

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
December 5, 2011**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. Introduction of new Library Director Mark Blando and Recognition of Kathy MacDonald for her service to the City of Bayport and the Bayport Public Library
2. November recycling award recipients are Micah and Holly Schroeder who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
3. Lighting of the Village Green – Wednesday, December 7 from 6:00 to 8:00 p.m.
4. Toys for Tots donations will be accepted through December 18 – Drop boxes located at Holiday Gas Station, City Hall, Library, Croixdale, and First State Bank and Trust
5. Police Department Citizen’s Academy – January 7 and 8 from 8:00 a.m. to 4:00 p.m.

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 19

- | | |
|--|----|
| 1. November 7, 2011 City Council regular meeting minutes | 1 |
| 2. November 21, 2011 special City Council meeting minutes | 2 |
| 3. November payables and receipts (check numbers to be given at meeting) | 3 |
| 4. November building, plumbing and mechanical permits report | 4 |
| 5. Non-union employee holidays for 2012 | 5 |
| 6. Renewal of safety consulting and training services for city employees | 6 |
| 7. Liquor and tobacco license renewals for 2012 | 7 |
| 8. Fire protection and rescue service contracts | 8 |
| 9. Compensation/pay plan adjustments for 2012 | 9 |
| 10. Hiring of John Miller as a part-time police officer | 10 |
| 11. Purchase of new audio equipment for City Council chambers | 11 |
| 12. Fund transfer from municipal buildings to library for HVAC replacement | 12 |
| 13. Final payment application from Miller Excavating for Barker’s Alps Park Improvements | 13 |
| 14. Commercial refuse hauling license renewals for 2012 | 14 |

TAB #

- 15. Budgeted fund transfers for 2011 15
- 16. Authorization to obtain a rewards credit card for city purchases 16
- 17. Donation of a Bur Oak tree from Phil and Susan St. Ores for city use none
- 18. Donation of \$25.00 to Police Department from Jeff and Donna Todd none
- 19. Donation of a fire ring for city use from an anonymous resident none

PUBLIC HEARING S

- 1. Certification of past due refuse bills and delinquent vacant registration fees to 2011 property taxes 17

PUBLIC INPUT [TRUTH IN TAXATION] ON 2012 CITY BUDGET AND LEVY 18

- 1. Discuss and consider a resolution adopting the 2012 tax levy
- 2. Discuss and consider a resolution adopting the 2012 budget
- 3. Discuss and consider a resolution adopting the 2012-2016 capital improvement plan (CIP)

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

- 1. Consider an amendment to the city's Comprehensive Plan to comply with the Metropolitan Council's 2030 Policy Plan 19
- 2. Set City Council meeting dates for 2012 20
- 3. Consider appointments, designations, and City Council liaison assignments for 2012 21
- 4. Consider amending Appendix D – Fee schedule of the Bayport City Code 22

COUNCIL ITEMS AND ANNOUNCEMENTS

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- 1. City Administrator's report 23

ADJOURNMENT

RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
DECEMBER 5, 2011**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 5th day of December 2011, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-19 FROM THE
DECEMBER 5, 2011 CITY COUNCIL AGENDA**

Consider a resolution adopting items 1 through 19

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

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 –	Michele Hanson –
Connie Carlson –	Mark Ostertag –
Dan Goldston –	

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 5th day of December 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 7, 2011
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of November 7, 2011 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

APPROVAL OF AGENDA

Administrator Berg requested the consent agenda addition of "Special event application for a Cub Scout wreath sale at Village Green Park on November 19, 2011," and the addition of "Consider a waterproofing improvement project for City Hall" to new business.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to approve the November 7, 2011 agenda, with the additions noted above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The October recycling award recipient is Karl Braun who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores reminded residents there will be a general election on Tuesday, November 8, 2011, to vote on matters related to funding for Stillwater School District #834. The polls will be open at City Hall for voting from 7:00 a.m. to 8:00 p.m.

OPEN FORUM - None

CONSENT AGENDA

Mayor St. Ores read items 1-16 on the revised consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-37

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE
NOVEMBER 7, 2011 CITY COUNCIL AGENDA**

1. October 3, 2011 City Council regular meeting minutes
2. October payables and receipts (check numbers 1133745-1133858)
3. October building, plumbing and mechanical permit report
4. Special event application from the Bayport Community Action League for "Lighting of the Village Green" on Wednesday, December 7, 2011
5. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2012

6. Donation of laptop computers for Police Department from Department of Public Safety
7. Donation of laptop computers for Fire Department from Department of Public Safety
8. Increase in retirement benefits for Fireman's Relief Association
9. Amendment to Building Inspection Services Agreement with City of Lakeland
10. Snow removal agreement with Mn/DOT for trunk highways within Bayport
11. Purchase of turn out gear for the Fire Department
12. Final payments for the 6th Street North Sidewalk Improvement Project
13. Authorization to hire two personnel for the Fire Department
14. Renewal of employee insurance policies
15. Donation of toys for Police Department from Andy Murphy
16. Special event application for a Cub Scout wreath sale at Village Green Park on November 19, 2011

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

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

PUBLIC HEARINGS - None

RIVERFRONT ADVISORY COMMISSION REPORT

Administrator Berg reported this would be the final report on the findings/action identified by the commission. In addition to the update provided in the meeting materials, he noted staff is pursuing a trail plan grant and is in preliminary discussions with neighboring communities to explore regional trail connectivity. Staff will bring specific items to the City Council for consideration at future meetings. Residents were encouraged to contact City Hall if they are interested in helping develop community events.

COUNCIL LIAISON REPORTS

Councilmember Ostertag reported the Cable Commission met on October 12, 2011 to review and approve the 2012 budget, as approved on tonight's consent agenda. He reviewed the October 19, 2011 regular Cable Commission meeting. Breakfast with Santa is scheduled for Saturday, December 10, 2011, from 9:00 a.m. to noon at the Valley Ridge Mall. The next meeting is scheduled for Wednesday, December 21, 2011, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson noted the Library Foundation's fundraiser held November 6th was very successful. She also reviewed the October 27, 2011 Library Board meeting. There will be an opening on the board effective January 1, 2012, as Joe Reding's term expires at the end of the year. Mark Blando has been hired as the new library director and will work with the current director, Kathy MacDonald, for six weeks prior to her retirement. Residents are encouraged to stop by the library to meet the new director on Wednesday, December 7, 2011, as the library participates in the Lighting of the Village Green activities with story hour from 6:00-6:30 p.m. The next meeting of the Library Board is scheduled for Thursday, November 17, 2011, 6:00 p.m., at the library.

Mayor St. Ores reviewed the October 13, 2011 Middle St. Croix Watershed Management Organization (MSCWMO) meeting and stated she attended a Community Symposium meeting on October 26, 2011, where Administrator Berg presented on Bayport's amenities and services. She also reviewed the October 24, 2011 Middle St. Croix Valley Alliance meeting where changes to the homestead credit policy were discussed. She noted the next MSCWMO meeting is scheduled for Thursday, November 10, 2011, 7:00 p.m., at the Valley Ridge Mall.

Councilmembers Goldston and Hanson had no report.

UNFINISHED BUSINESS

Consider adopting the final assessments for the 1st and 2nd Avenue North Curb, Gutter, Sidewalk, and Stormwater Improvement Project: Administrator Berg reviewed the assessment process for the project and recommended approval of the resolution presented by staff.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-38

**RESOLUTION ADOPTING ASSESSMENT FOR
1st AND 2nd AVENUE NORTH CURB, GUTTER, SIDEWALK,
AND STORMWATER IMPROVEMENT PROJECT**

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	

NEW BUSINESS

Consider adopting a city sanitary sewer maintenance policy: Administrator Berg stated the proposed policy was developed upon the recommendation of the city's property and liability carrier, to avoid an increase in the minimum mandatory deductible for sewer backups. The policy addresses the first two criteria listed in the staff report, and Administrator Berg stated he is working on ensuring the city has more than one MPCA-certified sewer operator. The proposed maintenance schedule was reviewed. Administrator Berg indicated the policy was developed with the assistance of the city's engineer and public works supervisor and recommended approval.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to adopt the City of Bayport Sanitary Sewer Maintenance Policy. Motion carried 5-0.

Consider an amendment to the city's fixed asset policy: Administrator Berg summarized revisions to the city's fixed asset policy, as recommended by the city's auditor, to be consistent with current practices and to update and simplify the city's accounting and auditing functions.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adopt the amended City of Bayport Fixed Assets Policy. Motion carried 5-0.

Consider a waterproofing improvement project for City Hall: Administrator Berg reviewed recent City Hall water infiltration issues and mitigation efforts, including last year's roofing project. Water seepage continues from ground level and city staff requested the building's general contractor, George Siegfried Construction Company, to assess the situation and provide a cost and scope of work to waterproof the building and correct the infiltration problem. The contractor provided a quote of \$12,885.00 for basic labor and materials. The city's building official and public works supervisor recommend approval of the cost and scope of work, and, if approved, staff would work with the contractor to bring the project in below a do-not-exceed cost of \$13,000.00. Staff is recommending contracting with George Siegfried Construction due to their familiarity with the building; however Administrator Berg indicated the City Council could request additional quotes. Discussion followed on how the excluded scope of work items may affect the cost and the desire to have the work completed before the building experiences additional

damage. Administrator Berg stated staff would negotiate the scope of work with the contractor, upon City Council approval of a not-to-exceed amount for the project.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to accept the proposal from George Siegfried Construction Company for a waterproofing improvement project at City Hall, for a cost not to exceed \$13,000.00. Motion carried 5-0.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Hanson recognized Police Chief Eastman for her initiative in securing laptops for the city. She also attended a recent Bayport Community Action League (BCAL) meeting and thanked the members for their efforts in providing a multitude of community events.
2. Mayor St. Ores thanked the members of the Fire and Police Departments for the Halloween open house event and recognized the support of the community for the library's Girls Night Out fundraiser. She welcomed residents to participate in Lighting of the Green on December 7, 2011.
3. Councilmember Carlson noted the Bayport American Legion would be hosting a dinner at 6:00 p.m. for veterans on Veteran's Day, November 11, 2011. Reservations are requested.
4. Councilmember Ostertag reminded the community that Santa would be arriving in Bayport on Friday morning, November 25, 2011, aboard a Bayport Fire Department truck.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

Administrator Berg stated two property owners have prepaid their assessment for the 6th Street North Improvement Project and that no deferment requests were submitted prior to the November 2nd deadline. He reviewed the components of the Bayport Police Department's Citizen's Academy on January 7 and 8, 2012, and encouraged interested residents to contact City Hall by December 20, 2011, as the group will be limited to 20 people. He noted FEMA will be conducting a nationwide Emergency Alert Test on Wednesday, November 9, 2011, at 2:00 p.m. It was noted that Bayport's tax rate of 35.65% is below that of the average Minnesota city, as well as the rate levied by many neighboring communities. He reiterated the need for a representative on the Library Board effective January 1, 2012.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to adjourn in to closed session to conduct an annual performance evaluation of the City Administrator, in accordance with State Statute 13D.05. Motion carried 5-0.

Mayor St. Ores reconvened the regular meeting of the Bayport City Council at 7:35 p.m.

City attorney Vivian summarized the discussion of the City Administrator's performance evaluation during the closed session. He indicated the comments were generally positive and the City Council is supportive of Administrator Berg's work. No further action was taken and the City Council adjourned back in to open session.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:37 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
BAYPORT PUBLIC LIBRARY
NOVEMBER 21, 2011
4:30 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the special City Council meeting of November 21, 2011 to order at 4:30 p.m.

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

Members Absent: Councilmember Carlson

Others Present: Administrator Mitch Berg and City Attorney Jennifer Nodes

Mayor St. Ores stated that the purpose of the meeting was to discuss labor negotiation strategies in regards to the Teamsters Local 320, in accordance with State Statute 13D.03.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to begin the closed session portion of the meeting to discuss labor negotiation strategies. Motion carried 4-0.

Mayor St. Ores reconvened the special meeting of the Bayport City Council at 6:05 p.m.

City Attorney Nodes summarized the closed session. Labor negotiation strategies, as they relate to the licensing of the maintenance workers, was discussed. No action was taken during the closed session. The discussion was tabled, due to the fact that negotiations are on-going.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Ostertag to adjourn the meeting at 6:06 p.m. Motion carried 4-0.

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: November, 2011

Printed:11/28/2011

Page1 of 3

Permit Number: BP2011-93	Filing Date: 11/1/2011
Parcel Address: 620 OAKWOOD St.	BAYPORT, MN 55003
Applicant: DAN ROETTGER HOME DAN ROETTGER HOME IMPROVEMENTS	Applicant Phone: 651-260-7033
Construction Value: \$11,000.00	Total Fees: \$212.00

Permit Number: BP2011-94	Filing Date: 11/7/2011
Parcel Address: 102 Central Ave.	BAYPORT, MN 55003
Applicant: SELA ROOFING COMMERCIAL SELA ROOFING COMMERCIAL DIVISION General	Applicant Phone: 612-623-1982
Construction Value: \$62,000.00	Total Fees: \$802.75

Permit Number: BP2011-95	Filing Date: 11/9/2011
Parcel Address: 425 LAKESIDE DRIVE S.	BAYPORT, MN 55003
Applicant: J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	Applicant Phone: 651-439-0189
Construction Value: \$10,800.00	Total Fees: \$211.90

Permit Number: BP2011-96	Filing Date: 11/14/2011
Parcel Address: 263 3RD St. N.	BAYPORT, MN 55003
Applicant: ADT SECURITY SERVICES ADT SECURITY SERVICES FIRE ALARM	Applicant Phone: 763-792-6966
Construction Value: \$4,400.00	Total Fees: \$196.90

Permit Number: BP2011-97	Filing Date: 11/17/2011
Parcel Address: 9 POINT Road	BAYPORT, MN 55003
Applicant: BRADEN CONSTRUCTION BRADEN CONSTRUCTION RESIDENTIAL BUILDER	Applicant Phone: 715-549-6099
Construction Value: \$54,000.00	Total Fees: \$1,206.39

Building Permit Log

For: November, 2011

Printed:11/28/2011

Page2 of 3

Permit Number: EG2011-3
Parcel Address: 432 9TH Street N.
Applicant:ROTO-ROOTER SERVICES
ROTO-ROOTER SERVICES COMPANY SEWER &
Construction Value:

Filing Date: 11/22/2011
BAYPORT, MN 55003
Applicant Phone: 651-638-9995
Total Fees: \$300.00

Permit Number: MC2011-52
Parcel Address: 508 PRAIRIE WAY S.
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$2,930.00

Filing Date: 11/3/2011
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2011-53
Parcel Address: 204 MARINER WAY
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$3,839.00

Filing Date: 11/7/2011
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2011-54
Parcel Address: 503 Central Avenue
Applicant:JEFF RICHTMAN
Construction Value:\$400.00

Filing Date: 11/21/2011
Bayport, MN 55003
Applicant Phone: 612-865-5378
Total Fees: \$80.00

Permit Number: MC2011-55
Parcel Address: 470 1ST Ave. S.
Applicant:FOREMOST MECHANICAL CORP.
FOREMOST MECHANICAL CORP. MECHANICAL
Construction Value:\$4,250.00

Filing Date: 11/21/2011
BAYPORT, MN 55003
Applicant Phone: 651-641-5955
Total Fees: \$80.00

Permit Number: PL2011-38
Parcel Address: 3970 PARADISE AVENUE
Applicant:NOBLE CUSTOM HOMES, INC.
MILLER EXCAVATING, INC. EXCAVATION &
Construction Value:\$300,000.00

Filing Date: 11/14/2011
STILLWATER, MN 55082
Applicant Phone: 320-333-9811
Total Fees: \$1,430.00

Building Permit Log

For: November, 2011

Printed:11/28/2011

Page3 of 3

Permit Number: PL2011-39**Filing Date:** 11/21/2011**Parcel Address:** 200 5th Avenue So.

Bayport, MN 55003

Applicant:HAUSSNER PLUMBING, LLC**Applicant Phone:** 612-308-1957

HAUSSNER PLUMBING, LLC Plumber

Construction Value:\$3,000.00**Total Fees:** \$80.00

CITY OF BAYPORT

*Budget Control Summary

Current Period: NOVEMBER 2011

Account Descr	2011 Cumulative Budget	2011 Cumulative Actuals	2011 Cumulative Variance	2011 % Variance	2011 Adopted Budget	2011 Forecast	Variance at Completion	2011 YTD Perf	2011 Est to Complete
FUND 101 GENERAL									
Revenue Accounts									
DEPT 00000 GENERAL GOVERNMENT	\$1,570,874.00	\$1,081,070.57	\$489,803.43	31.18%	\$1,537,874.00	\$1,570,874.00	-\$33,000.00	0.36	0.00
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41240 RECYCLING	\$4,284.00	\$9,315.00	-\$5,031.00	-117.44%	\$4,284.00	\$4,284.00	\$0.00	2.50	0.00
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41910 PLANNING & ZONING	\$73,750.00	\$113,713.79	-\$39,963.79	-54.19%	\$73,750.00	\$73,750.00	\$0.00	2.55	0.00
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42000 PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 42100 POLICE	\$76,075.00	\$95,650.05	-\$19,575.05	-25.73%	\$76,075.00	\$76,075.00	\$0.00	0.70	0.00
DEPT 42200 FIRE PROTECTION	\$299,582.00	\$315,324.68	-\$15,742.68	-5.25%	\$299,582.00	\$299,582.00	\$0.00	1.09	0.00
DEPT 43100 STREET MAINT	\$0.00	\$9,645.00	-\$9,645.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$56.00	-\$56.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43200 PARKS	\$25,000.00	\$30,241.15	-\$5,241.15	-20.96%	\$25,000.00	\$25,000.00	\$0.00	0.59	0.00
DEPT 43300 CEMETERY	\$5,000.00	\$6,150.00	-\$1,150.00	-23.00%	\$5,000.00	\$5,000.00	\$0.00	0.79	0.00
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$2,054,565.00	\$1,661,166.24	\$393,398.76	19.15%	\$2,021,565.00	\$2,054,565.00	-\$33,000.00	0.96	0.00
Expenditure Accounts									
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41100 ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%	\$470.00	\$470.00	\$0.00	0.11	0.00
DEPT 41200 MAYOR & COUNCIL	\$144,226.21	\$117,867.15	\$26,359.06	18.28%	\$143,926.21	\$144,226.21	-\$300.00	0.61	-0.03
DEPT 41240 RECYCLING	\$5,415.02	\$4,697.80	\$717.22	13.25%	\$5,415.02	\$5,415.02	\$0.00	0.07	0.00
DEPT 41400 ADMINISTRATION	\$137,497.18	\$116,653.72	\$20,843.46	15.16%	\$137,497.18	\$137,497.18	\$0.00	0.58	0.00
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41607 2011 STREET PROJECT	\$0.00	\$88,069.33	-\$88,069.33	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 41910 PLANNING & ZONING	\$207,073.39	\$174,241.37	\$32,832.02	15.86%	\$207,073.39	\$207,073.39	\$0.00	0.80	0.00
DEPT 41940 MUNICIPAL BUILDINGS	\$137,368.00	\$31,017.94	\$106,350.06	77.42%	\$137,368.00	\$137,368.00	\$0.00	0.69	0.00
DEPT 42100 POLICE	\$667,761.70	\$558,106.56	\$109,655.14	16.42%	\$667,761.70	\$667,761.70	\$0.00	0.77	0.00
DEPT 42200 FIRE PROTECTION	\$355,637.00	\$260,164.91	\$95,472.09	26.85%	\$355,637.00	\$355,637.00	\$0.00	0.72	0.00
DEPT 43100 STREET MAINT	\$255,720.77	\$141,344.60	\$114,376.17	44.73%	\$255,720.77	\$255,720.77	\$0.00	0.75	0.00
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$13,691.79	-\$13,691.79	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 43160 STREET LIGHTING	\$22,021.00	\$23,350.32	-\$1,329.32	-6.04%	\$22,021.00	\$22,021.00	\$0.00	0.76	0.00
DEPT 43200 PARKS	\$63,847.70	\$39,976.44	\$23,871.26	37.39%	\$63,847.70	\$63,847.70	\$0.00	0.48	0.00
DEPT 43300 CEMETERY	\$7,527.00	\$2,788.16	\$4,738.84	62.96%	\$7,527.00	\$7,527.00	\$0.00	0.34	0.00
DEPT 44100 PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%	\$50,000.00	\$50,000.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$2,054,564.97	\$1,572,440.09	-\$482,124.88	23.47%	\$2,054,264.97	\$2,054,564.97	-\$300.00	0.57	0.00
Total FUND 101 GENERAL									
	\$0.03	\$88,726.15	-\$88,726.12	-	-\$32,699.97	\$0.03	-\$32,700.00		
						3168790			

