

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
April 1, 2013**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**SWEARING IN OF NEW COUNCILMEMBER PATRICK MC GANN**

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

**APPROVAL OF AGENDA**

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS**

1. March recycling award recipients are John and Leah Legato who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County
- 2.

**OPEN FORUM**

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

- 1.
- 2.

**CONSENT AGENDA**

**TAB #**

Consider a resolution adopting items 1 through 17

- |   |    |
|---|----|
| 1. February 28, 2013 City Council special meeting minutes   | 1  |
| 2. March 4, 2013 City Council workshop meeting minutes  | 2  |
| 3. March 4, 2013 City Council regular meeting minutes   | 3  |
| 4. March 18, 2013 City Council special meeting minutes  | 4  |
| 5. March payables and receipts (check numbers 1135616-1135708)  | 5  |
| 6. March building, plumbing and mechanical permits reports  | 6  |
| 7. Compensation disbursement request by city employee   | 7  |
| 8. Special event application from Anderson Race Management for relay event on Saturday, August 17, 2013 at Perro Park | 8  |
| 9. Special event application from the Bayport American Legion for the Memorial Day Parade on Monday, May 27, 2013     | 9  |
| 10. Donation request from Bayport American Legion for the Memorial Day Parade   | 10 |
| 11. Special event application from BCAL for Dane's Place fundraiser on June 30, 2013 at Village Green Park            | 11 |
| 12. Temporary on-sale liquor license from BCAL for Dane's Place fundraiser  | 12 |

**TAB #**

- 13. Lawful gambling applications from BCAL for Dane’s Place fundraiser 13
- 14. Special event application from Greater Stillwater Chamber of Commerce for Rock’n Ribs on the River at Lakeside Park on Saturday, June 15, 2013 14
- 15. Temporary on-sale liquor license from Greater Stillwater Chamber of Commerce for Rock’n Ribs on the River 15
- 16. Donation of drinking water and supplies for Perro Park warming house from First State Bank and Trust no tab
- 17. Donation of \$25.00 to the Police Department from Jeff and Donna Todd no tab

**PUBLIC HEARINGS**

**CITY COUNCIL LIAISON REPORTS**

**STAFF/CITY ADMINISTRATOR REPORTS 16**

**UNFINISHED BUSINESS**

- 1. Consider a final master plan for Perro Park 17
- 2. Consider financing options for the purchase of the new pumper truck for the Fire Department 18

**NEW BUSINESS**

- 1. Consider authorization to complete a feasibility study for a water and sewer utility extension for the property located at 239 1<sup>st</sup> Avenue South 19

**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 APRIL 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 April, 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 1-17 FROM THE  
APRIL 1, 2013 CITY COUNCIL AGENDA**

1. February 28, 2013 City Council special meeting minutes
2. March 4, 2013 City Council workshop meeting minutes
3. March 4, 2013 City Council regular meeting minutes
4. March 18, 2013 City Council special meeting minutes
5. March payables and receipts (check numbers 1135616-1135708)
6. March building, plumbing and mechanical permits reports
7. Compensation disbursement request by city employee
8. Special event application from Anderson Race Management for relay event on Saturday, August 17, 2013 at Perro Park
9. Special event application from the Bayport American Legion for the Memorial Day Parade on Monday, May 27, 2013
10. Donation request from Bayport American Legion for the Memorial Day Parade
11. Special event application from BCAL for Dane's Place fundraiser on June 30, 2012 at Village Green Park
12. Temporary on-sale liquor license from BCAL for Dane's Place fundraiser
13. Lawful gambling applications from BCAL for Dane's Place fundraiser
14. Special event application from Greater Stillwater Chamber of Commerce for Rock'n Ribs on the River at Lakeside Park on Saturday, June 15, 2013
15. Temporary on-sale liquor license from Greater Stillwater Chamber of Commerce for Rock'n Ribs on the River
16. Donation of drinking water and supplies for Perro Park warming house from First State Bank and Trust
17. Donation of \$25.00 to the Police Department from Jeff and Donna Todd

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 April 2013.

ATTEST:

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

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

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
COUNCIL CHAMBERS  
February 28, 2013  
4:30 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 and Hanson

Staff Present: Administrator Berg, City Attorney Pratt, Assistant City Attorney Nodes

**PRELIMINARY CONSIDERATION OF ALLEGATIONS OR CHARGES AGAINST AN INDIVIDUAL SUBJECT TO THE CITY COUNCIL'S AUTHORITY**

Following call to order, Attorney Pratt advised that the subject of the meeting, City Administrator Mitchell Berg, had requested the meeting to be open pursuant to Minnesota law. Thereinafter, Assistant Attorney Nodes presented the City Council with a summary of the investigation relating to Administrator Berg, initiated after a report was made to the City Attorney's office during the week of January 14, 2013, by City staff. Attorney Nodes reported that additional charges were raised during the investigation, and were included within the scope of investigation. Attorney Nodes provided detail on the charges, as well as detail with regard to Administrator Berg's responses to such, which were given orally to Attorney Nodes during a meeting on February 25, 2013 with Administrator Berg, his attorney, Attorney Nodes, and Attorney Pratt. Based on the findings of the investigation and the reality of Administrator Berg's anticipated departure from his employment with the City on March 2, 2013, Attorney Nodes recommended that the investigation be deemed closed, that no disciplinary action be taken against Administrator Berg, and that the City Attorney's office prepare a letter to Administrator Berg advising of such.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to close the investigation into City Administrator Berg. Motion carried 4-0. Discussion followed on whether discipline should be instituted pursuant to the findings of the investigation. It was moved by Councilmember Goldston and seconded by Councilmember Carlson to not institute any discipline against City Administrator Berg. Motion carried 3-1 with Councilmember Hanson voting nay.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize the City Attorney's office to distribute correspondence to City Administrator Berg advising that the investigation was closed and that no disciplinary action would be instituted. Motion carried 4-0.

**ADJOURNMENT**

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to adjourn the special meeting at 4:48 p.m. Motion carried 4-0.

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MEETING MINUTES  
COUNCIL CHAMBERS  
March 4, 2013  
4:30 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 and Hanson

Staff Present: Acting City Administrator/Planner Taylor, City Attorney Pratt, Fire Chief Swenson, and Finance Officer Madsen

Others Present: Steve Mattson and representatives, Northland Securities, and Dave Unmacht, Springsted Incorporated

**DISCUSS VARIOUS FINANCING OPTIONS TO PURCHASE A NEW PUMPER TRUCK FOR THE FIRE DEPARTMENT**

Attorney Pratt reviewed his memo and outlined various finance options the city may want to consider to purchase a new pumper truck. He mentioned that municipalities routinely issue a general obligation equipment certificate to finance purchases of this magnitude, rather than drawing on city reserve funds or investments. Over the past several months, city staff has been working with Steve Mattson, Northland Securities, who specializes in this type of financing. Pratt noted that the current interest rate for general obligation bonds is less than 2%, which is one of the lowest rates ever seen in the market, making this an attractive financing option for the city to consider.

Steve Mattson reviewed the bond process, noting that the benefit of this financing is that the city would have a set schedule of payments, which can be planned and budgeted for at a minimal borrowing cost. However, with this type of financing, the city would incur interest and associated financing costs, which could be amortized over the life of the bond. Mattson reviewed a preliminary bond financing analysis for the pumper truck over a ten year period, with Fire Chief Swenson noting that the estimated purchase price for the truck and related equipment is approximately \$520,000.00.

Discussion followed on how the bond financing may impact the city's levy and options to finance all or a portion of the truck using city reserve funds. It was noted that financing the truck with cash on hand may affect the city's ability to finance other projects or unknown events, such as mitigation of trichloroethylene (TCE) contamination or repairs to city utilities and/or infrastructure. It was the consensus of the City Council to have staff review the city's cash reserve balances in detail and prepare some well-defined options to finance the purchase with a bond (with a possible decrease in term to five years), cash reserves, or a combination thereof, for consideration at a later date.

**REVIEW THE NEXT STEPS AND TIMELINE TO PROCEED WITH THE HIRING PROCESS FOR THE CITY ADMINISTRATOR POSITION**

Dave Unmacht of Springsted Incorporated reviewed the next steps in the hiring search for the City Administrator position, noting that he would be meeting with city staff and individual Councilmembers within the next few weeks to gain input on preferred skill sets and traits that would be beneficial for an individual to possess in this position. Unmacht then reviewed the tentative timeline to complete the search and hiring process. The position is anticipated to be posted by late March, with a start date in June.

**ADJOURNMENT**

Mayor St. Ores adjourned the workshop at 5:37 p.m.

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
MARCH 4, 2013  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of March 4, 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, and Michele Hanson

Members Absent: None

Staff Present: Acting Administrator/City Planner Sara Taylor, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, 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 March 4, 2013 City Council agenda. Motion carried 4-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The February recycling award recipient was Doug Odland who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores reminded property owners that the sidewalks abutting their property should be cleared of ice and snow within 24 hours of accumulation and thanked everyone for helping with this public safety issue.

**OPEN FORUM**

Jon Chiglo, Minnesota Department of Transportation (MnDOT) project director for the St. Croix River Crossing project, provided an update on the new bridge. He reported that two major contracts were recently let for the reconstruction work on Highways 95 and 36, as well as the installation of the five foundation piers in the river. Work on both projects will begin in April, with contractor incentives to have the work completed by the end of 2013. He reported that a proposed retaining wall/railing within Bayport has been eliminated and the size of a holding pond has been reduced, which will reduce the city's overall maintenance responsibilities. He stated MnDOT would be hosting public information meetings at the end of April, and he would be able to provide the City Council with information on traffic management strategies at the May City Council meeting. Mr. Chiglo indicated the project manager for the proposed work on Highway 95 at the south end of Bayport will provide staff with an update on the scheduled work.

**CONSENT AGENDA**

Mayor St. Ores read items 1-15 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 13-04**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-15 FROM THE  
MARCH 4, 2013 CITY COUNCIL AGENDA**

1. January 18, 2013 City Council emergency meeting summary
2. February 4, 2013 City Council special meeting minutes
3. February 4, 2013 City Council regular meeting minutes
4. February 20, 2013 City Council special meeting minutes
5. February payables and receipts (check numbers 1135516-1135615)
6. February building, plumbing and mechanical permits report
7. City liability insurance waiver
8. Letter of credit reduction for the remaining improvements within Phase I of Inspiration
9. Policy for accepting credit cards for payment of city services
10. Authorization to hire five personnel for the Fire Department
11. Special event application from Make-A-Wish Foundation for Swimming for Wishes fundraiser at Lakeside Park on Sunday, August 18, 2013
12. Renewal of boat trailer parking license agreement with Andersen Corporation
13. Agreement with Springsted, Inc. for executive search services
14. Authorization for Mayor St. Ores to execute and sign the Metropolitan Council Environmental Services grant agreement for the Inflow and Infiltration Improvement and Manhole Rehabilitation Project on behalf of the city
15. Accept Fire Department donation of eight Kidde carbon monoxide alarms from Tom and Susan Boecker and two quilted baby blankets from Audrey Reed

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

Susan St. Ores – aye  
Connie Carlson – aye

Dan Goldston – aye  
Michele Hanson – aye

**PUBLIC HEARINGS – None**

**COUNCIL LIAISON REPORTS**

Councilmember Hanson reviewed the February 21, 2013 meeting of the Cable Commission, reporting that new officers and committees were established, and she will be serving on the budget committee. She noted that information on Comcast's transition from analog to digital is posted at City Hall; however, residents should contact Comcast if they have questions or concerns.

Mayor St. Ores attended a meeting with officials from the Department of Transportation (DOT) and cities that will be impacted by the St. Croix River Crossing Project. She was encouraged by the open door approach of DOT officials to communicate with local government agencies, businesses, residents and emergency services personnel during the project. She also participated in a recent Community Symposium meeting and attended the Bayport Community Action League's Valentine Party.

Mayor St. Ores reported that she and Acting Administrator Taylor had a conference call today with Union Pacific Railroad officials relative to the city's ongoing concerns with increased train horn noise. She was encouraged by the railroad's willingness to communicate with the city on the issue, and an update will be provided in the city's next newsletter. Staff reiterated the need for the railroad to provide information to residents on the installation of a signal for the train crossings at Point Road in 2014.

## **STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Swenson reviewed his written report. He reported that department personnel responded to an ice/water rescue incident, as well as several motor vehicle accidents in the area and two house fires in Bayport during February. Five new members are being trained in, and the new breathing apparatus equipment will be installed in the trucks within the next few weeks. A committee is exploring options for the purchase of a new pumper truck.

Police Chief Eastman reviewed her written report, encouraging anyone interested in learning more about fraud and identity theft to attend the upcoming community watch sessions at Croixdale on March 18 at 6:30 p.m., or the Bayport Senior Center on March 27 at 8:30 a.m. The department will be holding training for new reserve officers in April. Reserve officers are instrumental in assisting with city events, such as the Memorial Day Parade and Night to Unite. She highlighted the department's efforts to educate pet owners on the need to license and clean up after their pets.

Mel Horak, Public Works Supervisor, reviewed his written report, adding that the skating rinks were closed today for the season, due to poor ice quality. He provided an update on snow plowing and removal efforts and reported the hazardous tree removal project has been completed.

Acting Administrator Taylor reviewed her written report. She added the search process for the new city administrator will begin next week. It is anticipated the job position will be posted by late March, with a new administrator on the job by mid June. She reported staff received notification that the city will be reimbursed approximately \$9,000.00 by the Minnesota Department of Health for activities completed as part of a Source Water Protection Grant. The city has also been awarded \$73,000.00 in grant funding from the Metropolitan Council for an Inflow and Infiltration Improvement and Manhole Rehabilitation Project.

## **UNFINISHED BUSINESS – None**

## **NEW BUSINESS**

Consider applicants to fill the vacant seat on the City Council: Acting Administrator Taylor reported three residents expressed interest in the vacant seat, and each applicant was present to address the City Council regarding their desire to serve in this capacity. Morgan Kamps, 137 5<sup>th</sup> Street North; Patrick McGann, 19 Point Road; and April Torzewski, 528 6<sup>th</sup> Street North, explained their qualifications for the position and why they were seeking appointment. Councilmembers will consider the applications and make the appointment at a special meeting to be scheduled for mid March, with the new councilmember sworn in at the April 1, 2013 regular City Council meeting.

Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances related to water and sewer utility rates: Acting Administrator Taylor stated that a water and sewer utility rate increase for years 2010-2013 was previously adopted by the City Council following a rate study in 2009. As such, staff recommended adoption of the ordinance amendment to reflect the adopted rates for 2013 and a resolution providing for the summary publication of the proposed ordinance.

Councilmember Hanson introduced the following ordinance and moved its adoption:

**Ordinance #835**

### **AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING APPENDIX D, FEE SCHEDULE, OF THE CITY CODE**

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

Susan St. Ores – aye  
Connie Carlson – aye

Dan Goldston – aye  
Michele Hanson – aye

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 13-05**

**A RESOLUTION PROVIDING FOR THE SUMMARY PUBLICATION OF  
ORDINANCE NO. 835, AN ORDINANCE AMENDING APPENDIX D, FEE  
SCHEDULE OF THE CITY CODE**

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

Susan St. Ores – aye  
Connie Carlson – aye

Dan Goldston – aye  
Michele Hanson – aye

Consider amending Chapter 24 – Cemeteries of the Bayport City Code of Ordinances: Acting Administrator Taylor reported that staff recently completed a thorough review of the Hazelwood Cemetery rules and regulations to ensure the ordinance complied with state statutes, provided consistency with local cemeteries, and reflected current practices. She noted the cemetery ordinance was significantly updated in 2006, with input from a citizen’s advisory committee, and the proposed ordinance does not contain any substantial changes to these updates. The proposed changes do, however, reorganize the information to make it easier to read and understand.

