

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
January 3, 2011**

**WORKSHOP (Zoning and land use regulation) 5:00 P.M.**

**REGULAR MEETING 6:00 P.M.**

**CALL TO ORDER**

**SWEARING IN OF MAYOR SUSAN ST. ORES (by City Administrator Berg )**

**SWEARING IN OF CITY COUNCILMEMBER MARK OSTERTAG (by Mayor St. Ores)**

**ROLL CALL (Mayor St. Ores and City Councilmembers Carlson, Hanson, Ostertag and Seeberger)**

**APPROVAL OF AGENDA**

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

1. The December recycling award recipient is Roger Zoldan who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County
2. Recognition of those who donated to and coordinated this year's Toys for Tots drive
3. Lifesaving award for Police Officer Justin Wilmes

**OPEN FORUM**

The open forum is a portion of the meeting to address the City Council on subjects that are not part of the meeting agenda. The City Council may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed.

*A total of 15 minutes is allotted for the public comment period (not 15 minutes per person).*

- 1.
- 2.

**CONSENT AGENDA**

**TAB #**

**Consider a resolution adopting items 1 through 10**

- |  |    |
|--|----|
| 1. December 6, 2010 City Council regular meeting minutes   | 1  |
| 2. December payables and receipts  | 2  |
| 3. December building, plumbing and mechanical permit report  | 3  |
| 4. PERA declaration for part-time police officer Justin Wilmes ( <i>Resolution 11-___</i> )                            | 4  |
| 5. Ordinance summary of Chapter 18 – Buildings and building regulations, Article 3 - Vacant buildings, for publication | 5  |
| 6. Consider renewal of safety consulting and training services for city employees                                      | 6  |
| 7. Approve \$50.00 donations to Fire and Police Departments from Jeff and Donna Todd                                   | 7  |
| 8. Adoption of Part II of the city's Wellhead Protection Plan  | 8  |
| 9. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2011                          | 9  |
| 10. Fire protection and rescue service contracts   | 10 |

**RIVERFRONT ADVISORY COMMISSION REPORT**

**TAB #**

**COUNCIL LIAISON REPORTS**

**UNFINISHED BUSINESS**

- 1. Consider an appointment to the Library Board 11

**NEW BUSINESS**

- 1. Consider proposals for auditing services for fiscal years 2010, 2011, and 2012 12
- 2. Set City Council meeting dates for 2011 13
- 3. Consider appointments, designations, and City Council liaison assignments for 2011 14

**COUNCIL ITEMS AND ANNOUNCEMENTS**

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

- 1. City Administrator update 15

**CLOSED SESSION**

- 1. Pursuant to Minnesota Statute Chapter 13D to consider labor negotiation strategies 16

**ADJOURNMENT**

**RESOLUTION NO. 11-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD  
JANUARY 3, 2011**

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 3<sup>rd</sup> day of January 2011, 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  
JANUARY 3, 2011 CITY COUNCIL AGENDA**

1. December 6, 2010 City Council regular meeting minutes
2. December payables and receipts
3. December building, plumbing and mechanical permit report
4. PERA declaration for part-time police officer Justin Wilmes (*Resolution 11-\_\_*)
5. Ordinance summary of Chapter 18 – Buildings and building regulations, Article 3 - Vacant buildings, for publication
6. Consider renewal of safety consulting and training services for city employees
7. Approve \$50.00 donations to Fire and Police Departments from Jeff and Donna Todd
8. Adoption of Part II of the city's Wellhead Protection Plan
9. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2011
10. Fire protection and rescue service contracts

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

Susan St. Ores –	Mark Ostertag –
Connie Carlson –	Judy Seeberger –
Michele Hanson –	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 3<sup>rd</sup> day of January 2011.

ATTEST:

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

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

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

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of December 6, 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, Michele Hanson, Torry Kraftson and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Library Director Kathy MacDonald, Engineer Barry Peters, Assistant City Administrator/Planner Sara Taylor, and Attorney Nick Vivian

**APPROVAL OF AGENDA**

Administrator Berg stated the city had received a petition for a local improvement project for an emergency water service repair and requested the item be considered under New Business.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve the amended December 6, 2010 agenda, adding New Business item #9, *Consider local improvement project for emergency water main repair*. Motion carried.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The November recycling award went to Kathleen Cassidy.
2. Mayor Nowaczek thanked several residents for service to the city, as they end their terms on various boards and commissions. Receiving recognition were Sandy Ness, Library Board; Jennifer Schneider, Planning Commission; and Tom Mabie, Planning Commission.
3. Administrator Berg recognized and thanked outgoing City Councilmembers, Mayor Jon Nowaczek and Councilmember Torry Kraftson. He indicated a recognition event is being planned for late January in honor of outgoing board and commission members. Information will be posted on the city's website. Councilmember Kraftson and Mayor Nowaczek thanked staff and residents for their assistance and support during their terms of service.

**OPEN FORUM**

1. Al Schultz, 580 6<sup>th</sup> Avenue North, voiced his concerns with the new gas and electric franchise fees that were recently adopted by the City Council. Mayor Nowaczek noted the City Council had much discussion prior to approving the franchise fees.

**CONSENT AGENDA**

Mayor Nowaczek read items 1-16 on the consent agenda.

1. November 8, 2010 City Council regular meeting minutes
2. November payables and receipts
3. November building, plumbing and mechanical permits report

4. Non-union employee holidays for 2011
5. Refuse hauling license renewals for 2011
6. Tobacco license renewals for 2011
7. Liquor license renewals for 2011
8. Certification of past due refuse collection bills to 2010 property taxes
9. Budgeted fund transfers for 2010
10. Renewal of employee insurance policies
11. Hiring of Justin Wilmes as a part-time police officer
12. Special event application for Clark wedding at Lakeside Park on Saturday, August 27, 2011
13. Payment request to Miller Excavating per contract for Barker's Alps Park improvements
14. Payment request to MSCWMO for Perro Creek Improvement project
15. Snow removal agreement with Mn/DOT for trunk highways within Bayport
16. Designating January 3, 2011 as the next regular City Council meeting date

Councilmember Carlson introduced the following resolution, amending #16 to include a 5:00 p.m. joint workshop with the Planning Commission regarding land use and zoning regulations, on Monday, January 3, 2011, and moved its adoption:

**Resolution 10-31**

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE  
DECEMBER 6, 2010 CITY COUNCIL AGENDA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

**SWEARING IN OF POLICE OFFICER JUSTIN WILMES**

Mayor Nowaczek administered the Oath of Office to Justin Wilmes, Bayport Police Department officer.

**PUBLIC HEARINGS**

Certification of past due water/sewer bills to 2010 property taxes: The public hearing is being held as part of the city's due process, pursuant to Chapter 444 of the Minnesota State Statutes, for property owners wishing to contest addition of these past due charges to their 2010 property tax statement.

Mayor Nowaczek opened the public hearing and no comment was given.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to close the public hearing. Motion carried.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to accept staff's recommendation to levy the presented list of water and sewer billings to Washington County for assessment to the 2010 property taxes. Motion carried.

Public input on 2011 city budget and levy: Administrator Berg reviewed the background of the proposed 2011 budget process, noting the proposed 2011 tax levy is \$1,113,798.00, which is a 6.89% increase from last year. Budget and levy trends were reviewed, as well as the estimated property tax impact. The majority of property owners should see less than a 2% increase in their local property taxes as a result of the proposed city budget. He noted the city may need to amend the 2011 budget midyear depending upon the amount of local government aid (LGA) received from the state. The city's LGA for 2008-2010 was cut by approximately \$280,000.00. Administrator Berg indicated contingencies were

built into the proposed budget which will hopefully offset any cuts in LGA. Mayor Nowaczek inquired about the projects added to the 2011 CIP since the preliminary plan was approved in September. Administrator Berg reported that some of the projects could be deferred if necessary, but the majority is proposed as part of a rotating schedule to replace aging equipment and infrastructure. Mayor Nowaczek encouraged staff to consider a proactive street reconstruction/replacement program for the city's aging streets and related infrastructure.

Mayor Nowaczek opened the floor for public comment. John Wertish, Xcel Energy, commended city staff and councilmembers for being prudent in their deliberations regarding implementation of the gas and electric franchise fees. Mayor Nowaczek noted the uncertainty of available funding due to shifting property values and the state's financial crisis and recognized the need to adjust the budget mid-course, if needed. Councilmember Kraftson thanked current and former staff for their creativity and flexibility with the proposed budget and for making sacrifices to make the budget work.

Councilmember Kraftson introduced the following resolution and moved its adoption:

**Resolution 10-32**

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING BUDGETS FOR THE GENERAL FUND, SPECIAL LIBRARY FUND, DRUG  
FORFEITURE FUND, WATER FUND, SEWER FUND, TRUNK WATER AND TRUNK  
SEWER UTILITY CAPITAL IMPROVEMENT FUND, FIRE EQUIPMENT REPLACEMENT  
FUND, PUBLIC WORKS EQUIPMENT REPLACEMENT FUND, TAX STABILIZATION  
FUND, RECREATION CAPITAL EQUIPMENT MAINTENANCE FUND, CEMETERY  
CAPITAL IMPROVEMENT FUND, POLICE EQUIPMENT REPLACEMENT FUND, OFFICE  
AUTOMATION FUND, RESTRICTED INVESTMENT FUND, AND PARK IMPROVEMENT  
FUND FOR THE YEAR 2011**

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
Michele Hanson – abstain	

Councilmember Seeberger introduced the following resolution and moved its adoption:

**Resolution 10-33**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2011 THROUGH 2015**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – abstain	

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 10-34**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE  
YEAR 2011 BUDGET AT \$1,113,798.00**

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

Jon Nowaczek – aye	Torry Kraftson – aye	Michele Hanson – abstain
Connie Carlson – aye	Judy Seeberger – aye	

## **RIVERFRONT ADVISORY COMMISSION REPORT**

Commission member Jim Selmecki provided an update on the November 9, 2010 meeting, noting the group had finalized its vision statement and prioritization of its goals and objectives. A public meeting will be scheduled in January to present the commission's proposals and gather resident feedback, prior to presenting the commission's final report to the City Council. The next meeting is scheduled for Tuesday, December 14, 2010, 6:00 p.m., at Bayport City hall.

## **COUNCIL LIAISON REPORTS**

Councilmember Seeberger reported the November and December Planning Commission meetings were cancelled due to lack of business, and the next meeting is scheduled for Tuesday, January 18, 2011.

Councilmember Kraftson noted the November meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) was cancelled and the next meeting is scheduled for Thursday, December 9, 2010, 7:00 p.m., at the Valley Ridge Mall. As this will be his last MSCWMO meeting, he will provide an update on relevant matters to the new City Council liaison.

Councilmember Carlson reported on the November 18, 2010 meeting of the Library Board, noting the library will be reopening on Wednesdays from 4:00-8:00 p.m., beginning January 5, 2011. The deadline for applying for the open position on the board has been extended to December 15<sup>th</sup>, and she recognized outgoing Board president, Sandy Ness, for her nine years of service. Ms. Ness and Mayor Nowaczek encouraged residents to consider serving on the Library Board. The next meeting is scheduled for Thursday, December 30, 2010, 6:00 p.m., at the library and the public is invited to attend.

Councilmember Carlson stated the Cable Commission did not meet in November. The Cable Commission is partnering with other Valley Ridge Mall merchants to offer "Breakfast with Santa," on Saturday, December 11<sup>th</sup>, 9:00 a.m.-12:00 p.m.

## **UNFINISHED BUSINESS**

Consider adopting a city fleet vehicle safety policy: Administrator Berg stated that the policy was revised to reflect input from the city's union members and recommended approval of the revised policy. Councilmember Hanson recommended expanding the driver rules and impaired driving sections to include prohibiting consumption of "any substance" that may affect driving ability. Administrator Berg noted the city has less formal policies in effect; however, the proposed comprehensive policy was generated upon the recommendation of the city's loss control consultant, the League of Minnesota Cities.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to adopt the city fleet vehicle safety policy as presented, with amendments to sections III and IV to include prohibiting consumption of any substance that may affect driving ability. The motion was amended to reflect that the new policy will supersede all existing city policies. Motion carried.

## **NEW BUSINESS**

Consider a request from the Bayport Girl Scouts to assist with funding to construct benches for Perro Park ice rink: Mattie Meissner and other members of Bayport Girl Scout Troop #50515 presented their proposal to build three outdoor benches for the Perro Park ice rink, as part of earning their Bronze Award. It was noted the benches could be used year-round and would be available within a month, once approved.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to approve the bench project proposed by Bayport Girl Scout Troop #50515, with funding of up to \$477.00 from #204

Recreation Capital Equipment Maintenance Fund. Motion carried 4-0, with Councilmember Hanson abstaining.

Consider reappointments to the Library Board:

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to reappoint Mary Goulette and Mary-Clare Holst to the Bayport Public Library Board of Trustees. Motion carried.

Consider reappointments to the Planning Commission: Assistant City Administrator/Planner Taylor noted that as of December 31, 2010, there would be two vacant seats, as Tom Mabie has elected not to be reappointed and Jennifer Schneider has met her term limit. Three applicants for the seats were interviewed and staff is recommending the appointment of Todd Gilles and Joe Ritzer to three-year terms on the Planning Commission, beginning January 1, 2011. Planner Taylor thanked all applicants who applied, with special thanks and recognition to Jenny Schneider for her 15 years of service and Tom Mabie for his six years of service.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to appoint Todd Gilles and Joe Ritzer each to a three-year term on the Planning Commission. Motion carried.

Consider a resolution accepting a petition, awarding the contract, and authorizing the preparation of plans and specifications for a curb, gutter, and stormwater improvement project on First Avenue North: Administrator Berg reviewed a request from Barry Torgerson, the owner of 221 and 205 First Avenue North, to install curb, gutter and related stormwater improvements along his property. Quotes were previously solicited for the project, in connection with the 2<sup>nd</sup> Avenue Improvement Project; however, the required petition paperwork was not received in time to consider the project last month. Staff recommends accepting the petition as complete and awarding the engineering work to the City of Stillwater to complete the feasibility study, plans and specifications, and inspections for a cost not to exceed \$1,800.00. Public Works Supervisor Horak noted the project would address drainage issues and be a great improvement for the area.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 10-35**

**RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT FOR THE FIRST AVENUE NORTH IMPROVEMENT PROJECT**

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

Jon Nowaczek – aye	Torry Kraftson – abstain
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Consider adopting a vacant building registration ordinance: Administrator Berg indicated the state passed legislation to permit cities to charge a vacant building registration fee which could be used to cover the increased costs cities are experiencing in dealing with vacant/foreclosed properties. Attorney Vivian added the proposed ordinance would also provide an incentive for national lenders to aggressively market and care for foreclosed properties, hopefully avoiding nuisance-type issues with vacant properties. Clarification followed on fees for properties that are planned for demolition and the intent that the new owner would be subject to the ordinance provisions.

Councilmember Carlson introduced the following ordinance, clarifying that the new owner would be subject to the ordinance provisions, and moved its adoption:

**Ordinance #825**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
AMENDING CHAPTER 18-BUILDINGS AND BUILDING REGULATIONS, ARTICLE III OF  
THE BAYPORT CITY CODE PROVIDING FOR THE SECURING OF VACANT BUILDINGS**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Attorney Vivian reviewed the city’s policy on dealing with neglected properties and encouraged residents to report nuisance properties to City Hall.

Consider amending Appendix D – Fee schedule of the Bayport City Code: Staff presented recommended changes to the city’s fee schedule for 2011, and Mayor Nowaczek questioned increasing the liquor license fees at this time, due to the challenging business climate. Discussion followed on the proposed out-of-state investigation fee and the pros and cons of increasing the liquor licensing fees. It was noted liquor establishments have already paid their 2011 license fees and the proposed fees would affect the 2012 license renewals.

