

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
September 6, 2011**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. August recycling award recipient is Jean Prichard who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.
- 2.

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 15

- | | |
|-------------------------------------------------------------------------------------------------------------|----|
| 1. August 1, 2011 City Council regular meeting minutes | 1 |
| 2. August 8, 2011 City Council workshop minutes | 2 |
| 3. August 15, 2011 City Council workshop minutes | 3 |
| 4. August payables and receipts (check numbers 1133536-1133651) | 4 |
| 5. August building, plumbing and mechanical permit report | 5 |
| 6. Temporary on-sale liquor license for Bayport Marina on September 17, 2011 | 6 |
| 7. Safety grant agreement with OSHA to install a security system at City Hall/Police Department | 7 |
| 8. Donations for safety camp and Night to Unite | 8 |
| 9. Addendum to Communications System Subscriber Agreement for 800 MHz public safety radio system | 9 |
| 10. Special event application for St. Charles Church Oktoberfest fundraiser on Saturday, October 8, 2011 | 10 |
| 11. Temporary on-sale liquor license for St. Charles Church on Saturday, October 8, 2011 | 11 |
| 12. Ordinance summary of Chapter 22 – Cigarettes and Tobacco, Article IV. for publication | 12 |
| 13. Special event application for motorcycle film project at Lakeside Park on Wednesday, September 14, 2011 | 13 |

TAB #

- 14. Accept a portable outfield fence for Barker's Alps Park and funding to construct a seasonal storage area donated by St. Croix Preparatory Academy 14
- 15. Purchase used audio mixers for City Council chambers audio/video system 15

PUBLIC HEARINGS

- 1. Public improvement hearing on the 2011 Sidewalk Improvement Project located on 6th Street North 16

RIVERFRONT ADVISORY COMMISSION REPORT 17

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- 1. Consider declaring costs to be assessed and ordering preparation of the assessment roll for the 1st and 2nd Avenue North Stormwater Improvement Project 18

NEW BUSINESS

- 1. Consider a conditional use permit (CUP) to allow outdoor uses in conjunction with the proposed tavern/restaurant at 193 3rd Street North 19
- 2. Consider an amendment to the city's special assessment policy 20
- 3. Consider adopting a flood emergency sandbag policy 21
- 4. Consider an amendment to Chapter 6 Alcoholic Beverages of the Bayport City Code of Ordinances related to social hosting 22

2012 BUDGET PRESENTATION 23

- 1. Consider a resolution adopting the preliminary levy for 2012
- 2. Consider a resolution adopting the preliminary budget for 2012
- 3. Consider a resolution adopting the proposed 2012 and 2013-2016 Capital Improvement Plan
- 4. Announce public input on the 2012 budget and levy to be heard at the December 5, 2011 City Council meeting

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- 1. City Administrator update 24

ADJOURNMENT

RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
AUGUST 1, 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 6th day of September 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 1-15 FROM THE
SEPTEMBER 6, 2011 CITY COUNCIL AGENDA**

1. August 1, 2011 City Council regular meeting minutes
2. August 8, 2011 City Council workshop minutes
3. August 15, 2011 City Council workshop minutes
4. August payables and receipts (check numbers 1133536-1133651)
5. August building, plumbing and mechanical permit report
6. Temporary on-sale liquor license for Bayport Marina on September 17, 2011
7. Safety grant agreement with OSHA to install a security system at City Hall/Police Department
8. Donations for safety camp and Night to Unite
9. Addendum to Communications System Subscriber Agreement for 800 MHz public safety radio system
10. Special event application for St. Charles Church Octoberfest fundraiser on Saturday, October 8, 2011
11. Temporary on-sale liquor license for St. Charles Church on Saturday, October 8, 2011
12. Ordinance summary of Chapter 22 – Cigarettes and Tobacco, Article IV. for publication
13. Special event application for motorcycle film project at Lakeside Park on Wednesday, September 14, 2011
14. Accept a portable outfield fence for Barker's Alps Park and funding to construct a seasonal storage area donated by St. Croix Preparatory Academy
15. Purchase used audio mixers for City Council chambers audio/video system

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 6th day of September 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
AUGUST 1, 2011
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of August 1, 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, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, Attorney Nick Vivian, City of Stillwater Engineer Torry Kraftson

APPROVAL OF AGENDA

Administrator Berg requested adding approval of a 2:00 a.m. on-sale liquor license renewal application for Woody's Bar and Grill to the consent agenda.

It was moved by Councilmember Ostertag and seconded by Councilmember Carlson to approve the August 1, 2011 agenda, with the addition noted above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The July recycling award recipients are Bill and Kathy Conley who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores proclaimed Tuesday, August 2, 2011 as Night to Unite in Bayport and encouraged residents to attend the event from 5:00-8:00 p.m. at Lakeside Park. Night to Unite is coordinated by the Bayport Police Department.

OPEN FORUM – None

CONSENT AGENDA

Mayor St. Ores read items 1-8 on the amended consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-24

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE
AUGUST 1, 2011 CITY COUNCIL AGENDA**

1. July 11, 2011 City Council regular meeting minutes
2. July payables and receipts (check numbers 1133456-1133535)
3. July building, plumbing and mechanical permit report
4. Accept a traffic sign donation from Traffic Control Corporation for the Police Department
5. Joint powers agreement with Washington County Sheriff's Office for Code Red notification and messaging system for the Police Department
6. Temporary on-sale liquor license for Bayport Marina on August 14, 2011
7. Accept \$200.00 donation to Police Department from Harold Radke

8. Renewal of 2:00 a.m. on-sale liquor license for Woody's Bar and Grill located at 109 3rd Street North, Bayport, Minnesota 55003

The motion for adopting the foregoing revised 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	

RIVERFRONT ADVISORY COMMISSION REPORT

Administrator Berg explained staff's recommendation for the City Council to review the Riverfront Advisory Commission's 19+ goals and objectives in segments and reviewed the high priority items recommended for action within the next year. He stated that attendees at the public open house identified constructing a boat dock at Lakeside Park as the highest priority of the goals and objectives presented. Staff recommended a feasibility study be completed if the City Council decides to pursue a dock, and Engineer Peters estimated a study to cost \$2,500.00-\$5,000.00. Discussion followed on the options presented, potential funding sources, budgetary concerns, and the pros and cons of constructing a city dock at Lakeside Park and improving the 4th Avenue North public boat access. Staff was directed to explore options with Andersen Corporation to improve the public boat access and provide information for 2012 budget discussions. Councilmembers affirmed the commission's recommendation to continue the current use of the ice road access.

COUNCIL LIAISON REPORTS

Councilmember Hanson stated the Planning Commission did not meet in July, but will be meeting on August 15, 2011, 6:00 p.m., at City Hall.

Councilmember Goldston reported the next meeting of the Lower St. Croix Partnership is scheduled for Wednesday, August 31, 2011, 7:00 p.m., at the St. Croix County Government Center.

Mayor St. Ores reviewed the July 14, 2011 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO), and indicated the next meeting is scheduled for Thursday, August 11, 2011, 7:00 p.m., at the Valley Ridge Mall.

Mayor St. Ores reported she attended a Community Symposium meeting on July 27, 2011, with Administrator Berg and encouraged residents to attend the public town hall sessions. Information on the initiative and meeting schedules can be found at www.communitysymposium.com or by contacting City Hall.

Councilmember Carlson reported the Library Board meeting was rescheduled to August 4, 2011, as a quorum was not realized for the July 28, 2011 meeting. She indicated a selection committee for the Library Director's replacement will begin the review process next week.

Councilmember Ostertag reported the next meeting of the Cable Commission is scheduled for Wednesday, August 17, 2011, at 7:00 p.m. at the Valley Ridge Mall.

PUBLIC HEARINGS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider an on-sale, Sunday, and 2:00 a.m. liquor license for an establishment to be located at 193 3rd Street North: Administrator Berg explained the city's review process for an application submitted by Jeffrey Hause for on-sale, Sunday and 2:00 a.m. liquor licenses for a new tavern/restaurant at 193 3rd Street North. No issues were identified during the initial investigations, and the applicant continues to work with city staff on remodeling of the building and applying for a conditional use permit to allow outdoor seating and outdoor consumption of liquor. Any limitations the city may choose to put on outdoor consumption must be conditioned as part of the liquor license application. Staff recommended limiting outdoor consumption to 10:00 p.m., Sunday-Thursday, and 12:00 a.m. Friday and Saturday, due to the establishment's proposed outdoor seating area abutting a residential property. Applicant Hause stated he may be applying for an off-sale license in the future.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the issuance of an on-sale, Sunday, and 2:00 a.m. liquor license for Jeffrey Hause, Hefty Hause, Inc., for the proposed tavern/restaurant to be located at 193 3rd Street North, subject to approval of AGE, completion of all building remodeling to meet applicable code requirements, and correction of any health, safety, and welfare issues that the city deems necessary, to ensure the establishment is fit for occupancy and service, for a license period to expire on December 31, 2011. In addition, outdoor liquor consumption will not be allowed at the property without a CUP issued by the city and outdoor liquor consumption will be required to cease by 10:00 p.m., Sunday – Thursday and 12:00 a.m. on Friday and Saturday. Motion carried 5-0.

Consider receiving a feasibility report, approving plans, specifications, and quotes, and calling for a public improvement hearing on the 2011 Sidewalk, Curb, and Gutter Improvement Project:

Administrator Berg reviewed the city's current assessment policy, based on a lot area assessment method, and indicated the proposed project presents unique circumstances that may justify special consideration. Due to the irregular lot sizes and difficulties with topography, staff recommended basing the assessments on the linear feet of sidewalk adjacent to each property. Staff would present a revision to the city's special assessment policy at the next City Council meeting to incorporate the alternate assessment method.

City of Stillwater Engineer Torry Kraftson reviewed the feasibility report for the sidewalk replacement project that extends from the south property line of 741 6th Street North to the north property line of 868 6th Street North. The project would replace 1,015 feet of five-foot sidewalk, for a total replacement area of 5,075 square feet. He stated the project includes replacing approximately 120 feet of railing along two properties, due to a sharp drop-off along that section of sidewalk. Quotes for the construction costs were reviewed. Mr. Kraftson stated he rebid the sidewalk removal portion of the plan and realized a savings of approximately \$9,000.00. He also plans to get additional quotes for installing the new railing prior to the public hearing and stated he has discussed this with the lone quoter for this portion of the project. As quoted, the total project cost is \$45,206.25, which includes \$7,500.00 for engineering costs. This results in a cost of \$8.91 per square foot and a 50% assessment rate of \$4.45 per square foot. He detailed the challenges of using the current assessment policy for the irregular lots and sections that are difficult to build on and echoed Administrator's Berg recommendation to base the assessments on a linear foot calculation.

Councilmember Hanson questioned the estimated project cost stated in the resolution (\$54,247.50), and Administrator Berg explained this number includes a 20% contingency, as built into past projects. Mr. Kraftson answered questions regarding the railing cost/design, re-using the old railing to secure an additional 30 feet of sidewalk, and methodology for calculating the assessment for the two unique parcels. He believes the fairest option would be to have the city pay for the portion of the project not assessed to the two unique properties. This would bring the city's portion of the project to

approximately 65%. Attorney Vivian indicated that per the 429 assessment process, the city must show the benefit the properties will derive from the improvement project and recommended the engineer provide two cost scenarios for the City Council to consider. Councilmember Goldston questioned whether the resolution as presented would bind the city to the quote received from Curbmasters for the new railing. Attorney Vivian clarified that the resolution includes a not-to-exceed cost of \$54,247.50, and the total project cost could be adjusted prior to the public hearing, based on receiving lower quotes for the railing.

Councilmember Carlson introduced the following resolution, with the addition of authorizing city staff to evaluate other quotes for the new railing, and moved its adoption:

Resolution 11-25

**RESOLUTION RECEIVING A FEASIBILITY REPORT, APPROVING PLANS,
SPECIFICATIONS, AND QUOTES, AND CALLING FOR A PUBLIC
IMPROVEMENT HEARING ON THE 2011 SIDEWALK, CURB, AND GUTTER
IMPROVEMENT PROJECT**

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

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

Consider an appointment to the Library Board: Administrator Berg reported that Karen Lampi, 261 6th Street South, Bayport, Minnesota, has submitted an application to fill a vacancy on the Library Board, due to the resignation of Mary Clare-Holst. Councilmember Carlson, Library Board liaison, stated the Library Board believes Ms. Lampi to be a very qualified applicant and recommended her appointment. Mary Clare-Holst was thanked for her service on the Library Board.

It was moved by Councilmember Ostertag and seconded by Councilmember Goldston to appoint Karen Lampi to fill the vacancy on the Library Board, for a term ending December 31, 2013. Motion carried 5-0.

Consider installation of a surveillance camera system at the Lakeside Park Beach House and accept \$1,000.00 anonymous donation for the system: Administrator Berg reported there have been multiple instances of vandalism at the renovated Lakeside Park beach house, and two interior “still” cameras were previously installed to monitor activity. The interior cameras are limited as to what they can capture, and recently the city received an anonymous \$1,000.00 donation toward the purchase of a four camera, closed circuit television system for the interior and exterior of the building. Two quotes were received for the system, with the apparent low quote of \$2,420.25 received from ADT. Administrator Berg noted this is an unbudgeted item; however he recommended installation of the camera system due to the expense incurred to repair the continued vandalism events. He proposed funding the system with the \$1,000.00 donation and the city’s general park maintenance fund, in an amount not to exceed \$3,000.00. Discussion followed on adding a web-based review feature and adding signage to alert users of the surveillance system. Mayor St. Ores encouraged residents to be vigilant and report suspicious activity to deter future vandalism in city parks. The anonymous donor was thanked for the generous donation.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to authorize the purchase of a four camera closed circuit television system from ADT for a price not to exceed \$3,000.00, excluding tax and shipping, and to accept the anonymous \$1,000.00 donation for the purchase of the system. Motion carried 5-0.

Consider amending Chapter 22 – Businesses, Article IV. - Cigarettes of the Bayport City Code to comply with the state’s Tobacco Modernization and Compliance Act: Assistant Administrator/Planner Taylor explained the proposed amendment to Chapter 22 of the Bayport City Code that will bring the city into compliance with the State of Minnesota’s Tobacco Modernization and Compliance Act, as well as simplify the text and eliminate inconsistencies with other city ordinances and/or current fines and enforcement procedures.

Councilmember Carlson introduced the following ordinance and moved its adoption:

Ordinance #828

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING CHAPTER 22 – BUSINESSES, ARTICLE IV. OF THE BAYPORT CITY CODE

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	

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Hanson noted a marked improvement with goose droppings in Lakeside Park and thanked the Public Works department for their efforts in dealing with the problem.
2. Councilmember Ostertag recognized the Police Department donations from Traffic Control Corporation and Harold Radke as noted in the Consent Agenda, as well as donations for Night to Unite and the Bayport Youth Safety Camp. Administrator Berg stated the donors for Night to Unite and Safety Camp would be formally recognized at the next meeting.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

1. City Administrator update:

- Administrator Berg noted that a portion of storm sewer on 6th Street North collapsed during repair of a manhole in the area, due to deterioration of the metal corrugated pipes. Staff determined the best pricing for this urgent repair would be realized by including the work as a change order to the previously approved 1st and 2nd Avenue South improvement projects. The repair price is \$5,600.40.
- Administrator Berg provided a summary of his written report. Andersen Corporation was thanked for the loan of a commercial dehumidifier used at City Hall during the recent extreme weather conditions. He also noted that as part of a global effort to control the geese population along the river, Andersen Corporation partnered with the city to pay half of the cost to round up geese in Lakeside Park. Three weeks ago, approximately 50-75 geese were permanently removed from Lakeside Park, and the city’s cost is estimated at \$1,000.00-\$2,000.00. He noted the city will continue to work with Andersen Corporation on the ongoing goose problem. Discussion followed on the effectiveness and cost of the geese removal and alternate approaches to control the problem.
- Administrator Berg reported he recently learned that the DNR no longer assists communities with deer population surveys, but the city will investigate other sources to gather this information.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Ostertag to adjourn the meeting at 8:04 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS**

**August 8, 2011
4:30 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the City Council workshop meeting of August 8, 2011 to order at 4:30 p.m.

ROLL CALL

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

Members Absent: None

Others Present: Administrator Mitch Berg, Assistant City Administrator Sara Taylor, and Finance Officer Wanda Madsen

Administrator Berg stated the purpose of the workshop was to conduct an overview of the 2010 budget, projected year end figures for the 2011 budget, and general fund line items within the 2012 budget. Discussion followed and staff answered questions related to the city's budgeted funds and line-item expenditures for 2012. Due to time constraints and the amount of information to be discussed, the City Council agreed to continue discussion of the budget at a subsequent workshop.

ADJOURNMENT

The workshop was than adjourned at 7:45 p.m.

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS**

**August 15, 2011
5:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the City Council workshop meeting of August 15, 2011 to order at 5:00 p.m.

ROLL CALL

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

Members Absent: Councilmember Connie Carlson

Others Present: Administrator Mitch Berg and Assistant City Administrator Sara Taylor

Administrator Berg discussed the remainder of line item expenditures included within the 2012 budget. Administrator Berg provided the City Council with reasons why a 1.95% levy increase was recommend as part of the 2012 proposed budget, which included loss of local government aid and other state aids, loss in tax capacity and market value, loss of city revenues (non-property tax), increasing unfunded state and federal mandates, and the need to compensate losses with a stable revenue source.

Discussion followed on what options were available to the city, should there be additional cuts to state aid, and options for any surplus revenue from 2011. Administrator Berg also discussed how the city's general fund interacted with the city's other special funds and how the water and sewer enterprise fund operated.

ADJOURNMENT

The workshop was than adjourned at 6:36 p.m.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 08/31/11

FUND	FUND Descr	2011 Budget	2011 YTD Amt	2011 % of Budget	2011 % of Budget Remain
101	GENERAL	\$2,054,565.00	\$1,030,273.92	50.15%	49.85%
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	\$640.43	12.81%	87.19%
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	\$11,000.00	220.00%	-120.00%
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	\$0.00	0.00%	0.00%
211	LIBRARY	\$297,247.98	\$109,748.92	36.92%	63.08%
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	\$29,151.40	10.05%	89.95%
602	SEWER	\$596,750.00	\$8,850.00	1.48%	98.52%
800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
903	P & Z ESCROWS	\$0.00	\$1,000.00	0.00%	0.00%
91	NON EXP TRUST	\$16,500.00	\$0.00	0.00%	100.00%
		\$3,883,482.98	\$1,291,806.44	33.26%	66.74%

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: AUGUST

FUND	FUND Descr	Act Code	Ac t	SO UR	Tran Date	Amount	Refer	Comments
FUND 101 GENERAL								
101	GENERAL	101-00000-321	R	BU	8/25/2011	\$50.00	2037	LIQUOR - TEMP (PER DAY) B
101	GENERAL	101-00000-331	R	AD	8/10/2011	\$35.00	1988	NSF FEE Cold Creek Construct
101	GENERAL	101-00000-331	R	AD	8/18/2011	\$35.00	2007	NSF FEE CK # 096
101	GENERAL	101-00000-341	R	US	8/18/2011	\$0.50	2008	COPIES (\$0.25/PAGE) CASH
101	GENERAL	101-00000-341	R	US	8/8/2011	\$4.00	1967	COPIES (\$0.25/PAGE) CASH
101	GENERAL	101-20102	G		7/30/2011	\$2,230.00	1944	SAC
101	GENERAL	101-20104	G		8/9/2011	\$3.81	1980	BUILDING SURCHARGE Timm
101	GENERAL	101-20104	G		8/17/2011	\$5.00	2005	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		8/23/2011	\$1.75	2021	BUILDING SURCHARGE Herit
101	GENERAL	101-20104	G		7/30/2011	\$0.80	1943	BUILDING SURCHARGE DR H
101	GENERAL	101-20104	G		8/30/2011	\$5.00	2057	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/17/2011	\$12.00	1979	BUILDING SURCHARGE CK #
101	GENERAL	101-20104	G		7/30/2011	\$100.00	1944	BUILDING SURCHARGE Rottlu
101	GENERAL	101-20104	G		8/9/2011	\$5.00	1984	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		8/24/2011	\$176.70	2031	BUILDING SURCHARGE Berw
101	GENERAL	101-20104	G		8/1/2011	\$12.48	1946	BUILDING SURCHARGE Cold
101	GENERAL	101-20104	G		8/24/2011	\$5.00	2027	BUILDING SURCHARGE CK #
101	GENERAL	101-20104	G		8/19/2011	\$15.75	2013	BUILDING SURCHARGE CK #
101	GENERAL	101-20104	G		8/25/2011	\$5.00	2035	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/8/2011	\$5.00	1977	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/23/2011	\$7.30	2026	BUILDING SURCHARGE Sterli
101	GENERAL	101-20104	G		8/22/2011	\$5.00	2018	BUILDING SURCHARGE Ande
101	GENERAL	101-20104	G		8/3/2011	\$5.00	1954	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/30/2011	\$5.00	2059	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/19/2011	\$5.00	2015	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		8/10/2011	\$24.24	1990	BUILDING SURCHARGE Egan,
101	GENERAL	101-20104	G		8/9/2011	\$30.00	1986	BUILDING SURCHARGE JG H
101	GENERAL	101-20104	G		8/22/2011	\$5.00	2019	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		8/11/2011	\$27.75	1992	BUILDING SURCHARGE Cam
101	GENERAL	101-20104	G		8/9/2011	\$3.67	1985	BUILDING SURCHARGE JG H
101	GENERAL	101-20104	G		8/30/2011	\$5.00	2058	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/30/2011	\$5.00	2062	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		8/9/2011	\$5.00	1983	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/22/2011	\$2.50	2017	BUILDING SURCHARGE Norg
101	GENERAL	101-20104	G		8/29/2011	\$5.00	2043	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		8/11/2011	\$457.85	1993	BUILDING SURCHARGE W. L.
101	GENERAL	101-20603	G		8/30/2011	\$24.06	24	State Sales Tax
101	GENERAL	101-20603	G		8/25/2011	\$6.88	24	State Sales Tax
101	GENERAL	101-20603	G		8/3/2011	\$3.44	24	State Sales Tax
101	GENERAL	101-20603	G		8/18/2011	\$17.19	24	State Sales Tax
101	GENERAL	101-20603	G		8/9/2011	\$3.44	24	State Sales Tax
101	GENERAL	101-27109	G		8/3/2011	\$79.28	1961	HEALTH PARTNERS CK # 111
101	GENERAL	101-27122	G		8/3/2011	\$58.34	1961	HEALTH SAVING ACCT. CK #
101	GENERAL	101-41400-101	E		8/25/2011	\$210.00	16514	JUNE/JULY & AUG JURY PAY
101	GENERAL	101-41910-321	R	BU	8/30/2011	\$50.00	2060	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-321	R	BU	8/8/2011	\$50.00	1974	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-321	R	BU	8/3/2011	\$100.00	1958	CONTRACTOR LICENSE - GE
101	GENERAL	101-41910-321	R	BU	8/3/2011	\$50.00	1956	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-321	R	BU	8/29/2011	\$50.00	2047	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-321	R	BU	8/8/2011	\$50.00	1976	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-322	R	NO	8/23/2011	\$100.00	2024	SIGN PERMIT - TEMPORARY
101	GENERAL	101-41910-322	R	NO	8/29/2011	\$50.00	2041	SPECIAL EVENT APP - PROFI
101	GENERAL	101-41910-322	R	BUI	8/9/2011	\$162.25	1985	BUILDING PERMIT JG Hause
101	GENERAL	101-41910-322	R	BUI	8/11/2011	\$472.39	1992	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	8/11/2011	\$5,536.75	1993	BUILDING PERMIT W. L. Hall
101	GENERAL	101-41910-322	R	BUI	8/17/2011	\$398.25	1979	BUILDING PERMIT CK # 1541
101	GENERAL	101-41910-322	R	BUI	8/11/2011	\$726.75	1992	BUILDING PERMIT Cameron H
101	GENERAL	101-41910-322	R	BUI	8/30/2011	\$72.25	2058	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	8/19/2011	\$488.25	2013	BUILDING PERMIT CK # 0364
101	GENERAL	101-41910-322	R	BUI	8/11/2011	\$3,598.89	1993	PLAN REVIEW