Councilmember Hanson introduced the following ordinance and moved its adoption:

**Ordinance #836**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
AMENDING CHAPTER 24, CEMETERIES, OF THE BAYPORT CITY CODE**

The motion for adopting the foregoing ordinance 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

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 13-06**

**A RESOLUTION PROVIDING FOR THE SUMMARY PUBLICATION OF  
ORDINANCE NO. 836, AN ORDINANCE AMENDING CHAPTER 24,  
CEMETERIES, OF THE CITY CODE**

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

Consider authorization to purchase a replacement pumper truck for the Fire Department: Fire Chief Swenson stated the Fire Department is requesting authorization to replace a 1990 pumper truck. A dedicated truck committee researched the best option for this replacement and is recommending the purchase of a Rosenbauer Commander 4000 EXT that would be manufactured in Wyoming, Minnesota. Delivery time is expected within 8-12 months from the time of order. The base price of the vehicle is

\$459,877.00, which reflects competitive pricing through a cooperative purchasing program with the Houston-Galveston Area Council (H-GAC). Staff estimates it will cost an additional \$60,000.00 to fully equip the truck and is requesting a do-not-exceed approval cost of \$520,000.00. Chief Swenson stated the first payment of \$204,758.00 would be due in July, when the chassis is ready. He said the committee had explored the option of replacing the department's 1994 heavy equipment rescue truck at the same time to realize better pricing; however, it was determined the current fire station could not accommodate the size of the two new trucks. As part of the department's five-year plan, Chief Swenson is exploring construction of a new fire hall to better fit the needs of the department. The truck committee is also exploring options for disposal of the old pumper truck.

Attorney Pratt summarized the discussion at the City Council workshop held prior to tonight's meeting that explored financing options for the new pumper. Steve Mattson of Northland Securities presented an analysis of financing the purchase internally with cash on hand versus public financing via a General Obligation Equipment Certificate of Indebtedness for a term of no more than 10 years, with an interest rate of approximately 1.5 percent. He stated the City Council can authorize the purchase of the truck tonight and allow staff additional time to determine the optimum financing option for the purchase. He recommended a financing option be approved at the next meeting. Chief Swenson added that staff will work with Mr. Mattson to establish a financing plan for future replacement of department vehicles.

It was moved by Councilmember Hanson and seconded by Councilmember Goldson to authorize the purchase of a Rosenbauer Commander 4000 EXT from Rosenbauer, Wyoming, Minnesota, for a cost not to exceed \$520,000.00, and enter into an Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (H-GAC). Motion carried 4-0.

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

1. Councilmember Hanson recognized and thanked Tom and Susan Boecker for the donation of the Kidde carbon monoxide alarms and Audrey Reed for the donation of the homemade baby blankets.

#### **ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the meeting at 7:08 p.m. Motion carried 4-0.

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Acting City Administrator/Clerk

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
COUNCIL CHAMBERS  
March 18, 2013  
6:00 P.M.**

**CALL TO ORDER**

The meeting was called to order by Mayor St. Ores at 6:08 p.m.

**ROLL CALL**

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

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

Others Present: Dave Unmacht, Springsted Incorporated

**DISCUSS THE HIRING PROCESS AND DRAFT PROFILE FOR THE CITY ADMINISTRATOR POSITION**

Dave Unmacht of Springsted Incorporated reviewed the draft job advertisement and position profile for the City Administrator position. The information gathered at the listening sessions with city staff and the City Council were used to assist Unmacht in developing the position profile, specifically the position requirements, essential job functions, and performance expectations. Discussion followed on specific content, salary range, application deadline, and overall layout of the profile. The consensus of the City Council was that they were initially pleased with the draft profile presented, but would provide any additional comments to Administrator Taylor and Unmacht, for inclusion in developing the final profile. The position is anticipated to be advertised by March 25, with a tentative application deadline of April 22.

**APPOINT AN INDIVIDUAL TO FILL THE VACANT SEAT ON THE CITY COUNCIL**

Administrator Taylor reviewed the three applicants interested in being considered for the vacant seat, noting each presented their background, experience, and intent in serving on the City Council at the March 4 meeting. Discussion followed on the specific attributes of the applicants and the positive traits each could contribute if selected to serve on the City Council. While each applicant offered distinct strengths, it was mentioned by several councilmembers that Patrick McGann's knowledge and experience as a small business owner in the St. Croix Valley would be a strong asset and a welcome addition to the City Council.

Councilmember Goldston introduced the following resolution and moved its adoption:

**Resolution 13-05**

**RESOLUTION TO FILL A VACANCY ON THE BAYPORT CITY COUNCIL**

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 – nay

## **ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the special meeting at 7:21 p.m. Motion carried 4-0.

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**Acting City Administrator/Clerk**

CITY OF BAYPORT

\*Budget Control Summary

Current Period: MARCH 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Varianc
<b>FUND 101 GENERAL</b>				
<b>Revenue Accounts</b>				
DEPT 00000 GENERAL GOVERNMENT	\$1,663,419.00	-\$307,940.42	\$1,971,359.42	118.51%
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	\$47,056.68	\$49,693.32	51.36%
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	\$9,987.91	\$86,112.09	89.61%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$161,148.84	\$219,729.16	57.69%
DEPT 43100 STREET MAINT	\$5,000.00	\$0.00	\$5,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$27,500.00	\$3,445.91	\$24,054.09	87.47%
DEPT 43300 CEMETERY	\$10,000.00	\$3,600.00	\$6,400.00	64.00%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue Accounts</b>	<b>\$2,285,147.00</b>	<b>-\$80,901.08</b>	<b>\$2,366,048.08</b>	<b>103.54%</b>
<b>Expenditure Accounts</b>				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$470.00	\$0.00	\$470.00	100.00%
DEPT 41200 MAYOR & COUNCIL	\$141,451.00	\$37,779.21	\$103,671.79	73.29%
DEPT 41240 RECYCLING	\$7,200.00	\$780.04	\$6,419.96	89.17%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$30,821.10	\$110,590.90	78.20%
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	\$46,929.34	\$173,573.66	78.72%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$13,860.94	\$25,189.06	64.50%
DEPT 42100 POLICE	\$719,313.00	\$172,106.80	\$547,206.20	76.07%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$139,362.22	\$299,556.78	68.25%
DEPT 43100 STREET MAINT	\$267,714.00	\$47,830.64	\$219,883.36	82.13%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$7,626.79	\$22,373.21	74.58%
DEPT 43200 PARKS	\$58,241.00	\$11,297.51	\$46,943.49	80.60%
DEPT 43300 CEMETERY	\$7,475.00	\$325.00	\$7,150.00	95.65%
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>\$508,719.59</b>	<b>\$1,642,628.41</b>	<b>76.35%</b>

CITY OF BAYPORT

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\*Fund Summary -  
Budget to Actual©

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MARCH 2013

	2013 YTD Budget	MARCH MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
<b>FUND 101 GENERAL</b>					
Revenue	\$2,285,147.00	\$14,166.86	<del>-\$80,901.08</del>	\$2,366,048.08	-3.54%
Expenditure	\$2,151,348.00	\$141,341.83	\$508,719.59	\$1,642,628.41	23.65%
		<u>-\$127,174.97</u>	<u>-\$589,620.67</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	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</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	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</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	\$400.00	\$400.00	-\$400.00	0.00%
Expenditure	\$0.00	-\$9,058.57	-\$9,058.57	\$9,058.57	0.00%
		<u>\$9,458.57</u>	<u>\$9,458.57</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**  
**\*Fund Summary -**  
**Budget to Actual©**  
**MARCH 2013**

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	2013 YTD Budget	MARCH 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	\$3,322.47	\$87,039.12	-\$87,039.12	0.00%
		-\$3,322.47	-\$87,039.12		
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$1,000.00	\$9,000.00	-\$9,000.00	0.00%
Expenditure	\$0.00	\$1,262.50	\$1,262.50	-\$1,262.50	0.00%
		-\$262.50	\$7,737.50		
<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	\$1,036.95	\$2,568.08	\$284,661.92	0.89%
Expenditure	\$287,230.00	\$19,914.34	\$53,259.01	\$233,970.99	18.54%
		-\$18,877.39	-\$50,690.93		
<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	\$0.00	\$0.00	0.00%
		\$0.00	\$1,033.96		
<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©

MARCH 2013

	2013 YTD Budget	MARCH 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	\$15,310.91	\$27,190.49	\$298,059.51	8.36%
Expenditure	\$491,628.76	\$33,648.73	\$93,895.79	\$397,732.97	19.10%
		-\$18,337.82	-\$66,705.30		
<b>FUND 602 SEWER</b>					
Revenue	\$0.00	\$800.00	\$7,250.00	-\$7,250.00	0.00%
Expenditure	\$773,754.76	\$46,570.61	\$162,214.36	\$611,540.40	20.96%
		-\$45,770.61	-\$154,964.36		
<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	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
Expenditure	\$0.00	\$130.50	\$877.62	-\$877.62	0.00%
		\$869.50	\$122.38		
<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>		<b>-\$203,417.69</b>	<b>-\$930,667.97</b>		

**CITY OF BAYPORT**  
**REVENUE SUMMARY YTD THRU 03/31/2013**

FUND	FUND Descr	2013 Budget	2013 YTD Amt	2013 % of Budget	2013 % of Budget Remain
FUND 101	GENERAL	\$2,285,147.00	-\$80,901.08	-3.54%	103.54%
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	\$400.00	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	\$9,000.00	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	\$2,568.08	0.89%	99.11%
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	\$27,190.49	8.36%	91.64%
FUND 602	SEWER	\$0.00	\$7,250.00	0.00%	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$1,000.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$2,897,627.00	-\$32,458.55	-1.12%	101.12%

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
<b>FUND 101 GENERAL</b>					
101	03/19/13	\$50.00	3274	LIQUOR - TEMP (PER DAY) Robert Johnso	R 101-00000-32100 BUSINES
101	03/25/13	\$50.00	3290	LIQUOR - TEMP (PER DAY) Greater Stillwa	R 101-00000-32100 BUSINES
101	03/20/13	\$300.35	3278	GAMBLING PROCEEDS CK # 7348	R 101-00000-32204 GAMBLIN
101	03/11/13	\$1.50	3255	COPIES (\$0.25/PAGE) CASH - J. Klennert	R 101-00000-34105 USER FEE
101	03/05/13	\$30.00	3256	ASSESSMENT SEARCH CK # 1485	R 101-00000-34105 USER FEE
101	03/25/13	\$1.00	3285	NOTARY-NOT CITY BUSINESS RILEY CAM	R 101-00000-34105 USER FEE
101	03/26/13	\$30.00	3297	ASSESSMENT SEARCH CK # 89631	R 101-00000-34105 USER FEE
101	03/27/13	\$100,000.00	16635	WIRE IN CD FROM ICD	G 101-11101 INVESTMENTS
101	03/20/13	\$2,435.00	3281	SAC	G 101-20102 S A C CHARGES
101	02/27/13	\$5.00	3242	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	02/27/13	\$5.00	3242	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/27/13	\$5.00	3242	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/04/13	\$5.00	3251	PLUMBING SURCHARGE - RESIDENTIAL B	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3260	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3261	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3261	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3261	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3261	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3261	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3263	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3263	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3263	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	03/12/13	\$5.00	3263	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	03/19/13	\$5.00	3275	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/19/13	\$5.00	3275	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/19/13	\$7.50	3276	BUILDING SURCHARGE Modern Home Buil	G 101-20104 STATE SURCHA
101	03/20/13	\$182.00	3281	BUILDING SURCHARGE DR Horton #4999	G 101-20104 STATE SURCHA
101	03/22/13	\$5.00	3283	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/25/13	\$5.00	3286	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	03/25/13	\$5.00	3288	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	03/25/13	\$5.00	3289	PLUMBING SURCHARGE - RESIDENTIAL S	G 101-20104 STATE SURCHA
101	03/21/13	\$5.34	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/14/13	\$3.56	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/07/13	\$3.56	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/27/13	\$39.56	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/05/13	\$84.86	3249	HEALTH PARTNERS CK # 1174963134	G 101-27109 HEALTH PARTN
101	03/05/13	\$58.34	3249	HEALTH SAVING ACCT. CK # 1174963134	G 101-27122 H S A
101	03/26/13	\$40.00	3305	DANGEROUS DOG COURT (REFUND & REI	E 101-41200-300 PROF SER-L
101	03/18/13	\$670.16	3271	PROPERTY & CASUALTY (REFUND & REIM	E 101-41200-306 PROF SER-O
101	03/20/13	\$100.00	3282	CONTRACTOR LICENSE - GENERAL Nile's	R 101-41910-32100 BUSINES
101	03/22/13	\$50.00	3283	CONTRACTOR LICENSE - SPECIALTY Apoll	R 101-41910-32100 BUSINES
101	03/26/13	\$50.00	3292	CONTRACTOR LICENSE - SPECIALTY Broc	R 101-41910-32100 BUSINES
101	03/01/13	\$50.00	3250	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	03/14/13	\$15.00	3267	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	03/18/13	\$15.00	3272	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	03/19/13	\$15.00	3274	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	03/19/13	\$265.50	3276	BUILDING PERMIT Modern Home Builders	R 101-41910-32210 BUILDIN
101	03/19/13	\$172.58	3276	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	03/20/13	\$1,716.49	3281	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	03/20/13	\$2,640.75	3281	BUILDING PERMIT DR Horton #499913	R 101-41910-32210 BUILDIN
101	02/27/13	\$75.00	3242	PLUMBING PERMIT - RESIDENTIAL Cham	R 101-41910-32220 PLUMBIN
101	03/04/13	\$75.00	3251	PLUMBING PERMIT - RESIDENTIAL Brant	R 101-41910-32220 PLUMBIN

