

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
January 7, 2013**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

SWEARING IN OF MAYOR SUSAN ST. ORES (by City Administrator Berg)
SWEARING IN OF CITY COUNCILMEMBER CONNIE CARLSON (by Mayor St. Ores)
SWEARING IN OF CITY COUNCILMEMBER DAN GOLDSTON (by Mayor St. Ores)

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. December recycling award recipient is Tom Warner who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County
2. Tentative Board of Appeal and Equalization Open Book meetings posted at City Hall
3. Recognition of resident Rana Kraftson

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 16

- | | |
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| 4. December payables and receipts (check numbers 1135260-1135388) | 4 |
| 5. December building, plumbing and mechanical permits report | 5 |
| 6. Fire protection and rescue service contracts for 2013 | 6 |
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| 8. Agreement with Washington County for subsurface sewage treatment system inspection services | 8 |
| 9. Agreement with Animal Humane Society for impound housing services for 2013 | 9 |
| 10. Renewal of PERA leave certification/budget savings program for 2012 | 10 |
| 11. Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police and Fire Departments | 11 |
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| 13. Salary step and pay compensation schedule | 13 |

TAB #

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| 14. Resignation of City Administrator Mitch Berg | 14 |
| 15. Donation of \$200.00 for Police Department from Harold Radke | no tab |
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PUBLIC HEARINGS

CITY COUNCIL LIAISON REPORTS

STAFF/CITY ADMINISTRATOR REPORTS 15

CITY BUDGET AND LEVY OVERVIEW FOR 2013 16

UNFINISHED BUSINESS

NEW BUSINESS

- | | |
|---|----|
| 1. Consider additional unbudgeted expenditures for 2013 | 17 |
| 2. Consider amending Chapter 2 – Administration of the Bayport City Code of Ordinances related to educational training and tuition reimbursement for city employees | 18 |
| 3. Consider authorizing the purchase of replacement breathing apparatus and compressor for the Fire Department | 19 |
| 4. Consider establishing City Council workshop dates for 2013 | 20 |
| 5. Consider adopting a resolution recognizing a vacancy on the Bayport City Council | 21 |
| 6. Consider authorization to begin the hiring process for the City Administrator position | 22 |

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

ADJOURNMENT



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

Letter of Commendation and Lifesaving Award RANA KRAFTSON

The City of Bayport would like to recognize Bayport resident and Oak-Land Junior High School student, Rana Kraftson, for her quick thinking and bravery on December 11, 2012.

Twelve-year old Rana and eight other members of the Stillwater Area High School Nordic Ski Team were on their way to practice when the school bus driver suffered a medical emergency. Rana recognized that the driver was in distress and rushed to his assistance as he became incapacitated. Since the bus was still moving, she activated the brake with her hands and stopped the bus, allowing her fellow team members to exit and seek help for the bus driver. Rana also used the bus radio to alert others of the situation.

Rana's common sense and quick action ensured the safety of her fellow students and assisted in getting swift medical aid to the bus driver.

It is with great pleasure that the Bayport City Council hereby recognizes and commends Rana Kraftson for her exceptional response to the life-threatening situation that occurred on December 11, 2012. The City of Bayport is proud to count Rana Kraftson as a member of our community!

Presented this 7th day of January 2013.

Susan St. Ores, Mayor

Mitchell Berg, City Administrator

RESOLUTION NO. 13-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JANUARY 7, 2013**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7th day of January, 2013 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE
JANUARY 7, 2013 CITY COUNCIL AGENDA**

1. December 3, 2012 City Council workshop meeting minutes
2. December 3, 2012 City Council regular meeting minutes
3. December 3, 2012 City Council closed meeting summary
4. December payables and receipts (check numbers 1135260-1135388)
5. December building, plumbing and mechanical permits report
6. Fire protection and rescue service contracts for 2013
7. Pay application #1 from Infratech Infrastructure Technologies for I/I manhole rehabilitation improvements
8. Agreement with Washington County for subsurface sewage treatment system inspection services
9. Agreement with Animal Humane Society for impound housing services for 2013
10. Renewal of PERA leave certification/budget savings program for 2012
11. Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police and Fire Departments
12. Renewal of safety consulting and training services for city employees
13. Salary step and pay compensation schedule
14. Resignation of City Administrator Mitch Berg
15. Donation of \$200.00 for Police Department from Harold Radke
16. Donation of \$100.00 for Fire Department from Roger Miller and Mary Zweber

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 –

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 7th day of January 2013.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
December 3, 2012
4:30 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the City Council budget workshop meeting of December 3, 2012 to order at 4:31 p.m.

ROLL CALL

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

Members Absent: None

Others Present: City Administrator Mitch Berg, Assistant City Administrator Sara Taylor, Finance Officer Wanda Madsen, Fire Chief Mark Swenson, Public Works Supervisor Mel Horak, Police Chief Laura Eastman, Police Investigative Sergeant Jerry Hutchinson, Police Officer Jay Jackson, Police Officer Zach Lund, Police Officer John Miller, Building Official John Buckley, and City Attorney Andy Pratt

Administrator Berg stated the purpose of the workshop was to discuss the four levy options proposed by city staff, noting Option #1 was the same option presented and recommended by staff at the November 19, 2012 budget workshop. Options #2, #3, and #4 included different scenarios for ways to decrease the levy, decrease expenditures, and/or fund additional City Council priorities/projects. Councilmembers Carlson, Ostertag, and Goldston spoke in favor of Option #2, noting that it seemed to be the best option to sustain current staff and services, while also allowing the flexibility to reallocate funding to increase certain areas of the budget, such as park and tree maintenance. Several councilmembers questioned whether the two year salary freeze for the City Administrator was necessary and expressed concern for lack of consistency with the proposed cost of living adjustment (COLA) for union and non-union employees. Mayor St. Ores, as well as other councilmembers, spoke in favor of a phased COLA for non-union employees, suggesting a 2% COLA beginning January 1, and implementing an increase to 3% beginning July 1 for the remainder of the year.

Discussion continued on suggestions for modifying the components of Option #2. Following discussion, the consensus of the City Council was to move forward with a 2.15% increase in the levy, including a one year salary freeze for the City Administrator (effective November 28, 2012 through November 28, 2013), a 3% COLA for the Law Enforcement Labor Services employee union (in accordance with the proposed labor agreement), a phased COLA of 2% for January 1 – June 30 and additional 1% for July 1 – December 31 for non-union employees, and elimination of the proposed new part-time public works position. It was noted that the 2013 budget and levy would be further discussed at the regular meeting at 6:00 p.m.

Administrator Berg presented an update on the 2012 budget, noting that year-end figures should be well within the adopted budget. He also stated that permits for new home construction have increased steadily over the past month. Administrator Berg mentioned that he has been researching opportunities for the city to pursue to become non-reliant on local government aid (LGA) and will provide periodic updates to the City Council on these efforts.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the workshop at 5:19 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
DECEMBER 3, 2012
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of December 3, 2012 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

Staff Present: Administrator Mitch Berg, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Finance Officer Wanda Madsen, Engineer Barry Peters, Attorney Andy Pratt, Fire Chief Mark Swenson, and Assistant Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

Assistant Administrator Taylor requested adding *Consider issuance of a new on-sale and Sunday liquor license for the tavern/restaurant establishment located at 193 3rd Street North* to new business. Attorney Pratt requested the addition of two additional closed sessions, pursuant to attorney/client privilege under Minnesota Statute 13D.05(3)(b). The first session relates to threatened litigation relating to a proposed action by the city surrounding a sign owned by Group 41, Ltd., on land owned by the Bayport Marina Association. The second session relates to threatened litigation surrounding the employment status of the City Administrator.

It was moved by Councilmember Ostertag and seconded by Councilmember Carlson to approve the amended December 3, 2012 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The November recycling award recipient was Jonathan Vollmers who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores invited residents to attend the Lighting of the Village Green on Wednesday, December 5 from 6:30 to 8:00 p.m. The event is sponsored by the Bayport Community Action League.
3. Toys for Tots donations will be accepted through December 17, 2012, with drop boxes located at Bayport First State Bank and Trust, American Legion, Croixdale, City Hall and Library.

OPEN FORUM - None

CONSENT AGENDA

Mayor St. Ores read items 1-13 on the consent agenda. Attorney Pratt indicated that the consent agenda should be revised to remove the phrase "closed session" from item #1 October 9, 2012 City Council special meeting minutes.

Councilmember Carlson introduced the following amended resolution and moved its adoption:

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE
DECEMBER 3, 2012 CITY COUNCIL AGENDA**

1. October 9, 2012 City Council special meeting minutes
2. November 13, 2012 City Council regular meeting minutes
3. November 19, 2012 City Council workshop meeting minutes
4. November payables and receipts (check numbers 1135167-1135259)
5. November building, plumbing and mechanical permits report
6. Commercial refuse hauling license renewals for 2013
7. Non-union employee holidays for 2013
8. Liquor and tobacco license renewals for 2013
9. City Council regular meeting dates for 2013
10. Purchase of replacement water hose equipment for two fire vehicles
11. Consider special event application from Janine Dierickx and Jason Moe for wedding reception at Lakeside Park on Saturday, July 27, 2013
12. Renewal of employee health and dental insurance policies
13. City park bench donation from Robin and Dave Schiebel

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	

PUBLIC HEARINGS

Certification of past due waste collection, water/sewer, and delinquent vacant building registration fees to 2012 property taxes: Administrator Berg reported that property owners were notified in October of past due garbage, water/sewer and vacant building registration fees and the right to appeal at tonight's meeting. No written appeals were received by the city; however he noted that David See, 387 South 2nd Street, paid his delinquent water/sewer bill and should be removed from the certification list. Staff recommended certifying the proposed lists to Washington County.

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

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to close the public hearing. Motion carried 5-0.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to accept staff's recommendation to levy the presented lists of past due waste collection, water/sewer and vacant building registration fees to Washington County for assessment to the 2012 property taxes, with the removal of David See from the water/sewer list. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Mayor St. Ores attended the November meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) and noted the organization is looking into a new office space.

Councilmember Carlson reported the library would be hosting a story hour beginning at 5:45 p.m., on Wednesday, December 5, in conjunction with the Lighting of the Green. The next Library Board meeting is scheduled for Thursday, December 20, 2012, at 5:30 p.m.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson reviewed November activity and noted the department is anticipating hiring three new members by the end of February. He indicated staff is revising procedures for reporting and tracking department call volumes and will be moving to monthly, versus quarterly, reporting. Councilmember Ostertag noted that the department expects to realize over 1,000 calls this year, compared to an average of 750.

Police Chief Eastman reviewed recent department activity and encouraged participation in the Toys for Tots campaign. She acknowledged the enhanced working relationship between the Fire and Police Departments.

Public Work Supervisor Horak reviewed his written report. In addition, he reported staff met with Northern Natural Gas personnel who have been mandated to clear brush and trees from their gas line easement, located at the south end of the city limits that runs from the St. Croix River through Inspiration. He stated the east-west pipeline easement runs predominantly along 4th Avenue and some of the work will be on private property. Staff emphasized the need to minimize impacts on private property and to communicate with property owners. He also noted staff has decided to wait until spring to install the new waste receptacles and planters along Highway 95, to minimize potential damage.

Assistant Administrator/Planner Taylor reviewed her report and noted that staff has tentatively scheduled a City Council workshop at 4:30 p.m., Monday, January 7, 2013, to discuss a preliminary master plan for Perro Park. Upon adoption of the 2013 fee schedule, staff will update city application forms, as necessary, and have them available by December 12 on the city website and at City Hall. She noted that park reservations for Bayport residents will be accepted January 1-15, to allow residents the opportunity to secure a preferred date, prior to opening reservations to the general public.

City Administrator Berg reviewed the highlights of his report, noting that the city is eligible to receive a grant of up to \$72,056.00 from the Metropolitan Council for the inflow and infiltration project. The grant represents 34% of the project cost. He said the city must notify the Metropolitan Council by December 21 if the city wants to opt out of the grant award.

PUBLIC INPUT (TRUTH IN TAXATION) ON 2013 CITY BUDGET AND LEVY

Mayor St. Ores opened the Truth in Taxation public input session and the following were heard:

Ron Shelton, owner of the Beach House and River Park Marinas in Bayport, inquired about appealing the assessed valuation on his property. Administrator Berg stated this would occur at the Washington County open book sessions next spring.

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

Administrator Berg summarized the discussion at the December 3, 2012 City Council budget workshop meeting. Councilmembers discussed four budget options and the consensus was to retain the tax levy increase as adopted in September (2.15%), eliminate the proposed part-time Public Works position, and reallocate certain dollars from wages to fund additional park maintenance and future City Council priorities. The proposed final tax levy is \$999,981.00 for the General Fund and \$160,000.00 for the Library Fund, for a total tax levy of \$1,159,981.00.

Discuss and consider a resolution adopting the 2013 tax levy:

Councilmember Ostertag introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE
YEAR 2013 BUDGET AT \$1,159,981.00**

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 2013 budget:

Councilmember Ostertag introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CITY BUDGET FOR 2013**

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 2013 capital improvement plan (CIP):

Councilmember Ostertag introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2013**

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

UNFINISHED BUSINESS

Consider 2013 - 2015 labor agreement with Law Enforcement Labor Services, Inc., Local Public Employee Union #226: Administrator Berg recommended approval of the three-year agreement, as discussed at the November 13 City Council meeting, and affirmed by Councilmembers at the December 3 budget workshop.

It was moved by Councilmember Ostertag and seconded by Councilmember Goldston to authorize the city to enter into a labor agreement with the Law Enforcement Labor Services, Inc., Local Public Employee Union #226, effective January 1, 2013 to December 31, 2015. Motion carried 5-0.

Consider revisions to Appendix D – Fee Schedule of the Bayport City Code: Administrator Berg reviewed the updates to the proposed fee schedule since the last meeting, as recommended by the City

Council. Upon a recommendation by Mayor St. Ores, staff is also proposing the addition of a park damage deposit fee of up to \$500.00, to be applied at the discretion of staff.

Councilmember Carlson introduced the following ordinance, adding a refundable park damage deposit fee as proposed by staff, and moved its adoption:

Ordinance #833

**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 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	

Consider authorization to hire a lobbyist to secure state funding for TCE treatment/infrastructure improvements: Administrator Berg reported staff did not conduct interviews as planned, due to the uncertainty of the city being successful in obtaining state bonding dollars in 2013, and recommended tabling further discussion at this time. Staff will continue to work with other communities that are facing similar funding issues for infrastructure improvements. Administrator Berg indicated if there is further momentum at the Legislature or through discussions with other communities, he would update the City Council.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to table discussion to a future meeting, upon discretion of staff. Motion carried 5-0.

NEW BUSINESS

Consider a reappointment and a new appointment to the Planning Commission: Assistant Administrator Taylor reported the terms of Commissioners Jason Obler and David Levy expire December 31, 2012. Commissioner Obler indicated his interest in serving another term and therefore staff recommended his reappointment for a three-year term. Commissioner Levy is not seeking reappointment. As such, two applicants were interviewed for the vacancy and the interview panel is recommending the appointment of J. Brad Hallet to fill the vacant seat for a three-year term. David Levy was thanked for his six years of service to the city.

It was moved by Councilmember Ostertag and seconded by Councilmember Goldston to appoint Brad Hallet and reappoint Jason Obler to three-year terms on the Planning Commission, effective January 1-2013-December 31, 2015.

Consider a reappointment to the Library Board: Councilmember Carlson recognized Amy Zimmer's efforts on behalf of the Library Board.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to reappoint Amy Zimmer to a three-year term on the Library Board, effective January 1, 2013-December 31, 2015.

Consider appointments, designations, and City Council liaison assignments for 2013: Councilmembers expressed their desire to continue their current liaison assignments. Administrator Berg noted staff is consolidating the city's financial advisors and recommended the following for 2013:

Deputy Mayor
City Attorney

Connie Carlson
Eckberg Law Firm

City Engineer	SEH (Barry Peters)
City Auditor	Schlenner Wenner and Co.
Deputy City Clerk	Assistant City Administrator (Sara Taylor)
Emergency Preparedness	Fire Chief (Mark Swenson)
Deputy Fire Chief	Mike Galowitz
Weed Inspector	Mayor (Susan St. Ores)
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)
Animal Control	Police Chief (Laura Eastman)
Assessor	Washington County
Official Depository	First State Bank
Official Newspaper	Stillwater Gazette
Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County
Financial Advisor	Northland Securities, UBS, FTN, and ICDI

Planning Commission Liaison	Michele Hanson / Susan St. Ores, alternate
Library Board Liaison	Connie Carlson / Michele Hanson, alternate
Cable Commission Liaison	Mark Ostertag / Connie Carlson, alternate
Middle St. Croix Watershed Liaison	Susan St. Ores / Dan Goldston, alternate
Lower St. Croix Partnership	Dan Goldston / Mark Ostertag, alternate
Andersen Citizen Advisory Liaison	Dan Goldston / Michele Hanson, alternate

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the appointments, designations and City Council liaison assignments for 2013. Motion carried 5-0.

