

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
November 7, 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. October recycling award recipient is Karl Braun who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
- 2.

**OPEN FORUM**

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

- 1.
- 2.

**CONSENT AGENDA**

**TAB #**

**Consider a resolution adopting items 1 through 15**

- |  |      |
|--|------|
| 1. October 3, 2011 City Council regular meeting minutes  | 1    |
| 2. October payables and receipts (check numbers to be given at meeting)  | 2    |
| 3. October building, plumbing and mechanical permit report   | 3    |
| 4. Special event application from the Bayport Community Action League for "Lighting of the Village Green" on Wednesday, December 7, 2011 | 4    |
| 5. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2012  | 5    |
| 6. Donation of laptop computers for Police Department from Department of Public Safety   | 6    |
| 7. Donation of laptop computers for Fire Department from Department of Public Safety   | 7    |
| 8. Increase in retirement benefits for Fireman's Relief Association  | 8    |
| 9. Amendment to Building Inspection Services Agreement with City of Lakeland   | 9    |
| 10. Snow removal agreement with Mn/DOT for trunk highways within Bayport   | 10   |
| 11. Purchase of turn out gear for the Fire Department  | 11   |
| 12. Final payments for the 6 <sup>th</sup> Street North Sidewalk Improvement Project   | 12   |
| 13. Authorization to hire two personnel for the Fire Department  | 13   |
| 14. Renewal of employee insurance policies   | 14   |
| 15. Donation of toys for Police Department from Andy Murphy  | none |

**PUBLIC HEARINGS - None**

**RIVERFRONT ADVISORY COMMISSION REPORT**

15

**COUNCIL LIAISON REPORTS**

**UNFINISHED BUSINESS**

- 1. Consider adopting the final assessments for the 1<sup>st</sup> and 2<sup>nd</sup> Avenue North Curb, Gutter, Sidewalk, and Stormwater Improvement Project 16

**NEW BUSINESS**

- 1. Consider adopting a city sanitary sewer maintenance policy 17
- 2. Consider an amendment to the city's fixed asset policy 18

**COUNCIL ITEMS AND ANNOUNCEMENTS**

- 1.
- 2.

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

- 1. City Administrator update 19
- 2. Library Board vacancy
- 3. Closed session pursuant to Minnesota State Statute 13D.05 to conduct a performance evaluation on the City Administrator 20

**ADJOURNMENT**

**RESOLUTION NO. 11-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD  
NOVEMBER 7, 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 7<sup>th</sup> day of November 2011, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-15 FROM THE  
NOVEMBER 7, 2011 CITY COUNCIL AGENDA**

**Consider a resolution adopting items 1 through 15**

1. October 3, 2011 City Council regular meeting minutes
2. October payables and receipts (check numbers to be given at meeting)
3. October building, plumbing and mechanical permit report
4. Special event application from the Bayport Community Action League for "Lighting of the Village Green" on Wednesday, December 7, 2011
5. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2012
6. Donation of laptop computers for Police Department from Department of Public Safety
7. Donation of laptop computers for Fire Department from Department of Public Safety
8. Increase in retirement benefits for Fireman's Relief Association
9. Amendment to Building Inspection Services Agreement with City of Lakeland
10. Snow removal agreement with Mn/DOT for trunk highways within Bayport
11. Purchase of turn out gear for the Fire Department
12. Final payments for the 6<sup>th</sup> Street North Sidewalk Improvement Project
13. Authorization to hire two personnel for the Fire Department
14. Renewal of employee insurance policies
15. Donation of toys for Police Department from Andy Murphy

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 7<sup>th</sup> day of November 2011.

ATTEST:

\_\_\_\_\_  
Mitch Berg, City Administrator

\_\_\_\_\_  
Susan St. Ores, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
OCTOBER 3, 2011  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of October 3, 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 Shawn Sanders

**APPROVAL OF AGENDA**

Administrator Berg requested the addition of City Council items and announcements to the agenda.

It was moved by Councilmember Ostertag and seconded by Councilmember Goldston to approve the October 3, 2011 agenda, with the addition noted above. Motion carried 5-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The 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.

**OPEN FORUM**

Washington County Attorney Pete Orput introduced himself and briefed the City Council on his office's activity, including increased communication, crime prevention and training with local law enforcement agencies and municipal prosecution offices. He stated he has a positive working relationship with the Bayport Police Department.

**CONSENT AGENDA**

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

1. September 6, 2011 City Council regular meeting minutes
2. September payables and receipts (check numbers 1133652-1133744)
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 1<sup>st</sup> Avenue and 2<sup>nd</sup> 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

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 11-34**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE  
OCTOBER 3, 2011 CITY COUNCIL AGENDA**

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   |                      |

**PUBLIC HEARINGS**

Assessment hearing on the 2011 Sidewalk Improvement Project located on 6<sup>th</sup> Street North: City of Stillwater Engineer Shawn Sanders reviewed the project. He indicated the total project cost was \$41,546.50, with 50% of the costs assessed to the nine abutting property owners. The assessed cost per square foot was \$4.09, with a total assessment to property owners of \$17,375.85, and the city's portion of \$20,773.25. The proposed assessment rate is 4.25% payable over a 10-year period. Administrator Berg stated the city had received no objections to the assessment notifications and that staff has worked with a resident regarding project-related noise concerns.

Mayor St. Ores opened the public hearing and no comments were heard.

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

Administrator Berg indicated detailed payment options for the assessments would be mailed to affected property owners. Attorney Vivian also noted that in order for an assessed property owner to contest the assessment in court, a written objection would need to be filed with the city clerk prior to the close of the assessment public hearing. Administrator Berg noted requests to defer assessments need to be submitted within 30 days of this evening's adoption of the final assessment roll.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 11-35**

**RESOLUTION ADOPTING ASSESSMENT FOR  
6<sup>th</sup> 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   |                      |

**RIVERFRONT ADVISORY COMMISSION REPORT - None**

**COUNCIL LIAISON REPORTS**

Councilmember Hanson reported the Planning Commission did not meet in September.

Councilmember Goldston reviewed the September 14, 2011 meeting of the Andersen Community Advisory Commission (CAC). The CAC is seeking representation on the commission by a Bayport

resident and a Bayport business owner. Interested individuals should contact Councilmember Goldston for application information. The CAC will meet again in May of 2012.

Mayor St. Ores reported the Middle St. Croix Watershed Management Organization (MSCWMO) did not meet in September, and the next meeting is scheduled for Thursday, October 13, 2011, 7:00 p.m., at the Valley Ridge Mall. She reported that she attended the Lower St. Croix Valley Alliance meeting last week.

Councilmember Carlson reviewed the September 22, 2011 Library Board meeting. Discussion centered on the hiring of a new library director, with the two finalists to be interviewed for a second time on October 5, 2011. The Library Foundation fundraiser, Girls Night Out, is scheduled for Sunday, November 6, 2011, from 6:00-9:00 p.m. The next meeting of the Library Board is scheduled for Thursday, October 27, 2011, 6:00 p.m., at the library.

Councilmember Ostertag reported the next meeting of the Cable Commission is scheduled for Wednesday, October 19, 2011, 7:00 p.m., at the Valley Ridge Mall.

### **UNFINISHED BUSINESS**

Consider an amendment to the city's special assessment policy: Administrator Berg stated the policy has been revised per discussion at the last meeting, specifically to include a termination clause for deferments on unimproved lots or parcels. Attorney Vivian indicated the best way to administratively track assessment deferments is to attach the assessment deferment to the property rather than the property owner.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 11-36**

### **RESOLUTION AMENDING THE CITY'S SPECIAL ASSESSMENT POLICY**

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

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

### **NEW BUSINESS**

Consider adopting a city electronic fund transfer policy: Administrator Berg explained that after the 2010 audit, the city's auditors recommended the city adopt an electronic fund transfer policy.

It was moved by Councilmember Ostertag and seconded by Councilmember Carlson to adopt the Electronic Funds Transfer (EFT) policy as presented. Motion carried 5-0.

Consider an amendment to the city's fleet vehicle safety policy: Administrator Berg explained a review of the city's fleet vehicle safety policy indicated the need for a slight amendment to be consistent with other city department policies. The proposed amendment to Section III: Program Requirements, allows more flexibility for employees to perform their required work duties and was developed with the assistance of the city's contracted safety coordinator staff.

It was moved by Councilmember Goldston and seconded by Councilmember Hanson to adopt the amendment to the city's fleet vehicle safety policy as presented. Motion carried 5-0.

### **COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Ostertag thanked Harold Radke, Chris and Heather Peterson, and Jean Dahlin for their generous donations to the City of Bayport, as noted on the consent agenda.
2. Councilmember Ostertag noted the Fire Department would be holding its annual Halloween Open House on Monday, October 31, 2011, and invited everyone to stop by the Fire Hall that evening.
3. Councilmembers Hanson recognized and thanked members of the Bayport Community Action League for sponsoring another successful Derby Days event on September 17, 2011. Special mention was made of the fireworks display.

### **CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS**

City Administrator Berg summarized his written report. He noted the Public Works Department would be flushing fire hydrants during the month of October. He also reported that because of continued vandalism at the beach house, the building interior is now locked until next spring.

### **ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 6:36 p.m. Motion carried 5-0.

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City Administrator/Clerk

**CITY OF BAYPORT**  
**\*Budget Control Summary**

Current Period: OCTOBER 2011

| Account Descr                         | 2011<br>Cumulative<br>Budget | 2011<br>Cumulative<br>Actuals | 2011<br>Cumulative<br>Variance | 2011<br>%<br>Variance | 2011<br>Adopted<br>Budget | 2011<br>Forecast      |
|---------------------------------------|------------------------------|-------------------------------|--------------------------------|-----------------------|---------------------------|-----------------------|
| <b>FUND 101 GENERAL</b>               |                              |                               |                                |                       |                           |                       |
| Revenue Accounts                      |                              |                               |                                |                       |                           |                       |
| DEPT 00000 GENERAL GOVERNMENT         | \$1,570,874.00               | \$1,059,105.48                | \$511,768.52                   | 32.58%                | \$1,537,874.00            | \$1,570,874.00        |
| DEPT 41200 MAYOR & COUNCIL            | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41240 RECYCLING                  | \$4,284.00                   | \$7,915.00                    | -\$3,631.00                    | -84.76%               | \$4,284.00                | \$4,284.00            |
| DEPT 41602 CURB & SIDEWALK PROJECT    | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41910 PLANNING & ZONING          | \$73,750.00                  | \$106,748.95                  | -\$32,998.95                   | -44.74%               | \$73,750.00               | \$73,750.00           |
| DEPT 41940 MUNICIPAL BUILDINGS        | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 42000 PUBLIC SAFE CAPITAL OUTLAY | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 42100 POLICE                     | \$76,075.00                  | \$86,010.85                   | -\$9,935.85                    | -13.06%               | \$76,075.00               | \$76,075.00           |
| DEPT 42200 FIRE PROTECTION            | \$299,582.00                 | \$314,961.19                  | -\$15,379.19                   | -5.13%                | \$299,582.00              | \$299,582.00          |
| DEPT 43100 STREET MAINT               | \$0.00                       | \$9,645.00                    | -\$9,645.00                    | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 43130 STREET - FLOOD PREPARATIO  | \$0.00                       | \$56.00                       | -\$56.00                       | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 43200 PARKS                      | \$25,000.00                  | \$30,117.40                   | -\$5,117.40                    | -20.47%               | \$25,000.00               | \$25,000.00           |
| DEPT 43300 CEMETERY                   | \$5,000.00                   | \$5,750.00                    | -\$750.00                      | -15.00%               | \$5,000.00                | \$5,000.00            |
| DEPT 44100 PROJECT                    | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| <b>Total Revenue Accounts</b>         | <b>\$2,054,565.00</b>        | <b>\$1,620,309.87</b>         | <b>\$434,255.13</b>            | <b>21.14%</b>         | <b>\$2,021,565.00</b>     | <b>\$2,054,565.00</b> |
| Expenditure Accounts                  |                              |                               |                                |                       |                           |                       |
| DEPT 00000 GENERAL GOVERNMENT         | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41100 ELECTIONS                  | \$470.00                     | \$470.00                      | \$0.00                         | 0.00%                 | \$470.00                  | \$470.00              |
| DEPT 41200 MAYOR & COUNCIL            | \$144,226.21                 | \$114,621.73                  | \$29,604.48                    | 20.53%                | \$143,926.21              | \$144,226.21          |
| DEPT 41240 RECYCLING                  | \$5,415.02                   | \$4,402.88                    | \$1,012.14                     | 18.69%                | \$5,415.02                | \$5,415.02            |
| DEPT 41400 ADMINISTRATION             | \$137,497.18                 | \$106,357.10                  | \$31,140.08                    | 22.65%                | \$137,497.18              | \$137,497.18          |
| DEPT 41601 ALLEY PAVING PROJECT       | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41603 SO MN STREET UTILITY PROJE | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41605 INFLOW/INFILTRATION        | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41607 2011 STREET PROJECT        | \$0.00                       | \$51,826.76                   | -\$51,826.76                   | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41903 DEBT SERVICE               | \$0.00                       | \$0.00                        | \$0.00                         | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 41910 PLANNING & ZONING          | \$207,073.39                 | \$159,508.78                  | \$47,564.61                    | 22.97%                | \$207,073.39              | \$207,073.39          |
| DEPT 41940 MUNICIPAL BUILDINGS        | \$137,368.00                 | \$27,283.18                   | \$110,084.82                   | 80.14%                | \$137,368.00              | \$137,368.00          |
| DEPT 42100 POLICE                     | \$667,761.70                 | \$507,473.14                  | \$160,288.56                   | 24.00%                | \$667,761.70              | \$667,761.70          |
| DEPT 42200 FIRE PROTECTION            | \$355,637.00                 | \$256,623.82                  | \$99,013.18                    | 27.84%                | \$355,637.00              | \$355,637.00          |
| DEPT 43100 STREET MAINT               | \$255,720.77                 | \$131,119.07                  | \$124,601.70                   | 48.73%                | \$255,720.77              | \$255,720.77          |
| DEPT 43130 STREET - FLOOD PREPARATIO  | \$0.00                       | \$13,691.79                   | -\$13,691.79                   | 0.00%                 | \$0.00                    | \$0.00                |
| DEPT 43160 STREET LIGHTING            | \$22,021.00                  | \$20,993.51                   | \$1,027.49                     | 4.67%                 | \$22,021.00               | \$22,021.00           |
| DEPT 43200 PARKS                      | \$63,847.70                  | \$37,207.76                   | \$26,639.94                    | 41.72%                | \$63,847.70               | \$63,847.70           |
| DEPT 43300 CEMETERY                   | \$7,527.00                   | \$2,788.16                    | \$4,738.84                     | 62.96%                | \$7,527.00                | \$7,527.00            |
| DEPT 44100 PROJECT                    | \$50,000.00                  | \$0.00                        | \$50,000.00                    | 100.00%               | \$50,000.00               | \$50,000.00           |
| <b>Total Expenditure Accounts</b>     | <b>\$2,054,564.97</b>        | <b>\$1,434,367.68</b>         | <b>-\$620,197.29</b>           | <b>30.19%</b>         | <b>\$2,054,264.97</b>     | <b>\$2,054,564.97</b> |
| <b>Total FUND 101 GENERAL</b>         | <b>\$0.03</b>                | <b>\$185,942.19</b>           | <b>-\$185,942.16</b>           | <b>-</b>              | <b>-\$32,699.97</b>       | <b>\$0.03</b>         |

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CITY OF BAYPORT

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\*Fund Summary -  
Budget to Actual©