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	03/12/13	\$75.00	3263	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	03/12/13	\$75.00	3263	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	03/12/13	\$75.00	3263	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	03/12/13	\$75.00	3263	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	03/25/13	\$75.00	3286	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	03/25/13	\$75.00	3288	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	03/25/13	\$75.00	3289	PLUMBING PERMIT - RESIDENTIAL Scher	R 101-41910-32220 PLUMBIN
101	02/27/13	\$75.00	3242	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	02/27/13	\$75.00	3242	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3260	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3261	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3261	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3261	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3261	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3261	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/12/13	\$75.00	3261	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/19/13	\$75.00	3275	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/19/13	\$75.00	3275	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/22/13	\$75.00	3283	MECHANICAL PERMIT - RESIDENTIAL	R 101-41910-32230 MECHANI
101	03/26/13	\$492.64	3300	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	03/13/13	\$302.96	3262	POLICE SERVICES (OVERTIME) CK # 559	E 101-42100-102 OVERTIME
101	02/28/13	\$10.00	3244	PET LICENSE - SPAY/NEUT Jennifer Braun	R 101-42100-32240 ANIMAL F
101	03/07/13	\$10.00	3254	PET LICENSE - SPAY/NEUT Holly Pechman	R 101-42100-32240 ANIMAL F
101	03/12/13	\$20.00	3265	PET LICENSE - SPAY/NEUT Cathy Carlson	R 101-42100-32240 ANIMAL F
101	03/15/13	\$10.00	3269	PET LICENSE - SPAY/NEUT Ellerbrock - CA	R 101-42100-32240 ANIMAL F
101	03/18/13	\$10.00	3273	PET LICENSE - SPAY/NEUT Steege, #331	R 101-42100-32240 ANIMAL F
101	03/26/13	\$20.00	3291	PET LICENSE - SPAY/NEUT S. Ness #1507	R 101-42100-32240 ANIMAL F
101	03/26/13	\$500.00	3305	DANGEROUS DOG REGISTATION CK # 11	R 101-42100-32240 ANIMAL F
101	03/05/13	\$25.00	3258	POLICE AUDIO/DVD/CD CK # 5978	R 101-42100-34201 POLICE A
101	03/14/13	\$1.25	3268	POLICE REPORTS CASH - DUSBABEK	R 101-42100-34201 POLICE A
101	03/19/13	\$1.00	3279	POLICE REPORTS Bob Schuster - CASH	R 101-42100-34201 POLICE A
101	03/14/13	\$2,995.57	16632	2013 FEB 2013 TRAIL CT	R 101-42100-35101 COURT FI
101	03/12/13	\$25.00	3264	DONATIONS POLICE (U/N) Donna Todd #	R 101-42100-36231 DONATIO
101	03/05/13	\$10.00	3257	ANIMAL CONTROL CASH	R 101-42100-37000 MISCELL
101	03/18/13	\$645.66	3277	LAW ENFORCEMENT TRAINING (REFUND	E 101-42100-403 POLICE TRA
101	03/26/13	\$264.00	3299	FIRE DEPT. WAGES (REFUND & REIMBUR	E 101-42200-105 FIRE RUNS,
101	03/13/13	\$253.23	3270	FIRE PROTECTION PERMITS CK # 55875	R 101-42200-32200 NONBUSI
101	03/27/13	\$1,000.00	16633	2013 FIREFIGHTERS RELIEF ASSOC	R 101-42200-33421 FIRE STA
101	03/14/13	\$1,000.00	16631	FIRE RELIEF-2013	R 101-42200-36233 GRANTS
101	03/26/13	\$9,504.05	3302	FIRE DEPT. CAPTIAL OUTLAY(REFUNDS &	E 101-42200-530 CAPITAL AS
101	03/06/13	\$25.00	3253	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	03/07/13	\$25.00	3254	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	03/12/13	\$50.00	3266	PARK FIELD-COURT RENTAL FEE Todd Br	R 101-43200-34780 PARK FEE
101	03/20/13	\$75.00	3280	BEACHHOUSE - RESIDENT(FRI-SUN) Walt	R 101-43200-34780 PARK FEE
101	03/25/13	\$350.00	3293	PICNIC SHELTER - NONRESIDENT (101-2	R 101-43200-34780 PARK FEE
101	03/26/13	\$80.00	3304	TRASH RECEPACLE/BARRICADE CK # 81	R 101-43200-34780 PARK FEE
101	03/26/13	\$125.00	3304	PICNIC TABLE CK # 8145	R 101-43200-34780 PARK FEE
<b>FUND 101 GENER</b>		<b>\$128,513.41</b>			
<b>FUND 202 DRUG FORFEITURE</b>					
202	02/28/13	\$400.00	3252	DRUG FORFEITURE ABBY TEUBER - CASH	R 202-00000-36249 DRUG FO
202	03/26/13	\$9,058.57	3303	POLICE DEPT. DRUG FOR (REFUNDS & RE	E 202-42101-449 DRUG FORF
<b>FUND 202 DRUG</b>		<b>\$9,458.57</b>			
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					

**CITY OF BAYPORT  
MONTHLY RECEIPTS**

Period Name: MARCH

FUN	Tran Date	Amount	Refer	Comments	Account Descr
206	03/14/13	\$12.24	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/07/13	\$47.69	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/14/13	\$3.84	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/14/13	\$3.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/07/13	\$35.07	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/14/13	\$87.57	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	03/21/13	\$30.69	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/26/13	\$1.20	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/21/13	\$9.71	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/14/13	\$11.56	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/06/13	\$1.20	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/06/13	\$12.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/26/13	\$1.20	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
<b>FUND 206 WATER</b>		<b>\$257.57</b>			
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
207	03/20/13	\$1,000.00	3281	PARK DEDICATION	R 207-00000-34780 PARK FEE
<b>FUND 207 PARK I</b>		<b>\$1,000.00</b>			
<b>FUND 211 LIBRARY</b>					
211	03/26/13	\$8.00	3287	LIBRARY SERVICE CHARGE CK # 2499	R 211-45500-34760 LIBRARY
211	03/26/13	\$8.00	3287	LIBRARY SERVICE CHARGE CK # 545	R 211-45500-34760 LIBRARY
211	03/26/13	\$15.00	3287	LIBRARY SERVICE CHARGE CK # 5719	R 211-45500-34760 LIBRARY
211	03/26/13	\$5.95	3287	LIBRARY SERVICE CHARGE CK # 5903	R 211-45500-34760 LIBRARY
211	03/26/13	\$1,000.00	3296	LIBRARY GRANTS CK # 007417	R 211-45500-36233 GRANTS
<b>FUND 211 LIBRA</b>		<b>\$1,036.95</b>			
<b>FUND 601 WATER</b>					
601	03/06/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	03/07/13	\$582.44	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/14/13	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/07/13	\$11.02	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	03/14/13	\$39.12	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/14/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	03/07/13	\$23.30	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/06/13	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/26/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	03/21/13	\$10.93	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/06/13	\$153.04	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/21/13	\$3.18	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	03/26/13	\$10.00	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/14/13	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/14/13	\$122.17	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/21/13	\$395.60	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/14/13	\$4.77	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	03/20/13	\$1,200.00	3281	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	03/25/13	\$1,200.00	3286	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	03/25/13	\$1,200.00	3288	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	03/25/13	\$1,200.00	3289	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	03/20/13	\$350.00	3281	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	03/25/13	\$350.00	3286	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	03/25/13	\$350.00	3288	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	03/25/13	\$350.00	3289	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	03/27/13	\$9,002.49	16634	I/I GRANT AGREEMENT	R 601-46120-36233 GRANTS

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

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Period Name: MARCH

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	03/21/13	\$0.08	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	03/26/13	\$48.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	03/07/13	\$49.03	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	03/14/13	\$11.31	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
<b>FUND 601 WATER</b>		<b>\$16,681.25</b>			
<b>FUND 602 SEWER</b>					
602	03/07/13	\$363.28	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/06/13	\$10.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/06/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/27/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	03/21/13	\$99.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/21/13	\$6.02	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/14/13	\$39.60	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/14/13	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/07/13	\$23.30	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/14/13	\$729.72	0	UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLING
602	03/26/13	\$10.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/14/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/14/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	03/14/13	\$123.53	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/20/13	\$800.00	3281	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
<b>FUND 602 SEWER</b>		<b>\$40,349.86</b>			
<b>FUND 803 P &amp; Z ESCROWS</b>					
803	03/21/13	\$1,000.00	3284	HAYNER PROPERTY ESCROW CK # 1041	R 803-80044-34100 P & Z PE
<b>FUND 803 P &amp; Z E</b>		<b>\$1,000.00</b>			
		<b>\$198,297.61</b>			

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2013**

3 Month = 25.02

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	2013 Balance	2013 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$0.00	\$470.00	100.00%
41200	MAYOR & COUNCIL	\$141,451.00	\$37,779.21	\$103,671.79	73.29%
41240	RECYCLING	\$7,200.00	\$780.04	\$6,419.96	89.17%
41400	ADMINISTRATION	\$141,412.00	\$30,821.10	\$110,590.90	78.20%
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	\$46,929.34	\$173,573.66	78.72%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$13,860.94	\$25,189.06	64.50%
42100	POLICE	\$719,313.00	\$172,106.80	\$547,206.20	76.07%
42200	FIRE PROTECTION	\$438,919.00	\$139,362.22	\$299,556.78	68.25%
43100	STREET MAINT	\$267,714.00	\$47,830.64	\$219,883.36	82.13%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$7,626.79	\$22,373.21	74.58%
43200	PARKS	\$58,241.00	\$11,297.51	\$46,943.49	80.60%
43300	CEMETERY	\$7,475.00	\$325.00	\$7,150.00	95.65%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
FUND 101 GENERAL		\$2,151,348.00	\$508,719.59	\$1,642,628.41	76.35%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$0.00	\$0.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$287,230.00	\$53,259.01	\$233,970.99	81.46%
FUND 211 LIBRARY		\$287,230.00	\$53,259.01	\$233,970.99	81.46%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2013**

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3 Month = 25.02

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	2013 Balance	2013 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$878.62	-\$878.62	0.00%
44151	TCE WATER MAIN IMPROVEMEN	\$0.00	\$26,938.54	-\$26,938.54	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$7,120.32	\$40,329.68	84.99%
46120	WATER	\$444,178.76	\$58,958.31	\$385,220.45	86.73%
FUND 601 WATER		\$491,628.76	\$93,895.79	\$397,732.97	80.90%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$41,150.72	\$332,604.04	88.99%
46990	SEWER - NON-OPERATING	\$400,000.00	\$121,063.64	\$278,936.36	69.73%
FUND 602 SEWER		\$773,754.76	\$162,214.36	\$611,540.40	79.04%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2013**

3 Month = 25.02

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	2013 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	\$29.00	-\$29.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$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	\$848.62	-\$848.62	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$877.62	-\$877.62	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2013**

3 Month = 25.02

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	2013 Balance	2013 % of Budget Remain
		\$3,703,961.52	\$818,966.37	\$2,884,995.15	77.89%

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 1135616-1135708**

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Period Name: MARCH

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>									
LEAGUE OF MN CITIES IN	101	03/26/13	\$40.15	E	41200	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
SCHWAAB, INC.	101	03/04/13	\$0.94	E	41200	201	STAMP/VOLD	OFFICE SUPPLIES	1135629
U S BANK VISA	101	03/04/13	\$12.76	E	41200	201	ADMIN. CREDIT CARD/FE	OFFICE SUPPLIES	1135618
ECKBERG, LAMMERS, BRI	101	03/26/13	\$1,660.25	E	41200	300	CTY ADMIN RESIGNATIO	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$2,008.35	E	41200	300	CTY ADMIN INVESTIGAT	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$58.00	E	41200	300	COUNCIL MEMBER VACA	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$36.25	E	41200	300	DANGEROUS DOG	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$1,174.50	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$642.72	E	41200	300	PERSONNEL MATTERS	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$600.00	E	41200	300	MEETINGS	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$101.50	E	41200	300	CEMETERY	PROF SER-LEGAL	1135677
ECKBERG, LAMMERS, BRI	101	03/26/13	\$2,247.50	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135677
S E H	101	03/26/13	\$75.60	E	41200	301	ATTEND CC MTG	PROF SER-ENGIN	1135690
S E H	101	03/26/13	\$353.10	E	41200	301	2/5/13 STAFF MTG	PROF SER-ENGIN	1135690
S E H	101	03/26/13	\$273.97	E	41200	301	672 2ND AVE ALLEY VAC	PROF SER-ENGIN	1135690
S E H	101	03/26/13	\$84.08	E	41200	301	FIRE TRUCK BOND SALE	PROF SER-ENGIN	1135690
SCHLENNER WENNER & C	101	03/26/13	\$230.00	E	41200	303	ASSISTANCE YR END	PROF SER-AUDIT	1135692
COMPLETE HEALTH ENVIR	101	03/26/13	\$350.00	E	41200	306	FEB 2013 MAINTENANCE	PROF SER-OTHER	1135675
STILLWATER GAZETTE	101	03/26/13	\$11.10	E	41200	350	ORDINANCE CEMETERY	PRINTING & PUBL	1135698
STILLWATER GAZETTE	101	03/26/13	\$11.10	E	41200	350	ORDINANCE FEE SCHED	PRINTING & PUBL	1135698
US INTERNET	101	03/26/13	\$101.20	E	41200	416	MTHLY SECURENCE 3/19	REPAIR/MAINT OF	1135705
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>			<u>\$10,073.07</u>						
<b>DEPT 41240 RECYCLING</b>									
LEGATO, JOHN & LEAH	101	03/26/13	\$30.00	E	41240	370	RECYCLING RECIPIENT	RECYCLING INCE	1135683
<b>DEPT 41240 RECYCLING</b>			<u>\$30.00</u>						
<b>DEPT 41400 ADMINISTRATION</b>									
LEAGUE OF MN CITIES IN	101	03/04/13	\$88.50	E	41400	150	HUFTEL/DEDUCTIBLE OC	WORKER S COMP	1135625
LEAGUE OF MN CITIES IN	101	03/26/13	\$1,030.28	E	41400	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
U S BANK VISA	101	03/04/13	\$76.60	E	41400	201	ADMIN. CREDIT CARD/FE	OFFICE SUPPLIES	1135618
SCHWAAB, INC.	101	03/04/13	\$5.69	E	41400	201	STAMP/VOLD	OFFICE SUPPLIES	1135629
TR COMPUTER SALES LLC	101	03/26/13	\$18.75	E	41400	416	HELP DESK/B & W PRINT	REPAIR/MAINT OF	1135703
TR COMPUTER SALES LLC	101	03/26/13	\$25.74	E	41400	416	HOSTED BUSINESS SECU	REPAIR/MAINT OF	1135703
U S BANK VISA	101	03/04/13	\$60.00	E	41400	433	MCFO	DUES & MEMBERS	1135618
<b>DEPT 41400 ADMINISTRATION</b>			<u>\$1,305.56</u>						
<b>DEPT 41910 PLANNING &amp; ZONING</b>									
U S BANK VISA	101	03/04/13	\$63.83	E	41910	201	ADMIN. CREDIT CARD/FE	OFFICE SUPPLIES	1135618
SCHWAAB, INC.	101	03/04/13	\$4.74	E	41910	201	STAMP/VOLD	OFFICE SUPPLIES	1135629
S E H	101	03/26/13	\$84.09	E	41910	301	CERT. OF SURVEY REVIE	PROF SER-ENGIN	1135690
TR COMPUTER SALES LLC	101	03/26/13	\$21.45	E	41910	416	HOSTED BUSINESS SECU	REPAIR/MAINT OF	1135703
TR COMPUTER SALES LLC	101	03/26/13	\$15.62	E	41910	416	HELP DESK/B & W PRINT	REPAIR/MAINT OF	1135703
<b>DEPT 41910 PLANNING &amp; ZONING</b>			<u>\$189.73</u>						
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>									
JOHNSON, CHAD	101	03/26/13	\$325.00	E	41940	302	MARCH 2013 CLEANING	CONTRACT SERVI	1135681
OFFICE OF ENT TECHNOL	101	03/26/13	\$464.72	E	41940	321	FEB 2013 PHONE/BLGS D	COMMUNICATION	1135687
XCEL	101	03/04/13	\$914.13	E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135635
XCEL	101	03/04/13	\$272.68	E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1135635
SCHMIDT MECHANICAL	101	03/26/13	\$1,327.16	E	41940	420	SERVICE CALL TO PW AN	R & M BLDGS, ST	1135693
<b>DEPT 41940 MUNICIPAL BUILDING</b>			<u>\$3,303.69</u>						

