

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
January 3, 2012**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. December recycling award recipient is Richard Kranz who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 7

- | | |
|--|------|
| 1. December 5, 2011 City Council regular meeting minutes | 1 |
| 2. December payables and receipts (check numbers to be given at meeting) | 2 |
| 3. December building, plumbing and mechanical permits report | 3 |
| 4. PERA declaration for part-time police officer John Miller (<i>Resolution 12-__</i>) | 4 |
| 5. Pay Equity Report for the State of Minnesota Department of Employee Relations | 5 |
| 6. Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police Department | 6 |
| 7. Donation of a projector screen valued at \$50.00 from an anonymous donor | none |

SWEARING IN OF POLICE OFFICER JOHN MILLER

PUBLIC HEARING S

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- | | |
|---|------|
| 1. Consider an appointment to the Planning Commission | 7 |
| 2. Consider an appointment to the Library Board | none |

TAB #

NEW BUSINESS

- | | |
|--|----|
| 1. Consider a conditional use permit (CUP) to allow a seasonal lawn care and snow removal business at 204 2 nd Avenue South | 8 |
| 2. Consider the installation of a city salt/sand storage structure | 9 |
| 3. Consider an amendment to the city's investment policy | 10 |
| 4. Consider adopting a general fund balance policy and a fund balance classification policy | 11 |

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- | | |
|--------------------------------|----|
| 1. City Administrator's report | 12 |
|--------------------------------|----|

ADJOURNMENT

RESOLUTION NO. 12-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
JANUARY 3, 2012**

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 January 2012, 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 1-7 FROM THE
JANUARY 3, 2012 CITY COUNCIL AGENDA**

Consider a resolution adopting items 1 through 7

1. December 5, 2011 City Council regular meeting minutes
2. December payables and receipts (check numbers to be given at meeting)
3. December building, plumbing and mechanical permits report
4. PERA declaration for part-time police officer John Miller (*Resolution 12-__*)
5. Pay Equity Report for the State of Minnesota Department of Employee Relations
6. Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police Department
7. Donation of a projector screen valued at \$50.00 from an anonymous donor

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

Susan St. Ores –
Connie Carlson –
Dan Goldston –

Michele Hanson –
Mark Ostertag –

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 January 2012.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
DECEMBER 5, 2011
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of December 5, 2011 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members Present: Mayor Susan St. Ores, Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Mark Ostertag

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Library Director Kathy MacDonald/Mark Blando, Wanda Madsen, Finance Officer, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Andy Pratt

APPROVAL OF AGENDA

Administrator Berg requested the addition of *Railing payment for 6th Street North Sidewalk Project* to the consent agenda.

It was moved by Councilmember Ostertag and seconded by Councilmember Carlson to approve the December 5, 2011 agenda with the addition noted above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. Kathy MacDonald, Library Director, was recognized with a plaque and thanked for her 30 years of service to the Bayport Public Library, as she retires at the end of the year. Mark Blando was introduced and welcomed as the new director.
2. The November recycling award recipients are Micah and Holly Schroeder who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
3. Residents were invited to attend the Lighting of the Village Green on Wednesday, December 7 beginning at 6:00 p.m. at the library with a story hour and a meet and greet event for the new library director.
4. The Bayport Police Department is sponsoring its annual Toys for Tots drive and items can be dropped off through December 18 at City Hall, Bayport Public Library, Holiday Station, and the First State Bank and Trust.
5. Reservations are open for individuals interested in participating in the Police Department two-day Citizen's Academy January 7 and 8, 2012.

OPEN FORUM - None

CONSENT AGENDA

Mayor St. Ores read items 1-20 on the revised consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-39

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-20 FROM THE
DECEMBER 5, 2011 CITY COUNCIL AGENDA**

1. November 7, 2011 City Council regular meeting minutes
2. November 21, 2011 special City Council meeting minutes
3. November payables and receipts (check numbers 1133859-1133957)
4. November building, plumbing and mechanical permits report
5. Non-union employee holidays for 2012
6. Renewal of safety consulting and training services for city employees
7. Liquor and tobacco license renewals for 2012
8. Fire protection and rescue service contracts
9. Compensation/pay plan adjustments for 2012
10. Hiring of John Miller as a part-time police officer
11. Purchase of new audio equipment for City Council chambers
12. Fund transfer from municipal buildings to library for HVAC replacement
13. Final payment application from Miller Excavating for Barker's Alps Park Improvements
14. Commercial refuse hauling license renewals for 2012
15. Budgeted fund transfers for 2011
16. Authorization to obtain a rewards credit card for city purchases
17. Donation of a Bur Oak tree from Phil and Susan St. Ores for city use
18. Donation of \$25.00 to Police Department from Jeff and Donna Todd
19. Donation of a fire ring for city use from an anonymous resident
20. Railing payment for 6th Street North Sidewalk Project

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

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

PUBLIC HEARINGS

Certification of past due refuse bills and delinquent vacant registration fees to 2011 property taxes:

Mayor St. Ores opened the public hearing and no comment was given.

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

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to accept staff's recommendation to levy the presented lists of refuse billings and vacant building registration fees to Washington County for assessment to the 2011 property taxes. Motion carried.

PUBLIC INPUT [TRUTH IN TAXATION] ON 2012 CITY BUDGET AND LEVY

Administrator Berg provided an overview of the final proposed budget, including the budgeting process. He indicated the proposed 2012 tax levy of \$1,135,559.30 is an increase of 1.95% from the 2011 levy. He noted that eight of the city's capital fund accounts were consolidated into the general fund, upon recommendation of the city's auditor. The budget will result in a less than 2% increase in the property tax levy.

Public input on 2012 city budget and levy: Mayor St. Ores opened the floor for public input and none was heard.

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

Administrator Berg stated he spoke with one property owner about the city's levy as it would impact their property taxes. Mayor St. Ores reviewed the reasons the City Council decided to propose an increase in the tax levy and indicated councilmembers discussed in detail the need for a levy increase during the budget workshops.

Discuss and consider a resolution adopting the 2012 tax levy:

Councilmember Ostertag introduced the following resolution and moved its adoption:

Resolution 11-40

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE
YEAR 2012 BUDGET AT \$1,135,559.30**

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

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Discuss and consider a resolution adopting the 2012 budget:

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 11-41

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING BUDGETS FOR THE GENERAL FUND, SPECIAL LIBRARY FUND, DRUG
FORFEITURE FUND, WATER FUND, SEWER FUND, TRUNK WATER AND TRUNK
SEWER UTILITY CAPITAL IMPROVEMENT FUND, TAX STABILIZATION FUND,
RESTRICTED INVESTMENT FUND, AND PARK IMPROVEMENT FUND
FOR THE YEAR 2012**

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

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Discuss and consider a resolution adopting the 2012-2016 capital improvement plan (CIP):

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-42

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2012 THROUGH 2016**

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

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

COUNCIL LIAISON REPORTS

Councilmember Ostertag reviewed the Cable Commission budget meeting of November 30, 2011. The next meeting is scheduled for Wednesday, December 21, 2011, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson reviewed the November 17, 2011 meeting of the Bayport Library Board. The Girls Night Out event raised over \$2,000.00. The next meeting of the Library Board is scheduled for December 29, 2011, 6:00 p.m., at the library.

Mayor St. Ores stated the next meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) meeting is scheduled for Thursday, December 8, 2011, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Hanson stated that she was not able to attend the Planning Commission meeting on November 21, 2011, but the action recommended by the commission will be presented under new business.

Councilmember Goldston had no report as the November 30, 2011 Lower St. Croix Commission meeting was cancelled.

UNFINISHED BUSINESS - None

NEW BUSINESS

Consider an amendment to the city's Comprehensive Plan to comply with the Metropolitan Council's 2030 Policy Plan: Assistant Administrator/Planner Taylor reviewed proposed changes to the city's Comprehensive Plan to comply with recent revisions to the Metropolitan Council's Regional Parks Policy Plan as it relates to the proposed Middle St. Croix Valley Regional Trail Search Corridor. Minor text amendments and identification of the general alignment of the trail corridor on the *Parks, Existing and Proposed Trails, Sidewalks and Paths* map are recommended by staff. The Planning Commission held the required public hearing on November 21, 2011, and voted to recommend approval of the amendments, with the findings of fact noted by staff. Bayport's sector representative at the Metropolitan Council has given preliminary approval for the proposed amendments. Planner Taylor also noted the proposed trail search corridor is only being researched at this point but the Metropolitan Council is interested in connecting trails through Bayport to surrounding communities.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-43

RESOLUTION APPROVING AN AMENDMENT TO THE COMPREHENSIVE PLAN TO COMPLY WITH THE METROPOLITAN COUNCIL'S 2030 REGIONAL POLICY PLANS

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

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Set City Council meeting dates for 2012:

It was moved by Councilmember Ostertag and seconded by Councilmember Carlson to adopt the 2012 City Council meeting dates as presented. Motion carried 5-0.

Consider appointments, designations, and City Council liaison assignments for 2012: Councilmembers voiced their desire to continue with the current liaison assignments.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve the 2012 appointments, designations and City Council liaison assignments as presented. Motion carried 5-0.

Consider amending Appendix D – Fee schedule of the Bayport City Code: Administrator Berg presented the proposed fees for 2012, noting the utility fees listed on the handout were rates that were adopted in 2009 as the result of the city adopting a three-year rate study. He stated the city will be proposing another rate study in 2012. Administrator Berg explained staff's reasoning for a proposed minimum \$25.00 charge to residents to reserve a picnic shelter, in an attempt to provide equal access to park users. Discussion followed on the pros and cons of the proposed new fee, and the recommendation was made to allow residents to reserve the first shelter (up to 100 people) at no charge.

Councilmember Ostertag introduced the following ordinance, revising the park usage/picnic shelter reservation fee for residents-100 people or less to "first shelter-no charge," and accepting the revised utility rates as presented on the handout materials, and moved its adoption:

Ordinance #830

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

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

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Ostertag recognized and thanked the St. Ores family for the donation of a tree, the monetary contribution to the Police Department from the Todd family, and the anonymous donation of a fire department ring. He also noted that Santa Claus was appreciative of the residents who welcomed him to town on November 25, and that Santa would be at the Lighting of the Village Green on December 7.
2. Mayor St. Ores noted new security measures are in place at Lakeside Park and City Hall and thanked donors and staff for their assistance to get these implemented.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

Administrator Berg introduced Andy Pratt who will be replacing Nick Vivian as the city's lead attorney.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the meeting at 6:57 p.m. Motion carried 5-0.

City Administrator/Clerk

REVENUE SUMMARY YTD THRU 12/31/11

FUND	FUND Descr	2011 Budget	2011 YTD Amt	2011 % of Budget	2011 % of Budget Remain
1101	GENERAL	\$2,054,565.00	\$1,931,035.83	93.99%	6.01%
1102	STREET RECONSTRUCTION	\$80,000.00	\$0.00	0.00%	100.00%
1103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%	0.00%
1106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
1107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$17,591.47	0.00%	0.00%
11200	FIRE EQUIPMENT REPLACEMENT FUN	\$80,000.00	\$125.00	0.16%	99.84%
11202	DRUG FORFEITURE	\$0.00	\$2,553.84	0.00%	0.00%
11203	PUBLIC WORKS EQUIPMENT REPL	\$182,200.00	\$0.00	0.00%	100.00%
11204	RECREATION CAP EQUIP & MAINT	\$5,000.00	\$1,106.15	22.12%	77.88%
11205	TAX STABILIZATION FUND	\$30,000.00	\$0.00	0.00%	100.00%
11206	WATER/SEWER IMPROVEMENT FUND	\$100,000.00	\$37,071.87	37.07%	62.93%
11207	PARK IMPROVEMENT FUND	\$5,000.00	\$13,000.00	260.00%	-160.00%
11208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
11209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$31,962.25	0.00%	0.00%
11210	K-9 UNIT	\$0.00	\$194.40	0.00%	0.00%
11211	LIBRARY	\$297,247.98	\$224,949.45	75.68%	24.32%
11303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$23,851.62	0.00%	0.00%
11412	CEMETERY CAPITAL IMPROV	\$3,750.00	\$0.00	0.00%	100.00%
11413	POLICE EQUIPMENT FUND	\$16,200.00	\$0.00	0.00%	100.00%
11414	OFFICE AUTOMATION	\$8,920.00	\$0.00	0.00%	100.00%
11415	MUNICIPAL BLDGS MAINT	\$117,350.00	\$99.00	0.08%	99.92%
11416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
11601	WATER	\$290,000.00	\$38,494.64	13.27%	86.73%
11602	SEWER	\$596,750.00	\$63,784.25	10.69%	89.31%
11800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
11803	P & Z ESCROWS	\$0.00	\$1,000.00	0.00%	0.00%
11851	NON EXP TRUST	\$16,500.00	\$0.00	0.00%	100.00%
		\$3,883,482.98	\$2,386,819.77	61.46%	38.54%

