

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
May 3, 2010**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. April recycling award given to Richard Parent
2. Thank you to members of People's Congregational Church, resident Chantelle McRoberts, and resident Dan Peulen for assistance with spring cleanup and planting at various public parks and City Hall grounds
3. Public Works will be flushing fire hydrants Tuesday, May 4th through Friday, May 7th. If residents experience any discoloration during this flushing process, they should let their water run until it is clear, and contact City Hall if the problem persists.

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 19

- | | |
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| 1. April 5, 2010 City Council regular meeting minutes | 1 |
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| 3. April payables and receipts | 3 |
| 4. April building, plumbing and mechanical permit report | 4 |
| 5. Transfer of Hazelwood Cemetery gravesites from Ernest B. Serier and Hubert T. Gilbert to John G. Serier | 5 |
| 6. Special event application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park | 6 |
| 7. Lawful gambling bingo application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park | 7 |
| 8. Temporary on-sale liquor license application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park | 8 |
| 9. Special event application for Memorial Day Parade on Monday, May 31, 2010 through Bayport | 9 |
| 10. Donation request from the Bayport American Legion in the amount of \$300.00 to support the Memorial Day Parade | 10 |
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| 12. Special event application for Stillwater Marathon on Sunday, May 30, 2010 through Bayport | 12 |

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18. Joint resolution in support of Beyond the Yellow Ribbon Campaign	18
19. Adjustment of Xcel Energy King Plant sewer utility bill	19

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UNFINISHED BUSINESS

NEW BUSINESS

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| 1. Allied Waste recycling scholarship | |
| 2. Consider quotes to replace the roof at City Hall and amending the 2010 Capital Improvement Plan to reflect this expenditure | 22 |
| 3. Consider adopting a city purchasing policy | 23 |

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ADJOURNMENT

RESOLUTION NO. 10-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
MAY 3, 2010**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 3rd day of May 2010, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-19 FROM THE
MAY 3, 2010 CITY COUNCIL AGENDA**

1. April 5, 2010 City Council regular meeting minutes
2. April 5, 2010 Library workshop minutes
3. April payables and receipts
4. April building, plumbing and mechanical permit report
5. Transfer of Hazelwood Cemetery gravesites from Ernest B. Serier and Hubert T. Gilbert to John G. Serier
6. Special event application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park
7. Lawful gambling bingo application from BCAL for Dane's Place Annual Pig Roast Fundraiser on Saturday, June 26, 2010 at Village Green Park
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10. Donation request from the Bayport American Legion in the amount of \$300.00 to support the Memorial Day Parade
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12. Special event application for Stillwater Marathon on Sunday, May 30, 2010 through Bayport
13. Special event application for Andersen Elementary School Physical Education Field Days at Barker's Alps Park on Friday, May 28 and Wednesday, June 9, 2010
14. Special event application for the Nowling wedding ceremony on Saturday, July 24, 2010 at Barker's Alps Park
15. MSCWMO Perro Creek project pay request
16. Assessment abatement resolution for Judith Lind, 713 5th Avenue North
17. Authorization to proceed with the fence replacement at Hazelwood Cemetery
18. Joint resolution in support of Beyond the Yellow Ribbon Campaign
19. Adjustment of Xcel Energy King Plant sewer utility bill

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

Jonathan Nowaczek –
Connie Carlson –
Dan Johnson –

Torry Kraftson –
Judy Seeberger –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 3rd day of May, 2010.

ATTEST:

Mitch Berg, City Administrator

Jon Nowaczek, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
APRIL 5, 2010
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of April 5, 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, Torry Kraftson and Judy Seeberger

Members Absent: Councilmember Dan Johnson

Others Present: Administrator Mitch Berg, Fire Chief Mike Bell, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Finance Officer Wanda Madsen, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, Attorney Nick Vivian

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The March recycling award given to Bill and Kathy Conley.
2. Police Chief Eastman encouraged anyone interested in the department's new Citizen's Academy program to complete an application as soon as possible. The sessions will be held on May 5, 11, 25 and 26, 2010, from 6-8 p.m.
3. Police Chief Eastman presented a Certificate of Appreciation to the Minnesota Department of Corrections – Stillwater Prison for their assistance during the recent flood event. She also acknowledged the teamwork and efforts of the city's Public Works staff.
4. Mayor Nowaczek read a proclamation designating April 11-17, 2010 as National Library Week.

OPEN FORUM

1. Harold Radke, 521 Mariner Drive, expressed concerns with the proposed easement over the Waterford Condominium property, specifically with the language regarding South Maine Street as an unopened street and the use of the term "ice road."

CONSENT AGENDA

Mayor Nowaczek read items 1-14 on the consent agenda.

1. March 1, 2010 City Council regular meeting minutes
2. March payables and receipts
3. March building, plumbing and mechanical permit report
4. Sale of the Lakeside Park log cabin
5. Appointment of Nancy Aderman as the citizen representative to the Central St. Croix Valley Cable Commission
6. Temporary on-sale liquor license for the Bayport Marina on Saturday, May 8, 2010
7. Annual step increase for Police Chief
8. Acknowledgement of Anderson Race Management Ragnar Relay Race on Saturday, August 21, 2010
9. Final approval of the city's Comprehensive Plan Update required by the Metropolitan Council
10. Special event application for Andersen Corporation Quarter Century Picnic on Friday, August 13 and Saturday, August 14, 2010 at Lakeside Park

11. Special event application for BCAL Farmer's Market Seeds and Seedlings Fair, Monday, May 17, 2010 at Perro Park
12. LMC Liability Coverage Waiver form approval
13. Change order for Public Works Ventilation Improvement Project rain hoods
14. Renewal of boat trailer parking agreement with Andersen Corporation

Administrator Berg noted that the March building report includes permits for three new residential homes. Mayor Nowaczek thanked Andersen Corporation for their continued boat trailer parking program that provides residents with convenient access and parking to the river from 4th Avenue North. Councilmember Kraftson acknowledged the satisfactory resolution to the log cabin removal at Lakeside Park.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 10-08

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-14 FROM THE
APRIL 5, 2010 CITY COUNCIL AGENDA**

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

PUBLIC HEARINGS - None

COUNCIL LIAISON REPORTS

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

Councilmember Kraftson reported on the March 11, 2010 Middle St. Croix Watershed Management Organization (MSCMWO) meeting. A storm water audit is being conducted by the Washington Conservation District for the homeowners along Perro Creek, noting that the survey is a tool to promote education and exchange of information, and encouraged residents to participate. The next meeting is scheduled for Thursday, April 8, 2010, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson reported the Cable Commission's next meeting is scheduled for Wednesday, April 21, 2010, 7:00 p.m., at the Valley Ridge Mall.

ADDITIONAL AGENDA ITEM

Mayor Nowaczek noted that Bayport serves as the fiduciary agent for the Perro Creek Outlet-Bayport Storm Sewer Project, and the MSCWMO requested that a change order for the project be considered at tonight's meeting. The MSCWMO Board has approved the change order. This request will be added to New Business.

RIVERFRONT ADVISORY COMMISSION REPORT

Update by the Riverfront Advisory Commission and request to consider adoption of the recommended bylaws and expenditure of \$1,000.00 to hire a facilitator: Lecia Kluver, rotating liaison for the Riverfront Advisory Commission, reviewed the first meeting of the commission. She requested that the commission's bylaws be approved by the City Council, as well as consideration of hiring a facilitator to assist the commission, at a cost not to exceed \$1,000.00. The next meeting will be held Tuesday, April 6, 2010, followed by a May 18, 2010 meeting. In June, a regular schedule of meetings will begin on the

second Tuesday of each month. Meetings will be held at City Hall, beginning at 6:00 p.m. She indicated the commission is looking forward to defining the scope of the projects to be examined.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to approve the proposed Riverfront Advisory Commission Bylaws as presented. Motion carried.

Ms. Kluver stated the appropriation request of \$1,000.00 would assist the commission through 2010, at which time the commission would reassess the need for continued facilitator assistance. Mark Nagel has been contacted to provide the facilitator services. Administrator Berg indicated funding for this request is available in the professional services line item in the 2010 administration budget.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve the \$1,000.00 request by the Riverfront Advisory Commission to hire a facilitator. Motion carried.

UNFINISHED BUSINESS

Consider adoption of an easement and vacation agreement for the ice road and a resolution setting a public hearing on an easement vacation: Administrator Berg explained that since the January City Council meeting, the Waterford Condominium Association has provided an updated survey and legal description as part of their efforts to correct the easement for the roadway providing access to the St. Croix River. He reviewed revisions to the easement agreement, including removing seasonal limitations, as agreed upon by Waterford. Attorney Vivian noted the complexity of correcting a situation that has been unresolved for over 20 years and stated no City Council action would be required on the easement approval until a public hearing is held on the matter. Administrator Berg noted that there is some question whether Department of Natural Resources (DNR) approval is required for the proposed vacation, and he recommended the public hearing be held in July instead of May, to allow sufficient response time from the DNR, if needed. It would also allow the condominium homeowner's association time to vote on the matter. Scott McDonald, attorney for the Waterford Condominium Association, reviewed the association's goals in resolving the discrepancy with the easement issue. Attorney Vivian stated that the easement agreement could be approved prior to the public hearing, contingent upon approval by the Waterford Condominium Association membership. Discussion followed on including language regarding seasonal use of the roadway, and the general consensus was to delete any seasonal restrictions on use of the roadway and support approval of the easement agreement.

Councilmember Seeberger introduced the following resolution, moving the public hearing date to July 6, 2010, and moved its adoption:

Resolution 10-09

RESOLUTION SETTING A PUBLIC HEARING ON AN EASEMENT VACATION

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

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to authorize conditional approval of the easement agreement as set forth, with the corrections provided by City Attorney Vivian regarding Exhibits A and B, and retaining the deleted language as noted, contingent upon approval of the Waterford Condominium Association and unit owners. Motion carried.

Administrator Berg stated that he anticipates a call from Bayport Estates regarding their easement with the city, but he would not take any action until a written request was received from them and/or the City Council directed staff to proceed.

NEW BUSINESS

Update on Local Government Aid (LGA) unallotment and discuss recommendations to amend the 2010 city budget: Administrator Berg reported the 2009 audit would be reviewed at the May meeting; however he felt a recap of 2009 was pertinent at this time. General fund spending was only 3.77% (\$69,000) higher than budget; however revenues fell short by \$231,000 in the general fund and \$100,000 in other funds (a total revenue shortfall of 10.84%), due largely to the current economy. He reviewed 2010 reductions in state aid and projected revenue shortfalls, resulting in a 10-15% revenue reduction. He proposed meeting this general fund shortfall through transfers in, cuts to the general fund, and less transfers out. Library cuts, including a Wednesday closing, will result in a transfer of \$16,500 in library property tax back into the general fund. A total of \$143,000 in cuts will come from the day-to-day operations of the city. He reviewed the proposed cuts, including a 72-hour furlough for all nonunion staff, resulting in a 38-hour work week, beginning April 12, 2010. City Hall hours will be reduced to 7:30 a.m.-4:30 p.m., Monday-Thursday. Additionally, the beach house concession stand will not be staffed with a city employee this season. The projected LGA unallotment is expected to be reduced by \$70,000, and Administrator Berg proposed restoring \$20,000 into the contingency fund. Additional measures to meet the full deficit were reviewed for 2010 and into 2011. He noted the City Council and city staff will be holding a strategic planning session in the next month. He also noted that staff is looking into a resident survey for comments on solving the city's budget crisis, staff is exploring opportunities to partner with other units of government for revenues and sharing of services, and the City Administrator is proposing a modified biennium budget process for the 2011-2012 budget. Mayor Nowaczek asked residents to bring their ideas and concerns to city staff and/or councilmembers. Councilmembers thanked Administrator Berg and staff for their effort and sacrifice to align the 2010 budget.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to approve the 2010 amended budget, with \$20,000 going back into the contingency reserve line item. Motion carried.

MSCWMO change order request for Perro Creek Outlet-Bayport Storm Sewer Project: The State of Minnesota and the MSCWMO have approved a revision to the trash racks for the outlet structures to allow a 4-inch horizontal opening at the bottom.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve the change order request in the amount of \$2,100 for the Perro Creek Outlet-Bayport Storm Sewer Project. Motion carried.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Carlson clarified that the SCVAA's request to use the city's fields for ball and soccer games. She stated the SCVAA considers these fields to be the "home fields" for Bayport youth teams. Councilmember Kraftson suggested that councilmembers periodically monitor usage of the fields at Barker's Alps to help determine scheduling requests in the future.
2. Councilmember Kraftson announced that he would not be seeking a second term on the City Council when his term expires on December 31, 2010.
3. Councilmember Seeberger invited everyone to attend a community event, Beyond the Yellow Ribbon, on Thursday, May 6, 2010, 7-9 p.m., at the Bayport American Legion. The event supports deployed military personnel and their families.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

City Administrator update: The city spent approximately \$3,500 on flood mitigation efforts and constructed a temporary levy to protect several properties; fortunately, the river did not reach the levy. Including in-kind expenses for city staff time, the city submitted a request to Washington County Emergency Services for flood expenses in the amount of \$8,000.00-\$11,000.00, and hoped to qualify for reimbursement through the Federal government; however, it appears Washington County will not qualify for flood relief through Federal programs.

The audit for the Fireman's Relief Association shows assets over liability at 109%, which is one of the highest funding levels in the state.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to adjourn the meeting at 7:50 p.m. Motion carried.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
APRIL 5, 2010
5:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the City Council workshop meeting of April 5, 2010 to order at 5:05 p.m.

ROLL CALL

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Torry Kraftson, and Judy Seeberger

Members Absent: Dan Johnson

Others Present: Administrator Mitch Berg, Assistant City Administrator/Planner Sara Taylor, Library Director Kathy MacDonald, and members of the Library Board

Mayor Nowaczek stated the purpose of the workshop was for the City Council to receive an update and an overview of the current operations at the Bayport Public Library.

Library review: Library Board member Joe Reding gave a presentation on the library, which included state and local history, make-up and responsibilities of the Library Board, an income and expenditure summary, service and circulation statistics, and a cost analysis for Bayport residents. In 2009, a total of 45,204 visits were accounted for at the library. A breakdown of the circulation/loans indicated that Bayport residents account for 31% of loans by destination, followed by Stillwater, West Lakeland, Oak Park Heights, Baytown, and other surrounding communities. Special events were reviewed, including story hour, class/senior housing visits, and book clubs, which are programs that are offered above and beyond regular library services. Board member Reding concluded his presentation by introducing the other members of the Library Board, including Sandy Ness, Mary Goulette, Mary-Clare Holst, and Corey Mohan.

Library Director MacDonald and Library Board members answered questions from the City Council relative to significant issues facing the library, including funding, and opportunities to utilize volunteers to assist with library services. The Library Board expressed pride with their efforts in implementing creative solutions for energy conservation and pursuing cooperative efforts with groups such as the Master Gardeners to exchange services and resources. Board member Reding also expressed gratitude for donations received through the Foundation for Bayport Public Library, and encouraged individuals interested in donating to the library, to do so through the foundation.

