increased Communication – Establishes continued collaboration among cities to further discover new partnership opportunities that increase cooperation and interaction among our communities.

Celebration of the Culture and Arts – Enhances the unique character of our River Valley communities by embracing the arts and culture as a means to celebrate community.



Community Transportation – Creating a circular trolley connecting serving all four cities would provide safe, reliable, eco-friendly, and economical transportation for area residents and visitors.

Economic Redevelopment – Improves the economic vitality of the region's historic downtowns through community stakeholder involvement, strategic planning and coordinated funding.

Increased Access – Removes barriers that impede economic growth and ADA constraints, in turn providing increased mobility and opportunities for equitable enjoyment of the region.

Community Amenities – Focuses on enhancing the quality of life through sustainable regional amenities involving multi-government, organization and business partnerships.

Committee Process

Symposium committees are charged with the task of conducting research to identify opportunities specific to their economic opportunity. As committees complete their research, they will articulate the opportunities in the form of project proposals, providing more data that supports their recommendation. The committees will present their proposals to the appropriate government officials and to those who may be interested in financially supporting their recommendations.



Community Investment

The purpose of the Symposium is to identify organizations, businesses and individuals who are willing to offer financial support to a project of their choosing. If the community wants new opportunities it must also help create them and support them financially.

We have had several organizations and individuals raise their hands saying they want to help. As these committees complete their work, there will be funding champions who will sign-up to support projects that match their own interest or philanthropic goals. It's really the community, through public and private collaboration and partnerships, that in the end create the community they want.

Improving our community is not automatically a city and taxpayer proposition, but rather, an opportunity for the community to pick a project they like and support it the old fashion way – through collaborative ownership by the downtown businesses, community supporters and the city. The resulting community ownership and pride is the true gift the process offers.

Committee Example – Downtown Stillwater Revitalization

In September 2012, the Downtown Revitalization Committee was formed consisting of state, county and city officials who have been working directly with downtown property and business owners to determine the future of downtown. The Downtown Revitalization Committee has formed six subcommittees to address opportunities specific to each topic or theme.



“This is really a partnership between the city and the downtown community. We all want downtown to be a thriving area for both the businesses and for those who come to downtown. Stillwater has a 150-year-old historic downtown as its city’s centerpiece and we need to get it in shape and ready for the future,”

Ken Harycki, mayor, City of Stillwater.

Visit Symposium Website to Learn More

- Leadership Panel Participants
- Complete list of Town Hall findings
- Published Press Releases and Articles
- Regional Growth Opportunities Presentation
- Regional Branding Study
- Stillwater DRC – Ambiance Presentation

CommunitySymposium.com

Welcome to the Greater Stillwater Chamber of Commerce

The St. Croix River Valley region is rich in history and well known for its dynamic communities, each contributing their own unique character to create the perfect area in which to live, work and own a business. In the center of all this activity is the Greater Stillwater Chamber of Commerce.

With more than 400 members stretching from Marine on St. Croix to Afton, the 131 year-old Chamber is an independent, nonprofit, community-focused organization concentrating on increasing the economic vitality in the Greater Stillwater region. Chamber members, neighboring municipalities, public service organizations, area residents and Valley visitors all benefit from the Chamber's member programs, community events and economic development initiatives.

The Chamber fulfills its mission of serving, advocating and promoting the interests of its member businesses and organizations by offering more than 20 different marketing and business-development programs. The Chamber board, staff and membership are deeply committed to supporting and improving all aspects of community life in the Valley.

Focused on the Future

In 2011, the Chamber launched the Community Symposium, an initiative bringing together Washington County and the communities of Bayport, Lake Elmo, Oak Park Heights and Stillwater to collaborate on a year-long project identifying economic needs of the region. This initiative has reached out to area residents and businesses to learn how the Symposium's panel of 18 civic, organization and business leaders can:

1. Protect the beloved lifestyle of our area
2. Identify opportunities to strengthen our communities and support our businesses
3. Develop new collaborative projects that stimulate economic growth and improve the well-being of our communities, businesses and area residents

Working closely with area cities, townships, businesses and community organizations, the Chamber has gathered ideas and resources to begin the creation of desired changes. These possible new amenities will provide an abundance of economic benefits for generations of businesses and residents to enjoy. Visit www.communitysymposium.com for more information.

Buy Locally – Our Community is your Business

Supporting area businesses by buying locally is essential to a thriving commercial district and a wonderful quality of life. Hard working independent business owners make up the very fabric of a healthy business community. Supporting our area's small business owners on a regular basis ensures the wide variety of products and services are always conveniently located near home.

To increase patronage of local businesses, the Chamber recently created the 2013 Quick Reference Guide, a directory of 400+ local businesses. The guide was mailed to more than 20,000 area homes and businesses in early March. An online searchable business directory is available at the Chamber website which is a great tool to find local resources. The Chamber site also includes an event calendar, job postings, and “hot deal” coupons.

The Chamber also sponsors several business groups that meet once a month. Since 2006, Women’s Business Bridge, a well-attended professional group, provides women an opportunity to connect, learn and grow through educational presentations and networking. IGNITE is a low key but high energy networking group that provides an opportunity for young professionals to make connections in the area.

Participation Opportunities

- **ChamberNet** – Give and get business referrals
- **Monthly Chamber Mixers** - network with other members and local businesses. Food and first drink provided
- **Women’s Business Bridge** – Monthly professional development/Networking group
- **IGNITE Young Professionals** – network at our monthly professional group
- **Networking Lunch & Learn** – Learn relevant skills over lunch. Every other month

Discounts and Freebies

- **FedEx Office** - 30% off all copies, 10% off everything else
- **Discount Ad Program** – 40-50% off ads.
- **One Hour Marketing Consultation** – FREE and specific to your business needs
- **Constant Contact** - 10% off monthly fees

Exposure and Marketing

Our website is highly optimized and every member has a page within our online business directory which brings them great exposure with the public. Users can search for businesses and resources and we can report to you on exactly how much traffic your page is receiving – we literally drive prospects to you! Take a moment and go to our site to check out some of our member pages as well as our event calendar where we promote our member’s events. Here are other essential promotional opportunities provided only through Chamber membership:

- Consumer traffic and exposure for your business 24/7 at our **website**
- **Ribbon Cutting and Press Releases** for qualifying businesses
- **Referrals** to our member businesses from walk ins, callers and web inquiries
- New members are assigned a **Chamber Mentor** to help them best utilize our tools
- Your business announcements included in **ChamberNews**
- Event promotion within our **online calendar** and in ChamberNews

- Your **Hot Deals** and **Job Postings** on our website to drive consumers to your profile page
- **ChamberNews Spotlight** – promote your business or event in our weekly e-newsletter (\$75)
- **Member to Member** inserts – promote your business in this monthly flier mailed to all members (\$75)

Enriching and Serving the Community

The Chamber produces a wide variety of public events, from local business exhibitions to regional festivals drawing thousands of attendees from the Twin Cities and western Wisconsin to our area.

Stillwater Home and Garden Show, March 23rd from 10:00 am. to 3:00 pm. at Rutherford Elementary School. More than 80 area home and landscape experts will be exhibiting at this year's show. www.stillwaterhomeshow.com

Rivertown Art Festival, May 18-19 from 10 am to 5 pm. at Lowell Park in downtown Stillwater. Meet the artists and buy one-of-a-kind handmade work of art. www.stillwaterrivertownartfestival.com

Fall Colors Fine Art and Jazz Festival, October 5-6, 10 am. to 5 pm. at Lowell Park in downtown Stillwater. See the finest works of art from the Upper Midwest's most talented artisans. www.stillwaterfallartfair.com

Helping with Chamber Activities

Volunteers are vital to Chamber events and initiatives. If you are interested in sharing your talents on a committee, as part of an event team, or in the Chamber office, you are encouraged to contact the Chamber. Many different opportunities are available and it's a great way to get connected in the community.

Contact Us

To learn more about the Greater Stillwater Chamber of Commerce, visit www.GreaterStillwaterChamber.com or contact Sharon Schuler, Membership Development Advisor, at 651-439-4001 or Sharon@GreaterStillwaterChamber.com.



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

Date: May 23, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Subject: Consider renewal of the city's residential waste hauling contract with Allied Waste

BACKGROUND

Allied Waste has been providing residential waste hauling services to the city for the past 12 years. The city's current contract with Allied Waste will expire on September 30, 2013. As such, staff recently met with Allied Waste to discuss current services, fees, and the possibility of renewing the contract for an optional 1, 3, or 5 years.

Overall, staff feels that the residents of Bayport have been pleased with both the services and prices offered by Allied Waste. In addition, staff appreciates Allied Waste's willingness to keep prices at or below our neighboring communities, address concerns in a timely manner, and offer other services to the city at no additional charge, such as staffing for the citywide cleanup day and a \$1,000.00 donation to use toward educational efforts in the community.

Attached, please find Allied Waste's three proposal options. The 1 year option includes an increase of up to 7%. The 3 year option includes an average increase of up to 3.7%. The 5 year option includes a rate decrease in year 1, an average increase of 2.5% in years 2-4, and a 0% increase in year 5. The existing 2 year contract included an increase up to 3.6% per year.

The city had looked into the possibility of soliciting quotes from other waste haulers for consideration, but with the contract expiration in the near future, the city will be unable to secure a contract with another provider and supply residents with new carts before our current contract expires. Allied Waste is aware that the city has expressed interest in pursuing quotes from other haulers and therefore has made every effort to keep their costs down, in hopes of retaining this contract. This is particularly evident in their 5 year proposal, which actually includes a decrease in the rates for year 1.

For the reasons listed above, staff feels it would be in the best interest of the city to proceed with renewal of the city's residential waste hauling contract with Allied Waste, for at least 1 year. However, staff also feels that the 3 and 5 year options offer a significant cost savings to the city, and encourages the City Council to consider these options. Rich Hirstein of Allied Waste will be in attendance at the June 3 meeting to review his proposal and answer any questions.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing renewal of the city's residential waste hauling contract with Allied Waste, under the fees, terms, and conditions specified.

**A Proposal to the City of Bayport
to Extend the Current Working Relationship
with Allied Waste Services for the
Residential Waste and Recycling Services**

May 17, 2013



**Presented to Mayor Susan St. Ores,
Council Members Connie Carlson, Dan Goldston,
Michele Hanson & Patrick McGann along with
Sara Taylor, Acting City Administrator**



We are very proud to provide our waste, recycling and yardwaste services for the citizens of Bayport. We have had a very good, trusted partnership for many, many years and look forward to continuing that relationship long into the future.

It is important that you are very comfortable with the pricing we are proposing for the City of Bayport--and how that pricing/service offering relates to other neighboring communities. In order to provide re-assurance to you, I have outlined the rates and services for several of your neighboring east-metro area communities. You will see that we are offering Bayport VERY competitive pricing for these services, so you can have confidence in the pricing and service decision. We are providing the best possible pricing to Bayport for the next 5 years.

You'll note below that Bayport's proposed pricing is among the Top 4 in the east metro and is VERY low--- considering the high level of services and relative size of your community.

Examples of CURRENT Waste and Recycling Monthly Rates				
CITY	35 Gall Rate	65 Gall Rate	95 Gall Rate	Average Monthly Cost
Stillwater	\$14.00	\$16.36	\$18.95	\$16.44
Little Canada	\$14.38	\$16.47	\$19.40	\$16.75
Forest Lake	\$14.90	\$16.90	\$18.90	\$16.90
Proposed → Bayport	\$13.98	\$16.67	\$20.29	\$16.98
Vadnais Heights	\$14.76	\$16.91	\$19.90	\$17.19
Willernie	\$12.79	\$18.13	\$20.87	\$17.26
Marine	\$15.21	\$18.03	\$20.17	\$17.80
North St. Paul	\$17.10	\$17.51	\$19.65	\$18.09
Afton	\$15.18	\$18.46	\$21.64	\$18.43
White Bear Township	\$18.03	\$19.54	\$21.37	\$19.65
Birchwood	\$19.65	\$20.65	\$22.65	\$20.98
Average CURRENT Rates	\$15.45	\$17.78	\$20.35	
Current Bayport Rates	\$14.05	\$16.67	\$20.35	

Below you can see below that Bayport's **AVERAGE PROPOSED RATE over the NEXT 5 YEARS** is actually **LOWER than the AVERAGE CURRENT Rate** of your neighbors! Bayport citizens will be paying less over the next 5 years than your neighbors (on average) pay right now! Please see the next page for our pricing proposals in detail.

Average <u>CURRENT</u> Rates from Neighboring Communities	35 Gallon Rate	65 Gallon Rate	95 Gallon Rate
	\$15.44	\$17.78	\$20.35
Proposed Average Rates for the <u>Next 5 Years</u> in Bayport	\$14.67	\$17.29	\$21.25

Here are Allied Waste's proposed pricing outlines for contract extensions of 5, 3, and 1-year terms. The rates for the 5 year proposal are outstanding and are easily the best value for your residents. The decision to select the 5-year pricing option is made much easier when you have trust and confidence in your service partner. We have been working together successfully for many, many years.

You can see below that we are offering you an actual **PRICE REDUCTION** in year one, and **NO increase at all** in the last year of the 5 year option.

The Consumer Price Index (CPI--Inflation) Rates for the last SEVEN years have been 3.2%, 2.8%, 3.8%, -.4%, 1.6%, 3.2% and 4.8%. For the next 5 years, we are respectfully seeking an actual year-one rate Decrease, 3.5%, 2%, 2% and 0%. Given recent history, we believe these rates are extremely fair.

Monthly Rate Proposal for a 5 year Agreement

	35 Gall Rate	65 Gall Rate	95 Gall Rate	
Current Rates →	\$14.05	\$16.67	\$20.35	Price Change
Sept 2013 'Year 1'	\$13.98	\$16.67	\$20.29	Rate DECREASE!
2014 'Year 2'	\$14.48	\$17.18	\$20.97	3.50%
2015 'Year 3'	\$14.76	\$17.51	\$21.38	2%
2016 'Year 4'	\$15.06	\$17.87	\$21.81	2%
2017 'Year 5'	\$15.06	\$17.87	\$21.81	0% NO Increase!
Average Rates for Next 5 Years	\$14.67	\$17.29	\$21.25	

Monthly Rate Proposal for a 3 year Agreement

	35 Gall Rate	65 Gall Rate	95 Gall Rate	
Current Rates →	\$14.05	\$16.67	\$20.35	Price Change
Sept 2013 'Year 1'	\$14.75	\$17.50	\$21.37	up 5%
2014 'Year 2'	\$15.19	\$18.03	\$22.01	up 3%
2015 'Year 3'	\$15.65	\$18.57	\$22.67	up 3%
Average Rates for Next 3 Years	\$15.19	\$18.03	\$22.01	

Monthly Rate Proposal for a 1 year Agreement

	35 Gall Rate	65 Gall Rate	95 Gall Rate	
Current Rates →	\$14.05	\$16.67	\$20.35	Price Change
Sept 2013 'Year 1'	\$14.85	\$17.87	\$21.81	up 7+%

Please let me know if you have any questions. I look forward to helping you in any way I can. I will be attending your June 3rd Council Meeting...but can be reached prior to that meeting using the info listed below. We look forward to providing these services and continuing our partnership long into the future!

