

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
June 7, 2010**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL (Mayor Nowaczek and City Councilmembers Carlson, Johnson, Kraftson and Seeberger)**

**APPROVAL OF AGENDA**

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS**

1. May recycling award given to Ryan Goldsmith
2. Library Board vacancy

**OPEN FORUM**

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

- 1.
- 2.

**CONSENT AGENDA**

Consider a resolution adopting items 1 through 10

- |  | <u><b>TAB #</b></u> |
|--|---------------------|
| 1. May 3, 2010 City Council regular meeting minutes  | 1                   |
| 2. May payables and receipts   | 2                   |
| 3. May building, plumbing and mechanical permit report   | 3                   |
| 4. Special event application for BCAL ice cream social on Wednesday, June 16, 2010 at Lakeside Park  | 4                   |
| 5. Appointment of election judges for 2010 primary and general elections                             | 5                   |
| 6. Special event application for tennis tournament on Sunday, July 25, 2010 at Perro Park            | 6                   |
| 7. Designate 2010 surplus Allied Waste scholarship funds for purchase of city park waste receptacles | 7                   |
| 8. Authorization to dispose of obsolete city equipment   | 8                   |
| 9. Accept donation of laptop computer from MN Chiefs of Police Association                           | 9                   |
| 10. Joint powers agreement with Washington County Sheriff's Office for state fuel contract           | 10                  |

**COUNCIL LIAISON REPORTS**

**RIVERFRONT ADVISORY COMMISSION REPORT**

**TAB #**

**UNFINISHED BUSINESS**

- |   |    |
|---|----|
| 1. Consider quotes to replace the roof at City Hall | 11 |
| 2. Consider adopting a city purchasing policy       | 12 |

**NEW BUSINESS**

- |  |    |
|--|----|
| 1. Consider a request for an ordinance amendment to Appendix B – Zoning of the Bayport City Code to allow a limited transit vehicle storage facility as a conditional use in the B-1 Limited Business zoning district and a CUP to allow a limited transit vehicle storage facility at the property located at 204 2 <sup>nd</sup> Avenue South. | 13 |
| 3. Consider adopting a policy on the distribution of employee health insurance rates   | 14 |
| 4. Consider adopting a policy and amending the fees for special event applications   | 15 |
| 5. Consider a request to complete a Debt Service TIF District 1 and TIF District 2-1 fund financial analysis   | 16 |

**COUNCIL ITEMS AND ANNOUNCEMENTS**

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

- |                              |    |
|------------------------------|----|
| 1. City Administrator update | 17 |
|------------------------------|----|

**ADJOURNMENT**

May 6, 2010

To the Bayport City Council Members and Kathy MacDonald, Library Director,

With regrets I am submitting my resignation from the Bayport Public Library Board. My wife and I will be relocating out of Bayport sometime this Spring or early Summer. I did not anticipate events changing this quickly when I applied for and was accepted to this position. Although we are excited about the move we are nonetheless sorry to leave our community and friends here in Bayport.

The Board members are aware of my plans and are moving forward seeking a qualified replacement. Thank you all for your support.

Best wishes,

  
Corey Mohan

**RESOLUTION NO. 10-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD  
JUNE 7, 2010**

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 7<sup>th</sup> day of June 2010, 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 1-10 FROM THE  
JUNE 7, 2010 CITY COUNCIL AGENDA**

1. May 3, 2010 City Council regular meeting minutes
2. May payables and receipts
3. May building, plumbing and mechanical permit report
4. Special event application for BCAL ice cream social on Wednesday, June 16, 2010 at Lakeside Park
5. Appointment of election judges for 2010 primary and general elections
6. Special event application for tennis tournament on Sunday, July 25, 2010 at Perro Park
7. Designate 2010 surplus Allied Waste scholarship funds for purchase of city park waste receptacles
8. Authorization to dispose of obsolete city equipment
9. Accept donation of laptop computer from MN Chiefs of Police Association
10. Joint powers agreement with Washington County Sheriff's Office for state fuel contract

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:

Jonathan Nowaczek –  
Connie Carlson –  
Dan Johnson –

Torry Kraftson –  
Judy Seeberger –

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 7<sup>th</sup> day of June, 2010.

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
MAY 3, 2010  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of May 3, 2010 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 Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Finance Officer Wanda Madsen, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, Attorney Nick Vivian

**APPROVAL OF AGENDA**

Councilmember Seeberger requested that consent agenda item #18, *Joint resolution in support of Beyond the Yellow Ribbon Campaign*, be moved to new business item #4.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to approve the May 3, 2010, agenda.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The April recycling award was given to Richard Parent.
2. Mayor Nowaczek recognized members of People's Congregational Church, as well as residents Chantelle McRoberts and Dan Peulen for their volunteer efforts with spring cleanup/planting in various city parks.
3. Mayor Nowaczek noted the Public Works department would be flushing fire hydrants May 4-7, 2010, and residents may experience some water discoloration due to this process.
4. Mayor Nowaczek expressed condolences to the friends and family of Maplewood police officer, Joseph Bergeron, who was killed in the line of duty this past weekend.

**OPEN FORUM**

**CONSENT AGENDA**

Mayor Nowaczek read items 1-18 on the consent agenda, noting that *Joint resolution in support of Beyond the Yellow Ribbon Campaign* has been moved to new business.

1. April 5, 2010 City Council regular meeting minutes
2. April 5, 2010 Library workshop minutes
3. April payables and receipts
4. April building, plumbing and mechanical permit report
5. Transfer of Hazelwood Cemetery gravesites from Ernest B. Serier and Hubert T. Gilbert to John G. Serier
6. Special event application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park

7. Lawful gambling bingo application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park
8. Temporary on-sale liquor license application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park
9. Special event application for Memorial Day Parade on Monday, May 31, 2010 through Bayport
10. Donation request from the Bayport American Legion in the amount of \$300.00 to support the Memorial Day Parade
11. Special event application for the DiIoia wedding ceremony on Saturday, September 25, 2010 at Lakeside Park
12. Special event application for Stillwater Marathon on Sunday, May 30, 2010 through Bayport
13. Special event application for Andersen Elementary School Physical Education Field Days at Barker's Alps Park on Friday, May 28 and Wednesday, June 9, 2010
14. Special event application for the Nowling wedding ceremony on Saturday, July 24, 2010 at Barker's Alps Park
15. MSCWMO Perro Creek project pay request
16. Assessment abatement resolution for Judith Lind, 713 5<sup>th</sup> Avenue North (Resolution 10-10A)
17. Authorization to proceed with the fence replacement at Hazelwood Cemetery
18. Adjustment of Xcel Energy King Plant sewer utility bill

Councilmember Carlson introduced the following resolution, moving *Joint resolution in support of Beyond the Yellow Ribbon Campaign* to new business, and moved its adoption:

**Resolution 10-10**

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-18 FROM THE  
MAY 3, 2010 CITY COUNCIL AGENDA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

**PRESENTATION OF THE 2009 AUDIT**

Andy Berg, an auditor with Abdo, Eick & Meyers, LLP, reviewed the Management Letter, and noted the auditors issued a clean opinion on the city's financial statements. The following five internal control findings regarding financial reporting were reviewed, as well as the auditor's recommendations for each finding: limited segregation of duties, preparation of financial statements, maintenance of accounting system, material errors, and material audit adjustments. The city's funds were reviewed in detail. The water and sewer utility funds continued to incur operating losses; however the funds' cash balances remain strong. Councilmember Kraftson commented on the \$3.5 million available in the water and sewer utility improvement funds. Mr. Berg stressed the importance of developing a capital improvement plan to determine if the available funds are sufficient for future improvements. He stated that the taxes per capita figures include the whole census track, including the prison population.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to accept the 2009 Audit Report, dated April 19, 2010, as presented by Andy Berg. Motion carried.

On behalf of the City Council, Councilmember Kraftson thanked Finance Officer Wanda Madsen for her assistance with the audit review, as well as the many financial duties she takes care of on a daily basis. Mayor Nowaczek also recognized the efforts of the city's department heads for their assistance in keeping the city running smoothly.

**PUBLIC HEARINGS - None**

**COUNCIL LIAISON REPORTS**

Councilmember Seeberger stated the April Planning Commission meeting was cancelled due to a lack of business and the next meeting is scheduled for May 17, 2010.

Councilmember Seeberger reported the Community Advisory Committee (CAC), part of Andersen Corporation's Project XL, would be meeting this week and she will report at the next meeting.

Councilmember Carlson (alternate) reported on the April 8, 2010 Middle St. Croix Watershed Management Organization (MSCMWO) meeting. She reported replacement of the trash guards on the outlet structures as part of the Perro Creek storm sewer project is nearing completion. The next meeting is scheduled for Thursday, May 13, 2010, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Johnson reported on the April 22, 2010 meeting of the Library Board. The April 25<sup>th</sup> author's luncheon fundraiser realized a profit of approximately \$4,500.00, and he thanked everyone for their support. He encouraged people to check out the summer program schedule that is posted on the library website. The next meeting is scheduled for Thursday, May 20, 2010, 6:00 p.m. at the library.

Councilmember Carlson reported on the Joint Cable Commission's meeting of April 21, 2010. Authorization to purchase two upgraded camcorders was given, and the older camcorders can be checked out by residents for video projects. Two of four grant requests were approved. The grant application process will be reviewed in an attempt to obtain more complete applications. The next meeting is scheduled for Wednesday, June 16, 2010, 7:00 p.m., at the Valley Ridge Mall.

**RIVERFRONT ADVISORY COMMISSION REPORT**

Commissioner Don Hoye reported on the April 6, 2010 meeting. Molly Shodeen, DNR hydrologist, was a guest speaker and provided the group with topical information regarding the St. Croix River, noting it is considered a highly endangered river, largely due to excessive phosphorus. She addressed factors regarding adding marinas, fishing piers, docks and boat launches. She stated a boat launch has been proposed as part of the new St. Croix River Crossing. Commissioner Hoye anticipates the commission will meet for nine or ten sessions and expressed his appreciation for the City Council expending funds for a group facilitator. The next meeting has been scheduled for Tuesday, May 18, 2010, 6:00 p.m., at Bayport City Hall and is open to the public. Guest speakers will include the city planners from Hudson, Prescott and Stillwater.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

Allied Waste recycling scholarship: Administrator Berg noted one application was received by the deadline, however it was incomplete, and he recommended extending the deadline to the end of May. If no completed applications are received, the city could pursue the purchase of recycling containers or equipment with the funds. Residents pursuing post high school education with an interest in environmental studies were encouraged to apply for the \$500.00 scholarship.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to extend the application deadline for the Allied Waste recycling scholarship to May 31, 2010. Motion carried.

Consider quotes to replace the roof at City Hall and amending the 2010 Capital Improvement Plan to reflect this expenditure: Administrator Berg stated more time is needed to gather the necessary quotes to replace the almost 20-year old roof at City Hall, due to several major leaks in the past few years. A number of repairs have been made to the roof, which have not solved the problem, and staff feels it is in the best interest of the city to replace the roof at this time. This item was not included in the city's 2010 Capital Improvement Program (CIP), and Administrator Berg requested the City Council amend the CIP to include the expenditure for the roof replacement from the Municipal Buildings Maintenance (MBM) Fund. Mayor Nowaczek noted that this is the type of expense for which the MBM Fund was set up and did not see the need to include it in the CIP.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to continue this agenda item to the next meeting in order to provide time to solicit quotes and to pay for the roof replacement via the Municipal Buildings Maintenance Fund. Motion carried.

Consider adopting a city purchasing policy: On the recommendation of the city auditor, staff has prepared a comprehensive purchasing policy that consolidates all of the existing policies and ordinances and adds language for better oversight of the city's purchasing process. Administrator Berg requested that adoption of the policy be tabled to provide time to craft a new policy addressing spending of public funds for employee recognition events. Mayor Nowaczek recommended a few minor text changes, and Councilmember Carlson questioned credit card late fee charges. Administrator Berg indicated staff is working with department heads to ensure timely submittal of credit card receipts, and language will be added to the policy that deals with consequences for chronic delays in submitting the required credit card documentation. Councilmember Kraftson stated he is in favor of restricted credit card use. This agenda item was continued to the next meeting.

Joint resolution in support of Beyond the Yellow Ribbon Campaign: Councilmember Seeberger reviewed a resolution in support of Bayport's involvement with the Beyond the Yellow Ribbon Campaign, which is a multi-jurisdictional partnership to support the needs of our deployed military personnel and their families. The proposed resolution is part of the process for the Governor to recognize Bayport as a Yellow Ribbon community. She discussed the kickoff event scheduled for Thursday, May 6, 2010, 7:00-9:00 p.m., at the Bayport American Legion. Residents from Bayport, Baytown Township, Oak Park Heights and West Lakeland Township are invited to attend to learn more about this effort. Mayor Nowaczek read the proposed resolution.

Councilmember Seeberger introduced the following resolution and moved its adoption:

**Resolution 10-11**

**A RESOLUTION SUPPORTING THE EFFORTS OF THE MULTI-JURISDICTIONAL PARTNERSHIP FOR BECOMING A BEYOND THE YELLOW RIBBON COMMUNITY**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

## **COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Dan Johnson announced that he would not be seeking reelection after his second four-year term on the City Council expires on December 31, 2010. He noted the rewards and satisfaction that comes from serving one's community and encouraged residents to consider running for the two City Council positions that will be opening up at the end of this year. Candidate packets are available at City Hall, and the filing deadline is in August.
2. Councilmember Carlson requested clarification on the definition of a temporary sign. Assistant Administrator Taylor noted that a temporary sign permit is required for signs promoting special events for a limited time period.
3. Councilmember Kraftson announced that the St. Croix Valley Prayer Breakfast is scheduled for Thursday, May 6, 2010, 7:15-8:45 a.m., at the Grand Ballroom in Stillwater. Tickets are \$10.00.

## **CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS**

**City Administrator update:** Administrator Berg reviewed his memo to the City Council. He is working with the residents of Point Road who are opposed to the installation of an armed railroad crossing at 10<sup>th</sup> Avenue South. He is also pursuing action against the Union Pacific Railroad, which repeatedly has been in violation of blocking Point Road for more than ten minutes. Staff is meeting with a representative from the Federal Railroad Association this week to discuss the railroad crossings and the train blocking issue. Administrator Berg stated he is working on a donation policy and noted the city makes various in-kind contributions for many of the events that are approved through the special event applications. Staff has met with a representative of the Bayport Estates Homeowner's Association and hopes to have a timely resolution on their issue with the Ice Road easement. He stated the city received a legal opinion from the Minnesota DNR that a legal review of the proposed Ice Road vacation would not be required by their agency. Staff is working with our insurance agents to identify ways to reduce the city's insurance premiums.

## **ADJOURNMENT**

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to adjourn the meeting at 7:14 p.m. Motion carried.

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City Administrator/Clerk

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 05/31/10

FUND	FUND Descr	2010 Budget	2010 YTD Amt	2010 % of Budget	2010 % of Budget Remain
101	GENERAL	\$1,892,354.12	\$285,128.05	15.07%	84.93%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$0.00	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$200.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$500.53	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$2,923.31	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$19,409.47	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$5,000.00	0.00%	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$0.00	0.00%	0.00%
210	K-9 UNIT	\$0.00	\$654.34	0.00%	0.00%
211	LIBRARY	\$255,796.00	\$2,057.71	0.80%	99.20%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$0.00	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$307,454.00	\$62,893.41	20.46%	79.54%
602	SEWER	\$680,241.00	\$209,892.93	30.86%	69.14%
800	INVESTMENTS-POOLED	\$0.00	\$216,098.65	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$87,735.40	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,135,845.12	\$892,493.80	28.46%	71.54%

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

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	5/19/2010	\$35.00	835 NSF FEE JIM MENARD	R 101-00000-33100 ADMINIST
101	5/17/2010	\$25.00	8 LAWSON, MARSHALL TRUST ACCT. - S	R 101-00000-34105 USER FE
101	5/19/2010	\$18.00	844 ASSESSMENT SEARCH CK # 4346	R 101-00000-34105 USER FE
101	5/20/2010	\$25.00	848 ASSESSMENT SEARCH Access Informati	R 101-00000-34105 USER FE
101	5/20/2010	\$2.00	851 COPIES (\$0.25/PAGE) cash	R 101-00000-34105 USER FE
101	5/24/2010	\$1.25	856 COPIES (\$0.25/PAGE) Kania - POLICE D	R 101-00000-34105 USER FE
101	5/19/2010	\$514.80	843 SPECIAL ASSESSMENT COL BY CITY 4	R 101-00000-36102 SPECIAL
101	5/6/2010	\$0.50	778 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	5/10/2010	\$5.00	789 BUILDING SURCHARGE LUANN NOVAK	G 101-20104 STATE SURCHA
101	5/12/2010	\$0.75	823 BUILDING SURCHARGE MATTHEW BRA	G 101-20104 STATE SURCHA
101	5/19/2010	\$1.00	837 BUILDING SURCHARGE JEFFREY OSW	G 101-20104 STATE SURCHA
101	5/19/2010	\$3.75	838 BUILDING SURCHARGE JG HAUSE CON	G 101-20104 STATE SURCHA
101	5/19/2010	\$1.70	840 BUILDING SURCHARGE	G 101-20104 STATE SURCHA
101	5/19/2010	\$2.00	841 BUILDING SURCHARGE	G 101-20104 STATE SURCHA
101	5/24/2010	\$2.12	854 BUILDING SURCHARGE Buchman Constr	G 101-20104 STATE SURCHA
101	5/17/2010	\$3.44	11 JOANNA PARDO - BEACHHOUSE RENT	G 101-20603 SALES TAX PAY
101	5/17/2010	\$17.18	12 JENNIFER MARTH - SHELTER RESERV	G 101-20603 SALES TAX PAY
101	5/13/2010	\$13.76	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	5/27/2010	\$58.43	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	5/26/2010	\$38.20	861 DELTA DENTAL KEN HARTUNG	G 101-27107 DELTA DENTAL
101	5/17/2010	\$33.31	5 KENT FARNHAM - MEDICAL AND HEALT	G 101-27109 MEDICA
101	5/26/2010	\$509.65	861 MEDICA KEN HARTUNG	G 101-27109 MEDICA
101	5/17/2010	\$58.34	5 KENT FARNHAM - MEDICAL AND HEALT	G 101-27122 H S A
101	5/4/2010	\$50.00	771 SPECIAL EVENT APP JEFF & SUZANNE	R 101-41910-32200 NONBUSI
101	5/10/2010	\$124.64	789 PLAN REVIEW	R 101-41910-32210 BUILDING
101	5/10/2010	\$191.75	789 BUILDING PERMIT LUANN NOVAK	R 101-41910-32210 BUILDING
101	5/12/2010	\$57.50	823 BUILDING PERMIT MATTHEW BRAUND -	R 101-41910-32210 BUILDING
101	5/19/2010	\$73.75	837 BUILDING PERMIT JEFFREY OSWALD C	R 101-41910-32210 BUILDING
101	5/19/2010	\$105.46	838 PLAN REVIEW JG HAUSE CONST. CK #	R 101-41910-32210 BUILDING
101	5/19/2010	\$162.25	838 BUILDING PERMIT JG HAUSE CONST. C	R 101-41910-32210 BUILDING
101	5/19/2010	\$103.25	840 BUILDING PERMIT	R 101-41910-32210 BUILDING
101	5/19/2010	\$103.25	841 BUILDING PERMIT	R 101-41910-32210 BUILDING
101	5/24/2010	\$118.00	854 BUILDING PERMIT Buchman Construction	R 101-41910-32210 BUILDING
101	5/6/2010	\$75.00	778 MECHANICAL PERMIT - RESIDENTIAL H	R 101-41910-32230 MECHANI
101	5/26/2010	\$3,474.33	868 BUILDING INSPECTIONS (LAKELAND) 4/	R 101-41910-34103 LAKELAN
101	5/19/2010	\$30.00	836 PHONE REIMBURSTMENT LAURA EAST	E 101-42100-321 COMMUNIC
101	5/12/2010	\$10.00	827 PET LICENSE - SPAY/NEUT LORI HOFF	R 101-42100-32240 ANIMAL F
101	5/20/2010	\$10.00	849 PET LICENSE - SPAY/NEUT Shannon Os	R 101-42100-32240 ANIMAL F
101	5/20/2010	\$10.00	849 PET LICENSE - SPAY/NEUT Shannon Os	R 101-42100-32240 ANIMAL F
101	5/18/2010	\$20.00	832 BURNING PERMIT JOSEPH FITZENBER	R 101-42200-32200 NONBUSI
101	5/18/2010	\$20.00	833 BURNING PERMIT BENJAMIN ARNAL	R 101-42200-32200 NONBUSI
101	5/18/2010	\$20.00	834 BURNING PERMIT CASH	R 101-42200-32200 NONBUSI
101	5/26/2010	\$200.00	866 FIRE DONATIONS HAROLD RADKE TRU	R 101-42200-36232 DONATIO
101	5/17/2010	\$99.93	10 JOHNSON FARGO CULVERT - REIMBUS	E 101-43100-421 REPAIR & M
101	5/17/2010	\$89.00	6 TRAILER BOAT PARKING	R 101-43200-34780 PARK FE
101	5/17/2010	\$50.00	11 JOANNA PARDO - BEACHHOUSE RENT	R 101-43200-34780 PARK FE
101	5/17/2010	\$250.00	12 JENNIFER MARTH - SHELTER RESERV	R 101-43200-34780 PARK FE
101	4/29/2010	\$10.00	763 BOAT TRAILER PARKING PERMIT SCOT	R 101-43200-34780 PARK FE
101	5/3/2010	\$10.00	765 BOAT TRAILER PARKING PERMIT DAVI	R 101-43200-34780 PARK FE
101	5/3/2010	\$10.00	767 BOAT TRAILER PARKING PERMIT Shain	R 101-43200-34780 PARK FE
101	5/3/2010	\$10.00	767 BOAT TRAILER PARKING PERMIT Shain	R 101-43200-34780 PARK FE
101	5/5/2010	\$50.00	775 BEACHHOUSE - RESIDENT (4 HR) JULIE	R 101-43200-34780 PARK FE
101	5/5/2010	\$10.00	776 BOAT TRAILER PARKING PERMIT Vern	R 101-43200-34780 PARK FE
101	5/6/2010	\$500.00	777 PICNIC SHELTER-NONPROFIT ST. PAT	R 101-43200-34780 PARK FE
101	5/6/2010	\$10.00	782 BOAT TRAILER PARKING PERMIT GRE	R 101-43200-34780 PARK FE
101	5/10/2010	\$50.00	787 BEACHHOUSE - RESIDENT (4 HR) JULIE	R 101-43200-34780 PARK FE
101	5/11/2010	\$50.00	821 BEACHHOUSE - RESIDENT (4 HR) Barba	R 101-43200-34780 PARK FE
101	5/12/2010	\$20.00	825 BOAT TRAILER PARKING PERMIT MILO	R 101-43200-34780 PARK FE
101	5/12/2010	\$50.00	828 BEACHHOUSE - RESIDENT (4 HR) PATT	R 101-43200-34780 PARK FE
101	5/18/2010	\$150.00	831 BEACHHOUSE - NONRESIDENT (4 HR)	R 101-43200-34780 PARK FE