CITY OF BAYPORT
MONTHLY REVENUE

Period Name: DECEMBER

FUND	Act	SOURCE	Tran	Amount	Refer	Comments
FUN Descr	Code	Typ Descr	Date			
FUND 101 GENERAL						
101 GENERAL	101-00000-310	R	MARKET VALUE	12/22/2011	\$1,883.00	16545 LOCAL GOVERNMENT AID
101 GENERAL	101-00000-310	R	MARKET VALUE	12/22/2011	\$75.61	16545 LOCAL GOVERNMENT AID
101 GENERAL	101-00000-322	R	GAMBLING TAX	12/8/2011	\$300.33	2301 GAMBLING PROCEEDS CK #
101 GENERAL	101-00000-334	R	LOCAL GOVER	12/22/2011	\$167,614.00	16545 LOCAL GOVERNMENT AID
101 GENERAL	101-00000-334	R	PERA RATE INC	12/22/2011	\$1,330.00	16545 LOCAL GOVERNMENT AID
101 GENERAL	101-00000-341	R	USER FEES	12/5/2011	\$30.00	2286 ASSESSMENT SEARCH CK #
101 GENERAL	101-00000-361	R	SPECIAL ASSM'	12/20/2011	\$127.51	2302 SPECIAL ASSESSMENT COL
101 GENERAL	101-00000-361	R	SPECIAL ASSM'	12/7/2011	\$3,906.00	2300 SPECIAL ASSESSMENT COL
101 GENERAL	101-00000-362	R	INVESTMENT IN	12/15/2011	\$4,411.93	16542 SPECIAL ASSMT/WESLEY DE
101 GENERAL	101-00000-362	R	REFUND - INSU	12/20/2011	\$17,328.00	2316 PROPERTY/CASUALTY DIVID
101 GENERAL	101-20104	G		12/5/2011	\$5.00	2296 MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		11/30/2011	\$31.00	2288 BUILDING SURCHARGE Sela
101 GENERAL	101-20104	G		12/28/2011	\$4.37	2330 BUILDING SURCHARGE Cath
101 GENERAL	101-20104	G		12/1/2011	\$5.00	2290 MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		12/1/2011	\$0.51	2292 BUILDING SURCHARGE Geo.
101 GENERAL	101-20104	G		12/12/2011	\$5.50	2306 MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		12/16/2011	\$5.00	2314 MECHANICAL SURCHARGE -
101 GENERAL	101-27109	G		12/5/2011	\$79.28	2287 HEALTH PARTNERS CK # 112
101 GENERAL	101-27122	G		12/5/2011	\$58.34	2287 HEALTH SAVING ACCT. CK #
101 GENERAL	101-41100-104	E		12/22/2011	\$874.13	2324 ELECTIONS WAGES REIMBU
101 GENERAL	101-41400-101	E		12/7/2011	\$175.00	16541 JURY REIMBURSEMENT
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$100.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/20/2011	\$50.00	2318 CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/21/2011	\$50.00	2320 CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/22/2011	\$50.00	2322 CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/30/2011	\$100.00	2288 CONTRACTOR LICENSE - GE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/2/2011	\$50.00	2294 2012 CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	12/8/2011	\$50.00	2303 CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-322	R	BUILDING PER	11/30/2011	\$771.75	2288 BUILDING PERMIT Sela Roofin
101 GENERAL	101-41910-322	R	BUILDING PER	12/1/2011	\$44.50	2292 BUILDING PERMIT Geo.Siegfri
101 GENERAL	101-41910-322	R	BUILDING PER	12/1/2011	\$28.93	2292 PLAN REVIEW
101 GENERAL	101-41910-322	R	BUILDING PER	12/12/2011	\$1,000.00	2306 PLAN REVIEW Corval Group, #
101 GENERAL	101-41910-322	R	BUILDING PER	12/28/2011	\$177.00	2330 BUILDING PERMIT Catherine
101 GENERAL	101-41910-322	R	MECHANICAL P	12/16/2011	\$75.00	2314 MECHANICAL PERMIT - RESI
101 GENERAL	101-41910-322	R	MECHANICAL P	12/12/2011	\$2,000.00	2306 MECHANICAL PERMIT - COM
101 GENERAL	101-41910-322	R	MECHANICAL P	12/5/2011	\$380.00	2296 MECHANICAL PERMIT - COM
101 GENERAL	101-41910-322	R	MECHANICAL P	12/1/2011	\$75.00	2290 MECHANICAL PERMIT - RESI
101 GENERAL	101-41910-341	R	P & Z PERMITS	12/13/2011	\$300.00	2310 PLANNING CONCEPT/SITE R
101 GENERAL	101-41910-341	R	LAKELAND BLD	12/22/2011	\$7,371.10	2317 BUILDING INSPECTIONS (LA
101 GENERAL	101-42100-101	E		12/7/2011	\$25.00	16541 JURY REIMBURSEMENT
101 GENERAL	101-42100-342	R	POLICE ACCIDE	12/28/2011	\$0.25	2325 POLICE REPORTS CK # 00-24
101 GENERAL	101-42100-351	R	COURT FINES	12/15/2011	\$3,500.61	16543 NOVEMBER FINE/FEES
101 GENERAL	101-42200-322	R	NONBUSINESS	12/5/2011	\$20.00	2299 BURNING PERMIT CK # 6139
101 GENERAL	101-42200-322	R	NONBUSINESS	12/5/2011	\$20.00	2299 BURNING PERMIT CK # 18804
101 GENERAL	101-42200-412	E		12/28/2011	\$503.04	2332 EQUIP. REFUND CK # 350045
101 GENERAL	101-43130-362	R	REFUND STRE	12/15/2011	\$15,902.98	16544 FEMA GRANT
101 GENERAL	101-43300-349	R	CEMETERY CH	12/15/2011	\$75.00	2312 CEMETERY - MARK HEADST
101 GENERAL	101-43300-349	R	CEMETERY CH	12/12/2011	\$1,400.00	2305 CEMETERY - GRAVE Cynthia
101 GENERAL	101-43300-349	R	CEMETERY CH	12/27/2011	\$75.00	2328 CEMETERY - MARK HEADST
101 GENERAL	101-43300-349	R	CEMETERY CH	12/27/2011	\$300.00	2328 CEMETERY - HEADSTONE D
101 GENERAL	101-43300-349	R	CEMETERY CH	12/27/2011	\$700.00	2328 CEMETERY - OPEN/CLOSE G
101 GENERAL	101-43300-349	R	CEMETERY CH	12/15/2011	\$300.00	2312 CEMETERY - OPEN/CLOSE G
101 GENERAL	101-43300-349	R	CEMETERY CH	12/15/2011	\$300.00	2312 CEMETERY - HEADSTONE D
101 GENERAL	101-43300-349	R	CEMETERY CH	12/27/2011	\$700.00	2326 CEMETERY - GRAVE Heidi Sh
FUND 101 GENERAL					\$234,944.67	

CITY OF BAYPORT
MONTHLY REVENUE

Period Name: DECEMBER

FUND	FUN Descr	Act Code	Act Typ	SOURCE Descr	Tran Date	Amount	Refer	Comments
FUND 206 WATER/SEWER IMPROVEMENT FUND								
206	WATER/S	206-12103	G		12/7/2011	\$12.27		0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		12/28/2011	\$3.58		0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		12/15/2011	\$21.06		0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		12/15/2011	\$23.92		0 UB Receipt Serv 26 TRUNK W/
206	WATER/S	206-12103	G		12/28/2011	\$21.06		0 UB Receipt Serv 26 TRUNK W/
206	WATER/S	206-12103	G		12/7/2011	\$12.68		0 UB Receipt Serv 27 TRUNK W/
206	WATER/S	206-12103	G		12/22/2011	\$24.99		0 UB Receipt Serv 26 TRUNK W/
206	WATER/S	206-12103	G		12/22/2011	\$24.42		0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		12/7/2011	\$47.05		0 UB Receipt Serv 26 TRUNK W/
206	WATER/S	206-12103	G		12/15/2011	\$43.17		0 UB Receipt Surc 23 TRUNK SE
206	WATER/S	206-41900-371	R	TRUNK WATER-	12/15/2011	\$5,178.27	16542	SPECIAL ASSMT/WESLEY DE
FUND 206 WATER/SEWER IMPROVEMENT FUND						\$5,412.47		
FUND 209 DEVELOPER REIMBURSED PROJECTS								
209	DEVELOP	209-41914-362	R	REFUNDS & REI	12/15/2011	\$31,962.25	16542	SPECIAL ASSMT/WESLEY DE
FUND 211 LIBRARY								
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$32.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$3.99	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$5.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$53.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$8.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$32.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$8.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIBRARY SERVI	12/28/2011	\$25.00	2334	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-362	R	RENTAL INCOM	12/28/2011	\$20.95	2334	LIBRARY RENT Bispala, #7517
211	LIBRARY	211-45500-362	R	RENTAL INCOM	12/28/2011	\$40.00	2334	LIBRARY RENT Stillwater Area
211	LIBRARY	211-45500-362	R	RENTAL INCOM	12/28/2011	\$130.00	2334	LIBRARY RENT 3M, #1000368
211	LIBRARY	211-45500-362	R	RENTAL INCOM	12/28/2011	\$130.00	2334	LIBRARY RENT Andersen Corp
211	LIBRARY	211-45500-362	R	RENTAL INCOM	12/28/2011	\$190.00	2334	LIBRARY RENT Medica, #6573
211	LIBRARY	211-45500-362	R	RENTAL INCOM	12/28/2011	\$80.00	2334	LIBRARY RENT Mankowski, #7
211	LIBRARY	211-45500-362	R	DONATIONS	12/28/2011	\$15.00	2334	LIBRARY DONATIONS Sand, #
211	LIBRARY	211-45500-362	R	DONATIONS	12/28/2011	\$50.00	2334	LIBRARY DONATIONS Daught
211	LIBRARY	211-45500-362	R	DONATIONS	12/28/2011	\$25.00	2334	LIBRARY DONATIONS Neeson
FUND 211 LIBRARY						\$847.94		
FUND 601 WATER								
601	WATER	601-14601	G		12/7/2011	\$593.98		0 UB Receipt Serv 1 WATER
601	WATER	601-14601	G		12/7/2011	\$9.57		0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		12/7/2011	\$246.86		0 UB Receipt Serv 5 COMM WAT
601	WATER	601-14601	G		12/7/2011	\$0.50		0 UB Receipt Serv Pen 5 COMM
601	WATER	601-14601	G		12/7/2011	\$239.46		0 UB Receipt Serv 6 WATER ME
601	WATER	601-14601	G		12/7/2011	\$1.59		0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		12/28/2011	\$259.93		0 UB Receipt Serv 1 WATER
601	WATER	601-14601	G		12/15/2011	\$8.66		0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		12/22/2011	\$8.97		0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		12/22/2011	\$1.59		0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		12/15/2011	\$246.06		0 UB Receipt Serv 1 WATER
601	WATER	601-14601	G		12/7/2011	\$0.50		0 UB Receipt Serv Pen 6 WATER
601	WATER	601-14601	G		12/28/2011	\$7.14		0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		12/28/2011	\$3.05		0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		12/15/2011	\$5.64		0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		12/22/2011	\$266.32		0 UB Receipt Serv 1 WATER
601	WATER	601-46120-101	E		12/7/2011	\$25.00	16541	JURY REIMBURSEMENT
601	WATER	601-46120-371	R	WATER REVEN	12/15/2011	\$86.58		0 UB UR Receipt Group 01 CITY
601	WATER	601-46120-371	R	WATER REVEN	12/22/2011	\$0.21		0 UB UR Receipt Group 01 CITY

CITY OF BAYPORT
MONTHLY REVENUE

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Period Name: DECEMBER

FUND FUN Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Refer	Comments
FUND 601 WATER					\$2,011.61		
FUND 602 SEWER							
602 SEWER	602-14602	G		12/7/2011	\$6.65		0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		12/15/2011	\$359.74		0 UB Receipt Serv 13 NSP SEW
602 SEWER	602-14602	G		12/15/2011	\$8.66		0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		12/15/2011	\$202.38		0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		12/28/2011	\$1.24		0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		12/28/2011	\$33.11		0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		12/28/2011	\$19,536.88		0 UB Receipt Serv 19 PRISON S
602 SEWER	602-14602	G		12/22/2011	\$8.97		0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		12/22/2011	\$239.97		0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		12/7/2011	\$119.66		0 UB Receipt Serv 10 SEWER
602 SEWER	602-46200-101	E		12/7/2011	\$25.00	16541	JURY REIMBURSEMENT
FUND 602 SEWER					\$20,542.26		
					\$295,721.20		

CITY OF BAYPORT

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EXPENSE SUMMARY YTD THRU 12/31/11

12 Month = 100.08

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$463.46	\$6.54	1.39%
41200	MAYOR & COUNCIL	\$144,226.21	\$124,917.89	\$19,308.32	13.39%
41240	RECYCLING	\$5,415.02	\$5,991.04	-\$576.02	-10.64%
41400	ADMINISTRATION	\$137,497.18	\$134,633.46	\$2,863.72	2.08%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$94,319.33	-\$94,319.33	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$207,073.39	\$200,456.21	\$6,617.18	3.20%
41940	MUNICIPAL BUILDINGS	\$137,368.00	\$39,274.34	\$98,093.66	71.41%
42100	POLICE	\$667,761.70	\$655,073.30	\$12,688.40	1.90%
42200	FIRE PROTECTION	\$355,637.00	\$282,935.38	\$72,701.62	20.44%
43100	STREET MAINT	\$255,720.77	\$154,871.14	\$100,849.63	39.44%
43130	STREET - FLOOD PREPARATI	\$0.00	\$13,691.79	-\$13,691.79	0.00%
43160	STREET LIGHTING	\$22,021.00	\$26,474.19	-\$4,453.19	-20.22%
43200	PARKS	\$63,847.70	\$41,766.80	\$22,080.90	34.58%
43300	CEMETERY	\$7,527.00	\$3,138.16	\$4,388.84	58.31%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,054,564.97	\$1,778,006.49	\$276,558.48	13.46%
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	\$63.00	-\$63.00	0.00%
41912	INSPIRATION	\$0.00	\$2,515.51	-\$2,515.51	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$2,578.51	-\$2,578.51	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$627.90	-\$627.90	0.00%
FUND 210 K-9 UNIT		\$0.00	\$627.90	-\$627.90	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$297,248.00	\$321,702.14	-\$24,454.14	-8.23%
FUND 211 LIBRARY		\$297,248.00	\$321,702.14	-\$24,454.14	-8.23%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$20,000.00	\$0.00	\$20,000.00	100.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$20,000.00	\$0.00	\$20,000.00	100.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$4,579.12	-\$4,579.12	0.00%
42100	POLICE	\$30,000.00	\$31,348.54	-\$1,348.54	-4.50%
FUND 413 POLICE EQUIPMENT FUND		\$30,000.00	\$35,927.66	-\$5,927.66	-19.76%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$4,500.00	\$4,211.83	\$288.17	6.40%
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%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 12/31/11

12 Month = 100.08

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
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		\$4,500.00	\$4,211.83	\$288.17	6.40%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$3,265.00	-\$3,265.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$121,000.00	\$0.00	\$121,000.00	100.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$13,833.41	-\$13,833.41	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$121,000.00	\$17,098.41	\$103,901.59	85.87%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$45,600.00	\$42,723.13	\$2,876.87	6.31%
46120	WATER	\$406,346.59	\$265,103.93	\$141,242.66	34.76%
FUND 601 WATER		\$451,946.59	\$307,827.06	\$144,119.53	31.89%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$372,147.41	\$176,165.91	\$195,981.50	52.66%
46990	SEWER - NON-OPERATING	\$330,000.00	\$402,963.00	-\$72,963.00	-22.11%
FUND 602 SEWER		\$702,147.41	\$579,128.91	\$123,018.50	17.52%
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	\$98.00	-\$98.00	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	\$469.00	-\$469.00	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	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$142.96	-\$142.96	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$670.87	-\$670.87	0.00%

CITY OF BAYPORT

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EXPENSE SUMMARY YTD THRU 12/31/11

12 Month = 100.08

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 803 P & Z ESCROWS		\$0.00	\$1,380.83	-\$1,380.83	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 - LIBRAR	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,681,406.97	\$3,048,489.74	\$632,917.23	17.19%