CITY OF BAYPORT

11/30/11 11:40 AM

*Fund Summary -
Budget to Actual©

Page 1

NOVEMBER 2011

	2011 YTD Budget	NOVEMBER MTD Amount	2011 YTD Amount	2011 YTD Balance	2011 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,054,565.00	\$28,541.19	\$1,661,166.24	\$393,398.76	80.85%
Expenditure	\$2,054,564.97	\$138,046.61	\$1,572,440.09	\$482,124.88	76.53%
		-\$109,505.42	\$88,726.15		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.00%
Expenditure	\$70,000.00	\$0.00	\$14,635.20	\$55,364.80	20.91%
		\$0.00	-\$14,635.20		
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	\$0.00	\$17,591.47	-\$17,591.47	0.00%
Expenditure	\$0.00	\$0.00	\$16,108.79	-\$16,108.79	0.00%
		\$0.00	\$1,482.68		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$80,000.00	\$0.00	\$125.00	\$79,875.00	0.16%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$125.00		
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	\$2,553.84	-\$2,553.84	0.00%
Expenditure	\$0.00	\$0.00	\$4,969.08	-\$4,969.08	0.00%
		\$0.00	-\$2,415.24		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$182,200.00	\$0.00	\$0.00	\$182,200.00	0.00%
Expenditure	\$35,000.00	\$0.00	\$11,508.64	\$23,491.36	32.88%
		\$0.00	-\$11,508.64		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$5,000.00	\$0.00	\$1,106.15	\$3,893.85	22.12%
Expenditure	\$0.00	\$0.00	\$463.29	-\$463.29	0.00%
		\$0.00	\$642.86		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%

CITY OF BAYPORT

11/30/11 11:40 AM

*Fund Summary -
Budget to Actual©

Page 2

NOVEMBER 2011

	2011 YTD Budget	NOVEMBER MTD Amount	2011 YTD Amount	2011 YTD Balance	2011 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$100,000.00	\$0.00	\$31,893.60	\$68,106.40	31.89%
Expenditure	\$435,000.00	\$32,416.86	\$253,966.37	\$181,033.63	58.38%
		-\$32,416.86	-\$222,072.77		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$5,000.00	\$0.00	\$13,000.00	-\$8,000.00	260.00%
Expenditure	\$0.00	\$10,440.00	\$10,501.25	-\$10,501.25	0.00%
		-\$10,440.00	\$2,498.75		
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	\$2,578.51	-\$2,578.51	0.00%
		\$0.00	-\$2,578.51		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$194.40	-\$194.40	0.00%
Expenditure	\$0.00	\$0.00	\$627.90	-\$627.90	0.00%
		\$0.00	-\$433.50		
FUND 211 LIBRARY					
Revenue	\$297,247.98	\$45,152.00	\$224,101.51	\$73,146.47	75.39%
Expenditure	\$297,248.00	\$18,263.17	\$254,634.36	\$42,613.64	85.66%
		\$26,888.83	-\$30,532.85		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$48,878.86	-\$48,878.86	0.00%
Expenditure	\$0.00	\$0.00	\$139,401.46	-\$139,401.46	0.00%
		\$0.00	-\$90,522.60		
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	\$3,750.00	\$0.00	\$0.00	\$3,750.00	0.00%
Expenditure	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$16,200.00	\$0.00	\$0.00	\$16,200.00	0.00%
Expenditure	\$30,000.00	\$0.00	\$35,927.66	-\$5,927.66	119.76%

CITY OF BAYPORT

11/30/11 11:40 AM

Page 3

*Fund Summary -
Budget to Actual©

NOVEMBER 2011

	2011 YTD Budget	NOVEMBER MTD Amount	2011 YTD Amount	2011 YTD Balance	2011 % YTD Budget
		\$0.00	-\$35,927.66		
FUND 414 OFFICE AUTOMATION					
Revenue	\$8,920.00	\$0.00	\$0.00	\$8,920.00	0.00%
Expenditure	\$4,500.00	\$0.00	\$4,211.83	\$288.17	93.60%
		\$0.00	-\$4,211.83		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$117,350.00	\$0.00	\$99.00	\$117,251.00	0.08%
Expenditure	\$121,000.00	\$0.00	\$17,098.41	\$103,901.59	14.13%
		\$0.00	-\$16,999.41		
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	\$290,000.00	\$1,694.65	\$38,407.85	\$251,592.15	13.24%
Expenditure	\$451,946.59	\$22,960.65	\$272,708.78	\$179,237.81	60.34%
		-\$21,266.00	-\$234,300.93		
FUND 602 SEWER					
Revenue	\$596,750.00	\$0.00	\$63,784.25	\$532,965.75	10.69%
Expenditure	\$702,147.41	\$43,720.31	\$524,418.43	\$177,728.98	74.69%
		-\$43,720.31	-\$460,634.18		
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	\$1,000.00	-\$1,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$1,380.83	-\$1,380.83	0.00%
		\$0.00	-\$380.83		
FUND 851 NON EXP TRUST					
Revenue	\$16,500.00	\$0.00	\$0.00	\$16,500.00	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		-\$190,459.76	-\$1,034,158.71		

CITY OF BAYPORT

11/30/11 10:37 AM

Page 1

REVENUE SUMMARY YTD THRU 11/30/11

FUND	FUND Descr	2011 Budget	2011 YTD Amt	2011 % of Budget	2011 % of Budget Remain
101	GENERAL	\$2,054,565.00	\$1,661,166.24	80.85%	19.15%
102	STREET RECONSTRUCTION	\$80,000.00	\$0.00	0.00%	100.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$17,591.47	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$80,000.00	\$125.00	0.16%	99.84%
202	DRUG FORFEITURE	\$0.00	\$2,553.84	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$182,200.00	\$0.00	0.00%	100.00%
204	RECREATION CAP EQUIP & MAINT	\$5,000.00	\$1,106.15	22.12%	77.88%
205	TAX STABILIZATION FUND	\$30,000.00	\$0.00	0.00%	100.00%
206	WATER/SEWER IMPROVEMENT FUND	\$100,000.00	\$31,893.60	31.89%	68.11%
207	PARK IMPROVEMENT FUND	\$5,000.00	\$13,000.00	260.00%	-160.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$0.00	0.00%	0.00%
210	K-9 UNIT	\$0.00	\$194.40	0.00%	0.00%
211	LIBRARY	\$297,247.98	\$224,101.51	75.39%	24.61%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$48,878.86	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$3,750.00	\$0.00	0.00%	100.00%
413	POLICE EQUIPMENT FUND	\$16,200.00	\$0.00	0.00%	100.00%
414	OFFICE AUTOMATION	\$8,920.00	\$0.00	0.00%	100.00%
415	MUNICIPAL BLDGS MAINT	\$117,350.00	\$99.00	0.08%	99.92%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$290,000.00	\$38,407.85	13.24%	86.76%
602	SEWER	\$596,750.00	\$63,784.25	10.69%	89.31%
800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$1,000.00	0.00%	0.00%
851	NON EXP TRUST	\$16,500.00	\$0.00	0.00%	100.00%
		\$3,883,482.98	\$2,103,902.17	54.18%	45.82%

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: NOVEMBER

FUND FUN Descr	Act Code	Act Typ	SOURCE Descr	Tran Date	Amount	Refer	Comments
FUND 101 GENERAL							
101 GENERAL	101-00000-331	R	ADMINISTRATIV	11/29/2011	\$35.00	2274	NSF FEE - DANNY EDISON
101 GENERAL	101-00000-341	R	USER FEES	11/22/2011	\$30.00	2268	ASSESSMENT SEARCH CK #
101 GENERAL	101-00000-341	R	USER FEES	11/9/2011	\$35.00	2220	ASSESSMENT SEARCH CK #
101 GENERAL	101-00000-341	R	USER FEES	11/15/2011	\$14.25	2249	COPIES (\$0.25/PAGE) Landuc
101 GENERAL	101-00000-361	R	SPECIAL ASSM'	11/21/2011	\$3,051.00	2265	SPECIAL ASSESSMENT COL
101 GENERAL	101-00000-361	R	SPECIAL ASSM'	11/21/2011	\$6,102.00	2265	SPECIAL ASSESSMENT COL
101 GENERAL	101-00000-361	R	SPECIAL ASSM'	11/7/2011	\$182.66	2239	SPECIAL ASSESSMENT COL
101 GENERAL	101-20104	G		11/21/2011	\$5.00	2262	PLUMBING SURCHARGE - CO
101 GENERAL	101-20104	G		11/17/2011	\$2.20	2255	BUILDING SURCHARGE ADT,
101 GENERAL	101-20104	G		11/21/2011	\$5.00	2261	MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		11/21/2011	\$27.00	2260	BUILDING SURCHARGE Brad
101 GENERAL	101-20104	G		11/21/2011	\$5.00	2258	MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		11/14/2011	\$5.00	2244	PLUMBING SURCHARGE - RE
101 GENERAL	101-20104	G		11/14/2011	\$3.75	2242	BUILDING SURCHARGE Sever
101 GENERAL	101-20104	G		11/7/2011	\$7.50	2236	BUILDING SURCHARGE CK #
101 GENERAL	101-20104	G		11/7/2011	\$5.00	2233	MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		11/7/2011	\$5.00	2230	MECHANICAL SURCHARGE -
101 GENERAL	101-20104	G		11/1/2011	\$5.50	2223	BUILDING SURCHARGE CK #
101 GENERAL	101-20104	G		11/15/2011	\$5.40	2248	BUILDING SURCHARGE J.G.
101 GENERAL	101-27109	G		11/7/2011	\$115.40	2232	HEALTH PARTNERS CK # 999
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/23/2011	\$200.00	2275	2012 REFUSE HAUL LICENSE
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/28/2011	\$200.00	2279	2012REFUSE HAUL LICENSE
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/23/2011	\$200.00	2275	2012 REFUSE HAUL LICENSE
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/28/2011	\$200.00	2279	2012REFUSE HAUL LICENSE
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/14/2011	\$200.00	2245	REFUSE HAUL LICENSE Light
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/8/2011	\$200.00	16535	TENNIS ROLL OFF, LLC/2012
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/23/2011	\$200.00	2275	2012 REFUSE HAUL LICENSE
101 GENERAL	101-41240-321	R	BUSINESS LICE	11/7/2011	\$200.00	2228	REFUSE HAUL LICENSE Repu
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/22/2011	\$50.00	2270	CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/23/2011	\$50.00	2276	2012CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/23/2011	\$50.00	2276	2012CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/29/2011	\$50.00	2284	CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/21/2011	\$50.00	2261	CONTRACTOR LICENSE - SP
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/23/2011	\$50.00	2276	2012CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/23/2011	\$50.00	2276	2012CONTRACTOR LICENSE
101 GENERAL	101-41910-321	R	BUSINESS LICE	11/23/2011	\$50.00	2276	2012CONTRACTOR LICENSE
101 GENERAL	101-41910-322	R	NONBUSINESS	11/29/2011	\$36.00	2284	SIGN PERMIT - PERMANENT
101 GENERAL	101-41910-322	R	NONBUSINESS	11/7/2011	\$15.00	2227	SPECIAL EVENT APP - NONP
101 GENERAL	101-41910-322	R	BUILDING PER	11/21/2011	\$462.64	2260	PLAN REVIEW
101 GENERAL	101-41910-322	R	BUILDING PER	11/17/2011	\$118.00	2255	BUILDING PERMIT ADT, #346
101 GENERAL	101-41910-322	R	BUILDING PER	11/21/2011	\$711.75	2260	BUILDING PERMIT Braden Co
101 GENERAL	101-41910-322	R	BUILDING PER	11/14/2011	\$162.25	2242	BUILDING PERMIT Severson C
101 GENERAL	101-41910-322	R	BUILDING PER	11/15/2011	\$206.50	2248	BUILDING PERMIT J.G. Hause
101 GENERAL	101-41910-322	R	BUILDING PER	11/7/2011	\$265.50	2236	BUILDING PERMIT CK # 2044
101 GENERAL	101-41910-322	R	BUILDING PER	11/17/2011	\$76.70	2255	PLAN REVIEW
101 GENERAL	101-41910-322	R	BUILDING PER	11/1/2011	\$206.50	2223	BUILDING PERMIT CK # 9793
101 GENERAL	101-41910-322	R	EPA	11/21/2011	\$5.00	2260	EPA
101 GENERAL	101-41910-322	R	EXCAVATING P	11/22/2011	\$250.00	2270	ROW EXCAVATION PERMIT R
101 GENERAL	101-41910-322	R	EXCAVATING P	11/22/2011	\$50.00	2270	ROW EXCAVATION INSPECTI
101 GENERAL	101-41910-322	R	PLUMBING PER	11/14/2011	\$75.00	2244	PLUMBING PERMIT - RESIDE
101 GENERAL	101-41910-322	R	PLUMBING PER	11/21/2011	\$75.00	2262	PLUMBING PERMIT - COMME
101 GENERAL	101-41910-322	R	MECHANICAL P	11/21/2011	\$75.00	2258	MECHANICAL PERMIT - RESI
101 GENERAL	101-41910-322	R	MECHANICAL P	11/7/2011	\$75.00	2233	MECHANICAL PERMIT - COM
101 GENERAL	101-41910-322	R	MECHANICAL P	11/7/2011	\$75.00	2230	MECHANICAL PERMIT - RESI
101 GENERAL	101-41910-322	R	MECHANICAL P	11/21/2011	\$75.00	2261	MECHANICAL PERMIT - RESI
101 GENERAL	101-41910-341	R	P & Z PERMITS	11/22/2011	\$500.00	2271	CONDITIONAL USE PERMIT E
101 GENERAL	101-41910-341	R	P & Z PERMITS	11/22/2011	\$250.00	2271	CONDITIONAL USE PERMIT A
101 GENERAL	101-41910-341	R	P & Z PERMITS	11/15/2011	\$500.00	2247	VACANT BUILDING REGISTR
101 GENERAL	101-41910-341	R	P & Z PERMITS	11/7/2011	\$500.00	2229	VACANT BUILDING REGISTR
101 GENERAL	101-41910-341	R	LAKELAND BLD	11/17/2011	\$1,799.00	2252	BUILDING INSPECTIONS (LA

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: NOVEMBER

FUND FUN Descr	Act Code	SOURCE Type Descr	Tran Date	Amount	Refer	Comments
101 GENERAL	101-42100-321	E	11/7/2011	\$45.00	2215	PHONE REIMBURSTMENT CK
101 GENERAL	101-42100-322	R ANIMAL FEES	11/29/2011	\$10.00	2283	PET LICENSE - SPAY/NEUT C
101 GENERAL	101-42100-322	R ANIMAL FEES	11/29/2011	\$10.00	2281	PET LICENSE - SPAY/NEUT C
101 GENERAL	101-42100-322	R ANIMAL FEES	11/7/2011	\$20.00	2226	PET LICENSE - NO SPAY/NEU
101 GENERAL	101-42100-342	R POLICE ACCIDE	11/16/2011	\$4.00	2251	POLICE REPORTS CK # 1041
101 GENERAL	101-42100-342	R POLICE ACCIDE	11/7/2011	\$4.18	2238	POLICE ADMINISTRATIVE FE
101 GENERAL	101-42100-342	R POLICE ACCIDE	11/28/2011	\$4.00	2269	POLICE REPORTS CK # 3164
101 GENERAL	101-42100-351	R COURT FINES	11/29/2011	\$2,222.60	16539	WASHINGTON CO FINE OCT
101 GENERAL	101-42100-362	R DONATIONS PO	11/7/2011	\$25.00	2235	DONATIONS POLICE (U/N) CK
101 GENERAL	101-42100-362	R GRANTS	11/16/2011	\$1,948.08	2253	POLICE GRANT - SAFE & SO
101 GENERAL	101-42100-362	R DISABILITY BE	11/29/2011	\$4,971.34	16540	FARNHAM DISABILITY
101 GENERAL	101-42100-370	R MISCELLANEO	11/7/2011	\$400.00	2237	ANIMAL CONTROL CASH
101 GENERAL	101-42100-370	R MISCELLANEO	11/7/2011	\$20.00	2234	ANIMAL CONTROL CASH
101 GENERAL	101-42200-322	R NONBUSINESS	11/22/2011	\$338.49	2273	BURNING PERMIT CK # 54154
101 GENERAL	101-42200-341	R USER FEES	11/29/2011	\$25.00	2278	FIRE REPORTS CK # 1058312
101 GENERAL	101-43200-362	R REFUNDS & REI	11/16/2011	\$123.75	2241	STREETS REFUND & REIMBU
101 GENERAL	101-43300-349	R CEMETERY CH	11/29/2011	\$300.00	2282	CEMETERY - CREMAINS GRA
101 GENERAL	101-43300-349	R CEMETERY CH	11/29/2011	\$100.00	2282	CEMETERY - SATURDAY BUR
FUND 101 GENERAL				\$28,782.94		
FUND 206 WATER/SEWER IMPROVEMENT FUND						
206 WATER/S	206-12103	G	11/3/2011	\$237.43	0	UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G	11/22/2011	\$24.36	0	UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G	11/22/2011	\$42.07	0	UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G	11/8/2011	\$43.34	0	UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G	11/8/2011	\$213.93	0	UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G	11/29/2011	\$24.45	0	UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G	11/16/2011	\$89.36	0	UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G	11/16/2011	\$23.98	0	UB Receipt Serv 27 TRUNK W/
206 WATER/S	206-12103	G	11/16/2011	\$118.51	0	UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G	11/29/2011	\$52.35	0	UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G	11/3/2011	\$12.07	0	UB Receipt Serv 37 TRUNK S/
206 WATER/S	206-12103	G	11/3/2011	\$156.58	0	UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G	11/3/2011	\$10.01	0	UB Receipt Serv 27 TRUNK W/
FUND 206 WATER/SEWER IMPROVEMENT FUND				\$1,048.44		
FUND 211 LIBRARY						
211 LIBRARY	211-45500-347	R LIBRARY SERVI	11/21/2011	\$4.00	2254	LIBRARY SERVICE CHARGE
211 LIBRARY	211-45500-347	R LIBRARY SERVI	11/21/2011	\$28.00	2254	LIBRARY SERVICE CHARGE
211 LIBRARY	211-45500-362	R RENTAL INCOM	11/21/2011	\$120.00	2263	LIBRARY RENT CK # 10795
211 LIBRARY	211-45500-362	R GRANTS	11/21/2011	\$45,000.00	2264	LIBRARY GRANTS CK # 1151
FUND 211 LIBRARY				\$45,152.00		
FUND 601 WATER						
601 WATER	601-14601	G	11/3/2011	\$84.81	0	UB Receipt Serv Pen 1 WATER
601 WATER	601-14601	G	11/3/2011	\$2,638.82	0	UB Receipt Serv 1 WATER
601 WATER	601-14601	G	11/8/2011	\$17.70	0	UB Receipt Surc 19 STATE SE
601 WATER	601-14601	G	11/3/2011	\$1.59	0	UB Receipt Serv 8 SAFE WTR
601 WATER	601-14601	G	11/3/2011	\$2.45	0	UB Receipt Serv Pen 5 COMM
601 WATER	601-14601	G	11/3/2011	\$105.46	0	UB Receipt Serv 5 COMM WAT
601 WATER	601-14601	G	11/8/2011	\$38.34	0	UB Receipt Serv Pen 1 WATER
601 WATER	601-14601	G	11/8/2011	\$2,716.22	0	UB Receipt Serv 1 WATER
601 WATER	601-14601	G	11/3/2011	\$50.01	0	UB Receipt Surc 19 STATE SE
601 WATER	601-14601	G	11/22/2011	\$477.30	0	UB Receipt Serv 1 WATER
601 WATER	601-14601	G	11/16/2011	\$249.88	0	UB Receipt Serv 5 COMM WAT
601 WATER	601-14601	G	11/29/2011	\$613.54	0	UB Receipt Serv 1 WATER
601 WATER	601-14601	G	11/16/2011	\$0.94	0	UB Receipt Serv Pen 5 COMM
601 WATER	601-14601	G	11/16/2011	\$224.26	0	UB Receipt Serv 6 WATER ME
601 WATER	601-14601	G	11/16/2011	\$0.94	0	UB Receipt Serv Pen 6 WATER
601 WATER	601-14601	G	11/29/2011	\$14.29	0	UB Receipt Serv Pen 1 WATER

