

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
July 1, 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. June recycling award recipient is Cynthia Hunke who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.

**OPEN FORUM**

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

1. Seth Alexander, Ames Construction – Update on Stagecoach Trail truck hauling
2. Jon Chiglo, MnDOT – Update on St. Croix River Crossing Project
3. Julie Kadrie, MDH – Update on guidance level for TCE

**CONSENT AGENDA**

**TAB #**

Consider a resolution adopting items 1 through 16

- |  |    |
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| 12. Accept \$200.00 donations to the Fire and Police Department donations from Harold Radke                                      | 12 |
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- 3. Consider authorization to solicit quotes and complete pump improvements to well #3 21

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- 1. Consider variances to construct a detached garage in front of the principal dwelling and within the required front yard setback at 424 5<sup>th</sup> Street South 22
- 2. Consider appointing a new City Administrator no tab

**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 JULY 1, 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 1<sup>st</sup> day of July, 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 1-16 FROM THE  
JULY 1, 2013 CITY COUNCIL AGENDA**

1. May 21 and May 22, 2013 City Council workshop minutes
2. June 3, 2013 City Council workshop minutes
3. June 3, 2013 City Council regular meeting minutes
4. June 10, 2013 City Council special meeting minutes
5. June 19, 2013 City Council special meeting minutes
6. June payables and receipts (check numbers 1135930-1136055)
7. June building, plumbing and mechanical permits report
8. Accept donation of tree at Lakeside Park in honor of Marilyn Maxwell
9. Pay application from Infratech Infrastructure Technologies, Inc. for I/I improvements and manhole rehabilitation project
10. Special event application from Melissa Letcher and Andrew Hagen for wedding at Lakeside Park on Saturday, September 14, 2013
11. Renewal of 2:00 a.m. on-sale liquor license for Woody's Bar and Grill, 109 North 3<sup>rd</sup> Street
12. Accept \$200.00 donations to the Fire and Police Department donations from Harold Radke
13. Special event application from Brian Mastel, Run Stillwater, Inc., for race event on Sunday, October 20, 2013
14. Cooperative construction and maintenance agreements for Inspiration Parkway and Stagecoach Trail traffic signal
15. Joint Powers Agreement of the SWAT team serving Washington County
16. Authorization to submit a request for State Bonding Funds for Bayport TCE Groundwater Contamination Improvements (*Resolution 13-\_\_*)

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 1<sup>st</sup> day of July 2013.

ATTEST:

\_\_\_\_\_  
Sara Taylor, Acting City Administrator

\_\_\_\_\_  
Susan St. Ores, Mayor

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
BAYPORT PUBLIC LIBRARY  
May 21, 2013  
May 22, 2013**

**CALL TO ORDER**

The workshops were called to order by Mayor St. Ores at 5:00 p.m. on Tuesday, May 21 and 4:00 p.m. on Wednesday, May 22, 2013.

**ROLL CALL**

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

**Staff Present:** Acting Administrator/City Planner Taylor and Executive Search Consultant Dave Unmacht

**INTERVIEW CANDIDATES FOR THE CITY ADMINISTRATOR POSITION**

David Unmacht, Springsted, Inc., provided an overview of the process for interviewing the seven preliminary candidates selected by the City Council for the City Administrator position, noting one of the candidates originally scheduled to participate in the interviews had recently withdrawn their application from the process. Three candidates interviewed on May 21 and four candidates interviewed on May 22. Candidates were asked a series of interview questions related to the position and discussion followed on each of the candidate's experience and qualifications. It was the consensus of the City Council to invite four of the candidates back to participate in a second round of interviews with the City Council, as well as an interview with city department heads to be held within the next few weeks.

**ADJOURNMENT**

Mayor St. Ores adjourned the workshop at 10:05 p.m. on Tuesday, May 21 and 9:10 p.m. on Wednesday, May 22, 2013.

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
June 3, 2013  
4:30 P.M.**

**CALL TO ORDER**

The workshop was called to order by Mayor St. Ores.

**ROLL CALL**

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

Staff Present: Acting Administrator/City Planner Taylor, Public Works Supervisor Horak, Park Consultant Larry Wacker

**REVIEW AND IDENTIFY SCOPE OF HOCKEY RINK IMPROVEMENTS FOR PERRO PARK**

Park Consultant Larry Wacker reviewed the components of the master plan recently approved by the City Council. Discussion focused on improvements to the hockey rink infrastructure, which has been identified by the city as a priority project for this year, thanks to a generous grant from the Fred C. and Katherine B. Andersen Foundation in the amount of \$97,500.00. The cost for all hockey rink improvements is estimated at approximately \$160,000.00, which would be funded through a combination of donations, fundraising, and city park dedication fees. Specific components of the infrastructure were discussed, noting that the cost may fluctuate depending upon the type of materials selected. The consensus of the City Council was to have Consultant Wacker and city staff research different types of infrastructure and materials, and provide a recommendation at an upcoming meeting. Design work for the hockey rink is anticipated to be complete in August, with construction to begin in the fall.

**PRIORITIZE ADDITIONAL IMPROVEMENTS INCLUDED IN THE MASTER PLAN FOR PERRO PARK**

Consultant Wacker reviewed a preliminary cost estimate for the other tentative park improvements. Discussion followed on existing city reserves and potential grant or donation opportunities to help fund the remaining park improvements. Due to limited city reserve funds, it was the consensus of the City Council to focus on completion of the hockey rink improvements this year, and postpone further prioritization of additional improvements until additional funding and/or donations could be secured.

**ADJOURNMENT**

Mayor St. Ores adjourned the workshop at 5:52 p.m.

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
JUNE 3, 2013  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of June 3, 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, Finance Officer Wanda Madsen, Engineer Barry Peters, Attorney Andy Pratt, and Fire Chief Mark Swenson

**APPROVAL OF AGENDA**

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the June 3, 2013 City Council agenda. Motion carried 5-0.

**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 a city-wide garage sale 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 11:00 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**

1. Chris Larson, with the city's engineering firm SEH, provided an update on new health risk limits issued by the Minnesota Department of Health (MDH) for trichloroethylene (TCE). The previous limits were 5.0 parts per billion (ppb) and the new MDH recommendation is 0.4 ppb. He noted the new standard is a health recommendation and does not carry a legal enforcement process for community water systems. City Engineer Peters reviewed the ongoing efforts to meet the MDH's regulated 5.0 ppb of TCE in the city's municipal drinking water, including plans to pipe water from well #3 through the air stripper that currently removes TCE from well #2. These plans are on hold while the city investigates outside funding sources for this project, estimated at \$600,000.00. Further information on TCE will be provided by MDH and Minnesota Pollution Control Agency (MPCA) staff at the July meeting.
2. Chris Most spoke on behalf of his parents, Jan and Lynn Most, who own a commercial building at 243 3<sup>rd</sup> Street North, and would like to bring a small grocery store to the space. He indicated his parents have owned the building for 36 years and it has always been used for a retail business. They have a Certificate of Compliance from the city indicating the last tenant's business was zoned

as a retail business; however, during the process to establish a grocery store in the space, they learned the city had reclassified the property to light manufacturing zoning, unbeknownst to the owners. The current building classification requires that a fire sprinkler system be installed for this use, and the owners are requesting that the property be re-classified or the city amend the adoption of Minnesota Building Provision 1306, so fire sprinklers would not be required. He stated the City of Stillwater has adopted the provision for buildings over 10,000 square feet when there is a change in use, and he believes the City of Lakeland requires sprinkling for buildings over 7,000 square feet.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to move further discussion of this item to new business. Motion carried 5-0.

### **CONSENT AGENDA**

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

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 13-10**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE  
JUNE 3, 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 adopting the foregoing resolution was duly seconded by Councilmember Hanson 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**

Consider a request to vacate a portion of 5<sup>th</sup> Avenue South, adjacent to the Bayport Marina: Attorney Pratt reviewed disputes between Bayport Marina and Group 41, which include ownership of the freestanding sign at the corner of Highway 95 and 5<sup>th</sup> Avenue South. A 2009 survey determined the sign was located within the city's 5<sup>th</sup> Avenue South right-of-way, which is a violation of city code. Lengthy litigation determined that Group 41 owns the sign and Bayport Marina owns the land beneath it. The city has been working with both parties to initiate a joint street vacation request and make repairs to the sign, as stipulated in a settlement agreement between the three parties. He noted the city's concern with the current condition of the sign and the new restaurant owner's desire to improve and utilize the sign. He also stated the city has leverage to insure the sign is well maintained, since it is one of the property's conditional use permit requirements. Engineer Peters noted there are no city utilities that would affect the requested street vacation and the vacation provides for right-of-way over 5<sup>th</sup> Avenue South that is city owned and maintained.

Mayor St. Ores opened the public hearing and the following were heard:

Tom Geiger, 348 5<sup>th</sup> Avenue South, stated he lives across the street from the sign and expressed frustration with ongoing issues associated with the sign. He voiced concerns with the sign's location, orientation and especially lighting of the sign. He requested that staff review his concerns and applicable city code and postpone any action on changes to the sign until it can be discussed at a future meeting. Mr. Geiger challenged whether the appropriate light meter testing was conducted when the sign was initially installed and believes revising the lighting when the sign face is replaced would be the most cost-effective.

Bill Griffith, representing Group 41, stated the proposed street vacation is the last step in a settlement agreement that will allow for clear ownership and use of the sign, which is needed to advertise the new restaurant. He expressed concern for moving in a different direction regarding the sign and the potential for unraveling the settlement agreement that took several years to be reached.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to close the public hearing. Motion carried 5-0.

Councilmember Hanson questioned proposed changes to the sign, and staff understood that tentative proposed plans include painting the sign structure and using/illuminating it in the same manner as originally approved as part of the planned unit development. Mr. Griffith indicated Group 41 and the new tenant (Mallard's) want to improve the sign; however they cannot make improvements until the terms of the settlement agreement are finalized with approval of the street vacation request. He stated the restaurant tenant would be responsible for the sign improvements. He indicated willingness for Group 41/Mallard's to work cooperatively with the city to address the neighbor's concerns with the sign lighting; however there are no plans to remove the sign. Councilmember Carlson questioned whether the illuminated sign meets city code. Acting Administrator Taylor indicated the property was developed as a planned unit development with special conditions of approval, and records indicate the sign met city code when it was approved in the early 1980's. Mr. Griffith noted that the proposed improvements to the sign would meet the conditions of the original sign approval. Cliff Lewis, manager of the Bayport Marina, stated the new restaurant owner has worked collaboratively to resolve issues with the marina and adjacent condominium owners and believes he will continue to work with the city to address Mr. Geiger's concerns with the sign lighting. Councilmember Goldston noted improvements to the sign are at a standstill until the street vacation is approved.

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 13-11**

**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**

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

Susan St. Ores – aye  
Connie Carlson – aye

Dan Goldston – aye  
Michele Hanson – aye

Patrick McGann – aye

**COUNCIL LIAISON REPORTS**

Councilmember Hanson reported the Cable Commission did not meet in May and will have a report for the next meeting.

Councilmember Carlson noted the next meeting of the library board is scheduled for Thursday, June 20, 2013, 6:00 p.m. at the library.

Councilmember McGann reported on the May 20, 2013 Planning Commission meeting. Brad Hallett was sworn in as a new commissioner and Jason Obler was appointed chairperson. The Planning Commission recommended approval of the final plat for Phase III-A of the Inspiration development.

Mayor St. Ores reported on meetings of the Middle St. Croix Watershed Management Organization (MSCWMO), noting that administrator Amy Carolan resigned from the MSCWMO. Jay Riggs is serving as the interim administrator until the position is filled. She also attended a Greater Stillwater Chamber of Commerce reception, the groundbreaking ceremony for the new St. Croix River Crossing Project, ribbon cutting ceremony for Mallard's restaurant, and a MPCA/MDH meeting on the TCE update. She noted the City Council met several times on the selection process for the new City Administrator during the past month. Mayor St. Ores thanked the Bayport American Legion for sponsoring the parade and ceremony on Memorial Day.

### **STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Swenson reviewed his written report, noting the department is preparing for the Insurance Services Organization (ISO) rating audit on June 10, the department's first audit in 13 years. A number of equipment deficiencies have been noted during the audit preparation, and the department is preparing a list of items that will need to be addressed in next year's budget. He reported the department has a strong training program in place and all of the new members are working out well.

Police Chief Eastman reviewed her written report, as well as updated the City Council on a search warrant completed May 30 and the subsequent arrest of two individuals on felony-controlled substance charges. She reported the reserve officer program will have 16 members soon, which is the most in the program's history. She noted that most of the reserve officers have gone through peace officer training and are a valuable supplement to the department.

Mel Horak, Public Works Supervisor, reviewed his written report. He also noted the well shaft in wellhouse #3 will be televised next week to determine its condition and whether repairs are needed. The department will be flushing fire hydrants for two weeks, beginning June 10.

Acting Administrator Taylor reviewed her written report, noting four finalists have been identified for the City Administrator position. Candidates will participate in a city tour and final interviews within the next week and it is anticipated a new administrator will be on board by mid July. Proposed plans for improvements to the Perro Park hockey rink and general park area were discussed at a workshop prior to tonight's meeting, and construction on the rink will begin in late summer/early fall. A preliminary plat application for the remaining 110 single-family lots in Inspiration is under review and a public hearing will be held at the Planning Commission meeting on June 10. New signage for the boarding dock and boat trailer parking area is in place at the 4<sup>th</sup> Avenue North boat launch. The city engineer is finalizing the required permits for repairs to the boat ramp and installation of the boarding dock.

### **PRESENTATION OF THE 2012 CITY AUDIT**

Molly Thompson, CPA with the city's auditing firm of Schlenner Wenner & Co., presented the findings from the city's audit for the year ending December 31, 2012, highlighting the audit results, financial highlights and report to members of governance. She stated the city received a clean, unqualified opinion, and this year's report looks significantly different due to new auditing standards. She reported there were no significant issues discussed with management and no significant difficulties encountered during the audit. It was the consensus of the City Council to accept the findings of the 2012 audit. Finance Officer Wanda Madsen was thanked for her assistance during the audit.

## **UNFINISHED BUSINESS**

### **Consider membership and donation request from the Greater Stillwater Chamber of Commerce:**

Acting Administrator Taylor stated the chamber is requesting a donation of \$1,000.00 to help continue the Community Symposium initiative, which would include a one-year complimentary membership for the city. The city discontinued its membership approximately eight years ago, primarily for budget reasons, and the chamber is encouraging the city to consider renewing its annual membership with the chamber. Discussion followed on the city's involvement with the chamber and benefits of supporting its initiatives. The general consensus of the City Council was to grant the donation request and consider an annual membership in the 2014 budget.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to donate \$1,000.00 to the Greater Stillwater Chamber of Commerce for 2013, using contingency funds. Motion carried 5-0.

## **NEW BUSINESS**

**Consider renewal of the city's residential waste hauling contract with Allied Waste:** Acting Administrator Taylor reported that Allied Waste has been the city's residential waste hauler for the past 12 years and the current contract expires on September 30. Allied Waste is proposing contract renewal options for 1, 3 or 5 years. She indicated that overall residents and staff have been pleased with both the services and pricing provided by Allied Waste. Rich Hirstein, Allied Waste, reviewed the three contract extension options and noted his company's desire to provide desirable pricing for the city. He stated the 5-year option includes a decrease in the first year, an average increase of 2.5% in years 2-4, and no increase in year 5. Councilmembers commented on the ease of single-sort recycling, and Mr. Hirstein noted that approximately 80% of Bayport customers utilize the recycling option. He stated that customers have the option of requesting a 90-gallon recycling container, versus a 65-gallon container, or additional recycling containers, at no extra charge. He indicated commercial businesses in the city may also contract with Allied Waste for recycling services.

It was moved by Councilmember McGann and seconded by Councilmember Hanson to authorize renewal of the city's residential waste hauling contract with Allied Waste for 5 years, under the fees, terms and conditions specified. Motion carried 5-0.

**Consider a final plat for Phase III-A of the Inspiration development:** Acting Administrator Taylor reviewed the growth of the Inspiration development which began in 2004 with approval of a preliminary plat that serves as the master plan for the overall development. The approval included 328 residential housing units, anticipated to be built in three phases. With Phase I nearing completion with the development of 121 single-family lots, the current owner Bayport Mainstreet Holding and builder DR Horton are requesting final plat approval for Phase III-A, to include 16 single-family traditional lots and related infrastructure improvements in the south portion of the development along Prairie Way South. The site area is consistent with the approved preliminary plat, and minimal site improvements will be needed because much of the grading and infrastructure for this area was completed in Phase I of the development. The improvements were reviewed, as well as a proposed change in completion of the trail system. Since the remaining trails are located in an area which has yet to be graded, staff feels it would be appropriate to allow completion of these trails to be deferred until a final plat is proposed for this area, which is anticipated for later this summer. As part of the final plat approval, the developer will also be required to submit the necessary park dedication fees, as well as enter in to a developer's agreement and planned unit development agreement, which specify the approvals and conditions as part of the final plat. The Planning Commission heard the application on May 20 and recommended approval of the final plat. Staff also recommended approval of the final plat, subject to the conditions listed in the staff report.

Acting Administrator Taylor stated no concerns were received from residents and clarified that the city approved the appraiser who is in the process of determining the current land value for all of Phase III.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 13-12**

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

The motion for adopting the foregoing resolution was duly seconded by Councilmember McGann 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

Commercial building improvements at 243 3<sup>rd</sup> Street North: With further discussion of this item moved to new business, Fire Chief Swenson reported he has been working with the Building Official on how Building Code 1306 impacts fire protection and specifically as it relates to adding fire sprinklers to this property. He stated the cities of Stillwater and Oak Park Heights require the same provisions for their commercial properties and do not deviate from provision 1306. He added that provision 1306 cannot be altered and the city would need to repeal the entire section that was originally adopted in the 1980's and is designed to ensure firefighter and civilian safety. The owners are proposing a change in the building occupancy classification, which requires the installation of a fire sprinkling system for this building that is over 2,000 square feet, per provision 1306. He said he is unaware of any other variance requests for this building code provision and believes the code should be enforced. He added any changes to this building code provision would impact many businesses in the city. Chris Most said the building previously housed a grocery store and other retail businesses and stated his family did not receive notification that the occupancy use had been reclassified to light manufacturing. Acting Administrator Taylor stated the zoning classification has not changed from B-2 Central Business, which allows for a grocery store and retail businesses; however the building code determines the classification for the building, related to fire protection. She stated that with the change of use from the previous tenant's light manufacturing to a retail use, the classification changes and requires fire sprinklers. Mr. Most requested that the City Council suspend the 1306 provision until the city has a clearer picture of how the entire code affects city businesses. He contends that the use classification has always been light retail. Attorney Pratt indicated more research on the issue is needed; however, the City Council may want to retain provision 1306 and adopt a different subpart relating to building size requirements. Discussion followed on the many variables presented with this issue, possible grants and/or financing that would assist the property owner with the expense of sprinkling the building, and the importance of enforcing applicable building and fire codes. Staff was directed to research when and why the occupancy use was reclassified and report to the City Council as soon as possible.

Discuss the feasibility study for a water and sewer utility extension for the property located at 239 1<sup>st</sup> Avenue South: Engineer Peters reviewed the feasibility report to provide sanitary sewer and water services to properties along 2<sup>nd</sup> Street South, as requested by the property owner at 239 1<sup>st</sup> Avenue South, who is considering splitting the single parcel into three lots. The study revealed varying city utility services to the areas under consideration, and Engineer Peters reviewed the most cost-effective connections to serve the proposed parcels. He noted 1<sup>st</sup> Avenue South and 2<sup>nd</sup> Street South are gravel roads, and he recommended these existing gravel streets be paved when the improvements are completed.

He added that two additional properties on 2<sup>nd</sup> Avenue South do not have city sewer and/or city water. With the construction of improvements on 2<sup>nd</sup> Avenue South for the lot split, the city also examined

reconstructing 2<sup>nd</sup> Avenue South, from 3<sup>rd</sup> Street South to Perro Creek, to meet current city standards and provide city utilities to 201 and 204 2<sup>nd</sup> Avenue South. The estimated improvement costs, proposed assessments and city costs for both projects were reviewed. Staff recommended that the sewer and water main improvements be assessed on a per lot basis and the street and storm sewer improvements be assessed on an adjusted front foot basis. Since Andersen Corporation traffic utilizes 2<sup>nd</sup> Street South and 2<sup>nd</sup> Avenue South, staff proposed they be included in the street and storm sewer assessments. Engineer Peters stated the improvements are feasible from an engineering standpoint and recommended that a public improvement hearing be scheduled for the July meeting, as required under 429 standards.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to set a public hearing for the July 1, 2013 City Council meeting to discuss 2<sup>nd</sup> Street South and 2<sup>nd</sup> Avenue South improvements. Motion carried 5-0.

Consider a cooperative agreement with the Department of Natural Resources to supply ramp planks for the 4<sup>th</sup> Avenue North boat launch and authorize installation of the planks: Engineer Peters reported city staff has reviewed and approved an agreement with the Department of Natural Resources (DNR) to supply ramp planks for the 4<sup>th</sup> Avenue North boat launch. Upon execution of the agreement, the city can proceed with installation of the planks.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve a cooperative agreement between the State of Minnesota, Department of Natural Resources, and the City of Bayport to supply ramp planks for the 4<sup>th</sup> Avenue North boat launch. Motion carried 5-0.

Engineer Peters reported the city received two responses to a request for quotes for installation of the concrete planks being supplied by the DNR. Bailey Construction, Stillwater, Minnesota, submitted a quote of \$12,600.00, and the apparent low quoter was Miller Excavating, Stillwater, Minnesota, at \$12,235.00. Since Miller Excavating has completed several projects for the city, staff recommended awarding the contract to Miller Excavating. He explained the quotes also include removal of the existing concrete planks and installation of the bedding underneath the planks and the riprap around the planks. The project may take up to two weeks to complete and is scheduled for completion by the middle of July.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to award the 4<sup>th</sup> Avenue North Boat Ramp Installation Project to Miller Excavating, Stillwater, Minnesota, in the amount of \$12,235.00. Motion carried 5-0.

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

1. Councilmember Carlson reiterated her desire that the city determine whether Building Code Provision 1306 was correctly interpreted for the commercial business at 243 3<sup>rd</sup> Street North.
2. Councilmember McGann requested city staff explore options to reduce the deer population in the city and reported an interested resident may be willing to provide financial support for such an effort. Councilmembers noted that there appears to be an influx of deer displaced with the new bridge construction and requested that staff revisit deer culling options.
3. Mayor St. Ores encouraged residents to take part in the many activities scheduled in Bayport this month.

#### **ADJOURNMENT**

It was moved by Councilmember Goldston and seconded by Councilmember McGann to adjourn the meeting at 8:54 p.m. Motion carried 5-0.

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Acting City Administrator/Clerk

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
BAYPORT PUBLIC LIBRARY  
June 10, 2013  
5:30 P.M.**

**CALL TO ORDER**

The meeting was called to order by Mayor St. Ores.

**ROLL CALL**

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

Staff Present: Acting Administrator/City Planner Taylor and Executive Search Consultant Dave Unmacht

**INTERVIEW CANDIDATES FOR THE CITY ADMINISTRATOR POSITION**

David Unmacht, Springsted, Inc., provided an overview of the process for interviewing the four finalist candidates for the City Administrator position. He noted that each candidate had been provided with a scenario in which they were to prepare a written and oral analysis on a pre-determined subject matter and provide a recommendation on how to address the situation to the City Council.

Following each presentation, the candidates were asked a series of interview questions related to the position. Discussion followed on each of the candidates and it was decided that it was in the best interest of the City Council to take some additional time to review the four candidates and their references in depth before making a selection on their preferred candidate for the position. It was the consensus of the City Council to hold a special meeting on Wednesday, June 19, 2013 at 7:00 a.m. to continue discussion on the candidates.

**ADJOURNMENT**

The special meeting concluded at 10:47 p.m.

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
COUNCIL CHAMBERS  
June 19, 2013  
7:00 A.M.**

**CALL TO ORDER**

The meeting was called to order by Mayor St. Ores at 7:08 a.m.

**ROLL CALL**

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

Staff Present: Acting Administrator/City Planner Taylor and Executive Search Consultant Dave Unmacht

**DISCUSS CANDIDATES FOR THE CITY ADMINISTRATOR POSITION**

The City Council discussed the City Administrator candidate presentations and interviews conducted on Monday, June 10. The four candidates were reviewed and it was noted by all councilmembers that each was qualified and capable to perform the duties and responsibilities of the position. The strengths and attributes of each candidate were discussed and considered during the deliberations. Several councilmembers noted specific attributes of candidate Logan Martin which they felt made him the best fit for the position. They were impressed by Logan's intelligence, energy, warm personality, and passion for public service. Extensive discussion occurred on Mr. Martin and his comparison to the other candidates.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to offer the City Administrator position to candidate Logan Martin. Motion carried. Dave Unmacht was given authorization to pursue employment contract negotiations with Logan for an anticipated start date of late July or early August.

**ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the meeting at 8:30 a.m.

**CITY OF BAYPORT**  
**\*Budget Control Summary**

Current Period: JUNE 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 %
			Variance	Variance
<b>FUND 101 GENERAL</b>				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,663,419.00	\$98,383.01	\$1,565,035.99	94.09%
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	\$86,815.74	\$9,934.26	10.27%
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	\$25,871.86	\$70,228.14	73.08%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$208,021.32	\$172,856.68	45.38%
DEPT 43100 STREET MAINT	\$5,000.00	\$5,807.50	-\$807.50	-16.15%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$704.25	-\$704.25	0.00%
DEPT 43200 PARKS	\$27,500.00	\$11,574.78	\$15,925.22	57.91%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$97,500.00	-\$97,500.00	0.00%
DEPT 43300 CEMETERY	\$10,000.00	\$10,025.00	-\$25.00	-0.25%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue Accounts</b>	<b>\$2,285,147.00</b>	<b>\$546,503.46</b>	<b>\$1,738,643.54</b>	<b>76.08%</b>
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	\$109,905.22	\$31,545.78	22.30%
DEPT 41240 RECYCLING	\$7,200.00	\$870.04	\$6,329.96	87.92%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$61,533.94	\$79,878.06	56.49%
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	\$116,280.97	\$104,222.03	47.27%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$24,933.32	\$14,116.68	36.15%
DEPT 42100 POLICE	\$719,313.00	\$357,246.00	\$362,067.00	50.34%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$330,033.07	\$108,885.93	24.81%
DEPT 43100 STREET MAINT	\$267,714.00	\$100,413.00	\$167,301.00	62.49%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$15,910.56	\$14,089.44	46.96%
DEPT 43200 PARKS	\$58,241.00	\$35,507.92	\$22,733.08	39.03%
DEPT 43300 CEMETERY	\$7,475.00	\$1,080.00	\$6,395.00	85.55%
DEPT 44100 PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
<b>Total Expenditure Accounts</b>	<b>\$2,151,348.00</b>	<b>\$1,154,184.04</b>	<b>-\$997,163.96</b>	<b>46.35%</b>

CITY OF BAYPORT

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**\*Fund Summary -  
Budget to Actual©**

JUNE 2013

	2013 YTD Budget	JUNE MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
<b>FUND 101 GENERAL</b>					
Revenue	\$2,285,147.00	\$30,394.83	\$546,503.46	\$1,738,643.54	23.92%
Expenditure	\$2,151,348.00	\$182,485.36	\$1,154,184.04	\$997,163.96	53.65%
		<u>-\$152,090.53</u>	<u>-\$607,680.58</u>		
<b>FUND 102 STREET RECONSTRUCTION</b>					
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>		
<b>FUND 103 G O TIF BD FUND 1990 CAP PROJ</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		<u>\$0.00</u>	<u>-\$480.00</u>		
<b>FUND 106 TIF ECON DEV DIST 2</b>					
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>		
<b>FUND 107 TIF REDEVELOPMENT DISTRICT 2-1</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$240.00	-\$240.00	0.00%
		<u>\$0.00</u>	<u>-\$240.00</u>		
<b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>					
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>		
<b>FUND 201 D.A.R.E.</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 202 DRUG FORFEITURE</b>					
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>		
<b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>					
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>		
<b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b>					
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>		
<b>FUND 205 TAX STABILIZATION FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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**\*Fund Summary -  
Budget to Actual©**

JUNE 2013

	2013 YTD Budget	JUNE 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		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$67,572.65	\$157,620.26	-\$157,620.26	0.00%
		-\$67,572.65	-\$157,620.26		
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$2,000.00	\$15,000.00	-\$15,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$3,076.63	-\$3,076.63	0.00%
		\$2,000.00	\$11,923.37		
<b>FUND 208 PRISON SEWER PROJECT</b>					
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		
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
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		
<b>FUND 210 K-9 UNIT</b>					
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		
<b>FUND 211 LIBRARY</b>					
Revenue	\$287,230.00	\$194.95	\$4,890.33	\$282,339.67	1.70%
Expenditure	\$287,230.00	\$19,752.72	\$126,919.20	\$160,310.80	44.19%
		-\$19,557.77	-\$122,028.87		
<b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>					
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		
<b>FUND 311 GO IMPROV BONDS OF 1992 DEBT S</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>					
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		
<b>FUND 413 POLICE EQUIPMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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**\*Fund Summary -  
Budget to Actual©**