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: AUGUST

FUND	FUND Descr	Act Code	Ac t	SO UR	Tran Date	Amount	Refer	Comments
101	GENERAL	101-41910-322	R	BUI	8/11/2011	\$5.00	1992	BUILDING PERMIT EPA Licens
101	GENERAL	101-41910-322	R	BUI	8/9/2011	\$756.75	1986	BUILDING PERMIT JG Hause
101	GENERAL	101-41910-322	R	BUI	8/9/2011	\$162.25	1980	BUILDING PERMIT Timmers R
101	GENERAL	101-41910-322	R	BUI	8/10/2011	\$167.75	1990	PLAN REVIEW Egan, #107799
101	GENERAL	101-41910-322	R	BUI	8/9/2011	\$491.89	1986	PLAN REVIEW JG Hause Cons
101	GENERAL	101-41910-322	R	BUI	8/10/2011	\$671.00	1990	BUILDING PERMIT Egan, #107
101	GENERAL	101-41910-322	R	BUI	7/30/2011	\$60.75	1943	BUILDING PERMIT DR Horton,
101	GENERAL	101-41910-322	R	BUI	7/30/2011	\$39.49	1943	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	8/1/2011	\$268.45	1946	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	8/1/2011	\$413.00	1946	BUILDING PERMIT Cold Creek
101	GENERAL	101-41910-322	R	BUI	7/30/2011	\$1,656.75	1944	BUILDING PERMIT Rottlund H
101	GENERAL	101-41910-322	R	BUI	8/9/2011	\$5.00	1985	BUILDING PERMIT EPA Licens
101	GENERAL	101-41910-322	R	BUI	8/22/2011	\$123.00	2017	BUILDING PERMIT Norgaard H
101	GENERAL	101-41910-322	R	BUI	8/23/2011	\$265.50	2026	BUILDING PERMIT Sterling Co
101	GENERAL	101-41910-322	R	BUI	8/24/2011	\$73.75	2027	BUILDING PERMIT CK # 1199
101	GENERAL	101-41910-322	R	BUI	8/24/2011	\$47.94	2027	PLAN REVIEW Ck # 1199
101	GENERAL	101-41910-322	R	BUI	8/24/2011	\$2,580.75	2031	BUILDING PERMIT Berwald Ro
101	GENERAL	101-41910-322	R	BUI	8/23/2011	\$103.25	2021	BUILDING PERMIT Heritage C
101	GENERAL	101-41910-322	R	BUI	8/22/2011	\$343.00	2018	BUILDING PERMIT Andersen
101	GENERAL	101-41910-322	R	BUI	7/30/2011	\$1,076.89	1944	PLAN REVIEW
101	GENERAL	101-41910-322	R	EP	8/23/2011	\$5.00	2021	EPA
101	GENERAL	101-41910-322	R	EP	8/23/2011	\$5.00	2026	EPA
101	GENERAL	101-41910-322	R	EP	8/29/2011	\$5.00	2043	EPA
101	GENERAL	101-41910-322	R	EP	8/22/2011	\$5.00	2018	EPA
101	GENERAL	101-41910-322	R	EP	8/19/2011	\$5.00	2013	EPA CK # 036450
101	GENERAL	101-41910-322	R	EP	8/17/2011	\$5.00	1979	EPA CK # 15418
101	GENERAL	101-41910-322	R	PL	8/17/2011	\$75.00	2005	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	8/22/2011	\$75.00	2019	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	8/19/2011	\$75.00	2015	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	8/9/2011	\$75.00	1984	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	8/29/2011	\$75.00	2043	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	8/30/2011	\$75.00	2062	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	ME	8/9/2011	\$266.00	1983	MECHANICAL PERMIT - COM
101	GENERAL	101-41910-322	R	ME	8/30/2011	\$299.00	2059	MECHANICAL PERMIT - COM
101	GENERAL	101-41910-322	R	ME	8/8/2011	\$75.00	1977	MECHANICAL PERMIT - RESI
101	GENERAL	101-41910-322	R	ME	8/25/2011	\$75.00	2035	MECHANICAL PERMIT - COM
101	GENERAL	101-41910-322	R	ME	8/3/2011	\$75.00	1954	MECHANICAL PERMIT - RESI
101	GENERAL	101-41910-322	R	ME	8/30/2011	\$144.50	2058	MECHANICAL PERMIT - COM
101	GENERAL	101-41910-322	R	ME	8/30/2011	\$75.00	2057	MECHANICAL PERMIT - RESI
101	GENERAL	101-41910-341	R	P &	8/3/2011	\$500.00	1959	VACANT BUILDING REGISTR
101	GENERAL	101-41910-341	R	LA	8/19/2011	\$1,599.72	2010	BUILDING INSPECTIONS (LA
101	GENERAL	101-41910-341	R	LA	8/17/2011	\$386.08	2004	BUILDING INSPECTIONS (LA
101	GENERAL	101-42100-101	E		8/25/2011	\$30.00	16514	JUNE/JULY & AUG JURY PAY
101	GENERAL	101-42100-321	E		8/9/2011	\$45.00	1973	PHONE REIMBURSTMENT CK
101	GENERAL	101-42100-322	R	ANI	8/16/2011	\$20.00	2000	PET LICENSE - NO SPAY/NEU
101	GENERAL	101-42100-322	R	ANI	8/30/2011	\$10.00	2056	PET LICENSE - SPAY/NEUT EI
101	GENERAL	101-42100-322	R	ANI	8/24/2011	\$10.00	2029	PET LICENSE - SPAY/NEUT C
101	GENERAL	101-42100-342	R	PO	8/16/2011	\$0.50	2001	POLICE REPORTS cash
101	GENERAL	101-42100-342	R	PO	7/30/2011	\$2.25	1940	POLICE REPORTS CASH
101	GENERAL	101-42100-342	R	PO	8/4/2011	\$4.00	1968	POLICE REPORTS LexisNexis,
101	GENERAL	101-42100-342	R	PO	8/25/2011	\$5.00	2036	POLICE REPORTS Pekin Insur
101	GENERAL	101-42100-362	R	DO	8/3/2011	\$40.00	1939	DONATIONS POLICE (U/N) CK
101	GENERAL	101-42100-362	R	DO	8/1/2011	\$100.00	1948	NITE TO UNITE (DONATIONS)
101	GENERAL	101-42100-362	R	DO	8/3/2011	\$200.00	1966	DONATIONS POLICE (U/N) CK
101	GENERAL	101-42100-362	R	DO	8/1/2011	\$50.00	1948	NITE TO UNITE (DONATIONS)
101	GENERAL	101-42100-362	R	DO	8/3/2011	\$100.00	1964	DONATIONS POLICE (U/N) CK
101	GENERAL	101-42100-362	R	DO	8/3/2011	\$36.00	1962	DONATIONS POLICE (U/N) CA
101	GENERAL	101-42100-362	R	DO	8/3/2011	\$50.00	1965	DONATIONS POLICE (U/N) CK
101	GENERAL	101-42100-362	R	PO	8/30/2011	\$3,408.53	16516	POST BD TRAINING REIMB/P
101	GENERAL	101-42100-370	R	MIS	8/30/2011	\$137.57	2053	ANIMAL CONTROL CK # 3741
101	GENERAL	101-42100-370	R	MIS	8/12/2011	\$50.00	1996	ANIMAL CONTROL Elizabeth J

CITY OF BAYPORT
MONTHLY REVENUE

Period Name: AUGUST

FUND	FUND Descr	Act Code	Ac t	SO UR	Tran Date	Amount	Refer	Comments
101 GENERAL	101-42200-322	R	NO		8/1/2011	\$25.00		1949 BURNING PERMIT Kari Thron,
101 GENERAL	101-42200-322	R	NO		8/25/2011	\$20.00		2039 BURNING PERMIT CK#3628
101 GENERAL	101-42200-322	R	NO		8/17/2011	\$147.72		2003 BURNING PERMIT CK # 05386
101 GENERAL	101-42200-322	R	NO		8/1/2011	\$20.00		1949 BURNING PERMIT Kroening, #
101 GENERAL	101-42200-362	R	PO		8/30/2011	\$4,262.00		16517 FIREFIGHTER BD TRNG-EDU
101 GENERAL	101-43200-347	R	PA		8/25/2011	\$290.00		2014 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/25/2011	\$50.00		2033 BEACHHOUSE - RESIDENT (4
101 GENERAL	101-43200-347	R	PA		8/9/2011	\$50.00		1982 BEACHHOUSE - RESIDENT (4
101 GENERAL	101-43200-347	R	PA		8/8/2011	\$60.00		1970 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/11/2011	\$150.00		1994 PICNIC SHELTER - NONRESI
101 GENERAL	101-43200-347	R	PA		8/19/2011	\$25.00		2011 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/30/2011	\$159.00		2054 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/30/2011	\$10.00		2054 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/30/2011	\$150.00		2061 BEACHHOUSE - NONRESIDE
101 GENERAL	101-43200-347	R	PA		8/29/2011	\$50.00		2044 BEACHHOUSE - RESIDENT (4
101 GENERAL	101-43200-347	R	PA		8/29/2011	\$150.00		2046 BEACHHOUSE - NONRESIDE
101 GENERAL	101-43200-347	R	PA		8/2/2011	\$50.00		1951 BEACHHOUSE - RESIDENT (4
101 GENERAL	101-43200-347	R	PA		8/15/2011	\$100.00		1998 PICNIC SHELTER - RESIDENT
101 GENERAL	101-43200-347	R	PA		8/3/2011	\$285.00		1930 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/3/2011	\$10.00		1930 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/3/2011	\$25.00		1953 BOAT TRAILER PARKING PE
101 GENERAL	101-43200-347	R	PA		8/23/2011	\$50.00		2022 PARK FIELD-COURT RENTAL
101 GENERAL	101-43300-349	R	CE		8/1/2011	\$300.00		1947 CEMETERY - HEADSTONE D
101 GENERAL	101-43300-349	R	CE		8/1/2011	\$300.00		1947 CEMETERY - OPEN/CLOSE G
IND 101 GENERAL						\$39,989.54		
FUND 202 DRUG FORFEITURE								
202 DRUG FO	202-42102-362	R	DR		8/25/2011	\$106.88		16515 UNDERCOVER AUTO RECOV
FUND 206 WATER/SEWER IMPROVEMENT FUND								
206 WATER/S	206-12103	G			8/3/2011	\$12.20		0 UB Receipt Serv 27 TRUNK W/
206 WATER/S	206-12103	G			8/9/2011	\$238.80		0 UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G			8/25/2011	\$28.90		0 UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G			8/30/2011	\$21.98		0 UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G			8/3/2011	\$14.48		0 UB Receipt Serv 37 TRUNK S/
206 WATER/S	206-12103	G			8/25/2011	\$17.60		0 UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G			8/3/2011	\$194.32		0 UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G			8/30/2011	\$10.69		0 UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G			8/9/2011	\$177.92		0 UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G			8/3/2011	\$257.52		0 UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-12103	G			8/9/2011	\$3.30		0 UB Receipt Serv 27 TRUNK W/
206 WATER/S	206-12103	G			8/3/2011	\$16.77		0 UB Receipt Surc 23 TRUNK SE
206 WATER/S	206-12103	G			8/18/2011	\$1.20		0 UB Receipt Serv 37 TRUNK S/
206 WATER/S	206-12103	G			8/18/2011	\$72.85		0 UB Receipt Serv 36 TRUNK S/
206 WATER/S	206-12103	G			8/18/2011	\$1.20		0 UB Receipt Serv 27 TRUNK W/
206 WATER/S	206-12103	G			8/9/2011	\$3.51		0 UB Receipt Serv 37 TRUNK S/
206 WATER/S	206-12103	G			8/18/2011	\$118.53		0 UB Receipt Serv 26 TRUNK W/
206 WATER/S	206-41900-371	R	TR		8/3/2011	\$31,893.60		16509 UNPAID WATER CONNECTIO
FUND 206 WATER/SEWER IMPROVEMENT FUND						\$33,085.37		
FUND 207 PARK IMPROVEMENT FUND								
207 PARK IMP	207-00000-347	R	PA		7/30/2011	\$1,000.00		1944 PARK DEDICATION
FUND 211 LIBRARY								
211 LIBRARY	211-45500-347	R	LIB		8/29/2011	\$14.95		2040 LIBRARY SERVICE CHARGE
211 LIBRARY	211-45500-347	R	LIB		8/29/2011	\$3.50		2040 LIBRARY SERVICE CHARGE
211 LIBRARY	211-45500-347	R	LIB		8/29/2011	\$40.00		2040 LIBRARY SERVICE CHARGE

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: AUGUST

FUND	FUND Descr	Act Code	Ac t	SO UR	Tran Date	Amount	Refer	Comments
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$16.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$40.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$20.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$10.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$100.00	2052	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$28.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$8.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/29/2011	\$8.00	2040	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/8/2011	\$8.00	1972	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	8/8/2011	\$1.80	1972	LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-362	R	RE	8/29/2011	\$130.00	2051	LIBRARY RENT CK # 488932
211	LIBRARY	211-45500-362	R	RE	8/8/2011	\$40.00	1971	LIBRARY RENT CK # 9512
211	LIBRARY	211-45500-362	R	RE	8/29/2011	\$40.00	2051	LIBRARY RENT CK # 0000655
211	LIBRARY	211-45500-362	R	RE	8/8/2011	\$85.00	1971	LIBRARY RENT CK # 14002
211	LIBRARY	211-45500-362	R	DO	8/29/2011	\$50.00	2049	LIBRARY DONATIONS CK # 1
211	LIBRARY	211-45500-362	R	RE	8/29/2011	\$96.00	2050	LIBRARY REFUNDS & REIMB.

FUND 211 LIBRARY \$739.25

FUND 601 WATER

601	WATER	601-14601	G		8/3/2011	\$2,711.81	0	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		8/3/2011	\$542.75	0	UB Receipt Serv 2 WATER ON
601	WATER	601-14601	G		8/30/2011	\$232.70	0	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		8/30/2011	\$10.76	0	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		8/3/2011	\$5.18	0	UB Receipt Serv Pen 5 COMM
601	WATER	601-14601	G		8/18/2011	\$1,321.22	0	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		8/18/2011	\$50.34	0	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		8/30/2011	\$4.77	0	UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		8/18/2011	\$10.00	0	UB Receipt Serv 5 COMM WAT
601	WATER	601-14601	G		8/3/2011	\$3.18	0	UB Receipt Serv 8 SAFE WTR
601	WATER	601-14601	G		8/18/2011	\$1.59	0	UB Receipt Serv 8 SAFE WTR
601	WATER	601-14601	G		8/3/2011	\$125.96	0	UB Receipt Serv 5 COMM WAT
601	WATER	601-14601	G		8/18/2011	\$29.13	0	UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		8/18/2011	\$2.50	0	UB Receipt Serv Pen 5 COMM
601	WATER	601-14601	G		8/25/2011	\$20.16	0	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		8/9/2011	\$57.22	0	UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		8/3/2011	\$78.32	0	UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		8/3/2011	\$117.85	0	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		8/25/2011	\$294.40	0	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		8/9/2011	\$2,580.34	0	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		8/9/2011	\$99.17	0	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		8/9/2011	\$29.75	0	UB Receipt Serv 5 COMM WAT
601	WATER	601-14601	G		8/9/2011	\$5.00	0	UB Receipt Serv Pen 5 COMM
601	WATER	601-14601	G		8/9/2011	\$3.18	0	UB Receipt Serv 8 SAFE WTR
601	WATER	601-14601	G		8/25/2011	\$6.36	0	UB Receipt Surc 19 STATE SE
601	WATER	601-14605	G		8/18/2011	\$0.88	0	UB Receipt Surc 20 STATE TA
601	WATER	601-14605	G		8/3/2011	\$9.57	0	UB Receipt Surc 20 STATE TA
601	WATER	601-14605	G		8/9/2011	\$2.26	0	UB Receipt Surc 20 STATE TA
601	WATER	601-46120-101	E		8/25/2011	\$30.00	16514	JUNE/JULY & AUG JURY PAY
601	WATER	601-46120-346	R	WA	8/19/2011	\$1,000.00	2015	WATER CONNECTION - TO 1
601	WATER	601-46120-346	R	WA	8/22/2011	\$1,000.00	2019	WATER CONNECTION - TO 1
601	WATER	601-46120-346	R	WA	7/30/2011	\$1,000.00	1944	WATER CONNECTION - TO 1
601	WATER	601-46120-346	R	WA	8/19/2011	\$250.00	2015	WATER METER - TO 1 IN
601	WATER	601-46120-346	R	WA	8/22/2011	\$250.00	2019	WATER METER - TO 1 IN
601	WATER	601-46120-346	R	WA	7/30/2011	\$250.00	1944	WATER METER - TO 1 IN
601	WATER	601-46120-346	R	WA	8/19/2011	\$100.00	2015	WATER METER INSPECTION
601	WATER	601-46120-346	R	WA	7/30/2011	\$100.00	1944	WATER METER INSPECTION
601	WATER	601-46120-346	R	WA	8/22/2011	\$100.00	2019	WATER METER INSPECTION
601	WATER	601-46120-371	R	WA	8/3/2011	\$190.13	0	UB UR Receipt Group 02 XCEL
601	WATER	601-46120-371	R	WA	8/3/2011	\$172.26	0	UB UR Receipt Group 01 CITY
601	WATER	601-46120-371	R	WA	8/30/2011	\$0.78	0	UB UR Receipt Group 01 CITY
601	WATER	601-46120-371	R	WA	7/30/2011	\$30.00	1941	WATER SHUTOFF - BUS HRS

CITY OF BAYPORT
MONTHLY REVENUE

Period Name: AUGUST

FUND	Act Code	Ac SO	Tran	Amount	Refer	Comments
FUND Descr	Act Code	t UR	Date			
601 WATER	601-46120-371	R WA	8/18/2011	\$0.12	0	UB UR Receipt Group 01 CITY
601 WATER	601-46120-371	R WA	8/25/2011	\$50.70	0	UB UR Receipt Group 01 CITY
601 WATER	601-46120-371	R WA	8/9/2011	\$34.37	0	UB UR Receipt Group 01 CITY
FUND 601 WATER				\$12,914.71		
FUND 602 SEWER						
602 SEWER	602-14602	G	8/9/2011	\$31.85	0	UB Receipt Serv 25 COMM SE
602 SEWER	602-14602	G	8/3/2011	\$139.76	0	UB Receipt Serv 13 NSP SEW
602 SEWER	602-14602	G	8/9/2011	\$83.28	0	UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G	8/9/2011	\$1,732.81	0	UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G	8/3/2011	\$96.72	0	UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G	8/18/2011	\$2.50	0	UB Receipt Serv Pen 25 COMM
602 SEWER	602-14602	G	8/25/2011	\$165.14	0	UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G	8/9/2011	\$5.00	0	UB Receipt Serv Pen 25 COMM
602 SEWER	602-14602	G	8/30/2011	\$103.01	0	UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G	8/30/2011	\$5.76	0	UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G	8/30/2011	\$19,536.88	0	UB Receipt Serv 19 PRISON S
602 SEWER	602-14602	G	8/25/2011	\$15.16	0	UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G	8/3/2011	\$5.18	0	UB Receipt Serv Pen 25 COMM
602 SEWER	602-14602	G	8/3/2011	\$148.64	0	UB Receipt Serv 25 COMM SE
602 SEWER	602-14602	G	8/3/2011	\$1,883.14	0	UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G	8/18/2011	\$697.80	0	UB Receipt Serv 10 SEWER
602 SEWER	602-14602	G	8/18/2011	\$46.47	0	UB Receipt Serv Pen 10 SEWE
602 SEWER	602-14602	G	8/18/2011	\$10.00	0	UB Receipt Serv 25 COMM SE
602 SEWER	602-46200-101	E	8/25/2011	\$30.00	16514	JUNE/JULY & AUG JURY PAY
602 SEWER	602-46200-346	R SE	7/30/2011	\$750.00	1944	SEWER CONNECTION
602 SEWER	602-46200-346	R SE	7/30/2011	\$50.00	1944	SEWER CONNECTION INSPE
FUND 602 SEWER				\$25,539.10		
FUND 800 INVESTMENTS-POOLED						
800 INVESTM	800-10100	G	8/31/2011	\$100,000.00	16518	WIRE IN CD
				\$213,374.85		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 08/31/11

8th Month = 66.72

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 101 GENERAL					
0000	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	\$99,659.70	\$44,566.51	30.90%
41240	RECYCLING	\$5,415.02	\$3,798.64	\$1,616.38	29.85%
41400	ADMINISTRATION	\$137,497.18	\$85,573.93	\$51,923.25	37.76%
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%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$207,073.39	\$127,765.43	\$79,307.96	38.30%
41940	MUNICIPAL BUILDINGS	\$137,368.00	\$20,618.18	\$116,749.82	84.99%
42100	POLICE	\$667,761.70	\$411,198.08	\$256,563.62	38.42%
42200	FIRE PROTECTION	\$355,637.00	\$148,594.01	\$207,042.99	58.22%
43100	STREET MAINT	\$255,720.77	\$112,411.21	\$143,309.56	56.04%
43130	STREET - FLOOD PREPARATI	\$0.00	\$13,691.79	-\$13,691.79	0.00%
43160	STREET LIGHTING	\$22,021.00	\$16,350.26	\$5,670.74	25.75%
43200	PARKS	\$63,847.70	\$33,105.22	\$30,742.48	48.15%
43300	CEMETERY	\$7,527.00	\$4,396.74	\$3,130.26	41.59%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,054,564.97	\$1,077,633.19	\$976,931.78	47.55%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$343.01	-\$343.01	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$343.01	-\$343.01	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	\$196,973.08	\$100,274.92	33.73%
FUND 211 LIBRARY		\$297,248.00	\$196,973.08	\$100,274.92	33.73%
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%
400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 08/31/11

8th Month = 66.72

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
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	\$26,507.87	\$19,092.13	41.87%
46120	WATER	\$406,346.59	\$177,528.74	\$228,817.85	56.31%
FUND 601	WATER	\$451,946.59	\$204,036.61	\$247,909.98	54.85%
FUND 602	SEWER				
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$372,147.41	\$114,425.62	\$257,721.79	69.25%
46990	SEWER - NON-OPERATING	\$330,000.00	\$279,098.28	\$50,901.72	15.42%
FUND 602	SEWER	\$702,147.41	\$393,523.90	\$308,623.51	43.95%
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%
FUND 803	P & Z ESCROWS	\$0.00	\$1,380.83	-\$1,380.83	0.00%

CITY OF BAYPORT

08/31/11 2:24 PM

Page 3

EXPENSE SUMMARY YTD THRU 08/31/11

8th Month = 66.72

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
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	\$1,931,756.42	\$1,749,650.55	47.53%

CITY OF BAYPORT

08/31/11 2:31 PM

Page 1

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL							
DEPT 41200 MAYOR & COUNCIL							
	101	8/20/2011	\$1,074.15 E	41200	101 Labor Distribution	WAGES AND SAL	
	101	8/20/2011	\$17.90 E	41200	121 Labor Distribution	P E R A	
	101	8/20/2011	\$66.60 E	41200	122 Labor Distribution	CONT TO RET., S	
	101	8/20/2011	\$15.57 E	41200	170 Labor Distribution	MEDICARE	
QUILL	101	8/29/2011	\$6.38 E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133626
INNOVATIVE OFFICE SOLUTI	101	8/17/2011	\$2.47 E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133604
SCHWAAB, INC.	101	8/31/2011	\$0.82 E	41200	201 OFFICE SUPPLY	OFFICE SUPPLIE	1133632
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$35.00 E	41200	300 REVIEW LETTER TO INSP	PROF SER-LEGAL	1133594
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$350.00 E	41200	300 OFFICE CONFERENCE R	PROF SER-LEGAL	1133594
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$30.00 E	41200	300 EDIT DATES IN CIVIL & P	PROF SER-LEGAL	1133594
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$2.28 E	41200	300 PHOTOCOPIES/POSTAGE	PROF SER-LEGAL	1133594
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$290.00 E	41200	300 PREPARE & ATTEND CC	PROF SER-LEGAL	1133594
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$0.08 E	41200	300 SALES TAX	PROF SER-LEGAL	1133594
ECKBERG, LAMMERS, BRIG	101	8/22/2011	\$70.00 E	41200	300 REVIEW CITY ADMINISTR	PROF SER-LEGAL	1133594
S E H	101	8/22/2011	\$76.75 E	41200	301 CC MTG	PROF SER-ENGIN	1133629
MARK NAGEL	101	8/29/2011	\$105.00 E	41200	302 RIVERFRONT ADVISORY	CONTRACT SERV	1133611
SCHLENNER WENNER & CO.	101	8/22/2011	\$12,200.00 E	41200	303 PROFESSIONAL SERVICE	PROF SER-AUDIT	1133631
COMPLETE HEALTH ENVIRO	101	8/17/2011	\$350.00 E	41200	306 MAINTENANCE PLAN - JU	PROF SER-OTHE	1133592
STILLWATER GAZETTE	101	8/17/2011	\$30.12 E	41200	350 RESCHEDULE PLANNING	PRINTING & PUBL	1133637
US INTERNET	101	8/17/2011	\$50.60 E	41200	416 MTHY SECURENCE	REPAIR/MAINT O	1133647
LEAGUE OF MINNESOTA CIT	101	8/31/2011	\$3,172.00 E	41200	433 MEMBERSHIP DUES 2011	DUES & MEMBER	1133608
DEPT 41200 MAYOR & COUNCIL			\$17,945.72				
DEPT 41240 RECYCLING							
	101	8/8/2011	\$107.19 E	41240	101 Labor Distribution	WAGES AND SAL	
	101	8/22/2011	\$107.19 E	41240	101 Labor Distribution	WAGES AND SAL	
	101	8/22/2011	\$7.77 E	41240	121 Labor Distribution	P E R A	
	101	8/8/2011	\$7.77 E	41240	121 Labor Distribution	P E R A	
	101	8/22/2011	\$6.60 E	41240	122 Labor Distribution	CONT TO RET., S	
	101	8/8/2011	\$6.60 E	41240	122 Labor Distribution	CONT TO RET., S	
	101	8/8/2011	\$4.96 E	41240	126 Labor Distribution	H S A	
	101	8/22/2011	\$4.96 E	41240	126 Labor Distribution	H S A	
	101	8/22/2011	\$6.92 E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	8/8/2011	\$9.08 E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	8/22/2011	\$1.54 E	41240	170 Labor Distribution	MEDICARE	
	101	8/8/2011	\$1.54 E	41240	170 Labor Distribution	MEDICARE	
PRICHARD, JEAN	101	8/9/2011	\$30.00 E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE	1133624
DEPT 41240 RECYCLING			\$302.12				
DEPT 41400 ADMINISTRATION							
	101	8/22/2011	\$3,493.90 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	8/8/2011	\$3,493.90 E	41400	101 Labor Distribution	WAGES AND SAL	
	101	8/8/2011	\$253.31 E	41400	121 Labor Distribution	P E R A	
	101	8/22/2011	\$253.31 E	41400	121 Labor Distribution	P E R A	
	101	8/8/2011	\$214.66 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	8/22/2011	\$214.66 E	41400	122 Labor Distribution	CONT TO RET., S	
	101	8/22/2011	\$195.15 E	41400	126 Labor Distribution	H S A	
	101	8/8/2011	\$195.15 E	41400	126 Labor Distribution	H S A	
	101	8/8/2011	\$491.23 E	41400	131 Labor Distribution	CONT TO EMPLO	
WELLS FARGO HBS	101	8/3/2011	\$153.00 E	41400	131 2ND QTR 2011 ADMIN FE	CONT TO EMPLO	1133547
	101	8/22/2011	\$411.35 E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	8/22/2011	\$50.21 E	41400	170 Labor Distribution	MEDICARE	
	101	8/8/2011	\$50.21 E	41400	170 Labor Distribution	MEDICARE	
NOVATIVE OFFICE SOLUTI	101	8/17/2011	\$14.86 E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133604
QUILL	101	8/29/2011	\$38.31 E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133626
SCHWAAB, INC.	101	8/31/2011	\$4.94 E	41400	201 OFFICE SUPPLY	OFFICE SUPPLIE	1133632
TAYLOR, SARA	101	8/25/2011	\$3.19 E	41400	201 ADMIN., SUPPLIES	OFFICE SUPPLIE	1133568
TAYLOR, SARA	101	8/25/2011	\$310.59 E	41400	400 ADMIN. GAS	USE OF PERSON	1133568