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

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	5/20/2010	\$50.00	845 BEACHHOUSE - RESIDENT (4 HR) Mary	R 101-43200-34780 PARK FE
101	5/20/2010	\$150.00	846 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	5/20/2010	\$150.00	847 BEACHHOUSE - NONRESIDENT (4 HR)	R 101-43200-34780 PARK FE
101	5/20/2010	\$150.00	847 BEACHHOUSE - NONRESIDENT (4 HR)	R 101-43200-34780 PARK FE
101	5/24/2010	\$150.00	853 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	5/24/2010	\$50.00	855 BEACHHOUSE - RESIDENT (4 HR) CON	R 101-43200-34780 PARK FE
101	5/26/2010	\$10.00	860 BOAT TRAILER PARKING PERMIT Melvin	R 101-43200-34780 PARK FE
101	5/26/2010	\$10.00	860 BOAT TRAILER PARKING PERMIT Melvin	R 101-43200-34780 PARK FE
101	5/17/2010	\$203.22	7 JOHNNY'S TV, INC.	E 101-43200-420 R & M BLDG
101	5/4/2010	\$700.00	770 CEMETERY - GRAVE RUSSELL BURMA	R 101-43300-34940 CEMETE
101	5/20/2010	\$250.00	850 CEMETERY - OPEN/CLOSE GRAVE - CR	R 101-43300-34940 CEMETE
<b>FUND 101 GENERA</b>		<b>\$9,621.51</b>		
<b>FUND 202 DRUG FORFEITURE</b>				
202	5/6/2010	\$90.53	780 DRUG FORFEITURE JOY BUCHANAN -	R 202-00000-36249 DRUG FO
<b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b>				
204	5/4/2010	\$1,040.86	772 GAMBLING PROCEEDS 10% FEBRARY	R 204-00000-32204 GAMBLIN
204	5/4/2010	\$376.35	773 GAMBLING PROCEEDS 10% MARCH 20	R 204-00000-32204 GAMBLIN
<b>FUND 204 RECREA</b>		<b>\$1,417.21</b>		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>				
206	5/26/2010	\$62.88	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	5/3/2010	\$4,065.63	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	5/13/2010	\$243.93	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	5/13/2010	\$10.44	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	5/13/2010	\$244.30	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	5/13/2010	\$12.25	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	5/3/2010	\$10.38	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	5/3/2010	\$129.36	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	5/3/2010	\$9.09	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	5/26/2010	\$74.78	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	5/3/2010	\$138.59	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	5/13/2010	\$77.40	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
<b>FUND 206 WATER/</b>		<b>\$5,079.03</b>		
<b>FUND 211 LIBRARY</b>				
211	5/26/2010	\$100.00	862 LIBRARY SERVICE CHARGE LIBRARY C	R 211-45500-34760 LIBRARY
211	5/26/2010	\$40.00	863 LIBRARY RENT SIERRA CLUB CK#1280	R 211-45500-36220 RENTAL I
211	5/26/2010	\$190.00	864 LIBRARY RENT STILLWATER AREA SC	R 211-45500-36220 RENTAL I
211	5/26/2010	\$40.00	865 LIBRARY RENT STILLWATER AREA SC	R 211-45500-36220 RENTAL I
<b>FUND 211 LIBRARY</b>		<b>\$370.00</b>		
<b>FUND 601 WATER</b>				
601	5/3/2010	\$39.58	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	5/3/2010	\$7.39	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	5/3/2010	\$81.23	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	5/3/2010	\$65.52	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	5/3/2010	\$4.77	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	5/3/2010	\$1,250.62	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	5/26/2010	\$20.34	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	5/26/2010	\$48.16	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	5/26/2010	\$685.80	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	5/13/2010	\$53.48	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	5/13/2010	\$2,307.86	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	5/13/2010	\$110.30	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	5/13/2010	\$95.91	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	5/13/2010	\$5.77	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING

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

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
601	5/13/2010	\$3.18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	5/13/2010	\$7.01	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	5/3/2010	\$6.59	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	5/26/2010	\$101.66	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	5/3/2010	\$64.21	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	5/13/2010	\$31.53	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	5/6/2010	\$25.00	779 WATER SHUTOFF - BUS HRS ANGELA	R 601-46120-37110 WATER R
601	5/10/2010	\$25.00	784 WATER SHUTOFF - BUS HRS LAURIE CI	R 601-46120-37110 WATER R
601	5/10/2010	\$25.00	786 WATER SHUTOFF - BUS HRS CASH - RI	R 601-46120-37110 WATER R
601	5/10/2010	\$25.00	788 WATER SHUTOFF - BUS HRS CHERYL T	R 601-46120-37110 WATER R
601	5/12/2010	\$25.00	826 WATER SHUTOFF - BUS HRS BAYPORT	R 601-46120-37110 WATER R
FUND 601 WATER		\$5,115.91		
<b>FUND 602 SEWER</b>				
602	5/26/2010	\$38.39	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	5/26/2010	\$557.53	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	5/3/2010	\$1,145.10	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	5/3/2010	\$60.52	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	5/3/2010	\$33,880.20	0 UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLIN
602	5/13/2010	\$5.77	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/3/2010	\$7.39	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/13/2010	\$645.00	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	5/13/2010	\$2,177.59	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	5/13/2010	\$100.30	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	5/13/2010	\$114.17	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/3/2010	\$94.05	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
FUND 602 SEWER		\$38,826.01		
		\$60,520.20		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 05/31/10

5 MONTHS = 41.7

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget	2010 % of Budget Remain
FUND 101 GENERAL						
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
141100	ELECTIONS	\$5,040.00	\$470.00	\$4,570.00	9.33%	90.67%
141200	MAYOR & COUNCIL	\$133,020.00	\$90,039.03	\$42,980.97	67.69%	32.31%
141240	RECYCLING	\$5,393.87	\$1,603.67	\$3,790.20	29.73%	70.27%
41400	ADMINISTRATION	\$131,538.15	\$42,524.65	\$89,013.50	32.33%	67.67%
141903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
141910	PLANNING & ZONING	\$194,914.99	\$72,435.26	\$122,479.73	37.16%	62.84%
141940	MUNICIPAL BUILDINGS	\$32,068.00	\$18,671.15	\$13,396.85	58.22%	41.78%
142100	POLICE	\$647,138.50	\$242,188.64	\$404,949.86	37.42%	62.58%
142200	FIRE PROTECTION	\$357,917.00	\$136,087.22	\$221,829.78	38.02%	61.98%
143100	STREET MAINT	\$231,888.50	\$61,307.56	\$170,580.94	26.44%	73.56%
143160	STREET LIGHTING	\$21,821.00	\$14,068.40	\$7,752.60	64.47%	35.53%
143200	PARKS	\$63,782.91	\$27,067.89	\$36,715.02	42.44%	57.56%
43300	CEMETERY	\$7,527.00	\$2,970.11	\$4,556.89	39.46%	60.54%
44100	PROJECT	\$22,089.20	\$0.00	\$22,089.20	0.00%	100.00%
FUND 101 GENERAL		\$1,854,139.12	\$709,433.58	\$1,144,705.54	38.26%	61.74%
FUND 208 PRISON SEWER PROJECT						
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS						
141911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%	0.00%
141912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
141913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 210 K-9 UNIT						
142103	K - 9 UNIT	\$0.00	\$265.39	-\$265.39	0.00%	0.00%
FUND 210 K-9 UNIT		\$0.00	\$265.39	-\$265.39	0.00%	0.00%
FUND 211 LIBRARY						
45500	LIBRARY	\$255,796.00	\$95,231.49	\$160,564.51	37.23%	62.77%
FUND 211 LIBRARY		\$255,796.00	\$95,231.49	\$160,564.51	37.23%	62.77%
FUND 413 POLICE EQUIPMENT FUND						
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%	0.00%
142100	POLICE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 414 OFFICE AUTOMATION						
100000	GENERAL GOVERNMENT	\$0.00	\$2,270.56	-\$2,270.56	0.00%	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$2,270.56	-\$2,270.56	0.00%	0.00%
FUND 415 MUNICIPAL BLDGS MAINT						
41600	CAPITAL OUTLAY	\$0.00	\$4,011.00	-\$4,011.00	0.00%	0.00%
FUND 416 PERRO CREEK OUTLET						

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 05/31/10

5 MONTHS = 41.7

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget	2010 % of Budget Remain
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 601 WATER						
46110	WATER-PUMPHOUSE	\$45,200.00	\$12,484.00	\$32,716.00	27.62%	72.38%
46120	WATER	\$395,860.00	\$84,062.73	\$311,797.27	21.24%	78.76%
FUND 601	WATER	\$441,060.00	\$96,546.73	\$344,513.27	21.89%	78.11%
FUND 602 SEWER						
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
46200	SEWER - OPERATING	\$340,025.00	\$90,492.54	\$249,532.46	26.61%	73.39%
46990	SEWER - NON-OPERATING	\$315,072.00	\$114,684.68	\$200,387.32	36.40%	63.60%
FUND 602	SEWER	\$655,097.00	\$205,177.22	\$449,919.78	31.32%	68.68%
FUND 800 INVESTMENTS-POOLED						
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 803 P & Z ESCROWS						
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80008	CHARLES LUTZ STREET VACA	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$11,607.02	-\$11,607.02	0.00%	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$3,809.98	-\$3,809.98	0.00%	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
80025	JUDY SEEBERGER	\$0.00	\$119.00	-\$119.00	0.00%	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$12.68	-\$12.68	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$15,548.68	-\$15,548.68	0.00%	0.00%
FUND 999 ACCRUED INT PAYABLE						
41000	DEPRECIATION EXP - GEN GO	\$0.00	\$0.00	\$0.00	0.00%	0.00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%	0.00%
43000	DEPRECIATION EXP - PUBLIC	\$0.00	\$0.00	\$0.00	0.00%	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%	0.00%
FUND 999	ACCRUED INT PAYABLE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
		\$3,206,092.12	\$1,128,484.65	\$2,077,607.47	35.20%	64.80%

**CITY OF BAYPORT**  
**MONTHLY EXPENSES**

Period Name: MAY

Search Name	FUN	Tran Date	Amount ct	A	DEPT OBJ Comments	OBJ Descr	Check Nbr
<b>FUND 101 GENERAL</b>							
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>							
	101	5/20/2010	\$1,312.85 E	41200	101 Labor Distribution	WAGES AND SAL	
	101	5/20/2010	\$81.40 E	41200	122 Labor Distribution	CONT TO RET., S	
	101	5/20/2010	\$19.03 E	41200	170 Labor Distribution	MEDICARE	
MERRICK, INC.	101	5/27/2010	\$8.57 E	41200	201 OFFICE SUPPLY	OFFICE SUPPLIE	
U S BANK VISA	101	6/2/2010	\$0.21 E	41200	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
QUILL	101	6/2/2010	\$2.22 E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/27/2010	\$5.25 E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/12/2010	\$0.56 E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$42.00 E	41200	300 CONSULT CA REGARDIN	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$280.00 E	41200	300 OFFICE FONERENCE WIT	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$70.00 E	41200	300 REVIEW AND REVISE EIS	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$530.20 E	41200	300 ICE ROAD EASEMENT	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$70.00 E	41200	300 REVIEW DATA PRACTICE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$0.38 E	41200	300 SALES TAX	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$963.40 E	41200	300 EISINGER TERMINATION	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$70.00 E	41200	300 UNION PACIFIC CODE VI	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$140.00 E	41200	300 ATTEND CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/12/2010	\$140.00 E	41200	300 PREPARE CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/6/2010	-\$475.00 E	41200	300 PROSECUTION	PROF SER-LEGAL	
S E H	101	5/27/2010	\$1,026.13 E	41200	301 W & S BASE MAP UPDAT	PROF SER-ENGIN	
S E H	101	5/27/2010	\$671.99 E	41200	301 MTG WITH STAFF VARIO	PROF SER-ENGIN	
S E H	101	5/27/2010	\$73.50 E	41200	301 CC MGT	PROF SER-ENGIN	
U S BANK VISA	101	6/2/2010	\$47.88 E	41200	302 ADMIN CREDIT CARD	CONTRACT SERV	031991
CARPENTER NATURE CENT	101	5/5/2010	\$200.00 E	41200	302 DAMAGE DEPOSIT	CONTRACT SERV	031961
CARPENTER NATURE CENT	101	5/5/2010	\$200.00 E	41200	302 RENTAL MAY 27, 2010	CONTRACT SERV	031960
ABDO EICK & MEYERS LLP	101	5/13/2010	\$6,265.00 E	41200	303 AUDIT SERVICES	PROF SER-AUDIT	
COMPLETE HEALTH ENVIRO	101	6/2/2010	\$372.08 E	41200	306 MAINTENANCE PLAN - M	PROF SER-OTHE	
COMPLETE HEALTH ENVIRO	101	5/12/2010	\$372.08 E	41200	306 MAINTENANCE PLAN - AP	PROF SER-OTHE	
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$3,906.00 E	41200	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$2,328.80 E	41200	360 WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$33.70 E	41200	360 WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$13,925.00 E	41200	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	101	5/12/2010	\$295.00 E	41200	402 2010 FALL CONFERENCE	CONFERENCES &	031972
US INTERNET	101	5/12/2010	\$50.60 E	41200	416 MTHLY SECURENCE	REPAIR/MAINT O	
SAM'S CLUB	101	5/11/2010	\$35.00 E	41200	433 MEMBERSHIP RENEWAL	DUES & MEMBER	031965
AMERICAN LEGION	101	5/5/2010	\$300.00 E	41200	444 MEMORIAL DAY PARADE	COMMUNITY PRO	
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>			<b>\$33,363.83</b>				
<b>DEPT 41240 RECYCLING</b>							
	101	5/13/2010	\$94.39 E	41240	101 Labor Distribution	WAGES AND SAL	
	101	5/25/2010	\$94.39 E	41240	101 Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$6.60 E	41240	121 Labor Distribution	P E R A	
	101	5/25/2010	\$6.60 E	41240	121 Labor Distribution	P E R A	
	101	5/25/2010	\$5.83 E	41240	122 Labor Distribution	CONT TO RET., S	
	101	5/13/2010	\$5.83 E	41240	122 Labor Distribution	CONT TO RET., S	
	101	5/13/2010	\$2.49 E	41240	126 Labor Distribution	H S A	
	101	5/25/2010	\$2.49 E	41240	126 Labor Distribution	H S A	
	101	5/13/2010	\$11.14 E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$8.20 E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	5/13/2010	\$1.37 E	41240	170 Labor Distribution	MEDICARE	
	101	5/25/2010	\$1.37 E	41240	170 Labor Distribution	MEDICARE	
STODDEN OR ANGELA STO	101	5/17/2010	\$30.00 E	41240	370 RECYCLING INCENTIVE	RECYCLING INCE	031973
RYAN GOLDSMITH	101	5/5/2010	\$30.00 E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE	
STODDEN OR ANGELA STO	101	5/17/2010	\$30.00 E	41240	370 RECYCLING INCENTIVE	RECYCLING INCE	031974
<b>DEPT 41240 RECYCLING</b>			<b>\$330.70</b>				
<b>DEPT 41400 ADMINISTRATION</b>							
	101	5/25/2010	\$2,880.96 E	41400	101 Labor Distribution	WAGES AND SAL	