Consider issuance of a new on-sale and Sunday liquor license for the tavern/restaurant establishment located at 193 3rd Street North: Assistant Administrator/Planner Taylor reviewed an application from Robert Schuster, B-E Squared, Inc., for an on-sale and Sunday liquor license for Hefty's Roadhouse, effective January 1, 2013. Mr. Schuster will be leasing and operating the establishment from owners Jeff and Missy Hause. A background investigation on Mr. Schuster did not reveal any negative information that would disqualify him from holding the proposed liquor licenses, and staff is recommending approval of the requested licenses. Councilmember Ostertag noted there is a conditional use permit for the establishment and the need to abide by the conditions surrounding outdoor liquor consumption.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the issuance of an on-sale and Sunday liquor license to Robert Schuster, B-E Squared Inc., for the tavern/restaurant establishment located at 193 3rd Street North, subject to approval of Minnesota Alcohol and Gambling Enforcement Division, effective January 1, 2013. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Ostertag thanked supporters of the Fire Department's efforts during November that realized over \$15,000.00 in donations to fight prostate cancer.
2. Mayor St. Ores and Councilmember Hanson attended a recent dinner at the Bayport American Legion celebrating its 90th anniversary.

Adjourn to closed session pursuant to 13D.05(3)(c) to review confidential or protected nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase or sale of real or personal property: Attorney Pratt identified the properties to be discussed in closed session as 143 3rd Street North and 169 3rd Street North, Bayport, Minnesota.

Attorney Pratt reviewed his earlier request for two additional closed sessions under the attorney-client privilege, pursuant to Minnesota Statute 13D.05(3)(b), and indicated one motion to adjourn to closed session would be sufficient for the three separate sessions.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn to closed session at 7:00 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL CLOSED MEETING SUMMARY
BAYPORT CITY HALL
December 3, 2012
7:00 p.m.**

CALL TO ORDER

The meeting was called to order by Mayor St. Ores.

ROLL CALL

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

Staff Present: City Attorney Andrew Pratt, City Engineer Barry Peters (for Item 1), City Administrator Berg (for Items 1 and 2), Assistant City Administrator Taylor (for Items 1 and 2), and City Attorney Jennifer Nodes (for Item 3)

BUSINESS

Item 1: Review confidential or protected nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase or sale of real or personal property pursuant to Minnesota Statute 13D.05(3)(c).

City Attorney Pratt reiterated the purpose of the meeting was to discuss and review confidential or protected nonpublic appraisal data related to the property located at 143 Third Street North and 169 Third Street North. Attorney Pratt added that this portion of the City Council meeting could be conducted in a closed session, pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(c).

[Discussion ensued on the matter, related to confidential or protected nonpublic appraisal data. This portion of the meeting is an exception to the Minnesota Open Meeting Law and therefore confidential.]

The closed meeting was tape recorded, and the recording will be preserved for eight years after the date of the meeting and will be made available to the public after all real property discussed at the meeting has been purchased or the City Council has abandoned said purchase. The real property at issue was also identified by Attorney Pratt in the closed session on the recording.

Discussion on this item was concluded at 7:55 p.m.

Item 2: Discuss threatened litigation relating to a proposed action by the city surrounding a sign owned by Group 41, Ltd., located on city right-of-way pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b).

City Attorney Pratt reiterated the purpose of the meeting was to discuss threatened litigation relating to a proposed action by the city surrounding a sign owned by Group 41, Ltd., located on city right-of-way. Attorney Pratt added that this portion of the City Council meeting is to be

conducted in a closed session, pursuant to the attorney-client privilege found in Minnesota Statutes, Section 13D.05, Subdivision 3(b).

[Discussion ensued on the matter, pursuant to the attorney-client privilege exception to the Minnesota Open Meeting Law.]

Discussion on this item was concluded at 8:25 p.m.

Item 3: Discuss threatened litigation surrounding the employment status of the City Administrator pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b).

City Attorney Pratt reiterated the purpose of the meeting was to discuss threatened litigation surrounding the employment status of the City Administrator. Attorney Pratt added that this portion of the City Council meeting is to be conducted in a closed session, pursuant to the attorney-client privilege found in Minnesota Statutes, Section 13D.05, Subdivision 3(b).

[Discussion ensued on the matter, pursuant to the attorney-client privilege exception to the Minnesota Open Meeting Law.]

Discussion on this item was concluded at 10:00 p.m.

ADJOURNMENT

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to adjourn the closed session. Motion carried 5-0.

CITY OF BAYPORT

*Budget Control Summary

Current Period: DECEMBER 2012

Account Descr	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 %
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,643,032.30	\$1,722,683.10	-\$79,650.80	-4.85%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,500.00	\$4,732.00	\$1,768.00	27.20%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$90,750.00	\$128,683.51	-\$37,933.51	-41.80%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$91,050.00	\$93,248.62	-\$2,198.62	-2.41%
DEPT 42200 FIRE PROTECTION	\$309,580.90	\$321,657.66	-\$12,076.76	-3.90%
DEPT 43100 STREET MAINT	\$5,000.00	\$1,265.00	\$3,735.00	74.70%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$12,598.24	-\$12,598.24	0.00%
DEPT 43200 PARKS	\$27,500.00	\$31,299.20	-\$3,799.20	-13.82%
DEPT 43300 CEMETERY	\$5,500.00	\$15,550.00	-\$10,050.00	-182.73%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,178,913.20	\$2,331,717.33	-\$152,804.13	-7.01%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$4,670.00	\$4,752.75	-\$82.75	-1.77%
DEPT 41200 MAYOR & COUNCIL	\$136,401.10	\$153,477.87	-\$17,076.77	-12.52%
DEPT 41240 RECYCLING	\$6,752.94	\$3,999.13	\$2,753.81	40.78%
DEPT 41400 ADMINISTRATION	\$157,155.79	\$139,519.62	\$17,636.17	11.22%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$3,883.01	-\$3,883.01	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$222,683.69	\$215,198.38	\$7,485.31	3.36%
DEPT 41940 MUNICIPAL BUILDINGS	\$112,293.80	\$83,737.20	\$28,556.60	25.43%
DEPT 42100 POLICE	\$717,706.41	\$663,817.35	\$53,889.06	7.51%
DEPT 42200 FIRE PROTECTION	\$419,466.29	\$502,044.23	-\$82,577.94	-19.69%
DEPT 43100 STREET MAINT	\$428,533.52	\$242,802.01	\$185,731.51	43.34%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$7,270.00	-\$7,270.00	0.00%
DEPT 43160 STREET LIGHTING	\$27,500.00	\$27,372.33	\$127.67	0.46%
DEPT 43200 PARKS	\$63,699.47	\$72,582.42	-\$8,882.95	-13.95%
DEPT 43300 CEMETERY	\$37,250.00	\$4,388.75	\$32,861.25	88.22%
DEPT 44100 PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
Total Expenditure Accounts	\$2,384,113.01	\$2,124,845.05	-\$259,267.96	10.87%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

DECEMBER 2012

	2012 YTD Budget	DECEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,178,913.20	\$733,319.26	\$2,331,717.33	-\$152,804.13	107.01%
Expenditure	\$2,384,113.01	\$273,859.06	\$2,124,845.05	\$259,267.96	89.13%
		\$459,460.20	\$206,872.28		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		\$0.00	-\$480.00		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$19,497.46	\$38,994.92	-\$38,994.92	0.00%
Expenditure	\$0.00	\$17,547.72	\$52,926.91	-\$52,926.91	0.00%
		\$1,949.74	-\$13,931.99		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$6,985.97	-\$6,985.97	0.00%
Expenditure	\$0.00	\$0.00	\$14,191.17	-\$14,191.17	0.00%
		\$0.00	-\$7,205.20		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

DECEMBER 2012

	2012 YTD Budget	DECEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$8,817.95	\$38,935.11	-\$38,935.11	0.00%
		-\$8,817.95	-\$38,935.11		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$3,000.00	\$19,000.00	-\$19,000.00	0.00%
Expenditure	\$0.00	\$988.85	\$19,627.03	-\$19,627.03	0.00%
		\$2,011.15	-\$627.03		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$145.00	-\$145.00	0.00%
		\$0.00	-\$145.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$360.85	-\$360.85	0.00%
Expenditure	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
		\$0.00	\$260.85		
FUND 211 LIBRARY					
Revenue	\$280,065.00	\$37,972.98	\$272,728.47	\$7,336.53	97.38%
Expenditure	\$280,065.00	\$23,776.12	\$255,424.03	\$24,640.97	91.20%
		\$14,196.86	\$17,304.44		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$49,835.96	\$101,761.75	-\$101,761.75	0.00%
Expenditure	\$0.00	\$0.00	\$155,204.63	-\$155,204.63	0.00%
		\$49,835.96	-\$53,442.88		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

DECEMBER 2012

	2012 YTD Budget	DECEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$296,250.00	\$6,886.08	\$79,545.64	\$216,704.36	26.85%
Expenditure	\$474,988.09	\$27,082.75	\$334,623.39	\$140,364.70	70.45%
		-\$20,196.67	-\$255,077.75		
FUND 602 SEWER					
Revenue	\$607,250.00	\$2,500.00	\$15,450.00	\$591,800.00	2.54%
Expenditure	\$719,238.93	\$15,565.97	\$517,556.39	\$201,682.54	71.96%
		-\$13,065.97	-\$502,106.39		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$750.00	-\$750.00	0.00%
Expenditure	\$0.00	\$0.00	\$1,221.69	-\$1,221.69	0.00%
		\$0.00	-\$471.69		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 999 ACCRUED INT PAYABLE					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		\$485,373.32	-\$647,985.47		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 12/31/2012

FUND	FUND Descr	2012 Budget	2012 YTD Amt	2012 % of Budget	2012 % of Budget Remain
FUND 101	GENERAL	\$2,178,913.20	\$2,331,717.33	107.01%	-7.01%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$38,994.92	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$6,985.97	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$19,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$360.85	0.00%	0.00%
FUND 211	LIBRARY	\$280,065.00	\$272,728.47	97.38%	2.62%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$101,761.75	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$296,250.00	\$79,545.64	26.85%	73.15%
FUND 602	SEWER	\$607,250.00	\$15,450.00	2.54%	97.46%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$750.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,362,478.20	\$2,867,294.93	85.27%	14.73%

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	12/12/12	\$503,132.40	16618	TAX SETTLEMENT OF 12/3/12	R 101-00000-31000 GENERAL
101	12/24/12	\$294.06	16620	2012 MARKET VALUE ADJ	R 101-00000-31001 MARKET
101	12/10/12	\$561.62	3060	GAMBLING PROCEEDS CK # 9199	R 101-00000-32204 GAMBLIN
101	12/10/12	\$451.69	3067	GAMBLING PROCEEDS CK # 9153	R 101-00000-32204 GAMBLIN
101	12/17/12	\$155.93	3072	GAMBLING PROCEEDS CK # 7212	R 101-00000-32204 GAMBLIN
101	11/28/12	\$35.00	3057	NSF FEE Ken Seefert, #1075	R 101-00000-33100 ADMINIS
101	12/24/12	\$167,614.00	16620	2012 LGA	R 101-00000-33401 LOCAL G
101	12/24/12	\$1,330.00	16620	2012 PERA	R 101-00000-33402 PERA RA
101	11/29/12	\$30.00	3054	ASSESSMENT SEARCH CK # 25484	R 101-00000-34105 USER FEE
101	12/28/12	\$30.00	3085	ASSESSMENT SEARCH CK # 9341	R 101-00000-34105 USER FEE
101	12/12/12	\$8,647.77	16618	TAX SETTLEMENT OF 12/3/12	R 101-00000-36101 SPECIAL
101	12/12/12	\$1,882.70	16618	TAX SETTLEMENT OF 12/3/12	R 101-00000-36103 SPEC ASS
101	12/17/12	\$23,440.00	3073	PROPERTY/CASUALTY DIVIDEND CK # 15	R 101-00000-36250 REFUND -
101	12/11/12	\$2,365.00	3069	SAC	G 101-20102 S A C CHARGES
101	12/19/12	\$2,365.00	3077	SAC	G 101-20102 S A C CHARGES
101	12/19/12	\$2,365.00	3078	SAC	G 101-20102 S A C CHARGES
101	11/28/12	\$5.00	3056	PLUMBING SURCHARGE - RESIDENTIAL X	G 101-20104 STATE SURCHA
101	12/04/12	\$5.00	3061	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	12/10/12	\$5.00	3065	PLUMBING SURCHARGE - RESIDENTIAL H	G 101-20104 STATE SURCHA
101	12/11/12	\$5.00	3066	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/11/12	\$4.45	3066	BUILDING SURCHARGE WS&D Permit Serv	G 101-20104 STATE SURCHA
101	12/11/12	\$175.50	3069	BUILDING SURCHARGE DR Horton, #4689	G 101-20104 STATE SURCHA
101	12/19/12	\$3.00	3075	BUILDING SURCHARGE Britannia Develop	G 101-20104 STATE SURCHA
101	12/19/12	\$175.50	3077	BUILDING SURCHARGE DR Horton, #4723	G 101-20104 STATE SURCHA
101	12/19/12	\$175.50	3078	BUILDING SURCHARGE DR Horton, #4723	G 101-20104 STATE SURCHA
101	12/20/12	\$5.00	3080	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/20/12	\$5.00	3086	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	11/29/12	\$42.96	3059	HEALTH PARTNERS CK # 1165602629	G 101-27109 HEALTH PARTN
101	11/29/12	\$58.34	3059	HEALTH SAVING ACCT.	G 101-27122 H S A
101	12/05/12	\$50.00	3062	VEGETATIVE CUT PERMIT Northern Natur	R 101-41910-32200 NONBUSI
101	12/11/12	\$177.00	3066	BUILDING PERMIT WS&D Permit Service,	R 101-41910-32210 BUILDIN
101	12/11/12	\$2,562.75	3069	BUILDING PERMIT DR Horton, #468914	R 101-41910-32210 BUILDIN
101	12/11/12	\$1,665.79	3069	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/19/12	\$132.75	3075	BUILDING PERMIT Britannia Development,	R 101-41910-32210 BUILDIN
101	12/19/12	\$1,665.79	3077	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/19/12	\$2,562.75	3077	BUILDING PERMIT DR Horton, #472372	R 101-41910-32210 BUILDIN
101	12/19/12	\$2,562.75	3078	BUILDING PERMIT DR Horton, #472371	R 101-41910-32210 BUILDIN
101	12/19/12	\$1,665.79	3078	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/19/12	\$5.00	3075	EPA	R 101-41910-32211 EPA
101	11/28/12	\$75.00	3056	PLUMBING PERMIT - RESIDENTIAL Xtrem	R 101-41910-32220 PLUMBIN
101	12/04/12	\$75.00	3061	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	12/10/12	\$75.00	3065	PLUMBING PERMIT - RESIDENTIAL Hartm	R 101-41910-32220 PLUMBIN
101	12/20/12	\$75.00	3086	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	12/11/12	\$75.00	3066	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	12/20/12	\$75.00	3080	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	12/28/12	\$6,033.96	3093	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	12/28/12	\$237.30	3092	POLICE UNIFORMS REIMBURSEMENT CK	E 101-42100-209 UNIFORMS -
101	12/17/12	\$189.85	3068	PHONE REIMBURSTMENT CK # 4297	E 101-42100-321 COMMUNIC
101	12/05/12	\$20.00	3063	POLICE ADMINISTRATIVE FEES Trista Reu	R 101-42100-33100 ADMINIS
101	11/28/12	\$1.75	3055	POLICE REPORTS Jackson, #9242	R 101-42100-34201 POLICE A
101	12/13/12	\$0.75	3070	POLICE REPORTS cash	R 101-42100-34201 POLICE A
101	12/20/12	\$4.00	3084	POLICE REPORTS CK # 417051261	R 101-42100-34201 POLICE A