JUNE 2013

	2013 YTD Budget	JUNE MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
		\$0.00	\$0.00		
<b>FUND 414 OFFICE AUTOMATION</b>					
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		
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>					
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		
<b>FUND 416 PERRO CREEK OUTLET</b>					
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		
<b>FUND 601 WATER</b>					
Revenue	\$325,250.00	\$3,272.39	\$42,730.19	\$282,519.81	13.14%
Expenditure	\$491,628.76	\$30,180.69	\$193,028.40	\$298,600.36	39.26%
		-\$26,908.30	-\$150,298.21		
<b>FUND 602 SEWER</b>					
Revenue	\$0.00	\$1,600.00	\$12,050.00	-\$12,050.00	0.00%
Expenditure	\$773,754.76	\$41,397.60	\$264,118.82	\$509,635.94	34.13%
		-\$39,797.60	-\$252,068.82		
<b>FUND 800 INVESTMENTS-POOLED</b>					
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		
<b>FUND 803 P &amp; Z ESCROWS</b>					
Revenue	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	0.00%
Expenditure	\$0.00	\$11,514.30	\$15,820.66	-\$15,820.66	0.00%
		-\$11,514.30	\$34,179.34		
<b>FUND 851 NON EXP TRUST</b>					
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		
<b>FUND 999 ACCRUED INT PAYABLE</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>Report Total</b>		-\$315,441.15	-\$1,245,806.91		

**CITY OF BAYPORT**  
**REVENUE SUMMARY YTD THRU 06/30/2013**

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FUND	FUND Descr	2013 Budget	2013 YTD Amt	2013 % of Budget	2013 % of Budget Remain
FUND 101	GENERAL	\$2,285,147.00	\$546,503.46	23.92%	76.08%
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	\$15,000.00	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	\$4,890.33	1.70%	98.30%
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	\$42,730.19	13.14%	86.86%
FUND 602	SEWER	\$0.00	\$12,050.00	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	\$673,382.53	23.24%	76.76%

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

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Period Name: JUNE

FUN	Tran Date	Amount	Refer	Comments	Account Descr
<b>FUND 101 GENERAL</b>					
101	06/19/13	\$127.02	3517	GAMBLING PROCEEDS CK # 7459	R 101-00000-32204 GAMBLIN
101	05/30/13	\$35.00	3462	NSF FEE CK # 3067	R 101-00000-33100 ADMINIS
101	06/04/13	\$4.67	3476	COPIES (\$0.25/PAGE) CASH - G. PEULEN	R 101-00000-34105 USER FEE
101	06/10/13	\$30.00	3496	ASSESSMENT SEARCH CK # 9758	R 101-00000-34105 USER FEE
101	06/10/13	\$30.00	3497	ASSESSMENT SEARCH CK # 17594	R 101-00000-34105 USER FEE
101	06/20/13	\$2,566.00	3525	REFUND - WORKMANS COMP CK # 77293	R 101-00000-36251 REFUND -
101	06/05/13	\$2,435.00	3479	SAC	G 101-20102 S A C CHARGES
101	06/17/13	\$2,435.00	3503	SAC	G 101-20102 S A C CHARGES
101	06/04/13	\$3.50	3475	BUILDING SURCHARGE Croix Valley Roofi	G 101-20104 STATE SURCHA
101	06/05/13	\$205.00	3479	BUILDING SURCHARGE DR Horton #5248	G 101-20104 STATE SURCHA
101	06/06/13	\$1.75	3485	BUILDING SURCHARGE Persico #1831	G 101-20104 STATE SURCHA
101	06/06/13	\$4.25	3488	BUILDING SURCHARGE Lynn Building 508	G 101-20104 STATE SURCHA
101	06/17/13	\$200.00	3503	BUILDING SURCHARGE DR Horton #5291	G 101-20104 STATE SURCHA
101	06/17/13	\$10.50	3504	BUILDING SURCHARGE JG Hause #1424	G 101-20104 STATE SURCHA
101	06/18/13	\$2.85	3509	BUILDING SURCHARGE JTR Roofing #155	G 101-20104 STATE SURCHA
101	06/18/13	\$5.00	3510	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	06/19/13	\$5.00	3514	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	06/19/13	\$5.00	3515	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	06/06/13	\$89.07	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	06/20/13	\$40.02	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	06/13/13	\$14.26	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	06/26/13	\$24.53	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	06/05/13	\$84.86	3463	HEALTH PARTNERS CK # 1184695210	G 101-27109 HEALTH PARTN
101	06/05/13	\$58.34	3463	HEALTH SAVING ACCT. CK # 1184695210	G 101-27122 H S A
101	06/07/13	\$50.00	3489	CONTRACTOR LICENSE - SPECIALTY Red	R 101-41910-32100 BUSINES
101	06/07/13	\$50.00	3493	CONTRACTOR LICENSE - SPECIALTY Junk	R 101-41910-32100 BUSINES
101	06/19/13	\$50.00	3512	CONTRACTOR LICENSE - SPECIALTY McD	R 101-41910-32100 BUSINES
101	06/19/13	\$62.00	3513	SIGN PERMIT - PERMANENT Mallards #50	R 101-41910-32200 NONBUSI
101	06/21/13	\$50.00	3528	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	06/25/13	\$75.00	3534	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	06/04/13	\$147.50	3475	BUILDING PERMIT Croix Valley Roofing #	R 101-41910-32210 BUILDIN
101	06/05/13	\$2,916.75	3479	BUILDING PERMIT DR Horton #524819	R 101-41910-32210 BUILDIN
101	06/05/13	\$1,895.89	3479	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	06/06/13	\$67.11	3485	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	06/06/13	\$103.25	3485	BUILDING PERMIT Persico #1831	R 101-41910-32210 BUILDIN
101	06/06/13	\$42.50	3488	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	06/06/13	\$177.00	3488	BUILDING PERMIT Lynn Building 5081	R 101-41910-32210 BUILDIN
101	06/17/13	\$2,856.75	3503	BUILDING PERMIT DR Horton #529126	R 101-41910-32210 BUILDIN
101	06/17/13	\$1,856.89	3503	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	06/17/13	\$354.00	3504	BUILDING PERMIT JG Hause #1424	R 101-41910-32210 BUILDIN
101	06/18/13	\$132.75	3509	BUILDING PERMIT JTR Roofing #15587	R 101-41910-32210 BUILDIN
101	06/18/13	\$5.00	3509	EPA	R 101-41910-32211 EPA
101	06/19/13	\$75.00	3514	PLUMBING PERMIT - RESIDENTIAL Cham	R 101-41910-32220 PLUMBIN
101	06/19/13	\$75.00	3515	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	06/18/13	\$75.00	3510	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	06/03/13	\$25.00	3468	SM BIRD/FOWL LICENSE Emma Richtman	R 101-42100-32240 ANIMAL F
101	06/14/13	\$10.00	3500	PET LICENSE - SPAY/NEUT O'Toole, #552	R 101-42100-32240 ANIMAL F
101	06/19/13	\$10.00	3521	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	06/19/13	\$10.00	3521	PET LICENSE - SPAY/NEUT Ashley Hamble	R 101-42100-32240 ANIMAL F
101	06/20/13	\$10.00	3523	PET LICENSE - SPAY/NEUT CASH - ISAAC	R 101-42100-32240 ANIMAL F
101	05/30/13	\$3.00	3461	POLICE REPORTS CASH - A. LYNN	R 101-42100-34201 POLICE A
101	06/05/13	\$0.50	3484	POLICE REPORTS CASH	R 101-42100-34201 POLICE A

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	06/24/13	\$3.73	3526	POLICE REPORTS CK # 437480181	R 101-42100-34201 POLICE A
101	06/24/13	\$5.13	3537	POLICE REPORTS Nelson #3042	R 101-42100-34201 POLICE A
101	06/13/13	\$3,721.69	16655	MAY 2013 FINES/POLICE DEPT.	R 101-42100-35101 COURT FI
101	06/26/13	\$200.00	3538	DONATIONS POLICE (U/N) CK # 3608	R 101-42100-36231 DONATIO
101	06/05/13	\$333.56	3486	POLICE GRANT - SAFE & SOBER CK # 344	R 101-42100-36233 GRANTS
101	06/05/13	\$229.32	3486	POLICE GRANT - SAFE & SOBER CK # 344	R 101-42100-36233 GRANTS
101	06/19/13	\$80.23	3516	FIRE PROTECTION PERMITS CK # 56166	R 101-42200-32200 NONBUSTI
101	06/13/13	\$5,807.50	16656	2012-2013 HWY 95 SNOW REMOVAL	R 101-43100-36240 REFUNDS
101	05/30/13	\$75.00	3464	BEACHHOUSE - RESIDENT(FRI-SUN) MILL	R 101-43200-34780 PARK FEE
101	05/30/13	\$75.00	3466	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	05/30/13	\$75.00	3467	BEACHHOUSE - RESIDENT(FRI-SUN) D. P	R 101-43200-34780 PARK FEE
101	06/03/13	\$200.00	3469	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	06/03/13	\$25.00	3470	BOAT TRAILER PARKING PERMIT SIEGFRI	R 101-43200-34780 PARK FEE
101	06/03/13	\$75.00	3471	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/03/13	\$150.00	3472	PICNIC SHELTER - RESIDENT (101-250) K	R 101-43200-34780 PARK FEE
101	06/03/13	\$75.00	3473	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/03/13	\$200.00	3474	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	06/04/13	\$25.00	3477	TRASH RECEPTACLE/BARRICADE Lamkin	R 101-43200-34780 PARK FEE
101	06/05/13	\$23.34	3478	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	06/05/13	\$75.00	3480	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/05/13	\$75.00	3481	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/05/13	\$10.00	3481	PARK FIELD-COURT RENTAL FEE Ambass	R 101-43200-34780 PARK FEE
101	06/06/13	\$112.02	3487	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	06/10/13	\$23.34	3494	BOAT TRAILER PARKING PERMIT Sachs #	R 101-43200-34780 PARK FEE
101	06/13/13	\$65.34	3498	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	06/13/13	\$9.34	3498	BOAT TRAILER PARKING PERMIT CK # 14	R 101-43200-34780 PARK FEE
101	06/11/13	\$75.00	3499	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/19/13	\$65.34	3501	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	06/14/13	\$75.00	3502	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/17/13	\$23.34	3505	BOAT TRAILER PARKING PERMIT Okerstr	R 101-43200-34780 PARK FEE
101	06/17/13	\$75.00	3506	BEACHHOUSE - RESIDENT(FRI-SUN) Cathl	R 101-43200-34780 PARK FEE
101	06/17/13	\$75.00	3507	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/17/13	\$23.34	3508	BOAT TRAILER PARKING PERMIT MICHAE	R 101-43200-34780 PARK FEE
101	06/18/13	\$75.00	3511	BEACHHOUSE - RESIDENT(FRI-SUN) Ashl	R 101-43200-34780 PARK FEE
101	06/19/13	\$75.00	3520	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/20/13	\$75.00	3522	BEACHHOUSE - RESIDENT(FRI-SUN) Zeuli	R 101-43200-34780 PARK FEE
101	06/21/13	\$25.00	3524	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	06/21/13	\$23.34	3527	BOAT TRAILER PARKING PERMIT John Klo	R 101-43200-34780 PARK FEE
101	06/24/13	\$150.00	3529	PICNIC SHELTER - RESIDENT (101-250) S	R 101-43200-34780 PARK FEE
101	06/24/13	\$75.00	3532	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	06/05/13	\$250.00	3483	PARK DONATIONS Stephanie Clifton #569	R 101-43200-36230 DONATIO
101	06/06/13	\$16.03	3490	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	06/06/13	\$90.32	3491	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	05/30/13	\$800.00	3465	CEMETERY - GRAVE McCloud #16641	R 101-43300-34940 CEMETER
101	05/30/13	\$800.00	3465	CEMETERY - GRAVE McCloud #16641	R 101-43300-34940 CEMETER
101	06/05/13	\$300.00	3482	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	06/19/13	\$700.00	3519	CEMETERY - OPEN/CLOSE GRAVE- CASKE	R 101-43300-34940 CEMETER
101	06/24/13	\$800.00	3533	CEMETERY - GRAVE Peterka #12430	R 101-43300-34940 CEMETER
101	06/24/13	\$800.00	3533	CEMETERY - GRAVE Peterka #12430	R 101-43300-34940 CEMETER

**FUND 101 GENER**                      **\$36,818.76**

**FUND 206 WATER/SEWER IMPROVEMENT FUND**

206	06/13/13	\$9.68	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	06/05/13	\$35.39	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
206	06/05/13	\$37.85	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	06/25/13	\$36.53	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	06/25/13	\$40.26	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	06/13/13	\$39.68	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	06/13/13	\$10.22	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	06/13/13	\$7.12	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	06/13/13	\$6.58	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
<b>FUND 206 WATER</b>		<b>\$223.31</b>			
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
207	06/05/13	\$1,000.00	3479	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	06/17/13	\$1,000.00	3503	PARK DEDICATION	R 207-00000-34780 PARK FEE
<b>FUND 207 PARK I</b>		<b>\$2,000.00</b>			
<b>FUND 211 LIBRARY</b>					
211	06/25/13	\$60.00	3535	LIBRARY SERVICE CHARGE CK # 3987	R 211-45500-34760 LIBRARY
211	06/25/13	\$60.00	3535	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	06/25/13	\$24.00	3535	LIBRARY SERVICE CHARGE CK # 3122	R 211-45500-34760 LIBRARY
211	06/25/13	\$16.00	3535	LIBRARY SERVICE CHARGE CK # 3223	R 211-45500-34760 LIBRARY
211	06/25/13	\$34.95	3535	LIBRARY SERVICE CHARGE CK # 5271614	R 211-45500-34760 LIBRARY
<b>FUND 211 LIBRA</b>		<b>\$194.95</b>			
<b>FUND 601 WATER</b>					
601	06/05/13	\$10.67	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	06/05/13	\$424.59	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	06/25/13	\$12.44	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	06/13/13	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	06/13/13	\$5.44	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	06/25/13	\$478.32	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	06/25/13	\$10.78	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	06/05/13	\$16.83	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	06/13/13	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	06/13/13	\$109.10	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	06/13/13	\$83.21	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	06/05/13	\$1,200.00	3479	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	06/17/13	\$1,200.00	3503	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	06/05/13	\$350.00	3479	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	06/17/13	\$350.00	3503	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	06/10/13	\$27.17	3495	WATER SOLD/HYDRANT USAGE CK # 065	R 601-46120-36240 REFUNDS
601	06/25/13	\$62.21	3530	WATER SOLD/HYDRANT USAGE CK # 065	R 601-46120-36240 REFUNDS
601	06/05/13	\$44.28	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	06/25/13	\$18.44	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	06/13/13	\$20.29	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
<b>FUND 601 WATER</b>		<b>\$4,431.27</b>			
<b>FUND 602 SEWER</b>					
602	06/05/13	\$16.83	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	06/05/13	\$418.62	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	06/13/13	\$82.67	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	06/13/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	06/25/13	\$401.28	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	06/13/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	06/13/13	\$330.66	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	06/13/13	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	06/25/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING

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<b>FUN</b>	<b>Tran Date</b>	<b>Amount</b>	<b>Refer</b>	<b>Comments</b>	<b>Account Descr</b>
602	06/13/13	\$108.56	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	06/25/13	\$12.44	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	06/05/13	\$800.00	3479	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	06/17/13	\$800.00	3503	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
<b>FUND 602 SEWER</b>		\$41,113.62			
		\$84,781.91			

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 06/30/2013**

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5 Month = 50.04

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
<b>FUND 101 GENERAL</b>					
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	\$109,905.22	\$31,545.78	22.30%
41240	RECYCLING	\$7,200.00	\$870.04	\$6,329.96	87.92%
41400	ADMINISTRATION	\$141,412.00	\$61,533.94	\$79,878.06	56.49%
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	\$116,280.97	\$104,222.03	47.27%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$24,933.32	\$14,116.68	36.15%
42100	POLICE	\$719,313.00	\$357,246.00	\$362,067.00	50.34%
42200	FIRE PROTECTION	\$438,919.00	\$330,033.07	\$108,885.93	24.81%
43100	STREET MAINT	\$267,714.00	\$100,413.00	\$167,301.00	62.49%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$15,910.56	\$14,089.44	46.96%
43200	PARKS	\$58,241.00	\$35,507.92	\$22,733.08	39.03%
43300	CEMETERY	\$7,475.00	\$1,080.00	\$6,395.00	85.55%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
<b>FUND 101 GENERAL</b>		<b>\$2,151,348.00</b>	<b>\$1,154,184.04</b>	<b>\$997,163.96</b>	<b>46.35%</b>
<b>FUND 208 PRISON SEWER PROJECT</b>					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 208 PRISON SEWER PROJECT</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
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%
<b>FUND 209 DEVELOPER REIMBURSED PROJ</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 210 K-9 UNIT</b>					
42103	K - 9 UNIT	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 210 K-9 UNIT</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 211 LIBRARY</b>					
45500	LIBRARY	\$287,230.00	\$126,919.20	\$160,310.80	55.81%
<b>FUND 211 LIBRARY</b>		<b>\$287,230.00</b>	<b>\$126,919.20</b>	<b>\$160,310.80</b>	<b>55.81%</b>
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 06/30/2013**

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DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
<b>FUND 413 POLICE EQUIPMENT FUND</b>					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 413 POLICE EQUIPMENT FUND</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 414 OFFICE AUTOMATION</b>					
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%
<b>FUND 414 OFFICE AUTOMATION</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>					
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%
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 416 PERRO CREEK OUTLET</b>					
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%
<b>FUND 416 PERRO CREEK OUTLET</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 601 WATER</b>					
41609	TCE EVAL GRANT	\$0.00	\$878.62	-\$878.62	0.00%
44151	TCE WATER MAIN IMPROVEMEN	\$0.00	\$40,805.48	-\$40,805.48	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$14,755.32	\$32,694.68	68.90%
46120	WATER	\$444,178.76	\$136,588.98	\$307,589.78	69.25%
<b>FUND 601 WATER</b>		<b>\$491,628.76</b>	<b>\$193,028.40</b>	<b>\$298,600.36</b>	<b>60.74%</b>
<b>FUND 602 SEWER</b>					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$82,523.36	\$291,231.40	77.92%
46990	SEWER - NON-OPERATING	\$400,000.00	\$181,595.46	\$218,404.54	54.60%
<b>FUND 602 SEWER</b>		<b>\$773,754.76</b>	<b>\$264,118.82</b>	<b>\$509,635.94</b>	<b>65.87%</b>
<b>FUND 800 INVESTMENTS-POOLED</b>					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 800 INVESTMENTS-POOLED</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 803 P &amp; Z ESCROWS</b>					
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 06/30/2013**

5 Month = 50.04

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	\$290.88	-\$290.88	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%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$1,228.07	-\$1,228.07	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	\$12,034.26	-\$12,034.26	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$344.69	-\$344.69	0.00%
<b>FUND 803 P &amp; Z ESCROWS</b>		<b>\$0.00</b>	<b>\$15,820.66</b>	<b>-\$15,820.66</b>	<b>0.00%</b>
<b>FUND 999 ACCRUED INT PAYABLE</b>					
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%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 06/30/2013**

5 Month = 50.04

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,703,961.52	\$1,754,071.12	\$1,949,890.40	52.64%

CITY OF BAYPORT

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MONTHLY EXPENSES 1135930-1136055

Period Name: JUNE

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>FUND 101 GENERAL</b>									
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>									
U S BANK VISA	101	06/03/13	\$3.47	E	41200	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
FIXMER, DON	101	06/24/13	\$31.55	E	41200	201	REFUND PURCHASE OF H	OFFICE SUPPLIES	1135981
ECKBERG, LAMMERS, BRI	101	06/26/13	\$384.25	E	41200	300	LABOR NEGOTIATIONS 2	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	101	06/26/13	\$609.00	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	101	06/26/13	\$65.25	E	41200	300	DANGEROUS DOG	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	101	06/26/13	\$253.75	E	41200	300	4TH AVENUE DOCK	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	101	06/26/13	\$200.00	E	41200	300	CC MTG	PROF SER-LEGAL	1136015
S E H	101	06/26/13	\$120.70	E	41200	301	4TH AVE N BOAT RAMP	PROF SER-ENGIN	1136039
S E H	101	06/26/13	\$72.80	E	41200	301	CC MTG	PROF SER-ENGIN	1136039
S E H	101	06/26/13	\$378.18	E	41200	301	TCE MTG	PROF SER-ENGIN	1136039
S E H	101	06/26/13	\$538.08	E	41200	301	STAFF MTG	PROF SER-ENGIN	1136039
S E H	101	06/26/13	\$1,765.68	E	41200	301	2ND ST FEASIBILITY REP	PROF SER-ENGIN	1136039
S E H	101	06/26/13	\$434.40	E	41200	301	ST. CROIX RIVER CROSS	PROF SER-ENGIN	1136039
JOHNSON, BOB	101	06/24/13	\$100.00	E	41200	302	TIME OF APPLICANTS TO	CONTRACT SERVI	1135985
PETRACEK, BILL	101	06/25/13	\$553.70	E	41200	302	INTERVIEW MILEAGE @	CONTRACT SERVI	1135992
SCHLENNER WENNER & C	101	06/19/13	\$1,520.00	E	41200	303	ASSIST. WITH ACCTING	PROF SER-AUDIT	1136040
COMPLETE HEALTH ENVIR	101	06/26/13	\$350.00	E	41200	306	MAY 2013 MAINTENANC	PROF SER-OTHER	1136009
TR COMPUTER SALES LLC	101	06/26/13	\$31.25	E	41200	321	COMPUTER CONSULTING	COMMUNICATION	1136050
GREATER STILLWATER C	101	06/05/13	\$1,000.00	E	41200	540	SPONSORSHIP CONTRIB	CONTINGENCY	1135954
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>			\$8,412.06						
<b>DEPT 41240 RECYCLING</b>									
HUHNKE WILLIAM	101	06/19/13	\$30.00	E	41240	370	JUNE 2013 MTHLY RECY	RECYCLING INCE	1136022
<b>DEPT 41240 RECYCLING</b>			\$30.00						
<b>DEPT 41400 ADMINISTRATION</b>									
LEAGUE OF MN CITIES IN	101	06/11/13	\$393.21	E	41400	150	DEDUCTIBLE WORKERS	WORKER S COMP	1135972
U S BANK VISA	101	06/03/13	\$20.82	E	41400	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
TAYLOR, SARA	101	06/25/13	\$176.85	E	41400	400	MILEAGE REIMBURSEME	USE OF PERSONA	1135994
US INTERNET	101	06/26/13	\$15.18	E	41400	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
TR COMPUTER SALES LLC	101	06/26/13	\$30.00	E	41400	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$37.50	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
STILLWATER GAZETTE	101	06/26/13	\$190.20	E	41400	416	CONSUMER WATER REP	REPAIR/MAINT OF	1136044
TR COMPUTER SALES LLC	101	06/26/13	\$30.00	E	41400	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
MCMA	101	06/24/13	\$30.00	E	41400	433	5/1/13-4/30/13 MEMBER	DUES & MEMBERS	1135988
MUNICIPAL CLERKS AND	101	06/24/13	\$35.00	E	41400	433	7/1/2013-6/30/2013 ME	DUES & MEMBERS	1135990
<b>DEPT 41400 ADMINISTRATION</b>			\$958.76						
<b>DEPT 41910 PLANNING &amp; ZONING</b>									
U S BANK VISA	101	06/03/13	\$17.35	E	41910	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
HOLIDAY FLEET	101	06/11/13	\$153.75	E	41910	212	FUEL	MOTOR FUELS & L	1135970
ECKBERG, LAMMERS, BRI	101	06/26/13	\$935.25	E	41910	300	BUILDING OFFICIAL APP	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	101	06/26/13	\$0.50	E	41910	300	BLG OFFICAL TAX (COPI	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	101	06/26/13	\$77.20	E	41910	300	BLG OFFICAL PHOTO & F	PROF SER-LEGAL	1136015
SHILTS, CINDY	101	06/24/13	\$472.50	E	41910	306	INSPECTION SERVICE 6/	PROF SER-OTHER	1135993
U S BANK VISA	101	06/03/13	\$52.44	E	41910	402	MAY 2013 ADMIN CREDI	CONFERENCES &	1135943
TR COMPUTER SALES LLC	101	06/26/13	\$25.00	E	41910	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$25.00	E	41910	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$31.25	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
US INTERNET	101	06/26/13	\$12.65	E	41910	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
<b>DEPT 41910 PLANNING &amp; ZONING</b>			\$1,802.89						
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>									

CITY OF BAYPORT

MONTHLY EXPENSES 1135930-1136055

Period Name: JUNE

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
JOHNSON, CHAD	101	06/26/13	\$325.00	E	41940	302	JUNE 2013 CLEANING SE	CONTRACT SERVI	1136026
OFFICE OF ENT TECHNOL	101	06/20/13	\$439.56	E	41940	321	PHONES - CITY HALL	COMMUNICATION	1136035
COMCAST	101	06/26/13	\$56.65	E	41940	321	JULY CITY HALL HIGH-SP	COMMUNICATION	1136007
XCEL	101	06/04/13	\$633.38	E	41940	380	GAS & ELECTRIC	ELECTRIC SERVIC	1135963
XCEL	101	06/04/13	\$145.26	E	41940	381	GAS & ELECTRIC	FUEL FOR HEAT	1135963
MCDOALL ENTERPRISES, I	101	06/26/13	\$3,500.00	E	41940	415	LANDSCAPING SERVICE	MUNICIPAL BUILD	1136030
MINNESOTA ELEVATOR	101	06/26/13	\$150.04	E	41940	420	JUNE 2013 MTHLY SERVI	R & M BLDGS, ST	1136033
<b>DEPT 41940 MUNICIPAL BUILDING</b>			<b>\$5,249.89</b>						
<b>DEPT 42100 POLICE</b>									
U S BANK VISA	101	06/03/13	\$17.35	E	42100	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
U S BANK VISA	101	06/04/13	\$279.96	E	42100	207	STREICHER'S	UNIFORMS - CHIE	1135940
U S BANK VISA	101	06/04/13	\$103.89	E	42100	208	STREICHER'S	UNIFORMS - JAY	1135940
ASPEN MILLS INC	101	06/04/13	\$93.35	E	42100	211	UNIFORMS- MILLER/POLI	UNIFORMS - MILL	1135945
WASHINGTON COUNTY S	101	06/11/13	\$1,860.32	E	42100	212	MAY 2013 FUEL/POLICE	MOTOR FUELS & L	1135977
HOLIDAY FLEET	101	06/11/13	\$3.20	E	42100	212	FUEL	MOTOR FUELS & L	1135970
ARROWHEAD SCIENTIFIC,	101	06/19/13	\$55.88	E	42100	220	EVIDENCE EQUIP./POLIC	OPERATING SUPP	1135998
DIGITAL ALLY	101	06/19/13	\$75.00	E	42100	220	SQUAD BODY BATTERY P	OPERATING SUPP	1136012
U S BANK VISA	101	06/04/13	\$12.35	E	42100	220	USPS	OPERATING SUPP	1135940
INTOXIMETERS	101	06/19/13	\$96.70	E	42100	220	PBT REPAIR/POLICE DEP	OPERATING SUPP	1136025
ECKBERG, LAMMERS, BRI	101	06/05/13	\$2,365.90	E	42100	300	MAY 2013 PROSECUTION	PROF SER-LEGAL	1135952
THOMAS REUTERS - WES	101	06/19/13	\$130.90	E	42100	306	WEST INFORMATION CH	PROF SER-OTHER	1136048
BUREAU OF CRIMINAL AP	101	06/05/13	\$15.00	E	42100	306	CASE#113501346/BRYA	PROF SER-OTHER	1135949
BAYPORT PRINTING HOU	101	06/25/13	\$138.94	E	42100	306	PROPERTY RECEIPT/POL	PROF SER-OTHER	1136001
BAYPORT PRINTING HOU	101	06/25/13	\$551.30	E	42100	306	CITATION BOOK/POLICE	PROF SER-OTHER	1136001
VERIZON WIRELESS	101	06/11/13	\$210.06	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1135976
VERIZON WIRELESS	101	06/11/13	\$66.12	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1135976
BAYPORT PRINTING HOU	101	06/11/13	\$165.66	E	42100	350	OPERATING SUPPLIES/P	PRINTING & PUBL	1135967
WASHINGTON COUNTY S	101	06/25/13	\$5,882.26	E	42100	391	2ND QTR ALERTS & REC	SHARED AUTOMA	1136055
WASHINGTON COUNTY S	101	06/25/13	\$1,125.00	E	42100	391	2ND QTR - 13 MDC'S/PO	SHARED AUTOMA	1136055
WASHINGTON COUNTY P	101	06/25/13	\$1,200.24	E	42100	391	2ND QTR. 2013 RADIO/P	SHARED AUTOMA	1136054
U S BANK VISA	101	06/04/13	\$650.00	E	42100	403	FBI/LEEDA,INC.	POLICE TRAINING	1135940
BAYPORT TRANSMISSION	101	06/11/13	\$312.38	E	42100	412	2005 DODGE DURAGO/P	REP & MAINT VEH	1135968
BAYPORT TRANSMISSION	101	06/11/13	\$596.50	E	42100	412	DODGE CHARGER/POLIC	REP & MAINT VEH	1135968
CAMERON, RILEY	101	06/25/13	\$7.27	E	42100	412	REIMBURSEMENT/POLIC	REP & MAINT VEH	1136003
BAYPORT TRANSMISSION	101	06/11/13	\$128.56	E	42100	412	BATTERY/POLICE DEPT.	REP & MAINT VEH	1135968
TR COMPUTER SALES LLC	101	06/26/13	\$25.00	E	42100	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$31.25	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$25.00	E	42100	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$156.25	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$93.75	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
US INTERNET	101	06/26/13	\$12.65	E	42100	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
<b>DEPT 42100 POLICE</b>			<b>\$16,487.99</b>						
<b>DEPT 42200 FIRE PROTECTION</b>									
LEAGUE OF MN CITIES IN	101	06/11/13	\$2,082.82	E	42200	150	DEDUCTIBLE WORKERS	WORKER S COMP	1135972
U S BANK VISA	101	06/04/13	\$34.84	E	42200	201	AMAZON.COM	OFFICE SUPPLIES	1135942
MUNICIPAL EMERGENCY	101	06/19/13	\$41.19	E	42200	202	OPERATING SUPPLIES/FI	UNIFORMS - MISC	1136034
HOLIDAY FLEET	101	06/11/13	\$1,431.84	E	42200	212	FUEL	MOTOR FUELS & L	1135970
HOLIDAY FLEET	101	06/11/13	\$8.51	E	42200	212	FUEL	MOTOR FUELS & L	1135970
HOLIDAY FLEET	101	06/11/13	\$17.12	E	42200	212	FUEL	MOTOR FUELS & L	1135970
METRO FIRE	101	06/19/13	\$378.75	E	42200	220	OPERATING MATERIAL/F	OPERATING SUPP	1136031
T. R. F. SUPPLY	101	06/19/13	\$21.37	E	42200	220	BLG. SUPPLIES/FIRE DEP	OPERATING SUPP	1136046
ULINE	101	05/21/13	-\$213.08	E	42200	220	BLDG SUPPLIES/FIRE DE	OPERATING SUPP	1135930
U S BANK VISA	101	06/04/13	\$49.57	E	42200	220	BUFFALO WILD WINGS	OPERATING SUPP	1135942