Mayor Nowaczek concluded the workshop by recognizing the library as a community asset and Councilmembers expressed appreciation for the friendly staff and level of services provided for patrons of all ages.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson seconded to adjourn the workshop at 5:54 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 04/30/2010

FUND	FUND Descr	2010 Budget	2010 YTD Amt	2010 % of Budget	2010 % of Budget Remain
101	GENERAL	\$1,892,354.12	\$271,070.94	14.32%	85.68%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$0.00	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$200.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$140.00	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$1,506.10	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$19,409.47	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$5,000.00	0.00%	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$0.00	0.00%	0.00%
210	K-9 UNIT	\$0.00	\$654.34	0.00%	0.00%
211	LIBRARY	\$255,796.00	\$1,687.71	0.66%	99.34%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$0.00	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$307,454.00	\$60,472.18	19.67%	80.33%
602	SEWER	\$680,241.00	\$209,892.93	30.86%	69.14%
800	INVESTMENTS-POOLED	\$0.00	\$135,521.38	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$87,735.40	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,135,845.12	\$793,290.45	25.30%	74.70%

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: APRIL

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	4/28/2010	\$50.00	750 LIQUOR - TEMP (PER DAY) Dane's Place	R 101-00000-32100 BUSINES
101	4/8/2010	\$25.00	343 ASSESSMENT SEARCH Edina Realty Titl	R 101-00000-34105 USER FE
101	4/8/2010	\$25.00	344 ASSESSMENT SEARCH Attorney's Title o	R 101-00000-34105 USER FE
101	4/13/2010	\$1.25	509 COPIES (\$0.25/PAGE) MIKE O'BRIEN	R 101-00000-34105 USER FE
101	4/19/2010	\$25.00	626 ASSESSMENT SEARCH Access Informati	R 101-00000-34105 USER FE
101	4/21/2010	\$25.00	666 ASSESSMENT SEARCH Edina Realty Titl	R 101-00000-34105 USER FE
101	4/22/2010	\$2.25	669 COPIES (\$0.25/PAGE) cash	R 101-00000-34105 USER FE
101	4/28/2010	\$1.50	759 COPIES (\$0.25/PAGE) POLICE DEPART	R 101-00000-34105 USER FE
101	4/22/2010	\$76.81	16382 90/10 SUBROGATION SPLIT - JOSH EISI	R 101-00000-36250 REFUND -
101	4/5/2010	\$2,100.00	96 SAC	G 101-20102 S A C CHARGE
101	4/5/2010	\$108.50	96 BUILDING SURCHARGE ROTTLUND: 31	G 101-20104 STATE SURCHA
101	4/5/2010	\$0.50	101 BUILDING SURCHARGE Craftsmasters R	G 101-20104 STATE SURCHA
101	4/6/2010	\$0.50	246 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	4/6/2010	\$2.50	248 BUILDING SURCHARGE Weatherguard C	G 101-20104 STATE SURCHA
101	4/12/2010	\$0.50	377 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	4/14/2010	\$0.50	561 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	4/14/2010	\$0.50	562 BUILDING SURCHARGE Steve Warmboe	G 101-20104 STATE SURCHA
101	4/19/2010	\$0.50	659 BUILDING SURCHARGE Judy Lind - deck	G 101-20104 STATE SURCHA
101	4/21/2010	\$0.50	665 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	4/21/2010	\$259.94	667 BUILDING SURCHARGE Berwald Roofing	G 101-20104 STATE SURCHA
101	4/22/2010	\$2.00	670 BUILDING SURCHARGE Thomas Goetz	G 101-20104 STATE SURCHA
101	4/22/2010	\$0.50	698 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	4/26/2010	\$4.02	704 BUILDING SURCHARGE JG Hause Const	G 101-20104 STATE SURCHA
101	4/28/2010	\$0.50	724 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	4/28/2010	\$4.50	748 BUILDING SURCHARGE BEST SIDING C	G 101-20104 STATE SURCHA
101	4/28/2010	\$0.50	752 SIGN SURCHARGE - TEMPORARY Ameri	G 101-20104 STATE SURCHA
101	4/29/2010	\$6.88	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	4/22/2010	\$10.31	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	4/15/2010	\$6.88	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	4/5/2010	\$10.31	102 PICNIC SHELTER - NONRESIDENT (50)	G 101-20603 SALES TAX PAY
101	4/7/2010	\$76.40	336 DELTA DENTAL	G 101-27107 DELTA DENTAL
101	4/27/2010	\$38.20	719 DELTA DENTAL KEN HARTUNG	G 101-27107 DELTA DENTAL
101	4/7/2010	\$91.65	334 MEDICA HEALTH INS.	G 101-27109 MEDICA
101	4/7/2010	\$1,019.30	336 MEDICA	G 101-27109 MEDICA
101	4/27/2010	\$509.65	719 MEDICA KEN HARTUNG	G 101-27109 MEDICA
101	4/7/2010	\$29.00	336 LIFE INS. -	G 101-27118 LINCOLN LIFE
101	4/7/2010	\$416.68	336 HEALTH SAVING ACCT.	G 101-27122 H S A
101	4/27/2010	\$208.34	720 HEALTH SAVING ACCT. KEN HARTUNG	G 101-27122 H S A
101	4/20/2010	\$50.00	661 SPECIAL EVENT APP Stillwater Marathon	R 101-41910-32200 NONBUSI
101	4/20/2010	\$50.00	662 SPECIAL EVENT APP Matthew Diiioia	R 101-41910-32200 NONBUSI
101	4/26/2010	\$50.00	712 SPECIAL EVENT APP SARAH NOWLING	R 101-41910-32200 NONBUSI
101	4/28/2010	\$25.00	752 SIGN PERMIT - TEMPORARY American L	R 101-41910-32200 NONBUSI
101	4/5/2010	\$1,758.75	96 BUILDING PERMIT ROTTLUND: 312 PR	R 101-41910-32210 BUILDING
101	4/5/2010	\$1,143.19	96 PLAN REVIEW	R 101-41910-32210 BUILDING
101	4/5/2010	\$41.25	101 BUILDING PERMIT Craftsmasters Remod	R 101-41910-32210 BUILDING
101	4/6/2010	\$118.00	248 BUILDING PERMIT Weatherguard Constru	R 101-41910-32210 BUILDING
101	4/14/2010	\$41.25	562 BUILDING PERMIT Steve Warmboe	R 101-41910-32210 BUILDING
101	4/19/2010	\$25.00	659 BUILDING PERMIT Judy Lind - deck	R 101-41910-32210 BUILDING
101	4/19/2010	\$16.25	659 PLAN REVIEW	R 101-41910-32210 BUILDING
101	4/21/2010	\$3,556.75	667 BUILDING PERMIT Berwald Roofing	R 101-41910-32210 BUILDING
101	4/22/2010	\$103.25	670 BUILDING PERMIT Thomas Goetz	R 101-41910-32210 BUILDING
101	4/22/2010	\$67.11	670 PLAN REVIEW	R 101-41910-32210 BUILDING
101	4/26/2010	\$177.00	704 BUILDING PERMIT JG Hause Constructio	R 101-41910-32210 BUILDING
101	4/28/2010	\$177.00	748 BUILDING PERMIT BEST SIDING COMP	R 101-41910-32210 BUILDING
101	4/6/2010	\$75.00	246 PLUMBING PERMIT - RESIDENTIAL A-1	R 101-41910-32220 PLUMBIN
101	4/12/2010	\$75.00	377 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI
101	4/14/2010	\$75.00	561 MECHANICAL PERMIT - RESIDENTIAL R	R 101-41910-32230 MECHANI
101	4/21/2010	\$75.00	665 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI
101	4/22/2010	\$75.00	698 MECHANICAL PERMIT - RESIDENTIAL R	R 101-41910-32230 MECHANI
101	4/28/2010	\$75.00	724 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI

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FUND	Tran Date	Amount	Refer Comments	Account Descr
101	4/22/2010	\$250.00	702 CONDITIONAL USE PERMIT APP MIDW	R 101-41910-34100 P & Z PE
101	4/22/2010	\$1,346.10	16381 INSPECTIONS	R 101-41910-34103 LAKELAN
101	4/7/2010	\$30.00	338 PHONE REIMBURSTMENT	E 101-42100-321 COMMUNIC
101	4/5/2010	\$10.00	199 PET LICENSE - SPAY/NEUT Morgan Kam	R 101-42100-32240 ANIMAL F
101	4/5/2010	\$10.00	199 PET LICENSE - SPAY/NEUT Heather Ka	R 101-42100-32240 ANIMAL F
101	4/5/2010	\$20.00	199 PET LICENSE - NO SPAY/NEUT Heather	R 101-42100-32240 ANIMAL F
101	4/7/2010	\$20.00	340 PET LICENSE - NO SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	4/13/2010	\$10.00	506 PET LICENSE - SPAY/NEUT KAY HUFFM	R 101-42100-32240 ANIMAL F
101	4/13/2010	\$10.00	506 PET LICENSE - SPAY/NEUT KAY HUFFM	R 101-42100-32240 ANIMAL F
101	4/14/2010	\$10.00	553 PET LICENSE - SPAY/NEUT LISA HOHE	R 101-42100-32240 ANIMAL F
101	4/15/2010	\$10.00	568 PET LICENSE - SPAY/NEUT Amy Lesicka	R 101-42100-32240 ANIMAL F
101	4/27/2010	\$10.00	716 PET LICENSE - SPAY/NEUT Steve Ridgw	R 101-42100-32240 ANIMAL F
101	4/27/2010	\$10.00	718 PET LICENSE - SPAY/NEUT Brent McKea	R 101-42100-32240 ANIMAL F
101	4/28/2010	\$10.00	754 PET LICENSE - SPAY/NEUT Mary Lanz	R 101-42100-32240 ANIMAL F
101	3/31/2010	\$1.25	94 POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	4/5/2010	\$0.25	121 POLICE REPORTS Kayla Christensen	R 101-42100-34201 POLICE A
101	4/8/2010	\$2.00	345 POLICE REPORTS GLEASON/CALVERL	R 101-42100-34201 POLICE A
101	4/19/2010	\$3,000.00	16377 STILLWATER MARATHON	R 101-42100-36231 DONATIO
101	4/7/2010	\$20.00	250 BURNING PERMIT Prairie Restorations	R 101-42200-32200 NONBUSI
101	4/7/2010	\$20.00	250 BURNING PERMIT Prairie Restorations	R 101-42200-32200 NONBUSI
101	4/7/2010	\$20.00	250 BURNING PERMIT Prairie Restorations	R 101-42200-32200 NONBUSI
101	4/12/2010	\$20.00	380 BURNING PERMIT Russ Smith - DNR	R 101-42200-32200 NONBUSI
101	4/14/2010	\$20.00	519 BURNING PERMIT Prairie Restorations	R 101-42200-32200 NONBUSI
101	4/27/2010	\$20.00	721 BURNING PERMIT NATURAL RESOURC	R 101-42200-32200 NONBUSI
101	4/19/2010	\$39,706.50	627 FIRE SERVICE CONTRACT Cityof Oak P	R 101-42200-34202 FIRE CON
101	4/5/2010	\$150.00	102 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	4/14/2010	\$100.00	520 PICNIC SHELTER - RESIDENT (51-100)	R 101-43200-34780 PARK FE
101	4/21/2010	\$150.00	664 PICNIC SHELTER - RESIDENT (101-500)	R 101-43200-34780 PARK FE
101	4/26/2010	\$10.00	705 BOAT TRAILER PARKING PERMIT Doug	R 101-43200-34780 PARK FE
101	4/26/2010	\$20.00	706 BOAT TRAILER PARKING PERMIT MIKE	R 101-43200-34780 PARK FE
101	4/26/2010	\$10.00	707 BOAT TRAILER PARKING PERMIT MICH	R 101-43200-34780 PARK FE
101	4/26/2010	\$10.00	708 BOAT TRAILER PARKING PERMIT Rober	R 101-43200-34780 PARK FE
101	4/26/2010	\$50.00	710 BEACHHOUSE - RESIDENT (4 HR) Storm	R 101-43200-34780 PARK FE
101	4/26/2010	\$10.00	711 BOAT TRAILER PARKING PERMIT Verno	R 101-43200-34780 PARK FE
101	4/27/2010	\$50.00	715 BEACHHOUSE - RESIDENT (4 HR) Kathy	R 101-43200-34780 PARK FE
101	4/27/2010	\$10.00	716 BOAT TRAILER PARKING PERMIT Steve	R 101-43200-34780 PARK FE
101	4/27/2010	\$10.00	718 BOAT TRAILER PARKING PERMIT Brent	R 101-43200-34780 PARK FE
101	4/27/2010	\$10.00	723 BOAT TRAILER PARKING PERMIT Rene	R 101-43200-34780 PARK FE
101	4/28/2010	\$10.00	747 BOAT TRAILER PARKING PERMIT BEN	R 101-43200-34780 PARK FE
101	4/28/2010	\$10.00	753 BOAT TRAILER PARKING PERMIT Jame	R 101-43200-34780 PARK FE
101	4/28/2010	\$10.00	758 BOAT TRAILER PARKING PERMIT ROB	R 101-43200-34780 PARK FE
101	4/28/2010	\$10.00	760 BOAT TRAILER PARKING PERMIT ROB	R 101-43200-34780 PARK FE
101	4/28/2010	\$10.00	760 BOAT TRAILER PARKING PERMIT ROB	R 101-43200-34780 PARK FE
101	4/22/2010	\$1.00	16380 MONEY GRAM - LOG CABIN PURCHASE	R 101-43200-34780 PARK FE
101	4/8/2010	\$700.00	342 CEMETERY - GRAVE Leonard "Bill" Radk	R 101-43300-34940 CEMETE
101	4/8/2010	\$700.00	342 CEMETERY - GRAVE Leonard "Bill" Radk	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	378 CEMETERY - GRAVE Richard Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	378 CEMETERY - GRAVE Richard Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	379 CEMETERY - GRAVE Lynn Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	379 CEMETERY - GRAVE Lynn Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	379 CEMETERY - GRAVE Lynn Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	379 CEMETERY - GRAVE Lynn Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	379 CEMETERY - GRAVE Lynn Radke	R 101-43300-34940 CEMETE
101	4/12/2010	\$300.00	381 CEMETERY - HEADSTONE DEPOSIT Si	R 101-43300-34940 CEMETE
101	4/12/2010	\$700.00	381 CEMETERY - OPEN/CLOSE GRAVE- CA	R 101-43300-34940 CEMETE
101	4/15/2010	\$600.00	567 CEMETERY - TRANSFER TITLE John Ser	R 101-43300-34940 CEMETE

FUND 101 GENERA \$65,418.77

FUND 200 FIRE EQUIPMENT REPLACEMENT FUN

200 4/22/2010 \$200.00 16384 BERGERSON-CASWELL,INC. R 200-41600-36232 DONATIO

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FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	4/14/2010	\$4,065.63	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	4/19/2010	\$77.40	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	4/13/2010	\$226.24	0 UB Receipt Serv 38 TRUNK S/IND	G 206-12103 A/R GEN BILLIN
206	4/6/2010	\$561.53	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$428.08	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$40.80	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$913.92	0 UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	4/6/2010	\$8.10	0 UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$47.44	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/8/2010	\$372.02	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/8/2010	\$16.90	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/8/2010	\$363.96	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/8/2010	\$16.10	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$10.69	0 UB Receipt Serv 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$424.73	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$70.08	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$65.93	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/6/2010	\$26.40	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/29/2010	\$2.40	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$12.77	0 UB Receipt Serv 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	4/29/2010	\$106.30	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/6/2010	\$578.90	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$107.55	0 UB Receipt Serv 31 TRUNK/S COMB	G 206-12103 A/R GEN BILLIN
206	4/29/2010	\$98.98	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$363.80	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/6/2010	\$478.37	0 UB Receipt Serv 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$100.62	0 UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$6.38	0 UB Receipt Serv 41 TRUNK SEWER 1ST	G 206-12103 A/R GEN BILLIN
206	4/13/2010	\$376.84	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/29/2010	\$2.68	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/6/2010	\$40.87	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/19/2010	\$687.46	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/22/2010	\$133.26	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/15/2010	\$20.45	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	4/22/2010	\$2.49	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/22/2010	\$136.50	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/15/2010	\$171.11	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	4/19/2010	\$3.14	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/15/2010	\$162.65	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/22/2010	\$2.81	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	4/15/2010	\$17.08	0 UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	4/19/2010	\$650.74	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	4/19/2010	\$4.20	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	4/5/2010	\$0.20	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	4/6/2010	\$0.24	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	4/6/2010	\$0.24	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	4/5/2010	\$0.20	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S