CITY OF BAYPORT

08/31/11 2:31 PM

Page 2

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	Amount	ct	DEPT	OBJ	Comments	OBJ Desc	Check Nbr
MITCH BERG	101	8/31/2011	\$160.14	E	41400	400	MILEAGE 6/22/11-9/2/11	USE OF PERSON	1133618
WANDA MADSEN	101	8/31/2011	\$97.46	E	41400	400	MILEAGE 8/4/11	USE OF PERSON	1133648
AMERICAN RED CROSS	101	8/9/2011	\$38.50	E	41400	402	WORKBOOK, MANIKIN &	CONFERENCES &	1133578
TAYLOR, SARA	101	8/25/2011	\$71.21	E	41400	402	ADMIN. CONFERENCE	CONFERENCES &	1133568
TR COMPUTER SALES LLC	101	8/17/2011	\$54.00	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133644
BANYON DATA SYSTEMS	101	8/3/2011	\$142.94	E	41400	416	WINPOS SUPPORT	REPAIR/MAINT O	1133536
LOFFLER BUSINESS SYSTE	101	8/17/2011	\$108.75	E	41400	416	CONTRACT BASE RATE/C	REPAIR/MAINT O	1133610
DEPT 41400 ADMINISTRATION			\$10,514.93						
DEPT 41910 PLANNING & ZONING									
	101	8/8/2011	\$5,510.39	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	8/22/2011	\$5,510.39	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	8/22/2011	\$399.53	E	41910	121	Labor Distribution	P E R A	
	101	8/8/2011	\$399.53	E	41910	121	Labor Distribution	P E R A	
	101	8/22/2011	\$338.32	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	8/8/2011	\$338.32	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	8/8/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	8/22/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	8/8/2011	\$798.49	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	8/22/2011	\$678.37	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	8/22/2011	\$79.13	E	41910	170	Labor Distribution	MEDICARE	
	101	8/8/2011	\$79.13	E	41910	170	Labor Distribution	MEDICARE	
SCHWAAB, INC.	101	8/31/2011	\$4.12	E	41910	201	OFFICE SUPPLY	OFFICE SUPPLIE	1133632
QUILL	101	8/29/2011	\$31.92	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133626
INNOVATIVE OFFICE SOLUTI	101	8/17/2011	\$12.38	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133604
HOLIDAY FLEET	101	8/9/2011	\$124.71	E	41910	212	FUEL/VEH MAINTENANCE	MOTOR FUELS &	1133551
TAYLOR, SARA	101	8/25/2011	\$197.37	E	41910	400	ZONING GAS	USE OF PERSON	1133568
TAYLOR, SARA	101	8/25/2011	\$25.00	E	41910	402	ZONING CONFERENCE	CONFERENCES &	1133568
TIREPROZ	101	8/29/2011	\$24.99	E	41910	412	2005 DODGE - BURANGO	REP & MAINT VE	1133643
LOFFLER BUSINESS SYSTE	101	8/17/2011	\$90.63	E	41910	416	CONTRACT BASE RATE/C	REPAIR/MAINT O	1133610
TR COMPUTER SALES LLC	101	8/17/2011	\$45.00	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133644
BANYON DATA SYSTEMS	101	8/3/2011	\$119.11	E	41910	416	WINPOS SUPPORT	REPAIR/MAINT O	1133536
STILLWATER GAZETTE	101	8/17/2011	\$28.53	E	41910	810	HAZ LLC (JEFF HAUSE) A	REFUNDS AND R	1133637
DEPT 41910 PLANNING & ZONING			\$15,496.90						
DEPT 41940 MUNICIPAL BUILDINGS									
SERVICEMASTER	101	8/17/2011	\$300.00	E	41940	302	CLEANING SERVICE FOR	CONTRACT SERV	1133633
	101	8/9/2011	-\$5.00	E	41940	321	COMCAST PUT IN ADMIN	COMMUNICATION	
OFFICE OF ENT TECHNOLO	101	8/18/2011	\$481.38	E	41940	321	PHONES	COMMUNICATION	1133621
COMCAST	101	8/3/2011	\$49.90	E	41940	321		COMMUNICATION	1133537
COMCAST	101	8/3/2011	\$5.00	E	41940	321		COMMUNICATION	1133537
COMCAST	101	8/30/2011	\$49.90	E	41940	321	CITY HALL	COMMUNICATION	1133591
XCEL	101	8/3/2011	\$862.71	E	41940	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	1133549
XCEL	101	8/3/2011	\$130.24	E	41940	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1133549
MINNESOTA ELEVATOR	101	8/17/2011	\$150.04	E	41940	420	AUGUST SERVICE	R & M BLDGS, ST	1133617
ELECTRO WATCHMAN, INC	101	8/29/2011	\$96.19	E	41940	420	SECURITY 9/1/11-11/30/11	R & M BLDGS, ST	1133596
DEPT 41940 MUNICIPAL BUILDINGS			\$2,120.36						
DEPT 42100 POLICE									
	101	8/8/2011	\$2,273.12	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	8/22/2011	\$2,191.67	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	8/8/2011	\$13,121.65	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	8/22/2011	\$13,183.10	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	8/22/2011	\$789.90	E	42100	102	Labor Distribution	OVERTIME	
	101	8/8/2011	\$1,268.10	E	42100	102	Labor Distribution	OVERTIME	
	101	8/8/2011	\$160.97	E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	8/8/2011	\$2,315.74	E	42100	121	Labor Distribution	P E R A	
	101	8/22/2011	\$2,273.80	E	42100	121	Labor Distribution	P E R A	
	101	8/8/2011	\$51.17	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	8/22/2011	\$28.36	E	42100	122	Labor Distribution	CONT TO RET., S	

CITY OF BAYPORT

08/31/11 2:31 PM

Page 3

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	8/8/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	8/22/2011	\$504.41 E	42100	126	Labor Distribution	H S A	
	101	8/22/2011	\$1,026.82 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	8/8/2011	\$1,287.21 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	8/22/2011	\$233.21 E	42100	170	Labor Distribution	MEDICARE	
	101	8/8/2011	\$242.76 E	42100	170	Labor Distribution	MEDICARE	
QUILL	101	8/29/2011	\$31.92 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133626
U S BANK VISA	101	8/3/2011	\$42.84 E	42100	201	OFFICE MAX	OFFICE SUPPLIE	1133543
INNOVATIVE OFFICE SOLUTI	101	8/17/2011	\$12.38 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133604
SCHWAAB, INC.	101	8/31/2011	\$4.12 E	42100	201	OFFICE SUPPLY	OFFICE SUPPLIE	1133632
UNIFORMS UNLIMITED	101	8/9/2011	\$259.71 E	42100	202	OPERATING MATERIAL F	UNIFORMS - MIS	1133646
HOLIDAY FLEET	101	8/9/2011	\$48.75 E	42100	212	FUEL/VEH MAINTENANCE	MOTOR FUELS &	1133551
WASHINGTON COUNTY SHE	101	8/9/2011	\$1,810.73 E	42100	212	JULY FUEL-POLICE DEPT	MOTOR FUELS &	1133650
U S BANK VISA	101	8/3/2011	\$246.26 E	42100	220	LOWES	OPERATING SUP	1133543
U S BANK VISA	101	8/30/2011	\$40.67 E	42100	220	OFFICE MAX	OPERATING SUP	1133570
U S BANK VISA	101	8/30/2011	\$18.08 E	42100	220	WAL-MART	OPERATING SUP	1133570
UNIVERSITY OF MINNESOTA	101	8/3/2011	\$25.00 E	42100	306	RABIES VIRUS-HUMAN E	PROF SER-OTHE	1133544
VERIZON WIRELESS	101	8/9/2011	\$181.95 E	42100	321	JUN/JUL PHONES-POLICE	COMMUNICATION	1133554
VERIZON WIRELESS	101	8/9/2011	\$78.08 E	42100	321	AIRCARDS/POLICE DEPT,	COMMUNICATION	1133556
U S BANK VISA	101	8/30/2011	\$79.00 E	42100	403	FRED PRYOR CAREERTR	POLICE TRAININ	1133570
U S BANK VISA	101	8/30/2011	\$670.00 E	42100	403	JOHN E. REID & ASSOC.	POLICE TRAININ	1133570
U S BANK VISA	101	8/30/2011	\$670.00 E	42100	403	JOHN E. REID & ASSOC	POLICE TRAININ	1133570
U S BANK VISA	101	8/30/2011	\$97.90 E	42100	403	POCKETPRESS	POLICE TRAININ	1133570
CENTURY AVENUE COLLISI	101	8/17/2011	\$1,195.22 E	42100	412	SQUAD #2901/POLICE DE	REP & MAINT VE	1133589
U S BANK VISA	101	8/30/2011	\$23.40 E	42100	412	TIRES PLUS	REP & MAINT VE	1133570
PLE GLASS	101	8/18/2011	\$310.71 E	42100	412	REPLACE WINDSHIELD/P	REP & MAINT VE	1133579
CENTURY AVENUE COLLISI	101	8/30/2011	\$650.20 E	42100	412	#2901 TRANSMISSION OI	REP & MAINT VE	1133589
BANYON DATA SYSTEMS	101	8/3/2011	\$119.11 E	42100	416	WINPOS SUPPORT	REPAIR/MAINT O	1133536
LOFFLER BUSINESS SYSTE	101	8/17/2011	\$90.63 E	42100	416	CONTRACT BASE RATE/C	REPAIR/MAINT O	1133610
TR COMPUTER SALES LLC	101	8/17/2011	\$45.00 E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133644
HUMANE SOCIETY	101	8/3/2011	\$275.14 E	42100	427	ADMIN/VET CARE/ROOM	ANIMAL EXPENS	1133538
SYSCO	101	8/9/2011	\$67.44 E	42100	444	SAFETY CAMP SUPPLIES	COMMUNITY PRO	1133640
U S BANK VISA	101	8/30/2011	-\$100.00 E	42100	444	PARTY CITY	COMMUNITY PRO	1133570
U S BANK VISA	101	8/30/2011	\$153.55 E	42100	444	PARTY CITY	COMMUNITY PRO	1133570
U S BANK VISA	101	8/30/2011	\$79.66 E	42100	444	CUB FOODS	COMMUNITY PRO	1133570
U S BANK VISA	101	8/30/2011	\$186.34 E	42100	444	TARGET	COMMUNITY PRO	1133570
WYNIA, DAVID	101	8/3/2011	\$153.62 E	42100	444	SAFETY CAMP SUPPLIES	COMMUNITY PRO	1133548
SIGNATURE CONCEPTS INC	101	8/3/2011	\$400.60 E	42100	444	SAFETY CAMP SUPPLIES	COMMUNITY PRO	1133542
U S BANK VISA	101	8/30/2011	\$57.52 E	42100	444	CUB FOODS	COMMUNITY PRO	1133570
U S BANK VISA	101	8/30/2011	\$7.00 E	42100	444	OFFICE MAX	COMMUNITY PRO	1133570
U S BANK VISA	101	8/30/2011	\$97.40 E	42100	444	WAL-MART	COMMUNITY PRO	1133570
DEPT 42100 POLICE			\$49,586.33					
DEPT 42200 FIRE PROTECTION								
	101	8/20/2011	\$983.33 E	42200	101	Labor Distribution	WAGES AND SAL	
	101	8/20/2011	\$60.97 E	42200	122	Labor Distribution	CONT TO RET., S	
	101	8/20/2011	\$14.26 E	42200	170	Labor Distribution	MEDICARE	
HOLIDAY FLEET	101	8/9/2011	\$1,293.61 E	42200	212	FUEL/VEH MAINTENANCE	MOTOR FUELS &	1133551
FOREMOST PROMOTIONS	101	8/17/2011	\$477.20 E	42200	217	OPERATING MATERIAL/FI	MATERIALS & PR	1133597
U S BANK VISA	101	8/9/2011	\$275.00 E	42200	220	US CAVALRY	OPERATING SUP	1133557
U S BANK VISA	101	8/9/2011	\$142.02 E	42200	220	JIMMYS PIZZA	OPERATING SUP	1133557
BOUND TREE MEDICAL, LLC	101	8/17/2011	\$191.99 E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUP	1133584
XCEL	101	8/3/2011	\$392.37 E	42200	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	1133549
XCEL	101	8/3/2011	\$48.50 E	42200	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1133549
CASPERSON MOTORS	101	8/17/2011	\$303.02 E	42200	412	2101 REPLACE FT BRAKE	REP & MAINT VE	1133588
SPERSON MOTORS	101	8/17/2011	\$32.68 E	42200	412	2106 OIL & FILTER CHAN	REP & MAINT VE	1133588
MUNICIPAL EMERGENCY SE	101	8/17/2011	\$29.66 E	42200	419	SHIPPING & HANDLING C	REPAIR & MAINT	1133558
DEPT 42200 FIRE PROTECTION			\$4,244.61					
DEPT 43100 STREET MAINT								

CITY OF BAYPORT

08/31/11 2:31 PM

Page 4

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	Amount	ct	A	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	8/22/2011	\$816.00	E	43100	050	Labor Distribution		SEASONAL/PART	
	101	8/8/2011	\$945.00	E	43100	050	Labor Distribution		SEASONAL/PART	
	101	8/8/2011	\$1,960.80	E	43100	101	Labor Distribution		WAGES AND SAL	
	101	8/22/2011	\$1,960.80	E	43100	101	Labor Distribution		WAGES AND SAL	
	101	8/22/2011	\$598.25	E	43100	102	Labor Distribution		OVERTIME	
	101	8/22/2011	\$185.54	E	43100	121	Labor Distribution		P E R A	
	101	8/8/2011	\$142.17	E	43100	121	Labor Distribution		P E R A	
	101	8/22/2011	\$207.80	E	43100	122	Labor Distribution		CONT TO RET., S	
	101	8/8/2011	\$178.91	E	43100	122	Labor Distribution		CONT TO RET., S	
	101	8/22/2011	\$143.73	E	43100	126	Labor Distribution		H S A	
	101	8/8/2011	\$123.83	E	43100	126	Labor Distribution		H S A	
	101	8/22/2011	\$233.61	E	43100	131	Labor Distribution		CONT TO EMPLO	
	101	8/8/2011	\$254.40	E	43100	131	Labor Distribution		CONT TO EMPLO	
	101	8/8/2011	\$41.84	E	43100	170	Labor Distribution		MEDICARE	
	101	8/22/2011	\$48.61	E	43100	170	Labor Distribution		MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	8/17/2011	\$2.47	E	43100	201	OFFICE SUPPLIES		OFFICE SUPPLIE	1133604
SCHWAAB, INC.	101	8/31/2011	\$0.82	E	43100	201	OFFICE SUPPLY		OFFICE SUPPLIE	1133632
QUILL	101	8/29/2011	\$6.38	E	43100	201	OFFICE SUPPLIES		OFFICE SUPPLIE	1133626
U S BANK VISA	101	8/31/2011	\$84.99	E	43100	205	ROGANS MOBILE 1		UNIFORMS - JOS	1133574
HOLIDAY FLEET	101	8/9/2011	\$341.14	E	43100	212	FUEL/VEH MAINTENANCE		MOTOR FUELS &	1133551
SHERWIN WILLIAMS LC	101	8/22/2011	\$112.43	E	43100	220	TRAFFIC PAINT & SUPPLI		OPERATING SUP	1133635
ECONO SIGNS	101	8/22/2011	\$115.17	E	43100	220	SIGN BRACKETS		OPERATING SUP	1133595
AMERICAN FLAGPOLE & FLA	101	8/9/2011	\$524.10	E	43100	220	FLAGS		OPERATING SUP	1133577
SHERWIN WILLIAMS LC	101	8/9/2011	\$10.70	E	43100	220	TRAFFIC PAINT		OPERATING SUP	1133635
SHERWIN WILLIAMS LC	101	8/9/2011	\$112.43	E	43100	220	TRAFFIC PAINT		OPERATING SUP	1133635
U S BANK VISA	101	8/31/2011	\$467.77	E	43100	220	AAA CLUB/INSURANCE		OPERATING SUP	1133574
VEH	101	8/22/2011	\$189.28	E	43100	301	PREPARE 2011 SIDEWAL		PROF SER-ENGIN	1133629
RIVER CITY SERVICES	101	8/31/2011	\$480.00	E	43100	302	SERVICES		CONTRACT SERV	1133628
U S BANK VISA	101	8/9/2011	\$171.36	E	43100	410	GERTENS		REPAIR & MAINT	1133553
U S BANK VISA	101	8/31/2011	\$157.60	E	43100	412	JR TRANSMISSION		REP & MAINT VE	1133574
AREAWIDE TRUCK & TRAILER	101	7/14/2011	-\$261.00	E	43100	412	TRUCK INSPECTION		REP & MAINT VE	1133486
U S BANK VISA	101	8/9/2011	\$1.50	E	43100	412	JR TRANSMISSION		REP & MAINT VE	1133553
U S BANK VISA	101	8/9/2011	\$150.00	E	43100	412	JR TRANSMISSION		REP & MAINT VE	1133553
BAYPORT TRANSMISSION &	101	8/22/2011	\$208.35	E	43100	412	REPAIR 90 FORD/TON		REP & MAINT VE	1133583
ST CROIX TREE SERVICE	101	8/31/2011	\$267.19	E	43100	413	DISEASED TREE REMOV		TREES	1133636
RIVER CITY SERVICES	101	8/31/2011	\$260.00	E	43100	413	SERVICES		TREES	1133628
TR COMPUTER SALES LLC	101	8/17/2011	\$9.00	E	43100	416	COMPUTER CONSULTING		REPAIR/MAINT O	1133644
BANYON DATA SYSTEMS	101	8/3/2011	\$23.82	E	43100	416	WINPOS SUPPORT		REPAIR/MAINT O	1133536
LOFFLER BUSINESS SYSTE	101	8/17/2011	\$18.12	E	43100	416	CONTRACT BASE RATE/C		REPAIR/MAINT O	1133610
BRYAN ROCK PRODUCTS IN	101	8/22/2011	\$381.48	E	43100	421	LIMEROCK		REPAIR & MAINT	1133585
THANE HAWKINS POLAR CH	101	8/9/2011	\$18,522.84	E	43100	550	2011 CHEV SILVERADO C		MOTOR VEHICLE	1133642
PROFESSIONAL WIRELESS	101	8/31/2011	\$725.68	E	43100	550	RADIO - 2011 PICKUP TR		MOTOR VEHICLE	1133625
STONEBROOKE EQUIPMENT	101	8/31/2011	\$2,163.63	E	43100	550	EQUIP. NEW CHEV PICKU		MOTOR VEHICLE	1133639
STONEBROOKE EQUIPMENT	101	8/31/2011	\$290.70	E	43100	550	EQUIP. NEW CHEV PICKU		MOTOR VEHICLE	1133639
DEPT 43100 STREET MAINT					\$33,379.24					
DEPT 43160 STREET LIGHTING										
XCEL	101	8/3/2011	\$2,275.02	E	43160	380	ELECTRIC & GAS SERVIC		ELECTRIC SERVI	1133549
LINNER ELECTRIC	101	8/22/2011	\$152.00	E	43160	419	STREET LIGHT REPAIR		REPAIR & MAINT	1133609
DEPT 43160 STREET LIGHTING					\$2,427.02					
DEPT 43200 PARKS										
	101	8/22/2011	\$270.00	E	43200	050	Labor Distribution		SEASONAL/PART	
	101	8/22/2011	\$16.74	E	43200	122	Labor Distribution		CONT TO RET., S	
	101	8/22/2011	\$3.92	E	43200	170	Labor Distribution		MEDICARE	
U S BANK VISA	101	8/9/2011	\$176.71	E	43200	202	WEARGUARD		UNIFORMS - MIS	1133553
HOLIDAY FLEET	101	8/9/2011	\$283.51	E	43200	212	FUEL/VEH MAINTENANCE		MOTOR FUELS &	1133551
U S BANK VISA	101	8/31/2011	\$93.16	E	43200	240	NORTHERN TOOL		SMALL TOOLS-E	1133574
CANADA GOOSE MANAGEM	101	8/31/2011	\$2,458.13	E	43200	302	REMOVAL OF GEESE		CONTRACT SERV	1133586
PETERSON COMPANIES, IN	101	8/9/2011	\$100.00	E	43200	410	SPRING START-UP AT LA		REPAIR & MAINT	1133623

CITY OF BAYPORT

08/31/11 2:31 PM

Page 5

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	101	8/31/2011	\$171.36	E	43200	410 GERTENS	REPAIR & MAINT	1133574
U S BANK VISA	101	8/9/2011	\$171.36	E	43200	410 GERTENS	REPAIR & MAINT	1133553
XCEL ENERGY CORP	101	8/17/2011	\$454.55	E	43200	410 TRAINING/POLICE DEPT.	REPAIR & MAINT	1133559
TIREPROZ	101	8/9/2011	\$19.49	E	43200	412 TIRE REPAIR	REP & MAINT VE	1133643
MTI	101	8/9/2011	\$45.51	E	43200	412 PARTS/TORO	REP & MAINT VE	1133619
TRI STATE BOBCAT INC	101	8/9/2011	\$16.50	E	43200	412 PARTS TOOL CAT	REP & MAINT VE	1133645
BANYON DATA SYSTEMS	101	8/3/2011	\$23.82	E	43200	416 WINPOS SUPPORT	REPAIR/MAINT O	1133536
TR COMPUTER SALES LLC	101	8/17/2011	\$9.00	E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O	1133644
LOFFLER BUSINESS SYSTE	101	8/17/2011	\$18.12	E	43200	416 CONTRACT BASE RATE/C	REPAIR/MAINT O	1133610
METRO ATHLETIC SUPPLY	101	8/31/2011	\$86.14	E	43200	420 VOLLEY BALL BORDER KI	R & M BLDGS, ST	1133614
AIR FRESH PORTABLE TOIL	101	8/9/2011	\$253.08	E	43200	425 STANDARD PORTABLE R	SATILLITIES	1133576
DEPT 43200 PARKS			\$4,671.10					
DEPT 43300 CEMETERY								
HOLIDAY FLEET	101	8/9/2011	\$651.68	E	43300	212 FUEL/VEH MAINTENANCE	MOTOR FUELS &	1133551
HOT CIRCUIT ELECTRIC	101	8/22/2011	\$903.75	E	43300	410 REPAIR UNDERGROUND	REPAIR & MAINT	1133602
CENTURY POWER EQUIPME	101	8/9/2011	\$125.19	E	43300	412 MOWER REPAIR	REP & MAINT VE	1133590
DEPT 43300 CEMETERY			\$1,680.62					
FUND 101 GENERAL			\$142,368.95					
FUND 102 STREET RECONSTRUCTION								
DEPT 41601 ALLEY PAVING PROJECT								
S E H	102	8/22/2011	\$168.15	E	41601	301 REVIEW 2011 PAVEMENT	PROF SER-ENGIN	1133629
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1								
DEPT 00000 GENERAL GOVERNMENT								
PRESBYTERIAN HOMES	107	8/3/2011	\$15,832.33	E	00000	306 TIF TAX SETTLEMENT - 2	PROF SER-OTHE	1133541
STILLWATER GAZETTE	107	8/17/2011	\$36.46	E	00000	306 TIF 2010 ANNUAL REPOR	PROF SER-OTHE	1133637
DEPT 00000 GENERAL GOVERNMENT			\$15,868.79					
FUND 107 TIF REDEVELOPMENT DISTRICT 2-			\$15,868.79					
FUND 206 WATER/SEWER IMPROVEMENT FUND								
DEPT 41603 SO MN STREET UTILITY PROJECT								
S E H	206	8/22/2011	\$8,441.65	E	41603	301 2011 TELEVISIONING & MH IN	PROF SER-ENGIN	1133629
JOHNSTON FARGO CULVER	206	8/22/2011	-\$889.41	E	41603	305 CREDIT MEMO	PROF SER-CONT	1133605
JOHNSTON FARGO CULVER	206	8/22/2011	\$799.00	E	41603	305 CULVERTS - 6TH STREET	PROF SER-CONT	1133605
JOHNSTON FARGO CULVER	206	8/22/2011	\$1,049.73	E	41603	305 CULVERT - 6TH STREET	PROF SER-CONT	1133605
VISU-SEWER	206	8/3/2011	\$33,186.85	E	41603	305 2010 I/I IMPROVEMENTS	PROF SER-CONT	1133546
DEPT 41603 SO MN STREET UTILITY PR			\$42,587.82					
FUND 206 WATER/SEWER IMPROVEMENT FU			\$42,587.82					
FUND 207 PARK IMPROVEMENT FUND								
DEPT 44100 PROJECT								
SANDERS WACKER BERGLY	207	8/29/2011	\$61.25	E	44100	444 BARKER'S ALPS	COMMUNITY PRO	1133630
FUND 209 DEVELOPER REIMBURSED PROJECTS								
DEPT 41912 INSPIRATION								

