

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
October 3, 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. September recycling award recipient is Kenneth Ellis who will receive \$30.00 for his 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. Peter Opats
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 8

- | | |
|---|------|
| 1. September 6, 2011 City Council regular meeting minutes | 1 |
| 2. September payables and receipts (check numbers to be given at meeting) | 2 |
| 3. September building, plumbing and mechanical permit report | 3 |
| 4. Consider a special event application for a cyclocross bike event Barker's Alps Park on Saturday, November 12 and Sunday, November 13, 2011 | 4 |
| 5. Final payments for 1 st Avenue and 2 nd Avenue North Stormwater Improvement Project | 5 |
| 6. Accept \$200.00 donation for Fire Department from Harold Radke | none |
| 7. Accept donation of toys for Police Department use from Chris and Heather Peterson | none |
| 8. Accept \$50.00 donation for Fire Department from Jean Dahlin in memory of Richard Dahlin | none |

PUBLIC HEARINGS

1. Assessment hearing on the 2011 Sidewalk Improvement Project located on 6th Street North 6

RIVERFRONT ADVISORY COMMISSION REPORT - None

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- 1. Consider an amendment to the city's special assessment policy 7

NEW BUSINESS

- 1. Consider adopting a city electronic fund transfer policy 8
- 2. Consider an amendment to the city's fleet vehicle safety policy 9

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- 1. City Administrator update 10

ADJOURNMENT

RESOLUTION NO. 11-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
OCTOBER 3, 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 3rd day of October 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 1-8 FROM THE
OCTOBER 3, 2011 CITY COUNCIL AGENDA**

1. September 6, 2011 City Council regular meeting minutes
2. September payables and receipts (check numbers to be given at meeting)
3. September building, plumbing and mechanical permit report
4. Consider a special event application for a cyclocross bike event Barker's Alps Park on Saturday, November 12 and Sunday, November 13, 2011
5. Final payments for 1st Avenue and 2nd Avenue North Stormwater Improvement Project
6. Accept \$200.00 donation for Fire Department from Harold Radke
7. Accept donation of toys for Police Department use from Chris and Heather Peterson
8. Accept \$50.00 donation for Fire Department from Jean Dahlin in memory of Richard Dahlin

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 3rd day of October 2011.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor

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

CALL TO ORDER

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

ROLL CALL

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

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, Attorney Nick Vivian, City of Stillwater Engineer Torry Kraftson

APPROVAL OF AGENDA

Councilmember Hanson noted that the agenda item for City Council items and announcements was not listed and requested its addition, prior to City Administrator items and announcements.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the September 6, 2011 agenda, with the addition noted above. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The 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.

OPEN FORUM – None

CONSENT AGENDA

Mayor St. Ores read items 1-15 on the consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 11-27

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
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 adopting the foregoing resolution was duly seconded by Councilmember Carlson and upon roll call being taken, the following voted via voice:

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

PUBLIC HEARINGS

Public improvement hearing on the 2011 Sidewalk Improvement Project located on 6th Street North:

Administrator Berg outlined the public hearing procedure and invited City of Stillwater Engineer Kraftson to review the improvements, costs and preliminary assessment roll. Engineer Kraftson noted that past sidewalk projects have utilized an assessment method based on the linear feet of sidewalk being replaced adjacent to a property, versus a per unit method. He stated city staff is recommending revisions to the city's assessment policy for this project's assessments, due to the unique circumstances with some of the parcels involved. He reviewed the unique circumstances for assessing a triangular parcel at 868 6th Street North and recommended that an adjusted footage for the parcel be based on the lot width at the midpoint of the lot. He also reviewed a deferred assessment option for vacant lots owned by Robert and Doris Hayner that appear unlikely to be improved due to steep slopes. The preliminary assessment roll was reviewed, with assessments ranging from \$982.38 to \$2,108.02, with a total assessment of \$17,375.85. The preliminary assessments are 42% of the total estimated project cost. He explained the city would be responsible for 100% of two dedicated right-of-way areas, and the city would pay for the adjusted footage assessment for the triangular lot, bringing the city's share to 58% of the costs. Engineer Kraftson reviewed Roettger Welding's quote of \$6,250.00, which was nearly half the previous bid, to replace 131 feet of new two-pipe railing in front of 741 and 775 6th Street North, and will meet current railing standards. The revised proposed construction cost is \$32,006.25, with the total project at \$41,546.50 (including engineering and administrative costs).

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to accept Roettger Welding's quote of \$6,250.00 to replace the sidewalk in front of 741 and 775 6th Street North. Motion carried 5-0.

Mayor St. Ores opened the public hearing and the following were heard:

Scott Shurson, 785 6th Street North, expressed concerns with the hours of construction and parking issues and questioned how the railing costs would be assessed. He also requested information on the process for paying his assessment.

It was noted the City of Bayport's noise ordinance allows weekday construction between 7:00 a.m.-8:00 p.m., and Administrator Berg indicated the contractors would be asked to be mindful of Mr. Shurson's noise concerns. Engineer Kraftson noted the three contractors would be onsite approximately five working days, at different times throughout the three week construction period. Property owners would

need to make alternative parking plans if their driveways cross the sidewalk, as the concrete needs to cure for five days. Engineer Kraftson stated that all project costs, including the railing, would be split and assessed against all 13 parcels. Administrator Berg reviewed the city's assessment policy, noting the assessment can be prepaid fully by November 15, 2011 (to avoid interest), or the full and/or partial assessment can be paid over a 10 year period at a 4.25% interest rate.

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

Engineer Kraftson estimated the sidewalk is approximately 40 years old and the majority is in need of repair. Administrator Berg noted the final assessment roll would be prepared for the October 3, 2011 City Council meeting, at which time payment options would be detailed. Engineer Kraftson clarified the city would carry the cost of sidewalk improvements for any deferred assessment, as proposed in a revised city assessment policy to be considered later in the meeting. Attorney Vivian reviewed the parameters for a special assessment as it related to the vacant lots, noting the city must show a benefit to the assessed property equal to the improvement cost. Discussion followed on the proposed deferment option, and Administrator Berg stated the City Council would have the ultimate say if there were to be any deferment requests granted. Councilmember Ostertag questioned whether the city had considered an assessment method that would split the costs equally among the property owners, especially the cost for the railing. Engineer Kraftson noted the railing would not necessarily directly benefit the adjacent property owners and was being rehabbed for public safety purposes. Staff noted that if the city used the current per unit assessment method, versus the proposed assessment methods, it would be challenged to show a fair and equitable assessment approach, in accordance with the Chapter 429 process.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-28

**RESOLUTION ORDERING IMPROVEMENTS, DECLARING COSTS TO BE ASSESSED,
AND ORDERING PREPARATION OF THE FINAL ASSESSMENT ROLL FOR THE
6th STREET NORTH SIDEWALK 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	

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 11-29

**RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR THE
6th STREET NORTH SIDEWALK IMPROVEMENT PROJECT**

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

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

RIVERFRONT ADVISORY COMMISSION REPORT

Administrator Berg provided an update of action since the last meeting and summarized the five high priority 2-5 year goals and staff recommendations. Councilmembers discussed postponing action on

adding trails until next year when staff should have a better idea of the timeline and impact of the proposed St. Croix River bridge. The general consensus was to defer further discussion on ordering a master trail plan for 4-6 months, at which time the city should have a better understanding of how a new bridge would affect trail connections to surrounding communities. City of Stillwater Engineer Kraftson recommended investigating a joint study with Washington County. Councilmember Hanson recommended adding the beach house venue to online search engines, to increase reservation opportunities.

COUNCIL LIAISON REPORTS

Councilmember Hanson reviewed the August 22, 2011 Planning Commission meeting. Jason Obler was sworn in as a new commissioner, and Pam Hoyer was elected as the new chairperson and David Levy was elected as vice chairperson. The Planning Commission recommended approval of the conditional use permit application for the tavern/restaurant at 193 3rd Street North.

Councilmember Goldston reviewed the August 31, 2011 meeting of the Lower St. Croix Partnership. He noted the next meeting is scheduled for November 30, 2011, 7:00 p.m., at the St. Croix County Government Center.

Mayor St. Ores reviewed the August 11, 2011 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). The 2012 budget was approved and the MSCWMO received a high performance rating from the Board of Water and Soil Resources. The next meeting is scheduled for Thursday, October 13, 2011, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson reviewed the August 25, 2011 Library Board meeting, noting the summer programs were well attended, including the new Thursday afternoon movies. The next meeting is scheduled for Thursday, September 22, 2011, 6:00 p.m., at the library.

Councilmember Ostertag had no report on the Cable Commission.

UNFINISHED BUSINESS

Consider declaring costs to be assessed and ordering preparation of the assessment roll for the 1st and 2nd Avenue North Stormwater Improvement Project: Administrator Berg explained a public assessment hearing is not required for the project because 100% of the property owners for both projects have signed petitions waiving their rights to this part of the Chapter 429 process. He stated the original construction costs were estimated at \$38,251.00; however the final cost of the improvements is \$41,517.00. The city's portion is \$25,565.00, with \$15,952.00 assessed to the benefitting property owners. Engineer Kraftson estimated the final cost to be \$3,000.00 more than the preliminary estimate, and staff is working to keep the project costs as close to budget as possible. He noted the assessments to property owners would not increase. The work is expected to be completed within two weeks.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-33

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

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Mark Ostertag – aye

Michele Hanson – aye

NEW BUSINESS

Consider a conditional use permit (CUP) to allow outdoor uses in conjunction with the proposed tavern/restaurant at 193 3rd Street North: Assistant Administrator/Planner Taylor reviewed an application from Jeff and Michelle Hause for a conditional use permit for a proposed tavern/restaurant in the B-2 Central Business zoning district, to allow storage and activity outdoors at the site. The proposed outdoor uses include a walk-in cooler; areas on the front, side, and rear of the building for patron seating, smoking and liquor consumption; and a recreation area in the rear of the building with two game courts. The Planning Commission held the required public hearing on August 22, 2011, and recommended approval of the application, subject to staff conditions and three Planning Commission conditions that have been included in the approval resolution. Staff believes the proposed outdoor uses are similar to those found in the surrounding neighborhood and that the proposed site improvements will minimize impacts to the adjacent properties. Staff recommended approval of the CUP with limited hours of operation until 10:00 p.m. Sunday-Thursday and 12:00 a.m. on Friday and Saturday. Planner Taylor stated resident concerns voiced at the public hearing have been addressed in the final conditions of approval. Applicant Jeff Hause stated he has moved his main construction business office to the second floor of the building and hopes to open the tavern/restaurant in mid November.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 11-30

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

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 | |

Consider an amendment to the city’s special assessment policy: Administrator Berg reviewed proposed amendments to the city’s special assessment policy. He noted the current policy permits one assessment method, the per unit method, with deviation allowed for unique or unusual circumstances. Staff discovered recent sidewalk projects have been assessed on a linear foot basis; however documentation was lacking that allowed this deviation. The proposed policy reflects current methodology and recommendations by the League of Minnesota Cities, in an effort to treat property owners equally. The three assessment methods included are the unit basis (7,000 square feet equaling one unit), adjusted front footage basis, and per lot basis. The proposed policy also includes assessments for unimproved lots or parcels and a deferment option for such lots. It also includes a new hardship deferment for disabled property owners (as recognized by Social Security) and Minnesota National Guard or other military reserve personnel. He reviewed Appendix A that addresses adjusted front footage assessment options. Attorney Vivian noted the burden is on the property owner to apply for the assessment deferral. Discussion followed on the definition of an unimproved lot and it was recommended the language be clarified to make the intent clearer, prior to approval. Attorney Vivian recommended adding a section to address abatement of assessments, based on the particular circumstances of ownership, and councilmembers recommended adding a depreciation clause. Further discussion and approval was tabled to the next meeting. Administrator Berg noted the policy needs to be adopted prior to finalizing the assessment roll for the 6th Street North Improvement Project.

Consider adopting a flood emergency sandbag policy: Administrator Berg summarized a proposed city flood emergency sandbag policy, finalized after reviewing the impact of this spring’s flooding. It

includes a limit of 1,000 sandbags per property, which correlates with the majority of sandbag requests made to the city this past spring. Discussion followed on whether sandbags could be returned to the city and Administrator Berg noted the language as written allows the city flexibility in accepting unused sandbags. He also reported the city keeps accurate records on the amount of sandbags prepared and distributed, as part of the process in recovering flood-related costs through FEMA.

It was moved by Councilmember Carlson and seconded by Councilmember Ostertag to adopt the City of Bayport Flood Emergency Sandbag Policy as presented. Motion carried 5-0.

Consider an amendment to Chapter 6 Alcoholic Beverages of the Bayport City Code of Ordinances related to social hosting: Police Chief Eastman reviewed an amendment to the city's ordinance relating to alcoholic beverages, drafted upon the recommendation of the Washington County Public Health Department. It allows law enforcement the ability to hold a person responsible for hosting an event or gathering where underage drinking occurs. She noted the policy as written could hold a homeowner criminally responsible for social hosting, even if they are not present at the time; however, enforcement would be discretionary, based on circumstances of the event. Councilmember Hanson recommended a text amendment to the definition of the term "host."

Councilmember Carlson introduced the following ordinances and moved their adoption:

Ordinance #829 and #829S

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

The motion for adopting the foregoing ordinances 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	

2012 Budget Presentation: Administrator Berg presented an overview of the proposed 2012 budget, detailing the city's water and sewer enterprise funds. He noted the water enterprise fund is projected to realize a loss of \$178,738.00, with a projected loss of \$111,989.00 for the sewer enterprise fund. The proposed budget incorporates an approximate 10% increase in sewer and water rates to offset decreased usage and maintain the city's infrastructure. He stated the budget proposes an overall levy increase at or below 1.95%, which would result in a \$25.00-\$35.00 tax increase on a residential property. The proposed levy increase will help the city maintain its level of services, while becoming less dependent on local government aid and other states aids, which have been greatly reduced in recent years. Mayor St. Ores noted the City Council reviewed the proposed budget line items in detail at two budget workshops and staff continues to review opportunities to increase revenue and decrease expenditures. Administrator Berg also mentioned that even with a zero levy increase some properties in Bayport may see a small tax increase, as a result of the state eliminating the market value homestead credit and converting it to a market value exclusion.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-26

**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**

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

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

Councilmember Ostertag introduced the following resolution and moved its adoption:

Resolution 11-31

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2012**

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

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

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 11-32

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

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

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

Mayor St. Ores stated that public input on the 2012 budget and levy would be heard at the December 5, 2011 City Council meeting at 6:00 p.m. Administrator Berg indicated he may be scheduling another budget workshop prior to the final budget adoption at the December 2011 meeting.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Ostertag reviewed the businesses and individuals who donated to the recent Safety Camp and Night to Unite events and thanked everyone for their support.
2. Mayor St. Ores stated she has attended three Community Symposium events in the last month and indicated residents still have an opportunity to provide input via one of the remaining town hall sessions or at the website, www.communitysymposium.com.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

- The city recently completed a sign inventory, which indicated that 254 of the city's 723 signs will need to be replaced by January 22, 2018, to comply with new federal reflectivity standards. The city had anticipated having to replace signs city-wide. Material costs are estimated at \$14,179.00.
- Staff continues to work with FEMA to recover costs associated with flood efforts this past spring.
- Washington County will be conducting an aerial count of the deer population in February or March when there is less tree cover.
- The third quarter city newsletter will be distributed this week.