FUND 206 WATER/ \$12,005.18

FUND 207 PARK IMPROVEMENT FUND

207 4/5/2010 \$1,000.00 96 PARK DEDICATION R 207-00000-34780 PARK FE

FUND 211 LIBRARY

211 4/28/2010 \$29.94 726 LIBRARY SERVICE CHARGE Kris Scheel, R 211-45500-34760 LIBRARY
 211 4/28/2010 \$20.00 726 LIBRARY SERVICE CHARGE Andrew Tor R 211-45500-34760 LIBRARY
 211 4/28/2010 \$8.00 726 LIBRARY SERVICE CHARGE Tina Kindsc R 211-45500-34760 LIBRARY

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FUND	Tran Date	Amount	Refer Comments	Account Descr
211	4/28/2010	\$210.00	727 LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	4/28/2010	\$50.00	725 LIBRARY RENT Stillwater Area Schools, C	R 211-45500-36220 RENTAL I
211	4/28/2010	\$85.00	725 LIBRARY RENT 3M, Ck.#1000206950	R 211-45500-36220 RENTAL I
211	4/28/2010	\$40.00	725 LIBRARY RENT Medica, Ck.#622979	R 211-45500-36220 RENTAL I
211	4/28/2010	\$75.00	725 LIBRARY RENT North Star Chapter Sierra	R 211-45500-36220 RENTAL I
211	4/28/2010	\$12.50	756 REFUNDS & REIMBURSTMENT ANCEST	R 211-45500-36240 REFUND
211	4/28/2010	\$26.95	756 REFUNDS & REIMBURSTMENT WASHIN	R 211-45500-36240 REFUND
FUND 211 LIBRARY		\$557.39		
FUND 601 WATER				
601	4/8/2010	\$0.36	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	4/13/2010	\$143.65	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/8/2010	\$9.54	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/13/2010	\$89.12	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	4/22/2010	\$1,270.42	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/13/2010	\$28.62	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/13/2010	\$3.29	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	4/8/2010	\$151.74	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/13/2010	\$799.52	0 UB Receipt Serv 4 COMM W/COMB	G 601-14601 WATER BILLING
601	4/6/2010	\$213.21	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/13/2010	\$4.91	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/13/2010	\$3,361.80	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/22/2010	\$66.89	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/22/2010	\$22.47	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/22/2010	\$2.30	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	4/29/2010	\$32.55	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/22/2010	\$1.59	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/13/2010	\$646.03	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/13/2010	\$2.83	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/29/2010	\$52.00	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/29/2010	\$21.52	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/29/2010	\$2.50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	4/22/2010	\$37.82	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/13/2010	\$141.32	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/29/2010	\$928.76	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/15/2010	\$1,493.32	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/15/2010	\$2.50	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/15/2010	\$142.32	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	4/6/2010	\$9.54	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/6/2010	\$10.00	0 UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	4/13/2010	\$17.49	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/8/2010	\$152.78	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/13/2010	\$8,385.16	0 UB Receipt Serv 3 INDUSTRIAL	G 601-14601 WATER BILLING
601	4/19/2010	\$4.33	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/8/2010	\$3,347.52	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/6/2010	\$5,231.16	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/19/2010	\$10.00	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	4/19/2010	\$129.91	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/13/2010	\$372.56	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/19/2010	\$25.76	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/8/2010	\$2.88	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/19/2010	\$7,592.65	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/6/2010	\$9.06	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	4/6/2010	\$322.08	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	4/29/2010	\$1.59	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/15/2010	\$68.09	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	4/13/2010	\$9,350.51	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	4/19/2010	\$3.18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	4/8/2010	\$11.55	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	4/22/2010	\$1.98	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	4/29/2010	\$1.76	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC

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FUND	Tran Date	Amount	Refer Comments	Account Descr
601	4/13/2010	\$670.09	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	4/13/2010	\$0.46	0 UB Receipt Surc 21 SALES TAX	G 601-14605 SALES TAX REC
601	4/13/2010	\$51.83	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	4/6/2010	\$25.75	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	4/19/2010	\$1.10	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	4/5/2010	\$1,000.00	96 WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	4/28/2010	\$1,000.00	751 WATER CONNECTION - TO 1 IN America	R 601-46120-34601 WATER H
601	4/5/2010	\$200.00	96 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	4/28/2010	\$200.00	751 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	4/5/2010	\$50.00	96 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	4/5/2010	\$50.00	96 WATER METER INSPECTION	R 601-46120-34603 WATER H
601	4/28/2010	\$100.00	751 WATER METER INSPECTION 2 inspectio	R 601-46120-34603 WATER H
601	4/13/2010	\$72.38	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/6/2010	\$2.00	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	4/15/2010	\$0.53	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/22/2010	\$67.83	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/19/2010	\$50.72	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/13/2010	\$192.41	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/29/2010	\$45.00	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/5/2010	\$1.67	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	4/8/2010	\$0.25	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	4/6/2010	\$0.32	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
601	4/5/2010	\$0.27	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
FUND 601 WATER		\$48,517.05		
FUND 602 SEWER				
602	4/6/2010	\$387.60	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/6/2010	\$5,194.50	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/6/2010	\$8.68	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/6/2010	\$3,986.43	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	4/19/2010	\$7,890.89	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$0.31	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/29/2010	\$2.50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$443.20	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$106.40	0 UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLIN
602	4/15/2010	\$1,534.71	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/29/2010	\$955.96	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/15/2010	\$170.40	0 UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$9,630.35	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/19/2010	\$4.33	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/19/2010	\$27.20	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/22/2010	\$1,233.06	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/22/2010	\$61.89	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/22/2010	\$25.78	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/22/2010	\$2.30	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/15/2010	\$2.50	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$60.40	0 UB Receipt Serv 15 1ST SEWER	G 602-14602 SEWER BILLIN
602	4/8/2010	\$3,335.77	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/8/2010	\$2.88	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/8/2010	\$149.03	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/8/2010	\$0.22	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$3,370.73	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$2,140.20	0 UB Receipt Serv 23 INDUSTRI SEW	G 602-14602 SEWER BILLIN
602	4/13/2010	\$4.91	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/29/2010	\$52.00	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$886.40	0 UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$622.40	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/13/2010	\$2.50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/29/2010	\$24.40	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	4/14/2010	\$2,932.85	16366 REFUND INVOICE 228661 MCES SURCH	E 602-46200-301 PROF SER-
602	4/5/2010	\$750.00	96 SEWER CONNECTION	R 602-46200-34651 SEWER H

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: APRIL

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	4/5/2010	\$50.00	96 SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	4/5/2010	\$1.67	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	4/6/2010	\$2.00	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	4/19/2010	\$18,062.84	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	4/19/2010	\$645.00	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL
602	4/14/2010	\$33,880.20	0 UB AR Serv 17 PLANT	R 602-46200-37240 ANDERS
FUND 602 SEWER		\$98,645.39		
FUND 803 P & Z ESCROWS				
803	4/22/2010	\$500.00	702 ESCROW - MIDWEST PARATRANSIT SE	G 803-24101 EXPENDITURE
		\$226,843.78		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 04/30/10

4 Month = 33.36

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	\$470.00	\$4,570.00	90.67%
41200	MAYOR & COUNCIL	\$133,020.00	\$56,675.20	\$76,344.80	57.39%
41240	RECYCLING	\$5,393.87	\$1,272.97	\$4,120.90	76.40%
41400	ADMINISTRATION	\$131,538.15	\$33,216.76	\$98,321.39	74.75%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$194,914.99	\$58,062.76	\$136,852.23	70.21%
41940	MUNICIPAL BUILDINGS	\$32,068.00	\$15,567.10	\$16,500.90	51.46%
42100	POLICE	\$647,138.50	\$180,556.43	\$466,582.07	72.10%
42200	FIRE PROTECTION	\$357,917.00	\$83,309.10	\$274,607.90	76.72%
43100	STREET MAINT	\$231,888.50	\$44,925.30	\$186,963.20	80.63%
43160	STREET LIGHTING	\$21,821.00	\$7,110.45	\$14,710.55	67.41%
43200	PARKS	\$63,782.91	\$16,592.06	\$47,190.85	73.99%
43300	CEMETERY	\$7,527.00	\$2,545.98	\$4,981.02	66.18%
44100	PROJECT	\$22,089.20	\$0.00	\$22,089.20	100.00%
FUND 101 GENERAL		\$1,854,139.12	\$500,304.11	\$1,353,835.01	73.02%
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	\$0.00	\$0.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$0.00	\$0.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$255,796.00	\$67,978.66	\$187,817.34	73.42%
FUND 211 LIBRARY		\$255,796.00	\$67,978.66	\$187,817.34	73.42%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$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%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$4,011.00	-\$4,011.00	0.00%
FUND 416 PERRO CREEK OUTLET					

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 04/30/10

4 Month = 33.36

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
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	\$11,016.21	\$34,183.79	75.63%
46120	WATER	\$395,860.00	\$61,861.87	\$333,998.13	84.37%
FUND 601	WATER	\$441,060.00	\$72,878.08	\$368,181.92	83.48%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$340,025.00	\$62,284.33	\$277,740.67	81.68%
46990	SEWER - NON-OPERATING	\$315,072.00	\$86,013.51	\$229,058.49	72.70%
FUND 602	SEWER	\$655,097.00	\$148,297.84	\$506,799.16	77.36%
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	\$0.00	\$0.00	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	\$1,780.39	-\$1,780.39	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	\$119.00	-\$119.00	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$13,506.41	-\$13,506.41	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%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999	ACCRUED INT PAYABLE	\$0.00	\$0.00	\$0.00	0.00%
		\$3,206,092.12	\$809,050.76	\$2,397,041.36	74.77%

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: APRIL

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL							
DEPT 41200 MAYOR & COUNCIL							
	101	4/19/2010	\$1,312.85 E	41200	101 Labor Distribution	WAGES AND SAL	
	101	4/19/2010	\$81.40 E	41200	122 Labor Distribution	CONT TO RET., S	
	101	4/19/2010	\$19.03 E	41200	170 Labor Distribution	MEDICARE	
QUILL	101	4/28/2010	\$2.21 E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
ECKBERG, LAMMERS, BRIG	101	4/21/2010	\$154.00 E	41200	300 water extension to baytown	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	4/21/2010	\$350.00 E	41200	300 zeller bill	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	4/21/2010	\$193.92 E	41200	300 ice road	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	4/21/2010	\$1,120.00 E	41200	300 General File	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	4/21/2010	\$546.00 E	41200	300 personnel issue	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	4/8/2010	-\$475.00 E	41200	300 PROSECUTION - PD	PROF SER-LEGAL	
S E H	101	4/21/2010	\$75.00 E	41200	301 COUNCIL MTG	PROF SER-ENGIN	
U S BANK VISA	101	4/27/2010	\$21.28 E	41200	302 ADMIN CREDIT CARD	CONTRACT SERV	031884
U S BANK VISA	101	4/27/2010	\$118.88 E	41200	302 ADMIN CREDIT CARD	CONTRACT SERV	031884
U S BANK VISA	101	4/27/2010	\$22.35 E	41200	302 ADMIN CREDIT CARD	CONTRACT SERV	031884
U S BANK VISA	101	4/27/2010	\$3.58 E	41200	302 ADMIN CREDIT CARD	CONTRACT SERV	031884
ARCOLA MILLS	101	4/28/2010	\$400.00 E	41200	302 TWO WORKSHOPS	CONTRACT SERV	
ABDO EICK & MEYERS LLP	101	4/5/2010	\$14,500.00 E	41200	303 AUDIT	PROF SER-AUDIT	031816
WASHINGTON COUNTY	101	4/26/2010	\$329.00 E	41200	304 2010 SA BILLING	PROF SER-ASSE	
COMPLETE HEALTH ENVIRO	101	4/21/2010	\$372.08 E	41200	306 MAINTENANCE PLAN - M	PROF SER-OTHE	
BEARENCE MANAGEMENT G	101	4/20/2010	\$4,500.00 E	41200	306 PROPERTY & CASUALTY	PROF SER-OTHE	
LEAGUE OF MINNESOTA CIT	101	4/15/2010	\$390.00 E	41200	360 VOLUNTEERS RENEWAL	INSURANCE/P&L	031871
US INTERNET	101	4/21/2010	\$50.60 E	41200	416 MTHLY SECURENCE - CIT	REPAIR/MAINT O	
DEPT 41200 MAYOR & COUNCIL			\$24,087.18				
DEPT 41240 RECYCLING							
	101	4/13/2010	\$99.35 E	41240	101 Labor Distribution	WAGES AND SAL	
	101	4/27/2010	\$94.39 E	41240	101 Labor Distribution	WAGES AND SAL	
	101	4/27/2010	\$6.60 E	41240	121 Labor Distribution	P E R A	
	101	4/13/2010	\$6.96 E	41240	121 Labor Distribution	P E R A	
	101	4/27/2010	\$5.83 E	41240	122 Labor Distribution	CONT TO RET., S	
	101	4/13/2010	\$6.14 E	41240	122 Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$2.49 E	41240	126 Labor Distribution	H S A	
	101	4/13/2010	\$2.49 E	41240	126 Labor Distribution	H S A	
	101	4/13/2010	\$11.14 E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	4/27/2010	\$1.37 E	41240	170 Labor Distribution	MEDICARE	
	101	4/13/2010	\$1.43 E	41240	170 Labor Distribution	MEDICARE	
RICHARD PARENT	101	4/5/2010	\$30.00 E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE	
DEPT 41240 RECYCLING			\$268.19				
DEPT 41400 ADMINISTRATION							
	101	4/27/2010	\$2,781.47 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$2,900.33 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$203.02 E	41400	121 Labor Distribution	P E R A	
	101	4/27/2010	\$194.71 E	41400	121 Labor Distribution	P E R A	
	101	4/27/2010	\$170.72 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	4/13/2010	\$178.09 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	4/13/2010	\$171.99 E	41400	126 Labor Distribution	H S A	
	101	4/27/2010	\$171.99 E	41400	126 Labor Distribution	H S A	
	101	4/13/2010	\$590.67 E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	4/27/2010	\$39.92 E	41400	170 Labor Distribution	MEDICARE	
	101	4/13/2010	\$41.65 E	41400	170 Labor Distribution	MEDICARE	
COMMERCIAL FURNITURE S	101	4/21/2010	\$428.50 E	41400	201 OFFICE CHAIR - KAREN	OFFICE SUPPLIE	
LARSEN SPORTS MEDICINE	101	4/21/2010	\$247.75 E	41400	201 KAREN KEYBOARD	OFFICE SUPPLIE	
QUILL	101	4/28/2010	\$13.29 E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
NEOPOST	101	4/7/2010	\$67.85 E	41400	322	POSTAGE	
MITCH BERG	101	4/13/2010	\$64.75 E	41400	400 MILEAGE & FOOD	USE OF PERSON	031866
MCMA	101	4/7/2010	\$80.00 E	41400	433 MEMBERSHIP 2009-2010	DUES & MEMBER	031836
APMP	101	4/21/2010	\$30.00 E	41400	433 2010 MEMBERSHIP RENE	DUES & MEMBER	