CITY OF BAYPORT

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MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	Amount	ct	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
SCHULTZ, ALLEN/BEVERLY	101	12/13/2011	\$80.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133988
MACDONALD, TIM	101	12/13/2011	\$204.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133985
KELLY, AUDREY	101	12/13/2011	\$90.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133982
ORNE, ELIZABETH	101	12/13/2011	\$90.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133987
LAMPI, KAREN	101	12/13/2011	\$90.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133984
MCPHERSON, NANCY	101	12/13/2011	\$80.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133986
KLOS, JUDY	101	12/13/2011	\$80.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133983
COLLEEN SIEGFRIED	101	12/13/2011	\$80.00	E	41100	104	ELECTION JUDGE/NOVE	ELECTION SALAR	1133978
U S BANK VISA	101	12/13/2011	\$30.74	E	41100	220	WAL-MART	OPERATING SUP	1133989
U S BANK VISA	101	12/13/2011	\$42.85	E	41100	220	SUBWAY	OPERATING SUP	1133989
DEPT 41100 ELECTIONS					\$867.59				
DEPT 41200 MAYOR & COUNCIL									
	101	12/20/2011	\$1,074.15	E	41200	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2011	\$17.90	E	41200	121	Labor Distribution	P E R A	
	101	12/20/2011	\$66.60	E	41200	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2011	\$15.57	E	41200	170	Labor Distribution	MEDICARE	
J.P. COOKIE COMPANY	101	11/29/2011	\$10.60	E	41200	201	OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
BUSINESS FORMS & ACCOU	101	12/15/2011	\$6.59	E	41200	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$42.00	E	41200	300	REVIEW DOC RELATING	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$140.00	E	41200	300	PREPARE CC MTG	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$140.00	E	41200	300	REVIEW PROPERTIES ZO	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$238.00	E	41200	300	CEMETARY LOT TRANSF	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$112.00	E	41200	300	ASSIST CITY ADMIN REG	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$56.00	E	41200	300	354 5TH ST. N	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$2.62	E	41200	300	DISBURSEMENTS/SALES	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$910.00	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$70.00	E	41200	300	MTG CITY ADMIN ZONING	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$140.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$35.00	E	41200	300	REVIEW CA UPDATE	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$42.00	E	41200	300	TELE CONFERENCE CITY	PROF SER-LEGAL	1134019
S E H	101	12/21/2011	\$231.29	E	41200	301	UPDATE SEWER MAINT.	PROF SER-ENGIN	1134041
S E H	101	12/21/2011	\$72.25	E	41200	301	PREPARE CC MTG	PROF SER-ENGIN	1134041
BRIMEYER FURSMAN, LLC	101	12/13/2011	\$2,822.40	E	41200	302	ORGANIZTION DEVELOP	CONTRACT SERV	1134008
SCHLENNER WENNER & CO.	101	12/21/2011	\$200.00	E	41200	303	AUDIT SERVICES	PROF SER-AUDIT	1134042
COMPLETE HEALTH ENVIRO	101	12/13/2011	\$350.00	E	41200	306	MAINT. PLAN - NOV. 2011	PROF SER-OTHE	1134015
STILLWATER GAZETTE	101	12/21/2011	\$154.57	E	41200	350	ORDINANCE NO 830	PRINTING & PUBL	1134046
US INTERNET	101	12/13/2011	\$101.20	E	41200	416	MTHLY SECURENCE 12/1	REPAIR/MAINT O	1134056
DEPT 41200 MAYOR & COUNCIL					\$7,050.74				
DEPT 41240 RECYCLING									
	101	12/29/2011	\$56.13	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	12/27/2011	\$112.27	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	12/12/2011	\$112.27	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$112.27	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$8.15	E	41240	121	Labor Distribution	P E R A	
	101	12/12/2011	\$8.15	E	41240	121	Labor Distribution	P E R A	
	101	12/27/2011	\$8.15	E	41240	121	Labor Distribution	P E R A	
	101	12/27/2011	\$6.92	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	11/28/2011	\$6.92	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	12/29/2011	\$3.48	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	12/12/2011	\$6.92	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
	101	12/12/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
	101	11/28/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
	101	12/12/2011	\$5.73	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	11/28/2011	\$7.89	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	12/27/2011	\$5.73	E	41240	131	Labor Distribution	CONT TO EMPLO	

CITY OF BAYPORT

MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
	101	12/29/2011	\$0.81 E	41240	170 Labor Distribution	MEDICARE	
	101	12/12/2011	\$1.62 E	41240	170 Labor Distribution	MEDICARE	
	101	11/28/2011	\$1.62 E	41240	170 Labor Distribution	MEDICARE	
	101	12/27/2011	\$1.62 E	41240	170 Labor Distribution	MEDICARE	
KRANZ, RICHARD	101	12/13/2011	\$30.00 E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE	1134027
ST CROIX RECREATION CO.,	101	12/21/2011	\$781.71 E	41240	370 RECEPTACLE 55 GALLON	RECYCLING INCE	1134044
DEPT 41240 RECYCLING			\$1,293.24				
DEPT 41400 ADMINISTRATION							
	101	12/12/2011	\$180.00 E	41400	100 Labor Distribution	WAGE EXP. GEN	
	101	11/28/2011	\$160.00 E	41400	100 Labor Distribution	WAGE EXP. GEN	
	101	12/29/2011	\$160.00 E	41400	100 Labor Distribution	WAGE EXP. GEN	
	101	12/27/2011	\$200.00 E	41400	100 Labor Distribution	WAGE EXP. GEN	
	101	12/12/2011	\$3,486.79 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$3,651.22 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	12/29/2011	\$1,784.51 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	12/27/2011	\$3,569.01 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$264.72 E	41400	121 Labor Distribution	P E R A	
	101	12/12/2011	\$252.80 E	41400	121 Labor Distribution	P E R A	
	101	12/29/2011	\$91.41 E	41400	121 Labor Distribution	P E R A	
	101	12/27/2011	\$258.76 E	41400	121 Labor Distribution	P E R A	
	101	12/12/2011	\$225.37 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$231.71 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	11/28/2011	\$234.33 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	12/29/2011	\$120.56 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$195.15 E	41400	126 Labor Distribution	H S A	
	101	12/12/2011	\$195.15 E	41400	126 Labor Distribution	H S A	
	101	11/28/2011	\$195.15 E	41400	126 Labor Distribution	H S A	
	101	12/27/2011	\$435.17 E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	11/28/2011	\$515.05 E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	12/12/2011	\$435.17 E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	12/29/2011	\$28.20 E	41400	170 Labor Distribution	MEDICARE	
	101	12/27/2011	\$54.20 E	41400	170 Labor Distribution	MEDICARE	
	101	11/28/2011	\$54.82 E	41400	170 Labor Distribution	MEDICARE	
	101	12/12/2011	\$52.72 E	41400	170 Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	12/15/2011	\$39.59 E	41400	201 W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
J.P. COOKIE COMPANY	101	11/29/2011	\$4.24 E	41400	201 OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
POSTMASTER	101	12/28/2011	\$280.94 E	41400	351 4TH QTR. NEW LETTER	NEWS LETTER P	1134002
NOVA COMMUNICATIONS	101	12/13/2011	\$768.00 E	41400	416 1/1/12-12/31/11 ANNUAL M	REPAIR/MAINT O	1134037
DEPT 41400 ADMINISTRATION			\$18,124.74				
DEPT 41607 2011 STREET PROJECT							
ROETTGER WELDING	101	11/29/2011	\$6,250.00 E	41607	302 RAILING 6TH ST. PROJEC	CONTRACT SERV	1133967
DEPT 41910 PLANNING & ZONING							
	101	12/29/2011	\$2,790.21 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	12/12/2011	\$5,443.39 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	12/27/2011	\$5,580.41 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$5,717.44 E	41910	101 Labor Distribution	WAGES AND SAL	
	101	12/12/2011	\$394.67 E	41910	121 Labor Distribution	P E R A	
	101	11/28/2011	\$414.54 E	41910	121 Labor Distribution	P E R A	
	101	12/27/2011	\$404.61 E	41910	121 Labor Distribution	P E R A	
	101	12/29/2011	\$168.38 E	41910	121 Labor Distribution	P E R A	
	101	11/28/2011	\$351.15 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	12/29/2011	\$173.00 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$342.66 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	12/12/2011	\$334.16 E	41910	122 Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$330.77 E	41910	126 Labor Distribution	H S A	
	101	11/28/2011	\$330.77 E	41910	126 Labor Distribution	H S A	

CITY OF BAYPORT

MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	12/12/2011	\$330.77 E	41910	126	Labor Distribution	H S A	
	101	11/28/2011	\$803.72 E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	12/27/2011	\$683.60 E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	12/12/2011	\$683.60 E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	12/29/2011	\$40.45 E	41910	170	Labor Distribution	MEDICARE	
	101	11/28/2011	\$82.13 E	41910	170	Labor Distribution	MEDICARE	
	101	12/27/2011	\$80.14 E	41910	170	Labor Distribution	MEDICARE	
	101	12/12/2011	\$78.15 E	41910	170	Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	12/15/2011	\$32.99 E	41910	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
J.P. COOKIE COMPANY	101	11/29/2011	\$4.24 E	41910	201	OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
HOLIDAY FLEET	101	12/6/2011	\$120.71 E	41910	212	FUEL-FLEET	MOTOR FUELS &	1133973
JOHNSON, CHAD	101	12/19/2011	\$325.00 E	41910	302	DECEMBER 2011	CONTRACT SERV	1133993
STILLWATER GAZETTE	101	12/21/2011	\$28.53 E	41910	810	VALLEY GREEN CUP	REFUNDS AND R	1134046
WASHINGTON COUNTY REC	101	12/21/2011	\$46.00 E	41910	810	DOC # 3860592 - GROUP	REFUNDS AND R	1134058
WASHINGTON COUNTY REC	101	12/21/2011	\$52.65 E	41910	810	DOC # 3863074 - HAYNER	REFUNDS AND R	1134058
WASHINGTON COUNTY REC	101	12/21/2011	\$46.00 E	41910	810	DOC # 3863073 - HAYNER	REFUNDS AND R	1134058
DEPT 41910 PLANNING & ZONING			\$26,214.84					
DEPT 41940 MUNICIPAL BUILDINGS								
MENARDS-STILLWATER	101	12/19/2011	\$16.73 E	41940	220	OPERATING MATERIAL	OPERATING SUP	1134031
JOHNSON, CHAD	101	12/19/2011	\$325.00 E	41940	302	NOVEMBER 2011	CONTRACT SERV	1133993
OFFICE OF ENT TECHNOLO	101	12/27/2011	\$470.85 E	41940	321	PHONES/CITY HALL	COMMUNICATION	1134038
XCEL	101	12/7/2011	\$610.04 E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	1133976
XCEL	101	12/7/2011	\$151.46 E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1133976
MINNESOTA ELEVATOR	101	12/13/2011	\$150.04 E	41940	420	DECEMBER 2011 MTHLY	R & M BLDGS, ST	1134034
ELECTRO WATCHMAN, INC	101	12/21/2011	\$120.00 E	41940	420	SECURITY CITY HALL	R & M BLDGS, ST	1134020
LINNER ELECTRIC	101	12/14/2011	\$313.00 E	41940	420	BLD. MAINT./CITY HALL	R & M BLDGS, ST	1134029
IDENTISYS	101	12/15/2011	\$5,989.28 E	41940	540	DIGITAL VIDEO RECORD	CONTINGENCY	1133991
OFFICE OF ENT TECHNOLO	101	12/19/2011	\$110.00 E	41940	540	INSTALLATION FLAT RAT	CONTINGENCY	1133992
DEPT 41940 MUNICIPAL BUILDINGS			\$8,256.40					
DEPT 42100 POLICE								
	101	12/27/2011	\$2,242.34 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	12/29/2011	\$1,106.14 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	11/28/2011	\$1,793.15 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	12/12/2011	\$2,021.56 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	12/5/2011	\$9,540.80 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/12/2011	\$13,066.70 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$13,459.78 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/29/2011	\$6,526.97 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	12/27/2011	\$13,424.45 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	11/28/2011	\$395.00 E	42100	102	Labor Distribution	OVERTIME	
	101	12/12/2011	\$2,217.34 E	42100	102	Labor Distribution	OVERTIME	
	101	12/27/2011	\$304.32 E	42100	102	Labor Distribution	OVERTIME	
	101	12/12/2011	\$109.36 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	12/27/2011	\$218.72 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	12/29/2011	\$109.36 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	11/28/2011	\$2,181.73 E	42100	121	Labor Distribution	P E R A	
	101	12/29/2011	\$1,108.94 E	42100	121	Labor Distribution	P E R A	
	101	12/12/2011	\$2,459.36 E	42100	121	Labor Distribution	P E R A	
	101	12/27/2011	\$2,319.36 E	42100	121	Labor Distribution	P E R A	
	101	12/5/2011	\$1,373.88 E	42100	121	Labor Distribution	P E R A	
	101	12/29/2011	\$5.19 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	12/12/2011	\$25.98 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	11/28/2011	\$35.96 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$10.30 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	11/28/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	12/27/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	12/12/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	11/28/2011	\$1,490.20 E	42100	131	Labor Distribution	CONT TO EMPLO	