Most Sincerely,

Rich Hirstein
Allied Waste Services
Sr. Municipal Services Manager
952-946-5330
RHirstein@RepublicServices.com

**AGREEMENT FOR
RECYCLING AND REFUSE COLLECTION
BETWEEN THE CITY OF BAYPORT AND
ALLIED WASTE SERVICES OF THE TWIN CITIES**

This Agreement is made on the 3rd day of June, 2013 between the City of Bayport ("City") and Allied Waste Services of North America, LLC, a Republic Services Company and a Delaware limited liability company, d/b/a Allied Waste Services of the Twin Cities – St. Paul ("AW").

The purpose of this Agreement is to set forth the terms and conditions for recycling collection and refuse collection by AW for the City.

WHEREAS: The City requires collection and proper recycling processing of recyclable materials as defined in City Code Chapter 46 Solid Waste; and,

WHEREAS: The City requires collection and disposal of solid waste and yard waste as defined in City Code Chapter 46 Solid Waste, from residential properties within the City; and,

WHEREAS: AW is engaged in the business of collection and proper recycling of City identified recyclable items; and,

WHEREAS: AW is engaged in the business of collection and property disposal of cede waste.

WHEREAS: AW and the City entered into a recycling and refuse collection agreement on June 5, 2000, for a term of four years commencing on October 1, 2000, and ending on September 30, 2004, unless it was extended by the parties; and,

WHEREAS: AW and the City entered into another recycling and refuse collection agreement on September 1, 2004, extending the June 5, 2000 agreement and mutually agreed to modify the terms of the agreement to provide for a term of one year commencing October 1, 2004 and ending September 30, 2005, with one-year contract extension renewals; and,

WHEREAS: AW and the City entered into another recycling and refuse collection agreement on September 1, 2008, extending the June 5, 2004 agreement and mutually agreed to modify the terms of the agreement ending September 30, 2011, with three-year contract extension renewals; and,

WHEREAS: AW and the City agree to again extend the recycling and refuse collection agreement and mutually agree to modify the terms of the agreement

changing from one-year contract extension renewals to two-year automatic contract extension renewals.

NOW, THEREFORE, IT IS AGREED between the City and AW as follows:

SECTION 1. DEFINITIONS.

- A. "Solid Waste" shall consist of garbage, cleanings, trash, rubbish, litter, organic waste or residual of animals, animals sold as meat, fruit or other vegetable matter, animal excreta, carcass of animals, tree or shrub trimmings, or other materials not defined as recyclable or yard waste.
- B. "Recyclable" shall consist of newspaper, magazines, catalogs, # 1 thru # 7 plastic containers & bottles, corrugated cardboard, milk cartons and other aseptic packaging, miscellaneous paper, glass bottles and jars, aluminum cans, steel and tin cans, junk mail, telephone books, paperboard, and other items specified by City Council Resolution.
- C. "Yard Waste" shall consist of grass trimmings, leaves, twigs and miscellaneous tree seeds and cones.
- D. "Recycling Collection" means picking up all recyclable materials accumulated at the curb at residential properties and other City-designated collection spots in the City and transporting of the recyclable materials to a specified processing site or market.

SECTION 2. OBLIGATIONS FOR RECYCLING

- A. AW shall provide curbside collection service for all City-established recyclable materials every other week and on the same day as solid waste collection.
- B. The City may require additional materials to be added to identified recyclables upon thirty (30) days written notice to AW.
- C. AW will furnish residents with containers to place recyclable materials in for AW's collection.
- D. Reporting Requirements: AW shall be required to report the following information:
 - 1. AW must report weights of recyclables collected on a monthly basis. AW must provide certified weight receipts from all materials collected within fifteen (15) days of the end of the month for the previous month. If each material is not weighed separately on an ongoing basis, AW must indicate the procedure that has been used to determine individual material weight breakdown. The City may require AW to separately weigh each material at any time at its discretion and at any additional cost to substantiate accuracy for the proposed procedure.

2. AW must report by individual materials and amounts where materials are delivered for recycling. State law requires Counties to insure that the materials are recycled. Consequently, if AW delivers materials to a broker, AW must report what end market the broker used. Summaries by brokers and end markets must be provided within fifteen (15) days of the end of the month for the previous month. Brokers or recyclable processors receiving materials must have appropriate State and local permits or licenses. If materials are stored for a period longer than thirty (30) days by AW, the amount of materials by type and location of the storage must be reported. Reporting requirements shall not exceed the required by Federal, State, and local law or ordinance.
 3. AW must provide household participation rates using a method acceptable to the City for all households placing recyclables out for collection and must report the participation rate within fifteen (15) days of the end of the respective months.
- E. AW is responsible for informing residential customers of how to properly prepare City-identified targeted recyclables for collection by AW.
 - F. If AW fails to pick up City-targeted recyclable items at a residential customer's location because it was improperly prepared, it is AW's responsibility to inform the residential customer how to properly prepare the recyclable material so that it will be acceptable for pick up.

SECTION 3. OBLIGATIONS FOR SOLID WASTE

- A. AW shall have the exclusive right and obligation to collect solid waste and yard waste that accumulated in the ordinary operation of a household for all residential units within the City.
- B. If any resident of the City places any item out for pickup and the item is not taken by AW, AW shall provide written notification to the resident of reason(s) for refusal to pick up the item.
- C. AW shall pick up curbside solid waste once a week on a day or days to be specified by AW. AW shall furnish the City and all of its residents with a written copy of the schedule of collection for each area.
- D. AW shall advise the City and all residents in writing of any changes in schedule at least ten (10) days prior to the effective day of change. The press release of any schedule changes shall also be provided to the Stillwater Gazette, the Free Press and the Courier.
- E. Yard waste shall be prepared as specified by AW and collected at curbside on the same day as solid waste collection.

- F. Reasonable exceptions as to the manner of pick up for handicapped or disabled residents shall be made by AW.
- G. AW shall inform the City in writing by the fifteenth (15th) day of each month of the volume of tonnage collected of solid waste for the preceding month.

SECTION 4. GENERAL AW OBLIGATIONS.

- A. AW shall supply as additional consideration for this Agreement the pick up of solid waste, yard waste and recyclables generated by the City at its City Hall, Fire Station, Public Works Building, City Library and City Parks. Such collection shall be made by AW as often as reasonably necessary as determined by the City. Pick up from the City parks shall be between the hours of 11:00 a.m. and 3:00 p.m. at a minimum of twice weekly during the spring, summer and fall months.
- B. AW will provide, at no charge, the services, equipment, and staff for a yearly city clean-up for the City of Bayport. It will be held on an agreed-upon date at a specific location where residents can bring material to be discarded. The city will be responsible for the disposal fee for this event.
- C. AW shall comply with all laws, regulations and local ordinances pertaining to the pick up and disposal of recyclable, solid waste and yard waste materials.
- D. AW shall furnish the City a Corporate Performance bond or cash in the amount of Five Thousand and no/100ths (\$5,000.00) Dollars to secure the satisfactory performance of this Agreement.
- E. Vehicles and equipment used by AW in fulfillment of this Agreement shall be kept neat and clean and subject to inspection by the City from time to time. AW shall clean up any waste spilled during the process of collection.
- F. Missed collections. The procedure for receiving and responding to complaints of missed collections shall be mutually agreed upon by the City and AW.
- G. Holidays. The procedure for holiday collection shall be mutually agreed upon by the City and AW. (Typically one day delayed basis.)
- H. AW must obtain the appropriate licenses from the City and County for other solid waste, recycling and waste hauling activities. There shall be no cost to the City for these license fees.

SECTION 5. BILLING.

- A. AW shall collect all charges from the residents for its collection services. Solid waste, yard waste, recyclables and additional refuse fees shall be collected as established in this Agreement.

- B. The City, on request, will inform AW of known changes of occupancies or vacancies or of residential use.
- C. AW may, independent of this Agreement, contract with any resident to collect waste or refuse excluded from the mandatory collection by the Agreement. AW's charge for the service shall be listed in attached Exhibit A, subject to change with the approval of the City. If the item for collection is not listed, the price shall be negotiated between AW and the customer.
- D. The City shall, at the request of AW, certify for collection with real estate taxes, all accounts subject to this Agreement and billed by AW that are at least sixty (60) days in arrears as of October 2nd of each year, upon proper documentation of such delinquent accounts being submitted to the City by AW. A penalty charge of \$25.00 or ten percent (10%) of the delinquent charges due, whichever is greater shall be added to the amount to be certified to reimburse the City for its administrative expenses resulting from the delinquency. When received by the City as a part of its tax settlement, these funds shall be remitted to AW within thirty (30) days after receipt of the tax settlement distribution report prepared and submitted by Washington County to the City.

SECTION 6. COLLECTION FEES.

A. The monthly rate that AW may charge for Waste and Recycling services is as follows:

<p>10-1-13 to 9-30-14</p> <p>30 gallon</p> <p>30 gallon senior</p> <p>60 gallon</p> <p>120 gallons (2 carts)</p> <p>90 gallon</p> <p>180 gallons (2 carts)</p> <p>270 gallons (3 carts)</p> <p>Yardwaste service</p> <p>30 gallon</p> <p>30 gallon senior</p> <p>60 gallon</p> <p>120 gallons (2 carts)</p> <p>90 gallon</p> <p>180 gallons (2 carts)</p> <p>270 gallons (3 carts)</p> <p>Yardwaste service</p>	<p>Per month, Pre state and county taxes</p> <p>TBD based on City Council action</p>
--	--

SECTION 7. GENERAL CONDITIONS.

A. All services and duties performed by AW pursuant to this Agreement shall be performed to the reasonable satisfaction of the City and in accordance with all applicable Federal, State and local laws, ordinances, rules and regulations as a condition of payment.

B. AW must obtain and provide the City a Certificate of Insurance indicating the following minimum levels of insurance coverage are in effect:

1.	Workers' Compensation	\$1,000,000
2.	Contractor's Public Liability	\$2,500,000
3.	Property Damage	\$2,500,000
4.	Motor Vehicle - Public Liability	\$2,500,000

The Certificate of Insurance shall contain a provision that the coverage will not be canceled without thirty (30) days prior notice to the City.

C. (1) AW shall indemnify and hold harmless the City, its employees and agents from all claims, damages, lawsuits and expenses, including but not limited to, reasonable attorney's fees, which they may suffer as a result of the negligence or willful misconduct of AW or its employees.

(2) City shall indemnify and hold harmless AW, its employees and agents from all claims, damages, lawsuits and expenses, including but not limited to, reasonable attorney's fees, which they may suffer as a result of the negligence or willful misconduct of the City or its employees.

D. AW is declared to be an independent Contractor and nothing in this Agreement shall be construed to create the relationship of employer and employee between the City and AW, its agents or its employees.

E. No assignment of any rights or obligations under this Agreement shall be made without approval of the City Council and by mutual agreement of both parties.

F. The City reserves the right to terminate this Agreement for material breach or unsatisfactory performance by AW. Termination shall not affect the City's right to make a claim against AW or its Performance Bond for the damages on account for such a breach.

G. The term of this Agreement shall be _____ years commencing October 1, 20XX and ending September 30, 20XX with three-year contract extension renewals. The City of Bayport or AW may opt out of the Agreement at any anniversary date by providing written notice to the other, ninety (90) days prior to the anniversary date of any renewal term. Parties may modify, upon mutual written agreement, any terms to this Agreement.

H. AW agrees to take title of solid waste, yard waste, recyclables and all other collected materials upon collection by AW. AW agrees to indemnify and hold harmless the City, its employees and agents from all claims, damages, losses and

expenses including, but not limited to, reasonable attorney's fees which they may suffer or for which they may be held liable as a direct result of assuming sole title of said collected materials.

It is agreed that the City at all times retains the sole right to direct the disposal of solid waste under this contract. City herein is directing AW, and AW agrees to comply with the City's directive, to take the solid waste under this Agreement to the disposal facility in RRT/Newport. However, should solid waste be rejected by an RDF facility as designated by the City, then waste is directed to go to AW's Pine Bend Landfill, Inc. Pine Bend Landfill, Inc., an affiliate of AW, shall provide the City a CERCLA (Superfund) indemnification, as Addendum A of this Agreement, for any such waste that is disposed at Pine Bend Landfill. Should waste not be accepted at Pine Bend Landfill, the City shall direct the disposal location for any such waste.

- I. For each year of the Agreement, AW will donate \$1,000.00 toward a scholarship for a Bayport resident seeking post high school higher education in an environmental field related to solid waste and recycling or toward educational efforts related to the disposal and collection of solid waste and recyclables on City-owned property.
- J. This Agreement embodies the entire agreement between the parties including all prior understandings and Agreements, and may not be modified, except in writing and signed by all parties.
- K. This Agreement is governed by the laws of the State of Minnesota.

CITY OF BAYPORT

Allied Waste Services of North America, LLC. A Republic Services Company and a Delaware limited liability company, d/b/a Allied Waste Services of the Twin Cities – St. Paul ("AW").

By: _____
Mayor, City of Bayport

By: _____
General Manager

By: _____
City Administrator, City of Bayport

Date: _____

Date: _____

ATTACHMENT A
City of Bayport Waste & Recycling Contract with Allied Waste

City of Bayport Extra/Bulky Item Price List

Household Appliances (each)	\$35.00
Furniture (desk, chair, dresser, table, couch, etc.) each	\$20.00
Mattress/Box Spring (each)	\$20.00
Pallets (each)	\$4.00
Wooden Spools (each)	\$3.00
Christmas Trees (each) (first tree per household is free)	\$5.00
Yard Waste (per bag)	\$2.50
Extra Garbage Pickup (per yard)	\$9.00
Optional Annual Yard Waste service cost is \$79.00 per year.	

Extra Pickup Fees:

The Extra Pickup rate will be \$9.00 per yard of trash around container, on ground, or as a loose pickup.

Items NOT Allowed in Trash Container:

Tires, barrels, appliances, household electronic items, such as televisions, DVD players, VCR's, etc., hazardous waste, paint cans, closed or sealed containers, railroad ties, stumps/brush, medical waste, and all other items that are strictly prohibited by State law.

MEMORANDUM

DATE: May 21, 2013
TO: City Council (June 3, 2013 meeting)
FROM: Sara Taylor, Acting City Administrator/City Planner
SUBJECT: Consider a final plat for Phase III-A of the Inspiration development

A. BACKGROUND

The Inspiration development was preliminary platted and approved by the city in 2004 as a planned unit development (PUD), which included 328 residential housing units and 145 acres of restored native prairie open space. Unfortunately, due to the collapse of the housing market, the development has struggled financially and seen multiple property owners, which has prolonged new home construction and completion of the development.

Despite the challenges associated with the market and the economy, the city has been encouraged by recent growth within the development. The current owner, Bayport Mainstreet Holding (BMH), LLC, in partnership with builder DR Horton, is committed to continuing this growth and creating an attractive and viable neighborhood for both existing and future residents. With the infrastructure and build out of the 121 single-family lots of Phase I nearing completion, BMH and DR Horton would like to move forward with final platting the second addition of single-family lots. As such, they are requesting a final plat of Phase III-A, which consists of 16 lots and related infrastructure improvements in the south portion of the development along Prairie Way South.