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: APRIL

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
DEPT 41400 ADMINISTRATION			\$8,376.70					
DEPT 41910 PLANNING & ZONING								
	101	4/27/2010	\$5,086.49 E	41910	101	Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$5,204.36 E	41910	101	Labor Distribution	WAGES AND SAL	
	101	4/27/2010	\$356.08 E	41910	121	Labor Distribution	P E R A	
	101	4/13/2010	\$364.31 E	41910	121	Labor Distribution	P E R A	
	101	4/13/2010	\$319.55 E	41910	122	Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$312.23 E	41910	122	Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$310.09 E	41910	126	Labor Distribution	H S A	
	101	4/13/2010	\$310.09 E	41910	126	Labor Distribution	H S A	
	101	4/13/2010	\$933.57 E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	4/13/2010	\$74.74 E	41910	170	Labor Distribution	MEDICARE	
	101	4/27/2010	\$73.03 E	41910	170	Labor Distribution	MEDICARE	
QUILL	101	4/28/2010	\$11.08 E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	4/6/2010	\$162.06 E	41910	212	FUEL - VEHICLES	MOTOR FUELS &	031835
S E H	101	4/21/2010	\$176.80 E	41910	301	CERTIFICATE SURVEY R	PROF SER-ENGIN	
S E H	101	4/21/2010	\$177.61 E	41910	301	CERTIFICATE SURVEY R	PROF SER-ENGIN	
NEOPOST	101	4/7/2010	\$56.54 E	41910	322	LEASE PMT4/1/10-7/29/10	POSTAGE	
10,000 LAKES CHAPTER	101	4/13/2010	\$85.00 E	41910	402	2009 MN PLUMBLING CO	CONFERENCES &	031863
CARDIAC SCIENCE CORP	101	4/21/2010	\$510.62 E	41910	416	DEFIBRILLATION MAINTE	REPAIR/MAINT O	
INTERNATIONAL CODE COU	101	4/20/2010	\$100.00 E	41910	433	GOVERNMENTAL MEMBE	DUES & MEMBER	
DEPT 41910 PLANNING & ZONING			\$14,624.25					
DEPT 41940 MUNICIPAL BUILDINGS								
SERVICEMASTER	101	4/21/2010	\$300.00 E	41940	302	CLEANING SERVICE FOR	CONTRACT SERV	
COMCAST	101	4/26/2010	\$34.95 E	41940	321		COMMUNICATION	
OFFICE OF ENT TECHNOLO	101	4/22/2010	\$440.27 E	41940	321	PHONES	COMMUNICATION	
XCEL	101	4/5/2010	\$683.56 E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	031833
XCEL	101	4/5/2010	\$138.27 E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	031833
MINNESOTA ELEVATOR	101	4/21/2010	\$150.04 E	41940	420	SERVICE MAINT. - CITY H	R & M BLDGS, ST	
CARDIAC SCIENCE CORP	101	4/21/2010	\$100.00 E	41940	420	DEFIBRILLATION MAINTE	R & M BLDGS, ST	
J H LARSON CO	101	4/28/2010	\$20.35 E	41940	420	OPERATING MATERIAL -	R & M BLDGS, ST	
U S BANK VISA	101	4/27/2010	\$30.78 E	41940	420	ADMIN CREDIT CARD	R & M BLDGS, ST	031884
DEPT 41940 MUNICIPAL BUILDINGS			\$1,898.22					
DEPT 42100 POLICE								
	101	4/13/2010	\$939.90 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	4/27/2010	\$689.85 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	4/27/2010	\$11,849.28 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$12,165.34 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	4/27/2010	\$1,106.72 E	42100	102	Labor Distribution	OVERTIME	
	101	4/13/2010	\$546.77 E	42100	102	Labor Distribution	OVERTIME	
	101	4/27/2010	\$141.12 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	4/13/2010	\$410.00 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	4/13/2010	\$1,876.32 E	42100	121	Labor Distribution	P E R A	
	101	4/27/2010	\$1,839.90 E	42100	121	Labor Distribution	P E R A	
	101	4/13/2010	\$49.75 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$48.61 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	4/13/2010	\$579.56 E	42100	126	Labor Distribution	H S A	
	101	4/27/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	4/13/2010	\$1,989.69 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	4/27/2010	\$198.53 E	42100	170	Labor Distribution	MEDICARE	
	101	4/13/2010	\$202.54 E	42100	170	Labor Distribution	MEDICARE	
RIVER VALLEY PRINTING	101	4/8/2010	\$382.63 E	42100	201	EVIDENCE JACKETS - PO	OFFICE SUPPLIE	
QUILL	101	4/28/2010	\$11.08 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	4/6/2010	\$1,624.07 E	42100	212	FUEL - VEHICLES	MOTOR FUELS &	031835
PUBLIC SAFETY EQUIPMENT	101	4/13/2010	\$105.00 E	42100	220	RADAR CALIBRATION - P	OPERATING SUP	
ECKBERG, LAMMERS, BRIG	101	4/8/2010	\$2,312.37 E	42100	300	PROSECUTION - PD	PROF SER-LEGAL	
LAKEVIEW MEMORIAL HOSP	101	4/26/2010	\$40.00 E	42100	306	BLOOD DRAW - BOEREM/	PROF SER-OTHE	

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VERIZON WIRELESS	101	4/8/2010	\$242.12	E	42100 321	PHONE - POLICE DEPT.	COMMUNICATION	031838
NEOPOST	101	4/7/2010	\$56.54	E	42100 322	LEASE PMT4/1/10-7/29/10	POSTAGE	
WASHINGTON COUNTY REC	101	4/5/2010	\$46.00	E	42100 391	RESOLUTION DOC # 1197	SHARED AUTOMA	
MPLS COMMUNITY & TECH	101	4/26/2010	\$420.00	E	42100 403	USE OF FORCE - DAVID	POLICE TRAININ	
TACTICAL SOLUTIONS	101	4/13/2010	\$710.25	E	42100 403	TRAUMA INSERT - POLIC	POLICE TRAININ	
ABRAMS & SCHMIDT	101	4/13/2010	\$165.00	E	42100 403	WORKSHOP MAY 19TH -	POLICE TRAININ	
U S BANK VISA	101	4/26/2010	\$145.90	E	42100 412	LARRY WEIDS WHITE BE	REP & MAINT VE	031877
MINNESOTA DEPT OF PUBLI	101	4/22/2010	\$451.38	E	42100 412	2004 FORD F150 - PD	REP & MAINT VE	031876
PUBLIC SAFETY WAREHOUS	101	4/14/2010	\$531.00	E	42100 412	OPERATING SUPPLIES -	REP & MAINT VE	
HUMANE SOCIETY	101	4/28/2010	\$148.26	E	42100 427	CAT & DOG ADMINISTRA	ANIMAL EXPENSE	
DEPT 42100 POLICE			\$42,612.58					
DEPT 42200 FIRE PROTECTION								
	101	4/19/2010	\$583.33	E	42200 101	Labor Distribution	WAGES AND SAL	
	101	6/19/2010	\$4,658.00	E	42200 101	Labor Distribution	WAGES AND SAL	
	101	6/19/2010	\$19,943.00	E	42200 105	Labor Distribution	FIRE RUNS,DRILL	
	101	6/19/2010	\$1,487.62	E	42200 122	Labor Distribution	CONT TO RET., S	
	101	4/19/2010	\$15.50	E	42200 122	Labor Distribution	CONT TO RET., S	
	101	4/19/2010	\$8.46	E	42200 170	Labor Distribution	MEDICARE	
	101	6/19/2010	\$347.92	E	42200 170	Labor Distribution	MEDICARE	
RIVER VALLEY PRINTING	101	4/5/2010	\$169.27	E	42200 201	INSPECTION REPORTS -	OFFICE SUPPLIE	031827
HERITAGE EMBROIDERY &	101	4/5/2010	\$276.06	E	42200 202	OPERATING MATERIAL	UNIFORMS - MISC	031824
MUNICIPAL EMERGENCY SE	101	4/21/2010	\$114.00	E	42200 202	OPERATING SUPPLIES -	UNIFORMS - MISC	
HERITAGE EMBROIDERY &	101	4/5/2010	\$528.13	E	42200 202	OPERATING MATERIAL	UNIFORMS - MISC	031824
HERITAGE EMBROIDERY &	101	4/5/2010	\$77.21	E	42200 202	OPERATING MATERIAL	UNIFORMS - MISC	031824
HERITAGE EMBROIDERY &	101	4/5/2010	\$118.10	E	42200 202	OPERATING MATERIAL	UNIFORMS - MISC	031824
W.S.DARLEY & CO	101	4/21/2010	\$396.55	E	42200 202	OPERATING SUPPLIES -	UNIFORMS - MISC	
MUNICIPAL EMERGENCY SE	101	4/21/2010	\$42.57	E	42200 202	OPERATING SUPPLIES -	UNIFORMS - MISC	
MUNICIPAL EMERGENCY SE	101	4/21/2010	\$350.78	E	42200 202	OPERATING SUPPLIES -	UNIFORMS - MISC	
HOLIDAY FLEET	101	4/6/2010	\$547.98	E	42200 212	FUEL - VEHICLES	MOTOR FUELS &	031835
W.S.DARLEY & CO	101	4/21/2010	\$149.95	E	42200 240	OPERATING SUPPLIES -	SMALL TOOLS-E	
CASCADE FIRE EQUIPMENT	101	4/21/2010	\$43.00	E	42200 240	OPERATING SUPPLIES -	SMALL TOOLS-E	
W.S.DARLEY & CO	101	4/21/2010	\$244.51	E	42200 240	OPERATING SUPPLIES -	SMALL TOOLS-E	
MUNICIPAL EMERGENCY SE	101	4/21/2010	\$40.52	E	42200 240	OPERATING SUPPLIES -	SMALL TOOLS-E	
STILLWATER MEDICAL GRO	101	4/5/2010	\$337.00	E	42200 306	MULTIPLE SERVICES - FI	PROF SER-OTHE	031829
NEXTEL COMMUNICATIONS	101	4/5/2010	\$157.22	E	42200 321	PHONES - FIRE DEPT.	COMMUNICATION	031826
NEXTEL COMMUNICATIONS	101	4/21/2010	\$160.72	E	42200 321	PHONES - FIRE DEPT.	COMMUNICATION	031875
ANCOM COMMUNICATIONS I	101	4/5/2010	\$243.68	E	42200 323	VHF CHARGER AMPLIFIE	RADIOS-REPAIR	031817
ANCOM COMMUNICATIONS I	101	4/21/2010	\$13.36	E	42200 323	OPERATING MAINTENAN	RADIOS-REPAIR	
EMERGENCY SERVICES MA	101	4/5/2010	\$19.96	E	42200 323	TELEPHONE CHARGES F	RADIOS-REPAIR	031823
ANCOM COMMUNICATIONS I	101	4/21/2010	\$298.15	E	42200 323	OPERATING MATERIAL -	RADIOS-REPAIR	
EMERGENCY SERVICES MA	101	4/5/2010	\$3.67	E	42200 323	TELEPHONE CHARGES F	RADIOS-REPAIR	031823
XCEL	101	4/5/2010	\$253.83	E	42200 380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	031833
XCEL	101	4/5/2010	\$386.97	E	42200 381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	031833
WASHINGTON COUNTY PUB	101	4/5/2010	\$3,400.68	E	42200 391	1 QTR JAN-MARCH 2010	SHARED AUTOMA	031832
VINDAL, JACOB	101	4/5/2010	\$529.23	E	42200 402	MANKATO STATE FIRE S	CONFERENCES &	031831
EISINGER, JAKE	101	4/5/2010	\$1,599.64	E	42200 402	MANKATO STATE FIRE S	CONFERENCES &	031822
SOUTH CENTRAL COLLEGE	101	4/5/2010	-\$114.00	E	42200 402	TUITION VOUCHER	CONFERENCES &	031828
CARLSON, KYLE	101	4/5/2010	\$140.40	E	42200 402	MANKATO STATE FIRE S	CONFERENCES &	031819
SOUTH CENTRAL COLLEGE	101	4/5/2010	\$520.00	E	42200 402	MN STATE FIRE/EMS/RES	CONFERENCES &	031828
CENTURY COLLEGE	101	4/5/2010	\$632.24	E	42200 402	BRANDON JOHNSON & J	CONFERENCES &	031820
BRANDON JOHNSON	101	4/5/2010	\$70.00	E	42200 402	FF II TEST - FIRE DEPT.	CONFERENCES &	031818
U S BANK VISA	101	4/5/2010	\$21.03	E	42200 402	FIRE DEPT. CREDIT CAR	CONFERENCES &	031830
WINGFOOT COMMERCIAL TI	101	4/21/2010	\$2,410.26	E	42200 412	REPLACE 4 DRIVE TIRES	REP & MAINT VE	
DISCOUNT TIRE CO	101	4/5/2010	\$128.55	E	42200 412	OAK PARK HEIGHTS - FIR	REP & MAINT VE	031821
EMERGENCY APPARATUS M	101	4/21/2010	\$89.67	E	42200 412	VECHILE MAINT. - FD	REP & MAINT VE	
EMERGENCY APPARATUS M	101	4/21/2010	\$908.79	E	42200 412	VEHICLE MAINT. - FD	REP & MAINT VE	
RIVER STATES TRUCK AND	101	4/21/2010	\$612.89	E	42200 412	07 PIERCE - FIRE DEPT.	REP & MAINT VE	031874
EMERGENCY AUTOMOTIVE	101	4/21/2010	\$351.00	E	42200 412	VECHILE MAINT. FD	REP & MAINT VE	

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DEPT 42200 FIRE PROTECTION			\$43,317.40				
DEPT 43100 STREET MAINT							
	101	4/13/2010	\$1,880.00 E	43100	101 Labor Distribution	WAGES AND SAL	
	101	4/27/2010	\$1,880.00 E	43100	101 Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$136.67 E	43100	102 Labor Distribution	OVERTIME	
	101	4/27/2010	\$319.20 E	43100	102 Labor Distribution	OVERTIME	
	101	4/13/2010	\$150.87 E	43100	121 Labor Distribution	P E R A	
	101	4/27/2010	\$153.94 E	43100	121 Labor Distribution	P E R A	
	101	4/13/2010	\$114.89 E	43100	122 Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$138.34 E	43100	122 Labor Distribution	CONT TO RET., S	
	101	4/13/2010	\$131.58 E	43100	126 Labor Distribution	H S A	
	101	4/27/2010	\$136.34 E	43100	126 Labor Distribution	H S A	
	101	4/13/2010	\$420.78 E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	4/13/2010	\$28.83 E	43100	170 Labor Distribution	MEDICARE	
	101	4/27/2010	\$32.36 E	43100	170 Labor Distribution	MEDICARE	
QUILL	101	4/28/2010	\$2.21 E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	4/6/2010	\$344.67 E	43100	212 FUEL - VEHICLES	MOTOR FUELS &	031835
AAA MINNESOTA	101	4/19/2010	\$485.66 E	43100	220 CROSSING FLAGS	OPERATING SUP	
NEOPOST	101	4/7/2010	\$11.30 E	43100	322 LEASE PMT4/1/10-7/29/10	POSTAGE	
ZIEGLER INC.	101	4/19/2010	\$26.40 E	43100	412 PARTS - CAT LOADER	REP & MAINT VE	
CARQUEST AUTO PARTS	101	4/19/2010	\$98.11 E	43100	412 HYD HOSE -SWEEPER	REP & MAINT VE	
CARQUEST AUTO PARTS	101	4/19/2010	\$6.81 E	43100	412 PARTS - 1990 FORD	REP & MAINT VE	
CARQUEST AUTO PARTS	101	4/19/2010	\$114.99 E	43100	412 PARTS - 1990 FORD	REP & MAINT VE	
CARQUEST AUTO PARTS	101	4/19/2010	\$86.76 E	43100	412 ALTERNATOR - 1990 FOR	REP & MAINT VE	
RIVER CITY SERVICES	101	4/28/2010	\$255.00 E	43100	413 DISPOSAL SERVICES	TREES	
BRYAN ROCK PRODUCTS IN	101	4/28/2010	\$349.51 E	43100	421 GRAVEL-ALLEYS	REPAIR & MAINT	
DEPT 43100 STREET MAINT			\$7,305.22				
DEPT 43160 STREET LIGHTING							
XCEL	101	4/5/2010	\$2,288.97 E	43160	380 GAS & ELECTRIC SERVIC	ELECTRIC SERVI	031833
DEPT 43200 PARKS							
	101	4/27/2010	\$984.00 E	43200	101 Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$984.00 E	43200	101 Labor Distribution	WAGES AND SAL	
	101	4/13/2010	\$68.88 E	43200	121 Labor Distribution	P E R A	
	101	4/27/2010	\$68.88 E	43200	121 Labor Distribution	P E R A	
	101	4/13/2010	\$58.82 E	43200	122 Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$58.58 E	43200	122 Labor Distribution	CONT TO RET., S	
	101	4/27/2010	\$41.35 E	43200	126 Labor Distribution	H S A	
	101	4/13/2010	\$37.16 E	43200	126 Labor Distribution	H S A	
	101	4/13/2010	\$150.40 E	43200	131 Labor Distribution	CONT TO EMPLO	
	101	4/13/2010	\$13.76 E	43200	170 Labor Distribution	MEDICARE	
	101	4/27/2010	\$13.70 E	43200	170 Labor Distribution	MEDICARE	
NEOPOST	101	4/7/2010	\$11.30 E	43200	322 LEASE PMT4/1/10-7/29/10	POSTAGE	
RIVER CITY SERVICES	101	4/28/2010	\$255.00 E	43200	410 DISPOSAL SERVICES	REPAIR & MAINT	
CARQUEST AUTO PARTS	101	4/28/2010	\$26.87 E	43200	412 FILTERS-MOWERS	REP & MAINT VE	
AIR FRESH PORTABLE TOIL	101	4/28/2010	\$59.06 E	43200	425 4/26/10-5/15/10	SATILLITIES	
AIR FRESH PORTABLE TOIL	101	4/28/2010	\$59.06 E	43200	425 4/26/10-5/15/10	SATILLITIES	
AIR FRESH PORTABLE TOIL	101	4/28/2010	\$8.12 E	43200	425 SALES TAX	SATILLITIES	
AIR FRESH PORTABLE TOIL	101	4/19/2010	\$84.07 E	43200	425 MONTHLY RENTAL	SATILLITIES	
DEPT 43200 PARKS			\$2,983.01				
DEPT 43300 CEMETERY							
LANDSCAPES BY MARK	101	4/28/2010	\$450.00 E	43300	310 GRAVE OPENING - RADK	GRAVE OPENING	
RICK ZWEIG	101	4/8/2010	\$300.00 E	43300	810 HEADSTONE REIMBURSE	REFUNDS AND R	031837
JEFF RADKE	101	4/14/2010	\$400.00 E	43300	810 REFUND MINUS SETTING	REFUNDS AND R	031869