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MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	12/27/2011	\$1,376.42 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	12/12/2011	\$1,318.28 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	12/29/2011	\$112.27 E	42100	170	Labor Distribution	MEDICARE	
	101	11/28/2011	\$225.70 E	42100	170	Labor Distribution	MEDICARE	
	101	12/27/2011	\$233.57 E	42100	170	Labor Distribution	MEDICARE	
	101	12/5/2011	\$138.35 E	42100	170	Labor Distribution	MEDICARE	
	101	12/12/2011	\$251.33 E	42100	170	Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	101	12/15/2011	\$32.99 E	42100	201	W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
J.P. COOKIE COMPANY	101	11/29/2011	\$4.24 E	42100	201	OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
STREICHERS	101	11/29/2011	\$54.48 E	42100	202	OPERATING MATERIAL-U	UNIFORMS - MIS	1133968
UNIFORMS UNLIMITED	101	12/15/2011	\$59.38 E	42100	202	UNIFORMS/MISC POLICE	UNIFORMS - MIS	1134054
UNIFORMS UNLIMITED	101	12/15/2011	\$664.59 E	42100	202	MISC UNIFORMS/POLICE	UNIFORMS - MIS	1134054
UNIFORMS UNLIMITED	101	12/6/2011	\$461.82 E	42100	207	UNIFORMS-EASTMAN/PO	UNIFORMS - CHIE	1133974
WASHINGTON COUNTY SHE	101	12/13/2011	\$1,393.13 E	42100	212	NOV 2011 FUEL/POLICE D	MOTOR FUELS &	1134059
DIGITAL ALLY	101	12/27/2011	\$97.50 E	42100	220	BATTERY PACK/POLICE	OPERATING SUP	1134017
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$140.00 E	42100	300	EASTMAN P-T OFFICER	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$105.00 E	42100	300	EASTMAN POST BOARD	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/7/2011	\$2,250.16 E	42100	300	PROSECUTION SERVICE	PROF SER-LEGAL	1133972
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$77.00 E	42100	300	R RADKE VIOLATION	PROF SER-LEGAL	1134019
EASTMAN, LAURA	101	12/13/2011	\$21.50 E	42100	300	ICR CASE #111501556	PROF SER-LEGAL	1133979
STILLWATER MEDICAL GRO	101	12/20/2011	\$234.00 E	42100	306	MEDICAL BACK GROUND/	PROF SER-OTHE	1134047
CAMPION BARROW & ASSO	101	12/6/2011	\$390.00 E	42100	306	POST OFFICER TESTING-	PROF SER-OTHE	1133971
VERIZON WIRELESS	101	12/13/2011	\$78.06 E	42100	321	AIRCARDS/POLICE DEPT,	COMMUNICATION	1133990
VERIZON WIRELESS	101	12/13/2011	\$180.09 E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1133990
WASHINGTON COUNTY PUB	101	12/21/2011	\$1,236.24 E	42100	391	4TH QTR. RADIO REPAIR/	SHARED AUTOM	1134057
WASHINGTON COUNTY SHE	101	12/13/2011	\$4,809.25 E	42100	391	4TH QTR ALERTS & REC	SHARED AUTOM	1134059
WASHINGTON COUNTY SHE	101	12/13/2011	\$1,125.00 E	42100	391	4TH QTR 2011 MDC/POLI	SHARED AUTOM	1134059
HENNEPIN HEALTH FOUNDA	101	12/13/2011	\$10.00 E	42100	403	TEEN SAFE DRIVING SU	POLICE TRAININ	1133980
CENTURY COLLEGE	101	12/13/2011	\$595.00 E	42100	403	LAW ENFORCEMENT TRA	POLICE TRAININ	1134013
BAYPORT TRANSMISSION &	101	12/22/2011	\$76.27 E	42100	412	OIL & FILTER CHANGE/29	REP & MAINT VE	1134007
MINNESOTA CHIEFS OF POL	101	12/1/2011	\$180.00 E	42100	433	2012 ANNUAL MEMBERS	DUES & MEMBER	1133963
DEPT 42100 POLICE			\$96,991.74					
DEPT 42200 FIRE PROTECTION								
	101	12/20/2011	\$983.33 E	42200	101	Labor Distribution	WAGES AND SAL	
	101	12/20/2011	\$60.97 E	42200	122	Labor Distribution	CONT TO RET., S	
	101	12/20/2011	\$14.26 E	42200	170	Labor Distribution	MEDICARE	
SAM'S CLUB	101	12/22/2011	\$347.85 E	42200	201	OPERATING MATERIAL/FI	OFFICE SUPPLIE	1133997
U S BANK VISA	101	12/22/2011	\$14.95 E	42200	201	EXPERIAN	OFFICE SUPPLIE	1133996
U S BANK VISA	101	12/22/2011	\$74.97 E	42200	201	BEST BUY	OFFICE SUPPLIE	1133996
UNION HOUSE INC.	101	12/22/2011	\$365.00 E	42200	202	OPERATING SUPPLIES/FI	UNIFORMS - MIS	1134055
APPLIED IMAGES	101	12/22/2011	\$25.71 E	42200	202	OPERATING MATERIAL	UNIFORMS - MIS	1134004
HOLIDAY FLEET	101	12/6/2011	\$1,078.15 E	42200	212	FUEL-FLEET	MOTOR FUELS &	1133973
SAM'S CLUB	101	12/22/2011	\$278.28 E	42200	220	OPERATING MATERIAL/FI	OPERATING SUP	1133997
SAM'S CLUB	101	12/22/2011	\$69.58 E	42200	240	OPERATING MATERIAL/FI	SMALL TOOLS-E	1133997
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$294.00 E	42200	300	REVIEW FILE AND COMM	PROF SER-LEGAL	1134019
ECKBERG, LAMMERS, BRIG	101	12/21/2011	\$154.00 E	42200	300	REVIEW DMV	PROF SER-LEGAL	1134019
STILLWATER MEDICAL GRO	101	12/22/2011	\$599.60 E	42200	306	MEDICAL/FIRE DEPT.	PROF SER-OTHE	1134047
NEXTEL COMMUNICATIONS	101	12/22/2011	\$193.81 E	42200	321	PHONES - FIRE DEPT.	COMMUNICATION	1134036
XCEL	101	12/7/2011	\$265.12 E	42200	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	1133976
XCEL	101	12/7/2011	\$205.56 E	42200	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1133976
WASHINGTON COUNTY PUB	101	12/22/2011	\$3,502.68 E	42200	391	4TH QTR OCT-DEC 2011	SHARED AUTOM	1134057
U S BANK VISA	101	12/22/2011	\$125.97 E	42200	402	GRANITE CITY	CONFERENCES &	1133996
U S BANK VISA	101	12/22/2011	\$14.51 E	42200	402	HOLIDAY INNS	CONFERENCES &	1133996
STILLWATER MOTORS	101	12/22/2011	\$893.11 E	42200	412	04 CHEV REPAIR/FIRE DE	REP & MAINT VE	1134048
MUNICIPAL EMERGENCY SE	101	12/22/2011	\$283.39 E	42200	419	OPERATING MATERIAL/FI	REPAIR & MAINT	1134035
EISINGER, ALLEN	101	12/22/2011	\$34.72 E	42200	419	EQUIP REPAIR REIMBUR	REPAIR & MAINT	1133995
U S BANK VISA	101	12/22/2011	\$465.99 E	42200	419	LOWES	REPAIR & MAINT	1133996
MUNICIPAL EMERGENCY SE	101	12/22/2011	\$12,928.00 E	42200	530	FIRE REPLACEMENT FUN	CAPITAL ASSETS	1134035

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MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
DEPT 42200 FIRE PROTECTION			\$23,273.51					
DEPT 43100 STREET MAINT								
	101	12/12/2011	\$360.00	E	43100	050 Labor Distribution	SEASONAL/PART	
	101	11/28/2011	\$1,960.80	E	43100	101 Labor Distribution	WAGES AND SAL	
	101	12/29/2011	\$980.40	E	43100	101 Labor Distribution	WAGES AND SAL	
	101	12/27/2011	\$2,056.52	E	43100	101 Labor Distribution	WAGES AND SAL	
	101	12/12/2011	\$1,960.80	E	43100	101 Labor Distribution	WAGES AND SAL	
	101	12/12/2011	\$466.64	E	43100	102 Labor Distribution	OVERTIME	
	101	12/12/2011	\$176.00	E	43100	121 Labor Distribution	P E R A	
	101	11/28/2011	\$142.17	E	43100	121 Labor Distribution	P E R A	
	101	12/29/2011	\$71.10	E	43100	121 Labor Distribution	P E R A	
	101	12/27/2011	\$149.10	E	43100	121 Labor Distribution	P E R A	
	101	12/27/2011	\$126.17	E	43100	122 Labor Distribution	CONT TO RET., S	
	101	12/12/2011	\$171.41	E	43100	122 Labor Distribution	CONT TO RET., S	
	101	11/28/2011	\$120.32	E	43100	122 Labor Distribution	CONT TO RET., S	
	101	12/29/2011	\$60.79	E	43100	122 Labor Distribution	CONT TO RET., S	
	101	12/27/2011	\$132.31	E	43100	126 Labor Distribution	H S A	
	101	12/12/2011	\$140.04	E	43100	126 Labor Distribution	H S A	
	101	11/28/2011	\$124.04	E	43100	126 Labor Distribution	H S A	
	101	12/27/2011	\$256.04	E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	11/28/2011	\$293.42	E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	12/12/2011	\$262.99	E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	11/28/2011	\$28.15	E	43100	170 Labor Distribution	MEDICARE	
	101	12/12/2011	\$40.08	E	43100	170 Labor Distribution	MEDICARE	
	101	12/29/2011	\$14.22	E	43100	170 Labor Distribution	MEDICARE	
	101	12/27/2011	\$29.51	E	43100	170 Labor Distribution	MEDICARE	
J.P. COOKIE COMPANY	101	11/29/2011	\$6.36	E	43100	201 OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
BUSINESS FORMS & ACCOU	101	12/15/2011	\$6.59	E	43100	201 W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
EISINGER, JOSH	101	12/22/2011	\$59.99	E	43100	205 UNIFORM REIMBUREMEN	UNIFORMS - JOS	1133994
HOLIDAY FLEET	101	12/6/2011	\$595.34	E	43100	212 FUEL-FLEET	MOTOR FUELS &	1133973
ZEP SALES & SERVICES	101	12/13/2011	\$777.06	E	43100	225 SIDEWALK ICE MELT	SALT & SAND PU	1134060
WASHINGTON COUNTY SHE	101	12/19/2011	\$15.00	E	43100	302 BACKGROUND CHECK	CONTRACT SERV	1134059
AREAWIDE TRUCK & TRAIL	101	12/13/2011	\$87.00	E	43100	412 TRUCK INSPECTION	REP & MAINT VE	1134005
DISPLAY SALES COMPANY	101	12/19/2011	\$509.26	E	43100	420 HOLIDAY LIGHTS	R & M BLDGS, ST	1134018
DISPLAY SALES COMPANY	101	12/19/2011	\$38.48	E	43100	420 HOLIDAY LIGHTS	R & M BLDGS, ST	1134018
MENARDS-STILLWATER	101	12/19/2011	\$78.69	E	43100	421 POTHOLE PATCH	REPAIR & MAINT	1134031
T. A. SCHIFSKY & SONS INC	101	12/13/2011	\$106.49	E	43100	421 HOTMIX	REPAIR & MAINT	1134050
ST CROIX TREE SERVICE	101	12/22/2011	\$764.16	E	43100	421 BOULEVARD STUMP REM	REPAIR & MAINT	1134045
BUBERL BLACK DIRT	101	12/19/2011	\$359.10	E	43100	423 BLACK DIRT	SIDEWALKS, CUR	1134010
DEPT 43100 STREET MAINT			\$13,526.54					
DEPT 43160 STREET LIGHTING								
XCEL	101	12/7/2011	\$2,338.53	E	43160	380 GAS & ELECTRIC SERVIC	ELECTRIC SERVI	1133976
LINNER ELECTRIC	101	12/19/2011	\$303.25	E	43160	419 LIGHT REPAIR	REPAIR & MAINT	1134029
J H LARSON CO	101	12/15/2011	\$482.09	E	43160	419 HWY 95 STREET LIGHTS	REPAIR & MAINT	1134025
DEPT 43160 STREET LIGHTING			\$3,123.87					
DEPT 43200 PARKS								
TRI STATE BOBCAT INC	101	12/21/2011	\$504.24	E	43200	412 TOOLCAT REPAIR & SER	REP & MAINT VE	1134053
TRI STATE BOBCAT INC	101	12/13/2011	\$317.87	E	43200	412 PARTS-TOOLCAT	REP & MAINT VE	1134053
LINNER ELECTRIC	101	12/19/2011	\$303.25	E	43200	414 LIGHT REPAIR	REPAIR & MAINT	1134029
LINNER ELECTRIC	101	12/14/2011	\$152.00	E	43200	420 LOCATED CONDUIT FOR	R & M BLDGS, ST	1134029
LINNER ELECTRIC	101	12/14/2011	\$38.03	E	43200	420 MATERIAL PICKUP/BEAC	R & M BLDGS, ST	1134029
LINNER ELECTRIC	101	12/14/2011	\$306.25	E	43200	420 REPAIR CUT CONDUIT AT	R & M BLDGS, ST	1134029
AIR FRESH PORTABLE TOIL	101	12/13/2011	\$84.36	E	43200	425 MTHLY RENTAL 11/25/11-	SATILLITIES	1134003
AIR FRESH PORTABLE TOIL	101	12/27/2011	\$84.36	E	43200	425 MTLY RENTAL 12/23/11-1/	SATILLITIES	1134003
DEPT 43200 PARKS			\$1,790.36					

CITY OF BAYPORT

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MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	Amount	ct	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
DEPT 43300 CEMETERY									
LANDSCAPES BY MARK	101	12/28/2011	\$350.00	E	43300	310	GRAVE OPENING - GILBE	GRAVE OPENING	1134028
FUND 101 GENERAL			\$207,113.57						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
	211	11/28/2011	\$2,523.66	E	45500	050	Labor Distribution	SEASONAL/PART	
	211	12/12/2011	\$2,313.44	E	45500	050	Labor Distribution	SEASONAL/PART	
	211	12/27/2011	\$2,181.84	E	45500	050	Labor Distribution	SEASONAL/PART	
	211	12/29/2011	\$1,020.07	E	45500	050	Labor Distribution	SEASONAL/PART	
	211	11/28/2011	\$5,378.68	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	12/27/2011	\$5,378.68	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	12/12/2011	\$5,378.68	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	12/29/2011	\$5,900.86	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	12/28/2011	\$23,694.43	E	45500	101	Labor Distribution	WAGES AND SAL	
	211	12/27/2011	\$533.22	E	45500	121	Labor Distribution	P E R A	
	211	11/28/2011	\$556.15	E	45500	121	Labor Distribution	P E R A	
	211	12/29/2011	\$410.27	E	45500	121	Labor Distribution	P E R A	
	211	12/12/2011	\$540.12	E	45500	121	Labor Distribution	P E R A	
	211	12/12/2011	\$470.70	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	12/28/2011	\$1,469.05	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	12/29/2011	\$429.11	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	12/27/2011	\$462.53	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	11/28/2011	\$483.73	E	45500	122	Labor Distribution	CONT TO RET., S	
	211	12/12/2011	\$9.42	E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	11/28/2011	\$48.62	E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	12/27/2011	\$5.08	E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	11/28/2011	\$113.14	E	45500	170	Labor Distribution	MEDICARE	
	211	12/12/2011	\$110.09	E	45500	170	Labor Distribution	MEDICARE	
	211	12/27/2011	\$108.17	E	45500	170	Labor Distribution	MEDICARE	
	211	12/29/2011	\$100.35	E	45500	170	Labor Distribution	MEDICARE	
	211	12/28/2011	\$343.57	E	45500	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$11.62	E	45500	201	SUPPLIES/LIBRARY	OFFICE SUPPLIE	1134024
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$3.55	E	45500	201	SUPPLIES/LIBRARY	OFFICE SUPPLIE	1134024
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$47.50	E	45500	201	SUPPLIES/LIBRARY	OFFICE SUPPLIE	1134024
BAKER & TAYLOR	211	12/22/2011	\$92.12	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$129.76	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$31.82	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$21.23	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$316.61	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$60.35	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$15.51	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$37.65	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$16.59	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$54.73	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$11.87	E	45500	217	BOOKS	MATERIALS & PR	1134006
BAKER & TAYLOR	211	12/22/2011	\$159.42	E	45500	217	BOOKS	MATERIALS & PR	1134006
DEMCO	211	12/22/2011	\$41.18	E	45500	220	OPERATING MATERIAL/LI	OPERATING SUP	1134016
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$197.47	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUP	1134024
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$6.64	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUP	1134024
STILLWATER PUBLIC LIBRA	211	12/22/2011	\$209.50	E	45500	220	OPERATING SUPPLIES/LI	OPERATING SUP	1134049
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$92.37	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUP	1134024
KINDER MELODIES	211	12/22/2011	\$675.00	E	45500	302	STORY TIME /LIBRARY	CONTRACT SERV	1134026
SHARON SIPPEL	211	12/22/2011	\$2,100.00	E	45500	302	CLEANING SERVICE/LIBR	CONTRACT SERV	1134043
OFFICE OF ENT TECHNOLO	211	12/28/2011	\$71.61	E	45500	321	PHONES/LIBRARY	COMMUNICATION	1134038
XCEL	211	12/7/2011	\$694.88	E	45500	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVI	1133976
XCEL	211	12/7/2011	\$630.87	E	45500	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1133976
TOSHIBA BUSINESS SOLUTI	211	12/22/2011	\$51.05	E	45500	416	PARTS, LABOR, TONER/LI	REPAIR/MAINT O	1134052