Councilmember Seeberger introduced the following ordinance, amending the out-of-state liquor, wine, tavern investigation fee to \$2,000.00, plus costs incurred, up to the statutory maximum of \$10,000.00, and moved its adoption:

**Ordinance #826**

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

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

Jon Nowaczek – nay	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Consider rehabilitation of well #3 and associated wellhouse: Administrator Berg and Public Works Supervisor Horak reviewed the proposal to prepare plans to solicit quotes for making repairs to the city’s aging well #3 and its associated wellhouse. Administrator Berg recommended moving forward with the project and soliciting separate quotes for the different scope of work needed. He recommended utilizing the city’s engineer for the engineering services because of their background knowledge with the city’s water utilities. Supervisor Horak stated architectural improvements should be assessed at this time since the wellhouse is located at Village Green Park. Funding for the project would come from the water improvement fund.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to authorize Short, Elliott, Hendrickson, to prepare plans and solicit quotes for improvements to well #3 and associated wellhouse. Motion carried.

Consider adopting an employee criminal conviction policy: The policy was drafted proactively to provide direction to staff should an employee be convicted of a crime resulting in incarceration. The policy states that the employee would need to take unpaid leave if incarcerated. Discussion followed on broadening the scope of the policy, reviewing how the city’s personnel policy addresses criminal

convictions, and removing work release from the required unpaid leave of absences and handling these situations on a case-by-case basis.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to approve the proposed employee criminal conviction policy, removing “work release” from the second paragraph of Section V-Procedures. Motion carried.

Consider local improvement project for emergency water main repair: Public Works Supervisor Horak stated the water service from the main to the property at 338 5<sup>th</sup> Street North is failing and needs to be repaired. Public Works recommended replacing the water lateral to 354 5<sup>th</sup> Street North at the same time because the two curb stops are in close proximity, alleviating the need to re-excavate the street if the property at 354 5<sup>th</sup> Street North failed. Administrator Berg stated the city had received the proper petitions from both homeowners to proceed with the work and assess the costs to the homeowners. Councilmember Kraftson suggested getting a second bid for the work. Supervisor Horak indicated he encouraged the homeowners to get alternate bids; however, many contractors are not interested in this type of work, due to the configuration of the city’s utilities. Attorney Vivian clarified that the motion for consideration would be to direct staff to prepare a resolution declaring the adequacy of the homeowners’ petitions, order the project, authorize the city administrator to administer the project at his discretion, and to simultaneously approve the resolution.

Mayor Nowaczek introduced the following resolution and moved its adoption:

**Resolution 10-36**

**A RESOLUTION DECLARING ADEQUACY OF A PETITION, ACCEPTING A FEASIBILITY REPORT, AND AWARDING AND ORDERING AN IMPROVEMENT PROJECT FOR 338 AND 354 5<sup>TH</sup> STREET NORTH**

The motion for adoption of the foregoing resolution was duly seconded by Councilmember Kraftson, who noted the motion is for a water improvement project, not a street improvement project, and upon roll call being taken thereon, the following vote via voice on the amended motion:

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

**COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Seeberger announced a meeting of the Beyond the Yellow Ribbon consortium on Thursday, December 9, 2010, 5:30 p.m., at the Oak Park Heights City Hall. The public is invited.
2. Councilmember Kraftson commended the city’s Public Works staff for the good job they did during recent snow events.

**CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS**

1. Administrator Berg stated the city received nine responses to its request for quotes for auditing services for three years, with quotes in the range of \$39,000.00-\$78,000.00. A recommendation will be made for consideration at the January City Council meeting.
2. He reminded residents interested in serving on the Library Board to get their applications in by December 15, 2010.
3. City Councilmembers will be attending a League of Minnesota Cities orientation session for elected officials on February 25-26, 2011. City staff will be providing an orientation session for the City Council on December 7, 2010, 3:00 p.m., at City Hall, and four separate department orientations are being scheduled for Wednesdays in February. Mayor Nowaczek recommended continuing the practice of quarterly department reviews to promote the lines of communication between department heads and councilmembers.

**ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to adjourn the meeting at 8:10 p.m. Motion carried.

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City Administrator/Clerk

CITY OF BAYPORT

12/30/10 12:19 PM

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REVENUE SUMMARY YTD THRU 12/31/10

FUND	FUND Descr	2010 Budget	2010 YTD Amt	2010 % of Budget	2010 % of Budget Remain
101	GENERAL	\$1,892,354.12	\$1,344,966.22	71.07%	28.93%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
103	G O 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	\$16,445.98	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$75,200.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$2,767.53	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$165,075.60	0.00%	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$4,076.69	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$102,489.83	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$13,000.00	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	\$664.34	0.00%	0.00%
211	LIBRARY	\$255,796.00	\$205,566.81	80.36%	19.64%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$30,022.85	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$2,500.00	0.00%	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$7,327.50	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$6,800.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$7,850.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$307,454.00	\$78,956.41	25.68%	74.32%
602	SEWER	\$680,241.00	\$217,142.93	31.92%	68.08%
800	INVESTMENTS-POOLED	\$0.00	\$462,868.64	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$101,347.81	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,135,845.12	\$2,845,069.14	90.73%	9.27%

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: DECEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	12/14/2010	\$25.00	1380 ASSESSMENT SEARCH ACCESS INFOR	R 101-00000-34105 USER FE
101	12/16/2010	\$25.00	1383 ASSESSMENT SEARCH CASTERTON TI	R 101-00000-34105 USER FE
101	12/16/2010	\$25.00	1384 ASSESSMENT SEARCH ACCESS INFOR	R 101-00000-34105 USER FE
101	12/22/2010	\$14,559.00	138 2010 PROPERTY/CASUALTY DIVIDEND	R 101-00000-36250 REFUND -
101	12/13/2010	-\$200.00	93 TRANSFER CEMETERY DEPT 101 TO 20	G 101-10100 CASH
101	12/13/2010	-\$2,500.00	94 TRANSFER 101 CEMETERY FUND TO C	G 101-10100 CASH
101	12/13/2010	-\$40,000.00	95 TRANSFER STREET DEPT 101 TO 203 P	G 101-10100 CASH
101	12/13/2010	-\$6,000.00	96 TRANSFER POLICE DEPT 101 TO POLIC	G 101-10100 CASH
101	12/13/2010	-\$75,000.00	97 TRANSFER FIRE DEPT. 101 TO FIRE EQ	G 101-10100 CASH
101	12/13/2010	-\$400.00	98 TRANSFER MAYOR & COUNCIL 101 TO	G 101-10100 CASH
101	12/13/2010	-\$2,500.00	99 TRANSFER ADMINISTRATION 101 TO A	G 101-10100 CASH
101	12/13/2010	-\$475.00	100 TRANSFER STREET MAINT. 101 TO OFF	G 101-10100 CASH
101	12/13/2010	-\$475.00	101 TRANSFER PARK DEPT. 101 TO OFFICE	G 101-10100 CASH
101	12/13/2010	-\$350.00	104 TRANSFER MAYOR & COUNCIL 101 TO	G 101-10100 CASH
101	12/13/2010	-\$3,000.00	105 TRANSFER ADMINISTRATION 101 TO M	G 101-10100 CASH
101	12/13/2010	-\$2,000.00	106 TRANSFER FIRE DEPT 101 TO MUNICIP	G 101-10100 CASH
101	12/13/2010	-\$500.00	107 TRANSFER STREET MAINT. 101 TO MU	G 101-10100 CASH
101	12/13/2010	-\$2,000.00	110 TRANSFER PLANNING & ZONING 101 T	G 101-10100 CASH
101	12/20/2010	\$2,100.00	1381 SAC	G 101-20102 S A C CHARGE
101	12/22/2010	\$3.50	142 TRANSAMERIA CONST.	G 101-20104 STATE SURCHA
101	12/29/2010	\$5.00	143 REIBEL HEATING - MC2010-51	G 101-20104 STATE SURCHA
101	12/6/2010	\$5.00	1373 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/7/2010	\$5.00	1375 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	12/6/2010	\$30.00	1376 BUILDING SURCHARGE Matt Hogberg, #	G 101-20104 STATE SURCHA
101	12/6/2010	\$5.00	1376 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/9/2010	\$5.00	1377 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	12/20/2010	\$137.50	1381 BUILDING SURCHARGE Main Street Buil	G 101-20104 STATE SURCHA
101	12/21/2010	\$5.00	1386 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	12/20/2010	\$5.00	1387 PLUMBING SURCHARGE - COMMERCIA	G 101-20104 STATE SURCHA
101	12/21/2010	\$12.50	1389 BUILDING SURCHARGE Lindus Construct	G 101-20104 STATE SURCHA
101	12/29/2010	\$48.00	1399 BUILDING SURCHARGE GEORGE SIEG	G 101-20104 STATE SURCHA
101	12/29/2010	\$1.10	1400 BUILDING SURCHARGE CARL MCMULL	G 101-20104 STATE SURCHA
101	12/7/2010	\$38.20	1372 DELTA DENTAL DENTAL PREMIUM CK #	G 101-27107 DELTA DENTAL
101	12/2/2010	\$33.31	1371 MEDICA Farnham, #1097709876	G 101-27109 MEDICA
101	12/7/2010	\$509.65	1372 MEDICA MEDICAL PREMIUM CK # 4338	G 101-27109 MEDICA
101	12/21/2010	\$842.75	1385 MEDICA COBRA TODAY CHECK # 60065	G 101-27109 MEDICA
101	12/7/2010	\$14.50	1372 LIFE INS. - LIFE INS PREMIUM CK # 433	G 101-27118 LINCOLN LIFE
101	12/2/2010	\$58.34	1371 HEALTH SAVING ACCT. Farnham, #1097	G 101-27122 H S A
101	12/7/2010	\$208.34	1372 HEALTH SAVING ACCT. H S A PREMIUM	G 101-27122 H S A
101	12/13/2010	\$400.00	98 TRANSFER MAYOR & COUNCIL 101 TO	E 101-41200-438 TRANSFER
101	12/13/2010	\$350.00	104 TRANSFER MAYOR & COUNCIL 101 TO	E 101-41200-439 TRANSFER
101	12/22/2010	\$84.00	141 JURY REIMBURSEMENT/NOV&DEC	E 101-41400-101 WAGES AN
101	12/13/2010	\$2,500.00	99 TRANSFER ADMINISTRATION 101 TO A	E 101-41400-438 TRANSFER
101	12/13/2010	\$3,000.00	105 TRANSFER ADMINISTRATION 101 TO M	E 101-41400-439 TRANSFER
101	12/29/2010	\$50.00	143 REIBEL HEATING - MC2010-51	R 101-41910-32100 BUSINES
101	12/7/2010	\$30.00	1378 CONTRACTOR LICENSE - SPECIALTY B	R 101-41910-32100 BUSINES
101	12/29/2010	\$32.00	145 BRADLEY NELSON - SIGN PERMIT	R 101-41910-32200 NONBUSI
101	12/22/2010	\$147.50	142 TRANSAMERIA CONST.	R 101-41910-32210 BUILDING
101	12/6/2010	\$756.75	1376 BUILDING PERMIT Matt Hogberg, #249	R 101-41910-32210 BUILDING
101	12/6/2010	\$491.89	1376 PLAN REVIEW M. Hogberg	R 101-41910-32210 BUILDING
101	12/20/2010	\$2,106.75	1381 BUILDING PERMIT Main Street Builders, #	R 101-41910-32210 BUILDING
101	12/20/2010	\$1,369.39	1381 PLAN REVIEW	R 101-41910-32210 BUILDING
101	12/20/2010	\$25.00	1387 PLAN REVIEW Horwitz, Inc., Check #2537	R 101-41910-32210 BUILDING
101	12/21/2010	\$413.00	1389 BUILDING PERMIT Lindus Construction, #	R 101-41910-32210 BUILDING
101	12/21/2010	\$268.45	1389 PLAN REVIEW	R 101-41910-32210 BUILDING
101	12/29/2010	\$667.39	1399 BUILDING PERMIT GEORGE SIEGFRIED	R 101-41910-32210 BUILDING
101	12/29/2010	\$1,026.75	1399 BUILDING PERMIT GEORGE SIEGFRIED	R 101-41910-32210 BUILDING
101	12/29/2010	\$88.50	1400 BUILDING PERMIT CARL MCMULLEN C	R 101-41910-32210 BUILDING
101	12/6/2010	\$75.00	1373 PLUMBING PERMIT - RESIDENTIAL Vall	R 101-41910-32220 PLUMBIN
101	12/6/2010	\$75.00	1376 PLUMBING PERMIT - RESIDENTIAL Matt	R 101-41910-32220 PLUMBIN