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	101	5/13/2010	\$2,909.55 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$203.68 E	41400	121 Labor Distribution	P E R A	
	101	5/25/2010	\$201.67 E	41400	121 Labor Distribution	P E R A	
	101	5/13/2010	\$178.66 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	5/25/2010	\$176.89 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	5/13/2010	\$171.99 E	41400	126 Labor Distribution	H S A	
	101	5/25/2010	\$171.99 E	41400	126 Labor Distribution	H S A	
	101	5/13/2010	\$590.67 E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$494.44 E	41400	131 Labor Distribution	CONT TO EMPLO	
WELLS FARGO HBS	101	5/3/2010	\$242.25 E	41400	131 ADMINISTRATION FEES	CONT TO EMPLO	031956
	101	5/13/2010	\$41.78 E	41400	170 Labor Distribution	MEDICARE	
	101	5/25/2010	\$41.37 E	41400	170 Labor Distribution	MEDICARE	
MERRICK, INC.	101	5/27/2010	\$51.45 E	41400	201 OFFICE SUPPLY	OFFICE SUPPLIE	
QUILL	101	5/27/2010	\$31.55 E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/12/2010	\$3.37 E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	101	6/2/2010	\$1.26 E	41400	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
QUILL	101	6/2/2010	\$13.37 E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
WANDA MADSEN	101	5/11/2010	\$45.00 E	41400	400 MILEAGE REIMBURSEME	USE OF PERSON	031971
MITCH BERG	101	5/25/2010	\$56.50 E	41400	400 MILEAGE & CONFERENC	USE OF PERSON	031987
TAYLOR, SARA	101	5/19/2010	\$71.25 E	41400	400 MILEAGE REIMBURSEME	USE OF PERSON	031977
MITCH BERG	101	5/25/2010	\$159.39 E	41400	402 MILEAGE & CONFERENC	CONFERENCES &	031987
U S BANK VISA	101	6/2/2010	\$160.00 E	41400	402 ADMIN CREDIT CARD	CONFERENCES &	031991
TR COMPUTER SALES LLC	101	5/12/2010	\$45.00 E	41400	416	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	6/2/2010	\$27.00 E	41400	416	REPAIR/MAINT O	
GOVERNMENT FINANCE OF	101	6/2/2010	\$160.00 E	41400	433 8/1/10-7/31/11 MEMBERSH	DUES & MEMBER	
MUNICIPAL CLERKS AND FIN	101	5/26/2010	\$35.00 E	41400	433 MADSEN-MEMBERSHIP D	DUES & MEMBER	
DEPT 41400 ADMINISTRATION			\$9,166.04				
<b>DEPT 41910 PLANNING &amp; ZONING</b>							
	101	5/13/2010	\$5,086.49 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	5/25/2010	\$5,038.85 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$356.08 E	41910	121 Labor Distribution	P E R A	
	101	5/25/2010	\$352.74 E	41910	121 Labor Distribution	P E R A	
	101	5/25/2010	\$309.28 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	5/13/2010	\$312.23 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	5/13/2010	\$310.09 E	41910	126 Labor Distribution	H S A	
	101	5/25/2010	\$310.09 E	41910	126 Labor Distribution	H S A	
	101	5/13/2010	\$933.57 E	41910	131 Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$789.00 E	41910	131 Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$72.34 E	41910	170 Labor Distribution	MEDICARE	
	101	5/13/2010	\$73.03 E	41910	170 Labor Distribution	MEDICARE	
MERRICK, INC.	101	5/27/2010	\$42.87 E	41910	201 OFFICE SUPPLY	OFFICE SUPPLIE	
QUILL	101	6/2/2010	\$11.14 E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/27/2010	\$26.29 E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/12/2010	\$2.81 E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	101	6/2/2010	\$1.05 E	41910	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
HOLIDAY FLEET	101	5/11/2010	\$136.65 E	41910	212 FUEL	MOTOR FUELS &	031968
BUCKLEY, JOHN	101	5/25/2010	\$18.25 E	41910	400 LAKE ELMO MILEAGE REI	USE OF PERSON	031980
TAYLOR, SARA	101	5/19/2010	\$71.25 E	41910	400 MILEAGE REIMBURSEME	USE OF PERSON	031977
CASPERSON MOTORS	101	5/6/2010	\$58.40 E	41910	412 BLG. VECHILE MAINT.	REP & MAINT VE	
TR COMPUTER SALES LLC	101	5/12/2010	\$37.50 E	41910	416 COMPUTER CONSULTING	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	6/2/2010	\$22.50 E	41910	416 COMPUTER CONSULTING	REPAIR/MAINT O	
DEPT 41910 PLANNING & ZONING			\$14,372.50				
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>							
SERVICEMASTER	101	5/12/2010	\$300.00 E	41940	302 CLEANING SERIVE FOR	CONTRACT SERV	
COMCAST	101	6/2/2010	\$34.95 E	41940	321 ADMIN HIGH SPEED INTE	COMMUNICATION	
OFFICE OF ENT TECHNOLO	101	5/26/2010	\$442.60 E	41940	321 PHONES / APRIL 2010	COMMUNICATION	
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$1,822.00 E	41940	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
XCEL	101	5/3/2010	\$377.14 E	41940	380 ELECTRIC & GAS SERVIC	ELECTRIC SERVI	031957

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XCEL	101	5/3/2010	\$79.26	E	41940	381	ELECTRIC & GAS SERVICE	FUEL FOR HEAT	031957
ELECTRO WATCHMAN, INC	101	5/27/2010	\$48.10	E	41940	420	CITY HALL/FIRE	R & M BLDGS, ST	
DEPT 41940 MUNICIPAL BUILDINGS			\$3,104.05						
<b>DEPT 42100 POLICE</b>									
	101	5/13/2010	\$850.82	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	5/25/2010	\$735.26	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	5/25/2010	\$10,862.18	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$11,778.08	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	5/25/2010	\$3,192.45	E	42100	102	Labor Distribution	OVERTIME	
	101	5/13/2010	\$918.64	E	42100	102	Labor Distribution	OVERTIME	
	101	5/13/2010	\$432.77	E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	5/13/2010	\$1,843.16	E	42100	121	Labor Distribution	P E R A	
	101	5/25/2010	\$1,999.47	E	42100	121	Labor Distribution	P E R A	
	101	5/25/2010	\$41.20	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	5/13/2010	\$59.73	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	5/25/2010	\$587.10	E	42100	126	Labor Distribution	H S A	
	101	5/13/2010	\$587.10	E	42100	126	Labor Distribution	H S A	
	101	5/13/2010	\$2,011.76	E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$1,671.18	E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$213.08	E	42100	170	Labor Distribution	MEDICARE	
	101	5/13/2010	\$201.31	E	42100	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	6/2/2010	\$42.81	E	42100	201	OFFICE MAX	OFFICE SUPPLIE	
QUILL	101	6/2/2010	\$11.14	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/27/2010	\$26.29	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
MERRICK, INC.	101	5/27/2010	\$42.87	E	42100	201	OFFICE SUPPLY	OFFICE SUPPLIE	
QUILL	101	5/12/2010	\$2.81	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	101	6/2/2010	\$49.47	E	42100	201	GAL*GALLS, INC.	OFFICE SUPPLIE	
U S BANK VISA	101	6/2/2010	\$1.05	E	42100	201	ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
UNIFORMS UNLIMITED	101	5/18/2010	\$59.98	E	42100	202	JERRY HUTCHINSON - P	UNIFORMS - MISC	
UNIFORMS UNLIMITED	101	5/26/2010	\$522.05	E	42100	211	DAVE WYNIA UNIFORMS	UNIFORMS -WYNI	
HOLIDAY FLEET	101	5/11/2010	\$1,010.65	E	42100	212	FUEL	MOTOR FUELS &	031968
HOLIDAY FLEET	101	5/11/2010	\$10.69	E	42100	212	FUEL	MOTOR FUELS &	031968
STILLWATER TOWING INC	101	6/2/2010	\$90.84	E	42100	220	JEEP LIBERTY - PD	OPERATING SUP	
STILLWATER TOWING INC	101	6/2/2010	\$106.88	E	42100	220	04 FORD F-150	OPERATING SUP	
STILLWATER TOWING INC	101	5/20/2010	\$90.84	E	42100	220	TOWING - POLICE DEPT.	OPERATING SUP	
ECKBERG, LAMMERS, BRIG	101	5/6/2010	\$43.28	E	42100	300	PROSECUTION	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	5/6/2010	\$2,249.73	E	42100	300	PROSECUTION	PROF SER-LEGAL	
LAKEVIEW MEMORIAL HOSP	101	5/18/2010	\$40.00	E	42100	306	BLOOD DRAW - POLICE D	PROF SER-OTHE	
VERIZON WIRELESS	101	5/10/2010	\$297.18	E	42100	321	PHONE - PD DEPARTMEN	COMMUNICATION	031964
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$787.00	E	42100	360	PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$9,629.52	E	42100	360	WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$4,196.00	E	42100	360	PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
EASTMAN, LAURA	101	5/18/2010	\$95.00	E	42100	403	MILEAGE	POLICE TRAININ	031975
EASTMAN, LAURA	101	5/18/2010	\$314.64	E	42100	403	HOTEL	POLICE TRAININ	031975
BAYPORT TRANSMISSION &	101	5/17/2010	\$68.08	E	42100	412	K-9 2502 POLICE DEPT.	REP & MAINT VE	
CENTURY AVENUE COLLISI	101	5/17/2010	\$774.24	E	42100	412	VECHILE MAINT. - POLICE	REP & MAINT VE	
DEPARTMENT OF MOTOR V	101	5/19/2010	\$360.00	E	42100	412	2002 VOLKS - POLICE DE	REP & MAINT VE	031976
CENTURY AVENUE COLLISI	101	6/2/2010	\$189.51	E	42100	412	VECHILE MAINT. - PD	REP & MAINT VE	
CENTURY AVENUE COLLISI	101	5/17/2010	\$1,659.06	E	42100	412	VECHILE MAINT. 2404 PO	REP & MAINT VE	
TR COMPUTER SALES LLC	101	6/2/2010	\$22.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	5/12/2010	\$37.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O	
U S BANK VISA	101	6/2/2010	\$48.96	E	42100	444	WALGREENS	COMMUNITY PRO	
U S BANK VISA	101	6/2/2010	\$56.35	E	42100	444	OFFICE MAX	COMMUNITY PRO	
MOORE FUN, INC	101	5/26/2010	\$740.00	E	42100	444	NNO DAY OF EVENT - PO	COMMUNITY PRO	
DEPT 42100 POLICE			\$61,662.21						
<b>DEPT 42200 FIRE PROTECTION</b>									
	101	5/20/2010	\$583.33	E	42200	101	Labor Distribution	WAGES AND SAL	
	101	5/20/2010	\$32.03	E	42200	122	Labor Distribution	CONT TO RET., S	

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	11						
	101	5/20/2010	\$7.50 E	42200	170 Labor Distribution	MEDICARE	
MUNICIPAL EMERGENCY SE	101	5/13/2010	\$66.54 E	42200	202 OPERATING MATERIAL -	UNIFORMS - MISC	
APPLIED IMAGES	101	5/5/2010	\$51.42 E	42200	202 NAME PLATES - FIRE DEP	UNIFORMS - MISC	
HOLIDAY FLEET	101	5/11/2010	\$420.22 E	42200	212 FUEL	MOTOR FUELS &	031968
HOLIDAY FLEET	101	5/11/2010	\$8.55 E	42200	212 FUEL	MOTOR FUELS &	031968
U S BANK VISA	101	5/5/2010	\$47.11 E	42200	220 HOLIDAY	OPERATING SUP	031959
MUNICIPAL EMERGENCY SE	101	6/2/2010	\$538.37 E	42200	240 OPERATING SUPPLIES -	SMALL TOOLS-E	
ALEX AIR APPARATUS, INC	101	5/13/2010	\$476.19 E	42200	240 OPERATING SUPPLIES -	SMALL TOOLS-E	
U S BANK VISA	101	5/5/2010	\$203.98 E	42200	240 WITMER PUBLIC SAFETY	SMALL TOOLS-E	031959
U S BANK VISA	101	5/5/2010	\$16.99 E	42200	240 WITMER PUBLIC SAFETY	SMALL TOOLS-E	031959
NEXTEL COMMUNICATIONS	101	6/2/2010	\$161.47 E	42200	321 PHONES - FIRE DEPT.	COMMUNICATION	031992
ANCOM COMMUNICATIONS I	101	5/13/2010	\$13.36 E	42200	323 TECHNICAL SERVICE PE	RADIOS-REPAIR	
ANCOM COMMUNICATIONS I	101	5/13/2010	\$13.36 E	42200	323 TECHNICAL SERVICE PE	RADIOS-REPAIR	
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$10,173.08 E	42200	360 WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$16,272.00 E	42200	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
XCEL	101	5/3/2010	\$287.04 E	42200	380 ELECTRIC & GAS SERVIC	ELECTRIC SERVI	031957
XCEL	101	5/3/2010	\$154.33 E	42200	381 ELECTRIC & GAS SERVIC	FUEL FOR HEAT	031957
EMERGENCY APPARATUS M	101	6/2/2010	\$4,592.04 E	42200	412 TANKER/PUMPER 2110	REP & MAINT VE	
EMERGENCY APPARATUS M	101	6/2/2010	\$727.97 E	42200	412 RESCUE 2107	REP & MAINT VE	
EMERGENCY APPARATUS M	101	6/2/2010	\$2,041.75 E	42200	412 ENGINE 2105	REP & MAINT VE	
EMERGENCY APPARATUS M	101	6/2/2010	\$1,335.18 E	42200	412 TANKER/PUMPER ENG 21	REP & MAINT VE	
EMERGENCY APPARATUS M	101	5/13/2010	\$3,599.27 E	42200	412 LADDER 2103 SERVICE -	REP & MAINT VE	
EMERGENCY APPARATUS M	101	5/13/2010	\$3,614.63 E	42200	412 LADDER 2103 - SERVICE	REP & MAINT VE	
EMERGENCY APPARATUS M	101	6/2/2010	\$2,089.57 E	42200	412 TANKER/PUMPER 2110	REP & MAINT VE	
EMERGENCY APPARATUS M	101	6/2/2010	\$4,309.41 E	42200	412 LADDER 2103	REP & MAINT VE	
ALEX AIR APPARATUS, INC	101	5/13/2010	\$610.00 E	42200	419 COMPRSSOR SERVICE/M	REPAIR & MAINT	
U S BANK VISA	101	5/5/2010	\$198.07 E	42200	420 MENARDS	R & M BLDGS, ST	031959
U S BANK VISA	101	5/5/2010	\$35.27 E	42200	420 WAL-MART	R & M BLDGS, ST	031959
ELECTRO WATCHMAN, INC	101	5/27/2010	\$48.09 E	42200	420 SEURITY SYSTEMS	R & M BLDGS, ST	
WASHINGTON CO FIRE CHIE	101	5/13/2010	\$50.00 E	42200	433 2010 MEMBERSHIP DUES	DUES & MEMBER	
DEPT 42200 FIRE PROTECTION			\$52,778.12				
DEPT 43100 STREET MAINT							
	101	5/25/2010	\$312.50 E	43100	050 Labor Distribution	SEASONAL/PART	
	101	5/13/2010	\$300.00 E	43100	050 Labor Distribution	SEASONAL/PART	
	101	5/13/2010	\$1,880.00 E	43100	101 Labor Distribution	WAGES AND SAL	
	101	5/25/2010	\$1,880.00 E	43100	101 Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$1,014.75 E	43100	102 Labor Distribution	OVERTIME	
	101	5/13/2010	\$202.64 E	43100	121 Labor Distribution	P E R A	
	101	5/25/2010	\$131.60 E	43100	121 Labor Distribution	P E R A	
	101	5/13/2010	\$196.68 E	43100	122 Labor Distribution	CONT TO RET., S	
	101	5/25/2010	\$134.69 E	43100	122 Labor Distribution	CONT TO RET., S	
	101	5/25/2010	\$123.83 E	43100	126 Labor Distribution	H S A	
	101	5/13/2010	\$138.10 E	43100	126 Labor Distribution	H S A	
	101	5/13/2010	\$455.64 E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	5/25/2010	\$341.92 E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	5/13/2010	\$46.00 E	43100	170 Labor Distribution	MEDICARE	
	101	5/25/2010	\$31.50 E	43100	170 Labor Distribution	MEDICARE	
U S BANK VISA	101	6/2/2010	\$0.21 E	43100	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
QUILL	101	6/2/2010	\$2.22 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	5/12/2010	\$0.56 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
MERRICK, INC.	101	5/27/2010	\$8.57 E	43100	201 OFFICE SUPPLY	OFFICE SUPPLIE	
QUILL	101	5/27/2010	\$5.25 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	5/11/2010	\$573.53 E	43100	212 FUEL	MOTOR FUELS &	031968
U S BANK VISA	101	6/2/2010	\$48.72 E	43100	240 ACE HARDWARE	SMALL TOOLS-E	031993
CARQUEST AUTO PARTS	101	6/1/2010	\$39.89 E	43100	240 GREASE GUN	SMALL TOOLS-E	
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$90.00 E	43100	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$3,381.00 E	43100	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$3,356.60 E	43100	360 WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
BUBERL BLACK DIRT	101	6/1/2010	\$179.55 E	43100	410 BLACK DIRT	REPAIR & MAINT	
STILLWATER TOWING INC	101	6/2/2010	\$174.00 E	43100	412 DOT DECALS - PD	REP & MAINT VE	