CITY OF BAYPORT

08/31/11 2:31 PM

Page 6

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	Amount	ct	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
ECKBERG, LAMMERS, BRIG	209	8/22/2011	\$70.00	E		41912 300	ALLIANCE BANK (LOC A)	PROF SER-LEGAL	1133594
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
	211	8/8/2011	\$2,470.56	E		45500 050	Labor Distribution	SEASONAL/PART	
	211	8/22/2011	\$2,450.01	E		45500 050	Labor Distribution	SEASONAL/PART	
	211	8/8/2011	\$3,013.30	E		45500 101	Labor Distribution	WAGES AND SAL	
	211	8/22/2011	\$3,013.30	E		45500 101	Labor Distribution	WAGES AND SAL	
	211	8/22/2011	\$361.32	E		45500 121	Labor Distribution	P E R A	
	211	8/8/2011	\$370.52	E		45500 121	Labor Distribution	P E R A	
	211	8/22/2011	\$332.52	E		45500 122	Labor Distribution	CONT TO RET., S	
	211	8/8/2011	\$333.80	E		45500 122	Labor Distribution	CONT TO RET., S	
	211	8/22/2011	\$39.55	E		45500 131	Labor Distribution	CONT TO EMPLO	
	211	8/8/2011	\$97.58	E		45500 131	Labor Distribution	CONT TO EMPLO	
	211	8/22/2011	\$77.76	E		45500 170	Labor Distribution	MEDICARE	
	211	8/8/2011	\$78.06	E		45500 170	Labor Distribution	MEDICARE	
BAKER & TAYLOR	211	8/30/2011	\$116.95	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$93.31	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$71.77	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$172.93	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$41.79	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$189.26	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	-\$16.43	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$58.07	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	-\$14.40	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$113.55	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$63.40	E		45500 217	BOOKS	MATERIALS & PR	1133581
BAKER & TAYLOR	211	8/30/2011	\$81.54	E		45500 217	BOOKS	MATERIALS & PR	1133581
WASHINGTON COUNTY LIBR	211	8/9/2011	\$2,658.03	E		45500 217	REFERENCE DATES JAN-	MATERIALS & PR	1133555
RECORDED BOOKS	211	8/30/2011	\$7.95	E		45500 217	BOOK/LIBRARY	MATERIALS & PR	1133627
INNOVATIVE OFFICE SOLUTI	211	8/30/2011	\$38.84	E		45500 220	SUPPLIES/LIBRARY	OPERATING SUP	1133604
DEMCO	211	8/30/2011	\$64.21	E		45500 220	OPERATING SUPPLIES/LI	OPERATING SUP	1133593
KINDER MELODIES	211	8/30/2011	\$675.00	E		45500 302	STORY TIME/LIBRARY	CONTRACT SERV	1133607
SHARON SIPPEL	211	8/30/2011	\$1,500.00	E		45500 302	CLEANING SERVICE/LIBR	CONTRACT SERV	1133634
OFFICE OF ENT TECHNOLO	211	8/30/2011	\$78.80	E		45500 321	PHONES/LIBRARY	COMMUNICATION	1133621
	211	8/9/2011	\$5.00	E		45500 321	COMCAST PUT IN ADMIN	COMMUNICATION	
COMCAST	211	8/30/2011	\$5.00	E		45500 321	LIBRARY	COMMUNICATION	1133591
XCEL	211	8/3/2011	\$1,365.10	E		45500 380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	1133549
XCEL	211	8/3/2011	\$40.84	E		45500 381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1133549
WASHINGTON COUNTY LIBR	211	8/30/2011	\$74.46	E		45500 391	LITFINDER REFERENCE B	SHARED AUTOM	1133649
WASHINGTON COUNTY LIBR	211	8/9/2011	\$109.25	E		45500 391	2ND QTR. 2011 POSTAGE	SHARED AUTOM	1133555
ELECTRO WATCHMAN, INC	211	8/29/2011	\$60.00	E		45500 420	SECURITY 9/1/11-11/30/11	R & M BLDGS, ST	1133596
MINNESOTA ELEVATOR	211	8/30/2011	\$157.23	E		45500 420	AUGUST SERVICE/LIBRA	R & M BLDGS, ST	1133617
ANDERSON HEATING	211	8/30/2011	\$34,653.00	E		45500 420	LIBRARY ROOFTOP REPL	R & M BLDGS, ST	1133572
DEPT 45500 LIBRARY			\$55,102.73						
FUND 211 LIBRARY			\$55,102.73						
FUND 303 GO TIF BOND 1990 DEBT SERVICE									
DEPT 41903 DEBT SERVICE									
MILLWATER GAZETTE	303	8/31/2011	\$36.46	E		41903 306	TIF 2-1 CROIXDALE ANNU	PROF SER-OTHE	1133637

CITY OF BAYPORT

08/31/11 2:31 PM

Page 7

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 601 WATER								
DEPT 46110 WATER-PUMPHOUSE								
XCEL	601	8/3/2011	\$2,406.58 E	46110	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	1133549
XCEL	601	8/3/2011	\$79.66 E	46110	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1133549
AUTOMATIC SYSTEMS CO	601	8/31/2011	\$408.26 E	46110	419	CONTROL SYSTEMS UPS	REPAIR & MAINT	1133580
LINNER ELECTRIC	601	8/9/2011	\$994.00 E	46110	419	BOOSTER STATION REP	REPAIR & MAINT	1133609
AUTOMATIC SYSTEMS CO	601	8/22/2011	\$654.72 E	46110	419	CONTROL SYSTEM POW	REPAIR & MAINT	1133580
KANGAS TANK, INC.	601	8/31/2011	\$3,200.00 E	46110	419	CLEAN WATER RESIVOIR	REPAIR & MAINT	1133606
AUTOMATIC SYSTEMS CO	601	8/22/2011	\$279.90 E	46110	419	WATER SYSTEM CONTR	REPAIR & MAINT	1133580
GENERAL REPAIR SERVICE	601	8/9/2011	\$1,004.41 E	46110	419	BOOSTER STATION PUM	REPAIR & MAINT	1133598
DEPT 46110 WATER-PUMPHOUSE			\$9,027.53					
DEPT 46120 WATER								
	601	8/22/2011	\$1,361.46 E	46120	050	Labor Distribution	SEASONAL/PART	
	601	8/8/2011	\$1,250.53 E	46120	050	Labor Distribution	SEASONAL/PART	
	601	8/22/2011	\$4,268.11 E	46120	101	Labor Distribution	WAGES AND SAL	
	601	8/8/2011	\$4,278.11 E	46120	101	Labor Distribution	WAGES AND SAL	
	601	8/8/2011	\$340.05 E	46120	121	Labor Distribution	P E R A	
	601	8/22/2011	\$344.37 E	46120	121	Labor Distribution	P E R A	
	601	8/8/2011	\$334.50 E	46120	122	Labor Distribution	CONT TO RET., S	
	601	8/22/2011	\$340.86 E	46120	122	Labor Distribution	CONT TO RET., S	
	601	8/8/2011	\$206.22 E	46120	126	Labor Distribution	H S A	
	601	8/22/2011	\$196.06 E	46120	126	Labor Distribution	H S A	
	601	8/8/2011	\$523.91 E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	8/22/2011	\$417.70 E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	8/22/2011	\$79.72 E	46120	170	Labor Distribution	MEDICARE	
	601	8/8/2011	\$78.23 E	46120	170	Labor Distribution	MEDICARE	
QUILL	601	8/29/2011	\$6.38 E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133626
SCHWAAB, INC.	601	8/31/2011	\$0.82 E	46120	201	OFFICE SUPPLY	OFFICE SUPPLIE	1133632
INNOVATIVE OFFICE SOLUTI	601	8/17/2011	\$2.47 E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133604
U S BANK VISA	601	8/31/2011	\$2.56 E	46120	216	USPS	CHEMICALS AND	1133574
HAWKINS WATER	601	8/31/2011	\$78.86 E	46120	216	WATER TESTING	CHEMICALS AND	1133599
U S BANK VISA	601	8/31/2011	\$12.66 E	46120	216	THE UPS STORE	CHEMICALS AND	1133574
HAWKINS WATER	601	8/9/2011	\$10.00 E	46120	216	WATER TREATMENT	CHEMICALS AND	1133599
U S BANK VISA	601	8/31/2011	\$13.93 E	46120	216	THE UPS STORE	CHEMICALS AND	1133574
U S BANK VISA	601	8/31/2011	\$4.27 E	46120	216	USPS	CHEMICALS AND	1133574
U S BANK VISA	601	8/9/2011	\$12.72 E	46120	216	THE UPS STORE	CHEMICALS AND	1133553
U S BANK VISA	601	8/9/2011	\$13.82 E	46120	216	USPS	CHEMICALS AND	1133553
HAWKINS WATER	601	8/22/2011	\$78.86 E	46120	216	WATER TESTING	CHEMICALS AND	1133599
HAWKINS WATER	601	8/9/2011	\$5,599.13 E	46120	216	WATER TREATMENT	CHEMICALS AND	1133599
HD SUPPLY WATERWORKS	601	8/22/2011	\$437.50 E	46120	220	WATER METERS	OPERATING SUP	1133600
HD SUPPLY WATERWORKS	601	8/22/2011	\$430.34 E	46120	220	WATER METERS	OPERATING SUP	1133600
HD SUPPLY WATERWORKS	601	8/31/2011	\$138.38 E	46120	220	OPERATING MATERIAL/W	OPERATING SUP	1133600
HENRYS WATERWORKS, IN	601	8/31/2011	\$557.51 E	46120	220	REPAIR FITTINGS	OPERATING SUP	1133601
HENRYS WATERWORKS, IN	601	8/31/2011	\$118.01 E	46120	220	FITTINGS	OPERATING SUP	1133601
U S BANK VISA	601	8/31/2011	\$211.51 E	46120	220	TOTAL TOOL SUPPLY	OPERATING SUP	1133574
U S BANK VISA	601	8/9/2011	\$14.99 E	46120	220	WALGREENS	OPERATING SUP	1133553
HD SUPPLY WATERWORKS	601	8/31/2011	\$150.78 E	46120	220	CURB BOXES/WATER DE	OPERATING SUP	1133600
MENARDS-STILLWATER	601	8/9/2011	\$29.22 E	46120	220	SPRAY NOZZLES	OPERATING SUP	1133613
U S BANK VISA	601	8/31/2011	\$136.55 E	46120	220	TOTAL TOOL SUPPLY	OPERATING SUP	1133574
U S BANK VISA	601	8/31/2011	\$22.38 E	46120	220	MENARDS	OPERATING SUP	1133574
MENARDS-STILLWATER	601	8/31/2011	\$7.44 E	46120	240	WRENCHES	SMALL TOOLS-E	1133613
S E H	601	8/22/2011	\$73.39 E	46120	301	SOURCE WATER PROTE	PROF SER-ENGIN	1133629
BANYON DATA SYSTEMS	601	8/23/2011	\$98.84 E	46120	302	WINUB METER DEVICE S	CONTRACT SERV	1133582
WATER CONSERVATION SE	601	8/9/2011	\$276.52 E	46120	302	LEAK DETECTION	CONTRACT SERV	1133651
IE CALL CONCEPTS	601	8/22/2011	\$75.50 E	46120	307	GOPHER STATE LOCATE	GOPHER STATE	1133622
XCEL	601	8/3/2011	\$1,833.17 E	46120	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	1133549
XCEL	601	8/3/2011	\$131.03 E	46120	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1133549
CARQUEST OF STILLWATER	601	8/22/2011	\$4.69 E	46120	412	SPARK PLUGS - TANKER	REP & MAINT VE	1133587
TIREPROZ	601	7/25/2011	-\$30.48 E	46120	412	TIRE REPAIR	REP & MAINT VE	1133525
U S BANK VISA	601	8/9/2011	\$30.48 E	46120	412	TIRE PROZ	REP & MAINT VE	1133553

CITY OF BAYPORT

08/31/11 2:31 PM

Page 8

MONTHLY EXPENSES 1133536-1133651

Period Name: AUGUST

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
TR COMPUTER SALES LLC	601	8/17/2011	\$9.00	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133644
BANYON DATA SYSTEMS	601	8/3/2011	\$23.82	E	46120	416	WINPOS SUPPORT	REPAIR/MAINT O	1133536
LOFFLER BUSINESS SYSTE	601	8/17/2011	\$18.12	E	46120	416	CONTRACT BASE RATE/C	REPAIR/MAINT O	1133610
MENARDS-STILLWATER	601	8/31/2011	\$105.26	E	46120	419	PIPE & FITTINGS	REPAIR & MAINT	1133613
U S BANK VISA	601	8/9/2011	\$341.00	E	46120	419	MANTYLA WELL DRILLIN	REPAIR & MAINT	1133553
MENARDS-STILLWATER	601	8/9/2011	\$39.28	E	46120	419	PLUMBING SUPPLIES	REPAIR & MAINT	1133613
U S BANK VISA	601	8/9/2011	\$84.69	E	46120	419	GOODIN COMPANY	REPAIR & MAINT	1133553
STILLWATER MOTORS	601	8/22/2011	\$34.06	E	46120	419	SERVICE/2010 CHEV	REPAIR & MAINT	1133638
U S BANK VISA	601	8/9/2011	\$84.69	E	46120	419	GOODIN COMPANY	REPAIR & MAINT	1133553
U S BANK VISA	601	8/9/2011	-\$84.69	E	46120	419	GOODIN COMPANY	REPAIR & MAINT	1133553
ELECTRO WATCHMAN, INC	601	8/29/2011	\$64.12	E	46120	420	SECURITY 9/1/11-11/30/11	R & M BLDGS, ST	1133596
ACTION RENTAL	601	8/31/2011	\$659.42	E	46120	431	EXCAVATOR RENTAL	RENTAL OF EQUI	1133575
MINNESOTA DEPT OF HEAL	601	8/18/2011	\$1,165.00	E	46120	434	3RD QTR. SERVICE CON	STATE FEES FOR	1133616
S E H	601	8/29/2011	\$450.00	E	46120	530	FLUORIDATION GRANT	CAPITAL ASSETS	1133571
HAWKINS WATER	601	8/30/2011	\$3,685.57	E	46120	530	FLUORIDATION EQUIP.	CAPITAL ASSETS	1133573
DEPT 46120 WATER			\$31,283.40						
FUND 601 WATER			\$40,310.93						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
	602	8/8/2011	\$4,268.11	E	46200	101	Labor Distribution	WAGES AND SAL	
	602	8/22/2011	\$4,268.11	E	46200	101	Labor Distribution	WAGES AND SAL	
	602	8/8/2011	\$309.37	E	46200	121	Labor Distribution	P E R A	
	602	8/22/2011	\$309.37	E	46200	121	Labor Distribution	P E R A	
	602	8/8/2011	\$256.31	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	8/22/2011	\$256.42	E	46200	122	Labor Distribution	CONT TO RET., S	
	602	8/22/2011	\$196.03	E	46200	126	Labor Distribution	H S A	
	602	8/8/2011	\$205.77	E	46200	126	Labor Distribution	H S A	
	602	8/8/2011	\$522.51	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	8/22/2011	\$417.61	E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	8/8/2011	\$59.94	E	46200	170	Labor Distribution	MEDICARE	
	602	8/22/2011	\$59.95	E	46200	170	Labor Distribution	MEDICARE	
QUILL	602	8/29/2011	\$6.42	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133626
INNOVATIVE OFFICE SOLUTI	602	8/17/2011	\$2.51	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133604
SCHWAAB, INC.	602	8/31/2011	\$0.85	E	46200	201	OFFICE SUPPLY	OFFICE SUPPLIE	1133632
NEENAH FOUNDRY COMPA	602	8/31/2011	\$432.84	E	46200	220	MANHOLE CASTINGS	OPERATING SUP	1133620
T. R. F. SUPPLY	602	8/9/2011	\$361.77	E	46200	220	CLEANING SUPPLIES	OPERATING SUP	1133641
BANYON DATA SYSTEMS	602	8/23/2011	\$98.84	E	46200	302	WINUB METER DEVICE S	CONTRACT SERV	1133582
LOFFLER BUSINESS SYSTE	602	8/17/2011	\$18.15	E	46200	416	CONTRACT BASE RATE/C	REPAIR/MAINT O	1133610
BANYON DATA SYSTEMS	602	8/3/2011	\$23.85	E	46200	416	WINPOS SUPPORT	REPAIR/MAINT O	1133536
TR COMPUTER SALES LLC	602	8/17/2011	\$9.00	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133644
INFRASTRUCTURES TECHN	602	8/22/2011	\$420.00	E	46200	419	SEWER TELEWISE PIPE LI	REPAIR & MAINT	1133603
GENERAL REPAIR SERVICE	602	8/9/2011	\$4,395.73	E	46200	419	LIFT STATION PUMP	REPAIR & MAINT	1133598
DEPT 46200 SEWER - OPERATING			\$16,899.46						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL (S	602	8/17/2011	\$31,010.92	E	46990	434	MONTHLY ANNUAL FLOW	STATE FEES FOR	1133615
FUND 602 SEWER			\$47,910.38						
			\$344,485.46						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: August, 2011

Printed:8/31/2011

Page1 of 5

Permit Number: BP2011-47	Filing Date: 8/9/2011
Parcel Address: 473 2nd Avenue So.	Bayport, MN 55003
Applicant: PETERSON CONSTRUCTION PETERSON CONSTRUCTION COMPANY OF	Applicant Phone: 715-246-5650
Construction Value: \$31,500.00	Total Fees: \$509.00

Permit Number: BP2011-48	Filing Date: 8/9/2011
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: EGAN COMPANY EGAN COMPANY General Contractor-Mechanical	Applicant Phone: 763-504-3447
Construction Value: \$48,475.00	Total Fees: \$862.99

Permit Number: BP2011-49	Filing Date: 8/9/2011
Parcel Address: 386 MINNESOTA St. S.	BAYPORT, MN 55003
Applicant: J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	Applicant Phone: 651-439-0189
Construction Value: \$7,340.00	Total Fees: \$170.92

Permit Number: BP2011-50	Filing Date: 8/10/2011
Parcel Address: 447 4TH St. S.	BAYPORT, MN 55003
Applicant: CAMERON HOMES INC CAMERON HOMES INC RESIDENTIAL BUILDER	Applicant Phone: 612-803-7058
Construction Value: \$55,500.00	Total Fees: \$1,231.89

Permit Number: BP2011-51	Filing Date: 8/10/2011
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: W. L. HALL CO. W. L. HALL CO. General Contractor	Applicant Phone: 952-974-7612
Construction Value: \$915,700.00	Total Fees: \$9,593.49

Building Permit Log

For: August, 2011

Printed:8/31/2011

Page2 of 5

Permit Number: BP2011-52
Parcel Address: 437 5TH St. N.
Applicant:NORGAARD HOMES INC
NORGAARD HOMES INC RESIDENTIAL BUILDER
Construction Value:\$5,000.00
Filing Date: 8/11/2011
BAYPORT, MN 55003
Applicant Phone: 763-783-7144
Total Fees: \$125.50

Permit Number: BP2011-53
Parcel Address: 607 6TH St. N.
Applicant:G N R CONSTRUCTION INC
G N R CONSTRUCTION INC RESIDENTIAL BUILDER
Construction Value:\$24,000.00
Filing Date: 8/17/2011
BAYPORT, MN 55003
Applicant Phone: 651-222-8465
Total Fees: \$415.25

Permit Number: BP2011-54
Parcel Address: 271 3RD St. S.
Applicant:JAMES REITER
OWNER OWNER
Construction Value:\$1,000.00
Filing Date: 8/17/2011
BAYPORT, MN 55003
Applicant Phone: 175-226-0358
Total Fees: \$68.56

Permit Number: BP2011-55
Parcel Address: 100 4TH Ave. N.
Applicant:BERWALD ROOFING COMPANY,
BERWALD ROOFING COMPANY, INC. General
Construction Value:\$353,402.00
Filing Date: 8/18/2011
BAYPORT, MN 55003
Applicant Phone: 651-777-7411
Total Fees: \$2,757.45

Permit Number: BP2011-56
Parcel Address: 407 3RD St. S.
Applicant:HERITAGE CONSTRUCTION
HERITAGE CONSTRUCTION COMPANY
Construction Value:\$3,500.00
Filing Date: 8/22/2011
BAYPORT, MN 55003
Applicant Phone: 763-633-4080
Total Fees: \$110.00

Permit Number: BP2011-57
Parcel Address: 456 4TH St. S.
Applicant:STERLING CONCEPTS LLC
STERLING CONCEPTS LLC RESIDENTIAL BUILDER
Construction Value:\$14,600.00
Filing Date: 8/23/2011
BAYPORT, MN 55003
Applicant Phone: 218-310-4159
Total Fees: \$277.80

Building Permit Log

For: August, 2011

Printed:8/31/2011

Page3 of 5

Permit Number: BP2011-58	Filing Date: 8/24/2011
Parcel Address: 786 2ND Ave. N.	BAYPORT, MN 55003
Applicant: JOHN & JESSICA MATEL OWNER OWNER	Applicant Phone: 608-385-0142
Construction Value: \$2,000.00	Total Fees: \$126.69

Permit Number: BP2011-59	Filing Date: 8/30/2011
Parcel Address: 508 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: HARTMAN HOMES, INC HARTMAN HOMES, INC RESIDENTIAL BUILDER	Applicant Phone: 612-685-0075
Construction Value: \$285,000.00	Total Fees: \$9,097.64

Permit Number: EG2011-2	Filing Date: 8/30/2011
Parcel Address: 907 2ND Ave. N.	BAYPORT, MN 55003
Applicant: XCEL ENERGY XCEL ENERGY UTILITIES	Applicant Phone: 651-779-3106
Construction Value:	Total Fees: \$250.00

Permit Number: MC2011-35	Filing Date: 8/3/2011
Parcel Address: 1029 PLANTERS Path	BAYPORT, MN 55003
Applicant: AUTOMATIC GARAGE DOOR & AUTOMATIC GARAGE DOOR & FIREPLACES, INC.	Applicant Phone: 763-571-2525
Construction Value: \$1,114.00	Total Fees: \$80.00

Permit Number: MC2011-36	Filing Date: 8/8/2011
Parcel Address: 1029 PLANTERS Path	BAYPORT, MN 55003
Applicant: BURNSVILLE HEATING & AC BURNSVILLE HEATING & AC MECHANICAL	Applicant Phone: 952-894-0005
Construction Value: \$5,850.00	Total Fees: \$80.00

Permit Number: MC2011-37	Filing Date: 8/9/2011
Parcel Address: 102 3RD St. N.	BAYPORT, MN 55003
Applicant: ALTEMP MECHANICAL, INC. ALTEMP MECHANICAL, INC. MECHANICAL	Applicant Phone: 651-275-9111
Construction Value: \$26,600.00	Total Fees: \$271.00

Building Permit Log

For: August, 2011

Printed:8/31/2011

Page4 of 5

Permit Number: MC2011-38
Parcel Address: 582 4th St. N.
Applicant:ANDERSON HEATING, INC.
ANDERSON HEATING, INC. MECHANICAL
Construction Value:\$34,300.00

Filing Date: 8/22/2011
Bayport, MN 55003
Applicant Phone: 715-549-6297
Total Fees: \$353.00

Permit Number: MC2011-39
Parcel Address: 970 Pickett Street N.
Applicant:UNITED STATES MECHANICAL,
UNITED STATES MECHANICAL, INC.
Construction Value:\$14,450.00

Filing Date: 8/25/2011
Bayport, MN 55003
Applicant Phone: 763-780-9030
Total Fees: \$221.75

Permit Number: MC2011-40
Parcel Address: 374 2ND St. N.
Applicant:K. PEARSON MECHANICAL, LLC
K. PEARSON MECHANICAL, LLC MECHANICAL-GAS
Construction Value:\$295.00

Filing Date: 8/30/2011
BAYPORT, MN 55003
Applicant Phone: 651-340-3418
Total Fees: \$80.00

Permit Number: MC2011-41
Parcel Address: 970 Pickett Street N.
Applicant:VOGEL SHEETMETAL, INC
VOGEL SHEETMETAL, INC MECHANICAL
Construction Value:\$29,900.00

Filing Date: 8/30/2011
Bayport, MN 55003
Applicant Phone: 651-430-9992
Total Fees: \$304.00

Permit Number: MC2011-42
Parcel Address: 305 PERIWINKLE Place
Applicant:BURNSVILLE HEATING & AC
BURNSVILLE HEATING & AC MECHANICAL
Construction Value:\$6,500.00

Filing Date: 8/30/2011
BAYPORT, MN 55003
Applicant Phone: 952-894-0005
Total Fees: \$80.00

Permit Number: PL2011-26
Parcel Address: 305 PERIWINKLE Place
Applicant:SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$10,655.00

Filing Date: 8/17/2011
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Building Permit Log

For: August, 2011

Printed:8/31/2011

Page5 of 5

Permit Number: PL2011-27
Parcel Address: 3577 OSGOOD Ave. N.
Applicant: CREATIVE HOME
CREATIVE HOME CONSTRUCTION INC. General
Construction Value:

Filing Date: 8/18/2011
STILLWATER, MN 55082
Applicant Phone: 715-381-8734
Total Fees: \$1,430.00

Permit Number: PL2011-28
Parcel Address: 3374 PETE MILLER LANE N.
Applicant: DERRICK CUSTOM HOMES, LLC
COUNTRYSIDE PLUMBING & HEATING
Construction Value:

Filing Date: 8/16/2011
STILLWATER, MN 55082
Applicant Phone: 715-246-2320
Total Fees: \$1,430.00

Permit Number: PL2011-29
Parcel Address: 786 2ND Ave. N.
Applicant: BROOKSIDE PLUMBING INC.
BROOKSIDE PLUMBING INC. Plumber
Construction Value: \$1,800.00

Filing Date: 8/29/2011
BAYPORT, MN 55003
Applicant Phone: 612-718-6649
Total Fees: \$85.00

Permit Number: PL2011-30
Parcel Address: 395 LAKESIDE DRIVE S.
Applicant: CHAMPION PLUMBING LLC
CHAMPION PLUMBING LLC Plumber
Construction Value: \$200.00

Filing Date: 8/30/2011
BAYPORT, MN 55003
Applicant Phone: 651-365-1340
Total Fees: \$80.00

Permit Number: TS2011-11,12,13,14
Parcel Address: 395 4TH Street N.
Applicant: CHURCH OF ST. CHARLES
OWNER OWNER
Construction Value:

Filing Date: 8/23/2011
BAYPORT, MN 55003
Applicant Phone: 651-439-4511
Total Fees: \$100.00



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



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

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <u>Bayport Marina Assoc</u>		DATE ORGANIZED <u>'88</u>	TAX EXEMPT NUMBER <u>41-1631242</u>	
STREET ADDRESS <u>200 5th Ave So</u>		CITY <u>Bayport</u>	STATE <u>MN</u>	ZIP CODE <u>55003</u>
NAME OF PERSON MAKING APPLICATION <u>Kathy Curtis</u>		BUSINESS PHONE <u>(651) 439-2040</u>	HOME PHONE <u>()</u>	
DATES LIQUOR WILL BE SOLD <u>9/17/11</u>		TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input checked="" type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <u>Russell Sheaffer</u>		ADDRESS <u>Mantomedi, MN</u>		
ORGANIZATION OFFICER'S NAME <u>Marcus Gernes</u>		ADDRESS <u>Lake Elmo, MN</u>		
ORGANIZATION OFFICER'S NAME <u>Cliff Lewis</u>		ADDRESS <u>Hastings, MN</u>		
Location license will be used. If an outdoor area, describe <u>patio/clubhouse of marina</u>				
Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service. <u>no</u>				
Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage. <u>no</u>				
APPROVAL				
APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT				
CITY/COUNTY <u>Bayport</u>		DATE APPROVED _____		
CITY FEE AMOUNT <u>\$50.00</u>		LICENSE DATES _____		
DATE FEE PAID <u>8/25/11</u>		_____		
SIGNATURE CITY CLERK OR COUNTY OFFICIAL _____		APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT _____		

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



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

Date: August 29, 2011
To: Mayor and City Council Members
From: Mitchell Berg, City Administrator
Subject: Safety grant agreement with OSHA to purchase and install a security system at City Hall / Police Department

BACKGROUND

CHESS, the city's safety consultant, recently applied for a grant from the Department of Labor and Industry OSHA Unit to purchase and install additional security measures for City Hall and the Police Department. The security measures include, but are not limited to outdoor security cameras, a sliding glass window for the main reception desk, and a panic button.