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 1135616-1135708**

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Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>DEPT 42100 POLICE</b>									
LEAGUE OF MN CITIES IN	101	03/04/13	\$88.50	E	42100	150	HUFTEL/DEDUCTIBLE OC	WORKER S COMP	1135625
LEAGUE OF MN CITIES IN	101	03/26/13	\$8,984.36	E	42100	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
SCHWAAB, INC.	101	03/04/13	\$4.74	E	42100	201	STAMP/VOLD	OFFICE SUPPLIES	1135629
U S BANK VISA	101	03/04/13	\$63.83	E	42100	201	ADMIN. CREDIT CARD/FE	OFFICE SUPPLIES	1135618
U S BANK VISA	101	03/04/13	\$12.35	E	42100	207	USPS	UNIFORMS - CHIE	1135617
STREICHERS	101	03/04/13	\$318.01	E	42100	208	UNIFORMS SUPPLIES/PO	UNIFORMS - JAY	1135630
WASHINGTON COUNTY S	101	03/04/13	\$1,735.46	E	42100	212	FEB 2013 FUEL/POLICE D	MOTOR FUELS & L	1135634
U S BANK VISA	101	03/04/13	\$12.83	E	42100	212	HOLIDAY STORE	MOTOR FUELS & L	1135617
BAYPORT TRANSMISSION	101	03/19/13	\$26.78	E	42100	212	2009 DODGE CHARGER/	MOTOR FUELS & L	1135661
U S BANK VISA	101	03/04/13	\$9.75	E	42100	306	USPS	PROF SER-OTHER	1135617
VERIZON WIRELESS	101	03/26/13	\$369.62	E	42100	321	PHONES/FIRE DEPT.	COMMUNICATION	1135706
WASHINGTON COUNTY P	101	03/26/13	\$1,236.24	E	42100	321	1ST QTR. 2013 RADIO/P	COMMUNICATION	1135707
TR COMPUTER SALES LLC	101	03/26/13	\$21.45	E	42100	416	HOSTED BUSINESS SECU	REPAIR/MAINT OF	1135703
TR COMPUTER SALES LLC	101	03/26/13	\$15.62	E	42100	416	HELP DESK/B & W PRINT	REPAIR/MAINT OF	1135703
ST PAUL STAMP WORKS, I	101	03/26/13	\$23.31	E	42100	427	TWISTED LINKS/POLICE	ANIMAL EXPENSE	1135697
<b>DEPT 42100 POLICE</b>			\$12,922.85						
<b>DEPT 42200 FIRE PROTECTION</b>									
LEAGUE OF MN CITIES IN	101	03/26/13	\$14,373.74	E	42200	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
RIVER VALLEY PRINTING	101	03/04/13	\$154.27	E	42200	201	MEDICAL/ACCIDENT REP	OFFICE SUPPLIES	1135628
U S BANK VISA	101	03/04/13	\$8.85	E	42200	201	USPS	OFFICE SUPPLIES	1135632
U S BANK VISA	101	03/04/13	\$13.47	E	42200	202	OFFICE MAX	UNIFORMS - MISC	1135632
APPLIED IMAGES	101	03/26/13	\$42.85	E	42200	202	OPERATING SUPPLIES/FI	UNIFORMS - MISC	1135671
U S BANK VISA	101	03/04/13	\$11.00	E	42200	212	MISTER CAR WASH	MOTOR FUELS & L	1135632
U S BANK VISA	101	03/04/13	\$60.00	E	42200	217	WOODYS BAR & GRILL	MATERIALS & PR	1135632
ECKBERG, LAMMERS, BRI	101	03/26/13	\$217.50	E	42200	300	FIRE TRUCK PURCHASE	PROF SER-LEGAL	1135677
STILLWATER MEDICAL GR	101	03/26/13	\$2,271.91	E	42200	306	NEW EMPLOYEE REVIEW	PROF SER-OTHER	1135699
JOHNSON, CHAD	101	03/26/13	\$175.00	E	42200	306	MARCH 2013 CLEANING	PROF SER-OTHER	1135681
XCEL	101	03/04/13	\$392.35	E	42200	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135635
XCEL	101	03/04/13	\$620.24	E	42200	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1135635
U S BANK VISA	101	03/04/13	\$253.83	E	42200	391	NATIONAL PRODUCTS	SHARED AUTOMA	1135632
U S BANK VISA	101	03/04/13	\$166.02	E	42200	391	OFFICE MAX	SHARED AUTOMA	1135632
U S BANK VISA	101	03/04/13	\$76.67	E	42200	391	NATIONAL PRODUCTS	SHARED AUTOMA	1135632
U S BANK VISA	101	03/04/13	\$23.75	E	42200	391	NATIONAL PRODUCTS	SHARED AUTOMA	1135632
U S BANK VISA	101	03/04/13	\$253.83	E	42200	391	NATIONAL PRODUCTS	SHARED AUTOMA	1135632
ALEXANDRIA TECHNICAL	101	03/26/13	\$875.00	E	42200	402	5 ATTEND/FIRE DEPT.	CONFERENCES &	1135669
U S BANK VISA	101	03/04/13	\$547.76	E	42200	402	ARROWWOOD RESORT	CONFERENCES &	1135632
SOUTH CENTRAL COLLEG	101	03/26/13	\$360.00	E	42200	402	3 ATTEND FIRE SCHOOL/	CONFERENCES &	1135695
U S BANK VISA	101	03/04/13	\$187.90	E	42200	412	MAP*MACNEIL AUTO	REP & MAINT VEH	1135632
MUNICIPAL EMERGENCY	101	03/26/13	\$834.30	E	42200	530	AIR PACKS SUPPLIES/FIR	CAPITAL ASSETS	1135686
BAYPORT FIRE RELIEF AS	101	03/19/13	\$1,000.00	E	42200	810	FIREFIGHTERS RELIEF A	REFUNDS AND RE	1135660
BAYPORT FIRE RELIEF AS	101	03/19/13	\$1,000.00	E	42200	810	FIREFIGHTERS RELIEF A	REFUNDS AND RE	1135660
<b>DEPT 42200 FIRE PROTECTION</b>			\$23,920.24						
<b>DEPT 43100 STREET MAINT</b>									
LEAGUE OF MN CITIES IN	101	03/26/13	\$3,229.09	E	43100	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
SCHWAAB, INC.	101	03/04/13	\$0.94	E	43100	201	STAMP/VOLD	OFFICE SUPPLIES	1135629
U S BANK VISA	101	03/04/13	\$12.76	E	43100	201	ADMIN. CREDIT CARD/FE	OFFICE SUPPLIES	1135618
U S BANK VISA	101	03/04/13	\$221.70	E	43100	220	JJ KELLER & ASSOCIATE	OPERATING SUPP	1135616
U S BANK VISA	101	03/04/13	\$15.61	E	43100	220	JJ KELLER & ASSOCIATE	OPERATING SUPP	1135616
STILLWATER MEDICAL GR	101	03/26/13	\$157.00	E	43100	302	CLINIC SERVICES/HORA	CONTRACT SERVI	1135699
CARQUEST OF STILLWATE	101	03/26/13	\$19.37	E	43100	412	QUICK COUPLERS/STREE	REP & MAINT VEH	1135673
U S BANK VISA	101	03/04/13	\$45.26	E	43100	412	MILLS FLEET FARM	REP & MAINT VEH	1135616

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 1135616-1135708**

Period Name: MARCH

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
CARQUEST OF STILLWATE	101	03/04/13	-\$10.97	E	43100	412	MARKER LAMPS/STREET	REP & MAINT VEH	1135620
CARQUEST OF STILLWATE	101	03/19/13	\$10.97	E	43100	412	MARKER LAMPS/STREET	REP & MAINT VEH	1135662
CARQUEST OF STILLWATE	101	03/04/13	\$10.97	E	43100	412	MARKER LAMPS/STREET	REP & MAINT VEH	1135620
H&L MESABI	101	03/26/13	\$1,071.92	E	43100	412	SNOW PLOW CUTTING E	REP & MAINT VEH	1135679
TRI STATE BOBCAT INC	101	03/26/13	\$86.24	E	43100	412	BOBCAT PARTS-MIRROR	REP & MAINT VEH	1135704
CENTURY POWER EQUIP	101	03/26/13	\$13.81	E	43100	412	LOOP HANDLE/STREET D	REP & MAINT VEH	1135674
ROETTGER WELDING	101	03/26/13	\$165.00	E	43100	412	BOBCAT REPAIR/STREET	REP & MAINT VEH	1135689
ROETTGER WELDING	101	03/26/13	\$150.00	E	43100	412	TAILGATE REPAIR/STREE	REP & MAINT VEH	1135689
ZIEGLER INC.	101	03/26/13	\$46.48	E	43100	412	CAT PARTS/STREET DEP	REP & MAINT VEH	1135708
TR COMPUTER SALES LLC	101	03/26/13	\$3.12	E	43100	416	HELP DESK/B & W PRINT	REPAIR/MAINT OF	1135703
TR COMPUTER SALES LLC	101	03/26/13	\$4.29	E	43100	416	HOSTED BUSINESS SECU	REPAIR/MAINT OF	1135703
ACTION RENTAL	101	03/26/13	\$57.71	E	43100	431	TRAILER RENTAL/STREE	RENTAL OF EQUIP	1135667
ST CROIX TREE SERVICE	101	03/26/13	\$12,525.75	E	43100	540	HAZARDOUS TREE REMO	CONTINGENCY	1135696
<b>DEPT 43100 STREET MAINT</b>			<u>\$17,837.02</u>						
<b>DEPT 43160 STREET LIGHTING</b>									
XCEL	101	03/04/13	\$2,538.03	E	43160	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135635
<b>DEPT 43160 STREET LIGHTING</b>			<u>\$2,538.03</u>						
<b>DEPT 43200 PARKS</b>									
LEAGUE OF MN CITIES IN	101	03/26/13	\$361.08	E	43200	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
FREDS TIRE	101	03/04/13	\$44.64	E	43200	412	TIRE REPAIR/STREETS	REP & MAINT VEH	1135621
TR COMPUTER SALES LLC	101	03/26/13	\$3.12	E	43200	416	HELP DESK/B & W PRINT	REPAIR/MAINT OF	1135703
TR COMPUTER SALES LLC	101	03/26/13	\$4.29	E	43200	416	HOSTED BUSINESS SECU	REPAIR/MAINT OF	1135703
AIR FRESH PORTABLE TOI	101	03/26/13	\$84.36	E	43200	425	TENNIS CT 3/15/13-4/11	SATILLITIES	1135668
AIR FRESH PORTABLE TOI	101	03/26/13	\$84.36	E	43200	425	RIVERSIDE PARK 3/13/1	SATILLITIES	1135668
<b>DEPT 43200 PARKS</b>			<u>\$581.85</u>						
<b>FUND 101 GENERAL</b>			<u>\$72,702.04</u>						
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>									
<b>DEPT 41608 2012 I &amp; I PROJECT</b>									
S E H	206	03/26/13	\$504.45	E	41608	301	I/I GRANT AGREEMENT	PROF SER-ENGIN	1135690
S E H	206	03/26/13	\$2,818.02	E	41608	301	I/I IMPROVEMENT	PROF SER-ENGIN	1135690
<b>DEPT 41608 2012 I &amp; I PROJECT</b>			<u>\$3,322.47</u>						
<b>FUND 206 WATER/SEWER IMPROVEM</b>			<u>\$3,322.47</u>						
<b>FUND 207 PARK IMPROVEMENT FUND</b>									
<b>DEPT 44100 PROJECT</b>									
SANDERS WACKER BERGL	207	03/26/13	\$1,262.50	E	44100	306	PERRO CREEK 1/1/13-1/	PROF SER-OTHER	1135691
<b>DEPT 44100 PROJECT</b>			<u>\$1,262.50</u>						
<b>FUND 207 PARK IMPROVEMENT FUND</b>			<u>\$1,262.50</u>						
<b>FUND 211 LIBRARY</b>									
<b>DEPT 45500 LIBRARY</b>									
LEAGUE OF MN CITIES IN	211	03/26/13	\$1,275.82	E	45500	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
BAKER & TAYLOR	211	03/26/13	\$374.30	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$341.87	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$359.65	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$64.86	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$166.65	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$51.83	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$67.43	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$135.47	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672
BAKER & TAYLOR	211	03/26/13	\$109.41	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1135672



**CITY OF BAYPORT**  
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LEAGUE OF MN CITIES IN	602	03/26/13	\$3,456.74	E	46200	150	PREMIUM WORKER'S CO	WORKER S COMP	1135682
LEAGUE OF MN CITIES IN	602	03/04/13	\$88.50	E	46200	150	HUFTEL/DEDUCTIBLE OC	WORKER S COMP	1135625
U S BANK VISA	602	03/04/13	\$12.80	E	46200	201	ADMIN. CREDIT CARD/FE	OFFICE SUPPLIES	1135618
SCHWAAB, INC.	602	03/04/13	\$1.00	E	46200	201	STAMP/VOLD	OFFICE SUPPLIES	1135629
U S BANK VISA	602	03/04/13	\$104.73	E	46200	220	MENARDS	OPERATING SUPP	1135616
U S BANK VISA	602	03/04/13	\$36.41	E	46200	240	ACE HARDWARE	SMALL TOOLS-EQ	1135616
U S BANK VISA	602	03/04/13	\$18.20	E	46200	240	ACE HARDWARE	SMALL TOOLS-EQ	1135616
TR COMPUTER SALES LLC	602	03/26/13	\$4.29	E	46200	416	HOSTED BUSINESS SECU	REPAIR/MAINT OF	1135703
TR COMPUTER SALES LLC	602	03/26/13	\$3.15	E	46200	416	HELP DESK/B & W PRINT	REPAIR/MAINT OF	1135703
<b>DEPT 46200 SEWER - OPERATING</b>			<u>\$3,725.82</u>						
<b>DEPT 46990 SEWER - NON-OPERATING</b>									
METROPOLITAN COUNCIL	602	03/26/13	\$30,265.91	E	46990	434	APRIL 2013 ANNUAL FLO	STATE FEES FOR	1135685
<b>DEPT 46990 SEWER - NON-OPERAT</b>			<u>\$30,265.91</u>						
<b>FUND 602 SEWER</b>			<u>\$33,991.73</u>						
<b>FUND 803 P &amp; Z ESCROWS</b>									
<b>DEPT 80043 MAINSTREET HOLDING, LLC</b>									
ECKBERG, LAMMERS, BRI	803	03/26/13	\$130.50	E	80043	300	MAIN STREET HOLDING/	PROF SER-LEGAL	1135677
<b>DEPT 80043 MAINSTREET HOLDING</b>			<u>\$130.50</u>						
<b>FUND 803 P &amp; Z ESCROWS</b>			<u>\$130.50</u>						
			<u>\$140,522.00</u>						

# 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: March, 2013

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<b>Permit Number:</b> BP2013-10	<b>Filing Date:</b> 3/12/2013
<b>Parcel Address:</b> 239 PRAIRIE WAY S.	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> \$332,000.00	<b>Total Fees:</b> \$9,991.44

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<b>Permit Number:</b> BP2013-11	<b>Filing Date:</b> 3/13/2013
<b>Parcel Address:</b> 993 INSPIRATION PARKWAY 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> \$364,000.00	<b>Total Fees:</b> \$10,324.24

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<b>Permit Number:</b> BP2013-12	<b>Filing Date:</b> 3/18/2013
<b>Parcel Address:</b> 244 6TH St. N.	BAYPORT, MN 55003
<b>Applicant:</b> MODERN HOME BUILDERS, LLC MODERN HOME BUILDERS, LLC RESIDENTIAL	<b>Applicant Phone:</b> 612-597-1645
<b>Construction Value:</b> \$15,000.00	<b>Total Fees:</b> \$445.58