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	12/12/12	\$2,316.48	16619	NOVEMBER 2012 FINES/COURT	R 101-42100-35101 COURT FI
101	12/06/12	\$200.00	3064	DONATIONS POLICE (U/N) Harold Radke,	R 101-42100-36231 DONATIO
101	12/20/12	\$15.00	3082	REFUNDS - POLICE DEPT. CK # 1531	R 101-42100-36241 REFUNDS
101	12/20/12	\$15.00	3083	REFUNDS - POLICE DEPT. CK # 1532	R 101-42100-36241 REFUNDS
101	12/19/12	\$20.00	3079	BURNING PERMIT Sandstrom Land Mgt.,	R 101-42200-32200 NONBUSI
101	12/17/12	\$100.00	3071	FIRE DONATIONS Miller-Zweber, #4272	R 101-42200-36232 DONATIO
101	12/17/12	\$25.00	3074	STREET SIGNS (REFUNDS & REIMBURSE	R 101-43130-36248 REFUND
101	12/28/12	\$161.78	3094	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	11/29/12	\$2,800.00	3058	CEMETERY - GRAVE John & Judy Jourdan,	R 101-43300-34940 CEMETER
101	12/20/12	\$700.00	3087	CEMETERY - GRAVE Robert or Mary Olson	R 101-43300-34940 CEMETER
FUND 101 GENER		\$741,706.66			
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
107	12/12/12	\$19,497.46	16618	TAX SETTLEMENT OF 12/3/12	R 107-00000-31000 GENERAL
FUND 107 TIF RE		\$19,497.46			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	12/19/12	\$3.30	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/19/12	\$3.51	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/21/12	\$35.46	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/06/12	\$142.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/21/12	\$100.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/28/12	\$24.05	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/28/12	\$1.20	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/28/12	\$0.96	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	12/21/12	\$47.69	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	12/06/12	\$61.01	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/28/12	\$0.96	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	12/13/12	\$21.71	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/13/12	\$52.55	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATER		\$494.60			
FUND 207 PARK IMPROVEMENT FUND					
207	12/11/12	\$1,000.00	3069	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	12/19/12	\$1,000.00	3077	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	12/19/12	\$1,000.00	3078	PARK DEDICATION	R 207-00000-34780 PARK FEE
FUND 207 PARK I		\$3,000.00			
FUND 211 LIBRARY					
211	12/12/12	\$37,436.05	16618	TAX SETTLEMENT OF 12/3/12	R 211-45500-31000 GENERAL
211	12/21/12	\$88.00	3091	LIBRARY SERVICE CHARGE CK # 2069	R 211-45500-34760 LIBRARY
211	12/21/12	\$4.00	3091	LIBRARY SERVICE CHARGE CK # 9314	R 211-45500-34760 LIBRARY
211	12/21/12	\$180.00	3091	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	12/21/12	\$27.00	3091	LIBRARY SERVICE CHARGE CK # 3733	R 211-45500-34760 LIBRARY
211	12/21/12	\$25.94	3091	LIBRARY SERVICE CHARGE CK # 2808	R 211-45500-34760 LIBRARY
211	12/21/12	\$8.00	3091	LIBRARY SERVICE CHARGE CK # 1276	R 211-45500-34760 LIBRARY
211	12/21/12	\$50.00	3076	LIBRARY DONATIONS CK # 5691	R 211-45500-36230 DONATIO
211	12/21/12	\$20.00	3081	LIBRARY DONATIONS CK # 00017991	R 211-45500-36230 DONATIO
211	12/21/12	\$133.99	3090	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
FUND 211 LIBRA		\$37,972.98			
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
303	12/12/12	\$49,835.96	16618	TAX SETTLEMENT OF 12/3/12	R 303-00000-31000 GENERAL
FUND 303 GO TIF		\$49,835.96			

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 601 WATER					
601	12/19/12	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/28/12	\$1.32	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/28/12	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/19/12	\$35.48	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/28/12	\$8.01	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	12/13/12	\$609.72	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/13/12	\$14.26	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/28/12	\$1.00	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	12/28/12	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	12/13/12	\$10.49	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/28/12	\$334.47	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/21/12	\$8.90	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/21/12	\$1,357.95	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/06/12	\$1,872.63	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/21/12	\$7.37	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/19/12	\$0.80	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/06/12	\$32.18	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/06/12	\$11.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/28/12	\$1.76	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	11/28/12	\$1,000.00	3056	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	12/10/12	\$1,000.00	3065	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	12/11/12	\$1,000.00	3069	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	12/19/12	\$1,000.00	3077	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	12/19/12	\$1,000.00	3078	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/28/12	\$250.00	3056	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	12/10/12	\$250.00	3065	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	12/11/12	\$250.00	3069	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	12/19/12	\$250.00	3077	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	12/19/12	\$250.00	3078	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	11/28/12	\$50.00	3056	WATER METER INSPECTION	R 601-46120-34603 WATER H
601	11/28/12	\$50.00	3056	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	12/10/12	\$100.00	3065	WATER METER INSPECTION	R 601-46120-34603 WATER H
601	12/11/12	\$100.00	3069	WATER METER INSPECTION	R 601-46120-34603 WATER H
601	12/19/12	\$50.00	3077	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	12/19/12	\$50.00	3078	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	12/06/12	\$2.38	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/13/12	\$25.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/21/12	\$208.70	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATER		\$11,203.78			
FUND 602 SEWER					
602	12/06/12	\$645.17	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/06/12	\$27.18	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/21/12	\$397.43	0	UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLING
602	12/28/12	\$1.00	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	12/17/12	\$19,424.14	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	12/13/12	\$213.95	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/13/12	\$14.26	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/19/12	\$35.90	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/19/12	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/28/12	\$8.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	12/21/12	\$8.90	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	12/28/12	\$10.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/21/12	\$378.76	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/11/12	\$750.00	3069	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	12/19/12	\$750.00	3077	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	12/19/12	\$750.00	3078	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	12/11/12	\$50.00	3069	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	12/19/12	\$100.00	3077	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	12/19/12	\$100.00	3078	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
FUND 602 SEWER		\$23,669.69			
		\$887,381.13			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2012
12 Month = 100.08

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,670.00	\$4,752.75	-\$82.75	-1.77%
41200	MAYOR & COUNCIL	\$136,401.10	\$153,477.87	-\$17,076.77	-12.52%
41240	RECYCLING	\$6,752.94	\$3,999.13	\$2,753.81	40.78%
41400	ADMINISTRATION	\$157,155.79	\$139,519.62	\$17,636.17	11.22%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJEC	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$3,883.01	-\$3,883.01	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$222,683.69	\$215,198.38	\$7,485.31	3.36%
41940	MUNICIPAL BUILDINGS	\$112,293.80	\$83,737.20	\$28,556.60	25.43%
42100	POLICE	\$717,706.41	\$663,817.35	\$53,889.06	7.51%
42200	FIRE PROTECTION	\$419,466.29	\$502,044.23	-\$82,577.94	-19.69%
43100	STREET MAINT	\$428,533.52	\$242,802.01	\$185,731.51	43.34%
43130	STREET - FLOOD PREPARATION	\$0.00	\$7,270.00	-\$7,270.00	0.00%
43160	STREET LIGHTING	\$27,500.00	\$27,372.33	\$127.67	0.46%
43200	PARKS	\$63,699.47	\$72,582.42	-\$8,882.95	-13.95%
43300	CEMETERY	\$37,250.00	\$4,388.75	\$32,861.25	88.22%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,384,113.01	\$2,124,845.05	\$259,267.96	10.87%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$145.00	-\$145.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$145.00	-\$145.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$100.00	-\$100.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$100.00	-\$100.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$280,065.00	\$255,424.03	\$24,640.97	8.80%
FUND 211 LIBRARY		\$280,065.00	\$255,424.03	\$24,640.97	8.80%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2012
12 Month = 100.08

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$10,700.04	-\$10,700.04	0.00%
44151	TCE WATER MAIN IMPROVEMEN	\$0.00	\$2,949.98	-\$2,949.98	0.00%
46110	WATER-PUMPHOUSE	\$47,350.00	\$35,385.72	\$11,964.28	25.27%
46120	WATER	\$427,638.09	\$285,587.65	\$142,050.44	33.22%
FUND 601 WATER		\$474,988.09	\$334,623.39	\$140,364.70	29.55%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$374,238.93	\$178,404.83	\$195,834.10	52.33%
46990	SEWER - NON-OPERATING	\$345,000.00	\$339,151.56	\$5,848.44	1.70%
FUND 602 SEWER		\$719,238.93	\$517,556.39	\$201,682.54	28.04%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2012
12 Month = 100.08

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	-\$131.84	\$131.84	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$267.00	-\$267.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$1,040.53	-\$1,040.53	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$46.00	-\$46.00	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$1,221.69	-\$1,221.69	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2012
12 Month = 100.08

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
		\$3,858,405.03	\$3,233,915.55	\$624,489.48	16.19%

CITY OF BAYPORT

MONTHLY EXPENSES 1135260-1135388

Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
WILLIAMS, MARY	101	12/06/12	\$140.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135312
UTECHT, BETH	101	12/06/12	\$250.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135308
SIEGFRIED, COLEEN	101	12/06/12	\$559.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135302
PAULSON, CONNIE	101	12/06/12	\$140.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135297
HOPHAN, EDITH	101	12/06/12	\$100.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135285
RICHERT, JEANINE	101	12/06/12	\$220.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135298
RITZER, JOE	101	12/06/12	\$140.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135299
KLOS, JUDY	101	12/06/12	\$250.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135289
CAMERON, RILEY	101	12/06/12	\$75.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135276
STOERZINGER, LEE	101	12/06/12	\$100.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135304
KELLY, AUDREY	101	12/06/12	\$180.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135288
MCPHERSON, NANCY	101	12/06/12	\$180.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135292
HOYE, DONALD	101	12/06/12	\$140.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135287
TOLONEN, RENEE	101	12/06/12	\$210.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135305
MACDONALD, TIM	101	12/06/12	\$551.50	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135291
SCHULTZ, ALLEN/BEVERL	101	12/06/12	\$90.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135301
HOPHAN, VERN	101	12/06/12	\$140.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135286
HOPHAN, EDITH	101	12/11/12	\$100.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135320
HOPHAN, EDITH	101	12/06/12	-\$100.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135285
LAMPI, KAREN	101	12/06/12	\$180.00	E	41100	104	ELECTION JUDGE	ELECTION SALARI	1135290
TAYLOR, SARA	101	12/21/12	\$55.50	E	41100	220	MILEAGE/ELECTIONS	OPERATING SUPP	1135330
U S BANK VISA	101	12/03/12	\$19.73	E	41100	220	COUNTY MARKET	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$46.82	E	41100	220	WAL-MART	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$33.72	E	41100	220	DOMINO'S	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$3.00	E	41100	220	HOLIDAY STNSTORE	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$33.74	E	41100	220	SUBWAY	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$42.30	E	41100	220	WAL-MART	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$37.72	E	41100	350	STAPLES	PRINTING & PUBL	1135268
TAYLOR, SARA	101	12/21/12	\$55.50	E	41100	350	MILEAGE/ELECTIONS	PRINTING & PUBL	1135330
DEPT 41100 ELECTIONS			\$3,973.53						
DEPT 41200 MAYOR & COUNCIL									
BUSINESS FORMS & ACCO	101	12/03/12	\$7.52	E	41200	201	2013 W2'S AND ENVELO	OFFICE SUPPLIES	1135263
U S BANK VISA	101	12/03/12	\$4.08	E	41200	201	ADMIN CREDIT CARD	OFFICE SUPPLIES	1135268
U S BANK VISA	101	12/26/12	\$9.87	E	41200	201	ADM CREDIT CARD	OFFICE SUPPLIES	1135333
ECKBERG, LAMMERS, BRI	101	12/21/12	\$43.50	E	41200	300	EMPLOYMENT MATTERS	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$884.50	E	41200	300	PERSONNEL MATTERS	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$391.50	E	41200	300	GROUP 41 LITIGATION	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$200.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$217.50	E	41200	300	REVIEW COUNCIL MTG A	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$43.50	E	41200	300	CORRESPONDENCE PRO	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$87.00	E	41200	300	APPRAISAL INFORMATIO	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$72.50	E	41200	300	REGARDING DISEASED T	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$145.00	E	41200	300	FINAL BUDGET LITIGATI	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$217.50	E	41200	300	REVIEW CITY CODE	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$72.50	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$145.00	E	41200	300	TAX LEVY AND BUDGET	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$362.50	E	41200	300	REVIEW STAT LAW	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$200.00	E	41200	300	ATTEND CC BUDGET MT	PROF SER-LEGAL	1135351
S E H	101	12/21/12	\$168.15	E	41200	301	4TH AVE N BOAT RAMP	PROF SER-ENGIN	1135372
S E H	101	12/21/12	\$605.04	E	41200	301	MEET WITH MNDOT AND	PROF SER-ENGIN	1135372

CITY OF BAYPORT

MONTHLY EXPENSES 1135260-1135388

Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
S E H	101	12/21/12	\$78.25	E	41200	301	ATTEND CC MTG	PROF SER-ENGIN	1135372
PLANT HEALTH ASSOCIAT	101	12/21/12	\$162.50	E	41200	302	SERVICES	CONTRACT SERVI	1135370
COMPLETE HEALTH ENVIR	101	12/21/12	\$350.00	E	41200	306	NOV 2012	PROF SER-OTHER	1135348
COMPLETE HEALTH ENVIR	101	12/21/12	\$350.00	E	41200	306	NOV & DEC 2012 MAINT	PROF SER-OTHER	1135348
STILLWATER GAZETTE	101	12/21/12	\$11.10	E	41200	350	ORDIANCE SUMMARY	PRINTING & PUBL	1135376
BAYPORT PRINTING HOU	101	12/21/12	\$590.00	E	41200	351	OCT 2012 NEWS LETTER	NEWS LETTER PRI	1135340
US INTERNET	101	12/21/12	\$50.60	E	41200	416	MTHY SECURENCE 12/19	REPAIR/MAINT OF	1135385
DEPT 41200 MAYOR & COUNCIL			\$5,469.61						
DEPT 41240 RECYCLING									
WARNER, TOM	101	12/21/12	\$30.00	E	41240	370	DEC. 2012 RECYCLING R	RECYCLING INCE	1135387
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
U S BANK VISA	101	12/26/12	\$59.23	E	41400	201	ADM CREDIT CARD	OFFICE SUPPLIES	1135333
U S BANK VISA	101	12/03/12	\$24.48	E	41400	201	ADMIN CREDIT CARD	OFFICE SUPPLIES	1135268
BUSINESS FORMS & ACCO	101	12/03/12	\$45.15	E	41400	201	2013 W2'S AND ENVELO	OFFICE SUPPLIES	1135263
BANYON DATA SYSTEMS	101	12/03/12	\$780.60	E	41400	302	WINFUND SUPPORT	CONTRACT SERVI	1135261
BANYON DATA SYSTEMS	101	12/03/12	\$780.60	E	41400	302	WINPAY SUPPORT	CONTRACT SERVI	1135261
DEPT 41400 ADMINISTRATION			\$1,690.06						
DEPT 41910 PLANNING & ZONING									
BUSINESS FORMS & ACCO	101	12/03/12	\$37.62	E	41910	201	2013 W2'S AND ENVELO	OFFICE SUPPLIES	1135263
U S BANK VISA	101	12/26/12	\$49.36	E	41910	201	ADM CREDIT CARD	OFFICE SUPPLIES	1135333
U S BANK VISA	101	12/03/12	\$20.40	E	41910	201	ADMIN CREDIT CARD	OFFICE SUPPLIES	1135268
S E H	101	12/21/12	\$778.42	E	41910	301	CERT OF SUVEY REVIEW	PROF SER-ENGIN	1135372
BUCKLEY, JOHN	101	12/11/12	\$258.08	E	41910	400	PLANNING MILEAGE 465	USE OF PERSONA	1135314
BUCKLEY, JOHN	101	12/21/12	\$220.89	E	41910	400	MILEAGE/PLANNING DEP	USE OF PERSONA	1135327
U S BANK VISA	101	12/26/12	\$400.00	E	41910	402	ADM CREDIT CARD	CONFERENCES &	1135333
DEPT 41910 PLANNING & ZONING			\$1,764.77						
DEPT 41940 MUNICIPAL BUILDINGS									
U S BANK VISA	101	12/26/12	\$10.55	E	41940	220	ADM CREDIT CARD	OPERATING SUPP	1135333
JOHNSON, CHAD	101	12/26/12	\$260.00	E	41940	302	CLEANING SERVICE/CITY	CONTRACT SERVI	1135358
OFFICE OF ENT TECHNOL	101	12/21/12	\$444.21	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1135369
COMCAST	101	12/28/12	\$49.90	E	41940	321	HIGH-SPEED INTERNET/	COMMUNICATION	1135347
XCEL	101	12/03/12	\$630.07	E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135270
XCEL	101	12/03/12	\$136.37	E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1135270
MINNESOTA ELEVATOR	101	12/21/12	\$150.04	E	41940	420	MTHY SERVICE BILLING/	R & M BLDGS, ST	1135366
ELECTRO WATCHMAN, IN	101	12/21/12	\$120.00	E	41940	420	CITY HALL FIRE INSPECT	R & M BLDGS, ST	1135353
SCHMIDT MECHANICAL	101	12/21/12	\$540.29	E	41940	420	INDOOR SENSOR/CITY H	R & M BLDGS, ST	1135374
DEPT 41940 MUNICIPAL BUILDING			\$2,341.43						
DEPT 42100 POLICE									
U S BANK VISA	101	12/26/12	\$49.36	E	42100	201	ADM CREDIT CARD	OFFICE SUPPLIES	1135333
U S BANK VISA	101	12/03/12	\$39.25	E	42100	201	WAL-MART	OFFICE SUPPLIES	1135260
BUSINESS FORMS & ACCO	101	12/03/12	\$37.62	E	42100	201	2013 W2'S AND ENVELO	OFFICE SUPPLIES	1135263
U S BANK VISA	101	12/03/12	\$20.40	E	42100	201	ADMIN CREDIT CARD	OFFICE SUPPLIES	1135268
U S BANK VISA	101	12/03/12	\$42.53	E	42100	201	WAL-MART	OFFICE SUPPLIES	1135260
U S BANK VISA	101	12/28/12	\$5.34	E	42100	202	GANDER MOUNTAIN	UNIFORMS - MISC	1135336
U S BANK VISA	101	12/28/12	\$126.76	E	42100	202	STREICHER'S	UNIFORMS - MISC	1135336
UNIFORMS UNLIMITED	101	12/06/12	\$85.74	E	42100	207	UNIFORMS-EASTMAN/PO	UNIFORMS - CHIE	1135307
UNIFORMS UNLIMITED	101	12/06/12	\$32.00	E	42100	207	UNIFORMS-EASTMAN/PO	UNIFORMS - CHIE	1135307
U S BANK VISA	101	12/28/12	\$119.95	E	42100	208	AMAZON MARKETPLACE	UNIFORMS - JAY	1135336
U S BANK VISA	101	12/28/12	\$129.27	E	42100	208	AMAZON	UNIFORMS - JAY	1135336
BAYPORT TRANSMISSION	101	12/28/12	\$25.00	E	42100	212	2011 BLACK CHEV/POLIC	MOTOR FUELS & L	1135341