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U S BANK VISA	101	6/2/2010	\$193.12 E	43100	412	LACAL EQUIPMENT	REP & MAINT VE	031993
CARQUEST AUTO PARTS	101	6/1/2010	\$77.07 E	43100	412	PARTS - 93 FORD	REP & MAINT VE	
BOYER TRUCKS	101	6/1/2010	\$48.20 E	43100	412	PARTS - 93 FORD	REP & MAINT VE	
BAUER BUILT	101	6/1/2010	\$541.50 E	43100	412	2 TIRES & RIMS - 93 FOR	REP & MAINT VE	
CARQUEST AUTO PARTS	101	6/1/2010	\$3.79 E	43100	412	HEATER HOSE	REP & MAINT VE	
CARQUEST AUTO PARTS	101	6/1/2010	\$107.75 E	43100	412	SHOCKS 90 FORD	REP & MAINT VE	
ZIEGLER INC.	101	6/1/2010	\$82.61 E	43100	412	PARTS - CAT LOADER	REP & MAINT VE	
CARQUEST AUTO PARTS	101	6/1/2010	\$13.58 E	43100	412	PARTS	REP & MAINT VE	
TR COMPUTER SALES LLC	101	5/12/2010	\$7.50 E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	6/2/2010	\$4.50 E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT O	
MILLER EXCAVATING	101	6/1/2010	\$215.58 E	43100	421	DIRT & GRAVEL	REPAIR & MAINT	
BRYAN ROCK PRODUCTS IN	101	6/2/2010	\$109.25 E	43100	421	GRAVEL	REPAIR & MAINT	
ACTION RENTAL	101	6/1/2010	\$27.79 E	43100	431	TRAILER RENTAL	RENTAL OF EQUI	
DEPT 43100 STREET MAINT			\$16,482.19					
DEPT 43160 STREET LIGHTING								
XCEL	101	5/3/2010	\$2,110.91 E	43160	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	031957
SIGNATURE LIGHTING, INC.	101	6/2/2010	\$4,847.04 E	43160	419	STREETLIGHT REPAIRS -	REPAIR & MAINT	
DEPT 43160 STREET LIGHTING			\$6,957.95					
DEPT 43200 PARKS								
	101	5/25/2010	\$984.00 E	43200	101	Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$984.00 E	43200	101	Labor Distribution	WAGES AND SAL	
	101	5/13/2010	\$68.88 E	43200	121	Labor Distribution	P E R A	
	101	5/25/2010	\$68.88 E	43200	121	Labor Distribution	P E R A	
	101	5/13/2010	\$58.58 E	43200	122	Labor Distribution	CONT TO RET., S	
	101	5/25/2010	\$58.58 E	43200	122	Labor Distribution	CONT TO RET., S	
	101	5/25/2010	\$41.35 E	43200	126	Labor Distribution	H S A	
	101	5/13/2010	\$41.35 E	43200	126	Labor Distribution	H S A	
	101	5/25/2010	\$136.71 E	43200	131	Labor Distribution	CONT TO EMPLO	
	101	5/13/2010	\$167.31 E	43200	131	Labor Distribution	CONT TO EMPLO	
	101	5/13/2010	\$13.70 E	43200	170	Labor Distribution	MEDICARE	
	101	5/25/2010	\$13.70 E	43200	170	Labor Distribution	MEDICARE	
HOLIDAY FLEET	101	5/11/2010	\$202.03 E	43200	212	FUEL	MOTOR FUELS &	031968
CENTURY POWER EQUIPME	101	6/1/2010	\$15.83 E	43200	220	TRIMMER PARTS	OPERATING SUP	
CENTURY POWER EQUIPME	101	6/1/2010	\$4.81 E	43200	220	PARTS	OPERATING SUP	
AMERICAN FLAGPOLE & FLA	101	6/1/2010	\$298.61 E	43200	220	FLAGS	OPERATING SUP	
CENTURY POWER EQUIPME	101	6/1/2010	\$42.70 E	43200	220	TRIMMER LINE	OPERATING SUP	
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$1,155.98 E	43200	360	WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$3,960.00 E	43200	360	PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	101	5/5/2010	\$156.00 E	43200	360	PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
MILLER EXCAVATING	101	5/5/2010	\$173.92 E	43200	410	BLACKDIRT	REPAIR & MAINT	
THE TESSMAN COMPANY	101	6/1/2010	\$374.76 E	43200	410	SEED SUPPLIES	REPAIR & MAINT	
U S BANK VISA	101	6/2/2010	\$74.88 E	43200	410	ABRAHAMSON NURSERI	REPAIR & MAINT	031993
METRO ATHLETIC SUPPLY	101	6/2/2010	\$137.60 E	43200	414	NET CABLES	REPAIR & MAINT	
TR COMPUTER SALES LLC	101	6/2/2010	\$4.50 E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	5/12/2010	\$7.50 E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT O	
MENARDS-STILLWATER	101	5/5/2010	\$11.79 E	43200	420	PAINT SUPPLIES	R & M BLDGS, ST	
LINNER ELECTRIC	101	5/5/2010	\$152.00 E	43200	420	LOG CABIN DISCONNECT	R & M BLDGS, ST	
U S BANK VISA	101	6/2/2010	\$551.10 E	43200	420	FERGUSON ENT	R & M BLDGS, ST	031993
U S BANK VISA	101	6/2/2010	\$236.33 E	43200	420	MILLS FLEET FARM	R & M BLDGS, ST	
MENARDS-STILLWATER	101	5/5/2010	\$20.51 E	43200	420	SIGN STRAPS	R & M BLDGS, ST	
U S BANK VISA	101	6/2/2010	\$16.83 E	43200	420	ACE HARDWARE	R & M BLDGS, ST	031993
MOST DEPENDABLE FOUNT	101	6/1/2010	\$83.00 E	43200	420	FOUNTAIN PARTS	R & M BLDGS, ST	
PETERSON COMPANIES, IN	101	6/1/2010	\$106.95 E	43200	420	IRRIGATION SYSTEM	R & M BLDGS, ST	
U S BANK VISA	101	6/2/2010	\$1.89 E	43200	420	MENARDS	R & M BLDGS, ST	031993
AIR FRESH PORTABLE TOIL	101	6/1/2010	\$252.49 E	43200	425	MONTHLT RENTAL	SATILLITIES	
DEPT 43200 PARKS			\$10,679.05					
DEPT 43300 CEMETERY								

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THE TESSMAN COMPANY	101	6/1/2010	\$374.76	E	43300 410	SEED SUPPLIES	REPAIR & MAINT	
NAPA AUTO PARTS ACCT #1	101	6/1/2010	\$49.37	E	43300 412	PARTS - JD RIDER	REP & MAINT VE	
DEPT 43300 CEMETERY			\$424.13					
FUND 101 GENERAL			\$209,320.77					
FUND 207 PARK IMPROVEMENT FUND								
DEPT 44100 PROJECT								
SANDERS WACKER BERGLY	207	5/27/2010	\$900.00	E	44100 306	BARKER'S ALPS	PROF SER-OTHE	
EARL F ANDERSEN, INC	207	5/5/2010	\$406.03	E	44100 444	BARKERS SIGNAGE	COMMUNITY PRO	031958
ADVANTAGE SIGNS & GRAP	207	6/2/2010	\$455.28	E	44100 444 2	DIGITALLY PRINTED SI	COMMUNITY PRO	
DEPT 44100 PROJECT			\$1,761.31					
FUND 207 PARK IMPROVEMENT FUND			\$1,761.31					
FUND 210 K-9 UNIT								
DEPT 42103 K - 9 UNIT								
NATIONAL IMPRINT CORPO	210	5/26/2010	\$265.39	E	42103 220	OPERATING SUPPLIES	OPERATING SUP	
FUND 211 LIBRARY								
DEPT 45500 LIBRARY								
	211	5/13/2010	\$2,275.00	E	45500 050	Labor Distribution	SEASONAL/PART	
	211	5/25/2010	\$2,220.30	E	45500 050	Labor Distribution	SEASONAL/PART	
	211	5/13/2010	\$2,786.25	E	45500 101	Labor Distribution	WAGES AND SAL	
	211	5/25/2010	\$2,786.25	E	45500 101	Labor Distribution	WAGES AND SAL	
	211	5/13/2010	\$340.60	E	45500 121	Labor Distribution	P E R A	
	211	5/25/2010	\$326.08	E	45500 121	Labor Distribution	P E R A	
	211	5/13/2010	\$306.76	E	45500 122	Labor Distribution	CONT TO RET., S	
	211	5/25/2010	\$303.37	E	45500 122	Labor Distribution	CONT TO RET., S	
	211	5/13/2010	\$82.69	E	45500 126	Labor Distribution	H S A	
	211	5/25/2010	\$82.69	E	45500 126	Labor Distribution	H S A	
	211	5/13/2010	\$354.08	E	45500 131	Labor Distribution	CONT TO EMPLO	
	211	5/25/2010	\$273.42	E	45500 131	Labor Distribution	CONT TO EMPLO	
	211	5/13/2010	\$71.75	E	45500 170	Labor Distribution	MEDICARE	
	211	5/25/2010	\$70.96	E	45500 170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	211	5/11/2010	\$16.78	E	45500 201	SUPPLIES - POLICE DEPT	OFFICE SUPPLIE	031970
BAKER & TAYLOR	211	5/26/2010	\$97.62	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$58.11	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$173.70	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$72.52	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$53.47	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$86.91	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$72.53	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$13.58	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$37.64	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$11.18	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$41.50	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$31.61	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$75.70	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$22.16	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	5/26/2010	\$86.91	E	45500 217	BOOKS/LIBRARY	MATERIALS & PR	
DEMCO	211	5/26/2010	\$27.85	E	45500 220	DVD CASE - LIBRARY	OPERATING SUP	
INNOVATIVE OFFICE SOLUTI	211	5/26/2010	\$131.71	E	45500 220	OPERATING SUPPLIES/LI	OPERATING SUP	
INNOVATIVE OFFICE SOLUTI	211	5/11/2010	\$92.49	E	45500 220	SUPPLIES - POLICE DEPT	OPERATING SUP	031970
SHARON SIPPEL	211	5/26/2010	\$1,200.00	E	45500 302	CLEANING SERVICES / LI	CONTRACT SERV	031989

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KINDER MELODIES	211	5/26/2010	\$675.00 E	45500	302 STORY TIME / LIBRARY	CONTRACT SERV	
WASHINGTON COUNTY LIBR	211	6/1/2010	\$141.18 E	45500	321 DATA LINE MAY 2010 - LIB	COMMUNICATION	
OFFICE OF ENT TECHNOLO	211	5/26/2010	\$68.67 E	45500	321 PHONES / LIBRARY	COMMUNICATION	
LEAGUE OF MINNESOTA CIT	211	5/5/2010	\$6,936.00 E	45500	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	211	5/5/2010	\$520.00 E	45500	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
XCEL	211	5/3/2010	\$401.42 E	45500	380 ELECTRIC & GAS SERVIC	ELECTRIC SERVI	031957
XCEL	211	5/3/2010	\$109.99 E	45500	381 ELECTRIC & GAS SERVIC	FUEL FOR HEAT	031957
WASHINGTON COUNTY LIBR	211	5/26/2010	\$95.92 E	45500	391 DEEP FREEZE MAINT. AG	SHARED AUTOMA	
TOSHIBA BUSINESS SOLUTI	211	5/26/2010	\$28.78 E	45500	416 BAND/LIBRARY	REPAIR/MAINT O	
ECOWATER	211	5/26/2010	\$33.25 E	45500	420 MAY MTHLY COOLER/LIB	R & M BLDGS, ST	
CHRIS AMDAHL LOCKSMITH,	211	5/11/2010	\$99.00 E	45500	420 SERVICE CALL - LIBRARY	R & M BLDGS, ST	031967
COMMERCIAL STEAM TEAM,	211	5/26/2010	\$781.20 E	45500	420 BUILDING MAINT./LIBRAR	R & M BLDGS, ST	
ST CROIX GLASS CLEANING	211	5/26/2010	\$525.00 E	45500	420 BUILDING MAINT./LIBRAR	R & M BLDGS, ST	
ECOWATER	211	5/3/2010	\$8.25 E	45500	420 APRIL - MTHLY RENT ON	R & M BLDGS, ST	031951
TRU GREEN CHEMLAWN	211	5/26/2010	\$47.25 E	45500	420 EARLY SPRING APP/LIBR	R & M BLDGS, ST	
MINNESOTA ELEVATOR	211	5/26/2010	\$1,088.00 E	45500	420 MAINTENANCE/LIBRARY	R & M BLDGS, ST	
ELECTRO WATCHMAN, INC	211	5/27/2010	\$60.00 E	45500	420 SEURITY SYSTEMS	R & M BLDGS, ST	
SVL SERVICE CORPORATIO	211	5/26/2010	\$958.00 E	45500	420 ANNUAL SER CONTRACT	R & M BLDGS, ST	
DEPT 45500 LIBRARY			\$27,261.08				
FUND 211 LIBRARY			\$27,261.08				
FUND 414 OFFICE AUTOMATION							
DEPT 00000 GENERAL GOVERNMENT							
LOFFLER BUSINESS SYSTE	414	5/12/2010	\$195.90 E	00000	416 CONTRACT OVERAGE CH	REPAIR/MAINT O	
FUND 601 WATER							
DEPT 46110 WATER-PUMPHOUSE							
XCEL	601	5/3/2010	\$1,319.84 E	46110	380 ELECTRIC & GAS SERVIC	ELECTRIC SERVI	031957
XCEL	601	5/3/2010	\$86.87 E	46110	381 ELECTRIC & GAS SERVIC	FUEL FOR HEAT	031957
AUTOMATIC SYSTEMS CO	601	5/3/2010	\$399.90 E	46110	419 SERVICE BOOSTER STAT	REPAIR & MAINT	031950
AUTOMATIC SYSTEMS CO	601	6/1/2010	\$61.08 E	46110	419 DOOR SWITCH	REPAIR & MAINT	
DEPT 46110 WATER-PUMPHOUSE			\$1,867.69				
DEPT 46120 WATER							
	601	5/25/2010	\$3,885.06 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	5/13/2010	\$3,866.31 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	5/13/2010	\$270.65 E	46120	121 Labor Distribution	P E R A	
	601	5/25/2010	\$271.96 E	46120	121 Labor Distribution	P E R A	
	601	5/13/2010	\$231.70 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	5/25/2010	\$232.78 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	5/13/2010	\$180.69 E	46120	126 Labor Distribution	H S A	
	601	5/25/2010	\$188.03 E	46120	126 Labor Distribution	H S A	
	601	5/25/2010	\$540.67 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	5/13/2010	\$627.43 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	5/25/2010	\$54.43 E	46120	170 Labor Distribution	MEDICARE	
	601	5/13/2010	\$54.18 E	46120	170 Labor Distribution	MEDICARE	
QUILL	601	6/2/2010	\$2.22 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	601	5/27/2010	\$5.25 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	601	6/2/2010	\$0.21 E	46120	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
MERRICK, INC.	601	5/27/2010	\$8.57 E	46120	201 OFFICE SUPPLY	OFFICE SUPPLIE	
QUILL	601	5/12/2010	\$0.56 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	601	5/11/2010	\$5.35 E	46120	212 FUEL	MOTOR FUELS &	031968
HOLIDAY FLEET	601	5/11/2010	\$147.69 E	46120	212 FUEL	MOTOR FUELS &	031968
HAWKINS WATER	601	6/1/2010	\$25.00 E	46120	216 CHLORINE	CHEMICALS AND	
U S BANK VISA	601	6/2/2010	\$11.73 E	46120	216 THE UPS STORE	CHEMICALS AND	031993

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HAWKINS WATER	601	6/1/2010	\$78.86 E	46120	216 WATER TESTING	CHEMICALS AND	
U S BANK VISA	601	6/2/2010	\$2.41 E	46120	216 USPS	CHEMICALS AND	031993
USA BLUE BOOK	601	6/2/2010	\$84.53 E	46120	220 TESTING SUPPLIES	OPERATING SUP	
J H LARSON CO	601	5/5/2010	\$20.35 E	46120	220 EXIT LIGHTS	OPERATING SUP	
HAWKINS WATER	601	5/5/2010	\$78.86 E	46120	220 WATER TREATMENT	OPERATING SUP	
ONE CALL CONCEPTS	601	6/1/2010	\$97.00 E	46120	307 TICKETS	GOPHER STATE	
COMCAST	601	6/1/2010	\$59.95 E	46120	321 PUBLIC WORKS HIGH SP	COMMUNICATION	
U S BANK VISA	601	6/2/2010	\$10.70 E	46120	323 USPS	RADIOS-REPAIR	031993
ANCOM COMMUNICATIONS I	601	6/1/2010	\$181.69 E	46120	323 LI-ION BATTERY	RADIOS-REPAIR	
LEAGUE OF MINNESOTA CIT	601	5/5/2010	\$4,801.00 E	46120	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
LEAGUE OF MINNESOTA CIT	601	5/5/2010	\$3,296.16 E	46120	360 WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	601	5/5/2010	\$545.00 E	46120	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
XCEL	601	5/3/2010	\$649.86 E	46120	380 ELECTRIC & GAS SERVIC	ELECTRIC SERVI	031957
XCEL	601	5/3/2010	\$252.67 E	46120	381 ELECTRIC & GAS SERVIC	FUEL FOR HEAT	031957
U S BANK VISA	601	6/2/2010	\$27.55 E	46120	412 TRUCK UTILITIES	REP & MAINT VE	031993
U S BANK VISA	601	6/2/2010	\$134.64 E	46120	412 MILL FLEET FARM	REP & MAINT VE	031993
U S BANK VISA	601	6/2/2010	-\$35.09 E	46120	412 PUBLIC WORKS CREDIT	REP & MAINT VE	031993
TR COMPUTER SALES LLC	601	6/2/2010	\$4.50 E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O	
TR COMPUTER SALES LLC	601	5/12/2010	\$7.50 E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O	
MENARDS-STILLWATER	601	6/1/2010	\$22.51 E	46120	419 CHISELS - WATER DEPT.	REPAIR & MAINT	
U S BANK VISA	601	6/2/2010	\$9.19 E	46120	419 ACE HARDWARE	REPAIR & MAINT	031993
MENARDS-STILLWATER	601	6/1/2010	\$6.25 E	46120	419 BOLTS - WATER DEPT.	REPAIR & MAINT	
MENARDS-STILLWATER	601	6/1/2010	\$8.79 E	46120	419 BRUSHES - WATER DEPT	REPAIR & MAINT	
MENARDS-STILLWATER	601	6/1/2010	\$19.53 E	46120	419 SCREWDRIVER BITS - W	REPAIR & MAINT	
MENARDS-STILLWATER	601	6/1/2010	-\$3.14 E	46120	419 BRUSHES - WATER DEPT	REPAIR & MAINT	
ELECTRO WATCHMAN, INC	601	5/27/2010	\$64.12 E	46120	420 SEURITY SYSTEMS	R & M BLDGS, ST	
MINNESOTA DEPT OF HEAL	601	5/17/2010	\$1,165.00 E	46120	434 QUARTERY SERVICE CO	STATE FEES FOR	
DEPT 46120 WATER			\$22,200.86				
FUND 601 WATER			\$24,068.55				
FUND 602 SEWER							
DEPT 46200 SEWER - OPERATING							
	602	5/25/2010	\$236.50 E	46200	050 Labor Distribution	SEASONAL/PART	
	602	5/13/2010	\$4,850.28 E	46200	101 Labor Distribution	WAGES AND SAL	
	602	5/25/2010	\$4,859.05 E	46200	101 Labor Distribution	WAGES AND SAL	
	602	5/13/2010	\$339.49 E	46200	121 Labor Distribution	P E R A	
	602	5/25/2010	\$340.10 E	46200	121 Labor Distribution	P E R A	
	602	5/25/2010	\$305.36 E	46200	122 Labor Distribution	CONT TO RET., S	
	602	5/13/2010	\$290.23 E	46200	122 Labor Distribution	CONT TO RET., S	
	602	5/25/2010	\$228.92 E	46200	126 Labor Distribution	H S A	
	602	5/13/2010	\$221.99 E	46200	126 Labor Distribution	H S A	
	602	5/13/2010	\$794.69 E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	5/25/2010	\$675.98 E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	5/25/2010	\$71.41 E	46200	170 Labor Distribution	MEDICARE	
	602	5/13/2010	\$67.86 E	46200	170 Labor Distribution	MEDICARE	
QUILL	602	6/2/2010	\$2.26 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
MERRICK, INC.	602	5/27/2010	\$8.60 E	46200	201 OFFICE SUPPLY	OFFICE SUPPLIE	
QUILL	602	5/27/2010	\$5.29 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	602	5/12/2010	\$0.58 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	602	6/2/2010	\$0.21 E	46200	201 ADMIN CREDIT CARD	OFFICE SUPPLIE	031991
HOLIDAY FLEET	602	5/11/2010	\$123.15 E	46200	212 FUEL	MOTOR FUELS &	031968
BRULIN & COMPANY, INC	602	6/1/2010	\$134.64 E	46200	220 LIFT STATION TREATMEN	OPERATING SUP	
U S BANK VISA	602	6/2/2010	\$18.54 E	46200	220 FERGUSON ENT	OPERATING SUP	031993
U S BANK VISA	602	6/2/2010	\$14.44 E	46200	220 ACE HARDWARE	OPERATING SUP	031993
T. R. F. SUPPLY	602	5/5/2010	\$166.54 E	46200	220 VARIOUS SUPPLIES	OPERATING SUP	
MENARDS-STILLWATER	602	5/5/2010	\$34.41 E	46200	220 SHOP SUPPLIES	OPERATING SUP	
ABLE HOSE & RUBBER INC	602	6/1/2010	\$583.54 E	46200	240 SEWER BYPASS HOSE	SMALL TOOLS-E	
HIGHWAY TECHNOLOGIES	602	6/2/2010	\$386.19 E	46200	240 SAFETY CONES	SMALL TOOLS-E	
S E H	602	5/27/2010	\$4,384.26 E	46200	301 SANITARY SEWER TV AN	PROF SER-ENGIN	