**CITY OF BAYPORT**  
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FUND	Tran Date	Amount	Refer Comments	Account Descr
101	12/20/2010	\$100.00	1387 PLUMBING PERMIT - COMMERCIAL Hor	R 101-41910-32220 PLUMBIN
101	12/29/2010	\$75.00	143 REIBEL HEATING - MC2010-51	R 101-41910-32230 MECHANI
101	12/7/2010	\$75.00	1375 MECHANICAL PERMIT - RESIDENTIAL B	R 101-41910-32230 MECHANI
101	12/9/2010	\$75.00	1377 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI
101	12/21/2010	\$75.00	1386 MECHANICAL PERMIT - RESIDENTIAL B	R 101-41910-32230 MECHANI
101	12/13/2010	\$2,000.00	110 TRANSFER PLANNING & ZONING 101 T	E 101-41910-438 TRANSFER
101	12/22/2010	\$12.00	141 JURY REIMBURSEMENT/NOV&DEC	E 101-42100-101 WAGES AN
101	12/9/2010	\$45.00	133 CELL PHONE REIMBURSEMENT/CASH	E 101-42100-321 COMMUNIC
101	12/2/2010	\$25.00	1374 PEDDLER LICENSE Lisa Cox	R 101-42100-33100 ADMINIST
101	12/29/2010	\$283.75	144 JEANNE PECHMAN VEH/TOW & REPOR	R 101-42100-34105 USER FE
101	12/29/2010	\$1.00	144 JEANNE PECHMAN VEH/TOW & REPOR	R 101-42100-34201 POLICE A
101	12/16/2010	\$1.25	1379 POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	12/16/2010	\$6.50	1382 POLICE REPORTS BYE,GOFF & ROHDE	R 101-42100-34201 POLICE A
101	12/22/2010	\$853.08	139 SAFE & SOBER - OCT BELTS/CHILD SE	R 101-42100-36233 GRANTS
101	12/13/2010	\$6,000.00	96 TRANSFER POLICE DEPT 101 TO POLIC	E 101-42100-437 TRANSFER
101	12/22/2010	\$311.23	140 FIRE PROTECTION PERMIT-NOV	R 101-42200-32200 NONBUSI
101	12/20/2010	\$20.00	1388 BURNING PERMIT Russ Smith, DNR (CA	R 101-42200-32200 NONBUSI
101	12/13/2010	\$75,000.00	97 TRANSFER FIRE DEPT. 101 TO FIRE EQ	E 101-42200-437 TRANSFER
101	12/13/2010	\$2,000.00	106 TRANSFER FIRE DEPT 101 TO MUNICIP	E 101-42200-439 TRANSFER
101	12/13/2010	\$40,000.00	95 TRANSFER STREET DEPT 101 TO 203 P	E 101-43100-437 TRANSFER
101	12/13/2010	\$475.00	100 TRANSFER STREET MAINT. 101 TO OFF	E 101-43100-438 TRANSFER
101	12/13/2010	\$500.00	107 TRANSFER STREET MAINT. 101 TO MU	E 101-43100-439 TRANSFER
101	12/13/2010	\$475.00	101 TRANSFER PARK DEPT. 101 TO OFFICE	E 101-43200-438 TRANSFER
101	12/13/2010	\$200.00	93 TRANSFER CEMETERY DEPT 101 TO 20	E 101-43300-437 TRANSFER
101	12/13/2010	\$2,500.00	94 TRANSFER 101 CEMETERY FUND TO C	E 101-43300-440 TRANSFER
<b>FUND 101 GENERA</b>		<b>\$28,372.87</b>		
<b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>				
200	12/13/2010	-\$75,000.00	97 TRANSFER FIRE DEPT. 101 TO FIRE EQ	R 200-00000-37301 TRANSFE
200	12/13/2010	\$75,000.00	97 TRANSFER FIRE DEPT. 101 TO FIRE EQ	G 200-10100 CASH
<b>FUND 200 FIRE EQ</b>		<b>\$0.00</b>		
<b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>				
203	12/13/2010	-\$5,000.00	91 TRANSFER 601 TO 203	R 203-00000-37301 TRANSFE
203	12/13/2010	-\$115,000.00	92 TRANSFER 602 TO 203 PW	R 203-00000-37301 TRANSFE
203	12/13/2010	-\$200.00	93 TRANSFER CEMETERY DEPT 101 TO 20	R 203-00000-37301 TRANSFE
203	12/13/2010	-\$40,000.00	95 TRANSFER STREET DEPT 101 TO 203 P	R 203-00000-37301 TRANSFE
203	12/13/2010	\$5,000.00	91 TRANSFER 601 TO 203	G 203-10100 CASH
203	12/13/2010	\$115,000.00	92 TRANSFER 602 TO 203 PW	G 203-10100 CASH
203	12/13/2010	\$200.00	93 TRANSFER CEMETERY DEPT 101 TO 20	G 203-10100 CASH
203	12/13/2010	\$40,000.00	95 TRANSFER STREET DEPT 101 TO 203 P	G 203-10100 CASH
<b>FUND 203 PUBLIC</b>		<b>\$0.00</b>		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>				
206	12/9/2010	\$36.17	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/9/2010	\$62.48	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/9/2010	\$6.99	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	12/9/2010	\$6,273.03	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	12/22/2010	\$7.69	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/22/2010	\$4.75	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/9/2010	\$8.34	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	12/9/2010	\$11,469.86	134 WESLEY'S BAY RIDGE WATER CONNE	R 206-41900-37106 TRUNK W
206	12/9/2010	\$68,497.00	135 EMERALD FALLS UPAD WATER CHAR	R 206-41900-37106 TRUNK W
<b>FUND 206 WATER/</b>		<b>\$86,366.31</b>		
<b>FUND 207 PARK IMPROVEMENT FUND</b>				
207	12/20/2010	\$1,000.00	1381 PARK DEDICATION Main Street Builders	R 207-00000-34780 PARK FE

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FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 211 LIBRARY</b>				
211	12/28/2010	\$15.90	1391 LIBRARY SERVICE CHARGE MARY HAN	R 211-45500-34760 LIBRARY
211	12/28/2010	\$3.30	1391 LIBRARY SERVICE CHARGE ANNA DAY	R 211-45500-34760 LIBRARY
211	12/28/2010	\$13.00	1391 LIBRARY SERVICE CHARGE MARY BAL	R 211-45500-34760 LIBRARY
211	12/28/2010	\$8.00	1391 LIBRARY SERVICE CHARGE GEORGIA	R 211-45500-34760 LIBRARY
211	12/28/2010	\$8.00	1391 LIBRARY SERVICE CHARGE KEVIN SC	R 211-45500-34760 LIBRARY
211	12/28/2010	\$15.00	1391 LIBRARY SERVICE CHARGE ANN EWIN	R 211-45500-34760 LIBRARY
211	12/28/2010	\$31.00	1391 LIBRARY SERVICE CHARGE TERESA J	R 211-45500-34760 LIBRARY
211	12/28/2010	\$8.00	1391 LIBRARY SERVICE CHARGE TERESA J	R 211-45500-34760 LIBRARY
211	12/28/2010	\$7.95	1391 LIBRARY SERVICE CHARGE MIKE SANI	R 211-45500-34760 LIBRARY
211	12/28/2010	\$225.00	1393 LIBRARY RENT STILLWATER SCHOOLS	R 211-45500-36220 RENTAL I
211	12/28/2010	\$50.00	1393 LIBRARY RENT SHAUNEE TAVES CK #	R 211-45500-36220 RENTAL I
211	12/28/2010	\$190.00	1393 LIBRARY RENT ANDERSEN CORP. CK #	R 211-45500-36220 RENTAL I
211	12/28/2010	\$40.00	1393 LIBRARY RENT MEDICA - CK # 650868	R 211-45500-36220 RENTAL I
211	12/28/2010	\$50.00	1394 LIBRARY DONATIONS SHIRLEY NEESO	R 211-45500-36230 DONATIO
211	12/28/2010	\$45,000.00	1396 LIBRARY GRANTS FIRST STATE BANK	R 211-45500-36233 GRANTS
211	12/28/2010	\$25.95	1395 LIBRARY REFUNDS & REIMB. PROF FE	R 211-45500-36240 REFUND
FUND 211 LIBRAR		\$45,691.10		
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>				
412	12/13/2010	-\$2,500.00	94 TRANSFER 101 CEMETERY FUND TO C	R 412-00000-37301 TRANSFE
412	12/13/2010	\$2,500.00	94 TRANSFER 101 CEMETERY FUND TO C	G 412-10100 CASH
FUND 412 CEMETE		\$0.00		
<b>FUND 413 POLICE EQUIPMENT FUND</b>				
413	12/13/2010	-\$6,000.00	96 TRANSFER POLICE DEPT 101 TO POLIC	R 413-00000-37301 TRANSFE
413	12/13/2010	\$6,000.00	96 TRANSFER POLICE DEPT 101 TO POLIC	G 413-10100 CASH
FUND 413 POLICE		\$0.00		
<b>FUND 414 OFFICE AUTOMATION</b>				
414	12/13/2010	-\$400.00	98 TRANSFER MAYOR & COUNCIL 101 TO	R 414-00000-37301 TRANSFE
414	12/13/2010	-\$2,500.00	99 TRANSFER ADMINISTRATION 101 TO A	R 414-00000-37301 TRANSFE
414	12/13/2010	-\$475.00	100 TRANSFER STREET MAINT. 101 TO OFF	R 414-00000-37301 TRANSFE
414	12/13/2010	-\$475.00	101 TRANSFER PARK DEPT. 101 TO OFFICE	R 414-00000-37301 TRANSFE
414	12/13/2010	-\$475.00	102 TRANSFER WATER DEPT 601 TO OFFIC	R 414-00000-37301 TRANSFE
414	12/13/2010	-\$475.00	103 TRANSFER SEWER DEPT. 602 TO OFFI	R 414-00000-37301 TRANSFE
414	12/13/2010	-\$2,000.00	110 TRANSFER PLANNING & ZONING 101 T	R 414-00000-37301 TRANSFE
414	12/13/2010	\$400.00	98 TRANSFER MAYOR & COUNCIL 101 TO	G 414-10100 CASH
414	12/13/2010	\$2,500.00	99 TRANSFER ADMINISTRATION 101 TO A	G 414-10100 CASH
414	12/13/2010	\$475.00	100 TRANSFER STREET MAINT. 101 TO OFF	G 414-10100 CASH
414	12/13/2010	\$475.00	101 TRANSFER PARK DEPT. 101 TO OFFICE	G 414-10100 CASH
414	12/13/2010	\$475.00	102 TRANSFER WATER DEPT 601 TO OFFIC	G 414-10100 CASH
414	12/13/2010	\$475.00	103 TRANSFER SEWER DEPT. 602 TO OFFI	G 414-10100 CASH
414	12/13/2010	\$2,000.00	110 TRANSFER PLANNING & ZONING 101 T	G 414-10100 CASH
FUND 414 OFFICE		\$0.00		
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>				
415	12/13/2010	-\$350.00	104 TRANSFER MAYOR & COUNCIL 101 TO	R 415-00000-37301 TRANSFE
415	12/13/2010	-\$3,000.00	105 TRANSFER ADMINISTRATION 101 TO M	R 415-00000-37301 TRANSFE
415	12/13/2010	-\$2,000.00	106 TRANSFER FIRE DEPT 101 TO MUNICI	R 415-00000-37301 TRANSFE
415	12/13/2010	-\$500.00	107 TRANSFER STREET MAINT. 101 TO MU	R 415-00000-37301 TRANSFE
415	12/13/2010	-\$1,000.00	108 TRANSFER WATER DEPT. 601 TO MUNI	R 415-00000-37301 TRANSFE
415	12/13/2010	-\$1,000.00	109 TRANSFER SEWER DEPT. 602 TO MUNI	R 415-00000-37301 TRANSFE
415	12/13/2010	\$350.00	104 TRANSFER MAYOR & COUNCIL 101 TO	G 415-10100 CASH
415	12/13/2010	\$3,000.00	105 TRANSFER ADMINISTRATION 101 TO M	G 415-10100 CASH
415	12/13/2010	\$2,000.00	106 TRANSFER FIRE DEPT 101 TO MUNICI	G 415-10100 CASH
415	12/13/2010	\$500.00	107 TRANSFER STREET MAINT. 101 TO MU	G 415-10100 CASH
415	12/13/2010	\$1,000.00	108 TRANSFER WATER DEPT. 601 TO MUNI	G 415-10100 CASH
415	12/13/2010	\$1,000.00	109 TRANSFER SEWER DEPT. 602 TO MUNI	G 415-10100 CASH

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FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 415 MUNICIP		\$0.00		
<b>FUND 601 WATER</b>				
601	12/13/2010	-\$5,000.00	91 TRANSFER 601 TO 203	G 601-10100 CASH
601	12/13/2010	-\$475.00	102 TRANSFER WATER DEPT 601 TO OFFIC	G 601-10100 CASH
601	12/13/2010	-\$1,000.00	108 TRANSFER WATER DEPT. 601 TO MUNI	G 601-10100 CASH
601	12/9/2010	\$1.59	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	12/9/2010	\$10.12	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/22/2010	\$71.24	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/22/2010	\$4.40	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/9/2010	\$2.43	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	12/9/2010	\$65.62	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	12/9/2010	\$14.91	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/9/2010	\$653.24	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/9/2010	\$5.26	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX RE
601	12/22/2010	\$12.00	141 JURY REIMBURSEMENT/NOV&DEC	E 601-46120-101 WAGES AN
601	12/20/2010	\$1,000.00	1381 WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	12/6/2010	\$200.00	1376 WATER METER - TO 1 IN M. Hogberg	R 601-46120-34602 WATER M
601	12/20/2010	\$200.00	1381 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	12/20/2010	\$50.00	1381 WATER METER INSPECTION	R 601-46120-34603 WATER H
601	12/20/2010	\$50.00	1381 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	12/9/2010	\$26.98	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/22/2010	\$1.65	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/9/2010	\$35.00	132 NSF CHARGE - DAN ASMUS	R 601-46120-37110 WATER R
601	12/1/2010	\$25.00	1370 WATER SHUTOFF - BUS HRS HOME RE	R 601-46120-37110 WATER R
601	12/29/2010	\$25.00	1398 WATER SHUTOFF - BUS HRS JOSHUA	R 601-46120-37110 WATER R
601	12/13/2010	\$5,000.00	91 TRANSFER 601 TO 203	E 601-46120-437 TRANSFER
601	12/13/2010	\$475.00	102 TRANSFER WATER DEPT 601 TO OFFIC	E 601-46120-438 TRANSFER
601	12/13/2010	\$1,000.00	108 TRANSFER WATER DEPT. 601 TO MUNI	E 601-46120-439 TRANSFER
FUND 601 WATER		\$2,454.44		
<b>FUND 602 SEWER</b>				
602	12/13/2010	-\$115,000.00	92 TRANSFER 602 TO 203 PW	G 602-10100 CASH
602	12/13/2010	-\$475.00	103 TRANSFER SEWER DEPT. 602 TO OFFI	G 602-10100 CASH
602	12/13/2010	-\$1,000.00	109 TRANSFER SEWER DEPT. 602 TO MUNI	G 602-10100 CASH
602	12/9/2010	\$14.91	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	12/9/2010	\$52,275.20	0 UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLIN
602	12/9/2010	\$79.59	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	12/9/2010	\$2.43	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	12/22/2010	\$42.29	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	12/22/2010	\$4.40	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	12/9/2010	\$325.74	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	12/22/2010	\$12.00	141 JURY REIMBURSEMENT/NOV&DEC	E 602-46200-101 WAGES AN
602	12/20/2010	\$750.00	1381 SEWER CONNECTION	R 602-46200-34651 SEWER H
602	12/20/2010	\$50.00	1381 SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	12/13/2010	\$115,000.00	92 TRANSFER 602 TO 203 PW	E 602-46200-437 TRANSFER
602	12/13/2010	\$475.00	103 TRANSFER SEWER DEPT. 602 TO OFFI	E 602-46200-438 TRANSFER
602	12/13/2010	\$1,000.00	109 TRANSFER SEWER DEPT. 602 TO MUNI	E 602-46200-439 TRANSFER
FUND 602 SEWER		\$53,556.56		
		\$217,441.28		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 12/31/10

12 Month = 100.08

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$5,040.00	\$3,874.85	\$1,165.15	23.12%
41200	MAYOR & COUNCIL	\$133,020.00	\$142,691.43	-\$9,671.43	-7.27%
41240	RECYCLING	\$5,393.87	\$5,037.65	\$356.22	6.60%
41400	ADMINISTRATION	\$131,538.15	\$123,706.87	\$7,831.28	5.95%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$194,914.99	\$194,538.75	\$376.24	0.19%
41940	MUNICIPAL BUILDINGS	\$32,068.00	\$27,421.30	\$4,646.70	14.49%
42100	POLICE	\$647,138.50	\$642,077.46	\$5,061.04	0.78%
42200	FIRE PROTECTION	\$357,917.00	\$359,378.65	-\$1,461.65	-0.41%
43100	STREET MAINT	\$231,888.50	\$238,670.07	-\$6,781.57	-2.92%
43160	STREET LIGHTING	\$21,821.00	\$31,401.30	-\$9,580.30	-43.90%
43200	PARKS	\$63,782.91	\$58,716.29	\$5,066.62	7.94%
43300	CEMETERY	\$7,527.00	\$7,684.63	-\$157.63	-2.09%
44100	PROJECT	\$22,089.20	\$0.00	\$22,089.20	100.00%
FUND 101 GENERAL		\$1,854,139.12	\$1,835,199.25	\$18,939.87	1.02%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$217.00	-\$217.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$217.00	-\$217.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$265.39	-\$265.39	0.00%
FUND 210 K-9 UNIT		\$0.00	\$265.39	-\$265.39	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$255,796.00	\$233,353.79	\$22,442.21	8.77%
FUND 211 LIBRARY		\$255,796.00	\$233,353.79	\$22,442.21	8.77%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$15,123.00	-\$15,123.00	0.00%
43300	CEMETERY	\$0.00	\$682.93	-\$682.93	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$15,805.93	-\$15,805.93	0.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$1,443.11	-\$1,443.11	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$1,443.11	-\$1,443.11	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$2,074.66	-\$2,074.66	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$2,074.66	-\$2,074.66	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 12/31/10