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HOLIDAY FLEET	101	12/06/12	\$36.14	E	42100	212	FUEL	MOTOR FUELS & L	1135284
EASTMAN, LAURA	101	12/21/12	\$36.00	E	42100	212	MILEAGE REIMBURSEME	MOTOR FUELS & L	1135328
WASHINGTON COUNTY S	101	12/06/12	\$1,409.87	E	42100	212	NOV. 2012 FUEL/POLICE	MOTOR FUELS & L	1135311
STILLWATER TOWING IN	101	12/21/12	\$133.59	E	42100	220	ICR # 112503157/POLIC	OPERATING SUPP	1135378
ECKBERG, LAMMERS, BRI	101	12/06/12	\$2,365.22	E	42100	300	PROSECUTION	PROF SER-LEGAL	1135279
EASTMAN, LAURA	101	12/21/12	\$25.00	E	42100	306	REGISTRATION/POLICE	PROF SER-OTHER	1135350
U S BANK VISA	101	12/28/12	\$20.88	E	42100	306	WAL-MART	PROF SER-OTHER	1135336
VERIZON WIRELESS	101	12/21/12	\$105.03	E	42100	321	PHONES/POLCE DEPT	COMMUNICATION	1135332
VERIZON WIRELESS	101	12/21/12	\$145.91	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1135332
VERIZON WIRELESS	101	12/21/12	\$189.85	E	42100	321	PHONES/POLICE DEPT	COMMUNICATION	1135332
CENTURY COLLEGE	101	12/28/12	\$595.00	E	42100	403	LAW ENFORCEMENT TRA	POLICE TRAINING	1135345
BAYPORT TRANSMISSION	101	12/26/12	\$400.70	E	42100	412	2009 DODGE CHARGER I	REP & MAINT VEH	1135341
BAYPORT TRANSMISSION	101	12/21/12	\$363.02	E	42100	412	2009 DODGE CHARGER/	REP & MAINT VEH	1135341
BAYPORT TRANSMISSION	101	12/03/12	\$26.78	E	42100	412	2009 DODGE CHARGER/	REP & MAINT VEH	1135262
BAYPORT TRANSMISSION	101	12/03/12	\$26.78	E	42100	412	2005 DODGE DURANGO/	REP & MAINT VEH	1135262
EMERGENCY AUTOMOTIV	101	12/28/12	\$259.00	E	42100	437	COMPUTER DOCK/POLIC	TRANSFER OUT/E	1135354
U S BANK VISA	101	12/03/12	\$10.53	E	42100	444	HOLIDAY STN	COMMUNITY PRO	1135260
DEPT 42100 POLICE			\$6,862.52						
DEPT 42200 FIRE PROTECTION									
U S BANK VISA	101	12/06/12	\$29.39	E	42200	201	THE UPS STORE	OFFICE SUPPLIES	1135271
VALLEY, RAY	101	12/06/12	\$12.84	E	42200	201	OPERATING SUPPLIES/FI	OFFICE SUPPLIES	1135309
MENARDS-STILLWATER	101	12/06/12	\$20.34	E	42200	201	OPERATING SUPPLIES/FI	OFFICE SUPPLIES	1135293
MENARDS-STILLWATER	101	12/06/12	-\$4.75	E	42200	201	OPERATING SUPPLIES R	OFFICE SUPPLIES	1135293
U S BANK VISA	101	12/28/12	\$372.75	E	42200	201	WAL-MART	OFFICE SUPPLIES	1135335
MUNICIPAL EMERGENCY	101	12/06/12	\$190.93	E	42200	202	OPERATING MATERIAL/F	UNIFORMS - MISC	1135295
ASPEN MILLS INC	101	12/06/12	\$288.98	E	42200	202	OPERATING MATERIAL/F	UNIFORMS - MISC	1135274
ASPEN MILLS INC	101	12/06/12	\$44.35	E	42200	202	OPERATING MATERIAL/F	UNIFORMS - MISC	1135274
HOLIDAY FLEET	101	12/06/12	\$1,142.70	E	42200	212	FUEL	MOTOR FUELS & L	1135284
HOLIDAY FLEET	101	12/06/12	\$14.98	E	42200	212	FUEL	MOTOR FUELS & L	1135284
ELDRED, MIKE	101	12/11/12	\$41.80	E	42200	217	REFUND MILEAGE/FIRE	MATERIALS & PR	1135317
EISINGER, JAKE	101	12/06/12	\$87.66	E	42200	217	LIVE BURN INSTRUCTOR	MATERIALS & PR	1135280
MARK SWENSON	101	12/28/12	\$41.36	E	42200	217	MEAL REIMBURSEMENT/	MATERIALS & PR	1135363
U S BANK VISA	101	12/03/12	-\$9.93	E	42200	220	INNOVATIVE OFFICE	OPERATING SUPP	1135268
U S BANK VISA	101	12/03/12	\$9.93	E	42200	220	INNOVATIVE OFFICE SOL	OPERATING SUPP	1135268
MENARDS-STILLWATER	101	12/26/12	\$3.99	E	42200	240	SUPPLIES/FIRE DEPT.	SMALL TOOLS-EQ	1135364
MENARDS-STILLWATER	101	12/26/12	\$17.28	E	42200	240	OPERATING MATERIAL/F	SMALL TOOLS-EQ	1135364
ECKBERG, LAMMERS, BRI	101	12/21/12	\$108.75	E	42200	300	FIRE MUTUAL AID	PROF SER-LEGAL	1135351
ECKBERG, LAMMERS, BRI	101	12/21/12	\$36.25	E	42200	300	REVIEW MUTUAL AID AG	PROF SER-LEGAL	1135351
STILLWATER MEDICAL GR	101	12/11/12	\$120.00	E	42200	306	INFULENZA/FIRE DEPT.	PROF SER-OTHER	1135323
STILLWATER MEDICAL GR	101	12/11/12	-\$120.00	E	42200	306	INFULENZA/FIRE DEPT.	PROF SER-OTHER	1135323
CENTURY COLLEGE	101	12/11/12	\$300.00	E	42200	306	LIVE BURN INST TRAINI	PROF SER-OTHER	1135316
VERIZON WIRELESS	101	12/11/12	\$185.00	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1135324
ANCOM COMMUNICATION	101	12/26/12	\$113.00	E	42200	323	OPERATING MATERIAL/F	RADIOS-REPAIR &	1135337
ANCOM COMMUNICATION	101	12/26/12	\$12.00	E	42200	323	OPERATING SUPPLIES/FI	RADIOS-REPAIR &	1135337
XCEL	101	12/03/12	\$353.80	E	42200	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135270
XCEL	101	12/03/12	\$264.72	E	42200	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1135270
FIRE INSTRUCTORS ASSO	101	12/11/12	\$145.00	E	42200	402	2013 FONFERENCE REG/	CONFERENCES &	1135318
GRAFIX SHOPPE	101	12/11/12	\$397.00	E	42200	412	VEH SUPPLIES/FIRE DEP	REP & MAINT VEH	1135319
CARQUEST OF STILLWATE	101	12/11/12	\$8.46	E	42200	412	MAINT./FIRE DEPT.	REP & MAINT VEH	1135315
CARQUEST OF STILLWATE	101	12/11/12	\$8.02	E	42200	412	MAINT./FIRE DEPT.	REP & MAINT VEH	1135315
CARQUEST OF STILLWATE	101	12/11/12	\$4.14	E	42200	412	MAINT. /FIRE DEPT.	REP & MAINT VEH	1135315
GRAFIX SHOPPE	101	12/11/12	\$925.00	E	42200	437	VEH SUPPLIES/FIRE DEP	TRANSFER OUT/E	1135319
MUNICIPAL EMERGENCY	101	12/28/12	\$68,751.50	E	42200	530	OPERATING EQUIPMENT	CAPITAL ASSETS	1135367

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DEPT 44151 TCE WATER MAIN IMPROVEMENTS									
S E H	601	12/21/12	\$2,949.98	E	44151	301	TCE WATER MAIN IMPRO	PROF SER-ENGIN	1135372
			\$2,949.98						
DEPT 44151 TCE WATER MAIN IMP									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	12/03/12	\$1,655.55	E	46110	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135270
XCEL	601	12/03/12	\$148.75	E	46110	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1135270
AUTOMATIC SYSTEMS CO	601	12/28/12	\$325.00	E	46110	419	CONTROL RADIO LICENS	REPAIR & MAINT	1135338
			\$2,129.30						
DEPT 46110 WATER-PUMPHOUSE									
DEPT 46120 WATER									
U S BANK VISA	601	12/03/12	\$4.08	E	46120	201	ADMIN CREDIT CARD	OFFICE SUPPLIES	1135268
BUSINESS FORMS & ACCO	601	12/03/12	\$7.52	E	46120	201	2013 W2'S AND ENVELO	OFFICE SUPPLIES	1135263
U S BANK VISA	601	12/26/12	\$9.87	E	46120	201	ADM CREDIT CARD	OFFICE SUPPLIES	1135333
HOLIDAY FLEET	601	12/06/12	\$414.63	E	46120	212	FUEL	MOTOR FUELS & L	1135284
U S BANK VISA	601	12/28/12	\$5.15	E	46120	216	USPS	CHEMICALS AND	1135384
U S BANK VISA	601	12/06/12	\$13.82	E	46120	216	THE UPS STORE	CHEMICALS AND	1135306
U S BANK VISA	601	12/28/12	\$13.82	E	46120	216	THE UPS STORE	CHEMICALS AND	1135384
HAWKINS WATER	601	12/21/12	\$78.86	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	1135355
U S BANK VISA	601	12/06/12	\$2.80	E	46120	216	USPS	CHEMICALS AND	1135306
U S BANK VISA	601	12/28/12	\$11.35	E	46120	216	USPS	CHEMICALS AND	1135384
HAWKINS WATER	601	12/06/12	\$35.00	E	46120	216	CHLORINE - WATER TRE	CHEMICALS AND	1135282
U S BANK VISA	601	12/28/12	\$87.80	E	46120	220	MENARDS	OPERATING SUPP	1135384
U S BANK VISA	601	12/06/12	\$39.99	E	46120	220	ARAMARK	OPERATING SUPP	1135306
U S BANK VISA	601	12/06/12	\$47.26	E	46120	220	ARAMARK	OPERATING SUPP	1135306
U S BANK VISA	601	12/28/12	\$199.91	E	46120	220	MENARDS	OPERATING SUPP	1135384
U S BANK VISA	601	12/28/12	\$118.62	E	46120	220	MENARDS	OPERATING SUPP	1135384
THE RETROFIT COMPANIE	601	12/28/12	\$16.81	E	46120	220	LIGHT BULB BOXES/WAT	OPERATING SUPP	1135379
U S BANK VISA	601	12/28/12	\$24.12	E	46120	220	ACE HARDWARE	OPERATING SUPP	1135384
U S BANK VISA	601	12/28/12	\$42.64	E	46120	220	MENARDS	OPERATING SUPP	1135384
CENTURY POWER EQUIP	601	12/28/12	\$288.52	E	46120	240	POWER SWEEP ATTACH	SMALL TOOLS-EQ	1135346
ELECTRO WATCHMAN, IN	601	12/06/12	\$60.00	E	46120	302	FIRE ALARM SERVICE/W	CONTRACT SERVI	1135281
THE RETROFIT COMPANIE	601	12/28/12	\$135.09	E	46120	302	HAZARDOUS DISPOSAL/	CONTRACT SERVI	1135379
ONE CALL CONCEPTS	601	12/06/12	\$122.50	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	1135296
COMCAST	601	12/21/12	\$77.12	E	46120	321	PUBLIC WORKS HIGHSPE	COMMUNICATION	1135347
POSTMASTER	601	12/28/12	\$134.40	E	46120	322	4TH QTR. UTILITY BILLS	POSTAGE	1135334
XCEL	601	12/03/12	\$1,269.90	E	46120	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	1135270
XCEL	601	12/03/12	\$504.08	E	46120	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	1135270
STILLWATER MOTORS	601	12/03/12	\$35.08	E	46120	412	2010 CHEV VEH. MAINT.	REP & MAINT VEH	1135267
STILLWATER MOTORS	601	12/28/12	\$496.24	E	46120	412	REPAIRS 2010 CHEV/WA	REP & MAINT VEH	1135377
BAYPORT TRANSMISSION	601	12/28/12	\$144.89	E	46120	412	REPAIR 97 CHEV PICK-U	REP & MAINT VEH	1135341
STILLWATER MOTORS	601	12/06/12	\$35.85	E	46120	412	SERVICE - 2011 CHEV TR	REP & MAINT VEH	1135303
U S BANK VISA	601	12/06/12	\$17.13	E	46120	412	AUTOZONE	REP & MAINT VEH	1135306
HD SUPPLY FACILITIES M	601	12/06/12	\$1,398.99	E	46120	419	WATER METERS & RELA	REPAIR & MAINT	1135283
U S BANK VISA	601	12/06/12	\$29.44	E	46120	420	MENARDS	R & M BLDGS, ST	1135306
U S BANK VISA	601	12/06/12	\$57.17	E	46120	420	MENARDS	R & M BLDGS, ST	1135306
MILLER EXCAVATING	601	12/28/12	\$174.02	E	46120	421	GRAVEL & BLACK DIRT/	REPAIR & MAINT	1135365
MILLER EXCAVATING	601	12/06/12	\$145.04	E	46120	421	ROAD GRAVEL/WATER D	REPAIR & MAINT	1135294
			\$6,299.51						
DEPT 46120 WATER									
			\$11,378.79						
FUND 601 WATER									
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
BUSINESS FORMS & ACCO	602	12/03/12	\$7.56	E	46200	201	2013 W2'S AND ENVELO	OFFICE SUPPLIES	1135263

CITY OF BAYPORT

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U S BANK VISA	602	12/03/12	\$4.10	E	46200	201	ADMIN CREDIT CARD	OFFICE SUPPLIES	1135268
U S BANK VISA	602	12/26/12	\$9.89	E	46200	201	ADM CREDIT CARD	OFFICE SUPPLIES	1135333
U S BANK VISA	602	12/28/12	\$282.48	E	46200	206	WEARQUARD	UNIFORMS - PW S	1135384
HOLIDAY FLEET	602	12/06/12	\$137.42	E	46200	212	FUEL	MOTOR FUELS & L	1135284
CARQUEST OF STILLWATE	602	12/06/12	\$30.89	E	46200	240	BLO-GUN/SEWER DEPT.	SMALL TOOLS-EQ	1135277
CARQUEST OF STILLWATE	602	12/06/12	\$12.18	E	46200	240	HOSE/SEWER DEPT.	SMALL TOOLS-EQ	1135277
POSTMASTER	602	12/28/12	\$134.40	E	46200	322	4TH QTR. UTILITY BILLS	POSTAGE	1135334
BRULIN & COMPANY, INC	602	12/28/12	\$142.48	E	46200	419	LIFT STATION DEGREAS	REPAIR & MAINT	1135342
AIR FRESH PORTABLE TOI	602	12/06/12	\$35.00	E	46200	419	12/7/12 PUMPING SERVI	REPAIR & MAINT	1135272
AIR FRESH PORTABLE TOI	602	12/06/12	\$35.00	E	46200	419	12/21/12 PUMPING SERV	REPAIR & MAINT	1135272
AIR FRESH PORTABLE TOI	602	12/06/12	\$4.99	E	46200	419	SALES TAX	REPAIR & MAINT	1135272
DEPT 46200 SEWER - OPERATING			\$836.39						
FUND 602 SEWER			\$836.39						
			\$185,546.56						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: December, 2012

Printed:12/31/2012

Page1 of 3

Permit Number: BP2012-85	Filing Date: 12/4/2012
Parcel Address: 997 INSPIRATION PARKWAY N. BAYPORT, MN 55003	
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$351,000.00	Total Fees: \$9,919.04

Permit Number: BP2012-86	Filing Date: 12/11/2012
Parcel Address: 289 2ND St. N. BAYPORT, MN 55003	
Applicant: RENEWAL BY ANDERSEN, INC.	Applicant Phone: 651-264-4777
RENEWAL BY ANDERSEN, INC. RESIDENTIAL	
Construction Value: \$8,895.00	Total Fees: \$181.45

Permit Number: BP2012-87	Filing Date: 12/13/2012
Parcel Address: 981 INSPIRATION PARKWAY N. BAYPORT, MN 55003	
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$355,000.00	Total Fees: \$9,960.64

Permit Number: BP2012-88	Filing Date: 12/18/2012
Parcel Address: 848 6th Street N. Bayport, MN 55003	
Applicant: BRITANNIA BLDG CONTRACTORS	Applicant Phone: 952-241-4572
BRITANNIA BLDG CONTRACTORS RESIDENTIAL	
Construction Value: \$6,000.00	Total Fees: \$140.75