CITY OF BAYPORT

MONTHLY EXPENSES 1135930-1136055

Period Name: JUNE

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	101	06/04/13	\$117.90	E	42200	240	FACTORY OUTLET STOR	SMALL TOOLS-EQ	1135942
U S BANK VISA	101	06/04/13	\$39.61	E	42200	240	LOWES	SMALL TOOLS-EQ	1135942
STILLWATER MEDICAL GR	101	06/25/13	\$308.00	E	42200	306	MEDICAL/FIRE DEPT.	PROF SER-OTHER	1136045
JOHNSON, CHAD	101	06/25/13	\$175.00	E	42200	306	JUNE 2013 CLEANING SE	PROF SER-OTHER	1136026
U S BANK VISA	101	06/04/13	\$263.99	E	42200	321	DNH-GODADDY.COM	COMMUNICATION	1135942
ANCOM COMMUNICATION	101	06/04/13	\$160.00	E	42200	323	EQUIP REPAIR/FIRE DEP	RADIOS-REPAIR &	1135944
XCEL	101	06/04/13	\$433.34	E	42200	380	GAS & ELECTRIC	ELECTRIC SERVIC	1135963
XCEL	101	06/04/13	\$158.16	E	42200	381	GAS & ELECTRIC	FUEL FOR HEAT	1135963
WASHINGTON COUNTY P	101	06/25/13	\$3,400.68	E	42200	391	2ND QTR. APR-JUN 2013	SHARED AUTOMA	1136054
CENTURY COLLEGE	101	06/19/13	\$480.00	E	42200	402	FIRE APPARATUS OPERA	CONFERENCES &	1136005
CENTURY COLLEGE	101	06/19/13	\$480.00	E	42200	402	FIRE APPARATUS OPERA	CONFERENCES &	1136005
EMERGENCY APPARATUS	101	06/25/13	\$2,949.58	E	42200	412	LADDER 2108/FIRE DEPT	REP & MAINT VEH	1136017
EMERGENCY APPARATUS	101	06/25/13	\$237.00	E	42200	412	ENGINE 2105 VEH INSPE	REP & MAINT VEH	1136017
BAYPORT TRANSMISSION	101	06/25/13	\$279.98	E	42200	412	2004 CHEV TAHOE/FIRE	REP & MAINT VEH	1136002
BAYPORT TRANSMISSION	101	06/25/13	\$396.32	E	42200	412	2004 CHEV TAHOE/FIRE	REP & MAINT VEH	1136002
EMERGENCY APPARATUS	101	06/25/13	\$937.72	E	42200	412	TANKER/PUMPER 2110/F	REP & MAINT VEH	1136017
BAYPORT TRANSMISSION	101	06/04/13	\$50.00	E	42200	412	2009 CHEV/FIRE DEPT.	REP & MAINT VEH	1135948
EMERGENCY APPARATUS	101	06/25/13	\$917.13	E	42200	412	TANKER/PUMPER ENG 21	REP & MAINT VEH	1136017
EMERGENCY APPARATUS	101	06/25/13	\$556.32	E	42200	412	RESCUE 2107 SAFETY IN	REP & MAINT VEH	1136017
DISCOUNT TIRE CO	101	06/19/13	\$94.00	E	42200	412	DISCOUNT TIRE/FIRE DE	REP & MAINT VEH	1136013
BAUER BUILT	101	06/19/13	\$839.80	E	42200	419	VEH. MAINT./FIRE DEPT.	REPAIR & MAINT	1136000
CARQUEST OF STILLWATE	101	06/25/13	\$16.05	E	42200	419	VEH MAINT./FIRE DEPT.	REPAIR & MAINT	1136004
MUNICIPAL EMERGENCY	101	06/25/13	\$829.20	E	42200	419	OPERATING REPAIR & M	REPAIR & MAINT	1136034
PINKY S SEWER SERVICE,	101	06/25/13	\$175.00	E	42200	420	CLEAN SAND TRAP/FIRE	R & M BLDGS, ST	1136036
PROVANTAGE	101	06/11/13	\$3,092.06	E	42200	530	SYSTEM 4 COMPUTER/FI	CAPITAL ASSETS	1135975
<b>DEPT 42200 FIRE PROTECTION</b>			<b>\$21,239.77</b>						
<b>DEPT 43100 STREET MAINT</b>									
U S BANK VISA	101	06/03/13	\$3.47	E	43100	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
HOLIDAY FLEET	101	06/11/13	\$438.27	E	43100	212	FUEL	MOTOR FUELS & L	1135970
CENTURY POWER EQUIP	101	06/25/13	\$53.74	E	43100	212	MIX OIL/STREET DEPT.	MOTOR FUELS & L	1136006
EARL F ANDERSEN, INC	101	06/05/13	\$310.85	E	43100	220	STREET I.D. PLATES/STR	OPERATING SUPP	1135951
S E H	101	06/26/13	\$3,744.76	E	43100	301	2012/2013 II IMPROVEM	PROF SER-ENGIN	1136039
S E H	101	06/26/13	\$1,717.12	E	43100	301	2013 SEAL COAT IMP	PROF SER-ENGIN	1136039
SCHMOTTER, JOE	101	06/19/13	\$412.43	E	43100	412	TOOLCAT WATERING AT	REP & MAINT VEH	1136041
AREAWIDE TRUCK & TRAI	101	06/11/13	\$1,227.38	E	43100	412	93 FORD DUMP TRK/STR	REP & MAINT VEH	1135966
ROETTGER WELDING	101	06/05/13	\$55.00	E	43100	412	CHAIN REPAIR/STREET	REP & MAINT VEH	1135959
U S BANK VISA	101	06/04/13	\$120.00	E	43100	412	APR/MAY2013 PW CREDI	REP & MAINT VEH	1135941
FREDS TIRE	101	06/25/13	\$11.99	E	43100	412	TIRE REPAIR/STREET DE	REP & MAINT VEH	1136020
FREDS TIRE	101	06/11/13	\$50.70	E	43100	412	TIRE REPAIR/STREETS D	REP & MAINT VEH	1135969
FREDS TIRE	101	06/05/13	\$66.42	E	43100	412	TIRE REPAIR/STREET DE	REP & MAINT VEH	1135953
JUNKER TREE SERVICE	101	06/19/13	\$506.94	E	43100	413	HAZARDOUS TREE REMO	TREES	1136027
ST CROIX TREE SERVICE	101	06/05/13	\$300.00	E	43100	413	HAULED ONE LOAD TREE	TREES	1135960
TR COMPUTER SALES LLC	101	06/26/13	\$6.25	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$5.00	E	43100	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
US INTERNET	101	06/26/13	\$2.53	E	43100	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
TR COMPUTER SALES LLC	101	06/26/13	\$5.00	E	43100	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
ASPHALT CONTRACTORS,	101	06/05/13	\$1,123.92	E	43100	421	STREET PATCHING/STRE	REPAIR & MAINT	1135946
ECONO SIGNS	101	06/19/13	\$1,037.84	E	43100	421	TRAFFIC SIGNS/STREET	REPAIR & MAINT	1136016
ASPHALT CONTRACTORS,	101	06/05/13	-\$1,123.92	E	43100	421	STREET PATCHING/STRE	REPAIR & MAINT	1135946
EARL F ANDERSEN, INC	101	06/19/13	\$2,896.32	E	43100	421	STREET NAME PLATES/S	REPAIR & MAINT	1136014
ZIEGLER INC.	101	06/11/13	\$1,378.69	E	43100	421	MANLIFT RENTAL/STREE	REPAIR & MAINT	1135978
STILLWATER GAZETTE	101	06/26/13	\$118.88	E	43100	422	AD FOR BIDS SEAL COAT	SEALCOATING	1136044
FINANCE AND COMMERCE	101	06/26/13	\$207.93	E	43100	422	BIDS 2013 SEAL COAT I	SEALCOATING	1136019

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<b>DEPT 43100 STREET MAINT</b>			\$14,677.51						
<b>DEPT 43160 STREET LIGHTING</b>									
XCEL	101	06/04/13	\$2,433.36	E	43160	380	GAS & ELECTRIC	ELECTRIC SERVIC	1135963
<b>DEPT 43160 STREET LIGHTING</b>			\$2,433.36						
<b>DEPT 43200 PARKS</b>									
HOLIDAY FLEET	101	06/11/13	\$274.24	E	43200	212	FUEL	MOTOR FUELS & L	1135970
T. R. F. SUPPLY	101	06/20/13	\$688.97	E	43200	220	CAN LINERS/PARK DEPT.	OPERATING SUPP	1136046
TRU GREEN CHEMLAWN	101	06/25/13	\$406.20	E	43200	302	WEED & SEED/5TH AVE	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$32.14	E	43200	302	WEED & SEED/PUMP HO	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$46.23	E	43200	302	WEED & SEED/N SIDE O	CONTRACT SERVI	1136051
U S BANK VISA	101	06/04/13	\$23.51	E	43200	302	VALLEY TROPHY	CONTRACT SERVI	1135941
TRU GREEN CHEMLAWN	101	06/25/13	\$1,478.54	E	43200	302	WEED & SEED/ 5TH AVE.	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$73.93	E	43200	302	WEED & FEED/4TH AVE	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$32.14	E	43200	302	WEED & SEED/HWY 95	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$147.85	E	43200	302	WEED & SEED/HWY 95 &	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$41.93	E	43200	302	WEED & SEED/LAKESIDE	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$30.82	E	43200	302	WEED & FEED/294 3RD	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$34.21	E	43200	302	WEED & SEED/2ND ST S	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$24.27	E	43200	302	WEED & SEED/HWY 95 &	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$147.85	E	43200	302	WEED & SEED/LAKESIDE	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$1,064.62	E	43200	302	WEED & SEED/LAKESIDE	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$15.45	E	43200	302	WEED & SEED/N SIDE H	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$59.58	E	43200	302	WEED & SEED/LIFT STAT	CONTRACT SERVI	1136051
TRU GREEN CHEMLAWN	101	06/25/13	\$38.62	E	43200	302	WEED & SEED/END OF C	CONTRACT SERVI	1136051
ROCKHARD SERVICES	101	06/19/13	\$674.89	E	43200	410	45 YDS BLACK DIRT/PAR	REPAIR & MAINT	1136037
HARMON, RYAN	101	06/24/13	\$120.00	E	43200	412	WATER TANK FOR TOOL	REP & MAINT VEH	1135982
CENTURY POWER EQUIP	101	06/25/13	\$37.35	E	43200	412	WEED WHIP HEAD/PARK	REP & MAINT VEH	1136006
CENTURY POWER EQUIP	101	06/05/13	\$259.80	E	43200	412	MOWER PARTS/PAR DEP	REP & MAINT VEH	1135950
CARQUEST OF STILLWATE	101	06/19/13	\$23.33	E	43200	412	OIL FILTERS/PARKS DEP	REP & MAINT VEH	1136004
WILLMARTH, QUINN	101	06/25/13	\$153.00	E	43200	413	6.14.13 TREE CUTTING	TREES	1135995
ST CROIX TREE SERVICE	101	06/19/13	\$82.50	E	43200	413	SALES TAX	TREES	1136043
CROSS NURSERIES	101	06/20/13	\$1,591.72	E	43200	413	TREES FOR LAKESIDE PA	TREES	1136010
ACTION RENTAL	101	06/11/13	\$314.33	E	43200	413	EXCAVATOR-TREE PLANT	TREES	1135964
ST CROIX TREE SERVICE	101	06/19/13	\$1,200.00	E	43200	413	GRIND STUMPS AT LAKE	TREES	1136043
TR COMPUTER SALES LLC	101	06/26/13	\$6.25	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$5.00	E	43200	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	101	06/26/13	\$5.00	E	43200	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
US INTERNET	101	06/26/13	\$2.53	E	43200	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
PETERSON COMPANIES, I	101	06/05/13	\$115.00	E	43200	420	IRRIGATION START-UP/P	R & M BLDGS, ST	1135958
AIR FRESH PORTABLE TOI	101	06/19/13	\$78.75	E	43200	425	RIVERSIDE MTHLY RENT	SATILLITIES	1135997
AIR FRESH PORTABLE TOI	101	06/19/13	\$35.00	E	43200	425	6/7/13	SATILLITIES	1135997
AIR FRESH PORTABLE TOI	101	06/19/13	\$35.00	E	43200	425	6/21/13	SATILLITIES	1135997
AIR FRESH PORTABLE TOI	101	06/19/13	\$78.75	E	43200	425	TENNIS CT MTHLY RENT	SATILLITIES	1135997
AIR FRESH PORTABLE TOI	101	06/19/13	\$157.50	E	43200	425	BARKERS ALPS	SATILLITIES	1135997
AIR FRESH PORTABLE TOI	101	06/19/13	\$22.44	E	43200	425	SALES TAX	SATILLITIES	1135997
AIR FRESH PORTABLE TOI	101	06/19/13	\$4.99	E	43200	425	SALES TAX	SATILLITIES	1135997
<b>DEPT 43200 PARKS</b>			\$9,664.23						
<b>DEPT 43300 CEMETERY</b>									
LANDSCAPES BY MARK	101	06/25/13	\$350.00	E	43300	310	GRAVE OPENING-CARLS	GRAVE OPENINGS	1136028
LANDSCAPES BY MARK	101	06/05/13	\$405.00	E	43300	310	GRAVE OPENING/CEMET	GRAVE OPENINGS	1135956
<b>DEPT 43300 CEMETERY</b>			\$755.00						
<b>FUND 101 GENERAL</b>			\$81,711.46						

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<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>									
<b>DEPT 41608 2012 I &amp; I PROJECT</b>									
INFRASTRUCTURES TECH	206	06/25/13	\$67,572.65	E	41608	305	2012/2013 I/I IMPROVE	PROF SER-CONTR	1136023
			<u>\$67,572.65</u>						
<b>DEPT 41608 2012 I &amp; I PROJECT</b>									
			<u>\$67,572.65</u>						
<b>FUND 206 WATER/SEWER IMPROVEM</b>									
			\$67,572.65						
<b>FUND 211 LIBRARY</b>									
<b>DEPT 45500 LIBRARY</b>									
BAKER & TAYLOR	211	06/25/13	\$44.31	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$83.87	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$116.84	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$423.54	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$596.37	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$118.86	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$86.89	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$42.60	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$18.25	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$73.32	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$72.25	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
BAKER & TAYLOR	211	06/25/13	\$280.22	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135999
DEMCO	211	06/25/13	\$145.98	E	45500	220	OPERATING MATERIAL/L	OPERATING SUPP	1136011
INNOVATIVE OFFICE SOL	211	06/25/13	\$58.27	E	45500	220	OFFICE SUPPLIES/LIBRA	OPERATING SUPP	1136024
SHARON SIPPEL	211	06/25/13	\$1,800.00	E	45500	302	JUNE CLEANING SERVIC	CONTRACT SERVI	1136042
OFFICE OF ENT TECHNOL	211	06/25/13	\$72.44	E	45500	321	PHONES/LIBRARY	COMMUNICATION	1136035
XCEL	211	06/04/13	\$903.91	E	45500	380	GAS & ELECTRIC	ELECTRIC SERVIC	1135963
XCEL	211	06/04/13	\$131.94	E	45500	381	GAS & ELECTRIC	FUEL FOR HEAT	1135963
WASHINGTON COUNTY LI	211	06/25/13	\$121.53	E	45500	391	REFERENCE DATABASE 6	SHARED AUTOMA	1136053
WASHINGTON COUNTY LI	211	06/25/13	\$185.50	E	45500	391	3 YR DEEP FREEZE MAIN	SHARED AUTOMA	1136053
TOSHIBA BUSINESS SOLU	211	06/25/13	\$47.11	E	45500	416	PARTS, LABOR, TONER/L	REPAIR/MAINT OF	1136049
COMMERCIAL STEAM TEA	211	06/25/13	\$982.44	E	45500	420	CARPET CLEANING/LIBR	R & M BLDGS, ST	1136008
MINNESOTA ELEVATOR	211	06/25/13	\$157.23	E	45500	420	MTHLY SERVICE/LIBRAR	R & M BLDGS, ST	1136033
RONALD JACOB	211	06/25/13	\$317.50	E	45500	420	SERVICE AND REPAIR/LI	R & M BLDGS, ST	1136038
			<u>\$6,881.17</u>						
<b>DEPT 45500 LIBRARY</b>									
			\$6,881.17						
<b>FUND 211 LIBRARY</b>									
			\$6,881.17						
<b>FUND 601 WATER</b>									
<b>DEPT 44151 TCE WATER MAIN IMPROVEMENTS</b>									
S E H	601	06/26/13	\$1,603.50	E	44151	301	TCE EVAL GRANT	PROF SER-ENGIN	1136039
S E H	601	06/26/13	\$9,296.11	E	44151	301	TCE WATER MAIN IMPRO	PROF SER-ENGIN	1136039
			<u>\$10,899.61</u>						
<b>DEPT 44151 TCE WATER MAIN IMP</b>									
			\$10,899.61						
<b>DEPT 46110 WATER-PUMPHOUSE</b>									
XCEL	601	06/04/13	\$1,919.20	E	46110	380	GAS & ELECTRIC	ELECTRIC SERVIC	1135963
XCEL	601	06/04/13	\$97.92	E	46110	381	GAS & ELECTRIC	FUEL FOR HEAT	1135963
MCCARTHY WELL COMPA	601	06/19/13	\$740.00	E	46110	419	WELL PERFORMANCE IN	REPAIR & MAINT	1136029
			<u>\$2,757.12</u>						
<b>DEPT 46110 WATER-PUMPHOUSE</b>									
			\$2,757.12						
<b>DEPT 46120 WATER</b>									
U S BANK VISA	601	06/03/13	\$3.47	E	46120	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
HOLIDAY FLEET	601	06/11/13	\$698.17	E	46120	212	FUEL	MOTOR FUELS & L	1135970
U S BANK VISA	601	06/04/13	\$13.69	E	46120	216	THE UPS STORE	CHEMICALS AND	1135941
HAWKINS WATER	601	06/05/13	\$15.00	E	46120	216	WATER TREATMENT/WA	CHEMICALS AND	1135955
HAWKINS WATER	601	06/25/13	\$78.86	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	1136021

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U S BANK VISA	601	06/04/13	\$2.92	E	46120	216	APR/MAY2013 PW CREDI	CHEMICALS AND	1135941
ONE CALL CONCEPTS	601	06/05/13	\$192.65	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	1135957
COMCAST	601	06/25/13	\$95.46	E	46120	321	PUBLIC WORKS HIGH-SP	COMMUNICATION	1136007
XCEL	601	06/04/13	\$1,590.30	E	46120	380	GAS & ELECTRIC	ELECTRIC SERVIC	1135963
XCEL	601	06/04/13	\$304.37	E	46120	381	GAS & ELECTRIC	FUEL FOR HEAT	1135963
AREAWIDE TRUCK & TRAI	601	06/11/13	\$1,227.39	E	46120	412	93 FORD DUMP TRK/STR	REP & MAINT VEH	1135966
U S BANK VISA	601	06/04/13	\$3.52	E	46120	412	AUTOZONE	REP & MAINT VEH	1135941
TR COMPUTER SALES LLC	601	06/26/13	\$5.00	E	46120	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
US INTERNET	601	06/26/13	\$2.53	E	46120	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
TR COMPUTER SALES LLC	601	06/26/13	\$5.00	E	46120	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	601	06/26/13	\$6.25	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
MID AMERICA METER,INC	601	06/11/13	\$354.28	E	46120	419	RECONDITION WATER M	REPAIR & MAINT	1135974
U S BANK VISA	601	06/04/13	\$18.14	E	46120	419	APR/MAY2013 PW CREDI	REPAIR & MAINT	1135941
U S BANK VISA	601	06/04/13	\$9.78	E	46120	419	7 CORNERS ACE HARDW	REPAIR & MAINT	1135941
ROETTGER WELDING	601	06/05/13	\$129.11	E	46120	419	SAFETY MESH/WATER D	REPAIR & MAINT	1135959
ACTION RENTAL	601	06/25/13	\$232.99	E	46120	431	EXCAVATOR RENTAL/WA	RENTAL OF EQUIP	1135996
<b>DEPT 46120 WATER</b>			<b>\$4,988.88</b>						
<b>FUND 601 WATER</b>			<b>\$18,645.61</b>						
<b>FUND 602 SEWER</b>									
<b>DEPT 46200 SEWER - OPERATING</b>									
U S BANK VISA	602	06/03/13	\$3.50	E	46200	201	MAY 2013 ADMIN CREDI	OFFICE SUPPLIES	1135943
U S BANK VISA	602	06/04/13	\$246.05	E	46200	240	NOR*NORTHERN TOOL	SMALL TOOLS-EQ	1135941
U S BANK VISA	602	06/04/13	\$32.07	E	46200	240	ACE HARDWARE	SMALL TOOLS-EQ	1135941
PINKY S SEWER SERVICE,	602	06/25/13	\$175.00	E	46200	302	PUMPED & CLEAN SAND	CONTRACT SERVI	1136036
TR COMPUTER SALES LLC	602	06/26/13	\$5.00	E	46200	416	JULY 2013 LOOK @ SERV	REPAIR/MAINT OF	1136050
TR COMPUTER SALES LLC	602	06/26/13	\$6.25	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136050
US INTERNET	602	06/26/13	\$2.53	E	46200	416	ANTI-SPAM SERVICE	REPAIR/MAINT OF	1136052
TR COMPUTER SALES LLC	602	06/26/13	\$5.00	E	46200	416	JUNE 2013 LOOK @ SER	REPAIR/MAINT OF	1136050
ENGINEERED PRESSURE	602	06/19/13	\$330.91	E	46200	419	PRESSURE WASHER PAR	REPAIR & MAINT	1136018
U S BANK VISA	602	06/04/13	\$211.50	E	46200	419	ROTO ROOTER SVRCS	REPAIR & MAINT	1135941
<b>DEPT 46200 SEWER - OPERATING</b>			<b>\$1,017.81</b>						
<b>DEPT 46990 SEWER - NON-OPERATING</b>									
METROPOLITAN COUNCIL	602	06/26/13	\$30,265.91	E	46990	434	JULY 2013 MTHLY ANNU	STATE FEES FOR	1136032
<b>DEPT 46990 SEWER - NON-OPERAT</b>			<b>\$30,265.91</b>						
<b>FUND 602 SEWER</b>			<b>\$31,283.72</b>						
<b>FUND 803 P &amp; Z ESCROWS</b>									
<b>DEPT 80014 GROUP 41 (MIKE SCHALON</b>									
ECKBERG, LAMMERS, BRI	803	06/26/13	\$116.00	E	80014	300	GROUP 41 LITIGATION	PROF SER-LEGAL	1136015
<b>DEPT 80014 GROUP 41 (MIKE SCHA</b>			<b>\$116.00</b>						
<b>DEPT 80030 LARKIN HOFFMAN &amp; LUNDGREN</b>									
ECKBERG, LAMMERS, BRI	803	06/26/13	\$891.75	E	80030	300	5TH AVE ST VACATION/L	PROF SER-LEGAL	1136015
S E H	803	06/26/13	\$336.32	E	80030	301	LARKIN/HOFFMAN VACA	PROF SER-ENGIN	1136039
<b>DEPT 80030 LARKIN HOFFMAN &amp; L</b>			<b>\$1,228.07</b>						
<b>DEPT 80045 DRH-INSPIRATION PHASE II PLAT</b>									
ECKBERG, LAMMERS, BRI	803	06/26/13	\$200.00	E	80045	300	INSPIRATION PC MTG	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	803	06/26/13	\$1,689.25	E	80045	300	INSPIRATION DEV 3A	PROF SER-LEGAL	1136015
ECKBERG, LAMMERS, BRI	803	06/26/13	\$340.75	E	80045	300	INSPIRATION DEV 3A PH	PROF SER-LEGAL	1136015
S E H	803	06/26/13	\$3,502.43	E	80045	301	IMSPIRATION PHASE 3B	PROF SER-ENGIN	1136039
S E H	803	06/26/13	\$2,392.84	E	80045	301	IMSPIRATION PHASE 3A	PROF SER-ENGIN	1136039
S E H	803	06/26/13	\$100.88	E	80045	301	MTG INSPIRATION PHAS	PROF SER-ENGIN	1136039

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THE PLANNING COMPANY	803	06/26/13	\$1,620.00	E	80045	302	INSPIRATION MTG, CC M	CONTRACT SERVI	1136047
<b>DEPT 80045 DRH-INSPIRATION PH</b>			\$9,846.15						
<b>DEPT 80046 JOE BUSH/DAVID KLINGER</b>									
S E H	803	06/26/13	\$84.08	E	80046	301	VARIANCE REVIEW 424	PROF SER-ENGIN	1136039
THE PLANNING COMPANY	803	06/26/13	\$240.00	E	80046	302	KLINGER/BUSH APPLICA	CONTRACT SERVI	1136047
<b>DEPT 80046 JOE BUSH/DAVID KLIN</b>			\$324.08						
<b>FUND 803 P &amp; Z ESCROWS</b>			\$11,514.30						
			\$217,608.91						

# City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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## Building Permit Log

For: June, 2013

Printed:6/26/2013

Page1 of 2

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<b>Permit Number:</b> BP2013-33	<b>Filing Date:</b> 6/3/2013
<b>Parcel Address:</b> 231 PRAIRIE WAY N.	BAYPORT, MN 55003
<b>Applicant:</b> DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	<b>Applicant Phone:</b> 952-985-7806
<b>Construction Value:</b> \$410,000.00	<b>Total Fees:</b> \$10,802.64

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<b>Permit Number:</b> BP2013-34	<b>Filing Date:</b> 6/5/2013
<b>Parcel Address:</b> 945 INSPIRATION PARKWAY S.	BAYPORT, MN 55003
<b>Applicant:</b> Jamie Persico OWNER OWNER	<b>Applicant Phone:</b> 651-206-2186
<b>Construction Value:</b> \$3,500.00	<b>Total Fees:</b> \$172.11

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<b>Permit Number:</b> BP2013-35	<b>Filing Date:</b> 6/5/2013
<b>Parcel Address:</b> 790 2nd Avenue N.	Bayport, MN 55003
<b>Applicant:</b> LYNN BUILDING/REMODELING LYNN BUILDING/REMODELING INC. RESIDENTIAL	<b>Applicant Phone:</b> 651-271-4588
<b>Construction Value:</b> \$8,500.00	<b>Total Fees:</b> \$223.75

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<b>Permit Number:</b> BP2013-36	<b>Filing Date:</b> 6/10/2013
<b>Parcel Address:</b> 361 3rd Street S.	Bayport, MN 55003
<b>Applicant:</b> J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	<b>Applicant Phone:</b> 651-439-0189
<b>Construction Value:</b> \$21,000.00	<b>Total Fees:</b> \$364.50

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<b>Permit Number:</b> BP2013-37	<b>Filing Date:</b> 6/17/2013
<b>Parcel Address:</b> 332 4TH St. S.	BAYPORT, MN 55003
<b>Applicant:</b> JTR ROOFING, INC. JTR ROOFING, INC. RESIDENTIAL BUILDER	<b>Applicant Phone:</b> 651-777-7394
<b>Construction Value:</b> \$5,700.00	<b>Total Fees:</b> \$140.60

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**Building Permit Log**

For: June, 2013

Printed:6/26/2013

Page2 of 2

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**Permit Number:** BP2013-38  
**Parcel Address:** 361 3rd Street S.  
**Applicant:**J. G. HAUSE CONSTRUCTION  
J. G. HAUSE CONSTRUCTION RESIDENTIAL  
**Construction Value:**\$2,500.00

**Filing Date:** 6/19/2013  
Bayport, MN 55003  
**Applicant Phone:** 651-439-0189

**Total Fees:** \$147.27

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**Permit Number:** MC2013-47  
**Parcel Address:** 231 PRAIRIE WAY N.  
**Applicant:**SABRE PLUMBING HEATING & AC  
SABRE PLUMBING HEATING & AC  
**Construction Value:**\$9,168.00

**Filing Date:** 6/18/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 763-473-2267

**Total Fees:** \$80.00

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**Permit Number:** PL2013-37  
**Parcel Address:** 340 3RD Ave. S.  
**Applicant:**CHAMPION PLUMBING LLC  
CHAMPION PLUMBING LLC Plumber  
**Construction Value:**\$849.00

**Filing Date:** 6/19/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-365-1340

**Total Fees:** \$80.00

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**Permit Number:** PL2013-38  
**Parcel Address:** 231 PRAIRIE WAY N.  
**Applicant:**SILVER TREE PLUMBING &  
SILVER TREE PLUMBING & HEATING, LLC  
**Construction Value:**\$12,400.00

**Filing Date:** 6/19/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-319-4103

**Total Fees:** \$80.00

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**Permit Number:** SG2013-4  
**Parcel Address:** 101 5th Avenue So.  
**Applicant:**MALLARD'S RESTAURANT  
MINUTEMAN PRESS/RED DOG PRINTING Sign  
**Construction Value:**

**Filing Date:** 6/18/2013  
Bayport, MN 55003  
**Applicant Phone:** 651-353-0251

**Total Fees:** \$62.00

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**Permit Number:** TS2013-4/5/6  
**Parcel Address:** 309 3rd Street N.  
**Applicant:**PEOPLE'S CONGREGATIONAL

**Filing Date:** 6/18/2013  
Bayport, MN 55003  
**Applicant Phone:** 651-439-5667

**Construction Value:** **Total Fees:** \$75.00

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**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**  
**DONATION INFORMATION FORM**

<b>Donor Information</b>	<input type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input checked="" type="checkbox"/> Other
Name: <u>Stephanie Clifton</u>			
Main Phone Number: <u>651-528-7366</u>		Alternate Phone Number:	
Address: <u>7824 Demontreville Trl. N.</u>			
City/State/Zip: <u>Lake Elmo, MN 55042</u>			
Email Address: <u>smaxclifton@yahoo.com</u>			
Organization Name (if applicable): <u>In honor of my mom Marilyn Maxwell</u>			

<b>Donation Information</b>
<input type="checkbox"/> Bench with dedication plaque - \$1,000.00 <input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00 <input type="checkbox"/> Picnic table - \$1,500.00 <input checked="" type="checkbox"/> Tree - \$250.00 <input type="checkbox"/> Bike rack - \$500.00 <input type="checkbox"/> Flag - \$100.00 <input type="checkbox"/> Flower planter - \$500.00 <input type="checkbox"/> Waste receptacle - \$500.00
<input type="checkbox"/> Monetary donation of \$_____ for <input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input type="checkbox"/> Parks <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i>

<b>Donor Acknowledgement and Signature</b>
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: <u>S. Clifton</u> Date: <u>5-31-13</u>

<b>Office Use</b>
Staff notes: <i>(Include requested placement location)</i> <u>Lakeside Park, near Marilyn's memorial tree for her son</u>
Donation amount received: <u>\$250.00</u> Date received: <u>6-5-13</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>5695</u> Received by: <u>Karen Huftel</u>



**Application for Payment**  
 (Unit Price Contract)  
 No. 3

Eng. Project No.: BAYPO 121883

Location: City of Bayport

Contractor Infratech Infrastructure Technologies, Inc.