CITY OF BAYPORT
MONTHLY REVENUE

Period Name: NOVEMBER

FUND FUN Descr	Act Code	Act Typ	SOURCE Descr	Tran Date	Amount	Refer Comments
601 WATER	601-14601	G		11/22/2011	\$11.15	0 UB Receipt Serv Pen 1 WATER
601 WATER	601-14601	G		11/16/2011	\$28.25	0 UB Receipt Surc 19 STATE SE
601 WATER	601-14601	G		11/22/2011	\$7.10	0 UB Receipt Surc 19 STATE SE
601 WATER	601-14601	G		11/29/2011	\$7.77	0 UB Receipt Surc 19 STATE SE
601 WATER	601-14601	G		11/16/2011	\$1,302.31	0 UB Receipt Serv 1 WATER
601 WATER	601-14601	G		11/16/2011	\$48.47	0 UB Receipt Serv Pen 1 WATER
601 WATER	601-14605	G		11/3/2011	\$8.20	0 UB Receipt Surc 20 STATE TA
601 WATER	601-46120-346	R	WATER HOOK	11/14/2011	\$1,000.00	2244 WATER CONNECTION - TO 1
601 WATER	601-46120-346	R	WATER METER	11/14/2011	\$250.00	2244 WATER METER - TO 1 IN
601 WATER	601-46120-346	R	WATER HOOKU	11/14/2011	\$50.00	2244 WATER CONNECTION INSPE
601 WATER	601-46120-346	R	WATER HOOKU	11/14/2011	\$50.00	2244 WATER METER INSPECTION
601 WATER	601-46120-371	R	WATER REVEN	11/3/2011	\$122.29	0 UB UR Receipt Group 01 CITY
601 WATER	601-46120-371	R	WATER REVEN	11/16/2011	\$150.01	0 UB UR Receipt Group 01 CITY
601 WATER	601-46120-371	R	WATER REVEN	11/16/2011	\$30.00	2240 WATER SHUTOFF - BUS HRS
601 WATER	601-46120-371	R	WATER REVEN	11/8/2011	\$42.35	0 UB UR Receipt Group 01 CITY
FUND 601 WATER					\$10,344.45	
FUND 602 SEWER						
602 SEWER	602-14602	G		11/8/2011	\$419.28	0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		11/3/2011	\$2.45	0 UB Receipt Serv Pen 25 COMM
602 SEWER	602-14602	G		11/29/2011	\$9.35	0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		11/29/2011	\$234.34	0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		11/8/2011	\$23.36	0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		11/22/2011	\$235.44	0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		11/22/2011	\$11.15	0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		11/3/2011	\$1,521.53	0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		11/3/2011	\$126.06	0 UB Receipt Serv 25 COMM SE
602 SEWER	602-14602	G		11/16/2011	\$48.47	0 UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G		11/16/2011	\$863.85	0 UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G		11/29/2011	\$19,536.88	0 UB Receipt Serv 19 PRISON S
602 SEWER	602-14602	G		11/3/2011	\$77.60	0 UB Receipt Serv Pen 10 SEWE
FUND 602 SEWER					\$23,109.76	
					\$108,437.59	

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 11/30/11

11 Month = 91.74

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%
41200	MAYOR & COUNCIL	\$144,226.21	\$117,867.15	\$26,359.06	18.28%
41240	RECYCLING	\$5,415.02	\$4,697.80	\$717.22	13.25%
41400	ADMINISTRATION	\$137,497.18	\$116,653.72	\$20,843.46	15.16%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$88,069.33	-\$88,069.33	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$207,073.39	\$174,241.37	\$32,832.02	15.86%
41940	MUNICIPAL BUILDINGS	\$137,368.00	\$31,017.94	\$106,350.06	77.42%
42100	POLICE	\$667,761.70	\$558,106.56	\$109,655.14	16.42%
42200	FIRE PROTECTION	\$355,637.00	\$260,164.91	\$95,472.09	26.85%
43100	STREET MAINT	\$255,720.77	\$141,344.60	\$114,376.17	44.73%
43130	STREET - FLOOD PREPARATI	\$0.00	\$13,691.79	-\$13,691.79	0.00%
43160	STREET LIGHTING	\$22,021.00	\$23,350.32	-\$1,329.32	-6.04%
43200	PARKS	\$63,847.70	\$39,976.44	\$23,871.26	37.39%
43300	CEMETERY	\$7,527.00	\$2,788.16	\$4,738.84	62.96%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,054,564.97	\$1,572,440.09	\$482,124.88	23.47%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$63.00	-\$63.00	0.00%
41912	INSPIRATION	\$0.00	\$2,515.51	-\$2,515.51	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$2,578.51	-\$2,578.51	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$627.90	-\$627.90	0.00%
FUND 210 K-9 UNIT		\$0.00	\$627.90	-\$627.90	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$297,248.00	\$254,634.36	\$42,613.64	14.34%
FUND 211 LIBRARY		\$297,248.00	\$254,634.36	\$42,613.64	14.34%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$20,000.00	\$0.00	\$20,000.00	100.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$20,000.00	\$0.00	\$20,000.00	100.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$4,579.12	-\$4,579.12	0.00%
42100	POLICE	\$30,000.00	\$31,348.54	-\$1,348.54	-4.50%
FUND 413 POLICE EQUIPMENT FUND		\$30,000.00	\$35,927.66	-\$5,927.66	-19.76%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$4,500.00	\$4,211.83	\$288.17	6.40%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 11/30/11

11 Month = 91.74

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$4,500.00	\$4,211.83	\$288.17	6.40%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$3,265.00	-\$3,265.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$121,000.00	\$0.00	\$121,000.00	100.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$13,833.41	-\$13,833.41	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$121,000.00	\$17,098.41	\$103,901.59	85.87%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$45,600.00	\$37,056.71	\$8,543.29	18.74%
46120	WATER	\$406,346.59	\$235,652.07	\$170,694.52	42.01%
FUND 601 WATER		\$451,946.59	\$272,708.78	\$179,237.81	39.66%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$372,147.41	\$152,287.39	\$219,860.02	59.08%
46990	SEWER - NON-OPERATING	\$330,000.00	\$372,131.04	-\$42,131.04	-12.77%
FUND 602 SEWER		\$702,147.41	\$524,418.43	\$177,728.98	25.31%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$98.00	-\$98.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACA	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$469.00	-\$469.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$142.96	-\$142.96	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$670.87	-\$670.87	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 11/30/11

11 Month = 91.74

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 803 P & Z ESCROWS		\$0.00	\$1,380.83	-\$1,380.83	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GO	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRAR	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,681,406.97	\$2,686,026.80	\$995,380.17	27.04%

CITY OF BAYPORT

11/30/11 11:15 AM

Page 1

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount	ct	DEPT	OBJ	Comments	OBJ Desc	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
		101 11/19/2011	\$1,074.15	E	41200	101	Labor Distribution	WAGES AND SAL	
		101 11/19/2011	\$17.90	E	41200	121	Labor Distribution	P E R A	
		101 11/19/2011	\$66.60	E	41200	122	Labor Distribution	CONT TO RET., S	
		101 11/19/2011	\$15.57	E	41200	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI		101 11/29/2011	\$2.44	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133932
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$497.00	E	41200	300	DAVID NESS	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$140.00	E	41200	300	PREPARE CC MTG	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$140.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$35.00	E	41200	300	REVIEW CITY ADM REPO	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$35.00	E	41200	300	CONSULT CITY ADM PER	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$35.00	E	41200	300	REVIEW CITY ADM MTHL	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$42.00	E	41200	300	ICE ROAD EASEMENT	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$70.80	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$0.06	E	41200	300	SALES TAX	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG		101 11/29/2011	\$84.00	E	41200	300	CODE ENFORCEMENT	PROF SER-LEGAL	1133927
S E H		101 11/29/2011	\$53.00	E	41200	301	PREPARTATION FOR & A	PROF SER-ENGIN	1133942
S E H		101 11/29/2011	\$336.30	E	41200	301	TRAIL GRANT MTG AND	PROF SER-ENGIN	1133942
SCHLENNER WENNER & CO.		101 11/21/2011	\$200.00	E	41200	303	SERVICES FOR JULY/AU	PROF SER-AUDIT	1133943
COMPLETE HEALTH ENVIRO		101 11/29/2011	\$350.00	E	41200	306	MAINTENANCE PLAN - O	PROF SER-OTHE	1133925
US INTERNET		101 11/29/2011	\$50.60	E	41200	416	MTHLY SECURENCE 11/1	REPAIR/MAINT O	1133953
DEPT 41200 MAYOR & COUNCIL			\$3,245.42						
DEPT 41240 RECYCLING									
		101 10/31/2011	\$107.19	E	41240	101	Labor Distribution	WAGES AND SAL	
		101 11/15/2011	\$112.27	E	41240	101	Labor Distribution	WAGES AND SAL	
		101 11/15/2011	\$8.15	E	41240	121	Labor Distribution	P E R A	
		101 10/31/2011	\$7.77	E	41240	121	Labor Distribution	P E R A	
		101 10/31/2011	\$6.60	E	41240	122	Labor Distribution	CONT TO RET., S	
		101 11/15/2011	\$6.92	E	41240	122	Labor Distribution	CONT TO RET., S	
		101 10/31/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
		101 11/15/2011	\$4.96	E	41240	126	Labor Distribution	H S A	
		101 11/15/2011	-\$6.14	E	41240	131	Labor Distribution	CONT TO EMPLO	
		101 10/31/2011	\$9.08	E	41240	131	Labor Distribution	CONT TO EMPLO	
		101 11/15/2011	\$1.62	E	41240	170	Labor Distribution	MEDICARE	
		101 10/31/2011	\$1.54	E	41240	170	Labor Distribution	MEDICARE	
SCHROEDAR, HOLLY & MICA		101 11/16/2011	\$30.00	E	41240	370	RECIPIENT OF RECYCLIN	RECYCLING INCE	1133944
DEPT 41240 RECYCLING			\$294.92						
DEPT 41400 ADMINISTRATION									
		101 11/15/2011	\$270.00	E	41400	100	Labor Distribution	WAGE EXP. GEN	
		101 10/31/2011	\$345.00	E	41400	100	Labor Distribution	WAGE EXP. GEN	
		101 11/15/2011	\$3,541.42	E	41400	101	Labor Distribution	WAGES AND SAL	
		101 10/31/2011	\$3,473.34	E	41400	101	Labor Distribution	WAGES AND SAL	
		101 11/15/2011	\$256.76	E	41400	121	Labor Distribution	P E R A	
		101 10/31/2011	\$251.82	E	41400	121	Labor Distribution	P E R A	
		101 10/31/2011	\$234.78	E	41400	122	Labor Distribution	CONT TO RET., S	
		101 11/15/2011	\$234.34	E	41400	122	Labor Distribution	CONT TO RET., S	
		101 11/15/2011	\$195.15	E	41400	126	Labor Distribution	H S A	
		101 10/31/2011	\$195.15	E	41400	126	Labor Distribution	H S A	
		101 10/31/2011	\$491.23	E	41400	131	Labor Distribution	CONT TO EMPLO	
		101 11/15/2011	-\$169.94	E	41400	131	Labor Distribution	CONT TO EMPLO	
WELLS FARGO HBS		101 11/7/2011	\$140.25	E	41400	131	3RD QTR ADMINISTRATIO	CONT TO EMPLO	1133884
		101 11/15/2011	\$54.82	E	41400	170	Labor Distribution	MEDICARE	
		101 10/31/2011	\$54.91	E	41400	170	Labor Distribution	MEDICARE	
PETTY CASH		101 11/22/2011	\$1.58	E	41400	201	KAREN - TARGET	OFFICE SUPPLIE	1133906
PETTY CASH		101 11/22/2011	\$2.56	E	41400	201	KAREN - OFFICE MAX	OFFICE SUPPLIE	1133906
PETTY CASH		101 11/22/2011	\$5.36	E	41400	201	KAREN - STAPLES	OFFICE SUPPLIE	1133906
INNOVATIVE OFFICE SOLUTI		101 11/29/2011	\$14.65	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133932

CITY OF BAYPORT

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
PETTY CASH	101	11/22/2011	\$10.54	E	41400	201	DON FIXMER - TARGET	OFFICE SUPPLIE	1133906
PETTY CASH	101	11/22/2011	\$9.18	E	41400	201	PETTY CASH REPLENISH	OFFICE SUPPLIE	1133906
PETTY CASH	101	11/22/2011	\$22.46	E	41400	322	MITCH - OFFICE MAX	POSTAGE	1133906
NEOPOST	101	11/16/2011	\$15.00	E	41400	322	ANNUAL POSTAGE ACH F	POSTAGE	1133892
MITCH BERG	101	11/8/2011	\$106.75	E	41400	400	REIMBURSEMENT CHAR	USE OF PERSON	1133878
BANYON DATA SYSTEMS	101	11/28/2011	\$468.36	E	41400	416	PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917
LOFFLER BUSINESS SYSTE	101	11/29/2011	\$45.35	E	41400	416	OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
DEPT 41400 ADMINISTRATION			\$10,270.82						
DEPT 41607 2011 STREET PROJECT									
CITY OF STILLWATER	101	11/21/2011	\$6,723.47	E	41607	301	6TH ST. SIDEWALK IMPV	PROF SER-ENGIN	1133901
CURB MASTERS, INC.	101	11/21/2011	\$21,807.73	E	41607	302	6TH STREET N SIDEWAL	CONTRACT SERV	1133900
BELLS TRUCKING INC	101	11/21/2011	\$3,805.37	E	41607	302	N 6TH ST SIDEWALK PRO	CONTRACT SERV	1133902
CITY OF BAYPORT	101	11/28/2011	\$3,906.00	E	41607	302	2011 1ST & 2ND CURB &	CONTRACT SERV	1133923
DEPT 41607 2011 STREET PROJECT			\$36,242.57						
DEPT 41910 PLANNING & ZONING									
	101	11/15/2011	\$5,552.82	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	10/31/2011	\$5,476.13	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	11/15/2011	\$402.61	E	41910	121	Labor Distribution	P E R A	
	101	10/31/2011	\$397.04	E	41910	121	Labor Distribution	P E R A	
	101	10/31/2011	\$336.19	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	11/15/2011	\$340.95	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	10/31/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	11/15/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	10/31/2011	\$798.49	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	11/15/2011	-\$107.39	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	11/15/2011	\$79.74	E	41910	170	Labor Distribution	MEDICARE	
	101	10/31/2011	\$78.63	E	41910	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	11/29/2011	\$12.21	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133932
HOLIDAY FLEET	101	11/7/2011	\$182.24	E	41910	212	FUEL	MOTOR FUELS &	1133875
PETTY CASH	101	11/22/2011	\$5.00	E	41910	217	JOHN - WASHINGTON CO	MATERIALS & PR	1133906
NEOPOST	101	11/16/2011	\$12.50	E	41910	322	ANNUAL POSTAGE ACH F	POSTAGE	1133892
PETTY CASH	101	11/22/2011	\$6.00	E	41910	400	SARA - UNIVERSITY OF M	USE OF PERSON	1133906
PETTY CASH	101	11/22/2011	\$27.00	E	41910	402	SARA - APMP	CONFERENCES &	1133906
PETTY CASH	101	11/22/2011	\$5.00	E	41910	402	SARA - GRAND PLACE G	CONFERENCES &	1133906
BANYON DATA SYSTEMS	101	11/28/2011	\$390.30	E	41910	416	PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917
LOFFLER BUSINESS SYSTE	101	11/29/2011	\$75.59	E	41910	416	OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
DEPT 41910 PLANNING & ZONING			\$14,732.59						
DEPT 41940 MUNICIPAL BUILDINGS									
MITCH BERG	101	11/8/2011	\$17.12	E	41940	220	REIMBURSEMENT CHAR	OPERATING SUP	1133878
OFFICE OF ENT TECHNOLO	101	11/28/2011	\$435.60	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1133939
COMCAST	101	11/29/2011	\$49.90	E	41940	321	HIGH SPEED INTERNET/A	COMMUNICATION	1133924
XCEL	101	11/2/2011	\$636.70	E	41940	380	ELECTRIC & GAS	ELECTRIC SERVI	1133869
XCEL	101	11/2/2011	\$113.51	E	41940	381	ELECTRIC & GAS	FUEL FOR HEAT	1133869
NARDINI FIRE EQUIPMENT C	101	11/16/2011	\$587.62	E	41940	420	PORTABLES MAINT/ANNU	R & M BLDGS, ST	1133891
LINNER ELECTRIC	101	11/21/2011	\$654.00	E	41940	420	REPAIR/BATHHOUSE PA	R & M BLDGS, ST	1133899
ELECTRO WATCHMAN, INC	101	11/29/2011	\$96.19	E	41940	420	CITY/FIRE HALL12/01/201	R & M BLDGS, ST	1133928
PETTY CASH	101	11/22/2011	\$18.00	E	41940	420	KAREN - BOY SCOUTS	R & M BLDGS, ST	1133906
PETTY CASH	101	11/22/2011	\$20.45	E	41940	420	MITCH - SAM'S CLUB	R & M BLDGS, ST	1133906
PETTY CASH	101	11/22/2011	\$5.67	E	41940	420	KAREN - HOLIDAY STATI	R & M BLDGS, ST	1133906
STILLWATER GLASS, INC	101	11/29/2011	\$1,100.00	E	41940	530	SHOWCASE TEMPERED	CAPITAL ASSETS	1133946
DEPT 41940 MUNICIPAL BUILDINGS			\$3,734.76						
DEPT 42100 POLICE									
	101	11/15/2011	\$1,761.89	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	10/31/2011	\$1,106.17	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	10/31/2011	\$12,704.42	E	42100	101	Labor Distribution	WAGES AND SAL	

CITY OF BAYPORT

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	11/15/2011	\$13,461.43 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	10/31/2011	\$1,006.85 E	42100	102	Labor Distribution	OVERTIME	
	101	11/15/2011	\$583.14 E	42100	102	Labor Distribution	OVERTIME	
	101	10/31/2011	\$376.04 E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	10/31/2011	\$2,159.33 E	42100	121	Labor Distribution	P E R A	
	101	11/15/2011	\$2,221.12 E	42100	121	Labor Distribution	P E R A	
	101	10/31/2011	\$17.43 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	11/15/2011	\$28.83 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	10/31/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	11/15/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	11/15/2011	-\$754.37 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	10/31/2011	\$1,287.20 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	10/31/2011	\$219.13 E	42100	170	Labor Distribution	MEDICARE	
	101	11/15/2011	\$227.99 E	42100	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	11/29/2011	\$12.21 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133932
JOHN E REID & ASSOCIATES	101	11/7/2011	\$320.00 E	42100	202	3 DAY INTERVIEW & INTE	UNIFORMS - MIS	1133877
STREICHERS	101	11/7/2011	\$42.73 E	42100	208	UNIFORMS-JACKSON/PO	UNIFORMS - JAY	1133881
JACKSON, JAY	101	11/2/2011	\$209.95 E	42100	208	RADIO WIRELESS MIC./P	UNIFORMS - JAY	1133862
STREICHERS	101	11/7/2011	\$112.21 E	42100	208	AUTOLOCK 22 W/POWER	UNIFORMS - JAY	1133881
WASHINGTON COUNTY SHE	101	11/16/2011	\$1,530.23 E	42100	212	OCT 2011 FUEL/POLICE D	MOTOR FUELS &	1133956
U S BANK VISA	101	11/29/2011	\$77.11 E	42100	220	WALGREENS	OPERATING SUP	1133909
TR COMPUTER SALES LLC	101	11/29/2011	\$420.00 E	42100	220	COMPUTER CONSULTING	OPERATING SUP	1133951
U S BANK VISA	101	11/29/2011	\$42.72 E	42100	220	WAL-MART	OPERATING SUP	1133909
ECKBERG, LAMMERS, BRIG	101	11/7/2011	\$2.76 E	42100	300	PHOTOCOPIES/POSTAGE	PROF SER-LEGAL	1133873
ECKBERG, LAMMERS, BRIG	101	11/7/2011	\$2,249.73 E	42100	300	PROFESSIONAL SERVICE	PROF SER-LEGAL	1133873
ECKBERG, LAMMERS, BRIG	101	11/7/2011	\$0.04 E	42100	300	SALES TAX	PROF SER-LEGAL	1133873
ECKBERG, LAMMERS, BRIG	101	11/29/2011	\$175.00 E	42100	300	RESEARCH P-T OFFICER	PROF SER-LEGAL	1133927
ECKBERG, LAMMERS, BRIG	101	11/29/2011	\$105.00 E	42100	300	REVIEW P-T OFFICER PO	PROF SER-LEGAL	1133927
VERIZON WIRELESS	101	11/16/2011	\$78.06 E	42100	321	MDS CARDS/POLICE DEP	COMMUNICATION	1133894
VERIZON WIRELESS	101	11/7/2011	\$166.77 E	42100	321	PHONE/POLICE DEPT.	COMMUNICATION	1133882
NEOPOST	101	11/16/2011	\$12.50 E	42100	322	ANNUAL POSTAGE ACH F	POSTAGE	1133892
EASTMAN, LAURA	101	11/7/2011	\$5.20 E	42100	322	LEAGUE OF MN CITIES-VI	POSTAGE	1133872
WASHINGTON COUNTY SHE	101	11/16/2011	\$1,125.00 E	42100	391	3RD QTR 2011 MDC	SHARED AUTOM	1133895
WASHINGTON COUNTY SHE	101	11/16/2011	\$4,809.25 E	42100	391	3RD QTR 2011 ALERTS &	SHARED AUTOM	1133895
WASHINGTON COUNTY SHE	101	11/7/2011	\$4,809.25 E	42100	391	3RD QTR 2011 MDC/POLI	SHARED AUTOM	1133883
WASHINGTON COUNTY SHE	101	11/7/2011	-\$4,309.25 E	42100	391	QTR 3 2011 ALERTS/REC	SHARED AUTOM	1133883
WASHINGTON COUNTY SHE	101	11/7/2011	-\$4,809.25 E	42100	391	3RD QTR 2011 MDC/POLI	SHARED AUTOM	1133883
WASHINGTON COUNTY SHE	101	11/7/2011	\$4,309.25 E	42100	391	QTR 3 2011 ALERTS/REC	SHARED AUTOM	1133883
WASHINGTON COUNTY SHE	101	11/7/2011	\$500.00 E	42100	391	QTR 3 2011 ALERTS/REC	SHARED AUTOM	1133883
WASHINGTON COUNTY SHE	101	11/7/2011	-\$500.00 E	42100	391	QTR 3 2011 ALERTS/REC	SHARED AUTOM	1133883
EMERGENCY AUTOMOTIVE	101	11/7/2011	\$10.18 E	42100	412	SALES TAX	REP & MAINT VE	1133874
BAYPORT TRANSMISSION &	101	11/7/2011	\$114.69 E	42100	412	IMPALA 2003 SERVICE/P	REP & MAINT VE	1133870
CENTURY AVENUE COLLISI	101	11/21/2011	\$34.50 E	42100	412	2502 WIPER FLUID TUBE	REP & MAINT VE	1133922
STILLWATER TOWING INC	101	11/7/2011	\$90.84 E	42100	412	CHARGER 597180/POLIC	REP & MAINT VE	1133880
DISCOUNT TIRE CO	101	11/8/2011	\$576.00 E	42100	412	2902/POLICE DEPT.	REP & MAINT VE	1133871
BANYON DATA SYSTEMS	101	11/28/2011	\$390.30 E	42100	416	PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917
LOFFLER BUSINESS SYSTE	101	11/29/2011	\$60.47 E	42100	416	OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
HUMANE SOCIETY	101	11/7/2011	\$434.09 E	42100	427	3RD QTR 2011 IMPOUND	ANIMAL EXPENS	1133876
ST PAUL STAMP WORKS, IN	101	11/16/2011	\$6.39 E	42100	427	FREIGHT	ANIMAL EXPENS	1133893
ST PAUL STAMP WORKS, IN	101	11/7/2011	\$45.50 E	42100	427	2012 ANIMAL TAGS/POLI	ANIMAL EXPENS	1133879
ST PAUL STAMP WORKS, IN	101	11/16/2011	\$3.57 E	42100	427	TAXABLE AMT.	ANIMAL EXPENS	1133893
DEPT 42100 POLICE			\$50,678.42					
DEPT 42200 FIRE PROTECTION								
	101	11/19/2011	\$983.33 E	42200	101	Labor Distribution	WAGES AND SAL	
	101	11/19/2011	\$60.97 E	42200	122	Labor Distribution	CONT TO RET., S	
	101	11/19/2011	\$14.26 E	42200	170	Labor Distribution	MEDICARE	
EISINGER, JOSH	101	11/2/2011	\$4.93 E	42200	201	4 X 6 KODAK REIMBURS	OFFICE SUPPLIE	1133860
MUNICIPAL EMERGENCY SE	101	11/16/2011	\$302.09 E	42200	202	OPERATING MATERIAL/FI	UNIFORMS - MIS	1133890
HOLIDAY FLEET	101	11/7/2011	\$702.06 E	42200	212	FUEL	MOTOR FUELS &	1133875
HOLIDAY FLEET	101	11/7/2011	\$6.41 E	42200	212	FUEL	MOTOR FUELS &	1133875