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DEPT 43300 CEMETERY			\$1,150.00						
FUND 101 GENERAL			\$148,911.72						
FUND 202 DRUG FORFEITURE									
DEPT 42101 DARE EXPENDITURES									
U S BANK VISA	202	4/26/2010	\$366.16	E	42101	449	GAL*GALLS INC	DRUG FORFITUR	031877
DIGITAL ALLY	202	4/20/2010	\$3,325.00	E	42101	449	PLUS MIRROR KIT - PD	DRUG FORFITUR	
DEPT 42101 DARE EXPENDITURES			\$3,691.16						
FUND 202 DRUG FORFEITURE			\$3,691.16						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
SANDERS WACKER BERGLY	207	4/28/2010	\$573.25	E	44100	306	BARKER'S ALP'S PROJEC	PROF SER-OTHE	
ST CROIX RECREATION CO.,	207	4/28/2010	\$1,499.46	E	44100	444	BARKER'S ALPS - BASKE	COMMUNITY PRO	
DEPT 44100 PROJECT			\$2,072.71						
FUND 207 PARK IMPROVEMENT FUND			\$2,072.71						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
	211	4/13/2010	\$2,160.34	E	45500	050	Labor Distribution	SEASONAL/PART	
	211	4/27/2010	\$2,006.37	E	45500	050	Labor Distribution	SEASONAL/PART	
	211	4/13/2010	\$2,786.25	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	4/27/2010	\$2,786.25	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	4/13/2010	\$332.57	E	45500	121	Labor Distribution	P E R A	
	211	4/27/2010	\$320.38	E	45500	121	Labor Distribution	P E R A	
	211	4/13/2010	\$299.65	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	4/27/2010	\$290.10	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	4/13/2010	\$82.69	E	45500	126	Labor Distribution	H S A	
	211	4/27/2010	\$82.69	E	45500	126	Labor Distribution	H S A	
	211	4/13/2010	\$354.08	E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	4/27/2010	\$67.86	E	45500	170	Labor Distribution	MEDICARE	
	211	4/13/2010	\$70.09	E	45500	170	Labor Distribution	MEDICARE	
BAKER & TAYLOR	211	4/26/2010	\$13.58	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$197.87	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$14.37	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$25.49	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$97.98	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$99.04	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$14.96	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$32.41	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$37.37	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$85.77	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$86.39	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$80.48	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$193.56	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$139.35	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$65.82	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$221.03	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$29.35	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$7.20	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$23.56	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$14.23	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	-\$111.92	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$33.69	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	4/26/2010	\$99.54	E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	

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BRODART	211	4/26/2010	\$31.10 E	45500	220	OPERATING MATERIAL -	OPERATING SUP	
SHARON SIPPEL	211	4/26/2010	\$1,200.00 E	45500	302	CLEANING SERVICE - LIB	CONTRACT SERV	
OFFICE OF ENT TECHNOLO	211	4/26/2010	\$70.76 E	45500	321	PHONES - LIBRARY	COMMUNICATION	
NOVA COMMUNICATIONS	211	4/26/2010	\$297.00 E	45500	321	ANNUAL RENEWAL - LIBR	COMMUNICATION	
WASHINGTON COUNTY LIBR	211	4/26/2010	\$139.72 E	45500	321	QWEST DATA LINE MARC	COMMUNICATION	
WASHINGTON COUNTY LIBR	211	4/26/2010	\$141.18 E	45500	321	QWEST'S DATA LINE FOR	COMMUNICATION	
XCEL	211	4/5/2010	\$865.39 E	45500	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	031833
XCEL	211	4/5/2010	\$21.75 E	45500	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	031833
XCEL	211	4/6/2010	\$342.42 E	45500	381	GAS SERVICE	FUEL FOR HEAT	031834
WASHINGTON COUNTY LIBR	211	4/26/2010	\$38.00 E	45500	391	1ST QTR. 2010 POSTAGE	SHARED AUTOMA	
TOSHIBA BUSINESS SOLUTI	211	4/26/2010	\$63.74 E	45500	416	BAND - LIBRARY	REPAIR/MAINT O	
ECOLAB	211	4/26/2010	\$8.25 E	45500	420	MTHLY RENT OF COOLER	R & M BLDGS, ST	
MENARDS-STILLWATER	211	4/26/2010	\$29.88 E	45500	420	BUILDING MAINT. - LIB	R & M BLDGS, ST	
PLUNKETT'S PEST CONTRO	211	4/26/2010	\$99.30 E	45500	420	CRAWLING INSECTS & MI	R & M BLDGS, ST	
MINNESOTA ELEVATOR	211	4/26/2010	\$151.41 E	45500	420	OPERATING MAINT. - LIB	R & M BLDGS, ST	
DEPT 45500 LIBRARY			\$16,640.34					
FUND 211 LIBRARY			\$16,640.34					
FUND 303 GO TIF BOND 1990 DEBT SERVICE								
DEPT 41903 DEBT SERVICE								
U S BANK TRUST N.A.	303	4/19/2010	\$19,107.50 E	41903	860	2001 GO BOND	DEBT SERVICE - I	
FUND 414 OFFICE AUTOMATION								
DEPT 00000 GENERAL GOVERNMENT								
TR COMPUTER SALES LLC	414	4/21/2010	\$69.47 E	00000	416		REPAIR/MAINT O	
TR COMPUTER SALES LLC	414	4/29/2010	\$574.13 E	00000	416		REPAIR/MAINT O	
DEPT 00000 GENERAL GOVERNMENT			\$643.60					
FUND 414 OFFICE AUTOMATION			\$643.60					
FUND 601 WATER								
DEPT 46110 WATER-PUMPHOUSE								
XCEL	601	4/5/2010	\$1,440.76 E	46110	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	031833
XCEL	601	4/5/2010	\$169.01 E	46110	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	031833
AUTOMATIC GARAGE DOOR	601	4/28/2010	\$399.90 E	46110	419	SERVICE BOOSTER STAT	REPAIR & MAINT	
DEPT 46110 WATER-PUMPHOUSE			\$2,009.67					
DEPT 46120 WATER								
	601	4/27/2010	\$3,803.15 E	46120	101	Labor Distribution	WAGES AND SAL	
	601	4/13/2010	\$4,004.77 E	46120	101	Labor Distribution	WAGES AND SAL	
	601	4/13/2010	\$221.40 E	46120	102	Labor Distribution	OVERTIME	
	601	4/27/2010	\$266.22 E	46120	121	Labor Distribution	P E R A	
	601	4/13/2010	\$295.83 E	46120	121	Labor Distribution	P E R A	
	601	4/27/2010	\$229.00 E	46120	122	Labor Distribution	CONT TO RET., S	
	601	4/13/2010	\$253.24 E	46120	122	Labor Distribution	CONT TO RET., S	
	601	4/27/2010	\$181.77 E	46120	126	Labor Distribution	H S A	
	601	4/13/2010	\$196.09 E	46120	126	Labor Distribution	H S A	
	601	4/13/2010	\$689.73 E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	4/27/2010	\$53.55 E	46120	170	Labor Distribution	MEDICARE	
	601	4/13/2010	\$59.23 E	46120	170	Labor Distribution	MEDICARE	
QUILL	601	4/28/2010	\$2.21 E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	601	4/6/2010	\$267.40 E	46120	212	FUEL - VEHICLES	MOTOR FUELS &	031835
HAWKINS WATER	601	4/28/2010	\$5,953.95 E	46120	216	WATER TREATMENT SUP	CHEMICALS AND	
HD SUPPLY WATERWORKS	601	4/28/2010	\$301.24 E	46120	220	METER HORNS	OPERATING SUP	

CITY OF BAYPORT
MONTHLY EXPENSES

04/29/10 1:16 PM
Page 7

Period Name: APRIL

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
HD SUPPLY WATERWORKS	601	4/28/2010	\$80.17 E	46120	240	CURB STOP WRENCH	SMALL TOOLS-E	
ONE CALL CONCEPTS	601	4/19/2010	\$23.20 E	46120	307	G.S. LOCATES	GOPHER STATE	
COMCAST	601	4/19/2010	\$59.95 E	46120	321		COMMUNICATION	031872
NEOPOST	601	4/7/2010	\$11.30 E	46120	322	LEASE PMT4/1/10-7/29/10	POSTAGE	
XCEL	601	4/5/2010	\$898.77 E	46120	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	031833
XCEL	601	4/5/2010	\$811.89 E	46120	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	031833
MENARDS-STILLWATER	601	4/28/2010	\$8.54 E	46120	420	ROOF CEMENT	R & M BLDGS, ST	
DEPT 46120 WATER			\$18,672.60					
FUND 601 WATER			\$20,682.27					
FUND 602 SEWER								
DEPT 46200 SEWER - OPERATING								
	602	4/27/2010	\$71.50 E	46200	050	Labor Distribution	SEASONAL/PART	
	602	4/13/2010	\$4,988.73 E	46200	101	Labor Distribution	WAGES AND SAL	
	602	4/27/2010	\$4,777.14 E	46200	101	Labor Distribution	WAGES AND SAL	
	602	4/13/2010	\$349.18 E	46200	121	Labor Distribution	P E R A	
	602	4/27/2010	\$334.38 E	46200	121	Labor Distribution	P E R A	
	602	4/27/2010	\$291.37 E	46200	122	Labor Distribution	CONT TO RET., S	
	602	4/13/2010	\$298.78 E	46200	122	Labor Distribution	CONT TO RET., S	
	602	4/13/2010	\$224.84 E	46200	126	Labor Distribution	H S A	
	602	4/27/2010	\$222.67 E	46200	126	Labor Distribution	H S A	
	602	4/13/2010	\$806.23 E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	4/13/2010	\$69.87 E	46200	170	Labor Distribution	MEDICARE	
	602	4/27/2010	\$68.14 E	46200	170	Labor Distribution	MEDICARE	
QUILL	602	4/28/2010	\$2.24 E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	602	4/6/2010	\$185.03 E	46200	212	FUEL - VEHICLES	MOTOR FUELS &	031835
OSI ENVIRONMENTAL, INC	602	4/19/2010	\$185.00 E	46200	220	ABSORBENT DISPOSAL	OPERATING SUP	
S E H	602	4/21/2010	\$722.70 E	46200	301	2010 MCES SURCHARGE	PROF SER-ENGIN	
S E H	602	4/21/2010	\$2,839.87 E	46200	302	SANITARY SEWER TV AN	CONTRACT SERV	
NEOPOST	602	4/7/2010	\$11.34 E	46200	322	LEASE PMT4/1/10-7/29/10	POSTAGE	
DEPT 46200 SEWER - OPERATING			\$16,449.01					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	4/21/2010	\$28,671.17 E	46990	434	MONTHLY ANNUAL FLOW	STATE FEES FOR	
FUND 602 SEWER			\$45,120.18					
FUND 803 P & Z ESCROWS								
DEPT 80018 MSCWM PERRO CREEK OUTLET								
S E H	803	4/21/2010	\$2,522.10 E	80018	301	PERRO CREEK OUTLET C	PROF SER-ENGIN	
MID-COUNTY FABRICATING,	803	4/28/2010	\$2,100.00 E	80018	421	PERRO CREEK OUTLET-T	REPAIR & MAINT	
DEPT 80018 MSCWM PERRO CREEK OU			\$4,622.10					
FUND 803 P & Z ESCROWS			\$4,622.10					
			\$261,491.58					

City of Bayport

294 North 3rd Street
Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: April, 2010

Printed:4/27/2010

Page1 of 3

Permit Number: BP2010-18	Filing Date: 4/5/2010
Parcel Address: 698 ARGUS Square	BAYPORT, MN 55003
Applicant: CRAFT MASTER REMODELING CRAFT MASTER REMODELING INC RESIDENTIAL	Applicant Phone: 651-757-4100
Construction Value: \$1,000.00	Total Fees: \$41.75

Permit Number: BP2010-19	Filing Date: 4/6/2010
Parcel Address: 807 2ND Ave. N.	BAYPORT, MN 55003
Applicant: WEATHERGUARD WEATHERGUARD CONSTRUCTON General	Applicant Phone: 651-439-4320
Construction Value: \$5,000.00	Total Fees: \$120.50

Permit Number: BP2010-20	Filing Date: 4/14/2010
Parcel Address: 489 5TH St. S.	BAYPORT, MN 55003
Applicant: STEVE WARMBOE OWNER OWNER	Applicant Phone: 612-860-3902
Construction Value: \$1,000.00	Total Fees: \$41.75

Permit Number: BP2010-21	Filing Date: 4/19/2010
Parcel Address: 466 PERRO CREEK DRIVE	BAYPORT, MN 55003
Applicant: JEFF OSWALD OWNER OWNER	Applicant Phone: 815-2691
Construction Value: \$2,000.00	Total Fees: \$74.75

Permit Number: BP2010-22	Filing Date: 4/19/2010
Parcel Address: 713 5th Ave. N.	BAYPORT, MN 55003
Applicant:	Applicant Phone:
Construction Value: \$400.00	Total Fees: \$41.75

Building Permit Log

For: April, 2010

Printed:4/27/2010

Page2 of 3

Permit Number: BP2010-23	Filing Date: 4/19/2010
Parcel Address: 100 4TH Ave. N.	BAYPORT, MN 55003
Applicant: BERWALD ROOFING COMPANY, BERWALD ROOFING COMPANY, INC. General	Applicant Phone: 651-777-7411
Construction Value: \$519,886.00	Total Fees: \$3,816.69