- Administrator Berg recognized the efforts of the entire Police Department staff for hosting the successful Safety Camp and Night to Unite events during challenging weather conditions.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to adjourn the meeting at 9:02 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: SEPTEMBER 2011

Account Descr	SEPTEMBER 2011		SEPTEMBER 2011		2011		2011		2011	
	Budget	R	R	%	Budget	Actuals	Cumulative Variance	Cumulative Variance	%	Variance
FUND 101 GENERAL										
Revenue Accounts										
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$122	-\$122.00	0.00%	\$1,570,874.00	\$861,239.78	\$709,634.22	\$709,634.22	45.17%	
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41240 RECYCLING	\$0.00	\$0.	\$0.00	0.00%	\$4,284.00	\$6,715.00	-\$2,431.00	-\$2,431.00	-56.75%	
DEPT 41910 PLANNING & ZONING	\$0.00	\$6,812	-\$6,812.80	0.00%	\$73,750.00	\$93,061.39	-\$19,311.39	-\$19,311.39	-26.18%	
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 42000 PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 42100 POLICE	\$0.00	\$7,839	-\$7,839.88	0.00%	\$76,075.00	\$42,550.71	\$33,524.29	\$33,524.29	44.07%	
DEPT 42200 FIRE PROTECTION	\$0.00	\$60.	-\$60.00	0.00%	\$299,582.00	\$213,937.06	\$85,644.94	\$85,644.94	28.59%	
DEPT 43100 STREET MAINT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$9,645.00	-\$9,645.00	-\$9,645.00	0.00%	
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$56.00	-\$56.00	-\$56.00	0.00%	
DEPT 43200 PARKS	\$0.00	\$1,330	-\$1,330.00	0.00%	\$25,000.00	\$14,329.90	\$10,670.10	\$10,670.10	42.68%	
DEPT 43300 CEMETERY	\$0.00	-\$225.	\$225.00	0.00%	\$5,000.00	\$6,350.00	-\$1,350.00	-\$1,350.00	-27.00%	
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
Total Revenue Accounts	\$0.00	\$15,939.68	-\$15,939.68	0.00%	\$2,054,565.00	\$1,247,884.84	\$806,680.16	\$806,680.16	39.26%	
Expenditure Accounts										
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41100 ELECTIONS	\$0.00	\$0.	\$0.00	0.00%	\$470.00	\$470.00	\$0.00	\$0.00	0.00%	
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$11,533	-\$11,533.37	0.00%	\$144,226.21	\$111,193.07	\$33,033.14	\$33,033.14	22.90%	
DEPT 41240 RECYCLING	\$0.00	\$302	-\$302.12	0.00%	\$5,415.02	\$4,100.76	\$1,314.26	\$1,314.26	24.27%	
DEPT 41400 ADMINISTRATION	\$0.00	\$9,959	-\$9,959.86	0.00%	\$137,497.18	\$95,533.79	\$41,963.39	\$41,963.39	30.52%	
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41607 2011 STREET PROJECT	\$0.00	\$51,826	-\$51,826.76	0.00%	\$0.00	\$51,826.76	-\$51,826.76	-\$51,826.76	0.00%	
DEPT 41903 DEBT SERVICE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41910 PLANNING & ZONING	\$0.00	\$16,461	-\$16,461.10	0.00%	\$207,073.39	\$144,226.53	\$62,846.86	\$62,846.86	30.35%	
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$2,804	-\$2,804.59	0.00%	\$137,368.00	\$23,422.77	\$113,945.23	\$113,945.23	82.95%	
DEPT 42100 POLICE	\$0.00	\$49,157	-\$49,157.10	0.00%	\$667,761.70	\$460,355.18	\$207,406.52	\$207,406.52	31.06%	
DEPT 42200 FIRE PROTECTION	\$0.00	\$12,952	-\$12,952.18	0.00%	\$355,637.00	\$161,546.19	\$194,090.81	\$194,090.81	54.58%	
DEPT 43100 STREET MAINT	\$0.00	\$9,634	-\$9,634.25	0.00%	\$255,720.77	\$122,045.46	\$133,675.31	\$133,675.31	52.27%	
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$13,691.79	-\$13,691.79	-\$13,691.79	0.00%	
DEPT 43160 STREET LIGHTING	\$0.00	\$2,288	-\$2,288.35	0.00%	\$22,021.00	\$18,638.61	\$3,382.39	\$3,382.39	15.36%	
DEPT 43200 PARKS	\$0.00	\$3,741	-\$3,741.93	0.00%	\$63,847.70	\$36,847.15	\$27,000.55	\$27,000.55	42.29%	
DEPT 43300 CEMETERY	\$0.00	\$0.	\$0.00	0.00%	\$7,527.00	\$2,678.21	\$4,848.79	\$4,848.79	64.42%	
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	100.00%	
Total Expenditure Accounts	\$0.00	\$170,661.61	-\$170,661.61	0.00%	\$2,054,564.97	\$1,246,576.27	-\$807,988.70	-\$807,988.70	39.33%	
Total FUND 101 GENERAL	\$0.00	\$154,721.93	-\$154,721.93	0.00%	\$0.03	\$1,308.57	-\$1,308.54	-\$1,308.54	-	4673364.

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*Fund Summary -
Budget to Actual©

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SEPTEMBER 2011

	2011 YTD Budget	SEPTEMBER MTD Amount	2011 YTD Amount	2011 YTD Balance	2011 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,054,565.00	\$15,939.68	\$1,247,884.84	\$806,680.16	60.74%
Expenditure	\$2,054,564.97	\$170,661.61	\$1,246,576.27	\$807,988.70	60.67%
		<u>-\$154,721.93</u>	<u>\$1,308.57</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.00%
Expenditure	\$70,000.00	\$0.00	\$14,635.20	\$55,364.80	20.91%
		<u>\$0.00</u>	<u>-\$14,635.20</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		<u>\$0.00</u>	<u>-\$480.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$17,591.47	-\$17,591.47	0.00%
Expenditure	\$0.00	\$0.00	\$16,108.79	-\$16,108.79	0.00%
		<u>\$0.00</u>	<u>\$1,482.68</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$80,000.00	\$0.00	\$125.00	\$79,875.00	0.16%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$125.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$2,553.84	-\$2,553.84	0.00%
Expenditure	\$0.00	\$0.00	\$4,969.08	-\$4,969.08	0.00%
		<u>\$0.00</u>	<u>-\$2,415.24</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$182,200.00	\$0.00	\$0.00	\$182,200.00	0.00%
Expenditure	\$35,000.00	\$0.00	\$11,508.64	\$23,491.36	32.88%
		<u>\$0.00</u>	<u>-\$11,508.64</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$5,000.00	\$0.00	\$640.43	\$4,359.57	12.81%
Expenditure	\$0.00	\$0.00	\$463.29	-\$463.29	0.00%
		<u>\$0.00</u>	<u>\$177.14</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%

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*Fund Summary -
Budget to Actual©

SEPTEMBER 2011

	2011 YTD Budget	SEPTEMBER MTD Amount	2011 YTD Amount	2011 YTD Balance	2011 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$100,000.00	\$0.00	\$31,893.60	\$68,106.40	31.89%
Expenditure	\$435,000.00	\$4,905.16	\$217,097.63	\$217,902.37	49.91%
		-\$4,905.16	-\$185,204.03		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$5,000.00	\$1,000.00	\$12,000.00	-\$7,000.00	240.00%
Expenditure	\$0.00	\$0.00	\$61.25	-\$61.25	0.00%
		\$1,000.00	\$11,938.75		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$2,235.50	\$2,578.51	-\$2,578.51	0.00%
		-\$2,235.50	-\$2,578.51		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$627.90	-\$627.90	0.00%
		\$0.00	-\$627.90		
FUND 211 LIBRARY					
Revenue	\$297,247.98	\$65,407.90	\$175,156.82	\$122,091.16	58.93%
Expenditure	\$297,248.00	\$18,185.00	\$215,158.08	\$82,089.92	72.38%
		\$47,222.90	-\$40,001.26		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$48,878.86	-\$48,878.86	0.00%
Expenditure	\$0.00	\$0.00	\$17,218.96	-\$17,218.96	0.00%
		\$0.00	\$31,659.90		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$3,750.00	\$0.00	\$0.00	\$3,750.00	0.00%
Expenditure	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$16,200.00	\$0.00	\$0.00	\$16,200.00	0.00%
Expenditure	\$30,000.00	\$0.00	\$35,927.66	-\$5,927.66	119.76%

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

SEPTEMBER 2011

	2011 YTD Budget	SEPTEMBER MTD Amount	2011 YTD Amount	2011 YTD Balance	2011 % YTD Budget
		\$0.00	-\$35,927.66		
FUND 414 OFFICE AUTOMATION					
Revenue	\$8,920.00	\$0.00	\$0.00	\$8,920.00	0.00%
Expenditure	\$4,500.00	\$0.00	\$4,211.83	\$288.17	93.60%
		\$0.00	-\$4,211.83		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$117,350.00	\$0.00	\$99.00	\$117,251.00	0.08%
Expenditure	\$121,000.00	\$0.00	\$17,098.41	\$103,901.59	14.13%
		\$0.00	-\$16,999.41		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$290,000.00	\$6,010.44	\$35,161.84	\$254,838.16	12.12%
Expenditure	\$451,946.59	\$24,112.39	\$229,867.53	\$222,079.06	50.86%
		-\$18,101.95	-\$194,705.69		
FUND 602 SEWER					
Revenue	\$596,750.00	\$54,134.25	\$62,984.25	\$533,765.75	10.55%
Expenditure	\$702,147.41	\$43,166.77	\$436,690.67	\$265,456.74	62.19%
		\$10,967.48	-\$373,706.42		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$1,000.00	-\$1,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$1,380.83	-\$1,380.83	0.00%
		\$0.00	-\$380.83		
FUND 851 NON EXP TRUST					
Revenue	\$16,500.00	\$0.00	\$0.00	\$16,500.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 999 ACCRUED INT PAYABLE					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		-\$120,774.16	-\$836,690.58		

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 09/30/11

FUND	FUND Descr	2011 Budget	2011 YTD Amt	2011 % of Budget	2011 % of Budget Remain
1101	GENERAL	\$2,054,565.00	\$1,247,884.84	60.74%	39.26%
1102	STREET RECONSTRUCTION	\$80,000.00	\$0.00	0.00%	100.00%
1103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%	0.00%
1106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
1107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$17,591.47	0.00%	0.00%
11200	FIRE EQUIPMENT REPLACEMENT FUN	\$80,000.00	\$125.00	0.16%	99.84%
11202	DRUG FORFEITURE	\$0.00	\$2,553.84	0.00%	0.00%
11203	PUBLIC WORKS EQUIPMENT REPL	\$182,200.00	\$0.00	0.00%	100.00%
11204	RECREATION CAP EQUIP & MAINT	\$5,000.00	\$640.43	12.81%	87.19%
11205	TAX STABILIZATION FUND	\$30,000.00	\$0.00	0.00%	100.00%
11206	WATER/SEWER IMPROVEMENT FUND	\$100,000.00	\$31,893.60	31.89%	68.11%
11207	PARK IMPROVEMENT FUND	\$5,000.00	\$12,000.00	240.00%	-140.00%
11208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
11209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$0.00	0.00%	0.00%
11210	K-9 UNIT	\$0.00	\$0.00	0.00%	0.00%
11211	LIBRARY	\$297,247.98	\$175,156.82	58.93%	41.07%
11303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$48,878.86	0.00%	0.00%
11412	CEMETERY CAPITAL IMPROV	\$3,750.00	\$0.00	0.00%	100.00%
11413	POLICE EQUIPMENT FUND	\$16,200.00	\$0.00	0.00%	100.00%
11414	OFFICE AUTOMATION	\$8,920.00	\$0.00	0.00%	100.00%
11415	MUNICIPAL BLDGS MAINT	\$117,350.00	\$99.00	0.08%	99.92%
11416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
11601	WATER	\$290,000.00	\$35,161.84	12.12%	87.88%
11602	SEWER	\$596,750.00	\$62,984.25	10.55%	89.45%
11800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
11803	P & Z ESCROWS	\$0.00	\$1,000.00	0.00%	0.00%
11851	NON EXP TRUST	\$16,500.00	\$0.00	0.00%	100.00%
		\$3,883,482.98	\$1,635,969.95	42.13%	57.87%