The city has been notified that it has received the grant, which will match funds up to \$7,329.00 for the project, if completed within 120 days. As such, I am requesting the city expend the funds out of the contingency portion of the General Fund to complete the project.

RECOMMENDATION

Staff recommends the City Council adopt a motion to accept the grant with a matching contribution from the city not to exceed \$7,329.00, direct staff to prepare and solicit quotes, and to purchase the equipment, provided the final cost of the project does not exceed \$14,658.00.



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

Date: August 11, 2011
To: Mayor and City Council Members
City Administrator Mitch Berg
From: Police Chief Laura Eastman
Subject: Night to Unite and Safety Camp Donations

Please consider this memorandum as a request to accept donations for the annual Night to Unite and Youth Safety Camp events sponsored by the Bayport Police Department on August 1-2, 2011. The donations help offset the cost for the food, beverages, presenters, services and equipment necessary for successful events. The following is a list of businesses and or individuals who donated:

Donor	Donation
Bayport American Legion	Food, use of kitchen, tables/chairs
Bayport BBQ	Music, raffle items
Bayport Chiropractic Office	Monetary funds
Bayport Fire Department and Explorers	Staff for Night to Unite and Safety Camp
Bayport Marina	Monetary funds
Bayport Printing House	Monetary funds
Bayport Public Library	Use of equipment
Bayport Transmission & Auto Care	Monetary funds
Boat Doctor	Bicycle
Bradley J. Nelson, DDS	Monetary funds
Bread Art	Food
Cub Foods	Gift card
Cummins Law Office	Monetary funds
Laura Eastman	Raffle item
First State Bank and Trust	Monetary funds
George Siegfried Construction	Monetary funds
Greystone Bar	Monetary funds
Holiday Station Store	Frozen treats and coupons for raffle
Inspired Chiropractic	Monetary funds
JG Hause Construction	Monetary funds
J.R. Transmissions	Monetary funds
Kowalski's Market	Water and fruit
Wanda Madsen	Equipment – game
Midwest Center for Movement	Presenter
MN Dept. of Public Safety-Flight Patrol Section	Helicopter tours
Minnesota Timberwolves & Lynx	Tickets
Fernando Miranda	Staffing
Not Justa' Café	Food
Frank Peterson	Food and water
Regions Hospital Emergency Medical Services	Bicycle helmets, bags, white boards
Reliable Appliance Service	Monetary funds
Valley Agencies	Monetary funds
Walmart	Gift card
Washington County Reserve Deputies	Patrol boat and ATVs
Woody's Bar and Grill	Food/ice
Wynia Family	Staffing



Office of the Sheriff



William M. Hutton
Sheriff

Daniel Starry
Chief Deputy

Commitment to Excellence

August 5, 2011

Mitch Berg, City Administrator
City of Bayport
294 North Third Street
Bayport, Minnesota 55003

Mitch Berg,

The 800 MHz Public Safety Radio System Advisory Board met on March 11, 2011. There was discussion about the Motorola warranty on the portable and mobiles that are in use across the county. Many of these warranties have already started expiring as of June of 2011.

A self insurance program was proposed and most cities were present for the discussions on this and have received information about this program in e-mails and letters. All users of the radio system have agreed in principal to this self insurance program.

On July 26, 2011, The County Board approved the addendum to the Communications System Subscriber Agreement that each city has with the County. Your city will be asked to review this addendum and approve it your next city council meeting. Once that is complete, we will start to invoice these funds for the radio repair fund.

Enclosed with letter is the Addendum to the Communication System Subscriber Agreement that has been signed by the County Board. Please review this addendum and when it has been approved by your city, please return it to me to be added to the Agreement that I have on file here.

If you have any questions, please feel free to contact me.

Sincerely,

Dean Tilley
Radio System Manager
Washington County Sheriff's Office
651-430-7863

This agreement hereby amends the Communications System Subscriber Agreement (hereinafter Agreement) between Washington County (hereinafter County) and the City of (name of the City) hereinafter USER) as follows:

Paragraph 3 of the Agreement is amended by adding the following subsection 3.2.1:

Radio Repair Fund Addendum to the Communications System Subscriber Agreement

3.2.1 Radio Repair Fund

USERS who agree to join the Radio Repair Fund will be billed \$1.00 per month per radio until a fund balance of \$16,000.00 is reached, at that time fee collection will be discontinued. When the fund balance drops to \$5,000.00 the Radio Repair Fee will be billed again until the fund balance is back to \$16,000.00.

All USERS may join the Radio Repair Fund at start of the program. After the initial start of the Radio Repair Fund, USERS that want to join the program can do so on January 1st of any year. Any USER can withdraw from the Radio Repair Fund with a 30 day written notice to the Radio System Manager. There will be no reimbursement of fees collected for the Radio Repair Fund.

The Radio Repair Fund fees will be segregated in the Radio System budget and will only be used for the repair of USER's portable, mobile and consollelte radios. The Radio Repair funds will not be used for the replacement or purchase of batteries, shoulder microphones, antennas or any other accessory for the radios.

Any radio submitted for repair that appears to have been damaged by misuse or neglect will not be repaired using the Radio Repair fees. Any radio that cost more to repair than replace will not be repaired by the Radio Repair fund and will need to be replaced by USER. Radio repair or replacement decisions will be made with input from the USER and the Radio System Manager. Any dispute can be brought to the 800 Public Radio System Advisory Board for review.

All other terms and conditions of the Agreement unless expressly amended herein remain in full force and effect.

USERS, having signed this amendment, and the County having duly approved this amendment on the 26th day of July, 2011, and pursuant to such approval, the proper County officials having signed this amendment, the parties hereto agree to be bound by the provisions herein set forth.

WASHINGTON COUNTY

CITY OF (name of the City)

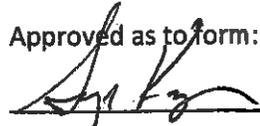


Title Sheriff
Washington County

Date 8/4/11

Date

Approved as to form:



Assistant Washington County Attorney



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

City of Bayport
SPECIAL EVENT APPLICATION

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on June 15, 2010, the special event application form and fee must be submitted by May 24, 2010 in order to be considered at the June 7, 2010 City Council meeting.

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

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

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: CHURCH of St. Charles		
Home Phone Number: 651-439-4511	Work/Cell Phone Number:	
Address: 409 N. 3rd Street.		
City/State/Zip: Bayport, MN 55003		
Email Address: Parish office @ Stcharlesbayport.org		

Description of Request		
Parish event / fundraiser - St. Charles Octoberfest PERRO PARK		
Event Information	Start Date: Oct 8th 2011	End Date: Oct 8th 2011
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays:		
Weekends: 8am to 10pm		

Requested City Assistance and/or Services

Could we possibly close part of 3rd Street between the church and Perro park for events/ activities.

Extra Garbage cans.

Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: Church of St. CHARLES

Date: 7-26-2011

Property Owner: Frank Jettner

Date: 7-26-2011

When Used - Non-Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
When Used - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	<input checked="" type="checkbox"/> \$15.00	7/26/11	CK 20625	ST
\$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$50.00			
Escrow or cost incurred				



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



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

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION <i>Church of St. Charles</i>	DATE ORGANIZED <i>7/13/1943</i>	TAX EXEMPT NUMBER <i>23573</i>	
STREET ADDRESS <i>409 N. 3rd Street</i>	CITY <i>Bayport</i>	STATE <i>MN</i>	ZIP CODE <i>55003</i>
NAME OF PERSON MAKING APPLICATION <i>Father mark Jettner</i>	BUSINESS PHONE <i>(69) 439-4511</i>	HOME PHONE <i>()</i>	
DATES LIQUOR WILL BE SOLD <i>Saturday 10-8-2011</i>	TYPE OF ORGANIZATION <input type="checkbox"/> CLUB <input checked="" type="checkbox"/> CHARITABLE <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME <i>Fr. mark Jettner</i>	ADDRESS <i>409 n. 3rd Street Bayport, mn 55003</i>		
ORGANIZATION OFFICER'S NAME	ADDRESS		
ORGANIZATION OFFICER'S NAME	ADDRESS		

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

409 N. 3rd Street - And area around building.

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

no

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

we will be insured for the event by Catholic mutual

APPROVAL

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

CITY/COUNTY *BAYPORT*

DATE APPROVED _____

CITY FEE AMOUNT *\$ 50.00*

LICENSE DATES _____

DATE FEE PAID *7/26/11*

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

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

Ordinance Summary No. _____

**AN ORDINANCE AMENDING CHAPTER 22 – ARTICLE IV OF THE BAYPORT CITY
CODE RELATED TO CIGARETTES AND TOBACCO**

On August 1, 2011, the City of Bayport adopted an ordinance amending Chapter 22 of its Code of Ordinances to protect youth by further limiting access to tobacco products, to be consistent with the State of Minnesota Tobacco Modernization and Compliance Act of 2010. The ordinance was also amended to reflect city regulations related to compliance checks, inspections, fees, violations, and penalties. A printed copy of the ordinance is available for inspection during regular City Hall office hours or electronic mail.



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

City of Bayport SPECIAL EVENT APPLICATION

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on June 15, 2010, the special event application form and fee must be submitted by May 24, 2010 in order to be considered at the June 7, 2010 City Council meeting.

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

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

Applicant Information	<input checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: Alexander J Wishard (715)-222-2680		
Home Phone Number:	Work/Cell Phone Number:	
(715)-222-2680		
Address:		
City/State/Zip: 1377 Doman Drive Apt #3 New Richmond, WI 54017		
Email Address: wishard86@gmail.com		

Description of Request	
- 2 hours of filming time at Lakeside Park's parking lot. - Cones and caution tape will be used to block off area - Late in September so as not to interfere with families and swimmers (weekend selected for the same reason).	
Event Information	Start Date: September 14, 2011 End Date: September 14, 2011
Days of Operation (check all that apply)	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Hours of Operation:	
Weekdays: September 14, 2011 6:30pm - 8:30pm	
Weekends:	

Requested City Assistance and/or Services

LOOKING TO USE PARKING LOT BY BEACH HOUSE. PUBLIC WORKS TO POST NO PARKING SIGNS DAY OF EVENT TO SPECIFY "NO PARKING IN LOT 5:00 PM - 9:00 PM."

Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: Alexander J. Wishard / Mrs. J. Wishard Date: 8/29/11

Property Owner: _____ Date: _____

Office Use - Dept Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee \$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	8/29/11	CASH	ST
Escrow or cost incurred				



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

Date: August 29, 2011

To: Mayor and City Council Members

From: Mitchell Berg, City Administrator

Subject: Accept a portable outfield fence for Barker's Alps Park and funding to construct a seasonal storage area donated by St. Croix Preparatory Academy

BACKGROUND

St. Croix Preparatory Academy (SCPA) has offered to donate a temporary outfield fence, valued at approximately \$3,000, for use at Barker's Alps Park. Richard Dippel, SCPA Activities Director, was instrumental in securing this equipment that can be installed during the non-winter months for baseball activity.

The SCPA has also agreed to donate up to \$1,000.00 for the city to construct a fenced, outdoor storage area to store the outfield fence during the non-winter months. The estimated cost for the storage area is \$2,000.00, of which the city would contribute \$1,000.00 from the General Fund.

While this item was not budgeted, staff feels there will be adequate funds from within the city park budget at the end of the year to pay the matching funding. Any additional costs would be paid by SCPA.

RECOMMENDATION

Staff recommends the City Council adopt a motion to accept the donation of a temporary outfield fence from St. Croix Preparatory Academy and a \$1,000.00 donation for the construction of a fenced, outdoor storage area for the outfield fence, with the city to match the \$1,000.00 donation, and SCPA to bear 100% of any cost overages.



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

Date: August 28, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Purchase used audio mixers for City Council chambers audio/video system

BACKGROUND

The city has not upgraded its audio and video equipment within the City Council chambers since City Hall was built back in 1991. Because of limited financial resources, the city has decided not to upgrade the system unless an opportunity to purchase used equipment presented itself.

Recently, staff was able to secure two used SHURE SCM810 audio mixers and two used SHURE RKC800 converters at a cost of \$1,100.00 from the City of Oak Park Heights. To purchase this equipment brand new would cost approximately \$3,500.00.

The city installed the mixers on a trial basis and found them to perform at a level above expectations. However, because the city did not budget for this expenditure, staff is requesting this equipment be purchased out of the General Fund contingency fund.

RECOMMENDATION

Staff recommends the City Council adopt a motion to purchase two (2) used SHURE SCM810 audio mixers and two (2) RKC800 converter kits from the City of Oak Park Heights for a cost not to exceed \$1,100.00.

MEMORANDUM

TO: Mayor and City Council

FROM: Torry Kraftson, Project Engineer

DATE: August 30, 2011

SUBJECT: 6th Street North Sidewalk Rehabilitation Project
Order Improvement, Declare costs, Assessment roll and hearing

DISCUSSION

The area identified for sidewalk replacement is 1,015 feet long and extends from the south property line of 741 6th Street North and extends to the north property line of 868 6th Street North. There are 9 property owners adjacent to the identified sidewalk area. The sidewalk conditions are a hazard for pedestrians and a potential liability for the city and adjacent residents.

The existing sidewalk is 5 feet wide yielding a replacement area of 5,075 square feet. The City assessment policy indicates that 50% of the cost a sidewalk improvement project shall be assessed to adjacent property owners. The policy indicates that a lot area assessment method be used for street, sidewalk, and curb improvements. However, it is recommended that the sidewalk assessments be based on the linear feet of sidewalk replaced adjacent to a property and then equated to an area cost by multiplying by the 5-foot sidewalk width. This is the method that has been utilized for past sidewalk projects.

The assessment policy indicates that unique or unusual circumstances may at times justify special considerations. Modifications to the assessment policy are being recommended as a later agenda item to address assessment issues identified by this project. A deferred assessment option will be presented for vacant lots, along with adjusted front footages for irregular shaped parcels. One of the lots on the project is triangular and other vacant lots appear unbuildable due to steep slopes. In accordance with the proposed assessment policy modifications, it is recommended that an adjusted footage for the triangular parcel be based on the lot width at the mid-point of the lot. If the assessment policy modifications are approved, the vacant lots would be eligible for deferred assessments until the lots are built upon.

At the last Council meeting, the Council awarded the quote for concrete sidewalk to Curbmasters, with removals to be done by Bell Trucking. Since the last City Council meeting a favorable quote (attached) has been obtained from Roettger welding to replace the railing in front of 741 and 775 North 6th Street. One option presented is to refinish 62 feet of the existing 1-pipe railing and add 69 feet of new 1-pipe railing (where railing needs to be added) for a price of \$5,600, but this option would not meet current railing standards. It is recommended to select the last option of 131 feet of new 2-pipe railing at the price of \$6,250. This option would have a 2-pipe railing that meets current railing standards.

RECOMMENDATION

It is recommended that the City Council conduct the public hearing and if desired pass a resolution ordering the improvement, declaring the cost, and ordering preparation of the final assessments. It should be noted that it requires a 4/5ths majority vote of the City Council to order the improvement. The City Council should also consider a resolution calling for the assessment hearing at the City Council meeting on Monday, October 3rd at 6:00pm.

ACTION REQUIRED

If council concurs with the recommendation, they should pass two motions adopting **RESOLUTION NO. 2011-_____ ORDERING THE IMPROVEMENT, DECLARING COSTS TO BE ASSESSED, AND ORDERING PERPARATION OF THE FINAL ASSESSMENT ROLE AND RESOLUTION NO. 2011-_____ CALLING FOR A FINAL ASSESSMENT HEARING.**

**City of Bayport 6th Street North Sidewalk Replacement Project
Preliminary Assessment Roll**

Geocode	Owner Name	Owner Address	City, State Zip	footage	sidewalk area	prelim assess
302920440037	RADKE LEONARD M	741 N 6TH ST	BAYPORT, MN 55003	88	440	\$1,801.03
302920440036	MAIER SHANNON	775 6TH ST N	BAYPORT, MN 55003	50	250	\$1,023.31
302920440035	SHURSON SCOTT D	785 6TH ST N	BAYPORT, MN 55003	49	245	\$1,002.85
302920440008	HAYNER ROBERT W & DORIS M	220 1ST AVE S	BAYPORT, MN 55003	48	240	\$982.38
302920440009	HAYNER ROBERT W & DORIS M	220 1ST AVE S	BAYPORT, MN 55003	50	250	\$1,023.31
302920440010	HAYNER ROBERT W & DORIS M	220 1ST AVE S	BAYPORT, MN 55003	51	255	\$1,043.78
302920440011	HAYNER ROBERT W & DORIS M	220 1ST AVE S	BAYPORT, MN 55003	57	285	\$1,166.58
302920440012*	HAYNER ROBERT W & DORIS M	220 1ST AVE S	BAYPORT, MN 55003	71	355	\$1,453.10
302920440021*	BELL MATTHEW L	836 N 6TH ST	BAYPORT, MN 55003	103	515	\$2,108.02
302920440005	NORMAN CLAYTON D	844 6TH ST N	BAYPORT, MN 55003	52	260	\$1,064.25
302920440004	PAYNE JEREMY	848 6TH ST N	BAYPORT, MN 55003	58	290	\$1,187.04
302920440003	RUSSELL GREGORY P & CYNTHIA	852 N 6TH ST	BAYPORT, MN 55003	92	460	\$1,882.90
302920440086*	DELORME ROSE	868 6TH ST N	BAYPORT, MN 55003	80	400	\$1,637.30

Total 849 4245 \$17,375.85 42%

Total estimated project cost	\$41,546.50
Total square footage of sidewalk replacement	5075
Total project cost per square foot	\$8.19
City share (50%)	\$20,773.25
Assessed cost per square foot (50%)	\$4.09
City share for ROW and adjusted lot (830 S.F.)	\$3,397.40

Notes:

1. Parcels 302920440021 and 302920440012 have a City-approved lot line readjustment that will be recorded when the taxes are paid. The sidewalk lengths were measured to the readjusted lot lines. These parcels may be assigned new geocodes by the County after the lot line adjustment is recorded.
2. Parcel 302920440086 is a triangular shaped parcel that was assigned an adjusted front footage based on the proposed assessment policy modifications.
3. The highlighted parcels are currently vacant and are eligible for deferred assessments according to the proposed assessment policy modifications.

MUNICIPALITY: BAYPORT, MINNESOTA

PROJECT NO.: _____ 6th Street North Sidewalk Replacement Project

L.I. NO. _____ PROJECT NAME

ACCOUNT NUMBER _____

EXPENDITURES:

				Total Costs
Construction Costs				\$32,006.25
Engineering Costs				\$7,500.00
Fiscal Agents and Bonding Costs				
Legal				
City Attorney				
Bond Attorney				
Private Property Easements and Land Acquisition				
Administrative Costs				
Other Costs				
Postage				
Printing & Publishing				\$200.00
Other Professionals				
Misc.				
Assessment Roll Preparation				
County				\$240.00
Assessment Notice Publication				
Construction Contingency (5%)				\$1,600.31
Grand Total				\$41,546.56

Amount to be Received from Special Assessments

\$17,375.85

RESOLUTION NO. 11-____

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 6, 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 September 6, 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 ORDERING IMPROVEMENTS, DECLARING COSTS TO BE ASSESSED, AND ORDERING PREPARATION OF THE FINAL ASSESSMENT ROLL FOR THE 6th STREET NORTH SIDEWALK IMPROVEMENT PROJECT

WHEREAS, pursuant to a Resolution of the Bayport City Council adopted July 11, 2011, a feasibility study has been prepared by the City of Stillwater for the 6th Street North Sidewalk Improvement Project, and the study was received by the City Council on August 1, 2011. The sidewalk improvement consists of the replacement of approximately 1,105 feet of sidewalk along 6th Street North, between 741 6th Street North to the north property line of 868 6th Street North, involves the installation of a new sidewalk and railing; and

WHEREAS, pursuant to the same Resolution, adopted July 11, 2011, the Bayport City Council also authorized that the assessment roll, plans and specifications and quotes be obtained to complete the project; and

WHEREAS, pursuant to a Resolution of the Bayport City Council adopted on August 1, 2011, the Bayport City Council approved the estimated cost for such improvement as \$54,247.50, and the expenses incurred or to be incurred in the making of such improvement amount to \$54,247.50, so that the total cost of the improvement will be \$54,247.50; and

WHEREAS, the Bayport City Council, at their August 1, 2011 City Council meeting did authorize the City of Stillwater to negotiate a lower quote on the railing; and

WHEREAS, at the September 6, 2011 Bayport City Council meeting the City of Stillwater did present a lower quote on the railing and a lower contingency, which reduced the total cost of the improvement to \$41,546.56; and

WHEREAS, pursuant to a Resolution of the Bayport City Council adopted on August 1, 2011, the feasibility study was accepted and a calling of a public improvement hearing was scheduled for September 6, 2011; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on September 6, 2011, at which all persons desiring to be heard were given the opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility study.
2. Such improvement is hereby ordered as proposed in this City Council Resolution to be adopted.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$24,170.65, and the portion of the cost to be assessed against benefited property owners is declared to be \$17,375.85.
5. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2012, and shall bear interest at the rate of 4.25% per year from the date of the adoption of the assessment resolution.
6. The city administrator, with the assistance of the consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
7. The city administrator shall upon the completion of such proposed assessment, notify the Bayport City Council thereof.

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 6th day of September, 2011.

ATTEST:

Mitch 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 SEPTEMBER 6, 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 September 6, 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 FOR HEARING ON PROPOSED ASSESSMENT FOR THE 6th STREET NORTH SIDEWALK IMPROVEMENT PROJECT

WHEREAS, by a Resolution passed by the Bayport City Council on September 6, 2011, the city administrator was directed to prepare a proposed assessment of the cost of the 6th Street North Sidewalk Improvement Project, a sidewalk and railing project improving approximately 1,105 feet of sidewalk along 6th Street North, between 741 6th Street North to the north property line of 868 6th Street North, and involves the installation of a new sidewalk and railing.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAYPORT, WASHINGTON COUNTY, MINNESOTA:

1. A hearing shall be held at 6:00 p.m. on October 3, 2011, at Bayport City Hall, 294 North 3rd Street, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the city administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

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 6th day of September, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



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

Date: August 30, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Re: Overview of the Riverfront Advisory High Priority Objectives

BACKGROUND

Before I breakdown the five high priority 2-5 year goals and objectives, I felt it would be appropriate to summarize the discussion and provide any updates from the last City Council meeting.

1. **Construct a transient boat dock**
The City Council discussed conducting a feasibility study to determine if a transient boat dock could be built and at what cost, along with a full cost/benefit analysis. The consensus was to discuss the possibility of funding a feasibility study in 2012.
2. **Improve the 4th Avenue North public boat access**
The City Council expressed an interest in conducting a feasibility study for improvements to boat access, in conjunction with the study for the transient boat dock. There was also consensus to have staff begin researching what it would take to put in a temporary dock system.
3. **Ice road access to be left in current state**
There was no direct action from the City Council to take on this item, other than the fact that there was consensus that the ice road, in its current state, should not be closed.
4. **Implement / improve city activities**
Staff indicated many of these items could be handled "administratively" and the City Council agreed that implementation of more city activities to promote the river and Lakeside Park should be on-going priorities.

RIVERFRONT ADVISORY COMMISSION'S RECOMMENDATIONS

The following summarizes the commission's high priority 2-5 year goals and objectives:

1. **Construct an amphitheater or band shell for outdoor concerts or plays**
While developing the Lakeside Master Plan, the city ranked the need of an amphitheater as a lower priority. However, the Riverfront Advisory Commission has ranked the need of an amphitheater or band shell as a high priority item.

Construction cost

A few years ago, the architect who was commissioned to work with the Park Advisory Committee estimated the cost to install a bandstand/amphitheater to be \$100,000. However, there are less costly approaches, which would depend entirely on the needs and desires of the city.

Operating costs

Ongoing maintenance of the structure will be dependent on the type of structure that is built and where it is located, due to the fact that some locations in the park are prone to flooding.

Staff recommendation

The City of Stillwater is presently exploring an amphitheater or band shell in Lowell Park. Staff would like to look at what data and research they have completed, prior to advancing any further recommendation to the City Council.

2. Create additional trail connections to the river and to other parts of Washington County and surrounding communities

Through the city's strategic planning process, City Council and staff have identified the need for trails into Bayport from our neighboring communities, along with trails throughout the city.

Construction costs

The cost of a 10 foot wide asphalt trail costs approximately \$75-125 per foot, excluding any additional costs to purchase right-of-way, engineering work, or storm water mitigation.