CITY OF BAYPORT

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MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
ELECTRO WATCHMAN, INC	211	12/22/2011	\$60.00 E	45500	420 FIRE INSPECTION/LIBRA	R & M BLDGS, ST	1134020
J H LARSON CO	211	12/15/2011	\$231.74 E	45500	420 LIBRARY BLDG MAINT.	R & M BLDGS, ST	1134025
MINNESOTA ELEVATOR	211	12/22/2011	\$157.23 E	45500	420 BLDG. SERVICE/LIBRARY	R & M BLDGS, ST	1134034
MENARDS-STILLWATER	211	12/22/2011	\$8.08 E	45500	420 BLDG. MAINT./LIBRARY	R & M BLDGS, ST	1134031
MENARDS-STILLWATER	211	12/22/2011	\$66.18 E	45500	420 BLDG. MAINT./LIBRARY	R & M BLDGS, ST	1134031
LINNER ELECTRIC	211	12/22/2011	\$448.00 E	45500	420 BLG MAINT./LIBRARY	R & M BLDGS, ST	1134029
INNOVATIVE OFFICE SOLUTI	211	12/22/2011	\$248.72 E	45500	420 SUPPLIES/LIBRARY	R & M BLDGS, ST	1134024
PLUNKETT'S PEST CONTRO	211	12/22/2011	\$103.27 E	45500	420 INSECTS CONTROL/LIBR	R & M BLDGS, ST	1134040
DEPT 45500 LIBRARY			\$67,067.78				
FUND 211 LIBRARY			\$67,067.78				
FUND 601 WATER							
DEPT 46110 WATER-PUMPHOUSE							
XCEL	601	12/7/2011	\$1,542.08 E	46110	380 GAS & ELECTRIC SERVIC	ELECTRIC SERVI	1133976
XCEL	601	12/7/2011	\$130.73 E	46110	381 GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1133976
HAWKINS WATER	601	12/21/2011	\$3,993.61 E	46110	419 WATER TREATMENT TAN	REPAIR & MAINT	1134021
DEPT 46110 WATER-PUMPHOUSE			\$5,666.42				
DEPT 46120 WATER							
	601	11/28/2011	\$504.88 E	46120	050 Labor Distribution	SEASONAL/PART	
	601	11/28/2011	\$4,360.45 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	12/29/2011	\$2,166.54 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	12/12/2011	\$4,315.64 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	12/27/2011	\$4,285.18 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	12/12/2011	\$1,506.80 E	46120	102 Labor Distribution	OVERTIME	
	601	12/29/2011	\$127.25 E	46120	121 Labor Distribution	P E R A	
	601	11/28/2011	\$327.63 E	46120	121 Labor Distribution	P E R A	
	601	12/12/2011	\$422.12 E	46120	121 Labor Distribution	P E R A	
	601	12/27/2011	\$310.70 E	46120	121 Labor Distribution	P E R A	
	601	12/29/2011	\$134.33 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	12/27/2011	\$257.45 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	11/28/2011	\$293.38 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	12/12/2011	\$350.59 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	11/28/2011	\$205.91 E	46120	126 Labor Distribution	H S A	
	601	12/12/2011	\$211.89 E	46120	126 Labor Distribution	H S A	
	601	12/27/2011	\$201.77 E	46120	126 Labor Distribution	H S A	
	601	12/27/2011	\$482.90 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	11/28/2011	\$580.19 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	12/12/2011	\$517.83 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	11/28/2011	\$68.62 E	46120	170 Labor Distribution	MEDICARE	
	601	12/27/2011	\$60.22 E	46120	170 Labor Distribution	MEDICARE	
	601	12/12/2011	\$81.99 E	46120	170 Labor Distribution	MEDICARE	
	601	12/29/2011	\$31.43 E	46120	170 Labor Distribution	MEDICARE	
BUSINESS FORMS & ACCOU	601	12/15/2011	\$6.59 E	46120	201 W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
J.P. COOKIE COMPANY	601	11/29/2011	\$6.36 E	46120	201 OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
HOLIDAY FLEET	601	12/6/2011	\$490.94 E	46120	212 FUEL-FLEET	MOTOR FUELS &	1133973
HAWKINS WATER	601	12/19/2011	\$78.86 E	46120	216 WATER TESTING	CHEMICALS AND	1134021
HAWKINS WATER	601	12/19/2011	\$30.00 E	46120	216 WATER TREATMENT	CHEMICALS AND	1134021
ELECTRO WATCHMAN, INC	601	12/22/2011	\$60.00 E	46120	302 PW FIRE INSPECTION	CONTRACT SERV	1134020
ONE CALL CONCEPTS	601	12/13/2011	\$32.00 E	46120	307 LOCATES	GOPHER STATE	1134039
COMCAST	601	12/19/2011	\$68.37 E	46120	321 PUBLIC WORKS - CABLE	COMMUNICATION	1134014
POSTMASTER	601	12/27/2011	\$105.95 E	46120	322 4TH QTR UTILITIES	POSTAGE	1134001
XCEL	601	12/7/2011	\$966.04 E	46120	380 GAS & ELECTRIC SERVIC	ELECTRIC SERVI	1133976
XCEL	601	12/7/2011	\$503.42 E	46120	381 GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1133976
STILLWATER MOTORS	601	12/13/2011	\$312.05 E	46120	412 REPAIR 08 CHEV	REP & MAINT VE	1134048
HD SUPPLY FACILITIES MAI	601	12/13/2011	\$3,669.82 E	46120	419 FIRE HYDRANT & REPLA	REPAIR & MAINT	1134022
MENARDS-STILLWATER	601	12/19/2011	\$175.77 E	46120	421 OPERATING MATERIAL	REPAIR & MAINT	1134031
MINNESOTA DEPT OF HEAL	601	11/29/2011	\$1,165.00 E	46120	434 4TH QTR. SERVICE CONN	STATE FEES FOR	1133964

CITY OF BAYPORT

MONTHLY EXPENSES 1133958-1134060

Period Name: DECEMBER

Search Name	FUN	Tran Date	Amount	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
DEPT 46120 WATER			\$29,476.86					
FUND 601 WATER			\$35,143.28					
FUND 602 SEWER								
DEPT 46200 SEWER - OPERATING								
	602	12/29/2011	\$264.00	E	46200	050 Labor Distribution	SEASONAL/PART	
	602	12/27/2011	\$896.80	E	46200	050 Labor Distribution	SEASONAL/PART	
	602	12/12/2011	\$1,630.28	E	46200	050 Labor Distribution	SEASONAL/PART	
	602	12/29/2011	\$2,166.51	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	11/28/2011	\$4,360.45	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	12/27/2011	\$4,285.19	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	12/12/2011	\$4,305.64	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	12/27/2011	\$324.38	E	46200	121 Labor Distribution	P E R A	
	602	12/29/2011	\$127.17	E	46200	121 Labor Distribution	P E R A	
	602	12/12/2011	\$366.33	E	46200	121 Labor Distribution	P E R A	
	602	11/28/2011	\$316.06	E	46200	121 Labor Distribution	P E R A	
	602	12/27/2011	\$313.03	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	12/12/2011	\$362.04	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	11/28/2011	\$262.05	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	12/29/2011	\$150.68	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	11/28/2011	\$205.87	E	46200	126 Labor Distribution	H S A	
	602	12/12/2011	\$183.89	E	46200	126 Labor Distribution	H S A	
	602	12/27/2011	\$201.74	E	46200	126 Labor Distribution	H S A	
	602	12/12/2011	\$440.99	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	11/28/2011	\$580.11	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	12/27/2011	\$482.87	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	12/29/2011	\$35.23	E	46200	170 Labor Distribution	MEDICARE	
	602	12/12/2011	\$84.66	E	46200	170 Labor Distribution	MEDICARE	
	602	11/28/2011	\$61.25	E	46200	170 Labor Distribution	MEDICARE	
	602	12/27/2011	\$73.20	E	46200	170 Labor Distribution	MEDICARE	
J.P. COOKIE COMPANY	602	11/29/2011	\$6.36	E	46200	201 OPERATING MATERIAL/A	OFFICE SUPPLIE	1133960
BUSINESS FORMS & ACCOU	602	12/15/2011	\$6.65	E	46200	201 W2 LASER FORMS & ENV	OFFICE SUPPLIE	1134011
BRULIN & COMPANY, INC	602	12/27/2011	\$71.24	E	46200	220 LIFT STATION DEGREAS	OPERATING SUP	1134009
T. R. F. SUPPLY	602	12/19/2011	\$122.90	E	46200	220 ODOR CONTROL	OPERATING SUP	1134051
M/A ASSOCIATES INC	602	12/21/2011	\$55.67	E	46200	240 SOAP DISPENSOR	SMALL TOOLS-E	1134030
S E H	602	12/21/2011	\$268.74	E	46200	301 MGT 4TH AVE N DOCK	PROF SER-ENGIN	1134041
AIR FRESH PORTABLE TOIL	602	12/27/2011	\$112.48	E	46200	302 LIFT STATION SERVICE	CONTRACT SERV	1134003
STILLWATER MEDICAL GRO	602	12/21/2011	\$71.00	E	46200	302 EMPLOYMENT SCREEN/O	CONTRACT SERV	1134047
POSTMASTER	602	12/27/2011	\$105.95	E	46200	322 4TH QTR UTILITIES	POSTAGE	1134001
TRI STATE BOBCAT INC	602	12/21/2011	\$504.24	E	46200	412 TOOLCAT REPAIR & SER	REP & MAINT VE	1134053
CARQUEST OF STILLWATER	602	12/27/2011	\$7.87	E	46200	412 HOSE END & LABOR	REP & MAINT VE	1134012
MILLER EXCAVATING	602	12/13/2011	\$90.00	E	46200	419 DITCH WITCH VAC TRAIL	REPAIR & MAINT	1134033
DEPT 46200 SEWER - OPERATING			\$23,903.52					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	12/13/2011	\$30,831.96	E	46990	434 MTHLY ANNUAL FLOW C	STATE FEES FOR	1134032
FUND 602 SEWER			\$54,735.48					
			\$364,060.11					

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: December, 2011

Printed:12/28/2011

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Permit Number: BP2011-98	Filing Date: 12/1/2011
Parcel Address: 100 4TH Ave. N.	BAYPORT, MN 55003
Applicant: GEORGE SIEGFRIED	Applicant Phone: 651-275-1112
GEORGE SIEGFRIED CONSTRUCTION General	
Construction Value: \$1,020.00	Total Fees: \$73.94

Permit Number: BP2011-99	Filing Date: 12/28/2011
Parcel Address: 423 4th Street So.	Bayport, MN 55003
Applicant: Catherine Carlson	Applicant Phone: 218-355-8751
OWNER OWNER	
Construction Value: \$8,740.00	Total Fees: \$181.37

Permit Number: MC2011-57	Filing Date: 12/1/2011
Parcel Address: 293 3RD St. N.	BAYPORT, MN 55003
Applicant: ANDERSON HEATING, INC.	Applicant Phone: 715-549-6297
ANDERSON HEATING, INC. MECHANICAL	
Construction Value: \$38,000.00	Total Fees: \$385.00

Permit Number: MC2011-58	Filing Date: 12/1/2011
Parcel Address: 982 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: FIRESIDE HEARTH & HOME	Applicant Phone: 651-633-1042
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.	
Construction Value: \$875.00	Total Fees: \$80.00

Permit Number: MC2011-59	Filing Date: 12/6/2011
Parcel Address: 509 3RD St. N.	BAYPORT, MN 55003
Applicant: CORVAL CONSTRUCTORS, INC.	Applicant Phone: 651-645-0451
CORVAL CONSTRUCTORS, INC.	
Construction Value: \$200,000.00	Total Fees: \$3,005.50

Building Permit Log

For: December, 2011

Printed:12/28/2011

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Permit Number: MC2011-60**Filing Date:** 12/28/2011**Parcel Address:** 356 MINNESOTA St. S.

BAYPORT, MN 55003

Applicant: CARL McMULLEN**Applicant Phone:**

OWNER OWNER

Construction Value:\$750.00**Total Fees:** \$80.00

RESOLUTION NO. 12-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JANUARY 3, 2012**

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 January, 2012.

Members Present:

Members Absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

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

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

BE IT RESOLVED that the City Council, of the City of Bayport hereby declares that the position titled Part-Time Police Officer, currently held by **John Miller** meets all of the following Police and Fire membership requirements:

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

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

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

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

Susan St. Ores -
Dan Goldston -

Mark Ostertag -
Michele Hanson -

Connie Carlson -

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 January, 2012.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



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

Date: December 22, 2011

To: Mayor and City Council
 Mitchell Berg, City Administrator

From: Wanda Madsen, Finance Officer

Subject: Pay Equity Report for the State of Minnesota Department of Employee Relations

BACKGROUND

Every three years the Department of Employee Relations (DOER) requires local governments and school districts to file a pay equity report. The pay equity report is a state mandated report which requires local governments to conduct a job evaluation study to show that the city is meeting equitable compensation standards as defined in state rules. The city is required to report this year on data in place as of December 31, 2011.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the 2012 Pay Equity Report.



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

Date: January 1, 2012

To: Mayor and City Council
Mitch Berg, City Administrator

From: Chief of Police Laura Eastman

Subject: Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police Department

BACKGROUND

For the past two years, the Police Department has purchased fuel from Washington County Sheriff's Office (WCSO) by entering into a joint powers agreement (JPA) with their agency. This agreement has assisted in saving a significant amount of funds and I am requesting to renew the agreement at this time. The WCSO will purchase a fixed amount of fuel from Yocum Oil and in return they agree to sell fuel to the Bayport Police Department for a set cost of \$ 2.7040, plus tax and fees, per gallon.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving a joint powers agreement (JPA) to allow the Police Department to purchase fuel from the Washington County Sheriff's Office.

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

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

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

WHEREAS, the Provider has entered into a Minnesota State Fuel contract February 01, 2012 through January 31, 2013- Yocum Oil contract 442612 – 2012 Fixed Fuel Program for Metro participants, whereby the Provider has agreed to purchase through a cooperative purchasing agreement, a total of 182,400 gallons -87 octane gasoline from February 1, 2012 through January 31, 2013. Specifically, 13,200 gallons per month for the months of, February, March, October, November, December and January 2012, and 17,200 gallons per month for the months of April, May, June, July, August, and September were purchased.