CITY OF BAYPORT

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MONTHLY REVENUE

Period Name: SEPTEMBER

FUND	FUND Descr	Act Code	Ac t	SO UR	Tran Date	Amount	Refer	Comments
FUND 101 GENERAL								
101	GENERAL	101-00000-341	R	US	9/26/2011	\$30.00	2127	ASSESSMENT SEARCH CK #
101	GENERAL	101-00000-341	R	US	9/14/2011	\$0.50	2099	COPIES (\$0.25/PAGE) cash - T
101	GENERAL	101-00000-341	R	US	9/26/2011	\$30.00	2127	ASSESSMENT SEARCH CK #
101	GENERAL	101-00000-341	R	US	9/26/2011	\$30.00	2127	ASSESSMENT SEARCH CK #
101	GENERAL	101-00000-341	R	US	9/12/2011	\$2.00	2088	COPIES (\$0.25/PAGE) CASH -
101	GENERAL	101-00000-341	R	US	9/12/2011	\$2.00	2089	COPIES (\$0.25/PAGE) BOB J
101	GENERAL	101-00000-341	R	US	9/1/2011	\$27.50	2070	COPIES (\$0.25/PAGE) CASH -
101	GENERAL	101-20102	G		8/31/2011	\$2,230.00	2066	SAC
101	GENERAL	101-20104	G		9/8/2011	\$5.00	2076	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		9/14/2011	\$4.75	2101	BUILDING SURCHARGE Kyle
101	GENERAL	101-20104	G		9/27/2011	\$7.38	2136	BUILDING SURCHARGE WS&
101	GENERAL	101-20104	G		9/23/2011	\$5.00	2120	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		9/15/2011	\$3.50	2107	BUILDING SURCHARGE Great
101	GENERAL	101-20104	G		9/23/2011	\$8.82	2121	BUILDING SURCHARGE Bruet
101	GENERAL	101-20104	G		9/15/2011	\$0.50	2109	BUILDING SURCHARGE Chris
101	GENERAL	101-20104	G		9/1/2011	\$5.00	2068	MECHANICAL SURCHARGE -
101	GENERAL	101-20104	G		8/31/2011	\$142.50	2066	BUILDING SURCHARGE Hart
101	GENERAL	101-20104	G		9/20/2011	\$1.00	2111	BUILDING SURCHARGE Robe
101	GENERAL	101-20104	G		9/21/2011	\$5.00	2113	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		9/26/2011	\$5.00	2129	PLUMBING SURCHARGE - RE
101	GENERAL	101-20104	G		9/27/2011	\$3.00	2134	BUILDING SURCHARGE Karl
101	GENERAL	101-20104	G		9/15/2011	\$2.18	2105	BUILDING SURCHARGE CAS
101	GENERAL	101-20104	G		9/13/2011	\$1.05	2095	BUILDING SURCHARGE Wind
101	GENERAL	101-20603	G		9/22/2011	\$3.44	24	State Sales Tax
101	GENERAL	101-20603	G		9/8/2011	\$3.44	24	State Sales Tax
101	GENERAL	101-27109	G		9/22/2011	\$79.28	2115	HEALTH PARTNERS CK # 111
101	GENERAL	101-27122	G		9/22/2011	\$58.34	2115	HEALTH SAVING ACCT. CK #
101	GENERAL	101-41910-321	R	BU	9/23/2011	\$100.00	2121	CONTRACTOR LICENSE - GE
101	GENERAL	101-41910-321	R	BU	9/1/2011	\$50.00	2068	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-321	R	BU	9/26/2011	\$50.00	2128	CONTRACTOR LICENSE - SP
101	GENERAL	101-41910-322	R	NO	9/26/2011	\$15.00	2130	SPECIAL EVENT APP - NONP
101	GENERAL	101-41910-322	R	BUI	9/27/2011	\$265.50	2136	BUILDING PERMIT WS&D Per
101	GENERAL	101-41910-322	R	BUI	9/27/2011	\$86.29	2134	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	9/27/2011	\$132.75	2134	BUILDING PERMIT Karl Auleci
101	GENERAL	101-41910-322	R	BUI	9/13/2011	\$88.50	2095	BUILDING PERMIT Window W
101	GENERAL	101-41910-322	R	BUI	8/31/2011	\$2,166.75	2066	BUILDING PERMIT Hartman H
101	GENERAL	101-41910-322	R	BUI	9/15/2011	\$25.00	2109	BUILDING PERMIT Chris Gree
101	GENERAL	101-41910-322	R	BUI	9/15/2011	\$147.50	2107	BUILDING PERMIT Great Lake
101	GENERAL	101-41910-322	R	BUI	9/15/2011	\$95.88	2107	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	9/23/2011	\$309.75	2121	BUILDING PERMIT Brulette Ro
101	GENERAL	101-41910-322	R	BUI	9/15/2011	\$118.00	2105	BUILDING PERMIT CASH - MA
101	GENERAL	101-41910-322	R	BUI	9/14/2011	\$47.94	2101	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	8/31/2011	\$1,408.39	2066	PLAN REVIEW
101	GENERAL	101-41910-322	R	BUI	9/14/2011	\$191.75	2101	BUILDING PERMIT Kyle Simon
101	GENERAL	101-41910-322	R	BUI	9/20/2011	\$73.75	2111	BUILDING PERMIT Robert Hay
101	GENERAL	101-41910-322	R	EP	9/1/2011	\$5.00	2068	EPA K.B. Service Co., #21678
101	GENERAL	101-41910-322	R	EP	9/27/2011	\$5.00	2136	EPA
101	GENERAL	101-41910-322	R	EP	9/13/2011	\$5.00	2095	EPA
101	GENERAL	101-41910-322	R	PL	9/21/2011	\$75.00	2113	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	9/23/2011	\$75.00	2120	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	PL	9/26/2011	\$75.00	2129	PLUMBING PERMIT - RESIDE
101	GENERAL	101-41910-322	R	ME	9/8/2011	\$75.00	2076	MECHANICAL PERMIT - COM
101	GENERAL	101-41910-322	R	ME	9/1/2011	\$75.00	2068	MECHANICAL PERMIT - RESI
101	GENERAL	101-41910-341	R	P &	9/13/2011	\$500.00	2097	VACANT BUILDING REGISTR
101	GENERAL	101-41910-341	R	LA	9/27/2011	\$550.05	2132	BUILDING INSPECTIONS (LA
101	GENERAL	101-42100-321	E		9/7/2011	\$45.00	2075	PHONE REIMBURSTMENT CK
101	GENERAL	101-42100-322	R	ANI	9/6/2011	\$10.00	2073	PET LICENSE - SPAY/NEUT C
101	GENERAL	101-42100-322	R	ANI	8/31/2011	\$20.00	2064	PET LICENSE - SPAY/NEUT C
101	GENERAL	101-42100-342	R	PO	9/22/2011	\$7.50	2116	POLICE REPORTS CK # 9731
101	GENERAL	101-42100-342	R	PO	9/12/2011	\$2.25	2091	POLICE REPORTS CASH - DE

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MONTHLY REVENUE

Period Name: SEPTEMBER

FUND	FUND Descr	Act Code	Ac t	SO UR	Tran Date	Amount	Refer Comments
101	GENERAL	101-42100-342	R	PO	9/15/2011	\$25.00	2103 POLICE AUDIO/DVD/CD Sturm
101	GENERAL	101-42100-342	R	PO	9/23/2011	\$1.25	2119 POLICE REPORTS CASH
101	GENERAL	101-42100-351	R	CO	9/27/2011	\$1,851.89	16521 TRAIL COURT-WASHINGTON
101	GENERAL	101-42100-351	R	CO	9/27/2011	\$4,354.53	16523 WASH FINE/FEE DISB AUG 2
101	GENERAL	101-42100-362	R	GR	9/22/2011	\$107.67	2117 POLICE GRANT - SAFE & SO
101	GENERAL	101-42100-362	R	GR	9/22/2011	\$167.81	2117 POLICE GRANT - SAFE & SO
101	GENERAL	101-42100-362	R	GR	9/22/2011	\$1,281.98	2117 POLICE GRANT - SAFE & SO
101	GENERAL	101-42100-370	R	MIS	9/8/2011	\$10.00	2079 ANIMAL CONTROL CK #3302
101	GENERAL	101-42200-322	R	NO	9/1/2011	\$20.00	2055 BURNING PERMIT CK # 10827
101	GENERAL	101-42200-322	R	NO	9/1/2011	\$20.00	2055 BURNING PERMIT CK # 9320
101	GENERAL	101-42200-322	R	NO	9/1/2011	\$20.00	2055 BURNING PERMIT CK # 3220
101	GENERAL	101-43100-550	E		9/22/2011	\$46.10	16519 OVER PMT ON 2011 PU TRUC
101	GENERAL	101-43200-202	E		9/22/2011	\$176.71	16520 REFUND OVER PMT ON UNIF
101	GENERAL	101-43200-347	R	PA	9/22/2011	\$30.00	2093 BOAT TRAILER PARKING PE
101	GENERAL	101-43200-347	R	PA	9/12/2011	\$10.00	2083 BOAT TRAILER PARKING PE
101	GENERAL	101-43200-347	R	PA	9/12/2011	\$130.00	2083 BOAT TRAILER PARKING PE
101	GENERAL	101-43200-347	R	PA	9/8/2011	\$50.00	2077 BEACHHOUSE - RESIDENT (4
101	GENERAL	101-43200-347	R	PA	9/12/2011	\$10.00	2083 BOAT TRAILER PARKING PE
101	GENERAL	101-43200-347	R	PA	9/12/2011	\$10.00	2083 BOAT TRAILER PARKING PE
101	GENERAL	101-43200-347	R	PA	9/9/2011	\$50.00	2084 BEACHHOUSE - RESIDENT (4
101	GENERAL	101-43200-347	R	PA	9/6/2011	\$40.00	2072 BOAT TRAILER PARKING PE
101	GENERAL	101-43200-362	R	DO	9/8/2011	\$1,000.00	2082 PARK DONATIONS CK # 5628
101	GENERAL	101-43300-349	R	CE	9/23/2011	\$225.00	2123 CEMETERY - MARK HEADST
101	GENERAL	101-43300-349	R	CE	9/13/2011	\$75.00	2094 CEMETERY - MARK HEADST
FUND 101 GENERAL						\$19,306.67	
FUND 206 WATER/SEWER IMPROVEMENT FUND							
206	WATER/S	206-12103	G		9/22/2011	\$32.33	0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		9/27/2011	\$5.64	0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		9/27/2011	\$52.90	0 UB Receipt Serv 26 TRUNK W/
206	WATER/S	206-12103	G		9/8/2011	\$18.54	0 UB Receipt Surc 23 TRUNK SE
206	WATER/S	206-12103	G		9/8/2011	\$45.13	0 UB Receipt Serv 36 TRUNK S/
206	WATER/S	206-12103	G		9/22/2011	\$35.60	0 UB Receipt Serv 26 TRUNK W/
206	WATER/S	206-12103	G		9/8/2011	\$46.30	0 UB Receipt Serv 26 TRUNK W/
FUND 206 WATER/SEWER IMPROVEMENT FUND						\$236.44	
FUND 207 PARK IMPROVEMENT FUND							
207	PARK IMP	207-00000-347	R	PA	8/31/2011	\$1,000.00	2066 PARK DEDICATION
FUND 211 LIBRARY							
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$34.00	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$6.40	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$3.00	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$4.50	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$6.00	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$60.00	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-347	R	LIB	9/26/2011	\$4.00	2125 LIBRARY SERVICE CHARGE
211	LIBRARY	211-45500-362	R	RE	9/26/2011	\$290.00	2118 LIBRARY RENT CK # 277619
211	LIBRARY	211-45500-362	R	GR	9/26/2011	\$65,000.00	2126 LIBRARY GRANTS CK # 7864
211	LIBRARY	211-45500-420	E		9/27/2011	\$479.00	16524 CANCEL CONTRACT/LIBRAR
FUND 211 LIBRARY						\$65,886.90	
FUND 601 WATER							
601	WATER	601-14601	G		9/22/2011	\$8.17	0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		9/8/2011	\$6.11	0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G		9/27/2011	\$2.38	0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		9/27/2011	\$695.54	0 UB Receipt Serv 1 WATER
601	WATER	601-14601	G		9/22/2011	\$2.50	0 UB Receipt Serv Pen 5 COMM

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MONTHLY REVENUE

Period Name: SEPTEMBER

FUND	FUND Descr	Act Code	Ac SO t UR	Tran Date	Amount	Refer Comments
601	WATER	601-14601	G	9/27/2011	\$4.72	0 UB Receipt Surc 19 STATE SE
601	WATER	601-14601	G	9/8/2011	\$489.10	0 UB Receipt Serv 1 WATER
601	WATER	601-14601	G	9/8/2011	\$16.60	0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G	9/22/2011	\$366.57	0 UB Receipt Serv 1 WATER
601	WATER	601-14601	G	9/22/2011	\$12.80	0 UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G	9/22/2011	\$32.75	0 UB Receipt Serv 5 COMM WAT
601	WATER	601-46120-346	R WA	9/21/2011	\$1,000.00	2113 WATER CONNECTION - TO 1
601	WATER	601-46120-346	R WA	8/31/2011	\$1,000.00	2066 WATER CONNECTION - TO 1
601	WATER	601-46120-346	R WA	8/31/2011	\$250.00	2066 WATER METER - TO 1 IN
601	WATER	601-46120-346	R WA	9/21/2011	\$250.00	2113 WATER METER - TO 1 IN
601	WATER	601-46120-346	R WA	8/31/2011	\$100.00	2066 WATER CONNECTION INSPE
601	WATER	601-46120-346	R WA	9/21/2011	\$50.00	2113 WATER CONNECTION INSPE
601	WATER	601-46120-346	R WA	9/21/2011	\$50.00	2113 WATER METER INSPECTION
601	WATER	601-46120-362	R GR	9/27/2011	\$3,252.80	16522 HAWKINS INVOICE/FLURIDAT
601	WATER	601-46120-371	R WA	9/22/2011	\$57.41	0 UB UR Receipt Group 01 CITY
601	WATER	601-46120-371	R WA	9/8/2011	\$0.23	0 UB UR Receipt Group 01 CITY
FUND 601 WATER					\$7,647.68	
FUND 602 SEWER						
602	SEWER	602-14602	G	9/27/2011	\$19,536.88	0 UB Receipt Serv 19 PRISON S
602	SEWER	602-14602	G	9/22/2011	\$312.60	0 UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G	9/22/2011	\$12.80	0 UB Receipt Serv Pen 10 SEWE
602	SEWER	602-14602	G	9/22/2011	\$37.65	0 UB Receipt Serv 25 COMM SE
602	SEWER	602-14602	G	9/22/2011	\$2.50	0 UB Receipt Serv Pen 25 COMM
602	SEWER	602-14602	G	9/8/2011	\$443.39	0 UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G	9/8/2011	\$16.60	0 UB Receipt Serv Pen 10 SEWE
602	SEWER	602-14602	G	9/27/2011	\$55.92	0 UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G	9/27/2011	\$0.84	0 UB Receipt Serv Pen 10 SEWE
602	SEWER	602-14602	G	9/8/2011	\$154.52	0 UB Receipt Serv 13 NSP SEW
602	SEWER	602-46200-346	R SE	8/31/2011	\$750.00	2066 SEWER CONNECTION
602	SEWER	602-46200-346	R SE	8/31/2011	\$50.00	2066 SEWER CONNECTION INSPE
602	SEWER	602-46200-362	R GR	9/8/2011	\$53,334.25	2081 I & I GRANT CK # 0001611256
FUND 602 SEWER					\$74,707.95	
					\$168,785.64	