Contract Date \_\_\_\_\_

21040 Commerce Boulevard

Rogers, MN 55374

Contract Amount \$ 190,725.00

Contract for 2012/2013 I/I Improvements - Manhole Rehabilitation

Application Date 5/27/13

For Period Ending 5/20/13

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	MOBILIZATION	LS	1	0.75	\$5,000.00	\$3,750.00
2	TRAFFIC CONTROL	LS	1	0.75	4,000.00	\$3,000.00
3	SALVAGE MH CASTING	EACH	59	49	450.00	\$22,050.00
4	INSTALL MH CASTING	EACH	10	1	400.00	\$400.00
5	F&I MH CASTING	EACH	49	50	700.00	\$35,000.00
6	FULL DEPTH MANHOLE LINING	LF	330	265.28	245.00	\$64,993.60
7	WEARING COURSE MIXTURE	TON	44	26.3	625.00	\$16,437.50
8	NON-WEARING COURSE MIXTURE	TON	5	5.1	625.00	\$3,187.50
9	AGGREGATE BASE	TON	90	18	60.00	\$1,080.00
<b>Total Contract Amount</b>						<b>\$149,898.60</b>

**Application for Payment (continued)**

Total Contract Amount	\$ <u>190,725.00</u>	Total Amount Earned	\$ <u>149,898.60</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>149,898.60</u>
AFP No. 1: <u>71,981.03</u>	AFP No. 6: _____	LESS 5 % RETAINAGE	\$ <u>7,494.93</u>
AFP No. 2: <u>2,850.00</u>	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>142,403.67</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>74,831.03</u>
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>67,572.65</u>
AFP No. 5: _____			

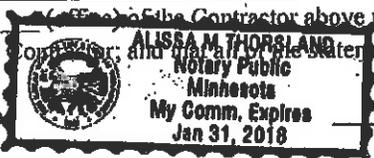
**CONTRACTOR'S AFFIDAVIT**

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2012/2013 I/I Improvements - Manhole Rehabilitation, City of Bayport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date June 18<sup>th</sup>, 2013 Infratech Infrastructure Technologies, Inc.  
 \_\_\_\_\_  
 (Contractor)

COUNTY OF Hennepin )  
 STATE OF Minnesota ) SS By [Signature]  
 \_\_\_\_\_  
 (Name and Title)

Before me on this 18<sup>th</sup> day of June, 2013, personally appeared \_\_\_\_\_  
Richard Quast known to be, who being duly sworn did depose and say that he is the President  
 Payment and Affidavit on behalf of said Contractor; and that all the statements contained therein are true, correct and complete.

My Commission expires 01/31/18  [Signature]  
 \_\_\_\_\_  
 (Notary Public)

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

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

[Signature] Short Elliott Hendrickson Inc.  
 By Barry Peters  
 Date 6/20/13

\_\_\_\_\_  
 City of Bayport  
 By \_\_\_\_\_  
 Date \_\_\_\_\_



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
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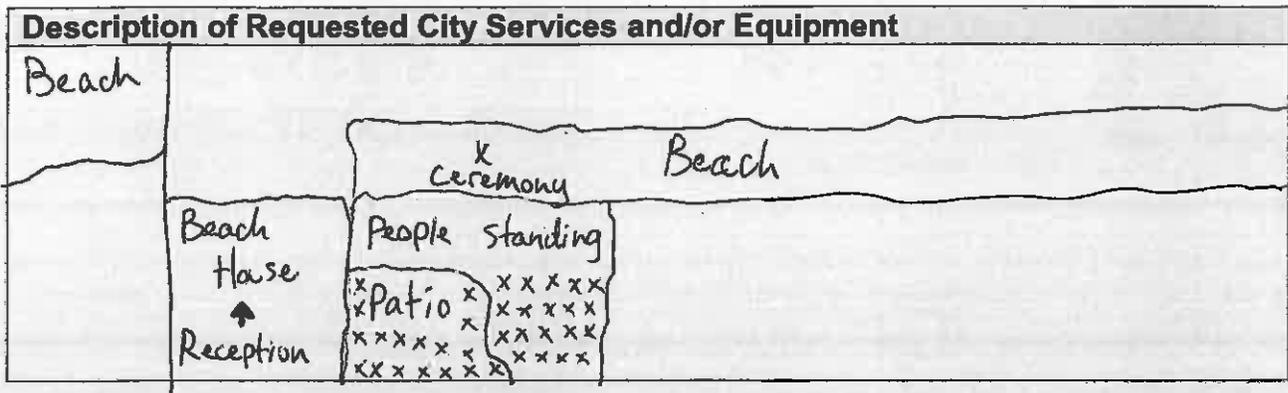
**City of Bayport**  
**SPECIAL EVENT APPLICATION**

A special event application form is required for individuals or organizations who wish to hold a public or private event, 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.

<b>Property Information</b>	
City property: <input checked="" type="checkbox"/> Lakeside Park <input type="checkbox"/> Barker's Alps Park <input type="checkbox"/> Perro Park <input type="checkbox"/> Village Green Park	
<input type="checkbox"/> Street, alley, or other city property description: _____	
Private property address: _____	

<b>Applicant Information</b>	<input type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name: <i>Melissa Letcher &amp; Andrew Hagen</i>		
Organization/Business Name: _____		
Main Phone Number: <i>612-251-6422</i> Alternate Phone Number: <i>763-442-0295</i>		
Address: <i>2370 Lexington Ave S, Apt. 123</i>		
City/State/Zip: <i>Mendota Heights, MN 55120</i>		
Email Address: <i>melletcher@yahoo.com</i>		

<b>Event Information</b>	
Start Date: <i>September 14, 2013</i>	End Date: <i>September 14, 2013</i>
Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Saturday	
Weekday Hours: _____	Weekend Hours: <i>11am - 5pm</i>
Description of event, activities, location and proposed alteration of city property: <i>wedding ceremony and reception at lakeside park and lakeside park beach house. we may have an arch we get married under on the beach, we will set up and take down w/ reservation time. Soft music inside building only.</i>	



- 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: *Melissa Letcher* Date: *6-20-13*

Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit <input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	Received <i>6/20/13</i>	<input type="checkbox"/> Cash #2112 <input checked="" type="checkbox"/> Check <i>M. Letcher</i>	<i>KL</i>
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 \$ _____	



# Renewal Application for Optional Liquor 2AM

License Type: 2AM-500K+

Expires On: August 21, 2013

ID Number: 12385

DBA

Woody's Bar & Grill Inc.  
Woody's Bar & Grill  
109 N 3rd St  
Bayport MN 55003

Business Phone: 6514395666

If any of the above licensee information is not correct, please make corrections as necessary.

Licensee must report previous 12 month on sale alcoholic beverage gross receipts by checking one of the boxes below. Next to the box you check is your 2 AM license fee. Make check payable to: Alcohol and Gambling Enforcement Division (AGED). Mail this application and check to : AGED, 444 Cedar St., Suite 133, St. Paul, MN 55101-5133.

- \$300 2 AM license fee - Up to \$100,000 in on sale gross receipts for alcoholic beverages
- \$750 2 AM license fee - Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages
- \$1000 2 AM license fee - Over \$500,000 in on sale gross receipts for alcoholic beverages
- \$200 2 AM license fee - 3.2% On Sale Malt Liquor licensees or Set Up license holders
- \$200 2 AM license fee - Did not sell alcoholic beverages for a full 12 months prior to this application

Yes  No Does the city or county that issues your liquor license allow the sale of alcoholic beverages until 2 AM?

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(I certify that the city or county of \_\_\_\_\_ approves the sale of alcoholic beverages until 2AM)

Licensee Signature  Date 6-22-13  
(I certify that I have answered the above questions truthfully and correctly)

Licensee Minnesota Tax ID Number (Required): 4430771

**Licensee: Prior to submitting this application to the Alcohol & Gambling Enforcement Division you must have this form signed by your local city or county licensing official**

Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
444 Cedar Street, Suite 133, St. Paul, MN 55101-5133  
Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
www.dps.state.mn.us

113501550



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  
DONATION INFORMATION FORM

<b>Donor Information</b>	<input checked="" type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name:	Harold W Radke		
Main Phone Number:	(651) 430-9426	Alternate Phone Number:	(612) 309-6901
Address:	521 Manninen Drive		
City/State/Zip:	Bayport, MN 55003		
Email Address:	h.radke@comcast.net		
Organization Name (if applicable):	Self		

<b>Donation Information</b>
<input type="checkbox"/> Bench with dedication plaque - \$1,000.00 <input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00 <input type="checkbox"/> Picnic table - \$1,500.00 <input type="checkbox"/> Tree - \$250.00 <input type="checkbox"/> Bike rack - \$500.00 <input type="checkbox"/> Flag - \$100.00 <input type="checkbox"/> Flower planter - \$500.00 <input type="checkbox"/> Waste receptacle - \$500.00
<input checked="" type="checkbox"/> Monetary donation of \$ <u>400<sup>05</sup></u> for
<input type="checkbox"/> Cemetery <input checked="" type="checkbox"/> Fire Dept. <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> Police Dept. <input type="checkbox"/> Parks
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i>

<b>Donor Acknowledgement and Signature</b>
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: <u>Harold W Radke</u> Date: <u>June 21, 2013</u>

<b>Office Use</b>
Staff notes: <i>(Include requested placement location)</i> Received by Officer Willmarth
Donation amount received: \$400.00 Date received: 6/21/13
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check (2) Received by: 505 Willmarth

# 3608, \$200, PD  
# 3609, \$200, FD



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

A special event application form is required for individuals or organizations who wish to hold a public or private event, 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.

<b>Property Information</b>	
City property:	<input checked="" type="checkbox"/> Lakeside Park <input type="checkbox"/> Barker's Alps Park <input type="checkbox"/> Parro Park <input type="checkbox"/> Village Green Park
	<input checked="" type="checkbox"/> Street, alley, or other city property description: <u>See attached maps</u>
Private property address:	<u>N/A</u>

<b>Applicant Information</b>	<input checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name:	<u>BRIAN MASTEL, MASTEL EVENT MANAGEMENT</u>	
Organization/Business Name:	<u>RUN STILLWATER, INC.</u>	
Main Phone Number:	<u>612.270.0829</u>	Alternate Phone Number: <u>N/A</u>
Address:	<u>PO Box 21</u>	
City/State/Zip:	<u>Stillwater, MN 55082</u>	
Email Address:	<u>brian@masteleventmanagement.com</u>	

<b>Event Information</b>			
Start Date:	<u>10/20/2013</u>	End Date:	<u>10/20/2013</u>
Day(s):	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday	<input type="checkbox"/> Saturday
Weekday Hours:		Weekend Hours:	<u>5am - setup in park to 4pm - cleanup complete</u>
Description of event, activities, location and proposed alteration of city property: <u>5K, 10 mile ; 15 mile road races. All events will start ; end in the park, exact location TBD. Activities in park include: registration area; start/finish lines; refreshments for runners; potential areas for sponsor/vendor displays</u>			

**Description of Requested City Services and/or Equipment**

- Police services will be requested for traffic control. Hwy Tech to supply barricades - placement TBD
- Site plan for park is tentative based on accurate measurement of the three courses.
- SATELLITE TOILETS ARE REQUIRED TO BE PROVIDED BY APPLICANT

**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: *Bill Mastel, Race Director* Date: *5/9/13*

Amount	Received	Sum
<b>Processing Fee (required)</b> \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	Received: <i>5/9/13</i> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cashier's Check <i>1004371</i>
<b>Rental Fees (as applicable, per applicant and/or city)</b> \$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
<b>Damage Deposit (as applicable per city, up to \$500.00)</b> 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 \$ _____



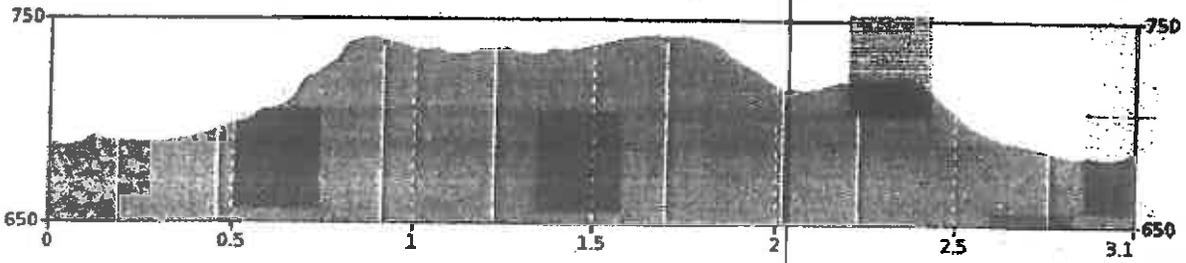
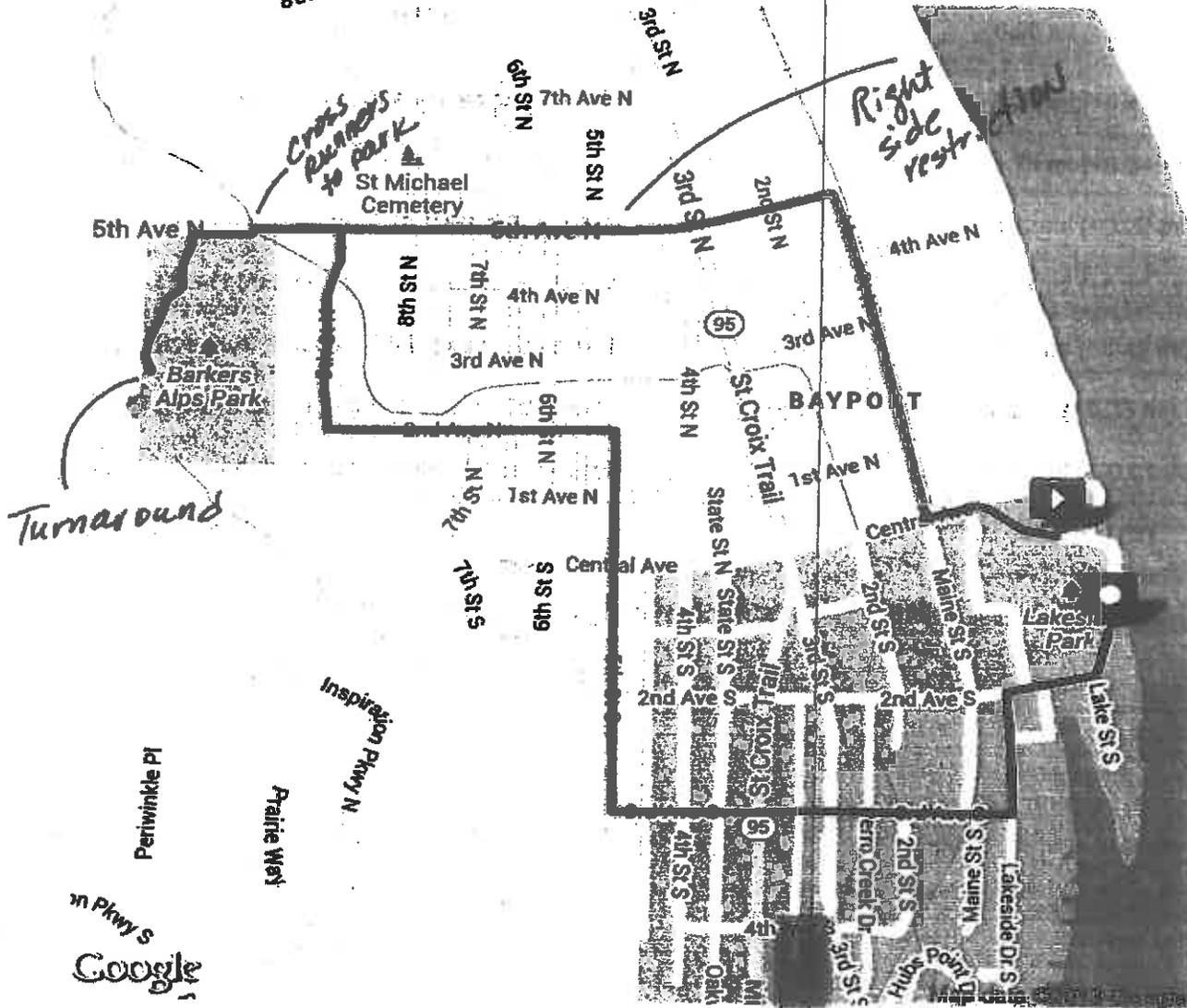
mapmyrun

### Stillwater Lift Bridge 5K - Bayport Route Add Notes Here

Distance: 3.14 mi

Elevation: 72.18 ft (Max: 748.03 ft)

*8:20 START*





mapmyrun

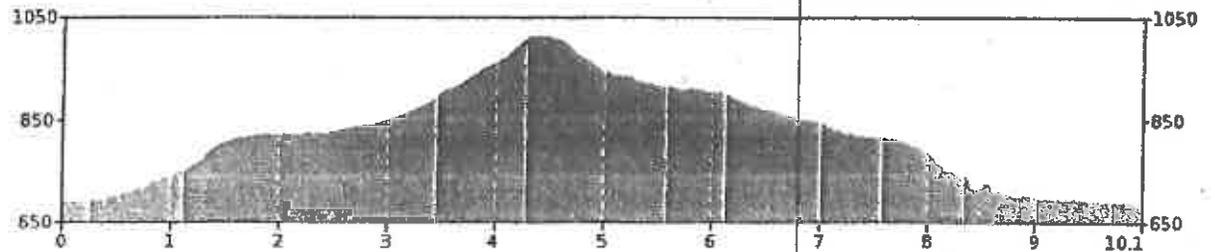
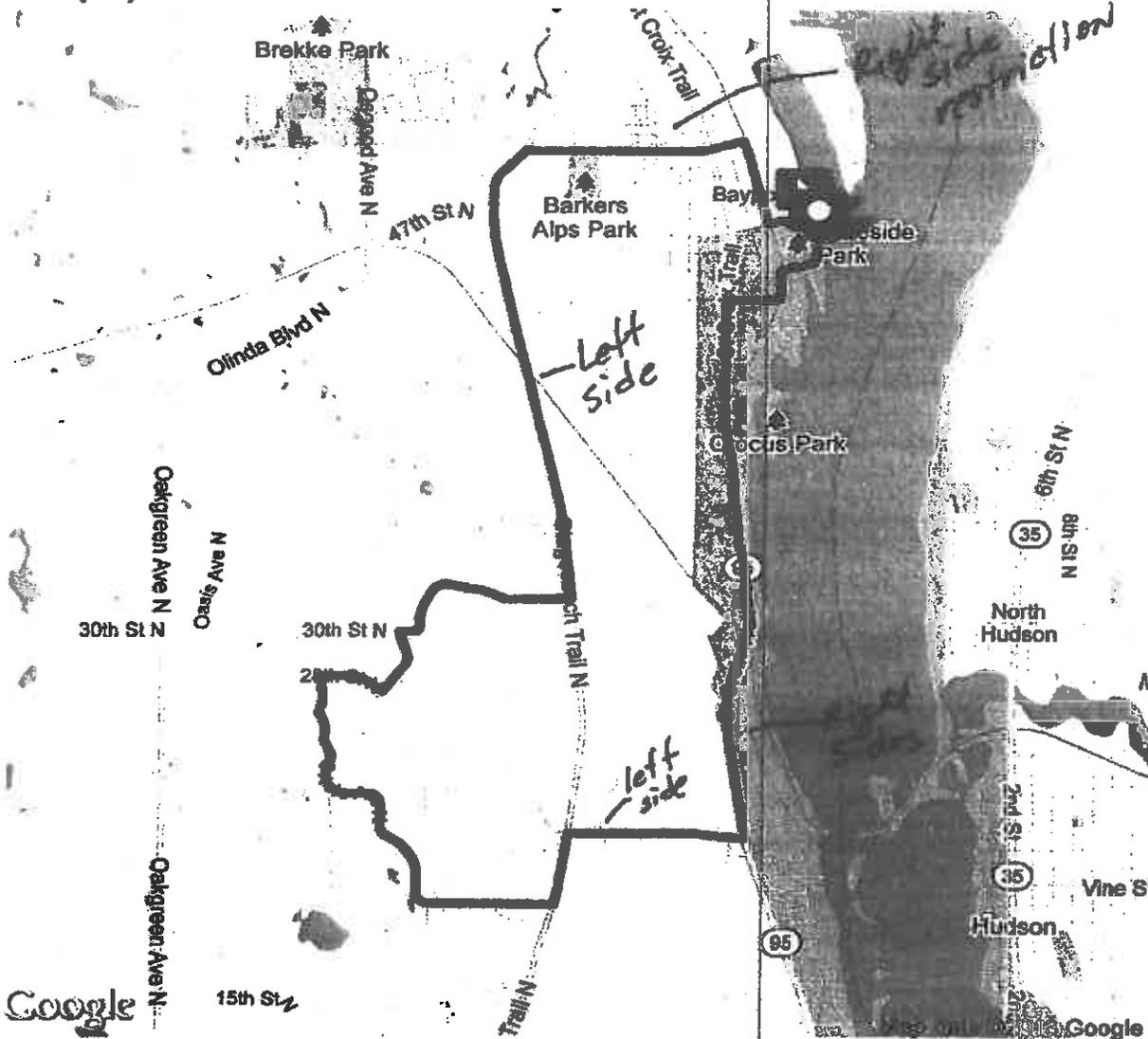
### Stillwater Lift Bridge 10 Mile - Bayport Route

Add Notes Here

Distance: 10.03 mi

Elevation: 334.65 ft (Max: 1,046.59 ft)

8:00 START



▶	Head west on Central Ave toward Maine St N	0.26 mi (+0.28 mi)
●	Head north on Maine St N toward 2nd Ave N	0.54 mi (+0.58 mi)
●	Head west on 5th Ave N toward 2nd St N	1.12 mi (+0.47 mi)
●	Head west on 5th Ave N toward Stagecoach Trail N	1.59 mi (+1.88 mi)
●	Head south on County Rd 21/Stagecoach Trail N toward 47th St N	3.47 mi (+0.83 mi)
●	Head west on 30th St N	4.3 mi (+0.39 mi)
●	Head southwest on Overlook Ave N toward Overlook Ln N	4.7 mi (+0.92 mi)
●	Head south on Oriole Ave N	5.62 mi (+0.55 mi)
●	Head south on Oriole Ave N toward 19th St N	6.17 mi (+0.32 mi)
●	Head east on 19th St N toward County Rd 21/Stagecoach Trail N	6.49 mi (+0.56 mi)
●	Head north on County Rd 21/Stagecoach Trail N toward Palomino Trail N	7.05 mi (+0.56 mi)
●	Head east on 22nd St N toward MN-95 N/St Croix Trail	7.61 mi (+0.79 mi)
●	Head north on MN-95 N/St Croix Trail toward Quant Ave N Destination will be on the right	8.4 mi (+0.68 mi)
●	Head north on MN-95 N/St Croix Trail toward Osprey Blvd Destination will be on the left	9.07 mi (+0.71 mi)
●	Head north on St Croix Trail toward 5th Ave S	9.78 mi (+0.19 mi)
●	Head north on Maine St S toward 2nd Ave S	9.98 mi (+0.1 mi)
●	Head east on 2nd Ave S toward Lake St S	10.07 mi (+-0.04 mi)
■	Destination	10.03 mi (+0 mi)

MapMyRun • <http://mapmyrun.com/routes/view/190740958>

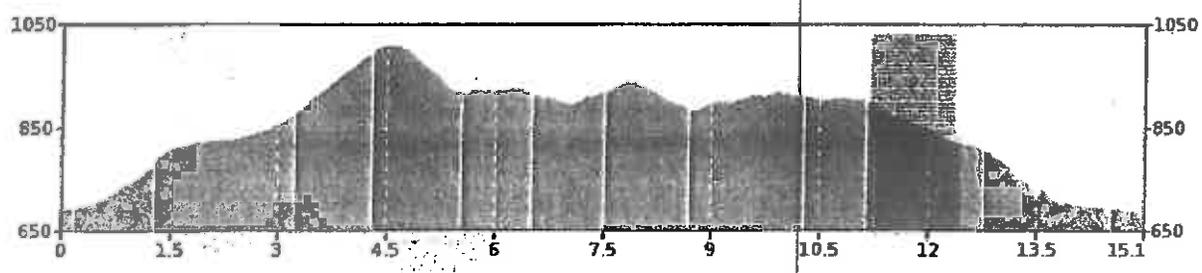
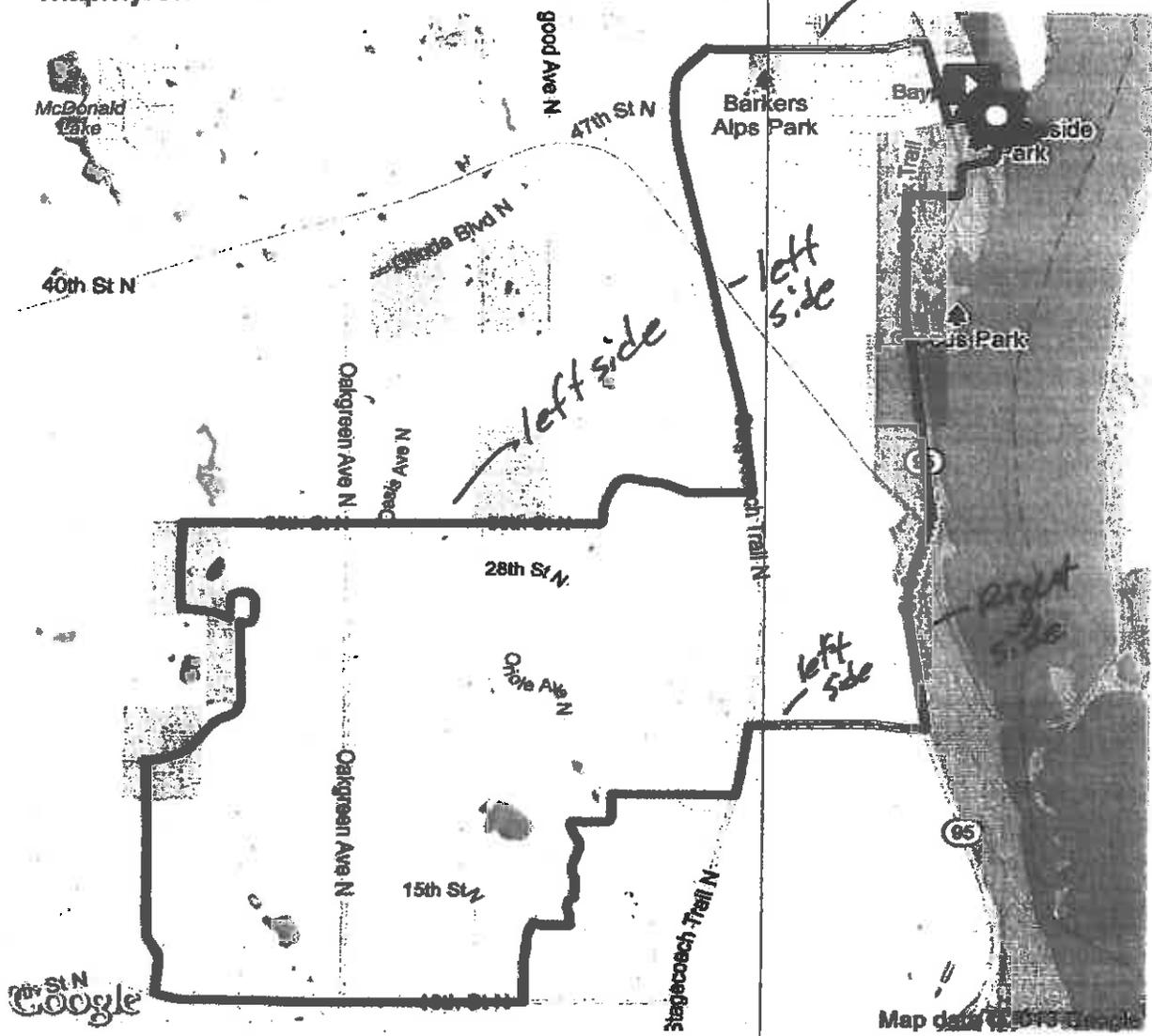


mapmyrun

Stillwater Lift Bridge 15 Mile - Bayport  
Route  
Distance: 15.04 mi  
Elevation: 400.26 ft (Max: 1,046.59 ft)