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

WHEREAS, the City is in need of procuring 650 gallons of 87 octane gasoline to operate its squad cars and SUVs to provide law enforcement services pursuant to the police powers and law enforcement authority granted under the laws of the State of Minnesota as a law enforcement agency.

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

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

CITY'S RESPONSIBILITIES

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

PROVIDER'S RESPONSIBILITIES

1. The Provider will purchase a total of up to 182,400 gallons -87 octane gasoline from February 2012 through January 31, 2013. Specifically, up to 13,200 gallons per month for the months of January, February, March, October, November, December and January 2012, and 17,200 gallons per month for the months of April, May, June, July, August, and September 2012.
2. Provider agrees that it will make available the amount of gasoline deemed necessary by the City for the City's law enforcement usage at its pumps located at the LEC located at 15015 62nd Street, Stillwater MN.
3. The Provider will notify the City if there is any interruption in availability of gasoline at the LEC pumps as reasonably soon as the Provider becomes aware and for what duration of time. During any time of interruption the City is responsible to find and pay for its own gasoline until such time that the availability of gasoline is restored at the pumps located at the LEC.
4. The cost of gasoline to the City will be at the Provider's rate of \$2.7040 per gallon unless the total monthly gasoline usage is more than the Provider's purchased monthly amount of gasoline as stated in paragraph 1 of this section.
5. If the total monthly usage of gasoline is greater than the Provider's purchased monthly amount and the Provider obtains additional gasoline at a rate higher than \$2.7040 per

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

TERM OF AGREEMENT

The term of this agreement shall be from February 1, 2012 through January 31, 2013, the date of the signature of the parties notwithstanding, unless earlier terminated as provided herein.

PAYMENT

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

INDEPENDENT CONTRACTOR

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

ASSIGNMENT

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

INDEMNIFICATION

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

INSURANCE REQUIREMENTS

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

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

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

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

DATA PRACTICES

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

TERMINATION

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

WASHINGTON COUNTY

BAYPORT

BY: _____ DATE: _____
County Board Chair

BY: _____ DATE: _____

BY: _____ DATE: _____
County Administrator

BY: _____ DATE: _____
Sheriff

Approved to as form:



Asst County Attorney



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

Date: December 22, 2011

To: Mayor and City Council
Mitch Berg, City Administrator

From: Sara Taylor, Assistant City Administrator/City Planner

Subject: Planning Commission Appointment

BACKGROUND

As a result of Pam Hoye's term expiration and her desire not to seek reappointment, a vacancy currently exists on the Planning Commission. Earlier this month, the city received a letter of interest from resident Jeff Richtman, requesting to be considered for appointment to the Planning Commission.

On December 19, 2011, Planning Commission Chair Pam Hoye, City Administrator Mitch Berg, and I met with Jeff to discuss his interest in serving as a member of the Planning Commission. In talking with him, it appears that his background, education, and experience would be a valuable asset to the Planning Commission. Jeff's letter of interest is attached for reference.

RECOMMENDATION

Staff recommends the City Council adopt a motion appointing Jeff Richtman to serve on the Planning Commission for a three-year term to expire on December 31, 2014.

12/6/2011
City of Bayport
Planning Commission Application

To Whom It May Concern:

I've worked in new project development and redevelopment for several years now. We research, acquire, and develop residential/commercial property across the state of Minnesota. We also manage nearly all of our properties we develop. Through this development and management, I've come to know what it takes to both build and maintain a strong community as well as the challenges that arise.

Also, I have decided to purchase a home and settle down here in Bayport because of the small town dynamics. With a position in the planning commission, I would like to get a better understanding of the board and planning commission's operation, as I fully intend to start my own management/development company in the coming years and would like to further expand my horizons.

Thanks for your consideration.

Sincerely,



Jeff Richtman
503 Central Ave
Bayport, MN 55003
612-865-5378
jeff@richtman.net

M E M O R A N D U M

DATE: December 21, 2011

TO: City Council (January 3, 2012 meeting)
Mitch Berg, City Administrator

FROM: Sara Taylor, Assistant City Administrator/Planner

SUBJECT: Consider a conditional use permit (CUP) to allow a seasonal lawn care and snow removal business at 204 2nd Avenue South

A. BACKGROUND

The property is located at 204 2nd Avenue South and is legally described as Lots 9-10, Block 75 Bayport, Washington County, Minnesota. The property is zoned B-1 Limited Business and contains two garage/storage buildings that have been unoccupied for the past several years. The property is surrounded by a combination of residential, commercial, and industrial uses and is guided for commercial use in the city's comprehensive plan.

Applicants Adam Bressler and Rick Mealhouse of Valley Green, Inc., are in the process of negotiating a purchase agreement with the current property owner Dave Schulte of Denali Investments LLC. The applicants would like to operate a seasonal lawn care and snow removal business at the property, which would include indoor storage and light repair of lawn and snow removal equipment associated with the business, when not in operation off-site. Because seasonal businesses are a conditional use in the B-1 Limited Business zoning district, the applicants are requesting a CUP that specifies conditions under which the proposed use is permitted.

The Planning Commission held the required public hearing on December 19, 2011 regarding the application. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on December 8, 2011. The following informational items are attached:

- narrative by the applicant
- background of zoning and land use matters related to the property
- recent photos of the property
- site plan with required improvements

B. STAFF COMMENTS

As stated, the applicants are proposing to purchase and operate a seasonal lawn care, landscape maintenance, and snow removal business at the property. The existing buildings would be used to store the lawn care and snow removal equipment when not providing services to clients and accounts off-site. The buildings would also be used to complete small repairs on the equipment associated with the business, such as oil changes, brake work, and blade sharpening.

To ensure the use will be compatible with the surrounding neighborhood, all activity would be contained within the existing buildings, with the exception of the daily dispatch and return of employees and equipment. Summer lawn care would include daily dispatch of employees at approximately 6:30 a.m. and return at approximately 5:00 p.m. Winter snow removal dispatch and return would be dictated by snowfall. It should be noted, however, there may be several weeks where no business would be conducted at the property, as the need to provide lawn care and snow removal services would depend on the season and weather. Small repairs may be conducted into the early evening hours, as necessary, upon return of the equipment at the end of the work day, but no activity would be conducted with the general public or customers at the site.

The applicants acknowledge that the property is currently in disrepair and have agreed to paint the buildings, repair the fence, remove brush and overgrown vegetation, and grade the property as necessary for stormwater retention and parking areas. The applicants have been informed that additional improvements may be required in the near future, such as abatement of the existing septic system, paving of the parking and drive areas with asphalt or concrete, participating in a city utility extension and street improvement project to address stormwater runoff, and connecting the property to city sewer or providing an appropriate holding tank, which shall depend on the results of the required septic inspection, and/or if the City Council initiates a utility extension/street improvement project in this area.

It should be noted that the property has previously been involved with multiple zoning applications and land use issues, which staff feels should be acknowledged when considering both this application and future use of the property. Past issues of concern include heavy traffic, excessive outdoor storage, loud repair activity, and lack of property maintenance. In order to do its due diligence to the adjacent property owners and honor the type of land use intended for the site, staff feels that the city needs to be cautious in considering future use, to prevent a reoccurrence of past violations and overuse of the property. However, staff feels the proposed use would be compatible with the area and create a nice "buffer" between the surrounding industrial/commercial and residential uses, which is consistent with the intent of the B-1 zoning district.

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

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

After reviewing the CUP application, staff feels that the proposed use of a seasonal lawn care and snow removal business would be compatible as a conditional use within the B-1 zoning district and the city's comprehensive land use plan, subject to the following conditions:

- General business operating hours shall be 6:30 a.m. – 8:00 p.m., with the exception of required snow removal dispatch dictated by snowfall.
- No outdoor storage or activity is permitted, with the exception of parking employee vehicles in designated areas on the property during business hours.
- An inspection of the septic system by Washington County will be required as part of the sale of the property, and it is the responsibility of the property owner and/or applicants to comply

with orders issued as part of the inspection, as well as all city, county, state, and federal rules and regulations.

- Required site improvements include painting the exterior of the existing buildings, repair or replacement of the existing fence and retaining walls, removal of weeds/scrub vegetation, installation of a dumpster enclosure (if dumpster is stored outside of the buildings), installation of stormwater retention areas, installation of business signage on the front of the building facing 2nd Avenue South, and any other improvements noted in accordance with the attached site plan, with completion by June 1, 2012.
- Participation in a city utility extension/street reconstruction/stormwater mitigation project may be required in the near future, at which time all parking areas and drive aisles will be required to be resurfaced with concrete or asphalt and striped accordingly, in addition to completion of any other site alterations deemed necessary by the city, as a result of the project. If no such project is initiated by the city prior to March 1, 2014, all parking areas and drive aisles will be required to be resurfaced with concrete or asphalt and striped accordingly by June 1, 2014.
- The CUP shall be formally reviewed one (1) year from the date of approval, and periodically thereafter, to determine if the conditions of the CUP have consistently been met, the property is in compliance with city code, and whether any conditions shall be modified to ensure the use is compatible with surrounding neighborhood. Failure to complete the required site improvements within the specified timeframe may result in the city revoking the CUP. The city will continue to monitor the property on a regular basis, to ensure ongoing compliance with the conditions of the CUP.

D. PLANNING COMMISSION ACTION

At its meeting on December 19, 2011, the Planning Commission held the required public hearing and discussed the application. Two public comments were made in support of the proposed business and the CUP. Following the discussion, the Planning Commission voted 5-0 to recommend approval of the application, subject to the findings of fact and conditions of approval recommended by staff.

E. RECOMMENDATION

Staff recommends approval of a CUP to allow a seasonal lawn care and a snow removal business at 204 2nd Avenue South. Suggested findings of fact and conditions of approval are stated in sections "B" and "C" of the staff report and as recommended by the Planning Commission. City Council action on the application is requested.

NARRATIVE BY THE APPLICANT

November 15, 2011

The City of Bayport

Members of the Bayport City Council and Planning Commission:

Valley Green Lawn and Landscape Care is a small locally owned company that is looking at purchasing the property at 204 2nd Avenue South in Bayport Minnesota. We specialize in landscape maintenance for town home developments in the eastern metro area. Our reputation of providing excellent service at a fair price has allowed our business to grow significantly. We have additional opportunities to expand but do not have the facilities necessary to accomplish this.

The property will be used for housing and completing small repairs on our equipment, like oil changes, brake installation and sharpening blades. During the summer employees would show up during the workweek around 6:30 am and leave for the day approximately 15 minutes after arriving. Upon their return, around 4 or 5:00 pm, a small amount of repairs may be needed and completed at that time. During the day there would typically be very little traffic to and from the property. During the winter employees would arrive to retrieve their equipment and head to the job site as the snowfall dictates. Additionally, the site would allow us to keep our off season equipment indoors, properly maintained and out of the elements.

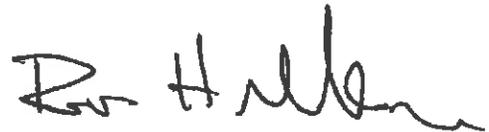
Currently the site is in obvious disrepair. There would be immediate attention the grounds such as repainting the building, fixing and maintaining the fence, removal of brush and general grading and maintenance of the grounds.

We feel that Valley Green is a great fit for the property because of its location to the properties we maintain and because we care about the appearance of both the property and the surrounding neighborhood. With a bit of hard work we feel that this building can be fixed up and become an asset to the community.

Thank you for considering our proposal,



Adam K. Bressler
Valley Green, Inc.



Richard H. Mealhouse

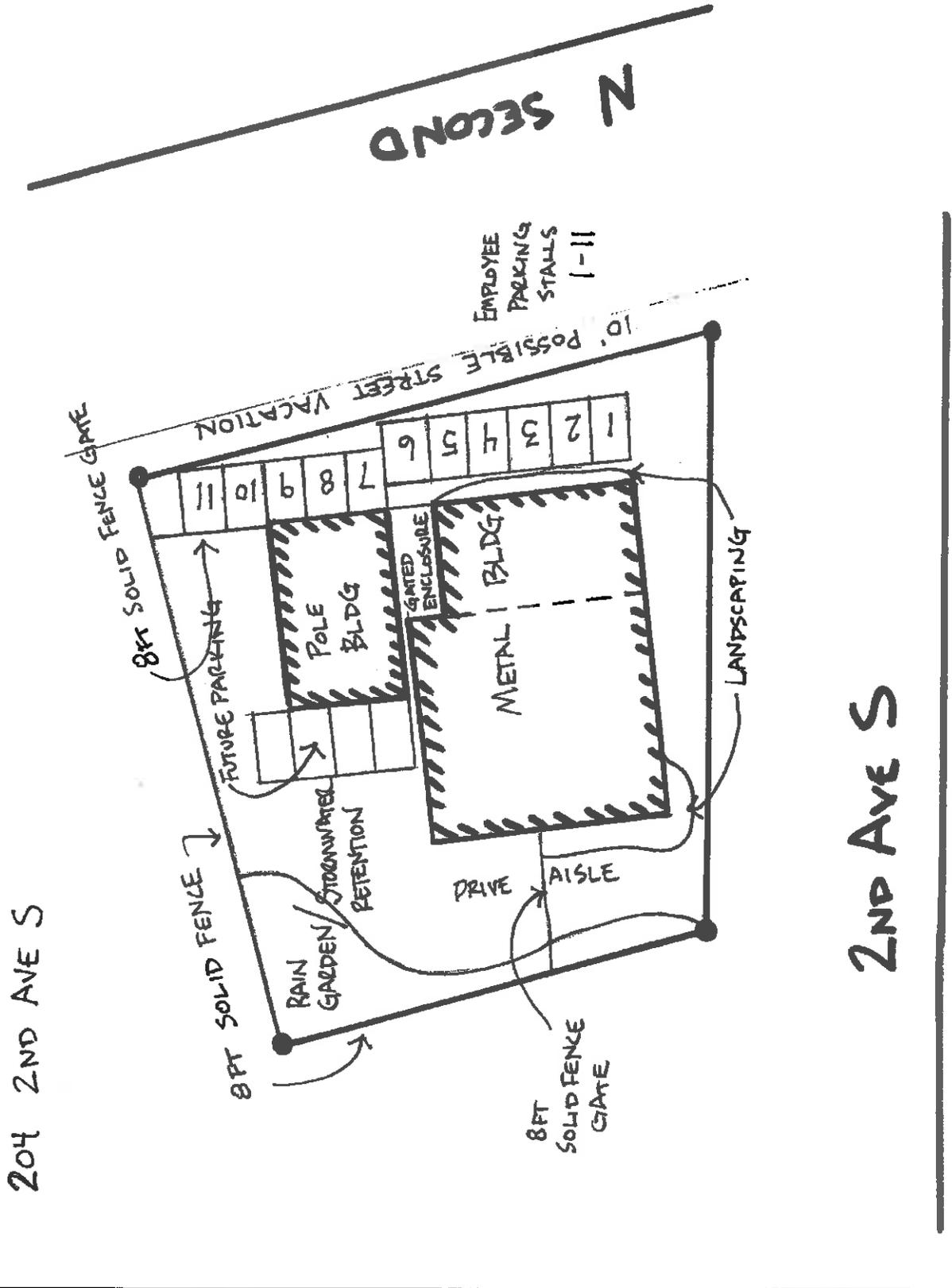
BACKGROUND OF ZONING AND LAND USE

1972	City granted a variance to operate a truck repair shop in a residential zoning district
1984	City granted a CUP to construct a new garage building with conditions City rezoned property from residential to B-4 Existing Business
1985	City granted a building permit to construct a 60' x 60' garage building
1997	City found rezoning in 1984 to be invalid, due to a lack of 4/5's vote by City Council
1998	City corrected rezoning issue; rezoned property from residential to B-4 Existing Business City granted a CUP to allow existing truck repair shop to continue, with conditions City granted a variance for excess impervious coverage for the building that was built in 1985 (impervious coverage was not enforced when building permit was granted) City granted a variance to allow proposed off-street parking to consist of class 5 instead of bituminous (due to excess existing impervious coverage on site)
2005	City rezoned property from B-4 Existing Business to B-1 Limited Business
2006	Truck repair shop use discontinued; property was sold to a new owner Dave Schulte
2010	City granted a CUP to allow a limited transit vehicle storage facility with light repair and maintenance of transit vehicles associated with the business Sale of the property was never finalized for the transit vehicle storage facility
2011	Property remains vacant