CITY OF BAYPORT

11/30/11 11:15 AM

Page 4

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BOUND TREE MEDICAL, LLC	101	11/29/2011	\$381.81	E	42200	220	OPERATING MATERIAL/FI	OPERATING SUP	1133918
ECKBERG, LAMMERS, BRIG	101	11/29/2011	\$14.00	E	42200	300	REVIEW REGARDING DM	PROF SER-LEGAL	1133927
NEXTEL COMMUNICATIONS	101	11/29/2011	\$196.32	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1133910
GALOWITZ, MIKE	101	11/16/2011	\$42.12	E	42200	323	MILEAGE REIMBURSEME	RADIOS-REPAIR	1133888
XCEL	101	11/2/2011	\$312.83	E	42200	380	ELECTRIC & GAS	ELECTRIC SERVI	1133869
XCEL	101	11/2/2011	\$54.23	E	42200	381	ELECTRIC & GAS	FUEL FOR HEAT	1133869
SEVERSON, JASON	101	11/2/2011	\$56.91	E	42200	402	MEALS REIMBURSEMENT	CONFERENCES &	1133866
EMERGENCY APPARATUS M	101	11/16/2011	\$354.78	E	42200	412	REPAIR-SERVICE CALL/FI	REP & MAINT VE	1133887
CASPERSON MOTORS	101	11/29/2011	\$54.04	E	42200	412	2102 MAINT./FIRE DEPT.	REP & MAINT VE	1133921
WIPERS AND WIPES, INC	101	11/16/2011	-\$65.07	E	42200	420	SUPPLIES-BDGS/FIRE DE	R & M BLDGS, ST	1133896
WIPERS AND WIPES, INC	101	11/16/2011	\$65.07	E	42200	420	SUPPLIES-BDGS/FIRE DE	R & M BLDGS, ST	1133896

DEPT 42200 FIRE PROTECTION \$3,541.09

DEPT 43100 STREET MAINT

	101	10/31/2011	\$1,960.80	E	43100	101	Labor Distribution	WAGES AND SAL	
	101	11/15/2011	\$1,960.80	E	43100	101	Labor Distribution	WAGES AND SAL	
	101	10/31/2011	\$1,537.71	E	43100	102	Labor Distribution	OVERTIME	
	101	11/15/2011	\$142.17	E	43100	121	Labor Distribution	P E R A	
	101	10/31/2011	\$253.65	E	43100	121	Labor Distribution	P E R A	
	101	10/31/2011	\$215.41	E	43100	122	Labor Distribution	CONT TO RET., S	
	101	11/15/2011	\$120.32	E	43100	122	Labor Distribution	CONT TO RET., S	
	101	10/31/2011	\$149.47	E	43100	126	Labor Distribution	H S A	
	101	11/15/2011	\$123.83	E	43100	126	Labor Distribution	H S A	
	101	10/31/2011	\$320.47	E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	11/15/2011	-\$147.44	E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	10/31/2011	\$50.38	E	43100	170	Labor Distribution	MEDICARE	
	101	11/15/2011	\$28.14	E	43100	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	11/29/2011	\$2.44	E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133932
U S BANK VISA	101	11/29/2011	\$128.39	E	43100	205	ARAMARK	UNIFORMS - JOS	1133908
HOLIDAY FLEET	101	11/7/2011	\$531.39	E	43100	212	FUEL	MOTOR FUELS &	1133875
U S BANK VISA	101	11/29/2011	\$95.77	E	43100	220	MENARDS	OPERATING SUP	1133908
T. R. F. SUPPLY	101	11/16/2011	\$444.17	E	43100	220	TRASH BAGS	OPERATING SUP	1133949
NEOPOST	101	11/16/2011	\$2.50	E	43100	322	ANNUAL POSTAGE ACH F	POSTAGE	1133892
CRYSTEEL	101	11/28/2011	\$285.87	E	43100	412	PLOW SPRINGS	REP & MAINT VE	1133926
U S BANK VISA	101	11/29/2011	\$278.36	E	43100	412	MILLS FLEET FARM	REP & MAINT VE	1133908
U S BANK VISA	101	11/29/2011	\$221.58	E	43100	412	JR TRANSMISSION	REP & MAINT VE	1133908
BANYON DATA SYSTEMS	101	11/28/2011	\$78.06	E	43100	416	PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917
LOFFLER BUSINESS SYSTE	101	11/29/2011	\$15.11	E	43100	416	OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
T. A. SCHIFSKY & SONS INC	101	11/28/2011	\$605.22	E	43100	421	BITUMINOUS HOTMIX	REPAIR & MAINT	1133948
T. A. SCHIFSKY & SONS INC	101	11/28/2011	\$63.22	E	43100	421	BITUMINOUS HOTMIX	REPAIR & MAINT	1133948
BUBERL BLACK DIRT	101	11/16/2011	\$538.65	E	43100	423	42 YDS BLK DIRT	SIDEWALKS, CUR	1133919
ACTION RENTAL	101	11/28/2011	\$219.09	E	43100	431	BOOM LIFT RENTAL	RENTAL OF EQUI	1133912

DEPT 43100 STREET MAINT \$10,225.53

DEPT 43160 STREET LIGHTING

XCEL	101	11/2/2011	\$2,356.81	E	43160	380	ELECTRIC & GAS	ELECTRIC SERVI	1133869
------	-----	-----------	------------	---	-------	-----	----------------	----------------	---------

DEPT 43200 PARKS

HOLIDAY FLEET	101	11/7/2011	\$45.07	E	43200	212	FUEL	MOTOR FUELS &	1133875
NEOPOST	101	11/16/2011	\$2.50	E	43200	322	ANNUAL POSTAGE ACH F	POSTAGE	1133892
CARQUEST OF STILLWATER	101	11/28/2011	\$2.74	E	43200	412	LAMP LENS	REP & MAINT VE	1133920
BANYON DATA SYSTEMS	101	11/28/2011	\$78.06	E	43200	416	PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917
LOFFLER BUSINESS SYSTE	101	11/29/2011	\$15.11	E	43200	416	OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
ADT SECURITY SERVICES, I	101	11/28/2011	\$2,465.84	E	43200	420	BEACHHOUSE INSTALLA	R & M BLDGS, ST	1133913
PETERSON COMPANIES, IN	101	11/16/2011	\$75.00	E	43200	420	BEACH HOUSE FALL BLO	R & M BLDGS, ST	1133941
AIR FRESH PORTABLE TOIL	101	11/16/2011	\$84.36	E	43200	425	MTHLY RENTAL 10/28/11-	SATILLITIES	1133914

DEPT 43200 PARKS \$2,768.68

CITY OF BAYPORT

11/30/11 11:15 AM

Page 5

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL			\$138,091.61					
FUND 206 WATER/SEWER IMPROVEMENT FUND								
DEPT 41603 SO MN STREET UTILITY PROJECT								
S E H	206	11/21/2011	\$5,759.49	E	41603	305 2011 TELEVISIONING & MH IN	PROF SER-CONT	1133903
VISU-SEWER	206	11/17/2011	\$26,131.79	E	41603	305 2011 CLEANING AND TEL	PROF SER-CONT	1133954
DEPT 41603 SO MN STREET UTILITY PR			\$31,891.28					
DEPT 41605 INFLOW/INFILTRATION								
S E H	206	11/29/2011	\$525.58	E	41605	301 MET COUNCIL II REVIEW	PROF SER-ENGIN	1133942
FUND 206 WATER/SEWER IMPROVEMENT FU			\$32,416.86					
FUND 207 PARK IMPROVEMENT FUND								
DEPT 44100 PROJECT								
MILLER EXCAVATING	207	11/29/2011	\$3,000.00	E	44100	444 BARKER'S ALPS PARK SI	COMMUNITY PRO	1133937
GEORGE SIEGFRIED CONST	207	11/29/2011	\$7,440.00	E	44100	444 BARKER'S ALPS PARK	COMMUNITY PRO	1133929
DEPT 44100 PROJECT			\$10,440.00					
FUND 207 PARK IMPROVEMENT FUND			\$10,440.00					
FUND 211 LIBRARY								
DEPT 45500 LIBRARY								
	211	10/31/2011	\$2,612.80	E	45500	050 Labor Distribution	SEASONAL/PART	
	211	11/15/2011	\$2,508.78	E	45500	050 Labor Distribution	SEASONAL/PART	
	211	11/15/2011	\$3,013.30	E	45500	101 Labor Distribution	WAGES AND SAL	
	211	10/31/2011	\$3,013.30	E	45500	101 Labor Distribution	WAGES AND SAL	
	211	11/15/2011	\$361.97	E	45500	121 Labor Distribution	P E R A	
	211	10/31/2011	\$387.60	E	45500	121 Labor Distribution	P E R A	
	211	10/31/2011	\$342.61	E	45500	122 Labor Distribution	CONT TO RET., S	
	211	11/15/2011	\$336.17	E	45500	122 Labor Distribution	CONT TO RET., S	
	211	11/15/2011	-\$395.50	E	45500	131 Labor Distribution	CONT TO EMPLO	
	211	10/31/2011	\$97.59	E	45500	131 Labor Distribution	CONT TO EMPLO	
	211	11/15/2011	\$78.61	E	45500	170 Labor Distribution	MEDICARE	
	211	10/31/2011	\$80.13	E	45500	170 Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	211	11/21/2011	\$9.54	E	45500	201 SUPPLIES/LIBRARY	OFFICE SUPPLIE	1133932
BAKER & TAYLOR	211	11/21/2011	\$55.34	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$137.99	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$88.16	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$82.78	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$166.03	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$83.32	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$211.57	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$374.42	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	-\$14.40	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$227.71	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$40.41	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$94.89	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$30.47	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$23.46	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$63.09	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$40.95	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$45.41	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$104.76	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$27.04	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$89.38	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916
BAKER & TAYLOR	211	11/21/2011	\$138.54	E	45500	217 BOOKS/LIBRARY	MATERIALS & PR	1133916

CITY OF BAYPORT

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
INNOVATIVE OFFICE SOLUTI	211	11/21/2011	\$39.75	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUP	1133932
SHARON SIPPEL	211	11/21/2011	\$1,425.00	E	45500	302	CLEANING SERVICE/LIBR	CONTRACT SERV	1133945
WASHINGTON COUNTY SHE	211	11/21/2011	\$54.25	E	45500	311	BACKGROUND-BLANDO/L	PERSONNEL TES	1133956
COMCAST	211	11/28/2011	\$5.00	E	45500	321	HIGH SPEED INTERNET/L	COMMUNICATION	1133924
WASHINGTON COUNTY LIBR	211	11/21/2011	\$282.36	E	45500	321	OCT & NOV 2011 CENTUR	COMMUNICATION	1133955
OFFICE OF ENT TECHNOLO	211	11/28/2011	\$74.28	E	45500	321	PHONES/LIBRARY	COMMUNICATION	1133939
XCEL	211	11/2/2011	\$741.93	E	45500	380	ELECTRIC & GAS	ELECTRIC SERVI	1133869
XCEL	211	11/2/2011	\$231.79	E	45500	381	ELECTRIC & GAS	FUEL FOR HEAT	1133869
MACDONALD, KATHY	211	11/21/2011	\$165.39	E	45500	400	MILEAGE REIMBURSEME	USE OF PERSON	1133904
TOSHIBA BUSINESS SOLUTI	211	11/21/2011	\$200.00	E	45500	416	SERVICE - CLEAN/LUBRI	REPAIR/MAINT O	1133950
TOSHIBA BUSINESS SOLUTI	211	11/21/2011	\$59.75	E	45500	416	BLACK & COLOR OPERAT	REPAIR/MAINT O	1133950
TRU GREEN CHEMLAWN	211	11/21/2011	\$47.25	E	45500	420	FALL APPLICATION/LIBRA	R & M BLDGS, ST	1133952
MENARDS-STILLWATER	211	11/21/2011	\$79.61	E	45500	420	OPERATING SUPPLIES/LI	R & M BLDGS, ST	1133935
ELECTRO WATCHMAN, INC	211	11/29/2011	\$60.00	E	45500	420	LIBRARY 12/01/2011-02/29	R & M BLDGS, ST	1133928
NARDINI FIRE EQUIPMENT C	211	11/16/2011	\$108.59	E	45500	420	PORTABLES MAINT/ANNU	R & M BLDGS, ST	1133891
AMERICAN LIBRARY ASSOCI	211	11/21/2011	\$130.00	E	45500	433	MEMBERSHIP DUES/LIBR	DUES & MEMBER	1133915
DEPT 45500 LIBRARY			\$18,263.17						
FUND 211 LIBRARY			\$18,263.17						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	11/2/2011	\$1,894.28	E	46110	380	ELECTRIC & GAS	ELECTRIC SERVI	1133869
XCEL	601	11/2/2011	\$84.52	E	46110	381	ELECTRIC & GAS	FUEL FOR HEAT	1133869
DEPT 46110 WATER-PUMPHOUSE			\$1,978.80						
DEPT 46120 WATER									
	601	11/15/2011	\$1,013.29	E	46120	050	Labor Distribution	SEASONAL/PART	
	601	10/31/2011	\$896.77	E	46120	050	Labor Distribution	SEASONAL/PART	
	601	11/15/2011	\$4,315.45	E	46120	101	Labor Distribution	WAGES AND SAL	
	601	10/31/2011	\$4,261.26	E	46120	101	Labor Distribution	WAGES AND SAL	
	601	10/31/2011	\$337.45	E	46120	121	Labor Distribution	P E R A	
	601	11/15/2011	\$346.88	E	46120	121	Labor Distribution	P E R A	
	601	10/31/2011	\$311.64	E	46120	122	Labor Distribution	CONT TO RET., S	
	601	11/15/2011	\$322.11	E	46120	122	Labor Distribution	CONT TO RET., S	
	601	11/15/2011	\$206.22	E	46120	126	Labor Distribution	H S A	
	601	10/31/2011	\$193.19	E	46120	126	Labor Distribution	H S A	
	601	11/15/2011	-\$173.74	E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	10/31/2011	\$490.22	E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	10/31/2011	\$72.90	E	46120	170	Labor Distribution	MEDICARE	
	601	11/15/2011	\$75.34	E	46120	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	601	11/29/2011	\$2.44	E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133932
GARDNER, TIM	601	11/17/2011	\$161.96	E	46120	203	UNIFORM REIMBURSEME	UNIFORMS - TIM	1133898
YOCUM OIL CO	601	11/16/2011	\$494.08	E	46120	212	LUBRICANTS & RELATED	MOTOR FUELS &	1133957
HOLIDAY FLEET	601	11/7/2011	\$424.12	E	46120	212	FUEL	MOTOR FUELS &	1133875
U S BANK VISA	601	11/29/2011	\$12.60	E	46120	216	THE USPS STORE	CHEMICALS AND	1133908
HAWKINS WATER	601	11/28/2011	\$2,199.94	E	46120	216	WATER TREATMENT SUP	CHEMICALS AND	1133930
HAWKINS WATER	601	11/28/2011	\$78.86	E	46120	216	WATER TESTING	CHEMICALS AND	1133930
HAWKINS WATER	601	11/16/2011	\$35.00	E	46120	216	CHLORINE-WATER TREA	CHEMICALS AND	1133930
ABLE HOSE & RUBBER INC	601	11/28/2011	\$29.68	E	46120	240	HOSE GASKETS	SMALL TOOLS-E	1133911
STILLWATER MEDICAL GRO	601	11/28/2011	\$63.00	E	46120	302	TIM GARDNER RANDOM	CONTRACT SERV	1133947
MILLER EXCAVATING	601	11/16/2011	\$187.50	E	46120	302	LOCATE CONDUIT	CONTRACT SERV	1133937
ONE CALL CONCEPTS	601	11/16/2011	\$47.85	E	46120	307	UTILITY LOCATES	GOPHER STATE	1133940
COMCAST	601	11/28/2011	\$136.74	E	46120	321	HIGHSPEED INTERNET/W	COMMUNICATION	1133924
U S BANK VISA	601	11/29/2011	\$1.03	E	46120	322	USPS	POSTAGE	1133908
NEOPOST	601	11/16/2011	\$2.50	E	46120	322	ANNUAL POSTAGE ACH F	POSTAGE	1133892
XCEL	601	11/2/2011	\$1,335.47	E	46120	380	ELECTRIC & GAS	ELECTRIC SERVI	1133869
XCEL	601	11/2/2011	\$174.84	E	46120	381	ELECTRIC & GAS	FUEL FOR HEAT	1133869
U S BANK VISA	601	11/29/2011	\$185.00	E	46120	412	JR TRANSMISSION	REP & MAINT VE	1133908
BANYON DATA SYSTEMS	601	11/28/2011	\$78.06	E	46120	416	PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917