Permit Number: BP2012-89	Filing Date: 12/19/2012
Parcel Address: 526 PRAIRIE WAY S. BAYPORT, MN 55003	
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$285,000.00	Total Fees: \$9,232.64

Building Permit Log

For: December, 2012

Printed:12/31/2012

Page2 of 3

Permit Number: BP2012-90
Parcel Address: 514 PRAIRIE WAY S.
Applicant: DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL
Construction Value: \$400,000.00

Filing Date: 12/26/2012
BAYPORT, MN 55003
Applicant Phone: 952-985-7806
Total Fees: \$10,428.64

Permit Number: BP2012-91
Parcel Address: 998 INSPIRATION PARKWAY N.
Applicant: DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL
Construction Value: \$332,000.00

Filing Date: 12/26/2012
BAYPORT, MN 55003
Applicant Phone: 952-985-7806
Total Fees: \$9,721.44

Permit Number: MC2012-41
Parcel Address: 972 INSPIRATION PARKWAY N.
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$2,500.00

Filing Date: 12/11/2012
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2012-42
Parcel Address: 905 INSPIRATION PARKWAY S.
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$2,400.00

Filing Date: 12/20/2012
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2012-43
Parcel Address: 967 INSPIRATION PARKWAY N.
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$1,000.00

Filing Date: 12/31/2012
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: PL2012-45
Parcel Address: 972 INSPIRATION PARKWAY N.
Applicant: SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value: \$10,800.00

Filing Date: 12/4/2012
BAYPORT, MN 55003
Applicant Phone: 651-319-4103
Total Fees: \$80.00

Building Permit Log

For: December, 2012

Printed:12/31/2012

Page3 of 3

Permit Number: PL2012-46**Parcel Address:** 3427 Osgood Path N.**Applicant:**FEATHERSTONE EXCAVATING,
FEATHERSTONE EXCAVATING, INC. SEWER &**Construction Value:** .**Filing Date:** 12/10/2012

STILLWATER, MN 55082

Applicant Phone:**Total Fees:** \$1,430.00

Permit Number: PL2012-47**Parcel Address:** 905 INSPIRATION PARKWAY S.**Applicant:**SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC**Construction Value:**\$9,700.00**Filing Date:** 12/20/2012**Applicant Phone:** 651-319-4103**Total Fees:** \$80.00

Permit Number: PL2012-48**Parcel Address:** 967 INSPIRATION PARKWAY N.**Applicant:**SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC**Construction Value:**\$10,100.00**Filing Date:** 12/31/2012

BAYPORT, MN 55003

Applicant Phone: 651-319-4103**Total Fees:** \$80.00



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

Date: December 18, 2012
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Fire protection and rescue service contracts for 2013

BACKGROUND

Upon adoption of the city budget, staff was able to finalize the amount each community will need to contribute toward the operation of the Fire Department for 2013. Please see the attached chart for detail on the fair share formula used to calculate each community's contribution.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the contracts to furnish fire protection and rescue services to Baytown Township, West Lakeland Township, and the City of Oak Park Heights for 2013.

BUDGET YEAR 2013

FAIR SHARE FORMULA
 = COST X % USE + % OF TOTAL VALUE

TAX CAPACITY VALUE (2012)
 (Per Washington County Web Site)

Bayport	2,667,663	12.36%
Oakpark Heights	10,186,479	47.18%
Baytown Township	3,008,055	13.93%
West Lakeland Twp.	<u>5,729,206</u>	<u>26.53%</u>
TOTAL	21,591,403	100.00%

ANNUAL FIRE AND RESCUE RUNS

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	AVG	% OF TOTAL
Bayport	155	160	157	160	178	126	23.66%
Oakpark Heights	376	390	384	370	389	304	56.91%
Baytown Township	46	31	37	45	44	32	5.95%
West Lakeland Twp.	<u>80</u>	<u>91</u>	<u>85</u>	<u>104</u>	<u>111</u>	72	13.48%
TOTAL						534	100.00%

2013 Budget for Fire Department = Total: Fire Relief: Bill out:
 \$ 438,918.70 75,000 363,918.700

	BAYPORT	OAK PARK HEIGHTS	BAYTOWN TOWNSHIP	WEST LAKELAND	
ASSESSED VALUE	12.36%	47.18%	13.93%	26.53%	
% OF USE	<u>23.66%</u>	<u>56.91%</u>	<u>5.95%</u>	<u>13.48%</u>	
	36.02%	104.09%	19.88%	40.01%	
DIVIDED BY 2	18.01%	52.04%	9.94%	20.01%	100.00%

FAIR SHARE = \$65,536 \$189,394 \$36,182 \$72,807 \$363,919
REVENUE = \$ 298,382.84



To: Mitch Berg
City of Bayport
294 North 3rd Street
Bayport, MN 55003

Date: December 10, 2012

SEH File No.: BAYPO 121883 14.00

Client No.:

Re: 2012/2013 I/I Improvements Application for Payment

We are:

- Enclosing
- Sending under separate cover
- Sending as requested

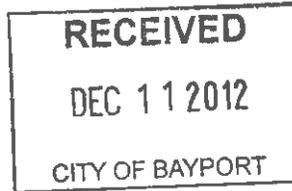
4 copies Application for Payment No. 1

For your:

- Information/Records
- Action
- Review and comment
- Distribution
- Approval
- Revision and resubmittal

Remarks:

For the January Council Meeting.



By: Barry Peters

c:

bcp

document2

01.04



Application for Payment

(Unit Price Contract)

No. 1

Eng. Project No.: BAYPO 121883

Location: City of Bayport

Contractor Infratech Infrastructure Technologies, Inc. Contract Date
21040 Commerce Boulevard
Rogers, MN 55374 Contract Amount \$ 190,725.00

Contract for 2012/2013 I/I Improvements - Manhole Rehabilitation

Application Date For Period Ending

Table with 7 columns: Item No., Item, Unit, Est. Quantity, Quantity to Date, Unit Price, Total Price. Includes 9 line items and a total contract amount of \$75,769.50.

Handwritten number: 206-41608-

Stamp box containing: ACCOUNT NUMBER, AMOUNT 71,981.03, AUTHORIZATION MB

Application for Payment (continued)

Total Contract Amount	\$ <u>190,725.00</u>	Total Amount Earned	\$ <u>75,769.50</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>75,769.50</u>
AFP No. 1: _____ AFP No. 6: _____		LESS 5 % RETAINAGE	\$ <u>3,788.48</u>
AFP No. 2: _____ AFP No. 7: _____		AMOUNT DUE TO DATE	\$ <u>71,981.03</u>
AFP No. 3: _____ AFP No. 8: _____		LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 4: _____ AFP No. 9: _____		AMOUNT DUE THIS APPLICATION	\$ <u>71,981.03</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2012/2013 I/I Improvements - Manhole Rehabilitation, City of Bayport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date December 6, 2012

Infratech Infrastructure Technologies, Inc.

(Contractor)

COUNTY OF Oneida)
STATE OF Wisconsin) SS

By [Signature]
(Name and Title)

Before me on this 6th day of December, 2012, personally appeared Richard Quast known to be, who being duly sworn did depose and say that he is the President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires 1-24-16

[Signature]
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

[Signature]

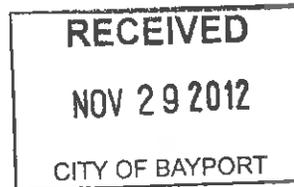
By Barry C. Peters

Date 12/10/12

City of Bayport

By _____

Date _____



Department of Public Health and Environment

Lowell Johnson
Director

Sue Hedlund
Deputy Director

November 27, 2012

City of Bayport
Attn: Mitch Berg
294 N 3rd St
Bayport, MN 55003

Washington County, through its Department of Public Health and Environment (Department), has historically provided, and it is the county's desire to continue to provide, septic system permitting and inspection services for the City of Bayport.

The most recent Agreement between the city and the county will expire on December 31, 2012. Please be assured there will be no interruption of service to the city while we work jointly to execute a new Agreement.

The changes to the Agreement include:

- **SCOPE OF SERVICES** – City's Responsibilities –
 - Removed language that the city 'shall' adopt an ordinance at least one year after the county adopts an ordinance. It is not a requirement for the communities to have their own ordinance. If they choose to not adopt the county ordinance the inspection, permitting, and enforcement all defer to the county. Each city may choose their level of involvement. Because your city has adopted the county ordinance by reference or has adopted your own ordinance this agreement continues to lay out the roles and responsibilities for each party. The county will undertake an ordinance revision process in 2013 and will seek input from the cities on the level of involvement the cities will like to have.
- **Independent Contractor** – Removed independent contractor language as it does not apply to this agreement.
- **Nondiscrimination** – Changed language to county standard.
- **TERMS AND EFFECTIVE DATE** – Dates changed to reflect effective date of January 1, 2013 and termination date of December 31, 2014.

Please review the enclosed Agreement, and, if the language is satisfactory, return the signed original Agreement to the **attention to Kris Keller** as I will be on leave until the end of February. We will send a fully executed copy of the Agreement to the city as soon as it is signed by the County Board Chair and County Administrator. If, however, there are paragraphs in the Agreement you would like to discuss more fully, please contact our Department at your earliest convenience.

We look forward to continued service to your community. If you have any questions or if I can be of further assistance, please contact me at 651-430-6744 or via email at amanda.strommer@co.washington.mn.us or Kris Keller at 651-430-6704 or via email at kristofer.keller@co.washington.mn.us.

Agreement for Subsurface Sewage Treatment System Inspection Services

This agreement is made and entered into, by and between the County of Washington (hereinafter referred to as the County) and the City of Bayport (hereinafter referred to as the City).

I. WITNESSETH

WHEREAS, the City wishes to contract with the County to perform subsurface sewage treatment system (SSTS) inspection services within the City's boundaries; and

WHEREAS, the City adopted the County's Subsurface Sewage Treatment System Regulations Ordinance #179 (Washington County Development Code Chapter 4), hereinafter SSTSRO, regulating subsurface sewage treatment systems, which applies to all areas of the City; and

WHEREAS, the County agrees to provide subsurface sewage treatment system inspection services under the terms and conditions hereinafter set forth; and

WHEREAS, this contract is authorized under Section 471.59 of the Minnesota Statutes.

NOW THEREFORE, it is mutually agreed between the County and City as follows:

II. SCOPE OF SERVICES

County's Responsibilities

1. The County agrees to provide, through its Department of Public Health and Environment, subsurface sewage treatment system inspection services for the City. The County shall provide a Qualified Employee(s), as described in Minn. Rule 7083.1010 and 7083.0020 subp 17.
2. The standards of performance, method of providing subsurface sewage treatment system inspection services, and other matters incident to the performance of services under this Agreement, including personnel to be employed, shall be determined by the County. The City shall be notified in advance of any proposed changes in standards of performance or methods of providing services.
3. The County shall provide the necessary SSTS application review and sewage system plan approval as required by laws, regulations and ordinances, provide all job site inspections of projects under permit, and conduct special inspections as deemed necessary to ensure compliance with the SSTSRO. Services shall include clerical support incidental to the performance of this agreement.
4. The County shall provide and issue all sewage permits as required by the SSTSRO, existing laws or regulations and shall maintain records of all such permits. If the City requests a copy

of a granted permit, the County shall provide a copy to the City within 5 (five) working days.

5. The County shall send a copy of the County's issuance of a certificate of compliance of the sewage system's completion to the City within 10 (ten) working days of the County granting the certificate.
6. In the event of a violation or threatened violation of the SSTSRO or sewage permit the County may pursue the administrative issuance of stop work orders on the installation of the septic system, and/or issue corrective orders, and/or issue notices of non-compliance.
7. The County shall advise the City if a misdemeanor citation is warranted for any violation of a sewage permit or SSTSRO.
8. The County may request appropriate actions or proceedings be brought by the City, to prevent, restrain, correct or abate violations or threatened violations of a sewage permit or SSTSRO.
9. The County will cooperate with the City's officials and/or employees in fulfilling its obligations under this Agreement.

City's Responsibilities:

1. In areas not served by municipal sewer, the City shall not issue a building permit for new dwelling construction and/or for the addition of bedrooms until the County has issued a sewage permit for the new construction and/or addition of bedrooms.
2. The City shall act on all applications for special permits and SSTSRO variance requests.
3. Upon request from the County the City shall issue a stop work order on projects commencing construction prior to the issuance of a sewage permit.
4. The City is responsible for commencing appropriate actions or proceedings to prevent, restrain, correct or abate violations or threatened violations of a sewage permit or SSTSRO and shall represent the County during appeals of the administrative remedies issued by the County.
5. The City may issue misdemeanor citations for violations of the SSTSRO or sewage permit.
6. The City shall not issue a certificate of occupancy for new construction or the addition of bedrooms prior to receipt of the County's certificate of compliance.
7. The City, and its agents and employees, will cooperate and assist the County in the performance of this Agreement.
8. In the event of County SSTS Ordinance revision, the City may adopt a revised SSTS Ordinance which is consistent with or more restrictive than the County's revised SSTS

Ordinance no more than 12 (twelve) months after the County revised SSTS Ordinance has been adopted.

III. SCHEDULE OF FEES AND CHARGES

1. The County shall establish the schedule of fees for its subsurface sewage treatment system inspection services. The septic permit application and installation fees shall be in accordance with the fee schedule adopted annually by the Washington County Board of Commissioners. The County shall collect, receipt for, disburse, and maintain records for all fees and charges collected incident to the administration of subsurface sewage treatment system inspection and permit services contained herein.
2. Fees and charges shall be due and payable by the applicant upon issuance of the permit and will be collected by the County from the applicant for said permit.
3. The City agrees that in payment for the subsurface sewage treatment system inspection and permit services provided by the County that the County shall retain, out of the fees and charges collected incident to this service, an amount equal to one hundred percent (100%) of all SSTS permit fees.
4. The City shall not assume any liability for the direct payment of any salary, wage, or other compensation to any County employee performing subsurface sewage treatment system inspection services pursuant to this agreement.

IV. GENERAL TERMS AND CONDITIONS

Data Privacy

1. All data collected, created, received, maintained or disseminated for any purposes by the activities of the County because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) where it applies. The City and County agree to abide by these statutes, rules and regulations and as they may be amended.

Indemnity Clause

2. The City agrees that it will indemnify and hold harmless the County, its officers and employees, against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the City's negligent performance or failure to adequately perform its obligations pursuant to this Agreement.

The County agrees that it will indemnify and hold harmless the City, its officers and

employees, against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the County's negligent performance or failure to adequately perform its obligations pursuant to this Agreement.

Insurance

3. The City further agrees that in order to protect itself, as well as the County, under the indemnifications provisions set forth above that it shall at all times during the terms of this Agreement, provide maximum tort liability limits as set forth in Minnesota Statute, Sections 3.736 and 466.04. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

The County further agrees that in order to protect itself, as well as the City, under the indemnifications provisions set forth above that it shall at all times during the terms of this Agreement, provide maximum tort liability limits as set forth in Minnesota Statute, Section 466.04. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

Records – Availability and Retention

4. Pursuant to Minnesota Statute 16C.05, Subd 5., the County/City agrees that the County/City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of the County/City and involve transactions relating to this agreement. The County/City agrees to maintain these records for a period of six years from the date of termination of this Agreement and make available as requested.

Nondiscrimination

5. The provisions of Minn. Stat. 181.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein, and shall be part of any Agreement entered into by the parties with any contractor, subcontractor, or material suppliers.

Merger and Modification

6. It is understood and agreed that the entire Agreement between the parties is contained here and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

Any material alterations, variations, modifications, or waivers of provisions of this

Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

Severability

7. Every section, provision or part of this Agreement is declared severable from every other section, provision or part thereof to the extent that if any sections, provision or part of this Agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision or part thereof.

V. TERM AND EFFECTIVE DATE

1. The effective date of this agreement shall be January 1, 2013, notwithstanding the date of the signatures below.
2. This agreement shall run until December 31, 2014, at which time it will automatically terminate unless it is renewed by official action of both the City and the County prior to the termination date. Notice of either the City's intent or the County's intent not to renew the agreement should be given to the other party ninety (90) days in advance of the December 31, 2014, termination date.

IN WITNESS WHEREOF, the City has caused this agreement to be signed by its Mayor and attested to by its Clerk, and the County of Washington, by order of its Board of County Commissioners, has caused this Agreement to be signed by its Board Chair and attested to by its County Administrator.

City of Bayport, Minnesota

Washington County, Minnesota

By: _____
Mayor

By: _____
Chair, Board of Commissioners

Date: _____

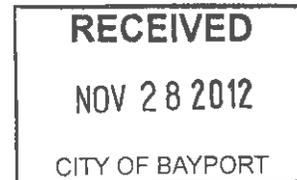
Date: _____

By: _____
City Clerk

By: _____
County Administrator

Approved as to Form:

Maura J. Mittelmeier
Assistant Washington County Attorney



November 20, 2012

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

Dear City Administrator,

The Animal Humane Society (AHS) would like to start renewing our signed impound contracts annually. By making it a more streamlined and predictable process, we feel that we can better serve you, our customer.

Here is your municipal impound contract with Animal Humane Society (AHS) for 2013. Nothing has changed from the last contract except for the date. Please have the municipality's authority sign both copies and return them to me. I will have the AHS president/CEO sign them and then return one to you.