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<b>Permit Number:</b> BP2013-13	<b>Filing Date:</b> 3/20/2013
<b>Parcel Address:</b> 816 INSPIRATION PARKWAY S.	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> \$350,600.00	<b>Total Fees:</b> \$10,188.84

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<b>Permit Number:</b> BP2013-14	<b>Filing Date:</b> 3/21/2013
<b>Parcel Address:</b> 750 Highway 95	BAYPORT, MN 55003
<b>Applicant:</b> Croixdale OWNER OWNER	<b>Applicant Phone:</b>
<b>Construction Value:</b> \$500.00	<b>Total Fees:</b> \$30.00

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**Permit Number:** MC2013-30  
**Parcel Address:** 538 PRAIRIE WAY S.  
**Applicant:**FIRESIDE HEARTH & HOME  
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.  
**Construction Value:**\$1,000.00  
**Filing Date:** 3/5/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-633-1042  
**Total Fees:** \$80.00

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**Permit Number:** MC2013-31  
**Parcel Address:** 822 INSPIRATION PARKWAY S.  
**Applicant:**FIRESIDE HEARTH & HOME  
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.  
**Construction Value:**\$1,400.00  
**Filing Date:** 3/8/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-633-1042  
**Total Fees:** \$80.00

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**Permit Number:** MC2013-32  
**Parcel Address:** 959 INSPIRATION PARKWAY N.  
**Applicant:**SABRE PLUMBING HEATING & AC  
SABRE PLUMBING HEATING & AC  
**Construction Value:**\$9,126.00  
**Filing Date:** 3/6/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 763-473-2267  
**Total Fees:** \$80.00

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**Permit Number:** MC2013-33  
**Parcel Address:** 978 INSPIRATION PARKWAY N.  
**Applicant:**FIRESIDE HEARTH & HOME  
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.  
**Construction Value:**\$2,500.00  
**Filing Date:** 3/19/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-633-1042  
**Total Fees:** \$80.00

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**Permit Number:** MC2013-34  
**Parcel Address:** 959 INSPIRATION PARKWAY N.  
**Applicant:**FIRESIDE HEARTH & HOME  
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.  
**Construction Value:**\$1,000.00  
**Filing Date:** 3/19/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-633-1042  
**Total Fees:** \$80.00

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**Permit Number:** MC2013-35  
**Parcel Address:** 467 5TH St. S.  
**Applicant:**AFFORDABLE COMFORT  
AFFORDABLE COMFORT MECHANICAL, dba Apollo  
**Construction Value:**\$5,924.00  
**Filing Date:** 3/26/2013  
BAYPORT, MN 55003  
**Applicant Phone:** 651-770-0603  
**Total Fees:** \$80.00

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**Building Permit Log**

For: March, 2013

Printed:3/26/2013

Page3 of 3

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<b>Permit Number:</b> PL2013-20	<b>Filing Date:</b> 3/18/2013
<b>Parcel Address:</b> 15304 34th Street N.	Stillwater, MN 55082
<b>Applicant:</b> DERRICK CUSTOM HOMES, LLC COUNTRYSIDE PLUMBING & HEATING	<b>Applicant Phone:</b> 715-246-2320
<b>Construction Value:</b>	<b>Total Fees:</b> \$1,630.00

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<b>Permit Number:</b> PL2013-21	<b>Filing Date:</b> 3/18/2013
<b>Parcel Address:</b> 15270 34th Street N.	Stillwater, MN 55082
<b>Applicant:</b> DERRICK CUSTOM HOMES, LLC COUNTRYSIDE PLUMBING & HEATING	<b>Applicant Phone:</b> 715-246-2320
<b>Construction Value:</b>	<b>Total Fees:</b> \$1,630.00

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<b>Permit Number:</b> PL2013-22	<b>Filing Date:</b> 3/25/2013
<b>Parcel Address:</b> 3944 Paradise Avenue N.	Stillwater, MN 55082
<b>Applicant:</b> GONYEA HOMES SCHERBER COMPANIES SEWER & WATER	<b>Applicant Phone:</b> 651-245-0277
<b>Construction Value:</b>	<b>Total Fees:</b> \$1,630.00

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

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Date: March 25, 2013  
To: Mayor and City Council  
From: Sara Taylor, Acting City Administrator  
Re: Compensation disbursement request by city employee

### ***BACKGROUND***

City employees accrue vacation benefits based on the number of years employed with the city. The city's personnel policy ordinance allows employees to carry over unused vacation benefits from one calendar year to the next, provided the unused vacation does not exceed any more hours than the employee earns in a calendar year. The purpose of this policy is to not only ensure employees are compensated for vacation at the same salary it was earned, but also to prevent the city from having to pay out a large sum of unused vacation to an employee upon resignation or termination of employment.

It was recently brought to our attention that Building Official John Buckley currently has 51.5 days of unused vacation on record, a portion of which he has requested to receive monetary compensation. Because it can be difficult to find coverage for building inspection services when John is on vacation, past city administration permitted him to carry over unused, excess vacation at year end. However, this is not consistent with the city's personnel policy ordinance and therefore should be corrected.

The city's current ordinance does not provide clear direction on whether employees are eligible to receive monetary compensation for excess, unused vacation at year end. However, under the circumstances, staff feels that this would be the most appropriate way to correct the current situation, leaving John a balance of 15 vacation days. Over the next few months, staff will be working on proposed amendments to the city's personnel policy ordinance, to provide options to address unused vacation at year end, so this situation does not occur in the future. Staff will also look into opportunities for a mutual aid agreement for inspection services with adjacent municipalities, to enable John to utilize earned vacation moving forward.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion to approve a compensation disbursement of 36.5 days of unused vacation to Building Official John Buckley in the net amount of \$7,195.93.



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

ARM Pd. 50  
 2-20-13

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>	<b>PERRO PARK</b>
City property: <input type="checkbox"/> Lakeside Park <input type="checkbox"/> Barker's Alps Park <input checked="" 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:	<b>Anderson Race Mgmt - Mary Anderson</b>
Organization/Business Name:	
Main Phone Number:	<b>651-688-9143</b> Alternate Phone Number: <b>612-202-2616</b>
Address:	<b>4047 Camberrwell Drive North</b>
City/State/Zip:	<b>Eagan, MN 55123</b>
Email Address:	<b>mary@andersonraces.com</b>

<b>Event Information</b>	
Start Date:	<b>August 17<sup>th</sup></b> End Date: <b>August 17<sup>th</sup></b>
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:	<b>N/A</b> Weekend Hours: <b>3:00am - 12:30pm</b>
Description of event, activities, location and proposed alteration of city property: <b>Running Relay at 350 teams of 12 people. 1 person from each team runs at a time and they exchange/switch to the next person at a designated point.</b>	

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

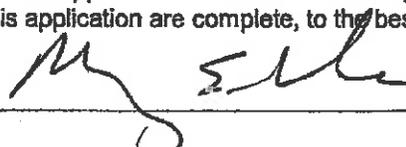
Place toilets throughout event as well as use of sidewalk/paths to run on

**Application Requirements and Fees**

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

**Applicant Acknowledgement and Signature**

The undersigned understands that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application. The undersigned hereby applies for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete, to the best of their knowledge.

Signature:  Date: 2-28-13

Office Use - Fees	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: 2/28/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check 1472	gh
Rental Fees (as applicable, per applicant and/or city) \$10.00 + tax Per trash receptacle/barricade \$25.00 + tax Per picnic table	<input type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check	
Damage Deposit (as applicable per city, up to \$500.00) Payment must be on a separate check. Notes:	<input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____ Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	

<b>VENUE:</b>	Park	<b>LOCATION:</b>	Perro Park	<b>CONTACT:</b>		<b>Night Time Hours:</b>	7:15pm - 6:45am
<b>EXCHANGE:</b>	25		3rd Ave N/3rd Street N Bayport MN				



<b>KEY:</b>	Volunteer	Parking
	Van's Path	Toilets
	Runner's Path	Trash Box
	Exchange Chute	

<b>Number of parking spaces available onsite:</b>	4
<b>Number of parking spaces needed at peak:</b>	31
<b>Peak time runners come thru:</b>	246 cars

Inventory:	IMPORTANT NOTES:
Cones	6 Place exchange chute on sidewalk. Keep runners on grass side of sidewalk (not road side)
Caution Tape	EXCHANGE Street parking around park.
Portable Toilets	7 Toilets placed on back side of skating rink
Trash Boxes	2
Exchange Boxes	1

Volunteer Jobs:	# of Volunteers
A Monitoring exchange chute. Baton exchange must be between double orange tape. Crossing team off team's list. Announcing approaching runners race numbers, when slow manage toilets and change garbage bags	1
B Volunteer announcing over radio approaching runners race number to volunteer A This volunteer will be stationed further up the road, then layout shows.	1
C Directing/managing parking. Directing runner/ van crossing to exchange chute. When slow change garbage bags	2
	<b>TOTAL</b>   4

<b>Revision Dates:</b>	<b>Exchange Open:</b>	<b>Exchange Close:</b>
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**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
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**City of Bayport**  
**SPECIAL EVENT APPLICATION**

A special event application form is required for individuals or organizations who wish to hold a public or private event, 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 type="checkbox"/> Lakeside Park <input type="checkbox"/> Barker's Alps Park <input type="checkbox"/> Perro Park <input type="checkbox"/> Village Green Park	
<input checked="" type="checkbox"/> Street, alley, or other city property description: Hwy 95 7th Ave N To 2nd St S	
Private property address: _____	

<b>Applicant Information</b>	<input type="checkbox"/> Individual/For-profit organization	<input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name: Joseph Reding		
Organization/Business Name: Bayport American Legion		
Main Phone Number: 651 303 6054 Alternate Phone Number: 651 439 8396		
Address: 162 5th Ave N		
City/State/Zip: Bayport MN 55003		
Email Address: jreding@jreding.net		

<b>Event Information</b>	Parade steps off at 8:30
Start Date: May 27, 2013 6:00 AM End Date: May 27 2013 Noon	
Day(s): <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Saturday	

Weekday Hours: \_\_\_\_\_ Weekend Hours: \_\_\_\_\_

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

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

*Baracades as previous years  
Police and Police reserves To direct Traffic  
Check power outlet at cemetery podium*

**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.

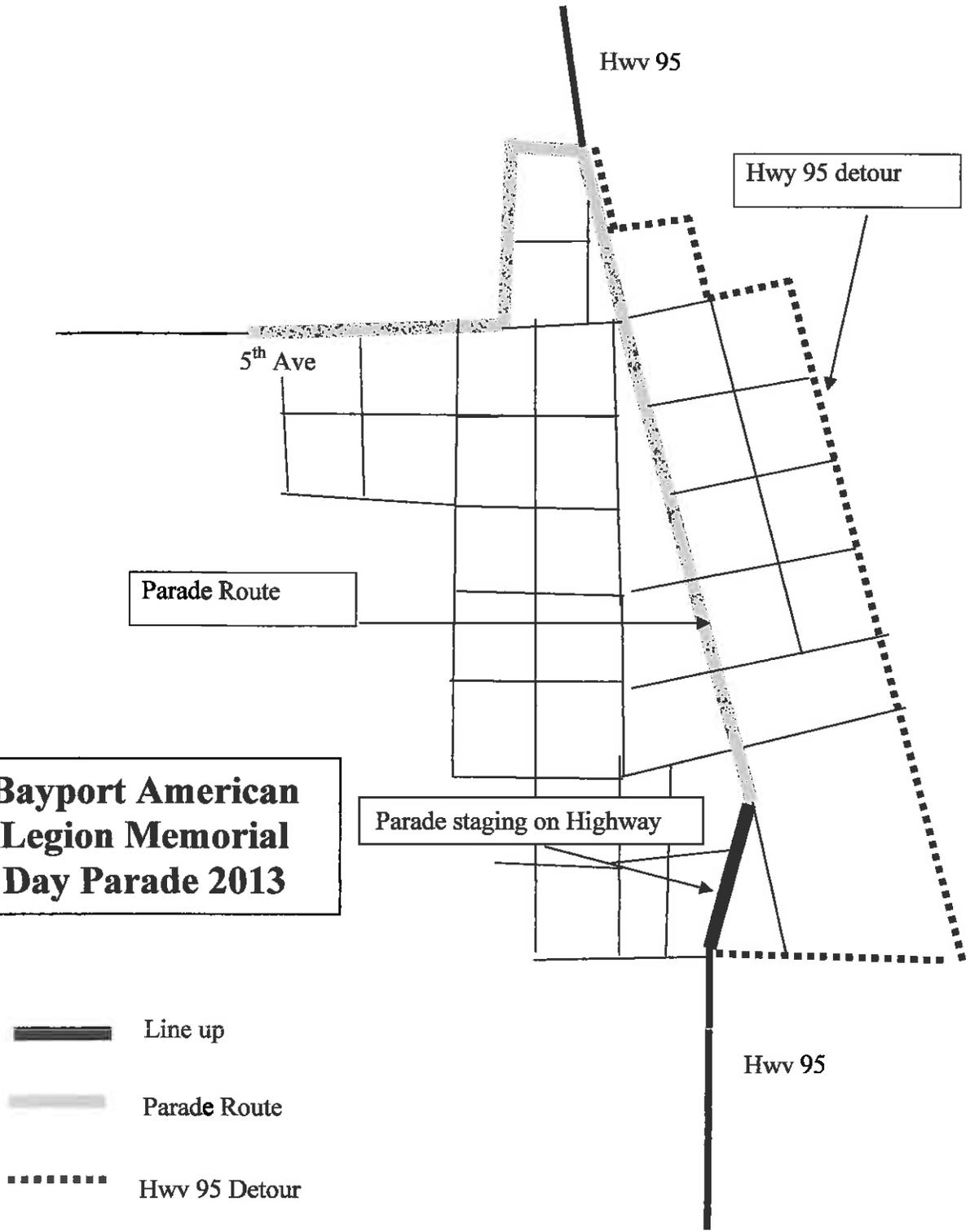
**Applicant Acknowledgement and Signature**

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: *Joh Rering* Date: *3/17/13*

Office Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: <i>3/18/13</i>	<input checked="" type="checkbox"/> Cash <i>JDR Rering</i> <input type="checkbox"/> Check	<i>JK</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 \$ _____	

**Bayport American Legion Memorial Day Parade 2013**





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

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Date: March 25, 2013

To: Mayor and City Council

From: Sara Taylor, Acting City Administrator

Re: Donation request for the Bayport Memorial Day Parade

***BACKGROUND***

Attached, please find the annual donation request from the Bayport American Legion in the amount of \$300.00 to assist with the Memorial Day Parade. In addition to in-kind support from the Police, Fire, and Public Works Departments, the city has provided financial assistance for this event for many years. As such, this donation request was included in the city's budget for 2013.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion to donate \$300.00 to the Bayport American Legion to assist with the Memorial Day Parade for 2013.

# *Bayport American Legion Memorial Day Parade*

March 17, 2013

City of Bayport  
294 north 3<sup>rd</sup> street  
Bayport Minnesota 55003

Honorable Mayor and Council Members,

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

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

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

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

Please make contribution payable to:

**Hesley Jensen American Legion Post 491  
Box 187  
Bayport MN 55003**

Thank you very much for your consideration of this request.

Sincerely,



Jim Menard, Parade Chairman

Cell-Phone 651-323-0980

Email [BayportParade@comcast.net](mailto:BayportParade@comcast.net)





March 18, 2013

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

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

On behalf of the Bayport Community Action League and the Dane's Place Shelter House committee, we are submitting this request and Special Event Application for the "Dane's Place" 8<sup>th</sup> annual Pig Roast fund raising event.