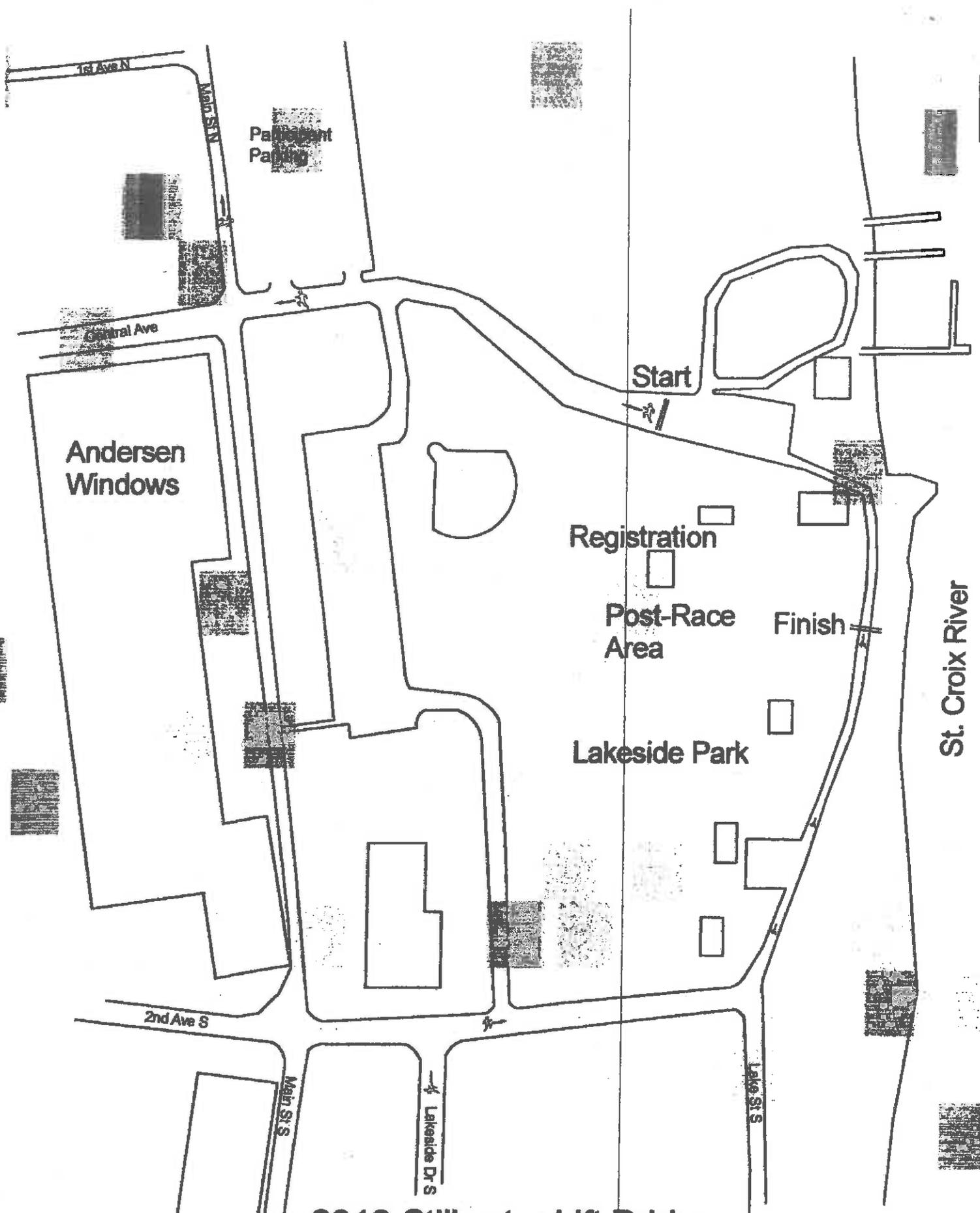
8:00 START

Right side



 Head northwest on Central Ave toward Maine St N	0.18 mi (+0.41 mi)
 Head north on Maine St N toward 2nd Ave N	0.59 mi (+0.68 mi)
 Head west on 5th Ave N toward 6th St N Destination will be on the left	1.27 mi (+1.97 mi)
 Head west on 5th Ave N toward Stagecoach Trail N	3.25 mi (+0.71 mi)
 Head west on 30th St N	3.95 mi (+0.36 mi)
 Head south on 30th St N toward Overlook Ave N	4.31 mi (+0.6 mi)
 Head west on 30th St N toward Omaha Ave N	4.91 mi (+0.64 mi)
 Head west on 30th St N toward County Rd 65/Oakgreen Ave N	5.55 mi (+0.37 mi)
 Head west on 30th St N toward Norcrest Ave N	5.92 mi (+0.2 mi)
 Head east on 26th St N toward Northridge Ln N	6.11 mi (+0.17 mi)
 Head north on Northridge Ln N Destination will be on the left	6.29 mi (+0.25 mi)
 Head southeast on Northridge Ln N toward Northridge Ave N	6.54 mi (+1 mi)
 Head south on Northridge Ave N toward Northridge Ave Ct N	7.53 mi (+1.2 mi)
 Head south on Nolan Ave N toward Greenwood Trail N	8.73 mi (+1.64 mi)
 Head east on County Road 10/10th St N toward Oakgreen Ave N	10.37 mi (+0.83 mi)
 Head northwest on Overlook Trail N	11.2 mi (+0.74 mi)
 Head east on 19th St N toward County Rd 21/Stagecoach Trail N	11.94 mi (+0.91 mi)
 Head east on 22nd St N	12.84 mi (+1.75 mi)
 Head north on MN-95 N/St Croix Trail toward Quant Ave N	14.6 mi (+0.28 mi)
 Head north on St Croix Trail toward 3rd Ave S	14.87 mi (+0.22 mi)
 Head north on Maine St S toward 2nd Ave S	15.09 mi (+-0.05 mi)
 Destination	15.04 mi (+0 mi)

MapMyRun • <http://mapmyrun.com/routes/view/190734152>



**2013 Stillwater Lift Bridge  
Road Races Start/Finish Area**

**COOPERATIVE AGREEMENT BETWEEN  
THE CITY OF BAYPORT, BAYTOWN TOWNSHIP,  
AND WASHINGTON COUNTY  
FOR COUNTY STATE AID HIGHWAY (CSAH) 21  
AND INSPIRATION PARKWAY TRAFFIC SIGNAL  
CONSTRUCTION COST REIMBURSEMENT**

WASHINGTON COUNTY	
CONTRACT NO.	_____
DEPT.	PUBLIC WORKS
DIVISION	TRANSPORTATION
TERM	SIGNATURE TO END OF PROJECT

**THIS AGREEMENT**, made and entered into by and between the County of Washington, a political subdivision of the State of Minnesota, hereinafter referred to as the "County", the City of Bayport, Minnesota, a municipal corporation, hereinafter referred to as the "City", and Baytown Township, a municipal corporation, hereinafter referred to as the "Township" (Parties), shall consist of this agreement and Exhibit A and B attached hereto.

**WITNESSETH:**

WHEREAS, the City, the Township, and the County desire to improve the operation of the intersection of CSAH 21 (Stagecoach Trail) and Inspiration Parkway. Exhibit A is a vicinity map to illustrate the location of the intersection; and

WHEREAS, it has been determined via an Intersection Control Evaluation that a traffic control signal is the most prudent alternative to improve operations at this location; and

WHEREAS, it has also been determined that signing and pavement markings on all approaches must be modified to facilitate efficient traffic signal operations; and

WHEREAS, items as part of this contract require city cost participation in accordance with County Policy for Cost Participation Between Washington County and Other Agencies for Cooperative Highway Improvement Projects; and

WHEREAS, the intersection of CSAH 21 and Inspiration Parkway is located in the City and Township and in the County; and

WHEREAS, the preliminary project cost estimate has been prepared by the County and the City will participate in the project cost in accordance with the County Cost Participation Policy as summarized in Section E of this Agreement; and

WHEREAS, County intends to use State Aid funds for these transportation improvements; and

WHEREAS, a cooperative effort between the City, Township, and County is the appropriate method to facilitate the construction and maintenance of these transportation improvements; and

WHEREAS, this Agreement is made pursuant to statutory authority contained in Minnesota Statute 162.17 sub.1 and Minnesota Statute 471.59.

**NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

**A. PURPOSE**

The purpose of this agreement is set forth in the above whereas clauses which are all incorporated by reference as if fully set forth herein.

**B. PLANS AND SPECIFICATION PREPARATION**

1. The County shall be responsible for the preparation of the necessary plans and specifications, including compliance with all applicable standards and policies and obtaining all approvals required in arriving at the bid specifications for this project except concurrence by the City and Town in the award of the contract shall be a condition precedent to the award.
2. The following County project numbers have been assigned to the project: SAP 082-621-030.

**C. ADVERTISEMENT AND AWARD OF CONTRACT**

After plans and specifications have been approved, and all permits and approvals obtained, the County shall advertise for construction bids and award the contract to the lowest responsible bidder.

**D. CONSTRUCTION ADMINISTRATION, OBSERVATION, AND TESTING**

The County shall be responsible for the construction administration, inspection, and for the observation and testing for all construction items.

**E. COST PARTICIPATION ITEMS AND ESTIMATED COSTS**

1. A preliminary construction cost estimate and a cost participation breakdown has been prepared by the County. The cost estimates are in Exhibit B – CSAH 21 (Stagecoach Trail at Inspiration Parkway) Construction Cost Estimate.
2. **Construction.** The estimated total cost for construction is \$74,212.75. The project construction cost estimate is an estimate of the engineer. The allocation of this total cost to each party is set forth in Exhibit B.
3. **Engineering Services.** The total cost for engineering services is comprised of the costs associated with construction observation and testing, construction surveying and project administration, and the Parties agree that the estimated preliminary total cost for engineering services shall be determined by multiplying the final construction cost for the respective party by 8 percent.
4. The total estimated amount that the City and Township will pay to the County according to the County's cost participation policy is as follows:

ITEM	ESTIMATED CITY COST	ESTIMATED TOWNSHIP COST
CONSTRUCTION	\$21,382.25	\$21,744.00
ENGINEERING SERVICES (8% of Construction)	\$1,710.58	\$1,739.52
<b>TOTAL</b>	<b>\$23,092.83</b>	<b>\$23,483.52</b>

5. Actual construction costs shall be determined at the conclusion of the project and will be based on the contractor's unit prices and the quantities constructed. Actual engineering services costs shall be determined at the conclusion of the project and will be based on the actual engineering costs incurred.

**F. PAYMENT**

1. The County shall, when a construction contract is awarded, prepare a revised estimate and cost participation breakdown based on the contract unit prices and submit a copy to the City and Township. Upon execution of the construction contract, the City and Town shall pay to Washington County an amount equal to 10 percent of the estimated construction cost allocated to the City and to the Township.
2. As construction on the project proceeds, the City and Town will make payments based on the amount of work completed. The County shall submit to the City and Township its pro-rated share of the actual cost of the work so far completed by the contractor; and upon receipt of this invoice, the City and Township shall each pay to the County the amount invoiced. The invoices will be based upon the actual expenses and approved payments at the time of invoicing.
3. Upon substantial completion of the work the County shall prepare an updated revised estimate of cost participation breakdown which will be based upon the contract unit prices and the actual units of work performed and submit a copy to the City and Township. The County shall add to the City's and Township's final construction costs the costs associated with contract changes, if any, make necessary adjustments for liquidated damages, if any, and deduct City and Township funds previously advanced for the project by the City and Township. The City and Township agree to pay to the County any amounts due, if more than the amount of the total of the partial payments made by the City and Township pursuant to Section E.
4. In the event the calculations show that the City or Township has advanced funds in greater amount than is due the County, the County shall refund without interest the amount to the City or Township.

**G. CONTRACT CHANGES**

1. Any modifications or additions to the final approved plans and/or specifications shall be made part of the construction contract by a contract change, but only after written concurrence by the City Engineer if the change expressly concerns a City participating item and by the Township Clerk if the change expressly concerns a Township participating item. Any additional costs resulting from such modification or addition shall be allocated to the respective Parties as set forth in Section E of this Agreement.
2. Through written request, the City or Township may request changes to the final approved plans and/or specifications. Any city or township utility or facility which is subsequently modified or added to the final approved plans and specifications shall be made by a written amendment to this Agreement, shall be made part of the construction contract by change order or supplemental agreement, and shall be paid for in accordance with the County Cost Participation Policy as summarized in Section E of this Agreement.

**H. MAINTENANCE/OWNERSHIP AGREEMENTS**

The County, City, and Township shall enter into a separate agreement for the maintenance and ownership of all items constructed with this project.

[This space intentionally left blank]

**I. LIQUIDATED DAMAGES**

Any liquidated damages assessed to a contractor in connection with the work performed on the project shall be split between the County, City, and Township in proportion to the cost split for the category of work in which the liquidated damages are assessed. If liquidated damages are assessed in a category that is wholly County responsibility then the County will retain the full amount of damages. If liquidated damages are assessed in a category that is wholly City responsibility then the City will receive credit for the full amount of damages. If liquidated damages are assessed in a category that is wholly Township responsibility then the Township will receive credit for the full amount of damages.

**J. CONDITIONS**

The City and Township shall not assess or otherwise recover any portion of its cost for this project through levy on County-owned property.

**K. CIVIL RIGHTS AND NON-DISCRIMINATION**

The provisions of Minn. Stat. 211.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set further herein, and shall be part of any Agreement entered into by the parties with any contractor subcontractor, or material suppliers.

**L. WORKERS COMPENSATION**

It is hereby understood and agreed that any and all employees of the County and all other persons employed by the County in the performance of construction and/or construction engineering work or services required or provided for under this agreement shall not be considered employees of the City or Township and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees while so engaged on any of the construction and/or construction engineering work or services to be rendered herein shall in no way be the obligation or responsibility of the City or Township.

**M. INDEMNIFICATION**

1. To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties as provided for in Section 471.59, subd. 1a.
2. Each party's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The parties agree that liability under this Agreement is controlled by Minnesota Statute 471.59, subdivision 1a and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in 466.04, subdivision 1(a).

[This space intentionally left blank]

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

**WASHINGTON COUNTY**

**CITY OF BAYPORT**

\_\_\_\_\_  
Lisa Weik, Chair                      Date  
Board of Commissioners

\_\_\_\_\_  
Mayor    Date

\_\_\_\_\_  
Molly O'Rourke                      Date  
County Administrator

\_\_\_\_\_  
City Administrator                      Date

Approved as to form:

Recommended for approval:

\_\_\_\_\_  
Assistant County Attorney                      Date

\_\_\_\_\_  
City Engineer                                      Date

Approved as to form:

**BAYTOWN TOWNSHIP**

\_\_\_\_\_  
City Attorney                                      Date

\_\_\_\_\_  
Township Board Chair                      Date

\_\_\_\_\_  
Town Clerk                                      Date

R:\22105 Inspiration Signal\Agreements\CSAH 21- Inspiration Coop Agrmt Const 6-25-13.doc

**COOPERATIVE AGREEMENT BETWEEN  
WASHINGTON COUNTY,  
THE CITY OF BAYPORT,  
AND BAYTOWN TOWNSHIP  
FOR TRAFFIC CONTROL SIGNAL MAINTENANCE**

WASHINGTON COUNTY	
CONTRACT NO.	_____
DEPT.	Public Works
DIVISION	Transportation
TERM	Signature - Perpetual

**THIS AGREEMENT** made and entered into by and between the County of Washington, a political subdivision of the State of Minnesota, hereinafter referred to as the "County", the City of Bayport, Minnesota, a municipal corporation, hereinafter referred to as the "City", and Baytown Township, a municipal corporation, hereinafter referred to as the "Township";

**WHEREAS**, the County, City, and Township have agreed to install a new traffic control signal system at the intersection of County State Aid Highway No. 21 (Stagecoach Trail) and Inspiration Parkway, and;

**WHEREAS**, the County, City, and Township will share in the maintenance costs of the traffic control signal systems as hereinafter set forth;

**NOW THEREFORE, IT IS AGREED AS FOLLOWS:**

1. Washington County shall install or cause the installation of a fully-actuated traffic control signal system with integral street light and an Emergency Vehicle Preemption (EVP) system at the intersection of Stagecoach Trail (CSAH 21) and Inspiration Parkway in the City of Bayport and Baytown Township.
2. The City and Township shall be jointly and equally responsible providing all monthly electrical service expenses necessary to operate the traffic control signal system, integral streetlights, and EVP system, including both the cost of establishing and perpetuating a connection to the electrical grid and all subsequent ongoing electrical service expenses. The City shall receive and pay all electrical service invoices and shall invoice the Township annually for 50 percent of the incurred electrical service expenses. The Township agrees to pay its share to the City within 30 calendar days of receipt.
3. The County shall maintain and keep in repair the luminaires (overhead street lights) and all their components, including replacement of the luminaire if necessary, and shall invoice the City and Township annually for 50 percent each of luminaire maintenance and repair costs, except that the County shall maintain and keep in repair the electrical connection to the luminaire heads at the sole cost and expense of the County. The City and Township agree to pay their respective shares promptly to the County.
4. The County shall, at its sole cost and expense, maintain and keep in repair the traffic control signal systems including relamping of traffic control indications, repair of physical damage, cleaning and maintenance of the control cabinet and its internal components, and repair and maintenance of the Emergency Vehicle Preemption (EVP) system.
5. The City and Township shall not revise by addition or deletion, nor alter or adjust any component, part, sequence, or timing of the aforesaid traffic control signal systems or EVP systems; however nothing herein shall be construed as restraint of prompt, prudent action by properly constituted authorities in situations where part of such traffic control signal systems may be directly involved in an emergency.

6. The EVP systems provided for in this agreement shall be installed, operated, maintained or removed in accordance with the following conditions and requirements:
  - a. Emitter units may be installed and used only on vehicles responding to an emergency as defined in Minnesota Statutes Sections 169.011, subd. 3 and 169.03. The City will provide the County Engineer or his duly appointed representative a list of all such vehicles with emitter units upon request.
  - b. Malfunctions of the EVP systems shall be reported to the County immediately.
  - c. In the event said EVP systems or components are, in the opinion of the County, being misused or the conditions set forth herein are violated, and such misuse or violation continues after receipt by the City of written notice thereof from the County, the County may remove, modify, restrict, or deactivate the EVP systems. Upon removal of the EVP systems pursuant to this paragraph, the field wiring, cabinet wiring, detector receivers, infrared detector heads, and indicator lamps and all other components shall become the property of the County.
  - d. All timing of said EVP systems shall be determined by the County.

#### 7. CIVIL RIGHTS AND NON-DISCRIMINATION

The provisions of Minn. Stat. 211.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein, and shall be part of any Agreement entered into by the parties with any contractor subcontractor, or material suppliers.

#### 8. WORKERS COMPENSATION

It is hereby understood and agreed that any and all employees of the County and all other persons employed by the County in the performance of construction and/or construction engineering work or services required or provided for under this agreement shall not be considered employees of the City or Township and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees while so engaged on any of the construction and/or construction engineering work or services to be rendered herein shall in no way be the obligation or responsibility of the City or Township.

#### 9. INDEMNIFICATION

- a. To the fullest extent permitted by law, actions by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties as provided for in Section 471.59, subd. 1a.
- b. Each party's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The parties agree that liability under this Agreement is controlled by Minnesota Statute 471.59, subdivision 1a and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in 466.04, subdivision 1(a).





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

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**Date:** June 25, 2013

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

**From:** Laura Eastman, Chief of Police

**Subject:** Joint Powers Agreement with Washington County - Special Weapons and Tactics

***BACKGROUND***

The Bayport Police Department wishes to renew the attached Special Weapons and Tactics (SWAT) team joint powers agreement with the Washington County Sheriff's Office.

As you may know, the Bayport Police Department currently has one officer assigned to the SWAT team. This team trains and responds to critical incidents within Washington County. This agreement shall remain in effect until 50 percent of the Chief Law Enforcement Officers Board vote to terminate and/or revise the agreement. However, a city can withdraw from this agreement by providing a 120-day notice.

***RECOMMENDATION***

Staff recommends the City Council enter into a joint powers agreement with the Washington County Sheriff's Office to receive assistance from SWAT in crisis situations as needed. In return, the Bayport officer assigned to the SWAT team will assist other law enforcement agencies dealing with crisis situations.

**JOINT POWERS AGREEMENT  
OF THE  
SWAT TEAM SERVING WASHINGTON COUNTY**

**Article 1  
Enabling Authority**

THIS AGREEMENT is made by and between the political subdivisions organized and existing under the Constitution and laws of the State of Minnesota, hereafter collectively referred to as "Parties", and individually as "Party" which are signatories to this "Agreement."

Minnesota Statutes, Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting Parties; and

Minnesota Statutes, Section 626.76 provides that any appointive or elective agency or office of peace officers as defined in subdivision 3 may establish rules or regulations and enter into agreements with other agencies and offices for:

- (1) assisting other peace officers in the line of their duty and within the course of their employment; and
- (2) exchanging the agency's peace officers with peace officers of another agency or office on a temporary basis. Additionally, the agency or office may establish rules and regulations for assisting probation, parole, and supervised release agents who are supervising probationers, parolees, or supervised releases in the geographic area within the agency's or office's jurisdiction.

Subd. 2. **Assistance.** (a) When a peace officer gives assistance to another peace officer, or to a parole, probation, or supervised release agent, within the scope of the rules or regulations of the peace officer's appointive or elected agency or office, any such assistance shall be within the line of duty and course of employment of the officer rendering the assistance.

(b) When a peace officer acts on behalf of another agency or office within the scope of an exchange agreement entered into under subdivision 1, the officer's actions are within the officer's line of duty and course of employment to the same extent as if the officer had acted on behalf of the officer's employing agency.

Subd. 3. **Peace officer.** For the purposes of this section, "peace officer" means any member of a police department, State Patrol, conservation officer, sheriff's office, or any other law enforcement agency, the members of which have, by law, the power of arrest.

Subd. 4. **No enlargement of duties.** This section shall in no way be construed as extending or enlarging the duties or authority of any peace officer or any other law enforcement agent as defined in subdivision 3 except as provided in this section.

In consideration of the mutual promises and Agreements contained herein and subject to the provisions of Minnesota Statutes, Sections 471.59, 626.76, and all other applicable statutes, rules and regulations, the following Parties:

Washington County Sheriff's Office  
Bayport Police Department  
Cottage Grove Police Department  
Forest Lake Police Department

Newport Police Department  
Oak Park Heights Police Department  
St. Paul Park Police Department  
Stillwater Police Department  
Woodbury Police Department

hereto agree as follows:

**Article 2**  
**Purpose**

The Parties desire to establish a highly trained and skilled tactical team whereby they may jointly exercise powers common to law enforcement on issues requiring:

- 2.1 A response to critical incidents, including but not limited to, hostage, barricade, and sniper situations, high-risk apprehension, high-risk warrant service, personal protection, and special assignments
- 2.2 A coordinated and formal framework for membership and personnel commitments, overall operations, resources available, general management, and liability issues.
- 2.3 Provide other similar or related services and programs as determined by the Board.
- 2.4 Establish procedures to add qualifying Parties to this Agreement.
- 2.5 Establish a mechanism whereby additional and/or alternative programs and services may be developed for the benefit of the Parties and in furtherance of the objectives of the Parties.

**Article 3**  
**Name**

The name of this entity shall be the Washington County Special Weapons and Tactics Team (SWAT).

**Article 4**  
**Governance**

- 4.1. Governing Board. A governing board shall be formed to oversee the operation of the SWAT and shall be known as the Chief Law Enforcement Officer's Board (C.L.E.O.). This board will be comprised of the Washington County Sheriff, the Woodbury Public Safety Director, the Cottage Grove Public Safety Director and a CLEO representing the other agencies, or their respective designee.
- 4.2. Meetings. The Board shall comply with Minnesota Statutes Chapter 13D (Open Meeting Law).
- 4.3. By-Laws. The Board may adopt bylaws to govern its operations. Such bylaws shall be consistent with the Agreement and applicable law.

- 4.4. Amendments. This Agreement may be amended from time to time as deemed necessary.

## **Article 5 Powers of the Board**

- 5.1. General Powers. The Board is hereby authorized to exercise such authority and powers common to the Parties as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement or in the bylaws.
- 5.2. Specific Powers.
- 5.2.1. Contracts. The Board may enter into contracts necessary for the exercise of its duties and responsibilities to govern the SWAT. The Board may take such action as is necessary to enforce such contracts to the extent available in equity or at law. Contracts let and purchases made pursuant to this Agreement shall conform to the requirements applicable to contracts required by law (i.e. fiscal management, personnel management).
- 5.2.2. Expenses. The Board may incur expenses and make expenditures necessary and incidental to the effectuation of its purpose and consistent with its powers, within its approved budget.
- 5.2.3. Annual Budget. The annual budget consists of funds received from local law enforcement agencies, state grants, and Washington County. The SWAT budget will be approved by the Chief Law Enforcement Officer's Board.
- 5.2.4. Insurance. The Board shall obtain liability, property and auto insurance and may obtain such other insurance it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this Agreement.
- 5.2.5. Officer assignments. The Board shall have the power and authority to determine guidelines, expectations and procedures of a Party's assigned officer and a Party's agency.

## **Article 6 Indemnification and Hold Harmless**

- 6.1. Applicability. The SWAT shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The SWAT shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.
- 6.2. Indemnification and Hold Harmless. The SWAT shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the SWAT. This Agreement to indemnify and

hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Any excess or uninsured liability shall be borne equally by all the Parties, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, will neglect of duty, or bad faith.

#### **Article 7 Term**

This Agreement shall commence upon approval of the governing body of each Party and signature of the official with authority to bind the entity listed in Article 1.

The Agreement shall be in effect only with respect to the Parties who have approved and signed it.

This Agreement is for Calendar Year 2012 and shall continue thereafter with those Parties who do not withdraw from the SWAT.

#### **Article 8 Withdrawal and Termination**

- 8.1 Withdrawal. A Party may withdraw from the SWAT by notifying the Chair in writing, providing a 120 day notice of said intention.
- 8.2. Effective Date and Obligations. Withdrawal shall be effective on the date approved by the Party and Board Chair. A withdrawing Party may reclaim any equipment it initially contributed to the SWAT when it first joined the team. The withdrawing Party is not entitled to a refund of any budget monies for that current year. In addition, the withdrawing Party is not entitled to any assets, which had been purchased through the combined SWAT budget process.
- 8.3 Removal of Officer. When, and if, an assigned Officer is removed from the SWAT, all SWAT equipment shall be promptly returned to the SWAT.
- 8.4. Termination. This Agreement shall remain in force until more than 50 percent of the Chief Law Enforcement Officer’s Board members vote to terminate the Agreement and have received approval, for the Agreement termination, from their

respective city/county board. The termination date for this Agreement will take effect 120 days after the date of the vote.

- 8.4.1 Effects of Termination. Termination shall not discharge any liability incurred by the Board or by the Parties during the term of the Agreement.
- 8.4.2 Financial obligations shall continue until discharged by law, this Agreement or any other agreement.
- 8.4.3 Property acquired by the SWAT will be dispersed according to the process outlined in the bylaws.

**Article 9  
Counterparts**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Washington County Sheriff who will maintain them at Washington County Law Enforcement Center.

**IN WITNESS WHEREOF**, the Parties, by action of their governing bodies, or their authorized designees, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes, Section 471.59.

**Washington County**

Approved as to form and execution:

\_\_\_\_\_  
County Attorney/Date

By \_\_\_\_\_  
Chair of Board

Date of Signature \_\_\_\_\_

Attest \_\_\_\_\_  
Clerk to Board

**Bayport**

Approved as to form and execution:

\_\_\_\_\_  
City Attorney/Date

By \_\_\_\_\_  
Mayor

Date of Signature \_\_\_\_\_

Attest \_\_\_\_\_  
Clerk to Board



## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: June 25, 2013

RE: TCE Funding Request  
SEH No. BAYPO 122136 14.00

As the City considers improvements to address the TCE detected in the City's water supply, funding has been a concern. An option possible to the City is inclusion on the 2014 Capital Appropriation Bill. Funding may be available for capital improvement projects that are of a regional or state-wide significance. The funding would be a 50 percent cost share.