Permit Number: BP2010-24	Filing Date: 4/20/2010
Parcel Address: 1138 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: THOMAS GOETZ THOMAS GOETZ RESIDENTIAL BUILDER	Applicant Phone: 952-200-7675
Construction Value: \$4,000.00	Total Fees: \$172.36

Permit Number: BP2010-25	Filing Date: 4/22/2010
Parcel Address: 590 2ND Ave. N.	BAYPORT, MN 55003
Applicant: J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	Applicant Phone: 651-439-0189
Construction Value: \$8,039.00	Total Fees: \$181.02

Permit Number: BP2010-26	Filing Date: 4/26/2010
Parcel Address: 408 3RD St. S.	BAYPORT, MN 55003
Applicant: BEST SIDING COMPANY INC BEST SIDING COMPANY INC RESIDENTIAL BUILDER	Applicant Phone: 612-369-5099
Construction Value: \$9,000.00	Total Fees: \$181.50

Permit Number: MC2010-14	Filing Date: 4/12/2010
Parcel Address: 324 PERIWINKLE Place	BAYPORT, MN 55003
Applicant: AUTOMATIC GARAGE DOOR & AUTOMATIC GARAGE DOOR & FIREPLACES, INC.	Applicant Phone: 763-571-2525
Construction Value: \$968.00	Total Fees: \$75.50

Permit Number: MC2010-15	Filing Date: 4/14/2010
Parcel Address: 1033 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: RAY N. WELTER HEATING RAY N. WELTER HEATING COMPANY	Applicant Phone: 612-825-6867
Construction Value: \$9,100.00	Total Fees: \$75.50

Building Permit Log

For: April, 2010

Printed:4/27/2010

Page3 of 3

Permit Number: MC2010-16	Filing Date: 4/22/2010
Parcel Address: 1033 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: AUTOMATIC GARAGE DOOR & AUTOMATIC GARAGE DOOR & FIREPLACES, INC.	Applicant Phone: 763-571-2525
Construction Value: \$810.00	Total Fees: \$75.50

Permit Number: MC2010-17	Filing Date: 4/22/2010
Parcel Address: 312 PRAIRIE WAY S.	
Applicant: RAY N. WELTER HEATING RAY N. WELTER HEATING COMPANY	Applicant Phone: 612-825-6867
Construction Value: \$7,000.00	Total Fees: \$.00

Permit Number: PL2010-10	Filing Date: 4/6/2010
Parcel Address: 456 2ND St. N.	BAYPORT, MN 55003
Applicant: A-1 Plumbmaster A-1 Plumbmaster Plumber	Applicant Phone: 763-354-0332
Construction Value: \$2,200.00	Total Fees: \$75.50



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

Date: April 8, 2010
To: Mayor and City Council
From: City Administrator Mitch Berg
Subject: **Request to transfer gravesite ownership**

BACKGROUND

John G. Serier, the son of Ernest Serier has made application to transfer ownership of six gravesites in Hazelwood Cemetery. Three of the sites were originally purchased by his father, Ernest B. Serier, and three by his grandfather, Hubert T. Gilbert. As the eldest surviving child of Ernest Serier, John may transfer Ernest's gravesites into his name, per state statute and submission of an Affidavit of Survivorship to the city.

Per state law, ownership of the three gravesites originally purchased by Hubert T. Gilbert has reverted back to the City of Bayport in trust as a burial lot for such of the decedent's relatives as the city deems proper, as there is no surviving spouse, child or sibling. As Mr. Gilbert's grandson, Mr. Serier has provided the required paperwork to transfer the gravesites into his name. The attached affidavit from Administrator Berg will complete the transfer.

RECOMMENDATION

It is recommended that the City Council authorize City Administrator Berg to complete the transfer of the requested gravesites in Hazelwood Cemetery to John G. Serier, upon payment of the required \$100.00 per site transfer fee.



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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

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

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

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

Applicant Information	
Applicant Name: <i>Bayport Community Action League (BCAL)</i>	
Home Phone Number:	Work/Cell Phone Number:
<i>Bob Johnson - 439-8894</i>	<i>(651) 379-3212</i>
Address: <i>P.O. Box 113</i>	
City/State/Zip: <i>Bayport, MN 55003</i>	
Email Address: <i>bobje@mlinc.com</i>	

Description of Request	
<i>"Dane's Place" Annual Pig Roast Fund Raiser</i>	

Event Information	Start Date: <i>6/26/10</i>	End Date: <i>6/26/10</i>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays:		
Weekends: <i>1:00 - 5:00 p.m.</i>		

Requested City Assistance and/or Services

- 6 - Trash Cans with extra bags to be dropped off Friday 6/25/10 and picked up on Monday 6/28/10
- 2 - Barricades for 4th St. North
- Electrical Outlets in Village Green turned on for day of event
- Police Officer to be present during event times.
- 10 Picnic tables
- Fire Truck from Fire Dept. for children to view.
- Waive \$50.00 Application Fee
- NOTE: - 2 public toilets will be provided by vendor on 6/25 and picked up 6/28/10
- Beer/wine coolers will be provided and served by Support Region. License on file
- Bingo will be conducted by Support Region under their gambling license.

Application Process and Fees

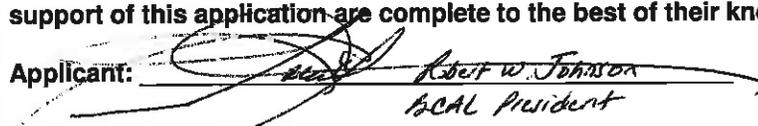
The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

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

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

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

Applicant:  Robert W. Johnson Date: 3/23/10
 Local President

Property Owner: _____ Date: _____

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

Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No fee

ORGANIZATION INFORMATION			
Organization name <i>Bayport Community Action League</i>		Previous gambling permit number	
Type of nonprofit organization. Check (✓) one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization			
Mailing address <i>P.O. Box 133</i>	City <i>Bayport</i>	State/Zip Code <i>MIN 55003</i>	County <i>Washington</i>

ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

★ Do not attach a sales tax exempt status or federal ID employer number as they are not proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

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

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

Internal Revenue Service - proof previously submitted to Gambling Control Board
 If you previously submitted proof of nonprofit status from the Internal Revenue Service, no attachment is required.

EXCLUDED BINGO ACTIVITY

1. No Yes Has your organization held a bingo event in the current calendar year?
 If yes, list the dates when bingo was conducted _____

2. The proposed bingo event for which we are applying will be:
 one of four or fewer bingo events held this year. Dates *6/26/10* _____
 OR
 conducted up to 12 consecutive days in connection with a:
 county fair. Dates _____
 civic celebration. Dates _____
 Minnesota state fair. Dates _____

3. Person in charge of bingo event *Robert W. Johnson* Daytime phone *(651) 439-8894 (h)*
(651) 379-3212 (w)

4. Name of premises where bingo will be conducted *Bayport Village Green*

5. Premises street address *4th St. & Hwy 95 - Bayport, MN*

6. City *Bayport* If township, name of township _____ County *Washington*

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be purchased from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4076.

LG240B Application to Conduct Excluded Bingo

Chief Executive Officer's Signature

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

Chief executive officer's signature _____

Phone number (651) 439-8894 (h)

Name (please print) Robert W. Johnson

Date 4 / 6 / 10

Local Unit of Government Acknowledgment and Approval

If the gambling premises is within city limits, the city must sign this application.

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

Print city name Deport, Minnesota

Signature of city personnel receiving application _____

Title _____ Date ____/____/____

If the gambling premises is located in a township, only the county is required to sign this application.

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

Print county name _____

Signature of county personnel receiving application _____

Title _____ Date ____/____/____

For the township: On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits.

(Township signature is not required)

Print township name _____

A township has no statutory authority to approve or deny an application (Minn. Stat. 349.166, Subd. 2).

Signature of township official acknowledging application _____

Title _____ Date ____/____/____

Mail Application and Attachment(s)

Send the application and proof of nonprofit status to:

**Gambling Control Board
Suite 300 South
1711 W. County Rd. B
Roseville, MN 55113**

Or, you may fax it to 651-639-4032.

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

Questions? Contact the Gambling Control Board at 651-639-4000.

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX A-3290 DPN 22-2
CHICAGO, IL 60690

DEPARTMENT OF THE TREASURY

Date:

MAR 25 1993

Employer Identification Number:
41-1432362

Contact Person:
MRS. S. SCHMIDT

Contact Telephone Number:
(312) 886-1275

BAYPORT COMMUNITY ACTION LEAGUE INC
P O BOX 133
BAYPORT, MN 55003

Our Letter Dated:
March 23, 1989

Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

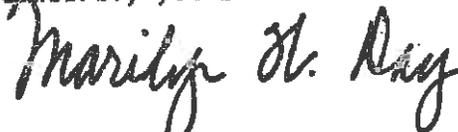
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Marilyn W. Day
District Director

Letter 1050 (DO/CG)



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
 444 Cedar Street Suite 222, St. Paul MN 55101-5133
 (651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
 WWW.DPS.STATE.MN.US



**APPLICATION AND PERMIT
 FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>Bayport Community Action League</i>	DATE ORGANIZED <i>1989</i>	TAX EXEMPT NUMBER <i>41-1432362</i>	
STREET ADDRESS <i>P.O. Box 133</i>	CITY <i>Bayport</i>	STATE <i>MN</i>	ZIP CODE <i>55003</i>
NAME OF PERSON MAKING APPLICATION <i>Robert W. Johnson</i>	BUSINESS PHONE <i>(651) 379-3212</i>	HOME PHONE <i>(651) 439-8894</i>	
DATES LIQUOR WILL BE SOLD <i>6/26/10</i>	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input checked="" type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Robert W. Johnson</i>	ADDRESS <i>130 So. 6th St., Bayport, MN 55003</i>		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		

Location license will be used. If an outdoor area, describe

Village Green. Bayport Minnesota. Intersection of 4th St. and Hwy 95

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

Bayport Legion; 263 North 3rd St., Bayport, MN 55003

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

Bayport Legion is the insurance carrier. Amount of coverage is "1,000,000 each occurrence; 150,000 damage to premises; 5,000/person medical expenses; 1,000,000 personal injury; 2,000,000 general aggregate."

APPROVAL

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

CITY/COUNTY *Bayport*

DATE APPROVED _____

CITY FEE AMOUNT *\$50.00*

LICENSE DATES _____

DATE FEE PAID *4/28/10*

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

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



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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

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

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

Property Information	
Address:	HWY 95 → 7TH AVEN → 5TH ST N →
City: Bayport	State: Minnesota Zip Code: 55003 5TH AVEN
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	
Applicant Name:	JIM MENARD - MEMORIAL DAY PARADE
Home Phone Number:	Work/Cell Phone Number:
439-9207	JOE REDING 303-6054
Address: 555 N 2ND ST	
City/State/Zip: BAYPORT	
Email Address: JREDING@JREDING.NET (JOE EMAIL)	

Description of Request	
FALL 730 AM - 11AM ROAD CLOSURE BY CITY. PARADE STARTS @ 830 AM. PD & FD AS IN YEARS PAST.	
Event Information	Start Date: 5/31/10 End Date: 5/31/10
Days of Operation (check all that apply)	
<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Hours of Operation:	
Weekdays:	730 - 11 AM
Weekends:	

Request for Assistance and/or Services

PD & FD ASSISTANCE AS IN YEARS PAST. PW / PD ASSIST WITH ROAD CLOSURE (SEE MAP).
 FEE WAIVER REQUESTED. MNDOT ROAD CLOSURE PERMIT REQUEST IN PROCESS.

Application Process and Fees

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

Attachments to be submitted with application

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

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

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

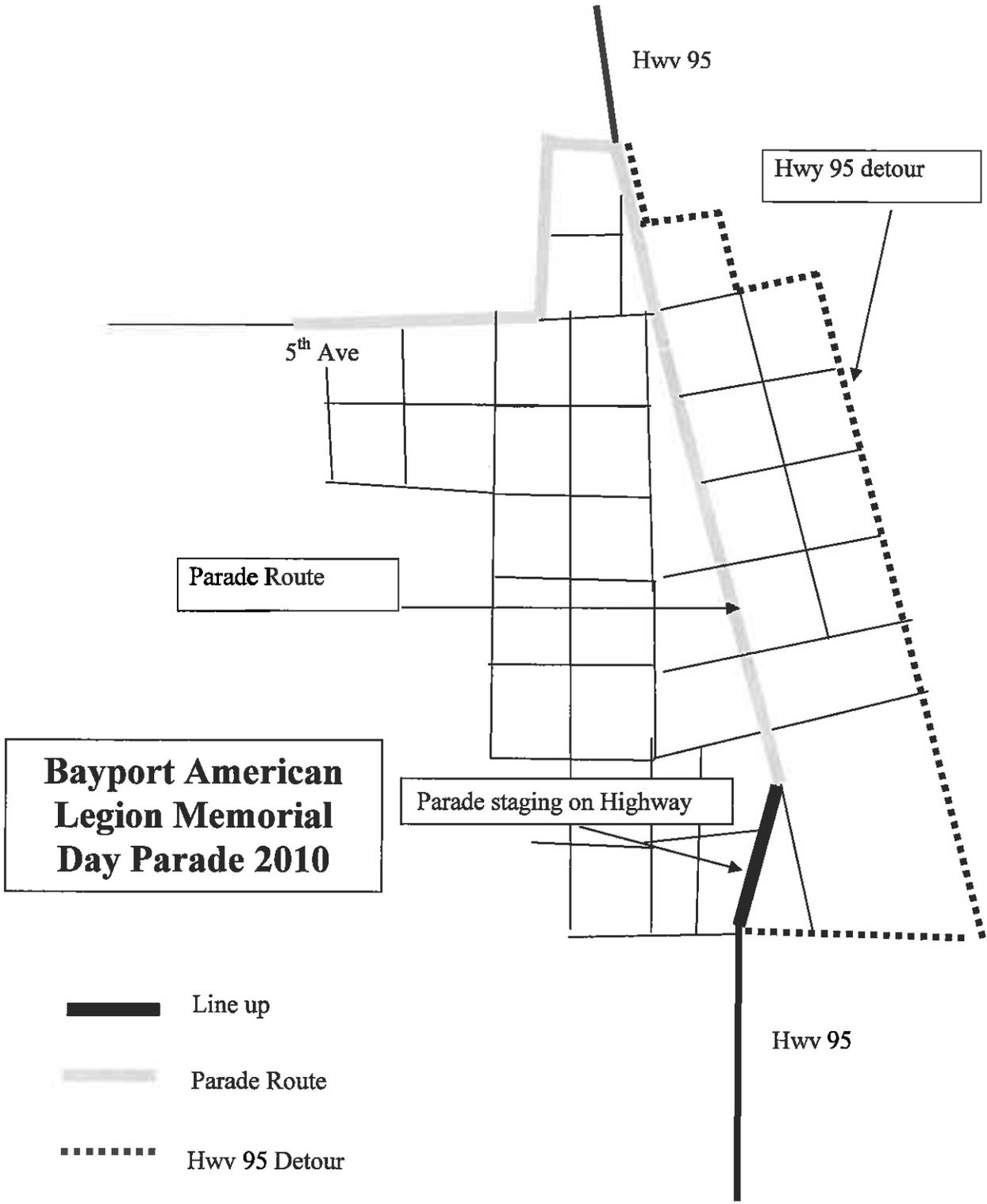
Applicant: Joseph Reding

Date: 4/13/10

Property Owner: _____

Date: _____

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



Bayport American Legion Memorial Day Parade

May 26th 2008

March 29, 2010

City of Bayport
294 north 3rd street
Bayport Minnesota 55003

Honorable Mayor and Council Members,

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

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

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

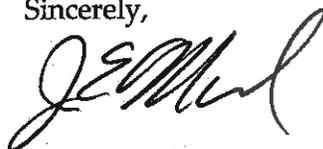
We take this opportunity to thank you for your contribution and support given to our Post over the years, which has been use to offset the expenses associated with the organization and execution of the annual Bayport American Legion Memorial Day Parade.