The event will be held on Saturday, June 29<sup>th</sup> on the Bayport Village Green from 12:00 to 5:00 p.m.

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

The event will include:

**PIG ROAST** – Pork butts prepared on-site in two portable roasters. Catered by Bethlehem Lutheran Church. Menu as follows:

- Pulled Pork Sandwich or two hot dogs
- Beans
- Cole Slaw
- Watermelon wedge
- Chips
- dessert
- Lemonade/Coffee/Bottled water

A special event application has been submitted to The Washington County Department of Public Health and will be provided when approved.

**BEVERAGES** – tap beer, wine coolers and canned soft drinks will be sold and staffed by Bayport Legion. **A special event application for a 1-Day permit is attached for your signed approval and will be submitted to the Alcohol and Gambling Enforcement Division - Minnesota Department of Public Safety.** Approved application will be provided when received from the MDPS.

**EVENTS** – Silent Auction, Live auction, Bingo, Children's Games will be provided. Bingo will be conducted by the Bayport Legion. **A Special Event application is**

**attached for your signed approval and will be submitted to the Minnesota State Gambling Control Board.** Approved application will be provided when received from the MSGCB.

**LIVE MUSIC** – Will be provided.

**TENT** – 40' x 40' tent to be set up on the Village Green by event volunteers on Friday, 6/28/13 and taken down on Monday, 7/1/13.

**TABLES/CHAIRS** – to be provided by Stillwater Lions.

**PORTABLE TOILET** – Large handicapped accessible toilet will be dropped off on site on Friday, 6/28/13 and picked up on Monday, 7/1/13.

**TICKET SALES** – On site day of event.

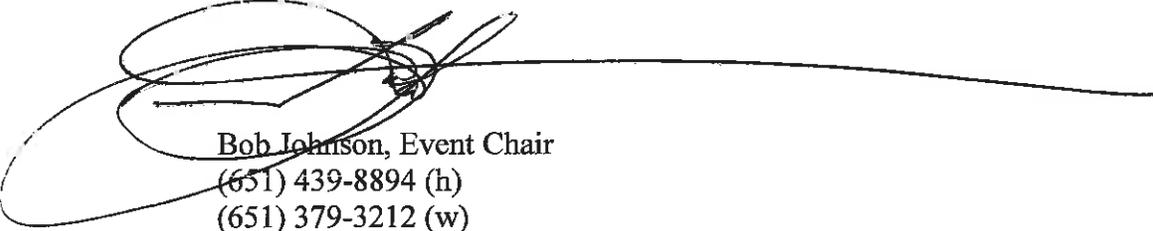
**“FUN RUN/WALK”** – This will be a new addition to our fundraising event ! The route has yet to be finalized, but will take place on Bayport residential streets, continue through Barker’s Alps and return to the Bayport Village Green. We are investigating contacting Washington County to determine if a portion of the route could be conducted on 5<sup>th</sup> Ave. N./County Hwy 14. Applications to Washington County will be submitted as required.

**REQUEST FOR CITY SERVICES:**

- 5 ~~X~~ trash receptacles with replacement liners
- Barricades for 4<sup>th</sup> St. N. starting at Bethlehem Lutheran Church to 4<sup>th</sup> Ave.
- “Fun Run/Walk” designation on the route (to be finalized).
- Electrical outlets turned on fro the day of the event.
- Police Officer on Duty during event times.
- Fire Truck/Police Cruiser on location for event attendees to see.
- As many picnic tables as available to be dropped off on Friday, 6/28/13

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

Sincerely,



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



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
 www.ci.bayport.mn.us

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

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<b>Property information</b>	
City property: <input type="checkbox"/> Lakeside Park <input checked="" type="checkbox"/> Barker's Alps Park <input type="checkbox"/> Perro Park <input checked="" 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 checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name: <i>Bob Johnson</i>		
Organization/Business Name: <i>Bayport Community Action League / Dana's Place Pig Roast</i>		
Main Phone Number: <i>(651) 379-3212</i>		Alternate Phone Number: <i>(651) 439-8894</i>
Address: <i>P.O. Box 133</i>		
City/State/Zip: <i>Bayport, MN 55003</i>		
Email Address: <i>bobj@mirinc.com</i>		

<b>Event information</b>	
Start Date: <i>6/29/13</i>	End Date: <i>6/29/13</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: <i>1:00 - 4:00 p.m.</i>	Weekend Hours: <i>12:00 - 4:00 p.m.</i>
Description of event, activities, location and proposed alteration of city property: <i>"Dana's Place Pig Roast" Annual fundraiser for Dana's Place Shelter Home. The event will take place on the Bayport Village Green. - A "fun run/walk" will be a new addition to the 2013 event.</i>	

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

- 5 Trash cans with extra bags to be dropped off by Friday, 6/28/13 and picked up on 7/2/13
- Barricades for 4th St. N.
- Electrical outlets in Village Green turned on for day of event.
- Police Officer to be present during event times
- As many picnic tables as possible to be delivered and positioned on Village Green on 6/28/13

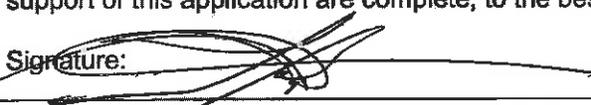
NOTE: One portable handi-capped accessible toilet will be dropped off on Friday 6/28/13 and picked up on Monday 7/1/13  
 - Beer/wine coolers will be provided and served by Bayport Legion. License on file  
 - Bingo will be conducted by Bayport Legion under their gambling license  
 - A "fun walk/run" will be conducted during event. Route will be on residential streets and Bayport Park

**Application Requirements and Fees**

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

**Applicant Acknowledgement and Signature**

The undersigned understands that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application. The undersigned hereby applies for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete, to the best of their knowledge.

Signature: 

Date: 3/19/13

Offic Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: 3/19/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check	Kjh
Rental Fees (as applicable, per applicant and/or city) \$10.00 + tax Per trash receptacle/barricade \$25.00 + tax Per picnic table See below*	<input checked="" type="checkbox"/> \$ 85.70 <input checked="" type="checkbox"/> \$133.91	Invoiced: _____ Received: 3/26/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check 8145	Kjh
Damage Deposit (as applicable per city, up to \$500.00) Payment must be on a separate check. Notes:	<input checked="" type="checkbox"/> \$500.00 CK# 8143	Invoiced: _____ Received: 3/26/13 Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	Kjh

- \* 5 picnic tables at \$25 each = \$133.91
- 5 trash barrels at \$10 each = \$53.56
- 3 barricades at \$10 each = \$32.14



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 444 Cedar Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <i>Bayport Community Action League</i>		Date organized <i>1989</i>	Tax exempt number <i>41-1432362</i>	
Address <i>P.O. Box 133</i>		City <i>Bayport</i>	State <i>Minnesota</i>	Zip Code <i>55003</i>
Name of person making application <i>Bob Johnson</i>		Business phone <i>(651) 379-3212</i>	Home phone <i>(651) 439-8894</i>	
Date(s) of event <i>6/29/13</i>		Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name <i>Bob Johnson</i>		City <i>Bayport</i>	State <i>Minnesota</i>	Zip <i>55003</i>
<input checked="" type="checkbox"/> Add New Officer				

Location where permit will be used. If an outdoor area, describe.  
*Hwy 95 and 4th Ave. N. - Bayport Village Green*

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
*Bayport Legion is the insurance carrier. Amount of coverage is 1,000,000 each occurrence, 150,000 damage to premises; 5,000/person medical expenses; 1,000,000 personal injury; 2,000,000 general aggregate*

APPROVAL

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

*City of Bayport*  
 City/County

*\$50.00*  
 City Fee Amount

*March 19, 2013*  
 Date Fee Paid

\_\_\_\_\_  
 Date Approved

\_\_\_\_\_  
 Permit Date

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name *Buypot Community Action League* Previous gambling permit number

Minnesota tax ID number if any Federal employer ID number (FEIN), if any  
*41-1432362*

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address City State Zip code County  
*P.O. Box 133 Buypot MN 55003 Washington*

Name of chief executive officer [CEO] Daytime phone number E-mail address  
*Bob Johnson (651) 319-3212 bobje@mirinc.com*

**NONPROFIT STATUS**

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

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

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

**GAMBLING PREMISES INFORMATION**

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

Address [do not use PO box] City or township Zip code County  
*High 95 and 4th Ave. Buypot 55003 Washington*

Date[s] of activity. For raffles, indicate the date of the drawing.  
*Saturday, June 29th, 2013*

Check each type of gambling activity that your organization will conduct.  
 Bingo\*  Raffle  Paddlewheels\*  Pull-tabs\*  Tipboards\*

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

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature \_\_\_\_\_ Date 3/25/13

Print name Robert W. Johnson

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
  - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

**Send application with:**

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

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

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

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

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization name: Bayport Community Action League; Previous gambling permit number: X-92118-12-001; Minnesota tax ID number, if any; Federal employer ID number (FEIN), if any: 41-1432862; Type of nonprofit organization: Other nonprofit organization; Mailing address: P.O. Box 133, Bayport, MN 55003, Washington County; Name of chief executive officer [CEO]: Bob Johnson; Daytime phone number: (651) 379-3212; E-mail address: bobje@mirinc.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status. [ ] Nonprofit Articles of Incorporation OR a current Certificate of Good Standing. [x] IRS income tax exemption [501(c)] letter in your organization's name. [ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

EXCLUDED BINGO ACTIVITY

1. [x] No [ ] Yes Has your organization held a bingo event in the current calendar year? 2. The proposed bingo event will be: [x] one of four or fewer bingo events held this year. Dates Saturday, June 29th, 2013 OR [ ] conducted on up to 12 consecutive days in connection with a: [ ] county fair. [ ] civic celebration. [ ] Minnesota state fair. 3. Person in charge of bingo event: Marion Zimney; Daytime phone: (651) 491-2418 4. Name of premises where bingo will be conducted: Bayport Village Green 5. Premises street address: Hwy 95 and 4th Ave 6. City: Bayport; If township, township name; County: Washington

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-639-4000. Be sure to complete page 2

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature \_\_\_\_\_

Date 3/25/13

Print name \_\_\_\_\_

*Robert W. Johnson*

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Local unit of government must sign

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP - If required by the approving county.**

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**MAIL APPLICATION AND ATTACHMENT**

Send the application and a copy of your proof of nonprofit status to:

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

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

**Questions?**

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

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

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

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



March 22, 2013

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

Dear Mayor and Council Members:

The Greater Stillwater Chamber of Commerce is delighted to present a new community event, Rockin' Ribs on the River, to the City of Bayport on June 15<sup>th</sup> at Lakeside Park.

Rockin' Ribs on the River will feature great barbeque ribs, live blues music from some of the regions' best known blues performers and fun activities for kids and families.

We believe this family-friendly event will be a wonderful opportunity to celebrate Bayport and its rich history along the banks of the St. Croix River.

Attached is our event application and submission for at temporary liquor license so we may offer beer and wine in addition to non-alcoholic beverages.

I believe we have addressed staff's questions or concerns prior to this submission.

We look forward to working with council, staff, public safety departments, and community businesses and organizations on this wonderful event.

Regards,

Todd Streater  
President/Executive Director



200 Chestnut Street East  
Suite 204  
Stillwater, MN 55082  
651.439.4001  
GreaterStillwaterChamber.com



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
 www.ci.bayport.mn.us

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

A special event application form is required for individuals or organizations who wish to hold a public or private event, which includes a request for special city services or use of equipment and/or alters the general use of city property, parks, buildings, or grounds. Examples of items that would prompt a special event application include music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, barricades, and similar items. Special event applications require City Council approval. Therefore, it is important to plan ahead and submit the application form to City Hall at least three weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate requests for city services and/or equipment associated with the event.

<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:	TODD STRUTER
Organization/Business Name:	GREATER STILLWATER CHAMBER OF COMMERCE
Main Phone Number:	651.439.4001
Alternate Phone Number:	
Address:	200 CHESTNUT ST. EAST, SUITE 204
City/State/Zip:	STILLWATER, MN 55082
Email Address:	TSTRUTER@GREATERSTILLWATERCHAMBER

<b>Event Information</b>	
Start Date:	JUNE 14, 2013 (SET-UP)
End Date:	JUNE 15, 2013 (10 PM.)
Day(s):	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday - VENDOR SET-UP <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Saturday - PUBLIC EVENT <input type="checkbox"/> Private Reception Pending
Weekday Hours:	Weekend Hours:

Description of event, activities, location and proposed alteration of city property:  
 EVENT WILL BE HOSTED IN MAIN PARK & BALL FIELD (SHEDS TO BE DETERMINED) RIBS & BBQ FOOD VENDORS, LIVE BLUES MUSIC, LOTS OF KIDS ACTIVITIES, BAYPORT FIRE, POLICE, AND NONPROFIT ORGANIZES AS AVAILABLE

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

CONTINUED FROM FRONT:  
 TABLES, CHAIRS, POWER, ENTERTAINMENT EQUIPMENT,  
 TRASH, AND PORTABLE TOILETS PROVIDED BY CHAMBER.  
 FOOD VENDORS WILL BE PROPERLY LICENSED THROUGH STATE  
 OR WASH. CA.  
 CITY SERVICES: WATER - STARTING EARLY-MORNING AND ROUTINE  
 POLICE PATROL ON FRIDAY NIGHT. SECURITY PROVIDED  
 BY CHAMBER

**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: *[Handwritten Signature]* Date: 3-22-13

Fee	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: 3/14/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check # 20829	Kjh
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 checked="" type="checkbox"/> \$ 500.00 CK # 20844	Invoiced: _____ Received: 3/25/13 Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	

**Greater Stillwater  
Chamber of Commerce**

**Rock'n Ribs on the River**

June 15, 2013

**Preliminary Site Plan**

March 20, 2013

**Legend**

-  Exhibitor Booth
-  Food Table
-  Existing Electrical Source
-  Road Barrier
-  Handicap Portable Toilet
-  Portable Toilet
-  Dumpster