The following informational items are attached:

- Project narrative by applicant
- Illustration of Inspiration development delineating project area
- Aerial rendering of Phase III-A final plat area
- Final plat
- City Engineer's plan review comments
- Developer's agreement for Phase III-A
- PUD permit for Phase III-A
- Resolution approving Phase III-A final plat

B. STAFF COMMENTS

As stated above, the preliminary plat for Inspiration was approved in 2004, which is a master plan for the overall development. The development was also approved as a PUD, which allows flexibility and deviation from the city's zoning code for certain elements of the development, such as lot dimensions and setback requirements.

Once the preliminary plat process for a development is complete, city ordinance requires final plat approval for each phase of the development. The purpose of a final plat is to record the division of land, which delineates final property boundaries, streets and rights-of-way, and easements. It is not uncommon for final plats of sizable developments to be sought in stages, to manage labor and costs associated with installing infrastructure, as is the case with Inspiration. As part of the review process

for a final plat, land use conditions and infrastructure improvements are examined, to ensure the proposed final plat complies with preliminary plat approvals.

As referenced above, Inspiration was designed to be developed in three phases. Phase I consisted of 121 single-family lots, Phase II consisted of 75 multi-family units, and Phase III consisted of the remaining 132 single-family lots. A final plat for Phase I was approved in 2005 and included installation of key utility and infrastructure improvements for a large portion of the development. Phase I is almost complete and therefore the developer is ready to proceed with a final plat of additional single-family lots within Phase III.

C. FINAL PLAT ANALYSIS

Due to the economy and recovering market, a final plat for the remaining 132 lots within Phase III will be sought in multiple stages. The applicant has submitted a request for final plat approval of the first stage of Phase III, which consists of 16 traditional lots and right-of-way in the south portion of the development, referred to as Phase III-A. The following is city staff's analysis of the final plat for this area:

Overall Site Review

Because much of the grading and infrastructure for this area was completed in Phase I, required site improvements will be minimal. The proposed final plat is consistent with the overall design approved during the preliminary plat stage. Implementation of conditions or improvements approved as part of the preliminary plat for this area will be required.

Lots, Streets, and Lighting

This area includes 16 single-family traditional lots, which each consist of at least 9,600 sq. ft., with lot frontage along Prairie Way South. The lot and block design is consistent with the approved preliminary plat and PUD. The access road to the Department of Natural Resources Scientific and Natural Area (SNA) will remain between Block 2 and 3 in its existing location. The loop of Prairie Way South northeast of the SNA will need to be completed to provide access to these lots and tie in to Inspiration Parkway. A stop sign will need to be installed at the Prairie Way South and Inspiration Parkway intersection. Street lights will need to be installed per the approved preliminary plat lighting plan dated February 7, 2005.

Sidewalks and Trails

A five (5) foot concrete sidewalk will be installed along Block 1 on the west side of Prairie Way South, to complete this loop to Inspiration Parkway and comply with the preliminary plat. Trails surrounding this area are complete; however, the trail system for the overall development has not been completed. The master developer's agreement states that the trail system approved for Inspiration must be completed before subsequent phases of the development are approved by final plat. Upon review of the trail plan, staff has determined that this requirement is impractical, considering the unfinished portion of the trail is located in the northwest quadrant of the development, which has yet to be graded or equipped with utility infrastructure. As such, staff feels it would be unreasonable to require completion of this trail until this area is graded, which would be part of the next stage of development in Phase III, anticipated to begin this summer.

Grading, Drainage, and Utilities

Grading for the Phase III-A area will comply with the plan dated January 30, 2007 previously approved by the city in conjunction with the preliminary plat. Measures will be taken to prevent erosion and control sediment related to grading activity. Water and sanitary sewer services, fire hydrants, and storm sewer outlets will be located and installed per the City Engineer's specifications (see attached for specific comments).

Landscaping

Landscaping for the Phase III-A area will comply with the plan dated February 23, 2005 previously approved by the city in conjunction with the preliminary plat, as well as the conservation easement and open space restoration and management plan. Landscaping on the individual lots will be the responsibility of the builder, per the covenants of the development.

Park Dedication

To comply with the master developer’s agreement, the developer is required to submit a cash park dedication fee to the city, equal to ten percent (10%) of the land value, for each phase of the development. The developer is in the process of obtaining an appraisal for all of Phase III, to determine the current land value. Payment of park dedication fees for Phase III-A are due within 90 days upon final plat approval or prior to final plat approval for subsequent stages of Phase III, whichever shall occur first.

Outlots and Easements

Several existing outlots, as well as a conservation easement, drainage and utility easements, and SNA access road easement are in the vicinity of this area of the development. However, none of these easements will be impacted or modified as part of the final plat.

Developer’s Agreement and PUD Permit

The applicant and/or developer will be required to enter into a separate developer’s agreement and PUD permit specifically for Phase III-A of the development, associated with the final plat approval. The City Attorney will coordinate execution of these documents upon final plat approval by the city.

D. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL

Because the proposed application is consistent with the overall design of the approved preliminary plat and PUD, staff recommends approval of the final plat for Phase III-A, with the following conditions:

1. The developer will be responsible for complying with all conditions required by the city as part of the preliminary plat and PUD approvals, as well as conditions listed within this staff report, and as required by the City Council.
2. The final plat for Phase III-A shall not constitute modifications to the Inspiration Master Developer’s Agreement or Planned Unit Development (PUD) Permit. Execution of a separate developer’s agreement and PUD permit specifically for Phase III-A will occur upon final plat approval by the city.

E. PLANNING COMMISSION ACTION

At its meeting on May 20, 2013 the Planning Commission reviewed the application. Following discussion, the Planning Commission voted 5-0 to recommend approval of the application to the City Council, subject to the findings of fact and conditions of approval recommended by staff.

F. RECOMMENDATION

Staff recommends approval of a final plat for Phase III-A of the Inspiration development. Suggested findings of fact and conditions of approval are stated in section “D” of the staff report. City Council action on the application is requested.



April 12, 2013

Sara Taylor
Assistant City Administrator/Planner
City of Bayport
294 North 3rd Street
Bayport, MN 55003

RE: Inspiration

Dear Ms. Taylor:

On behalf of D.R. Horton, Inc.-Minnesota, I am pleased to submit this application for the final plat of sixteen (16) lots in Inspiration, to be known as Inspiration 2nd Addition.

Project Background:

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

Unfortunately, the collapse of the housing market and the related oversupply of homes and lots eventually resulted in the decision by CPDC to voluntarily let the neighborhood go back to their lender in 2007. Neighborhood Development Partners, dba Bayport Mainstreet Holding, LLC ("NDP") acquired the neighborhood from the bank in February of 2008. Along with the land, NDP inherited responsibility for all outstanding developer obligations.

Unfortunately, NDP could not make the project feasible either and allowed its assets to go back to their investment firm in 2010. The investment firm, Bayport Mainstreet Holding, LLC ("BMH"), hired an asset manager to assist in marketing the project. There were a number of complicated restructuring elements that the asset manager proposed to the investment firm. After reviewing their options, however, BMH

D.R. Horton, Inc.-Minnesota
20860 Kenbridge Court, Suite 100
Lakeville, MN 55044
www.drhorton.com

hired Landform to manage their asset in 2012. Since that time, BMH and Landform have worked together to restore proper management of the neighborhood and create a workable plan toward completion of all developer obligations.

To-date, development of Phase I has substantially been completed. Currently there are two outstanding issues related to Phase I improvements: 1) completion of the Open Space/Prairie Restoration Plan, and 2) painting of existing fire hydrants. The City is currently holding a letter of credit from BMH to guarantee this work. The prairie restoration will be completed by fall of 2015 according to the plan approved by the City Council in October, 2012. Repainting the fire hydrants will be completed in summer of 2013.

D.R. Horton Role:

D.R. Horton ("Horton") is a publicly-traded national homebuilder with local operations based in Lakeville. The local division operates with a great deal of autonomy in the local market and has employees that have worked with the company (including time with its local predecessor, Joe Miller Homes) for over thirty years.

Horton entered into a contract with NDP in late 2010/early 2011 for the purchase of its developed Phase I single family lots with lot closings to be staged over a 2+ year period. It closed on the first group of lots on April 15, 2011. Over the last two years, Horton has: acquired all 43 lots included in the contract; built on 35; closed with 19 new Bayport families; and has just five home sites left to sell.

Based on the renewed success of this neighborhood, Horton entered into a new contract in late 2012/early 2013 to purchase all of BMH's remaining assets in Inspiration. The two parties are now wishing to partner with the City of Bayport to follow a process to successfully build-out the neighborhood in a manner that respect the investment that the City of Bayport, existing residents and new residents have made in the community.

Entitlement Process:

The first phase of this process is the application currently before the City of Bayport, which includes the final plat of 16 lots extending between the current termini of Prairie Way, along the southerly side of Inspiration Parkway South. The final plat exactly matches the design of this area originally approved by the City back in 2005 and includes the extension of improvements exactly consistent with existing improvements on Prairie Way:

- 395' of sanitary sewer and corresponding services to lots;
- 450' of watermain and corresponding services to lots;
- 450' of sidewalk extending along the same side of the street as it exists now on Prairie Way;
- 450' of street between the existing dead end streets;
- 270' of storm sewer;
- One new fire hydrant at the midpoint of the new section of roadway; and
- Street lights consistent with the spacing guidelines established throughout the neighborhood.

Bringing these 16 lots to market quickly will help maintain the important sales momentum that has been restored in the community and is essential to its success. Development of these 16 lots will complete this southern portion of the neighborhood in its entirety. To help keep the Inspiration neighborhood

informed, Horton will be mailing a summary of the final plat proposal to property owners to provide an opportunity to discuss any questions or concerns. The City Attorney will be guiding us through any development agreement and planned unit development permit questions as part of this process, although a final plat approval is typically straight-forward provided it complies with the approved preliminary plat.

Following final plat approval for these 16 lots, Horton would make application to the city for consideration of a slightly reconfigured preliminary plat and final plat for the remaining 116 single family lots within the development. We look forward to working with the City of Bayport and other stakeholders to successfully turnover this renewed community to Horton and see it through completion. At this time, we respectfully request approval of the 16 lot final plat as the first step in this process.

In you have any questions about this request, please contact me at 612-366-2589 or at ramullenbach@drhorton.com.