CITY OF BAYPORT

11/30/11 11:15 AM

Page 7

MONTHLY EXPENSES 1133859-1133957

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount ct	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
LOFFLER BUSINESS SYSTE	601	11/29/2011	\$45.35	E	46120	416 OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
HD SUPPLY FACILITIES MAI	601	11/29/2011	\$2,458.29	E	46120	419 WATER METERS	REPAIR & MAINT	1133931
ELECTRO WATCHMAN, INC	601	11/29/2011	\$64.12	E	46120	420 PUBLIC WKS 12/01/2011-0	R & M BLDGS, ST	1133928
MENARDS-STILLWATER	601	11/28/2011	\$5.55	E	46120	420 DRAIN FITTING/WATER D	R & M BLDGS, ST	1133935
MENARDS-STILLWATER	601	11/28/2011	\$33.64	E	46120	420 DRAIN FITTINGS/WATER	R & M BLDGS, ST	1133935
MENARDS-STILLWATER	601	11/28/2011	\$10.36	E	46120	420 OPERATING SUPPLIES /	R & M BLDGS, ST	1133935
ACTION RENTAL	601	11/16/2011	\$44.89	E	46120	431 COMPRESSOR RENTAL	RENTAL OF EQUI	1133912
DEPT 46120 WATER			\$20,981.85					
FUND 601 WATER			\$22,960.65					
FUND 602 SEWER								
DEPT 46200 SEWER - OPERATING								
	602	11/15/2011	\$230.00	E	46200	050 Labor Distribution	SEASONAL/PART	
	602	11/15/2011	\$4,305.45	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	10/31/2011	\$4,261.26	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	11/15/2011	\$312.07	E	46200	121 Labor Distribution	P E R A	
	602	10/31/2011	\$308.89	E	46200	121 Labor Distribution	P E R A	
	602	11/15/2011	\$272.89	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	10/31/2011	\$256.02	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	11/15/2011	\$205.77	E	46200	126 Labor Distribution	H S A	
	602	10/31/2011	\$193.16	E	46200	126 Labor Distribution	H S A	
	602	11/15/2011	-\$173.49	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	10/31/2011	\$490.14	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	11/15/2011	\$63.82	E	46200	170 Labor Distribution	MEDICARE	
	602	10/31/2011	\$59.87	E	46200	170 Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	602	11/29/2011	\$2.46	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133932
HORAK, MILAN	602	11/29/2011	\$268.10	E	46200	206 UNIFORMS/MEL HORAK	UNIFORMS - PW	1133907
YOCUM OIL CO	602	11/16/2011	\$494.08	E	46200	212 LUBRICANTS & RELATED	MOTOR FUELS &	1133957
HOLIDAY FLEET	602	11/7/2011	\$93.97	E	46200	212 FUEL	MOTOR FUELS &	1133875
U S BANK VISA	602	11/29/2011	\$19.24	E	46200	220 ACE HARDWARE	OPERATING SUP	1133908
J H LARSON CO	602	11/28/2011	\$36.84	E	46200	220 LIGHT BULBS	OPERATING SUP	1133933
S E H	602	11/29/2011	\$690.53	E	46200	301 SANITARY SEWER ORIDA	PROF SER-ENGIN	1133942
NEOPOST	602	11/16/2011	\$2.50	E	46200	322 ANNUAL POSTAGE ACH F	POSTAGE	1133892
LOFFLER BUSINESS SYSTE	602	11/29/2011	\$45.38	E	46200	416 OPERATING SUPPLIES/C	REPAIR/MAINT O	1133934
BANYON DATA SYSTEMS	602	11/28/2011	\$78.06	E	46200	416 PAYROLL & FUND ACCT.	REPAIR/MAINT O	1133917
MINNESOTA PIPE & EQUIPM	602	11/28/2011	\$192.38	E	46200	419 SEWER COVERS	REPAIR & MAINT	1133938
DEPT 46200 SEWER - OPERATING			\$12,709.39					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	11/29/2011	\$31,010.92	E	46990	434 MTHLY ANNUAL FLOW F	STATE FEES FOR	1133936
FUND 602 SEWER			\$43,720.31					
			\$265,892.60					



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

Date: November 14, 2011
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Non-unionized employee paid holiday hours for 2012

BACKGROUND

The city establishes paid holiday hours for employees, to observe designated federal holidays. To be consistent with state law, the city's union employee paid holiday hours, and the designated holidays observed by the Washington County Government Center, the city is suggesting the following for 2012:

New Year's Day	Monday, January 2 (observed)	10 hours
Martin Luther King Jr. Day	Monday, January 16	10 hours
President's Day	Monday, February 20	10 hours
Memorial Day	Monday, May 28	10 hours
Independence Day	Wednesday, July 4	10 hours
Labor Day	Monday, September 3	10 hours
Veteran's Day	Monday, November 12 (observed)	10 hours
Thanksgiving Day	Thursday, November 22	10 hours
Christmas Eve Day	Monday, December 24	6 hours
Christmas Day	Tuesday, December 25	10 hours

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2012.



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

DATE: November 23, 2011

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 2012

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 2012, CHESS is proposing a service agreement for \$350.00 per month, which is the same fee and level of service as last year. 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 2012 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 2012.



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

Date: November 21, 2011
To: Mayor and City Council
Mitch Berg, City Administrator
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Liquor and tobacco license renewals for 2012

BACKGROUND

Liquor and tobacco licenses expire on December 31, 2011. The following establishments have submitted the required paperwork and are requesting license renewal:

<u>Establishment</u>	<u>License Type</u>
Bayport BBQ – 328 5 th Ave. N.	On-sale and Sunday liquor
Bayport Liquor - 102 3 rd St. N.	Off-sale liquor and tobacco
Greystone Bar - 143 3 rd St. N.	On-sale and off-sale liquor
Hefty's - 193 3 rd St. N.	On-sale and Sunday liquor
Hesley Jensen American Legion Post 491 - 263 3 rd St. N.	Club on-sale and Sunday liquor
Holiday Stationstores – 174 3 rd St. N.	Tobacco
La Cocinita - 338 5 th Ave. N.	On-sale and Sunday liquor
Woody's Bar and Grill - 109 3 rd St. N.	On-sale, off-sale, and Sunday liquor

Please refer to the attached memo from the Police Department regarding recent liquor and tobacco compliance checks.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewal of liquor and tobacco licenses for the establishments listed above for 2012.



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

Date: November 8, 2011

To: Mayor and City Council
City Administrator Mitchell Berg
Assistant City Administrator / Planner Sara Taylor

From: Chief of Police Laura Eastman

Subject: Liquor and tobacco compliance checks

Liquor and tobacco compliance checks were completed on 11/06/11. The following establishments passed and staff recommendation is that each license be renewed at this time:

American Legion	Liquor
Bayport BBQ	Liquor
Bayport Liquor	Liquor and tobacco
Greystone Bar	Liquor
Holiday Gas Station	Tobacco
La Cocinita	Liquor
Woody's Bar and Grill	Liquor

It should be noted that the new establishment Hefty's, located at 193 3rd St. N., is not anticipated to open until February of 2012. As such, the Police Department will conduct a compliance check in the spring of next year.



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

Date: November 15, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Compensation/pay plan adjustments for 2012

BACKGROUND

In 2011, the city approved a two year labor contract with both the Public Works and Police Department labor unions. As a result, effective January 1, 2012 both employee groups will be eligible for a 2% cost of living increase. I am recommending the same for the non-union employees. The city has budgeted for these cost of living adjustments for 2012.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve an amendment to the salary figures within the city's pay plan for 2012, as proposed.

CITY OF BAYPORT

2012 Step Schedule

	2012	2012	2012	2012	2012	2012	2012	2012	2012
Grade	s	t	e	p	s	t	e	p	s
Job Class	1	2	3	4	5	6	7	8	
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	see above
Secretary / Receptionist	see above	see above	see above						
	\$ 34,566.84	\$ 36,468.43	\$ 38,475.07	\$ 40,617.25	\$ 42,546.15	\$ 44,567.50	\$ 46,666.60	\$ 48,999.98	
	\$ 38,023.32	\$ 40,116.11	\$ 42,321.32	\$ 44,678.87	\$ 46,800.03	\$ 49,024.15	\$ 51,332.32	\$ 53,898.93	
Public Works Maintenance Worker*									
	\$ 41,783.41	\$ 44,375.24	\$ 46,505.86	\$ 49,096.64	\$ 51,428.97	\$ 53,870.57	\$ 56,408.82	\$ 59,228.63	
	\$ 48,775.16	\$ 51,460.49	\$ 54,289.76	\$ 57,311.28	\$ 60,036.54	\$ 62,887.87	\$ 65,847.41	\$ 69,138.94	
Police Officer*									
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	see above						
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	see above						
Public Works Supervisor	see above	see above	see above						
	\$ 60,604.91	\$ 63,938.47	\$ 67,454.82	\$ 71,210.72	\$ 74,592.60	\$ 78,135.22	\$ 81,816.53	\$ 85,907.56	
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	
	\$ 68,353.09	\$ 72,113.18	\$ 76,079.20	\$ 80,316.27	\$ 84,131.00	\$ 88,127.48	\$ 92,278.40	\$ 96,892.64	
	\$ 72,454.63	\$ 76,439.55	\$ 80,645.11	\$ 85,134.32	\$ 89,178.08	\$ 93,415.15	\$ 97,814.01	\$ 102,704.55	
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



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

Date: November 22, 2011
To: Council Members and
City Administrator Mitchell Berg
From: Chief of Police Laura Eastman
Subject: Hiring of John Miller as a part-time police officer

BACKGROUND

Please consider this memorandum to appoint John Miller as a part-time police officer at a starting pay of \$12.67 per hour. This part time officer will replace Officer Logan, who resigned in August of 2011.

As you are aware, part-time officers relieve our full-time officers by filling in during mandatory training and/or compensatory leaves such as vacation, sick or injured full-time staff. In addition, the part-time officers assist in augmenting our summer staffing levels, special events, and grant work.

John has been a reserve officer with our department for one year. He is currently finishing up his bachelor's degree and is POST/license eligible. John has spent many volunteer hours getting to know the requirements of the job. Most importantly, he understands and embraces the importance of community policing and he would be a wonderful addition to the team!

RECOMMENDATION

Staff recommends the City Council approve the hiring of John Miller as a part-time police officer at a starting pay rate of \$12.67 per hour.



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

Date: November 21, 2011
To: Mayor and City Council
From: Mitch Berg, City Administrator
Re: Purchase of new audio equipment for the City Hall Council Chambers

BACKGROUND

The city has received feedback that the quality of the audio system in the City Council chambers is poor when broadcasted over the public access cable network. As such, the city solicited a quote for the replacement of the existing nine microphones, which are over 20 years old. The city's videographer quoted the replacement at \$1,619.55 excluding tax. Being this is an unbudgeted expenditure, the purchase would be funded by the contingency fund.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the purchase of nine new microphones at a cost not to exceed \$1,750.00.



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

Date: November 22, 2011
To: Mayor and City Council Members
From: Mitchell Berg, City Administrator
Kathy MacDonald, Library Director
Subject: Fund transfer from municipal buildings to library for HVAC replacement

BACKGROUND

In 2010, the city's Municipal Buildings Maintenance Committee made a recommendation to the City Council to authorize up to \$45,000 to replace the four heating, ventilation, and air conditioning (HVAC) units at the library with funding from the Municipal Buildings Maintenance Fund. This was adopted as part of the city's 2011 Capital Improvement Plan.

Earlier this year, staff was cautious to expend funding for the units without knowing what the outcome of the government shutdown would be on local government aid. As a result, the library agreed to fund the replacement of the HVAC units with the understanding that if there was a surplus of funds at the end of the year, the city would transfer funds to reimburse the library for the expenditure.

RECOMMENDATION

Staff recommends the City Council adopt a motion to transfer \$31,763.00 from the General Fund 101 to the Library Fund 211 to reimburse the library for the replacement of four HVAC roof top units.



SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

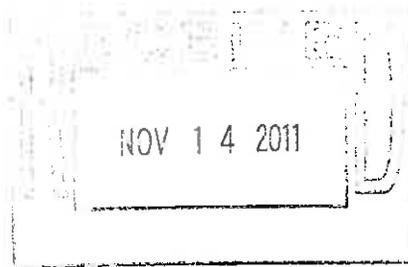
MEMORANDUM

TO: Mitch Berg
FROM: Larry Wacker
SUBJECT: Miller Excavating Payment Application #8(final)Barker's Alps Park Site Improvements
DATE: November 10, 2011
CC:

Enclosed please find the final payment application from Miller Excavating for the work they completed at Barker's Alps Park. IC-134, tax withholding forms are also included for Miller Excavating and their subcontractor's.

Let me know if you would like lien waivers or other closing documents from Miller.

Please forward any additions or corrections.



365 EAST KELLOGG BOULEVARD - SAINT PAUL MINNESOTA 55101-1411
PHONE: 651-221-0401 FAX: 651-297-6817
VISIT OUR WEBSITE: WWW.SWBINC.COM

P:\10735 - BAYPORT - BARKER'S ALPS\CORRESPONDENCE\FINAL PAY APP #8.DOC

AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: CITY OF BAYPORT PROJECT: BARKER'S ALPS PAER APPLICATION NO: 8 Distribution to:
BAYPORT, MN SITE IMPROVEMENTS PERIOD TO: 11/7/11 OWNER:
 FROM CONTRACTOR: MILLER EXCAVATING, INC. VIA ARCHITECT: SANDER'S WALKER BERELY CONTRACT FOR: STREWORK ARCHITECT:
 CONTRACTOR: FIELD:
 OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 505,879.90
2. Net change by Change Orders \$ 47,815.46
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 553,775.36
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 553,775.36
5. RETAINAGE:
 - a. 0 % of Completed Work (Column D + E on G703) \$ 0.00
 - b. 0 % of Stored Material (Column F on G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 553,775.36
 (Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 550,775.34
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$ 3000.00
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 47,815.46	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
TOTALS	\$ 47,815.46	\$ 0.00
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: [Signature] Date: 11/7/11
 By: [Signature] State of: MINNESOTA
 County of: WASHINGTON
 Subscribed and sworn to before me this 7 day of NOVEMBER, 2011
 Notary Public: Mary C. O'Brien
 My Commission expires: 1-31-14



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 3,000.00
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continguation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: 11/7/11
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

AIA Document G702™ - 1992. Copyright © 1993, 1995, 1998, 1978 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 07:46:07 on 06/20/2008 under Order No. 1000563949_1 which expires on 04/26/2009, and is not for resale. (18-48861280)

A Item NO.	B Description Of Activities	C SCHEDULE OF VALUES		D Work Completed		E THIS PERIOD		F MATERIAL PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
		From Previous Application (D-FE)	THIS PERIOD	From Previous Application (D-FE)	THIS PERIOD						
1	Base Bid	\$ 274,042.90	\$ -	\$ 274,042.90	\$ -	\$ -	\$ -	\$ 274,042.90	\$ -	\$ -	
2	Alternate # 1	\$ 41,700.00	\$ -	\$ 41,700.00	\$ -	\$ -	\$ -	\$ 41,700.00	\$ -	\$ -	
3	Alternate # 2	\$ 25,792.50	\$ -	\$ 25,792.50	\$ -	\$ -	\$ -	\$ 25,792.50	\$ -	\$ -	
4	Alternate # 3	\$ 51,798.50	\$ -	\$ 51,798.50	\$ -	\$ -	\$ -	\$ 51,798.50	\$ -	\$ -	
5	Alternate # 4	\$ 21,107.00	\$ -	\$ 21,107.00	\$ -	\$ -	\$ -	\$ 21,107.00	\$ -	\$ -	
6	Alternate # 5	\$ 17,024.00	\$ -	\$ 17,024.00	\$ -	\$ -	\$ -	\$ 17,024.00	\$ -	\$ -	
7	Alternate # 6	\$ 12,700.00	\$ -	\$ 12,700.00	\$ -	\$ -	\$ -	\$ 12,700.00	\$ -	\$ -	
8	Unit Price # 1	\$ 9,950.00	\$ -	\$ 9,950.00	\$ -	\$ -	\$ -	\$ 9,950.00	\$ -	\$ -	
9	Unit Price # 2	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	
10	Unit Price # 3	\$ 14,925.00	\$ -	\$ 14,925.00	\$ -	\$ -	\$ -	\$ 14,925.00	\$ -	\$ -	
11	Unit Price # 4	\$ 29,850.00	\$ -	\$ 29,850.00	\$ -	\$ -	\$ -	\$ 29,850.00	\$ -	\$ -	
12	Unit Price # 5	\$ 1,990.00	\$ -	\$ 1,990.00	\$ -	\$ -	\$ -	\$ 1,990.00	\$ -	\$ -	
13	Change Order # 1	\$ 47,895.46	\$ -	\$ 47,895.46	\$ -	\$ -	\$ -	\$ 47,895.46	\$ -	\$ -	
14		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
16		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS		\$ 553,775.36	\$ -	\$ 553,775.36	\$ -	\$ -	\$ -	\$ 553,775.36	\$ -	\$ -	

MINNESOTA REVENUE
Contractor's Withholding Affidavit
Confirmation

MILLER EXCAVATING INC

ID 9363164

Please keep this information for your records.

Submit a copy of this page to the project owner to receive your final payment.

Confirmation number	416744 Fri Nov 04 07:29:40 CDT 2011
Project owner	CITY OF BAYPORT
Project number	09133
Project begin date	June 2009
Project end date	April 2010
Project location	BARKERS ALPS PARK IMPROVEMENTS
Subcontractors	BRUCE WINKEL 4314095 396986 CURB MASTERS INC 2207114 355679 ROSTI CONSTRUCTION CO 3338259 404144 TOWER ASPHALT INC 9308607 415226 HARDRIVES INC 9245382 415208

MINNESOTA REVENUE ■

Minnesota Revenue Home | Contact Us | Help

Contractor's Withholding Affidavit Confirmation

 [Printer-friendly version.](#)

HARDRIVES INC

ID 9245382

Please keep this information for your records. To print or save this page, use your browser's print or save function. Do not use your browser's back button.

Submit a copy of this page to the business that hired you to receive your final payment.

Confirmation number	415208	Mon Oct 31 08:56:16 CDT 2011
Project owner	CITY OF BAYPORT	
Project number	30812-T929	
Project begin date	June 2010	
Project end date	June 2011	
Project location	BARKERS ALPS PARK IMPROVEMENTS	
Subcontractors	No subcontractors listed.	

Minnesota Department of Revenue | [Site privacy & security](#) | [Use of information](#)

MINNESOTA REVENUE

Minnesota Revenue Home | Contact Us | Help

Contractor's Withholding Affidavit Confirmation

Print this confirmation

TOWER ASPHALT INC

ID 9308607

TERRA SERVICES, INC.
PO BOX 196
LAKELAND MN 55043

Please keep this information for your records. To print or save this page, use your browser's print or save function. Do not use your browser's back button.

Submit a copy of this page to the business that hired you to receive your final payment.

Confirmation number	415226 Mon Oct 31 09:14:28 CDT 2011
Project owner	CITY OF BAYPORT
Project number	T929
Project begin date	September 2009
Project end date	April 2010
Project location	BARKERS ALPS PARK IMPROVEMENTS
Subcontractors	HARDRIVES INC 9245382 415208

Print this confirmation

Minnesota Department of Revenue | Site privacy & security | Use of information



MINNESOTA REVENUE

Contractor's Withholding Affidavit

Confirmation

ROSTI CONSTRUCTION CO

ID 3338259

Please keep this information for your records.

Submit a copy of this page to the business that hired you to receive your final payment.

Confirmation number	404144 Tue Sep 20 08:57:57 CDT 2011
Project owner	CITY OF BAYPORT
Project number	09133
Project begin date	June 2009
Project end date	August 2009
Project location	BARKERS ALPS PARK
Subcontractors	No subcontractors listed.

Miller Excavating.

MINNESOTA - REVENUE
Contractor's Withholding Affidavit
Confirmation

CURB MASTERS INCORP

ID 2207114

Please keep this information for your records.

Submit a copy of this page to the business that hired you to receive your final payment.

Confirmation number	355679 Tue Nov 30 12:16:07 CST 2010
Project owner	CITY OF BAYPORT
Project number	09133
Project begin date	August 2009
Project end date	September 2009
Project location	BARKERS ALPS PARK IMPROVEMENTS BAYPORT
Subcontractors	No subcontractors listed.

Minnesota Department of Transportation
Minnesota Turnpike Authority

Minnesota Turnpike Authority
1000 University Avenue
St. Paul, MN 55102
Phone: (612) 342-2000

Minnesota Turnpike Authority
1000 University Avenue
St. Paul, MN 55102
Phone: (612) 342-2000

Minnesota Turnpike Authority
1000 University Avenue
St. Paul, MN 55102
Phone: (612) 342-2000

Minnesota Turnpike Authority
1000 University Avenue
St. Paul, MN 55102
Phone: (612) 342-2000

Minnesota Turnpike Authority

Minnesota Turnpike Authority

1

Minnesota Turnpike Authority
1000 University Avenue
St. Paul, MN 55102
Phone: (612) 342-2000



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

Date: November 29, 2011
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: **2012 Refuse Hauling Licenses**

The following companies have successfully completed the application and fee process to be licensed as a refuse hauler in the City of Bayport in 2012:

- **Allied Waste Services of North America**
Inver Grove Heights, Minnesota
- **Horak, Inc., d/b/a River City Services**
Bayport, Minnesota
- **Lightning Disposal**
Eagan, Minnesota
- **Maroney's Sanitation**
Stillwater, Minnesota
- **Ray Anderson & Sons Co., Inc., d/b/a/ Dumpster Box Services**
St. Paul, Minnesota
- **Shamrock Disposal, Inc.**
Blaine, Minnesota
- **Tennis Roll Off, LLC**
St. Paul Park, Minnesota
- **Waste Management**
Blaine, Minnesota

RECOMMENDATION

Staff recommends the City Council approve licenses for the above-named businesses to provide refuse hauling services within the City of Bayport during 2012, and to authorize Administrator Berg to approve licensure for additional companies that may apply.