**2013 Proposed Activities**

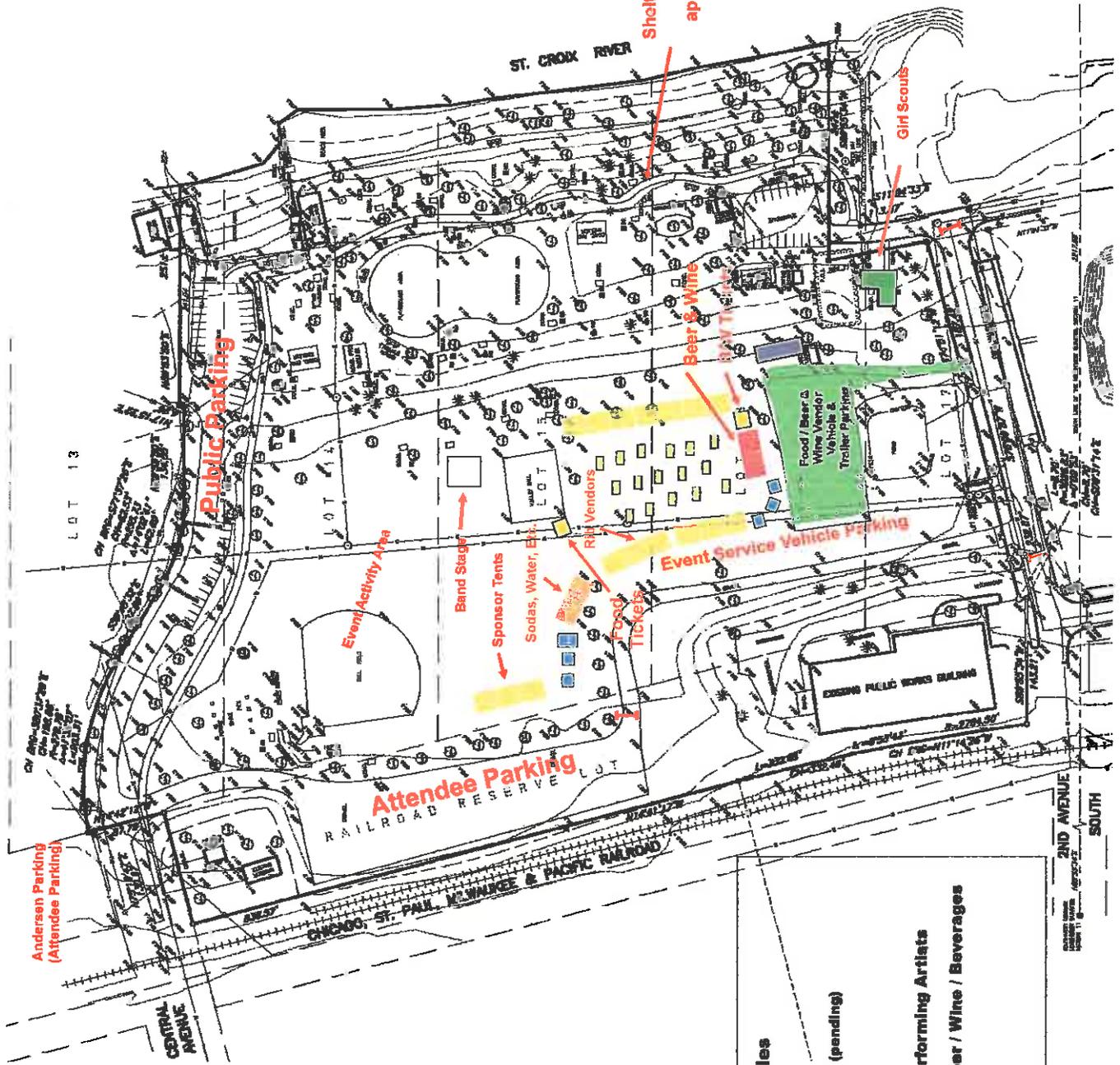
Friday 6 - 9 pm.

BBQ vendor set-up / small fundraiser (pending)

Saturday 10 am. - 10 pm.

BBQ food vendors    Family Activities    Performing Artists

Live Blues Music    Petting Zoo    Beer / Wine / Beverages





Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 444 Cedar Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: GREATER STILLWATER CHAMBER Date organized: 1891 Tax exempt number: 41-1990512  
 Address: 200 CHESTNUT ST. EAST STE 204 City: STILLWATER State: Minnesota Zip Code: 55082  
 Name of person making application: TODD STRUBER, PRES./EX. DIR. Business phone: 651.439.4001 Home phone: 651.825.7642  
 Date set ups will be sold: JUNE 15, 2013 Type of organization:  Club  Charitable  Religious  Other non-profit  
 Organization officer's name: TODD STRUBER, PRES./EX DIR. City: MEMBERSHIP State: Minnesota Zip:   
 Add New Officer

Location where permit will be used. If an outdoor area, describe.  
CITY OF BAYPORT - LAKEVIEW PARK - OUTDOOR FIELD & BASEBALL AREA  
 If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
HIFT BRIDGE BREWERY - 1900 TOWN DRIVE, STILLWATER, MN 55082  
SAINT CROIX VINEYARDS - 6428 MANNING AVE, STILLWATER, MN 55082  
 If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
MC GARRY KEARNEY AGENCY, STILLWATER - \$1,000,000 POLICY

**APPROVAL**

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

City of Bayport  
 City/County  
\$50.00  
 City Fee Amount  
March 25, 2013  
 Date Fee Paid

\_\_\_\_\_  
 Date Approved  
 \_\_\_\_\_  
 Permit Date

Signature City Clerk or County Official \_\_\_\_\_ Approved Director Alcohol and Gambling Enforcement \_\_\_\_\_

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



# **Bayport Fire Department**

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

March memo from the Chief:

2013 call volumes are up approximately 32% YTD. In January 2012 we had 63 calls and 108 in January 2013. The trend continues to rise with 88 calls this February versus 45 in February 2012. There have been fire alarms and home fires which account for approximately 4% of the runs, but medical runs are the big hitters. I will be working on a plan to get all of our communities together to get input on dealing with the rising volume and calls.

Time is being spent on getting our new pumper finalized and colors picked out. The contracts to get the truck ordered have been signed. We have taken on five new members and they are working out very well. We are running out of room on some calls for parking, which is a good thing. Our new members bring motivation and new energy for us all. I am continuing conversations with the State of Minnesota about possible land usage for a new fire station, and I should know more in the next few months.

I have received notification that one of our (icons) members will retire on March 31st. Matt Bell has chosen to retire from the Fire Department with 20 plus years. Matt served as Firefighter, Engineer, Captain and Assistant chief. The department wishes him well and thanks him for his dedication to the city and the community.

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)**





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

### **Past Events**

- Community Watch Meeting at Croixdale (Fraud and Identity theft) March 18<sup>th</sup> @ 6:30 p.m.
- Cub Scout Tour on March 19<sup>th</sup>
- Community Watch Meeting at Senior Center (Fraud and Identity theft) March 27<sup>th</sup> @ 8:30 a.m.
- Reserve Officer Interviews ongoing

**Annual K9 Report:** Please see attached.

### **End of February Call Load**

02/26 – MEDICAL ALARM/LEVEL 1, CIVIL ISSUES, CROSSWALKS, HOUSE FIRE  
02/27 – SCHOOL CROSSING, RESERVE OFFICER BACKGROUND X 4, PROPERTY RETRIEVAL, DAMAGE TO PROPERTY, WELCOME PACKET, SPEED 45/30, SMALL AMOUNT, DRUG PARA, WELFARE CONCERN, CITY COUNCIL PACKETS, AOA DOMESTIC/3RD PARTY.  
02/28 – AOA/ACCIDENT, MEDICAL \*\*LEVEL 1\*\* (10-72), SPEED 50/30, SUSP VEH, W/W SPEED.

### **March Call Load**

03/01 – DWI 4<sup>th</sup> DEGREE, ORDINACE COMPLIANCE X 2 , CAR LOCK OUT/3RD PARTY, CROSSWALKS, PARKING COMPLAINT/CITATION.  
03/02 – CROSSWALKS. FIRE ALARM, SPEED 59/40, SPEED 56/40, SPEED 56/40, SPEED 55/40, ORDINACE COMPLIANCE, SPEED 56/40, W/W SPEED, BREAK IN.  
03/03 – PURSUIT N/A, SPEED 57/40, ABANDONED SNOWMOBILE, ORDINANCE COMPLIANCE, SPEED 57/40, SPEED 54/40, ORDINACE COMPLIANCE, MEDICAL LEVEL 1, TRAFFIC/AOA, CHECK THE WELFARE, VERBAL DOMESTIC/CIVIL ASSIST, FOUND DOG .  
03/04 – ASSIST CITY HALL, SCHOOL CROSSING, WELCOME PACKET X 2, COMMUNITY WATCH FLYERS, SCHOOL CROSSING, AOA DOMESTIC-3RD PARTY.  
03/05 – W/W STOP SIGN, LOCKOUT, STALL BLOCKING, PARKING COMPLAINT (UNCOOPERATIVE COMP), NO PARKING ZONE.  
03/06 – CROSSWALKS, SUSPICIOUS SUBSTANCE O PARKING ZONE, 911 ABANDONED CALL, PARKING COMPLAINT/JUNK VEH . MEDICAL/LEVEL 1, SWAT CALL OUT W/B.

03/07 – PUBLIC ASSIST, AOA/ DOMESTIC 3<sup>RD</sup> PARTY, AOA SUICIDAL MALE/3RD PARTY, BROKEN PARK BENCH, CROSSWALKS , FAILED TO REGISTER DANGEROUS DOG, MEDICAL/LEVEL 1, AOA/ 911 ABAN CALL, PARKING QUESTION, ORDINANCE COMPLIANCE X 3, SPEED 56/40, AOA/ASSAULT.

03/08 – SCHOOL CROSSING X 2, CITY ORD COMPL. AOA/SCENE SAFETY.

03/09 – 911 ABANDONED CALL, VACATION CHECK REQUEST, NO INSURANCE.

03/10 – 4TH DEGREE DWI, PROPERTY DAMAGE H&R, DK MALE, MEDICAL LEVEL 1, NO POI.

03/11 – ANIMAL COMPLAINT, LOCK OUT, OPEN DOOR, 911 CALL/UNKNOWN SITUATION 72 HOUR HOLD – REGIONS,

03/12 – DAS, MEDICAL LEVEL 2, CIVIL PROCESS CASE, CRIM. DAMAGE TO PROPERTY, CHECK WELFARE, MEDICAL LEVEL 1.

03/13 – W/W SPEED, SPEED 41/30, FAIL TO OBTAIN MN DL, WARRANT ARREST, MEDICAL LEVEL 1 W/W SPEED, COMPLIANCE CHECK, SPEED/NO TAIL LIGHTS.

03/14 – DURESS ALARM, CIVIL ASSIST, RECORDS REQUEST, WALK UP PARKING QUESTIONS, DAR, ROAD HAZARD.

03/15 – MEDICAL LEVEL 1, HOLD UP ALARM/AOA, DANGEROUS ROAD CONDITIONS, ORDINANCE COMPLIANCE, CHECK THE WELFARE, SPEED 53/30, ORDINANCE COMPLIANCE .

03/16 – DK MALE - DOC/DETOX, WW SPEED, PUBLIC ASSIST, NEIGHBOR DISPUTE, FINGER PRINTING, ASSAULT, SUSP. VEH., ORDINANCE COMPLIANCE, TRAFFIC, SPEED/NO POI.

03/17 – STOLEN VEH \*UNFOUNDED\* / VEH LOCATED, SPEED/NO POI.

03/18 – SCHOOL CROSSING, LOCKOUT, WELCOME PACKET.

03/19 –SCHOOL CROSSING, CUB SCOUT TOUR OF PD/K-9 DEMO., MEDICAL LEVEL 3, NO PROOF OF INSURANCE, MEDICAL LEVEL 1.

03/20 –NO PROOF OF INSURANCE, 3RD DEGREE DWI, CROSSWALKS, SPEED, PARKING VIOL., VERBAL DOMESTIC, SPEED 53/40, SPEED 44/30, NO POI, PUBLIC ASSIST/OPEN WINDOW, SPEED 54/40.

03/21 – CROSSWALKS, SUSP. PEOPLE, DOMESTIC /3RD PARTY, SCHOOL CROSSING.

03/22 – MEDICAL 10-72, 911 HANG UP, INFORMATION- VACATION CHECK, SUSPICIOUS ACTIVITY, CIVIL ASSIST, W/W SPEED, ORDINANCE COMPLIANCE X 2 , PARKING VIOLATION.

03/23 – AOA TRAFFIC, DK DRIVER/TRESSPASSING, MEDICAL LEVEL 2, W/W SPEED X 2, PROPERTY DAMAGE REPORT, DURESS ALARM, DAS & NO PRF OF INS., SPEED/NPI.

03/24 – SPEED/NPI., AOA NOISE COMPLAINT, AOA FIGHT, ABANDONED VEHICLE \*TOWED\*, W/W WINDOW TINT, INTRODUCTION OF CONTRABAND, HARASSMENT RESTRAINING ORDER VIOLATION, GUNSHOTS/AOA.

03/25 – N/A

03/26 – N/A

02/27 – N/A

02/28 – N/A

**Acronym/code:**

W/W = Written warning, 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 = Received a fax for an order for protection (OFP) for person in our city, Felony Intro. of Narc.= Felony level of introduction of narcotics into the prison. 10-72 = deceased.



**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:** March 23, 2013  
**To:** Chief Eastman  
**From:** K-9 Handler Jay Jackson  
**Re:** 2012 K-9 Report

Keylo is the Bayport Police Department's first K-9 unit. Keylo is a 5 ½ yr old black lab trained in narcotics detection and human tracking. He is a non-aggressive, non-apprehension K-9. Keylo is trained to passively (sit/lay down) alert to narcotics odor. Keylo has demonstrated his ability to serve the citizens of Bayport by assisting in the recovery of illegal narcotics and being a mascot for the city at community events. Keylo has also visited schools, retirement homes, and Boy Scout groups for demonstrations. He is a friendly dog and well received by members of the community.

We purchased Keylo in 2009 from Performance Kennels. The initial cost/training of Keylo was \$10,000, with the total cost achieved through private donations. We continue to receive donations for his ongoing veterinarian care from Brenda Bray at Animal Care Center of Hudson, WI. We also receive ongoing dog food donations of Orijen dog food from David Levy of Zeus & Company.

Total number of community presentations/demonstrations: 6

Total number of narcotics detection deployments: 15

- Total number of felony drug charges: 0
- Total number of lesser drug charges: 24

Total number of homeowner requests for narcotic detection: 1

- No charges

Total number of tracking deployments: 0

Keylo attended his annual narcotics certification, along with 40 other K-9 units in Duluth this past December. We achieved a nearly perfect score and were personally recognized by one of the judges for performing well.

In 2012, I applied for and received a grant through the Target Corporation to secure funds (\$350) to purchase a narcotic detection K-9 training safe. The safe is designed to ensure the safe, secure transport and storage of narcotic training aids.

We continue to audit our inventory of narcotic training aids. This audit is confirmed/witnessed by the Evidence Officer or Chief of Police. In 2011, I applied for my DEA license for the possession of controlled substances and was issued that license in August of 2012. I was able to secure high grade narcotic training aids from the DEA for the purposes of continued narcotics training.

Feb-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				2					1		
504 Jered Dea	6	1		2					1		1
505 Quinn Willmarth											1
506 Chad Johnson	1										
508 Capt Hutchinson											
509 Jay Jackson											
510 John Miller	3			3			1	1	3	1	
512 Zach Lund	3			1					1		3
513 Keith Frank	8			2							
Monthly Total	21	1	0	10	0	0	1	1	6	1	5
Year Total	21	1	0	10	0	0	1	1	6	1	5
Officer	Drugs	MJ in MV	Dac-IPS	Stop Sign	Drug Para	DWI	Distracted	City Ord	Ted Foss	Careless	Other
501 Chief Eastman	1										
503 Aaron Slinger	1							1			
504 Jered Dea											
505 Quinn Willmarth											
506 Chad Johnson	1										
508 Capt Hutchinson											
509 Jay Jackson											
510 John Miller		1				3					3
512 Zach Lund				1			1				
513 Keith Frank				1							
Monthly Total	3	1	0	2	0	3	1	1	0	0	3
Year Total	3	1	0	2	0	3	1	1	0	0	3

Notes : Jackson/509 Off most of month



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

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

1. Plowing, scraping and/or treating icy roadways, sidewalks and bike paths during inclement weather events
2. Loading and hauling of snow to the Lakeside Park snow dump
3. Met with consultants involved with the well house #3 rehabilitation project and discussed numerous improvement options
4. Performing ongoing vehicle and equipment servicing and repairs
5. Installing several new water meters
6. Reading of water meters
7. Established a spring tree planting project, wherein bare root trees will be planted in Lakeside Park and select boulevard areas.
8. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports and attending to system malfunctions



**CITY OF BAYPORT**  
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**Date:** March 27, 2013  
**To:** Mayor and City Council  
**From:** Sara Taylor, Acting City Administrator  
**Re:** **Department Update – April City Council meeting**

### **NEW CITY COUNCILMEMBER**

On March 26, Attorney Andy Pratt and I conducted an orientation session with Patrick McGann, to help educate and prepare him for his new role as a member of the City Council. Topics included conduct, open meeting law, Robert's Rules of Order, ordinances, meeting format and agenda, city departments and staff, budget, and levy. Patrick will take the oath of office at the beginning of the meeting on April 1. Effective April 2, his city email address will be *pmcgann@ci.bayport.mn.us*.