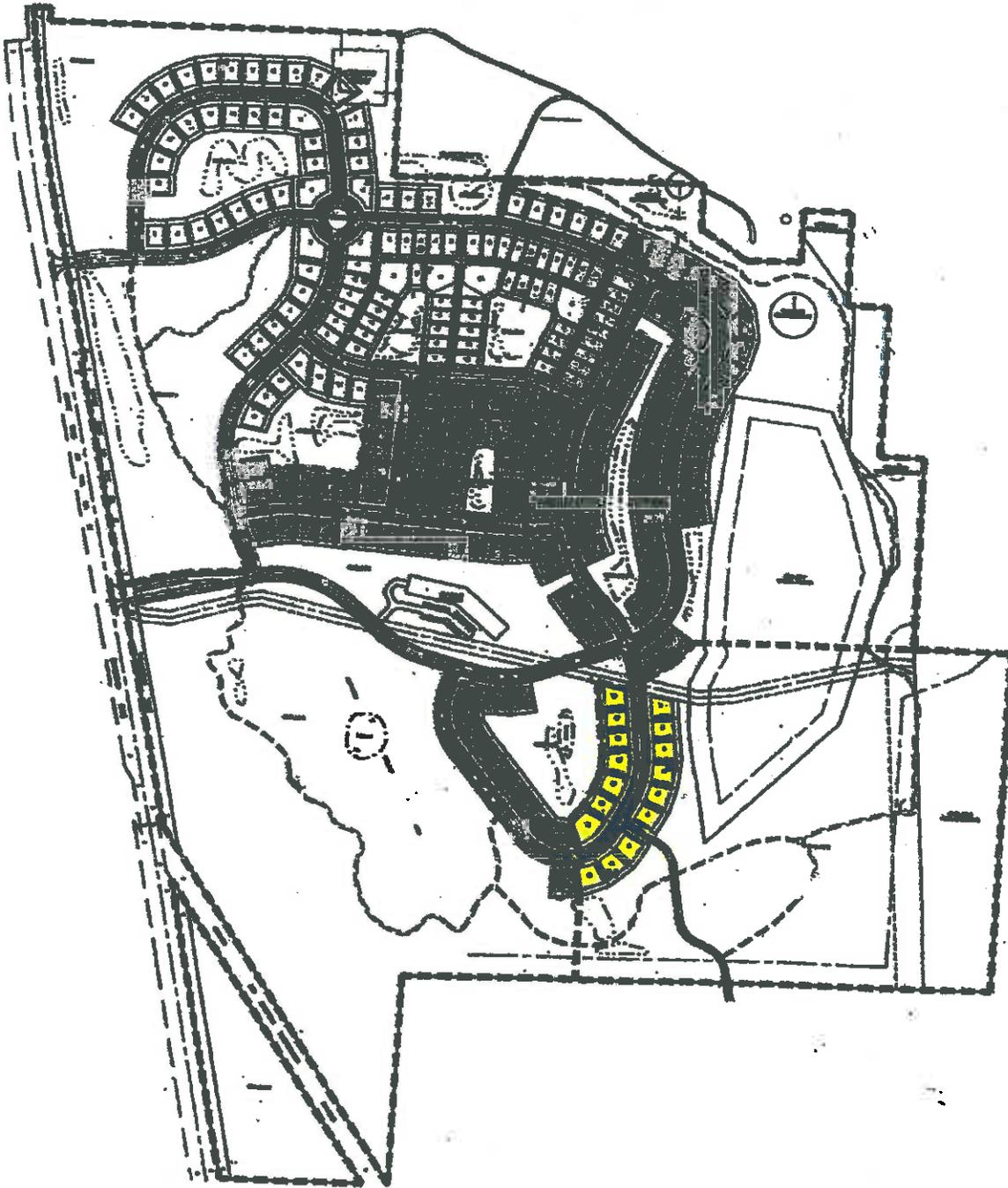
Sincerely,



Ron Mullenbach
Land Manager

cc: Kendra Lindahl, Landform

INSPIRATION OF BAYPORT FINAL PLAT SITE AREA



PROJECT CONTEXT

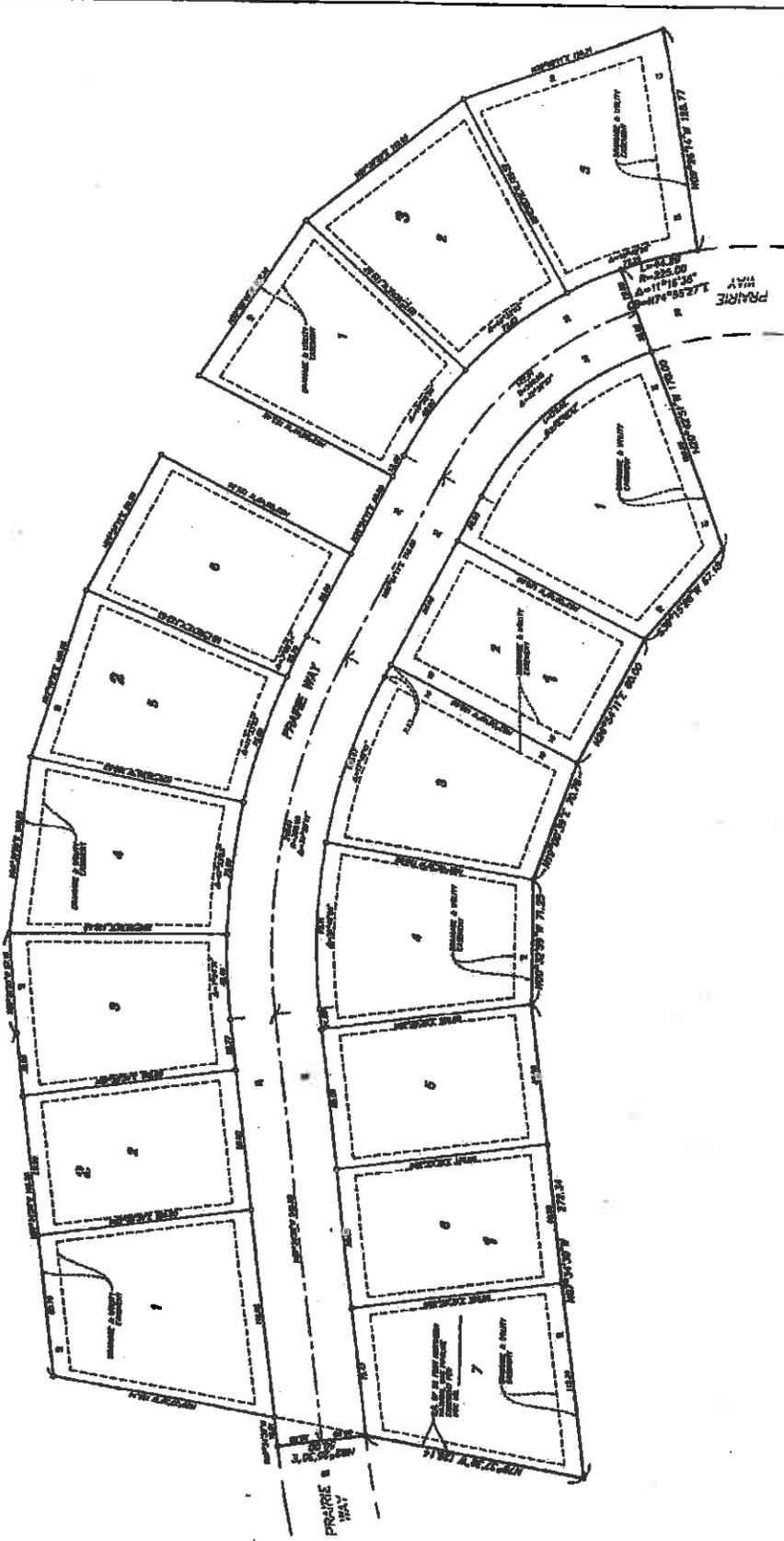


INSPIRATION 2ND ADDITION
BAYPORT, MN

D-HORNBIN INC.
America's Builder

W ATKINS
CONSULTANTS

INSPIRATION 2ND ADDITION



- Section 14.2, Subchapter S, and any other provisions of the Internal Revenue Code, shall not apply to this plan.
- The information of this plan is based on the information furnished to the Surveyor by the Applicant.
- The Surveyor does not warrant the accuracy of the information furnished to the Applicant.
- The Surveyor does not warrant the accuracy of the information furnished to the Applicant.



Westwood
Professional Services, Inc.



MEMORANDUM

TO: Fran Hagen, Westwood Professional Services, Sara Taylor, City Administrator, Andy Pratt, Eckberg, City Attorney

FROM: Barry Peters, City Engineer

DATE: May 7, 2013

RE: Inspiration Plan Review
SEH No. A-BAYPO 122136 14.00

I've looked through the Final Plat, Grading Plans and Construction Plans (dated April 5, 2013), submitted by Westwood Professional Services for the Inspiration 2nd Addition project in Bayport. I have the following comments that need to be addressed prior to approval. City staff may have other comments following their reviews.

1. Final Plat

- In general the Final Plat for Inspiration 2nd Addition is consistent with the approved Preliminary Plat submitted in 2004. There appears to be a minor drafting issue that should be corrected. The easement lines between Lots 1 and 2 of Block 1 are shown at what appears to be 7.5 feet (total 15 feet).

2. Grading Plan

- The grading plan submitted is the approved Record Grading Plan dated January 30, 2007 and is approved.

3. Construction Plans – General Comments

- Add Alignment Sheet for horizontal curve information.
- Is Stop Sign proposed to be installed at Inspiration Parkway?
- Construction traffic will need to be directed to north entrance to utilize rock entrance.
- Provide City with copies of all permits.

4. Construction Plans - Overall Plan Sheet 2

- No comments.

5. Construction Plans - Sanitary Sewer and Water Main Sheet 3

- Hydrant at station 29+90 to is shown in the rural section where a ditch will be constructed. For ease of access, the hydrant needs to be placed level with curb, not on the down slope. A culvert will need to be installed behind the hydrant.

- Sanitary Sewer profile shows that the stub provided with the original construction is at a 0.40% grade. Do not change grade to 0.73% as shown. Maintain the original 0.40% grade to MH-10. This will affect MN-10 inverts and grade to MH-11.
- In General notes, remove un-needed notes: duplicate wye information, drop manhole.

6. Construction Plans – Storm Sewer and Street Sheet 4

- The grades on the storm sewer outlet is relatively steep. Check for velocities at outlet apron to ensure that rip-rap is sufficient to reduce velocity.
- Add sawcut note at connections of new street to existing street.

7. Construction Plans – Details Sheet 5

- Utility Location Detail should show the hydrant raised to shoulder level, not on the down slope in the ditch.

8. Construction Plans - Details Sheet 6

- Hydrant detail should note the need for a 5" Storz connection.
- Ensure that the hydrant is yellow color.
- Service details show stubs to property line instead of to edge of Drainage and Utility Easement.

9. Construction Plans – SWPP Narrative Sheet 7

- Revise Note 3 under Erosion Prevention and Sediment Control Measures (top of far left column) to include "Project Name" or revised to note "...once the project has been...".

Please make the noted changes and resubmit for review. Please contact me if you have any questions.

BCP

**CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA
DEVELOPER'S AGREEMENT**

THIS DEVELOPER'S AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2013, by and between the **City of Bayport, Minnesota**, a municipal corporation and political subdivision under the laws of the State of Minnesota (the "City"), and **D.R. Horton, Inc.**, a Delaware corporation (the "Developer"), and acknowledged by **Bayport Mainstreet Holding, LLC**, a Minnesota limited liability company (the "Owner").

WHEREAS, the Developer and the Owner, as the owner of the Property described below, have made application to the City for approval of a Planned Unit Development (PUD) Permit and a final plat of land within the corporate limits of the City described as follows:

Inspiration, A Conservation Development
See Attached Exhibit A (Legal Description)

WHEREAS, on April 4, 2005, the City Council of the City approved a final plat and Developer's Agreement (the "Original Developer's Agreement") with Contractor Property Developers Company (the "Prior Developer"), for the development of the entire Inspiration land area, which at that time was intended to be developed in three separate phases; and

WHEREAS, Phase I, consisting of 121 single-family lots, is substantially complete; and

WHEREAS, Phase II, intended to be 75 multi-family units, has been abandoned at this time due to economic considerations; and

WHEREAS, Phase III, originally intended to be consist of 132 single-family lots and related infrastructure, has been altered by the Developer to consist of two sub-phases: (i) Phase III-A, consisting of 16 single-family lots, to be located in the southeast section of Inspiration; and (ii) Phase III-B, consisting of the remaining single-family lots, to be located in the northwest section of Inspiration; and

WHEREAS, the prior Developer relinquished ownership of the Inspiration land area in 2007, and the Owner acquired the land in 2008; and

WHEREAS, the Owner has since entered into contracts with the Developer to purchase all of the Owner's remaining assets in the Inspiration land area, upon the build-out of the land; and

WHEREAS, a homeowner's association, known as Inspiration Community Association, a Minnesota non-profit corporation (the "Association"), has been established as the governing body for the Inspiration land area pursuant to that certain Master Declaration of Covenants, Conditions, Restrictions and Easements, dated May 25, 2005, and recorded at the Washington County Recorder's Office as Document No. _____; and

WHEREAS, Phase III-A is the subject of this Developer's Agreement and the related final plat, while Phase III-B (and any subsequent sub-phases thereof) is anticipated to be developed through one or more separate Developer's Agreements, preliminary plats, and final plats; and

WHEREAS, the City Planning Commission reviewed the final plat application for Phase III-A on May 20, 2013, and unanimously recommended approval to the City Council of the City; and

WHEREAS, the City Council of the City reviewed the final plat application and the PUD Permit for Phase III-A on June 3, 2013, and unanimously approved the same, on the condition that the Developer enter into this Agreement stipulating the conditions for construction of Phase III-A as hereinafter described, all in accordance with the terms and conditions hereinafter set forth, and that the Developer obtain an executed PUD Permit.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is agreed as follows:

Minimum Improvements. Improvements for Phase III-A (the "Minimum Improvements") are to be installed by the Developer at the Developer's expense as hereinafter provided. There are no improvements contemplated to be installed by the City as a part of this Agreement.

1. **MINIMUM IMPROVEMENTS:** The Developer will construct, at the Developer's expense, the Minimum Improvements according to the following terms and conditions:
 - A. Site Grading. The Developer shall do all site grading, common greenway and open spaces, storm water storage ponds, surface drainage ways and all private driveways including sodding of boulevards, all in accordance with the approved Grading, Drainage & Erosion Control Plan, dated January 30, 2007 (the "Grading Plan"). The Developer shall at all times be in compliance with the Grading Plan, including the installation of maximum two (2) foot contours, pad elevations, drainage provisions, erosion control provisions and cross sections, as necessary. Any changes to the Grading Plan during construction shall be submitted to the City for approval. Each building site must conform to the Grading Plan prior to a building permit being issued.
 - B. Soil Erosion. The Developer shall control soil erosion ensuring:
 1. All development shall conform to the natural limitations presented by the topography and soil of the subdivision in order to create the best potential for preventing soil erosion. The Developer shall at all times be in compliance with erosion control measures as detailed in the Grading Plan.

2. Erosion and siltation control measures shall be coordinated pursuant to the Grading Plan. Appropriate control measures as required by the City Engineer shall be installed prior to construction and thereafter as may be necessary to control erosion.
 3. Land within Phase III-A shall be developed in increments of workable size such that adequate erosion and siltation controls can be provided as construction progresses. The smallest practical area of land shall be exposed at any one period of time.
 4. Where the topsoil is removed, sufficient arable soil shall be set aside for respreading over the developed area. The topsoil shall be restored to a depth of at least four (4) inches and shall be of a quality at least equal to the soil quality prior to development.
 5. The Developer shall not locate its equipment within any right-of-way as acquired by the City adjacent to Phase III-A without the express written consent of the City. The Developer may designate and have approved by the City an area to store or park vehicles and equipment during the construction of Phase III-A.
- C. Monuments. The Developer shall place iron monuments at all lot and block corners and at all other angle points on boundary lines. Iron monuments shall be replaced after all street and lawn grading has been completed in order to preserve the lot markers.
- D. Curb Stops. The Developer shall be responsible for maintaining the location of and protecting curb stops, water services and sewer services. Any service or curb stop damaged shall be repaired or replaced as specified by the City. The Developer shall make all necessary adjustments to the curb stops to bring them flush with the topsoil (after grading) or driveway surface.
- E. Landscaping Plan; Common Areas. The Developer shall provide landscaping and screening pursuant to (i) the landscaping plan previously approved by the City and dated February 23, 2005, in conjunction with the preliminary plat for the Inspiration land area, (ii) the Conservation Easement granted by the Prior Developer to the Minnesota Land Trust, dated as of May 24, 2005, and (iii) the Ecological Restoration and Management Program for the Inspiration land area, as prepared and amended by Landform Professional Services, LLC, on behalf of the Owner, and as approved by the City Council of the City on October 1, 2012. The Developer hereby provides the City with a two (2) year guarantee on all landscaping and vegetation within the common areas of Phase III-A. All common areas having turf grasses and to be owned by the Association shall be served by an irrigation system.

- F. Streets. The Developer shall be responsible for street maintenance adjacent to Phase III-A, including curbs, boulevards, sod and street sweeping until Phase III-A is complete. All access streets to Phase III-A shall be maintained free of debris and soil until Phase III-A is completed. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on the same and directing attention to detours. The repair of any damage done to the streets or public utilities by the Developer or any of its contractors or subcontractors shall remain the financial responsibility of the Developer. The City shall begin plowing and snow removal services after the first lift has been laid in place on the public street within Phase III-A. Final acceptance of the street for all purposes by the City shall not occur until the City Engineer has certified the completion thereof pursuant to City standards.

The Developer must ensure at all times during construction that the access road to the Department of Natural Resources Scientific and Natural Area (SNA) will remain in its existing location, approximately between Block 2 and 3 in the final plat of Phase III-A.

The Developer shall install a stop sign at the Prairie Way South and Inspiration Parkway intersection as a part of construction activities in Phase III-A. The Developer shall install all street name signs at all intersections and provide other traffic control signs within Phase III-A determined to be necessary by the City. The street name for the street within Phase III-A shall be depicted as on the final Plat.

- G. Site Lighting. The Developer shall furnish site lighting in accordance with City Code requirements and pursuant to the previously approved Lighting Plan, dated February 7, 2005. Streetlights located in public right-of-way shall conform to the City Code in all respects.

- H. Park Dedication. The Developer shall dedicate a reasonable portion of Phase III-A to the public for public uses, public access, open space, trails, or other conditions as required by the City and as shown on the final plat. In lieu of complete land dedication the Developer shall pay a park dedication fee as determined by this section. As required by the Original Developer's Agreement, the Developer will be required to pay a cash park dedication fee to the City equal to ten percent (10%) of the land value of Phase III-A. The parties hereto acknowledge that as of the date of this Agreement the Developer is in the process of obtaining an appraisal for Phase III-A to determine current land value for park dedication purposes. The City has been notified of the selection of the appraiser and by execution of this Agreement approves of said appraiser. The Developer shall therefore pay park dedication fees for Phase III-A within 90 days upon final plat approval

of said phase (anticipated to be September 1, 2013) or prior to final plat approval for subsequent sub-phases of Phase III, whichever occurs first.