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

Date: November 29, 2011
To: Mayor and City Council
Mitch Berg, City Administrator
From: Wanda Madsen, Finance Officer
Subject: **Budgeted Fund Transfers**

BACKGROUND

In the 2011 budget process, the city budgeted for the following fund transfers:

- Transferring \$5,000.00 from the city's Water Department Fund # 601 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2011.
- Transferring \$115,000.00 from the city's Sewer Department Fund # 602 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2011.
- Transferring \$200.00 from the city's General Fund # 101 (Cemetery Department) to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2011.
- Transferring \$2,500.00 from the city's General Fund # 101 (Cemetery Department) to the city's Cemetery Capital Improvement Fund # 101 (412), effective December 31, 2011.
- Transferring \$40,000.00 from the city's General Fund # 101 (Street Department) to the city's Public Works Equipment Fund # 101 (203), effective December 31, 2011.
- Transferring \$15,000.00 from the city's General Fund # 101 (Police Department) to the city's Police Equipment Fund # 101 (413), effective December 31, 2011.
- Transferring \$70,000.00 from the city's General Fund # 101 (Fire Department) to the city's Fire Equipment Replacement Fund # 101 (200), effective December 31, 2011.
- Transferring \$400.00 from the city's General Fund # 101 (Mayor & Council) to the city's Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$750.00 from the city's General Fund # 101 (Administration) to the city's Office Automation Fund # 101 (414), effective December 31, 2011.

- Transferring \$2,000.00 from the city's General Fund # 101 (Planning & Zoning) to the city's Office Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$2,370.00 from the city's General Fund # 101 (Police Department) to the city's Office Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$475.00 from the city's General Fund # 101 (Street Maintenance) to the city's Office Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$475.00 from the city's General Fund # 101 (Parks Department) to the city's Office Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$475.00 from the city's Water Department Fund # 601 to the city's Office Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$475.00 from the city's Sewer Department Fund # 602 to the city's Office Automation Fund # 101 (414), effective December 31, 2011.
- Transferring \$350.00 from the city's General Fund # 101 (Mayor & Council) to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$500.00 from the city's General Fund # 101 (Administration) to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$1,000.00 from the city's General Fund # 101 (Police Department) to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$2,500.00 from the city's General Fund # 101 (Fire Department) to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$500.00 from the city's General Fund # 101 (Street Maintenance) to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$1,000.00 from the city's Water Department Fund # 601 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$1,000.00 from the city's Sewer Department Fund # 602 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2011.
- Transferring \$31,763.00 from the city's Municipal Buildings Maintenance Fund #101(415) to the city's Library Fund # 211, effective December 31, 2011.

RECOMMENDATION

Staff recommends the City Council approve the budgeted fund transfers listed above.



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

DATE: November 29, 2011

TO: Mayor and City Council

FROM: Mitch Berg, City Administrator
Laura McClemans, Administrative Intern

RE: Authorization to obtain a rewards credit card for city purchases

BACKGROUND

The city looks for ways to supplement the budget with additional revenue. The city would like to obtain a credit card to use for reoccurring purchases that would create a cash reward for the city. The city anticipates earning up to \$200.00 per month in cash rewards, which will help fund training and professional development for the city's employees and City Council.

The card will primarily be used for reoccurring charges on utilities, communications, office supplies, and contracted service bills. The rewards will be collected on a monthly basis and will be deposited directly into the general fund. Once the city has selected the rewards credit card vendor that best meets the needs of the city, staff will prepare purchasing procedures and guidelines for the rewards card, which will be presented to the City Council and incorporated into the city's purchasing policy.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing city staff to obtain a cash rewards credit card for city purchases.



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

Date: November 29, 2011
To: Mayor and City Council
From: Mitch Berg, City Administrator
Wanda Madsen, Finance Officer
Subject: Certification of past due refuse bills and delinquent vacant registration fees to 2011 property taxes

BACKGROUND

Pursuant to Chapter 429 of the Minnesota State Statutes, property owners who have past due garbage collection and disposal charges, as well as those delinquent in paying their vacant building registration fees, must be afforded due process prior to the City certifying any delinquent charges and/or fees against one's property tax statement. Therefore, the purpose of this quasi-judicial hearing is to hear from property owners who desire to contest the charges from appearing on their property tax statement.

Waste Collection: According to the City's agreement with Allied Waste Services, the City shall, at the request of Allied Waste Services, certify for collection with real estate taxes, all accounts subject to the agreement and billed by Allied Waste that are at least sixty (60) days in arrears as of September 29th upon proper documentation of such delinquent accounts being submitted to the City. A penalty charge of \$25.00 shall be added to the amount to be certified to reimburse the City for its administrative expenses resulting from the delinquency. When received by the City as part of its tax settlement, these funds shall be remitted to Allied Waste within thirty (30) days after receipt of the tax settlement distribution report prepared and submitted by Washington County to the City.

Attached is a list of accounts that have past due balances meeting the criteria defined above and have been reported to the City by Allied Waste Services. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that have past due balances owing at year-end will be certified to the county.

Vacant Building Registration: In December 2010, the City Council adopted Ordinance #825 to provide for the securing of vacant buildings. We are pleased to report that five buildings have registered to date in 2011, and multiple nuisance/life safety issues have been resolved as part of this process. Attached is a list of properties meeting the criteria set forth in Ordinance #825 that have not completed the registration process in accordance with the ordinance provisions, and per Minnesota State Statute 429.101, the city may assess the \$500 registration fee as a special assessment against the property. A penalty charge of \$25.00 shall be added to the amount to be certified to reimburse the City for its administrative expenses resulting from the delinquency

All property owners were notified they could appeal their past due waste collection amount and/or unpaid registration fee to the City Council at the December 5, 2011 meeting.

RECOMMENDATION

City staff recommends the City Council accept the attached list of Allied Waste Services past due balances for certification to Washington County. Staff further recommends accepting the attached list of properties that failed to comply with the vacant building registration process, for certification to Washington County.

DELINQUENT REFUSE COLLECTION ACCOUNTS

PID NUMBER	Customer	Billing Address	Admin. Certification Fee	Allied Delinquet Acts	Total Amt of Certification to County
11.029.20.32.0076	KEN SEEFERT	485 MINNESOTA ST S	\$ 25.00	\$ 307.39	\$ 332.39
11.029.20.22.0055	KELLIE JONES	348 4TH ST N	\$ 25.00	\$ 249.50	\$ 274.50
11.029.20.32.0023	* GARY PULFORD/ DEBBIE ANDERSON	340 MINNESOTA ST S	\$ 25.00	\$ 297.38	\$ 322.38
10.029.20.11.0036	* DENISE RODENBURG/ JEANNE & KEITH NELSON	488 5TH ST N	\$ 25.00	\$ 431.18	\$ 456.18
11.029.20.33.0021	KIM & KARL TYRRELL	555 MINNESOTA ST S	\$ 25.00	\$ 129.46	\$ 154.46
11.029.20.31.0006	*JERRY KROMSCHROEDER /JULIE HAASE	398 MAINE ST S	\$ 25.00	\$ 34.09	\$ 59.09
10.029.20.12.0001	PAUL SKARET	344 8TH ST N	\$ 25.00	\$ 305.63	\$ 330.63
11.029.20.22.0059	* DUNCAN MILLER/DALE KRONGARD III	282 4th Street North	\$ 25.00	\$ 280.08	\$ 305.08
11.029.20.33.0042	MONICA GILBERT/DIANNE GREGORY	632 MINNESOTA ST S	\$ 25.00	\$ 154.35	\$ 179.35
10.029.20.11.0066	SANDY FENNERN	255 6TH ST N	\$ 25.00	\$ 152.50	\$ 177.50
11.029.20.23.0096	DANIEL ASMUS	248 3RD ST S	\$ 25.00	\$ 206.29	\$ 231.29
11.029.20.32.0061	BARBARA CHRISTIANSON	468 PERRO CREEK DR	\$ 25.00	\$ 68.20	\$ 93.20
11.029.20.32.0066	CHARLES WEBSTER/ SHAWN MURPHY	458 PERRO CREEK DR	\$ 25.00	\$ 46.45	\$ 71.45
03.029.20.44.0024	CARY ANDERSON	787 5TH ST N	\$ 25.00	\$ 30.37	\$ 55.37
11.029.20.22.0037	BRIAN DELISLE	468 MAINE ST N	\$ 25.00	\$ 324.27	\$ 349.27
11.029.20.32.0019	JENNIFER PUGA-LOPEZ	372 MINNESOTA ST S	\$ 25.00	\$ 371.50	\$ 396.50
			\$ 400.00	\$ 3,388.64	\$ 3,788.64
* OWNER/RENTER					

**Vacant Building Registration
Certification List**

Property Address	Owner
169 3 rd Street North	Bruce Stanton
640 2 nd Street North	Ryan Goldsmith
460 6 th Street North	Robert Radke
204 2 nd Avenue South	Denali Investments
351 5 th Street South	Jim and Lori Harms
955 Osprey Boulevard	BAC Home Loans Servicing



CITY OF BAYPORT

Final Budget Presentation

2012

Background

1. A proposed 2012 Budget, Levy, and Capital Improvement Plan (CIP) was presented to the City Council at the September 6, 2011 meeting.
2. The City Council approved the proposed 2012 Budget, Levy, and CIP as presented.
3. The City Council adopted a proposed 2012 tax levy of \$1,135,559.30. This is an increase of \$21,761.30 (1.95%) from last year's levy.

Changes to the Proposed Final Budget For 2012

- Under the recommendation of the auditor, the City Council consolidated eight of the city's capital fund accounts into the general fund.
- As a result, some revisions were made to the budget's revenues and expenditures to reflect these changes.

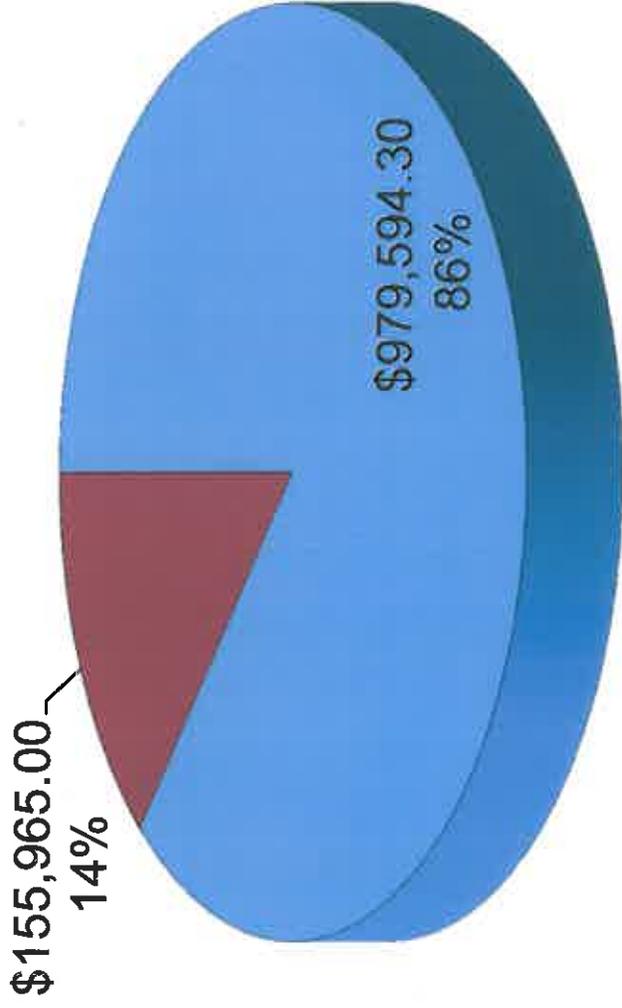
BUDGET and LEVY TRENDS

	2006	2007	2008	2009	2010	2010 AMENDED	2011	WITHOUT CIP TRANSFERS 2012	WITH CIP TRANSFERS 2012
Budget Amt.	\$2,256,568	\$2,135,799	\$2,108,130	\$2,135,878	\$2,069,741	\$1,892,354	\$2,054,565	\$ 2,041,913.20	\$ 2,430,163.20
\$ Change	\$278,989	\$120,769	-\$27,669	\$27,748	-\$66,137	-\$177,387	-\$20,676	12,651.80	\$ (375,598.20)
% Change	14.10%	-5.40%	-1.30%	1.32%	-3.10%	-8.57%	-1.00%	-0.52%	18.28%
Levy Amt.	\$930,391	\$872,765	\$985,470	\$1,022,533	\$1,041,975	\$1,041,975	\$1,113,798	\$ 1,135,559.30	\$ 1,135,559.30
\$ Change	-\$103,377	-\$57,626	\$112,705	\$37,063	\$19,442	\$19,442	\$71,823	21,761.30	\$ 21,761.30
% Change	-10.00%	-6.20%	12.90%	3.80%	1.90%	1.90%	6.89%	1.95%	1.95%

2012 Proposed Final Levy

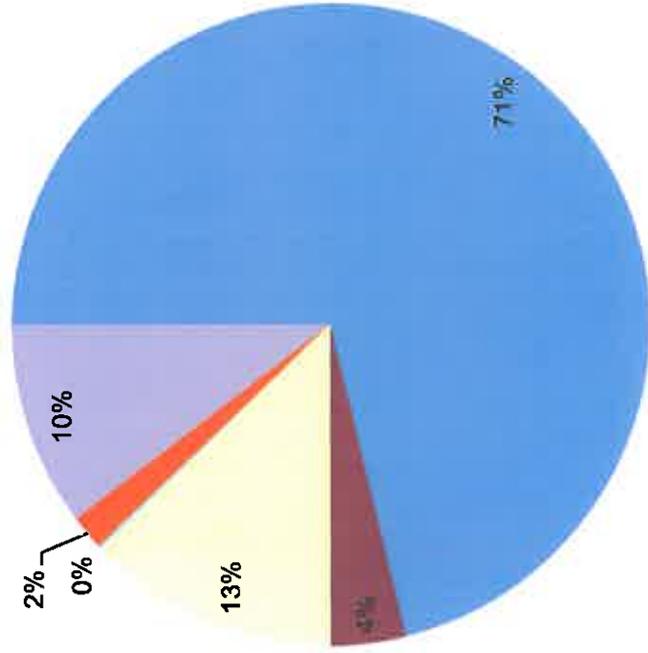
\$1,135,559.30

■ General Fund ■ Library



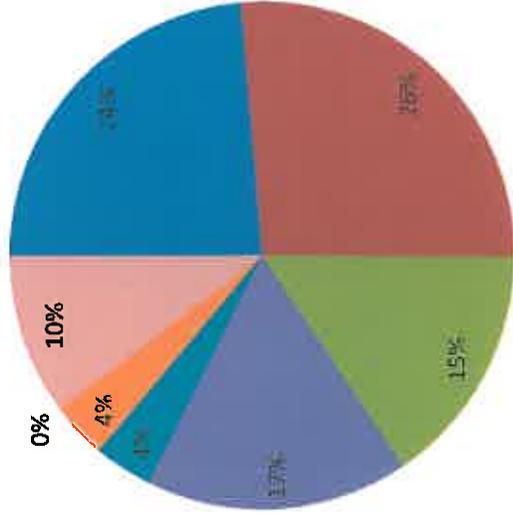
2012 PROPOSED BUDGET REVENUES BY DEPARTMENT

■ General Government ■ Police ■ Fire ■ Streets ■ Cemetery/Parks ■ Transfers In

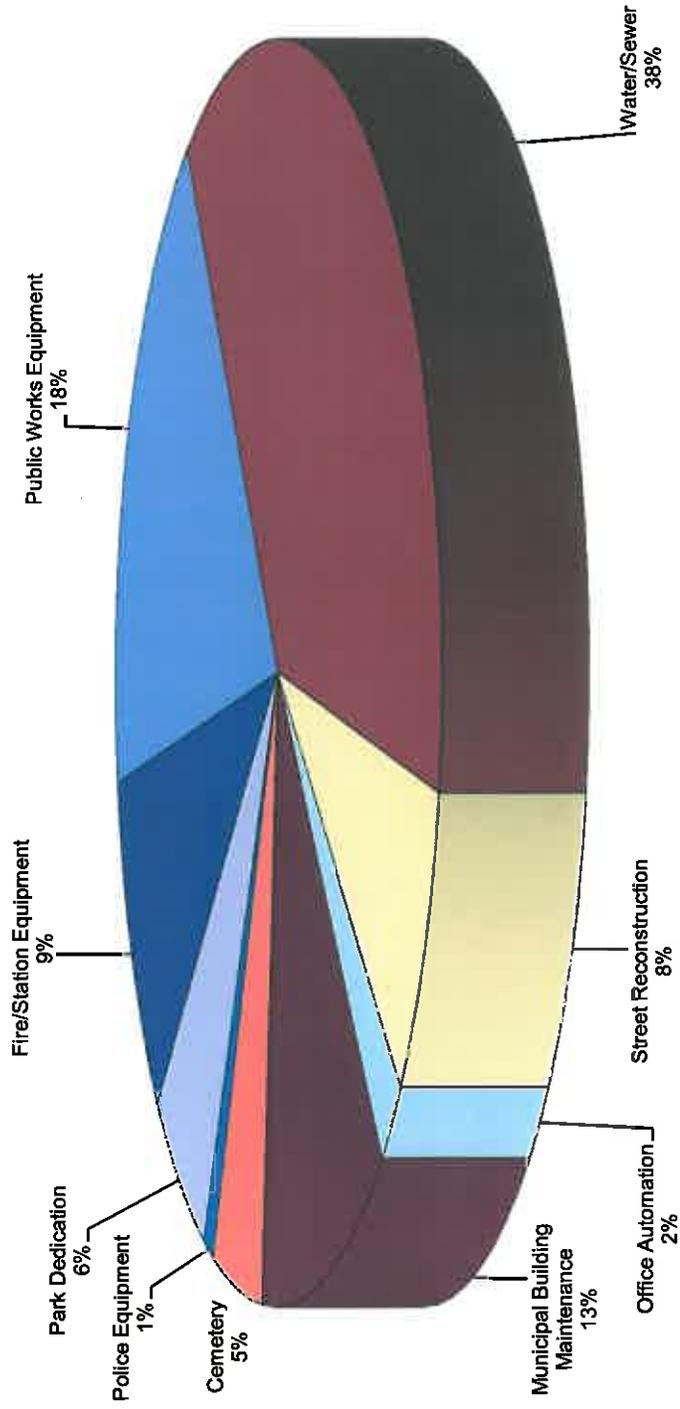


2012 PROPOSED BUDGET EXPENSES BY DEPARTMENT

■ General Government ■ Police ■ Fire ■ Streets ■ Parks & Cemetary ■ Other ■ Debt Service ■ Library



2012 CAPITAL PROJECTS



Property Tax Impact (City Only)

Assumes a -10.5% change in market value from 2011 to 2012

2011 Market Value	\$111,700	\$167,600	\$279,300	\$446,900
2011 Property Tax	\$287	\$507	\$946	\$1,593
2012 Market Value	\$100,000	\$150,000	\$250,000	\$400,000
2012 Property Tax	\$293	\$516	\$961	\$1,628
\$ Increase	\$6	\$9	\$14	\$35
% Increase	2.1%	1.7%	1.5%	2.2%

Summary

Accomplishments of 2012 Budget

1. Keeps the overall levy increase below the standard price inflector (rate of inflation)
2. Maintains critical services and reduces non-capital outlay expenses by 1% from 2011
3. Maintains capital future needs
4. Results in a less than 2% increase in local property taxes

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 5, 2011**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 5th day of December, 2011, at 6:00 P.M.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, The City of Bayport established a preliminary levy certification for the City of Bayport's levy at its September 6, 2011 meeting; and

WHEREAS, The City Council of the City of Bayport wishes to establish its levy for its year 2012 budget.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota as follows:

- | | |
|--|-----------------|
| 1. Certify its payable 2012 levy as follows: | |
| General Fund Levy | \$ 979,594.30 |
| 2. Speical Library Fund Levy | \$ 155,965.00 |
| Total 2012 levy | \$ 1,135,559.30 |

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 -	Michele Hanson -
Connie Carlson -	Mark Ostertag -
Dan Goldston -	

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 this 5th day of December, 2011.