The deadline to submit the request was June 21, 2013. On behalf of the City, we prepared the attached request. As a part of the request, the City must have a resolution requesting the submission to be included in the 2014 Capital Appropriation. We would therefore recommend that the Council approve the attached resolution authorizing submission of request for State Bonding Funds for the Bayport TCE Groundwater Contamination Improvements.

bcp

### Attachments

c: Sara Taylor, Acting City Administrator

s:\ae\b\baypo\122136\2013\tce grant\2013-06-25 bonding request memo.docx

**Attachment A**

**For Local Governments Requesting a 2014 Capital Appropriation**

Please provide answers to all of the following questions (one for each project request) and submit them electronically in Microsoft Word to [capitalbudget.mmb@state.mn.us](mailto:capitalbudget.mmb@state.mn.us) by June 21, 2013.

**I. Project Basics**

- 1) Name of the local government or political subdivision that is submitting the request: City of Bayport
- 2) Project title: Bayport TCE Groundwater Contamination
- 3) Project priority number (if the applicant is submitting multiple requests): N/A
- 4) Project location (please list town(s)/city(ies) and county(ies): Bayport, Washington County
- 5) Ownership and Operation:  
Who will own the facility: City of Bayport  
Who will operate the facility: City of Bayport  
Names of any private entities that will occupy/use any portion of the building: N/A
- 6) Project contact person (name, phone number and email address):  
Sara Taylor  
651.275.4404  
[staylor@ci.bayport.mn.us](mailto:staylor@ci.bayport.mn.us)

**II. Project Description**

- 7) Description and Rationale: Provide a brief project description and rationale (one page maximum).

This request is for \$241,000 in state bond funding to design and construct a new water main to address the TCE contamination. The levels of trichloroethylene (TCE) in the public water supply for the City of Bayport have been steadily increasing over the past five years. The City has three wells and all three wells are contaminated with TCE. The source of contamination is believed to be the Baytown Township Groundwater Contamination Superfund Site in Lake Elmo, Minnesota. The Superfund Site consists of a groundwater plume contaminated primarily with TCE covering approximately seven square miles. The plume extends eastward to the City of Bayport where it discharges to the St. Croix River. The City of Bayport obtains potable water from three municipal wells located within the plume.

The United States Environmental Protection Agency Maximum Contaminant Level (MCL) for TCE in Public Water Supplies is 5 micrograms per liter ( $\mu\text{g/L}$ , equivalent to parts per billion). The Minnesota Department of Health (MDH) Health Risk Limit (HRL) is currently also 5  $\mu\text{g/L}$ , but is being revised down. TCE concentrations at Bayport Well No. 2 are above this, so an air stripping treatment system is in place at this well to remove TCE to acceptable levels. TCE levels in the other two Bayport municipal wells (No. 3 and No. 4) are currently below 5  $\mu\text{g/L}$ , although concentrations have been increasing over the past five years. From a regulatory standpoint, the HRL is not enforceable but the MCL is enforceable.

Residential wells located in other aquifers at locations upgradient of the City of Bayport show fluctuating levels of TCE. This is evidence that the plume has not stabilized and that there is potential for TCE concentrations in Bayport municipal wells to continue to increase. In September 2011, the US EPA released the final Integrated Risk Information System risk assessment for TCE, which is expected to lead to a reduction in the MCL for TCE. MDH is also reviewing the toxicity level of TCE and expects to issue a revised TCE HRL in the near future (ahead of the US EPA). At this time the revised standards are not known. In a letter to the Bayport City Council in June 2012, MDH stated that Wells No. 3 and No. 4 would likely exceed the new HRL. MDH recommended that Bayport use Wells No. 3 and No. 4 only as emergency backup sources of potable water, limit production of both wells to one million gallons per year each, and notify MDH if either well is used so that volatile organic contaminant (VOC) samples can be collected.

With the pending revisions to the federal MCL and state HRL for TCE, Wells No. 3 and No. 4 may require treatment sooner than anticipated. To provide added capacity and some redundancy, Well No. 3 could be connected to the air stripper at Well No. 2 using a new 8" raw water line. The air stripper has a hydraulic capacity of 1,000 gpm. This capacity could accommodate both Well No. 2 and Well No. 3. It is estimated that the combined capacity of Well No. 2 and Well No. 3 should be sufficient to meet Bayport's demand for the next 10 years.

If possible, the water main could be directionally drilled to save money and reduce disruption to the local residents. The proposed route would extend south along Fourth Street North to Third Avenue North; west along Third Avenue North to Sixth Street North; south along Sixth Street North to First Avenue South; west along First Avenue South to the existing air stripper.

Well No. 3 and the associated wellhouse are in need of upgrades and repairs. The well pump and motor have not been pulled since 1995, the electrical and process piping needs upgrading, a generator receptacle and driveway should be added, and a gasoline engine previously used for backup power needs to be removed.

8) Square Footage: For new construction projects, identify the new square footage planned. For remodeling, renovation or expansion projects, identify the total square footage of current facilities; the square footage to be renovated, and/or the new square footage to be added.  
N/A

**III. Project Financing**

The following table describing the total amount of financial resources needed and the proposed uses of funds must be submitted for each project.

- Enter amounts in thousands (\$100,000 should be entered as \$100).
- Enter the amount of state funding requested on the line "State GO Bonds Requested".
- Uses of Funds must show how all funding sources will be used, not just the state funding requested.
- Sources of Funds total must equal Uses of Funds total.
- In most cases, the state share should not exceed 50% of the total project cost.

Do the project cost estimates include inflation (see question 10 below)? xxx Yes  No

Sources of Funds Dollars in Thousands	Prior Years	For 2014	For 2016	For 2018	Total
<b>State GO Bonds Requested</b>		241			241
<b>Funds Already Committed</b>					
State Funds					
City Funds		241			241
County Funds					
Other Local Government Funds					
Non-Governmental Funds					
<b>Pending Contributions</b>					
City Funds					
County Funds					
Other Local Government Funds					
Federal					
Non-Governmental Funds I					
<b>TOTAL*</b>		482			482
<b>Uses of Funds</b> Dollars in Thousands	Prior Years	For 2014	For 2016	For 2018	Total
Land Acquisition					
Pre-design (required for projects over \$1.5 M)					
Design (including construction administration)		58			58
Project Management					
Construction		424			424
Furniture/Fixtures/Equipment					
Relocation (not bond-eligible)					
<b>TOTAL*</b>		482			482

\* Totals must be the same.

#### IV. Other Project Information

- 10) Project schedule. Identify the date (month/year) when construction crews are expected to first arrive on site, and the date (month/year) when construction will be completed with a certificate of occupancy.

Anticipated Start Date: June 2014

Anticipated Occupancy date: September 2014

*(For facilities projects, this information will also be used to calculate an inflation cost, using the Building Projects Inflation Schedule posted on the Minnesota Management and Budget website.)*

- 11) *Predesign.* For projects with a total construction cost of \$1.5 million or more:

NA

Has a project predesign been completed?  Yes  No

If so, has the predesign been submitted to the Commissioner of Administration?  
 Yes  No

- 12) *State operating subsidies.* Identify any new or additional state operating dollars that will be requested for this project. (Specify the amount and year, if applicable).

None

- 13) *Sustainable building guidelines.* Discuss how the project meets or exceeds the Minnesota Sustainable Building Guidelines established under Minnesota Statutes, section 16B.325, which may be found at <http://www.msbg.umn.edu/>. These are now mandatory for all new buildings or major renovations receiving state bond funding.

NA

- 14) *Sustainable building designs.* Explain the extent to which the project will use sustainable building designs, if applicable.

NA

- 15) *Resolution of support and priority.* Has the governing body of the applicant passed a resolution of support (which indicates the project's priority number if the applicant is submitting multiple requests)?  Yes  No

If so, please attach the *signed* resolution. If not, please indicate when the resolution will be coming (and forward the resolution to MMB when available): July 2, 2013

**RESOLUTION NO. 13-\_\_\_\_\_**

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JULY 1, 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 1<sup>st</sup> day of July, 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:

**AUTHORIZING SUBMISSION OF REQUEST FOR  
STATE BONDING FUNDS FOR BAYPORT TCE GROUNDWATER  
CONTAMINATION IMPROVEMENTS**

**WHEREAS**, the City of Bayport has had Trichloroethylene (TCE) detected in all three (3) of the City Wells; and

**WHEREAS**, the TCE contamination plume is assumed to be the Baytown Groundwater Contamination Superfund Site in Lake Elmo; and

**WHEREAS**, the levels of TCE detection has been increasing in recent years; and

**WHEREAS**, TCE is a volatile organic chemical (VOC) that can be removed from contaminated water by the introduction of air; and

**WHEREAS**, the City of Bayport has a Air Stripper Treatment plant constructed at Well No. 2 remove TCE; and

**WHEREAS**, the City of Bayport is looking to provide treatment of one of the additional wells with TCE detection by the construction of a dedicated raw water main from Well No. 3 to the existing Air Stripper; and

**WHEREAS**, the existing well, Well No. 3 is in need of upgrades and repairs to provide reliable water; and

**WHEREAS**, the City of Bayport supplies water to several new developments in the eastern area of Baytown Township that abut Bayport; and

**WHEREAS**, the City of Bayport and its residents cannot afford to take on this regional project alone.

**NOW, THEREFORE BE IT RESOLVED**, that the Bayport City Council authorizes the submission of a request to the Minnesota State Legislature for 2014 bonding funds for TCE Groundwater Contamination improvements for \$241,000.00, or 50% of the development costs.

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

Susan St. Ores --  
Connie Carlson --  
Michele Hanson --

Dan Goldston --  
Patrick McGann --

**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 1<sup>st</sup> day of July 2013.

ATTEST:

\_\_\_\_\_  
Sara Taylor, Acting City Administrator

\_\_\_\_\_  
Susan St. Ores, Mayor



**SEH MEMORANDUM**

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: June 25, 2013

RE: 2nd Street South Utility Improvements  
SEH No. BAYPO 124049 14.00

The City will be holding a Public Improvement Hearing at the July 1, 2013 Council Meeting for the 2<sup>nd</sup> Street South Improvement Project. The project includes the extension of public sanitary sewer and water service to properties along 2<sup>nd</sup> Street South, between Central Avenue and 2nd Avenue South, and along 2<sup>nd</sup> Avenue South between 2<sup>nd</sup> Street South and 3<sup>rd</sup> Street South. The purpose of the meeting is to inform property owners in the project area of the proposed improvements, the estimated costs and the estimated cost recovery which would include assessments against benefitted properties. The hearing also meets the requirements of Minnesota Statutes Chapter 429, which addresses assessments.

I will present the Feasibility Report at the Hearing and then the meeting should be opened for comments from attendees at the Hearing. Following public comments, the Hearing should be closed and the Council can discuss merits of the improvements and consider the comments received. I believe that the City Council has three options available to them.

1. Consider the improvements necessary and order improvements to serve only the Existing/Proposed Lot Split properties along 2<sup>nd</sup> Street South
2. Consider the improvements necessary and order the improvements to serve the Combined Project for the Proposed Lot Split and 2<sup>nd</sup> Avenue South
3. Consider the improvement not necessary and decide not to proceed with the improvements

If the Council deems the project necessary, the decision on scope of improvements will need to be determined (Option 1 or 2 above) and the attached resolutions ordering the improvements and authorizing the preparation of plans and specifications should be approved. The resolution ordering the improvement must be adopted by a four-fifths vote.

bcp

c: Sara Taylor, Acting City Administrator

s:\aet\baypo\124049\4-prelim-dsgn-rprts.2013-06-25 ph memo.docx

June 25, 2013

Mayor and City Council

After receiving the public hearing notice from the board to address the feasibility study on the property at 239 1st Avenue South, Bayport, we as a family DO NOT want this to go through. The purpose of the request was first to see what it would cost for sewer to go to the House (was our main concern) and that was never addressed.

Barry gave me an estimate over the phone and met on paper of what it might cost. The rest of the study was just in case we wanted to market the property as buildable lots and nothing more. NO interest of this to happen considering the expense.

Sandy Beaudry  
2500 Valley View Ave.  
Maplewood, Minn.  
55119

612-619-3211



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 2<sup>nd</sup> 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 2<sup>nd</sup> Street South and 1<sup>st</sup> Avenue South (239 1<sup>st</sup> Avenue South). The existing residential house on this parcel, located adjacent to 1<sup>st</sup> Avenue South, and the property on the northeast corner of 2<sup>nd</sup> Street South and 1<sup>st</sup> Avenue South (220 1<sup>st</sup> Avenue South) are presently served with City water but have private septic systems. There are three additional parcels further south along 2<sup>nd</sup> Street South and 2<sup>nd</sup> 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**

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

Sanitary sewer exists in Central Avenue to the north, in 3<sup>rd</sup> Street South to the west and within the platted right of way of 2<sup>nd</sup> Street South, south of 2<sup>nd</sup> Avenue South. Sanitary sewer is approximately 11 feet deep in Central Avenue and 3<sup>rd</sup> Street South. Water mains exist in Central Avenue and 3<sup>rd</sup> Street South. Water main stubs exist in 1<sup>st</sup> Avenue South from 3<sup>rd</sup> Street South to approximately 230 feet to the east and in 2<sup>nd</sup> Avenue South.

Exhibit No. 2 shows the existing sanitary sewer and water mains in the project area.

Both 2<sup>nd</sup> Street South and 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> Avenue South and extend easterly to 2<sup>nd</sup> Street South. The main would then be extended southerly to 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 2<sup>nd</sup> Street South to provide cover over the sanitary sewer main. A portion of 1<sup>st</sup> Avenue South would also require fill to match the proposed grade of 2<sup>nd</sup> Street South. The existing lots that are proposed to be created will also require fill.

#### **Proposed Improvements – Added 2<sup>nd</sup> Avenue South**

There are two additional properties in this area that are presently not served with sanitary sewer service. RSI, located at 204 2<sup>nd</sup> Avenue South and Valley Green located at 201 2<sup>nd</sup> 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 2<sup>nd</sup> Avenue South, northerly to 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> Avenue South and connect to the existing 6 inch water main in 3<sup>rd</sup> 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 2<sup>nd</sup> Avenue South, it is proposed to reconstruct 2<sup>nd</sup> Avenue from 3<sup>rd</sup> 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.

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

**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:

<b>Proposed Improvement</b>	<b>Assessment</b>	<b>City Share</b>
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 2<sup>nd</sup> 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 2<sup>nd</sup> Street South and 2<sup>nd</sup> 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**

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

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

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

The total cost recovery is as follows:

<b>Improvement</b>	<b>Existing/Proposed Lot Split</b>	<b>Combined Project Lot Split and Added 2nd Ave.</b>
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.

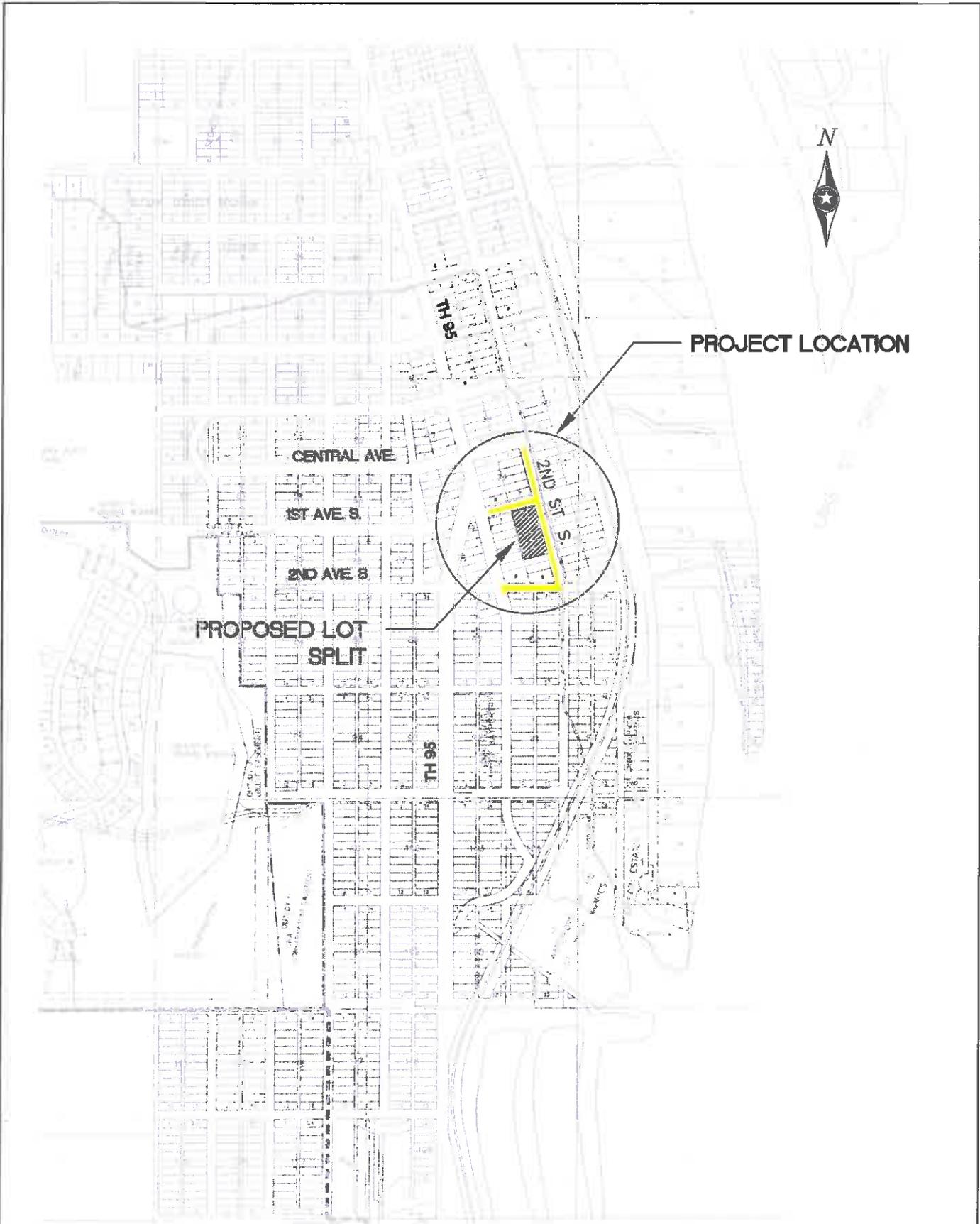


Barry C. Peters, P.E.  
City Engineer

bcp

Attachments

s:\ae\b\baypo\124049.4-prelim-d-gn-rprt\word\draft feas report.docx



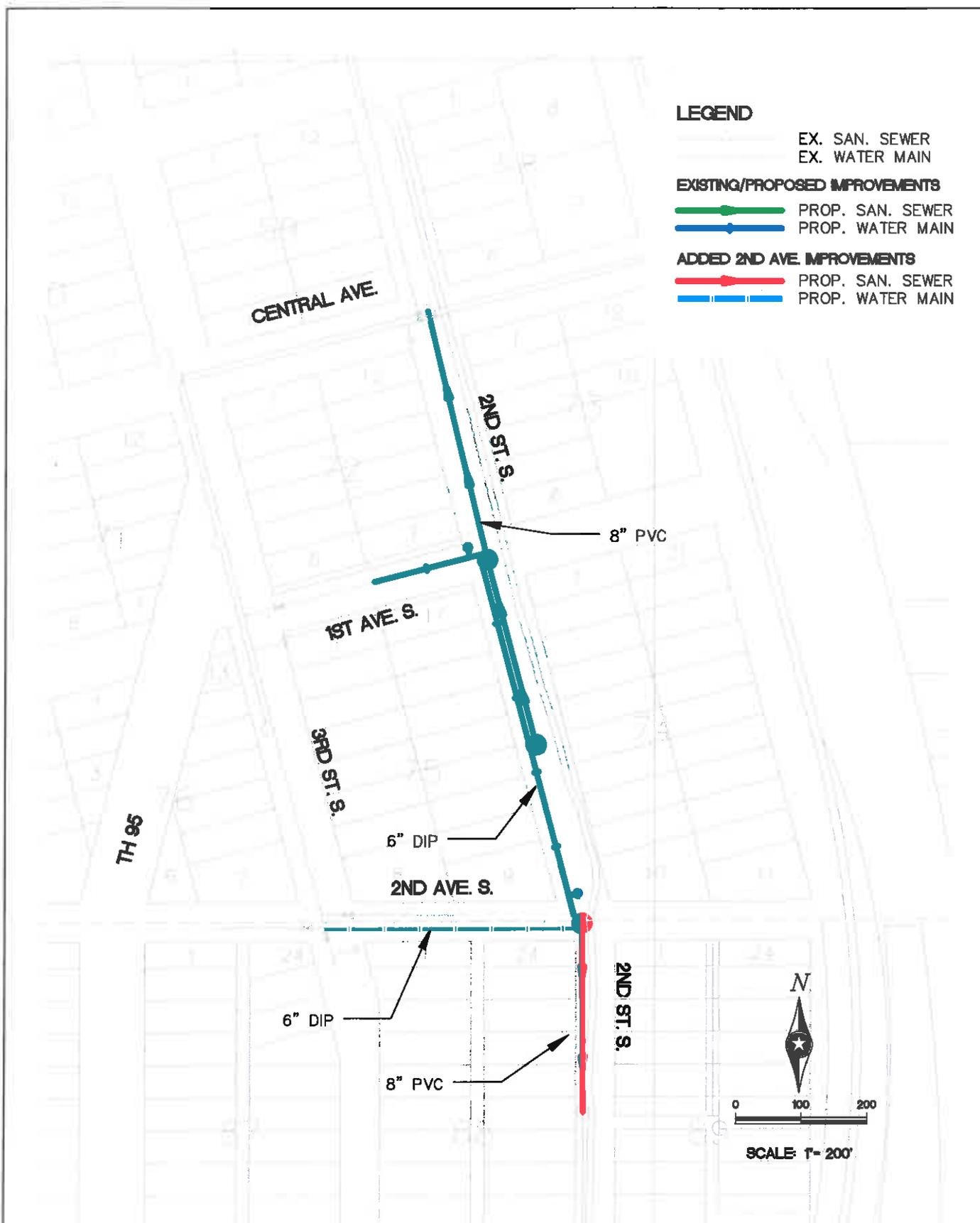
PHONE: (651) 490-2000  
 3535 VADNAIS CENTER DR.  
 ST. PAUL, MN 55110

FILE NO.  
 BAYP0124049

DATE:  
 04/26/13

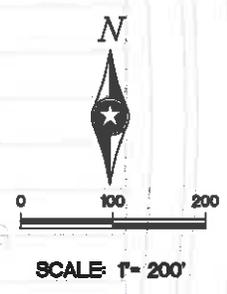
**2ND ST. SOUTH**  
**PROJECT LOCATION**  
 BAYPORT, MINNESOTA

**EXHIBIT**  
**NO. 1**



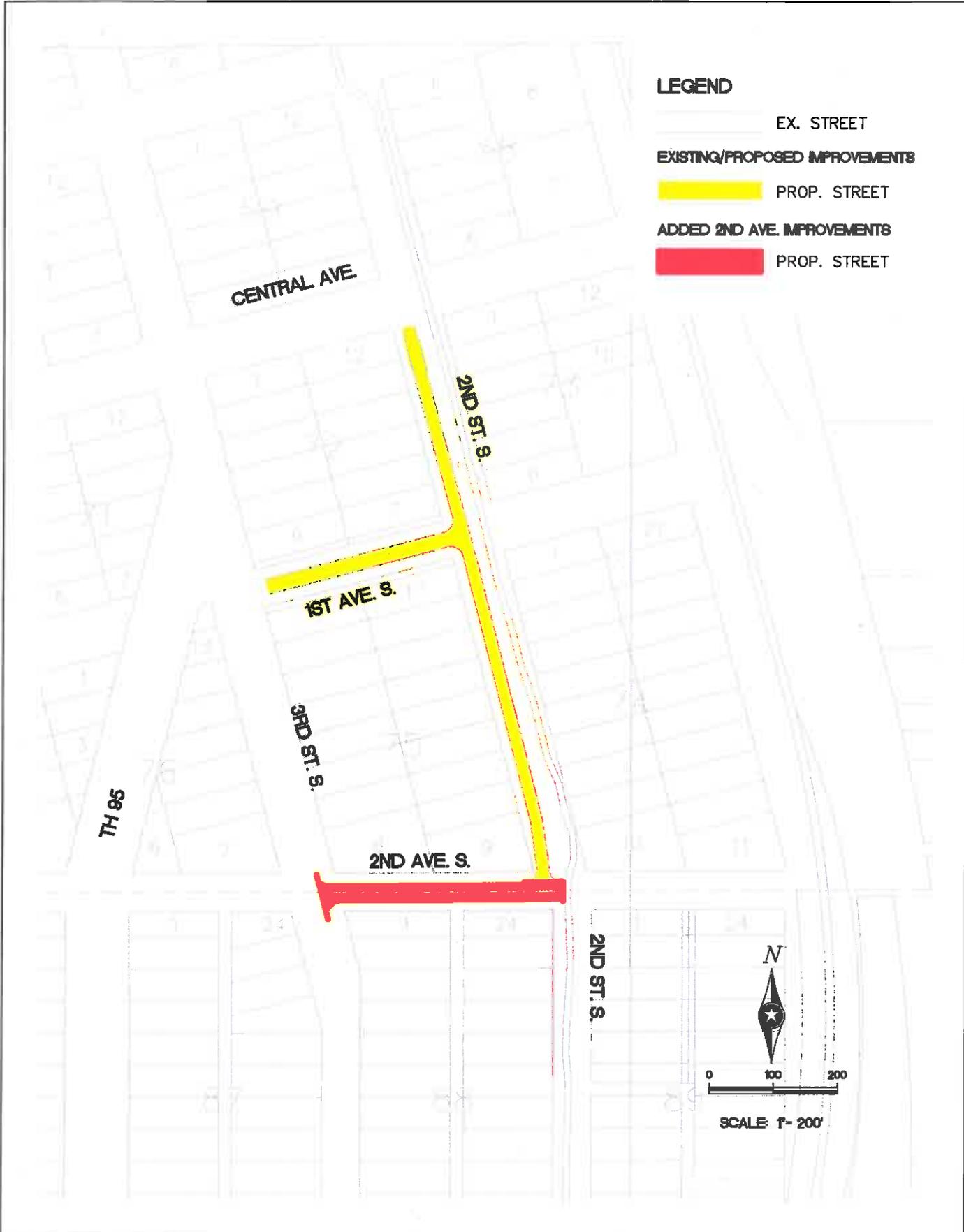
**LEGEND**

- EX. SAN. SEWER
- EX. WATER MAIN
- EXISTING/PROPOSED IMPROVEMENTS**
- PROP. SAN. SEWER
- PROP. WATER MAIN
- ADDED 2ND AVE. IMPROVEMENTS**
- PROP. SAN. SEWER
- PROP. WATER MAIN



**COMBINED PROJECT**

 <p>PHONE: (651) 490-2000 3535 VADNAIS CENTER DR. ST. PAUL, MN 55110</p>	<p>FILE NO. BAYP0124049</p>	<p><b>2ND STREET SOUTH PROPOSED UTILITIES BAYPORT, MINNESOTA</b></p>	<p><b>EXHIBIT NO. 2</b></p>
	<p>DATE: 04/26/13</p>		



**LEGEND**

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



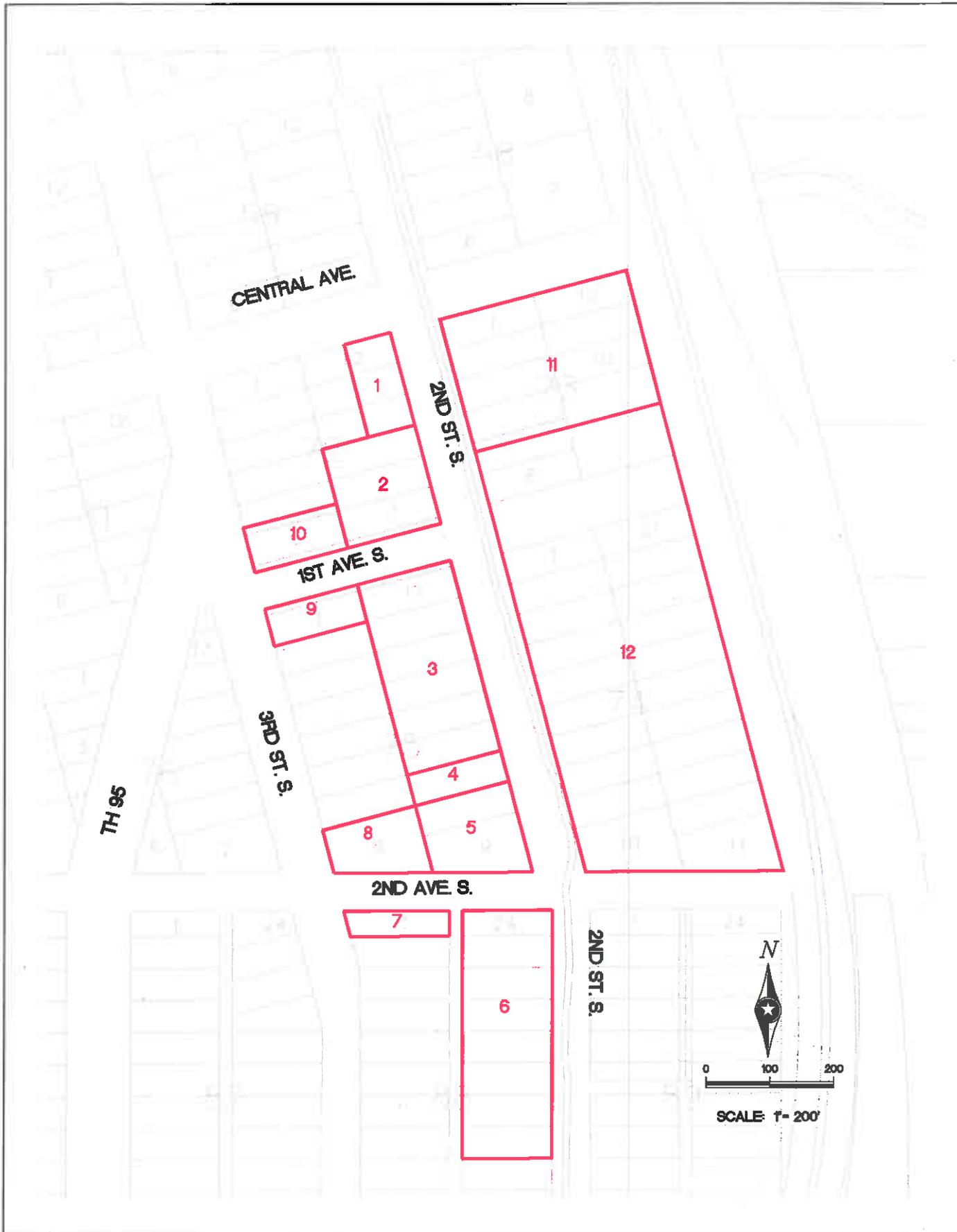
PHONE: (651) 490-2000  
 3535 VADNAIS CENTER DR.  
 ST. PAUL, MN 55110