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EXPENSE SUMMARY YTD THRU 09/30/11

9 Month = 75.06

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%
41200	MAYOR & COUNCIL	\$144,226.21	\$111,193.07	\$33,033.14	22.90%
41240	RECYCLING	\$5,415.02	\$4,100.76	\$1,314.26	24.27%
41400	ADMINISTRATION	\$137,497.18	\$95,533.79	\$41,963.39	30.52%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$51,826.76	-\$51,826.76	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$207,073.39	\$144,226.53	\$62,846.86	30.35%
41940	MUNICIPAL BUILDINGS	\$137,368.00	\$23,422.77	\$113,945.23	82.95%
42100	POLICE	\$667,761.70	\$460,355.18	\$207,406.52	31.06%
42200	FIRE PROTECTION	\$355,637.00	\$161,546.19	\$194,090.81	54.58%
43100	STREET MAINT	\$255,720.77	\$122,045.46	\$133,675.31	52.27%
43130	STREET - FLOOD PREPARATI	\$0.00	\$13,691.79	-\$13,691.79	0.00%
43160	STREET LIGHTING	\$22,021.00	\$18,638.61	\$3,382.39	15.36%
43200	PARKS	\$63,847.70	\$36,847.15	\$27,000.55	42.29%
43300	CEMETERY	\$7,527.00	\$2,678.21	\$4,848.79	64.42%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,054,564.97	\$1,246,576.27	\$807,988.70	39.33%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$63.00	-\$63.00	0.00%
41912	INSPIRATION	\$0.00	\$2,515.51	-\$2,515.51	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$2,578.51	-\$2,578.51	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$627.90	-\$627.90	0.00%
FUND 210 K-9 UNIT		\$0.00	\$627.90	-\$627.90	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$297,248.00	\$215,158.08	\$82,089.92	27.62%
FUND 211 LIBRARY		\$297,248.00	\$215,158.08	\$82,089.92	27.62%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$20,000.00	\$0.00	\$20,000.00	100.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$20,000.00	\$0.00	\$20,000.00	100.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$4,579.12	-\$4,579.12	0.00%
42100	POLICE	\$30,000.00	\$31,348.54	-\$1,348.54	-4.50%
FUND 413 POLICE EQUIPMENT FUND		\$30,000.00	\$35,927.66	-\$5,927.66	-19.76%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$4,500.00	\$4,211.83	\$288.17	6.40%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 09/30/11

9 Month = 75.06

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$4,500.00	\$4,211.83	\$288.17	6.40%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$3,265.00	-\$3,265.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$121,000.00	\$0.00	\$121,000.00	100.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$13,833.41	-\$13,833.41	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$121,000.00	\$17,098.41	\$103,901.59	85.87%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$45,600.00	\$32,424.56	\$13,175.44	28.89%
46120	WATER	\$406,346.59	\$197,442.97	\$208,903.62	51.41%
FUND 601 WATER		\$451,946.59	\$229,867.53	\$222,079.06	49.14%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$372,147.41	\$126,581.47	\$245,565.94	65.99%
46990	SEWER - NON-OPERATING	\$330,000.00	\$310,109.20	\$19,890.80	6.03%
FUND 602 SEWER		\$702,147.41	\$436,690.67	\$265,456.74	37.81%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$98.00	-\$98.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACA	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$469.00	-\$469.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$142.96	-\$142.96	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$670.87	-\$670.87	0.00%

CITY OF BAYPORT

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EXPENSE SUMMARY YTD THRU 09/30/11

9 Month = 75.06

DEPT	DEPT Descr	2011 Budget	2011 YTD Amt	Balance	2011 % of Budget Remain
FUND 803 P & Z ESCROWS		\$0.00	\$1,380.83	-\$1,380.83	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GO	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRAR	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,681,406.97	\$2,190,117.69	\$1,491,289.28	40.51%

CITY OF BAYPORT

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MONTHLY EXPENSES 1133652-1133744

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL								
DEPT 41200 MAYOR & COUNCIL								
	101	9/19/2011	\$1,074.15	E	41200	101 Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$17.90	E	41200	121 Labor Distribution	P E R A	
	101	9/19/2011	\$66.60	E	41200	122 Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$15.57	E	41200	170 Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	9/14/2011	\$16.55	E	41200	201 SUPPLIES	OFFICE SUPPLIE	1133710
QUILL	101	9/26/2011	\$4.08	E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133720
NEOPOST	101	9/14/2011	\$6.15	E	41200	201 INK CARTRIDGE/POSTAL	OFFICE SUPPLIE	1133716
BAYPORT PRINTING HOUSE,	101	9/26/2011	\$9.56	E	41200	201 BLG. DEPT. CORRECTION	OFFICE SUPPLIE	1133687
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$35.00	E	41200	300 REVIEW CITY ADMIN 8/22	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$140.00	E	41200	300 LABOR NEGOTIATIONS	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$140.00	E	41200	300 PREPARE FOR CC MTG	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	-\$30.00	E	41200	300 CREDIT	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$105.00	E	41200	300 OFFICE CONF WITH MITC	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$91.00	E	41200	300 REVIEW DRAFT TRANSIE	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$42.00	E	41200	300 REVIEW PROPOSED SOC	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$70.00	E	41200	300 REVIEW WOODBURY SO	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$42.00	E	41200	300 REVIEW CITY ADMIN 8/8/	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$25.00	E	41200	300 RESEARCH WA CTY EAS	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$175.00	E	41200	300 OFFICE CONFERENCE C	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$140.00	E	41200	300 ATTEND CC MTG	PROF SER-LEGAL	1133704
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$91.00	E	41200	300 REVIEW SPEICAL ASSISS	PROF SER-LEGAL	1133704
S E H	101	9/27/2011	\$75.25	E	41200	301 CC MTG	PROF SER-ENGIN	1133722
BRIMEYER FURSMAN, LLC	101	9/6/2011	\$3,000.00	E	41200	302 ORGANIZATION DEVELO	CONTRACT SERV	1133657
SCHLENNER WENNER & CO.	101	9/27/2011	\$5,705.00	E	41200	303 ACCTING SERV THROUG	PROF SER-AUDIT	1133723
COMPLETE HEALTH ENVIRO	101	9/14/2011	\$350.00	E	41200	306 MAINTENANCE PLAN - AU	PROF SER-OTHE	1133701
STILLWATER GAZETTE	101	9/21/2011	\$12.68	E	41200	350 ORDINANCE SUMMARY	PRINTING & PUBL	1133728
STILLWATER GAZETTE	101	9/21/2011	\$12.68	E	41200	350 ORDINANCE SUMMARY #	PRINTING & PUBL	1133728
US INTERNET	101	9/14/2011	\$101.20	E	41200	416 MTHLY SERVICE 9/10/11-	REPAIR/MAINT O	1133736
DEPT 41200 MAYOR & COUNCIL					\$11,533.37			
DEPT 41240 RECYCLING								
	101	9/6/2011	\$107.19	E	41240	101 Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$107.19	E	41240	101 Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$7.77	E	41240	121 Labor Distribution	P E R A	
	101	9/6/2011	\$7.77	E	41240	121 Labor Distribution	P E R A	
	101	9/6/2011	\$6.60	E	41240	122 Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$6.60	E	41240	122 Labor Distribution	CONT TO RET., S	
	101	9/6/2011	\$4.96	E	41240	126 Labor Distribution	H S A	
	101	9/19/2011	\$4.96	E	41240	126 Labor Distribution	H S A	
	101	9/19/2011	\$6.92	E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	9/6/2011	\$9.08	E	41240	131 Labor Distribution	CONT TO EMPLO	
	101	9/6/2011	\$1.54	E	41240	170 Labor Distribution	MEDICARE	
	101	9/19/2011	\$1.54	E	41240	170 Labor Distribution	MEDICARE	
ELLIS, KENNETH	101	9/7/2011	\$30.00	E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE	1133705
DEPT 41240 RECYCLING					\$302.12			
DEPT 41400 ADMINISTRATION								
	101	9/19/2011	\$75.00	E	41400	100 Labor Distribution	WAGE EXP. GEN	
	101	9/19/2011	\$3,493.90	E	41400	101 Labor Distribution	WAGES AND SAL	
	101	9/6/2011	\$3,493.90	E	41400	101 Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$253.31	E	41400	121 Labor Distribution	P E R A	
	101	9/6/2011	\$253.31	E	41400	121 Labor Distribution	P E R A	
	101	9/19/2011	\$219.31	E	41400	122 Labor Distribution	CONT TO RET., S	
	101	9/6/2011	\$214.66	E	41400	122 Labor Distribution	CONT TO RET., S	
	101	9/6/2011	\$195.15	E	41400	126 Labor Distribution	H S A	
	101	9/19/2011	\$195.15	E	41400	126 Labor Distribution	H S A	
	101	9/19/2011	\$411.35	E	41400	131 Labor Distribution	CONT TO EMPLO	
	101	9/6/2011	\$491.23	E	41400	131 Labor Distribution	CONT TO EMPLO	

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MONTHLY EXPENSES 1133652-1133744

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Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	9/6/2011	\$50.21	E	41400	170	Labor Distribution	MEDICARE	
	101	9/19/2011	\$51.30	E	41400	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	101	9/14/2011	\$99.30	E	41400	201	SUPPLIES	OFFICE SUPPLIE	1133710
NEOPOST	101	9/14/2011	\$36.95	E	41400	201		OFFICE SUPPLIE	1133716
QUILL	101	9/26/2011	\$24.50	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133720
BAYPORT PRINTING HOUSE,	101	9/26/2011	\$57.39	E	41400	201	BLG. DEPT. CORRECTION	OFFICE SUPPLIE	1133687
POSTMASTER	101	9/7/2011	\$280.94	E	41400	351	NEWSLETTER POSTAGE	NEWS LETTER P	1133663
TR COMPUTER SALES LLC	101	9/14/2011	\$63.00	E	41400	416		REPAIR/MAINT O	1133734
DEPT 41400 ADMINISTRATION			\$9,959.86						
DEPT 41607 2011 STREET PROJECT									
CITY OF STILLWATER	101	9/27/2011	\$8,200.00	E	41607	301	1ST & 2ND AVE CURB PR	PROF SER-ENGIN	1133699
T. A. SCHIFSKY & SONS INC	101	9/27/2011	\$13,940.00	E	41607	302	BITUMINOUS - 2011 STRE	CONTRACT SERV	1133730
CURB MASTERS, INC.	101	9/27/2011	\$17,117.39	E	41607	302	1ST & SND AVE. NORTH	CONTRACT SERV	1133702
BELLS TRUCKING INC	101	9/27/2011	\$5,240.36	E	41607	302	785 N 6TH STREET	CONTRACT SERV	1133688
BELLS TRUCKING INC	101	9/27/2011	\$6,565.00	E	41607	302	1ST AVE N AND 2ND AVE	CONTRACT SERV	1133688
BELLS TRUCKING INC	101	9/27/2011	\$680.00	E	41607	302	785 N 6TH STREET	CONTRACT SERV	1133688
STILLWATER GAZETTE	101	9/20/2011	\$31.70	E	41607	350	2011 SIDEWALK IMPROV	PRINTING & PUBL	1133728
STILLWATER GAZETTE	101	9/21/2011	\$52.31	E	41607	350	6TH ST. NORTH SIDEWAL	PRINTING & PUBL	1133728
DEPT 41607 2011 STREET PROJECT			\$51,826.76						
DEPT 41910 PLANNING & ZONING									
	101	9/19/2011	\$5,510.39	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	9/6/2011	\$5,510.39	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	9/6/2011	\$399.53	E	41910	121	Labor Distribution	P E R A	
	101	9/19/2011	\$399.53	E	41910	121	Labor Distribution	P E R A	
	101	9/6/2011	\$338.32	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$338.32	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	9/6/2011	\$330.77	E	41910	126	Labor Distribution	H S A	
	101	9/6/2011	\$798.49	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	9/19/2011	\$678.37	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	9/19/2011	\$79.13	E	41910	170	Labor Distribution	MEDICARE	
	101	9/6/2011	\$79.13	E	41910	170	Labor Distribution	MEDICARE	
BAYPORT PRINTING HOUSE,	101	9/26/2011	\$47.82	E	41910	201	BLG. DEPT. CORRECTION	OFFICE SUPPLIE	1133687
INNOVATIVE OFFICE SOLUTI	101	9/14/2011	\$82.75	E	41910	201	SUPPLIES	OFFICE SUPPLIE	1133710
NEOPOST	101	9/14/2011	\$30.79	E	41910	201	INK CARTRIDGE/POSTAL	OFFICE SUPPLIE	1133716
QUILL	101	9/26/2011	\$20.42	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133720
HOLIDAY FLEET	101	9/6/2011	\$214.59	E	41910	212	FLEET FUEL	MOTOR FUELS &	1133658
WASHINGTON COUNTY SUR	101	9/14/2011	\$8.50	E	41910	217	OPERATING MATERIAL/P	MATERIALS & PR	1133743
S E H	101	9/27/2011	\$504.45	E	41910	301	SUVEY REVIEW / INSPIR	PROF SER-ENGIN	1133722
CASPERSON MOTORS	101	9/21/2011	\$32.68	E	41910	416	LUBE/CHG OIL/OIL FILTE	REPAIR/MAINT O	1133695
TR COMPUTER SALES LLC	101	9/14/2011	\$52.50	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133734
MNAPA	101	9/21/2011	\$50.00	E	41910	433	DUES FOR MN ONLY CHA	DUES & MEMBER	1133680
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$84.00	E	41910	810	REVIEW PC STAFF REPO	REFUNDS AND R	1133704
S E H	101	9/27/2011	\$252.23	E	41910	810	SITE REVIEW BONSAI	REFUNDS AND R	1133722
ECKBERG, LAMMERS, BRIG	101	9/20/2011	\$35.00	E	41910	810	REVIEW RESOLUTION AP	REFUNDS AND R	1133704
S E H	101	9/27/2011	\$252.23	E	41910	810	SSITE REVIEW HEFTY'S	REFUNDS AND R	1133722
DEPT 41910 PLANNING & ZONING			\$16,461.10						
DEPT 41940 MUNICIPAL BUILDINGS									
SERVICEMASTER	101	9/14/2011	\$300.00	E	41940	302	SEPT. 2011 CLEANING SE	CONTRACT SERV	1133724
OFFICE OF ENT TECHNOLO	101	9/22/2011	\$440.43	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1133718
XCEL	101	9/6/2011	\$777.43	E	41940	380	GAS & ELECTRIC	ELECTRIC SERVI	1133661
XCEL	101	9/6/2011	\$112.23	E	41940	381	GAS & ELECTRIC	FUEL FOR HEAT	1133661
CITY OF OAK PARK HEIGHT	101	9/27/2011	\$1,000.00	E	41940	420	MIXING BOARDS & RELAT	R & M BLDGS, ST	1133698
LINNER ELECTRIC	101	9/6/2011	\$174.50	E	41940	420	ADD OUTLET IN POLICE	R & M BLDGS, ST	1133660
DEPT 41940 MUNICIPAL BUILDINGS			\$2,804.59						