- I. Further Approvals and Permits; Utility Improvements. The Developer shall be responsible for securing all necessary approvals and permits from all appropriate federal, state, regional and county organizations, including any water management organizations and other miscellaneous local jurisdictions prior to the commencement of site grading or construction within Phase III-A. The obtaining of necessary permits, if required, to extend sanitary sewer, storm sewer, and watermain services to Phase III-A are all conditions precedent to Phase III-A proceeding. All plans and specifications related to utility improvements constructed as part of the Minimum Improvements shall be submitted to and approved by the City Engineer before construction on such improvements may begin.
- J. Drainage and Utility Easements. Drainage and utility easements shall be provided along all lot lines along the periphery of Phase III-A. Such easements shall be dedicated to the City and specifically described within the Plat.
- K. Warranty of Title. By its execution of a certification page hereof the Owner warrants and represents that it has the exclusive and marketable fee title to Phase III-A and full authority to proceed with all permit applications and PUD processing. The Owner further warrants and represents that there are no liens or encumbrances against the title that are superior to this Agreement, other than the Association's Master Declaration of Covenants, Conditions, Restrictions and Easements, and that the Owner is fully authorized to execute this Agreement as the fee owner of Phase III-A. The Owner shall produce evidence of title satisfactory to the City Attorney immediately prior to executing this Agreement.
- L. Fire Hydrant. The Developer shall install a fire hydrant at the midpoint of the new section of constructed Prairie Way, in compliance with the Developer's construction plans and with all specifications to be inspected and approved by the City Engineer. The fire hydrant shall be yellow in color, and the pumper nozzle shall be of one-piece design, compatible with a five (5) inch Storz hose coupling. The nozzle shall be an integral part of the fire hydrant and must be furnished by the manufacturer or an authorized distributor designated by the manufacturer. Storz adapters will not be accepted.
- M. Sidewalks. The Developer shall install a five-foot wide concrete sidewalk along Block 1 (as defined in the final plat for Phase III-A) on the west side of Prairie Way South to complete the loop to Inspiration Parkway and comply with the preliminary plat for the Inspiration development. The Association

shall be responsible for maintaining all sidewalks, as provided by relevant documentation and agreements of the Association. At a minimum, the Association must ensure that the sidewalk is swept each spring, and all ice, snow, or other obstructions are promptly removed for safe passage of pedestrians. The City may work with the Association to remove and replace any portion or all of the sidewalk in the future and reserves the right to assess (or charge impact fees, as allowed by state law) the affected homeowners and the Association for the costs thereof.

N. Trails. The Original Developer's Agreement required the trail system for the entire Inspiration land area to be completed before subsequent phases of the development were approved by final plat. The parties hereto acknowledge and agree that the comprehensive trail system for the entire development has not been completed to date, and that such completion is impractical until the remainder of the development is graded and equipped with utility infrastructure. Such work is anticipated to occur in subsequent phases of development, and the City has reviewed such plans. The parties hereto additionally acknowledge and agree that no trails are being constructed in Phase III-A. Therefore, the Developer's covenants to complete the trail system, as found in the Original Developer's Agreement, will be contained in later developer's agreement covering subsequent phases of development.

2.	<u>DESCRIPTION OF MINIMUM IMPROVEMENTS</u>	<u>ESTIMATED COST</u>
A.	Site Grading	
B.	Erosion Control	
C.	Landscaping	
D.	Streets and Street Protection and Repair	
E.	Storm Sewer Service	
F.	Sanitary Sewer and Services	
G.	Water main and Services	
H.	Street Lights	
I.	Street Signs	
J.	Sidewalk Installation	
K.	Warning Siren Installation	

L. Utility Protection and Repair

TOTAL ESTIMATED CONSTRUCTION COST
OF MINIMUM IMPROVEMENTS:

ESTIMATED ENGINEERING, LEGAL AND
ADMINISTRATIVE (20%):

TOTAL ESTIMATED CONSTRUCTION COST
OF MINIMUM IMPROVEMENTS:

SECURITY REQUIREMENT (25%)

TOTAL IMPROVEMENT ESCROW

3. **CONSTRUCTION OF MINIMUM IMPROVEMENTS.**

- A. Construction and Warranty. The construction, installation, materials and equipment related to Phase III-A construction shall be in accordance with the plans and specifications approved (or previously approved, as the case may be) by the City. The Developer will fully and faithfully comply with all terms and conditions of any and all construction contracts entered into by the Developer for the installation and construction of all Minimum Improvements and hereby guarantees the workmanship and materials for a period of one (1) year following the City's final acceptance of the Minimum Improvements.

It is agreed that all labor and work shall be done and performed in the best and most workmanlike manner and in strict conformance with the approved plans and specifications on file with the City. No deviations from the approved plans and specifications, unless otherwise provided for by this Agreement, will be permitted unless approved in writing by the City Engineer or a designee.

- B. Inspection. All of the work related to Phase III-A construction shall be under and subject to the inspection and approval of the City and, where appropriate, any other governmental agency having jurisdiction.
- C. Security of Developer's Performance. No work shall be commenced under this Agreement until the Developer shall have filed or shall have caused to be filed with the City a cash deposit, certified check or Irrevocable Letter of Credit (in a form to be approved by the City Attorney) in the amount equal to the total estimated cost of the Minimum Improvements plus an additional security requirement of 25% in the total amount of \$_____ . The

Irrevocable Letter of Credit, cash or payment shall be filed with the City prior to the final plat being recorded. If an Irrevocable Letter of Credit is filed with the City and expires prior to the Minimum Improvements being completed, it shall be renewed or replaced no later than thirty (30) days prior to its expiration, with a like Irrevocable Letter of Credit. If such Irrevocable Letter of Credit is not replaced, the City may declare the Developer in default hereunder and exercise its rights and remedies and may draw on said Irrevocable Letter of Credit for the remaining Minimum Improvements.

Security posted by the Developer hereunder shall be for the exclusive use and benefit of the City. The City shall have the right to apply against said security all bills incurred with regard to the Minimum Improvements in the event of default in performance or installation of the Minimum improvements under the terms hereof.

- D. Reduction of Security. The Developer may request reduction of the security provided hereunder based upon prepayment or the value of the completed Minimum Improvements at the time of the requested reduction. If requested, the City will perform an evaluation of the work completed with the any service charge to be paid by the Developer. The amount of reduction will be determined by the City. In no event shall the security guarantees be less than five percent (5%) of the original security guarantees provided hereunder until all of the Minimum Improvements have been approved and accepted by the City.
- E. Rejected Work; Completion Date. In case any material or labor supplied by the Developer shall be rejected by the City Engineer or his designated representative as defective or unsuitable, such rejected material shall be removed and replaced with approved material and the rejected labor shall be done anew to the specifications and approval of the City Engineer and at the sole cost and expense of the Developer.

The Developer will commence work hereunder and will have all work done and the Minimum Improvements fully completed to the satisfaction and approval of the City on or before _____, 20___. The City shall assist the Developer by notifying residents of the work and holding informational meetings if deemed necessary by the City. It is specifically understood that final approval and acceptance of the Minimum Improvements shall take the form of a resolution duly adopted by the City Council of the City, on the advice of the City Engineer.

- F. Construction Schedule. The Developer shall submit a written schedule indicating the progress and order of completion of the Minimum Improvements. It is further agreed that upon receipt of written notice from the Developer of the existence of causes over which the Developer has no

control which will delay the completion of the Minimum Improvements the City Council of the City, at its discretion, may extend the completion date herein specified and that any financial security previously provided by the Developer will be extended for such time.

- G. Further Documentation. Copies of all bids, change orders, contracts, progress payment verifications, lien waivers, suppliers, subcontractors, and other similar documentation shall be promptly forwarded from the Developer to the City.
- H. Final Inspection. Upon completion of the Minimum Improvements, the Developer and the City Engineer will make a final inspection of the work. The City Engineer shall make the final decision that all work is satisfactorily completed in accordance with this Agreement and the approved plans and specifications for the Minimum Improvements, and at such time the City Engineer shall submit a written statement attesting thereto. At such time the Developer shall submit certification that the work underlying the Minimum Improvements is free of all claims, liens and other encumbrances, as well as an "as built" cost summary of the Minimum Improvements. Additionally, all financial security previously posted by the Developer and still being maintained at time of final approval shall be released by the City to the developer within five (5) business days. The City will also upon certification of completion by the City Engineer issue in recordable form a certification that the Developer has performed its obligations related to the Minimum Improvements under this Agreement.
- I. Future Easements. The parties to this Agreement acknowledge and agree that no new easements are required under this Agreement for the benefit of the City. Subsequent to the execution of this Agreement, if additional easements for any purpose are required to comply with the Developer's obligations under this Agreement, in the reasonable determination of the City, the parties hereto agree to cooperate in the granting and recording of such easements.

- 4. CASH ESCROW ACCOUNT. The City acknowledges that the Developer has previously submitted a cash escrow to the City to secure staff and consultant review of the construction of the Minimum Improvements, preparation of this Agreement, final Plat, and PUD Permit, and other actions necessary to construction. Any unused funds from this account shall be released to the developer concurrent with the final release of the Developer's financial securities. Upon notification from the City that the escrow amount has been exhausted, the Developer shall promptly forward funds to the City to replenish the escrow in an amount specified by the City.

5. **GENERAL:**

- A. **Binding Effect.** The terms and provisions of this Agreement shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto and shall be binding upon all future owners of all or any part of Phase III-A and shall be deemed covenants running with the land. References herein to the Developer and the Owner, if there be more than one, shall mean each and all of them. This Agreement, at the option of the City, shall be recorded within the land records of Washington County so as to give notice hereof to subsequent purchasers and encumbrances of all or any part of Phase III-A and all recording fees shall be paid by the Developer.
- B. **Final Plat Approval.** The City has given final approval to the final plat of Phase III-A upon execution and delivery of this Agreement and the PUD Permit and of all required documents and financial security, subject to compliance with the City Code and the terms and provisions hereof.
- C. **Incorporation by Reference.** All plans, special provisions, proposals, specifications and contracts for the Minimum Improvements furnished pursuant to this Agreement shall be and are made a part of this Agreement by reference as fully as if set out herein in full. Specifically the following planning reports and engineering files and final documentation approved by the Acting City Administrator and the City Engineer are specifically incorporated by reference herein and included herein as if originally made part of this Agreement and the staff recommendations and requirements therein are imposed as if originally set forth herein.
1. Project Narrative from D.R. Horton, Inc., dated April 12, 2013
 2. Reports/Memos from the Acting City Administrator/City Planner, dated May 8, 2013 and _____, 2013
 3. City Engineer memo dated May 7, 2013
 4. Preliminary Plat dated _____, 2005
 5. Lighting Plan, dated February 7, 2005
 6. Landscaping Plan dated February 23, 2005
 7. Developer's Agreement between the City and Contractor Property Developers Company, dated April 4, 2005
 8. Conservation Easement granted to the Minnesota Land Trust, dated May 24, 2005
 9. Master Declaration of Covenants, Conditions Restrictions and Easements, dated May 25, 2005, and recorded at the Washington County Recorder's Office as Document No. _____
 10. Grading, Drainage & Erosion Control Plan, dated January 30, 2007
 11. Ecological Restoration and Management Program, dated October

- 1, 2012
12. City Planning Commission minutes dated May 20, 2013
13. City Council minutes dated June 3, 2013
14. PUD Permit dated _____, 2013

- D. PUD Permit. The City shall file the PUD Permit in the land records of the Washington County Recorder.
- E. Administrative and Miscellaneous Expenses. As to any and all administrative, legal or engineering costs which the Developer is expected to pay to the City, which costs may be offset against the financial security which the Developer has filed and provided to the City, the Developer shall be given the opportunity to review and comment on such costs prior to the application by the City for the payment of same.
- F. Zoning. Inspiration, A Conservation development, has been designated a zoning classification of R-PUD with a base zoning classification of single-family urban by the City Council of the City. All future use and development shall comply with the applicable provisions of the relevant zoning ordinance of the City relating thereto.
- G. Street Grades. The grades of all streets completed within Phase III-A shall not exceed 8% and the minimum grade shall not be less than .5%.
- H. Phased Development. The Developer is approved to develop Phase III-A of Inspiration, A Conservation Development. Phase III-A includes the area depicted on the final plat, as approved by the City Council of the City. Subsequent phases shall require separate developer's agreements to provide for the construction of subsequent improvements therein and to delineate the City's conditions for approval thereof. The fees provided for within Phase III-A may change in subsequent phases dependent on any action taken by the City Council of the City.
- I. Indemnification. To the fullest extent permitted by law, the Developer and the Owner shall indemnify and hold harmless the City, its agents and employees from and against any and all claims, damages, losses or expenses, including but not limited to attorney's fees, arising out of the execution of this Agreement by the City or arising out of the performance or non-performance of the obligations hereunder by the Developer or the Owner, as the case may be.
- J. Default. In the event of default of the Developer from any or all of the terms hereof, the City may withhold the issuance of any building permits until compliance is secured.

- K. Execution by Owner. The execution of this Agreement by the Owner is operative only in regards to the Owner's limited responsibilities under this Agreement, such as the provision of adequate evidence of title to the underlying real estate.

DRAFT

IN WITNESS WHEREOF, the City of Bayport, Minnesota, D.R. Horton, Inc. and Bayport Mainstreet Holding, LLC, have caused this Developer's Agreement to be duly executed on the date and year first above written.

CITY OF BAYPORT, MINNESOTA

Susan St. Ores
Mayor

Sara Taylor
Acting City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2013, before me a Notary Public, within and for said County personally appeared Susan St. Ores and Sara Taylor, to me personally known, being each by me duly sworn did say that they are respectively the Mayor and the Acting City Administrator of the City of Bayport, Minnesota, the municipal corporation and political subdivision named in the foregoing instrument; and that said instrument was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and Acting City Administrator acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

D.R. HORTON, INC.

Its _____

Its _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2013, before me a Notary Public, within and for said County personally appeared _____ and _____, to me personally known, being each by me duly sworn did say that they are respectively the _____ and _____ of D.R. Horton, Inc., a Delaware corporation, named in the foregoing instrument, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said _____ and _____ acknowledged said instrument to be the free act and deed of said corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Andrew J. Pratt, Bayport City Attorney
Eckberg, Lammers, Briggs, Wolff
& Vierling, P.L.L.P.
1809 Northwestern Avenue
Stillwater, MN 55082
(651) 439-2878

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

DRAFT

CITY OF BAYPORT
PLANNED UNIT DEVELOPMENT PERMIT
PHASE III-A
INSPIRATION, A CONSERVATION DEVELOPMENT

City File No: _____ **Date Issued:** _____

Legal Description: See attached Exhibit "A"

Property Owner: **Bayport Mainstreet Holding, LLC**
C/O Varde Investment Partners

Address: 8500 Normandale Lake Blvd., Suite 1500
Bloomington, MN

Developer: DR Horton, Inc.

Present Zoning District: R-PUD with a base zoning classification of Single-family Urban; permitted uses set forth in City Code Appendix B, Section 6.

I. INSPIRATION HAS BEEN APPROVED BY THE CITY COUNCIL AS A PLANNED UNIT DEVELOPMENT.

A permit shall be issued for each phase of development, which specifies lot requirements and permitted uses. This permit applies specifically to sixteen (16) single-family lots in Phase III of Inspiration, a Conservation Development of Bayport, referred to as Phase III-A.

II. A PLANNED UNIT DEVELOPMENT PERMIT HAS BEEN GRANTED BY THE CITY COUNCIL SUBJECT TO THE USES, LOT REQUIREMENTS, AND SETBACKS AS FOLLOWS:

The following are the permitted setbacks and lot sizes allowed within the R-PUD District referred to as Inspiration, a Conservation Development of Bayport, specifically for Phase III-A of the development. Permitted uses include those found within the Single-family Urban Zoning District of Bayport City Code. No further flexibility will be allowed without an amendment to the PUD.