If you have questions, please feel free to call or email me at (651) 788-4675 or smcdonald@animalhumanesociety.org. Thank you and I hope you are having a safe and happy holiday season!

Sincerely,

Stacy McDonald
Site Manager- Woodbury location
Animal Humane Society



**Animal Humane Society
and
City of Bayport, MN**

**Letter of Understanding for Impound Housing Services
2013**

1. The Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. Medical care in the form of vaccination following our standard vaccination protocols, as well as treatments for sick or injured animals impounded during regular business hours.
 - c. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - d. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - e. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - g. Hold animal for the legally required stray holding period: 5 days in MN, 7 Days in WI or until reclaimed by owner within this holding period.

2. AHS expectations:
 - a. The AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.
 - b. AHS has the sole authority to disposition all animals that have not been reclaimed upon the expiration of the legally designated holding period.
 - c. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.

3. The City of Bayport agrees to:
 - a. Adhere to the drop off procedure set forth by the AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
 - b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.

Buffalo ★ Coon Rapids ★ Golden Valley ★ St. Paul ★ Woodbury

- c. Direct citizens where to take stray animals when not receiving permission for impoundment at the AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality. AHS will charge a standard stray holding fee of \$130 per canine or feline and a \$40 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner. AHS will charge a \$10 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the stray holding fee. In these instances AHS will charge the owner reclaim fees. Fees for animals seized by the municipality (such as rabies quarantine) may vary due to the differing nature of their holding periods and services required.
- f. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after hours drop off.
- g. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- h. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
- i. Release AHS from all liability of claims resulting from or related to providing impound housing services. The City of Bayport accepts responsibility for the CSO/ACO while in the course of impounding animals at AHS.

4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. This agreement can be ended at anytime by either party with a 30 day notice.

This agreement is entered into on the _____ day of _____, 2012 by

 Janelle Dixon, President & CEO
 Animal Humane Society

 Signed on behalf of Municipal Authority

 Printed Name and Title



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

DATE: December 26, 2012
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: Renewal of PERA leave certification/budget savings program for non-union, full-time city employees for 2012

BACKGROUND

Four years ago, the city implemented a voluntary furlough program for non-union city employees to help offset the reductions in Local Government Aid (LGA) and consequential cuts to the city's budget. As a result of this program, non-union staff voluntarily gave up 247.72 hours without pay in 2012, saving the city approximately \$9,299.00 in wages, as well as additional savings in benefits.

The Public Employees Retirement Association (PERA) recognizes that many cities have implemented employee furlough policies to help offset budget cuts. As such, PERA has developed a leave certification program in order to allow the employer and employee to make the appropriate contributions, to ensure that the furlough does not impact their long-term retirement benefits.

The City Council approved participation in this program for non-union employees who took furlough in 2009, 2010, and 2011 and recommend continuation of the program for 2012. The city's contribution is estimated at \$674.00, excluding interest, which was included in the 2013 budget. Given the sacrifice these non-union employees have made over the past few years, participation in this program is warranted and appropriate.

RECOMMENDATION

Staff recommends the City Council adopt a motion renewing the PERA leave certification/budget savings program for non-union, full-time employees who took furlough in 2012, and elect to have the city make the employer contribution with interest, provided the individual employee makes their contribution.

Leave Program Certification

Public Employees Retirement Association (PERA) 60 Empire Dr, Ste #200, St. Paul, MN 55103-2088
 Employer Response Lines: 651 296-3636 or 1-888-892-PERA; Employer Fax: 651-296-2493



Background: PERA members who voluntarily or involuntarily take an unpaid leave of absence (time off without pay) as a result of a budgetary savings measure for their employer may optionally purchase salary credit to maintain their normal salary level for PERA during the period(s) of reduced pay. The unpaid leave or furlough must be due to an authorized temporary reduction in work hours, not a permanent reduction in salary or work hours for the person.

Instructions for Employers: Complete this form if you administer a leave/furlough program as a budgetary savings measure that could result in reduced salaries for PERA-covered employees of your unit. Mail or fax this form to PERA with a copy of the board resolution, policy, bargaining agreement, etc. that authorizes or describes the leave/furlough program. Please re-file this form if the original furlough program is renewed or extended beyond its initial length.

Name of Governmental Unit City of Bayport	PERA-Assigned ID No. (6-digits) 33100	
<p>I certify that we are administering a furlough program as a budgetary savings measure that authorizes temporary reductions in work hours for employees as described below.</p> <p>1. Covered Employees - The program is offered or mandated for the following employees (check Box A or B):</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. All employees of this governmental unit, or <input checked="" type="checkbox"/> B. One or more identifiable groups as described below: <ul style="list-style-type: none"> <input type="checkbox"/> Employees under the bargaining agreement as follows: _____ <input type="checkbox"/> Employees of a defined department, division, or work location as follows: _____ <input checked="" type="checkbox"/> Other group as follows: <u>All non-union FT employees</u> <p>2. Program Duration - The program will be in effect as follows (check either box C or D):</p> <ul style="list-style-type: none"> <input type="checkbox"/> C. For a defined period or year(s) beginning on _____ and ending on _____. <input checked="" type="checkbox"/> D. For an undetermined period beginning on <u>6/1/2009</u>. <p>3. Reduced Work Hours - Participating employees will or may have a temporary reduction in work hours as follows: (If applicable, specify the maximum number of hours without pay that any participating employee can have per calendar or fiscal year under your leave/furlough program.) <u>A reduction of no more than 208 hours a year per employee</u></p> <p>4. Employer Contributions - Identify (check either box E or F) whether or not your governing board has agreed to pay the employer contributions with interest if applicable for each employee who participates in the leave program and who pays the member contributions on the pay forfeited by the unpaid leave or furlough days.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E. We will pay the employer contributions and interest for each employee who pays the member portion of the salary credit purchase, or <input type="checkbox"/> F. We will not pay the employer contributions relating to any employee's salary credit purchase. 		
Reporting Responsibilities		
<p>By signing below, I am confirming that our unit will provide the necessary payroll data to PERA so that all employees who have reduced work hours can be sent a salary purchase statement by PERA. The data will be provided on the <i>Reduced Salary Leave/Furlough Program Worksheet</i> (Excel sheet available at www.mnpera.org) or an equivalent substitute at these intervals:</p> <ol style="list-style-type: none"> 1. The end of each fiscal year (June 30 for schools and December 31 for all others) in which the leave, furlough or salary savings program was used by employees, and 2. Immediately upon receiving notice that a participating employee will terminate employment before the end of the fiscal year. We will promptly send the payroll data to PERA so the terminating employee has an opportunity to make a salary purchase within 30 days after his/her last date of employment. 		
CERTIFICATION OF AUTHORIZED REPRESENTATIVE		
I hereby state that my responses above reflect the decisions made by our governing board or its designee.		
Name Mitchell Berg	Job Title City Administrator	Business Phone No. 651-275-4404
Signature	Date Signed 1/8/2013	



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

Date: December 18, 2012
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police and Fire Departments

BACKGROUND

For the past three years, the Police Department has purchased fuel from the Washington County Sheriff's Office (WCSO) by entering into a joint powers agreement. Beginning January 1, 2013, the WCSO is willing to include the city's two Fire Department command vehicles in this agreement, which should result in a significant amount of savings to both departments. The set cost is \$3.0705 per gallon, plus taxes and fees.

RECOMMENDATION

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



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

DATE: December 26, 2012

TO: Mayor and City Council

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

RE: Renewal of CHESS safety consulting/training service agreement for 2013

BACKGROUND

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

For 2013, CHESS is proposing a service agreement for \$350.00 per month, which is the same fee and level of service as the last few years. All of the department heads have expressed their satisfaction with CHESS and made the recommendation to retain their services. The cost of these services has been included in the 2013 budget.

RECOMMENDATION

Staff recommends entering into a one year agreement with Complete Health Environmental and Safety Services (CHESS) at a cost of \$4,200.00 for 2013.



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

Date: December 18, 2012
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Salary step and pay compensation schedule for 2013

BACKGROUND

On December 3, 2012, the City Council adopted a cost of living (COLA) increase for the Law Enforcement Labor Services (LELS) union employees and non-union employees, as part of the 2013 budget and levy. As such, the attached salary step and compensation schedule has been updated to reflect the approved COLA increases. The Minnesota Teamsters Public and Law Enforcement union agreement has not yet been approved, but the schedule will be updated accordingly, as appropriate.

RECOMMENDATION

Staff recommends the City Council approve the salary step and pay compensation schedule for 2013, to reflect the COLA adopted for LELS and non-union city employees on December 3, 2012 and authorize city staff to update the schedule accordingly, once the Minnesota Teamsters Public and Law Enforcement union agreement has been approved.

CITY OF BAYPORT

2013 Step Schedule

g r a d e	Job Class	2013 s t e p 1	2013 s t e p 2	2013 s t e p 3	2013 s t e p 4	2013 s t e p 5	2013 s t e p 6	2013 s t e p 7	2013 s t e p 8
1	Library Clerk	\$32,111.04	\$33,876.02	\$35,740.07	\$37,729.04	\$39,522.02	\$41,400.07	\$43,349.20	\$45,516.93
2	Secretary / Receptionist	see above							
3		\$35,431.01	\$37,380.14	\$39,436.95	\$41,632.68	\$43,609.80	\$45,681.69	\$47,833.27	\$50,224.98
4	Public Works Maintenance Worker*	\$38,973.90	\$41,119.01	\$43,379.35	\$45,795.84	\$47,970.03	\$50,249.75	\$52,615.62	\$55,246.41
5		\$42,828.00	\$45,484.62	\$47,668.51	\$50,324.06	\$52,714.70	\$55,217.33	\$57,819.04	\$60,709.34
6		\$49,994.53	\$52,747.00	\$55,647.00	\$58,744.06	\$61,537.45	\$64,460.06	\$67,493.59	\$70,867.41
7	Police Officer*								
8	Building Official	\$53,752.79	\$56,708.79	\$59,827.39	\$63,158.13	\$66,158.28	\$69,301.65	\$72,565.62	\$76,193.58
	Finance Officer	see above							
9	Asst. City Administrator / Planner	\$57,785.65	\$60,964.56	\$64,316.84	\$67,897.42	\$71,123.70	\$74,501.83	\$78,010.25	\$81,910.66
	Library Director	see above							
	Public Works Supervisor	see above							
10		\$62,120.03	\$65,536.93	\$69,141.19	\$72,990.99	\$76,457.42	\$80,088.60	\$83,861.94	\$88,055.25
11	Police Chief	\$66,096.90	\$69,732.39	\$73,568.19	\$77,664.58	\$81,352.84	\$85,217.71	\$89,231.19	\$93,693.72
12		\$70,061.91	\$73,916.01	\$77,981.18	\$82,324.18	\$86,234.27	\$90,330.67	\$94,585.36	\$99,314.95
13		\$74,265.99	\$78,350.54	\$82,661.23	\$87,262.68	\$91,407.53	\$95,750.53	\$100,259.36	\$105,272.17
14	City Administrator	\$78,906.21	\$83,247.05	\$87,824.80	\$92,714.85	\$97,119.22	\$101,732.51	\$106,523.49	\$111,104.47

a 2% COLA increase for non-union employees, effective January 1 - June 30, 2013 and a 1% additional COLA increase effective July 1 - December 31, 2013

CITY OF BAYPORT

2012 Step Schedule

	2012	2012	2012	2012	2012	2012	2012	2012	2012	2012
Grade	1	2	3	4	5	6	7	8		
Job Class										
1	Library Clerk	\$ 31,327.84	\$ 33,049.77	\$ 34,868.36	\$ 36,808.82	\$ 38,558.07	\$ 40,390.32	\$ 42,291.90	\$ 44,406.76	
2	Secretary / Receptionist	see above	see above							
3		\$ 34,566.84	\$ 36,468.43	\$ 38,475.07	\$ 40,617.25	\$ 42,546.15	\$ 44,567.50	\$ 46,666.60	\$ 48,999.98	
4	Public Works Maintenance Worker*	\$ 38,023.32	\$ 40,116.11	\$ 42,321.32	\$ 44,678.87	\$ 46,800.03	\$ 49,024.15	\$ 51,332.32	\$ 53,898.93	
5		\$ 41,783.41	\$ 44,375.24	\$ 46,505.86	\$ 49,096.64	\$ 51,428.97	\$ 53,870.57	\$ 56,408.82	\$ 59,228.63	
6		\$ 48,775.16	\$ 51,460.49	\$ 54,289.76	\$ 57,311.28	\$ 60,036.54	\$ 62,887.87	\$ 65,847.41	\$ 69,138.94	
7	Police Officer*									
8	Building Official	\$ 52,441.75	\$ 55,325.65	\$ 58,368.18	\$ 61,617.69	\$ 64,544.66	\$ 67,611.36	\$ 70,795.73	\$ 74,335.20	
	Finance Officer	see above	see above							
9	Asst. City Administrator / Planner	\$ 56,376.25	\$ 59,477.62	\$ 62,748.14	\$ 66,241.38	\$ 69,388.98	\$ 72,684.71	\$ 76,107.57	\$ 79,912.84	
	Library Director	see above	see above							
	Public Works Supervisor	see above	see above							
10		\$ 60,604.91	\$ 63,938.47	\$ 67,454.82	\$ 71,210.72	\$ 74,592.60	\$ 78,135.22	\$ 81,816.53	\$ 85,907.56	
11	Police Chief	\$ 64,484.78	\$ 68,031.60	\$ 71,773.84	\$ 75,770.32	\$ 79,368.63	\$ 83,139.23	\$ 87,054.82	\$ 91,408.50	
12		\$ 68,353.09	\$ 72,113.18	\$ 76,079.20	\$ 80,316.27	\$ 84,131.00	\$ 88,127.48	\$ 92,278.40	\$ 96,892.64	
13		\$ 72,454.63	\$ 76,439.55	\$ 80,645.11	\$ 85,134.32	\$ 89,178.08	\$ 93,415.15	\$ 97,814.01	\$ 102,704.55	
14	City Administrator	\$ 76,981.66	\$ 81,216.63	\$ 85,682.73	\$ 90,453.51	\$ 94,750.46	\$ 99,251.23	\$ 103,925.35	\$ 108,394.60	

2% COLA increase

* Per union contract

December 20, 2012

Dear Mayor and Council:

I am tendering my resignation with the City of Bayport effective March 2, 2013. I am doing this to aid the city in wrapping up some loose ends and to assist with the hiring of a new city Administrator.

Sincerely

A handwritten signature in black ink, appearing to read 'Mitchell Berg', written over a horizontal line.

Mitchell Berg



Bayport Fire Department

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

January memo from the Chief;

The month of December we had multiple break downs and needed to replace major equipment. The hose for two trucks is on order, as are the nozzles. The air compressor for our air packs also quit working so we had to go out for bids and get that ordered. It will arrive on Wednesday, January 2 so luckily we haven't had any larger fires where we needed it.

Administrator Berg and I reviewed current equipment and the risks in having 4 different style packs and multiple air pressures and determined this is a serious life safety issue. I have 10 packs on order and want to order 10 more as soon as possible. The new command vehicle is in and should be delivered Friday, January 4.

Thanks,
Mark

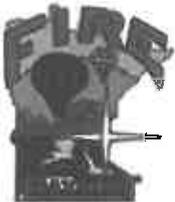
Mark Swenson
Fire Chief
Bayport Fire Department

294 North 3rd St.

Bayport, MN 55003

Office: 651-275-4401 fax: 651-275-4402 Mobile: 651-300-2101

E-Mail: Mark.Swenson@BayportFire.org



Friendly Serving the Communities of • Bayport • Baytown • Oak Park Heights • West Lakeland



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411

Laura Eastman
Chief of Police

Date: December 31, 2012
To: Mayor and City Council
City Administrator Berg
From: Police Chief Laura Eastman
Subject: Police Reports & Updates

UPCOMING EVENTS

- Happy New Year and safe travels from the Bayport Police Department!
- Community Watch Meetings at Croixdale and the Senior Center will be scheduled in January and/or March (dates to be determined)

PAST EVENTS

- Toys for Tots drop-off boxes were available at the Bayport Library, First State Bank and Trust, Croixdale, American Legion and City Hall through mid December. Participants were very generous and approximately 305 donated toys were delivered by the reserve officers to the KARE 11 offices near the Golden Valley Police Department. The toys were then distributed by the U.S. Marine Corps to less fortunate children throughout Minnesota. **Thanks to everyone that contributed a toy for this wonderful event!**
- Lighting of the Village Green, December 5, 2012, 6:30-8:00 p.m. – Reserve officers were available to meet and greet children interested in meeting the officers and touring a squad car.
- Community Watch Meeting/K9 Meet & Greet at the Bayport Senior Center on October 31, 2012 at 8:30 a.m.
- Laurel Avery's Andersen Elementary kindergarten class tour & greet at the Police Department on October 17, 2012 at 1:30 p.m.

Ongoing Community Policing Activity

Reminder: If you're going on vacation or spending your winter somewhere warm, please stop by City hall and fill out a "Watch Property" form. The form is also available on the city's website, www.ci.bayport.mn.us. Upon submitting this request form, Bayport Officers/Reserves will check on your home and will call your designated emergency contact if any issues arise.