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DEPT 42100 POLICE									
	101	9/19/2011	\$1,231.87	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	9/6/2011	\$2,292.09	E	42100	050	Labor Distribution	SEASONAL/PART	
	101	9/6/2011	\$12,811.85	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$13,199.10	E	42100	101	Labor Distribution	WAGES AND SAL	
	101	9/6/2011	\$689.31	E	42100	102	Labor Distribution	OVERTIME	
	101	9/19/2011	\$608.64	E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	9/6/2011	\$1,138.52	E	42100	103	Labor Distribution	SPECIAL DUTIES	
	101	9/19/2011	\$2,134.97	E	42100	121	Labor Distribution	P E R A	
	101	9/6/2011	\$2,382.06	E	42100	121	Labor Distribution	P E R A	
	101	9/19/2011	\$18.38	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	9/6/2011	\$29.31	E	42100	122	Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$504.41	E	42100	126	Labor Distribution	H S A	
	101	9/6/2011	\$504.41	E	42100	126	Labor Distribution	H S A	
	101	9/6/2011	\$1,287.21	E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	9/19/2011	\$1,026.82	E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	9/19/2011	\$216.89	E	42100	170	Labor Distribution	MEDICARE	
	101	9/6/2011	\$244.33	E	42100	170	Labor Distribution	MEDICARE	
NEOPOST	101	9/14/2011	\$30.79	E	42100	201	INK CARTRIDGE/POSTAL	OFFICE SUPPLIE	1133716
INNOVATIVE OFFICE SOLUTI	101	9/14/2011	\$82.75	E	42100	201	SUPPLIES	OFFICE SUPPLIE	1133710
QUILL	101	9/26/2011	\$20.42	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	1133720
BAYPORT PRINTING HOUSE,	101	9/26/2011	\$47.82	E	42100	201	BLG. DEPT. CORRECTION	OFFICE SUPPLIE	1133687
UNIFORMS UNLIMITED	101	9/20/2011	\$173.99	E	42100	207	UNIFORMS/EASTMAN	UNIFORMS - CHIE	1133735
UNIFORMS UNLIMITED	101	9/7/2011	\$282.16	E	42100	210	OPERATING SUPPLIES- L	UNIFORMS - LUN	1133735
UNIFORMS UNLIMITED	101	9/20/2011	\$132.99	E	42100	211	UNIFORMS/WYNIA	UNIFORMS -WYNI	1133735
WYNIA, DAVID	101	9/13/2011	\$181.00	E	42100	211	OPERATING SUPPLIES -	UNIFORMS -WYNI	1133673
UNIFORMS UNLIMITED	101	9/7/2011	\$307.21	E	42100	211	OPERATING MATERIAL-W	UNIFORMS -WYNI	1133735
WASHINGTON COUNTY SHE	101	9/20/2011	\$1,586.14	E	42100	212	POLICE FUEL	MOTOR FUELS &	1133742
HOLIDAY FLEET	101	9/6/2011	\$23.53	E	42100	212	FLEET FUEL	MOTOR FUELS &	1133658
ECKBERG, LAMMERS, BRIG	101	9/7/2011	\$2,258.08	E	42100	300	PROFESSIONAL SERVICE	PROF SER-LEGAL	1133704
VERIZON WIRELESS	101	9/7/2011	\$163.94	E	42100	321	PHONES/POLICE DEPT.,	COMMUNICATION	1133662
VERIZON WIRELESS	101	9/13/2011	\$78.06	E	42100	321	AIRCARDS/POLICE DEPT.	COMMUNICATION	1133672
WASHINGTON COUNTY PUB	101	9/22/2011	\$1,212.24	E	42100	391	3RD QTR JUL-SEPT/POLI	SHARED AUTOM	1133741
CASPERSON MOTORS	101	9/27/2011	\$40.00	E	42100	412	2101 SERVICE CALL/POLI	REP & MAINT VE	1133695
TIREPROZ	101	9/7/2011	\$24.99	E	42100	412	2005 DODGE - DURANGO/	REP & MAINT VE	1133732
CENTURY AVENUE COLLISI	101	9/7/2011	\$993.29	E	42100	412	2902 REPLACE FRONT B	REP & MAINT VE	1133696
CASPERSON MOTORS	101	9/27/2011	\$205.33	E	42100	412	2304 REPLACE BATTERY	REP & MAINT VE	1133695
CENTURY AVENUE COLLISI	101	9/22/2011	\$924.70	E	42100	412	2201-K9 UNIT/POLICE DE	REP & MAINT VE	1133696
TR COMPUTER SALES LLC	101	9/14/2011	\$60.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133734
TR COMPUTER SALES LLC	101	9/14/2011	\$52.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O	1133734
DEPT 42100 POLICE					\$49,202.10				
DEPT 42200 FIRE PROTECTION									
	101	9/19/2011	\$983.33	E	42200	101	Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$60.97	E	42200	122	Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$14.26	E	42200	170	Labor Distribution	MEDICARE	
W.S.DARLEY & CO	101	9/8/2011	\$185.94	E	42200	202	OPERATING SUPPLIES/FI	UNIFORMS - MIS	1133671
HOLIDAY FLEET	101	9/6/2011	\$1,325.00	E	42200	212	FLEET FUEL	MOTOR FUELS &	1133658
U S BANK VISA	101	9/8/2011	\$81.88	E	42200	220	WAL-MART	OPERATING SUP	1133670
U S BANK VISA	101	9/8/2011	\$39.65	E	42200	220	WAL-MART	OPERATING SUP	1133670
U S BANK VISA	101	9/8/2011	\$27.54	E	42200	220	HOLIDAY	OPERATING SUP	1133670
METRO FIRE	101	9/8/2011	\$257.08	E	42200	240	OPERATING MATERIAL/FI	SMALL TOOLS-E	1133667
METRO FIRE	101	9/8/2011	\$903.54	E	42200	240	OPERATING MATERIAL/FI	SMALL TOOLS-E	1133667
NEXTEL COMMUNICATIONS	101	9/8/2011	\$191.37	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1133668
NEXTEL COMMUNICATIONS	101	9/26/2011	\$192.02	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1133717
ANCOM COMMUNICATIONS I	101	9/26/2011	\$163.30	E	42200	323	OPERATING MATERIAL/FI	RADIOS-REPAIR	1133685
XCEL	101	9/6/2011	\$421.58	E	42200	380	GAS & ELECTRIC	ELECTRIC SERVI	1133661
XCEL	101	9/6/2011	\$51.40	E	42200	381	GAS & ELECTRIC	FUEL FOR HEAT	1133661
WASHINGTON COUNTY PUB	101	9/26/2011	\$3,434.68	E	42200	391	3 QTR JUL/SEP 2011 USE	SHARED AUTOM	1133741
ELDRED, MIKE	101	9/8/2011	\$224.40	E	42200	402	MILEAGE FIRST RESPON	CONFERENCES &	1133665
REGIONS HOSPITAL	101	9/8/2011	\$362.00	E	42200	402	JULY-AUG FIRST RESPO	CONFERENCES &	1133669

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W.I.T.C.	101	9/26/2011	\$2,047.00	E	42200	402 CONFINED SPECE TRAINI	CONFERENCES &	1133739
EMERGENCY APPARATUS M	101	9/8/2011	\$506.56	E	42200	412 TANKER/PUMPER 2110	REP & MAINT VE	1133666
EMERGENCY APPARATUS M	101	9/8/2011	\$546.30	E	42200	412 LADDER 2103/FIRE DEPT.	REP & MAINT VE	1133666
AREAWIDE TRUCK & TRAILER	101	9/8/2011	\$219.09	E	42200	412 94 PIERCE FIRE TRUCK	REP & MAINT VE	1133664
AREAWIDE TRUCK & TRAILER	101	9/8/2011	\$212.50	E	42200	412 PIERCE RESCUE UNIT # 2	REP & MAINT VE	1133664
CARQUEST OF STILLWATER	101	9/26/2011	\$102.30	E	42200	412 FIRE DEPT.	REP & MAINT VE	1133694
EMERGENCY APPARATUS M	101	9/8/2011	\$388.49	E	42200	412 LADDER 2103/FIRE DEPT.	REP & MAINT VE	1133666
MN DEPT OF LABOR AND IN	101	9/26/2011	\$10.00	E	42200	420 PRESSURE VESSEL/FIRE	R & M BLDGS, ST	1133715
DEPT 42200 FIRE PROTECTION			\$12,952.18					
DEPT 43100 STREET MAINT								
	101	9/19/2011	\$1,960.80	E	43100	101 Labor Distribution	WAGES AND SAL	
	101	9/6/2011	\$1,960.80	E	43100	101 Labor Distribution	WAGES AND SAL	
	101	9/19/2011	\$239.30	E	43100	102 Labor Distribution	OVERTIME	
	101	9/19/2011	\$159.52	E	43100	121 Labor Distribution	P E R A	
	101	9/6/2011	\$142.17	E	43100	121 Labor Distribution	P E R A	
	101	9/19/2011	\$135.07	E	43100	122 Labor Distribution	CONT TO RET., S	
	101	9/6/2011	\$120.32	E	43100	122 Labor Distribution	CONT TO RET., S	
	101	9/19/2011	\$133.02	E	43100	126 Labor Distribution	H S A	
	101	9/6/2011	\$124.04	E	43100	126 Labor Distribution	H S A	
	101	9/6/2011	\$255.06	E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	9/19/2011	\$220.23	E	43100	131 Labor Distribution	CONT TO EMPLO	
	101	9/19/2011	\$31.59	E	43100	170 Labor Distribution	MEDICARE	
	101	9/6/2011	\$28.15	E	43100	170 Labor Distribution	MEDICARE	
NEOPOST	101	9/14/2011	\$6.15	E	43100	201 INK CARTRIDGE/POSTAL	OFFICE SUPPLIE	1133716
BAYPORT PRINTING HOUSE,	101	9/26/2011	\$9.56	E	43100	201 BLG. DEPT. CORRECTION	OFFICE SUPPLIE	1133687
QUILL	101	9/26/2011	\$4.08	E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133720
INNOVATIVE OFFICE SOLUTI	101	9/14/2011	\$16.55	E	43100	201 SUPPLIES	OFFICE SUPPLIE	1133710
HOLIDAY FLEET	101	9/6/2011	\$533.42	E	43100	212 FLEET FUEL	MOTOR FUELS &	1133658
SHERWIN WILLIAMS LC	101	9/22/2011	\$250.57	E	43100	220 TRAFFIC PAINT	OPERATING SUP	1133726
M/A ASSOCIATES INC	101	9/22/2011	\$104.29	E	43100	220 GLASS CLEANER & GLOV	OPERATING SUP	1133712
SHERWIN WILLIAMS LC	101	9/22/2011	\$12.43	E	43100	220 PAINT FILTER	OPERATING SUP	1133726
SHERWIN WILLIAMS LC	101	9/22/2011	\$259.66	E	43100	220 TRAFFIC PAINT	OPERATING SUP	1133726
RIVER CITY SERVICES	101	9/20/2011	\$298.55	E	43100	413 SERVICES PERFORMED	TREES	1133721
TR COMPUTER SALES LLC	101	9/14/2011	\$10.50	E	43100	416 COMPUTER CONSULTING	REPAIR/MAINT O	1133734
THE TESSMAN COMPANY	101	9/22/2011	\$1,080.94	E	43100	421 GRASS SEED & SUPPLIE	REPAIR & MAINT	1133731
BUBERL RECYCLING & COM	101	9/28/2011	\$35.00	E	43100	421 DISPOSAL FEE	REPAIR & MAINT	1133692
BRYAN ROCK PRODUCTS IN	101	9/22/2011	\$1,133.77	E	43100	421 LIMEROCK GRAVEL	REPAIR & MAINT	1133690
CURB MASTERS, INC.	101	9/22/2011	\$340.00	E	43100	423 REPLACE CITY HALL & FI	SIDEWALKS, CUR	1133702
ACTION RENTAL	101	9/22/2011	\$74.81	E	43100	431 TRAILER RENTAL/AUCTIO	RENTAL OF EQUI	1133683
DEPT 43100 STREET MAINT			\$9,680.35					
DEPT 43160 STREET LIGHTING								
XCEL	101	9/6/2011	\$2,288.35	E	43160	380 GAS & ELECTRIC	ELECTRIC SERVI	1133661
DEPT 43200 PARKS								
	101	9/6/2011	\$260.00	E	43200	050 Labor Distribution	SEASONAL/PART	
	101	9/6/2011	\$16.12	E	43200	122 Labor Distribution	CONT TO RET., S	
	101	9/6/2011	\$3.77	E	43200	170 Labor Distribution	MEDICARE	
HOLIDAY FLEET	101	9/6/2011	\$458.22	E	43200	212 FLEET FUEL	MOTOR FUELS &	1133658
BAYPORT PRINTING HOUSE,	101	9/27/2011	\$215.89	E	43200	220 ENV-MISC/BOAT TRAILER	OPERATING SUP	1133687
ZERO WASTE USA, INC.	101	9/28/2011	\$336.00	E	43200	220 DOG WASTE BAGS	OPERATING SUP	1133744
BUBERL BLACK DIRT	101	9/22/2011	\$153.90	E	43200	410 BLACK DIRT	REPAIR & MAINT	1133691
CENTURY POWER EQUIPME	101	9/28/2011	\$19.13	E	43200	412 BLADE BOLTS	REP & MAINT VE	1133697
TR COMPUTER SALES LLC	101	9/14/2011	\$10.50	E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O	1133734
K. PEARSON MECHANICAL L	101	9/22/2011	\$295.00	E	43200	420 GAS PIPE/WARMING HOU	R & M BLDGS, ST	1133711
AIR FRESH PORTABLE TOIL	101	9/22/2011	\$253.08	E	43200	425 MTHLY PORTABLE REST	SATILLITIES	1133684
FLANAGAN SALES, INC.	101	9/27/2011	\$1,897.03	E	43200	530 WOOD CHIPS/BEACH PA	CAPITAL ASSETS	1133706