OCTOBER 2011

|  | 2011<br>YTD Budget | OCTOBER<br>MTD Amount | 2011<br>YTD Amount  | 2011<br>YTD Balance | 2011<br>% YTD<br>Budget |
|--|--------------------|-----------------------|---------------------|---------------------|-------------------------|
| <b>FUND 101 GENERAL</b>                          |                    |                       |                     |                     |                         |
| Revenue  | \$2,054,565.00     | \$80,829.87           | \$1,620,309.87      | \$434,255.13        | 78.86%                  |
| Expenditure                                      | \$2,054,564.97     | \$188,001.31          | \$1,434,367.68      | \$620,197.29        | 69.81%                  |
|  |                    | <u>-\$107,171.44</u>  | <u>\$185,942.19</u> |                     |                         |
| <b>FUND 102 STREET RECONSTRUCTION</b>            |                    |                       |                     |                     |                         |
| 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> |                     |                         |
| <b>FUND 103 G O TIF BD FUND 1990 CAP PROJ</b>    |                    |                       |                     |                     |                         |
| 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>    |                     |                         |
| <b>FUND 106 TIF ECON DEV DIST 2</b>              |                    |                       |                     |                     |                         |
| 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>       |                     |                         |
| <b>FUND 107 TIF REDEVELOPMENT DISTRICT 2-1</b>   |                    |                       |                     |                     |                         |
| 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>   |                     |                         |
| <b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>   |                    |                       |                     |                     |                         |
| 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>     |                     |                         |
| <b>FUND 201 D.A.R.E.</b>                         |                    |                       |                     |                     |                         |
| Expenditure                                      | \$0.00             | \$0.00                | \$0.00              | \$0.00              | 0.00%                   |
|  |                    | <u>\$0.00</u>         | <u>\$0.00</u>       |                     |                         |
| <b>FUND 202 DRUG FORFEITURE</b>                  |                    |                       |                     |                     |                         |
| 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>  |                     |                         |
| <b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>      |                    |                       |                     |                     |                         |
| 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> |                     |                         |
| <b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b> |                    |                       |                     |                     |                         |
| Revenue  | \$5,000.00         | \$465.72              | \$1,106.15          | \$3,893.85          | 22.12%                  |
| Expenditure                                      | \$0.00             | \$0.00                | \$463.29            | -\$463.29           | 0.00%                   |
|  |                    | <u>\$465.72</u>       | <u>\$642.86</u>     |                     |                         |
| <b>FUND 205 TAX STABILIZATION FUND</b>           |                    |                       |                     |                     |                         |
| Revenue  | \$30,000.00        | \$0.00                | \$0.00              | \$30,000.00         | 0.00%                   |

CITY OF BAYPORT

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\*Fund Summary -  
Budget to Actual©

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OCTOBER 2011

|  | 2011<br>YTD Budget | OCTOBER<br>MTD Amount | 2011<br>YTD Amount | 2011<br>YTD Balance | 2011<br>% YTD<br>Budget |
|--|--------------------|-----------------------|--------------------|---------------------|-------------------------|
| Expenditure                                    | \$0.00             | \$0.00                | \$0.00             | \$0.00              | 0.00%                   |
|  |                    | \$0.00                | \$0.00             |                     |                         |
| <b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>   |                    |                       |                    |                     |                         |
| Revenue  | \$100,000.00       | \$0.00                | \$31,893.60        | \$68,106.40         | 31.89%                  |
| Expenditure                                    | \$435,000.00       | \$4,451.88            | \$221,549.51       | \$213,450.49        | 50.93%                  |
|  |                    | -\$4,451.88           | -\$189,655.91      |                     |                         |
| <b>FUND 207 PARK IMPROVEMENT FUND</b>          |                    |                       |                    |                     |                         |
| Revenue  | \$5,000.00         | \$1,000.00            | \$13,000.00        | -\$8,000.00         | 260.00%                 |
| Expenditure                                    | \$0.00             | \$0.00                | \$61.25            | -\$61.25            | 0.00%                   |
|  |                    | \$1,000.00            | \$12,938.75        |                     |                         |
| <b>FUND 208 PRISON SEWER PROJECT</b>           |                    |                       |                    |                     |                         |
| 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             |                     |                         |
| <b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>  |                    |                       |                    |                     |                         |
| Revenue  | \$0.00             | \$0.00                | \$0.00             | \$0.00              | 0.00%                   |
| Expenditure                                    | \$0.00             | \$0.00                | \$2,578.51         | -\$2,578.51         | 0.00%                   |
|  |                    | \$0.00                | -\$2,578.51        |                     |                         |
| <b>FUND 210 K-9 UNIT</b>                       |                    |                       |                    |                     |                         |
| Revenue  | \$0.00             | \$194.40              | \$194.40           | -\$194.40           | 0.00%                   |
| Expenditure                                    | \$0.00             | \$0.00                | \$627.90           | -\$627.90           | 0.00%                   |
|  |                    | \$194.40              | -\$433.50          |                     |                         |
| <b>FUND 211 LIBRARY</b>                        |                    |                       |                    |                     |                         |
| Revenue  | \$297,247.98       | \$3,792.69            | \$178,949.51       | \$118,298.47        | 60.20%                  |
| Expenditure                                    | \$297,248.00       | \$21,213.11           | \$236,371.19       | \$60,876.81         | 79.52%                  |
|  |                    | -\$17,420.42          | -\$57,421.68       |                     |                         |
| <b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>  |                    |                       |                    |                     |                         |
| Revenue  | \$0.00             | \$0.00                | \$48,878.86        | -\$48,878.86        | 0.00%                   |
| Expenditure                                    | \$0.00             | \$122,182.50          | \$139,401.46       | -\$139,401.46       | 0.00%                   |
|  |                    | -\$122,182.50         | -\$90,522.60       |                     |                         |
| <b>FUND 311 GO IMPROV BONDS OF 1992 DEBT S</b> |                    |                       |                    |                     |                         |
| Expenditure                                    | \$0.00             | \$0.00                | \$0.00             | \$0.00              | 0.00%                   |
|  |                    | \$0.00                | \$0.00             |                     |                         |
| <b>FUND 412 CEMETERY CAPITAL IMPROV</b>        |                    |                       |                    |                     |                         |
| 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             |                     |                         |
| <b>FUND 413 POLICE EQUIPMENT FUND</b>          |                    |                       |                    |                     |                         |
| 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©**

OCTOBER 2011

|                                       | 2011<br>YTD Budget | OCTOBER<br>MTD Amount | 2011<br>YTD Amount   | 2011<br>YTD Balance | 2011<br>% YTD<br>Budget |
|---------------------------------------|--------------------|-----------------------|----------------------|---------------------|-------------------------|
|                                       |                    | \$0.00                | -\$35,927.66         |                     |                         |
| <b>FUND 414 OFFICE AUTOMATION</b>     |                    |                       |                      |                     |                         |
| 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          |                     |                         |
| <b>FUND 415 MUNICIPAL BLDGS MAINT</b> |                    |                       |                      |                     |                         |
| 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         |                     |                         |
| <b>FUND 416 PERRO CREEK OUTLET</b>    |                    |                       |                      |                     |                         |
| 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               |                     |                         |
| <b>FUND 601 WATER</b>                 |                    |                       |                      |                     |                         |
| Revenue                               | \$290,000.00       | \$1,551.36            | \$36,713.20          | \$253,286.80        | 12.66%                  |
| Expenditure                           | \$451,946.59       | \$19,880.60           | \$249,748.13         | \$202,198.46        | 55.26%                  |
|                                       |                    | -\$18,329.24          | -\$213,034.93        |                     |                         |
| <b>FUND 602 SEWER</b>                 |                    |                       |                      |                     |                         |
| Revenue                               | \$596,750.00       | \$800.00              | \$63,784.25          | \$532,965.75        | 10.69%                  |
| Expenditure                           | \$702,147.41       | \$44,007.45           | \$480,698.12         | \$221,449.29        | 68.46%                  |
|                                       |                    | -\$43,207.45          | -\$416,913.87        |                     |                         |
| <b>FUND 800 INVESTMENTS-POOLED</b>    |                    |                       |                      |                     |                         |
| 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               |                     |                         |
| <b>FUND 803 P &amp; Z ESCROWS</b>     |                    |                       |                      |                     |                         |
| 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            |                     |                         |
| <b>FUND 851 NON EXP TRUST</b>         |                    |                       |                      |                     |                         |
| 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               |                     |                         |
| <b>FUND 999 ACCRUED INT PAYABLE</b>   |                    |                       |                      |                     |                         |
| Expenditure                           | \$0.00             | \$0.00                | \$0.00               | \$0.00              | 0.00%                   |
|                                       |                    | \$0.00                | \$0.00               |                     |                         |
| <b>Report Total</b>                   |                    | <b>-\$311,102.81</b>  | <b>-\$855,988.33</b> |                     |                         |

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 10/31/11

| FUND | FUND Descr                     | 2011 Budget    | 2011 YTD Amt   | 2011 % of Budget | 2011 % of Budget Remain |
|------|--------------------------------|----------------|----------------|------------------|-------------------------|
| 101  | GENERAL                        | \$2,054,565.00 | \$1,620,309.87 | 78.86%           | 21.14%                  |
| 102  | STREET RECONSTRUCTION          | \$80,000.00    | \$0.00         | 0.00%            | 100.00%                 |
| 103  | G O TIF BD FUND 1990 CAP PROJ  | \$0.00         | \$0.00         | 0.00%            | 0.00%                   |
| 106  | TIF ECON DEV DIST 2            | \$0.00         | \$0.00         | 0.00%            | 0.00%                   |
| 107  | TIF REDEVELOPMENT DISTRICT 2-1 | \$0.00         | \$17,591.47    | 0.00%            | 0.00%                   |
| 200  | FIRE EQUIPMENT REPLACEMENT FUN | \$80,000.00    | \$125.00       | 0.16%            | 99.84%                  |
| 202  | DRUG FORFEITURE                | \$0.00         | \$2,553.84     | 0.00%            | 0.00%                   |
| 203  | PUBLIC WORKS EQUIPMENT REPL    | \$182,200.00   | \$0.00         | 0.00%            | 100.00%                 |
| 204  | RECREATION CAP EQUIP & MAINT   | \$5,000.00     | \$1,106.15     | 22.12%           | 77.88%                  |
| 205  | TAX STABILIZATION FUND         | \$30,000.00    | \$0.00         | 0.00%            | 100.00%                 |
| 206  | WATER/SEWER IMPROVEMENT FUND   | \$100,000.00   | \$31,893.60    | 31.89%           | 68.11%                  |
| 207  | PARK IMPROVEMENT FUND          | \$5,000.00     | \$13,000.00    | 260.00%          | -160.00%                |
| 208  | PRISON SEWER PROJECT           | \$0.00         | \$0.00         | 0.00%            | 0.00%                   |
| 209  | DEVELOPER REIMBURSED PROJECTS  | \$0.00         | \$0.00         | 0.00%            | 0.00%                   |
| 210  | K-9 UNIT                       | \$0.00         | \$194.40       | 0.00%            | 0.00%                   |
| 211  | LIBRARY                        | \$297,247.98   | \$178,949.51   | 60.20%           | 39.80%                  |
| 303  | GO TIF BOND 1990 DEBT SERVICE  | \$0.00         | \$48,878.86    | 0.00%            | 0.00%                   |
| 412  | CEMETERY CAPITAL IMPROV        | \$3,750.00     | \$0.00         | 0.00%            | 100.00%                 |
| 413  | POLICE EQUIPMENT FUND          | \$16,200.00    | \$0.00         | 0.00%            | 100.00%                 |
| 414  | OFFICE AUTOMATION              | \$8,920.00     | \$0.00         | 0.00%            | 100.00%                 |
| 415  | MUNICIPAL BLDGS MAINT          | \$117,350.00   | \$99.00        | 0.08%            | 99.92%                  |
| 416  | PERRO CREEK OUTLET             | \$0.00         | \$0.00         | 0.00%            | 0.00%                   |
| 601  | WATER                          | \$290,000.00   | \$36,713.20    | 12.66%           | 87.34%                  |
| 602  | SEWER                          | \$596,750.00   | \$63,784.25    | 10.69%           | 89.31%                  |
| 800  | INVESTMENTS-POOLED             | \$0.00         | \$0.00         | 0.00%            | 0.00%                   |
| 803  | P & Z ESCROWS                  | \$0.00         | \$1,000.00     | 0.00%            | 0.00%                   |
| 851  | NON EXP TRUST                  | \$16,500.00    | \$0.00         | 0.00%            | 100.00%                 |
|      |                                | \$3,883,482.98 | \$2,016,199.15 | 51.92%           | 48.08%                  |

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: OCTOBER

| FUND                    | Ac SO         | Tran             | Amount     | Refer | Comments                    |
|-------------------------|---------------|------------------|------------|-------|-----------------------------|
| FUND Descr              | Act Code      | t UR Date        |            |       |                             |
| <b>FUND 101 GENERAL</b> |               |                  |            |       |                             |
| 101 GENERAL             | 101-00000-341 | R US 10/18/2011  | \$0.75     | 2184  | COPIES (\$0.25/PAGE) CASH   |
| 101 GENERAL             | 101-00000-341 | R US 10/25/2011  | \$4.00     | 2201  | MAP - CITY (11X17) Tom Hans |
| 101 GENERAL             | 101-00000-341 | R US 10/20/2011  | \$30.25    | 2193  | COPIES (\$0.25/PAGE) CASH   |
| 101 GENERAL             | 101-00000-341 | R US 10/18/2011  | \$1.00     | 2188  | COPIES (\$0.25/PAGE) cash   |
| 101 GENERAL             | 101-00000-361 | R SP 10/13/2011  | \$5,669.15 | 2175  | SPECIAL ASSESSMENT COL      |
| 101 GENERAL             | 101-00000-361 | R SP 10/27/2011  | \$1,801.03 | 2206  | SPECIAL ASSESSMENT COL      |
| 101 GENERAL             | 101-20102     | G 10/19/2011     | \$2,230.00 | 2190  | SAC                         |
| 101 GENERAL             | 101-20104     | G 10/12/2011     | \$0.50     | 2162  | BUILDING SURCHARGE Ray      |
| 101 GENERAL             | 101-20104     | G 10/18/2011     | \$7.21     | 2183  | BUILDING SURCHARGE J.G.H    |
| 101 GENERAL             | 101-20104     | G 10/17/2011     | \$1.40     | 2179  | BUILDING SURCHARGE Nardi    |
| 101 GENERAL             | 101-20104     | G 10/24/2011     | \$2.75     | 2197  | BUILDING SURCHARGE Dan      |
| 101 GENERAL             | 101-20104     | G 10/27/2011     | \$5.00     | 2212  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/3/2011      | \$7.00     | 2141  | BUILDING SURCHARGE Carl     |
| 101 GENERAL             | 101-20104     | G 10/3/2011      | \$5.92     | 2143  | BUILDING SURCHARGE Sum      |
| 101 GENERAL             | 101-20104     | G 10/18/2011     | \$13.72    | 2183  | BUILDING SURCHARGE J.G.     |
| 101 GENERAL             | 101-20104     | G 10/17/2011     | \$5.00     | 2178  | PLUMBING SURCHARGE - RE     |
| 101 GENERAL             | 101-20104     | G 10/26/2011     | \$1.50     | 2204  | BUILDING SURCHARGE Kristi   |
| 101 GENERAL             | 101-20104     | G 10/10/2011     | \$1.25     | 2153  | BUILDING SURCHARGE River    |
| 101 GENERAL             | 101-20104     | G 10/26/2011     | \$5.00     | 2203  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/10/2011     | \$4.50     | 2152  | BUILDING SURCHARGE Sever    |
| 101 GENERAL             | 101-20104     | G 10/19/2011     | \$135.00   | 2190  | BUILDING SURCHARGE DR H     |
| 101 GENERAL             | 101-20104     | G 10/4/2011      | \$2.68     | 2146  | BUILDING SURCHARGE Bruet    |
| 101 GENERAL             | 101-20104     | G 10/25/2011     | \$5.00     | 2199  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/3/2011      | \$5.00     | 2144  | PLUMBING SURCHARGE - RE     |
| 101 GENERAL             | 101-20104     | G 10/27/2011     | \$12.50    | 2208  | BUILDING SURCHARGE Jessti   |
| 101 GENERAL             | 101-20104     | G 10/10/2011     | \$5.00     | 2155  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/11/2011     | \$3.50     | 2160  | BUILDING SURCHARGE J.G.     |
| 101 GENERAL             | 101-20104     | G 10/4/2011      | \$5.00     | 2148  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/12/2011     | \$15.00    | 2167  | BUILDING SURCHARGE Tradit   |
| 101 GENERAL             | 101-20104     | G 9/29/2011      | \$20.00    | 2139  | BUILDING SURCHARGE CK #     |
| 101 GENERAL             | 101-20104     | G 10/13/2011     | \$5.00     | 2171  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/12/2011     | \$3.25     | 2165  | BUILDING SURCHARGE Karl     |
| 101 GENERAL             | 101-20104     | G 10/4/2011      | \$15.00    | 2147  | BUILDING SURCHARGE Nile's   |
| 101 GENERAL             | 101-20104     | G 10/27/2011     | \$5.00     | 2213  | MECHANICAL SURCHARGE -      |
| 101 GENERAL             | 101-20104     | G 10/27/2011     | \$5.00     | 2213  | PLUMBING SURCHARGE - RE     |
| 101 GENERAL             | 101-20104     | G 10/3/2011      | \$9.00     | 2142  | BUILDING SURCHARGE Barto    |
| 101 GENERAL             | 101-20104     | G 10/11/2011     | \$4.83     | 2160  | BUILDING SURCHARGE J.G.     |
| 101 GENERAL             | 101-20603     | G 10/27/2011     | \$6.88     | 24    | State Sales Tax             |
| 101 GENERAL             | 101-27109     | G 10/31/2011     | \$79.28    | 2211  | HEALTH PARTNERS CK # 112    |
| 101 GENERAL             | 101-27109     | G 10/26/2011     | \$79.28    | 2205  | HEALTH PARTNERS CK # 112    |
| 101 GENERAL             | 101-27122     | G 10/26/2011     | \$58.34    | 2205  | HEALTH SAVING ACCT. CK #    |
| 101 GENERAL             | 101-27122     | G 10/31/2011     | \$58.34    | 2211  | HEALTH SAVING ACCT. CK #    |
| 101 GENERAL             | 101-41240-321 | R BU 10/31/2011  | \$200.00   | 2221  | REFUSE HAUL LICENSE Tenn    |
| 101 GENERAL             | 101-41240-362 | R RE 10/6/2011   | \$1,000.00 | 16528 | SCHOLARSHIP/CLEANUP DA      |
| 101 GENERAL             | 101-41910-321 | R BU 10/10/2011  | \$50.00    | 2155  | CONTRACTOR LICENSE - SP     |
| 101 GENERAL             | 101-41910-321 | R BU 10/26/2011  | \$50.00    | 2203  | CONTRACTOR LICENSE - SP     |
| 101 GENERAL             | 101-41910-321 | R BU 10/12/2011  | \$100.00   | 2167  | CONTRACTOR LICENSE - GE     |
| 101 GENERAL             | 101-41910-321 | R BU 10/4/2011   | \$50.00    | 2148  | CONTRACTOR LICENSE - SP     |
| 101 GENERAL             | 101-41910-321 | R BU 10/17/2011  | \$50.00    | 2180  | CONTRACTOR LICENSE - SP     |
| 101 GENERAL             | 101-41910-321 | R BU 10/12/2011  | \$50.00    | 2162  | CONTRACTOR LICENSE - SP     |
| 101 GENERAL             | 101-41910-321 | R BU 10/18/2011  | \$50.00    | 2186  | CONTRACTOR LICENSE - SP     |
| 101 GENERAL             | 101-41910-322 | R NO 10/12/2011  | \$15.00    | 2169  | SPECIAL EVENT APP - NONP    |
| 101 GENERAL             | 101-41910-322 | R NO 9/28/2011   | \$25.00    | 2133  | SIGN PERMIT - TEMPORARY     |
| 101 GENERAL             | 101-41910-322 | R NO 10/17/2011  | \$65.00    | 2181  | SIGN PERMIT - PERMANENT     |
| 101 GENERAL             | 101-41910-322 | R BUI 10/3/2011  | \$221.25   | 2143  | BUILDING PERMIT Summit Fir  |
| 101 GENERAL             | 101-41910-322 | R BUI 10/3/2011  | \$309.75   | 2142  | BUILDING PERMIT Barton Con  |
| 101 GENERAL             | 101-41910-322 | R BUI 10/19/2011 | \$1,349.89 | 2190  | PLAN REVIEW                 |
| 101 GENERAL             | 101-41910-322 | R BUI 10/3/2011  | \$162.99   | 2141  | PLAN REVIEW                 |
| 101 GENERAL             | 101-41910-322 | R BUI 10/3/2011  | \$55.31    | 2143  | PLAN REVIEW                 |
| 101 GENERAL             | 101-41910-322 | R BUI 10/4/2011  | \$132.75   | 2146  | BUILDING PERMIT Bruette Ro  |