Operating costs

The annual maintenance cost of a 10 foot wide asphalt trail costs approximately \$1.25-2.00 per foot. The cost to resurface the trail, after an average 20 year lifespan, will cost approximately \$25-50 per square foot.

Potential outside funding - MN Local Trails Connection Program and MN Parks and Trail Legacy Grant Program.

Staff recommendation

The first step would be to complete a Master Trail Plan for the city. The plan will identify where the trail will go and how it will connect with other trails within the city and our neighboring communities. It will also identify the cost, as well as potential funding sources (i.e. increased park dedication fees). The cost to conduct a master trail feasibility study can cost up to \$15,000.

The remaining three recommended items are considered relatively "low hanging fruit" and can be handled administratively.

3. Solicit vendors to provide food and sell convenience items

Staff feels that putting in a vendor to sell food within the beach house may deprive the city from generating beach house rental income during the busy summer weekends. Also, at one time, the city did operate concessions inside the beach house but the cost to operate the stand far exceeded the sales.

Staff recommendation

I have directed our new intern to solicit quotes from a vending machine operator, from which the city could generate some additional revenue. The goal is to obtain a vendor in time for the 2012 beach season.

- 4. Promote the use of the beach house to host community events, river activities, educational programs, rotating local art displays, and arts and crafts exhibits**
Staff will continue to work to promote the beach house to local and regional groups who want to showcase and promote the community and the river.

- 5. Promote family oriented outdoor activities, such as a community picnic or summer music concert series**
Staff will continue to work to promote the beach house to local and regional groups who want to showcase and promote the community and the river.

MEMORANDUM

TO: Mayor and City Council

FROM: Torry Kraftson, Project Engineer

DATE: August 30, 2011

SUBJECT: Declaring Costs to be Assessed Ordering Preparation of Assessment Roll
1st and 2nd Avenue North Curb Projects

DISCUSSION:

In order for the above projects to be certified to the County this year, the assessment roll needs to be prepared. The construction process has been progressing well and concrete curb and gutter is being installed as I write this memo. It is anticipated that the final assessments will match the preliminary assessments for this project.

RECOMMENDATION:

Staff recommends that Council authorize the preparation of the assessment roll.

ACTION REQUIRED:

If Council concurs with the recommendation, Council should pass a motion adopting the following resolutions:

- 1. RESOLUTION DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL FOR 1st and 2nd AVENUE NORTH CURB PROJECTS.**

RESOLUTION NO. 11 _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 6, 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 September 6, 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 DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF
THE PROPOSED ASSESSMENT ROLL FOR THE 1st AVENUE AND 2nd AVENUE NORTH
CURB, GUTTER, AND STORMWATER IMPROVEMENT PROJECT**

WHEREAS, pursuant to resolutions adopted on May 2, 2011 and June 6, 2011, the Bayport City Council approved the estimated cost for such improvements at \$38,251.00, and the expenses incurred or to be incurred in the making of such improvement amount to \$46,937.00 so that the total cost of the improvement will be \$46,937.00; and

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$33,101.00 and the portion of the cost to be assessed against benefited property owners is declared to be \$13,836.00.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2012, and shall bear interest at the rate of 4.25% per year, from the date of the adoption of the assessment resolution.
3. The City Administrator, with the assistance of the consulting engineer, shall calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.
4. The City Administrator shall upon the completion of such proposed assessment, notify the City Council thereof.

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 –	Dan Goldston –
Connie Carlson –	Mark Ostertag –	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 6th day of September, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

MEMORANDUM

DATE: August 29, 2011

TO: City Council (September 6th meeting)
Mitch Berg, City Administrator

FROM: Sara Taylor, Assistant City Administrator/City Planner

SUBJECT: Consider a conditional use permit (CUP) to allow outdoor uses in conjunction with the proposed tavern/restaurant at 193 3rd Street North

A. *BACKGROUND*

The property is located at 193 3rd Street North and is legally described as Lot 1, Block 59, Bayport, Washington County, Minnesota. It is zoned B-2 Central Business and contains an existing commercial building, which until recently, included a residential apartment on the second floor and a tavern on the first floor called "Captains Corner." The property is surrounded by commercial businesses to the north, south, and west, and residential to the east.

New property owners Jeffrey and Michelle Hause, Haz LLC, are currently in the process of renovating the building to include a professional office for their construction company on the second floor and a tavern/restaurant on the first floor. In conjunction with the tavern/restaurant use, the owners have submitted an application for a conditional use permit (CUP) to allow outdoor storage and activity, including designated areas for a walk-in cooler, seating, smoking, consumption of liquor, and a recreation area to facilitate horse shoes, bean bag toss, bocce ball or similar type outdoor games. Both the office and tavern/restaurant are permitted uses in the B-2 Central Business zoning district. However, any outdoor storage or activity related to the office or tavern/restaurant requires a CUP that specifies conditions under which the outdoor uses are permitted.

The Planning Commission held the required public hearing on August 22, 2011 regarding the application. Notice of the hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on August 11, 2011. The following informational items are attached:

- narrative by the property owner
- proposed site plan for the property
- proposed exterior façade elevations for the building

B. *STAFF COMMENTS*

As stated, the new property owners are proposing outdoor storage and activity in conjunction with the tavern/restaurant use. To facilitate the necessary amount of cold storage required for a full restaurant, a new cooler will be placed in the rear of the building and set back a minimum of 5 feet from the north side property line, to comply with city code. The cooler will be enclosed with a privacy fence to screen it from public view.

The outdoor patio/seating area in the rear of the building will be approximately 250 square feet and set back a minimum of 5 feet from the south side property line, to comply with city code. This area will contain outdoor tables and chairs to accommodate approximately 16 patrons for smoking and consumption of beverages, including liquor. A permanent roof will be installed over a portion of this area, to accommodate patrons and wait staff during inclement weather, at a minimum setback of 10 feet from the south side property line, to comply with city code. This patio/seating area will also include a new handicap accessible ramp and entrance to the building, which did not previously exist at the property.

The north side of the building will include a narrow bar rail for patrons, as well as a service walkway for wait staff to access the outdoor patio/seating area in the front of the building. The seating area in the front of the building will contain outdoor tables and chairs to accommodate approximately 14 patrons for smoking and consumption of beverages, including liquor. Both areas will be approximately 300 square feet and will be enclosed with a decorative 5 foot iron fence, located on the property line, which has been approved by the Minnesota Department of Transportation for the portion located adjacent to Highway 95.

The property owners are also proposing an outdoor recreation area to the rear of the building, which will include two game courts for horse shoes or a similar type game. The game courts will be set back a minimum of 5 feet from the south side property line and 16 feet from the east rear property line. The rear of the property will be completely enclosed with a solid wood fence, 8 feet in height, which will screen the outdoor activity from the adjacent commercial properties and parking stalls on the south and north sides of the building, as well as the multi-family residential property on the east side of the property.

This lot and building are similar to many properties in Bayport in that they both existed prior to the adoption of the city's zoning code. As such, city code recognizes that the property may not be able to meet current design and performance standards (i.e. parking requirements, impervious coverage, etc.) that are required for new lots or structures and allows some flexibility, as long as improvements do not increase non-conformity with current code. In reviewing the building improvements and overall site plan for the property, staff feels that the owners are making a significant effort to bring the property into compliance with city codes and enhance the property to be compatible with the surrounding neighborhood. The proposed site plan retains the same amount of off-street parking, results in an increase of pervious or green/landscaped areas, includes the installation of a dumpster enclosure, provides a handicap parking stall and accessible entrance to the building, and includes removal of the existing garage on the property, which staff feels are significant improvements over the existing conditions. In addition, the proposed outdoor storage, seating, and activity areas will meet all setback requirements and be screened from adjacent properties, to minimize impacts.

It should be noted that the liquor license issued for the property limits outdoor consumption to 10:00 p.m. Sunday – Thursday and 12:00 a.m. on Friday and Saturday. Staff feels that in order to be consistent with these restrictions, all outdoor seating and activity should also be limited to these hours. General use and activity at the property must also comply with the noise requirements set forth by city code.

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

The purpose of a CUP is to regulate uses that are not permitted by right in a zoning district. As part of the application process for a CUP, the property should be reviewed for compliance with the performance standards set forth by city code, impacts and overall compatibility with the

surrounding neighborhood, and whether the proposed use would be beneficial to the community. If the use is determined to be compatible with city code and not have a negative impact on the neighborhood, a request for the CUP should be considered.

A majority of the parcels in the immediate vicinity of the subject property are zoned and used for commercial purposes, some of which include outdoor patio and activity areas, which have not had a negative impact on the neighborhood. However, staff recommends that reasonable limitations be placed on the proposed outdoor activities in a manner that allows the property owners to successfully operate outdoor amenities related to the tavern/restaurant, while respecting adjacent property owners. As such, allowing a CUP for the proposed outdoor storage and activity may be appropriate. However, to comply with regulations set forth by city code, staff recommends the following conditions of approval:

1. The outdoor activity areas shall be limited to seating, smoking of tobacco, consumption of beverages, including liquor, and recreational court games in designated areas, as described above. All sales related to the restaurant/tavern use shall be contained inside the building.
2. The outdoor storage and activity areas shall conform to the areas delineated on the site plan and be contained within the appropriate fenced areas at all times.
3. The outdoor activity areas shall contain appropriate receptacles to dispose of tobacco products and waste.
4. All outdoor activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday and comply with all other noise requirements set forth by city code.
5. Lighting for the outdoor areas and rear entry shall be limited to down-lit fixtures and mounted to the building, unless otherwise approved by the city.
6. The total outdoor seating capacity shall be limited to 30 patrons.
7. A combination of vegetation and/or sod shall be installed in all green areas delineated on the site plan. Landscaping improvements equal to 1% of total project cost are required.
8. Outdoor activity, seating, consumption of liquor, and recreation will not be allowed until all building and site improvements have been completed at the property, including but not limited to installation of the off-street parking, handicap accessible ramp and walkway, fencing, patio paving, sod/landscaping, dumpster enclosure, and game courts.
9. The property is zoned B-2 Central Business and shall be used only for commercial uses, as specified within this zoning district. Any proposed change to a conditional use within this zoning district shall require a conditional use permit.
10. The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP.

C. *PLANNING COMMISSION ACTION*

At its meeting on August 22, 2011, the Planning Commission held the required public hearing and discussed the application. A majority of the discussion focused on the possible impacts

associated with the proposed outdoor seating and activities, including hours of operation, noise, parking, and overall upkeep of the property.

Following the discussion, the Planning Commission voted 4-0 to recommend approval of the application, subject to the findings of fact and conditions of approval recommended by staff, as well as the following:

- Patron smoking shall be limited to the front of the building after 10:00 p.m. Sunday-Thursday and 12:00 a.m. Friday and Saturday.
- Property owners shall make an extra effort to keep the surrounding residential area and off-street parking areas free of cigarette and other debris.
- Options for shared off-street parking and/or parking restrictions for on-street parking may be required by the city to decrease the impact to post office patrons and residents.

D. RECOMMENDATION

Staff recommends approval of a CUP to allow a designated outdoor storage area for a walk-in cooler and designated outdoor activity areas for seating, smoking, consumption of beverages, including liquor, and a recreation area to facilitate two horse shoe courts or a similar type court game in conjunction with the tavern/restaurant use to be located at 193 3rd Street North. Suggested findings of fact and conditions of approval are as stated in the staff report and recommended by the Planning Commission. City Council action to approve or deny the application is requested.

TO: City of Bayport

FR: Jeff & Michelle Hause for
Hefty Hause Inc. dba Hefty's
193 3rd St. N.
Bayport, MN 55003

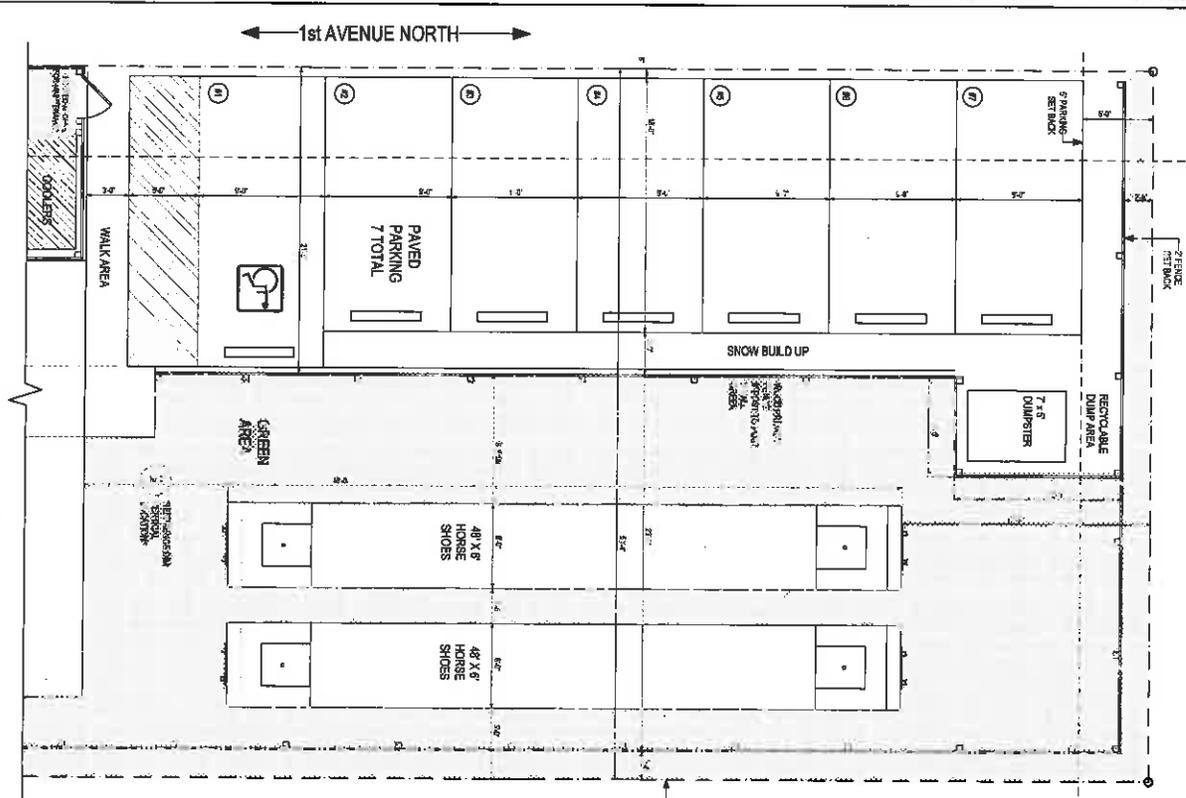
RE: Conditional Use Permit
Outside Area

DA: July 18, 2011

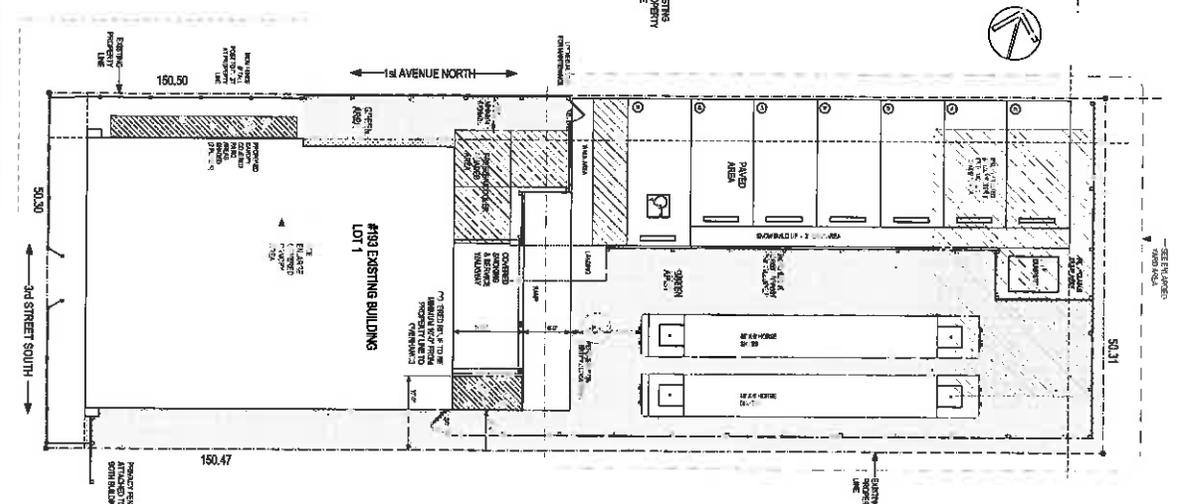
To Whom It May Concern:

We are requesting the City of Bayport to approve an outside area for smoking, games, & alcohol consumption for the above mentioned property. The building is under new ownership and being completely remodeled. The former owners used the building for Captain's Corner bar & an apartment. The proposed use will be a bar (Hefty's) & an office. Hefty's is a new entity to open in Bayport this fall. The office space has been leased to J.G. Hause Const., Inc. of Stillwater.

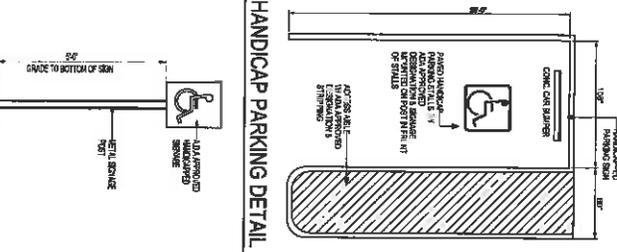
Our plan is create an outside area on the front and back of existing building. We feel this will enhance our customer's enjoyment of the existing property. We believe this option will create additional revenue for our establishment and in turn the City, County & State. Several establishments in the area (in & out of State) have similar designated area(s). The building and proposed area is located in the commercial zone of the City. We feel it would be aesthetically pleasing and add to the "charm" of the Bayport community.



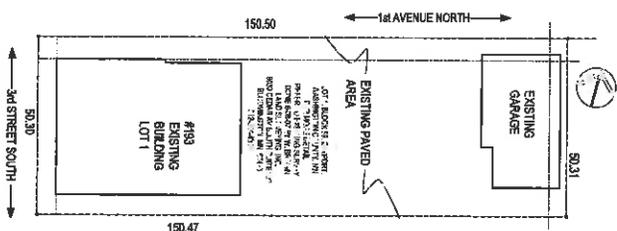
YARD PLAN AREA



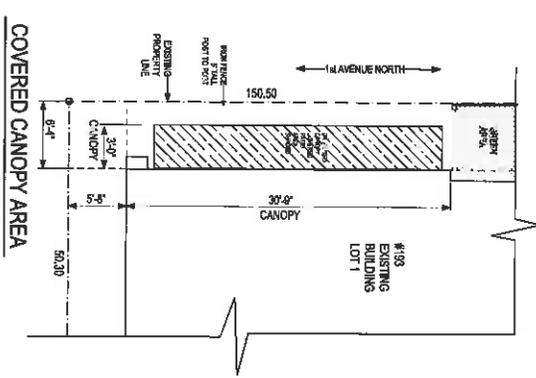
PROPOSED PLOT PLAN
SCALE: 1/8" = 1'-0"



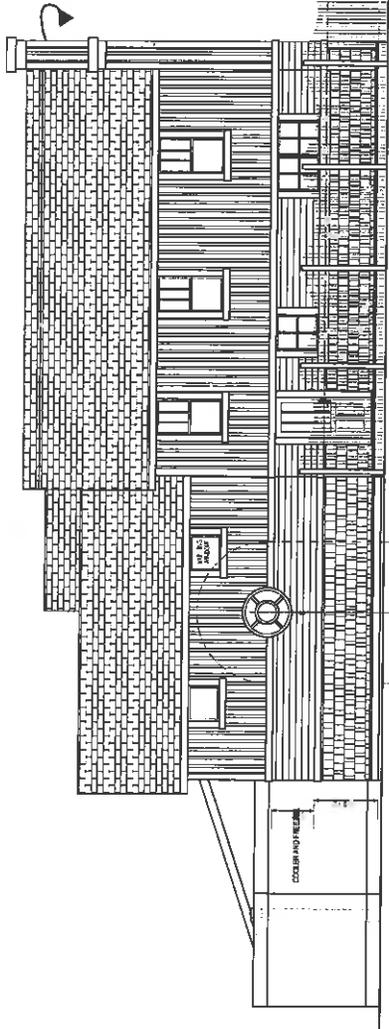
SIGNAGE DETAIL



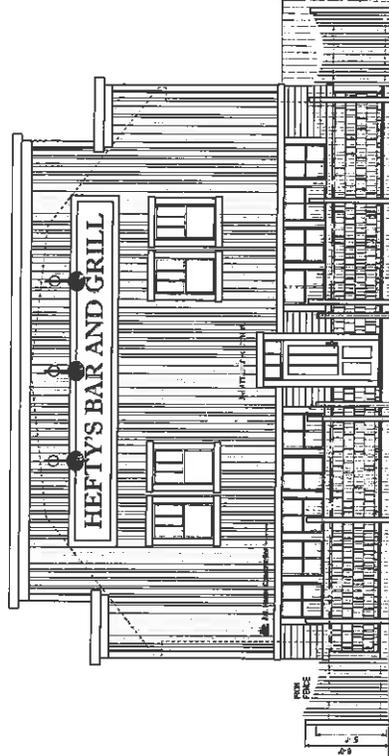
EXISTING PLOT PLAN
SCALE: 1/8" = 1'-0"



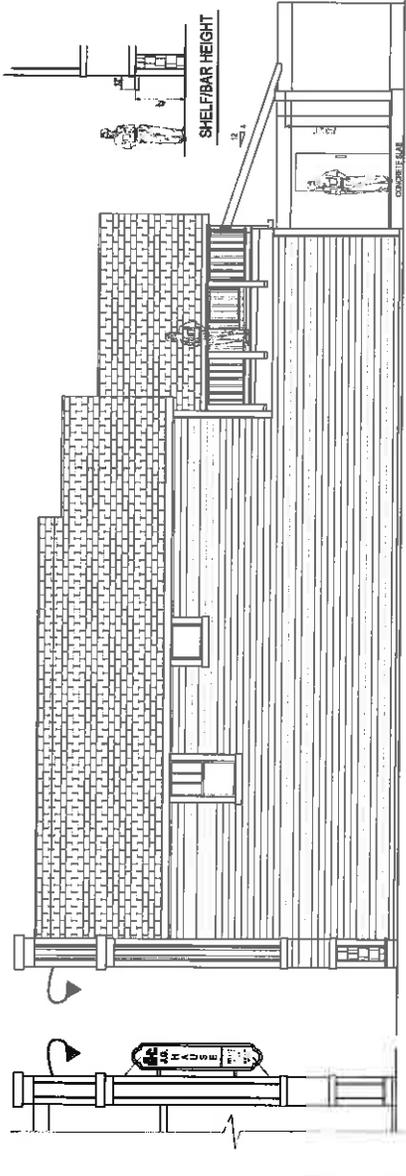
COVERED CANOPY AREA



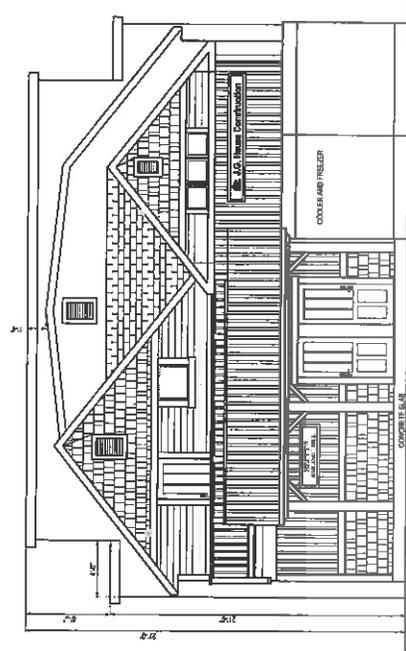
1ST AVENUE NORTH ELEVATION



3rd STREET SOUTH FRONT ELEVATION



RIGHT SIDE ELEVATION



REAR ELEVATION

HEFTY'S BAR & GRILL - LOWER
 JG HAUSE CONSTRUCTION OFFICE - UPPER
 183 - 3RD STREET SOUTH
 BAYPORT, MN - WASHINGTON COUNTY

J.G. Hause Construction
 1477 50th STREET NORTH - ELMWOOD, MN 55002
 ATTN: JACQUELINE
 PHONE: 651-430-0100 - www.jghouse.com

Sun Creations Group
 SCALE: 1/4" = 1'-0"
 DRAWN BY: JACQUELINE
 DATE: 10/15/2014
 PROJECT NO. 147750

RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 6, 2011**

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 6th day of September, 2011.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP)
TO ALLOW OUTDOOR USES IN CONJUNCTION WITH THE PROPOSED
TAVERN/RESTAURANT AT 193 3RD STREET NORTH**

WHEREAS, The city received a request from property owners Jeff and Michelle Hause, Haz LLC, to consider a conditional use permit (CUP) to allow outdoor uses in conjunction with the tavern/restaurant at the property, including designated areas for a walk-in cooler, seating, smoking, consumption of liquor, and a recreation area to facilitate two horse shoe or similar game courts; and

WHEREAS, The Planning Commission held a public hearing on August 22, 2011 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP to the City Council, with conditions; and

WHEREAS, The City Council considered and approved the application on September 6, 2011 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

FINDINGS OF FACT

- A. On or about July 20, 2011, the city received an application requesting consideration of a CUP for an outdoor walk-in cooler, seating and smoking area, consumption of liquor, and a recreation area in conjunction with the tavern/restaurant at 193 3rd Street North.
- B. The subject property is zoned B-2 Central Business. Taverns, restaurants, and professional offices are permitted uses in the B-2 Central Business District. However, any outdoor storage, use, or activity requires a CUP that specifies conditions under which outdoor use is permitted.
- C. An outdoor walk-in cooler will be placed in the rear of the building, to facilitate the necessary amount of cold storage required for a full restaurant, which will be set back a minimum of 5 feet from the north side property line and screened from public view, to comply with city code.
- D. An outdoor patio/seating area will be located in the rear of the building, to facilitate seating, smoking, and consumption of beverages, including liquor. This area will contain outdoor tables and chairs to accommodate approximately 16 patrons, be set back a minimum of 5 feet from the south side property line and screened from public view, to comply with city code. A permanent roof will be installed over a portion of this area, to accommodate patrons and wait staff during inclement weather and be set back a minimum of 10 feet from the south side property line, to comply with city code.
- E. An outdoor patio/seating area will be located in the front of the building on the existing concrete surface, to facilitate seating, smoking, and consumption of beverages, including liquor. This area

will contain outdoor tables and chairs to accommodate approximately 14 patrons and be enclosed with a decorative 5 foot iron fence, located on the property line, which has been approved by the Minnesota Department of Transportation for the portion located adjacent to Highway 95. The north side of the building will also include a narrow bar rail for patrons, as well as a service walkway for wait staff, which will also be enclosed with a 5 foot iron fence.