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DEPT 43200 PARKS			\$3,918.64					
FUND 101 GENERAL			\$170,929.42					
FUND 206 WATER/SEWER IMPROVEMENT FUND								
DEPT 41603 SO MN STREET UTILITY PROJECT								
S E H	206	9/27/2011	\$2,732.66 E	41603	301	2011 TELEVISIONING AND M	PROF SER-ENGIN	1133722
DEPT 41911 BAYTOWN DEVELOPMENTS								
SCHLENNER WENNER & CO.	206	9/27/2011	\$2,172.50 E	41911	303	ACCTING SERV THROUG	PROF SER-AUDIT	1133723
FUND 206 WATER/SEWER IMPROVEMENT FU			\$4,905.16					
FUND 209 DEVELOPER REIMBURSED PROJECTS								
DEPT 41911 BAYTOWN DEVELOPMENTS								
ECKBERG, LAMMERS, BRIG	209	9/20/2011	\$63.00 E	41911	300	REGARDING ARC DOCUM	PROF SER-LEGAL	1133704
DEPT 41912 INSPIRATION								
SCHLENNER WENNER & CO.	209	9/27/2011	\$2,172.50 E	41912	303	ACCTING SERV THROUG	PROF SER-AUDIT	1133723
FUND 209 DEVELOPER REIMBURSED PROJE			\$2,235.50					
FUND 211 LIBRARY								
DEPT 45500 LIBRARY								
	211	9/19/2011	\$2,725.69 E	45500	050	Labor Distribution	SEASONAL/PART	
	211	9/6/2011	\$2,384.19 E	45500	050	Labor Distribution	SEASONAL/PART	
	211	9/6/2011	\$3,013.30 E	45500	101	Labor Distribution	WAGES AND SAL	
	211	9/19/2011	\$3,013.30 E	45500	101	Labor Distribution	WAGES AND SAL	
	211	9/19/2011	\$392.17 E	45500	121	Labor Distribution	P E R A	
	211	9/6/2011	\$360.15 E	45500	121	Labor Distribution	P E R A	
	211	9/6/2011	\$328.44 E	45500	122	Labor Distribution	CONT TO RET., S	
	211	9/19/2011	\$349.61 E	45500	122	Labor Distribution	CONT TO RET., S	
	211	9/6/2011	\$97.58 E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	9/19/2011	\$39.55 E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	9/19/2011	\$81.77 E	45500	170	Labor Distribution	MEDICARE	
	211	9/6/2011	\$76.80 E	45500	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	211	9/26/2011	\$21.38 E	45500	201	OFFICE SUPPLIES/LIBRA	OFFICE SUPPLIE	1133710
BAKER & TAYLOR	211	9/26/2011	\$64.21 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$82.56 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$271.69 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$223.90 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$121.12 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$103.11 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$434.30 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$40.92 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$18.75 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$75.73 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$81.81 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$66.69 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$13.57 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$277.32 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$81.75 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686
BAKER & TAYLOR	211	9/26/2011	\$234.90 E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1133686

CITY OF BAYPORT

09/28/11 9:21 AM

Page 7

MONTHLY EXPENSES 1133652-1133744

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
MENARDS-STILLWATER	601	9/22/2011	\$107.42	E	46120	419 PAINT & PIPE	REPAIR & MAINT	1133713
S E H	601	9/27/2011	\$184.65	E	46120	530 WELL 3 FLORIDE MTG	CAPITAL ASSETS	1133722
HAWKINS WATER	601	9/27/2011	\$767.36	E	46120	530 CONTAINMENT TANK/FLO	CAPITAL ASSETS	1133708
DEPT 46120 WATER			\$18,195.70					
FUND 601 WATER			\$24,112.39					
FUND 602 SEWER								
DEPT 46200 SEWER - OPERATING								
	602	9/6/2011	\$4,268.11	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	9/19/2011	\$4,268.11	E	46200	101 Labor Distribution	WAGES AND SAL	
	602	9/6/2011	\$309.36	E	46200	121 Labor Distribution	P E R A	
	602	9/19/2011	\$309.38	E	46200	121 Labor Distribution	P E R A	
	602	9/19/2011	\$256.36	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	9/6/2011	\$256.31	E	46200	122 Labor Distribution	CONT TO RET., S	
	602	9/19/2011	\$201.18	E	46200	126 Labor Distribution	H S A	
	602	9/6/2011	\$205.87	E	46200	126 Labor Distribution	H S A	
	602	9/6/2011	\$522.80	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	9/19/2011	\$423.78	E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	9/19/2011	\$59.95	E	46200	170 Labor Distribution	MEDICARE	
	602	9/6/2011	\$59.93	E	46200	170 Labor Distribution	MEDICARE	
NEOPOST	602	9/14/2011	\$6.21	E	46200	201 INK CARTRIDGE/POSTAL	OFFICE SUPPLIE	1133716
INNOVATIVE OFFICE SOLUTI	602	9/14/2011	\$16.55	E	46200	201 SUPPLIES	OFFICE SUPPLIE	1133710
BUSINESS FORMS & ACCOU	602	9/26/2011	\$167.36	E	46200	201 LASER UTILITY BILL	OFFICE SUPPLIE	1133693
BAYPORT PRINTING HOUSE,	602	9/26/2011	\$9.60	E	46200	201 BLG. DEPT. CORRECTION	OFFICE SUPPLIE	1133687
QUILL	602	9/26/2011	\$4.11	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	1133720
S E H	602	9/27/2011	\$563.19	E	46200	301 SEWER MAINTENANCE P	PROF SER-ENGIN	1133722
POSTMASTER	602	9/26/2011	\$100.09	E	46200	322 3QTR. 2011 UTILITY BILLS	POSTAGE	1133682
BOYER TRUCKS	602	9/28/2011	\$137.10	E	46200	412 SENDING UNIT/SEWER D	REP & MAINT VE	1133689
TR COMPUTER SALES LLC	602	9/14/2011	\$10.50	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O	1133734
DEPT 46200 SEWER - OPERATING			\$12,155.85					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	9/14/2011	\$31,010.92	E	46990	434 OCT. 2011 MTHLY ANNUA	STATE FEES FOR	1133714
FUND 602 SEWER			\$43,166.77					
			\$264,013.24					

City of Bayport

294 North 3rd Street
Bayport, MN 55003
Phone: 651-275-4404
Fax: 651-275-4411

Building Permit Log

For: September, 2011

Printed:9/27/2011

Page1 of 3

Permit Number: BP2011-60	Filing Date: 9/7/2011
Parcel Address: 220 1ST Ave. S.	BAYPORT, MN 55003
Applicant: ROBERT HAYNER OWNER OWNER	Applicant Phone: 651-439-3696
Construction Value: \$2,000.00	Total Fees: \$74.75

Permit Number: BP2011-62	Filing Date: 9/12/2011
Parcel Address: 252 Maine Street N.	Bayport, MN 55003
Applicant: MARVIN HENRY OWNER OWNER	Applicant Phone: 715-247-5182
Construction Value: \$4,350.00	Total Fees: \$120.18

Permit Number: BP2011-63	Filing Date: 9/12/2011
Parcel Address: 982 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	Applicant Phone: 952-985-7806
Construction Value: \$270,000.00	Total Fees: \$8,941.64

Permit Number: BP2011-64	Filing Date: 9/13/2011
Parcel Address: 171 5TH St. N.	BAYPORT, MN 55003
Applicant: WINDOW WORLD TWIN CITIES WINDOW WORLD TWIN CITIES Windows	Applicant Phone: 651-770-5570
Construction Value: \$2,100.00	Total Fees: \$94.55

Permit Number: BP2011-65	Filing Date: 9/13/2011
Parcel Address: 445 7th Street N.	Bayport, MN 55003
Applicant: KYLE SIMONSON OWNER OWNER	Applicant Phone: 651-351-1067
Construction Value: \$9,500.00	Total Fees: \$244.44

Building Permit Log

For: September, 2011

Printed:9/27/2011

Page2 of 3

Permit Number: BP2011-66
Parcel Address: 543 7TH St. N.
Applicant: GREG & CHRIS GREEN
OWNER OWNER
Construction Value: \$500.00
Filing Date: 9/13/2011
BAYPORT, MN 55003
Applicant Phone: 651-439-7840
Total Fees: \$25.50

Permit Number: BP2011-67
Parcel Address: 986 Inspiration PARKWAY N.
Applicant: GREAT LAKES WINDOW & SIDING
GREAT LAKES WINDOW & SIDING CO RESIDENTIAL
Construction Value: \$6,990.00
Filing Date: 9/14/2011
BAYPORT, MN 55003
Applicant Phone: 952-891-3400
Total Fees: \$246.88

Permit Number: BP2011-68
Parcel Address: 967 INSPIRATION PARKWAY N.
Applicant: DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL
Construction Value: \$280,000.00
Filing Date: 9/15/2011
BAYPORT, MN 55003
Applicant Phone: 952-985-7806
Total Fees: \$9,045.64

Permit Number: BP2011-69
Parcel Address: 954 INSPIRATION PARKWAY N.
Applicant: KARL AULECIEMS
OWNER OWNER
Construction Value: \$6,000.00
Filing Date: 9/19/2011
BAYPORT, MN 55003
Applicant Phone: 612-991-3990
Total Fees: \$222.04

Permit Number: BP2011-70
Parcel Address: 263 3RD St. N.
Applicant: BRUETTE ROOFING, INC.
BRUETTE ROOFING, INC. RESIDENTIAL BUILDER
Construction Value: \$17,640.00
Filing Date: 9/22/2011
BAYPORT, MN 55003
Applicant Phone: 651-439-5746
Total Fees: \$318.57

Permit Number: BP2011-71
Parcel Address: 499 9th Street N.
Applicant: RENEWAL BY ANDERSEN, INC.
RENEWAL BY ANDERSEN, INC. RESIDENTIAL
Construction Value: \$14,753.00
Filing Date: 9/26/2011
Bayport, MN 55003
Applicant Phone: 651-264-4777
Total Fees: \$277.88

Building Permit Log

For: September, 2011

Printed:9/27/2011

Page3 of 3

Permit Number: BP2011-72
Parcel Address: 970 Pickett Street N.
Applicant:SUMMIT FIRE PROTECTION
SUMMIT FIRE PROTECTION FIRE SYSTEMS
Construction Value:\$11,850.00
Filing Date: 9/27/2011
Bayport, MN 55003
Applicant Phone: 651-251-1880
Total Fees: \$282.48

Permit Number: MC2011-43
Parcel Address: 185 STATE Street N.
Applicant:K B SERVICE COMPANY
K B SERVICE COMPANY MECHANICAL
Construction Value:\$5,000.00
Filing Date: 9/1/2011
BAYPORT, MN 55003
Applicant Phone: 651-481-9155
Total Fees: \$85.00

Permit Number: MC2011-44
Parcel Address: 907 2ND Ave. N.
Applicant:MARKGRAF MECHANICAL INC.
MARKGRAF MECHANICAL INC. MECHANICAL
Construction Value:\$3,000.00
Filing Date: 9/8/2011
BAYPORT, MN 55003
Applicant Phone: 651-433-3714
Total Fees: \$80.00

Permit Number: PL2011-31
Parcel Address: 508 PRAIRIE WAY S.
Applicant:CODY PLUMBING, INC.
CODY PLUMBING, INC. Plumber
Construction Value:\$16,000.00
Filing Date: 9/22/2011
BAYPORT, MN 55003
Applicant Phone: 715-749-3354
Total Fees: \$80.00

Permit Number: PL2011-32
Parcel Address: 447 4TH St. S.
Applicant:CYNTHIA WOODBURY
OWNER OWNER
Construction Value:\$2,000.00
Filing Date: 9/26/2011
BAYPORT, MN 55003
Applicant Phone: 651-442-9868
Total Fees: \$80.00

Permit Number: PL2011-34
Parcel Address: 4277 Paris Avenue N.
Applicant:MAIN STREET BUILDERS
FUHR TRENCHING SEWER & WATER
Construction Value:
Filing Date: 9/21/2011
Stillwater, MN 55082
Applicant Phone: 651-208-9775
Total Fees: \$1,430.00



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: <u>Barker's Apts Park</u>	
City: <u>Bayport</u>	State: <u>Minnesota</u> Zip Code: <u>55003</u>
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: <u>OLIVER VERMONT / JULIA KACHMER</u>		
Home Phone Number: <u>612-578-3944</u>	Work/Cell Phone Number: <u>612-578-3944</u>	
Address: <u>10 POINT ROAD</u>		
City/State/Zip: <u>BAYPORT, MN 55003</u>		
Email Address:		

Description of Request
<u>CYCLE CROSS BIKE EVENT 2 DAYS</u>

Event Information	Start Date: <u>11-12-11</u>	End Date: <u>11-13-11</u>
Days of Operation (check all that apply)		
<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays:		
Weekends: <u>SATURDAY & SUNDAY 8AM TO 3:30PM</u>		

Requested City Assistance and/or Services

IF WE COULD PLEASE LEAVE PORT TO PARTY FOR SPECTATOR USE, THAT WOULD GREATLY BE APPRECIATED.

will pay \$ 85 for *Thank* *John* *612-578-3944*
SATellite rental

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: 