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: OCTOBER

| FUND        | FUND Descr    | Act Code | Ac t | SO UR      | Tran Date   | Amount                            | Refer Comments |
|-------------|---------------|----------|------|------------|-------------|-----------------------------------|----------------|
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/11/2011 | \$191.75    | 2160 BUILDING PERMIT J.G. Hause   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/19/2011 | \$2,076.75  | 2190 BUILDING PERMIT DR Horton,   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/18/2011 | \$265.50    | 2183 BUILDING PERMIT J.G.Hause,   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/17/2011 | \$57.52     | 2179 PLAN REVIEW                  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/17/2011 | \$88.50     | 2179 BUILDING PERMIT Nardini, #7  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/11/2011 | \$154.27    | 2160 BUILDING PERMIT J.G. Hause   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 9/29/2011  | \$574.25    | 2139 BUILDING PERMIT CK # 4049    |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 9/29/2011  | \$373.26    | 2139 PLAN REVIEW CK # 4049        |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/4/2011  | \$466.75    | 2147 BUILDING PERMIT Nile's Cons  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/4/2011  | \$303.39    | 2147 PLAN REVIEW                  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/18/2011 | \$445.25    | 2183 BUILDING PERMIT J.G. Hause   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/10/2011 | \$177.00    | 2152 BUILDING PERMIT Severson C   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/27/2011 | \$413.00    | 2208 BUILDING PERMIT Jesstine Ab  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/27/2011 | \$268.45    | 2208 PLAN REVIEW                  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/12/2011 | \$466.75    | 2167 BUILDING PERMIT Traditional  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/25/2011 | \$64.96     | 2199 PLAN REVIEW                  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/12/2011 | \$147.50    | 2165 BUILDING PERMIT Karl Auleci  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/24/2011 | \$132.75    | 2197 BUILDING PERMIT              |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/26/2011 | \$88.50     | 2204 BUILDING PERMIT Kristine Jel |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/12/2011 | \$41.25     | 2162 BUILDING PERMIT Ray Anders   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/3/2011  | \$250.75    | 2141 BUILDING PERMIT Carl McMul   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/12/2011 | \$303.39    | 2167 PLAN REVIEW Traditional Con  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/13/2011 | \$267.89    | 2171 PLAN REVIEW Anderson Heati   |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/10/2011 | \$88.50     | 2153 BUILDING PERMIT River Valle  |                |
| 101 GENERAL | 101-41910-322 | R        | BUI  | 10/12/2011 | \$95.88     | 2165 PLAN REVIEW Karl Auleciems,  |                |
| 101 GENERAL | 101-41910-322 | R        | EP   | 10/10/2011 | \$5.00      | 2153 EPA                          |                |
| 101 GENERAL | 101-41910-322 | R        | EP   | 10/4/2011  | \$5.00      | 2146 EPA                          |                |
| 101 GENERAL | 101-41910-322 | R        | EP   | 10/18/2011 | \$5.00      | 2183 EPA J.G. Hause, #22223       |                |
| 101 GENERAL | 101-41910-322 | R        | PL   | 10/17/2011 | \$75.00     | 2178 PLUMBING PERMIT - RESIDE     |                |
| 101 GENERAL | 101-41910-322 | R        | PL   | 10/27/2011 | \$75.00     | 2213 PLUMBING PERMIT - RESIDE     |                |
| 101 GENERAL | 101-41910-322 | R        | PL   | 10/3/2011  | \$75.00     | 2144 PLUMBING PERMIT - RESIDE     |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/4/2011  | \$75.00     | 2148 MECHANICAL PERMIT - RESI     |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/27/2011 | \$75.00     | 2213 MECHANICAL PERMIT - RESI     |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/27/2011 | \$75.00     | 2212 MECHANICAL PERMIT - RESI     |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/13/2011 | \$535.78    | 2171 MECHANICAL PERMIT - COM      |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/25/2011 | \$129.92    | 2199 MECHANICAL PERMIT - COM      |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/26/2011 | \$75.00     | 2203 MECHANICAL PERMIT - RESI     |                |
| 101 GENERAL | 101-41910-322 | R        | ME   | 10/10/2011 | \$75.00     | 2155 MECHANICAL PERMIT - RESI     |                |
| 101 GENERAL | 101-41910-341 | R        | LA   | 10/20/2011 | \$1,743.64  | 2176 BUILDING INSPECTIONS (LA     |                |
| 101 GENERAL | 101-42100-321 | E        |      | 10/12/2011 | \$45.00     | 2158 PHONE REIMBURSTMENT CK       |                |
| 101 GENERAL | 101-42100-322 | R        | ANI  | 10/17/2011 | \$10.00     | 2177 PET LICENSE - SPAY/NEUT J    |                |
| 101 GENERAL | 101-42100-322 | R        | ANI  | 9/29/2011  | \$10.00     | 2138 PET LICENSE - SPAY/NEUT C    |                |
| 101 GENERAL | 101-42100-322 | R        | ANI  | 10/10/2011 | \$10.00     | 2156 PET LICENSE - SPAY/NEUT J    |                |
| 101 GENERAL | 101-42100-342 | R        | PO   | 10/4/2011  | \$2.75      | 2150 POLICE REPORTS CASH          |                |
| 101 GENERAL | 101-42100-351 | R        | CO   | 10/27/2011 | \$2,980.36  | 16533 WASH SEPT 11 FINES/FEES     |                |
| 101 GENERAL | 101-42100-362 | R        | GR   | 10/26/2011 | \$411.64    | 2194 POLICE GRANT - SAFE & SO     |                |
| 101 GENERAL | 101-42100-362 | R        | GR   | 10/26/2011 | \$411.63    | 2194 POLICE GRANT - SAFE & SO     |                |
| 101 GENERAL | 101-42100-362 | R        | GR   | 10/26/2011 | \$411.63    | 2194 POLICE GRANT - SAFE & SO     |                |
| 101 GENERAL | 101-42100-362 | R        | GR   | 10/26/2011 | \$713.64    | 2194 POLICE GRANT - SAFE & SO     |                |
| 101 GENERAL | 101-42100-362 | R        | GR   | 10/26/2011 | \$125.85    | 2194 POLICE GRANT - SAFE & SO     |                |
| 101 GENERAL | 101-42200-322 | R        | NO   | 10/20/2011 | \$57.13     | 2195 BURNING PERMIT CK # 54062    |                |
| 101 GENERAL | 101-42200-322 | R        | NO   | 10/13/2011 | \$20.00     | 2174 BURNING PERMIT CK # 5470     |                |
| 101 GENERAL | 101-42200-342 | R        | FIR  | 10/20/2011 | \$37,834.00 | 2195 FIRE SERVICE CONTRACT C      |                |
| 101 GENERAL | 101-42200-362 | R        | DO   | 10/6/2011  | \$200.00    | 16525 HAROLD RADKE/FIRE DEPT.     |                |
| 101 GENERAL | 101-42200-362 | R        | DO   | 10/6/2011  | \$50.00     | 16526 RICHARD DAHLIN/FIRE DEPT.   |                |
| 101 GENERAL | 101-43200-302 | E        |      | 10/6/2011  | \$1,229.07  | 16527 LAKESIDE PARK/REMOVAL O     |                |
| 101 GENERAL | 101-43200-347 | R        | PA   | 10/27/2011 | \$100.00    | 2196 PICNIC SHELTER - RESIDENT    |                |
| 101 GENERAL | 101-43200-347 | R        | PA   | 10/27/2011 | \$607.50    | 16534 ADMIN SURPLUS OPERATIO      |                |
| 101 GENERAL | 101-43200-347 | R        | PA   | 10/10/2011 | \$80.00     | 2157 BOAT TRAILER PARKING PE      |                |
| 101 GENERAL | 101-43200-362 | R        | RE   | 10/27/2011 | \$15,000.00 | 2210 ANDERSEN WINDOWS PARKI       |                |
| 101 GENERAL | 101-43200-425 | E        |      | 10/27/2011 | \$85.00     | 2196 PORTABLE RESTROOM CK #       |                |

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| 101 GENERAL                                      | 101-43200-530 | E    |       | 10/27/2011 | \$2,880.00  | 16534 ADMIN SURPLUS OPERATIO   |
| FUND 101 GENERAL                                 |               |      |       |            | \$88,375.05 |                                |
| <b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b> |               |      |       |            |             |                                |
| 204 RECREATI                                     | 204-00000-322 | R    | GA    | 10/13/2011 | \$40.62     | 2164 GAMBLING PROCEEDS CK #    |
| 204 RECREATI                                     | 204-00000-322 | R    | GA    | 10/13/2011 | \$425.10    | 2173 GAMBLING PROCEEDS CK #    |
| FUND 204 RECREATION CAP EQUIP & MAINT            |               |      |       |            | \$465.72    |                                |
| <b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>     |               |      |       |            |             |                                |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$28.47     | 0 UB Receipt Surc 23 TRUNK SE  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$23.85     | 0 UB Receipt Surc 3 TRUNK WA   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/26/2011 | \$345.76    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$32.27     | 0 UB Receipt Surc 23 TRUNK SE  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$44.55     | 0 UB Receipt Surc 3 TRUNK WA   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$344.60    | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$82.77     | 0 UB Receipt Serv 31 TRUNK/S   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$22.06     | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$902.41    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$26.35     | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/26/2011 | \$78.46     | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$287.60    | 0 UB Receipt Serv 38 TRUNK S// |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/12/2011 | \$75.84     | 0 UB Receipt Serv 21 TRUNK/W   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$327.77    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$672.01    | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$3,148.20  | 0 UB Receipt Serv 28 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$217.84    | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/13/2011 | \$44.52     | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/26/2011 | \$186.95    | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/27/2011 | \$50.08     | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/20/2011 | \$1.34      | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/6/2011  | \$259.75    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/5/2011  | \$10.20     | 0 UB Receipt Surc 10 TRUNK W   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/26/2011 | \$36.70     | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/5/2011  | \$13.87     | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/26/2011 | \$4,748.70  | 0 UB Receipt Surc 23 TRUNK SE  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$61.14     | 0 UB Receipt Serv 21 TRUNK/W   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/5/2011  | \$11.70     | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/6/2011  | \$20.40     | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/5/2011  | \$364.14    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/20/2011 | \$95.24     | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/27/2011 | \$649.55    | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/5/2011  | \$138.53    | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/27/2011 | \$1.57      | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/27/2011 | \$44.97     | 0 UB Receipt Serv 41 TRUNK SE  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/3/2011  | \$6.75      | 0 UB Receipt Serv 41 TRUNK SE  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/3/2011  | \$24.78     | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/3/2011  | \$368.83    | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/3/2011  | \$67.86     | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/3/2011  | \$606.19    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/31/2011 | \$88.65     | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/31/2011 | \$56.07     | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/31/2011 | \$42.35     | 0 UB Receipt Surc 23 TRUNK SE  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/27/2011 | \$119.28    | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$21.95     | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$1,450.68  | 0 UB Receipt Serv 26 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$11.70     | 0 UB Receipt Serv 27 TRUNK W/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$898.67    | 0 UB Receipt Serv 36 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$12.66     | 0 UB Receipt Serv 37 TRUNK S/  |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$4.71      | 0 UB Receipt Surc 3 TRUNK WA   |
| 206 WATER/S                                      | 206-12103     | G    |       | 10/18/2011 | \$5.47      | 0 UB Receipt Surc 23 TRUNK SE  |