### **CITY ADMINISTRATOR HIRING PROCESS**

Both the profile and advertisement for the City Administrator position were completed on March 25. In addition to being posted on the Springsted and city websites, the position will also be posted with multiple state league of cities organizations, city/county management associations, and universities. Please encourage applicants to contact Springsted directly with questions on the position and/or resume submittals. Contact information is available on the city's website or *www.springsted.com*.

### **PERRO PARK MASTER PLAN**

Park Consultant Larry Wacker has prepared a final concept plan for Perro Park, based on feedback received as part of the public input process. The final plan will be presented to the City Council for consideration at the April 1 meeting. Once adopted, staff will prepare a final cost estimate for the improvements, which will help facilitate discussion and prioritize enhancements for the park. A workshop to discuss and prioritize improvements is anticipated to be scheduled in the next few weeks.

It should be noted that the city has received a preliminary commitment from Andersen Corporation to assist the city with upgrading the existing warming house this year, in conjunction with their anniversary to celebrate 100 years in Bayport. We have also submitted a grant application to the Fred C. and Katherine B. Andersen Foundation to assist with funding improvements to the hockey rink infrastructure. Both would be great opportunities to cost share and implement improvements to these facilities possibly in 2013. Staff will be pursuing additional grant possibilities this spring/summer.

### **INSPIRATION PLAT**

Recently, city staff met with prospective buyers of the remaining single-family lots within the Inspiration development. Tentatively, they would like to proceed first with a final plat of 16 lots located in the southern portion of the development. They are also tentatively proposing some modifications to the lot configuration in the north portion of the development, which would require a new preliminary plat and final plat of this area. Submittal of the final plat request is anticipated for the May Planning Commission meeting, followed by a preliminary plat submittal of the remaining lots beginning in June.

## **SPRING FLOOD PREDICTION / UPDATE**

On March 12, Deb Paige, Washington County Emergency Management Director, stated that even with the snow we received in early March, we are still in a drought. However, the National Weather Service (NWS) did mention that due to the dry ground conditions (under the snow), there could be a potential for flash flooding during upcoming rain events, which could temporarily flood roads and low lying areas. At this point, the NWS is not too concerned about the St. Croix River flooding unless there is extreme excessive rainfall in April, May, or June.

## **CITY FINANCIAL AUDIT FOR 2012**

The city's auditing firm, Schlenner Wenner & Co., was at City Hall during the week of March 11 to compile information to conduct the financial audit for 2012. Based on a preliminary assessment, the firm indicated the city appears to be in compliance with accounting requirements and state statutes. A presentation of the city's audited financial statements for 2012 has been tentatively scheduled for the May 6 City Council meeting.



**SANDERS WACKER BERGLY, INC.**  
**Landscape Architects And Planners**

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**MEMORANDUM**

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**TO:** Sara Taylor  
**FROM:** Larry Wacker  
**SUBJECT:** Perro Park Master Plan  
**DATE:** March 27, 2013  
**Cc:**

Two Perro Park concept plans, labeled A and B, were presented at the regular, February 4, 2013 meeting of the Bayport City Council. The designs shown on the concept plans respond to input received from Council Members and City Staff at a Council Workshop held on January 7<sup>th</sup>. At the February 4<sup>th</sup> meeting, Council Members agreed that City staff would post the two concept plans for review by Bayport residents and that a survey would be made available to gain resident response to the plans and to questions regarding park improvements and additions. The drawings and survey were available to residents to comment on the plans for 3 weeks.

Resident responses to the survey were tabulated. The results indicate a clear preference for Concept A with 12 of the 18 respondents selecting Concept A and 6 comments are written in support of Concept A. Survey responses indicate moderate to strong support for the following improvements or additions to the park (a copy of the survey tabulation is included in the Council packet).

- Tennis courts with practice wall and basketball goal
- Hockey rink
- Warming house/restrooms/picnic canopy
- Park identification feature
- Ball field
- Multi-purpose field area
- Paths
- Benches
- Playground
- Park access improvements

The attached Master Plan and Master Plan Detail drawings show the same basic selection and layout of park facilities as shown earlier on Concept A. Minor modifications to Concept A were made in response to comments by residents and City staff.

The following cost estimate is intended to provide preliminary information on the cost for the proposed improvements and additions to Perro Park. It is expected that the improvements will be implemented as funds become available over the next 5 to 10 years.

<b>PRELIMINARY COST ESTIMATE - PERRO PARK IMPROVEMENTS</b>	
<b>ITEM</b>	<b>ESTIMATED COST</b>
Water and sanitary sewer service	\$20,000.00
Upgrade multi-use playfield	\$40,000.00
Hockey boards and chain link screen fence	\$60,000.00
Hockey rink surface	\$40,000.00
Hockey lighting	\$60,000.00
Repair tennis courts (remove one court)	\$18,000.00
Warming house with restrooms and storage space with picnic canopy attached	\$175,000.00
Student and event seating	\$18,000.00
Basketball goal	\$1,000.00
Clock tower	\$60,000.00
Park identification sign	\$1,500.00
Play area upgrades	\$35,000.00
Picnic tables, benches and slabs	\$13,000.00
Flagpole	\$3,500.00
T-ball infield	\$5,000.00
Four creek crossings	\$80,000.00
Paved path	\$40,000.00
Stair access at northwest corner of park	\$6,000.00
Landscaping	\$25,000.00
Design, engineering and testing	\$70,000.00
Miscellaneous expenses	\$15,000.00
<b>TOTAL</b>	<b>\$786,000.00</b>

**PERRO CREEK CONCEPT PLAN COMMENTS - MARCH 2013 TABULATION**

RESPONDENT CATEGORY	WHEN PARK USED THE MOST	HOW OFTEN PARK IS USED	LIST ALL ACTIVITIES ENGAGED IN AT THE PARK	PREFERRED CONCEPT	PARK FACILITIES RESPONDENTS WOULD LIKE TO ADD	PARK FACILITIES RESPONDENTS WOULD LIKE IMPROVED
Resident/Property Owner within 2 Blocks (14 returned)	Winter (1) Spring/Summer/Fall (5) Both (7)	Once/week (8) Few times/mo. (1) Occasionally (3) Very seldom (1)	Organized/Youth Baseball (2) Tennis (7) Ice Skating (10) Open Play/Playground (8) Farmer's Market (12) Passive Rec./Picnic (6) Basketball (3) Other (2) Physical education classes daily; dog walking	A (8) B (5)	Indoor Meeting Space (3) Restrooms (10) Picnic Shelter (6) Paths (7) Tennis Practice Wall (5) Benches/Outdoor Seating (9) Park Sign/Comm.Board (2) Park Identification Feature (4) Other (1) Full size basketball court	Ball Field (4) Multi-purpose Area (7) Hockey Boards/Rink (4) Tennis/Basketball Courts (5) Lighting (4) Playground (6) General Park Access (7) Landscaping (8) Warming House (6) Other (1) Outdoor seating
Resident/Property Owner at Large (8 returned)	Winter (0) Spring/Summer/Fall (2) Both (2)	Once/week (1) Few times/mo. (2) Occasionally (1) Very seldom (0)	Organized/Youth Baseball Tennis (1) Ice Skating (2) Open Play/Playground Farmer's Market (3) Passive Rec./Picnic Basketball Other (1) Boy Scout meetings	A (4) B (1)	Indoor Meeting Space (2) Restrooms (3) Picnic Shelter (2) Paths (2) Tennis Practice Wall (1) Benches/Outdoor Seating (2) Park Sign/Comm.Board (2) Park Identification Feature (2) Other (2) Warming house/storage building; 220 voltage electricity for booths	Ball Field (2) Multi-purpose Area (1) Hockey Boards/Rink (2) Tennis/Basketball Courts Lighting Playground (2) General Park Access (4) Landscaping (4) Warming House Other
<b>General Comments:</b>						
* Concept A keeps restroom more convenient to both tennis courts or field space and skating rink.						
* Some benches for spectators for sports would be nice and more play equipment for younger children.						
* I don't feel the need to make too many expensive improvements because the bigger or more improvements, the more cost to retain the improvement. Keeping it with minimal improvements keeps it simple and easy to maintain. The park needs some small improvements but no big fancy frills. Fix the things that need to be done and keep it simple!						
* Restrooms would be a huge improvement.						
* This park should be used by the residents of Bayport as it was intended and there should be no fees for usage from residents.						
* Approve overall concept of the plan, especially appreciating the bridge over Perro Creek and entrance to play area just south of the bridge by the highway.						
* These are great ideas! I can't wait until my daughter can use them!						
* Playground is just for very young children now - too close to stream.						

**PERRO CREEK CONCEPT PLAN COMMENTS - MARCH 2013 TABULATION**

**General Comments (continued):**

* Would like another creek crossing.				
* I love Concept A - safe playground away from street and water.				
* Put in two basketball goals on the east and west sides of the north end of the tennis courts. This would allow a full-court game.				
* Concept A seems safer having play area not right next to 3rd Street, since little kids have a tendency to wander and it feels more contained in plan A, which makes it easier for parents to keep an eye on their kids.				
* I love the picnic area so that people would have a place out of the sun to sit and eat their food from the Farmer's Market or just sit and visit with each other.				
* Farmer's Market has had issues with having to use generators for food vendors, so plug-ins for 220 electricity would be great.				
* General park access and landscaping would make the park all the more enjoyable.				
* Replace hockey rink on the same footprint, saving light posts and fence posts for re-use, and improve the lawn at ball field/pleasure rink.				
* I like both plans, but Plan A keeps the playground area centrally located to other activity areas and would seem to cost less to rehab.				
* I don't see the need for paved paths - more impermeable surfaces create more runoff problems.				
* I would think that with the construction of new crossings of Perro Creek, more could be done to restore some of the creek to natural habitat. I've noticed some admirable efforts at rain gardens near Perro Park, and I think the whole route of the creek on the northern and eastern edges of the park could feature more of the same. This would be beautiful, would give children a semi-natural play space and would improve water quality, both in the creek itself and in the St. Croix River.				
* Paved walkways around the block confuse me. Is this a roller blading path, a new city sidewalk for much upkeep, or just the removal of more green space?				
* Farmer's Market seems to be a big hit - the entrance onto the field by the tennis court looks like it will be blocked by trees/landscaping.				
* The play area and building should be kept central, to keep it closer to the parking lot, which will keep the lot used, instead of the dangers of street parking.				





**SANDERS  
WACKER  
BERGLY  
INC.**

LANDSCAPE ARCHITECTS & PLANNERS  
500 East Kellogg Blvd.  
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www.swbinc.com

# PERRO PARK

BAYPORT,  
MINNESOTA

## LEGEND

- A - MULT-USE PLAY FIELD /
- B - WINTER SKATING / HOCKEY 85'X180'
- C - TENNIS
- D - BANG BOARD
- E - RESTROOM / MEETING ROOM / PICNIC SHELTER / SOUND SYSTEM
- G - BASKETBALL GOAL
- J - PLAY AREA
- K - PICNIC / OPEN SPACE
- M - FLAGPOLE
- P - PAVED PATH



1 MASTER PLAN DETAIL  
SCALE: 1" = 10' - 0"

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered Landscape Architect in the State of Minnesota.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Rep. Number: \_\_\_\_\_  
Project Number: 1216  
Drawn By: JH  
Design Issue Date: 05/26/13

MASTER PLAN  
DETAIL

SHEET:  
**MP-2**



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

---

**DATE:** March 27, 2013

**TO:** Mayor and City Council  
Acting City Administrator Sara Taylor

**FROM:** Fire Chief Mark Swenson  
City Attorney Andy Pratt

**RE:** Consider financing options for the purchase of the new pumper truck for the Fire Department

### ***BACKGROUND***

At its March 4, 2013 regular meeting, the City Council authorized the purchase of a pumper truck, at a cost not to exceed \$520,000.00, including all necessary tools and equipment. The truck, a Rosenbauer Commander 4000 EXT, has been identified for purchase through the State of Minnesota Cooperative Purchasing Venture. Therefore, the City is not required to solicit competitive bids for the purchase. Once ordered, the truck will be delivered in 8-12 months.

The City Council requested a review of all financing options for the truck, internal and external, for the April 1 meeting. The plan set forth by the previous City Administrator was to purchase two vehicles that were due for replacement through a general obligation bond (known as an equipment certificate). The financing option was chosen because the cost for the two vehicles collectively would have been over \$1.3 million. However, it was later found that the fire hall, as it currently exists, cannot fit these two vehicles, so the proposal was modified to purchase just the pumper truck at this time.

Steve Mattson from Northland Securities presented a hypothetical general obligation bond financing scenario at the City Council's March 4 workshop. The City Council learned that interest rates for municipal debt are at historical lows, and financing the purchase would allow general funds to be used for other projects and unknown future obligations. However, a debt financing does require the payment of certain "soft costs" that are not present when buying the truck with general funds. Additionally, it was revealed at the meeting that the City has approximately \$12.8 million in reserve funds, of which \$200,000.00 are expiring certificates of deposit. The City's auditor has given an informal opinion that debt financing is not necessary for this purchase. As of the date of this memo, the City's checking account balance is approximately \$1.2 million.

### ***RECOMMENDATION***

Staff recommends the City Council internally finance the pumper truck purchase with the General Fire Equipment Capital Assets Outlay Fund 101-42200-530.



## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: March 25, 2013

RE: 1st Street South Feasibility Study  
SEH No. BAYPO 122136 14.00

The City has received the attached letter requesting the preparation of a Feasibility Report to investigate the extension of Public Utilities to serve property along 1<sup>st</sup> Street South, south of Central Avenue. The owner of the property has an interest in the possible subdivision of a parcel into 3 lots. They are requesting the report to investigate the feasibility and costs for the extension of public utilities to serve the possible lots as well as existing homes now on septic system. They have been informed that a deposit will be required to cover the costs of the report and have agreed to make the escrow payment.

We would recommend that the City Council authorize the preparation of the Feasibility Report at the April 1, 2013 Meeting. I will be available to discuss with the Council.

bcp  
Attachment

s:\ac\j.baypo\122136\2013\1st street fi\2013-03-25 council memo.docx

We would like a feasibility study done on the property at 239 1<sup>ST</sup> Avenue South in Bayport. The property is on the market, but we are looking at the best way to market the property. We would like to know what the cost would be for city sewer to the house. Also, the cost if we decide to make two separate buildable lots and what it would cost to run city water and sewer to these lots. Since the property is in the flood plain, would we encounter any other expenses that would be incurred in the process. If you have any other questions, please contact me. Thank you.

Sandy Baudry  
2500 Valley View Avenue  
Maplewood, Minn 55119  
612-619-3211