Please make contribution payable to:

Hesley Jensen American Legion Post 491
Box 187
Bayport MN 55003

Thank you very much for your consideration of this request.

Sincerely,



Jim Menard
Parade Chairman





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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements
 A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.
 Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

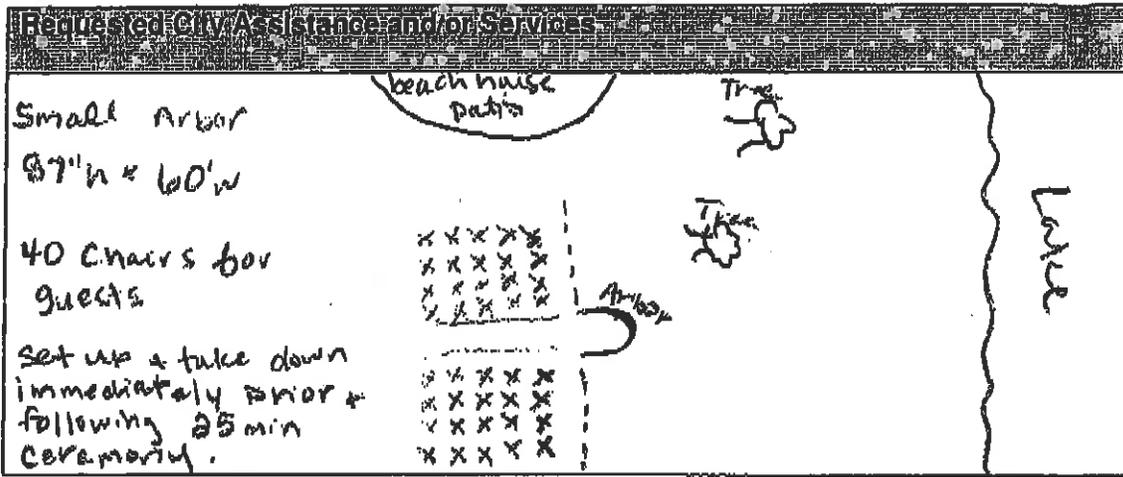
Property Information	
Address: <u>Lake Side Park</u>	
City: <u>Bayport</u>	State: <u>Minnesota</u> Zip Code: <u>55003</u>
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	
Applicant Name: <u>Matthew DiIorio</u>	
Home Phone Number: <u>651-442-4349</u>	Work/Cell Phone Number: <u>651-955-6313</u>
Address: <u>3025 Egan dale Pl Apt 133</u>	
City/State/Zip: <u>Egan MN 55121</u>	
Email Address: <u>diioriam@gmail.com</u>	

Description of Request
<u>Use of property @ Lakeside Park; grass area to right of beach house patio.</u>

Event Information	Start Date: <u>9/25/10</u>	End Date: <u>9/25/10</u>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays:		
Weekends: <u>Approx 3:30 pm - 4:30 pm - wedding ceremony, set up +</u>		

take down of chairs / arbor.



Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: Math J. Alyson June Date: 4/16/10 4/16/10

Property Owner: _____ Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	4/20/10	CK#2114	Kjh
Escrow or cost incurred				



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

Date: April 21, 2010
To: City Council
Mitchell Berg, City Administrator
From: Chief of Police Laura Eastman
Subject: Stillwater Marathon

BACKGROUND

On Sunday, May 30, 2010, St. Croix Events, Inc. is sponsoring the Stillwater Marathon that begins in the City of Stillwater and wishes to travel through the City of Bayport. Currently, Stillwater and Oak Park Heights Police Departments, along with the Washington County Sheriff's Office, as well as the State Patrol, are assisting with traffic control in their jurisdictions. St. Croix Events, Inc. is requesting approval to incorporate a portion of the race course to travel through the City of Bayport. The route travels south on Hwy. 95 to 22nd St. North into the City of Lakeland. The 12K route travels south on Hwy. 95 to West on 5th Ave. North to Stagecoach Road and then into the City of Oak Park Heights.

The president of St. Croix Events, Inc., Mr. David Eckberg, has agreed to reimburse the City for all expenses incurred for traffic control at the designated intersections. As a good faith effort, he has already provided a cashier's check for the amount of \$3,000.00 dollars made out to the City of Bayport. In addition, Mr. Eckberg has signed a contract agreeing to obtain the proper permits and to hand out advertisements for local businesses in a hospitality bag to all race participants. Please review the attached event application for additional information.

RECOMMENDATION

The Bayport Police Department has the appropriate staffing complement, who are willing to assist with traffic control for this event. In addition, I do not foresee any issues with accommodating Mr. Eckberg's request and I believe the marathon can be used to enhance the local businesses revenue. I recommend approval of allowing the race to travel through the City of Bayport.



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

April 22nd \$50 fee

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

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

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

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

Applicant Information	
Applicant Name: <i>STILLWATER MARATHON - ANNE ECKBERG, Coordinator</i>	
Home Phone Number: <i>651-430-1152</i>	Work/Cell Phone Number: <i>651-253-3294</i>
Address:	
City/State/Zip: <i>P.O. Box 311 STILLWATER, MN. 55082</i>	
Email Address: <i>DECKBERG@STORCIXEVENTS.COM</i>	

Description of Request
<i>Raising the Stillwater Marathon through Bayport per maps.</i>

Event Information	Start Date: <i>5/30/10</i>	End Date: <i>5/30/10</i>
Days of Operation (check all that apply)		
<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: <i>0</i>		
Weekends: <i>0700 - 0800</i>		

- TRAFFIC CONTROL AT INTERSECTIONS ALONG RYCE ROUTE.
 - NO PARKING ALONG ~~Ryce~~ RYCE ROUTE.

Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: Stillewore Markets by Dave Escam Date: 4/19/10

Property Owner: _____ Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	4/19/10	CK#4174	Kjh
Escrow or cost incurred				



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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

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

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

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

Applicant Information	
Applicant Name: Sheila Folden / Kevin Burgess	
Home Phone Number:	Work/Cell Phone Number: 651-351-6600
Address: Andersen Elem. School	
City/State/Zip:	
Email Address: foldens@stillwater.k12.mn.us	

Description of Request
Use of the field area (not the shelter) for our K-6 Physical Education field days at Barker's Alps.

Event Information	Start Date: See attachment	End Date:
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: See attachment		
Weekends:		

Requested City Assistance and/or Services

- ① Request to waive the \$50.00 fee. With the limited space available east of the school for this event, we have been fortunate to be able to use Barker's Alps in years past. We are the only 150834 school to need to do this.
- ② Do not put chemicals on the grass the days of our field days.
- ③ If possible, have the grass cut. (only if it works into the schedule of the city workers).

Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: Sheila Solder Date: 4-21-10

Property Owner: _____ Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	4/22/10	CK# 9047	Kjh
Escrow or cost incurred			(Folder personal check)	

Dates/Times requested for Andersen Elementary Field Days
at Barker's Alps

Kevin Burgess – Gr. 3-6 Physical Education Teacher

Wednesday, May 26 – Friday, May 28

8:00am - 11:00am

*Alternate dates due to weather:

Wed., June 2 – Fri., June 4

8:00am – 11:00am

Sheila Folden – K-2 Physical Education Teacher

Wednesday, June 9

8:00am – 3:00pm

*Alternate date due to weather:

Friday, June 11

8:00am – 3:00pm



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

City of Bayport
SPECIAL EVENT APPLICATION

Licensing Requirements

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

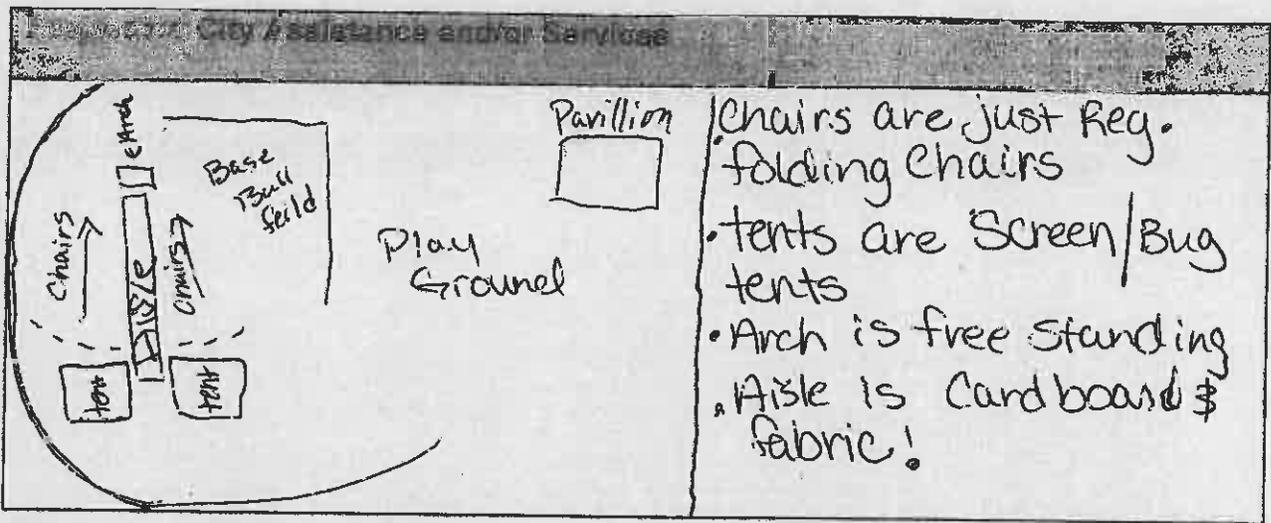
Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	Barkus AFD Park		
Address:			
City:	Bayport	State:	Minnesota
Zip Code:	55003		
Owner Name:			
Home Phone Number:	Work/Cell Phone Number:		
Owner Address:			
City/State/Zip:			

Applicant Information			
Applicant Name:	Sarah Nowling		
Home Phone Number:	Work/Cell Phone Number:		
	651 439-5416		
Address:	255 N 6th St		
City/State/Zip:	Bayport MN 55003		
Email Address:	srnowling@yahoo.com		

Description of Request			
wedding w/ 250 ppl			

Event Information	Start Date:	7/24/10	End Date:	7/24/10
Days of Operation (check all that apply)				
<input type="checkbox"/>	Sunday	<input type="checkbox"/>	Monday	<input type="checkbox"/>
<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>
<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday	<input checked="" type="checkbox"/>
Saturday				
Hours of Operation:				
Weekdays:				
Weekends: Saturday July 24th 2010 from 2pm-5pm				



Application Process and Fees

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

Attachments to be submitted with application

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNell O'Neil at 651-779-5015.
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The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

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

Applicant: Sarah Noneling

Date: 4/26/10

Property Owner: _____

Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00	4/26/10	CASH	gh
Escrow or cost incurred				

INVOICE
CITY OF BAYPORT

294 NORTH 3RD STREET

BAYPORT, MINNESOTA 55003

651-275-4404

S
O MINNESOTA PUBLIC FACILITIES AUTHORITY
L
D 1ST NATIONAL BANK BUILDING, SUITE E-200
332 MINNESOTA STREET
T
O ST. PAUL, MN 55101

INVOICE NO.	WM2010-8	INVOICE	DATE	4/22/2010
MSCWM PERRO CREEK OUTLET:		<u>INVOICE/DATE</u>		
SEH		226663	1/12/2010	\$1,780.39
SEH		227693	2/9/2010	\$2,455.56
SEH		228409	3/5/2010	\$4,529.36
SEH		229605	4/12/2010	\$2,522.10
			SUB TOTAL	\$11,287.41
			TOTAL	\$11,287.41



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

Date: April 15, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Wanda Madsen, Finance Officer
Subject: **Judith Lind assessment abatement**

BACKGROUND

In 2008, the City Council adopted the assessment roll for the 2008 Alley Improvement Project. Included in the assessment roll was an assessment against the property owned by Judith Lind at 713 5th Avenue North for \$1,409.00. The assessment was certified to Washington County in November of 2008, as required by state law. On December 1, 2008, Ms. Lind delivered a personal check to the city in the amount of \$1,409.00. However, because the assessment was already certified to the county, it could not be voluntarily removed from the county's assessment roll.

Due to the transition to a new system at Washington County, Ms. Lind's payment was never recorded at the county. In order to remove this assessment from the county's assessment roll, the county is requiring that the attached resolution, providing for the abatement of the assessment, be adopted again by the Bayport City Council.

RECOMMENDATION

It is recommended the Bayport City Council adopt the attached resolution abating the \$1,409.00 assessment for the 2008 Alley Improvement Project, which has been paid by Ms. Lind.

RESOLUTION NO. 10-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
MAY 3, 2010**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 3rd day of May 2010, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION PROVIDING FOR THE ABATEMENT
OF PROPERTY TAXES RELATED TO THE ASSESSMENT OF THE ALLEY
IMPROVEMENT PROJECT OF 2008**

WHEREAS, in 2008, the City Council for the City of Bayport approved, by resolution, the Alley Improvement Project of 2008, and

WHEREAS, in order to fund the Alley Improvement Project of 2008, in accordance with Minnesota Statutes Chapter 429, the City Council for the City of Bayport approved an assessment of the parcels benefited by the Alley Improvement Project of 2008, and

WHEREAS, in November of 2008, the City of Bayport certified to Washington County the assessment roll for the parcels benefited by the Alley Improvement Project of 2008, and

WHEREAS, the parcel owned by Judith Lind, located at 713 5th Avenue North, Bayport (PIN # 1002920120003) was included on the assessment roll as a benefited parcel; and

WHEREAS, an assessment was certified against the Lind parcel in the amount of \$1,409.00, and

WHEREAS, on December 1, 2008, Judith Lind, by personal check number 10004, made payment directly to the City of Bayport in the amount of \$1,409.00 in full satisfaction of the assessment certified against her parcel in order to fund the Alley Improvement Project of 2008, and

WHEREAS, Washington County requires the City Council for the City of Bayport adopt a resolution abating the assessment in order to remove the assessment from the County's assessment roll.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR
THE CITY OF BAYPORT, THE ASSESSMENT CERTIFIED AGAINST THE JUDITH
LIND PARCEL LOCATED AT 713 5th AVENUE NORTH, BAYPORT, PIN #
1002920120003 IS HEREBY ABATED IN FULL.**

BE IT FURTHER RESOLVED, WASHINGTON COUNTY IS HEREBY DIRECTED TO REMOVE THE ASSESSMENT IN ITS ENTIRETY FROM THE COUNTY ASSESSMENT ROLL.

Passed and adopted by the City Council for the City of Bayport this 3rd day of May 2010.

ATTEST:

Mitch Berg, City Administrator

Jon Nowaczek, Mayor



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

Date: April 26, 2010
To: Mayor and City Council
Mitch Berg, City Administrator
From: Mel Horak, Public Works Supervisor
Re: **Hazelwood Cemetery Fence Replacement**

BACKGROUND

Public Works is requesting City Council authorization to proceed with the replacement of the southern portion of the Hazelwood Cemetery black metal fence. This portion of the fence is adjacent to 5th Avenue North, has been exposed to years of road salt and other anti-icing agents, and has been structurally failing for years. This project was anticipated previously and was included in the 2009 Capital Improvement Plan, with an estimated budget of \$20,000.00. Quotes were solicited for this project late last fall but were rejected due to high quote prices exceeding the budget.