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| 206                                   | WATER/S    | 206-12103     | G    |       | 10/10/2011 | \$167.64    | 0     | UB Receipt Serv 36 TRUNK S/  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/18/2011 | \$62.09     | 0     | UB Receipt Serv 26 TRUNK W/  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/6/2011  | \$39.69     | 0     | UB Receipt Surc 23 TRUNK SE  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/10/2011 | \$232.50    | 0     | UB Receipt Serv 26 TRUNK W/  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/20/2011 | \$138.59    | 0     | UB Receipt Serv 26 TRUNK W/  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/20/2011 | \$1.29      | 0     | UB Receipt Serv 27 TRUNK W/  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/6/2011  | \$24.32     | 0     | UB Receipt Serv 37 TRUNK S/  |
| 206                                   | WATER/S    | 206-12103     | G    |       | 10/6/2011  | \$129.79    | 0     | UB Receipt Serv 36 TRUNK S/  |
| FUND 206 WATER/SEWER IMPROVEMENT FUND |            |               |      |       |            | \$17,982.67 |       |                              |
| FUND 207 PARK IMPROVEMENT FUND        |            |               |      |       |            |             |       |                              |
| 207                                   | PARK IMP   | 207-00000-347 | R    | PA    | 10/19/2011 | \$1,000.00  | 2190  | PARK DEDICATION              |
| FUND 210 K-9 UNIT                     |            |               |      |       |            |             |       |                              |
| 210                                   | K-9 UNIT   | 210-42103-362 | R    | DO    | 10/27/2011 | \$194.40    | 16534 | ADMIN SURPLUS OPERATIO       |
| FUND 211 LIBRARY                      |            |               |      |       |            |             |       |                              |
| 211                                   | LIBRARY    | 211-45500-347 | R    | LIB   | 10/31/2011 | \$3.50      | 2217  | LIBRARY SERVICE CHARGE       |
| 211                                   | LIBRARY    | 211-45500-347 | R    | LIB   | 10/31/2011 | \$8.00      | 2217  | LIBRARY SERVICE CHARGE       |
| 211                                   | LIBRARY    | 211-45500-347 | R    | LIB   | 10/31/2011 | \$21.99     | 2217  | LIBRARY SERVICE CHARGE       |
| 211                                   | LIBRARY    | 211-45500-347 | R    | LIB   | 10/31/2011 | \$7.20      | 2217  | LIBRARY SERVICE CHARGE       |
| 211                                   | LIBRARY    | 211-45500-347 | R    | LIB   | 10/31/2011 | \$24.00     | 2217  | LIBRARY SERVICE CHARGE       |
| 211                                   | LIBRARY    | 211-45500-347 | R    | LIB   | 10/31/2011 | \$5.00      | 2217  | LIBRARY SERVICE CHARGE       |
| 211                                   | LIBRARY    | 211-45500-362 | R    | RE    | 10/31/2011 | \$320.00    | 2216  | LIBRARY RENT Stillwater Area |
| 211                                   | LIBRARY    | 211-45500-362 | R    | RE    | 10/31/2011 | \$320.00    | 2216  | LIBRARY RENT Stillwater Area |
| 211                                   | LIBRARY    | 211-45500-362 | R    | RE    | 10/31/2011 | \$193.00    | 2218  | LIBRARY REFUNDS & REIMB.     |
| 211                                   | LIBRARY    | 211-45500-362 | R    | RE    | 10/31/2011 | \$2,890.00  | 2218  | LIBRARY REFUNDS & REIMB.     |
| FUND 211 LIBRARY                      |            |               |      |       |            | \$3,792.69  |       |                              |
| FUND 601 WATER                        |            |               |      |       |            |             |       |                              |
| 601                                   | WATER      | 601-14601     | G    |       | 10/3/2011  | \$6.36      | 0     | UB Receipt Serv 8 SAFE WT'R  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/3/2011  | \$708.75    | 0     | UB Receipt Serv 5 COMM WAT   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/27/2011 | \$1,439.20  | 0     | UB Receipt Serv 1 WATER      |
| 601                                   | WATER      | 601-14601     | G    |       | 10/3/2011  | \$3.82      | 0     | UB Receipt Serv Pen 1 WATER  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/12/2011 | \$10,769.58 | 0     | UB Receipt Serv 1 WATER      |
| 601                                   | WATER      | 601-14601     | G    |       | 10/3/2011  | \$139.00    | 0     | UB Receipt Serv 2 WATER ON   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$85.00     | 0     | UB Receipt Serv 7 SUMMER W   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/6/2011  | \$3.18      | 0     | UB Receipt Serv 8 SAFE WT'R  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/6/2011  | \$212.00    | 0     | UB Receipt Serv 5 COMM WAT   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/6/2011  | \$3.73      | 0     | UB Receipt Serv Pen 1 WATER  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/6/2011  | \$2,921.18  | 0     | UB Receipt Serv 1 WATER      |
| 601                                   | WATER      | 601-14601     | G    |       | 10/10/2011 | \$2,482.75  | 0     | UB Receipt Serv 1 WATER      |
| 601                                   | WATER      | 601-14601     | G    |       | 10/27/2011 | \$29.38     | 0     | UB Receipt Serv Pen 1 WATER  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$66.97     | 0     | UB Receipt Surc 19 STATE SE  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/27/2011 | \$5,762.88  | 0     | UB Receipt Serv 5 COMM WAT   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/12/2011 | \$0.40      | 0     | UB Receipt Serv Pen 1 WATER  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$120.75    | 0     | UB Receipt Serv 5 COMM WAT   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$2.41      | 0     | UB Receipt Serv Pen 1 WATER  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$4,332.00  | 0     | UB Receipt Serv 1 WATER      |
| 601                                   | WATER      | 601-14601     | G    |       | 10/3/2011  | \$166.85    | 0     | UB Receipt Surc 19 STATE SE  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/6/2011  | \$66.95     | 0     | UB Receipt Surc 19 STATE SE  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/10/2011 | \$71.55     | 0     | UB Receipt Surc 19 STATE SE  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$12.72     | 0     | UB Receipt Surc 6 FEE-SAFE   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/5/2011  | \$3.18      | 0     | UB Receipt Serv 8 SAFE WT'R  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/27/2011 | \$5.00      | 0     | UB Receipt Serv Pen 5 COMM   |
| 601                                   | WATER      | 601-14601     | G    |       | 10/31/2011 | \$32.27     | 0     | UB Receipt Serv Pen 1 WATER  |
| 601                                   | WATER      | 601-14601     | G    |       | 10/31/2011 | \$979.20    | 0     | UB Receipt Serv 1 WATER      |

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| 601  | WATER      | 601-14601     | G    |       | 10/27/2011 | \$20.11     | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$0.57      | 0     | UB Receipt Serv Pen 1 WATER  |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$17,856.42 | 0     | UB Receipt Serv 1 WATER      |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$10.43     | 0     | UB Receipt Serv Pen 1 WATER  |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$128.50    | 0     | UB Receipt Serv 5 COMM WAT   |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$603.75    | 0     | UB Receipt Serv 6 WATER ME   |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$12.72     | 0     | UB Receipt Serv 8 SAFE WTR   |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$3,814.75  | 0     | UB Receipt Serv 9 INSTITUTIO |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$256.73    | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$198.75    | 0     | UB Receipt Serv 9 INSTITUTIO |
| 601  | WATER      | 601-14601     | G    |       | 10/20/2011 | \$1,516.51  | 0     | UB Receipt Serv 1 WATER      |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$75.32     | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$3,616.62  | 0     | UB Receipt Serv 1 WATER      |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$6.36      | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$56.97     | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/20/2011 | \$36.57     | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$4,021.51  | 0     | UB Receipt Serv 1 WATER      |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$96.95     | 0     | UB Receipt Serv Pen 1 WATER  |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$824.33    | 0     | UB Receipt Serv 5 COMM WAT   |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$19.58     | 0     | UB Receipt Serv Pen 5 COMM   |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$182.72    | 0     | UB Receipt Serv 6 WATER ME   |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$0.77      | 0     | UB Receipt Serv Pen 6 WATER  |
| 601  | WATER      | 601-14601     | G    |       | 10/26/2011 | \$8.41      | 0     | UB Receipt Serv 8 SAFE WTR   |
| 601  | WATER      | 601-14601     | G    |       | 10/18/2011 | \$744.88    | 0     | UB Receipt Serv 1 WATER      |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$0.94      | 0     | UB Receipt Serv Pen 1 WATER  |
| 601  | WATER      | 601-14601     | G    |       | 10/12/2011 | \$371.25    | 0     | UB Receipt Serv 9 INSTITUTIO |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$38.16     | 0     | UB Receipt Serv 8 SAFE WTR   |
| 601  | WATER      | 601-14601     | G    |       | 10/12/2011 | \$7.95      | 0     | UB Receipt Serv 8 SAFE WTR   |
| 601  | WATER      | 601-14601     | G    |       | 10/12/2011 | \$1.32      | 0     | UB Receipt Serv Pen 5 COMM   |
| 601  | WATER      | 601-14601     | G    |       | 10/12/2011 | \$163.59    | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/31/2011 | \$17.49     | 0     | UB Receipt Surc 19 STATE SE  |
| 601  | WATER      | 601-14601     | G    |       | 10/3/2011  | \$6,607.93  | 0     | UB Receipt Serv 1 WATER      |
| 601  | WATER      | 601-14601     | G    |       | 10/12/2011 | \$229.82    | 0     | UB Receipt Serv 5 COMM WAT   |
| 601  | WATER      | 601-14601     | G    |       | 10/12/2011 | \$497.50    | 0     | UB Receipt Serv 4 COMM W/C   |
| 601  | WATER      | 601-14601     | G    |       | 10/20/2011 | \$2.15      | 0     | UB Receipt Serv Pen 5 COMM   |
| 601  | WATER      | 601-14601     | G    |       | 10/20/2011 | \$59.84     | 0     | UB Receipt Serv Pen 1 WATER  |
| 601  | WATER      | 601-14601     | G    |       | 10/20/2011 | \$11.37     | 0     | UB Receipt Serv 5 COMM WAT   |
| 601  | WATER      | 601-14601     | G    |       | 10/20/2011 | \$1.59      | 0     | UB Receipt Serv 8 SAFE WTR   |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$30,307.25 | 0     | UB Receipt Serv 3 INDUSTRIA  |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$5.05      | 0     | UB Receipt Serv Pen 5 COMM   |
| 601  | WATER      | 601-14601     | G    |       | 10/13/2011 | \$6,970.79  | 0     | UB Receipt Serv 5 COMM WAT   |
| 601  | WATER      | 601-14605     | G    |       | 10/13/2011 | \$2,826.86  | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/6/2011  | \$2.24      | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/26/2011 | \$122.98    | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/12/2011 | \$32.40     | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/12/2011 | \$0.35      | 0     | UB Receipt Surc 21 SALES TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/5/2011  | \$9.32      | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/18/2011 | \$56.04     | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/3/2011  | \$54.60     | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-14605     | G    |       | 10/20/2011 | \$1.12      | 0     | UB Receipt Surc 20 STATE TA  |
| 601  | WATER      | 601-46120-346 | R    | WA    | 10/19/2011 | \$1,000.00  | 2190  | WATER CONNECTION - TO 1      |
| 601  | WATER      | 601-46120-346 | R    | WA    | 10/19/2011 | \$250.00    | 2190  | WATER METER - TO 1 IN        |
| 601  | WATER      | 601-46120-346 | R    | WA    | 10/19/2011 | \$50.00     | 2190  | WATER CONNECTION INSPE       |
| 601  | WATER      | 601-46120-346 | R    | WA    | 10/19/2011 | \$50.00     | 2190  | WATER METER INSPECTION       |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/31/2011 | \$79.60     | 0     | UB UR Receipt Group 01 CITY  |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/18/2011 | \$43.63     | 0     | UB UR Receipt Group 01 CITY  |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/26/2011 | \$18.77     | 0     | UB UR Receipt Group 01 CITY  |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/12/2011 | \$0.11      | 0     | UB UR Receipt Group 01 CITY  |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/27/2011 | \$2.23      | 0     | UB UR Receipt Group 01 CITY  |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/3/2011  | \$43.72     | 0     | UB UR Receipt Group 01 CITY  |
| 601  | WATER      | 601-46120-371 | R    | WA    | 10/5/2011  | \$1.16      | 0     | UB UR Receipt Group 01 CITY  |

CITY OF BAYPORT

MONTHLY REVENUE

Period Name: OCTOBER

| FUND                  | FUND Descr | Act Code      | Ac t | SO UR | Tran Date  | Amount       | Refer | Comments                     |
|-----------------------|------------|---------------|------|-------|------------|--------------|-------|------------------------------|
| 601                   | WATER      | 601-46120-371 | R    | WA    | 10/10/2011 | \$0.01       | 0     | UB UR Receipt Group 01 CITY  |
| 601                   | WATER      | 601-46120-371 | R    | WA    | 10/18/2011 | \$12.13      | 0     | UB UR Receipt Group 01 CITY  |
| FUND 601 WATER        |            |               |      |       |            | \$114,488.55 |       |                              |
| <b>FUND 602 SEWER</b> |            |               |      |       |            |              |       |                              |
| 602                   | SEWER      | 602-14602     | G    |       | 10/3/2011  | \$3,519.64   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/3/2011  | \$253.30     | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/31/2011 | \$542.10     | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/31/2011 | \$32.27      | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$2.50       | 0     | UB Receipt Serv Pen 25 COMM  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$19,536.88  | 0     | UB Receipt Serv 19 PRISON S  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$13.95      | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$2.50       | 0     | UB Receipt Serv Pen 15 1ST S |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$475.97     | 0     | UB Receipt Serv 15 1ST SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/26/2011 | \$1,821.24   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$483.92     | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/31/2011 | \$352.90     | 0     | UB Receipt Serv 13 NSP SEW   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/3/2011  | \$69.25      | 0     | UB Receipt Serv 15 1ST SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/5/2011  | \$1,321.40   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/26/2011 | \$87.06      | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/5/2011  | \$2.41       | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/5/2011  | \$10.00      | 0     | UB Receipt Serv 24 SEWER C   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/5/2011  | \$124.55     | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/3/2011  | \$3.82       | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/27/2011 | \$29.38      | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/12/2011 | \$268.85     | 0     | UB Receipt Serv 29 INSTIT SE |
| 602                   | SEWER      | 602-14602     | G    |       | 10/18/2011 | \$0.57       | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/6/2011  | \$3.73       | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/6/2011  | \$330.76     | 0     | UB Receipt Serv 13 NSP SEW   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/6/2011  | \$27.90      | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/26/2011 | \$39,572.54  | 0     | UB Receipt Serv 17 PLANT     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/26/2011 | \$377.85     | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$0.84       | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$2,105.30   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$146.79     | 0     | UB Receipt Serv 14 SEWER M   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/12/2011 | \$1.32       | 0     | UB Receipt Serv Pen 25 COMM  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/12/2011 | \$272.73     | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/12/2011 | \$570.70     | 0     | UB Receipt Serv 24 SEWER C   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/12/2011 | \$0.40       | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/12/2011 | \$3,282.38   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/20/2011 | \$927.17     | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/26/2011 | \$13.88      | 0     | UB Receipt Serv Pen 25 COMM  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/18/2011 | \$121.10     | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/20/2011 | \$2.15       | 0     | UB Receipt Serv Pen 25 COMM  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/20/2011 | \$11.97      | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/20/2011 | \$45.85      | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/10/2011 | \$1,595.80   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/10/2011 | \$48.50      | 0     | UB Receipt Serv 20 SEWER O   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/6/2011  | \$1,243.43   | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/18/2011 | \$45.55      | 0     | UB Receipt Serv 29 INSTIT SE |
| 602                   | SEWER      | 602-14602     | G    |       | 10/18/2011 | \$10.43      | 0     | UB Receipt Serv Pen 10 SEWE  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/18/2011 | \$10,157.93  | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$237.25     | 0     | UB Receipt Serv 29 INSTIT SE |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$0.05       | 0     | UB Receipt Serv Pen 25 COMM  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$455.59     | 0     | UB Receipt Serv 25 COMM SE   |
| 602                   | SEWER      | 602-14602     | G    |       | 10/13/2011 | \$2,936.50   | 0     | UB Receipt Serv 23 INDUSTRI  |
| 602                   | SEWER      | 602-14602     | G    |       | 10/18/2011 | \$213.41     | 0     | UB Receipt Serv 10 SEWER     |
| 602                   | SEWER      | 602-46200-346 | R    | SE    | 10/19/2011 | \$750.00     | 2190  | SEWER CONNECTION             |
| 602                   | SEWER      | 602-46200-346 | R    | SE    | 10/19/2011 | \$50.00      | 2190  | SEWER CONNECTION INSPE       |

CITY OF BAYPORT  
MONTHLY REVENUE

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Period Name: OCTOBER

| FUND           | Ac   | SO   | Tran | Amount       | Refer | Comments |
|----------------|------|------|------|--------------|-------|----------|
| FUND Descr     | Code | t UR | Date |              |       |          |
| FUND 602 SEWER |      |      |      | \$94,514.26  |       |          |
|                |      |      |      | \$320,813.34 |       |          |