12 Month = 100.08

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$62,135.00	-\$62,135.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	-\$4,011.00	\$4,011.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
		\$0.00	\$58,124.00	-\$58,124.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$45,200.00	\$29,255.40	\$15,944.60	35.28%
46120	WATER	\$395,860.00	\$225,776.14	\$170,083.86	42.97%
FUND 601 WATER					
		\$441,060.00	\$255,031.54	\$186,028.46	42.18%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$340,025.00	\$325,796.53	\$14,228.47	4.18%
46990	SEWER - NON-OPERATING	\$315,072.00	\$286,711.70	\$28,360.30	9.00%
FUND 602 SEWER					
		\$655,097.00	\$612,508.23	\$42,588.77	6.50%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACA	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$175.00	-\$175.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$11,607.02	-\$11,607.02	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$4,372.39	-\$4,372.39	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$168.00	-\$168.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$1,707.24	-\$1,707.24	0.00%
80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$1,749.66	-\$1,749.66	0.00%
80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$46.00	-\$46.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$294.00	-\$294.00	0.00%
FUND 803 P & Z ESCROWS					
		\$0.00	\$20,119.31	-\$20,119.31	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GO	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC	\$0.00	\$0.00	\$0.00	0.00%

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EXPENSE SUMMARY YTD THRU 12/31/10

12 Month = 100.08

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRAR	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,206,092.12	\$3,034,142.21	\$171,949.91	5.36%

MONTHLY EXPENSES

Period Name: DECEMBER

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	12/20/2010	\$1,551.55	E	41200	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$96.20	E	41200	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$22.49	E	41200	170	Labor Distribution	MEDICARE	
QUILL	101	12/22/2010	\$2.34	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
PETTY CASH	101	12/30/2010	\$6.25	E	41200	201	CASH REPLENISHMENT	OFFICE SUPPLIE	132743
BUSINESS FORMS & ACCOU	101	12/16/2010	\$7.66	E	41200	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$0.47	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$8.72	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
INNOVATIVE OFFICE SOLUTI	101	12/22/2010	\$44.30	E	41200	201	CUSTOM STAMPS & NAM	OFFICE SUPPLIE	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$48.00	E	41200	300	COPY FOR ANDERSON C	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$70.00	E	41200	300	REVIEW C C PACKETS	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$140.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$42.00	E	41200	300	CORRESPOND WITH COU	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$49.00	E	41200	300	REVIEW MODEL ORD	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$70.00	E	41200	300	REVIEW CRIMINAL CONV	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$140.00	E	41200	300	OFFICE CONF WITH CITY	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$42.00	E	41200	300	REVIEW CONCERNS REG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$140.00	E	41200	300	REVIEW XCEL FRANCHIS	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$140.00	E	41200	300	PREPARE FOR CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$385.00	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	12/8/2010	-\$475.00	E	41200	300	PROSECUTION - POLICE	PROF SER-LEGAL	132714
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$1.32	E	41200	300	POSTATGE	PROF SER-LEGAL	
SE H	101	12/22/2010	\$264.50	E	41200	301	STAFF MTG	PROF SER-ENGIN	
SE H	101	12/22/2010	\$168.00	E	41200	301	STOP SIGN	PROF SER-ENGIN	
SE H	101	12/22/2010	\$168.00	E	41200	301	693 N ST SEWER BACKU	PROF SER-ENGIN	
SE H	101	12/22/2010	\$168.00	E	41200	301	HAYNER RIGHT OF WAY	PROF SER-ENGIN	
SE H	101	12/22/2010	\$188.71	E	41200	301	II GRANT APPLICATION	PROF SER-ENGIN	
SE H	101	12/22/2010	\$68.50	E	41200	301	CC MTG	PROF SER-ENGIN	
MARK NAGEL	101	12/29/2010	\$350.00	E	41200	302	4TH QTR. 2010 RIVERFRO	CONTRACT SERV	
MICHAEL W. POFAHL	101	12/8/2010	\$690.00	E	41200	303	MILEAGE - ANALYZE INV	PROF SER-AUDIT	132717
MICHAEL W. POFAHL	101	12/29/2010	\$2,785.00	E	41200	303	TIME & MILEAGE	PROF SER-AUDIT	
COMPLETE HEALTH ENVIRO	101	12/22/2010	\$372.08	E	41200	306	MAINT. PLAN - DEC	PROF SER-OTHE	
COMPLETE HEALTH ENVIRO	101	12/22/2010	\$372.08	E	41200	306	MAINT. PLAN - NOV	PROF SER-OTHE	
STILLWATER GAZETTE	101	12/22/2010	\$72.28	E	41200	350	ORDINANCE NO 826	PRINTING & PUBL	
BERKLEY RISK SERVICES	101	12/14/2010	\$20.94	E	41200	360	NEGATIVE BALANCE - W	INSURANCE/P&L	132725
PETTY CASH	101	12/30/2010	\$25.00	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$15.00	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$2.00	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$5.96	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$3.14	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$4.39	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$4.06	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
PETTY CASH	101	12/30/2010	\$15.00	E	41200	402	CASH REPLENISHMENT	CONFERENCES &	132743
US INTERNET	101	12/22/2010	\$101.20	E	41200	416	MTHY SECURENCE 12/19-	REPAIR/MAINT O	
	101	12/13/2010	\$400.00	E	41200	438	TRANSFER MAYOR & CO	TRANSFER OUT/	
	101	12/13/2010	\$350.00	E	41200	439	TRANSFER MAYOR & CO	TRANSFER OUT/	
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>					<b>\$9,146.14</b>				
<b>DEPT 41240 RECYCLING</b>									
	101	12/20/2010	\$98.86	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	12/29/2010	\$104.07	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	12/8/2010	\$98.86	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$6.91	E	41240	121	Labor Distribution	P E R A	
	101	12/8/2010	\$6.91	E	41240	121	Labor Distribution	P E R A	
	101	12/29/2010	\$7.29	E	41240	121	Labor Distribution	P E R A	
	101	12/8/2010	\$6.08	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$6.08	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	12/29/2010	\$6.39	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	12/8/2010	\$4.96	E	41240	126	Labor Distribution	H S A	

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MONTHLY EXPENSES

Period Name: DECEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	12/20/2010	\$4.96	E	41240	126	Labor Distribution	H S A	
	101	12/29/2010	\$4.96	E	41240	126	Labor Distribution	H S A	
	101	12/20/2010	\$4.16	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$1.40	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	12/29/2010	\$60.62	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	12/20/2010	\$1.41	E	41240	170	Labor Distribution	MEDICARE	
	101	12/8/2010	\$1.41	E	41240	170	Labor Distribution	MEDICARE	
	101	12/29/2010	\$1.50	E	41240	170	Labor Distribution	MEDICARE	
ROGER ZOLDAN	101	12/28/2010	\$30.00	E	41240	370	RECYCLING RECIPIENT	RECYCLING INCE	
DEPT 41240 RECYCLING			\$456.83						
DEPT 41400 ADMINISTRATION									
	101	12/8/2010	\$3,190.50	E	41400	101	Labor Distribution	WAGES AND SAL	
	101	12/29/2010	\$3,245.83	E	41400	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$3,169.15	E	41400	101	Labor Distribution	WAGES AND SAL	
	101	12/8/2010	\$223.34	E	41400	121	Labor Distribution	P E R A	
	101	12/29/2010	\$227.21	E	41400	121	Labor Distribution	P E R A	
	101	12/20/2010	\$221.85	E	41400	121	Labor Distribution	P E R A	
	101	12/20/2010	\$194.51	E	41400	122	Labor Distribution	CONT TO RET., S	
	101	12/8/2010	\$195.84	E	41400	122	Labor Distribution	CONT TO RET., S	
	101	12/29/2010	\$199.27	E	41400	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$195.15	E	41400	126	Labor Distribution	H S A	
	101	12/29/2010	\$195.15	E	41400	126	Labor Distribution	H S A	
	101	12/8/2010	\$195.15	E	41400	126	Labor Distribution	H S A	
	101	12/29/2010	\$2,234.58	E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	12/20/2010	\$408.87	E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$325.07	E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	12/20/2010	\$45.49	E	41400	170	Labor Distribution	MEDICARE	
	101	12/8/2010	\$45.80	E	41400	170	Labor Distribution	MEDICARE	
	101	12/29/2010	\$46.60	E	41400	170	Labor Distribution	MEDICARE	
QUILL	101	12/22/2010	\$52.33	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$2.87	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$14.07	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
BUSINESS FORMS & ACCOU	101	12/16/2010	\$45.97	E	41400	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	
NEOPOST	101	12/8/2010	\$15.00	E	41400	322	ANNUAL POSTAGE ACH F	POSTAGE	132719
	101	12/13/2010	\$2,500.00	E	41400	438	TRANSFER ADMINISTRAT	TRANSFER OUT/	
	101	12/13/2010	\$3,000.00	E	41400	439	TRANSFER ADMINISTRAT	TRANSFER OUT/	
DEPT 41400 ADMINISTRATION			\$20,189.60						
DEPT 41910 PLANNING & ZONING									
	101	12/8/2010	\$5,088.52	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	12/29/2010	\$5,295.81	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$5,088.52	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	12/8/2010	\$356.21	E	41910	121	Labor Distribution	P E R A	
	101	12/20/2010	\$356.21	E	41910	121	Labor Distribution	P E R A	
	101	12/29/2010	\$370.71	E	41910	121	Labor Distribution	P E R A	
	101	12/20/2010	\$312.15	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	12/8/2010	\$312.15	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	12/29/2010	\$325.01	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	12/8/2010	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	12/29/2010	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	12/20/2010	\$688.38	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$558.98	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	12/29/2010	\$3,370.76	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	12/29/2010	\$76.02	E	41910	170	Labor Distribution	MEDICARE	
	101	12/20/2010	\$73.01	E	41910	170	Labor Distribution	MEDICARE	
	101	12/8/2010	\$73.01	E	41910	170	Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	12/16/2010	\$38.31	E	41910	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$43.61	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: DECEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
QUILL	101	12/22/2010	\$2.39 E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$11.72 E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	12/13/2010	\$95.07 E	41910	212	CITY FLEET FUEL	MOTOR FUELS &	132724
S E H	101	12/22/2010	\$168.00 E	41910	301	CERTIFICATE OF SURVE	PROF SER-ENGIN	
S E H	101	12/22/2010	\$168.00 E	41910	301	CERTIFICATE OF SURVE	PROF SER-ENGIN	
NEOPOST	101	12/8/2010	\$12.50 E	41910	322	ANNUAL POSTAGE ACH F	POSTAGE	132719
CCE REGISTRATION #18050	101	12/9/2010	\$360.00 E	41910	402	BUILDING, MECHANICAL,	CONFERENCES &	
	101	12/13/2010	\$2,000.00 E	41910	438	TRANSFER PLANNING &	TRANSFER OUT/	
DEPT 41910 PLANNING & ZONING			\$26,237.36					
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>								
PETTY CASH	101	12/30/2010	\$1.06 E	41940	220	CASH REPLENISHMENT	OPERATING SUP	132743
PETTY CASH	101	12/30/2010	\$16.84 E	41940	220	CASH REPLENISHMENT	OPERATING SUP	132743
PETTY CASH	101	12/30/2010	\$0.44 E	41940	220	CASH REPLENISHMENT	OPERATING SUP	132743
PETTY CASH	101	12/30/2010	\$22.00 E	41940	220	CASH REPLENISHMENT	OPERATING SUP	132743
PETTY CASH	101	12/30/2010	\$16.43 E	41940	220	CASH REPLENISHMENT	OPERATING SUP	132743
PETTY CASH	101	12/30/2010	\$2.63 E	41940	220	CASH REPLENISHMENT	OPERATING SUP	132743
SERVICEMASTER	101	12/22/2010	\$300.00 E	41940	302	CLEANNING SERVICE FO	CONTRACT SERV	
COMCAST	101	12/28/2010	\$34.95 E	41940	321	HIGH SPEED INTERNET -	COMMUNICATION	
OFFICE OF ENT TECHNOLO	101	12/21/2010	\$423.41 E	41940	321	PHONES - CITY HALL	COMMUNICATION	
XCEL	101	12/9/2010	\$63.01 E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	132722
XCEL	101	12/9/2010	\$27.43 E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	132722
ELECTRO WATCHMAN, INC	101	12/22/2010	\$151.87 E	41940	420	REPLACED BATTERIES -	R & M BLDGS, ST	
MINNESOTA ELEVATOR	101	12/22/2010	\$150.04 E	41940	420	SERVICE BILLING	R & M BLDGS, ST	
ANDERSON HEATING	101	12/8/2010	\$124.00 E	41940	420	P.D. GARAGE - HANGING	R & M BLDGS, ST	132710
LINNER ELECTRIC	101	12/8/2010	\$150.00 E	41940	420	REPAIRED BAD GFI OUTL	R & M BLDGS, ST	132716
DEPT 41940 MUNICIPAL BUILDINGS			\$1,484.11					
<b>DEPT 42100 POLICE</b>								
	101	12/8/2010	\$1,649.36 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	12/20/2010	\$2,402.77 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	12/29/2010	\$2,265.68 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	12/29/2010	\$11,859.16 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$12,358.92 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/3/2010	\$8,987.20 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/8/2010	\$12,578.77 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$993.95 E	42100	102	Labor Distribution	OVERTIME	
	101	12/29/2010	\$372.24 E	42100	102	Labor Distribution	OVERTIME	
	101	12/8/2010	\$231.66 E	42100	102	Labor Distribution	OVERTIME	
	101	12/8/2010	\$422.28 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	12/20/2010	\$183.96 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	12/20/2010	\$2,116.03 E	42100	121	Labor Distribution	P E R A	
	101	12/3/2010	\$1,267.19 E	42100	121	Labor Distribution	P E R A	
	101	12/29/2010	\$1,990.47 E	42100	121	Labor Distribution	P E R A	
	101	12/8/2010	\$1,896.56 E	42100	121	Labor Distribution	P E R A	
	101	12/8/2010	\$50.05 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$62.22 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	12/29/2010	\$28.00 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	12/8/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	12/3/2010	\$165.38 E	42100	126	Labor Distribution	H S A	
	101	12/29/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	12/20/2010	\$1,476.36 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$1,176.07 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	12/29/2010	\$5,658.42 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$214.41 E	42100	170	Labor Distribution	MEDICARE	
	101	12/3/2010	\$130.31 E	42100	170	Labor Distribution	MEDICARE	
	101	12/29/2010	\$208.83 E	42100	170	Labor Distribution	MEDICARE	
	101	12/20/2010	\$229.74 E	42100	170	Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	12/16/2010	\$38.31 E	42100	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	