- (a) Purpose and scope.**
The intent of the Inspiration R-PUD is to provide residential urban lots in areas where the full range of public utilities and services are available, with some flexibility from setbacks and lot sizes as required by the Single-family Urban Zoning District of city code.
- (b) Permitted, accessory, and conditional uses.**
See the Single-family Urban Zoning District of city code.
- (c) Lot requirements and setbacks.**

The following minimum requirements shall be observed for the sixteen (16) traditional, single-family lots, subject to additional requirements, exceptions, and modifications as required by city code:

- (1) The minimum lot area: 9,600 square feet
- (2) The minimum lot frontage: 80 feet at the front yard setback
- (3) The minimum lot depth: 100 feet
- (4) The maximum lot coverage by structures: 48 percent (48%)
- (5) The maximum height:
 - Principal structure 35 feet
 - Detached accessory building 12 feet

The City Administrator shall have the right to approve an increase in the height of a detached accessory building to a maximum of seventeen (17) feet for the purpose of matching the roof pitch or style of the principal structure. The height of a detached accessory building shall not exceed the height of the principal structure.

- (6) The minimum front yard setback: 20 feet
Detached accessory buildings/garages shall not be allowed to be closer to the front lot line than the principal structure.
- (7) The minimum rear yard setback: 20 feet
- (8) The minimum side yard setback:
 - From a street 20 feet
 - From an interior lot line 5/10 feet

A minimum of fifteen (15) feet shall be required between structures. Therefore, if one structure is placed five (5) feet from the side yard lot line, the adjacent structure shall be placed a minimum of ten (10) feet from said side yard lot line for a minimum of fifteen (15) feet separation.
- (9) Total area of attached and detached accessory buildings per lot shall not exceed one thousand (1,000) square feet in area.

III. THE PLANNED UNIT PERMIT HAS BEEN GRANTED BY THE CITY COUNCIL SUBJECT TO RESTRICTIONS AND PROVISIONS AS FOLLOWS:

(a) Single-family Lots.

- (1) Any garage five (5) feet from the side yard setback must be fire proofed and reviewed and approved by the Fire Chief.
- (2) Any structure with a living space above an attached garage shall have a minimum side yard setback of ten (10) feet to ensure adequate separation between structures on adjacent lots. No living spaces above detached garages shall be permitted.

- (3) Housing styles, building elevations, and improvements shall comply with the Master Declaration of Covenants, Conditions, Restrictions, and Easements for the development dated May 25, 2005.

(b) Streets and Lighting.

- (1) The Developer shall submit a snow storage plan for review and approval by the City.
- (2) All street widths shall be twenty-six (26) feet. Parking shall be allowed on one (1) side of the street throughout the year. No overnight parking shall be permitted.
- (3) The Developer shall be responsible for all costs associated with the placement and posting of required street signage.
- (4) The Developer shall install street lights per the preliminary plat lighting plan dated February 7, 2005.
- (5) Access to the St. Croix Savannah Scientific and Natural Area (SNA) shall be retained in its existing location.

(c) Sidewalks and Trails.

- (1) A concrete sidewalk shall be installed on the west side of Prairie Way South and meet the minimum five (5) foot width requirement of the Subdivision Ordinance.
- (2) Completion of the trail system will be a condition of the final plat for Phase III-B of the Inspiration development and must be completed prior to construction of any single-family homes on Phase III-B.

(d) Grading, Drainage, and Utilities.

- (1) The grading shall comply with the preliminary plat grading plan dated January 30, 2007.
- (2) The Developer shall install appropriate erosion and sediment control devices to minimize impacts for the duration of the grading activity.
- (3) All water mains, sanitary sewer mains, water and sanitary sewer services, fire hydrants, storm sewers and storm sewer outlets shall be located and installed per the plans prepared by Westwood Professional Services, Inc., dated ____ and approved by the City Engineer.

(e) Landscaping.

- (1) Landscaping shall comply with the plan dated February 23, 2005, as well as the conservation easement and open space restoration and management plan dated October 23, 2012 (amended from original document adopted in 2005) and Master Declaration of Covenants, Conditions, Restrictions, and Easements for the development dated May 25, 2005.

(f) Park Dedication.

- (1) The Developer shall submit a cash park dedication fee to the city, equal to ten percent (10%) of the land value of the area encompassed by Phase III-A, as determined by an appraisal obtained by the Developer and reviewed by the city, due within ninety (90)

days upon final plat approval for Phase III-A or prior to final plat approval for subsequent stages of Phase III, whichever shall occur first.

(g) Outlots and Easements

- (1) Existing outlots and easements approved by preliminary plat for the development, if any, shall not be modified or impacted as part of the final plat.

(h) Developer's Agreement

- (1) The Developer shall enter into a separate developer's agreement with the city for the final plat for Phase III-A.
- (2) Conditions listed within the original Inspiration Master Developer's Agreement shall also apply to Phase III-A, unless otherwise superseded by the Developer's Agreement for Phase III-A.

IV. Reference Attachments

- Exhibit "A" – Legal description of the Inspiration property
- Exhibit "B" – City Council resolution approving the final plat for Phase III-A dated June 3, 2013
- Exhibit "C" – Final plat for Phase III-A

IN WITNESS WHEREOF, the parties below and their successors or designees hereby acknowledge and agree to abide by the terms of this permit and all conditions stated herein executed on this _____ day of June, 2013.

CITY OF BAYPORT

Date: _____
By _____
Susan St. Ores
Mayor

By _____
Sara Taylor
Acting City Administrator

PROPERTY OWNER

Date: _____
Bayport Mainstreet Holding, LLC
By _____
Its _____

DEVELOPER

DR Horton, Inc.
By _____
Its _____

RESOLUTION NO. 13-_____

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JUNE 3, 2013**

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 3rd day of June, 2013 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A FINAL PLAT FOR PHASE III-A OF THE INSPIRATION
DEVELOPMENT, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
(AS NOTED ON ATTACHED LEGAL DESCRIPTION)**

WHEREAS, The city received a request from applicant D.R. Horton, Inc. and property owner Bayport Mainstreet Holding LLC, to consider a final plat of 16 single-family lots in the south portion of the subdivision known as "Inspiration, A Conservation Development," located within the city; and

WHEREAS, The final plat of the 16 single-family lots is known as Phase III-A; and

WHEREAS, The Planning Commission reviewed the final plat application on May 20, 2013 and unanimously recommended approval of the application to the City Council, with conditions; and

WHEREAS, As a part of its consideration of the final plat application, the City Council hereby makes the following findings:

FINDINGS OF FACT

- A. On or about April 17, 2013, the city received an application requesting consideration of a final plat for 16 single-family lots within the Inspiration housing development, to be known as Phase III-A, which land area is zoned Residential-Planned Unit Development (R-PUD).
- B. A preliminary plat for Inspiration was approved by the city on October 4, 2004, which is a master plan for the entire development, and includes a total of 328 residential housing units and 145 acres of restored native prairie open space. The purpose of a final plat is to record the division of land, which delineates final property boundaries, streets and rights-of-way, and easements.
- C. Inspiration was designed to be developed in three phases; Phase I consists of 121 single-family lots, Phase II consists of 75 multi-family units, and Phase III consists of the remaining 132 single-family lots and related infrastructure. The property owner has abandoned Phase II at this time due to economic considerations.
- D. A final plat for Phase I was approved on April 4, 2005 and included installation of key utility and infrastructure improvements for a large portion of the development. Phase I is almost complete and therefore the applicant and the property owner are ready to proceed with a final plat of additional single-family lots within Phase III.
- E. To manage labor and costs associated with installing the necessary infrastructure, final plats for sizable developments are often sought in stages, as is the case with Inspiration. As such, this portion of the final plat for Phase III shall be referred to as Phase III-A.

- F. As part of the review process for a final plat application, land use conditions and infrastructure improvements are examined, to ensure the final plat complies with preliminary plat approvals. Upon review, the proposed final plat is consistent with the overall design of the approved preliminary plat and PUD.
- G. The Planning Commission reviewed the final plat application on May 20, 2013 and unanimously recommended approval of the request to the City Council, subject to staff's recommendations and conditions.
- H. Based on paragraphs A-G above, the City Council finds it in the best interest of the city to approve a final plat for Phase III-A of the Inspiration development. All requirements and guidelines to be complied with and fulfilled by the property owner and applicant related to city consideration and approval of a final plat application found in Appendix A, Section 5 of the City Code are deemed to be complied with and fulfilled.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Bayport, Washington County, Minnesota, does hereby resolve that the Inspiration final plat application for Phase III-A is approved, subject to the conditions below and based on the findings of fact above:

1. The final plat for Phase III-A shall not constitute modifications to the provisions of the Inspiration Developer's Agreement governing Phase I or Planned Unit Development (PUD) Permit. Execution of a separate developer's agreement and PUD permit specifically for Phase III-A will occur subsequent to final plat approval by the city. City staff and consultants are authorized and directed to enter into such developer's agreement and PUD permit, and the signatures of the Mayor and the Acting City Administrator on such documents shall signify final city approval of the same.
2. The property owner or the applicant, as the case may be, will be responsible for complying with all conditions required by the city as part of the preliminary plat, final plat and PUD approvals, developer's agreement(s), and PUD permit(s).

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

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

Susan St. Ores –	Michele Hanson –	Patrick McGann -
Connie Carlson –	Dan Goldston –	

WHEREUPON, said Resolution was declared duly passed by the City Council, City of Bayport, Washington County, Minnesota this 3rd day of June, 2013, signed by the Mayor and attested by the Acting City Administrator.

Sara Taylor, Acting City Administrator

Susan St. Ores, Mayor



May 21, 2013

RE: Bayport, Minnesota
2nd Street South Improvements
SEH No. BAYPO 124049 14.00

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

Attn: Sara Taylor:

As requested, we have investigated the feasibility and costs to provide sanitary sewer and water service to properties along 2nd Street South that are presently not served with utility service. The property owner requesting the investigation owns the large parcel on the southwest corner of 2nd Street South and 1st Avenue South (239 1st Avenue South). The existing residential house on this parcel, located adjacent to 1st Avenue South, and the property on the northeast corner of 2nd Street South and 1st Avenue South (220 1st Avenue South) are presently served with City water but have private septic systems. There are three additional parcels further south along 2nd Street South and 2nd Avenue South that are also not served with public sanitary sewer service.

The property owner requesting this report is considering splitting the single parcel into 3 lots, one which will contain the existing home. City ordinances will not allow the lot split within the City limits if parcels are not connected to City utilities. Based on City Ordinances and the locations of existing structures on the property, the 3 lot split appears to be reasonable. This report only addresses the feasibility and costs for public improvements. There is a separate process for the minor sub-division of the parcel. Exhibit No. 1 shows the project location and parcel considering the split.

Existing Conditions

2nd Street South is a gravel road located in the westerly right of way. Perro Creek runs southerly within the easterly right of way of 2nd Street South adjacent to the gravel road. Generally 2nd Street South slopes down from Central Avenue to the south. Cross street, 1st Avenue South, slopes down from 3rd Street South to the east. The property in the area of the proposed lot split is lower than 2nd Street South.

Sanitary sewer exists in Central Avenue to the north, in 3rd Street South to the west and within the platted right of way of 2nd Street South, south of 2nd Avenue South. Sanitary sewer is approximately 11 feet deep in Central Avenue and 3rd Street South. Water mains exist in Central Avenue and 3rd Street South. Water main stubs exist in 1st Avenue South from 3rd Street South to approximately 230 feet to the east and in 2nd Avenue South. Exhibit No. 2 shows the existing sanitary sewer and water mains in the project area. Both 2nd Street South and 1st Avenue South are gravel roads, 18 feet to 21 feet in width.

Proposed Improvements – Existing/Proposed Lot Split

As noted, the area generally slopes from north to south and from west to east. Alternates to provide sanitary sewer service from several locations were investigated and the most cost effective alternative that provides the deepest sanitary sewer was from the existing sewer on Central Avenue. However, even with the extension of the sewer from this main at minimum grades allowed, the sewer in the street at the proposed lot splits would

only be 3.5 feet deep. To prevent freezing of the sanitary sewer, fill will be required to raise 2nd Street South approximately 3.5 feet. Four inch (4") service stubs would be provided to the 2 proposed lots, the 2 existing houses that are on private septic systems and the undeveloped parcel south of the proposed lot split. Exhibit No. 2 shows the proposed sanitary sewer construction.

It is proposed to connect to the existing 6 inch water main located in 1st Avenue South and extend easterly to 2nd Street South. The main would then be extended southerly to 2nd Avenue South. Hydrants would be located to provide fire protection and for routine maintenance. One inch (1") water service would be provided to the 2 new lots and the undeveloped lot. Exhibit No. 2 shows the proposed water main construction.

To reduce maintenance costs, it is proposed that the existing gravel streets be paved. First Avenue South would be constructed to a 24 foot width, and due to the location of Perro Creek, 2nd Street South would be constructed to an 18 foot width. The street section would be to City standards which would include concrete curb and gutters, gravel base and 2 lifts of bituminous pavement. Exhibit No.3 shows the proposed street improvements. Fill will be required to raise 2nd Street South to provide cover over the sanitary sewer main. A portion of 1st Avenue South would also require fill to match the proposed grade of 2nd Street South. The existing lots that are proposed to be created will also require fill.

Proposed Improvements – Added 2nd Avenue South

There are two additional properties in this area that are presently not served with sanitary sewer service. RSI, located at 204 2nd Avenue South and Valley Green located at 201 2nd Avenue South. The proposed sanitary sewer noted above cannot be extended any further. Therefore, to provide sanitary sewer service to these 2 properties, it is proposed to construct the above improvements and extend an 8 inch main from an existing manhole south of 2nd Avenue South, northerly to 2nd Avenue South. Service stubs would be provided off this main to the businesses. Exhibit No. 2 shows the proposed combined sanitary sewer improvements.

Water service along 2nd Avenue South is limited. Valley Green is connected to City water, but RSI is not. The water service to Valley Green is from a dead-end 4 inch main. To provide for more effective flows and fire protection, it is proposed to construct the above improvements and continue the 6 inch water main constructed above westerly along 2nd Avenue South and connect to the existing 6 inch water main in 3rd Street South. The 4 inch main would be abandoned and the businesses would be reconnected to the new main. Exhibit No. 2 shows the combined water main improvements.

With the construction of improvements in 2nd Avenue South, it is proposed to reconstruct 2nd Avenue from 3rd Street South to Perro Creek, to current City standards. Improvements would include raising the low point in the road to the required minimum street elevation of 691, installation of concrete curb and gutters, gravel base, and 2 lifts of bituminous pavement. Minor storm sewer improvements would direct runoff to a small infiltration area prior to discharge into Perro Creek. Exhibit No. 3 shows the combined street improvements.

Estimated Project Costs

Estimated project costs for the proposed improvements are noted below. The costs are broken into those required for the proposed lot split and those to provide utility service to the businesses and improved water flows. These costs include 10% for construction contingencies and 25% for associated miscellaneous costs such as engineering, legal and administrative costs.