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 10/31/11

10 Month = 83.40

| DEPT  | DEPT Descr                | 2011<br>Budget        | 2011<br>YTD Amt       | Balance             | 2011 %<br>of Budget<br>Remain |
|---|---------------------------|-----------------------|-----------------------|---------------------|-------------------------------|
| <b>FUND 101 GENERAL</b>                       |                           |                       |                       |                     |                               |
| 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          | \$114,621.73          | \$29,604.48         | 20.53%                        |
| 41240   | RECYCLING                 | \$5,415.02            | \$4,402.88            | \$1,012.14          | 18.69%                        |
| 41400   | ADMINISTRATION            | \$137,497.18          | \$106,357.10          | \$31,140.08         | 22.65%                        |
| 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          | \$159,508.78          | \$47,564.61         | 22.97%                        |
| 41940   | MUNICIPAL BUILDINGS       | \$137,368.00          | \$27,283.18           | \$110,084.82        | 80.14%                        |
| 42100   | POLICE                    | \$667,761.70          | \$507,473.14          | \$160,288.56        | 24.00%                        |
| 42200   | FIRE PROTECTION           | \$355,637.00          | \$256,623.82          | \$99,013.18         | 27.84%                        |
| 43100   | STREET MAINT              | \$255,720.77          | \$131,119.07          | \$124,601.70        | 48.73%                        |
| 43130   | STREET - FLOOD PREPARATI  | \$0.00                | \$13,691.79           | -\$13,691.79        | 0.00%                         |
| 43160   | STREET LIGHTING           | \$22,021.00           | \$20,993.51           | \$1,027.49          | 4.67%                         |
| 43200   | PARKS                     | \$63,847.70           | \$37,207.76           | \$26,639.94         | 41.72%                        |
| 43300   | CEMETERY                  | \$7,527.00            | \$2,788.16            | \$4,738.84          | 62.96%                        |
| 44100   | PROJECT                   | \$50,000.00           | \$0.00                | \$50,000.00         | 100.00%                       |
| <b>FUND 101 GENERAL</b>                       |                           | <b>\$2,054,564.97</b> | <b>\$1,434,367.68</b> | <b>\$620,197.29</b> | <b>30.19%</b>                 |
| <b>FUND 208 PRISON SEWER PROJECT</b>          |                           |                       |                       |                     |                               |
| 44100   | PROJECT                   | \$0.00                | \$0.00                | \$0.00              | 0.00%                         |
| <b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b> |                           |                       |                       |                     |                               |
| 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%                         |
| <b>FUND 209 DEVELOPER REIMBURSED P</b>        |                           | <b>\$0.00</b>         | <b>\$2,578.51</b>     | <b>-\$2,578.51</b>  | <b>0.00%</b>                  |
| <b>FUND 210 K-9 UNIT</b>                      |                           |                       |                       |                     |                               |
| 42103   | K - 9 UNIT                | \$0.00                | \$627.90              | -\$627.90           | 0.00%                         |
| <b>FUND 210 K-9 UNIT</b>                      |                           | <b>\$0.00</b>         | <b>\$627.90</b>       | <b>-\$627.90</b>    | <b>0.00%</b>                  |
| <b>FUND 211 LIBRARY</b>                       |                           |                       |                       |                     |                               |
| 45500   | LIBRARY                   | \$297,248.00          | \$236,371.19          | \$60,876.81         | 20.48%                        |
| <b>FUND 211 LIBRARY</b>                       |                           | <b>\$297,248.00</b>   | <b>\$236,371.19</b>   | <b>\$60,876.81</b>  | <b>20.48%</b>                 |
| <b>FUND 412 CEMETERY CAPITAL IMPROV</b>       |                           |                       |                       |                     |                               |
| 41600   | CAPITAL OUTLAY            | \$20,000.00           | \$0.00                | \$20,000.00         | 100.00%                       |
| 43300   | CEMETERY                  | \$0.00                | \$0.00                | \$0.00              | 0.00%                         |
| <b>FUND 412 CEMETERY CAPITAL IMPROV</b>       |                           | <b>\$20,000.00</b>    | <b>\$0.00</b>         | <b>\$20,000.00</b>  | <b>100.00%</b>                |
| <b>FUND 413 POLICE EQUIPMENT FUND</b>         |                           |                       |                       |                     |                               |
| 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%                        |
| <b>FUND 413 POLICE EQUIPMENT FUND</b>         |                           | <b>\$30,000.00</b>    | <b>\$35,927.66</b>    | <b>-\$5,927.66</b>  | <b>-19.76%</b>                |
| <b>FUND 414 OFFICE AUTOMATION</b>             |                           |                       |                       |                     |                               |
| 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 10/31/11

10 Month = 83.40

| 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  | \$35,077.91  | \$10,522.09  | 23.07%                  |
| 46120                          | WATER                       | \$406,346.59 | \$214,670.22 | \$191,676.37 | 47.17%                  |
| FUND 601 WATER                 |                             | \$451,946.59 | \$249,748.13 | \$202,198.46 | 44.74%                  |
| FUND 602 SEWER                 |                             |              |              |              |                         |
| 44100                          | PROJECT                     | \$0.00       | \$0.00       | \$0.00       | 0.00%                   |
| 46200                          | SEWER - OPERATING           | \$372,147.41 | \$139,578.00 | \$232,569.41 | 62.49%                  |
| 46990                          | SEWER - NON-OPERATING       | \$330,000.00 | \$341,120.12 | -\$11,120.12 | -3.37%                  |
| FUND 602 SEWER                 |                             | \$702,147.41 | \$480,698.12 | \$221,449.29 | 31.54%                  |
| 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                          | HYNEK 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%                   |

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EXPENSE SUMMARY YTD THRU 10/31/11

10 Month = 83.40

| DEPT                         | DEPT Descr                | 2011<br>Budget | 2011<br>YTD Amt | Balance        | 2011 %<br>of Budget<br>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 | \$2,463,010.26  | \$1,218,396.71 | 33.10%                        |

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MONTHLY EXPENSES 1133745-1133858

Period Name: OCTOBER

| Search Name                           | FUN | Tran Date  | A Amount ct       | DEPT OBJ | Comments                  | OBJ Descr       | Check Nbr |
|---------------------------------------|-----|------------|-------------------|----------|---------------------------|-----------------|-----------|
| <b>FUND 101 GENERAL</b>               |     |            |                   |          |                           |                 |           |
| <b>DEPT 41200 MAYOR &amp; COUNCIL</b> |     |            |                   |          |                           |                 |           |
|                                       | 101 | 10/20/2011 | \$1,074.15 E      | 41200    | 101 Labor Distribution    | WAGES AND SAL   |           |
|                                       | 101 | 10/20/2011 | \$17.90 E         | 41200    | 121 Labor Distribution    | P E R A         |           |
|                                       | 101 | 10/20/2011 | \$66.60 E         | 41200    | 122 Labor Distribution    | CONT TO RET., S |           |
|                                       | 101 | 10/20/2011 | \$15.57 E         | 41200    | 170 Labor Distribution    | MEDICARE        |           |
| BUSINESS FORMS & ACCOU                | 101 | 10/19/2011 | \$6.50 E          | 41200    | 201 LASER P/R CK'S        | OFFICE SUPPLIE  | 1133804   |
| INNOVATIVE OFFICE SOLUTI              | 101 | 10/31/2011 | \$1.31 E          | 41200    | 201 OFFICE SUPPLIES       | OFFICE SUPPLIE  | 1133820   |
| U S BANK VISA                         | 101 | 10/4/2011  | \$0.47 E          | 41200    | 201 ADMIN CREDIT CARD     | OFFICE SUPPLIE  | 1133760   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$4.00 E          | 41200    | 300 PHOTOCOPIES/POSTAGE   | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$140.00 E        | 41200    | 300 PREPARE CC MTG        | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$140.00 E        | 41200    | 300 ATTEND CC MTG         | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$70.00 E         | 41200    | 300 REVIEW SPECIAL ASSES  | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$35.00 E         | 41200    | 300 CITY ADMINISTRATOR RE | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$0.60 E          | 41200    | 300 R. RADKE CODE ENFORC  | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$70.00 E         | 41200    | 300 LABOR NEGOTIATIONS    | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$0.15 E          | 41200    | 300 SALES TAX             | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG                | 101 | 10/31/2011 | \$70.00 E         | 41200    | 300 REVIEW SPECIAL ASSES  | PROF SER-LEGAL  | 1133813   |
| S E H                                 | 101 | 10/31/2011 | \$78.25 E         | 41200    | 301 CC MEETING            | PROF SER-ENGIN  | 1133837   |
| SCHLENNER WENNER & CO.                | 101 | 10/19/2011 | \$1,200.00 E      | 41200    | 303 AUDITOR SERVICES      | PROF SER-AUDIT  | 1133838   |
| COMPLETE HEALTH ENVIRO                | 101 | 10/5/2011  | \$350.00 E        | 41200    | 306 SEPT 2011 MAINT PLAN  | PROF SER-OTHE   | 1133811   |
| STILLWATER GAZETTE                    | 101 | 11/1/2011  | \$20.61 E         | 41200    | 350 COMPREHENSIVE PLAN    | PRINTING & PUBL | 1133842   |
| STILLWATER GAZETTE                    | 101 | 10/31/2011 | \$47.55 E         | 41200    | 350 ASSESSMENT HEARING    | PRINTING & PUBL | 1133842   |
| LEAGUE OF MINNESOTA CIT               | 101 | 10/12/2011 | \$20.00 E         | 41200    | 433 MAYORS ASSOCIATION    | DUES & MEMBER   | 1133776   |
| <b>DEPT 41200 MAYOR &amp; COUNCIL</b> |     |            | <b>\$3,428.66</b> |          |                           |                 |           |
| <b>DEPT 41240 RECYCLING</b>           |     |            |                   |          |                           |                 |           |
|                                       | 101 | 10/3/2011  | \$107.19 E        | 41240    | 101 Labor Distribution    | WAGES AND SAL   |           |
|                                       | 101 | 10/18/2011 | \$107.19 E        | 41240    | 101 Labor Distribution    | WAGES AND SAL   |           |
|                                       | 101 | 10/18/2011 | \$7.77 E          | 41240    | 121 Labor Distribution    | P E R A         |           |
|                                       | 101 | 10/3/2011  | \$7.77 E          | 41240    | 121 Labor Distribution    | P E R A         |           |
|                                       | 101 | 10/18/2011 | \$6.60 E          | 41240    | 122 Labor Distribution    | CONT TO RET., S |           |
|                                       | 101 | 10/3/2011  | \$6.60 E          | 41240    | 122 Labor Distribution    | CONT TO RET., S |           |
|                                       | 101 | 10/3/2011  | \$4.96 E          | 41240    | 126 Labor Distribution    | H S A           |           |
|                                       | 101 | 10/18/2011 | \$4.96 E          | 41240    | 126 Labor Distribution    | H S A           |           |
|                                       | 101 | 10/18/2011 | \$6.92 E          | 41240    | 131 Labor Distribution    | CONT TO EMPLO   |           |
|                                       | 101 | 10/3/2011  | \$9.08 E          | 41240    | 131 Labor Distribution    | CONT TO EMPLO   |           |
|                                       | 101 | 10/3/2011  | \$1.54 E          | 41240    | 170 Labor Distribution    | MEDICARE        |           |
|                                       | 101 | 10/18/2011 | \$1.54 E          | 41240    | 170 Labor Distribution    | MEDICARE        |           |
| BRAUN, KARL                           | 101 | 10/5/2011  | \$30.00 E         | 41240    | 370 RECYCLING RECIPIENT   | RECYCLING INCE  | 1133802   |
| <b>DEPT 41240 RECYCLING</b>           |     |            | <b>\$302.12</b>   |          |                           |                 |           |
| <b>DEPT 41400 ADMINISTRATION</b>      |     |            |                   |          |                           |                 |           |
|                                       | 101 | 10/18/2011 | \$320.00 E        | 41400    | 100 Labor Distribution    | WAGE EXP. GEN   |           |
|                                       | 101 | 10/3/2011  | \$265.00 E        | 41400    | 100 Labor Distribution    | WAGE EXP. GEN   |           |
|                                       | 101 | 10/3/2011  | \$3,493.90 E      | 41400    | 101 Labor Distribution    | WAGES AND SAL   |           |
|                                       | 101 | 10/18/2011 | \$3,473.34 E      | 41400    | 101 Labor Distribution    | WAGES AND SAL   |           |
|                                       | 101 | 10/18/2011 | \$251.82 E        | 41400    | 121 Labor Distribution    | P E R A         |           |
|                                       | 101 | 10/3/2011  | \$253.31 E        | 41400    | 121 Labor Distribution    | P E R A         |           |
|                                       | 101 | 10/18/2011 | \$233.23 E        | 41400    | 122 Labor Distribution    | CONT TO RET., S |           |
|                                       | 101 | 10/3/2011  | \$231.09 E        | 41400    | 122 Labor Distribution    | CONT TO RET., S |           |
|                                       | 101 | 10/18/2011 | \$195.15 E        | 41400    | 126 Labor Distribution    | H S A           |           |
|                                       | 101 | 10/3/2011  | \$195.15 E        | 41400    | 126 Labor Distribution    | H S A           |           |
|                                       | 101 | 10/3/2011  | \$491.23 E        | 41400    | 131 Labor Distribution    | CONT TO EMPLO   |           |
|                                       | 101 | 10/18/2011 | \$411.35 E        | 41400    | 131 Labor Distribution    | CONT TO EMPLO   |           |
|                                       | 101 | 10/3/2011  | \$54.05 E         | 41400    | 170 Labor Distribution    | MEDICARE        |           |
|                                       | 101 | 10/18/2011 | \$54.55 E         | 41400    | 170 Labor Distribution    | MEDICARE        |           |
| INNOVATIVE OFFICE SOLUTI              | 101 | 10/31/2011 | \$7.86 E          | 41400    | 201 OFFICE SUPPLIES       | OFFICE SUPPLIE  | 1133820   |
| BUSINESS FORMS & ACCOU                | 101 | 10/19/2011 | \$39.01 E         | 41400    | 201 LASER P/R CK'S        | OFFICE SUPPLIE  | 1133804   |
| U S BANK VISA                         | 101 | 10/4/2011  | \$2.85 E          | 41400    | 201 ADMIN CREDIT CARD     | OFFICE SUPPLIE  | 1133760   |

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MONTHLY EXPENSES 1133745-1133858