FILE NO.  
 BAYP0124049

DATE:  
 04/26/13

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

**EXHIBIT  
 NO. 3**



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

FILE NO.  
 BAYP0124049

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
<b>Proposed Lot Split</b>				
<b>Sanitary Sewer</b>				
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
<b>Sub Total</b>				<b>\$34,306.00</b>
10% Contingencies				\$3,431.00
<b>Est. Sanitary Sewer Construction Cost</b>				<b>\$37,737.00</b>
25% Misc. Costs				\$9,434.00
<b>Est. Sanitary Sewer Project Cost</b>				<b>\$47,171.00</b>
<b>Water Main</b>				
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
<b>Sub Total</b>				<b>\$29,540.00</b>
10% Contingencies				\$2,954.00
<b>Est. Water Main Construction Cost</b>				<b>\$32,494.00</b>
30% Miscell Costs				\$8,124.00
<b>Est. Water Main Project Cost</b>				<b>\$40,618.00</b>
<b>Street and Storm Sewer</b>				
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
<b>Sub Total</b>				<b>\$117,270.00</b>
10% Contingencies				\$11,727.00
<b>Est. Street and Storm Construction Cost</b>				<b>\$128,997.00</b>
25% Misc. Costs				\$32,249.00
<b>Est. Street and Storm Project Cost</b>				<b>\$161,246.00</b>

Bayport Minnesota  
 2nd Street South Improvements  
 Estimated Cost

Item	Unit	Est. Quant.	Est. Unit Price	Total
<b>Added 2nd Avenue South Improvements</b>				
<b>Sanitary Sewer</b>				
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
<b>Sub Total</b>				<b>\$19,320.00</b>
10% Contingencies				\$1,932.00
<b>Est. Sanitary Sewer Construction Cost</b>				<b>\$21,252.00</b>
25% Misc. Costs				\$5,313.00
<b>Est. Sanitary Sewer Project Cost</b>				<b>\$26,565.00</b>
<b>Water Main</b>				
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
<b>Sub Total</b>				<b>\$16,740.00</b>
10% Contingencies				\$1,674.00
<b>Est. Water Main Construction Cost</b>				<b>\$18,414.00</b>
25% Misc. Costs				\$4,604.00
<b>Est. Water Main Project Cost</b>				<b>\$23,018.00</b>
<b>Street and Storm Sewer</b>				
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
<b>Sub Total</b>				<b>\$61,535.00</b>
10% Contingencies				\$6,154.00
<b>Est. Street and Storm Construction Cost</b>				<b>\$67,689.00</b>
25% Misc. Costs				\$16,922.00
<b>Est. Street and Storm Project Cost</b>				<b>\$84,611.00</b>

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

Parcel	Address	Property ID	Frontage	Proposed Lot Split plus Added 2nd Ave. South						Total Combined Project
				Sanitary Sewer		Water Main		Street		
				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		\$11,509.00	\$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

**RESOLUTION NO. \_\_\_\_\_**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD JULY 1, 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 1st day of July, 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 ORDERING IMPROVEMENTS TO AREAS WITHIN THE VICINITY  
OF SECOND STREET SOUTH WITHIN THE CITY OF BAYPORT, MINNESOTA,  
AND AUTHORIZING THE PREPARATION OF PLANS AND  
SPECIFICATIONS FOR SUCH IMPROVEMENTS**

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

WHEREAS, on June 3, 2013, the Council authorized the holding of a public hearing (the "Hearing") under Minnesota Statutes, Chapter 429, as amended (the "Act") to consider various water main, sanitary sewer, storm sewer and related improvements (the "Improvements") along and adjacent to Second Street South in the City, between the north line of Central Avenue and the south line of Second Avenue South, on First Avenue South between Third Street South and Second Street South, and on Second Avenue South between Third Street South and Second Street South (the "Assessment Area"); and

WHEREAS, also on June 3, 2013, the Council received a feasibility report on the Improvements from the City Engineer (the "Feasibility Report"), which study explored the feasibility and costs to provide the Improvements under the Act; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the Hearing was given, and the Hearing was held on the date hereof, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. The Improvements are necessary, cost-effective and feasible as detailed in the Feasibility Report. Specifically, the Improvements are necessary to allow for a proposed lot split within the Assessment Area, to provide sanitary sewer service to existing un-sewered properties, and to provide improved water flows and fire protection. The Improvements are feasible from an engineering standpoint as well.
2. The Improvements are hereby ordered.

3. The Improvements have no relationship to the City's comprehensive plan.
4. SEH Inc., the City's engineering firm, is hereby designated as the engineer for the Improvements. The City Engineer shall prepare plans and specifications for the making of such Improvements, which plans and specifications shall be placed on file at the City upon completion.

This Resolution is adopted by the City Council of the City of Bayport, Minnesota, this 1st day of July, 2013.

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Susan St. Ores, Mayor

ATTEST:

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Sara Taylor, Acting City Administrator



## ***Bayport Fire Department***

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

June memo from the Chief;

The month of June was a busy month for us. There were many events that the FD participated in and tours were given. The storm event that passed through our area was one of the largest the BFD has had to respond to. During the event our department was on calls from 8pm Friday until noon on Saturday responding to multiple down power line calls and house fires. The fortunate thing is there were no injuries with the exception of one car accident due to traffic lights being out. This event is a good showing of how well we as a department and city work with each other and other agencies.

Thanks,  
Mark

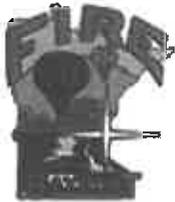
**Mark Swenson**  
**Fire Chief**  
**Bayport Fire Department**

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](mailto:Mark.Swenson@BayportFire.org)



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



**Bayport Police Department**  
294 North 3<sup>rd</sup> Street  
Bayport, Minnesota 55003  
Phone: 651-275-4400  
Fax: 651-275-4411

Laura Eastman  
Chief of Police

Date: June 25, 2013  
To: Mayor and City Council  
Sara Taylor, Acting City Administrator  
From: Chief Laura Eastman  
Subject: **Police Reports and Updates**

#### **PAST EVENTS**

- May 31, 2013: Career Day at St. Croix Preparatory Academy - K9 and Chief Meet and Greet, Safety Camp information provided
- June 6, 2013: Andersen Elementary School - K9 and Chief Meet and Greet, Safety Camp information provided

#### **UPCOMING EVENTS**

- June 29, 2013: Dane's Place Pig Roast – Reserve Officers to assist

#### **End of May call Load**

05/28 – AOA/ATL VEH INVOLVED IN GAS DRIVE OFF, ACCIDENT HIT AND RUN, SPEED 70/55, SPEED 44/30 & DAR, AOA/PHYSICAL DOMESTIC/3RD PARTY, AOA/SHOPLIFTER RUNNING, LAKESIDE PARK CLOSE.

05/29 – DOMESTIC REPORT, FOUND WALLET, CROSSWALKS X2, PROPERTY RETRIEVAL, AOA/ACCIDENT, COUNCIL PACKETS, CHECK THE WELFARE/AOA, PARK CLOSE.

05/30 – OPEN DOOR/AOA, SPEED 71/55, MEDICAL ALARM LEVEL 1, ASSIST CITY HALL, NEW RESIDENT PACKET, LOST PROPERTY, TRASH CANS LEFT OUT X 3, WELCOME PACKET, QUESTION FOR OFFICER, FOUND KEYS, 2<sup>ND</sup> ST. N. SEARCH WARRANT- K9 used - 5TH DEG POSS HEROIN, 5TH DEG POSS. PRESC. (2 VEH'S and \$776.00 dollars FORFEITED), MEDS, DOMESTIC, PARK CLOSE, BURGLAR ALARM, CROSSWALKS, WELCOME PACKET.

05/31 – K-9 MEET & GREET/ SAFETY CAMP PITCH, LIFT ASSIST, FOUND DOG, FIGHT, PUBLIC ASSIST, PARK CLOSE, MJ IN MV/DRUG PARA/UNDERAGE POSS OF ALCOHOL, W/W SPEED, SUSPICIOUS ACTIVITY.

#### **June Call Load**

06/01 – SPEED 41/30, INFO. BOAT PARKING ISSUE, ANIMAIL ISSUE, BOAT TRAILER PARKING CITATION X 6, AOA/VERBAL DISPUTE, PUBLIC ASSIST, SPEED 72/55, LAKESIDE PARK CLOSE.

06/02 – 4TH DEGREE DWI/SPEED 43/30, FOUND BUNNY, PAYBOX COLLECTION, AOA/ ALARM INTRUSION, SUSPICIOUS VEHICLE.

06/03 – PARK CLOSE, ANIMAL COMPLAINT, CROSSWALKS X 2, HRO, HANDGUN PERMIT TO PURCHASE, NEW RESIDENT PACKET, LOST KEYS, PARKING COMP. ALARM, PARK CLOSE.

06/04 – DEAD CAT, MEDICAL LEVEL 1, CROSS WALKS, MEDICAL LEVEL 2, ASSAULT/FIGHT/AOA, MEDICAL LEVEL 2, PARK CLOSE, PARK RESERVATIONS.

06/05 – AOA/DOMESTIC, SCHOOL CROSSING, RESERVE OFFICER BACKGROUND, PUBLIC WORKS SEASON BACKGROUND, ASSIST CITY HALL, VACATION/VACANT BLDG. CHECKS, LAKESIDE PARK CLOSE/PARK RESERVATIONS.

06/06 – AOA/DOMESTIC, K-9 MEET AND GREET/SAFETY CAMP PITCH ANDERSEN ELEMENTARY, ASSIST CITY HALL, DAR, PANIC ALARM, AOA/POSSIBLE JUMPER, LAKESIDE PARK CLOSE.

06/07 – W/W EXPIRED TABS, 5<sup>TH</sup> AVE. BUSINESS CHECKS, AOA/FIRE, ROAD HAZARD, CROSSWALKS, PARKING VIOLATION, DOG AT LARGE, VACATION CHECKS / CITY PACKETS DELIVERED, COUNTERFEIT MONEY, SPEED59/40, PARK CLOSE.

06/08 – 4TH DEG DWI, UAC (PASSENGER), DK DRIVER, PARK OPEN, AOA-IN PROGRESS ROBBERY, VEHICLE LOCK OUT, ATTEMPTED BURGLARY, ARMED FEMALE, PARK CLOSE, AUD. ALARM.

06/09 – NOISE COMPLAINT, BAR DISTURBANCE, MISSING DOGS, PARK CLOSE,.

06/10 – SUSPICIOUS FEMALE / ASSIST, DEPT. INFO. NUISANCE, ASSIST CITY HALL, CONTERFEIT 20, SMOKE & CO ALARM SOUNDING, ASSIST WITH STOLEN PROPERTY, 2 HR. PARKING VIOLATION, CITY ORD VIOLATION- MAINTAIN YARD, PARK CLOSE.

06/11 – AOA/SUSPICIOUS ITEMS/ POSS. BOMBS, SPEED 51/30, CIVIL ISSUE, CHECK WELFARE, PAYBOX COLLECTION, BOAT TRAILER PARKING VIOLATION, DRIVING COMPLAINT, DEAD DEER, LAKESIDE PARK CLOSE/SHELTER PERMITS.

06/12 – SMALL BIRD/FOWL INSPECTION, DEPT. INFO., THEFT, VEH. LOCKOUT, ANIMAIL CONCERN, SUSPICIOUS ACTIVITY, CIVIL ASSIST, PARK CLOSE/SHELTER PERMITS, PARK CLOSE/SHELTER PERMITS.

06/13 – VACATION/VACANT BLDG. CHECKS, FINGER PRINTING, VEHICLE LOCK OUT, AOA JUV RUNAWAY, POSSIBLE ACCIDENT, PARK CLOSE.

06/14 – SUSPICIOUS ACTIVITY, OFFICER INFORMATION, AOA/OPEN DOOR, LAKESIDE PARK CLOSE.

06/15 – AOA/SUSPICIOUS ACTIVITY, SPEED 74/55, BOAT TRAILER PARKING/NO PERMIT, MEDICAL LEVEL 3, W/W SPEED 43/30, BOAT TRAILER PARKING/NO PERMIT, INFORMATION/SUICIDAL SUBJ/AOA, W/W SPEED.

06/16 – AOA/SUSP ACTIVITY, SPEED 54/30, ALARM, LAKESIDE PARK CLOSE, RESERVATIONS POSTED, MEDICAL/ LEVEL 3, BOAT TRAILER PARKING VIOLATION, K9 MEET/GREET, BOAT TRAILER PARKING VIOLATION X 4. MEDICAL LEVEL 3, DOG ATTACK, DOG VS DOG, PARKING W/W ISSUED X3, MEDICAL LEVEL 1, MEDICAL UNKNOWN SITUATION/drowning \*10-72\*, VACATION CHECK, LAKE SIDE PARK CLOSE.

06/17 – DOGS AT LARGE, CITY ORD. VIOLATION, BOAT TRAILER PARKING ENVELOPE PICK UP, PARKING COMPLAINT, SUSPICIOUS PERSONS,

06/18 – CRIME PREVENTION X 2, W/W SPEED, PARK CLOSE/SHELTER PERMITS, W/W SPEED.

06/19 – W/W SPEED, CRIME PREVENTION X 5, WELCOME PACKET X 2, ACCIDENT REPORT, VULNERABLE MISSING ADULT \*LOCATED\*, SCRAP METAL DEALER INSPECTION, ANIMAL COMPLAINT, ALARM, NO SEATBELT, FIRE ALARM, LAKESIDE PARK CLOSE/SHELTER PERMITS.

06/20 – CRIME PREVENTION X 3, JUVIE'S SMOKING COMPLAINT, RESERVATIONS POSTED, SPEED 50/30, 911 MISDIAL, WARRANT ARREST, DEPT. INFORMATION, FELONY/DOC/CONT. SUBST. WARRANT ARREST.

06/21 – MEDICAL LEVEL 1, FIRE, PARK CLOSE, PUBLIC WORKS ISSUE, INFORMATION/PONTOON THEFT, MEDICAL LEVEL 1 X 2, CIVIL ASSIT, DRIVING COMPLAINT, ALARM, MEDICAL LEVEL 1/PRISON INVEST. \*10-72 \*, TREE DOWN X 4, TREE ON HOUSE, TREES DOWN BLOCKING STREET X 6, WEATHER ASSIST, TREE DOWN ON VEH. X 2, TREE AND POWERLINE ON HOUSE, LINE DOWN ACROSS ROAD, CHECK AREA, POWER

LINE DOWN, LINE ON HOUSE, TREE DOWN DAMAGE TO CITY PROPERTY, LINE DOWN BP FIRE REQ. TO RESPOND, TREE DOWN ON PRISON PROPERTY/SECURITY ISSUE, SUSPICIOUS ACTIVITY, DOMESTIC/AOA.

06/22 – 911 OPEN LINE, LIFT ASSIST, TREE BLOCKING ROAD X 2, TREE DOWN ON VEH. X 2, TREE ON HOUSE/DANES PLACE, DWI, TREE ON HOUSE, TREE ON FIRE, PARK CLOSE/SHELTER PERMITS, WIRE DOWN, PROPERTY DAMAGE AT PRISON/TREE ON VEH., BUILD. PERMIT COMPLAINT, BURG. ALARM, CITY TREE DOWN ON MN# 705CHG.

*Grant work - SPEED 77/65, SPEED 79/65, SPEED 73/60 @ 2217.5 FT, SPEED 79/65. SPEED 81/65, SPEED 80/65, DAR/GM NO INSURANCE, PARK SHELTER PERMITS.*

06/23 – 4TH DEGREE DWI, DAC, SPEED 43/30, CITY ORD. VIOLATION W/W, DISTURBANCE, ASSIST PUBLIC WORKS X 2, FAILURE TO DISPLAY CURRENT TABS, TRAIN BLOCKING, THEFT REPORT, NO SEATBELT, NPI, HANDGUN PERMIT TO PURCHASE.

06/24 – PARK CLOSE, CRIME PREVENTION X 2, LIFT ASSIST, NARCOTIC K-9 TRAINING AIDS DESTROYED, OFFICER INFO., DWI 2<sup>nd</sup> DEGREE/VEH. **FORFETURE**, SPEED 73/55 & NO PROOF, CHECK THE AREA/AOA, LAKESIDE PARK CLOSE, FOUND PROPERTY.

**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.

May-13	Speed	Seatbelt	Child seat	DAS,R,C	Underage D&D	JAC	Open Bottle	No Insurance	No POI	Warrants	W/W
501 Chief Eastman											
503 Aaron Slinger	1										1
504 Jared Deal	5					1			1		
505 Quinn Willmarth	1										
506 Chad Johnson											
508 Capt Hutchinson											
509 Jay Jackson	4	16	3	7				4	7		5
510 John Miller	9	4		6		1			5	1	6
512 Zach Lund	2	1		5		1			2	2	9
513 Keith Frank											
Monthly Total	22	21	3	18	0	3	0	4	15	3	24
Year Total	114	35	3	46	0	5	3	10	47	7	80
Officer	Drugs	MJ in MV	Dac-IPS	Stop Sign	Drug Para	DWI	Distracted	City Ord	Ted Foss	Careless	Other
501 Chief Eastman	2										
503 Aaron Slinger											
504 Jared Deal											2
505 Quinn Willmarth											
506 Chad Johnson											
508 Capt Hutchinson											
509 Jay Jackson	2	1			2	1		10			1
510 John Miller		1			1					1	1
512 Zach Lund		1		1	1	1					2
513 Keith Frank											
Monthly Total	4	3	0	1	4	2	0	10	0	1	6
Year Total	8	9	0	4	9	20	1	25	0	3	22

Notes : 501 & 503 = Domestic Assault Arrest and 10-72  
501/509/510 = Search Warrant - Heroin and adderrail



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

---

Date: June 25, 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 June, the full-time Public Works staff, with assistance from part-time staff, has been busy completing the following tasks:

1. Flushing fire hydrants
2. Mowing grass and related grounds maintenance
3. Ongoing street sweeping
4. Ongoing tree trimming with emphasis on storm damage abatement
5. Performing ongoing vehicle and equipment servicing and repairs
6. Reading water meters for second quarter billing
7. Installing several new water meters and completing several new sewer-water service inspections
8. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, attending to system malfunctions, and assisted with the well #3 rehabilitation project
9. Met with numerous residents who had questions and concerns about stormwater drainage issues



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

---

**Date:** June 25, 2013  
**To:** Mayor and City Council  
**From:** Sara Taylor, Acting City Administrator  
**Re:** **Department Update – July City Council meeting**

### **FIRE SPRINKLER INSTALLATION AT 243 3<sup>RD</sup> STREET NORTH (MOST PROPERTY)**

Per the request of the City Council, we will be holding a brief workshop on July 1 at 4:30 p.m. to discuss other possible ways the city could help facilitate a water main extension and installation of fire sprinklers at this property in the way of loans and/or assessments. The general consensus of the City Council is that it is not in the best interest of the city to waive the various codes requiring sprinkling of the building; however, the improvements could be included in a special assessment project, which would help alleviate the up-front costs to the property owner. These options will be presented for discussion and consideration at the workshop. Building Official John Buckley and Fire Chief Mark Swenson have been asked to attend the workshop and be available for questions.

### **UPDATED GUIDANCE VALUE FOR GROUNDWATER WITH TCE**

The Minnesota Department of Health (MDH) will be hosting a public open house on July 1, 5:00-5:45 p.m. at City Hall, to provide residents with information on the recently updated health-based guidance value for trichloroethylene (TCE). MDH will also give a short presentation at the July 1 regular meeting on this topic and be available after this presentation for resident questions. The City Council is encouraged to attend the open house and City Engineers Barry Peters and Chris Larsen will also be in attendance to answer technical questions.

### **CITY ADMINISTRATOR HIRING PROCESS**

Dave Unmacht, Springsted, Inc., is in the process of finalizing a draft employment agreement with Logan Martin, who was offered the position of City Administrator last week. Terms of the agreement are anticipated to be presented to the City Council for consideration at the July 1 meeting, with Logan's tentative start date to be July 22.

### **PERRO PARK MASTER PLAN**

Park Consultant Larry Wacker, Public Works Supervisor Mel Horak, and myself recently viewed two different hockey rink systems in Woodbury and Oakdale, to help identify a preferred system for Perro Park. Larry has also completed research on lighting systems for the rink and will provide a recommendation at the July 1 meeting for how to proceed with the next steps of the project and solicit bids for preferred materials. Related to the overall master plan, I am excited to convey that the Bayport American Legion has expressed interest in providing a monetary donation toward upgrading the ballfield and related fixtures at Perro Park. They understand that we are currently focusing on improvements to the hockey rink, but look forward to having conversations related to improvements to the ballfield within the upcoming year.

## **INSPIRATION PLAT**

A preliminary plat application for the remaining 110 single-family lots in Inspiration Phase III-B was heard by the Planning Commission on June 10. Several comments and concerns were raised at the public hearing and the applicant is working with the homeowners in the development to address the concerns. City staff will also be communicating with the applicant on these issues in the next few weeks, to help resolve some of these concerns before the Planning Commission continues discussion on the application later next month. This application is anticipated to be presented to the City Council in August.

## **CITY HALL DRAINAGE IMPROVEMENT PROJECT**

We are pleased to say that the landscaping and drainage improvement project is finally complete at City Hall. The project was designed and overseen by the Middle St. Croix Watershed Management Organization and the Washington Conservation District, and funded by a cost share grant through the St. Croix River Association. The dry creek that is part of the project is designed to capture and redirect rainwater away from the City Hall and Fire Hall, to prevent infiltration and water damage to the building foundations. The recent abundance of rain has definitely put the creek to the test, and we are happy to report that it has proven to be a great solution to the stormwater runoff problems in this area.

## **FLOOD UPDATE**

Recent forecasts have predicted that the elevation of the St. Croix River may increase significantly over the next week, depending upon accumulated rainfall totals. The city's emergency response personnel will be meeting this week to review the city's flood action, should elevations warrant temporary city action. City staff will keep the City Council informed if any action is suggested.

## **MALLARDS SIGN APPLICATION**

As a follow-up to the correspondence last week regarding the Mallards sign, staff has issued a permit for the proposed improvements, with conditions. Mallards proposal included provisions for installing low voltage lighting and a timer to ensure the sign would not be lit during non-business hours. The city also imposed an additional condition which requires that a light meter test be conducted by a licensed contractor to verify that the proposed lighting meets city code requirements. Both Mallards and city staff have been in contact with the resident that expressed concerns at the June City Council meeting to keep him informed of the conditions that will be imposed to help alleviate his concerns and ensure compliance with city code. Should the sign be found to be in violation of the ordinance, the city will pursue enforcement.

## **4<sup>TH</sup> AVENUE BOAT LAUNCH REPAIR AND DOCK INSTALLATION**

Permits have been granted from the necessary agencies to complete the repairs to the boat launch. However, excessive rain and high water conditions have prevented the contractor from being able to complete the repairs. Once the repairs can be made, the boarding dock will be installed.

**ECKBERG LAMMERS**  
**MEMORANDUM**

---

**TO:** Mayor Susan St. Ores and City Council  
Sara Taylor, Acting City Administrator  
**FROM:** Andy Pratt, City Attorney  
**DATE:** June 24, 2013  
**RE:** Report for July 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 processed the Developer's Agreement and Planned Unit Development permit for this initial 16-unit development to be entered into by the City, D.R. Horton, Inc., and Bayport Mainstreet Holdings, LLC. BMH and D.R. Horton are potentially closing on the sale of this property any day, so D.R. Horton may be the only counter-party to these agreements when they are actually signed. The Council approved this transaction on June 3.

*Phase III-B (121 single-family units)*

I will work with City staff and consultants and Planning Commission members to tweak this transaction for the July Planning Commission meeting. We have notified the applicants that the initial 60-day review period has been extended to 120 days, as allowed by state law.

**Group 41 Property**

I have worked with the Acting City Administrator to respond to citizen comments and complaints regarding the proposed sign upgrade for the Group 41/Mallards property. I assisted with drafting conditions for the sign permit application indicating that an updated test of the sign lighting is required to ensure compliance with the City Code.

**Engineering Issues**

I have drafted a resolution to be considered at a public hearing at the July 1 meeting regarding the proposed public improvements in the area of Second Street South. This resolution must comply with state law requirements for special assessments. I have also reviewed and signed off on draft cooperative agreements with Washington County and Baytown Township for a signalized intersection on Stagecoach Trail just west of the Inspiration Development.

As always, please call (651.351.2125) or email (apratt@eckberglammers.com) with any comments or questions.



**SANDERS WACKER BERGLY - A LOUCKS COMPANY**  
**Landscape Architects And Planners**

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**MEMORANDUM**

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**TO:** Sara Taylor  
**FROM:** Larry Wacker  
**SUBJECT:** July 1, 2013 Bayport City Council Meeting - Perro Park Hockey Rink Improvement Project  
**DATE:** June 24, 2013  
**Cc:**

The following is a description of the status of the design work for the major work items included in the Perro Park Hockey Rink Improvement project:

**Hockey Boards and Fence (see attached Exhibit A)**

Sara T., Mel H. and Larry W. visited hockey rinks at Ojibwa Park in Woodbury, by Sport Systems, Inc., and Richard Walton Park in Oakdale, by Rink Systems, Inc. The dasher boards, in Woodbury are polyethylene and the framework is aluminum. The boards in Oakdale are fiberglass and the framework is galvanized steel. Both systems are designed to last 20 years with some repair expected on the boards and framing. Becker Arena Products also manufactures a comparable hockey board system.

Polyethylene boards expand in the heat of the sun. The expansion can loosen connectors and cause doors to fit poorly. Fiberglass boards expand very little. Both polyethylene and fiberglass are otherwise durable materials for outdoor use.

Aluminum framing is more vulnerable to damage than steel by lawn mowers or other equipment. The welds on aluminum framing are not as durable as steel welds over the long term. More repairs can be expected on aluminum framing but both aluminum and steel can be expected to last 20 years. Framing must be designed so any tube shapes must drain or be watertight. If tubes hold water, they will be subject to splitting from freeze/thaw forces.

All hardware of the hockey board systems must be stainless steel.

**RECOMMENDATION:** The design of hockey board systems by Sport Systems, Inc., Rink Systems, Inc. and Becker Arena Products should be analyzed thoroughly and competitive bids should be solicited from at least two bidders.

The selected board system should be mounted on a concrete ribbon that is 6" thick, reinforced and installed continuous beneath the boards.

### **Hockey and Casual Rink Lighting (see attached Exhibit B)**

Experience on past projects has shown that Musco Lighting products, designed for lighting of athletic fields, courts and rinks, perform well in providing uniform illumination, glare and light control, low maintenance and reasonable pricing.

Soil borings are scheduled to determine the size required for light standard footings.

**RECOMMENDATION:** We recommend purchasing Musco light standards for lighting of the hockey rink and casual skating area. The lighting system can be purchased through the U.S. Communities Cooperative Purchase Program.

### **Rink Surface**

The rink surface is expected to be turf on new topsoil. The soil borings will aid in selecting the topsoil material for the hockey rink.

### **Creek Crossing**

The existing metal culvert is 48" diameter and may be larger than necessary to handle high water flows. Engineering calculations performed for the design of the control structure at the corner of 3<sup>rd</sup> Ave. and 2<sup>nd</sup> St. will be referenced to aid in determining the size for the new culvert.

**RECOMMENDATION:** We recommend that the new culvert be precast concrete (see attached Exhibit C) and sized to accommodate high water flows in Perro Creek. The creek bed and shoulders on both sides of the culvert should be stabilized using native stone.

### **Project Cost**

The cost estimate will updated as soon as more detailed information has been developed for the project components. It is expected, at this time, that the overall cost is within the \$160,000.00 budget for the work.

Please forward any comments or questions.



WOODBURY - SPORT SYSTEMS, INC.



OAKDALE - RINK SYSTEMS, INC.



PLYMOUTH - BECKER ARENA PRODUCTS



SANDERS  
WACKER  
BERGLY  
INC.