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QUILL	101	12/22/2010	\$43.61	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$2.39	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$11.72	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
EASTMAN, LAURA	101	12/21/2010	\$6.42	E	42100	201	AAA BATTERIES REIMBU	OFFICE SUPPLIE	132730
STREICHERS	101	12/28/2010	\$40.59	E	42100	208	OPERATING MATERIAL -	UNIFORMS - JAY	
STREICHERS	101	12/28/2010	\$158.11	E	42100	208	UNIFORMS - JAY JACKSO	UNIFORMS - JAY	
UNIFORMS UNLIMITED	101	12/27/2010	\$152.00	E	42100	209	WILLMARTH - UNIFORMS	UNIFORMS - WILL	
WASHINGTON COUNTY SHE	101	12/16/2010	\$1,293.77	E	42100	212	NOV 2010 FUEL - POLICE	MOTOR FUELS &	
STILLWATER TOWING INC	101	12/28/2010	\$283.75	E	42100	220	PONT SUNFIRE - POLICE	OPERATING SUP	
EASTMAN, LAURA	101	12/1/2010	\$7.48	E	42100	220	VECH REIMBURSEMENT	OPERATING SUP	032706
STILLWATER TOWING INC	101	12/28/2010	\$133.59	E	42100	220	FORD FOCUS - POLICE D	OPERATING SUP	
ECKBERG, LAMMERS, BRIG	101	12/8/2010	\$2,249.73	E	42100	300	PROSECUTION - POLICE	PROF SER-LEGAL	132714
ECKBERG, LAMMERS, BRIG	101	12/8/2010	\$37.62	E	42100	300	PROSECUTION - POLICE	PROF SER-LEGAL	132714
AMERICAN RED CROSS	101	12/15/2010	\$48.00	E	42100	306	FA&CPR/AED- POLICE DE	PROF SER-OTHE	
STILLWATER MEDICAL GRO	101	12/15/2010	\$226.00	E	42100	306	PRE-EMPLOYMENT REQ	PROF SER-OTHE	
AMERICAN RED CROSS	101	12/15/2010	\$90.00	E	42100	306	MANIDIN RENTAL TRAINI	PROF SER-OTHE	
CAMPION BARROW & ASSO	101	12/8/2010	\$390.00	E	42100	306	PUBLIC SAFETY POST OF	PROF SER-OTHE	132711
VERIZON WIRELESS	101	12/15/2010	\$78.06	E	42100	321	PHONE - POLICE DEPT.	COMMUNICATION	132728
VERIZON WIRELESS	101	12/8/2010	\$337.12	E	42100	321	PHONES - POLICE DEPT.	COMMUNICATION	132720
NEOPOST	101	12/8/2010	\$12.50	E	42100	322	ANNUAL POSTAGE ACH F	POSTAGE	132719
WASHINGTON COUNTY SHE	101	12/28/2010	\$4,775.00	E	42100	391	QTR 4 2010 ALERTS & RE	SHARED AUTOM	
WASHINGTON COUNTY PUB	101	12/28/2010	\$1,200.24	E	42100	391	4 QTR OCT-DEC 2010 RA	SHARED AUTOM	
WASHINGTON COUNTY COU	101	12/28/2010	\$222.00	E	42100	391	CITATIONS COSTS FOR 2	SHARED AUTOM	
WASHINGTON COUNTY SHE	101	12/28/2010	\$1,125.00	E	42100	391	QTR 4 2010 MDC - POLIC	SHARED AUTOM	
DISCOUNT TIRE CO	101	12/29/2010	\$568.00	E	42100	412	2902 SQUAD - POLICE DE	REP & MAINT VE	
CASPERSON MOTORS	101	12/1/2010	\$32.68	E	42100	412	2201 OIL & FILTER - POLI	REP & MAINT VE	032705
CASPERSON MOTORS	101	12/1/2010	\$32.68	E	42100	412	JERRY TRUCK - OIL & FIL	REP & MAINT VE	032705
U S BANK VISA	101	12/28/2010	\$13.90	E	42100	412	HOLIDAY STATION STOR	REP & MAINT VE	132736
U S BANK VISA	101	12/28/2010	\$25.77	E	42100	412	HOLIDAY STATION STOR	REP & MAINT VE	132736
U S BANK VISA	101	12/28/2010	\$140.21	E	42100	412	OFFICE MAX	REP & MAINT VE	132736
U S BANK VISA	101	12/28/2010	\$30.94	E	42100	412	WAL-MART	REP & MAINT VE	132736
CENTURY AVENUE COLLISI	101	12/8/2010	\$227.48	E	42100	412	POLICE SQUAD # 2901 R	REP & MAINT VE	132712
CENTURY AVENUE COLLISI	101	12/29/2010	\$151.87	E	42100	412	505 VEHICLE - POLICE DE	REP & MAINT VE	
U S BANK VISA	101	12/28/2010	\$8.54	E	42100	412	WAL-MART	REP & MAINT VE	132736
	101	12/13/2010	\$6,000.00	E	42100	437	TRANSFER POLICE DEPT	TRANSFER OUT/	
DEPT 42100 POLICE			\$92,932.37						
DEPT 42200 FIRE PROTECTION									
	101	12/20/2010	\$583.33	E	42200	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2010	\$32.03	E	42200	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$7.50	E	42200	170	Labor Distribution	MEDICARE	
UNION HOUSE INC.	101	12/29/2010	\$490.00	E	42200	202	FIRE DEPT. UNIFORMS S	UNIFORMS - MIS	
HOLIDAY FLEET	101	12/13/2010	\$770.03	E	42200	212	CITY FLEET FUEL	MOTOR FUELS &	132724
STILLWATER MEDICAL GRO	101	12/29/2010	\$27.00	E	42200	306	PREVENTIVE MAINT. - FI	PROF SER-OTHE	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$42.00	E	42200	306	ENTENT TO SURRENDER	PROF SER-OTHE	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$28.00	E	42200	306	REVIEW AND REVISE I9 L	PROF SER-OTHE	
ECKBERG, LAMMERS, BRIG	101	12/22/2010	\$364.00	E	42200	306	RESEARCH DECLARING	PROF SER-OTHE	
NEXTEL COMMUNICATIONS	101	12/29/2010	\$210.48	E	42200	321	PHONES - FIRE	COMMUNICATION	132739
WASHINGTON COUNTY PUB	101	12/29/2010	\$3,400.68	E	42200	391	4TH QTR OCT-DEC RADI	SHARED AUTOM	
DISTRICT 2	101	12/29/2010	\$212.23	E	42200	420	BLDG. MAINT. - FIRE DEP	R & M BLDGS, ST	
OVERHEAD DOOR COMPAN	101	12/29/2010	\$64.77	E	42200	420	BLDG MAINT. - FIRE DEP	R & M BLDGS, ST	
	101	12/13/2010	\$75,000.00	E	42200	437	TRANSFER FIRE DEPT. 1	TRANSFER OUT/	
	101	12/13/2010	\$2,000.00	E	42200	439	TRANSFER FIRE DEPT 10	TRANSFER OUT/	
DEPT 42200 FIRE PROTECTION			\$83,232.05						
DEPT 43100 STREET MAINT									
	101	12/29/2010	\$165.63	E	43100	050	Labor Distribution	SEASONAL/PART	
	101	12/8/2010	\$137.50	E	43100	050	Labor Distribution	SEASONAL/PART	
	101	12/20/2010	\$1,880.00	E	43100	101	Labor Distribution	WAGES AND SAL	
	101	12/29/2010	\$1,880.00	E	43100	101	Labor Distribution	WAGES AND SAL	

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	101	12/8/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL	
	101	12/29/2010	\$1,088.55 E	43100	102	Labor Distribution	OVERTIME	
	101	12/20/2010	\$672.00 E	43100	102	Labor Distribution	OVERTIME	
	101	12/8/2010	\$1,760.55 E	43100	102	Labor Distribution	OVERTIME	
	101	12/20/2010	\$178.64 E	43100	121	Labor Distribution	P E R A	
	101	12/29/2010	\$207.80 E	43100	121	Labor Distribution	P E R A	
	101	12/8/2010	\$254.84 E	43100	121	Labor Distribution	P E R A	
	101	12/29/2010	\$192.92 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$156.75 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	12/8/2010	\$232.62 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2010	\$146.38 E	43100	126	Labor Distribution	H S A	
	101	12/29/2010	\$138.76 E	43100	126	Labor Distribution	H S A	
	101	12/8/2010	\$161.31 E	43100	126	Labor Distribution	H S A	
	101	12/29/2010	\$1,331.37 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	12/20/2010	\$354.75 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$334.48 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	12/8/2010	\$54.39 E	43100	170	Labor Distribution	MEDICARE	
	101	12/20/2010	\$36.65 E	43100	170	Labor Distribution	MEDICARE	
	101	12/29/2010	\$45.12 E	43100	170	Labor Distribution	MEDICARE	
QUILL	101	12/22/2010	\$2.34 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$0.47 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
BUSINESS FORMS & ACCOU	101	12/16/2010	\$7.66 E	43100	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	
QUILL	101	12/22/2010	\$8.72 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	12/13/2010	\$616.04 E	43100	212	CITY FLEET FUEL	MOTOR FUELS &	132724
AGGREGATE INDUSTRIES	101	12/20/2010	\$65.70 E	43100	225	ROAD SAND	SALT & SAND PU	
THE TESSMAN COMPANY	101	12/20/2010	\$478.27 E	43100	225	SIDEWALK ICE MELT 50#	SALT & SAND PU	
NEOPOST	101	12/8/2010	\$2.50 E	43100	322	ANNUAL POSTAGE ACH F	POSTAGE	132719
BERKLEY RISK SERVICES	101	12/14/2010	\$2,000.00 E	43100	360	DEDUCTIBLE CLAIMAT V	INSURANCE/P&L	132726
U S BANK VISA	101	12/28/2010	\$126.62 E	43100	410	MENARDS	REPAIR & MAINT	132738
U S BANK VISA	101	12/28/2010	\$83.49 E	43100	410	MENARDS	REPAIR & MAINT	132738
U S BANK VISA	101	12/28/2010	-\$13.89 E	43100	410	MENARDS	REPAIR & MAINT	132738
U S BANK VISA	101	12/28/2010	-\$0.13 E	43100	410	MENARDS	REPAIR & MAINT	132738
SCHELEN GRARY AUTO AND	101	12/28/2010	\$74.19 E	43100	412	VOLTAGE REGULATOR	REP & MAINT VE	
U S BANK VISA	101	12/28/2010	-\$753.38 E	43100	412	RADIATOR EXPRESS	REP & MAINT VE	132738
U S BANK VISA	101	12/28/2010	\$753.38 E	43100	412	RADIATOR EXPRESS	REP & MAINT VE	132738
AREAWIDE TRUCK & TRAILE	101	12/20/2010	\$87.00 E	43100	412	#5 92 FORD PLOW TRUC	REP & MAINT VE	
	101	12/13/2010	\$40,000.00 E	43100	437	TRANSFER STREET DEP	TRANSFER OUT/	
	101	12/13/2010	\$475.00 E	43100	438	TRANSFER STREET MAIN	TRANSFER OUT/	
	101	12/13/2010	\$500.00 E	43100	439	TRANSFER STREET MAIN	TRANSFER OUT/	
DEPT 43100 STREET MAINT			\$57,804.99					
DEPT 43160 STREET LIGHTING								
XCEL	101	12/9/2010	\$102.80 E	43160	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	132722
DEPT 43200 PARKS								
	101	12/29/2010	\$1,297.00 E	43200	050	Labor Distribution	SEASONAL/PART	
	101	12/8/2010	\$533.50 E	43200	050	Labor Distribution	SEASONAL/PART	
	101	12/8/2010	\$33.08 E	43200	122	Labor Distribution	CONT TO RET., S	
	101	12/29/2010	\$80.41 E	43200	122	Labor Distribution	CONT TO RET., S	
	101	12/8/2010	\$7.74 E	43200	170	Labor Distribution	MEDICARE	
	101	12/29/2010	\$18.81 E	43200	170	Labor Distribution	MEDICARE	
NEOPOST	101	12/8/2010	\$2.50 E	43200	322	ANNUAL POSTAGE ACH F	POSTAGE	132719
BAUER BUILT	101	12/20/2010	\$35.61 E	43200	412	TOOLCAT TIRE	REP & MAINT VE	
CARQUEST AUTO PARTS	101	12/20/2010	\$82.34 E	43200	412	BATTERY - TANKER	REP & MAINT VE	
U S BANK VISA	101	12/28/2010	\$7.05 E	43200	412	CENTURY POWER	REP & MAINT VE	132738
TRI STATE BOBCAT INC	101	12/20/2010	\$45.02 E	43200	412	PARTS	REP & MAINT VE	
U S BANK VISA	101	12/28/2010	\$5.11 E	43200	412	HOLIDAY STORES	REP & MAINT VE	132738
AIR FRESH PORTABLE TOIL	101	12/28/2010	\$84.36 E	43200	425	MTHY RENTAL - PARKS	SATILLITIES	
	101	12/13/2010	\$475.00 E	43200	438	TRANSFER PARK DEPT. 1	TRANSFER OUT/	

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DEPT 43200 PARKS			\$2,707.53					
DEPT 43300 CEMETERY								
	101	12/13/2010	\$200.00	E	43300	437 TRANSFER CEMETERY D	TRANSFER OUT/	
	101	12/13/2010	\$2,500.00	E	43300	440 TRANSFER 101 CEMETER	TRANSFER OUT/	
DEPT 43300 CEMETERY			\$2,700.00					
FUND 101 GENERAL			\$296,993.78					
FUND 102 STREET RECONSTRUCTION								
DEPT 41605 INFLOW/INFILTRATION								
S E H	102	12/22/2010	\$2,703.41	E	41605	301 I/I IMPROVEMENTS	PROF SER-ENGIN	
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1								
DEPT 00000 GENERAL GOVERNMENT								
PRESBYTERIAN HOMES	107	12/22/2010	\$1,408.34	E	00000	306 TIF TAX SETTLEMENT-20	PROF SER-OTHE	132733
PRESBYTERIAN HOMES	107	12/27/2010	\$13,393.00	E	00000	306 2ND HALF TIF PMY - 2010	PROF SER-OTHE	132734
DEPT 00000 GENERAL GOVERNMENT			\$14,801.34					
FUND 107 TIF REDEVELOPMENT DISTRICT 2-			\$14,801.34					
FUND 202 DRUG FORFEITURE								
DEPT 42101 DARE EXPENDITURES								
WASHINGTON COUNTY ATTO	202	12/8/2010	\$183.40	E	42101	449 CASE/ STRIBLING # 10950	DRUG FORFITUR	132721
DEPARTMENT OF FINANCE	202	12/8/2010	\$97.00	E	42101	449 CASE/STRIBLING # 10950	DRUG FORFITUR	132713
DEPT 42101 DARE EXPENDITURES			\$280.40					
FUND 202 DRUG FORFEITURE			\$280.40					
FUND 206 WATER/SEWER IMPROVEMENT FUND								
DEPT 44150 2010 WATER REPAIR								
MILLER EXCAVATING	206	12/30/2010	\$6,995.00	E	44150	418 2010 WATER LINE REPAI	REPAIR & MAINT	
FUND 207 PARK IMPROVEMENT FUND								
DEPT 44100 PROJECT								
SANDERS WACKER BERGLY	207	12/22/2010	\$419.32	E	44100	306 BARKER'S ALPS	PROF SER-OTHE	
MILLER EXCAVATING	207	12/22/2010	\$15,236.47	E	44100	444 BARKERS ALPS PROJEC	COMMUNITY PRO	132735
DEPT 44100 PROJECT			\$15,655.79					
FUND 207 PARK IMPROVEMENT FUND			\$15,655.79					
FUND 209 DEVELOPER REIMBURSED PROJECTS								
DEPT 41912 INSPIRATION								
ECKBERG, LAMMERS, BRIG	209	12/22/2010	\$42.00	E	41912	300 WATER EXTENSION TO B	PROF SER-LEGAL	