Period Name: OCTOBER

| Search Name                    | FUN | Tran Date  | Amount      | A ct | DEPT  | OBJ | Comments                | OBJ Descr       | Check Nbr |
|--------------------------------|-----|------------|-------------|------|-------|-----|-------------------------|-----------------|-----------|
| BAYPORT PRINTING HOUSE,        | 101 | 11/1/2011  | \$590.00    | E    | 41400 | 351 | SEPT. 2011 NEW LETTER   | NEWS LETTER P   | 1133799   |
| MAILFINANCE                    | 101 | 10/4/2011  | \$68.22     | E    | 41400 | 416 | LEASE 10/30/11-01/29/12 | REPAIR/MAINT O  | 1133754   |
| TR COMPUTER SALES LLC          | 101 | 10/27/2011 | \$27.00     | E    | 41400 | 416 |                         | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC          | 101 | 10/5/2011  | \$102.60    | E    | 41400 | 416 |                         | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC          | 101 | 11/1/2011  | \$3.30      | E    | 41400 | 416 |                         | REPAIR/MAINT O  | 1133849   |
| DEPT 41400 ADMINISTRATION      |     |            | \$10,764.01 |      |       |     |                         |                 |           |
| DEPT 41910 PLANNING & ZONING   |     |            |             |      |       |     |                         |                 |           |
|                                | 101 | 10/18/2011 | \$5,476.13  | E    | 41910 | 101 | Labor Distribution      | WAGES AND SAL   |           |
|                                | 101 | 10/3/2011  | \$5,510.39  | E    | 41910 | 101 | Labor Distribution      | WAGES AND SAL   |           |
|                                | 101 | 10/18/2011 | \$397.04    | E    | 41910 | 121 | Labor Distribution      | P E R A         |           |
|                                | 101 | 10/3/2011  | \$399.53    | E    | 41910 | 121 | Labor Distribution      | P E R A         |           |
|                                | 101 | 10/3/2011  | \$338.32    | E    | 41910 | 122 | Labor Distribution      | CONT TO RET., S |           |
|                                | 101 | 10/18/2011 | \$336.19    | E    | 41910 | 122 | Labor Distribution      | CONT TO RET., S |           |
|                                | 101 | 10/18/2011 | \$330.77    | E    | 41910 | 126 | Labor Distribution      | H S A           |           |
|                                | 101 | 10/3/2011  | \$330.77    | E    | 41910 | 126 | Labor Distribution      | H S A           |           |
|                                | 101 | 10/3/2011  | \$798.49    | E    | 41910 | 131 | Labor Distribution      | CONT TO EMPLO   |           |
|                                | 101 | 10/18/2011 | \$678.37    | E    | 41910 | 131 | Labor Distribution      | CONT TO EMPLO   |           |
|                                | 101 | 10/3/2011  | \$79.13     | E    | 41910 | 170 | Labor Distribution      | MEDICARE        |           |
|                                | 101 | 10/18/2011 | \$78.63     | E    | 41910 | 170 | Labor Distribution      | MEDICARE        |           |
| BUSINESS FORMS & ACCOU         | 101 | 10/19/2011 | \$32.51     | E    | 41910 | 201 | LASER P/R CK'S          | OFFICE SUPPLIE  | 1133804   |
| INNOVATIVE OFFICE SOLUTI       | 101 | 10/31/2011 | \$6.55      | E    | 41910 | 201 | OFFICE SUPPLIES         | OFFICE SUPPLIE  | 1133820   |
| U S BANK VISA                  | 101 | 10/4/2011  | \$2.37      | E    | 41910 | 201 | ADMIN CREDIT CARD       | OFFICE SUPPLIE  | 1133760   |
| HOLIDAY COMPANIES              | 101 | 10/6/2011  | \$133.46    | E    | 41910 | 212 | FUEL                    | MOTOR FUELS &   | 1133766   |
| U S BANK VISA                  | 101 | 10/4/2011  | \$105.00    | E    | 41910 | 402 | ADMIN CREDIT CARD       | CONFERENCES &   | 1133760   |
| TR COMPUTER SALES LLC          | 101 | 11/1/2011  | \$2.75      | E    | 41910 | 416 | EQUIPMENT               | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC          | 101 | 10/27/2011 | \$22.50     | E    | 41910 | 416 | COMPUTER CONSULTING     | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC          | 101 | 10/5/2011  | \$85.50     | E    | 41910 | 416 | WESTERN DIGITAL HARD    | REPAIR/MAINT O  | 1133849   |
| MAILFINANCE                    | 101 | 10/4/2011  | \$56.85     | E    | 41910 | 416 | LEASE 10/30/11-01/29/12 | REPAIR/MAINT O  | 1133754   |
| WASHINGTON COUNTY REC          | 101 | 10/27/2011 | \$46.00     | E    | 41910 | 810 | RESOLUTION # 11-30 HA   | REFUNDS AND R   | 1133854   |
| ECKBERG, LAMMERS, BRIG         | 101 | 10/31/2011 | \$35.00     | E    | 41910 | 810 | GROUP 41 LITIGATION     | REFUNDS AND R   | 1133813   |
| DEPT 41910 PLANNING & ZONING   |     |            | \$15,282.25 |      |       |     |                         |                 |           |
| DEPT 41940 MUNICIPAL BUILDINGS |     |            |             |      |       |     |                         |                 |           |
| OFFICE OF ENT TECHNOLO         | 101 | 10/25/2011 | \$438.61    | E    | 41940 | 321 | PHONES                  | COMMUNICATION   | 1133832   |
| COMCAST                        | 101 | 10/27/2011 | \$49.90     | E    | 41940 | 321 | ADMIN/HIGH SPEED INTE   | COMMUNICATION   | 1133809   |
| COMCAST                        | 101 | 10/4/2011  | \$44.90     | E    | 41940 | 321 | HIGH-SPEED INTERNET     | COMMUNICATION   | 1133748   |
| XCEL                           | 101 | 10/4/2011  | \$685.84    | E    | 41940 | 380 | GAS & ELECTRIC SERVIC   | ELECTRIC SERVI  | 1133762   |
| XCEL                           | 101 | 10/4/2011  | \$112.87    | E    | 41940 | 381 | GAS & ELECTRIC SERVIC   | FUEL FOR HEAT   | 1133762   |
| MINNESOTA ELEVATOR             | 101 | 10/31/2011 | \$150.04    | E    | 41940 | 420 | OCT 2011 SERVICE        | R & M BLDGS, ST | 1133830   |
| SCHMIDT MECHANICAL             | 101 | 10/31/2011 | \$804.25    | E    | 41940 | 420 | MTHLY SECURENCE 10/1    | R & M BLDGS, ST | 1133839   |
| SCHMIDT MECHANICAL             | 101 | 10/31/2011 | \$200.00    | E    | 41940 | 420 | CITY HALL HUMIDITY SER  | R & M BLDGS, ST | 1133839   |
| CHRIS AMDAHL LOCKSMITH,        | 101 | 10/31/2011 | \$206.00    | E    | 41940 | 420 | SERVICE CALL/REPAIR N   | R & M BLDGS, ST | 1133808   |
| LINNER ELECTRIC                | 101 | 10/19/2011 | \$381.20    | E    | 41940 | 420 | SERVICE TO BEACHHOU     | R & M BLDGS, ST | 1133825   |
| HOGBERG DECORATING             | 101 | 10/19/2011 | \$312.40    | E    | 41940 | 420 | EXTERIOR GARAGE & SE    | R & M BLDGS, ST | 1133787   |
| CHRIS AMDAHL LOCKSMITH,        | 101 | 11/1/2011  | \$474.40    | E    | 41940 | 420 | SERVICE CALL/CITY HAL   | R & M BLDGS, ST | 1133808   |
| DEPT 41940 MUNICIPAL BUILDINGS |     |            | \$3,860.41  |      |       |     |                         |                 |           |
| DEPT 42100 POLICE              |     |            |             |      |       |     |                         |                 |           |
|                                | 101 | 10/3/2011  | \$1,247.09  | E    | 42100 | 050 | Labor Distribution      | SEASONAL/PART   |           |
|                                | 101 | 10/18/2011 | \$1,708.30  | E    | 42100 | 050 | Labor Distribution      | SEASONAL/PART   |           |
|                                | 101 | 10/18/2011 | \$13,570.86 | E    | 42100 | 101 | Labor Distribution      | WAGES AND SAL   |           |
|                                | 101 | 10/3/2011  | \$13,195.60 | E    | 42100 | 101 | Labor Distribution      | WAGES AND SAL   |           |
|                                | 101 | 10/18/2011 | \$139.41    | E    | 42100 | 102 | Labor Distribution      | OVERTIME        |           |
|                                | 101 | 10/3/2011  | \$766.76    | E    | 42100 | 102 | Labor Distribution      | OVERTIME        |           |
|                                | 101 | 10/18/2011 | \$2,186.23  | E    | 42100 | 121 | Labor Distribution      | P E R A         |           |
|                                | 101 | 10/3/2011  | \$2,139.56  | E    | 42100 | 121 | Labor Distribution      | P E R A         |           |
|                                | 101 | 10/18/2011 | \$19.80     | E    | 42100 | 122 | Labor Distribution      | CONT TO RET., S |           |
|                                | 101 | 10/3/2011  | \$26.93     | E    | 42100 | 122 | Labor Distribution      | CONT TO RET., S |           |
|                                | 101 | 10/3/2011  | \$504.41    | E    | 42100 | 126 | Labor Distribution      | H S A           |           |

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MONTHLY EXPENSES 1133745-1133858

Period Name: OCTOBER

| Search Name                       | FUN | Tran Date  | A Amount      | DEPT  | OBJ | Comments                 | OBJ Descr       | Check Nbr |
|-----------------------------------|-----|------------|---------------|-------|-----|--------------------------|-----------------|-----------|
|                                   | 101 | 10/18/2011 | \$504.41 E    | 42100 | 126 | Labor Distribution       | H S A           |           |
|                                   | 101 | 10/18/2011 | \$1,026.82 E  | 42100 | 131 | Labor Distribution       | CONT TO EMPLO   |           |
|                                   | 101 | 10/3/2011  | \$1,287.21 E  | 42100 | 131 | Labor Distribution       | CONT TO EMPLO   |           |
|                                   | 101 | 10/18/2011 | \$222.37 E    | 42100 | 170 | Labor Distribution       | MEDICARE        |           |
|                                   | 101 | 10/3/2011  | \$219.34 E    | 42100 | 170 | Labor Distribution       | MEDICARE        |           |
| U S BANK VISA                     | 101 | 10/4/2011  | \$2.37 E      | 42100 | 201 | ADMIN CREDIT CARD        | OFFICE SUPPLIE  | 1133760   |
| INNOVATIVE OFFICE SOLUTI          | 101 | 10/31/2011 | \$6.55 E      | 42100 | 201 | OFFICE SUPPLIES          | OFFICE SUPPLIE  | 1133820   |
| BUSINESS FORMS & ACCOU            | 101 | 10/19/2011 | \$32.51 E     | 42100 | 201 | LASER P/R CK'S           | OFFICE SUPPLIE  | 1133804   |
| STREICHERS                        | 101 | 10/10/2011 | \$163.35 E    | 42100 | 208 | UNIFORMS/POLICE DEPT.    | UNIFORMS - JAY  | 1133844   |
| STREICHERS                        | 101 | 10/12/2011 | \$108.97 E    | 42100 | 208 | UNIFORMS/POLICE-JACK     | UNIFORMS - JAY  | 1133844   |
| BAYPORT TRANSMISSION &            | 101 | 10/19/2011 | \$45.01 E     | 42100 | 212 | SERVICE 2009 DODGE C     | MOTOR FUELS &   | 1133800   |
| BAYPORT TRANSMISSION &            | 101 | 10/19/2011 | \$21.43 E     | 42100 | 212 | 2101 K-9                 | MOTOR FUELS &   | 1133800   |
| WASHINGTON COUNTY SHE             | 101 | 10/12/2011 | \$1,459.13 E  | 42100 | 212 | FUEL/POLICE DEPT.        | MOTOR FUELS &   | 1133855   |
| BAYPORT TRANSMISSION &            | 101 | 10/19/2011 | \$21.43 E     | 42100 | 212 | SERVICE 2005 DODGE D     | MOTOR FUELS &   | 1133800   |
| U S BANK VISA                     | 101 | 10/4/2011  | \$19.26 E     | 42100 | 220 | HOLIDAY                  | OPERATING SUP   | 1133745   |
| U S BANK VISA                     | 101 | 10/4/2011  | \$59.95 E     | 42100 | 220 | AMERICAN RED CROSS T     | OPERATING SUP   | 1133745   |
| EMERGENCY AUTOMOTIVE              | 101 | 10/27/2011 | \$148.00 E    | 42100 | 220 | SERVICE/POLICE DEPT.     | OPERATING SUP   | 1133814   |
| STILLWATER TOWING INC             | 101 | 10/5/2011  | \$106.88 E    | 42100 | 220 | P.T. CRUISER/POLICE DE   | OPERATING SUP   | 1133763   |
| U S BANK VISA                     | 101 | 10/4/2011  | \$85.50 E     | 42100 | 220 | INTOXIMTERS              | OPERATING SUP   | 1133745   |
| ECKBERG, LAMMERS, BRIG            | 101 | 10/6/2011  | \$2,359.16 E  | 42100 | 300 | PROSECUTION              | PROF SER-LEGAL  | 1133813   |
| ECKBERG, LAMMERS, BRIG            | 101 | 10/12/2011 | \$2,314.89 E  | 42100 | 300 | PROSECUTION/POLICE D     | PROF SER-LEGAL  | 1133777   |
| U S BANK VISA                     | 101 | 10/4/2011  | \$25.31 E     | 42100 | 306 | THE UPS STORE            | PROF SER-OTHE   | 1133745   |
| VERIZON WIRELESS                  | 101 | 10/12/2011 | \$78.06 E     | 42100 | 321 | AIR CARDS/POLICE DEPT    | COMMUNICATION   | 1133775   |
| VERIZON WIRELESS                  | 101 | 10/12/2011 | \$171.40 E    | 42100 | 321 | PHONES/POLICE DEPT.      | COMMUNICATION   | 1133775   |
| RYDEEN, JEFF                      | 101 | 10/4/2011  | \$14.43 E     | 42100 | 412 | AUTO PARTS/POLICE DE     | REP & MAINT VE  | 1133758   |
| CENTURY AVENUE COLLISI            | 101 | 10/19/2011 | \$151.54 E    | 42100 | 412 | SERVICE SQUAD 2101/PO    | REP & MAINT VE  | 1133807   |
| WILLMARTH, QUINN                  | 101 | 10/19/2011 | \$67.35 E     | 42100 | 412 | GAS REBURSEMENT/POL      | REP & MAINT VE  | 1133785   |
| BAYPORT TRANSMISSION &            | 101 | 10/19/2011 | \$26.73 E     | 42100 | 412 | SERVICE 2004 FORD/POL    | REP & MAINT VE  | 1133800   |
| FURY DODGE CHRYSLER               | 101 | 10/19/2011 | \$543.44 E    | 42100 | 412 | SERVICE SQUAD # 2901/    | REP & MAINT VE  | 1133816   |
| CASPERSON MOTORS                  | 101 | 10/4/2011  | \$32.68 E     | 42100 | 412 | LUBE, CHG OIL, OIL FILTE | REP & MAINT VE  | 1133747   |
| TR COMPUTER SALES LLC             | 101 | 11/1/2011  | \$177.10 E    | 42100 | 416 | EQUIPMENT                | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC             | 101 | 11/1/2011  | \$2.75 E      | 42100 | 416 | EQUIPMENT                | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC             | 101 | 10/5/2011  | \$85.50 E     | 42100 | 416 | WESTERN DIGITAL HARD     | REPAIR/MAINT O  | 1133849   |
| MAILFINANCE                       | 101 | 10/4/2011  | \$56.85 E     | 42100 | 416 | LEASE 10/30/11-01/29/12  | REPAIR/MAINT O  | 1133754   |
| TR COMPUTER SALES LLC             | 101 | 10/27/2011 | \$182.06 E    | 42100 | 416 | COMPUTER CONSULTING      | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC             | 101 | 10/27/2011 | \$22.50 E     | 42100 | 416 | COMPUTER CONSULTING      | REPAIR/MAINT O  | 1133849   |
| U S BANK VISA                     | 101 | 10/4/2011  | \$74.97 E     | 42100 | 444 | OFFICE MAX               | COMMUNITY PRO   | 1133745   |
| DEPT 42100 POLICE                 |     |            | \$47,432.16   |       |     |                          |                 |           |
| <b>DEPT 42200 FIRE PROTECTION</b> |     |            |               |       |     |                          |                 |           |
| U S BANK VISA                     | 101 | 10/31/2011 | \$170.98 E    | 42200 | 101 | HP HOME STORE            | WAGES AND SAL   | 1133790   |
|                                   | 101 | 10/20/2011 | \$983.33 E    | 42200 | 101 | Labor Distribution       | WAGES AND SAL   |           |
|                                   | 101 | 12/19/2011 | \$710.00 E    | 42200 | 101 | Labor Distribution       | WAGES AND SAL   |           |
|                                   | 101 | 12/19/2011 | \$21,720.00 E | 42200 | 105 | Labor Distribution       | FIRE RUNS,DRILL |           |
|                                   | 101 | 12/19/2011 | \$1,390.65 E  | 42200 | 122 | Labor Distribution       | CONT TO RET., S |           |
|                                   | 101 | 10/20/2011 | \$60.97 E     | 42200 | 122 | Labor Distribution       | CONT TO RET., S |           |
|                                   | 101 | 12/19/2011 | \$325.23 E    | 42200 | 170 | Labor Distribution       | MEDICARE        |           |
|                                   | 101 | 10/20/2011 | \$14.26 E     | 42200 | 170 | Labor Distribution       | MEDICARE        |           |
| APPLIED IMAGES                    | 101 | 10/19/2011 | \$17.14 E     | 42200 | 202 | PAR TAGS/FIRE DEPT.      | UNIFORMS - MIS  | 1133788   |
| ASPEN MILLS INC                   | 101 | 10/31/2011 | \$183.30 E    | 42200 | 202 | UNIFORMS/R VALLEY-FIR    | UNIFORMS - MIS  | 1133797   |
| ITL PATCH COMPANY                 | 101 | 10/31/2011 | \$309.94 E    | 42200 | 202 | FIRE SHOULDER EMBLE      | UNIFORMS - MIS  | 1133821   |
| HOLIDAY COMPANIES                 | 101 | 10/6/2011  | \$43.92 E     | 42200 | 212 | FUEL                     | MOTOR FUELS &   | 1133766   |
| HOLIDAY COMPANIES                 | 101 | 10/6/2011  | \$635.98 E    | 42200 | 212 | FUEL                     | MOTOR FUELS &   | 1133766   |
| POSITIVE PROMOTIONS, IN           | 101 | 10/19/2011 | \$498.60 E    | 42200 | 217 | OPERATING MATERIAL/FI    | MATERIALS & PR  | 1133836   |
| FOREMOST PROMOTIONS               | 101 | 10/31/2011 | \$1,507.03 E  | 42200 | 217 | PROJECT SUPPLIES/FIRE    | MATERIALS & PR  | 1133815   |
| EISINGER, ALLEN                   | 101 | 10/19/2011 | \$58.01 E     | 42200 | 220 | REIMBURSEMENT - REHA     | OPERATING SUP   | 1133781   |
| U S BANK VISA                     | 101 | 10/31/2011 | \$29.09 E     | 42200 | 220 | CARBONE'S PIZZERIA       | OPERATING SUP   | 1133790   |
| NEXTEL COMMUNICATIONS             | 101 | 10/31/2011 | \$210.04 E    | 42200 | 321 | PHONES/POLICE DEPT       | COMMUNICATION   | 1133789   |
| ANCOM COMMUNICATIONS I            | 101 | 10/31/2011 | \$253.29 E    | 42200 | 323 | MINITOR V KIT/FIRE DEP   | RADIOS-REPAIR   | 1133796   |
| XCEL                              | 101 | 10/4/2011  | \$375.64 E    | 42200 | 380 | GAS & ELECTRIC SERVIC    | ELECTRIC SERVI  | 1133762   |
| XCEL                              | 101 | 10/4/2011  | \$51.05 E     | 42200 | 381 | GAS & ELECTRIC SERVIC    | FUEL FOR HEAT   | 1133762   |