RECENT PHOTOS



SITE PLAN WITH REQUIRED IMPROVEMENTS



RESOLUTION NO. 12-_____

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD JANUARY 3, 2012**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 3rd day of January, 2012.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) TO ALLOW A
SEASONAL LAWN CARE AND SNOW REMOVAL BUSINESS AT 204 2ND AVENUE SOUTH**

WHEREAS, The city received a request from applicants Adam Bressler and Rick Mealhouse of Valley Green, Inc. and property owner Dave Schulte of Denali Investments LLC to consider a conditional use permit (CUP) to allow a seasonal lawn care and snow removal business at the property, including storage and light repair of equipment associated with the business when not in operation off-site; and

WHEREAS, The Planning Commission held a public hearing on December 19, 2011 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP to the City Council, with conditions; and

WHEREAS, The City Council considered and approved the application on January 3, 2012 with the following findings of fact:

FINDINGS OF FACT

- A. On or about November 23, 2011, the city received an application requesting consideration of a CUP to allow a seasonal lawn care and snow removal business at 204 2nd Avenue South.
- B. The subject property is zoned B-1 Limited Business, which is intended to act as a low impact buffer between residential and commercial uses. A seasonal business is a conditional use in this zoning district and requires a CUP that specifies conditions under which the use is permitted.
- C. The existing buildings will be used to store lawn care and snow removal equipment and complete small repairs on such equipment including oil changes, brake work, and blade sharpening. The use will also entail daily dispatch of employees in the summer months. Dispatch for snow removal in the winter months will be dictated by snowfall.
- D. To ensure compatibility with the surrounding neighborhood, all activity will be contained within the existing buildings, with no business conducted with the general public or customers.
- E. The Planning Commission held a public hearing on the application and unanimously recommended approval of the request to the City Council, subject to staff's recommendations.
- F. The proposed uses are consistent with the city's zoning and comprehensive land use plan.
- G. Based on paragraphs A-F above, the City Council finds it in the best interest of the city to approve the requested CUP.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain that the application for the requested CUP is approved, subject to the conditions below and based on findings of fact above:

1. General business operating hours shall be 6:30 a.m. – 8:00 p.m., with the exception of required snow removal dispatch dictated by snowfall.
2. No outdoor storage or activity is permitted, with the exception of parking employee vehicles in designated areas on the property during business hours.
3. An inspection of the septic system by Washington County will be required as part of the sale of the property, and it is the responsibility of the property owner and/or applicants to comply with orders issued as part of the inspection, as well as all city, county, state, and federal rules and regulations.
4. Required site improvements include painting the exterior of the existing buildings, repair or replacement of the existing fence and retaining walls, removal of weeds/scrub vegetation, installation of a dumpster enclosure (if dumpster is stored outside of the buildings), installation of stormwater retention areas, installation of business signage on the front of the building facing 2nd Avenue South, and any other improvements noted in accordance with the attached site plan, with completion by June 1, 2012.
5. Participation in a city utility extension/street reconstruction/stormwater mitigation project may be required in the near future, at which time all parking areas and drive aisles will be required to be resurfaced with concrete or asphalt and striped accordingly, in addition to completion of any other site alterations deemed necessary by the city, as a result of the project. If no such project is initiated by the city prior to March 1, 2014, all parking areas and drive aisles will be required to be resurfaced with concrete or asphalt and striped accordingly by June 1, 2014.
6. The CUP shall be formally reviewed one (1) year from the date of approval, and periodically thereafter, to determine if the conditions of the CUP have consistently been met, the property is in compliance with city code, and whether any conditions shall be modified to ensure the use is compatible with surrounding neighborhood. Failure to complete the required site improvements within the specified timeframe may result in the city revoking the CUP. The city will continue to monitor the property on a regular basis, to ensure ongoing compliance with the conditions of the CUP.

The record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented, together with the discussion of the City Council regarding the matters described herein, are made a part of the record of these proceedings.

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

Susan St. Ores –	Mark Ostertag –	Michele Hanson –
Connie Carlson –	Dan Goldston –	

WHEREUPON, said Resolution was declared duly passed by the City Council, City of Bayport, Washington County, Minnesota this 3rd day of January, 2012, signed by the Mayor and attested by the City Administrator.

Mitch Berg, City Administrator

Susan St. Ores, Mayor



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411
WWW.CI.BAYPORT.MN.US

DATE: December 21, 2011
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: Consider the installation of a salt/sand storage structure

BACKGROUND

Since 2007, the city has been budgeting for a new salt/sand structure, but has yet to build a new structure due to both cost and space constraints. The purpose for a new structure is to:

- Decrease corrosion of the Public Works vehicles and building, caused by current salt storage setup and exposure
- Decrease travel time and fuel costs to pick up salt and sand off-site
- Increase storage capacity to ensure an adequate supply of salt and sand on-site
- Increase response time to apply salt and sand during inclement weather
- Improve the employee safety conditions related to loading of salt/sand into vehicles

Staff received the following two quotes for a salt/sand storage structure:

<u>Company</u>	<u>Structure</u>	<u>Labor</u>
Sunnyside Construction and Concrete, Inc.	\$10,000.00 ¹	\$8,600.00
Reaves Building Systems	\$15,354.52 ²	N/A

To keep costs to a minimum, staff is recommending a three sided storage structure (see attached photo) which will significantly reduce costs, and not result in a net increase in impervious surface. In 2011, the city budgeted \$25,000 for a salt/sand structure, and therefore I am requesting to carryover and expend these funds to install a new structure in 2012.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the installation of a salt/sand storage structure adjacent to the Public Works building with a quote from Sunnyside Construction & Concrete, Inc., provided they are able to obtain an approved building permit, for a total cost not to exceed \$20,000, to include additional miscellaneous soft and hard costs and waiving all necessarily permitting and plan review fees.

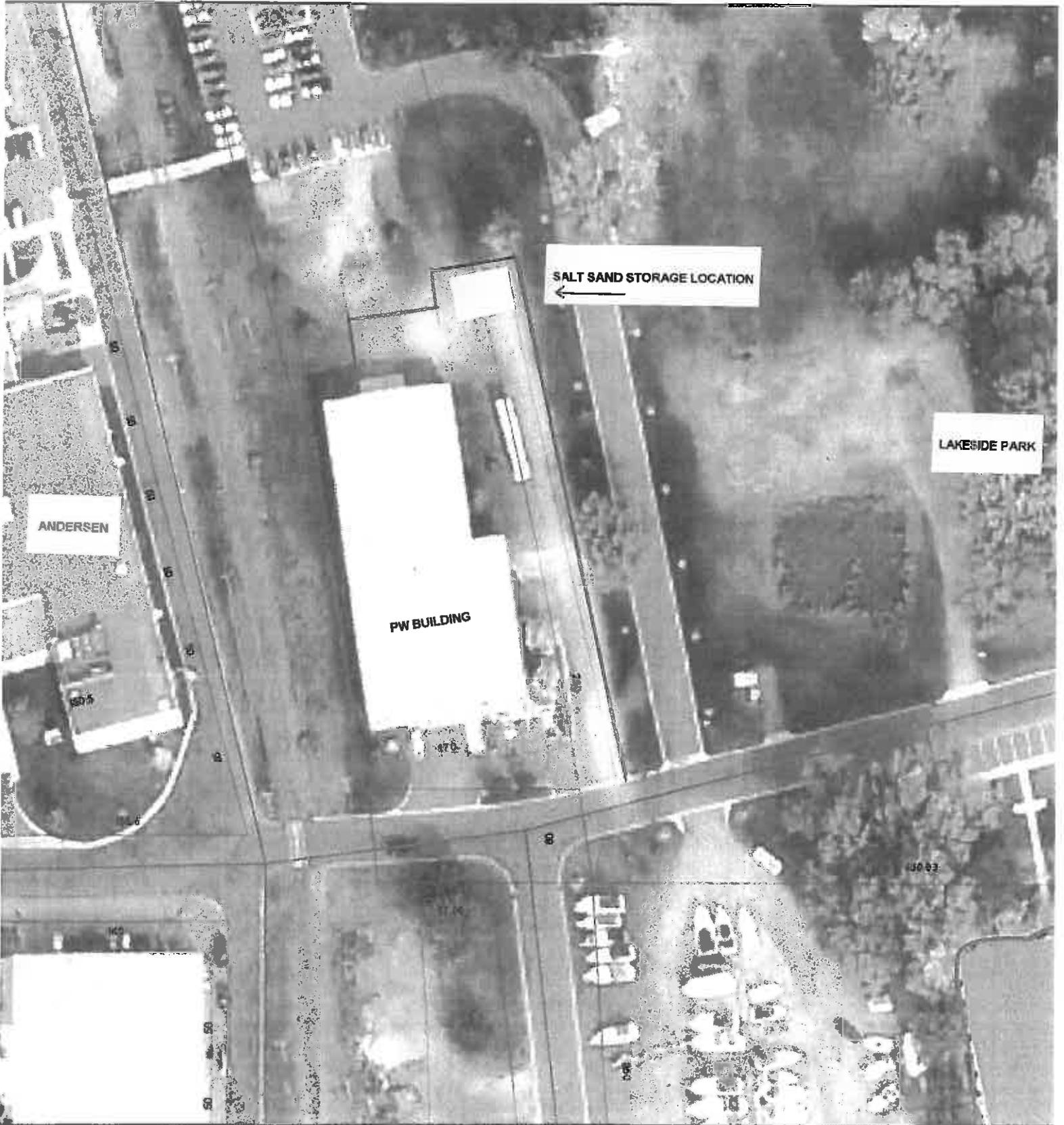
Attachments: Photo of salt/sand storage structure
Site map of Pubic Works building and proposed salt/sand storage structure

¹ 40x30x20 foot structure

² 40x30x20 foot structure, city would have to contract the labor out separately



Washington County, MN





CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411
WWW.CL.BAYPORT.MN.US

DATE: December 21, 2011
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: Consider an amendment to the city's investment policy

BACKGROUND

It is recommended that the City Council review its investment policy on a periodic basis. However, it appears that the city has not reviewed this policy in nearly ten years.

The intent of the proposed amendments is to:

- organize the policy to be consistent with all other city policies
- delete references to state statutes that have since been repealed
- add and remove language to conform to the Minnesota State Statute 118A, which addresses what cities can invest in, when and what collateral is required, and with whom cities can invest their funds

To assist with amending the policy, I solicited help from both the city's auditor and bank, a colleague who served as a past board member of the Federal Reserve, the Minnesota Office of the State Auditor, the League of Minnesota Cities, and two of the city's financial broker representatives. Proposed deletions are indicated in ~~strike through~~ and additions are indicated in **bold underline** on the attached policy.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending the city's investment policy, as proposed.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

INVESTMENT POLICY

SECTION I.	PURPOSE
SECTION II.	SCOPE
SECTION III.	PRUDENCE
SECTION IV.	OBJECTIVES – SAFETY, LIQUIDITY, YIELD
SECTION V.	DELEGATION OF AUTHORITY
SECTION VI.	CONFLICT OF INTEREST
SECTION VII.	BROKER REPRESENTATIONS
SECTION VIII.	AUTHORIZED INVESTMENTS <u>AND COLLATERALIZATION</u>
SECTION IX.	DIVERSIFICATION
SECTION X.	PROHIBITED INVESTMENTS
SECTION XI.	INVESTMENT REPORTING
SECTION XII.	ANNUAL REVIEW
SECTION XIII.	<u>ADOPTION</u>

This policy covers all monies of the ~~City of Bayport~~ city and includes deposits and investments of funds deposited in interest bearing accounts.

It is a common occurrence for the ~~City of Bayport~~ city to have cash balances in various fund accounts which, through allocated for a specific purpose, and are temporarily not needed. It is the policy of the city that any fund with a cash balance which will remain unexpended for a reasonable period of time, shall be invested in a manner as outlined below.

The following areas are covered by the investment policy of the City of Bayport:

- ~~1. Purpose of the Policy~~
- ~~2. Scope of the Policy~~
- ~~3. Prudence~~
- ~~4. Objectives – Safety, Liquidity, Yield~~
- ~~5. Delegation of Authority~~
- ~~6. Conflict of Interest~~
- ~~7. Broker Representations~~
- ~~8. Authorized Investments~~
- ~~9. Diversification~~
- ~~10. Collateralization~~
- ~~10, 11. Prohibited Investments~~
- ~~11, 12. Investment Reporting~~
- ~~12, 13. Annual Review~~

SECTION I. PURPOSE

The purpose of this policy is to establish specific guidelines the ~~City of Bayport~~ city will use in the investment of city funds. It will be the responsibility of the City Administrator to invest city funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk instruments.

SECTION II. SCOPE

The City Administrator is responsible for the investing of all funds in the custody of the city including, but not necessarily limited to: the General Funds, Special Revenue Funds, Debt Service Funds, ~~Capital Projects Funds~~, Enterprise Revenue Funds, Tax Anticipation Fund, and Restricted Investment Fund.¹

SECTION III. PRUDENCE

The standard of prudence to be used by investment officials shall be the “prudent investor” and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with this policy and with Minnesota Statutes Chapters 471.56, 475.66, and 118 and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided that reasonable action is taken to control adverse developments and unexpected deviations are reported in a timely manner.

SECTION IV. OBJECTIVES – SAFETY, LIQUIDITY, YIELD

There are three main objectives of all investment activities that are prioritized as follows:

- A. Safety – Safety of principal is the foremost objective of the city. The city invests only in those investment instruments authorized by Minnesota Statutes Chapter 118A ~~§471.56 and 475.66~~² which set forth the authorized investments for a municipality. Each investment transaction shall

¹ To reference all of our existing fund (accounts)

² MNSS 475.56 does not apply and 475.66 has been repealed

seek to first insure that capital losses are avoided. The objective will be to mitigate credit risk and interest rate risk.