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<b>DEPT 46110 WATER-PUMPHOUSE</b>								
XCEL	601	12/9/2010	\$1,179.94	E	46110 380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	132722
XCEL	601	12/9/2010	\$89.59	E	46110 381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	132722
LINNER ELECTRIC	601	12/20/2010	\$850.00	E	46110 419	REPAIR - BOOSTER STAT	REPAIR & MAINT	
MENARDS-STILLWATER	601	12/20/2010	\$6.40	E	46110 419	LIGHT BULBS	REPAIR & MAINT	
U S BANK VISA	601	12/28/2010	\$61.66	E	46110 419	MENARDS	REPAIR & MAINT	132738
U S BANK VISA	601	12/28/2010	\$12.77	E	46110 419	ACE HARDWARE	REPAIR & MAINT	132738
U S BANK VISA	601	12/28/2010	\$38.71	E	46110 419	ACE HARDWARE	REPAIR & MAINT	132738
DEPT 46110 WATER-PUMPHOUSE			\$2,239.07					
<b>DEPT 46120 WATER</b>								
	601	12/20/2010	\$1,027.00	E	46120 050	Labor Distribution	SEASONAL/PART	
	601	12/8/2010	\$3,968.54	E	46120 101	Labor Distribution	WAGES AND SAL	
	601	12/29/2010	\$4,104.89	E	46120 101	Labor Distribution	WAGES AND SAL	
	601	12/20/2010	\$3,975.49	E	46120 101	Labor Distribution	WAGES AND SAL	
	601	12/8/2010	\$277.81	E	46120 121	Labor Distribution	P E R A	
	601	12/20/2010	\$278.29	E	46120 121	Labor Distribution	P E R A	
	601	12/29/2010	\$287.35	E	46120 121	Labor Distribution	P E R A	
	601	12/20/2010	\$301.98	E	46120 122	Labor Distribution	CONT TO RET., S	
	601	12/8/2010	\$237.95	E	46120 122	Labor Distribution	CONT TO RET., S	
	601	12/29/2010	\$246.31	E	46120 122	Labor Distribution	CONT TO RET., S	
	601	12/20/2010	\$194.94	E	46120 126	Labor Distribution	H S A	
	601	12/8/2010	\$187.27	E	46120 126	Labor Distribution	H S A	
	601	12/29/2010	\$198.55	E	46120 126	Labor Distribution	H S A	
	601	12/29/2010	\$2,240.59	E	46120 131	Labor Distribution	CONT TO EMPLO	
	601	12/20/2010	\$429.95	E	46120 131	Labor Distribution	CONT TO EMPLO	
	601	12/8/2010	\$312.37	E	46120 131	Labor Distribution	CONT TO EMPLO	
	601	12/20/2010	\$70.64	E	46120 170	Labor Distribution	MEDICARE	
	601	12/8/2010	\$55.66	E	46120 170	Labor Distribution	MEDICARE	
	601	12/29/2010	\$57.61	E	46120 170	Labor Distribution	MEDICARE	
QUILL	601	12/22/2010	\$2.34	E	46120 201	OFFICE SUPPLIES	OFFICE SUPPLIE	
BUSINESS FORMS & ACCOU	601	12/16/2010	\$7.66	E	46120 201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	
QUILL	601	12/22/2010	\$0.47	E	46120 201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	601	12/22/2010	\$8.72	E	46120 201	OFFICE SUPPLIES	OFFICE SUPPLIE	
GARDNER, TIM	601	12/28/2010	\$16.87	E	46120 203	UNIFORM ALLOWANCE	UNIFORMS - TIM	132737
CCP INDUSTRIES	601	12/20/2010	\$102.45	E	46120 203	UNIFORMS - TIM GARDNE	UNIFORMS - TIM	
HOLIDAY FLEET	601	12/13/2010	\$316.84	E	46120 212	CITY FLEET FUEL	MOTOR FUELS &	132724
HAWKINS WATER	601	12/20/2010	\$30.00	E	46120 216	WATER TREATMENT - CH	CHEMICALS AND	
U S BANK VISA	601	12/28/2010	\$11.73	E	46120 216	THE UPS STORE	CHEMICALS AND	132738
ONE CALL CONCEPTS	601	12/20/2010	\$39.15	E	46120 307	REGULAR TICKETS	GOPHER STATE	
POSTMASTER	601	12/28/2010	\$161.46	E	46120 322	4TH QTR. UTILITIES	POSTAGE	132742
NEOPOST	601	12/8/2010	\$2.50	E	46120 322	ANNUAL POSTAGE ACH F	POSTAGE	132719
XCEL	601	12/9/2010	\$440.84	E	46120 380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	132722
XCEL	601	12/9/2010	\$339.05	E	46120 381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	132722
STILLWATER MOTORS	601	12/28/2010	\$31.39	E	46120 412	TRUCK SERVICE - WATE	REP & MAINT VE	
MENARDS-STILLWATER	601	12/20/2010	\$32.04	E	46120 419	WATER PIPE	REPAIR & MAINT	
HD SUPPLY WATERWORKS	601	12/20/2010	\$134.11	E	46120 419	ADAPTER	REPAIR & MAINT	
LAKE COUNTRY DOOR LLC	601	12/28/2010	\$585.00	E	46120 420	REPAIR GARAGE DOOR -	R & M BLDGS, ST	
ELECTRO WATCHMAN, INC	601	12/20/2010	\$60.00	E	46120 420	FIRE INSPECTION	R & M BLDGS, ST	
T. A. SCHIFSKY & SONS INC	601	12/20/2010	\$964.14	E	46120 421	BLACKTOP HOTMIX	REPAIR & MAINT	
	601	12/13/2010	\$5,000.00	E	46120 437	TRANSFER 601 TO 203	TRANSFER OUT/	
	601	12/13/2010	\$475.00	E	46120 438	TRANSFER WATER DEPT	TRANSFER OUT/	
	601	12/13/2010	\$1,000.00	E	46120 439	TRANSFER WATER DEPT	TRANSFER OUT/	
DEPT 46120 WATER			\$28,214.95					
FUND 601 WATER			\$30,454.02					
<b>FUND 602 SEWER</b>								
<b>DEPT 46200 SEWER - OPERATING</b>								
	602	12/29/2010	\$4,104.88	E	46200 101	Labor Distribution	WAGES AND SAL	

CITY OF BAYPORT

12/30/10 12:27 PM

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MONTHLY EXPENSES

Period Name: DECEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	602	12/20/2010	\$3,965.48	E	46200	101	Labor Distribution	WAGES AND SAL	
	602	12/8/2010	\$3,968.53	E	46200	101	Labor Distribution	WAGES AND SAL	
	602	12/29/2010	\$287.34	E	46200	121	Labor Distribution	P E R A	
	602	12/8/2010	\$277.77	E	46200	121	Labor Distribution	P E R A	
	602	12/20/2010	\$277.57	E	46200	121	Labor Distribution	P E R A	
	602	12/20/2010	\$237.71	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	12/29/2010	\$246.29	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	12/8/2010	\$237.96	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	12/29/2010	\$198.51	E	46200	126	Labor Distribution	H S A	
	602	12/20/2010	\$194.50	E	46200	126	Labor Distribution	H S A	
	602	12/8/2010	\$187.24	E	46200	126	Labor Distribution	H S A	
	602	12/29/2010	\$2,240.59	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	12/20/2010	\$428.76	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	12/8/2010	\$312.34	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	12/29/2010	\$57.59	E	46200	170	Labor Distribution	MEDICARE	
	602	12/8/2010	\$55.65	E	46200	170	Labor Distribution	MEDICARE	
	602	12/20/2010	\$55.61	E	46200	170	Labor Distribution	MEDICARE	
QUILL	602	12/22/2010	\$0.02	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	602	12/22/2010	\$0.53	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
BUSINESS FORMS & ACCOU	602	12/16/2010	\$7.69	E	46200	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	
QUILL	602	12/22/2010	\$2.38	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	602	12/13/2010	\$65.99	E	46200	212	CITY FLEET FUEL	MOTOR FUELS &	132724
POSTMASTER	602	12/28/2010	\$161.46	E	46200	322	4TH QTR. UTILITIES	POSTAGE	132742
NEOPOST	602	12/8/2010	\$2.50	E	46200	322	ANNUAL POSTAGE ACH F	POSTAGE	132719
CARQUEST AUTO PARTS	602	12/20/2010	\$33.68	E	46200	412	VEHICLE MAINT. HYD HO	REP & MAINT VE	
CARQUEST AUTO PARTS	602	12/20/2010	\$38.50	E	46200	412	VEHICLE PARTS	REP & MAINT VE	
LAKE COUNTRY DOOR LLC	602	12/28/2010	\$1,000.00	E	46200	420	REPAIR GARAGE DOOR -	R & M BLDGS, ST	
	602	12/13/2010	\$115,000.00	E	46200	437	TRANSFER 602 TO 203 P	TRANSFER OUT/	
	602	12/13/2010	\$475.00	E	46200	438	TRANSFER SEWER DEPT	TRANSFER OUT/	
	602	12/13/2010	\$1,000.00	E	46200	439	TRANSFER SEWER DEPT	TRANSFER OUT/	
DEPT 46200 SEWER - OPERATING			\$135,122.07						
FUND 602 SEWER			\$135,122.07						
FUND 803 P & Z ESCROWS									
DEPT 80014 GROUP 41 (MIKE SCHALON									
ECKBERG, LAMMERS, BRIG	803	12/22/2010	\$105.00	E	80014	300	REVIEW CUP APPLICATI	PROF SER-LEGAL	

\$528,055.73



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## Building Permit Log

For: December, 2010

Printed:12/30/2010

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**Permit Number:** MC2010-50  
**Parcel Address:** 1201 PIONEER TRAIL  
**Applicant:** BURNSVILLE HEATING & AC  
BURNSVILLE HEATING & AC MECHANICAL  
**Construction Value:** \$4,300.00  
**Filing Date:** 12/21/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 952-894-0005  
**Total Fees:** \$80.00

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**Permit Number:** MC2010-51  
**Parcel Address:** 616 MINNESOTA St. S.  
**Applicant:** REIBEL HEATING & AC  
REIBEL HEATING & AC MECHANICAL-GAS FITTING  
**Construction Value:** \$3,000.00  
**Filing Date:** 12/29/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-429-4444  
**Total Fees:** \$80.00

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**Permit Number:** PL2010-27  
**Parcel Address:** 1202 PIONEER TRAIL  
**Applicant:** VALLEY PLUMBING CO.  
VALLEY PLUMBING CO. Plumber  
**Construction Value:** \$9,500.00  
**Filing Date:** 12/6/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 952-492-2121  
**Total Fees:** \$80.00

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**Permit Number:** PL2010-28  
**Parcel Address:** 100 4TH Ave. N.  
**Applicant:** HORWITZ , INC  
HORWITZ , INC MECHANICAL/PLUMBER  
**Construction Value:** \$10,000.00  
**Filing Date:** 12/8/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 763-286-7950  
**Total Fees:** \$130.00

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**Permit Number:** PL2010-29  
**Parcel Address:** 354 5th Street N.  
**Applicant:** MILLER EXCAVATING, INC.  
MILLER EXCAVATING, INC. EXCAVATION &  
**Construction Value:** \$2,185.00  
**Filing Date:** 12/9/2010  
Bayport, MN 55003  
**Applicant Phone:** 651-439-1637  
**Total Fees:** \$80.00

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**Permit Number:** PL2010-30  
**Parcel Address:** 338 5TH St. N.  
**Applicant:** MILLER EXCAVATING, INC.  
MILLER EXCAVATING, INC. EXCAVATION &  
**Construction Value:** \$1,995.00  
**Filing Date:** 12/9/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-439-1637  
**Total Fees:** \$80.00

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**Building Permit Log**

For: December, 2010

Printed:12/30/2010

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**Permit Number:** SG2010-4**Filing Date:** 12/29/2010**Parcel Address:** 363 5th Avenue N.

BAYPORT, MN 55003

**Applicant:** Brad Nelson, DDS**Applicant Phone:**

PREMIUM SIGNS, LLC Sign

**Construction Value:****Total Fees:** \$32.00

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**RESOLUTION NO. 11-**

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JANUARY 3, 2011**

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 3<sup>rd</sup> day of January, 2011.

Members Present:

Members Absent:

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

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

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

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

**BE IT RESOLVED** that the City Council, of the City of Bayport hereby declares that the position titled Part-Time Police Officer, currently held by

**Justin Wilmes**

meets all of the following Police and Fire membership requirements:

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

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

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

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

Susan St. Ores -  
Connie Carlson -  
Michele Hanson -

Mark Ostertag -  
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 3<sup>rd</sup> day of January, 2011.

ATTEST:

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

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



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

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**DATE:** December 13, 2010

**TO:** Mayor and City Council

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

**RE:** Ordinance summary of Chapter 18 – Buildings and building regulations,  
Article 3 - Vacant buildings, for publication

***BACKGROUND***

The city is required to publish city ordinances adopted by the City Council, either in their entirety or in summary form, in the city's official newspaper. Because publishing the entire text of an ordinance can be extremely costly, staff most often prepares and publishes a summary, which describes the intent and purpose of the ordinance.

On December 6, 2010, the City Council adopted an ordinance requiring the registration of vacant buildings. As such, staff has prepared the attached summary of the ordinance for publication. As with all ordinances, a signed and certified copy of the full text is available for public view at City Hall. It should be noted that for notification and publication purposes, the summary meets the requirements of Minnesota Statutes. In addition, publishing the summary will result in a substantial cost savings to the city.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the ordinance summary for Chapter 18 – Buildings and building regulations, Article 3 - Vacant buildings, for publication.

**Ordinance Summary No. 825**

**AN ORDINANCE AMENDING CHAPTER 18 – BUILDINGS AND BUILDING  
REGULATIONS, ARTICLE III – VACANT BUILDINGS  
OF THE BAYPORT CITY CODE**

On December 6, 2010, the City of Bayport adopted an ordinance amending Chapter 18 of its Code of Ordinances to implement the regulation of vacant buildings within the city. The ordinance provides the city with the authority to require registration and an inspection of any vacant building. The ordinance also provides the authority to require payment of an annual registration fee for any vacant building. Exemptions, as well as procedures for the collection of unpaid fees are also specified within the text of the ordinance. A printed copy of the ordinance is available for inspection during regular City Hall office hours or electronic mail.



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

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**DATE:** December 28, 2009

**TO:** Mayor and City Council

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

**RE:** Consider renewal of CHES safety consulting/training service agreement for 2011

### ***BACKGROUND***

Complete Health Environmental and Safety Services (CHES) has been the city's safety consultant since 2008. The city has utilized them in the past to establish an employee safety committee and assist both the Public Works and the Police Department with OSHA and other mandated safety related training. In addition, and at no additional charge, CHES has prepared and secured grants for various city projects and equipment.

The service agreement for 2008-2009 was \$437.50 per month. By the city taking on some additional administrative duties, staff was successful in reducing the proposed contract agreement for 2010 to approximately \$373.00 per month. For 2011, staff was able to negotiate a contract agreement for \$350.00 per month that offers the same level of services as last year, with a few additional services, at no additional charge.

All of the department heads have expressed their satisfaction with CHES and made the recommendation to retain their services. The cost of these services has been included in the 2011 budget and the contract can be cancelled after the first six months, without penalty.

### ***RECOMMENDATION***

Staff recommends entering into a one year agreement with Complete Health Environmental and Safety Services (CHES) at a cost of \$4,200.00 for 2011.



CHESS, Inc.  
7060 Valley Creek Plaza #115-108  
Woodbury, MN 55125  
Ph: 651-481-9787  
Fax: 651-415-2886

**Complete Health Environmental and Safety Services**

---

December 16, 2010

Sara Taylor, Assistant City Administrator  
City of Bayport  
294 North 3<sup>rd</sup> St  
Bayport, MN 55003  
[staylor@ci.bayport.mn.us](mailto:staylor@ci.bayport.mn.us)

Dear Sara:

We greatly appreciate your business over the last several years. Your current contract is set to expire at the end of this month. Based on our discussion, we propose essentially the same level of service as last year, with a few additions.