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| MINNESOTA STATE FIRE CH | 101 | 10/4/2011  | \$200.00 E    | 42200    | 402 MATT BELL              | CONFERENCES &   | 1133755   |
| CARLSON, KYLE           | 101 | 10/19/2011 | \$143.33 E    | 42200    | 402 REIMBURSEMENT STATE    | CONFERENCES &   | 1133779   |
| MINNESOTA STATE FIRE CH | 101 | 10/4/2011  | \$200.00 E    | 42200    | 402 JASON SEVERSON         | CONFERENCES &   | 1133755   |
| HOLIDAY INN             | 101 | 10/31/2011 | \$651.30 E    | 42200    | 402 MATT BELL/CONFERENC    | CONFERENCES &   | 1133791   |
| U S BANK VISA           | 101 | 10/12/2011 | \$36.01 E     | 42200    | 419 MARATHON PETRO         | REPAIR & MAINT  | 1133774   |
| SCHMIDT MECHANICAL      | 101 | 10/31/2011 | \$976.95 E    | 42200    | 420 COOLING OFFICE UNIT S  | R & M BLDGS, ST | 1133839   |
| T. R. F. SUPPLY         | 101 | 10/31/2011 | \$115.42 E    | 42200    | 420 FIRE HALL SUPPLIES/FIR | R & M BLDGS, ST | 1133846   |
| WIPERS AND WIPES, INC   | 101 | 10/31/2011 | \$65.07 E     | 42200    | 420 FIRE HALL SUPPLIES/FIR | R & M BLDGS, ST | 1133857   |
| U S BANK VISA           | 101 | 10/31/2011 | \$185.00 E    | 42200    | 433 MN STATE FIRE CHIEFS   | DUES & MEMBER   | 1133790   |
| U S BANK VISA           | 101 | 10/12/2011 | \$93.10 E     | 42200    | 433 NFPA NATL FIRE PROTEC  | DUES & MEMBER   | 1133774   |
| BAYPORT FIRE RELIEF ASS | 101 | 10/12/2011 | \$62,863.00 E | 42200    | 810 REVENUE/INTERGOVT AI   | REFUNDS AND R   | 1133770   |

DEPT 42200 FIRE PROTECTION \$95,077.63

DEPT 43100 STREET MAINT

|                           |     |            |              |       |                             |                 |         |
|---------------------------|-----|------------|--------------|-------|-----------------------------|-----------------|---------|
|                           | 101 | 10/18/2011 | \$1,960.80 E | 43100 | 101 Labor Distribution      | WAGES AND SAL   |         |
|                           | 101 | 10/3/2011  | \$1,960.80 E | 43100 | 101 Labor Distribution      | WAGES AND SAL   |         |
|                           | 101 | 10/18/2011 | \$142.17 E   | 43100 | 121 Labor Distribution      | P E R A         |         |
|                           | 101 | 10/3/2011  | \$142.17 E   | 43100 | 121 Labor Distribution      | P E R A         |         |
|                           | 101 | 10/3/2011  | \$120.32 E   | 43100 | 122 Labor Distribution      | CONT TO RET., S |         |
|                           | 101 | 10/18/2011 | \$120.32 E   | 43100 | 122 Labor Distribution      | CONT TO RET., S |         |
|                           | 101 | 10/18/2011 | \$123.83 E   | 43100 | 126 Labor Distribution      | H S A           |         |
|                           | 101 | 10/3/2011  | \$124.04 E   | 43100 | 126 Labor Distribution      | H S A           |         |
|                           | 101 | 10/3/2011  | \$255.06 E   | 43100 | 131 Labor Distribution      | CONT TO EMPLO   |         |
|                           | 101 | 10/18/2011 | \$209.01 E   | 43100 | 131 Labor Distribution      | CONT TO EMPLO   |         |
|                           | 101 | 10/3/2011  | \$28.15 E    | 43100 | 170 Labor Distribution      | MEDICARE        |         |
|                           | 101 | 10/18/2011 | \$28.14 E    | 43100 | 170 Labor Distribution      | MEDICARE        |         |
| U S BANK VISA             | 101 | 10/4/2011  | \$0.47 E     | 43100 | 201 ADMIN CREDIT CARD       | OFFICE SUPPLIE  | 1133760 |
| INNOVATIVE OFFICE SOLUTI  | 101 | 10/31/2011 | \$1.31 E     | 43100 | 201 OFFICE SUPPLIES         | OFFICE SUPPLIE  | 1133820 |
| BUSINESS FORMS & ACCOU    | 101 | 10/19/2011 | \$6.50 E     | 43100 | 201 LASER P/R CK'S          | OFFICE SUPPLIE  | 1133804 |
| HOLIDAY COMPANIES         | 101 | 10/6/2011  | \$321.73 E   | 43100 | 212 FUEL                    | MOTOR FUELS &   | 1133766 |
| MENARDS-STILLWATER        | 101 | 10/13/2011 | \$12.55 E    | 43100 | 220 BROOMS                  | OPERATING SUP   | 1133827 |
| U S BANK VISA             | 101 | 10/6/2011  | \$240.47 E   | 43100 | 220 ESCH                    | OPERATING SUP   | 1133769 |
| U S BANK VISA             | 101 | 10/6/2011  | \$240.47 E   | 43100 | 220 ESCH                    | OPERATING SUP   | 1133769 |
| ANCOM COMMUNICATIONS I    | 101 | 11/1/2011  | \$427.50 E   | 43100 | 323 2 USED RADIOS           | RADIOS-REPAIR   | 1133796 |
| ZIEGLER INC.              | 101 | 10/31/2011 | \$428.70 E   | 43100 | 412 REPAIR AND MAINTENAC    | REP & MAINT VE  | 1133858 |
| TR COMPUTER SALES LLC     | 101 | 11/1/2011  | \$0.55 E     | 43100 | 416 EQUIPMENT               | REPAIR/MAINT O  | 1133849 |
| TR COMPUTER SALES LLC     | 101 | 10/27/2011 | \$4.50 E     | 43100 | 416 COMPUTER CONSULTING     | REPAIR/MAINT O  | 1133849 |
| TR COMPUTER SALES LLC     | 101 | 10/5/2011  | \$17.10 E    | 43100 | 416 WESTERN DIGITAL HARD    | REPAIR/MAINT O  | 1133849 |
| MAILFINANCE               | 101 | 10/4/2011  | \$11.37 E    | 43100 | 416 LEASE 10/30/11-01/29/12 | REPAIR/MAINT O  | 1133754 |
| T. A. SCHIFSKY & SONS INC | 101 | 11/1/2011  | \$63.86 E    | 43100 | 421 BIT HOTMIX              | REPAIR & MAINT  | 1133845 |
| MILLER EXCAVATING         | 101 | 10/13/2011 | \$154.58 E   | 43100 | 421 GRAVEL                  | REPAIR & MAINT  | 1133829 |
| WASHINGTON CO TRANSP      | 101 | 11/1/2011  | \$656.39 E   | 43100 | 421 ROAD STRIPING           | REPAIR & MAINT  | 1133852 |
| BELLS TRUCKING INC        | 101 | 10/13/2011 | \$1,000.00 E | 43100 | 421 BLACK DIRT              | REPAIR & MAINT  | 1133801 |
| T. A. SCHIFSKY & SONS INC | 101 | 10/13/2011 | \$270.75 E   | 43100 | 421 BIT HOTMIX              | REPAIR & MAINT  | 1133845 |

DEPT 43100 STREET MAINT \$9,073.61

DEPT 43160 STREET LIGHTING

|      |     |           |              |       |                           |                |         |
|------|-----|-----------|--------------|-------|---------------------------|----------------|---------|
| XCEL | 101 | 10/4/2011 | \$2,354.90 E | 43160 | 380 GAS & ELECTRIC SERVIC | ELECTRIC SERVI | 1133762 |
|------|-----|-----------|--------------|-------|---------------------------|----------------|---------|

DEPT 43200 PARKS

|                    |     |            |            |       |                           |               |         |
|--------------------|-----|------------|------------|-------|---------------------------|---------------|---------|
| HOLIDAY COMPANIES  | 101 | 10/6/2011  | \$60.44 E  | 43200 | 212 FUEL                  | MOTOR FUELS & | 1133766 |
| TRU GREEN CHEMLAWN | 101 | 10/13/2011 | \$598.53 E | 43200 | 302 FALL TREATMENT/LAKES  | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 11/1/2011  | \$855.04 E | 43200 | 302 EARLY FALL APP        | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 10/13/2011 | \$61.65 E  | 43200 | 302 FALL TREATMENT/PUBLI  | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 10/13/2011 | \$235.14 E | 43200 | 302 FALL TREATMENT/HAZEL  | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 10/13/2011 | \$16.03 E  | 43200 | 302 FALL TREATMENT/FIRE S | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 11/1/2011  | \$61.65 E  | 43200 | 302 EARLY FALL APP        | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 11/1/2011  | \$16.03 E  | 43200 | 302 EARLY FALL APP        | CONTRACT SERV | 1133850 |
| TRU GREEN CHEMLAWN | 101 | 11/1/2011  | \$16.03 E  | 43200 | 302 EARLY FALL APP        | CONTRACT SERV | 1133850 |

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| THE TESSMAN COMPANY                     | 101 | 11/1/2011  | \$76.84      | E    | 43200    | 410 EROSION BLANKET          | REPAIR & MAINT  | 1133847   |
| PLANT HEALTH ASSOCIATE                  | 101 | 10/25/2011 | \$65.00      | E    | 43200    | 413 INSPECTION - LAKESIDE    | TREES           | 1133834   |
| TR COMPUTER SALES LLC                   | 101 | 10/5/2011  | \$17.10      | E    | 43200    | 416 WESTERN DIGITAL HARD     | REPAIR/MAINT O  | 1133849   |
| MAILFINANCE                             | 101 | 10/4/2011  | \$11.37      | E    | 43200    | 416 LEASE 10/30/11-01/29/12  | REPAIR/MAINT O  | 1133754   |
| TR COMPUTER SALES LLC                   | 101 | 10/27/2011 | \$4.50       | E    | 43200    | 416 COMPUTER CONSULTING      | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC                   | 101 | 11/1/2011  | \$0.55       | E    | 43200    | 416 EQUIPMENT                | REPAIR/MAINT O  | 1133849   |
| MENARDS-STILLWATER                      | 101 | 10/13/2011 | \$9.05       | E    | 43200    | 420 HARDWARE                 | R & M BLDGS, ST | 1133827   |
| MENARDS-STILLWATER                      | 101 | 10/13/2011 | \$41.66      | E    | 43200    | 420 PLUMBING FITTINGS        | R & M BLDGS, ST | 1133827   |
| J H LARSON CO                           | 101 | 11/1/2011  | \$18.41      | E    | 43200    | 420 LIGHT BULBS              | R & M BLDGS, ST | 1133822   |
| SEVERSON CARPENTRY, LL                  | 101 | 11/1/2011  | \$616.58     | E    | 43200    | 420 NEW DOOR / WARMING H     | R & M BLDGS, ST | 1133840   |
| AIR FRESH PORTABLE TOIL                 | 101 | 10/13/2011 | \$253.08     | E    | 43200    | 425 MTHLY PORTABLE REST      | SATILLITIES     | 1133795   |
| WINKEL ENTERPRISES                      | 101 | 10/31/2011 | \$1,520.00   | E    | 43200    | 530 BARKERS ALPS /FENCE      | CAPITAL ASSETS  | 1133856   |
| DEPT 43200 PARKS                        |     |            | \$4,554.68   |      |          |                              |                 |           |
| DEPT 43300 CEMETERY                     |     |            |              |      |          |                              |                 |           |
| HOLIDAY COMPANIES                       | 101 | 10/6/2011  | \$109.95     | E    | 43300    | 212 FUEL                     | MOTOR FUELS &   | 1133766   |
| FUND 101 GENERAL                        |     |            | \$192,240.38 |      |          |                              |                 |           |
| FUND 206 WATER/SEWER IMPROVEMENT FUND   |     |            |              |      |          |                              |                 |           |
| DEPT 41603 SO MN STREET UTILITY PROJECT |     |            |              |      |          |                              |                 |           |
| S E H                                   | 206 | 10/31/2011 | \$4,262.60   | E    | 41603    | 301 2011 TELEVISIONING AND M | PROF SER-ENGIN  | 1133837   |
| S E H                                   | 206 | 10/31/2011 | \$189.28     | E    | 41603    | 301 MET COUNCIL I/I LETTER   | PROF SER-ENGIN  | 1133837   |
| DEPT 41603 SO MN STREET UTILITY PR      |     |            | \$4,451.88   |      |          |                              |                 |           |
| FUND 206 WATER/SEWER IMPROVEMENT FU     |     |            | \$4,451.88   |      |          |                              |                 |           |
| FUND 211 LIBRARY                        |     |            |              |      |          |                              |                 |           |
| DEPT 45500 LIBRARY                      |     |            |              |      |          |                              |                 |           |
|   | 211 | 10/18/2011 | \$2,610.04   | E    | 45500    | 050 Labor Distribution       | SEASONAL/PART   |           |
|   | 211 | 10/3/2011  | \$2,734.05   | E    | 45500    | 050 Labor Distribution       | SEASONAL/PART   |           |
|   | 211 | 10/18/2011 | \$3,013.30   | E    | 45500    | 101 Labor Distribution       | WAGES AND SAL   |           |
|   | 211 | 10/3/2011  | \$3,013.30   | E    | 45500    | 101 Labor Distribution       | WAGES AND SAL   |           |
|   | 211 | 10/18/2011 | \$389.63     | E    | 45500    | 121 Labor Distribution       | P E R A         |           |
|   | 211 | 10/3/2011  | \$389.72     | E    | 45500    | 121 Labor Distribution       | P E R A         |           |
|   | 211 | 10/18/2011 | \$342.45     | E    | 45500    | 122 Labor Distribution       | CONT TO RET., S |           |
|   | 211 | 10/3/2011  | \$350.14     | E    | 45500    | 122 Labor Distribution       | CONT TO RET., S |           |
|   | 211 | 10/18/2011 | \$39.55      | E    | 45500    | 131 Labor Distribution       | CONT TO EMPLO   |           |
|   | 211 | 10/3/2011  | \$97.58      | E    | 45500    | 131 Labor Distribution       | CONT TO EMPLO   |           |
|   | 211 | 10/3/2011  | \$81.90      | E    | 45500    | 170 Labor Distribution       | MEDICARE        |           |
|   | 211 | 10/18/2011 | \$80.10      | E    | 45500    | 170 Labor Distribution       | MEDICARE        |           |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$256.42     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$45.41      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$15.92      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$132.91     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$97.34      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$15.17      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$113.31     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| STILLWATER GAZETTE                      | 211 | 11/1/2011  | \$109.00     | E    | 45500    | 217 STILLWATER GAZETTE S     | MATERIALS & PR  | 1133842   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$173.35     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$322.77     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$13.57      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$70.73      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$54.86      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$80.91      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$205.66     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$279.12     | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |
| BAKER & TAYLOR                          | 211 | 10/31/2011 | \$64.06      | E    | 45500    | 217 BOOKS                    | MATERIALS & PR  | 1133798   |