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LEAGUE OF MINNESOTA CIT	602	5/5/2010	\$3,296.16	E	46200	360 WORKERS COMP. - 04/01/	INSURANCE/P&L	031963
LEAGUE OF MINNESOTA CIT	602	5/5/2010	\$2,079.00	E	46200	360 PROPERTY 03/30/10-03/30	INSURANCE/P&L	031962
CATCO	602	6/1/2010	\$156.48	E	46200	412 PARTS - SEWER TRUCK	REP & MAINT VE	
TR COMPUTER SALES LLC	602	5/12/2010	\$7.50	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O	
TR COMPUTER SALES LLC	602	6/2/2010	\$4.50	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O	
U S BANK VISA	602	6/2/2010	\$18.82	E	46200	419 ACE HARDWARE	REPAIR & MAINT	031993
TRI-STATE PUMP & CONTRO	602	6/2/2010	\$3,501.24	E	46200	419 INSPIRATION LIFT STATI	REPAIR & MAINT	
DEPT 46200 SEWER - OPERATING			\$28,208.21					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	5/12/2010	\$28,671.17	E	46990	434 MTHLY ANNUAL FLOW	STATE FEES FOR	
FUND 602 SEWER			\$56,879.38					
FUND 803 P & Z ESCROWS								
DEPT 80019 JG HAUSE CONSTRUCTION								
S E H	803	5/26/2010	\$2,029.59	E	80019	301 PERRO CREEK OUTLET C	PROF SER-ENGIN	
DEPT 80026 MIDWEST PARA TRANSIT								
STILLWATER GAZETTE	803	6/2/2010	\$34.87	E	80026	350 PLANNING ZONE APPLIC	PRINTING & PUBL	
STILLWATER GAZETTE	803	6/2/2010	-\$28.53	E	80026	350 PLANNING ZONE APPLIC	PRINTING & PUBL	
STILLWATER GAZETTE	803	5/13/2010	\$34.87	E	80026	350 MIDWEST PARA TRANISI	PRINTING & PUBL	
STILLWATER GAZETTE	803	5/13/2010	\$6.34	E	80026	350 MIDWEST PARA TRANISI	PRINTING & PUBL	
STILLWATER GAZETTE	803	5/13/2010	-\$34.87	E	80026	350 MIDWEST PARA TRANISI	PRINTING & PUBL	
DEPT 80026 MIDWEST PARA TRANSIT			\$12.68					
FUND 803 P & Z ESCROWS			\$2,042.27					
			\$321,794.65					

## 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: May, 2010

Printed:6/1/2010

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<b>Permit Number:</b> BP2010-28	<b>Filing Date:</b> 5/5/2010
<b>Parcel Address:</b> 358 PRAIRIE WAY S.	BAYPORT, MN 55003
<b>Applicant:</b> JEFF & LUANN NOVAK OWNER OWNER	<b>Applicant Phone:</b> 651-483-5132
<b>Construction Value:</b> \$10,000.00	<b>Total Fees:</b> \$321.39

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<b>Permit Number:</b> BP2010-29	<b>Filing Date:</b> 5/6/2010
<b>Parcel Address:</b> 353 3RD St. S.	BAYPORT, MN 55003
<b>Applicant:</b> CURT SCHMITZ CONSTRUCTION CURT SCHMITZ CONSTRUCTION RESIDENTIAL	<b>Applicant Phone:</b> 612-720-7100
<b>Construction Value:</b> \$4,500.00	<b>Total Fees:</b> \$120.25

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<b>Permit Number:</b> BP2010-30	<b>Filing Date:</b> 5/11/2010
<b>Parcel Address:</b> 405 2ND St. N.	BAYPORT, MN 55003
<b>Applicant:</b> MATT BRAUND OWNER OWNER	<b>Applicant Phone:</b> 651-246-8717
<b>Construction Value:</b> \$1,500.00	<b>Total Fees:</b> \$58.25

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<b>Permit Number:</b> BP2010-31	<b>Filing Date:</b> 5/12/2010
<b>Parcel Address:</b> 120 3rd Street So.	Bayport, MN 55003
<b>Applicant:</b> SPS CORP SPS CORP General Contractor	<b>Applicant Phone:</b> 763-202-7940
<b>Construction Value:</b> \$7,000.00	<b>Total Fees:</b> \$151.00

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<b>Permit Number:</b> BP2010-32	<b>Filing Date:</b> 5/18/2010
<b>Parcel Address:</b> 174 3RD St. S.	BAYPORT, MN 55003
<b>Applicant:</b> J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	<b>Applicant Phone:</b> 651-439-0189
<b>Construction Value:</b> \$7,500.00	<b>Total Fees:</b> \$271.46

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**Building Permit Log**

For: May, 2010

Printed:6/1/2010

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<b>Permit Number:</b> BP2010-33	<b>Filing Date:</b> 5/19/2010
<b>Parcel Address:</b> 520 9TH St. N.	BAYPORT, MN 55003
<b>Applicant:</b> INSURCO	<b>Applicant Phone:</b> 651-248-2594
INSURCO RESIDENTIAL BUILDER	
<b>Construction Value:</b> \$4,000.00	<b>Total Fees:</b> \$105.25

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<b>Permit Number:</b> BP2010-34	<b>Filing Date:</b> 5/19/2010
<b>Parcel Address:</b> 263 5TH Ave. N.	BAYPORT, MN 55003
<b>Applicant:</b> BEAR ROOFING & EXTERIORS	<b>Applicant Phone:</b> 651-407-1552
BEAR ROOFING & EXTERIORS INC RESIDENTIAL	
<b>Construction Value:</b> \$3,400.00	<b>Total Fees:</b> \$104.95

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<b>Permit Number:</b> BP2010-35	<b>Filing Date:</b> 5/19/2010
<b>Parcel Address:</b> 153 5th Street N.	Bayport, MN 55003
<b>Applicant:</b> THOMAS BUCHMAN	<b>Applicant Phone:</b> 651-253-5350
THOMAS BUCHMAN RESIDENTIAL BUILDER	
<b>Construction Value:</b> \$4,250.00	<b>Total Fees:</b> \$120.12

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<b>Permit Number:</b> MC2010-19	<b>Filing Date:</b> 5/6/2010
<b>Parcel Address:</b> 521 MARINER DRIVE	BAYPORT, MN 55003
<b>Applicant:</b> HAROLD RADKE	<b>Applicant Phone:</b> 651-430-9426
OWNER OWNER	
<b>Construction Value:</b> \$4,000.00	<b>Total Fees:</b> \$75.50

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**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
<http://bayport.govoffice.com>

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

**Licensing Requirements**

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

<b>Property Information</b>	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

<b>Applicant Information</b>	
Applicant Name: <i>Bayport Community Action League</i>	
Home Phone Number: <i>Bob Johnson - 439-8894</i>	Work/Cell Phone Number: <i>(651) 279-3212</i>
Address: <i>P.O. Box 133</i>	
City/State/Zip: <i>Bayport, MN 55003</i>	
Email Address: <i>bob.jc@mirinc.com</i>	

<b>Description of Request</b>	
<i>Ice Cream Social - Lakeside Park Beach House with on-site freezer access.</i>	
<i>- "Arcade Highway" mobile arcade games will also be present at the event.</i>	

<b>Event Information</b>	Start Date: <i>6/16/10</i>	End Date: <i>6/16/10</i>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: <i>6:30 p.m. to 8:00 p.m.</i>		
Weekends:		

**Requested City Assistance and/or Services**

- Access to Beach House and on-site freezer.
- Trash receptacles
- Move additional picnic tables to grassy area between beach house, pavilions, playground and parking lot.
- Power to beach house turned on
- Water to beach house turned on
- Waive application fee.

NOTE: - Ice cream is pre-packaged in sealed cups - (individual servings). All ice cream toppings are "self-serve" from sealed squeeze/shaker containers  
 - No charge to community. Donations for fireworks accepted.

**Application Process and Fees**

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

**Attachments to be submitted with application**

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

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

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

Applicant:  Robert Johnson Date: 5/18/10  
BEAL President  
 Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use - Dept. Review	Inspection	Date	Approved/D-enied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00			
Escrow or cost incurred				



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

---

Date: June 1, 2010  
To: City Council  
Mitch Berg, City Administrator  
From: Sara Taylor, Assistant City Administrator/Planner  
Subject: Appointment of election judges for 2010 primary and general elections

***BACKGROUND***

The city is required to appoint citizens of Washington County to serve as election judges to assist with the upcoming primary and general elections. It is suggested that each election judge be compensated at \$10.00 per hour for their services, and head election judges be compensated at \$12.00 per hour. The following individuals are willing to serve as election judges:

Nancy McPherson – Head election judge	Karen Lampi
Tim MacDonald – Head election judge	Mary Lanz
Coleen Siegfried	Betty Orne
Bev Schultz	Judy Klos
Audrey Kelly	Renee Tolonen
Anton Kantke	

City staff is still waiting for a response from a few individuals that may be willing to serve as alternate election judges, if necessary. If alternates are necessary, staff requests that City Administrator Berg be designated to appoint these individuals to serve as election judges for the 2010 primary and general elections.

***RECOMMENDATION***

It is recommended that the City Council appoint the individuals listed above to serve as election judges for the 2010 primary and general elections and designate City Administrator Berg to appoint alternate election judges, if necessary.



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
<http://bayport.govoffice.com>

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

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: Cary Anderson	
Home Phone Number: (651) 204-3949	Work/Cell Phone Number: (612) 578-4969
Owner Address: 787 N. 5 <sup>th</sup> Street	
City/State/Zip: Bayport, MN	55003

Applicant Information	
Applicant Name: Jeff Anderson	
Home Phone Number: (949) 786-0051	Work/Cell Phone Number: (949) 278-8145
Address: 16 Cedarspring	
City/State/Zip: Irvine, CA 92604	
Email Address: jsanderson17@cox.net	

Description of Request	
Requesting use of all tennis courts from 8:00am to 12:00 noon on Sunday, July 25 <sup>th</sup> , 2010. 3 <sup>RD</sup> Annual "Mimis Bayport Open" - (Family + Friends Event)	
Event Information	Start Date: July 25 <sup>th</sup> , 2010 End Date: July 25 <sup>th</sup> , 2010
Days of Operation (check all that apply)	
<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Hours of Operation:	
Weekdays:	
Weekends: 8:00 - 12:00	

**Requested City Assistance and/or Services**

Ok. to play music on small speaker system?  
 Any non-charge-able services to include making sure the courts are clean or anything else you can think of. Garbage cans, etc. tables, chairs, pop-up  
 Event may be reported on by The Stillwater Gazette.  
 It's basically a family reunion with a fun tennis tournament.

**Application Process and Fees**

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

**Attachments to be submitted with application**

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

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

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

Applicant: Jeffrey S. Anderson Date: 4/27/10  
 Property Owner: Cary Anderson Date: 4-30-10

Office Use - Dept Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	5/4/10	CKH2561	Kjh
Escrow or cost incurred				



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

---

**DATE:** June 1, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitch Berg, City Administrator  
**RE:** Designate 2010 surplus Allied Waste scholarship funds for purchase of city park waste receptacles

***BACKGROUND***

This is the fifth year that the city, in conjunction with the city's waste hauler Allied Waste, has offered this \$500.00 scholarship program. Despite the city's continued efforts to promote this scholarship to the community, no qualified applications have been received this year.

In previous years, the City Council discussed using surplus funds from the scholarship program to purchase designated waste/recycling receptacles for a city park. City staff has discussed this idea with Allied Waste, and they are in favor of using these funds as an alternate way to help promote recycling in the community. Due to the continued lack of interest in the scholarship, staff will discuss alternate ways to promote recycling when the waste hauling contract is reviewed in 2011.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion to purchase designated waste/recycling receptacles for a city park using the \$500.00 surplus from this year's recycling and solid waste scholarship program.



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

---

Date: June 2, 2010  
To: Mayor and City Council  
Mitch Berg, City Administrator  
From: Mel Horak, Public Works Supervisor  
Subject: **Disposal of City Property**

### ***BACKGROUND***

Over the years, the Public Works, Library, Police and other departments have generated an increasing amount of obsolete and/or worn-out items. In our continuous attempt to maintain neat, clean and safe facilities, these departments are requesting City Council approval to dispose of multiple items. The proposed disposal approach is to have the Minnesota Department of Administration, Surplus Services Division, auction these items to the general public at their facility located at 5420 Highway 8, Arden Hills, Minnesota. Attached, please find a listing of the items requested for disposal.

It is the Public Works department's intent to use their portion of the auction proceeds to help defray the cost of a new compact pickup truck, as a replacement for the disposed of 1997 Chevrolet pickup truck.

### ***RECOMMENDATION***

It is recommended that the City Council authorize City Administrator Berg to complete an auction agreement with the Minnesota Department of Administration, Surplus Services Division, for the items listed, and authorize the various departments to dispose of the listed items by public auction.

Attachment

## **City of Bayport Proposed Auction Items**

### **Library**

- Fireplace mantel (painted white)
- Fireplace door (brass and glass)
- Fireplace door (wrought iron and glass)
- Artificial logs – 2 each
- Fireplace grates – 2 each
- Fireplace andirons – 2 sets
- Stackable chairs – 134 each
- Chair trucks – 8 each
- Large chair truck
- Stools – 2 each
- Platforms – 3 each
- Folding tables (need minor repair) – 4 each
- Revolving paperback book racks – 2 each
- Antique typeset – 1 rack
- Cabinet
- Barrel of scrap wire
- Humidifier
- Small miscellaneous truck parts and electrical gear
- 1995 Ford F-250 4 X 4 pickup truck with snowplow
- 1997 Chevrolet pickup truck with bad engine and transmission

### **Police Department**

- Xerox DocuMate 632 scanner

### **Public Works**

- John Deere 350G trimmer
- Power pole pruner
- Ten-foot metal park slide
- Walk behind paint striper
- Four-foot steel tree guards – 5 each
- 36,000 BTU hanging gas heater
- Nine -foot lifeguard stand
- Toro trimmer
- Truck tires – 7 each
- Cordless drills – 2 each
- Echo CS-3000 chainsaw
- Hedge trimmer
- Electric drill
- Electric impact wrench
- Electric water pump
- Various small electrical tools
- Electric exhaust fan
- Pipe threader kit
- Creeper
- Electric motors – 2 each
- Chain come-along



**CITY OF BAYPORT**  
**294 NORTH THIRD STREET**  
**BAYPORT, MINNESOTA 55003**  
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---

**DATE:** June 1, 2010

**TO:** Mayor and City Council  
Mitch Berg, City Administrator

**FROM:** Chief Laura Eastman

**RE:** Accept donation of laptop computer from MN Chiefs of Police Association

***BACKGROUND***

I was made aware that the MN Chiefs of Police Association received computers from the Target Corporation to distribute to local law enforcement agencies. I submitted a request to the MN Chiefs of Police Association to receive one Dell laptop computer. I was granted that request and would like your permission to accept this gift, as there is no cost to the city for the laptop. The laptop will be used as a Mobile Data Computer for squad car # 2902, which will save the police department approximately \$6,000.00 dollars.

***RECOMMENDATION***

I recommend that the City Council adopt a motion accepting the laptop computer, at no cost, from the MN Chiefs of Police Association.



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

---

**Date:** June 1, 2010

**To:** Mayor and City Council  
Mitch Berg, City Administrator

**From:** Chief of Police Laura Eastman

**Subject:** Joint powers agreement with Washington County Sheriff's Office for state fuel contract

***BACKGROUND***

I would like to propose that the Police Department consider entering into an agreement to receive fuel from the Washington County Sheriff's Office (WCSO). Currently, the WCSO has a Minnesota State Fuel contract through January of 2010 with Yocum Oil Company. The agreement is that they purchase a set amount of fuel from Yocum Oil and they agree to a set cost of \$ 2.39.41 per gallon. Currently, the cost per gallon at Holiday Gas station is \$ 2.51.9 a gallon. Although, the cost savings is not hugely significant at this time, the potential to save funds, regardless of the amount, is very viable. It should be noted that at any time the gas at Holiday Gas Station is less than \$2.39.41, this agreement does not require the Police Department to purchase the fuel from their agency.

***RECOMMENDATION***

Staff recommends the City Council review the joint powers agreement and consider allowing the Police Department to procure fuel from Washington County Sheriff's Office.

WASHINGTON COUNTY	
Contract #.	32957
Dept.	Sheriff's Office
Div.	SALES SERVICES
Term	1/1/10 - 1/31/11

**JOINT POWERS AGREEMENT BETWEEN THE WASHINGTON COUNTY SHERIFF'S OFFICE AND THE CITY OF BAYPORT'S POLICE DEPARTMENT**

32957

**THIS AGREEMENT** is made by and between political subdivisions organized and existing under the Constitution and laws of the State of Minnesota. Washington County a political subdivision by and through its Sheriff's Office (hereinafter "Provider") and the City of Bayport Minnesota, a municipal corporation, by and through its City Police Department (hereinafter referred to as the "City") are the parties to this agreement.

**WHEREAS**, Minnesota Statutes Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting parties.

**WHEREAS**, the Provider has entered into a Minnesota State Fuel contract January 01, 2010 through January 31, 2011- Yocum Oil contract 442612 – 2010 Fixed Fuel Program for Metro participants, whereby the Provider has agreed to purchase through a cooperative purchasing agreement, a total of 195,730 gallons -87 octane gasoline from January 2010 through January 31, 2011. Specifically, 13,210 gallons per month for the months of January, February, March, October, November, December and January 2011, and 17,210 gallons per month for the months of April, May, June, July, August, and September were purchased.

**WHEREAS**, the Provider provides law enforcement services including but not limited to the patrol and rescue operations that utilizes squad cars, SUVs, boats, hovercrafts, snowmobiles, ATVs and assorted gasoline run equipment pursuant to the police powers and law enforcement authority granted under the laws of the State of Minnesota as a law enforcement agency.

**WHEREAS**, the City is in need of procuring necessary gasoline to operate its squad cars and SUVs to provide law enforcement services pursuant to the police powers and law enforcement authority granted under the laws of the State of Minnesota as a law enforcement agency.

**WHEREAS**, at the request of the City, the Provider is willing to provide gasoline to the extent as identified in this Agreement to the City to assist the City with law enforcement services.

**NOW THEREFORE**, pursuant to the authority contained in Minnesota Statute Section 471.59. commonly known as the Joint Powers Act which authorizes two or more governmental units to jointly exercise any power common to them and /or Minnesota Statutes Sections 626.76 and in consideration of the mutual covenant herein contain and the benefits that each party hereto shall derive hereby the Provider and City agree to the following terms and conditions:

## **CITY'S RESPONSIBILITIES**

1. When needed for the City's daily operation of squad cars and SUVs, the City may have access to the Provider's gasoline pumps located at the LEC 15015 62<sup>nd</sup> Street, Stillwater MN.
2. The City's access to Providers gasoline pumps shall be through electronic access issued to each squad and officer that is employed by the City.
3. Any City law enforcement officer acting under this agreement is considered to be acting in the ordinary course of his or her employment with the City.
4. Any City law enforcement officer acting under this agreement shall continue to be covered by his or her employment agency for the purpose of worker's compensation, unemployment insurance, disability and any other employee benefits and for civil liability purposes.
5. No City law enforcement officer acting under this agreement may be considered for liability purposes as an employee of Provider or agent of Provider, for his or her actions regardless of the supervision or control over the officer's actions.