- F. An outdoor recreation area will be located in the rear of the building, which will include two game courts for horse shoes or a similar type court game. The game courts will be set back a minimum of 5 feet from the south side property line, 16 feet from the east rear property line, and enclosed with a solid wood fence, 8 feet in height, to screen the activity from adjacent properties.
- G. All outdoor use and activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. on Friday and Saturday.
- H. The Planning Commission held a public hearing on the application and unanimously recommended approval of the request to the City Council, subject to the conditions recommended by staff and additional conditions specified by the Planning Commission.
- I. A majority of the parcels in the immediate vicinity of the subject property are zoned and used for commercial purposes, some of which include outdoor patio and activity areas, which have not had a negative impact on the neighborhood. As such, allowing a CUP for the proposed outdoor use and activity is appropriate.
- J. The proposed uses are consistent with the city's zoning and comprehensive land use plan.
- K. Based on paragraphs (A)-(J) above, the City Council finds it in the best interest of the city to approve the requested CUP.

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

1. The outdoor activity areas shall be limited to seating, smoking of tobacco, consumption of beverages, including liquor, and recreational court games in designated areas, as described above. All sales related to the tavern/restaurant use shall be contained inside the building.
2. The outdoor storage and activity areas shall conform to the areas delineated on the site plan hereby attached to this resolution and be contained within the appropriate fenced areas at all times.
3. The outdoor activity areas shall contain appropriate receptacles to dispose of tobacco products and waste.
4. All outdoor activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday and comply with all other noise requirements set forth by city code.
5. Lighting for the outdoor areas and rear entry shall be limited to down-lit fixtures and mounted to the building, unless otherwise approved by the city.
6. The total outdoor seating capacity shall be limited to 30 patrons.
7. A combination of vegetation and/or sod shall be installed in all green areas delineated on the site plan. Landscaping improvements equal to 1% of total project cost are required.

8. Outdoor activity, seating, consumption of liquor, and recreation will not be allowed until all building and site improvements have been completed at the property, including but not limited to installation of the off-street parking, handicap accessible ramp and walkway, fencing, patio paving, sod/landscaping, dumpster enclosure, and game courts.
9. Patron smoking shall be limited to the front of the building after 10:00 p.m. Sunday-Thursday and 12:00 a.m. Friday and Saturday.
10. Property owners shall make an extra effort to keep the surrounding residential area and off-street parking areas free of cigarette and other debris.
11. Options for shared off-street parking and/or parking restrictions for on-street parking may be required by the city to decrease the impact to post office patrons and residents.
12. The property is zoned B-2 Central Business and shall be used only for commercial uses, as specified within this zoning district. Any proposed change to a different conditional use within this zoning district shall require a separate conditional use permit.
13. The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP.

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

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

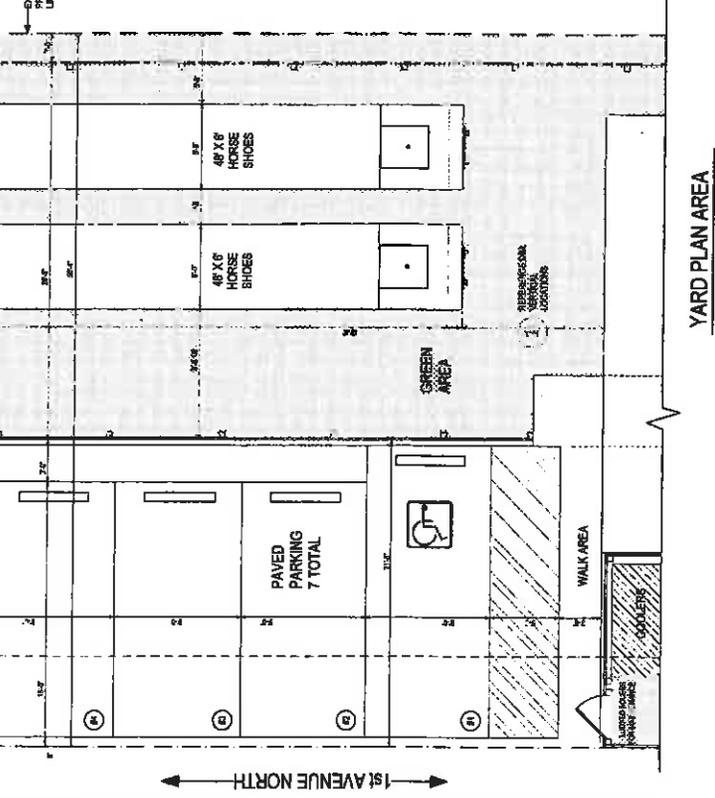
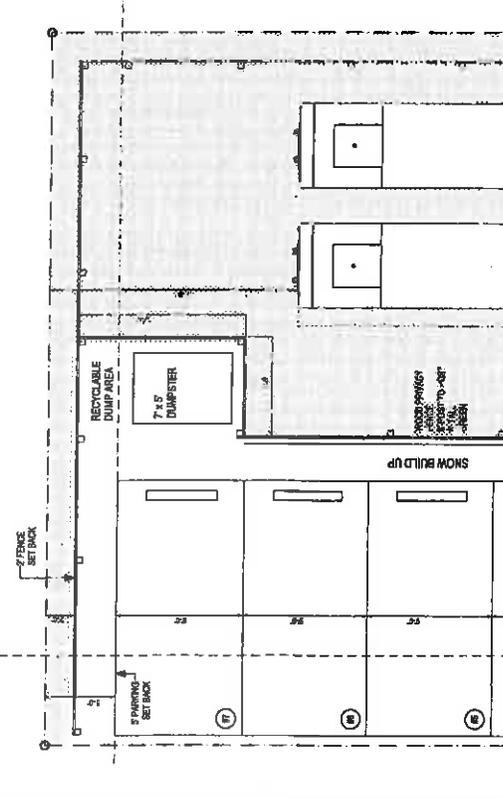
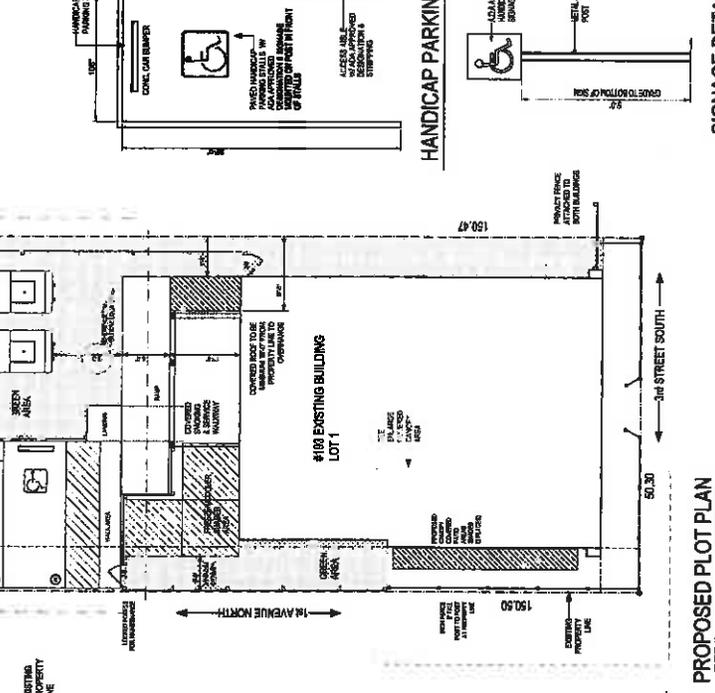
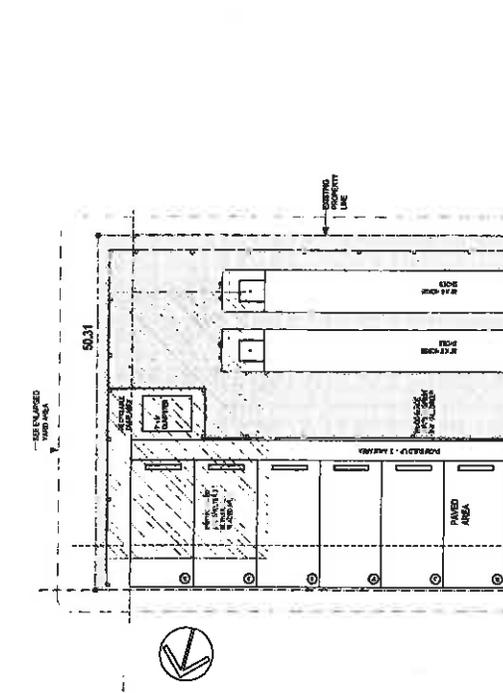
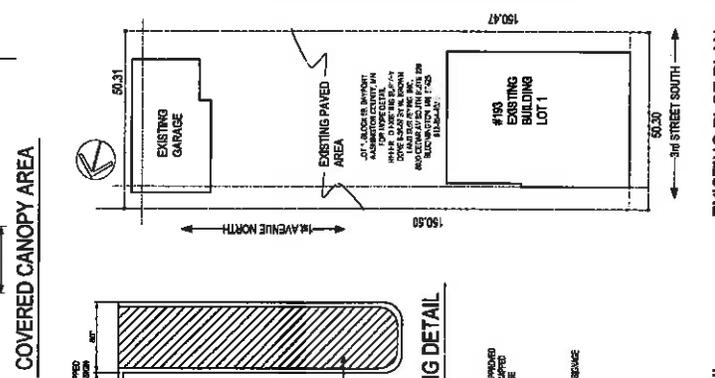
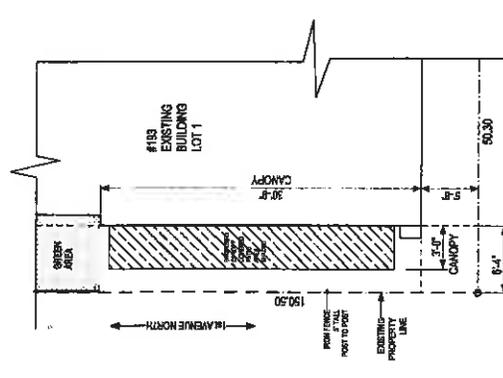
Susan St. Ores –	Mark Ostertag –	Michele Hanson –
Connie Carlson –	Dan Goldston –	

WHEREUPON, said Resolution was declared duly passed, adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 6th day of September, 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



EXISTING PLOT PLAN
 SCALE: 1/8" = 1'-0"

SIGNAGE DETAIL

PROPOSED PLOT PLAN
 SCALE: 1/8" = 1'-0"

YARD PLAN AREA



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

Date: August 29, 2011
To: Mayor and City Council Members
From: Mitchell Berg, City Administrator
Subject: Consider an amendment to the city's special assessment policy

BACKGROUND

The city's current special assessment policy permits the city to deviate from the "unit basis" method of assessment for "unique or unusual circumstances." However, in reviewing the past recent sidewalk assessment projects for 2006, 2007 and 2009, all have been assessed under the "adjusted front footage" method of assessment.

Utilizing the League of Minnesota Cities (LMC) sample assessment policy, I have drafted a revised special assessment policy for consideration. The purpose of the revisions is to allow the city more flexibility in assessing properties, while treating property owners equally. The revisions are outlined in the attached resolution, with additions indicated in **bold underline** and deletions indicated in ~~strikethrough~~.

In addition to adding a section to allow for the "adjusted front footage" method of assessment, I added another method of assessment, which was recommended by LMC, to allow for a "per lot" method of assessment. I have also amended the policy to eliminate text which currently exempts "unbuildable" lots from being assessed for water, sewer or stormwater improvements. Instead, all lots would be assessed, but a property owner may request that the city defer the assessments for an "unimproved" lot until such time the lot is improved or developed.

RECOMMENDATION

Staff recommends the City Council adopt a resolution amending the city's special assessment policy as recommended by staff.

RESOLUTION NO. 11-_____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 6, 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 6th day of September, 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 AMENDING THE CITY'S SPECIAL ASSESSMENT POLICY

WHEREAS, the City Council deems it advisable and in the best interest of the city to adopt policies related to special assessments;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Bayport City Council that the following assessment policies will be followed for all public improvements in the city:

1. ASSESSMENTS

The total of assessments cannot exceed the project costs and must be apportioned equally within properties having the same general land use, based on benefit. The total assessment against any particular parcel shall not exceed the benefit to that parcel. Project costs may include part or all of the costs of previously installed projects, which were not previously assessed.

2. ASSESSMENT PERIODS

Improvements installed as part of any new residential subdivision and petitioned for by the developer shall be assessed for a period of five (5) years. New commercial and industrial subdivisions petitioned for by the developer shall be assessed for a period of ten (10) years. Any assessments for improvements not included as part of a development shall be assessed for a period of ten (10) years. A senior citizen hardship deferral is permitted (see below). No deferral is permitted for vacant land.

3. INTEREST RATE

The rate of interest on assessments for which bonds were issued to finance the project shall be two (2) percent greater than the rate of interest on the bonds. In the event that no bonds were issued to finance the project, the rate of interest shall be two (2) percent greater than the average rate of interest on all bonds issued in the prior calendar year, or if no bonds were issued in the prior calendar year, two (2) percent greater than the current bond market rate for the City of Bayport.

4. METHOD OF ASSESSMENT

A. For street improvements, sidewalks, curb and gutter improvements, sanitary sewer mains, watermains, sanitary sewer and watermain trunks, storm sewers, and related improvement projects built on or above the surface of the land, ~~all assessable parcels shall be assessed on a unit basis.~~ the following methods of assessment, as described and defined below, are hereby established as methods of assessment in the city. In such situations, the City Council may, from time to time, establish by resolution, new assessment policies to cover situations that may not have been contemplated in this policy.

A. Unit Basis

Assessable parcels shall be assessed on a unit basis. One unit is defined as 7,000 square feet. For calculation of the number of units in a non-industrial improved parcel, divide the total square footage of the improved parcel by 7,000. This will establish the number of assessable units per parcel. For industrial parcels, the number of units shall be multiplied by a factor of 1.5 prior to the calculation of the assessable costs assessed against said industrial parcel. The term "industrial" shall include any use, all or a part of which consists of manufacturing. Industrial shall also include the State Prison.

~~B. For sanitary sewer mains, watermains, sanitary sewer and watermain trunks, storm sewer, and related improvement projects built under the surface of the land, parcels shall be assessed on a buildable parcel basis, as opposed to the per unit basis defined in 4.A.~~

B. Adjusted Front Footage

The cost per adjusted front foot method of assessment shall be based on the quotient of the assessable cost, divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the assessable frontage, all parcels, including government agencies, shall have their frontages included in such calculation. The actual physical dimensions of a parcel abutting an improvement shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an adjusted front footage will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels can differ considerably in shape and area. Appendix A describes the ten categorical types of lots which will apply when calculating an adjusted front footage of a lot. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

~~C. The special assessment method described in this policy statement cannot be considered as all-inclusive. Unique or unusual circumstances may at time justify~~

~~special considerations. In such situations, the City Council may, from time to time, establish by resolution, new assessment policies to cover situations that may not have been contemplated in this policy.~~

C. Per Lot

The per lot method of assessment shall be based on equal assessment of all lots or parcels within the benefited area. The assessment per lot shall be the quotient of the assessable cost, divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the lots or parcels, all parcels, including government agencies, shall be included in such calculations.

5. AMOUNTS ASSESSED

A. Street Improvements

- (1) For improvements to existing public streets, roadways or alleys, fifty (50) percent of the project costs shall be assessed against the owners of parcels adjacent to the improved street, roadway, or alley.
- (2) For new developments, one hundred (100) percent of the project costs shall be assessed to all parcels within the development.

B. Sanitary Sewer Mains, Watermains

- (1) For improvements to existing sanitary sewer and watermain laterals, fifty (50) percent of the project costs shall be assessed against the owners of parcels adjacent to the improved street, roadway, or alley.
- (2) For new developments, and areas not previously served, one hundred (100) percent of the project costs for sanitary sewer and water utilities shall be assessed to all parcels within the development. However, this policy may be modified when the assessable costs far exceed normal and accepted cost, based on prior city history, as well as the metropolitan-wide average.
- (3) Sewer and water services shall be assessed on a per service basis at one hundred (100) percent of the city's expenses for such services.

C. Sanitary Sewer and Watermain Trunks

The assessment for trunk uses is based on area. The full cost of the trunk system shall be assessed equally over the benefited area, at a determined rate per unit.

D. Storm Sewer

- (1) The assessment for storm sewer is based on area with fifty (50) percent of storm sewers assessed directly to the properties in the area. Any area which contributes water to the system, whether overground or by piping, is assessed the current rate per unit.
- (2) For new developments, one hundred (100) percent of the storm sewer costs shall be assessed to all parcels within the development.

E. Sidewalks

- (1) For improvements to existing sidewalks, fifty (50) percent of the project costs shall be assessed against the parcel through which the sidewalk runs.
- (2) For newly constructed sidewalks in existing residential developments, fifty (50) percent of the project costs shall be assessed against the parcels through which the sidewalk runs.
- (3) For new developments, one hundred (100) percent of the project costs shall be assessed against all parcels within the development.

F. Curb and Gutter Improvements

- (1) For improvements to curbs and gutters on existing roadways, fifty (50) percent of the project costs shall be assessed against the adjacent parcels.
- (2) For new developments, one hundred (100) percent of the project costs shall be assessed against the adjacent parcels within the development.

6. ASSESSMENTS FOR NEW DEVELOPMENTS

For purposes of this assessment policy, any improvements to “new developments” shall include any public improvements done at the request of an individual property owner solely to benefit said owner’s property. All new developments shall also require development agreements between the City of Bayport and the developer.

7. ASSESSABLE COSTS

The amounts included in the costs assessable under this policy shall include the following:

A. Contract Costs

To include amounts paid to contractors for constructing the improvements, and engineering, legal, right of way, and condemnation costs.

B. Construction Interest

The costs of financing during the period between the date when the first payment is made to the contractor exceeding any amount placed in escrow pursuant to the development agreement, and the date that the assessment rule is approved by the City Council. The interest rate paid shall be the same as the expected assessment rate.

C. Expenses

Costs incurred by the City in addition to the contract costs, including advertising, finance charges, administration, and the assessment process.

D. Project Cost (total cost of the improvement)

Total of contract costs, interest, and expenses for work previously done but not assessed.

8. CALCULATION OF PAYMENT

The assessment amount shall be amortized over the term of the assessment, at the applicable interest rate, with equal installment payments throughout the term.

9. SENIOR CITIZEN HARDSHIP DEFERMENT DEFERMENTS

Any property owner requesting a deferment must submit an approved city application for deferment. The City Council shall have the sole right to approve or disapprove an application for deferment based on the criteria set forth in this policy.

A. HARDSHIP DEFERMENT FOR SENIORS, DISABLED, OR MINNESOTA NATIONAL GUARD OR OTHER MILITARY RESERVE PERSONNEL

Any homestead property at least one of the owners and occupiers of which is sixty-five (65) years of age or older, **is retired by virtue of a permanent and total disability as recognized by Social Security, or a person who is a member of the Minnesota National Guard or other military reserve who is ordered into active military services,** and for whom the average annual payment for all assessments to the homestead would exceed ten (10) percent of the adjusted gross annual income of the household per year, shall qualify for deferment of special assessments.

Interest at the rate determined in the assessment policy shall be added to the assessment each year for which a deferment is sought. The total assessment, and all interest accruing thereon, shall be payable at the time that the property changes ownership. This deferment policy shall be changed from time to time to conform with any changes which take place in the Minnesota statute which allows said deferments. ~~Application for said deferment shall be made annually, by completing a form provided by the City of Bayport.~~

B. DEFERMENT FOR UNIMPROVED LOTS OR PARCELS

The City Council may grant deferments for unimproved lots or parcels. For the purpose of this section, the term “unimproved” shall mean a lot or parcel that does not contain a building or other structures, for which a building permit or other city approval process would not be required. An “improvement” shall mean any building or structure for which a building permit or other city approval process is required.

The City Council shall defer assessments for a period of 25 years, upon which time if no improvement occurs, the assessment shall be terminated. If improvements are made within 25 years, the assessment shall come due with interest. Interest at the rate determined in the assessment policy shall be added to the assessment each year for which a deferment is sought.

The deferment shall continue until such time that improvements are constructed on the property or until the expiration of 25 years, upon which if no improvement occurs, the assessment shall be terminated, whichever occurs first.

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:

Dan Goldston –
Connie Carlson -
Susan St. Ores -

Michele Hanson –
Mark Ostertag –

Thereupon said resolution was declared duly passed and adopted by the City Council, City of Bayport, Washington County, Minnesota on this 6th day of September, 2011.

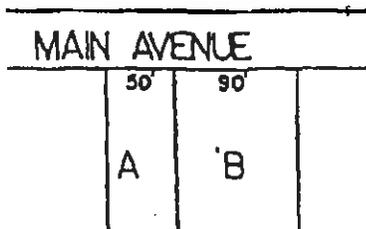
ATTEST:

Mitchell Berg
City Administrator

Susan St. Ores
Mayor

APPENDIX A

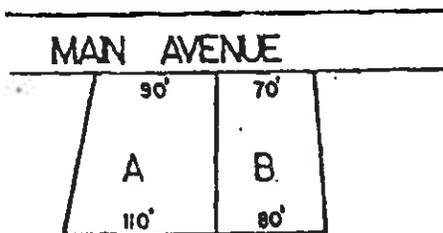
- Standard Lots. In this instance, the adjusted front footage for rectangular lots will be the actual front footage of the lot. The frontage measured shall be the lot width at the front lot line.



Adj. Front Footage
EXAMPLES

Lot A - 50'
Lot B - 90'

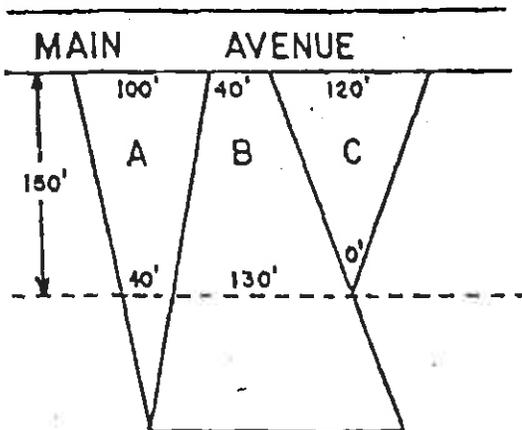
- Rectangular Variation Lots. For a lot which is approximately rectangular and uniform in shape, the adjusted front footage is computed by averaging the front and back sides of the lot. This method is used only where the divergence between front and rear lot lines is 20 feet or less.



Adj. Front Footage
EXAMPLES

Lot A - $\frac{90 + 110}{2} = 100'$
Lot B - $\frac{70 + 80}{2} = 75'$

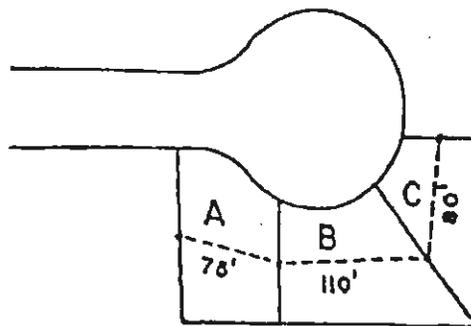
- Triangular Lots. For a triangular shaped lot, the adjusted front footage is computed by averaging the front and back lot lines. The measurement at the back lot line shall not exceed a maximum distance in depth of 150 feet.



Adj. Front Footage
EXAMPLES

Lot A - $\frac{100 + 40}{2} = 70'$
Lot B - $\frac{40 + 130}{2} = 85'$
Lot C - $\frac{120 + 0}{2} = 60'$

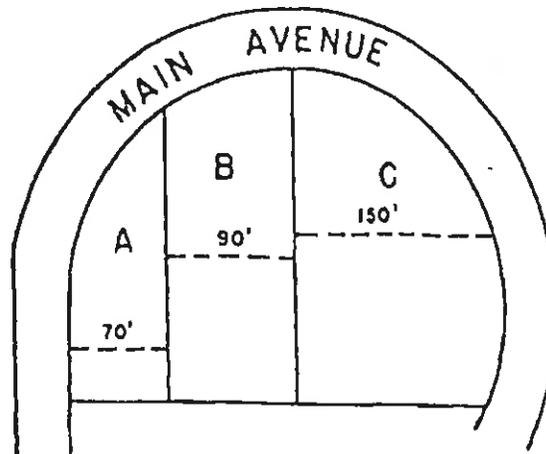
4. Cul-de-Sac Lots. The adjusted front footage for those lots that exist on cul-de-sacs will be calculated at the midsection of the lot at the most reasonably defined and determinable position. This line will be computed by connecting the midpoints of the two side lot lines. Or, if the lots are similar in nature and configuration, a common lot width, such as the standard set back of 30', may be assigned based upon an evaluation of typical lots within the subdivision.