Credit risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Insurance) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the city that when considering an investment, all cash³ depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below.

Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to change in general interest rates.

- B. Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Investments shall have “laddered” maturities so that money becomes available on a regular schedule. Liquid funds will allow the city to meet possible cash emergencies without being penalized on investments. Minimum of 15% to 25%⁴ of total portfolio should be liquid.
- C. Yield – After the liquidity needs, and scheduled maturity needs are satisfied, the balance of the funds available for investments are placed with institutions that offer the greatest safety and highest rate of return consistent with the maturities as determined by the city. Quotations or telephone bids, are normally taken for all investments, whether they are short term or long term. This alleviates the problem of whom to place the investment with.

Subject to the requirements of the above objectives, it is the policy of the ~~City of Bayport-city~~ to offer financial institutions and companies within the ~~City of Bayport-city~~ the opportunity to bid on investments; however, the ~~City of Bayport-city~~ will seek the best investment yields.

SECTION V. DELEGATION OF AUTHORITY

Management responsibility for the investment program is hereby delegated from the City Council to the City Administrator, who shall establish procedures for the operation of the investment program, consistent with this investment policy. Such procedures shall include delegation of authority to persons responsible for actual investment transactions. The City Administrator shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent losses from fraud and employee error.

SECTION VI. CONFLICT OF INTEREST

Any city official (elected or appointed) involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

SECTION VII. BROKER REPRESENTATION

Municipalities must obtain from their brokers certain representations regarding future investments. Minnesota Statutes ~~118A, Chapter 475.66, Subdivision 6~~⁵ requires municipalities to provide each broker with information regarding the municipality’s investment restrictions. Before engaging in investment transactions with the ~~City of Bayport-city~~, the supervising officer at the securities broker/dealer shall

³ Clarifies that 118A only applies with cash deposits (and not investments)

⁴ To allow the city to yield the highest possible rate of return; but yet still allows the city to withdraw an adequate amount of money in the event of an emergency.

⁵ See footnote 2

submit a certification annually according to Minnesota State Statutes 118A. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City of Bayport city. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the city's funds.

SECTION VIII. AUTHORIZED INVESTMENTS AND COLLATERALIZATION

~~Examples of authorized investments are as follows:~~

- ~~1. Direct U.S. Government obligations~~
- ~~2. Federal Agency issues~~
- ~~3. Shares in investment companies, including Minnesota Municipal Joint Powers Investment Trust (4M Fund), whose only investments are U.S. Government and agency issues and whose investments are in financial instruments with a final maturity no longer than 13 months.~~
- ~~4. General Obligations of the State of Minnesota, rates "A" or better by Moodys provided no single issue exceeds \$200,000 with maturities not exceeding five years.~~
- ~~5. Bankers acceptance of U.S. banks eligible for purchase by the Federal Reserve System.~~
- ~~6. Commercial Paper rated A-1, P-1 and F-1 for maturities of 90 days or less.~~
- ~~7. Interest earning deposits (checking accounts, CD's, money market savings, ordinary savings) must be collateralized at a minimum of 110% of face value.~~
- ~~8. Repurchase Agreements (repo's) Repo transactions are restricted to:
 - ~~a. A primary reporting dealer in U.S. government securities who reports to the Federal Reserve Bank of New York, or~~
 - ~~b. National or state bank in the U.S. which is a member of the Federal Reserve system and whose combined capital and surplus equals or exceeds \$10,000,000.~~
 - ~~c. A securities broker dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the SEC and maintain a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.~~
 - ~~d. The City of Bayport shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the repo.⁶~~~~

All city investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A and amendments thereto. In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of securities that a financial institution may pledge as collateral for public deposits. These securities include:

- **United States Treasury Issues**
- **Issues of US Government Agencies and Instrumentalities**
- **Obligations of State and Local Governments provided no single issue exceeds \$500,000 with maturities not exceeding five years**
- **Time Deposits (Certificates of Deposits fully insured by the federal deposit insurance company or federal agency)**

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

⁶ MN State statute 118A specifies what forms of deposits and investments a city can invest public funds in (the proposed language is the recommended text from the LMC model investment policy).

SECTION IX. DIVERSIFICATION

The city will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The city will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields,; however, no more than 15% of the total investment shall extend beyond five (5) years and in no circumstance should any extended beyond ten (10) years.⁷

~~**SECTION X. COLLATERALIZATION**~~

~~All City funds must be deposited in financial institutions which provide \$100,000 in governmental insurance protection. At no time, will deposits in any one institution exceed \$100,000 unless such excesses are protected by pledged securities.~~

Securities Pledged as Collateral

Pledged securities, computed at market value, will be limited to the following:

- ~~1. U.S. Treasury Bills, Notes or Bonds all of which mature within five years. Such securities pledged must cover all City deposits in the amount of 110%~~
- ~~2. U.S. Agency securities guaranteed by the U.S. Government. Such securities pledged must cover all City deposits in the amount of 120%.~~
- ~~3. Repurchase Agreements, with maturities not exceeding one year, secured by U.S. Government Bills, Notes or Bonds.~~
- ~~4. Municipal General Obligation Bonds, rated "A" or better by Moodys provided no single issue exceeds \$200,000 with maturities not exceeding five years. Such municipal bonds pledged must cover all City deposits in the amount of 125%~~

~~No other collateral except as designed in 1-4 above will be authorized.~~

~~Securities detailed above under 1 and 2 may be purchased directly by the City when deemed feasible.~~⁸

SECTION X. PROHIBITED INVESTMENTS

It is the city's policy to refrain from investing in banks, savings and loan associations or credit unions whose equity to asset ratio is less than 6%.

SECTION XI. INVESTMENT REPORTING

The City Administrator shall prepare an investment report ~~quarterly~~ monthly, including a management summary that provides a clear picture of the status of the current investment portfolio and recent transactions.

SECTION XII. ANNUAL REVIEW

It shall be the practice of the City Council to review and approve the investment policy from time to time as needed.

SECTION XIII. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED _____

⁷ By striking this language this allows the city greater flexibility in choosing investments that can maximize a rate of return for the city.

⁸ This section has eliminated because it has been combined with the section on "Authorized Investments"



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411
WWW.CL.BAYPORT.MN.US

DATE: December 21, 2011
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: Consider adopting a general fund balance and fund balance classification policy

BACKGROUND

According to the city's auditor, "as a part of the new accounting standards for Government Accounting Standards Board (GASB) 54, governmental entities are required to have a fund balance policy in place to describe the city's plans and policies related to its fund balances." In addition, "GASB 54 requires that the fund balances of all special revenue funds be either committed or restricted."

GASB has mandated that cities adopt these policies prior to the end of 2011. However, because staff was not made aware of this until just recently, the city auditor is recommending both policies be adopted retroactive to December 31, 2011.

RECOMMENDATION

Staff recommends the City Council adopt both the general fund balance policy and fund classification policy, retroactive to December 31, 2011.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

GENERAL FUND BALANCE POLICY

- | | |
|---------------------|--------------------|
| SECTION I. | PURPOSE |
| SECTION II. | DEFINITIONS |
| SECTION III. | POLICY |
| SECTION IV. | ADOPTION |

SECTION I. PURPOSE

It is important to establish sound financial management policies to ensure financial stability of the city for the benefit of residents and businesses. Fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the city sufficient funds to meet contingency and cash-flow timing needs. In establishing an appropriate fund balance, the city needs to manage fluctuations of major revenue sources, credit rating and long-term fiscal health.

SECTION II. DEFINITIONS

Fund Balance – The difference between assets and liabilities reported in a governmental fund.

Nonspendable fund balance – Amounts that are not in a spendable form or are required to be maintained intact.

Restricted fund balance – Amounts subject to externally enforceable legal restrictions.

Unrestricted fund balance – The total of committed fund balance, assigned fund balance, and unassigned fund balance.

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

Assigned fund balance – Amounts a government intends to use for a specific purpose; intent can be expressed by the government body or by an official or body to which the governing body delegates the authority.

Unassigned fund balance – Residual amounts that are available for any purpose in the general fund.

SECTION III. POLICY

- The city will maintain an unassigned general fund balance of not less than 40% of budgeted operating expenditures; however, this need could fluctuate with each year's budget objectives.
- Annual proposed general fund budgets shall include this benchmark policy. The City Council shall review the amounts in fund balance in conjunction with the annual budget approval, and make adjustments as necessary to meet expected cash-flow needs.
- In the event the unassigned general fund balance will be calculated to be less than the minimum requirement at the completion of any fiscal year, the city shall plan to adjust budget resources in the subsequent fiscal years to bring the fund balance into compliance with this policy.
- The City Council may consider appropriating (for authorized purposes) year-end fund balance in excess of the policy level or increasing the minimum fund balance. An example of preferred use

of excess fund balance would be for one-time expenditures, which do not result in recurring operating costs.

- Appropriation from the minimum fund balance shall require the approval of the City Council and shall be used only for non-recurring expenditures, unforeseen emergencies or immediate capital needs that cannot be accommodated through current year savings. Replenishment recommendations will accompany the decision to utilize fund balance.
- At the discretion of the City Council, fund balance may be committed for specific purposes by resolution designating the specific use of fund balance and the amount. The resolution would need to be approved no later than the close of the reporting period and will remain binding unless removed in the same manner.
- The City Council authorizes the Finance Officer and/or City Administrator to assign fund balance that reflects the city's intended use of those funds.
- When both restricted and unrestricted resources are available for use, it is the city's policy to first use restricted resources, and then use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the city's policy to use resources in the following order: 1) committed; 2) assigned; and 3) unassigned.

SECTION IV. ADOPTION

This policy was adopted by the City Council and effective December 31, 2011.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

FUND BALANCE CLASSIFICATION POLICY

SECTION I.	PURPOSE
SECTION II.	POLICY
SECTION III.	ADOPTION

SECTION I. PURPOSE

The purpose of this policy is to integrate and further define the city's governmental fund balance policy in compliance with Governmental Accounting Standards Board Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions.

SECTION II. POLICY

Governmental Fund Balance Classifications are defined as follows:

- **Nonspendable** – Resources that are “permanently precluded from conversion to cash.”¹ Such items include prepaid items, inventory, land held for resale, and long- term receivables that are not otherwise restricted, committed, assigned, or offset by deferred revenue.
- **Restricted** - Resources are “constrained to a specific purpose by enabling legislation, external parties, or constitutional provisions.”¹ Examples include fund balance related to unspent bond proceeds, tax increments, debt service fund balances, and park dedication fees.
- **Committed** – Resources that are constrained by City Council resolution for a specific purpose. Fund balance commitment resolutions must be completed before December 31st to be effective for that fiscal year and remain in effect until the commitment is changed or eliminated by City Council resolution. Transfers of committed funds for other uses are authorized if approved with the annual budget or other City Council resolution. The Administration Department is also authorized to recover administrative costs related to managing a fund without additional City Council approval.
- **Assigned** – Resources that are “intended for a specific purpose by ...management.”¹ This would include any remaining positive fund balance in all funds other than the general fund. The City Administrator or his/her designee shall have the authority to assign fund balance.
- **Unassigned** – Remaining resources that are available for any purpose. Unassigned fund balance will occur only in the general fund or in other funds when there is a negative fund balance that cannot be eliminated by reducing restricted, committed, or assigned, fund balance.

When both restricted and unrestricted resources are available for use, it is the city's policy to use restricted resources first, then unrestricted resources as they are needed. When any combination of committed, assigned, and unassigned resources are available for use, it is the city's policy to use committed resources first, then assigned, then unassigned resources as they are needed.

¹ AICPA. (June 2010). GASB Statement No. 54, More than Just a Pretty Face. *Government Accountability Brief*.

The City Council commits the following revenue sources for the purposes described:

Revenue	Purpose	Amount Committed*
Water/Sewer Improvement Fund- Water and Sewer surcharge fees, investment interest, and transfers	To rehabilitate or extend utility lines	Water and Sewer improvement – 100% of fund balance
Park Improvement Fund- Gambling fees, investment interest, and transfers	To maintain and replace recreation equipment	Park improvement – 100% of fund balance
Library Fund – Property tax levy, grants, charges for services, investment income, miscellaneous revenues, and transfers	Culture and recreation	Library – 100% of fund balance
K-9 Fund – Miscellaneous revenues, transfers	To support the short and long term care of the police K-9	Police – 100% of fund balance
Drug Seizure Fund – Proceeds from the sale of seized items	Activity of the city police department; specific use must be approved by the City Council	Police - 100% of fund balance
Tax Stabilization Fund – Investment income, transfers	To provide revenue and avoid unacceptable levy increases	General and Special Revenue Funds– 100% of fund balance

*Commitments apply to fund balances that are not otherwise nonspendable or restricted.

SECTION III. ADOPTION

This policy was adopted by the City Council and effective December 31, 2011.



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

Date: December 28, 2011

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: City Administrator's Report

LOCAL GOVERNMENT AID

The city received a check in the amount of \$167,614 in Local Government Aid (LGA). The city was pleased that the state did not reduce or delay the payment of LGA as it has in the past.

INSURANCE DIVIDEND

We recently received a dividend payment in the amount of \$17,328.00 from the League of Minnesota Cities Insurance Trust, the city's property and liability insurance carrier. This is the fourth consecutive year in which the city's dividends have increased, while premiums have decreased.

NEWSLETTER UPDATE

The final newsletter for 2011 was sent to the printer last week. It is anticipated to be delivered on Friday, December 30 or Saturday, December 31. The first newsletter for 2012 is tentatively scheduled to go out in March-April. The city will again be asking for donations to sponsor up to four newsletters for 2012.

ICE SKATING AND HOCKEY RINK

While the warm winter has certainly benefited the city's budget for snow plowing purposes, it has forced the city to delay the opening of the city's ice rinks. As soon as we have favorable conditions, staff will begin to flood both rinks.

PERFORMANCE EVALUATIONS

I have conducted performance evaluations on the Building Official and Assistant City Administrator/Planner. Being the Building Official has reached his maximum level of steps, he is no longer eligible for any step increases. The Assistant City Administrator, however, is still eligible to receive an annual step increase. Therefore, as a result of her performance, I approved a step increase from step 6 to step 7 (there are a maximum of 8 steps), to reflect a salary of \$76,107.57.

CITY COUNCIL WORKSHOP

A city council workshop is scheduled for Monday, January 23, 2012, at 5:00 p.m. to conclude the Public Works and Administration Department reviews.

UPCOMING DATES

January 3, 2012	City Council meeting	City Hall
January 7-8, 2012	Police Citizen's Academy	City Hall
January 23, 2012	Special City Council Workshop	City Hall
January 27-28, 2012	New/Experienced Elected Officials Orientation	Brooklyn Center