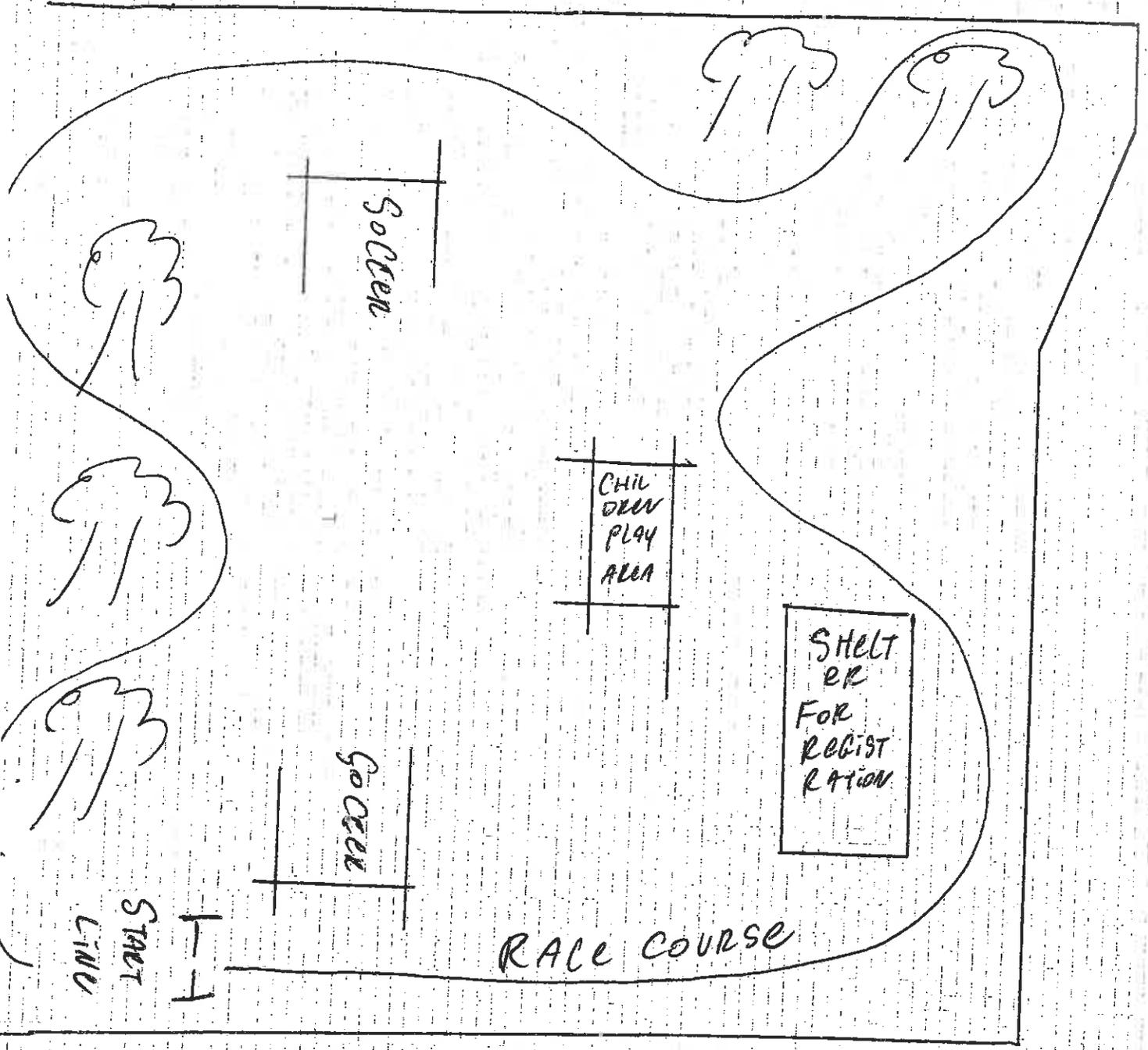
Date: 9-19-11

Property Owner: _____

Date: _____

Office Use - City 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	<input checked="" type="checkbox"/> \$15.00	9/19/11	CASH	ST
\$15.00-Public entity/Non-profit	<input type="checkbox"/> \$50.00			
\$50.00-Individual/For-profit				
Escrow or cost incurred				

CYCLE CROSS proposed RACE COURSE



Street PARKING

MEMORANDUM

TO: Mayor and City Council

FROM: Torry Kraftson, Project Engineer

DATE: August 27, 2011

SUBJECT: 1st and 2nd Avenue North Stormwater Improvement Project and other repairs

The grading, concrete, and asphalt work are completed on the 1st and 2nd Avenue Curb Projects. Repair work was also completed by the contractors on sidewalk at City Hall, storm sewer crossing on 6th Street north, street patch on 5th Street North, and a street patch on 4th Street North*.

The attached spreadsheets summarize the work completed. It is recommended that payments be made in the following amounts:

Contractor	1st and 2nd Ave	Other Repairs*	Total
Bell's Trucking Inc.,	\$6,565.00	\$5,920.36	\$12,485.36
Curb Masters, Inc.	\$17,117.39	\$340.00	\$17,457.39
T.A. Schifsky & Sons, Inc.	\$9,360.00	\$4,580.00	\$13,940.00

The engineering proposal for the 1st and 2nd Avenue project was \$8,200 and an invoice is also included for that amount. This amount of the cost declaration was \$41,517 for the 1st and 2nd Avenue Projects. The total completion costs for 1st and 2nd Avenue based on the above invoices is \$41,242.39 (including engineering).

Final Quantities
Proposed Street and Storm Sewer Improvements
City of Bayport: 1st and 2nd Avenue North (between 3rd Street and 2nd Street)

Grading, Storm sewer, and Removals (Bell Trucking)

Item No.	Item	Unit	Estimated Quantity	Unit Price	Final Quantities	Amount
1	Bituminous and concrete sawcut	LF	1000	\$1.25	220	\$275.00
2	Bituminous removal	SY	200	\$1.50	200	\$300.00
3	Concrete Removal	SF	900	\$0.50	900	\$450.00
4	Remove existing 12" CMP Pipe	LF	50	\$1.50	50	\$75.00
5	Remove 2x3 storm sewer structure	EA	1	\$200.00	1	\$200.00
6	Common Excavation	CY	100	\$4.50	100	\$450.00
7	12" CMP F.E.S.	EA	1	\$300.00	1	\$300.00
8	Dual Wall HDPE 12"	LF	50	\$20.00	50	\$1,000.00
9	STMH 27" with R1733 casting	EA	1	\$1,200.00	1	\$1,200.00
10	Remove concrete curb and gutter	LF	30	\$2.70	30	\$81.00
11	Class 5 Aggregate Base	TN	100	\$10.00	200	\$2,000.00
12	Granular Backfill (sidewalk base)	CY	18	\$13.00	18	\$234.00
13	Select Topsoil Borrow screened (LV)	CY	50	\$25.00		\$0.00
14	Seed (MNDOT 270) and green mulch	SY	600	\$1.00		\$0.00

Subtotal Grading, storm sewer, and removals

\$6,565.00

Concrete work (Curbmasters)

Item No.	Item	Unit	Estimated Quantity	Unit Price	Final Quantities	Amount
15	Concrete sidewalk (5" depth 3Y32A Granite)	SF	1150	\$3.45	1231.12	\$4,247.36
16	Truncated domes ped ramp panels	SF	16	\$35.00	20.00	\$700.00
17	Concrete Curb and Gutter B618	LF	284	\$13.90	221.00	\$3,071.90
18	Concrete Curb and Gutter B418	LF	542	\$13.75	563.50	\$7,748.13
19	Concrete 36" valley gutter (2 pours)	LF	160	\$15.00	90.00	\$1,350.00

Subtotal Concrete work

\$17,117.39

Bituminous paving (Schifsky)

Item No.	Item	Unit	Estimated Quantity	Unit Price	Final Quantities	Amount
20	Mill match edge (1' wide)	LF	800	\$2.90	0	\$0.00
21	Bituminous Pathcing (2 x 2" lifts)	TN	120	\$80.00	117	\$9,360.00

Subtotal Bituminous work

\$9,360.00

Total

\$33,042.39

Final Quantities
Proposed Street and Storm Sewer Improvements
City of Bayport: 6th street storm crossing and 4th and 5th street patches

Grading, Storm sewer, and Removals (Bell Trucking)

Item No.	Item	Unit	Estimated Quantity	Unit Price	Final Quantities	Amount
1	Prepped for 4th and 5th Street patches	LS		\$50.00	1	\$50.00
2	Prepped for 6th Street patches	SY		\$200.00	1	\$200.00
3	F&I 3067 Casting (include adjust)	EA	2	\$695.00	2	\$1,390.00
4	Remove existing pipe	LF	75	\$1.50	75	\$112.50
5	Remove Existing CB	EA	1	\$200.00	1	\$200.00
6	Install 38' Dual Wall HDPE (supplied by City)	EA	1	\$570.00	1	\$570.00
7	18-inch RCP	LF	38	\$39.47	38	\$1,499.86
8	F&I 2x3 Catch Basin	EA	2	\$440.00	2	\$880.00
9	Geotextile Fabric	SY	15	\$1.20	15	\$18.00
10	Class II Rip Rap	CY	10	\$57.00	10	\$570.00
11	Installed foam insulation over water main	LS		\$100.00	1	\$100.00
12	Install new manhole casting	LS		\$100.00	1	\$100.00
13	Remove poor soils from trench	LS		\$100.00	1	\$100.00
14	Aggregate Class V for storm sewer installation	LS		\$130.00	1	\$130.00

Subtotal Grading, storm sewer, and removals

\$5,920.36

Concrete work (Curb Masters)

Item No.	Item	Unit	Estimated Quantity	Unit Price	Final Quantities	Amount
15	Concrete sidewalk at City Hall	SF		\$4.25	80.00	\$340.00

Subtotal Concrete work

\$340.00

Bituminous paving (Schifsky)

Item No.	Item	Unit	Estimated Quantity	Unit Price	Final Quantities	Amount
16	Bituminous Saw cut	LF		\$5.00	20	\$100.00
17	Bituminous Pathcing	TN	120	\$80.00	56	\$4,480.00

Subtotal Bituminous work

\$4,580.00

Total

\$10,840.36

Bell's Trucking Inc.

INVOICE

P.O. Box 775
Stillwater, MN 55082
Phone 651.439.6375 Fax 651.439.9984

DATE: August 17, 2011
INVOICE # 2269

Bill To:

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

Service Address:

785 N 6th Street

DESCRIPTION	AMOUNT
Removed 75 feet of existing pipe.	\$ 112.50
Removed existing catch basin.	200.00
Installed 2- 2x3 structures.	880.00
Installed 2 castings with rings.	1,390.00
Installed 38 feet of 18 inch RCP	1,499.86
Installed 40 feet of dual wall 18 inch with flared end.	570.00
Placed geotech fabric.	18.00
Delivered and placed 10 yards of rip rap.	570.00
TOTAL	\$ 5,240.36

Due Upon Receipt

Make all checks payable to **Bell's Trucking INC**
If you have any questions concerning this invoice, contact Jon, 651.439.6375

THANK YOU FOR YOUR BUSINESS!

Bell's Trucking Inc.

INVOICE

P.O. Box 775
Stillwater, MN 55082
Phone 651.439.6375 Fax 651.439.9984

DATE: September 21, 2011
INVOICE # 2278

Bill To:

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

Service Address:

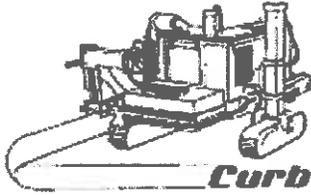
1st Ave N and
2nd Ave N

DESCRIPTION	AMOUNT
Saw cut 220 feet of 2nd Ave at Church.	\$ 275.00
Removed concrete sidewalk.	450.00
Placed sand for sidewalks.	234.00
Removed storm sewer structure.	200.00
Removed existing culvert.	75.00
Installed new storm sewer structure with new casting.	1,200.00
Installed 50 feet of new 12 inch dual wall hdpe with F.E.S.	1,300.00
Removed curb and gutter.	81.00
excavated for new curb and gutter.	450.00
Delivered and graded 200 tons class 5 for curb and gutter and preping for Asphalt.	2,000.00
Removed saw cut Asphalt and preped for new Asphalt.	300.00
TOTAL	\$ 6,565.00

Due Upon Receipt

Make all checks payable to **Bell's Trucking INC**
If you have any questions concerning this invoice, contact Jon, 651.439.6375

THANK YOU FOR YOUR BUSINESS!



Curb Masters, Inc.

Date: September 27, 2011

Bill To: City Of Stillwater
216 Fourth ST N
Stillwater, MN 55082

Project Location: Bayport

P.O. Number:

Project Name: 1st & 2nd Ave N

Job Number: 4503

Invoice - Revised

Line	Item	Description	Qty	Unit	Price	Extension
1		5" Concrete Walk - 3Y32A	1231.12	SF	@ \$ 3.45	\$ 4,247.36
2		Truncated Domes	20	SF	@ \$ 35.00	\$ 700.00
3		B618 Curb & Gutter	221	LF	@ \$ 13.90	\$ 3,071.90
4		B418 Curb & Gutter	563.5	LF	@ \$ 13.75	\$ 7,748.13
5		36" Concrete Valley gutter	90	LF	@ \$ 15.00	\$ 1,350.00
Base Bid Total:						\$ 17,117.39
Changes						
6	WO#1	Replace Settled Sidewalk	80	SF	@ \$ 4.25	\$ 340.00
Total Changes						\$ 340.00
Total Due						\$ 17,457.39

THANK YOU FOR YOUR BUSINESS!

Curb Masters, Inc.
651-455-5251

496 Farwell Ave
651-493-3643 (Fax)

South St Paul, MN 55075
www.CurbMasters.info



Additional Work Authorization

**This change could result in an increase cost to your company.
Your approval is needed please sign below and issue a change order (if required).**

City of Bay Port
Customer

Work Order Number 1

Date: 9-1-11

Change Requested by: MEL HORAK p.w. sup.

Project Location: City hall / Fire Station

Project Name: _____

CMI Job No: 4401

CMI Foreman: Tim S.

Reason for Change: Settled S/W

Description of additional work: replace 80 sq ft of S/W PLUS

Cost for Above Additional Work: \$ 4.25 a sq ft

Concrete Walk 80 SF @ \$4.25 = \$340.00

If you have any questions, please contact Linda Hubbard at 651-351-9200.