## **PROVIDER'S RESPONSIBILITIES**

1. The Provider will purchase a total of up to 195,730 gallons -87 octane gasoline from January 2010 through January 31, 2011. Specifically, up to 13,210 gallons per month for the months of January, February, March, October, November, December and January 2011, and 17,210 gallons per month for the months of April, May, June, July, August, and September 2010.
2. Provider agrees that it will make available the amount of gasoline deemed necessary by the City for the City's law enforcement usage at its pumps located at the LEC located at 15015 62<sup>nd</sup> Street, Stillwater MN.
3. The Provider will notify the City if there is any interruption in availability of gasoline at the LEC pumps as reasonably soon as the Provider becomes aware and for what duration of time. During any time of interruption the City is responsible to find and pay for its own gasoline until such time that the availability of gasoline is restored at the pumps located at the LEC.
4. The cost of gasoline to the City will be at the Provider's rate of \$2.3941 per gallon unless the total monthly gasoline usage is more than the Provider's purchased monthly amount of gasoline as stated in paragraph 1 of this section.
5. If the total monthly usage of gasoline is greater than the Provider's purchased monthly amount and the Provider obtains additional gasoline at a rate higher than \$2.3941 per

gallon, the City will be responsible for reimbursing the Provider at the higher rate charged to the Provider per gallon up to the amount of gasoline used by the City.

#### **TERM OF AGREEMENT**

The term of this agreement shall be from May 16, 2010 through January 31, 2011, the date of the signature of the parties notwithstanding, unless earlier terminated as provided herein.

#### **PAYMENT**

The City shall pay the Provider within 30 days of being invoiced for the City's gasoline usage.

#### **INDEPENDENT CONTRACTOR**

It will be agreed that nothing within the contract is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties or as constituting the City as the agent, representative, or employee of the Provider for any purpose or in any manner whatsoever.

#### **ASSIGNMENT**

The City shall not assign any services contemplated under this agreement.

#### **INDEMNIFICATION**

The City agrees it will defend, indemnify and hold harmless the Provider, its officers and employees against any and all liability, loss, costs, damages, and expenses which the Provider, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the City in the performance of this agreement.

#### **INSURANCE REQUIREMENTS**

The City agrees that in order to protect itself, as well as the Provider, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified:

1. Maintain membership and participation in the Minnesota League of Cities Trust or Commercial General liability Insurance with contractual liability coverage in the amount of the City's and Provider's tort liability limits set forth in Minnesota Statute Section 466.04 and as amended from time to time.
2. Automobile coverage in the amount of the City's and Provider's tort liability limits set forth in Minnesota Statute Section 466.04 and as amended from time to time.
3. Worker's Compensation in statutory amount.

Prior to the effective date of this Agreement, the City will furnish the Provider, with certificates of insurance as proof of insurance. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days notice thereof to the Provider.

**DATA PRACTICES**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the contractor, because of this agreement, is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as federal regulations on data privacy.

**TERMINATION**

Provider or City may cancel this Agreement with or without cause at any time upon giving a 30 days written notice to the Washington County Sheriff or designee or the Bayport City Police Chief, City Administrator or designee.

WASHINGTON COUNTY

BAYPORT

BY: Will P. Kuehn DATE: 5/25/10  
County Board Chair

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: James R. Schuy DATE: 5/25/10  
County Administrator

BY: William M. Kutz DATE: 5/26/10  
Sheriff

Approved to as form:

Michelle M. Kages  
5-10-10  
Asst County Attorney



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

---

Date: June 2, 2010  
To: City Council  
Mitch Berg, City Administrator  
From: John Buckley, Building Official  
Subject: Consider quotes to replace the roof at City Hall

***BACKGROUND***

As we discussed at the May 3, 2010 City Council meeting, the City Hall rubber membrane roof has been leaking, causing some damage to the interior of the building. The current roof is original to the building, which was constructed in 1991 and is past its life expectancy. Due to the frequency and costs associated with ongoing repairs, as well as the direct threat to the health, safety and welfare of the staff, City Council, and general public who frequent the building, staff feels it would be in the best interest of the city to replace the roof at this time.

Staff solicited quotes for both a vinyl and rubber membrane roof. Contractors typically specialize in either a vinyl or rubber product, and therefore have submitted quotes accordingly:

<u>Contractor</u>	<u>Roof type</u>	<u>Warranty</u>	<u>Quote</u>
Bruette	60 mil thick rubber membrane	15 year	\$ 29,275
Fischer	80 mil thick vinyl membrane	25 year	\$ 21,560
All Seasons	60 mil thick rubber membrane	15 year	\$ 23,750
Four Seasons	60 mil thick rubber membrane	15 year	\$ 25,886
Berwald	60 mil thick vinyl membrane	20 year	\$ 41,400

Staff has researched all products and based on performance and durability, is recommending the vinyl membrane roof quoted by Fischer Co. In addition to the favorable thickness, warranty, and cost, this product is also energy efficient. To pay for this improvement, the City plans to expend funds out of the Municipal Buildings Maintenance Fund, which at the end of fiscal year 2009, had a balance of approximately \$165,000.00.

***RECOMMENDATION***

It is recommended that the City Council adopt a motion authorizing staff to proceed with the replacement of the City Hall roof with the 80 mil thick vinyl membrane product quoted by Fischer Co. at a cost of \$21,560.00.



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

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**DATE:** June 1, 2010  
**TO:** City Council  
**CC:** City Staff  
**FROM:** Mitchell Berg, City Administrator  
**RE:** Purchasing Policy

***BACKGROUND***

At the May 3, 2010 meeting, the City Council discussed the proposed draft of a city purchasing policy. The City Council made some suggestions for changes, which have been incorporated into the new draft. In addition, staff added a section on employee wellness and recognition, which was recommended by the State Auditor. For easy reference, changes from the previous draft are indicated throughout the document. The policy was also reviewed by the City Attorney.

***RECOMMENDATION***

Staff recommends the City Council adopt the proposed City of Bayport Purchasing Policy.



# CITY OF BAYPORT

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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## PURCHASING POLICY

### SECTION I. PURPOSE

### SECTION II. PURCHASING PROCEDURES

1. Regular purchases
2. Competitive bidding purchases
3. Service purchases
4. Price agreements
5. Disaster and emergency purchases
6. Cooperative purchases
7. Credit card purchases

### SECTION III. SPECIAL PURCHASES

1. Training and educational purchases
2. Travel policy
3. Employee wellness and recognition

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### SECTION IV. DISPOSAL OF SURPLUS PROPERTY

1. Regular property
2. Forfeiture property
3. Department of Natural Resources (DNR) grant property

### SECTION V. OTHER

1. Made in USA provision
2. Separability clause

### SECTION VI. ADOPTION



## SECTION I. PURPOSE

The City of Bayport supports a purchasing policy providing quality goods and services meeting the needs of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State law. Consequently, these laws govern each employee's responsibility in all purchasing processes. The primary basis for the City's system of internal control is the City's annual budget. The budget, as adopted by the City Council, serves as the basis for the City's spending for that year. All purchases must be within a department's approved budget or in the list of capital purchases in the replacement fund's approved budget.

It is the responsibility of each employee to comply with to the purchasing processes and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases, and procedures for payment of vendor invoices. The City of Bayport encourages its staff to consider local purchasing when all factors are relatively equal.

## SECTION II. PURCHASING PROCEDURES

The City Council may delegate authority of the approval of bills to the City Administrator, so that bills can be paid prior to City Council meetings, provided all purchases have been made in accordance with State law, and are within the City's budgetary limits. Furthermore, a list of claims paid shall be presented to the City Council for informational purposes and action at the next regular meeting after payment of the claims.

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### 1. Regular purchases

All purchases must be within a department's approved budget or in the list of capital purchases in the replacement fund's approved budget.

#### Purchases under \$1,499.99.

Department heads are authorized to purchase directly from vendors for any purchases under \$1,499.99. It is the responsibility of each department head to ensure complete control over this segment of the purchasing process. It is recommended that equipment purchases more than \$500.00 but less than \$1,499.99 have two (2) quotations to confirm competitive pricing. Department heads should designate employees permitted to make purchases and provide internal control procedures to ensure that all purchases are for legitimate public purposes and all purchases are accounted for.

Purchases of \$1,500.00 to \$9,999.99.

Purchase requisitions for goods having a value of \$1,500.00 to \$9,999.99 must be submitted for approval by the City Administrator, or City Administrator designee, prior to placing an order with a vendor. Before submitting a purchase requisition, department heads must obtain two (2) or more written quotations for the goods to be purchased. The quotations may be obtained via mail, e-mail, or fax machine along with the name, contact address, and phone number of the vendor.

The purchase requisition awarding the purchase to the lowest quote should then be forwarded to the City Administrator, or City Administrator designee, who will ensure the quotation form has been completed correctly and that funds are available in the appropriate budget. If a department head is unable to secure two (2) quotations, a notation explaining why less than two (2) qualified vendors were available should be made on the quotation form, attached to the purchase order and forwarded to the City Administrator, or City Administrator designee. When seeking two quotes, the practice of "auctioneering" should be avoided by refusing to disclose to a vendor the price quoted by competitors. Purchase requisition and quotation request forms will be available for City Council inspection.

Purchases of \$10,000.00 to \$24,999.99.

The same procedures apply as those when purchasing from \$1,500.00 to \$9,999.99, except that once approved by the City Administrator, additional approval must be obtained by the City Council. In addition, if no written quotations can be obtained, the City Council has the discretion to purchase the item on the open market without any additional quotes. However, if at least two (2) written quotes are obtained, the City must retain them on file for at least one (1) year.

Purchases of \$25,000.00 to \$99,999.99.

The City can choose to either use the competitive bidding process or may obtain at least (2) written quotations and keep them on file for at least one (1) year.

Purchases over \$100,000.00.

Department heads must comply with the competitive bidding process as outlined in Minnesota State Statutes.

2. Competitive bidding purchases

The uniform municipal contracting law (competitive bidding law) requires cities to use the competitive bidding process for certain contracts estimated to cost over \$100,000.00. The competitive bidding law applies to:

- ☐ Contracts for the sale, purchase, or rental of supplies, materials, or equipment.

- Contracts for the construction, alteration, repair, or maintenance of real or personal property.

If the City Council fails to advertise for bids when the law requires competitive bidding, the contract is void. The City may also have to pay for benefits already received in order to avoid injustice to the party that performed work and to prevent unjust enrichment of a City for its own failure to advertise for bids.

### 3. Service purchases

State law does not require cities to competitively bid contracts for consultants, but the City of Bayport shall attempt to bid for the following consultants/services every two (2) to five (5) years:

- Attorney
- Engineer
- Auditor
- Janitor
- Safety
- Information technology (IT)
- Property, liability, and workers compensation insurance
- Comprehensive medical insurance

### 4. Price agreements

Price agreements may be used to acquire items the City frequently purchases in small quantities, i.e. gasoline and heating fuel under price agreements. A price agreement is a contract between the City and a merchant. Under the agreement, the merchant agrees to supply all the City's requirements for the specified commodities during the period of the agreement. The price may be fixed or variable, such as a set discount off of the market price. The City usually estimates its probable needs, even though it is not obligated to purchase any definite quantity. Such price agreements expedite delivery, reduce paperwork, and generally result in lower prices. The procedure for "Purchases of less than \$1,500.00" applies.

### 5. Disaster and emergency purchases

The Emergency Management Act defines "emergency" as an unforeseen combination of circumstances that calls for immediate action to prevent a "disaster" from developing or occurring. A "disaster" is defined as a situation that creates an actual or imminent serious threat to the death and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

Under Minnesota's Emergency Management Act, cities are given the authority to enter into contracts during emergencies without following many normally required procedures. The City Council may waive compliance with the time-consuming procedures or formalities that concern:

- Contracting
- Employing temporary workers
- Renting equipment
- Purchasing supplies and materials
- The appropriation and expenditure of public funds, including publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and budget requirements.

Also, to qualify as an emergency, the Mayor is required to issue a proclamation declaring an emergency. Furthermore, while certain Minnesota laws exempt cities from following the procedures in the uniform municipal contracting law during an “emergency,” proper documentation and bidding procedures may apply if the City is eligible for reimbursement from the federal government.

#### 6. Cooperative purchases

All requirements of this policy are deemed to be met if purchases are made through the State of Minnesota Cooperative Purchasing Program or another statutorily approved cooperative purchasing program. Depending upon the purchase level of an item, appropriate approvals still apply. Nevertheless, with purchases exceeding \$25,000.00, a City must consider the availability, price, and quality of supplies, as well as materials or equipment available through the State cooperative purchasing venture before buying through another source.

#### 7. Credit card purchases

As per Minnesota State Statute 471.382, the Bayport City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules, and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts.

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with monthly expenditures for City Council review and approval. Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

The City Administrator shall keep a record of all persons issued a credit card or having authorization to use a city credit card. Authorized persons will receive, sign, and file an acknowledgement form regarding credit card use. Employees eligible to be authorized to use the City of Bayport’s credit card(s) may include the following positions: Administrator, Assistant Administrator/Planner, Finance Officer, Police Chief, Public Works Supervisor, Library

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Director, and Fire Chief or their authorized employee. Individual purchases over \$1,500.00 will require prior approval by the City Administrator.

No employee will use a credit card for personal purchase. Each employee or volunteer fire department member will sign the sales slip and indicate the vehicle and/or department that the purchase applies to. Supporting documents and/or invoices will be submitted to the Finance Officer to be reconciled with the credit card statement and attached to the claim for payment processing. Department heads shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment. Failure to attach the correct supporting documentation and/or invoices to the credit card statement may result in revocation of credit card use and/or disciplinary action, including but not limited to termination.

### **SECTION III. SPECIAL PURCHASES**

#### **1. Training and educational purchases**

The City finds that it is in the best interest of its employees to upgrade their skills and training and continue their education. Therefore, it should be the policy of the City to reimburse employees for education, as follows:

- Special educational training classes/workshops. Department heads and/or supervisors will inform employees of training to which employees may attend. Employees may also make a request to their supervisor to attend special educational training. Selection of attendees will be made by the supervisor, depending upon job performance, whether the training is job related, and/or necessary. The City Administrator, after a recommendation from the employee's supervisor, will approve or deny all training requests.

The City will pay for training necessary to perform essential functions and maintain such certifications as are required by the job. Training costs include registration fees, mileage, parking fees, and meals if the employee is unable to leave the training location for a meal break while attending the approved training. If training is out of town, the City shall pay for meals and lodging in addition to the above listed expenses. Training registration fees may be paid in advance of the training by the City, if protocol. Other costs will be reimbursed to the employee following the training, unless other arrangements have been made with the City.

- Educational tuition reimbursement from post-secondary institution. Education for which an employee requests tuition reimbursement must be from a post-secondary educational institution, job related, and approved by the City Administrator, after a recommendation by the employee's supervisor, prior to registration. In order to receive reimbursement, employees must present written proof through a report card or similar method that he/she has passed the class, with a grade of "C" or higher, or the equivalent.

Upon presenting proof of a passing grade to the employee's supervisor and City Administrator, the employee shall receive reimbursement from the City for 100% of the employee's cost for tuition. Tuition shall be defined as those fees specifically defined as tuition and fees by the educational institution and non- negotiable by the employee. Fees outside of those determined as part of the tuition and related fees shall not be deemed tuition and shall not be reimbursed.

Employees who receive educational tuition reimbursement must continue to be employed with the City on a regular full-time basis for at least three (3) years upon the completion of the course in which the employee was reimbursed. The City shall require all employees who wish to receive tuition reimbursement to enter into a forgivable loan and a note with the City. This loan shall stipulate that if the employee were to voluntarily terminate their employment with the City, within the three (3) year period after the employee has completed the course, the employee would be subject to paying a prorated portion of the tuition, in which they received the reimbursement for, back to the City.

## 2. Travel policy

All travel conducted within state or out-of-state for work purposes will be reimbursable using the prevailing IRS rate for mileage. However, in order to be reimbursed for mileage, all employees must submit a mileage report with the approval of the department head and/or City Administrator. All travel beyond 75 miles (one-way), either by automobile, airplane, train, or boat, shall require department head and/or City Administrator approval prior to purchasing any tickets or rental vehicles.

In order to be reimbursed for any travel expenses, including but not limited to lodging, airfare, and meal expenses, an employee shall submit to the Finance Director, a detailed invoice or receipt for each expenditure. Any lodging or meal expenses not part of any special educational training classes or workshops shall also require pre-approval from a department head and/or City Administrator prior to purchase. Use of the City credit card for travel, lodging or meal expenses must comply with both this policy and the policy pertaining to credit card usage.

### Out-of-state elected official travel policy

This section sets forth the conditions under which out of state travel will be reimbursed by the City. Out of state travel for an event, workshop, conference, or assignment must include an estimate of the cost of the travel. In evaluating the out of state travel request, the City Council shall consider the following:

- whether the elected official will be receiving training on issues relevant to the City or to his or her role as a member of the City Council
- whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of elected officials

- whether the elected official will be viewing a municipal facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full City Council
- whether the elected official has been specifically assigned by the City Council to testify on behalf of the city or to otherwise meet with federal officials on behalf of the City
- whether the City has sufficient funding available in the budget to pay the cost of the trip
- whether the elected official will be resigning or not seeking reelection within the immediate future

No reimbursements will be made for attendance at events sponsored by or affiliated with political parties. The City may make payments in advance for airfare, lodging, and registration if specifically approved by the City Council. Otherwise, all payments will be made as reimbursement to the elected official.

The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations, and guidelines outlined in the city's personnel and travel policy. No more than two elected officials shall be reimbursed for attendance for out of state travel at the same event.

### 3. Employee wellness and recognition

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The City finds it in the best interest to encourage wellness and safety of its employees, to maintain a healthy work environment, increase productivity, lower insurance premiums, and reduce workers compensation claims. In order to promote and recognize these efforts, the City supports the expenditure of funds for incentive activities, such as the purchase of safety or health related items for employees, i.e. safety glasses or first aid kits. The City also supports in-kind employee incentives to promote safety and wellness, such as paid time-off. The City Administrator shall consider expenditure of funds for such incentive activities on a quarterly basis.

The City finds it in its best interest to express appreciation to its current employees, to maintain productivity, retain experience, and reduce turn-over. As such, the City supports the expenditure of funds for tableware and non-alcoholic beverages for its employees, at a maximum of two (2) events per year. Food and other related expenses shall be paid for with non-city funds.

The City finds it in its best interest to express recognition to full-time employees or city officials with more than five (5) years of service, who are retiring or leaving the city on good terms. As such, the City supports the expenditure of funds to recognize the employee with a plaque or similar symbol for their service. Should the City wish to host an event to honor the employee, the event shall be open to the public and notice shall be posted on the City's official bulletin board at least three (3) days prior to the event. The City supports the expenditure of funds for

tableware, dessert, and non-alcoholic beverages at the event. Food and other related expenses shall be paid for with non-city funds.

#### **SECTION IV. DISPOSAL OF SURPLUS PROPERTY**

##### **1. Regular property**

The appropriate department head is responsible for the disposition of all surplus, salvage, obsolete, and unneeded materials or equipment belonging to the City. At least once a year, all departments will be asked to report stocks of materials which have become obsolete or worn, or are no longer useful to the organization. The disposal of all surplus property shall be subject to approval by either the City Administrator or City Council.