The project was recently re-quoted and the results are as follows:

- Winkel Enterprises, LLC, Afton, MN \$15,755.00
- Midwest Fence & Manufacturing Company, \$18,935.00
South St. Paul, MN

The apparent low quoter is Winkel Enterprises, LLC, at \$15,755.00.

RECOMMENDATION

Staff recommends that Public Works examine fence quality options with the low quoter, Winkel Enterprises, LLC, and replace the cemetery fence for a do-not-exceed amount of \$16,000.00.

RESOLUTION NO. 10-_____

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD MAY 3, 2010

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 3rd day of May 2010, at 6:00 p.m.

Members present:

Members absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, Many families support their military service members who are serving in the United States and overseas to protect the values and freedom enjoyed by the citizens of the United States of America, and;

WHEREAS, a Beyond the Yellow Ribbon Community Partnership of the following cities and townships: Bayport, Baytown Township, Oak Park Heights, and West Lakeland Township has been formed, in an effort to assist connecting local military family members with a community network of support that is understood and trusted by military families, where military residents and their families are recognized and can access information and services to assist them during the deployment cycle and is sustainable for future military families as deployment becomes necessary, and;

WHEREAS, this Beyond the Yellow Ribbon Community Partnership will build on the existing strength of our community and organizations by continuing to support awareness and addressing the needs of spouses and children throughout the deployment, deployment-reintegration process and through extended periods after homecoming in ways to lessen their burden while a family member is deployed or is impacted by their service to community and country, and;

WHEREAS, We believe the effects of deployment do not end when the soldier returns home and the family is reunited; this process takes months for some families and years for others; We believe the ultimate vision of the community is to offer support to military families and honor them in our midst, and;

WHEREAS, the City Council of the City of Bayport and the Beyond the Yellow Ribbon Community Partnership encourage key groups of the community service members and their families to be proactive and work in harmony to develop a program which empowers community synchronization of effort and build an enduring and sustainable network of support.

NOW THEREFORE BE IT RESOLVED, on behalf of our residents, the City Council of Bayport is proud to recognize, appreciate and say Thank You to our military members and their families for their service sacrifices and in all they do.

AND, BE IT FURTHER RESOLVED, that the residents and the City Council of the city of Bayport do fully support the efforts of the Beyond the Yellow Ribbon Partnership to support our military members and their families while defending the democratic values of the United States of America.

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

Jon Nowaczek –
Connie Carlson –

Torry Kraftson –
Judy Seeberger –

Dan Johnson –

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 3rd day of May 2010.

Jon Nowaczek, Mayor

ATTEST:

Mitch Berg, City Administrator



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

Date: April 26, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Mel Horak, Public Works Supervisor
Subject: **Adjustment of Xcel Energy King Plant sewer utility bill**

BACKGROUND

Staff from the Xcel Energy King Plant has requested a sewer bill adjustment. The King Plant discharges the facility's waste water into Bayport's sanitary sewer system. The plant's waste water volume is calculated by using run time of their sewer lift station. Recently, the plant experienced a check valve failure that caused abnormally high discharge readings for apparent normal discharge volumes. The plant has since repaired the lift station and is requesting the city adjust their two past monthly bills during the period of January 14, 2010 – March 15, 2010, and issue a credit or refund.

RECOMMENDATION

Staff is recommending the Finance Department examine the King Plant's sewer bill history, determine a fair monthly charge for the time period involved, and issue a credit against their future sewer bill.

Xcel Energy King Plant City of Bayport Sewer Service

<u>Dates of Service</u>		<u>Meter Reading</u>		<u>Usage</u>	<u>Current</u>	
<u>From</u>	<u>To</u>	<u>Right</u>	<u>Left</u>	<u>Gallons</u>	<u>Charges</u>	
2/16/2010	3/15/2010	627818	402487	733850	\$4,464.80	*
1/14/2010	2/16/2010	625334	390294	621150	\$3,297.06	*
12/16/2009	1/14/2010	623703	379502	206950	\$ 774.18	
11/12/2009	12/16/2009	623259	375807	177800	\$ 659.90	
10/14/2009	11/12/2009	622549	372961	210900	\$ 789.66	
9/16/2009	10/14/2009	622125	369167	196700	\$ 733.99	
8/13/2009	9/16/2009	621803	365555	125100	\$ 453.32	
7/15/2009	8/13/2009	621202	363654	386150	\$1,717.86	
6/15/2009	7/15/2009	620916	356217	174950	\$ 648.74	
5/14/2009	6/15/2009	620476	353158	124800	\$ 452.14	
4/16/2009	5/14/2009	619809	351329	268600	\$1,015.84	
3/16/2009	4/16/2009	619299	346467	204200	\$ 763.39	
2/18/2009	3/16/2009	618692	342990	420800	\$1,950.70	
1/15/2009	2/18/2009	618494	334772	563950	\$2,912.67	
12/16/2008	1/15/2009	616708	325279	473450	\$3,026.94	
11/18/2008	12/16/2008	616319	316199	244200	\$ 920.19	
10/15/2008	11/18/2008	615802	311832	431450	\$2,022.27	
9/15/2008	10/15/2008	614029	304976	252050	\$ 950.97	
8/15/2008	9/15/2008	613569	300395	201600	\$ 753.20	
7/17/2008	8/15/2008	612913	297019	170050	\$ 629.53	
	(July 2008	No invoice on record)				
	6/13/2008	611876	290780	119750	\$ 432.35	
	5/14/2008	611173	289088	143900	\$ 527.02	
	3/14/2008	609590	284545	110100	\$ 394.52	

Average(3/16/09-1/14/10)

207615

**CITY OF BAYPORT
RIVERFRONT ADVISORY COMMISSION
MEETING MINUTES
Tuesday, April 6 2010**

CALL TO ORDER

Staff present: Bayport City Administrator Mitchell Berg, Assistant Administrator/Planner Sara Taylor, and Planning Consultant Mark Nagel

Members present: Eric Baitz, Dan Goldston, Don Hoye, Lecia Kluver, Mary Lanz, Robert McManus, Sandy Ness, Jim Selmecki, and Tim Siegfried

Guests present: Molly Shodeen, DNR Hydrologist

INTRODUCTIONS

All those present at the meeting introduced themselves. The Commission also was asked to give a brief explanation of why they wanted to serve on the Commission.

APPROVAL OF AGENDA

The Commission asked to have an open forum section added to the agenda to receive public comment. The Commission also felt the public should be allowed to participate in the discussion, not just during the open forum portion of the meeting. Administrator Berg indicated this is one of the reasons why the Commission decided to hire a facilitator, as the facilitator would help to facilitate any discussion with the public and the Commission. Administrator Berg also requested the election of a new lead representative be added to the agenda, to provide an update to the City Council on the proceedings from tonight's meeting.

APPROVAL OF MINUTES

Commissioner Kluver indicated her first name was misspelled in the draft minutes and Administrator Berg noted the correction. It was moved by Commissioner Kluver and seconded by Commissioner Goldston to approve the minutes of the March 15, 2010 meeting, as amended. Motion carried.

CITY COUNCIL UPDATE

Commissioner Kluver informed the Commission that the City Council approved both the Commission's bylaws, as well as the \$1,000 appropriation to hire a facilitator.

PRESENTATION BY STAFF

Assistant City Administrator/Planner Taylor provided the Commission with copies of maps showing the city's existing land use, zoning, and parks and open space along the river.

GUEST SPEAKER – MOLLY SHODEEN (DNR HYDROLOGIST)

Administrator Berg introduced Molly Shodeen as the first guest to appear before the Commission. Ms. Shodeen gave out some information to the Commission on why the St. Croix was designated a wild and scenic river and how the St. Croix River is protected. She also talked about some of the challenges in protecting the river and how there is a movement to also look at how the area watershed organizations and districts can help in protecting the water quality of the river. Ms. Shodeen mentioned the river was designated as one of the top 10 endangered rivers in the United States and due to excess phosphorus, the river has also been designated as impaired.

Ms. Shodeen was asked to speak about the two master plans that were created for the river. She explained that both plans were prepared with the assistance of the National Park Service, State of Minnesota DNR and Wisconsin DNR, however, the State of Minnesota chose not to adopt the second plan. Nevertheless, the plans are important documents, as they frame the rules that exist today for the cities along the river to follow. Discussion continued on the specific types of development permitted along the river. Ms. Shodeen mentioned the St. Croix Riverway is underutilized with public access because there is not a lot of land in public ownership along the river.

The remaining discussion with Ms. Shodeen focused on the following four projects the Commission was tasked to report on;

- **Marinas**
 - Ms. Shodeen indicated while the marinas are not prohibited in the riverway rules, they are subject to a stringent review process, including the development of a full Environmental Impact Statement (EIS), as well as a study to determine if there is a demand for more boat slips along the river.
- **Fishing Piers**
 - Ms. Shodeen indicated a fishing pier would be subject to less of a review process than a marina, but may be subject to certain parking and accessibility requirements. She mentioned there was a DNR program available to help fund fishing piers, but noted that most DNR piers are located on lakes. She stated that it might be somewhat of a challenge to find a suitable location on the river for a pier.
- **Docks**
 - Ms. Shodeen indicated the review process to construct a dock is much easier than that of a marina, due to the fact that the DNR considers docks to be a “transient” use. There was some discussion on the cost of maintaining and operating a public dock and opportunities for private-public partnerships, such as those in Stillwater and Afton.
- **Boat Lunches**
 - Ms. Shodeen indicated that a boat lunch was proposed to be included with the new St. Croix River Crossing (Stillwater Bridge) with parking for up to 75 vehicles. The DNR is pursuing opportunities for a public boat launch in an effort to provide additional accessible parking to launch a boat on the river. Currently, there are only 25 public boat trailer parking spaces and one of the master plans (as previously mentioned) calls for up to 100 stalls for public access. Ms. Shodeen also mentioned one of the requirements of a boat lunch is that a fee cannot be charged for its use.

OTHER

Facilitator Nagel mentioned he would email some information out to help the Commission draft a vision statement.

The consensus of the Commission was to appoint Commissioner Hoye to serve as the lead representative of the Commission to provide an update to the City Council at their May 3, 2010 meeting.

ADJOURNMENT

It was moved by Commissioner Ness and seconded by Commissioner Hoye to adjourn the meeting at 7:30 p.m. Motion carried.



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

Date: April 26, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Consider quotes to replace the City Hall roof

BACKGROUND

Over the past few years, the City Hall roof has been leaking, causing some damage to the interior of the building. The current roof is original to the building, which was constructed in 1991. Life expectancy of this type of roof is approximately 10 to 15 years.

In an effort to put off the entire replacement of the roof, the city has made numerous repairs to the roof. However, due to the frequency and costs associated with these ongoing repairs, as well as the direct threat to the health, safety and welfare of the staff, City Council, and general public who frequent the building, staff feels it would be in the best interest of the city to replace the roof at this time, even though this item has not been included in the city's Capital Improvement Plan.

To pay for this improvement, the City plans to expend funds out of the Municipal Buildings Maintenance (MBM) Fund. At the end of fiscal year 2009, the MBM Fund reported a balance of approximately \$165,000.00.

Currently, the city is in the process of obtaining quotes for replacement of the roof. Unfortunately, in order to allow for adequate time for the quotes to come in, staff is requesting permission to present them during the May 3, 2010 City Council meeting. Preliminary estimates, however, indicate the quotes to come in at \$28,000.00 to \$34,000.00.

RECOMMENDATION

Staff recommends the City Council consider the quotes for the City Hall roof replacement at the May 3, 2010 City Council meeting and consider amending the CIP to include the expenditure of the roof from the Municipal Buildings Maintenance Fund.



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

Date: April 21, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Purchasing Policy

BACKGROUND

When the Auditor approached me to see if the City had a purchasing policy, I was able to find various policies, ordinances, and statutes related to such things as credit card usage and purchases through the competitive bid process. Therefore, I wanted to create a comprehensive policy that would consolidate all of the existing policies and ordinances, while adding language which would include better oversight into the city's purchasing process.

As a result, I researched both a number of other communities' policies, Minnesota statutes, and our own policies and ordinances, along with the input from our own department heads to come up with a policy I feel is ready for adoption.

RECOMMENDATION

Staff recommends the City Council adopt the attached purchasing policy.

Attachment: Draft Purchasing Policy



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

PURCHASING POLICY

SECTION I. PURPOSE

SECTION II. PURCHASING PROCEDURES

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

SECTION III. SPECIAL PURCHASES

1. Training and educational purchases
2. Travel policy

SECTION IV. DISPOSAL OF SURPLUS PROPERTY

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

SECTION V. OTHER

1. Made in USA provision
2. Separability clause

SECTION VI. ADOPTION

SECTION I. PURPOSE

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

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

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

SECTION II. PURCHASING PROCEDURES

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

1. Regular purchases

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

Purchases under \$1,499.99.

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

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

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

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

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

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

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

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

Purchases over \$100,000.00.

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

2. Competitive bidding purchases

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

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

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

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

3. Service purchases

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

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

4. Price agreements

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

5. Disaster and emergency purchases

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

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

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

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

6. Cooperative purchases

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

7. Credit card purchases

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

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

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

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

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

SECTION III. SPECIAL PURCHASES

1. Training and educational purchases

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

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

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

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

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

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

2. Travel policy

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

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

Out-of-state elected official travel policy

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

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

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

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

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

SECTION IV. DISPOSAL OF SURPLUS PROPERTY

1. Regular property

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

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

2. Forfeiture property

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

3. Department of Natural Resources (DNR) grant property

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

SECTION V. OTHER

1. Made in the USA provision

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

- Any uniform or other item of apparel over which an employee has no discretion in selecting
- Safety equipment or protective accessories

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

2. Separability clause

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

SECTION VII. ADOPTION

This policy becomes effective upon adoption by the City Council.



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

DATE: April 26, 2010
TO: Mayor and City Council
FROM: Mitchell Berg, City Administrator
RE: City Council report

Flood update

The City received notification that Washington County would not be eligible for any assistance from the 2010 flood. Nevertheless, the City is aggressively pursuing funding for a mitigation plan with FEMA in which the City was apparently awarded grant funding for from a previous flood event.

Petition from residents of Point Road on a railroad crossing

The City received a petition from several residents living on Point Road in regards to a proposed armed crossing across the railroad tracks of 10th Avenue South. City Hall has also received numerous phone calls from residents both on the point and not on the point about this subject ever since it was brought up at a previous City Council meeting.

I have attempted to explain to the residents that the Council is in agreement that an armed crossing does not make the most logical sense at this particular intersection, one reason being of the low average daily traffic (ADT) counts which cross over the tracks. I also have attempted to explain to the residents the City would not be obligated to expend any of the funding until 2013 or 2014, which hopefully would give the City ample time to either see if the City could install some less costly traffic control device or shift the armed crossing to a crossing with more traffic.

Regardless of an armed crossing, the City and its residents will still be faced with a railroad which continues to violate the law that requires them to not block an intersection for more than 10 minutes at a time. As a result, the City has sent a formal letter to MNDOT and the federal DOT, in which case the City is working with both entities to hopefully reach a successful outcome. In addition, the City has forwarded the letter to the City's various legislative lobbyist organizations it belongs too in an attempt to raise this issue with our state legislatures.

Bayport Estates and the "Ice Road"

The City is in the process of receiving a formal letter from Bayport Estates on the Ice Road. City staff is anticipating on meeting with a representative of the homeowners association in order to work with them in resolving the issues they have with the road and road easement.

2010 Property, Liability and Worker's Comp Insurance

The City has been working with T.C. Fields to put together a quote for insurance. Upon examining the City's claim history, staff decided to increase the City's deductible from \$500 to \$2,500. As a result, the City will see its insurance deductible drop by approximately \$10,600 (or 10%). In addition, staff was able to reduce some of the insurance costs by closing out some old open workers compensation claims. The City hopes to use some of the savings to create a new fund to help off-set future claims.