LANDSCAPE ARCHITECTS & PLANNERS  
329 East Kellogg Blvd  
Saint Paul, MN 55101  
Phone (651) 221-0401  
Fax (651) 297-0817  
www.swbdc.com

PERRO  
PARK  
EXHIBIT A

BAYPORT,  
MINNESOTA

HOCKEY BOARD  
EXAMPLES

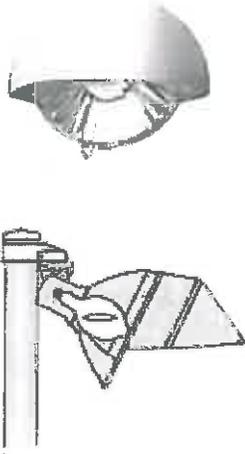
SHEET

HBE



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for the environment.**



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- Factory wired, stored and tested
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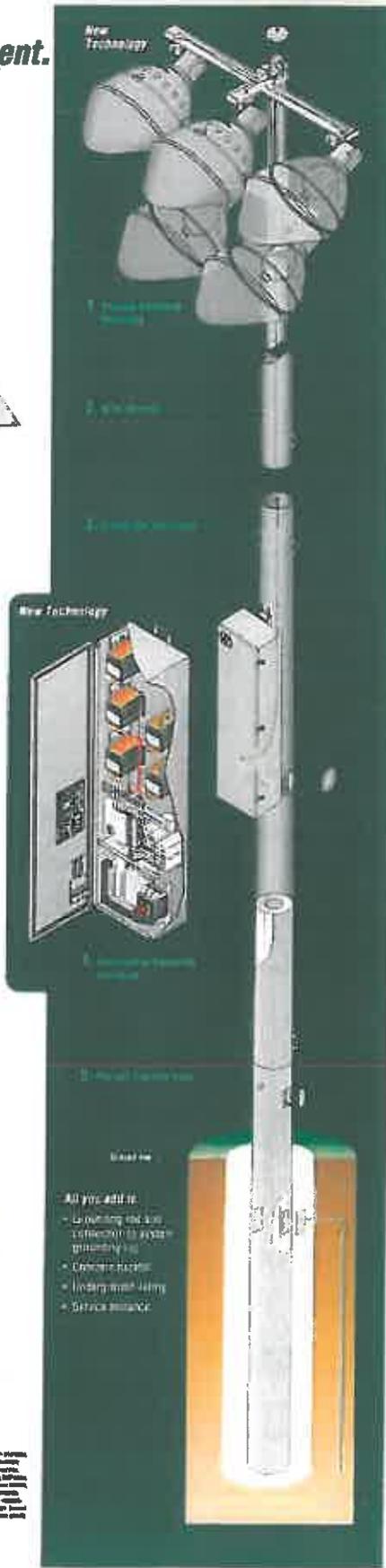
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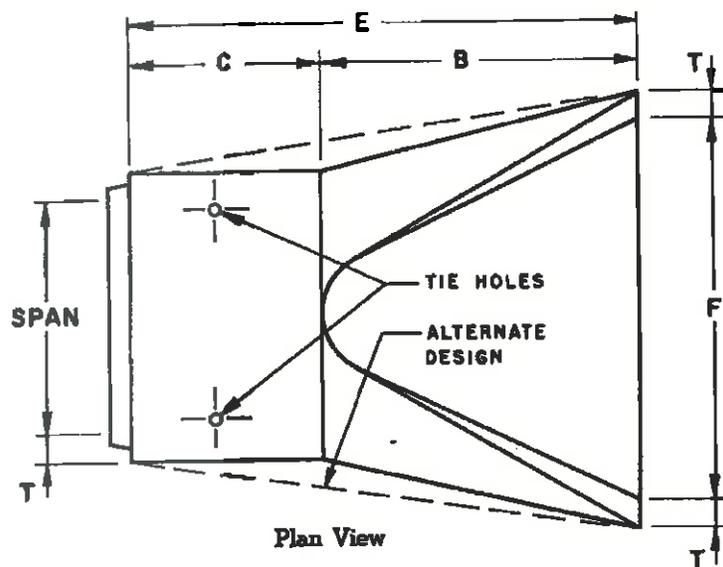
EXHIBIT B



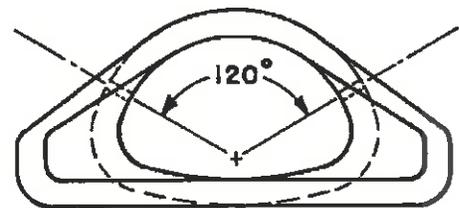
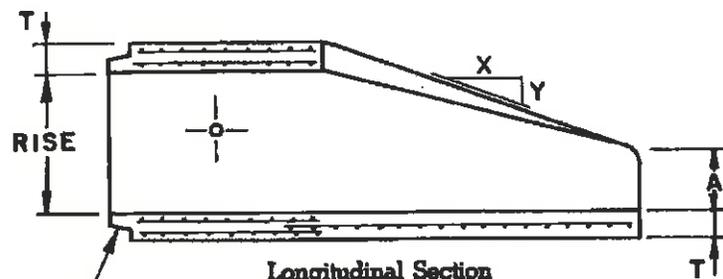


### FLARED END SECTIONS

EXHIBIT C



Holes are cast in section as required for tying flared end section to adjacent sections.



TONGUE END ON INLET END SECTION  
GROOVE END ON OUTLET END SECTION

EQUIVALENT SIZE	WEIGHT PER SECTION	RISE	SPAN	SLOPE	T	A	B	C	E	F
INCHES	LBS.	INCHES	INCHES	X TO Y	INCHES	INCHES	INCHES	INCHES	INCHES	INCHES
18	1090	13-1/2	22	3 TO 1	2-1/2	7	27	45	72	36
24	1760	18	28-1/2	3 TO 1	3-1/2	8-1/2	39	33	72	48
30	3280	22-1/2	36-1/4	3 TO 1	4	9-1/2	50	46	96	60
36	4330	26-5/8	43-3/4	3 TO 1	4-1/2	11-1/8	60	36	96	72
42	5260	31-5/16	51-1/8	3 TO 1	4-1/2	15-13/16	60	36	96	78
48	6380	36	58-1/2	3 TO 1	5	21	60	36	96	84
54	7860	40	65	3 TO 1	5-1/2	25-1/2	60	36	96	90
60	9520	45	73	3 TO 1	6	31	60	36	96	96
72	13550	54	88	2 TO 1	7	31	60	39	99	120
84	20000	62	102	2 TO 1	8	21-1/2	84	18	102	144

End section is manufactured in accordance with applicable portions of ASTM Specification C506.



June 24, 2013

RE: City of Bayport, Minnesota  
2013 Seal Coat Improvements  
SEH No. BAYPO 124443 14.00

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

Atten: Sara Taylor:

On Thursday, June 13, 2013, two (2) bids were received for the above-referenced project. The bid results are shown below.

	<b>Contractor</b>	<b>Total Bid</b>
1	Allied Blacktop	\$37,765.00
2	Fahrner Asphalt Sealers, LLC	\$43,520.15
	Engineer's Estimate	\$39,345.00

The low bid received was submitted by Allied Blacktop, of Maple Grove, Minnesota, in the amount of \$37,765.00.

We have worked with this contractor in other communities on projects of various sizes and they have completed similar type projects in Bayport. SEH engineers can conclude that Allied Blacktop has the experience and ability to complete a project of this size. Accordingly we recommend the project be awarded to Allied Blacktop in the amount of \$37,765.00.

Sincerely,

Barry C. Peters, P.E.  
City Engineer

bcp

c: Mel Horak, Public Works Director

s:\ae\b\baypo\124443\6-const-contracts\building documents\recaward\_124443.docx



## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: June 25, 2013

RE: Well No. 3 Improvements  
SEH No. BAYPO 122788 14.00

We have been working with Public Works on improvements to Well No. 3 located in the Village Green Park. Well No. 3 and the associated well house are in need of upgrades and repairs. The well pump and motor had not been pulled and inspected since 1995. There is also electrical and process piping that needs to ultimately be addressed. Well No. 3 was recently taken out of service to pull and inspect the pump and piping. Based on the inspection, it is recommended that the pumps and motor be replaced and not repaired.

We are recommending that the Council authorize City staff to obtain quotes for purchase and installation of a new pump and motor for Well No. 3 and the associated electrical and re-piping work required. The estimated cost for these improvements is \$62,400. Since the well is presently out of service, we are also recommending that if the quotes received are similar to the estimated cost, that the Council authorize award of the project to the low quote and authorize the Well No. 3 pump improvement project. Costs for the improvements will be paid from the Water Enterprise Fund.

bcp

c: Sara Taylor, Acting City Administrator

s:\ac\b\baypo\122788\2013-06-25 pump quote memo.docx



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.6840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## PLANNING REPORT

TO: Bayport Planning Commission

FROM: D. Daniel Licht, AICP

RE: Bayport – Klinger (424 5<sup>th</sup> Street South) Variance

REPORT DATE: 17 June 2013

MEETING DATE: 1 July 2013

TPC FILE: 195.02 – 13.02

### A. BACKGROUND

J. P. Bush Homes, Inc., on behalf of property owner David Klinger, is proposing to build a detached garage at 424 5<sup>th</sup> Street South. The property is developed with a single family dwelling and attached two car garage constructed in 1988. The single family house and attached garage were constructed on the side of a hill more than 20 feet above 5<sup>th</sup> Street. Access to the house and detached garage is via a single width driveway that rises the hill diagonally from south to north to minimize the slope but it remains significant with a steep drop off the east side of the pavement. The property owner states that the existing driveway is difficult to maintain at times during the winter and unsafe.

Due to the issues with the existing driveway, the property owner is proposing to construct a two car detached garage with usable attic space at the northeast corner of the subject site. The proposed detached structure would have a zero setback from the 5<sup>th</sup> Street right-of-way and be side loaded to be accessed from the south side perpendicular to the public street. Section 601.01(2)(f)(8) of the Zoning Ordinance requires that any structure be setback from any right-of-way a minimum of 20 feet and Section 703.10 states that no accessory building shall be nearer to the front lot line than the principal building on the lot. The applicant is requesting variances from the 20 foot setback to allow the construction of a detached garage that is also forward of the principal building as proposed. The property owner is also proposing to maintain use of the existing attached garage and driveway if the variance application is approved and the detached garage is constructed.

Exhibits:

- Site Location map
- Site Plan
- Grading Plan
- Garage architectural plan

**B. ANALISYS**

**Variance.** Minnesota Statutes 462.357. Subd 6.(2) states in part that "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties." This language establishes the criteria by which the Planning Commission and City Council are to consider the variance application.

Very rarely is approval of a variance necessary for a property to be put to reasonable use allowed by the Zoning Ordinance where the variance is not simply a convenience for the property owner. This approach to considering applications ensures that variances are only approved when the action would be consistent with the intent of the Zoning Ordinance and policies of the Comprehensive Plan. The intent of the 20 foot setback for any structure from a right-of-way is to ensure visibility along the block, maintain area for stormwater drainage and location for utilities such as phone, gas, electric and/or cable typically located outside of the right-of-way, provide area for snow storage plowed from the street and to allow parking in front of a garage without extending into the right-of-way.

In case of the subject site, a decision was made to construct a single family dwelling on a steep slope that creates challenges for use of the subject site in this manner. Other homes have also been built in this area with equally, if not more, challenging driveway and access issues. The current property owner, who was not the original property owner, is asserting that the issues with maintaining and accessing the existing driveway at times during winter months create such practical difficulties so as to warrant approval of a variance to provide them relief and reasonable use of the property. However, the conditions on the property have not changed and the single family dwelling with attached garage and driveway has been in use for 25 years suggesting that the property has enjoyed reasonable use in compliance with the requirements of the Zoning Ordinance. No other structures along 5<sup>th</sup> Street encroach within the required front yard setback meaning a variance to allow construction of a detached garage at the proposed location would alter the character of the neighborhood as well as obstruct visibility

along the public street. On this basis, the property owner has not demonstrated that the criteria for approval of a variance are met.

**Alternatives.** Consideration must also be given to whether options exist to address the property owner's difficulties that would avoid the need for a variance to be approved. It must be emphasized that economic costs related to these alternatives cannot be the only basis for justifying the need for a variance. Several options are available to the property owner that would not require a variance and include:

- The property owner's difficulties with access to the existing attached garage occur only at times in the winter and they intend to otherwise maintain use of it. Construction of an asphalt or concrete pad in the location shown for the proposed detached garage that would provide the property owner reasonable off-street parking when the existing driveway is impassable is allowed by Section 712 of the Zoning Ordinance.
- The property owner's intent to maintain use and access to the existing attached garage means that little can likely be done to reduce the slope of the existing driveway. But the property owner could improve maintenance and safety of the driveway by providing a wider surface, upgraded surface materials, installation of a guard rail or retaining wall on the east side and even installation of a heating mechanism to prevent slippery conditions at times during the winter.
- The property owner could abandon vehicle access to the existing attached garage and construct an attached or detached garage setback a minimum of 20 feet from the right-of-way. Constructing a new attached or detached garage at a lower elevation than the existing attached garage would allow the slope of the driveway to be reduced. Furthermore, a new attached garage or detached garage could be side loaded to have a south facing door minimizing the need for turning movements.
- The applicant may also request a lesser variance requiring the property owner to demonstrate that the requested variance is the minimum necessary to relieve the claim of practical difficulties under the Zoning Ordinance.

**Proposed Detached Garage:** The following considerations apply to the proposed detached garage notwithstanding the requested variance:

- **Area.** Section 703.05 of the Zoning Ordinance limits the area of all attached and detached accessory structures on the property to not more than 2,000 square feet or 10 percent of the lot area, whichever is less. The subject site is 21,000 square feet in area. The footprint of the proposed detached garage is 675 square feet with a 351 foot second story. The existing garage is identified by the applicant as being 400 square feet. As such the total area of accessory structures on the property being proposed is 1,426 square feet and within Zoning Ordinance allowances.

- **Height.** Section 703.01(2) of the Zoning Ordinance limits the height of detached accessory buildings to 12 feet and one story, although the height can be increased to 17 feet administratively to match the pitch of the roof on the principal dwelling. The submitted plans for the proposed detached garage indicate provision of a second story that must be removed. The proposed detached garage has a height defined by the Zoning Ordinance of 16 feet. The Zoning Ordinance allows the height of a garage to be increased to 17 feet only if required to match the pitch of the roof on the single family dwelling but no information regarding the house has been submitted. Given that the property owner is requesting a variance to allow construction of the detached garage within the required front yard setback and forward of the principal building, the second story may be excessive.
- **Construction Materials.** The plans submitted for the proposed detached accessory garage indicate the exterior finish consists of cement fiberboard siding with a horizontal overlapping pattern and asphalt shingles. Section 703.06 of the Zoning Ordinance requires that the exterior design and color of the detached garage match that of the principal dwelling. The siding of the proposed garage is a narrower horizontal lap siding than on the principal dwelling and would need to be revised prior to issuance of a building permit. Likewise the color of the detached accessory building would be required to match that of the existing single family home. Section 703.06 of the Zoning Ordinance further requires the final exterior finish of the exterior of the detached garage be substantially completed within six months from the time the building permit was issued for the project.
- **Setbacks.** As discussed above, the detached garage is proposed to be zero setback from the right-of-way of 5<sup>th</sup> Street, whereas 20 feet is required. The proposed detached garage is also setback five feet from the north property line and 118 feet from the south property line, which complies with the five feet as required by Section 601.01(2)(f)(8) of the Zoning Ordinance.
- **Impervious Surface.** Section 601.01(2)(f)(6) of the Zoning Ordinance limits impervious surface on the subject site to 35 percent of the lot area. The subject site is 21,000 square feet in area. The existing single family dwelling, attached garage and driveway have an impervious area of 3,325 square feet or 15.8 percent of the lot area. The proposed detached garage and driveway would add 1,550 square feet of impervious surface. The total impervious surface area with existing and proposed structures and driveways would be 4,875 square feet or 23.2 percent of the lot area, which complies with Zoning Ordinance requirements.

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

Our office and City staff suggest the city adopt findings of fact recommending the variance application be denied based on the following findings:

1. The property has reasonable use within the requirements of the Zoning Ordinance with the existing single family dwelling and attached garage constructed in 1988.
2. The requested variance is not consistent with the intent of the 20 foot setback requirement established by Section 601.01(2)(f)(8) of the Zoning Ordinance as an official control implementing the Comprehensive Plan.
3. Approval of the variance would convey to the property owner rights not allowed to other properties within the same District and would alter the existing character of the neighborhood.
4. The property owner has alternatives that would not require approval of a variance to relieve the claim of practical difficulties regarding use of the property.

#### **D. PLANNING COMMISSION ACTION**

The Planning Commission conducted a public hearing at their meeting on 10 June 2013 to consider the variance application. Both property owner and builder were present. There were no public comments. The Planning Commission discussed the condition of the property and the applicant's proposed detached garage relative to the Zoning Ordinance requirements and character of the surrounding area. After discussion, the Planning Commission voted 5-0 to recommend that the City Council deny the variance application based on the findings of fact prepared by City staff.

#### **E. RECOMMENDATION**

Our office recommends that the requested variance be denied as the property owner has not demonstrated that they are denied reasonable use of the property as allowed by the Zoning Ordinance with the existing single family dwelling and attached garage. Although access to the existing attached garage may be limited at times during winter, the property owner has alternative actions available to relieve the issues with winter maintenance and access that would not require a variance, the proposed zero setback from 5<sup>th</sup> Street is not consistent with the intent of the Zoning Ordinance and approval of the variance would alter the character of the neighborhood. Suggested findings of fact for denial of the application have been outlined in Section C of this report. The City Council shall consider the application and recommendations of the Planning Commission on 1 July 2013.

- c. Sara Taylor, Acting City Administrator/City Planner  
Andy Pratt, City Attorney  
Barry Peters, City Engineer  
David Klinger, property owner



**SUBJECT PROPERTY: 424 FIFTH STREET SOUTH BAYPORT MINNESOTA**

**VARIANCE APPLICATION**

**MAY 16 2013**

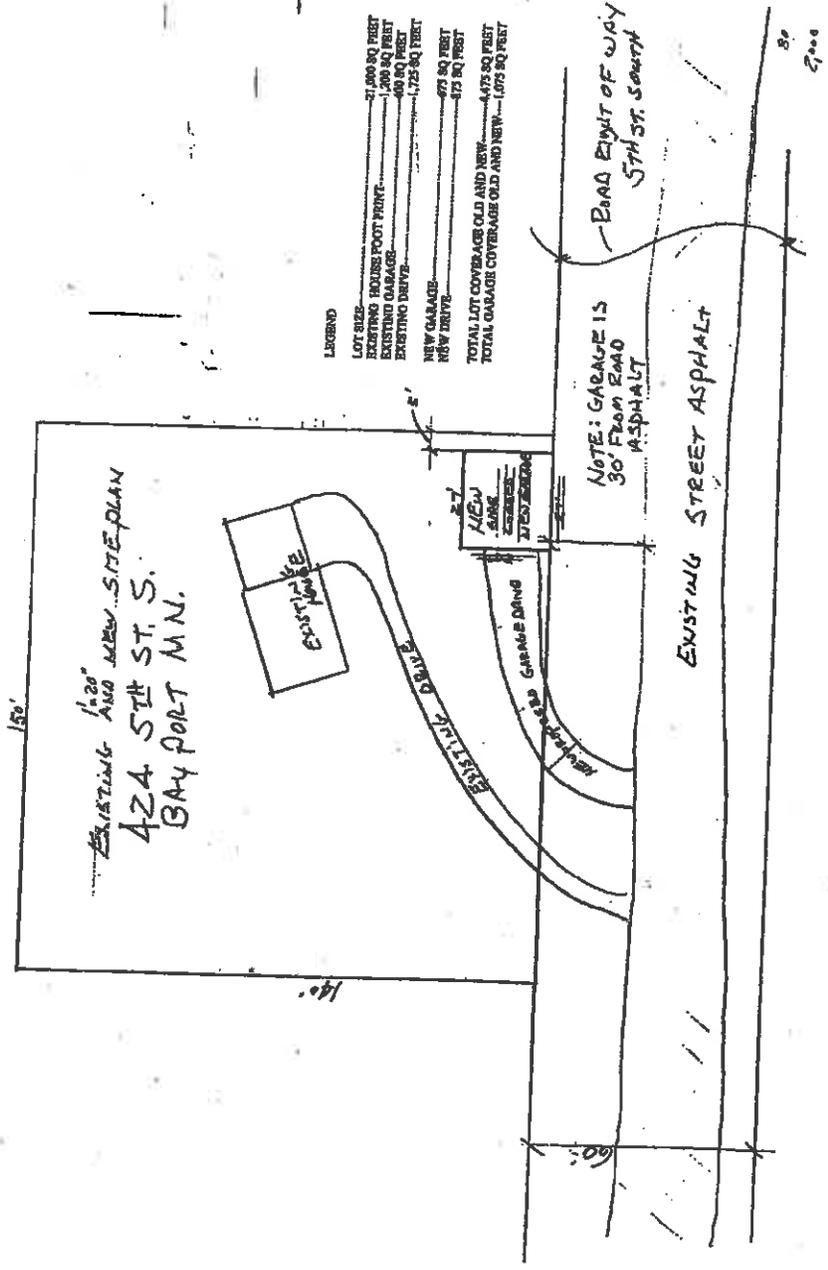
**The Homeowner is requesting to build a new garage on the front property line as shown in the attached site plans and drawings.**

**Hardship:**

**The homeowner has a current driveway that is not navigable during most of the year. The current drive is unsafe and has a slope that does not allow safe access to the residence for parking cars etc.**

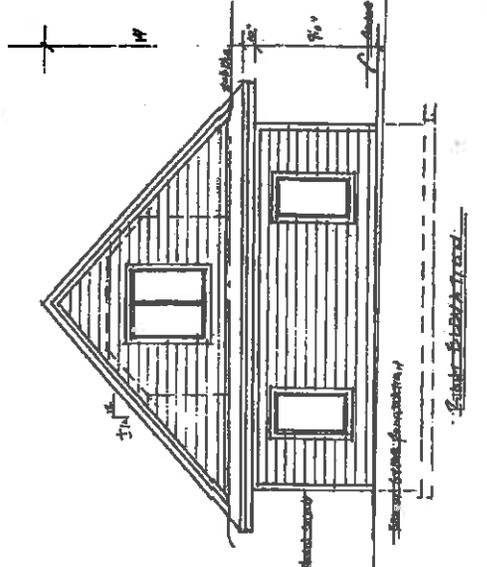
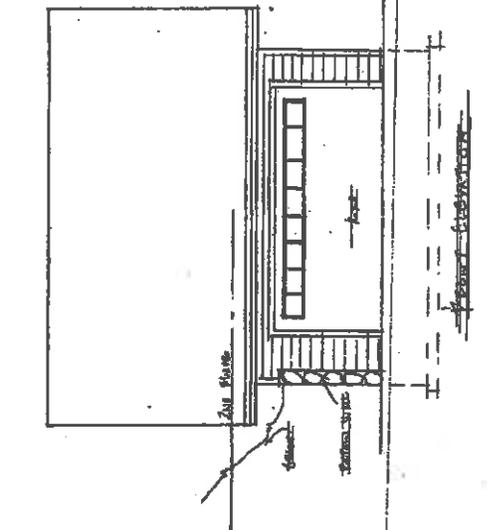
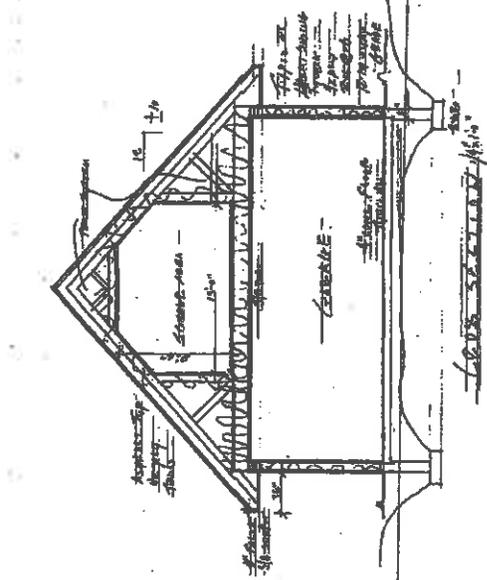
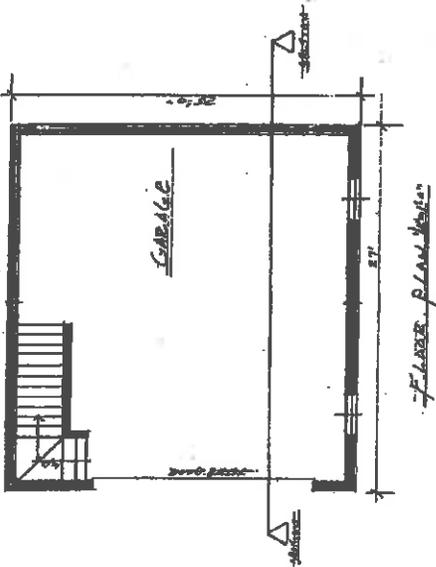
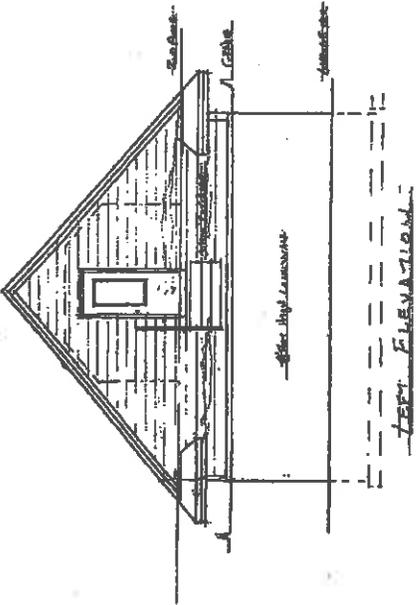
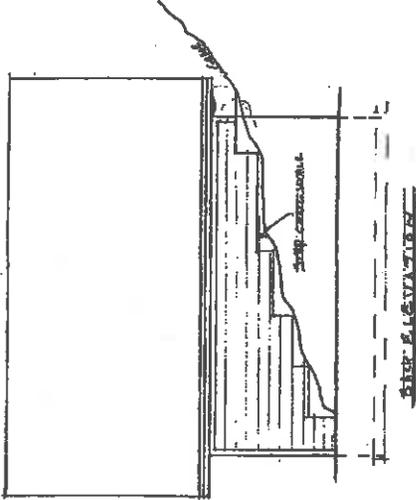
**The proposed garage is to be positioned at the northeast corner of the property with a 5-foot setback from the side yard and zero from the front. A new driveway to be constructed to allow for side loading from the south.**

**This new garage structure will allow the owner a safe environment to park cars and eliminate the need to use the existing drive during severe weather.**



LEGEND

LOT SIZE	27,000 SQ FEET
EXISTING HOUSE FOOT PRINT	1,200 SQ FEET
EXISTING GARAGE	400 SQ FEET
EXISTING DRIVE	1,725 SQ FEET
NEW GARAGE	475 SQ FEET
NEW DRIVE	475 SQ FEET
TOTAL LOT COVERAGE OLD AND NEW	4,475 SQ FEET
TOTAL GARAGE COVERAGE OLD AND NEW	1,075 SQ FEET



**RESOLUTION NO. 13-**

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD JULY 1, 2013**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 1<sup>st</sup> day of July, 2013.

The following members were present:

The following members were absent:

Council member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION DENYING VARIANCES TO CONSTRUCT A DETACHED GARAGE IN FRONT OF  
THE PRINCIPAL DWELLING AND WITHIN THE REQUIRED FRONT YARD SETBACK AT 424  
5<sup>TH</sup> STREET SOUTH, LEGALLY DESCRIBED AS LOTS 19, 20, AND 21 OF BLOCK 95, BAYPORT,  
WASHINGTON COUNTY, MINNESOTA**

**WHEREAS**, The City of Bayport, Minnesota (the "City") received a request from J. B. Bush Homes, Inc., on behalf of property owner David Klinger, to consider variances to construct a detached garage closer to the street than the principal dwelling and within the required front yard setback and to provide an additional parking and storage area, to relieve the claim of practical difficulties with accessing the existing driveway and attached two-car garage; and

**WHEREAS**, The City's Planning Commission reviewed the variance application on June 10, 2013 and by a 5-0 vote unanimously recommended denial of the application to the City Council; and

**WHEREAS**, The City Council considered and denied the variances at the July 1, 2013 meeting with the following findings of fact:

**FINDINGS OF FACT**

- A. On or about May 20, 2013, the City received an application for variances to construct a detached two-car garage with usable attic space in front of the existing house located at 424 5th Street South, at a zero foot setback from 5<sup>th</sup> Street South right-of-way.
- B. Section 601.01(2)(f)(8) of the City's Zoning Ordinance requires that structures located in an R-2 zoning district (single-family urban) be setback a minimum of 20 feet from any right-of-way and Section 703.10 states that no accessory building shall be located nearer to the front property line than the principal dwelling on the property.
- C. Minnesota Statutes, Section 462.357 Subd. 6(2) states in part that "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties."

- D. The existing single-family dwelling and attached two-car garage and driveway have been in use for 25 years, suggesting the property has enjoyed reasonable use in compliance with the Zoning Ordinance.
- E. There are no other legally established structures along 5<sup>th</sup> Street South which encroach into the front yard setback from the right-of-way, meaning the variance would alter the character of the neighborhood as well as obstruct visibility along a public street and would convey rights not allowed to other properties within the same residential district.
- F. Reasonable alternatives exist to relieve the claim of occasional difficulties with accessing the existing driveway and garage, which avoid the need for requested variances to be approved.
- G. The Planning Commission reviewed the application on June 10, 2013 and unanimously recommended denial of the variances to the City Council.
- H. Based on paragraphs A-G above, the City Council finds it in the best interest of the city to deny variances to construct a detached garage closer to the right-of-way than the principal dwelling and within the required front yard setback.

**NOW THEREFORE BE IT RESOLVED:** The City Council of the City of Bayport, Washington County, Minnesota, does hereby deny the application based on findings of fact above.

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 1<sup>st</sup> day of July, 2013, signed by the Mayor and attested by the City Administrator.

\_\_\_\_\_  
Sara Taylor, Acting City Administrator

\_\_\_\_\_  
Susan St. Ores, Mayor