Sale of a material in the amount of \$5,000.00 or less may be made by advertising in the official City newspaper, sold through a statutory approved auction, and/or a statutory approved electronic-selling process, with the sale being awarded to the highest bidder. If no bids are obtained through this manner, the department head, with the approval of the City Administrator, may sell the material by other means available. Sale of property exceeding \$5,000.00 will be accomplished by sealed bids, if possible, with an advertisement for bids published in the official City newspaper at least 10 days prior to the bid opening. As an alternative, items of under \$1,500.00 in value may be disposed of at the discretion of the appropriate department head.

##### **2. Forfeiture property**

Disposed forfeited property shall be used to supplement the operating budget of the Police Department. The funds from forfeited property shall go into the City's forfeiture account. A separate policy and procedure on the disposal and/or conversion of all proceeds obtained through forfeiture shall be further elaborated in a separate policy located within the Bayport Police Department Policy and Procedure Manual.

##### **3. Department of Natural Resources (DNR) grant property**

Property acquired through the DNR, for fire purposes, must be returned to the State after it has been determined by the department head that it is no longer needed.

#### **SECTION V. OTHER**

##### **1. Made in the USA provision**

Effective January 1, 2010, the City of Bayport will not knowingly purchase, acquire, furnish, or require an employee to purchase or acquire for wear or use while on duty, any of the following items, if the item is not manufactured in the United States of America:

- Any uniform or other item of apparel over which an employee has no discretion

- in selecting
- Safety equipment or protective accessories

The City will give preference to American manufacturers that pay an average annual income (including wages and benefits) equal to at least 150% of the federal poverty guideline as adjusted for a family of four. The City will only purchase items manufactured outside of the United States if similar items are not manufactured or available for purchase in the United States.

## 2. Separability clause

If any action or provision of this policy shall be declared void by any court of competent jurisdiction, or the applicability thereof to any person or circumstances shall be held invalid, the validity of the remainder of the policy and applicability thereof, shall not be affected and the sections and provision of the policy are declared to be severable.

## **SECTION VII. ADOPTION**

This policy becomes effective upon adoption by the City Council.

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# M E M O R A N D U M

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**DATE:** May 18, 2010

**TO:** City Council (June 7<sup>th</sup> meeting)  
Mitch Berg, City Administrator

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

**SUBJECT:** Consider a request for an ordinance amendment to Appendix B – Zoning of the Bayport City Code to allow a limited transit vehicle storage facility as a conditional use in the B-1 Limited Business zoning district and a CUP to allow a limited transit vehicle storage facility at the property located at 204 2<sup>nd</sup> Avenue South

## *A. INTRODUCTION*

The property is located at 204 2<sup>nd</sup> Avenue South and is legally described as Lots 9-10, Block 75 Bayport, Washington County, Minnesota. The parcel contains an existing garage/office building that has been unoccupied for the past three years, but was previously used for a heavy truck repair business. The property is zoned B-1 Limited Business and is surrounded by a combination of residential, commercial, and industrial uses. The property is guided for commercial use in the city's comprehensive plan.

The applicant Matt Liveringhouse is currently leasing the property from owner Dave Schulte and operating a limited transit vehicle storage facility, which is not permitted under the existing city code. About a month ago, it was brought to the city's attention that this use was actively operating at the property in violation of city code, at which time the applicant and property owner were notified that the use is not permitted and for the city to permit such use, they would need to seek and obtain an amendment to the zoning code to allow the use and obtain a CUP.

Due to the fact that the applicant was unaware of the zoning restrictions, and has applied for the text amendment and CUP, the city felt it was reasonable to suspend code enforcement on this issue, pending the text amendment and CUP application being heard by the Planning Commission and City Council. The applicant understands that they are proceeding at their own risk and that their use could be shut down at any time with any capital investment on their part lost. If approved, the applicant has indicated his intent to purchase the property from the current owner and continue the use long-term at this location. As part of the CUP, the property will be subject to site plan review and conditions of approval.

The Planning Commission held the required public hearing on May 17, 2010. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on April 29, 2010.

The following informational items are attached:

- narrative by the applicant
- photos of the existing property

- ❑ required improvements and site plan

**B. BACKGROUND AND STAFF COMMENTS**

Although the property has a new owner, and a new use is proposed for the site, staff feels that because the property has previously been involved with multiple zoning applications and land use issues, it is important to provide some background, to assist in the consideration of this application and future use of the property. Below is a timeline of planning/zoning approvals to date:

1972	City granted a variance to operate a truck repair shop in a residential zoning district
1984	City granted a CUP to construct a new garage building with conditions City rezoned property from residential to B-4 Existing Business
1985	City granted a building permit to construct a 60' x 60' garage building
1997	City found rezoning in 1984 to be invalid, due to a lack of 4/5's vote by City Council
1998	City corrected rezoning issue; rezoned property from residential to B-4 Existing Business City granted a CUP to allow existing truck repair shop to continue, with conditions City granted a variance for excess impervious coverage for the building that was built in 1985 (impervious coverage was not enforced when building permit was granted) City granted a variance to allow proposed off-street parking to consist of class 5 instead of bituminous (due to excess existing impervious coverage on site)
2005	City rezoned property from B-4 Existing Business to B-1 Limited Business
2006	Truck repair shop use discontinued; property was sold to a new owner Dave Schulte
2010	Dave Schulte leasing property to Matt Liveringhouse for a limited transit vehicle storage facility use City notified Dave Schulte of unlawful use and that an amendment to city code and a CUP is required to continue use Dave Schulte and Matt Liveringhouse applied for a text amendment and CUP to allow continuation of use

Staff feels that it is important to note that while reviewing the property file, we found a number of complaints from residents over the years, as well as a number of letters related to ongoing code violations and non-compliance with the previous CUP. Issues of concern related primarily to heavy traffic, excessive outdoor storage, loud repair activity, and lack of property maintenance, which in staff's opinion, suggest that the truck repair shop was too intense of a use for the site, and led to the rezoning of the property to B-1 Limited Business. In order to do its due diligence to the adjacent property owners and honor the type of land use intended for the site, staff feels that the city needs to be cautious in considering future use, to prevent a reoccurrence of past violations and overuse of the property. With that said, staff feels it is also important for the city to be open to alternative uses not currently listed within this zoning district, in order to facilitate a viable business that could be compatible with adjoining uses.

Due to the location and size of the property, as well as the limited types of businesses that could make use of the existing garage building, the existing property owner has had difficulty attracting a tenant. For this reason, the property owner and applicant are requesting that the zoning code be amended to include the proposed limited transit vehicle storage facility as a conditional use in the B-1 zoning district, which the current building is suited to accommodate. Considering the previous use and current zoning, staff feels the proposed use may be a good compromise and would create a “buffer” between the surrounding industrial/commercial and residential uses, provided conditions in the CUP are met.

The proposed use is similar to what is referred to as a “dial-a-ride” service in which individuals call a dispatch service to arrange for on-demand transportation. This property would serve as a storage facility for the vehicles, when not in operation, and include a small area for office use associated with the business. To ensure the use will be compatible with the surrounding neighborhood, all activity would be contained within the existing garage/office building, with the exception of the dispatch and return of the transit vehicles in the morning and evening, parking of employee vehicles in designated areas during business hours, an occasional stop by a transit vehicle for an employee break or shift change during business hours, and limited parking of transit vehicles in a designated fenced area during non-business hours. General operating hours would be 5:00 a.m. – 8:00 p.m., Monday through Friday with no activity conducted with the general public or customers at the site.

As part of the immediate business plan, the applicant has agreed to refurbish/paint the exterior of the existing building, as well as attend to general property maintenance to comply with city code, including repair/replacement of the existing fence and retaining walls, removal of existing weeds/scrub vegetation, and delineating parking areas for employees and transit vehicles. The property owner/applicant have been informed that additional improvements may be required in the near future, such as abatement of the existing septic system, participating in a city utility extension and street improvement project to address stormwater runoff, and connecting the property to city sewer, which shall depend on the results of the required septic inspection, and/or if the City Council initiates a utility extension/street improvement project under Minnesota State Statute 429.

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

The B-1 Limited Business zoning district is intended to act as a low impact business buffer district, between residential and commercial uses, with limited public contact. To comply with city code, uses within this district shall be contained inside buildings, with no outdoor storage or activity unless specified by CUP, and shall have limited hours of operation to minimize impact to adjacent residential uses.

After reviewing the property, proposed text amendment, and the CUP application, staff feels that the proposed use of a limited transit vehicle storage facility would be compatible as a conditional use within the B-1 zoning district and the city’s comprehensive land use plan. However, to comply with regulations set forth by city code, and minimize the impact to the surrounding neighborhood, staff recommends approval of the following conditions:

- “Limited transit vehicle” shall refer to a small or mid-size bus or passenger van for use in transporting up to 16 passengers, not goods or services.

- ❑ “Storage facility” shall refer to an indoor parking garage designated to store limited transit vehicles when not in route and may contain a small office area for employee use during business hours.
- ❑ General business operating hours shall be 5:00 a.m. – 8:00 p.m., Monday through Friday, with no activity conducted with the general public and no activity during non-business hours. Gasoline storage is not permitted on site.
- ❑ The use shall allow dispatching of limited transit vehicles from the facility in the morning to operate on a route throughout the day, and return of the vehicles in the evening, to be stored in the facility overnight; the use does not permit the ongoing dispatch of vehicles on multiple occasions to and from the storage facility during business hours, nor is any pick-up or drop-off of passengers permitted at the property at any time.
- ❑ No outdoor storage or activity is permitted, with the exception of parking employee vehicles in designated areas on the property during business hours, the occasional parking of a limited transit vehicle in the designated fenced area during business hours, and the parking of limited transit vehicles in the designated fenced area during non-business hours, screened with a fence and gate; parking of employee and limited transit vehicles on-street or in the front of the building is not permitted at any time.
- ❑ No limited transit vehicle, parked or stored in the open shall have their engine running idle for any period greater than one hour within any given 24 hour period.
- ❑ An inspection of the septic system by Washington County will be required as part of the sale of the property, and it is the responsibility of the property owner and/or applicant to comply with orders issued as part of the inspection, as well as all city, county, state, and federal rules and regulations.
- ❑ Required improvements are delineated on the attached site plan and must be implemented by the designated completion date.
- ❑ A landscape plan shall be submitted by March 1, 2011 for review and approval by the city, which delineates existing impervious areas that will be replaced with sod or vegetative plantings, delineates planting areas around the perimeter of the building that will soften the façade, and delineates the location of rain garden(s) to treat stormwater runoff; rain garden(s) will need to be designed and approved in accordance with the Middle St. Croix Watershed Management Organization regulations.
- ❑ Signage identifying the business shall only be permitted on the front of the building, facing 2<sup>nd</sup> Avenue South, in accordance with city code.
- ❑ Limited transit vehicle traffic shall be routed on 2<sup>nd</sup> Avenue South to Maine Street to Central Avenue, to minimize impacts to adjacent residential areas.
- ❑ Financial surety in the amount of \$5,000 shall be submitted to the city upon approval of the CUP, to ensure completion of the required improvements, should the applicant fail to complete the improvements by the date designated.
- ❑ The CUP shall be formally reviewed one (1) year from the date of approval to determine if the conditions of the CUP have consistently been met, the property is in compliance with city code, and whether any conditions shall be modified to ensure the use is compatible with

surrounding neighborhood. Failure to complete the required site improvements within the specified timeframe may result in the revocation or modification of the CUP. The city will continue to monitor the property on a regular basis, to ensure ongoing compliance with the conditions of the CUP.

***D. PLANNING COMMISSION ACTION***

At its meeting on May 17, 2010, the Planning Commission voted 3-0 to recommend approval of the application, subject to the findings of fact as stated in section “C” and the conditions recommended by staff. In addition, the Planning Commission recommended the following:

- The CUP shall permit light, routine maintenance of only limited transit vehicles associated with the approved use, inside the building, such as oil changes, vehicle inspections, tire changes, brake pad replacement, etc. during the hours of 8:00 a.m. – 8:00 p.m., which must also comply with the city’s noise ordinance.
- The City Council shall allow additional public comment to be heard at the June 7, 2010 City Council meeting in regard to the light, routine maintenance use requested by the applicant, since this request was not included in the applicant’s original application and was not included in the notice of public hearing.

***E. RECOMMENDATION***

Staff recommends approval of an ordinance amendment to Appendix B – Zoning of the Bayport City Code to allow a limited transit vehicle storage facility as a conditional use in the B-1 Limited Business zoning district. Staff also recommends approval of a CUP to allow a limited transit vehicle storage facility at the property located at 204 2<sup>nd</sup> Avenue South. Suggested findings of fact and conditions of approval recommended by staff and the Planning Commission are stated in the staff report. City Council action to approve or deny the application is requested.

Proposed Use:

Midwest Paratransit Services will be using the building for the purpose of storing vehicles.

Reason to Approve Request:

Midwest Paratransit Services is a reputable transit company in the Twin Cities. We have recently been awarded a dial-a-ride contract through the State of Minnesota that will provide transit service to communities of Washington County and SE Ramsey County. The length of this contract is for 5 years, however renewal is a very likely scenario once awarded the initial contract. Midwest Paratransit Services plans to have a long term presence in the City of Bayport. As a part of this plan we will provide numerous jobs to the City, as well as provide positions to the patrons of Bayport.

In regards to traffic flow, the vehicles will be departing early in the morning and return in the afternoon. There will be minimal (if any) additional traffic to and from the building with the exception of those times. Midwest Paratransit Services has already implemented a plan to relocate the existing reverse sounding alarms from the exterior of its buses to the internal cab to minimize the amount of noise the vehicles produce.

Furthermore, Midwest Paratransit Services considers this building a diamond in the rough. There are significant cosmetic improvements that are going to be completed through time. The fencing will be fixed first; the grounds to the back of the building will be graded level and maintained properly; the building will be painted; the garage doors will be serviced or maintained, to name a few projects.

*Matthew* hope is to work with the City of Bayport to improve this facility. We will be good stewards for the community in providing needed transit services.

Thank you for your consideration.

Matthew Liveringhouse

CEO

Midwest Paratransit Services, Inc.



**CURRENT CONDITIONS  
WEST SIDE OF THE PROPERTY**



**CURRENT CONDITIONS  
SOUTHWEST SIDE OF THE PROPERTY**



**CURRENT CONDITIONS  
SOUTHEAST SIDE OF THE PROPERTY**



**CURRENT CONDITIONS  
EAST SIDE OF THE PROPERTY**

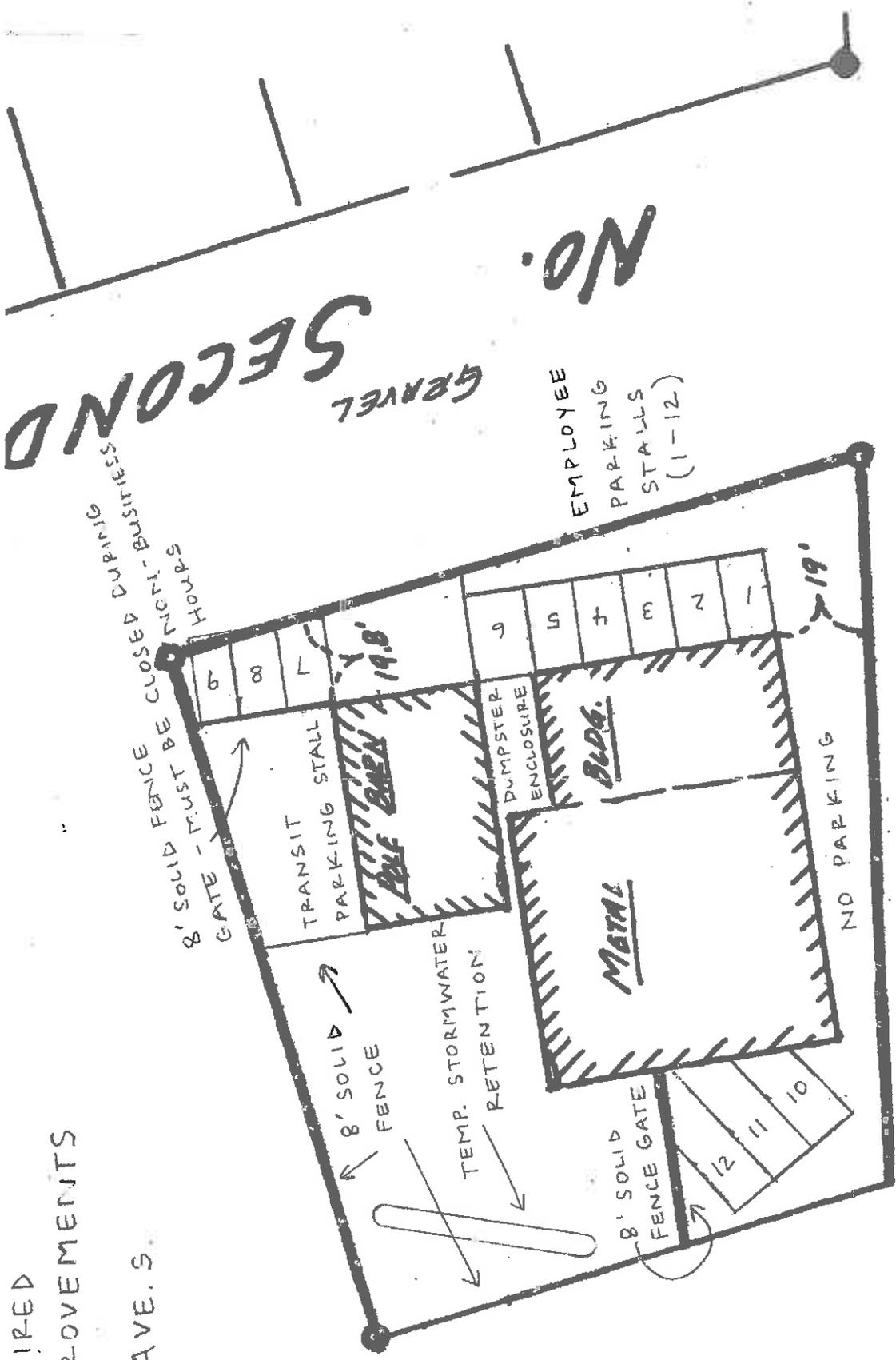
List of required improvements and site plan to comply with Limited Transit Storage Facility CUP  
204 2<sup>nd</sup> Avenue South

<b><u>Improvement</u></b>	<b><u>Completion Date</u></b>
- Store dumpster within a building or approved enclosure	Immediately upon CUP approval
- Comply with delineated parking areas and hours	Immediately upon CUP approval
- Remove all existing weeds and scrub vegetation	October 1, 2010
- Repair/replace the existing 8' solid fence to provide a cohesive appearance and effective screen from adjacent properties	October 1, 2010
- Install an 8' solid gate, consistent with the fence, to screen the outdoor transit parking area from adjacent properties	October 1, 2010
- Install two "no parking" signs on the front of the building to restrict parking in front of the garage doors and fire lane in front of the building	October 1, 2010
- Designate 11 regular, 9' x 18' parking stalls, with a concrete bumper	June 1, 2011
- Designate 1 handicap, 12' x 19' parking stall, with a concrete bumper	June 1, 2011
- Refurbish/paint the exterior siding and roof of all existing buildings in an earth vegetation tone, to provide a consistent, cohesive appearance	June 1, 2011
- Repair, replace, or remove the existing retaining walls	June 1, 2011
- Install landscaping/rain garden(s) consistent with plan approved by the city	October 1, 2011

*Please refer to page 2 of this attachment for site plan details and location of the improvements listed above. Details on installation of landscaping and rain gardens will be included on a separate plan to be submitted by March 1, 2011.*

CUP REQUIRED  
SITE IMPROVEMENTS

2.04 2ND AVE. S.