As part of our services last year some of services we provided included:

- ◆ Facilitated four safety committee meetings.
- ◆ Provided the annual required safety training for Public Works.
- ◆ Researched additional training for Public Works (LogSafe chainsaw training, which they participated in for free and MNDOT CDL training which was only available online).
- ◆ Conducted sampling for potential mold in City Hall.
- ◆ Conducted ergonomic assessments of work stations.
- ◆ Prepared an OSHA safety grant application.

Our recommended Scope of Services is:

- ◆ Public Works Training
  - ◇ Up to four hours of training for Public Works.
  - ◇ This could be done in one or two sessions and should include seasonal employees.
  - ◇ Training will cover required annual topics, such as Right to Know and confined space entry.
  - ◇ This also includes assistance with finding resources for other training (such as helping Public Works with receiving chainsaw safety training for free).
  - ◇ Safety flash cards: we will provide safety reminder cards on a monthly basis (see attached sample). These can be distributed to Public Works employees as a monthly safety reminder.
    - You can also use the information for city newsletters.
- ◆ Police Training
  - ◇ Annual, required Right to Know and bloodborne pathogen training session (one session).
  - ◇ Firefighters are welcome to attend this training, but it will be geared for police and may not cover all hazards faced by firefighters.

- ◆ Assist with Safety Committee
  - ◇ Attend up to four safety committee meetings.
  - ◇ Prepare the agenda and facilitate the meetings. You or another staff member will prepare the minutes.
  - ◇ Building Inspection Reminders prior to the safety committee meetings.
- ◆ Assistance with the OSHA 300 Logs and End of Year Summary
  - ◇ As I mentioned, we are rolling out a new service. If Bayport sends us the First Reports of Injury, we will maintain your OSHA 300 log throughout the year. We will also provide up to three hours of accident investigation at no additional cost.
- ◆ Additional Services: provide up to 8 hours of additional services, which may include a safety grant application (the City is eligible for another grant in 2011), safety program development, or a shortened facility walkthrough.
  - ◇ Since we did not conduct a walkthrough last year, we strongly recommend we conduct one this year, covering Public Works and City Hall, at a minimum.
- ◆ OSHA Safety Grant
  - ◇ Prepare a safety grant application for Bayport.
  - ◇ Bayport Public Works received a \$10,000 grant in 2009. The City Hall/Police received about \$3,300 in 2008. You are eligible for another grant in 2011.
  - ◇ CHESS will prepare the survey report and draft the grant application, as we have done in the past. We can also help you decide what projects may be eligible for the grant program.

At no additional cost, we will also:

- ◆ Be available to answer safety, OSHA, Workers Compensation or related questions.
- ◆ Be available to assist with an OSHA inspection abatement (up to 8 hours of service).
- ◆ Inform you of legislative or rule changes that may affect you.

The cost to provide all of the above services, including work we do on-site and at our offices, travel, etc. is \$4200 for a twelve month period. We would bill this on a maintenance plan at \$350 a month for 12 months (this is lower than last year's fee).

Terms and conditions that apply to this proposal are attached.

If this is agreeable, please sign below and return a copy to our office (by mail, email – [carkey@chess-safety.com](mailto:carkey@chess-safety.com), or fax – 651-415-2886).

Sincerely,



Carol A. Keyes, CRC  
President, CHESS



CHES, Inc.  
7060 Valley Creek Plaza #115-108  
Woodbury, MN 55125  
Ph: 651-481-9787  
Fax: 651-415-2886

Complete Health Environmental and Safety Services

## TERMS AND CONDITIONS

This Terms and Conditions document is attached to and made part of the proposal from **Complete Health, Environmental & Safety Services, Inc.**, hereinafter called CHES, to **City of Bayport** hereinafter called COMPANY, dated the 16th day of December, 2010.

COMPANY is a municipality.

CHES is an independent consultant firm providing services as follows:

- A. Survey of company's health, environmental, and safety programs, including fire evacuation, workers compensation/return to work, AWAIR, injury prevention, occupational disease prevention programs, physical plant safety plans and OSHA compliance.
- B. CHES may make recommendations and/or develop programs needed to bring company into compliance with current state and federal regulations.
- C. CHES may make recommendations for improving overall safety for company.
- D. CHES may design programs to fit other company operations and needs as survey may disclose.

Therefore, the parties agree as follows:

1. Information: COMPANY agrees to make available to CHES all requested occupational health, safety and environmental records. The withholding of information will seriously impair CHES's ability to render quality service, and CHES will not be responsible for any oversight due to lack of information or information withheld for any reason.

Open access to records is essential to a valid survey. In the event CHES determines that information is being withheld, CHES will notify COMPANY and give it fifteen (15) days in which to provide access to such needed records. If COMPANY fails to provide the requested records or data, or access thereto, CHES may without further notice terminate this contract and COMPANY will be responsible and agrees to pay for work performed by CHES through the date of termination. COMPANY will indemnify and hold CHES harmless for any costs or claims arising from incorrect advice, recommendations, findings or decisions based on incomplete disclosure or inaccurate information provided by COMPANY or if COMPANY changes its procedures after CHES has completed the services outlined in the proposal.

Any training materials produced by CHES are and will remain the physical and intellectual property of CHES and will be available for use only by CHES personnel, unless expressly negotiated that the material is being produced for COMPANY's ongoing use.

2. Assistance: COMPANY agrees to make personnel available to assist CHES in gathering information. CHES will request access to personnel in a timely fashion to impinge on COMPANY's operations in the least obtrusive manner possible.

3. Implementation: It is the responsibility of COMPANY to implement recommendations made by CHES.

COMPANY may retain CHES for such implementation or for additional services beyond the scope of the proposal by separate agreement. Services may be billed at a negotiated rate or an hourly rate for professional services of \$115; \$85/hour for travel; and expenses billed separate.

4. Hazard Identification: In the event CHES observes safety, health, or environmental hazards that constitute a threat to human life, or a violation of law, CHES will notify COMPANY of the need to correct the observed hazard/violation. In the event COMPANY fails to correct a serious hazard to human life or the environment in a timely manner, this contract may be terminated and COMPANY will be responsible for and agrees to pay for work performed by CHES through the date of termination. COMPANY will indemnify and hold CHES harmless for any costs or claims arising from the failure of COMPANY to comply or correct violations. CHES will not be held responsible for COMPANY's failure to comply or correct violations.

5. COMPANY Representation: The terms of this agreement are based upon representations made to CHESS by COMPANY employees and officials. In the event of unexpected or undisclosed situations, CHESS will notify COMPANY of such conditions and of the necessity, if any, to modify the terms of this agreement to reflect changed conditions.

6. Maintenance Plan: The services of CHESS under a maintenance plan are on-going and subject to COMPANY operations. Changes in operations or of law may require modifications or amendments to plans and to services being performed by CHESS. As part of its ongoing services and maintenance plan, CHESS will notify the COMPANY of required changes.

7. Additional Services: Additional services may be required if COMPANY is found to have MPCA or OSHA violations. Fees for services to be provided by CHESS as corrective actions will be determined as required.

8. Performance: CHESS will make every reasonable effort to provide services in a prompt, timely fashion. CHESS will not be held responsible for failure to perform services if i) COMPANY fails to provide CHESS with necessary information, materials, access, etc., or ii) COMPANY causes delays of any type. CHESS will not be held responsible if failure to perform is due to causes beyond CHESS's control.

9. Compliance with Laws: CHESS will make every effort to comply with local, state or federal laws, codes and regulations.

10. Safety: CHESS staff is trained in the use of personal protective equipment and proper safety measures, and will use appropriate safety precautions. It is understood and agreed that, with respect to site health and safety, CHESS is responsible solely for the safe performance, by its personnel, of their activities in carrying out the required services. Pursuant to this agreement, CHESS will advise Client personnel of unsafe procedures. CHESS is not responsible for the failure of Client to follow the recommendations of CHESS. Client waives any claim against CHESS for, and agrees to defend, indemnify and hold CHESS harmless from any claim for liability, injury or loss to Client, Client employees, or others. It is expressly agreed that CHESS shall not be in charge of and shall have no control or responsibility over any aspect of the work of the COMPANY's employees, contractors or agents.

11. COMPANY warrants that it is under no obligation to receive similar services from any person, firm, or entity and is authorized to make this contract. CHESS agrees to use its diligence, skill and ability as consultants to promote the environmental health and safety of the COMPANY and its employees.

12. Cancellation: For maintenance agreements, this contract can be canceled after 6 months, with payment due on the work already performed. The cost of maintenance agreements is calculated to be spread out over a twelve or twenty-four month period. Upon cancellation, the amount due will be based on the entire contract cost.

13. Confidentiality: CHESS is authorized to photograph, videotape or make other diagrams of the COMPANY's operations as are necessary to complete the terms of this agreement. CHESS agrees that it will not disclose any information, records, or photographs without prior notice to, and written authorization of COMPANY unless such disclosure is required by law or necessary to prevent imminent danger.

14. Payment: CHESS shall invoice COMPANY for services at the end of the month, or as provided in the proposal. Unless otherwise agreed, payment not received within 30 days of invoice shall be subject to interest charges of 1% (one percent) per month on the unpaid balance. Payment not received within 90 days of invoice will be referred to a collection agency and subject to a 30% surcharge. Consistent failure to pay invoices on time may result in CHESS terminating this agreement.

15. Warranty: CHESS warrants that the services, findings, recommendations and/or advice provided to COMPANY is prepared, performed and rendered in accordance with procedures, protocols and practices generally accepted in the industrial hygiene and other applicable professions for use in similar assignments. COMPANY acknowledges and agrees that CHESS has made no other implied or expressed representation, warranty or condition with respect to the services, findings, recommendations or advice to be provided by CHESS.

16. Limitations on Damages: CHESS maintains insurance in the following amount: \$500,000 each claim; \$1,000,000 aggregate. COMPANY agrees that in no event will CHESS be liable for costs or damages in an amount greater than the coverage provided by CHESS's insurance and COMPANY agrees to indemnify CHESS for all costs in excess of this amount (except to the extent that such costs result from CHESS's gross negligence).



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

## City of Bayport Donation Program Information Form

Donor Name: *Jeff and Donna Todd*  Resident  Nonresident  
*Please print*

Address: *467 Prairie Way Lane*

City/State/Zip: *Bayport, MN 55305*

Home Phone Number: *651-342-1003* cell *612-805-0794 Jeff* Alternate Phone Number: *cell 612-590-4380 Donna*

Email: *jtodd1k@gmail.com*

Organization (if applicable):

I wish to donate the following to the city:

Bench with dedication plaque - \$1,000.00  Waste receptacle - \$500.00

Tree - \$250.00

General improvement donation of \$ *100<sup>00</sup>* for city  *Police department*  *and Fire department*  ~~parcs~~  ~~cemetery~~

I wish the text on the bench plaque to read as follows (please refer to text samples on reverse side of form, and print desired text below):

**Donor Acknowledgement**

I understand that as the designated donor, this donation will be used toward the purchase of a bench, tree, or general park/cemetery improvement, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install a bench or tree; however, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.

Donor Signature: *Donna Todd*

Date: *Dec 20, 2010*

**OFFICE USE**

Staff Notes (INCLUDE REQUESTED PLACEMENT SITE):

*The Todds would like \$50 to go to each listed department.*

Donation amount received: *\$100.00*

Date received: *12/20/10*

Payment method:  Cash  Check *5428*



## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: December 21, 2010

RE: City's Wellhead Protection Plan - Part II  
SEH No. ABAYPO080100 14.00

On August 18, 2010, the City of Bayport received formal approval from the Minnesota Department of Health (MDH) for Part II of the City's Wellhead Protection Plan. Per that notice and Minnesota Rule 4720.5560 "the public water supplier must notify local units of government (LGU) within the drinking water supply management area of the adoption of a plan". Notification was sent to LGUs on December 21, 2010. The rule also states that the public water supplier must begin implementation of the plan no later than 60 days after approval. In accordance of this rule, the City municipal water supplier has begun implementation of the Part II Plan. The agenda item before you is to move for the City to adopt the Part II wellhead protection plan.

bcp

c: Mitch Berg, City Administrator

s:\ae\b\baypo\080100\well head protection part ii\2010-12-21 well head prot memo.docx

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**From:** Kathy Cinnamon [mailto:centralstcroix@comcast.net]  
**Sent:** Thursday, October 21, 2010 2:41 PM  
**To:** Larry Hansen; Eric Johnson; Mitchell Berg  
**Subject:** 2011 Budgets (for Cable Commission & Valley Access Channels)

Dear City Administrators,

The Cable Commission approved our FY2011 budgets last night. The budget committee wanted to have the budget remain nearly the same as for FY2010 and there was no raises in salaries. As always, please put these on an upcoming agenda for approval and let me know if the budgets have been approved - an email back to me is sufficient.

Thank you!!

Kathy Cinnamon



## Cable Commission FY 2011 Budget – Page 2

Access Center Support 319,965  
(PEG Fees 125,000; Franchise Fees 164,965; Interest Earnings 200; Lower Valley Funds 16,800; Tape Dub Reimbursements 13,000)

Miscellaneous Expenses 2,000  
Telephone System Maintenance 185  
Valley Ridge Mall Christmas Event 250  
Culligan Water Service 150

### **Reserve Funds Accounts**

Legal Contingency -0-  
Leasehold/Facility/Relocation -0-  
HVAC Maintenance/Repair -0-  
Security Fund -0-  
Capitol Revolving Fund -0-  
Payroll Expense Reserves -0-

**Total Expenses \$ 411,400**

**This budget remains the same as 2010 in most categories, and no salary increase was budgeted.**

**Valley Access Channels  
Operating & Capital Expenditure Budget  
Fiscal Year 201  
(February 1, 2011 – January 31, 2012)**

**Revenue**

Commission Subsidies: PEG Fees	125,000	
Franchise Fees	164,965	
Interest Earnings	200	
Lower Valley Funds	16,800	
Tape Dub Reimbursements	13,000	319,965
834 School Dist. Reimbursement		3,500.00
Miscellaneous Reimbursements		500.00
<b>Total Revenue</b>		<b>\$ 323,965</b>

**Expenses**

**\*Salaries** (includes employer's FICA & PERA where applicable)

Access Manager – 40 hours/wk	59,150
Lead Facilities Coordinator – 40 hours/wk	48,000
Facilities Coordinator– 40 hours/wk	42,600
Facilities Coordinator– 40 hours/wk	40,800
1 Access Associate – up to 20 hrs/wk.	16,700
Govt. Meetings & School Board Meetings	8,000
Freelance/Temp Employees	<u>12,000</u>
<b>Total Salary Expense</b>	<b>\$227,250</b>

**Professional Services**

Accounting	850
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**Other Expenses**

Office Supplies	1,200
Media Supplies *	9,000
Telephone	1,100
Rent & CAM	38,500
Gas & Electric	4,100
Culligan Water Service	220
Insurance/Bond	3,500
Medical Insurance	19,275
Dental insurance	2,120
Postage/Mtg/Conf/Dues	1,300
Maintenance/Repairs	6,000
Mileage - .50/mile & car repairs	1,400
Publicity	600

**Valley Access Channels – FY 2011 Budget – Page 2**

Grants	1,500
Misc/Facility/Office Furniture	5,000
Telephone System Maintenance	250
Security Monitoring	300
Copy Machine Expense	<u>500</u>
<b>Total Expenses</b>	<b>\$ 323,965</b>

Most items in the budget remain the same as 2010. No salary increases were budgeted.

\* The tape dub revenues fund the Media Fund budget. I split the projected tape dub earnings between the Media Fund (\$9,000) and the Miscellaneous Fund (\$4,000).