Improvement	Existing/Proposed Lot Split	Combined Project Lot Split and Added 2nd Ave.
Sanitary Sewer	\$47,171.00	\$73,736.00
Water Main	\$40,618.00	\$63,636.00
Street	\$161,246.00	\$245,857.00
Total	\$249,035.00	\$383,229.00

Cost Recovery

Recovery of project costs will occur with assessment against benefitted properties and from City streets and utility funds. To enable the City to assess any portion of the project costs, the City must follow Minnesota Statue 429 procedures. According to current City assessment policy, assessments are established as follows:

Proposed Improvement	Assessment	City Share
Sanitary Sewer	100%	0%
Water Main New	100%	0%
Water Main Enhancement	50%	50%
Street and Storm Sewer	50%	50%

Since the proposed lot split would drive the need to raise 2nd Street South, the costs for the fill is proposed to be split between the sanitary sewer improvements and the Street improvements and be assessed against the affected properties.

City Assessment Policy allows 3 methods of assessing improvement costs, per unit (1 unit equals 7,000 square feet), adjusted front foot and per lot. It is proposed that sanitary sewer and water main improvements be assessed on a per lot basis and that the street and storm sewer improvements be assessed on an adjusted front foot basis. Since the Andersen Corporation traffic utilizes 2nd Street South and 2nd Avenue South, we would propose that they be included in the street and storm sewer assessment. The proposed cost recovery is shown below. Exhibit No. 4 shows the properties proposed to be assessed for improvements.

Assessment Basis Existing/Proposed Lot Split

	Sanitary Sewer	Water Main	Street and Storm
Estimated Project Cost	\$47,171.00	\$40,618.00	\$161,246.00
City Participation	\$0.00	\$0.00	\$80,623.00
Assessable Cost	\$47,171.00	\$40,618.00	\$80,623.00
Number Assess. Units	5 lots	3 lots	1711.50 FF
Assess Rate	\$9,434.20 /lot	\$13,539.33 /lot	\$47.11 /FF

Assessment Basis Combined Project, Lot Split and 2nd Ave.

	Sanitary Sewer	Water Main	Street and Storm
Estimated Project Cost	\$73,736.00	\$63,636.00	\$245,857.00
City Participation	\$0.00	\$11,509.00	\$122,928.50
Assessable Cost	\$73,736.00	\$52,127.00	\$122,928.50
Number Assess. Units	7 lots	5 lots	2119.90 FF
Assess Rate	\$10,533.71 /lot	\$10,425.40 /lot	\$57.99 /FF

The total cost recovery is as follows:

Improvement	Existing/Proposed Lot Split	Combined Project Lot Split and Added 2nd Ave.
Project Cost	\$249,035.00	\$383,229.00
Amount Assess	\$168,412.00	\$248,791.50
City Participation	\$80,623.00	\$134,437.50

Summary

This report only addresses the feasibility and costs for public improvements to serve the proposed lot split. A separate process for the minor sub-division of the parcel. The proposed improvements are necessary to allow for the proposed lot split, to provide sanitary sewer service to existing un-sewered properties, and to provide improved water flows and fire protection. The improvements are feasible from the engineering standpoint and are cost effective. The affected property owners will need to determine their economical feasibility and if the improvements should proceed. It is recommended that the City distribute this report to the property owner that requested the report for their review and if acceptable to them, that a public improvement hearing be established as required under 429 standards.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

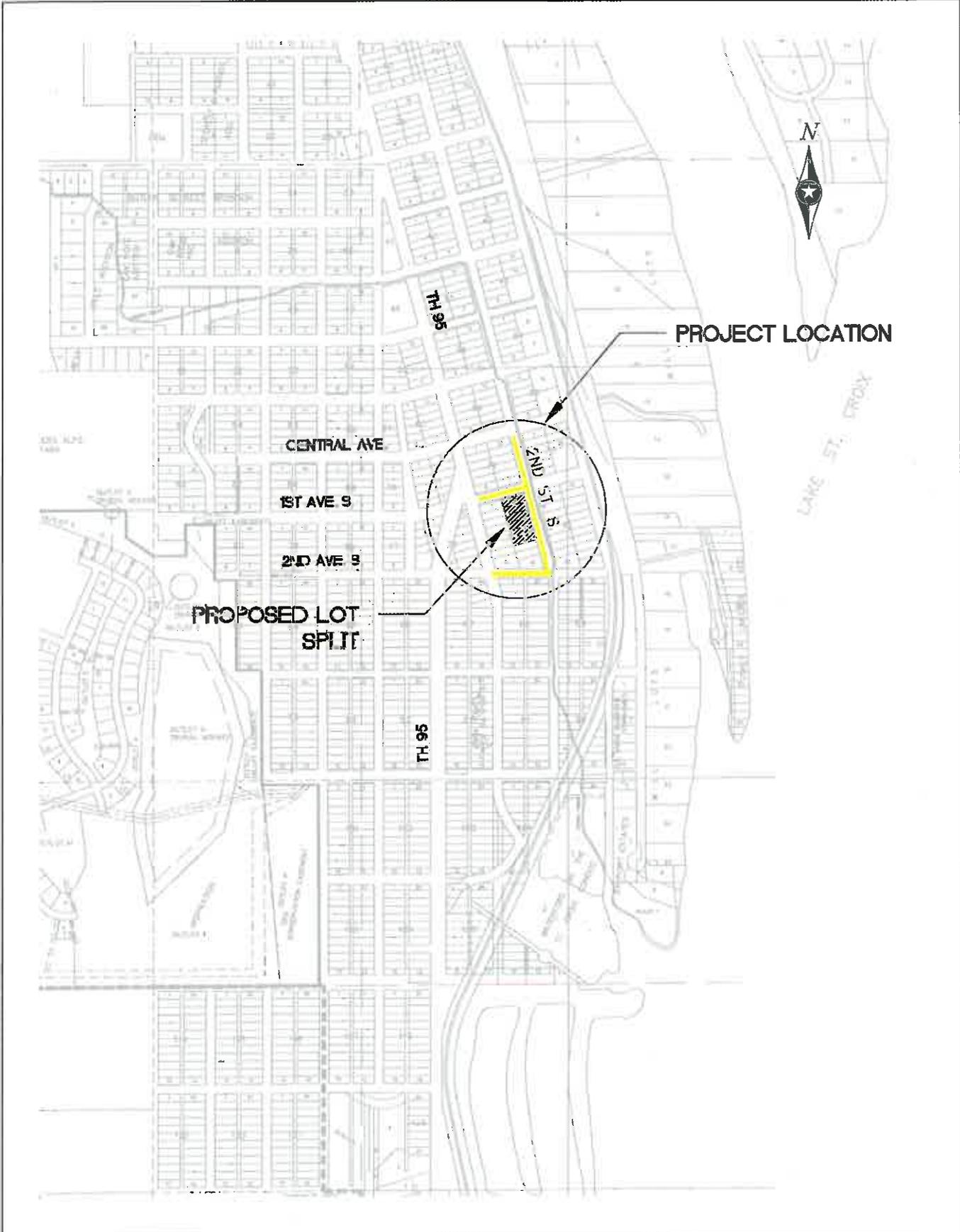


Barry C. Peters, P.E.
City Engineer

bcp

Attachments

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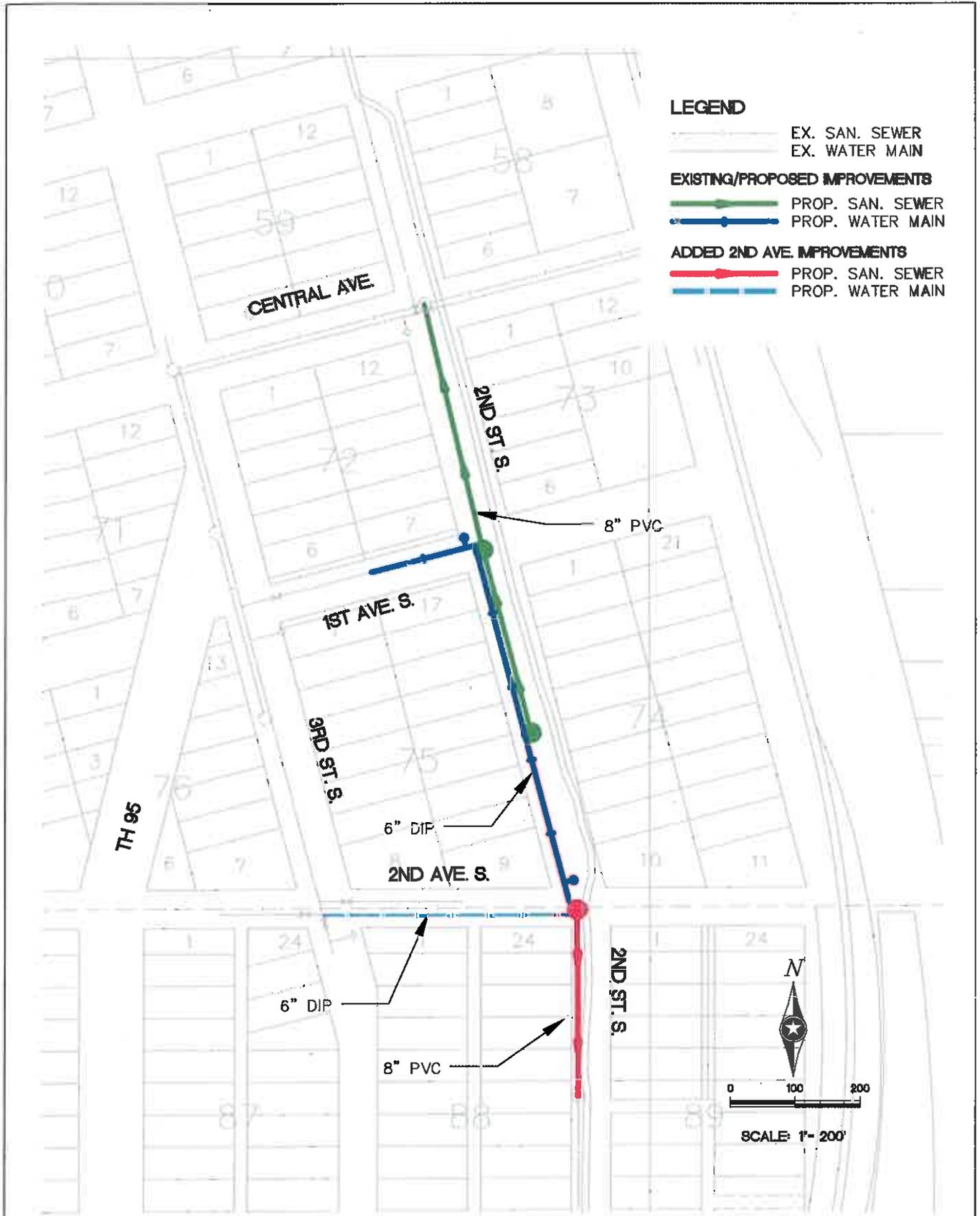
PHONE: (651) 490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110

FILE NO.
 BAYP0124049

DATE:
 04/26/13

2ND ST. SOUTH
PROJECT LOCATION
 BAYPORT, MINNESOTA

EXHIBIT
NO. 1



COMBINED PROJECT



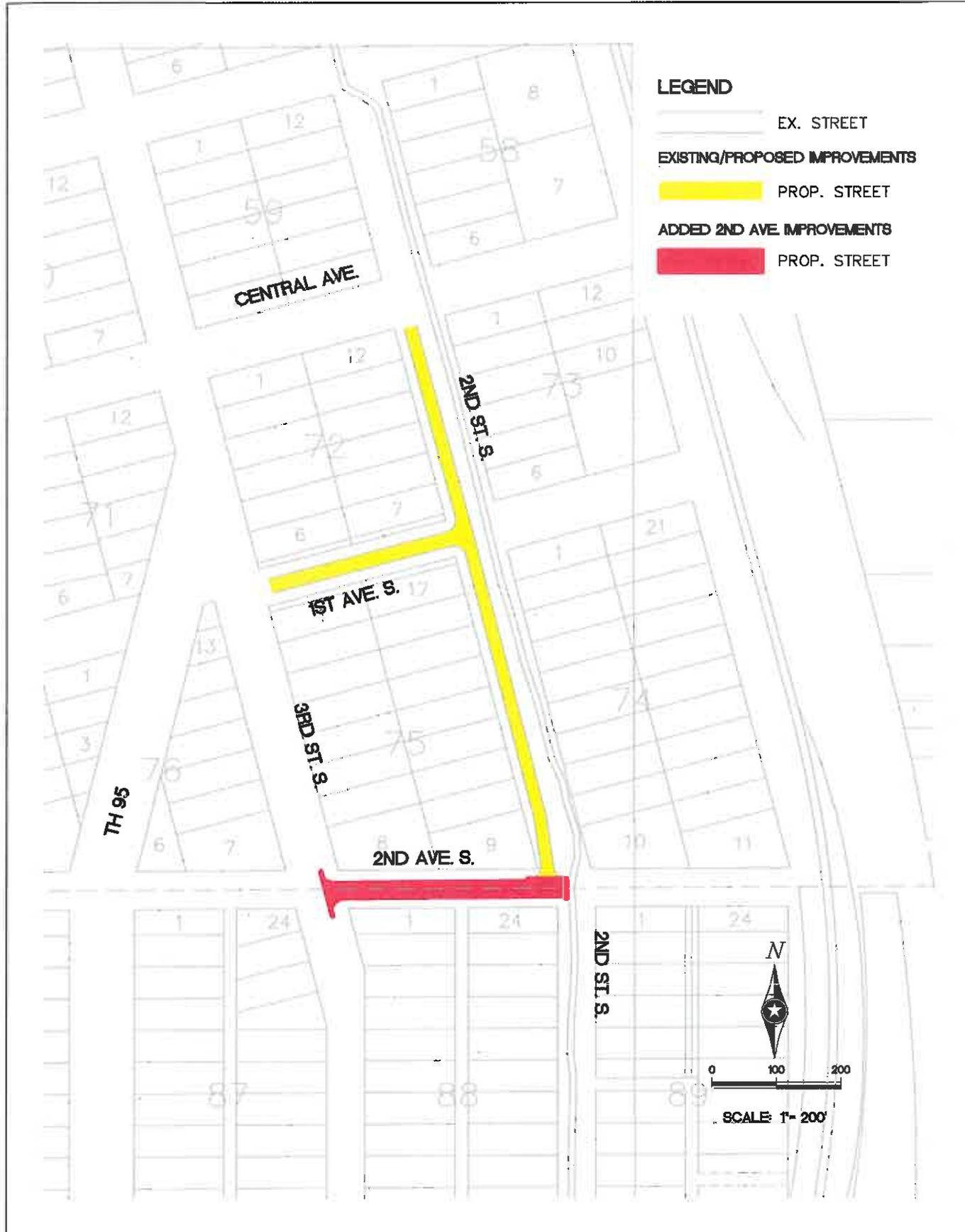
PHONE: (651) 490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110