Approved by:  Date: 9-1-2011
(signature)

*If we do not receive a signed copy work stoppage could occur.
Please note Curb Masters, Inc may require extra time to complete this Change.*

Curb Masters, Inc.
496 Farwell Avenue
South St Paul, MN 55075

500 West Po

PO (Box) 651-351-9200

Invoice

T. A. Schifsky & Sons, Inc.
2370 Highway 36
North St. Paul, MN 55109
USA

Invoice Number:
11-619

Invoice Date:
9/21/11

Voice: 651-777-1313
Fax: 651-777-7843

Page:
1

Duplicate

Sold To:
CITY OF STILLWATER
216 NORTH 4TH ST.
STILLWATER, MN 55082

Customer ID: STILLWATER

Customer PO	Payment Terms	Sales Rep ID	Due Date
	Net 15 Days		10/6/11

Description	Amount
BAYPORT PATCHING	
173 TONS OF BITUMINOUS @ \$80.00 PER TON	13,840.00
20 FT OF SAW CUTTING @ \$5.00 PER LF	100.00
PLEASE PAY BY INVOICE	

Subtotal	13,940.00
Sales Tax	
Total Invoice Amount	13,940.00
Payment Received	
TOTAL	13,940.00

Check No:

1 1/2% interest per month charged on accounts 15 days past due.



DATE	INVOICE NO
09/27/2011	0040470

BILL TO
City of Bayport 294 N 3rd Street Bayport, MN 55003

DUE DATE
10/27/2011

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT
Engineering Consulting Fee: 1st & 2nd Ave Curb Project	1.00	\$8,200.00	\$8,200.00

INVOICE AMOUNT DUE:	\$8,200.00
----------------------------	-------------------

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (651)430-8800

Customer Name: City of Bayport
 Customer No: 101069
 Account No: 0000440 - AR account for 101069

DUE DATE	INVOICE NO
10/27/2011	0040470

Please remit payment by the due date to:



City of Stillwater
 216 North 4th Street
 Stillwater, MN 55082

TOTAL AMOUNT DUE: \$8,200.00

AMOUNT PAID: _____

1st and 2nd Avenue North Curb Projects
 City of Stillwater Engineering Invoice

Hourly rates in proposal	Hourly Rate	Project Hours Recorded	Project Cost
City Engineer/ Public Works Director	\$95.52	0	\$0.00
Assistant City Engineer	\$78.26	51.5	\$4,030.39
Engineering Technician	\$55.49	84.25	\$4,675.03
Administrative Assistant	\$47.10	0	\$0.00

Total **\$8,705.42**

Proposal Fee **\$8,200.00**

Discount **\$505.42**

Invoice Amount **\$8,200.00**

MEMORANDUM

TO: Mayor and City Council

FROM: Torry Kraftson, Project Engineer

DATE: August 27, 2011

SUBJECT: 6th Street North Sidewalk Improvement Project
Assessment Hearing and Adoption of Assessment Roll

DISCUSSION:

Removal of the existing sidewalk has started and should be done by the middle of the week. Sidewalk installation is scheduled for the end of the week, but is dependent on weather and contractor scheduling. Since the preliminary assessment roll was established using the bid prices for the project, the final assessment roll was determined at the same rate. The assessment period is 10 years at an interest rate of 4.25%. To date we have not received any letters of objection to the assessments.

RECOMMENDATION:

It is recommended that the City Council hold the assessment hearing and adopt the final assessment roll.

ACTION REQUIRED:

If the City Council concurs with the staff recommendation, they should conduct the public hearing and pass a motion adopting Resolution No. 2011-___, **RESOLUTION ADOPTING ASSESSMENT FOR 6th STREET NORTH SIDEWALK IMPROVEMENT PROJECT.**

City of Bayport 6th Street North Sidewalk Replacement Project
Final 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	50	250	\$1,023.31
302920440038	RADKE LEONARD M	741 N 6TH ST	BAYPORT, MN 55003	38	190	\$777.72
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
302920440002	BELL MATTHEW L	836 N 6TH ST	BAYPORT, MN 55003	59	295	\$1,207.51
302920440021*	BELL MATTHEW L	836 N 6TH ST	BAYPORT, MN 55003	44	220	\$900.52
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

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.

RESOLUTION NO. 11-_____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD OCTOBER 3, 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 3rd day of October, 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 ADOPTING ASSESSMENT FOR
6th STREET NORTH SIDEWALK IMPROVEMENT PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met and heard and passed upon all objections to the proposed assessment on the 6th Street North Sidewalk Improvement Project for the following properties.

Properties abutting 6th Street North with the following geocodes: 302920440037, 302920440038, 302920440036, 302920440035, 302920440008, 302920440009, 302920440010, 302920440011, 302920440012, 302920440002, 302920440021, 302920440005, 302920440004, 302920440003, 302920440086

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

1. Such proposed assessments, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten (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 four and one half percent (4½%) per annum from the date of the adoption of this assessment resolutions. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2011. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. Property owners may at anytime prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Bayport Treasurer. **NO INTEREST WILL BE CHARGED IF THE ENTIRE ASSESSMENT IS PAID BY NOVEMBER 15, 2011.** If the assessment is not paid by November 15, 2011, accrued interest from the date of the adoption of the assessment roll through December 31, 2011 will be added with the first installment due in 2012. If payment is not received by November 15, 2011, the amount listed above will be collected over a 10-year period with interest added at 4½% per year on the unpaid balance. The yearly installments will be collected with the property taxes that are paid to Washington County. At

anytime thereafter, prior to November 15th of any year, pay the remaining principal balance (in whole or part) to the City of Bayport.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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 3rd day of October, 2011.

ATTEST:

Mitchell Berg
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 11-_____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD OCTOBER 3, 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 3rd day of October, 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

For this method of assessment, 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 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 per lot method 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, The City Council may defer the payment of any special assessment on homestead property owned by a person who 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.~~

While an applicant is in deferment status, for hardship purposes, the original principal amount of the assessment shall be decreased by a fixed amount equal to the number of years of the assessment period, divided by the original principal amount until there is no longer a principal balance owed, or until there is a change resulting in a loss of eligibility (refer to section 9C).

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, total deferred portion of the assessment and all interest accruing thereon, shall be payable at the time that the property changes ownership~~ or there is a loss of eligibility (refer to section 9C).

~~This deferment policy shall be changed from time to time to conform with state law. 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 structure, for which a building permit or other city approval process would 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, at which time if no improvement occurs, the assessment shall terminate. If improvements are made within 25 years, the deferred portion of the assessment shall come due with interest within sixty (60) days after loss of eligibility (refer to section 9C). 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 an improvement is constructed on the property or until the expiration of 25 years. If the property is not improved prior to the expiration of the 25 year period, the assessment shall terminate.

C. LOSS OF ELIGIBILITY

If an applicant no longer qualifies for the deferment, the entire or remaining amount of deferred special assessments shall become payable within sixty (60) days after loss of eligibility on the deferment. If the deferred special assessment is not paid within the sixty (60) days, the City Administrator shall add thereto, interest at an annual rate of two percent (2%) above the present bond market interest rate. Should the applicant demonstrate to the satisfaction of the City Council that full

repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the City Council may order that the applicant pay, within sixty days, a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessment.

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 3rd day of October, 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: September 26, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Consider adopting a city electronic fund transfer policy

BACKGROUND

Many of the city's incoming and outgoing funds may be processed by electronic wire transfer, as it is often the most efficient method payment or receipt of funds. To ensure the city has uniform procedures in place for city staff, the city's auditor has recommended the adoption of an electronic fund transfer policy.

Attached, please find a draft of an electronic fund transfer policy for consideration. The policy defines procedures and identifies personnel authorized to conduct electronic transfers on behalf of the city.

RECOMMENDATION

Staff recommends the City Council adopt an electronic fund transfer policy, as recommended by the city's auditor.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

ELECTRONIC FUNDS TRANSFER (EFT) POLICY

- SECTION I. PURPOSE, INTENT AND AUTHORITY**
- SECTION II. DEFINITION**
- SECTION III. GENERAL INFORMATION**
- SECTION IV. AUTHORIZED PERSONNEL / ELECTRONIC APPROVAL**
- SECTION V. PROCEDURES**
- SECTION VI. ADOPTION**

SECTION I. PURPOSE, INTENT AND AUTHORITY

The purpose of this document is to identify policies and procedures for electronic funds transfer (EFT). The city's incoming and outgoing funds may be processed by electronic wire transfer where deemed prudent and the most efficient method payment or receipt. Authority for this policy resides in Minnesota Statutes § 471.381, authorizing the utilization of electronic wire transfers.

SECTION II. DEFINITION

An electronic transfer is the movement of dollars via the Federal Reserve System from one account to another account. This is inclusive of transfers between institutions. Transfers may include but are not limited to check, credit cards, debit cards, all forms of electronic or wire transfers.

SECTION III. GENERAL INFORMATION

The city utilizes electronic wire transfers when disbursing many city funds. Currently, the city issues and receives electronic fund transfers from such entities as UBS, First State Bank and Trust, State of Minnesota, Washington County, Federal Government, Internal Revenue Service, Wells Fargo Bank, Health Partners, and Public Employees Retirement Association (PERA).

SECTION IV. AUTHORIZED PERSONNEL / ELECTRONIC APPROVAL

Wire transfers will be initiated by the City Administrator or Finance Officer via online banking or by a letter drafted by the Finance Officer. Wire transfers will be confirmed by the Finance Officer or designee. All wire transfers will be monitored by the Finance Officer or designee. The Finance Officer will be authorized to pay payments online using the electronic transfer process. The Finance Officer will enter the transaction into the specific fund that was transferred in to or out of, with a record of payments made. Other electronic transfers, such as utility billing (when used), may be conducted by internal city staff with the monitoring of the Finance Officer or designee.

SECTION V. PROCEDURES

1. Authorized personnel will originate the wire via the online banking website or by letter.
2. The originating documentation will be filed in the Finance Officer's office for review or filed in the appropriate file.
3. The Finance Officer may accept and make payment by electronic funds transfer and wire transfer. These transactions are subject to the same approval requirements as paper transactions.

SECTION VI. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED: October 3, 2011



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

Date: September 26, 2011
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Consider an amendment to the city's fleet vehicle safety policy

BACKGROUND

In December of 2010, the City Council adopted an employee safety policy related to the operation of city vehicles and equipment. However, in order to be consistent with other city department and union policies, staff is recommending a slight amendment to Section III: Program Requirements, which is attached and indicated in **bold underline**.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending the city's fleet vehicle policy as presented.

- Q. **Remedial Training** – Training required, following an incident to upgrade and renew skills and demonstrate proficiency.
- R. **Road Rage** – A criminal offense in which a vehicle is used as a weapon with intent to do harm, or the physical assault of a driver or vehicle.
- S. **Shall** – The term “shall” is used throughout Z15.1 in accord with ANSI conventions to indicate a mandatory or required practice in terms of this standard.
- T. **Should** – The term “should” is used throughout Z15.1 in accord with ANSI conventions to indicate a recommended practice.

Section III: PROGRAM REQUIREMENTS

- A. **Scope.** The City of Bayport will set forth practices for the safe operation of motor vehicles owned or operated by the City of Bayport. These practices are designed for use by those having the responsibility for the administration and operation of motor vehicles as a part of organizational operations. **Employees are expected to follow these practices, unless superseded by other department policies.**
- B. **Purpose.** The purpose of this Fleet Safety Program is to provide our employees and managers with tools and materials to ensure the safety of all employees who drive vehicles for the City of Bayport. Vehicle accidents are costly to the City of Bayport, but more importantly, they may result in injury to our employees, volunteers and occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the City of Bayport endorses all applicable state motor vehicle regulations relating to driver responsibility. The City of Bayport expects each driver to drive in a safe and courteous manner. The attitude our drivers take when behind the wheel is the single most important factor in driving safely.
- C. **Application.** This policy applies to the operation of City of Bayport owned or leased vehicles, whether the vehicle is being driven on organizational business or for personal use, and the operation of rental or driver-owned vehicles for organizational purposes. It applies to persons working on behalf of the City of Bayport, whose job performance requires the use of a motor vehicle.
- D. **Written Program.** The City of Bayport will review and evaluate this policy on an annual basis, when changes occur that prompt revision of this document, or when facility operational changes occur that require a revision of this document. This written program will be communicated to all personnel. It is designed to establish clear goals, and objectives.
- E. **Responsibilities and Accountabilities.** All levels of management will be involved in and held accountable for the program’s development, management, and implementation.
 - 1. **Top Management** has the responsibility to implement this fleet safety policy by:
 - a. Directing all supervisors and employees to endorse and comply with this policy.
 - b. Identifying and training existing and newly selected fleet operators to comply with this policy.
 - a. Ensuring the safe operation of fleet vehicles, in compliance with this policy.
 - b. Enforcing compliance with this policy to ensure that all presently employed and new employees, who drive a City of Bayport owned or leased vehicle in the normal course of their employment, must be properly trained in accordance with this policy.



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

Date: September 27, 2011

To: Mayor and City Council

From: Mitchell Berg, City Administrator

RE: **City Administrator's Report**

LIBRARY FINALIST UPDATE

The Library Search committee will be conducting 2nd interviews for the position of the Bayport Library Director on Wednesday, October 5, 2011. The next step will then be for the Library Board to meet to review the committee's recommendation. The Library Board is anticipated to hold a special meeting on Friday, October 7, 2011. The two finalists the committee will be conducting second interviews with are:

- Patricia Berglund who was the Library Director for the Mondovi Public Library. She also has a Master's degree in Information and Library Science and she has worked in libraries throughout her career since 1985.
- Mark Blando who was a library director for the Ellsworth Public Library. He also has a Master's degree in Information and Library Science and has worked in libraries throughout his career since 1999.

PUBLIC WORKS UPDATE

The Public Works Department would also like the City Council and the public to be aware that due to the high amount of vandalism, the interior of the beach house and interior restroom will be closed for the season beginning October 3, 2011. The exterior bathrooms, however, will remain open and under surveillance (as the new equipment is set to be installed the week of October 3, 2011) through the end of October.

AFG GRANT SUBMISSION

I have just completed submission of a \$258,428 AFG grant for new Self-Contained Breathing Apparatus (SCBA) units and a compressor and two storage units. This is a federal competitive grant and while I am optimistic that we will get this grant, there is no guarantee that we will get any funding.

RETROREFLECTIVITY UPDATE

The city has just found out that the requirement to complete a retro reflectivity sign policy has been extended by an additional two years. In addition, the requirement to have all signs that do not meet the new federal retro reflectivity standards by 2018 has been removed. I will have more information on how this new change could impact the city at the next City Council meeting.

UPCOMING MEETINGS:

- October 3, 2011 4:30 p.m. Special Council workshop
 - Administrative Organizational overview (with Richard Fursman facilitating)
- October 3, 2011 6:00 p.m. Regular Council meeting

If you have any additional questions, please call me at work or on my personal cell:
218-261-1299.