December Call Load

12/01/12 - ALARM, MEDICAL LEVEL 2, ASSIST PW, MEDICAL LEVEL 1, AOA/ 911 ABANDONED, W/W SPEED, MISSING DOG.

12/02/12 – EXTRA PATROL, SUSPICIOUS ACTIVITY, CHECK AREA, AOA/DISTURBANCE, EXTRA PATROL REQUEST/SUSPICIOUS ACTIVITY.

12/03/12 – EXTRA PATROL X3, SCHOOL CROSSING, 24 HOUR PARKING VIOLATION X2 EX PARTE ORDER, POR CHECK, SPEED CITATIONS X3-SPEED 45/30, SPEED 45/30, SPEED 47/30.
12/04/12 – POR SOCIAL SERVICES REFFERAL, RECORDS REQUEST/ATTY VIEWING OF SQUAD VIDEO, SPEED 50/30.
12/05/12 – FIRE DEPT - BACKGROUND INV FOR EMPLOYMENT, POSS. ILLEGAL HUNTING, CROSSWALKS, CRIMINAL DAMAGE, FINGER PRINTING, APPLICATION FOR LIQUOR LICENSE RENEWAL X 5, MEDICAL- LEVEL 1 /ASSIST, EXTRA PATROL/SUSPICIOUS ACTIVITY.
12/06/12 – EXTRAL PATROL, MEDICAL LEVEL 2, SUSPICIOUS VEHICLE, SPEED 52/40, NO POI, COUNCIL PACKETS, EXTRA PATROL.
12/07/12 – SPEED 39/30 (REDUCED), SPEED 49/30,NPI, LIFT ASSIST ONLY LEVEL 2, CRIMINAL DAMAGE TO PROPERTY, SCHOOL CROSSING, OPEN DOOR/VAC CHECK, SPEED47/30, MEDICAL LEVEL 1, VACATIONS CHECKS.
11/08/12 – INFORMATION/PROBATION VIOLATION/DETOX, 911 OPEN LINE, EXTRA PATROLS, SPEED 50/30, SPEED 47/30, 911 CELL CALL, SPEED 53/30, INTOXICATED MALE PBT .328.
12/09/12 – SUSPCIOUS ACTIVITY, SLUMPER/2ND DEGREE DWI/TEST REFUAL, ACCIDENT/AOA, AOA/DISTURBANCE.
12/10/12 – LINE DOWN, SNOWMOBILE ON FIRE, ASSIST CITY HALL, SUSPICIOUS ACITIVITY, LOCKOUT X 2, SCHOOL CROSSING, PUBLIC ASSIST, MEDICAL ALARM LEVEL 1.
12/11/12 – UNKNOWN SITUATION/MEDICAL-DIABETIC, MEDICAL LEVEL 1, FIRE DEPT BACKGROUND INV., PARKING COMPLAINT, ATTEMPTED THEFT/DOMESTIC, CIVIL ISSUE/CONTMEPT OF COURT.
12/12/12 – EXTRA PATROLS, WELFARE CHECK, MEDICAL, SCHOOL CROSSING, THREATS REPORT/TRESPASSING, DAMAGE TO PROPERTY, ACCIDENT.
12/13/12 – SCHOOL CROSSING, AOA/SUSPICIOUS ACTS, MEDICAL LEVEL 1, RECORDS. REQUEST, MEDICAL LEVEL 1, NO CONTACT ORDER, PROPERTY DAMAGE REPORT. ACCIDENT, ASSIST/5TH DEGREE CON. SUB (METH), DAS/NO POI ARREST.
12/14/12 – NPI,W/W SPEED, ALARM, CROSSWALKS, SPEED 46/30.
12/15/12 – DWI, 911 OPEN LINE, CROSSWALKS, MEDICAL.
12/16/12 – EXTRA PATROLS TRESPASS AFTER HOURS CEMETARY, AOA-ARMED MALE, NEW RESIDENT PACKET.
12/17/12 – CIVIL ISSUE, PARKING COMPLAINT, SCHOOL CROSSING, FIRE, MEDICAL 1,
12/18/12 – NO MN DL/NO POI (DRIVER), VEHICLE LOCKOUT, SCHOOL CROSSING, MEDICAL, RECORDS REQUEST X 2, SCAM REPORT.
12/19/12 – DOG IN ROADWAY, SPEED 50/40, NO POI, TRAFFIC DETAIL, THREATS, PAPER SERVICE.
12/20/12 – VEH. IN DITCH, CROSSWALKS, PARKING ISSUES, HAND GUN PERMIT, ACCIDENT X2.
12/21/12 – EXTRA PATROL, 4TH DEGREE DUI, CONTRABAND PRISON,CHECK WELFARE,SCHOOL CROSSING X2, ACCIDENT, LOCATION CHECK, NO INS. X2, AOA/BURGLARY IN PROGRESS.
12/22/12 – 4TH DEGREE DUI, MEDICAL LEVEL 1, SEARCH WARRANT, AOA/DMT DUI, LOCKOUT.
12/23/12 – MEDICAL, 911 CALL, LOST DOG INFO.
12/24/12 - DISPUTE, CHECK WELFARE, MEDICAL LEVEL 1, PARKING QUESTIONS, SQD DAMAGE.
12/25/12 – MEDICAL, DOGS IN CEMETARY.
12/26/12 – MEDICAL LEVEL ONE, FEMALE W/KNIFE, PARKING, MEDICAL, AOA THEFT
12/27/12 – DISTURBANCE, MEDICAL LEVEL 3, AOA JUMPER, DOMESTIC, ESCORT FUNERAL, DAR.
12/28/12 – EXTRA PATROL, LOCK OUT, ACCIDENT REPORT, PUBLIC ASST., CIVIL ?S, AOA.WARRANT, MEDICAL, ACCIDENT, DAS
12/29/12 – NO MN DL, MEDICAL, DAS.
12/30/12 – SPEED, DOMESTIC, NEW RESIDENT PACKET.
12/31/12 – BUSSINESS ASSIST, MEDICAL, SUSP. FOOTPRINTS, MEDICAL, ASSIST TO CITY HALL, SPEED 56/40.

Calls for service in 2012 = 3,297



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

Date: January 2, 2013

To: Mayor and City Council
Mitch Berg, City Administrator

From: Wanda Madsen, Finance Officer

Re: **Finance Department 4th Quarter 2012 Update**

For October, November, and December 2012, the following undertakings were performed:

1. Water Department
 - A. Collections and processing of utility payments for 2nd and 3rd Quarters in the amount of \$312,296.10.
 - B. December administration of water/sewer billing for 4th quarter which was sent out December 28, in the amount \$140,188.82.
 - C. Communication with Public Works regarding numerous repair issues with stop (non-working) meters.
2. Process 11 payrolls, consisting of Monthly, Biweekly, and Quarterly, along with setting up two new employees. Completion of Federal, State, with benefits/deduction payments and reports submitted. Other assorted payroll assignments.
3. Employer's Quarterly Federal Tax Return, Minnesota Unemployment Insurance, and Minnesota Withholdings process submitted for 3rd Quarter 2012.
4. Process financials for monthly City Council meeting packets.
5. Certification of special assessment filing for Washington County in November, and delinquent sewer and water filing in December. This process is all done by electronic submission with one claim on water/sewer, and seventeen for delinquent refuse.
6. Routine payables and receivables, along with other monthly financial duties.



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

Date: January 2, 2013

To: Mayor and City Council
Mitch Berg, City Administrator

From: John Buckley, Building Official

Re: Building Official 4th Quarter 2012 Report

The 4th quarter report looks very promising for the upcoming year for construction in the City of Bayport. The city issued 14 building permits for new single family homes in the 4th quarter of 2012.

Listed below is a breakdown of the construction valuation and fees paid to the city for all City of Bayport permits issued in the 4th quarter of 2012, as well as the fees received from the City of Lakeland.

- Total construction valuation: \$4,923,571.00
- Total permit fees paid to the city: \$140,036.00
- Total fees from Lakeland contract: \$9,086.00

I will be compiling the yearend report for the State of Minnesota in the next 90 days, and I will forward the total numbers to the Mayor and City Council when this is completed. The construction trend for 2013 looks very good at this time. Please feel free to contact me if you have any questions about the Building Department or permits.



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

Date: January 2, 2013
To: Mayor and City Council
Mitch Berg, City Administrator
From: Sara Taylor, Assistant City Administrator/Planner
Re: **Department Update - January**

PERRO PARK MASTER PLAN

The city's park consultant Larry Wacker will present some preliminary concepts for the Perro Park master plan at the January 7 workshop. The concepts include suggestions for potential upgrades and improvements, as well as an overall modified layout for the park. Following review and discussion by the City Council, an open house to receive public comment on the preliminary concepts is anticipated to be scheduled in late January or February.

COMMUNICATIONS

The December city newsletter was sent to the printer on December 19 for preliminary layout and formatting. However, due to the recent and unfortunate loss of Councilmember Ostertag, publication has been suspended so that we may recognize Mark in the newsletter for his contributions and service to the city. It is anticipated that layout and printing will resume in early January, with distribution by January 15.

PLANNING/ZONING

The open space restoration and management plan for the Inspiration development has been updated and recorded with Washington County, in accordance with the amendments approved by the City Council in October. The prescribed burns scheduled for this fall have been completed. However, due to the dry weather, the planned spraying and planting work has been delayed until spring. Some additional cutting and burning of down timber along the east property line is still planned for this winter.

I have tentatively scheduled an orientation session for new Planning Commissioner J. Brad Hallett in mid February, prior to serving at his first regular meeting. Due to a lack of business, the Planning Commission will not meet in January.

HUMAN RESOURCES/STAFFING

No meetings have been conducted since the last meeting in late August regarding labor negotiations with the Public Works Teamsters Employee Union. The City Attorney has attempted to contact the union's agent within the last month to convene a meeting. However, nothing has been scheduled to date.

Hiring and scheduling of temporary/seasonal employees to staff the Perro Park warming house and ice rinks is complete and the rinks are now open. Skating times are 7:00 a.m. – 9:00 p.m. daily. The warming house is tentatively staffed 12:00 a.m. – 9:00 p.m. on weekends/school vacation days and 4:00 – 9:00 p.m. on weekdays. However, please keep in mind that these hours may fluctuate due to inclement weather, poor ice conditions, or skater attendance. Encourage skaters to contact the warming house at 651-275-4345 to verify if an attendant is on duty or for information on ice conditions.



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

Date: December 27, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Re: **City Administrator's Report**

GROUP 41 SIGN

On December 11, 2012, the City Attorney sent a letter to Group 41 requesting action be taken by January 31, 2013, to either remove the sign or submit a joint petition with Bayport Marina requesting to vacate the 5th Avenue South right-of-way. The city has received two quotes to remove the sign. The low quote was from Bell's Trucking, Inc., for a price of \$2,100.00. Bell's Trucking indicated they would honor the price should the city need to wait beyond the January 31, 2013 deadline.

BUDGET

The city received a dividend check of \$23,440.00, which represents one of the largest dividend checks the city has yet to receive for being a part of the League of Minnesota Cities Insurance Trust (LMCIT) fund. I just received a price of \$3.0705 per gallon for fuel. This is good news, given the 2013 budget had a \$3.35 per gallon estimate. Therefore, the \$0.26 difference will amount to an approximate \$2,000.00 savings in fuel costs.

BOAT LAUNCH

The city engineer could not find any benefit in using a 12x5 foot versus 12x1 foot concrete plank; therefore I felt the city should proceed with ordering the 12x1 foot planks. There is no cost for this size plank and they will be delivered free of charge to the city. I have instructed the city engineer to contact the DNR to order the planks and to complete the application process with the U.S. Army Corp of Engineers.

EXCESS TRAIN NOISE – INSPIRATION

Mayor St. Ores received a response from the Union Pacific in regard to the city's request to schedule a meeting to discuss how the railroad could reduce excessive train noise along their tracks.

RAILROAD CROSSING GATES

Since MnDOT will not be installing the two crossing gates until late summer/fall of 2014, they have asked staff to defer a public input session until early 2014. Since the crossing at 10th Avenue North will primarily affect the residents on Point Road, I am recommending the city provide these residents with a written update on the crossing within the next month.

PROPERTY APPRAISAL

I met with the property owner and presented him with the city's offer. He indicated the amount was significantly less than what he received a few years ago for the property. I indicated the city would appreciate a timely response to the offer. In the meantime, I have been in discussion with the Department of Employment and Economic Development (DEED) to submit an application for a forgivable demolition loan. While DEED does not currently have any funding for the program, they have solicited the city's input should they get funding as part of the 2013 legislative session.



CITY OF BAYPORT

**Final Budget Presentation
2013**

Changes to the Proposed Final Budget For 2013

- At the December 3, 2012 City Council meeting the Council allocated \$29,600 in additional funds to supplement the park maintenance and capital budgets.
- The 2013 capital outlay portion of the general fund budget increased by \$611,000 over the prior year for the purpose of replacing certain scheduled vehicles and pieces of equipment.

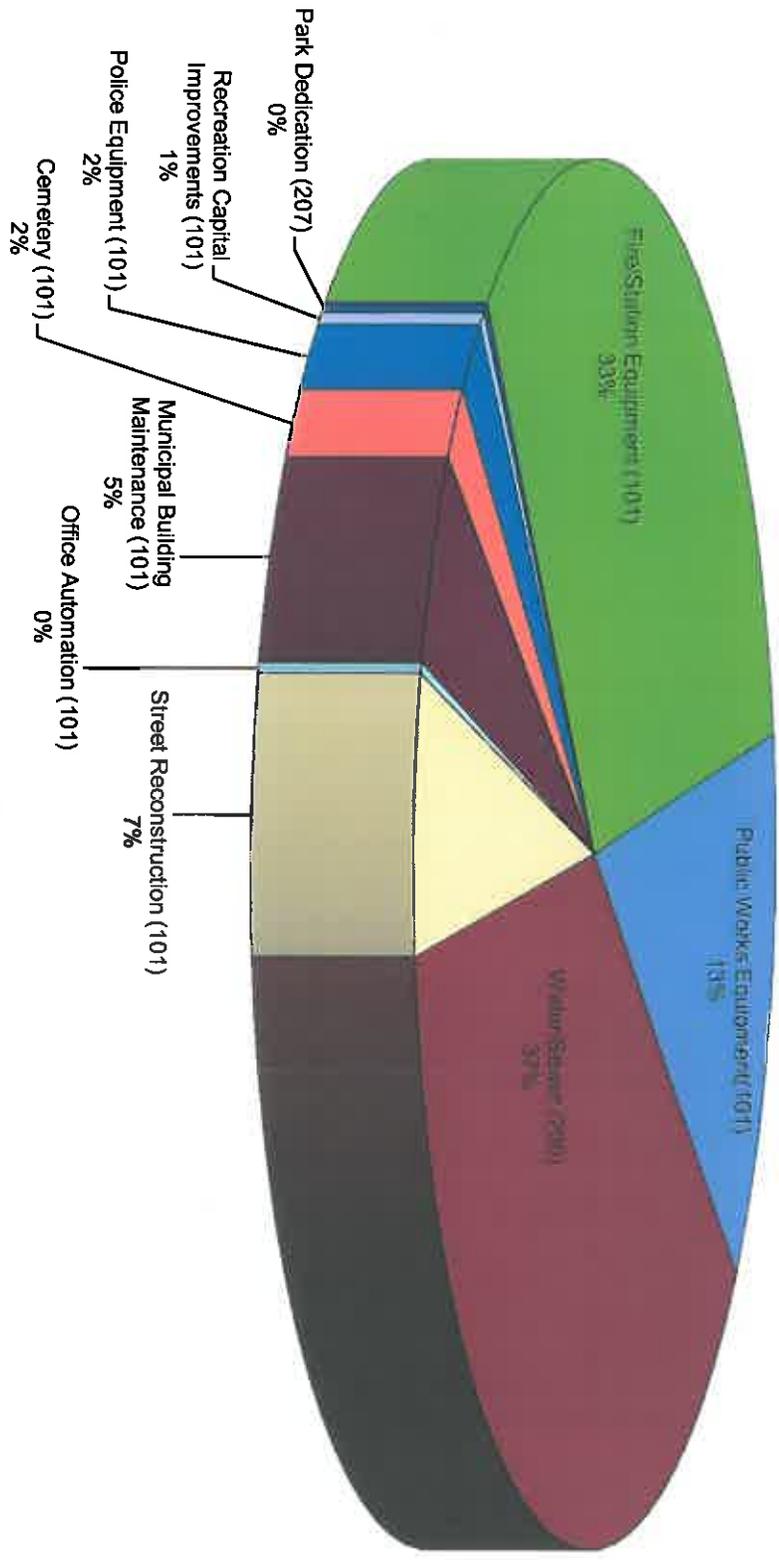
Background

1. A proposed 2013 Budget, Levy, and Capital Improvement Plan (CIP) were presented to the City Council at the September 4, 2012 meeting.
2. The City Council approved the proposed 2013 Budget, Levy, and CIP as presented.
3. The City Council adopted a proposed 2013 tax levy of \$1,159,981. This is an increase of \$24,421.70 (2.15%) from last year's levy.