# Bayport Public Library

December 20, 2010



582 NORTH FOURTH STREET  
BAYPORT, MINNESOTA 55003  
(651) 439-7454

Mayor Jonathan Nowaczek  
City of Bayport  
294 N 3<sup>rd</sup> Street  
Bayport, MN 55003

Dear Mayor Nowaczek:

The Bayport Public Library Board of Trustees is requesting Linda Walters be appointed to the library board filling the vacancy left by Sandy Ness

Linda has an impressive background in business and comes to the board with enthusiasm and professionalism. She is committed to maintaining the services of the library.

We would like to thank you for your consideration.

Sincerely,

Sandy Ness  
Library Board President

pc: Mitch Berg, City Administrator

Attachment: Library Board Application

**CITY OF BAYPORT  
PUBLIC LIBRARY BOARD APPLICATION FORM**

**Name: Linda Walters**  
**Address: 213 5<sup>th</sup> Avenue North**  
**Bayport, MN 55003**  
**Home Phone: 651-351-1764**

**Please describe your background and why you are interested in serving on the Library Board.**

I have over 20 years of business experience which has provided me the opportunity to gain first hand experience in a variety of positions. I have been with my current company, Fiserv, since 1998. Fiserv is a Fortune 500 company that services the financial and healthcare industries; I know first hand the challenges of managing to budgets. In the challenges of the current economy this requires one to look outside of the box to find alternative solutions. To achieve maximum success requires a team who is able to synergize ideas. When this happens it is exciting to watch new opportunities come to the fore front.

My responsibilities as the Director of Account Management require that I have excellent communication skills to understand the unique needs of our client base which exceeds 5,000 clients. I must lead my Account Team to be the voice of the client throughout our organization and to seek win-win solutions. This experience has taught me well the difference between hearing and truly understanding the message.

On a personal note I am interested in serving on the Library Board to give back to our community. Bayport has been our home since 1998. The culture of our "small" town is something that my family and I treasure. With two young sons, ages 12 and 8, I also have a vested interest in maintaining the wonderful services provided by our local library. I appreciate your consideration of my application and look forward to discussing this opportunity with you.

**Signature Linda Walters**

**Date 12-14-2010**

**Please return to: Bayport City Hall, 294 North 3<sup>rd</sup> Street, Bayport, MN 55003**



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

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Date: December 27, 2010  
To: Mayor and Council  
From: Mitch Berg, City Administrator  
Subject: **Consider proposals for auditing services for fiscal years 2010, 2011, and 2012**

At the November meeting, the City Council established an audit selection committee, consisting of City Administrator Mitch Berg, Finance Officer Wanda Madsen, and Revenue Tax Specialist Michelle Lamberty, to review proposals for city auditing services. A total of nine proposals were received on December 6, 2010 which included auditing services for 2010, 2011, and 2012 and ranged from \$38,450.00 - \$77,400.00.

The selection committee met on December 22, 2010 to review qualifications, experience, depth of the proposal, and cost. Based on this information, the committee will be selecting various firms to participate in an interview on December 30, 2010. Due to the timing of the interviews, a formal recommendation has not been included in this memo, but will be presented at the January 3, 2011 City Council meeting.



# CITY OF BAYPORT

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

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**All meetings will be held at 6:00 p.m., unless otherwise noted**

## **2011 City Council Regular Meeting Dates**

Monday, January 3

Monday, February 7

Monday, March 7

Monday, April 4

Monday, May 2

Monday, June 6

**Monday, July 11 \***

Monday, August 1

**Tuesday, September 6 \*\***

Monday, October 3 \*\*\*

Monday, November 7

Monday, December 5

- \* Due to the Independence Day holiday, staff recommends scheduling the meeting for Monday, July 11. The regular meeting will be preceded by a 5:00 p.m. city department review workshop.
- \*\* Due to the Labor Day holiday, staff recommends scheduling the meeting for Tuesday, September 6.
- \*\*\* The regular meeting will be preceded by a 5:00 p.m. city department review workshop.



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

Date: December 13, 2010  
To: Mayor and City Council  
From: Mitch Berg, City Administrator  
Subject: Appointments, designations, and assignments for 2011

### ***BACKGROUND***

Listed below are individuals/agencies appointed in 2010. The City Council shall designate the following for 2011:

<b><u>Position</u></b>	<b><u>2010</u></b>	<b><u>2011 – Changes only</u></b>
<b>Planning Commission Liaison</b> Third Monday of the month – 6 p.m.	Judy Seeberger	Torry Kraftson, alt.
<b>Library Board Liaison</b> Fourth Thursday of the month – 6 p.m.	Dan Johnson	Connie Carlson, alt.
<b>Cable Commission Liaison</b> Third Wednesday, every even month – 7 p.m.	Connie Carlson	Torry Kraftson, alt.
<b>Middle St. Croix Watershed Liaison</b> Second Thursday of the month – 7 p.m.	Torry Kraftson	Connie Carlson, alt.
<b>Lower St. Croix Partnership</b> Last Wednesday of every odd month - 7 p.m.	Dan Johnson	Connie Carlson, alt.
<b>Andersen Citizen Advisory Liaison</b> Two Wednesdays per year – 7 p.m. Typically April/May and August/September	Judy Seeberger	Dan Johnson, alt.
<b>Deputy Mayor</b>	Dan Johnson	
<b>City Attorney</b>	Eckberg Law Firm (Nick Vivian)	
<b>City Engineer</b>	SEH (Barry Peters)	
<b>City Auditor</b>	Abdo Eick & Meyers, LLP	TBD at meeting
<b>Deputy City Clerk</b>	Asst. City Administrator (Sara Taylor)	
<b>Emergency Preparedness</b>	Fire Chief (Mike Bell)	
<b>Deputy Fire Chief</b>	Matt Bell	
<b>Weed Inspector</b>	Mayor (Jon Nowaczek)	Mayor (Susan St. Ores)
<b>Assistant Weed Inspector</b>	Public Works Supervisor (Mel Horak)	
<b>Animal Control</b>	Police Chief (Laura Eastman)	
<b>Assessor</b>	Washington County	
<b>Official Depository</b>	First State Bank	
<b>Official Newspaper</b>	Stillwater Gazette	
<b>Animal Impound Agency</b>	St. Croix Animal Shelter-Woodbury	
<b>On Site Septic Inspection</b>	Washington County	
<b>Financial Advisor</b>	Northland Securities	Northland Securities, UBS, Wells Fargo, RBC, SIPC, FTN, and ICDI

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving appointments, designations, and assignments for 2011.

*Stillwater*  
**Gazette**  
*Serving The St. Croix Valley Since 1870*

December 14, 2010

City of Bayport  
Attn: Mitch Berg, City Administrator  
294 North 3<sup>rd</sup> Street  
Bayport, MN 55003

Dear Mr. Berg;

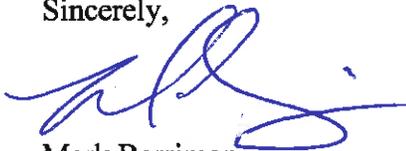
I appreciate the City of Bayport's request for a quote for publication of its legal notices in 2011. I do request consideration that the Stillwater Gazette be named the city's legal newspaper for the year 2011.

The Gazette continues to offer the highest number of paid circulation newspapers distributed within the city, and our publication schedule gives city government many options for presenting its legal advertising to the public in a timely manner. Our Legal pages are also available online at [www.stillwatergazette.com](http://www.stillwatergazette.com).

The proposed legal rate for 2011 is - \$3.25 per column inch for the first insertion, and \$3.20 per column inch for subsequent insertions of the same ad.

I look forward to the Gazette continuing to serve the city and its citizens in this capacity. Should you have any questions, or if you are in need of additional information, please let me know. Thank you.

Sincerely,



Mark Berriman  
Publisher  
651-796-1116  
[mberriman@acnpapers.com](mailto:mberriman@acnpapers.com)



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 1, 2010

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

Dear City of Bayport:

The *St. Croix Valley Press* wishes to be considered as your designated newspaper for 2011.

We meet all the requirements under state statutes.

Our circulation is audited by Verified Audit Circulation, an independent firm.

We offer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail to [legals@presspubs.com](mailto:legals@presspubs.com) - clearly identify them as "Legal Notices."

The rate will remain the same at \$6.90 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Thursday by 5:00 p.m. for the following Thursday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

Lisa Graber  
Legal Notice Coordinator

*Misc: Bayport2011.doc*

Your Best Source For Community Information

White Bear Press • Vadnais Heights Press • St. Croix Valley Press • Quad Community Press • Shoreview Press • Forest Lake Press  
news@presspubs.com ppcomp@presspubs.com pressadvertising@presspubs.com ppcirc@presspubs.com

## Mitchell Berg

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**From:** Schmitz, Luletta <lschmitz@pioneerpress.com>  
**Sent:** Thursday, December 23, 2010 2:48 PM  
**To:** Mitchell Berg  
**Subject:** FW: Pioneer Press Quotation for 2011 Legal Publications  
**Attachments:** Zone%20Rate%20Card%202010.pdf

Thank you for considering the Pioneer Press for publication of Bayport legal notices.

We are pleased to be able to offer a Washington County (Zone) Edition Rate of \$4.28 per column inch.

A copy of our typical rates, days of publication, circulation and deadlines are attached. Your notices can run on the day of your choice, Wednesday through Saturday. Exceptions to this would be on holidays and the day following a holiday, when zones are not published.

The community edition not only benefits Bayport from an affordability standpoint but your messages will be delivered in a prominent, well-read publication. This is equally important. Readers are more interested in government activities than ever before and look to The Pioneer Press for this information.

If we can answer any other questions or provide further information, please contact LuLetta Schmitz, Legal Advertising Representative at 651-228-5154 or Iris Ledford, Advertising Operations Manager at 651-228-5294.

Sincerely,  
LuLetta Schmitz  
St. Paul Pioneer Press

# It's Your Life. It's Your Town. It's Your Business.



**PIONEER PRESS**  
TwinCities.com



The Pioneer Press offers 5 community editions:  
**City, Dakota County, North Suburbs,  
Washington County and Wisconsin.**

Look for even more news about local neighborhoods,  
including people and places, things to do, schools,  
police reports, government and businesses,  
plus ads and savings from stores in the area.

## 2010 Zoned Edition Rates

Zoned Editions (Wednesday through Saturday)

	City	Dakota County	North Suburbs	Washington County	Wisconsin
Open	\$44.30	\$26.80	\$41.36	\$34.09	\$22.98
13x	\$24.96	\$18.37	\$20.78	\$22.61	\$15.58
26x	\$21.37	\$15.96	\$17.29	\$18.93	\$13.40
52x	\$19.07	\$13.95	\$14.97	\$16.39	\$11.61
92x	\$17.81	\$12.90	\$13.84	\$15.15	\$10.74

Zoned Editions (Sunday)

	City	Dakota County	North Suburbs	Washington County	Wisconsin
Open	\$49.23	\$37.01	\$42.22	\$45.92	\$33.28
13x	\$28.66	\$24.78	\$24.11	\$31.03	\$21.83
26x	\$24.83	\$21.12	\$21.00	\$26.02	\$18.44
52x	\$22.00	\$18.46	\$18.70	\$22.15	\$15.97
92x	\$20.54	\$17.07	\$17.29	\$20.48	\$14.77

\*Rates effective 1/1/2010

## Double X Program

2x Wednesday through Saturday Discount\*

- 31.5" - 62.5" ads: 35% off each ad
- 63" - 125.5" ads: 45% off each ad
- 126" and up ads: 55% off each ad

See your account executive for details.

\*Discounts off regular or contract rates. Not valid with any other special programs. Ads limited to two zones per week.

## Zoned Spot Color

Zoned Color \$268 per spot color per zone

**See Your Account Executive for  
Details.**

## Zone Lift Program

Rerun your ad within a 5-day window and receive up to 40% off.  
See your account executive for details.

## Zoned Edition Deadlines

Day of Publication	Space Reservation/ Material Due	Final Corrections Camera Ready Due
Wednesday	Friday 5pm	Tuesday 2pm
Thursday	Monday 5pm	Wednesday 2pm
Friday	Tuesday 5pm	Thursday 2pm
Saturday	Tuesday 5pm	Thursday 2pm
Sunday	Wednesday 5pm	Friday 2pm

## Zone Space Application

Zone space will not count toward completion of ROP space contracts. Each zone of a multiple zone insertion counts toward completion of zone frequency contracts. Zones not available on Monday, Tuesday, holidays or the day following a holiday.

## Group Promotions

Group promotions may qualify for special rates. Contact your account executive for details.

## Courtesy Rates

A \$7,500 ROP rate will be extended to zone contract advertisers. No retail full run contract is necessary to qualify for this rate providing a valid zone contract is in force and will be completed. Full run insertions qualify as one insertion toward fulfillment of zone contract.

## Size Minimums

Minimum ad size in Zone Edition is 4 column inches.



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

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Date: December 27, 2010  
To: Mayor and Council  
From: Mitch Berg, City Administrator  
Subject: City Administrator's Report

***Since the December City Council meeting:***

- I submitted an Inflow and Infiltration Grant to the Metropolitan Council (grants are to be awarded January 5, 2011)
- I submitted a grant application to the Shakopee Mdewakanton Sioux Community for a new defibrillator
- Staff conducted interviews for auditing services for 2010
- Sara and I conducted an orientation for the new and returning City Council members
- I have been engaged with union negotiations throughout the month of December
- Wanda and I have been working on finishing the year end and preparing for the upcoming 2010 audit

***Updates:***

- In the fall of 2009, the City asked Xcel Energy to conduct a lighting system analysis for the City Hall, Fire Department, and Public Works Garage and below is a summary of their findings to retrofit our existing lighting. Seeing a substantial benefit to retrofitting the existing lights and greatly reducing the amount of kilowatt usage, I have initiated work to begin immediately in 2011.

	City Hall	Fire Department	Public Works
Cost	\$ 7,550.82	\$ 3,957.61	\$ 11,609.49
Rebates	\$ 2,495.98	\$ 2,166.18	\$ 5,277.30
Estimated Annual Savings	\$ 2,321.31	\$ 881.06	\$ 7,944.40
Payback	26 months	24 months	8 months

- While the Public Works Department has incurred a significant amount of overtime to address one of the snowiest seasons on record, I want to applaud them for their efforts to keep our streets, sidewalks and trails clear of snow for both November and December
- Assistant City Administrator/City Planner Sara Taylor has completed her seventh year of employment with the city and is eligible for a step increase, per the adopted salary step schedule for full-time employees
- Building Official John Buckley has completed his fifth year of employment with the city, and has reached the final step in the adopted salary step schedule for full-time employees

***Things to do for the February City Council meeting:***

- Prepare for and schedule various assessment hearings for the 2<sup>nd</sup> Avenue storm water improvement project (from 2<sup>nd</sup> Street to State Hwy 95) and the two properties on 5<sup>th</sup> Street for replacement of water connections
- Prepare a snow plowing policy for City Council consideration

***Reminder for the City Council:***

- The LMC newly elected and experienced official workshop is February 25-26 at the Earl Brown Center in Brooklyn Center. For those who are signed up, if you find that you cannot attend, it is important that you notify me as soon as possible.



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

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Date: December 27, 2010  
To: Mayor and Council  
From: Mitch Berg, City Administrator  
**Subject: Closed Session**

The City has been engaged with both labor unions on a new Collective Bargaining Agreement to begin January 1, 2011. While the negotiations are in progress, an agreement may not be reached prior to the January City Council meeting.

If this is the case, I recommend the city proceed with a closed session to consider negotiation strategies with the City Council. After an agreement is reached, the City Council will be asked to consider the contract at a subsequent meeting in open session. Due to the circumstances, both the City Attorney and I felt it was a good idea to have the item listed on the agenda, in the event a closed session is warranted.