AVE. PART. SO.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING APPENDIX B – ZONING, B-1 LIMITED ZONING DISTRICT,  
OF THE BAYPORT CITY CODE

**Section 1.** The Bayport City Code is hereby amended as follows:

**Sec. 601(4) (e) Conditional uses.**

(34) Limited transit storage facility.

**Sec. 604 District use chart.**

Use	District	R-1	R-2	R-3	B-1	B-2	I
Limited transit storage facility		N	N	N	C	N	N

**Section 2.** This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 7<sup>th</sup> day of June, 2010.

\_\_\_\_\_  
Jon Nowaczek, Mayor

Attest:

\_\_\_\_\_  
Mitch Berg, City Administrator

**RESOLUTION NO. 10-**

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JUNE 7, 2010**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 7<sup>th</sup> day of June, 2010.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING AN ORDINANCE AMENDMENT TO APPENDIX – B ZONING OF THE BAYPORT CITY CODE TO ALLOW A LIMITED TRANSIT VEHICLE STORAGE FACILITY AS A CONDITIONAL USE IN THE B-1 LIMITED BUSINESS ZONING DISTRICT AND A CONDITIONAL USE PERMIT (CUP) TO AUTHORIZE A LIMITED TRANSIT VEHICLE STORAGE FACILITY AT 204 2<sup>ND</sup> AVENUE SOUTH, LEGALLY DESCRIBED AS LOTS 9-10, BLOCK 75, BAYPORT, WASHINGTON COUNTY, MINNESOTA**

WHEREAS, The city received a request from applicant Matt Liveringhouse and property owner Dave Schulte to consider an amendment to the B-1 Limited Business zoning district and a CUP application to authorize the location of a limited transit vehicle storage facility at 204 2<sup>nd</sup> Avenue South; and

WHEREAS, The Planning Commission of the City of Bayport held a public hearing on May 17, 2010 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the zoning amendment and the CUP application to the City Council, with the conditions recommended by staff, as well as approval to conduct light, routine maintenance of limited transit vehicles inside the building, during the hours of 8:00 a.m. – 8:00 p.m.; and

WHEREAS, The Planning Commission also recommended the City Council allow additional public comment to be heard at the June 7, 2010 City Council meeting in regard to the light, routine maintenance use requested by the applicant, since this request was not included in the applicant's original application and was not included in the notice of public hearing; and

WHEREAS, The City Council of the City of Bayport, after allowing for additional public comment, considered and approved the application on June 7, 2010 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

**FINDINGS OF FACT**

- A. On or about April 22, 2010, the city received an application requesting consideration of an amendment to the B-1 limited Business zoning district to authorize a limited transit vehicle storage facility as a conditional use.
- B. Zoning Ordinance 601 specifies the purpose and scope for the B-1 Limited Business District and encourages uses which are compatible with residential neighborhoods or are considered to be a buffer between residential and commercial uses, which is consistent with a limited transit vehicle storage facility.
- C. The proposed use is similar to what is referred to as a "dial-a-ride" service in which individuals call a dispatch service to arrange for on-demand transportation. This property will serve as a storage facility

for the vehicles, when not in operation, and include a small area for office use associated with the business. All activity, including light, routine maintenance of limited transit vehicles will be contained within the existing garage/office building, with the exception of the dispatch and return of the transit vehicles, to be consistent with adjacent properties and the character of the neighborhood.

- D. Improvements and general property maintenance, including repair/painting of the existing buildings, repair/replacement of the existing fence and retaining walls, removal of existing weeds/scrub vegetation, and delineating parking areas will have a positive impact on the neighborhood.
- E. The Planning Commission of the City of Bayport held a public hearing on the application on May 17, 2010. At the close of the public hearing, the Planning Commission unanimously recommended approval of an amendment to Appendix B – Zoning of the Bayport City Code to authorize a limited transit vehicle storage facility as a conditional use in the B-1 Limited Business zoning district. The Planning Commission also recommended approval of a CUP to authorize a limited transit vehicle storage facility at the property located at 204 2<sup>nd</sup> Avenue South.
- F. Based on paragraphs (A)-(E) above, the City Council finds it in the best interest of the city to approve zoning ordinance amendment and the CUP.
- G. NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:
1. The application is hereby approved, subject to the conditions below and based on findings of fact above, and the regulations set forth by city code:
    - “Limited transit vehicle” shall be defined as a small or mid-size bus or passenger van for use in transporting up to 16 passengers, not goods or services.
    - “Storage facility” shall be defined as an indoor parking garage designated to store limited transit vehicles when not in route and may contain a small office area for employee use during business hours.
    - General business operating hours shall be 5:00 a.m. – 8:00 p.m., Monday through Friday, with no activity conducted with the general public and no activity during non-business hours. Gasoline storage is not permitted on site.
    - The use shall allow dispatching of limited transit vehicles from the facility in the morning to operate on a route throughout the day, and return of the vehicles in the evening, to be stored in the facility overnight; the use does not permit the ongoing dispatch of vehicles on multiple occasions to and from the storage facility during business hours, nor is any pick-up or drop-off of passengers permitted at the property at any time.
    - The CUP shall permit light, routine maintenance of only limited transit vehicles associated with the approved use, inside the building, such as oil changes, vehicle inspections, tire changes, brake pad replacement, etc. during the hours of 8:00 a.m. – 8:00 p.m., which must also comply with the city’s noise ordinance.
    - No outdoor storage or activity is permitted, with the exception of parking employee vehicles in designated areas on the property during business hours, the occasional parking of a limited transit vehicle in the designated fenced area during business hours, and the parking of limited transit vehicles in the designated fenced area during non-business hours, screened with a fence and gate; parking of employee and limited transit vehicles on-street or in the front of the building is not permitted at any time.

- ❑ No limited transit vehicle, parked or stored in the open, shall have their engine running idle for any period greater than one hour within any given 24 hour period.
  - ❑ An inspection of the septic system by Washington County will be required as part of the sale of the property, and it is the responsibility of the property owner and/or applicant to comply with orders issued as part of the inspection, as well as all city, county, state, and federal rules and regulations.
  - ❑ Required improvements are delineated on Attachment 1 and must be implemented by the designated completion date.
  - ❑ A landscape plan shall be submitted by March 1, 2011 for review and approval by the city, which delineates existing impervious areas that will be replaced with sod or vegetative plantings, delineates planting areas around the perimeter of the building that will soften the façade, and delineates the location of rain garden(s) to treat stormwater runoff; rain garden(s) will need to be designed and approved in accordance with the Middle St. Croix Watershed Management Organization regulations.
  - ❑ Signage identifying the business shall only be permitted on the front of the building, facing 2<sup>nd</sup> Avenue South, in accordance with city code.
  - ❑ Limited transit vehicle traffic shall be routed on 2<sup>nd</sup> Avenue South to Maine Street to Central Avenue, to minimize impacts to adjacent residential areas.
  - ❑ Financial surety in the amount of \$5,000 shall be submitted to the city upon approval of the CUP, to ensure completion of the required improvements, should the applicant fail to complete the improvements by the completion date designated on Attachment 1.
  - ❑ The CUP shall be formally reviewed one (1) year from the date of approval to determine if the conditions of the CUP have consistently been met, the property is in compliance with city code, and whether any conditions shall be modified to ensure the use is compatible with surrounding neighborhood. Failure to complete the required site improvements within the specified timeframe may result in the revocation or modification of the CUP after notice and a public hearing. The city will continue to monitor the property on a regular basis, to ensure ongoing compliance with the conditions of the CUP.
2. The entire record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented together with the discussion of the City Council regarding the matters described herein are hereby made a part of the record of these proceedings.

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

Jon Nowaczek -  
Dan Johnson -

Connie Carlson -  
Torry Kraftson -

Judy Seeberger -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 7<sup>th</sup> day of June, 2010.

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

Attachment 1

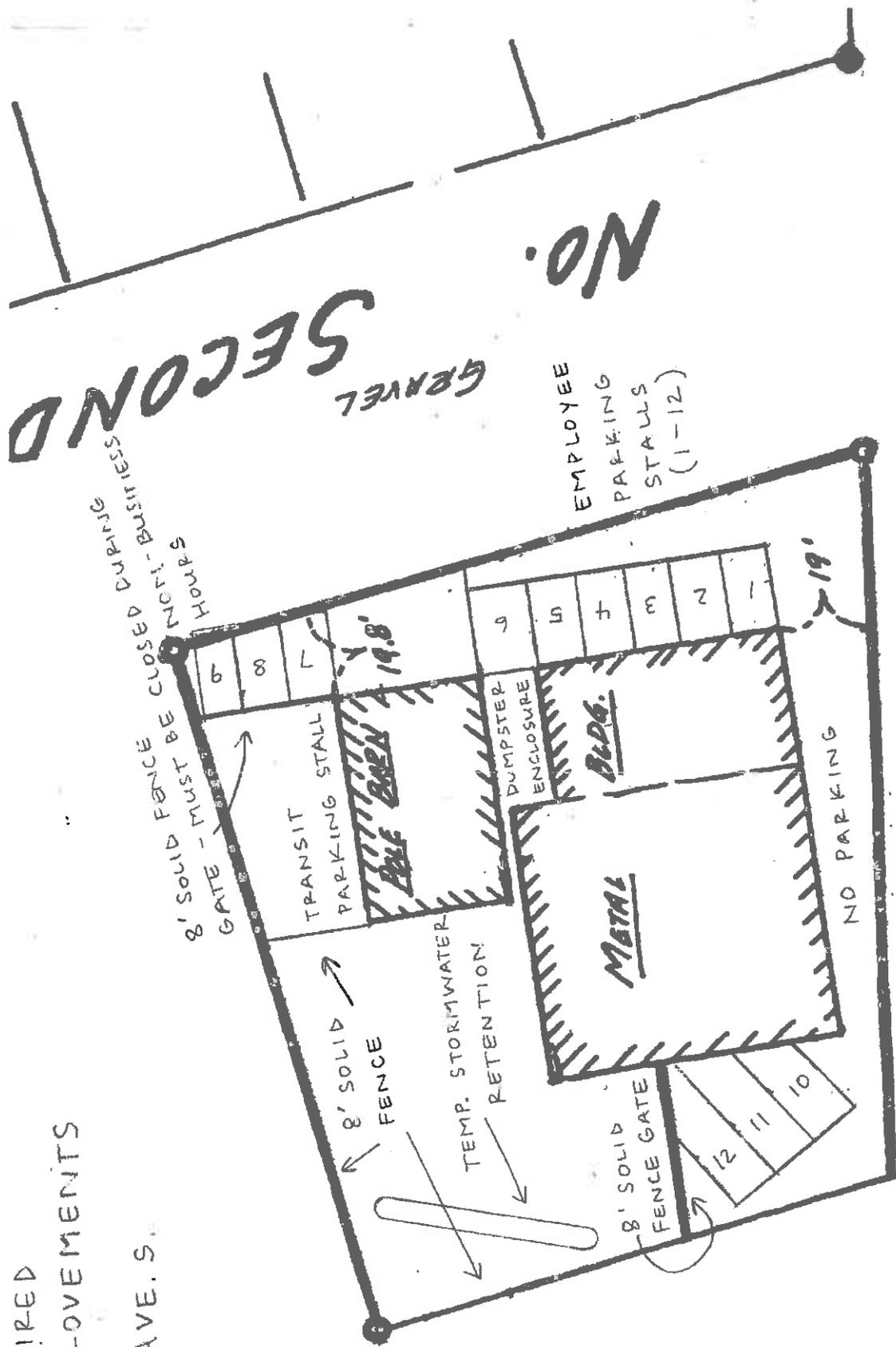
List of required improvements and site plan to comply with Limited Transit Storage Facility CUP  
204 2<sup>nd</sup> Avenue South

<u>Improvement</u>	<u>Completion Date</u>
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*Please refer to page 2 of this attachment for site plan details and location of the improvements listed above. Details on installation of landscaping and rain gardens will be included on a separate plan to be submitted by March 1, 2011.*

CUP REQUIRED  
SITE IMPROVEMENTS

204 2ND AVE. S.



AVE. SO.  
PVT.



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

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**DATE:** May 25, 2010  
**TO:** City Council  
**CC:** All active and non-active employees eligible for health care benefits through the City of Bayport  
**FROM:** Mitchell Berg, City Administrator  
**RE:** Consider adopting a policy on the distribution of employee health insurance rates

***BACKGROUND***

The City has been examining how it charges both active and non-active employees for health care. After some careful consideration, and upon the advice by legal counsel and the City's contract insurance agent, staff recommends the City unblend the health care insurance rates for all active and non-active employees effective January 1, 2011.

The primary reasons to unblend the rates are to lessen the administrative burden of having to recalculate the monthly premium rates for all employees, even though the cause for the rate change that month might be just for one employee, and to have both active and non-active employees pay the actual cost of their insurance rate. By unblending, both the City and those employees that contribute their own money to fund their insurance will no longer be subsidizing the rates of those active and non-active employees which have higher premiums.

The City will be soliciting quotations for a new insurance provider for 2011. As such, a set of insurance applications will soon be forwarded to all eligible active and non-active employees, which must be filled out and returned to City Hall.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the unblending of active and non-active employee insurance rates effective January 1, 2011.



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

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Date: May 27, 2010  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
Re: Consider adopting a policy and amending the fees for special event applications

***BACKGROUND***

The City Council received a total of 12 special event applications in 2009, 8 of which included a request to waive the \$50.00 processing fee. Of those that asked to have their fee waived, 100% were either from a local non-profit group or a local unit of government.

While staff feels many of the organizations requesting a waiver of their fees do good things for the community, staff would also like to point out that the city charges a fee to help defer the cost of processing the application along to the city's taxpayers. Therefore, I am proposing a separate special event application fee for non-profit groups and local units of government at a reduced rate of \$15.00 per application.

If the City Council finds this acceptable, the City will incorporate this into the City's overall fee schedule ordinance the next time it is amended.

***RECOMMENDATION***

Staff recommends the City Council adopt a policy for special event applications, including amending the application fee for non-profit groups and local units of government to \$15.00.

Attachment: Proposed policy



# CITY OF BAYPORT

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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## SPECIAL EVENT FEE POLICY

The City of Bayport requires individuals or organizations to submit a special event application form to request use of city property for a public or private event, which would require special use of the property or certain public services. The special event application is subject to approval by the Bayport City Council. The following processing fees shall apply and be submitted with the special event application:

Private individuals and for-profit organizations	\$50.00
Public entities and non-profit organizations	\$15.00

Depending upon services requested within the application, the City Council may impose additional fees, as deemed necessary, to cover the cost of city services and staff time.

This policy was approved by the Bayport City Council on the \_\_\_\_ day of \_\_\_\_\_, 2010.



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

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DATE: May 27, 2010  
TO: City Council  
FROM: Mitchell Berg, City Administrator  
RE: Consider a Debt Service, TIF District 1, and TIF District 2-1 fund financial analysis

### ***BACKGROUND***

According to the December 31, 2009 City of Bayport Annual Financial Report, the audit reported ending fund balances of \$408,044.00 in the Debt Service Fund, \$269,308.00 in the TIF 1 fund, and \$9,981.00 in the TIF 2-1 fund, for a combined ending balance of \$687,333.00. Also, according to the audit report, there is a total of \$895,000.00 in principal payments remaining on the actual TIF G.O. Bond. The City has been contributing toward the payment of the interest on the debt. In 2010, the City levied \$38,215.00.00 to pay for the interest on the bond.

The bond was issued in 2001, as it is a refunding bond, with a 4.09% interest rate and a maturity date of November 30, 2016. The total principal taken out was \$1,535,000.00 and together with principal and interest there is a total of \$1,062,351.00 remaining.

A few questions were raised by myself and the auditor, specifically if the City could halt making any future interest payments, by simply drawing down the fund balance. Another option was to continue to make payments to enable the fund to act as an escrow account, being the bond is non-callable, and establish some kind of a cross-over bond which would allow the City to decertify the district earlier than expected.

After some careful examination on how both TIF districts were established and how they were managed, I have solicited some outside assistance in order to help me prepare a recommendation to the City Council. I also asked the City Attorney for his opinion and he agreed an outside analysis to provide staff and the City Council with a firm recommendation would be well worth it, given the past history associated with the managing of these funds.

### ***RECOMMENDATION***

Staff recommends the City Council enter into an agreement for TIF Planning Services with Northland Securities, as specified in the letter to City Administrator Berg dated May 13, 2010, for a cost not to exceed \$2,560.00.

# NORTHLAND SECURITIES

May 13, 2010

Mitch Berg  
City Administrator  
City of Bayport  
294 North Third Street  
Bayport, MN 5003-1027

**RE: Tax Increment Planning Services**

Dear Mitch:

This letter presents a proposed scope of work and budget to assist the City in developing a plan to manage Tax Increment Financing (TIF) District #1 and the related debt from the \$1,535,000 G.O. Refunding Bonds of 2001. The purpose of our work will be to:

- Identify and analyze options for funding the 2001 Bonds including collecting revenues until the final maturity in 2016 and determining the point in time when the 2001 Bonds can be legally defeased.
- Evaluate the ability to eliminate general property tax levy support for the 2001 Bonds.
- Create a plan for managing the annual collection of tax increment revenues and the balances in the Debt Service Fund and the Capital Project Fund for TIF 1.

To accomplish these objectives, Northland will undertake the following tasks:

1. Collect any additional information needed to conduct the study.
2. Create cash flow model to test financial alternatives.
3. Identify and analyze options for payment of 2001 Bonds.
4. Prepare written summary of preliminary findings.
5. Meet with staff to explain findings and seek guidance.
6. Prepare written findings and recommended debt/TIF management plan.
7. Submit findings to Mary Ippel for review and comment.
8. Present final findings and recommendation to City Council.

Northland will perform these services for a cost not to exceed \$2,560. This amount includes staff time and billable expenses to complete the scope of work.

Please let me know if you have any questions or needs to alter the proposed scope of work. I am happy to make changes so that our services better fit your needs.

Sincerely,

A handwritten signature in black ink that reads "Rusty Fifield". The signature is written in a cursive, slightly slanted style.

Rusty Fifield

Director of Northland Strategies/Senior Vice President



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

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DATE: June 3, 2010  
TO: City Council  
FROM: Mitchell Berg, City Administrator  
RE: City Administrator Update

#### City Administrator monthly summary

Below is a summary of some of the activities I have been doing since the last Council meeting:

- Participated on a TIF reporting workshop with the Office of the State Auditor
- Convened a meeting with both the Federal Railroad Authority and MNDOT to discuss both the train signal and train blockage issue on 10<sup>th</sup> Avenue North
- Met with the MWSCMO on a grant opportunity for the installation of rain gardens and on the County's land and water legacy program
- Chaired this quarter's Washington County City Administrator's luncheon
- Met with both a representative of Xcel and an employee from the King Plant to discuss the same train issues at the 10<sup>th</sup> Avenue North crossing
- Had lunch with the Fire Chief to discuss items relating to the Fire Department
- Met with a representative of the Minnesota Association of Small Cities to discuss legislative issues and LGA
- Convened a Riverfront Advisory Commission meeting
- Attended a meeting at the Met Council on a potential I&I grant opportunity
- Attended a meeting on a potential Emerald Ash Bore grant opportunity
- Began working on the 2011 budget
- Began working with our Health Care advisor on a new quotation for the 2011 fiscal year