BUDGET and LEVY TRENDS

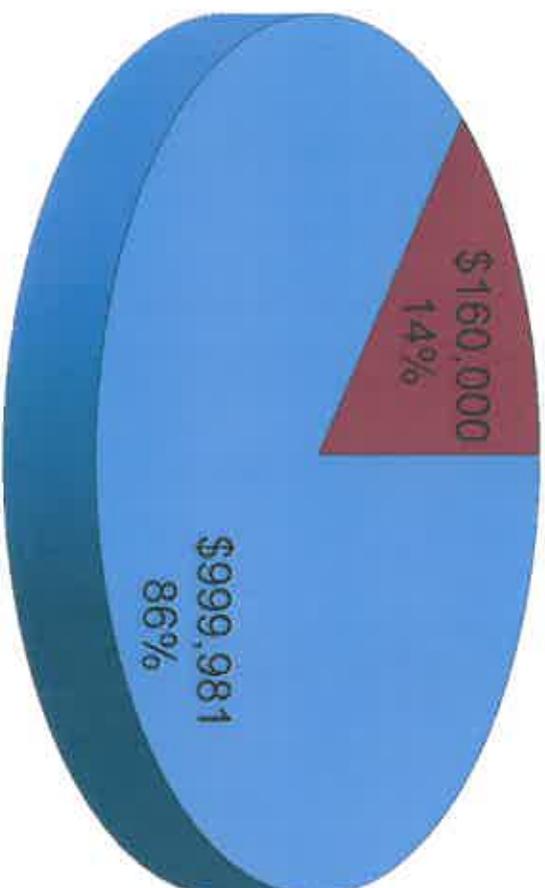
	2007		2008		2009		2010		2010 AMENDED		2011		2012		2012		2013		2013		
Budget Amount	\$2,135,799	\$2,108,130	\$2,135,878	\$2,069,741	\$2,041,913	\$2,054,565	\$2,041,913	\$2,041,975	\$1,892,354	\$2,054,565	\$2,041,913	\$2,430,163	\$2,151,347	\$3,104,347							
\$ Change	\$120,789	-\$27,669	\$27,748	-\$66,137	-\$177,387	-\$20,676	12,652	-\$177,387	109,434	-\$20,676	12,652	(375,598)	109,434	674,184							
% Change	-5.40%	-1.30%	1.32%	-3.10%	-8.57%	-1.00%	-0.52%	-8.57%	5.36%	-1.00%	-0.52%	18.28%	5.36%	27.74%							
Levy Amt.	\$872,765	\$985,470	\$1,022,533	\$1,041,975	\$1,041,975	\$1,113,798	1,135,559	\$1,041,975	\$1,159,981	\$1,113,798	1,135,559	1,135,559	1,159,981								
\$ Change	-\$57,626	\$112,705	\$37,063	\$19,442	\$19,442	\$71,823	21,761.30	\$19,442	24,421.70	\$71,823	21,761.30	21,761.30	24,421.70								
% Change	-6.20%	12.90%	3.80%	1.90%	1.90%	6.89%	1.95%	1.90%	2.15%	6.89%	1.95%	1.95%	2.15%								
Average 7 year Budget Total (without CIP transfers)			\$ 2,074,283.76																		
Average 7 year Levy Total			\$ 1,047,440.19																		

2013 CAPITAL PROJECTS

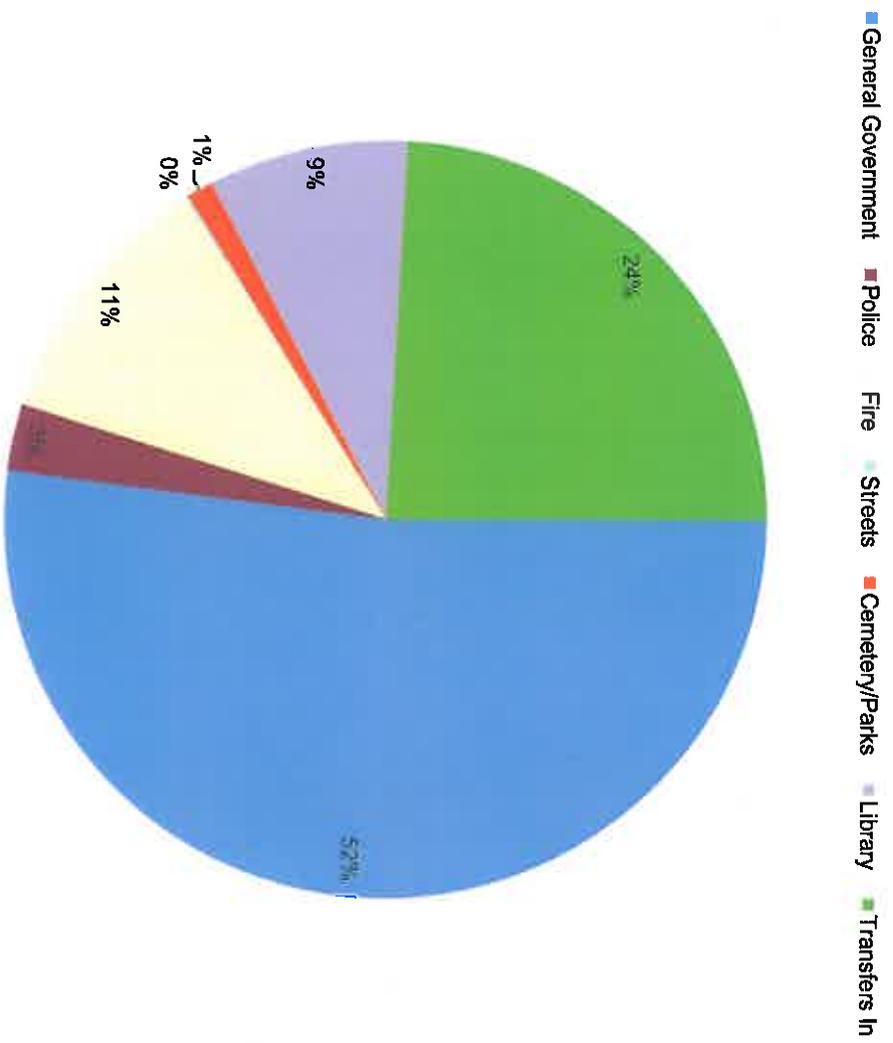


2013 Proposed Final Levy \$1,159,981

General Fund Library

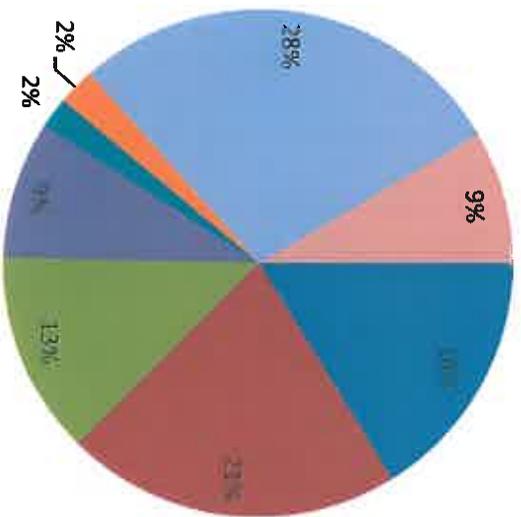


2013 PROPOSED BUDGET REVENUES BY DEPARTMENT



2013 PROPOSED BUDGET EXPENSES BY DEPARTMENT

■ General Government ■ Police ■ Fire ■ Streets ■ Parks & Cemetery ■ Other ■ Capital Outlay ■ Library



Summary

Accomplishments of 2013 Budget

1. Keeps the overall levy increase (2.15%) around the current rate of inflation (2.05%) – 11 month
2. Maintains critical services and capital future needs
3. 85% of residential (homestead) property owners will see their local portion of the city taxes stay flat or decrease from 2012



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

Date: December 18, 2012
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Consider additional unbudgeted expenditures for 2013

BACKGROUND

After the 2013 budget was prepared, a few additional expenditures were brought to my attention. Since these items were not included in the approved budget, I would like to bring them forward for your consideration.

- Computer server and backup system – City Hall
 - The city backs up all of its electronic files and data on a daily basis. Since adding the backup of police videos, the system has not been performing as it should. In addition, the server is approximately five years old and therefore the city's computer consultant is recommending it be replaced. The cost to replace the server and add backup will cost \$1,500.00 with an off-site storage fee of \$189.00 per month, to be funded by the 101 General Fund, 601 Water Fund, and 602 Sewer Fund.
- Buckthorn management plan – Barker's Alps Park
 - Last year, the Public Works Department began removing buckthorn and other dead/decaying trees in Barker's Alps Park. The Mayor asked if the city had a buckthorn management plan in place and I informed her we did not. The Washington Conservation District could prepare such a plan for a not-to-exceed cost of \$1,500.00. Should the City Council want to proceed with the plan, staff recommends it be funded by the 101 General Parks and Recreation tree account.
- Fire alarm and sprinkler monitoring panel – Public Works
 - There is an old fire panel in the Public Works building that needs to be relocated, in order to function properly. The cost to relocate the panel is estimated at \$1,238.00, to be funded by the 101 General Fund, capital building maintenance account.
- Narrowband radios – Public Works
 - The Federal Communication Commission is mandating that radios operate on a bandwidth of 12.5 kHz or less, with the exception of the radios that operate on the 800 mghz frequency. While the city was successful in obtaining a grant to narrowband the existing warning siren, we were unsuccessful in obtaining any funding to narrowband the public works radios. As a result, the cost to bring the radios into compliance with the federal mandate is \$1,065.00. Staff recommends this be funded by the 101 General Fund public works radio account.

- Background investigation system – Police
 - The Police Department recently reviewed a demonstration of a background investigation system. This system will save the city time and funds by allowing the department to conduct background checks, rather than contracting with another agency. The cost of the system is \$130.00 per month or \$1,560.00 per year. Should the City Council want to proceed with the purchase, staff recommends it be funded by the 101 General police account.

- Warning siren backup – Fire Hall
 - The existing warning siren cannot be connected to the city’s emergency backup generator. Although the siren has not been connected to a generator in the past, in the event of a power outage, the siren cannot be activated. The cost of the equipment to connect the siren to the generator is approximately \$5,500.00. The city has tried to solicit funding assistance from state and federal agencies, but with no success. Should the City Council want to proceed with this connection, staff recommends it be funded by the 101 General Fund contingency accounts.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the above-mentioned additional expenditures for 2013.



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

Date: December 18, 2012
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Consider amending Chapter 2 – Administration of the Bayport City Code of Ordinances related to educational training and tuition reimbursement for city employees

BACKGROUND

After a recent review of the city's educational training and tuition reimbursement section of city ordinance, staff feels that the ordinance could benefit from a few minor updates. The current ordinance does not put limitations on the amount of reimbursement an employee is eligible to receive. In addition, the ordinance does not stipulate consequences or repayment conditions if an employee were to voluntarily terminate employment with the city, after receiving reimbursement.

Staff has reviewed several other city tuition reimbursement ordinances and policies and is proposing the amendments included on the attached draft ordinance for consideration. Additions are indicated in **bold underline** and deletions in ~~strike through~~.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending Chapter 2 – Administration of the Bayport Code of Ordinances related to educational training and tuition reimbursement for city employees.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE V111., DIVISION 3 OF THE
BAYPORT CITY CODE

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES HEREBY ORDAIN:

Section 1. The Bayport City Code is hereby amended to delete the same in its entirety and substitute the following therefore: (Note: Deletions are indicated in ~~strike through~~ and additions are indicated **in bold underline.**)

ARTICLE VIII. PERSONNEL POLICY, DIVISION 3. BENEFITS

Sec. 2-366. - Educational training and tuition reimbursement.

(2) Educational tuition reimbursement from post-secondary institution.

Employees are eligible to receive educational training and tuition reimbursement of up to \$3,000.00 per calendar year. Education for which an employee requests tuition reimbursement must be from a post-secondary educational institution, job related, and approved by the city administrator, after a recommendation by the employee's supervisor, prior to registration. **Tuition shall be defined as those fees specifically defined as tuition and fees by the educational institution and non-negotiable by the employee. Fees outside of those determined as part of the tuition and related fees shall not be deemed tuition and shall not be reimbursed.**

In order to receive reimbursement, employees must **request reimbursement in writing, and** present written proof through an ~~report card~~ **official transcript** or similar method ~~that he/she has passed of~~ **passing** the class, with a grade of "C" or higher, or the equivalent. Upon presenting proof of a passing grade to the employee's supervisor and city administrator, the employee shall **also provide a receipt from the institution for the tuition fees paid within 90 days of completing the class, to receive** reimbursement from the city for 100 percent of the employee's cost for tuition. ~~Tuition shall be defined as those fees specifically defined as tuition and fees by the educational institution and non-negotiable by the employee. Fees outside of those determined as part of the tuition and related fees shall not be deemed tuition and shall not be reimbursed.~~

Should an employee resign or terminate employment within three years from the date of completion of the class, the employee shall be responsible for repaying the city for any tuition reimbursement received. In the case of involuntary job elimination, an employee may complete and be eligible for reimbursement for any classes outstanding at the time of the job elimination.

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 7th day of January, 2013.

Susan St. Ores, Mayor

Attest:

Mitch Berg, City Administrator



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

DATE: December 18, 2012

TO: Mayor and City Council
City Administrator Mitchell Berg

FROM: Fire Chief Mark Swenson

RE: Consider authorizing the purchase of replacement breathing apparatus and compressor for the Fire Department

BACKGROUND

The existing compressor the department uses to fill air packs has again failed and is no longer reliable. I have obtained two quotes for a comparable 6,000 PSI compressor. The Scott brand air packs and RIT packs are on the government purchase contract so no competitive bids are required. I have ordered the compressor, 10 air packs, and two RIT packs for a total price of \$88,001.00. The replacement of the compressor, air packs, and RIT packs started last year with the application to FEMA for a grant to help defray costs.

Below are the quotes I received:

<u>Company</u>	<u>Compressor</u>	<u>Air packs</u>	<u>RIT packs</u>
MES	\$22,044.00	\$59,912.50	\$6,006.00
Alex Air	\$24,744.00	-	-

MES was the lowest bid for the compressor, air packs, and RIT packs. As such, I am requesting authorization to purchase one compressor, ten Scott air packs, and two RIT packs for a total cost not to exceed \$105,000.00, to cover the additional cost for freight, installation and sales tax, with funds from the 101 Fire Equipment Replacement account, which has an approximate balance of \$500,000.00. Although this was an unbudgeted item within the 2013 CIP, staff feels this is a necessary expenditure and one that should be funded through the city's Capital Improvement Plan.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the expenditure of the replacement compressor and new air packs, as requested.



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

Date: December 18, 2012
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Consider establishing City Council workshop dates for 2013

BACKGROUND

Based on direction from the City Council, staff has been asked to again establish workshop dates to discuss short term and long term city projects for the upcoming year. In order to make the best use of time and be sensitive to everyone's schedule, staff feels it is in the best interest to schedule these workshops on evenings prior to regular City Council meetings, beginning at 4:30 p.m. The proposed dates for these workshops are March 4, June 3, September 3, and December 2, 2013.

Please keep in mind that the City Council may choose to cancel these workshops if there is no city business to discuss. However, staff felt it was important to establish these dates early in the year, so staff and the City Council could plan accordingly. Also, the City Council may choose to schedule additional workshops to discuss pressing issues that may arise through the year, as warranted, such as to review the preliminary budget or update the city's strategic plan.

RECOMMENDATION

Staff recommends the City Council adopt a motion establishing City Council workshop dates for 2013.

RESOLUTION NO. 13-_____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
JANUARY 7, 2013**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7th day of January, 2013 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION RECOGNIZING A VACANCY
ON THE BAYPORT CITY COUNCIL**

WHEREAS, the Bayport City Council has declared a vacancy exists on the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAYPORT,
MINNESOTA, AS FOLLOWS:**

The City Council recognizes that a vacancy exists for the seat previously held by Mark Ostertag, with a term to expire on December 31, 2014.

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

Susan St. Ores -
Connie Carlson -

Dan Goldston -
Michele Hanson -

Thereupon 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, on January 7, 2013.

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: January 2, 2013

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: Consider authorization to begin the hiring process for the City Administrator position

BACKGROUND

With my resignation effective March 2, 2013, the city will need to begin the process of finding a replacement. The last time the city initiated a search for a new City Administrator, the process was done in house, lead by the outgoing City Administrator, Assistant City Administrator, and a subcommittee of the City Council. The process took approximately 5 months and included advertising for the position, completing background investigations, completing interviews, and selecting a candidate.

Because I will be leaving in two months, the City Council may want to consider hiring a consultant to assist the city with the search and help keep the hiring process on schedule. Another benefit of hiring a consultant is that the firm could help the City Council identify what traits and skill sets they would like to see in a candidate, prior to initiating the search. In talking with one firm, the average cost for an executive search is \$15,000.00, which would include some of the above mentioned costs. The process would remain the same, taking 3-4 months to recruit candidates and then approximately one additional month before a candidate could start.

Another option the City Council may want to consider is contracting with an interim City Administrator to coordinate the hiring process either in house or with a consulting firm. The League of Minnesota Cities would be a good resource to assist the city with securing an interim City Administrator and also has contact information for individuals experienced in local government that would be willing to work for the city in an interim capacity.

RECOMMENDATION

Staff recommends the City Council authorize the preparation of a request for proposals (RFP) for an executive search firm to conduct the hiring process for the City Administrator position.