ATTEST:

Mitchell Berg
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY
OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 5, 2011**

Pursuant to due call and notice therefore a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 5th day of December, 2011, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS: The City of Bayport established a preliminary certification of the City of Bayport's Levy at its September 6, 2011 meeting; and,

WHEREAS: The City Council of the City of Bayport wishes to establish its 2012 Budget.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. The City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the 2012 Budget of the General Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the General Fund Departments for the calendar year of 2012 shall be:

<u>Dept. Number</u>	<u>Description</u>	<u>Amount</u>
41100	Elections	\$ 4,670.00
41200	Mayor & Council	\$136,401.30
41240	Recycling	\$ 6,752.94
41400	Administration	\$157,155.79
41910	Bldg Inspections & Zoning	\$222,683.69
41940	Municipal Buildings	\$112,293.80
42100	Police Protection	\$717,706.40
42200	Fire Protection	\$419,466.29
43100	Street	\$428,533.51
43160	Street Lighting	\$ 27,500.00

43200	Parks	\$ 63,699.47
43300	Cemetery	\$ 37,250.00
44100	Unallocated	\$ 50,000.00
44200	Designated	\$ 46,050.00
Total Appropriations General Fund		\$2,430,163.20

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
General Property Taxes	\$979,594.30
License and Permits	\$104,050.00
Other Gov. Agencies	\$432,888.00
Charges for Services	\$285,330.90
Fines and Forfeits	\$ 35,000.00
Other Revenue	\$593,300.00
Total Source of Financing	\$2,430,163.20

2. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Special Library Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations of the Special Library Fund Department for the (211) calendar year of 2012 shall be:

<u>Description</u>	<u>Amount</u>
Operating Expenses	\$280,065.00
Total Appropriations	\$280,065.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
General Property Taxes	\$155,965.00
Other Revenue	\$ 14,000.00
Grants	\$110,100.00
Total Source of Financing	\$280,065.00

3. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Drug Forfeiture Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Drug Forfeiture Fund (202) for the calendar year of 2012 shall be:

<u>Description</u>	<u>Amount</u>
Drug Forfeiture Expenditures	\$ 0.00
Total Appropriations	\$ 0.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Forfeitures	\$ 0.00
Total Appropriations	\$ 0.00

4. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Water Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Water Fund (601) for the calendar year of 2012 will be:

<u>Description</u>	<u>Amount</u>
Pumphouses	\$ 47,350.00
Water Department	\$427,638.10
Total Appropriations	\$474,988.10

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Revenue from Water Services	\$296,250.00
Total Source of Financing	\$296,250.00

5. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Sewer Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Sewer Fund (602) for the calendar year of 2012 shall be:

<u>Description</u>	<u>Amount</u>
Sewer Department	\$374,239.12
MWCC	\$345,000.00
Total Appropriations	\$719,239.12

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Revenue from Sewer Services	\$607,250.00
Total Source of Financing	\$607,250.00

6. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Trunk Water and Trunk Sewer Utility Capital Improvement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Trunk Water and Trunk Sewer Utility Capital Improvement Fund (206) for the calendar year of 2012 shall be:

<u>Description</u>	<u>Amount</u>
Trunk Water & Trunk Sewer Utility Capital Improvement Fund	\$227,500.00
Total Appropriations	\$227,500.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the sums appropriated shall be:

<u>Description</u>	<u>Amount</u>
Water and Sewer Trunk Revenue	\$105,000.00
Total Source of Financing	\$105,000.00

7. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Tax Stabilization Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Tax Stabilization Fund (205) for the calendar year of 2012 shall be:

<u>Description</u>	<u>Amount</u>
Transfer to General Fund	\$ 0.00
Transfer to Library Fund	\$ 0.00
Total Appropriations	\$ 0.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the Tax Stabilization Fund appropriated shall be:

<u>Description</u>	<u>Amount</u>
Transfer from General Fund	\$ 0.00
Total Source of Financing	\$ 0.00

8. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2012 Budget of the Park Improvement Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Park Improvement Fund (207) for the calendar year of 2012 shall be:

<u>Description</u>	<u>Amount</u>
Park Improvement Exp:	\$ 35,000.00
Total Appropriations	\$ 35,000.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the Park Improvement Fund shall be:

<u>Description</u>	<u>Amount</u>
Park Fees:	\$5,000.00
Total Source of Financing	\$5,000.00

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

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

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 this 5th day of December 2011.

ATTEST:

Mitchell Berg
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 5, 2011**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 5th day of December, 2011, at 6:00 P.M.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, The preliminary Capital Improvement Plan for 2012-2016 was presented to and accepted by the City Council at its September 6, 2011 meeting; and

WHEREAS, The City of Bayport wishes to establish its 2012 through 2016 Capital Improvement Plan as delineated on the document attached to this resolution.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota does hereby ordain as follows:

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2012 through 2016, as follows:

2012	\$604,700
2013-2016	\$7,143,000

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 -	Michele Hanson -
Connie Carlson -	Mark Ostertag -
Dan Goldston -	

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 this 5th day of December, 2011.

ATTEST:

Mitchell Berg
City Administrator

Susan St. Ores
Mayor

**CITY OF BAYPORT
CAPITAL IMPROVEMENT PROJECTS PLAN
2012**

FUND	203 (NOW IN 101)	208	102 (NOW IN 101)	412 (NOW IN 101)	207	200 (NOW IN 101)	413 (NOW IN 101)	414 (NOW IN 101)	415 (NOW IN 101)
	Public Works Equipment Fund	Water/ Sewer Improvement Fund	Street Reconstruction Fund	Cemetery Capital Improvement Fund	Park Dedication Fund	Fire Equipment Fund	Police Equipment Fund	Office Automation Fund	Municipal Bldgs Maintenance Fund
Replace 1 Patrol Vehicle (every other year)									
Radio Meter Reading System		\$ 70,000							
Acquire Property for storm water treatment ponds			\$ 50,000						
Well House #3 Rehab Proj		\$ 120,000							
Office Furniture Lakeside/4th Avenue							\$ 1,200		
Riverfront Improvements					\$ 20,000				
Computer (replace 2 a year)							\$ 6,000	2,000	
Replacement Public Works Vehicle	\$ 100,000								
Misc. Grading and Seeding		\$ 15,000		\$ 30,000					
Utility Rate Study		\$ 5,000							
Public Works Facility Repairs									\$ 61,000
City Hall Repairs									\$ 15,000
Fire Hydrants		\$ 17,500							
Fire Department- SCBA & Personal Protective Equipment						\$ 55,000			
Police Department Laptops									
Replacement Bobcat 2100 Vehicle	\$ 10,000							\$ 12,000	
Petro Creek Park- Plan			\$ 15,000						
2012 Total	\$ 110,000	\$ 227,500	\$ 50,000	\$ 30,000	\$ 35,000	\$ 55,000	\$ 6,000	\$ 15,200	\$ 76,000

**CITY OF BAYPORT
CAPITAL IMPROVEMENT PROJECTS PLAN
2013-2016**

FUND	203 (NOW IN 101)	206	102 (NOW IN 101)	412 (NOW IN 101)	207	200 (NOW IN 101)	413 (NOW IN 101)	414 (NOW IN 101)	415 (NOW IN 101)
	Public Works Equipment Fund	Water Sewer Improvement Fund	Street Reconstruction Fund	Cemetery Capital Improvement Fund	Park Dedication Fund	Fire Equipment Fund	Police Equipment Fund	Office Automation Fund	Municipal Bldgs Maintenance Fund
New Fire Hall						\$ 4,000,000			
Radio meters		\$ 200,000							
Replace 1 Patrol Vehicle (every other year)							\$ 60,000		
Replace FD engine unit						\$ 500,000			
A/C Units for City Hall									\$ 15,000
Pave cemetery roads				\$ 50,000					
Computer (2 a year)								\$ 8,000	
Perro Park - Master Plan and Improvements					\$ 150,000				
Cemetery Maintenance Building				\$ 10,000					
Cemetery fence				\$ 100,000					
Fire Hydrant		\$ 50,000							
Lakeaide Park Replace wooden playground equipment					\$ 150,000				
Controlled Railway Crossings			\$ 50,000						
Stormwater Improvements - St. Croix River Crossing	\$ 40,000								
Vehicle - 5800 Utility Vehicle	\$ 20,000								
Replacement Public Works Vehicles	\$ 395,000								
Water and Sewer Main and Street Reconstruction		\$ 1,265,000	\$ 80,000						
2013-2016 TOTAL	\$ 455,000	\$ 1,515,000	\$ 130,000	\$ 160,000	\$ 300,000	\$ 4,500,000	\$ 60,000	\$ 8,000	\$ 15,000

MEMORANDUM

DATE: November 28, 2011

TO: City Council (December 5, 2011 meeting)
Mitch Berg, City Administrator

FROM: Sara Taylor, Assistant City Administrator/City Planner

SUBJECT: Consider an amendment to the city's Comprehensive Plan to comply with the Metropolitan Council's 2030 Policy Plan

A. BACKGROUND

The Metropolitan Council recently adopted revisions to their 2030 Transportation Policy Plan and 2030 Regional Parks Policy Plan. As such, cities are required by state statute to make any necessary changes to their local comprehensive plan, in order to be consistent with the Metropolitan Council's plans. The revisions made to the Transportation Policy Plan do not directly affect Bayport. However, the revisions made to the Regional Parks Policy Plan will require a minor amendment to the city's comprehensive plan.

The Planning Commission held the required public hearing on November 21, 2011. Notice of the hearing was published in the Stillwater Gazette on October 27, 2011.

The following informational items are attached:

- Proposed text amendment to the city's comprehensive plan
- Proposed map amendment to the city's comprehensive plan

B. STAFF COMMENTS AND SUGGESTED FINDINGS OF FACT

As stated above, the changes to the Metropolitan Council's Regional Parks Policy Plan that affect Bayport are very minor. The change in the policy relates to the Middle St. Croix Valley Regional Trail Search Corridor, which is a proposed trail corridor that will stretch from the planned Lake Links Regional Trail in Stillwater to Interstate 94 and will connect to local trails in Lakeland. Washington County will be developing a master plan to establish this trail alignment and will most likely solicit input from surrounding communities as part of this process. However, it is important to note that this trail corridor is only proposed at this time and it is uncertain if or when it will actually be implemented.

In order to conform to the Metropolitan Council's Regional Parks Policy Plan, the city needs to acknowledge that the regional trail search corridor is a component of the regional parks system and the general alignment of the corridor is depicted on a map in the city's comprehensive plan. As such, staff has prepared a text amendment to page 30, *Bicycle and Pedestrian Requirements*, which is listed under the *Transportation* chapter in the city's comprehensive plan. Staff has also revised the *Parks, Existing and Proposed Trails, Sidewalks and Paths* map accordingly.

Both the proposed text and map amendments have received preliminary approval from the Metropolitan Council as conforming to their policy plan and are attached for reference. Assuming the amendments are approved by the city, staff will notify adjacent local governments/jurisdictions of the proposed amendments, as required, and work with the city's representative at the Metropolitan

Council to receive final approval and update the city's comprehensive plan accordingly. It is anticipated the amendments will be implemented and reflected in the city's comprehensive plan by early spring of 2012.

C. *PLANNING COMMISSION ACTION*

At its meeting on November 21, 2011, the Planning Commission held the required public hearing and voted 4-0 to recommend approval of the amendment, with the findings of fact noted by staff.

D. *RECOMMENDATION*

Staff recommends approval of the proposed text amendment to page 30, *Bicycle and Pedestrian Requirements*, which is listed under the *Transportation* chapter and an amendment to the *Parks, Existing and Proposed Trails, Sidewalks and Paths* map in the city's comprehensive plan. Suggested findings of fact are stated in section "B" of the staff report.

Bicycle and Pedestrian Requirements

Bayport has few designated bicycle trails and some non-continuous sidewalks throughout the City. Bayport's small size and the variety of parks dispersed throughout the community may represent opportunities for future connections within the City.

Whenever major roads are constructed or expanded, the City typically incorporates new bicycle/pedestrian trails with the project if funding is available. The Inspiration Development has a trail system that has been constructed as part of the development. Plans for bicycle/pedestrian paths are also proposed as part of Washington County's linear park corridors. These trails are proposed as regional connections linking Bayport to the other communities via trails along TH 95 and CSAH 21. **The Middle St. Croix Valley Regional Trail Search Corridor is a proposed trail corridor that will stretch from the planned Lake Links Regional Trail in the City of Stillwater to Interstate 94 and will connect to local trails in the City of Lakeland.**

Washington County has plans to upgrade CSAH 21 (Stagecoach Trail) in the future as traffic increases. With the added developments along Stagecoach Trail in Baytown Township and the trails located within these developments, the City of Bayport will work with the County to incorporate trails into any plans for Stagecoach Trail improvements.

The City has established four goals to provide for a safe and integral bicycle and pedestrian system:

- To provide safe pedestrian access along and across TH 95. This can be accomplished with the continued use of the intersection flags, installation of a pedestrian bridge or underpass and installation of traffic control signals.
- To provide pedestrian access between Barkers Alps and Inspiration and Baytown Township.
- To provide a bicycle and pedestrian connection to Stillwater and Oak Park Heights. A portion of this connection will be provided when the Highway 36/St. Croix River Bridge project is undertaken.
- In cooperation with Washington County and adjacent communities, obtain unused railroad right of ways for trail purposes.

Currently, there is no bicycle/pedestrian access to any transit corridors/facilities in Bayport since no transit facilities exist. The City of Bayport will work with adjoining communities, encouraging the installation of bicycle/trails with new developments and with street improvements project.

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 5th day of December, 2011.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, the purpose of this Comprehensive Plan update is to demonstrate compliance with the Metropolitan Council's *2030 Regional Policy Plans*, as required by Minnesota Statutes; and

WHEREAS, the policies guide land use, housing, resource protection, infrastructure, and transportation decisions; and

WHEREAS, a public hearing was conducted on November 21, 2011 by the Planning Commission, and after closing the public hearing, a recommendation was made to approve the draft amendments; and

WHEREAS, the City Council approved the amendments and authorized city staff to send the amendments to adjacent governments/jurisdictions, as required, for the purposes of review and comment prior to its formal adoption by the Metropolitan Council; and

WHEREAS, the following amendments have been made to the Comprehensive Plan:

Transportation: Bicycle and Pedestrian Requirements Section

Text amended to include "The Middle St. Croix Valley Regional Trail Search Corridor is a proposed trail corridor that will stretch from the planned Lake Links Regional Trail in the City of Stillwater to Interstate 94 and will connect to local trails in the City of Lakeland."

Parks, Existing and Proposed Trails, Sidewalks and Paths Map

Map amended to delineate the general alignment of the Middle St. Croix Valley Regional Trail Search Corridor.

NOW THEREFORE BE IT RESOLVED, that the amendments are approved and city staff is authorized to prepare the 2011 System Statement Amendment Submittal Form and submit this information to the Metropolitan Council for review and approval.

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

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

Susan St. Ores –
Connie Carlson –

Mark Ostertag –
Dan Goldston –

Michele Hanson –

WHEREUPON, said Resolution was declared duly passed, adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 5th day of December, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

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

2012 City Council Regular Meeting Dates

Tuesday, January 3*

Monday, February 6

Monday, March 5

Monday, April 2

Monday, May 7

Monday, June 4

Monday, July 2

Monday, August 6

Tuesday, September 4**

Monday, October 1

Tuesday, November 13***

Monday, December 3

* Due to the New Year holiday.

** Due to the Labor Day holiday.

*** Due to the general election and canvassing requirements.



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

Date: November 15, 2011
 To: Mayor and City Council
 From: Mitch Berg, City Administrator
 Subject: Appointments, designations, and City Council liaison assignments for 2012

BACKGROUND

Listed below are individuals/agencies appointed in 2011. Staff's recommended changes are noted. If the City Council wishes to make any changes for 2012, they should be noted at the meeting.

	<u>2011</u>	<u>2012 –Changes only</u>
Deputy Mayor	Connie Carlson	
City Attorney	Eckberg Law Firm	
City Engineer	SEH (Barry Peters)	
City Auditor	Schlenner Wenner and Co.	
Deputy City Clerk	Asst. City Administrator (Sara Taylor)	
Emergency Preparedness	Fire Chief (Mike Bell)	
Deputy Fire Chief	Matt Bell	
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, Wells Fargo, RBC, SIPC, FTN, and ICDI	Eliminate Wells Fargo, RBC
Planning Commission Liaison	Michele Hanson / Susan St. Ores, alt.	
Third Monday of the month – 6 p.m.		
Library Board Liaison	Connie Carlson / Michele Hanson, alt.	
Fourth Thursday of the month – 6 p.m.		
Cable Commission Liaison	Mark Ostertag / Connie Carlson, alt.	
Third Wednesday, every even month – 7 p.m.		
Middle St. Croix Watershed Liaison	Susan St. Ores / Dan Goldston, alt.	
Second Thursday of the month – 7 p.m.		
Lower St. Croix Partnership	Dan Goldston / Mark Ostertag, alt.	
Every month with a fifth Wednesday - 7 p.m.		
Andersen Citizen Advisory Liaison	Dan Goldston / Michele Hanson, alt.	
Two Wednesdays per year – 6:30 p.m.		
Typically April/May and August/September		

RECOMMENDATION

Staff recommends the City Council adopt a motion approving appointments, designations, and assignments for 2012.



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

Date: November 29, 2011
To: Mayor and City Council
From: Mitch Berg, City Administrator
Sara Taylor, Assistant City Administrator/Planner
Subject: Fee schedule updates for 2012

BACKGROUND

Staff reviews the city's established fee schedule on an annual basis, for changes and updates. Staff's proposed deletions are indicated in ~~strike through~~ and additions are indicated in red on the attached draft. Please be advised that a majority of the proposed changes are a result of an increase in administrative costs or correspond to newly adopted city policies and/or ordinances.

Please be advised that I will provide a brief explanation of the recommended changes to the fee schedule at the meeting. However, please feel free to contact me prior to the meeting to discuss specific fees or questions.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the updates to the city's fee schedule, for fees payable for 2012.

ORDINANCE NO. _____

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

Section 1. Appendix D of the Municipal Code of the City of Bayport is hereby amended to delete the same in its entirety and substitute the following therefore:

DELETIONS ARE INDICATED IN STRIKETHROUGH AND ADDITIONS IN RED.

Description	Fee
<i>Administration Department – License fees</i>	
Adult use license	\$10,000.00 /yr
Adult use investigation fee	\$1,500.00
Commercial / residential refuse hauler license	\$200.00/yr
Fireworks - sale of consumer fireworks	\$350.00 for exclusive license \$100.00 for non-exclusive license
Fireworks – public outdoor display permit	\$100.00
Gambling – license fee for gambling exempt under Minnesota Statutes 349.166	\$100.00 /yr
Gambling - investigation fee or renewing premises permit	\$100.00
Gambling proceeds	10%
Liquor - off-sale liquor	\$240.00
Liquor - on-sale liquor	\$2,000.00 /yr
Liquor - on-sale temporary (1-4 days)	\$50.00 /day
Liquor - Sunday	\$200.00 /yr
Liquor - on-sale club	\$300.00
Liquor – 3.2% malt liquor (on or off sale)	\$100.00 /yr
Liquor – on sale wine only	\$1,000.00
Liquor, wine, tavern investigation - in state last 10 years	\$500.00
Liquor, wine, tavern investigation – out of state	\$2,000.00 + cost incurred (\$10,000.00 max.)
Pawnbroker / secondhand dealer license	\$100.00 /yr
Pawnbroker investigation - in state last 10 years	\$3,000.00
Pawnbroker investigation - out of state in last 10 years	actual cost (\$10,000.00 max.)
Pawnbroker investigation – new manager	\$500.00
Pawnbroker transaction fee	\$2.00 per transaction
Peddler / solicitor license	\$25.00 \$30.00 /person
Tobacco (over the counter only)	\$250.00 /yr