FILE NO.
 BAYPO124049

DATE:
 04/26/13

**2ND STREET SOUTH
 PROPOSED UTILITIES
 BAYPORT, MINNESOTA**

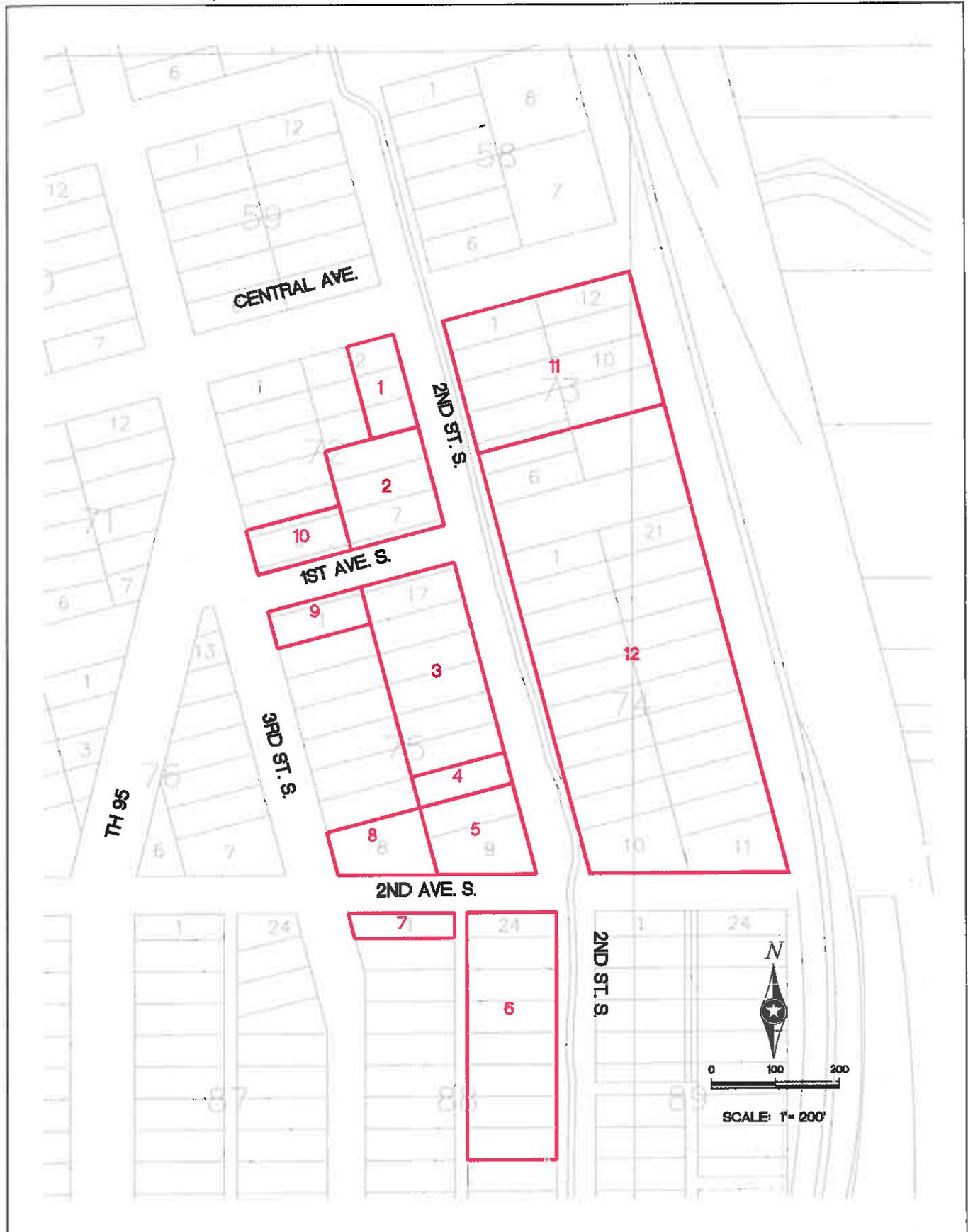
**EXHIBIT
 NO. 2**



LEGEND

-  EX. STREET
- EXISTING/PROPOSED IMPROVEMENTS**
-  PROP. STREET
- ADDED 2ND AVE IMPROVEMENTS**
-  PROP. STREET

 <p>PHONE: (651) 490-2000 3535 VADNAIS CENTER DR. ST. PAUL, MN 55110</p>	<p>FILE NO. BAYPO124049</p>	<p>2ND STREET SOUTH PROPOSED STREET BAYPORT, MINNESOTA</p>	<p>EXHIBIT NO. 3</p>
	<p>DATE: 04/26/13</p>		



PHONE: (651) 490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110

FILE NO.
 BAYPO124049

DATE:
 04/26/13

**2ND ST. SOUTH
 PROPOSED ASSESSMENT
 BAYPORT, MINNESOTA**

**EXHIBIT
 NO. 4**

Bayport Minnesota
 2nd Street South Improvements
 Estimated Cost

Item	Unit	Est. Quant.	Est. Unit Price	Total
Proposed Lot Split				
Sanitary Sewer				
Connect to Existing Manhole	Each	1	\$1,500.00	\$1,500.00
8" PVC Sanitary Sewer	LF	690	\$25.00	\$17,250.00
Manholes	Each	2	\$2,500.00	\$5,000.00
8"x4" PVC Wye	Each	5	\$100.00	\$500.00
4" PVC Sewer Service	LF	150	\$18.00	\$2,700.00
Remove Bituminous Pavement	SF	700	\$0.50	\$350.00
Class 5 Aggregate Base (Patch Central)	Ton	76	\$16.00	\$1,216.00
Bituminous (Patch Central)	Ton	46	\$65.00	\$2,990.00
Common Borrow	CY	350	\$8.00	\$2,800.00
Sub Total				\$34,306.00
10% Contingencies				\$3,431.00
Est. Sanitary Sewer Construction Cost				\$37,737.00
25% Misc. Costs				\$9,434.00
Est. Sanitary Sewer Project Cost				\$47,171.00
Water Main				
Connect to Existing Stub	Each	1	\$2,000.00	\$2,000.00
6" DIP Water Main	LF	760	\$22.00	\$16,720.00
Hydrants	Each	2	\$2,500.00	\$5,000.00
6" Gate Valves and Boxes	Each	3	\$1,200.00	\$3,600.00
1" Corp Stop	Each	3	\$100.00	\$300.00
1" Curb Stop and Box	Each	3	\$100.00	\$300.00
1" Copper Water Service	LF	90	\$18.00	\$1,620.00
Sub Total				\$29,540.00
10% Contingencies				\$2,954.00
Est. Water Main Construction Cost				\$32,494.00
30% Miscell Costs				\$8,124.00
Est. Water Main Project Cost				\$40,618.00
Street and Storm Sewer				
Mobilization	LS	1	\$8,000.00	\$8,000.00
Traffic Control	LS	1	\$2,000.00	\$2,000.00
Common Borrow	CY	350	\$8.00	\$2,800.00
Class 5 Aggregate Base	Ton	1765	\$16.00	\$28,240.00
4" Bituminous Pavement	Ton	720	\$65.00	\$46,800.00
Tack Coat	Gal	145	\$2.00	\$290.00
Concrete Flat Curb	LF	2380	\$10.00	\$23,800.00
15" RCP Culvert	LF	84	\$35.00	\$2,940.00
15" Apron	Each	4	600	\$2,400.00
Sub Total				\$117,270.00
10% Contingencies				\$11,727.00
Est. Street and Storm Construction Cost				\$128,997.00
25% Misc. Costs				\$32,249.00
Est. Street and Storm Project Cost				\$161,246.00

**Bayport Minnesota
2nd Street South Improvements
Estimated Cost**

Item	Unit	Est. Quant.	Est. Unit Price	Total
Added 2nd Avenue South Improvements				
Sanitary Sewer				
Connect to Existing Manhole	Each	1	\$1,500.00	\$1,500.00
8" PVC Sanitary Sewer	LF	290	\$25.00	\$7,250.00
Manholes	Each	1	\$2,500.00	\$2,500.00
8"x6" PVC Wye	Each	2	\$120.00	\$240.00
6" PVC Sewer Service	LF	60	\$20.00	\$1,200.00
Remove Bituminous Pavement	SF	800	\$0.50	\$400.00
Class 5 Aggregate Base (Patch)	Ton	300	\$16.00	\$4,800.00
Bituminous (Patch 2nd Ave)	Ton	22	\$65.00	\$1,430.00
Sub Total				\$19,320.00
10% Contingencies				\$1,932.00
Est. Sanitary Sewer Construction Cost				\$21,252.00
25% Misc. Costs				\$5,313.00
Est. Sanitary Sewer Project Cost				\$26,565.00
Water Main				
Connect to Existing Water Main	Each	2	\$2,000.00	\$4,000.00
6" DIP Water Main	LF	410	\$22.00	\$9,020.00
6" Gate Valves and Boxes	Each	2	\$1,200.00	\$2,400.00
6" DIP Water Service	LF	60	\$22.00	\$1,320.00
Sub Total				\$16,740.00
10% Contingencies				\$1,674.00
Est. Water Main Construction Cost				\$18,414.00
25% Misc. Costs				\$4,604.00
Est. Water Main Project Cost				\$23,018.00
Street and Storm Sewer				
Mobilization	LS	1	\$3,100.00	\$3,100.00
Traffic Control	LS	1	\$1,000.00	\$1,000.00
Common Excavation	CY	400	\$5.00	\$2,000.00
Remove Bituminous Pavement	SF	11900	\$0.50	\$5,950.00
Class 5 Aggregate Base	Ton	890	\$16.00	\$14,240.00
4" Bituminous Pavement	Ton	315	\$65.00	\$20,475.00
Tack Coat	Gal	60	\$2.00	\$120.00
Concrete Curb and Gutter	LF	700	\$10.00	\$7,000.00
Catch Basin	Each	2	\$1,200.00	\$2,400.00
12" RCP Storm Sewer	LF	150	\$35.00	\$5,250.00
Sub Total				\$61,535.00
10% Contingencies				\$6,154.00
Est. Street and Storm Construction Cost				\$67,689.00
25% Misc. Costs				\$16,922.00
Est. Street and Storm Project Cost				\$84,611.00

Bayport Minnesota
2nd Street South Improvements
Mock Assessment Roll

Parcel	Address	Property ID	Frontage	Existing/Proposed Lot Split					Total Prop. Lot Split	
				Sanitary Sewer		Water Main		Street		
				No. Lots	Assessment	No. Lots	Assessment	Adjusted Frontage		Assessment
				Assess/lot	\$9,434.20	Assess/lot	\$13,539.33	Assess/FF		\$47.11
1	201 Central Ave.	1102920230073	150					52.5	\$2,473.10	\$2,473.10
2	220 1st Ave. S.	1102920230114	310	1	\$9,434.20			206.0	\$9,703.97	\$19,138.17
3	239 1st Ave. S.	1102920230113	460	3	\$28,302.60	2	\$27,078.67	356.0	\$16,769.96	\$72,151.23
4		1102920230085	50	1	\$9,434.20	1	\$13,539.33	50.0	\$2,355.33	\$25,328.86
5	204 2nd Ave. S.	1102920230084	304					148.0	\$6,971.78	\$6,971.78
6	201 2nd Ave. S.	1102920320052	140							
7	307 3rd St. S.	1102920320041	166							
8	271 3rd St. S.	1102920230083	155							
9	207 3rd St. S.	1102920230111	150							
10	191 3rd St. S.	1102920230112	150							
11	Andersen Corp	1102920230075	216					216.0	\$10,175.03	\$10,175.03
12	Andersen Corp	1102920240002	683					683.0	\$32,173.83	\$32,173.83
	City								\$80,623.00	\$80,623.00
				5	\$47,171.00	3	\$40,618.00	1711.5	\$161,246.00	\$249,035.00

Basis of Assessment	Est. Project Cost	\$47,171.00	\$40,618.00	\$161,246.00
	City Participation			\$80,623.00
	Balance to Assess	\$47,171.00	\$40,618.00	\$80,623.00
	No. Units	5	3	1711.5
	Per Unit Assess Rate	\$9,434.20	\$13,539.33	\$47.11

Proposed Lot Split plus Added 2nd Ave. South

Parcel	Address	Property ID	Frontage	Sanitary Sewer		Water Main		Street		Total Combined Project
				No. Lots	Assessment	No. Lots	Assessment	Adjusted Frontage	Assessment	
				Assess/lot	\$10,533.71	Assess/lot	\$10,425.40	Assess/FF	\$57.99	
1	201 Central Ave.	1102920230073	150					52.5	\$3,044.36	\$3,044.36
2	220 1st Ave. S.	1102920230114	310	1	\$10,533.71			206.0	\$11,945.50	\$22,479.22
3	239 1st Ave. S.	1102920230113	460	3	\$31,601.14	2	\$20,850.80	356.0	\$20,643.68	\$73,095.63
4		1102920230085	50	1	\$10,533.71	1	\$10,425.40	50.0	\$2,899.39	\$23,858.51
5	204 2nd Ave. S.	1102920230084	304	1	\$10,533.71	1	\$10,425.40	304.0	\$17,628.31	\$38,587.43
6	201 2nd Ave. S.	1102920320052	140	1	\$10,533.71	1	\$10,425.40	140.0	\$8,118.30	\$29,077.42
7	307 3rd St. S.	1102920320041	166					58.1	\$3,369.10	\$3,369.10
8	271 3rd St. S.	1102920230083	155					54.3	\$3,148.74	\$3,148.74
9	207 3rd St. S.	1102920230111	150							
10	191 3rd St. S.	1102920230112	150							
11	Andersen Corp	1102920230075	216					216.0	\$12,525.38	\$12,525.38
12	Andersen Corp	1102920240002	683					683.0	\$39,605.72	\$39,605.72
	City						\$11,509.00		\$122,928.50	\$134,437.50
				7	\$73,736.00	5	\$63,636.00	2119.9	\$245,857.00	\$383,229.00

Basis of Assessment	Est. Project Cost			
	Prop. Lot Split	\$47,171.00	\$40,618.00	\$161,246.00
	Added 2nd Ave.	\$26,565.00	\$23,018.00	\$84,611.00
	Total Project Cost	\$73,736.00	\$63,636.00	\$245,857.00
	City Participation			\$122,928.50
	Balance to Assess	\$73,736.00	\$52,127.00	\$122,928.50
	No. Units	7	5	2119.9
	Per Unit Assess Rate	\$10,533.71	\$10,425.40	\$57.99



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: May 23, 2013

RE: 4th Avenue North Boat Ramp
SEH No. 122136 BAYPO 14.00

We are working with the Minnesota Department of Natural Resources on the 4th Avenue North Boat Ramp. The DNR will be supplying the concrete planks at no cost to the City of Bayport. The City then contracts to install the planks. The DNR has provided a Plank Agreement ready for City to approve. The City Attorney has reviewed the agreement and recommended changes that have been passed back to the DNR. We anticipate that the agreement will be ready for Council approval at the June 3, 2013 meeting.

We have also contacted the DNR and obtained names of contractors to quote on the installation of the planks when delivered. We anticipate that quotes will be received on June 3, 2013 and will be presented to the Council for award.

We have received approval from the Corp of Engineers and the Washington County Conservation District. The DNR has not received negative comments and is completing their review. It is anticipated that we will have that completed by the June 3, 2013 meeting.

bcp

c: Sara Taylor, Acting City Administrator

s:\ac\b\baypo\122136\2013\boat launch\2013-05-23 4th ave boat ramp.docx