Adj. Front Footage
EXAMPLES

Lot A - 75'
Lot B - 110'
Lot C - 80'

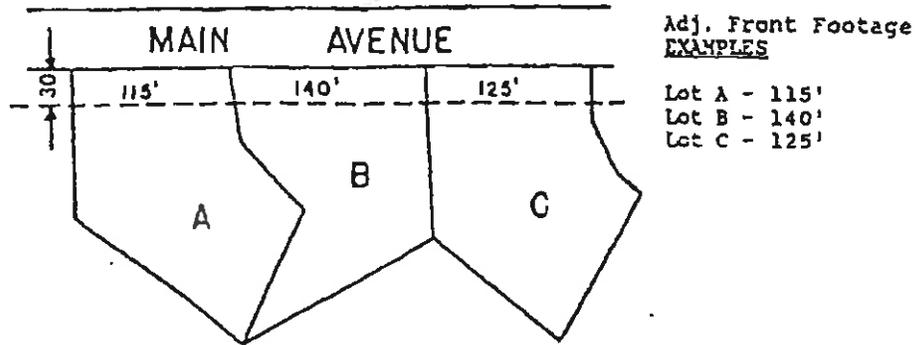
5. Curved Lots. In certain situations such as those where lots are located along meandering trail system streets, read patterns create curvilinear frontages. In such instances, the adjusted front footage will be the width of the lot measured at the midpoint of the shortest side lot line.



Adj. Front Footage
EXAMPLES

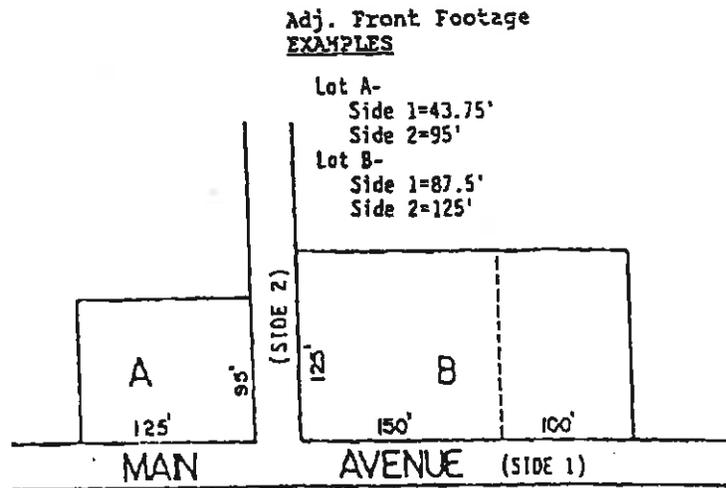
Lot A - 70'
Lot B - 90'
Lot C - 150'

6. Irregularly Shaped Lots. In many cases, unplatted parcels that are legally described by a metes and bounds description are irregular and odd shaped. The adjusted front footage will be calculated by measuring the lot width at the 30 foot building setback line.

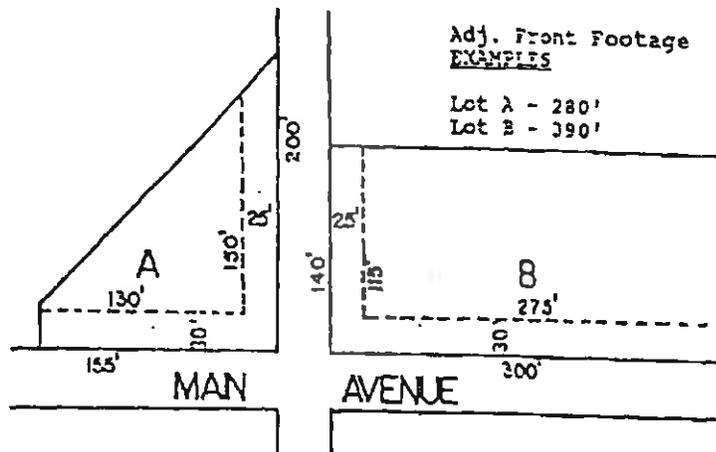


7. Corner Lots.

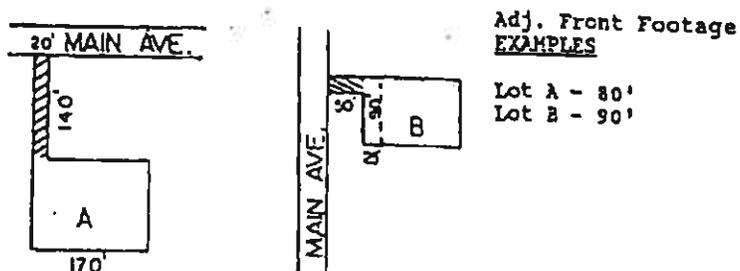
- a. On a corner lot, 100 percent (100%) of the adjusted front footage of the short side will be assessed and 35 percent (35%) of the adjusted front footage of the long side will be assessed for improvements benefitting the respective sides. The length of the property sides and not the orientation of the principal building shall determine adjusted front footage in this case. A series of lots (two or more) under common ownership shall be considered as one parcel or lot for determining which is the short or long side of a property. However, this shall only apply to series of lots on which only one principal building is situated.



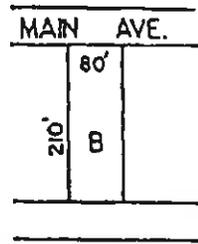
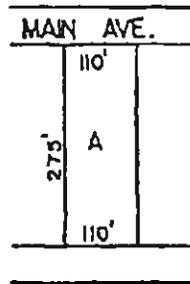
- b. General Commercial Zoned Corner Lots. No allowance relief will be granted because of the higher inherent property value associated with improved traffic frontage and greater visibility along business district and industrial park intersections. The adjusted front footage shall be the entire frontage measured along the setback line comprising the building envelope.



8. Flag Lots. Properties which utilize a narrow private easement or maintain ownership of access to their property exceeding a minimum length of 125 feet, thereby having a small frontage on a street, will be assigned an adjusted front footage of 80 feet. This dimension is consistent with the subdivision ordinance which prescribes such length as the minimum lot frontage along a public roadway. The adjusted front footage for flag lots whose driveway access is under 125 feet will be measured at the building setback line from the access terminus.



9. Double Frontage Lots. If a parcel, other than a corner lot, comprises frontage on two streets and is eligible for subdivision, then an adjusted front footage assessment will be charged along each street. For double frontage lots lacking the necessary depth for subdivision, only a single adjusted front footage will be computed.



Adj. Front Footage
EXAMPLES

Lot A - 220'
Lot B - 80'



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

Date: August 29, 2011
To: Mayor and City Council Members
From: Mitchell Berg, City Administrator
Subject: Consider adopting a flood emergency sandbag policy

BACKGROUND

After the spring of 2011 flood, staff felt a sandbag policy was necessary to provide residents, City Council, and staff some direction on the availability, distribution, and removal of sandbags.

The policy establishes criteria for flood abatement and sandbagging efforts, quantities and availability of sandbags, and sandbag disposal procedures for public and private property. With staffing cuts to the Public Works Department and rising costs associated with flood preparation and cleanup, staff felt it was necessary to develop some criteria and procedures for flood assistance efforts, so the city and residents can plan accordingly. Assuming the policy is adopted, a letter will be sent to affected property owners.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving a city flood emergency sandbag policy.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY FLOOD EMERGENCY SANDBAG POLICY

- SECTION I. PURPOSE AND INTENT**

- SECTION II. FLOOD ABATEMENT AND SANDBAGS FOR PUBLIC
PROPERTY**

- SECTION III. FLOOD ABATEMENT AND SANDBAGS FOR PRIVATE
PROPERTY**

- SECTION IV. DISPOSAL OF SANDBAGS**

- SECTION V. DEVIATION, REVIEW, AND MODIFICATION OF POLICY**

- SECTION VI. ADOPTION**

SECTION I. PURPOSE AND INTENT

The primary purpose of this policy is to ensure that sandbags are available to adequately respond to flooding emergencies or disasters, to protect public property, and to facilitate essential municipal functions. The secondary purpose is to assist residents by making sandbags available to protect private property, when materials and city budget allow. This policy shall be in effect upon the anticipated crest of the St. Croix River of 685 feet or higher.

SECTION II. FLOOD ABATEMENT AND SANDBAGS FOR PUBLIC PROPERTY

- The city shall maintain a supply of approximately 5,000 to 30,000 sandbags, to ensure adequate quantities for city use.
- Flood abatement and sandbagging shall be implemented throughout the city, as necessary, to protect public property, facilitate essential municipal functions, and facilitate access for emergency responders.

SECTION III. FLOOD ABATEMENT AND SANDBAGS FOR PRIVATE PROPERTY

- Additional sandbags and/or associated materials may be made available to property owners for use within the city on a first come, first served basis, after a local state of emergency has been declared.
- The quantity of sandbags shall be limited to no more than 1,000 sandbags per property.
- The city may establish a self-serve sandbag filling station for residents who require additional bags.
- The city may charge a fee, including the cost of the materials and labor, for sandbags and/or associated materials.
- Property owners shall be responsible for picking up sandbags and/or associated materials from the city. Under unique circumstances, city crews may be able to assist in the delivery of sandbags, subject to availability, workload, and scheduling.
- Sandbags are non-returnable and non-refundable.

SECTION IV. DISPOSAL OF SANDBAGS

- The city shall dispose of used sandbags in accordance with all applicable local, state, and federal laws.

- Property owners are responsible for the disposal of their own used sandbags in accordance with all local, state, and federal laws.
- The city may accept unused, surplus sandbags from private property owners, provided they have been properly stacked and palletized, are not damaged and have not been affected by flood waters.
- The city may offer unused, surplus sandbags to property owners any time the St. Croix River elevation is below 683 feet, provided they have not been affected by flood waters.

SECTION V. DEVIATION, REVIEW, AND MODIFICATION OF POLICY

The city may deviate from this policy when it is in the best interest of the city or as necessary, due to weather conditions, budget reasons, or other circumstances. Deviations shall be documented as to why the deviation was necessary, and for how long it will be in effect. City employees and/or contractors affected by a deviation will be notified. This policy will be reviewed periodically and may be modified, if it is in the best interest of the city. Comments and complaints will be taken into consideration during the review and modification process.

SECTION VI. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED: September 6, 2011



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

DATE: August 29, 2011

TO: Mayor and City Council
Mitch Berg, City Administrator

FROM: Chief Laura Eastman

RE: Consider and amendment to Chapter 6 Alcoholic Beverages of the Bayport City Code of Ordinances related to social hosting

BACKGROUND

The Washington County Public Health Department has encouraged us to adopt a social hosting ordinance related to alcoholic beverages. As such, I am proposing an amendment to Chapter 6 – Alcoholic Beverages of the city's code of ordinances.

This ordinance has recently been adopted by many surrounding cities and has been helpful in achieving a goal of deterring under age drinking. In addition, the amendment will provide law enforcement the ability to hold a person responsible for hosting an event or gathering where underage possession or consumption of alcohol occurs. As you know, providing alcohol to a minor is illegal, but it is often hard to prove when the event occurs at a private residence or when the owner is not home.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending Chapter 6 Alcoholic Beverages of the Bayport City Code of Ordinances to include regulations related to social hosting.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 6, ALCOHOLIC BEVERAGES, ARTICLE I OF
THE BAYPORT CITY CODE**

Section 1. The Bayport City Code is hereby amended to add the following:

Sec. 6-10. Social hosting of alcoholic beverages.

(a) Purpose. The city intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under twenty-one (21) years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol.

(b) Findings. The city finds that:

1. Alcohol is an addictive drug which, if used irresponsibly, could have adverse effects on those who use it as well as those who are affected by the actions of an irresponsible user.
2. Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol-related traffic accidents.
3. Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one (21) may be harmful to those persons and constitute a potential threat to public health.
4. Events and gatherings involving underage possession and consumption of alcohol frequently occur outside the presence of parents or legal guardians. There are times, however, when a parent, guardian or other responsible person is present thereby condoning the activity and, at times, provides the alcohol to persons under the age of twenty-one (21).
5. Even though giving or furnishing alcohol to a person under the age of twenty-one (21) is a crime, it is difficult to prove, and an ordinance is necessary as another tool to help further combat underage possession and consumption of alcohol.
6. Holding a person criminally responsible for hosting an event or gather where underage possession or consumption of alcohol occurs will serve as a deterrent.

(c) Definitions. For the purpose of this section, the following terms are defined as:

Alcohol means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

Alcoholic beverage means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half (1/2) of one percent or more of alcohol by volume and which is fit for beverage purposes either along or when diluted, mixed, or combined with other substances.

Event or gathering means a group of three (3) or more persons who have assembled or

gathered together for a social occasion or other activity.

Host means to aid, conduct, allow, entertain organize, supervise, control, or permit an event or gathering regardless of whether or not the host is present.

Parent means a person having the following relationship with a person under the age of twenty-one (21):

1. A natural parent, adoptive parent, or step-parent
2. A legal guardian; or
3. A person to whom legal custody has been given by order of a court.

Person means an individual, partnership, co-partnership, corporation, or an association of one or more individuals. Person does not include a city, county or state agency.

Reasonable steps means steps taken by a person hosting an event or gathering in order to prevent underage possession or consumption of alcohol or alcoholic beverages. Reasonable steps may include, but are not limited to:

1. Controlling access to alcohol or alcoholic beverages in such a manner that no underage person has access to the alcohol or alcoholic beverages at the gathering or event;
2. Directly supervising the activities of underage persons at the gathering or event either in person or through a responsible adult;
3. Checking the identification of the attendees of the event or gathering in order to determine age; and
4. Other actions taken by a person hosting an event or gathering in order to prevent underage possession or consumption of alcohol or alcoholic beverages.

Residence or premises means any location, including a home, yard, farm, field, land, apartment, condominium, hotel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

Underage person means an individual under twenty-one (21) years of age.

(d) Prohibited acts.

1. It is unlawful for a person to:
 - a. Host or allow a gathering or an event;
 - b. At any residence or premises;
 - c. Where alcohol or alcoholic beverages are present;
 - d. When the person knows or should reasonably know that an underage person will or does:
 1. Consume any alcohol or alcoholic beverage; or
 2. Possess any alcohol or alcoholic beverage with the intent to consume it; and
 3. The person fails or has failed to take reasonable steps to prevent possession or consumption by the underage person (s).
2. A person is criminally responsible for violating subsection 6-10(d)(1) of this

subsection if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

3. A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

(e) Exceptions. This section shall not apply to:

1. Conduct solely between an underage person who consumes alcohol in the presence of and with the permission of his or her parent in the parent's house.
2. Legally protected religious observances.
3. Retail intoxicating liquor or 3.2 percent malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated under Minnesota Statutes Section 340A.503, subdivision 1(a)(1).
4. Situations where underage persons are lawfully in possession of alcohol or alcoholic beverages during the course and scope of employment.

(f) Severability. If any section, subsection, sentence, clause, phrase, word or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

(g) Penalty. Any person who violates this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punishable by a fine, imprisonment or both.

(h) Effective date. This ordinance shall become effective upon its passage and publication according to law.

Passed and adopted by the City Council of the City of Bayport, Washington County, Minnesota this 6th day of September, 2011.

ATTEST:

Susan St. Ores, Mayor

Mitch Berg, City Administrator

Ordinance Summary No. _____

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 6, ALCOHOLIC BEVERAGES,
ARTICLE I OF THE BAYPORT CITY CODE**

On September 6, 2011, the City of Bayport adopted an ordinance amending Chapter 6 of its Code of Ordinances to hold persons criminally responsible for hosting events or gatherings where persons under the age of twenty-one (21) years of age possess or consume alcoholic beverages regardless of whether the host has supplied the alcoholic beverages. A printed copy of the ordinance is available for inspection during regular City Hall office hours or electronic mail.



CITY OF BAYPORT

2012 PRELIMINARY BUDGET PRESENTATION

CITY COUNCIL

City Official

Term Expiration

Susan St. Ores, Mayor

December 31, 2012

Connie Carlson, Councilmember

December 31, 2012

Dan Goldston, Councilmember

December 31, 2012

Michele Hanson, Councilmember

December 31, 2014

Mark Ostertag, Councilmember

December 31, 2014

CITY DEPARTMENT HEADS

City Employee

Date Appointed

Mitchell Berg, City Administrator

October 28, 2009

Sara Taylor, Asst. Administrator / Planner

October 27, 2003

Laura Eastman, Police Chief

July 2, 2007

Milan Horak, Public Works Supervisor

September 13, 1999

John Buckley, Building Official

January 1, 2006

Wanda Madsen, Finance Officer

November 13, 2007

Kathleen MacDonald, Library Director

July 1, 1999

Mike Bell, Fire Chief

August 6, 2007

CITY BUDGET FUNDS

General Government

Elections

Mayor and City Council

Recycling

Administration

Building Inspections and Zoning

Municipal Buildings

Police Department

Fire Department

Streets and Street Lighting

Parks

Cemetery

Library

CITY SPECIAL REVENUE FUNDS

Street Reconstruction

Fire Equipment Replacement

Drug Forfeiture

Public Works Equipment Replacement

Recreation Capital Equipment Maintenance

Tax Stabilization

Water and Sewer Improvement

Park Improvement

K-9 Police Unit

Cemetery Capital Improvement

Police Equipment Replacement

Municipal Buildings Maintenance

Office Automation

Restricted Investment

CITY WATER AND SEWER ENTERPRISE FUND

2012 Projections	Water	Sewer
Revenues	\$ 296,250	\$ 607,250
Expenses	\$ <u>474,988</u>	\$ <u>719,239</u>
Profit / (Loss)	\$(178,738)	\$(111,989)

2011 Projections	Water	Sewer
Revenues	\$ 290,000	\$ 596,750
Expenses	\$ <u>451,947</u>	\$ <u>702,147</u>
Profit / (Loss)	\$(161,947)	\$(105,397)

OVERVIEW OF CITY BUDGET PROCESS

- Mid-year, department heads review current year-to-date revenues and expenditures**
- Department heads prepare budget forecasts and requests for the upcoming year**
- City Administrator reviews budget forecasts and requests with staff**
- City Administrator prepares preliminary budget and reviews with the City Council (August 8 and 15)**
- City Administrator presents a final preliminary budget to the City Council for adoption (September 6)**

BUDGET GOALS FOR 2012

- **Present a balanced budget to the City Council**
- **Prepare a budget which anticipates a loss of state aid equal to what was cut in 2011**
- **Keep the overall levy increase at or below 1.95%, which is less than the current rate of inflation**
- **Maintain current city staffing and service levels, particularly in the Police and Fire Departments**

PROPOSED LEVY FOR 2012

2012 Levy **\$ 1,135,559.30**

General Fund \$ 979,594.30

Library \$ 155,965.00

2011 Levy **\$ 1,113,798.00**

General Fund \$ 960,000.00

Library \$ 153,798.00

Increase/Decrease **1.95%**

General Fund 2.04%

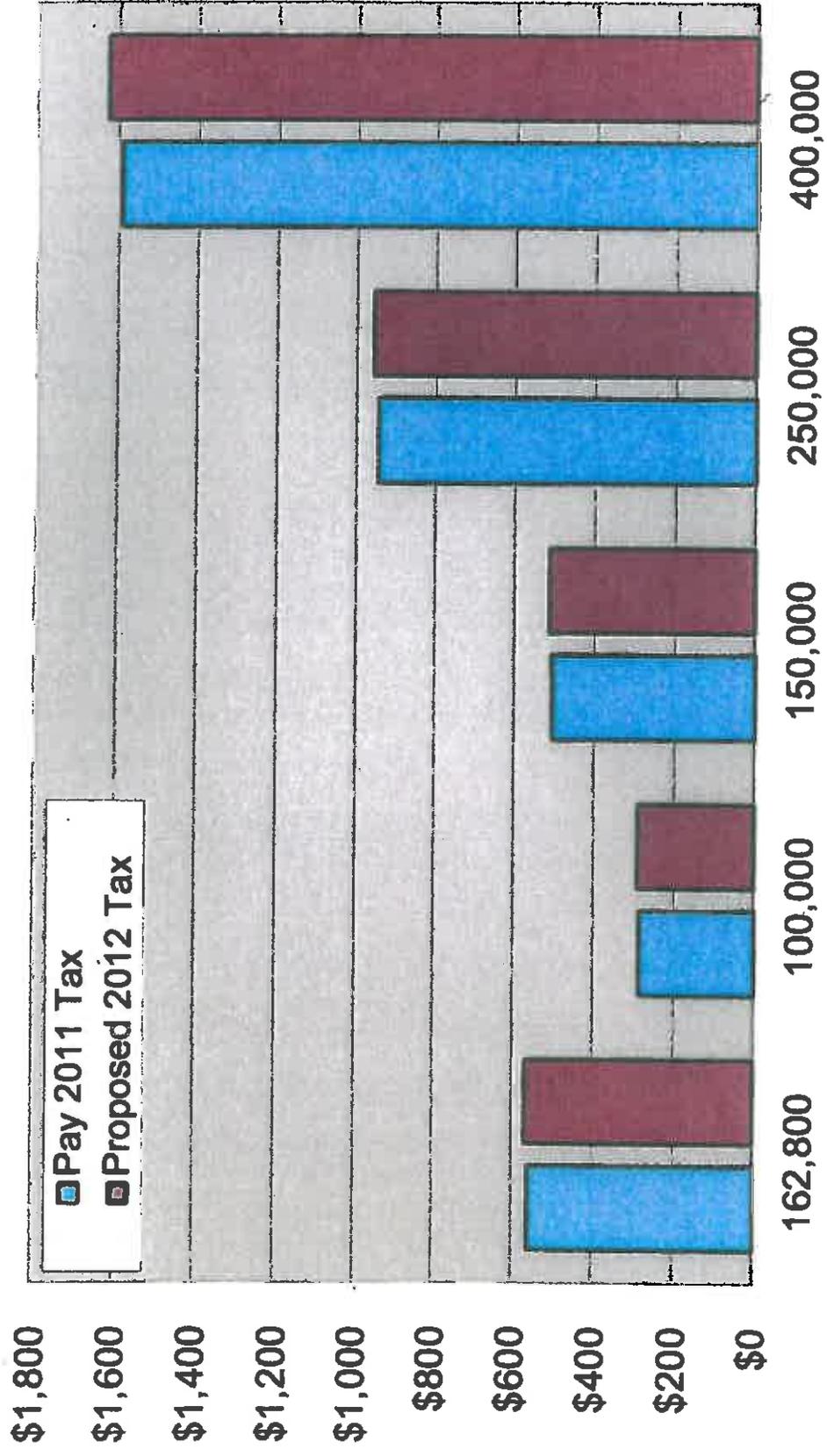
Library 1.41%

Impact on city taxes **\$ 21,761.30**

REASONS FOR PROPOSED LEVY INCREASE

- **Loss of local government aid and other state aids**
- **Loss in tax capacity and market value**
- **Loss of city revenue (non-property tax)**
- **Increasing unfunded state and federal mandates**
- **Need to compensate losses with a stable revenue source**

Comparison of Tax...ig District Portion of Tax Pay 2011 vs. Proposed 2012



Value of Residential Homestead (-11% change 2011 to 2012)

BUDGET OUTCOMES FOR 2012

- Keeps dollar impact of levy increase under the rate of inflation**
- Results in a minimal tax increase to the average residential property**
- Maintains current staffing and service levels, particularly in the Police and Fire Departments**
- Allows funding for future capital expenditures and improvements**
- Decreases city's dependency on state aid**
- Stabilizes city's revenue sources for the future**

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD SEPTEMBER 6, 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 6th day of September, 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, ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR
THE CITY'S GENERAL FUND AND LIBRARY FUND AT
\$1,135,559.30**

WHEREAS, The State of Minnesota requires the City to adopt a proposed preliminary levy certification for its General and Library Fund; and

WHEREAS, The City Council is required to adopt its 2012 preliminary levy certification on or before September 15, 2011; and

WHEREAS, The City Council of the City of Bayport wishes to comply with the State law effective in this area.

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

- | | |
|----------------------------------------------------------------------|-----------------|
| 1. Establish the 2012 General Fund preliminary levy certification at | \$ 979,594.30 |
| 2. Establish the 2012 Library Fund preliminary levy certification at | \$ 155,965.00 |
| 3. Establish the 2012 total preliminary levy certification at | \$ 1,135,559.30 |

4. Authorize and direct the City Administrator to certify the proposed General Fund and Library Fund preliminary levies for the year 2012 to the Washington County Auditor/Treasurer's Office on or before September 15, 2011.

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

Susan St. Ores -
Connie Carlson -
Dan Goldston -

Michele Hanson -
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 6th day of September, 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 SEPTEMBER 6, 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 6th day of September, 2011 at 6:00 PM.

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 PRELIMINARY CITY BUDGET FOR 2012**

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

WHEREAS, The City Council of the City of Bayport wishes to establish its preliminary 2012 budget which must be certified to the Washington County Auditor/Treasurer by September 15, 2011.

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

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the preliminary city budget for 2012, as presented.

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 6th day of September, 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 SEPTEMBER 6, 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 6th day of September, 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 PRELIMINARY CAPITAL IMPROVEMENT PLAN
FOR 2012 THROUGH 2016**

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 Capital Improvement Plan for 2012 through 2016.

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

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

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 6th day of September, 2011.

ATTEST:

Mitchell 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: August 28, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
RE: City Administrator's Report

CITY OF BAYPORT SIGN INVENTORY

The City of Stillwater has completed a full sign inventory for the city. Of the city's 723 signs, 254 will need to be replaced by January 22, 2018, to comply with federal reflectivity standards. The cost to replace these signs, excluding labor, is estimated at \$14,179.00.

1ST AND 2ND AVENUE NORTH STORMWATER IMPROVEMENT PROJECT

The contractors have begun work and the entire project is scheduled to wrap up in approximately 2-3 weeks.

FEMA REIMBURSEMENT

I just completed the last of three Project Workshops (PW) to FEMA as a result of the 2011 spring floods. In total, the city is asking FEMA to accept approximately \$27,000.00 in reimbursable expenses. If both FEMA and the state were to award the city the full amount, the city would be responsible for the remaining 10% or close to \$2,700.00.00 However, I am working with the state and FEMA to waive the match, since the city provided additional "in-kind" services toward the flood effort.

DEER COMPLAINTS

The city continues to receive complaints from property owners on the number of deer within the city. The next city newsletter will include an article discouraging residents from feeding the deer. Washington County Parks has also agreed to assist the city in conducting an aerial count of the deer sometime in February/March, when there is less tree cover.

UPCOMING CITY NEWSLETTER

Staff is nearing completion of the third quarter city newsletter with the hope that it will be mailed out on or before the middle of September.