<u>Administration Department - General fees</u>	
Admin. charge for tree removal	cost incurred, plus 10% for city overhead costs
Admin. charge for weed cutting / debris removal / etc.	cost incurred, plus 10% for city overhead costs
Admin. charge to certify or assess charges to a property (under the 444 or 429 process)	\$25.00
Admin. charge for certification of delinquent accounts late payment of quarterly utility bill	\$5.00 water and sewer
Admin. charge for retrieval of public information	cost incurred
Admin. charge for special assessment deferment application	\$50.00 + cost incurred
Charges for miscellaneous city department services	cost incurred
Cemetery - sale of single grave	\$700.00
Cemetery - sale of single cremains grave	\$300.00
Cemetery - open and close grave (casket)	\$700.00
Cemetery - open and close grave (casket for infant)	\$400.00
Cemetery - open and close grave (cremains)	\$300.00
Cemetery - additional charge for winter burial of casket	\$500.00
Cemetery - additional charge for winter burial of cremains	\$250.00
Cemetery - additional charge for Saturday burial	\$100.00
Cemetery - set and / or reset single marker single headstone	\$100.00
Cemetery - reset single headstone	\$50.00
Cemetery - set and / or reset double marker double headstone	\$150.00
Cemetery - reset double headstone	\$75.00
Cemetery - set urn holder post in cement	\$75.00
Cemetery - transfer of title (per gravesite)	\$200.00 + cost incurred
Cemetery - marking placement of headstone location (non-veteran)	\$75.00
Cemetery - headstone deposit	\$300.00 \$400.00
Comprehensive plan / zoning code / subdivision ord. - copy	\$15.00
Filing for election - affidavit of candidacy application	\$2.00
Fines - liquor violation-first in 12 months	\$500.00
Fines - liquor violation-second in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - liquor violation-third in 12 months (subject to suspension or revocation by City Council)	\$2,000.00
Fines - liquor violation-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Fines - tobacco violations-first in 12 months	\$250.00
Fines - tobacco violations-second in 12 months (subject to suspension	\$500.00

or revocation by City Council)	
Fines - tobacco violations-third in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - tobacco violations-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Interest rate for certification of delinquent accounts	6%
Map - City streets (11x17 max.) – black and white only	\$2.00
Map - Zoning (11x17 max.) - color	\$3.00
Map - Flood (11x17 max.) - color	\$3.00
Notary – Not city business related	\$1.00
Park usage fees for fields and courts (see below)	
Barker's Alps ball field(s) – north #1 and south #2	\$5.00 per day, with a seasonal maximum of up to \$50.00
Lakeside Park / Perro Park ball field	\$3.00 per day, with a seasonal maximum of up to \$50.00
Lakeside Park volleyball court	\$10.00 per day
Perro Park tennis court(s)	\$10.00 per day
Barker's Alps soccer field	\$5.00 per day, with a seasonal maximum of up to \$50.00
Park usage fee for residents – up to 50 people (includes rental of up to two park shelters)	Free
Park usage fee for residents – 51 to 100 people (includes rental of up to three park shelters)	\$100.00
Park usage fee for residents – 101 to 500 people (includes required rental of all park shelters)	\$150.00
Park usage fee for residents – over 500 people (includes required rental all park shelters)	\$1000.00
Park usage / picnic shelter reservation fee for residents – 100 people or less	\$25.00 per shelter
Park usage fee / picnic shelter reservation for residents – 101 to 250 people (includes up to four shelters)	\$150.00
Park usage fee / picnic shelter reservation for residents – 251 to 500 people (includes all four shelters)	\$500.00
Park usage fee / picnic shelter reservation for residents – 501 people or more (includes all four shelters)	\$1,000.00
Park usage fee for non-residents – up to 50 people (includes rental of up to two park shelters)	\$150.00
Park usage fee for non-residents – 51 to 100 people (includes rental of up to three park shelters)	\$250.00
Park usage fee for non-residents – 101 to 500 people (includes required rental of all park shelters)	\$500.00
Park usage fee for non-residents – over 500 people (includes required rental of all park shelters)	\$1,500.00
Park usage fee and picnic shelter reservation for non-residents – 100 people or less	\$75.00 per shelter

Park usage fee and picnic shelter reservation for non-residents – 101 to 250 people (includes up to four shelters)	\$350.00
Park usage fee and picnic shelter reservation for non-residents – 251 to 500 people (includes all four shelters)	\$700.00
Park usage fee and picnic shelter reservation for non-residents – 501 people or more (includes all four shelters)	\$1,500.00
Park usage fees for Lakeside Park beach house (see below)	
Resident – A 4 hour block of time, May through September	\$50.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for residents – Any 6 hour block of time on Monday through Thursday	\$50.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for residents – Any 6 hour block of time on Friday through Sunday	\$75.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Nonresident – A 4 hour block of time, May through September	\$150.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for non-residents – Any 6 hour block of time on Monday through Thursday	\$150.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for non-residents – Any 6 hour block of time on Friday through Sunday	\$200.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Parking fee – daily rate for vehicles with boat trailers	\$10.00
Parking permit – annual resident sticker for vehicles with boat trailers	\$25.00/yr
Photocopies (8.5 x 11) – black and white	\$0.25
Photocopies (11 x 17) – black and white	\$0.50
Photocopies (8.5 x 11) – color	\$0.50
Photocopies (11 x 17) – color	\$1.00
Photocopies – electronic scan	\$0.25 per page
Recording fee for official city documents	\$50.00
Returned checks	\$35.00
Small bird/fowl permit	\$25.00/yr
Special assessment search	\$30.00
Special event application – private individual or for-profit organization	\$50.00
Special event application – public entity or non-profit organization	\$15.00
Utility rate for commercial/industrial sewer – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial sewer – 1,001 to 100,000 gal	\$3.95 \$4.37 per 1,000 gal
Utility rate for commercial/industrial sewer – 100,001 to 300,000 gal	\$4.35 \$4.81 per 1,000 gal
Utility rate for commercial/industrial sewer – over 300,000 gal	\$6.85 \$7.58 per 1,000 gal
Utility rate for residential sewer – up to 1,000 gal	\$10.00
Utility rate for residential sewer – each additional 1,000 gal	\$3.35 \$3.69 per 1,000 gal
Utility rate for commercial/industrial water – up to 1,000 gal	\$10.00

Utility rate for commercial/industrial water – 1,001 to 100,000 gal	-\$3.25 \$3.69 per 1,000 gal
Utility rate for commercial/industrial water – 100,001 to 300,000 gal	\$4.25 \$4.81 per 1,000 gal
Utility rate for commercial/industrial water – over 300,000 gal	\$6.25 \$7.07 per 1,000 gal
Utility rate for residential water – up to 1,000 gal	\$10.00
Utility rate for residential water – 1,001 to 25,000 gal	-\$3.25 \$3.69 per 1,000 gal
Utility rate for residential water – over 25,000 gal	\$4.25 \$4.81 per 1,000 gal
Warming house reservation	\$25.00 per hour
<i>Engineering/Public Works Department</i>	
Engineering plan review	cost incurred
Equipment usage	Per FEMA equipment schedule + labor costs incurred
Inflow / infiltration compliance surcharge - commercial	\$500.00 per month
Inflow / infiltration compliance surcharge - residential	\$100.00 per month
Permitted encroachment application	\$250.00
Right-of-way excavation, obstruction, or utility work permit	\$250.00 + state bond or \$1,000.00 escrow and any other costs incurred
Right-of-way permit inspection	\$50.00
Sewer inspection charge	\$50.00
Sewer connection/access charge	\$750.00 per unit
Water Connection/access charge – with SAC Assessments	
up to 1 inch (plus cost of meter)	\$1,000.00 per unit
greater than 1 inch (plus cost of meter)	\$1,200.00 per unit
Water Connection/access charge – irrigation systems or without SAC assessment	
5/8 inch meter (plus cost of meter)	\$1,000.00
1 inch meter (plus cost of meter)	\$2,000.00
1 ½ inch meter (plus cost of meter)	\$4,000.00
Water hydrant access charge and water usage	\$35.00 + cost incurred for water
Water meter – up to 1 inch	\$250.00
Water meter – greater than 1 inch	cost incurred
Water reconnection after shutoff turn off and on – during city business hours	\$30.00
Water reconnection after shutoff turn off and on – during non-city business hours	\$100.00
Water - tap charge	\$300.00
Water / Sewer meter remote button installation or reconnection	\$50.00
Trunk area charge – sanitary sewer	\$1,000.00/acre

Trunk area charge – water system	\$1,200.00/acre
Trunk area charge – storm sewer with on site ponding	\$1,000.00/acre
Trunk area charge – storm sewer without on site ponding	\$3,000.00/acre
<i>Fire Department</i>	
Burning permit	\$ 20.00
Incident Fire Reports	\$ 25.00
Rental of engine/tanker for mutual aid	\$ 250.00/hr
Rental of fire chief for mutual aid	\$ 75.00/hr
Rental of fire engine for mutual aid	\$ 250.00/hr
Rental of grass fire vehicle for mutual aid	\$ 125.00/hr
Rental of ladder truck for mutual aid	\$ 350.00/hr
Rental of light rescue for mutual aid	\$ 125.00/hr
Rental of special rescue for mutual aid	\$ 250.00/hr
Rental of tanker for mutual aid	\$ 200.00/hr
Rental of utility vehicle for mutual aid	\$ 75.00/hr
<i>Planning and Zoning Department</i>	
Conditional use	\$250.00 + 500.00 escrow
Interim conditional use	\$125.00 + 500.00 escrow
Minor subdivision (lot division/combination)	\$250.00 + 500.00 escrow
Planned unit development (includes fees for rezoning, site plan review, variance)	\$650.00 + 2,500.00 escrow
Plat	\$300.00 + 50.00 per lot over two
Rezoning	\$500.00 + 1,000.00 escrow
Variance	\$150.00 + 300.00 escrow
Comprehensive plan amendment	\$300.00 + 500.00 escrow
Environmental assessment worksheet	\$200.00 + cost incurred
Park dedication – commercial/industrial (per single family equivalent)	\$1,000.00
Park dedication – per residential unit	\$1,000.00
Site plan review/concept review	\$300.00 + escrow
Telecommunication towers-application fee	\$250.00 + 500.00 escrow
Vacations	\$250.00 + 500.00 escrow
<i>Police Department</i>	
Animal - dangerous dog registration	\$500.00
Animal - dog or cat license-spayed/neutered when rabies shot expires	\$10.00/yr

Animal - dog or cat license-unspayed when rabies shot expires	\$20.00/yr
Animal - kennel license-1-4 animals	\$400.00
Animal - kennel license-5+ animals	\$400.00 + 75.00 per animal
Animal impound-first offense	\$50.00
Animal impound-second offense	\$75.00
Animal impound-third offense	\$100.00
Animal impound-fourth or more offenses	\$125.00
Audio, video, photo, CD/DVD	\$25.00
Fingerprinting	\$20.00
Police report	\$0.25 per page
State accident reports	\$0.25 per page
Permit to carry (handgun)	\$25.00
<i>Building Department</i>	
Vacant building registration fee	\$500.00/yr
Building permit fees (based on total valuation):	
\$1.00 to \$500.00	\$25.00, plus state surcharge
\$501.00 to \$2,000.00	\$25.00 for the first \$500.00, plus \$3.25 for each additional \$100.00, including \$2,000.00, plus state surcharge
\$2,001.00 to \$25,000.00	\$73.75 for the first \$2,000.00, plus \$14.75 for each additional \$1,000.00, including \$25,000.00, plus state surcharge
\$25,001.00 to \$50,000.00	\$413.00 for the first \$25,000.00, plus \$10.75 for each additional \$1,000.00, including \$50,000.00, plus state surcharge
\$50,001.00 to \$100,000.00	\$681.75 for the first \$50,000.00, plus \$7.50 for each additional \$1,000.00, including \$100,000.00 plus state surcharge
\$100,001.00 to \$500,000.00	\$1,056.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, including \$500,000.00 plus state surcharge
\$500,001.00 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00, plus \$5.00 for each additional \$1,000.00, including \$1,000,000.00, plus state surcharge

\$1,000,001.00 and up	\$5,956.75 for the first \$1,000,000.00, plus \$4.00 for each additional \$1,000.00, plus state surcharge
<i>Determination of valuation: Determination of value or valuation under any provisions of the adopted building code(s) shall be made by the building official. The value to be used in computing permit and plan review fee shall be the total of all construction work for which the permit is issued.</i>	
EPA license verification fee	\$5.00
Other building inspections and fees:	
Inspections outside of normal business hours	\$47.00 \$63.75 per hour*
Reinspection fees	\$47.00 \$63.75 per hour*
Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$47.00 \$63.75 per hour*
Additional plan review required by changes, additions or revisions to plans	\$47.00 \$63.75 per hour*
For use of outside consultants for plan checking and inspections or both	actual costs**
Plan review fee	65% of building permit fee
Additional plan review – similar plans	25% of building permit fee
Minor improvements per Minnesota Statutes 16B.655 (no modifications to electric/gas service, total cost of \$500.00 or less, excluding the fixture or appliance, and work is done by homeowner or licensed contractor)	5% of the cost of improvements, installation, or replacement, or \$15.00, whichever is greater, plus \$0.50 \$5.00 state surcharge
License fees:	
General contractor	\$100.00 commercial (residential require a state contractor license)
Special contractor	\$50.00
Excavation/grading permit fee:	Per building permit fee schedule, based on project valuation, plus state surcharge
Mechanical permit fees:	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$0.50 \$5.00 state surcharge
Residential	\$75.00, plus \$0.50 \$5.00 state surcharge
Plumbing permit fees:	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$0.50 \$5.00 state surcharge

Residential	\$75.00, plus \$0.50 \$5.00 state surcharge
Service availability charge (SAC) to Metropolitan Council to connect to the metropolitan wastewater system	\$2,230.00 \$2,365.00 per unit
Sign permit fees:	
Permanent	\$30.00 + 0.50 per sq. ft., plus \$0.50 state surcharge
Temporary	\$25.00 per week, plus \$0.50 state surcharge
Vegetative cutting within River Bluffland and Shoreland Zoning District permit fee:	\$50.00
* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	
** Actual costs include administrative and overhead costs.	
*** Contract price shall be defined as the fair market value of all materials and labor reasonably incurred for the installation, repair or alteration of plumbing equipment or by building official using the May 2002 Building Valuation Data as determined by the MN State Building Codes and Standards.	

Section 2. EFFECTIVE DATE. This Ordinance shall become effective on December 5, 2011 for fees payable for 2012 and upon publication according to law.

Passed and adopted by the City Council of the City of Bayport, Washington County, Minnesota this 5th day of December, 2011.

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: November 28, 2011

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: City Administrator's Report

1ST STREET AND 2ND STREET STORMSEWER IMPROVEMENT PROJECT

Being the City Council approved the assessments for the project, of the four properties owners being assessed, two have prepaid their assessments in full.

BEACH HOUSE SECURITY CAMERA UPDATE

The city has completed the installation of the Beach House security cameras. There are a total of four cameras, three exterior and one interior camera.

CITY ATTORNEY NICK VIVIAN TO LEAVE AT THE END OF THE YEAR

I was notified that Andy Pratt will be replacing Nick Vivian as our lead counsel, beginning at the January meeting. I understand Mr. Vivian has served as the lead counsel since June of 2006 with the City of Bayport.

CITY HALL DRAINAGE IMPROVEMENTS

Staff met again with George Siegfried Construction to discuss their November 6, 2011 proposal to water proof the City Hall building. After some discussion, the scope of work was revised resulting in a lowered cost of \$10,032. However, being the City Council approved an amount not to exceed \$13,000 (the first proposal was quoted at \$12,885), I have notified the contractor to proceed with the project based on the revised proposal.

LCMIT SEWER INCENTIVE PROGRAM

With the adoption of the Sanitary Sewer Maintenance policy at the November 7, 2011 City Council meeting, the League of Minnesota Cities Insurance Trust (LCMIT) sent the city a letter indicating it now meets the criteria necessary for the city to be eligible for a reduced deductible for sewer backup claims. However, they did indicate to me that they still prefer that the city have someone properly licensed at "all times."

PERFORMANCE EVALUATIONS

I have conducted performance evaluations on the Public Works Supervisor and the Finance Officer. Being the Public Works Supervisor has reached his maximum level of steps, he is no longer eligible for any step increases. The Finance Officer, however, is still eligible to receive annual step increases. Therefore, as a result of her performance, I approved a step increase from step 4 to step 5 (there are a maximum of 8 steps), to reflect a salary of \$63,279. In addition, upon the conclusion of the November 7, 2011 closed session, I have authorized the Finance Officer to give me a step increase, from step 5 to step 6, to reflect a salary of \$97,305.

UPCOMING DATES

December 7, 2011	6:00 p.m. – 8:00 p.m.	Lighting of the Village Green
December 19, 2011	6:00 p.m.	Planning Commission meeting
January 3, 2011	6:00 p.m.	Regular City Council meeting



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

Date: November 28, 2011

To: Mayor and City Council

CC: Representative Lohmer and Senator Lillie

From: Mitchell Berg, City Administrator

RE: Unfunded State and Federal Mandates

At the Mayor's request, I was asked to provide our Minnesota Senator and Representative a listing of some of the unfunded mandates that impact us at the City of Bayport. While I understand that many federal and state mandated programs are essential and necessary, many of these mandates could be either amended or eliminated to make them less of a financial burden for both our city, as well as our other Minnesota cities.

Approximately 55-75% of all the expenditures within the General Fund budget can be somehow impacted by a direct or indirect state or federal mandate. With nearly 40% of the City of Bayport's total market value exempt from taxation and with cuts to local government aid of approximately 24% from 2009 to 2011, these state and federal unfunded mandates do create a burden to the remaining commercial and residential tax payers in our community.

Below is a list of just some of state and federal unfunded mandates, deemed burdensome to the city:

General Government

- Auditing (General Government-Finance)
 - Minnesota state law requires cities with a population of over 2,500 to complete and have an audited annual financial report.
- Assessing (General Government-Finance)
 - Minnesota state law requires all property to be assessed for their value and proper tax capacity value.
- Building Inspection Services (General Government-Building Inspections)
 - Minnesota state law requires that if a city was administering and enforcing the state building code prior to 2008, it must still continue to do so, provided the city does not have a population of less than 2,500 residents and is not located within the Twin Cities metro area.
 - Minnesota state law requires cities that collect \$5,000 or more in fees to complete a comprehensive report listing all of the costs and expenses related to providing services and functions of the building and planning department.
- Elections (General Government-Elections)
 - Minnesota state laws require municipalities to serve as the polling locations for local, state, and federal elections. There are multiple direct and indirect state and federal mandates in preparing, conducting, and handling an election (including but not limited to challenges and recounts.)
- General Government - Planning and Zoning

- Minnesota state law requires that all cities within the Twin Cities metro area to complete a comprehensive plan amendment following receipt of a metropolitan systems statement.
- Minnesota state law and U.S. federal laws require the city to create and enforce specific land use and zoning regulations along the Lower St. Croix Scenic Riverway.
- Minnesota state law and U.S. federal law require cities in a floodplain to create and enforce specific land use and zoning regulations.
- Minnesota state law requires that cities create and enforce local shoreland management ordinances.
- General Government - Property and Liability Insurance (all categories)
 - Minnesota state law provides certain immunity and tort limits, but cities are still required to carry property and liability insurance for those situations in which there is no protection under federal or state law. This includes having excess liability insurance coverage against any federal civil right claims.
- General Government – Publications (all categories)
 - Minnesota state law requires that certain financial, ordinances, zoning, TIF, budgeting, and auditing documents be published in an “official newspaper” of the city, despite the fact that the city posts and publishes most of these items onto the city’s website.

Public Safety

- Emergency Management
 - Federal law requires that early alert warning systems need to be narrow banded.
- Fire
 - Minnesota state law requires that cities operate on an 800 megahertz radio system.
 - Federal rules require cities to license and narrow band their radios.
- Police
 - Minnesota state law requires that cities operate on an 800 megahertz radio system.
 - Minnesota state law sets standards for facetious used for animal control, procedures for apprehending animals, and minimum holding periods.
 - Minnesota state law requires cities to offer continued health insurance for injured officers.
 - Federal rules require cities to license and narrow band their radios.
 - Minnesota state and U.S. federal laws relating to pay and benefits are quite burdensome; some examples include, but are not limited to:
 - PERLA
 - Limits the duration of how long a city can employ someone without having them become part of a union. This law adds a financial burden to the city by increasing the cost of having to constantly recruit, hire, train and terminate employees.

Public Works

- Streets, Parks, and Cemeteries
 - Federal rules recommend cities comply with new signage regulations.
 - Federal rules require cities to comply with new retro reflectivity standards (though these standards were recently relaxed.)
 - Minnesota state law requires that cities operate on an 800 megahertz radio system.
 - Federal rules require cities to license and narrow band their radios.
 - Minnesota state and U.S. federal laws relating to pay and benefits are quite burdensome; some examples include, but are not limited to:
 - PERLA
 - Limits the duration of how long a city can employ someone without having them become part of a union. This law adds a financial burden to the city by increasing cost of having to constantly recruit, hire, train and terminate employees.

Personnel and Benefits (all categories)

- Pay and Benefits
 - PERA
 - If an employee earns \$425.00 a month in wages, the city must offer them retirement and contribute toward their retirement. This amount has not changed since 1988 and has added to more part-time employees being eligible.
 - Aggregate Value of Benefits
 - This state law truly handcuffs the City Council's ability to find options and practical solutions to addressing the rising costs of health insurance. While the law was meant to protect employers from implementing drastic changes to employee benefits, it prohibits employers from even making "minor changes" to an employer provided health plan that could ultimately save both the employer and the employee significant costs.
 - Continuation of health and life insurance coverage following termination
 - Small cities that are "rated" based on the number of employees they have on their health care plan, are automatically put at a disadvantage with this law, as small insurance providers do not fully differentiate the two pools of employees as being separate when they rate the insurance premiums for the city.
 - Prevailing wage and U.S. Davis Bacon requirements (contracts).
 - FICA and MEDICA contributions.
 - Worker's Compensation.

Additional resources available for review:

- **MN office of State Auditor -**
<http://www.osa.state.mn.us/default.aspx?page=MandateReformProposalsCity>
- League of Minnesota Cities – The League of Minnesota Cities has a 23 page list of unfunded state and federal mandates. To access the list go to www.lmc.org and type in "unfunded mandate" in the search quarry.

Furthermore, while this list only examines those unfunded state and federal mandates within the General Fund, there are many unfunded state and federal mandates required of our enterprise funds, such as those found in the PCA waste water and drinking water standards. Again, while many of these mandates are essential and necessary, the City of Bayport hopes at least this will begin the discussion that these are nevertheless unfunded mandates and with less and less government aid, without substantial mandate relief, the local property taxpayers are the ones who ultimately pay. Should there be any questions, please don't hesitate to contact me at 651-275-4414.

Sincerely,

Mitchell Berg
City Administrator