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| BAKER & TAYLOR                         | 211 | 10/31/2011 | \$23.81 E      | 45500 | 217 | BOOKS                  | MATERIALS & PR  | 1133798   |
| GENERAL BOOK COVERS                    | 211 | 11/1/2011  | \$98.69 E      | 45500 | 220 | OPERATING SUPPLIES/LI  | OPERATING SUP   | 1133817   |
| BRODART                                | 211 | 11/1/2011  | \$99.68 E      | 45500 | 220 | OPERATING SUPPLIES/LI  | OPERATING SUP   | 1133803   |
| DEMCO                                  | 211 | 11/1/2011  | \$72.24 E      | 45500 | 220 | OPERATING MATERIAL/LI  | OPERATING SUP   | 1133812   |
| DEMCO                                  | 211 | 11/1/2011  | \$35.47 E      | 45500 | 220 | OPERATING MATERIAL/LI  | OPERATING SUP   | 1133812   |
| DEMCO                                  | 211 | 11/1/2011  | -\$58.96 E     | 45500 | 220 | CREDIT MEMO            | OPERATING SUP   | 1133812   |
| DEMCO                                  | 211 | 11/1/2011  | \$35.58 E      | 45500 | 220 | OPERATING SUPPLIES     | OPERATING SUP   | 1133812   |
| DEMCO                                  | 211 | 11/1/2011  | \$72.85 E      | 45500 | 220 | OPERATING MATERIAL/LI  | OPERATING SUP   | 1133812   |
| INNOVATIVE OFFICE SOLUTI               | 211 | 11/1/2011  | \$77.34 E      | 45500 | 220 | SUPPLIES/LIBRARY       | OPERATING SUP   | 1133820   |
| ECKBERG, LAMMERS, BRIG                 | 211 | 10/31/2011 | \$35.00 E      | 45500 | 300 | REVIEW CONSENT LIBRA   | PROF SER-LEGAL  | 1133813   |
| SHARON SIPPEL                          | 211 | 11/1/2011  | \$1,425.00 E   | 45500 | 302 | CLEANING SERVICES/LIB  | CONTRACT SERV   | 1133841   |
| KINDER MELODIES                        | 211 | 11/1/2011  | \$600.00 E     | 45500 | 302 | STORY TIME/LIBRARY     | CONTRACT SERV   | 1133823   |
| BLANDO, MARK                           | 211 | 10/6/2011  | \$266.40 E     | 45500 | 311 | MILEAGE EXPENSE        | PERSONNEL TES   | 1133764   |
| MITCH BERG                             | 211 | 10/6/2011  | \$11.00 E      | 45500 | 311 | LIBRARY EXPENSE REFU   | PERSONNEL TES   | 1133768   |
| LAMPI, KAREN                           | 211 | 10/6/2011  | \$19.56 E      | 45500 | 311 | LIBRARY EXPENSE REFU   | PERSONNEL TES   | 1133767   |
| CARLSON, MR ROBERT                     | 211 | 10/6/2011  | \$20.00 E      | 45500 | 311 | LIBRARY EXPENSE REFU   | PERSONNEL TES   | 1133765   |
| BLANDO, MARK                           | 211 | 10/6/2011  | \$76.99 E      | 45500 | 311 | LODGING EXPENSE        | PERSONNEL TES   | 1133764   |
| OFFICE OF ENT TECHNOLO                 | 211 | 11/1/2011  | \$72.63 E      | 45500 | 321 | PHONES/LIBRARY         | COMMUNICATION   | 1133832   |
| COMCAST                                | 211 | 11/1/2011  | \$15.00 E      | 45500 | 321 |                        | COMMUNICATION   | 1133809   |
| XCEL                                   | 211 | 10/4/2011  | \$1,105.83 E   | 45500 | 380 | GAS & ELECTRIC SERVIC  | ELECTRIC SERVI  | 1133762   |
| XCEL                                   | 211 | 10/4/2011  | \$83.05 E      | 45500 | 381 | GAS & ELECTRIC SERVIC  | FUEL FOR HEAT   | 1133762   |
| WASHINGTON COUNTY LIBR                 | 211 | 11/1/2011  | \$41.80 E      | 45500 | 391 | 3RD QTR POSTAGE/LIBR   | SHARED AUTOM    | 1133853   |
| TOSHIBA BUSINESS SOLUTI                | 211 | 11/1/2011  | \$29.66 E      | 45500 | 416 | BAND/LIBRARY           | REPAIR/MAINT O  | 1133848   |
| COMMERCIAL STEAM TEAM                  | 211 | 11/1/2011  | \$664.97 E     | 45500 | 420 | CARPET CLEANING        | R & M BLDGS, ST | 1133810   |
| LANDSCAPES BY MARK                     | 211 | 11/1/2011  | \$185.00 E     | 45500 | 420 | BLOW OUT WATER SYST    | R & M BLDGS, ST | 1133824   |
| TRU GREEN CHEMLAWN                     | 211 | 11/1/2011  | \$47.25 E      | 45500 | 420 | EARLY FALL APP/LIBRAR  | R & M BLDGS, ST | 1133850   |
| MINNESOTA ELEVATOR                     | 211 | 11/1/2011  | \$157.23 E     | 45500 | 420 | BLG MAINT/SERVICE-LIB  | R & M BLDGS, ST | 1133830   |
| PLUNKETT'S PEST CONTRO                 | 211 | 11/1/2011  | \$103.27 E     | 45500 | 420 | BLG MAINT/SERVICE-LIB  | R & M BLDGS, ST | 1133835   |
| PLUNKETT'S PEST CONTRO                 | 211 | 11/1/2011  | \$172.02 E     | 45500 | 420 | BLG MAINT./SERVICE-LIB | R & M BLDGS, ST | 1133835   |
| MALCOLITE COPORATION                   | 211 | 11/1/2011  | \$432.48 E     | 45500 | 420 | CUSTOM DIFFUSER/LIBR   | R & M BLDGS, ST | 1133826   |
| DEPT 45500 LIBRARY                     |     |            | \$21,213.11    |       |     |                        |                 |           |
| FUND 211 LIBRARY                       |     |            | \$21,213.11    |       |     |                        |                 |           |
| FUND 303 GO TIF BOND 1990 DEBT SERVICE |     |            |                |       |     |                        |                 |           |
| DEPT 41903 DEBT SERVICE                |     |            |                |       |     |                        |                 |           |
| U S BANK TRUST N.A.                    | 303 | 10/19/2011 | \$105,000.00 E | 41903 | 850 | GO PRINCIPAL & INTERE  | DEBT SERVICE -  | 1133851   |
| U S BANK TRUST N.A.                    | 303 | 10/19/2011 | \$17,182.50 E  | 41903 | 860 | GO PRINCIPAL & INTERE  | DEBT SERVICE -  | 1133851   |
| DEPT 41903 DEBT SERVICE                |     |            | \$122,182.50   |       |     |                        |                 |           |
| FUND 303 GO TIF BOND 1990 DEBT SERVICE |     |            | \$122,182.50   |       |     |                        |                 |           |
| FUND 601 WATER                         |     |            |                |       |     |                        |                 |           |
| DEPT 46110 WATER-PUMPHOUSE             |     |            |                |       |     |                        |                 |           |
| XCEL                                   | 601 | 10/4/2011  | \$2,329.56 E   | 46110 | 380 | GAS & ELECTRIC SERVIC  | ELECTRIC SERVI  | 1133762   |
| XCEL                                   | 601 | 10/4/2011  | \$80.70 E      | 46110 | 381 | GAS & ELECTRIC SERVIC  | FUEL FOR HEAT   | 1133762   |
| SCHMIDT MECHANICAL                     | 601 | 11/1/2011  | \$232.00 E     | 46110 | 419 | SERVICE/BOOSTER BLD    | REPAIR & MAINT  | 1133839   |
| GRAINGER                               | 601 | 11/1/2011  | \$11.09 E      | 46110 | 419 | PIPE FITTINGS          | REPAIR & MAINT  | 1133818   |
| DEPT 46110 WATER-PUMPHOUSE             |     |            | \$2,653.35     |       |     |                        |                 |           |
| DEPT 46120 WATER                       |     |            |                |       |     |                        |                 |           |
|  | 601 | 10/3/2011  | \$827.85 E     | 46120 | 050 | Labor Distribution     | SEASONAL/PART   |           |
|  | 601 | 10/18/2011 | \$987.43 E     | 46120 | 050 | Labor Distribution     | SEASONAL/PART   |           |
|  | 601 | 10/18/2011 | \$4,271.26 E   | 46120 | 101 | Labor Distribution     | WAGES AND SAL   |           |
|  | 601 | 10/3/2011  | \$4,268.11 E   | 46120 | 101 | Labor Distribution     | WAGES AND SAL   |           |
|  | 601 | 10/18/2011 | \$334.95 E     | 46120 | 121 | Labor Distribution     | P E R A         |           |
|  | 601 | 10/3/2011  | \$337.03 E     | 46120 | 121 | Labor Distribution     | P E R A         |           |
|  | 601 | 10/3/2011  | \$307.68 E     | 46120 | 122 | Labor Distribution     | CONT TO RET., S |           |
|  | 601 | 10/18/2011 | \$317.76 E     | 46120 | 122 | Labor Distribution     | CONT TO RET., S |           |

CITY OF BAYPORT

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MONTHLY EXPENSES 1133745-1133858

Period Name: OCTOBER

| Search Name                  | FUN | Tran Date  | Amount      | A | DEPT  | OBJ | Comments                | OBJ Descr       | Check Nbr |
|------------------------------|-----|------------|-------------|---|-------|-----|-------------------------|-----------------|-----------|
|                              | 601 | 10/18/2011 | \$206.22    | E | 46120 | 126 | Labor Distribution      | H S A           |           |
|                              | 601 | 10/3/2011  | \$205.91    | E | 46120 | 126 | Labor Distribution      | H S A           |           |
|                              | 601 | 10/18/2011 | \$430.53    | E | 46120 | 131 | Labor Distribution      | CONT TO EMPLO   |           |
|                              | 601 | 10/3/2011  | \$522.96    | E | 46120 | 131 | Labor Distribution      | CONT TO EMPLO   |           |
|                              | 601 | 10/3/2011  | \$71.96     | E | 46120 | 170 | Labor Distribution      | MEDICARE        |           |
|                              | 601 | 10/18/2011 | \$74.32     | E | 46120 | 170 | Labor Distribution      | MEDICARE        |           |
| BUSINESS FORMS & ACCOU       | 601 | 10/19/2011 | \$6.50      | E | 46120 | 201 | LASER P/R CK'S          | OFFICE SUPPLIE  | 1133804   |
| U S BANK VISA                | 601 | 10/4/2011  | \$0.47      | E | 46120 | 201 | ADMIN CREDIT CARD       | OFFICE SUPPLIE  | 1133760   |
| INNOVATIVE OFFICE SOLUTI     | 601 | 10/31/2011 | \$1.31      | E | 46120 | 201 | OFFICE SUPPLIES         | OFFICE SUPPLIE  | 1133820   |
| CCP INDUSTRIES               | 601 | 11/1/2011  | \$411.30    | E | 46120 | 203 | UNIFORM - TIM GARDNE    | UNIFORMS - TIM  | 1133806   |
| HOLIDAY COMPANIES            | 601 | 10/6/2011  | \$486.82    | E | 46120 | 212 | FUEL                    | MOTOR FUELS &   | 1133766   |
| U S BANK VISA                | 601 | 10/6/2011  | \$2.27      | E | 46120 | 216 | USPS                    | CHEMICALS AND   | 1133769   |
| U S BANK VISA                | 601 | 10/6/2011  | \$12.60     | E | 46120 | 216 | THE UPS STORE           | CHEMICALS AND   | 1133769   |
| HAWKINS WATER                | 601 | 10/13/2011 | \$78.86     | E | 46120 | 216 | WATER TREATMENT         | CHEMICALS AND   | 1133819   |
| HAWKINS WATER                | 601 | 10/13/2011 | \$35.00     | E | 46120 | 216 | WATER TREATMENT         | CHEMICALS AND   | 1133819   |
| U S BANK VISA                | 601 | 11/1/2011  | \$12.60     | E | 46120 | 216 | THE UPS STORE           | CHEMICALS AND   | 1133792   |
| U S BANK VISA                | 601 | 10/6/2011  | \$141.98    | E | 46120 | 240 | TOTAL TOOL SUPPLY INC   | SMALL TOOLS-E   | 1133769   |
| STILLWATER MEDICAL GRO       | 601 | 11/1/2011  | \$213.00    | E | 46120 | 302 | DRUG SCREENING          | CONTRACT SERV   | 1133843   |
| ONE CALL CONCEPTS            | 601 | 10/13/2011 | \$81.85     | E | 46120 | 307 | GOPHER STATE LOCATE     | GOPHER STATE    | 1133833   |
| U S BANK VISA                | 601 | 10/6/2011  | \$16.07     | E | 46120 | 321 | USA MOBILITY WIRELES    | COMMUNICATION   | 1133769   |
| COMCAST                      | 601 | 10/13/2011 | \$128.32    | E | 46120 | 321 | CABLE SERVICE/ PUBLIC   | COMMUNICATION   | 1133809   |
| XCEL                         | 601 | 10/4/2011  | \$1,769.65  | E | 46120 | 380 | GAS & ELECTRIC SERVIC   | ELECTRIC SERVI  | 1133762   |
| XCEL                         | 601 | 10/4/2011  | \$140.01    | E | 46120 | 381 | GAS & ELECTRIC SERVIC   | FUEL FOR HEAT   | 1133762   |
| ZIEGLER INC.                 | 601 | 10/31/2011 | \$428.70    | E | 46120 | 412 | REPAIR AND MAINTENAC    | REP & MAINT VE  | 1133858   |
| MAILFINANCE                  | 601 | 10/4/2011  | \$11.37     | E | 46120 | 416 | LEASE 10/30/11-01/29/12 | REPAIR/MAINT O  | 1133754   |
| TR COMPUTER SALES LLC        | 601 | 10/27/2011 | \$4.50      | E | 46120 | 416 | COMPUTER CONSULTING     | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC        | 601 | 11/1/2011  | \$0.55      | E | 46120 | 416 | EQUIPMENT               | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC        | 601 | 10/5/2011  | \$17.10     | E | 46120 | 416 | WESTERN DIGITAL HARD    | REPAIR/MAINT O  | 1133849   |
| MENARDS-STILLWATER           | 601 | 11/1/2011  | \$13.53     | E | 46120 | 419 | HARDWARE                | REPAIR & MAINT  | 1133827   |
| MENARDS-STILLWATER           | 601 | 11/1/2011  | \$4.03      | E | 46120 | 419 | BLDG SUPPLIES           | REPAIR & MAINT  | 1133827   |
| ACTION RENTAL                | 601 | 11/1/2011  | \$44.89     | E | 46120 | 431 | COMPRESSOR RENTAL       | RENTAL OF EQUI  | 1133794   |
| DEPT 46120 WATER             |     |            | \$17,227.25 |   |       |     |                         |                 |           |
| FUND 601 WATER               |     |            | \$19,880.60 |   |       |     |                         |                 |           |
| FUND 602 SEWER               |     |            |             |   |       |     |                         |                 |           |
| DEPT 46200 SEWER - OPERATING |     |            |             |   |       |     |                         |                 |           |
|                              | 602 | 10/18/2011 | \$400.00    | E | 46200 | 050 | Labor Distribution      | SEASONAL/PART   |           |
|                              | 602 | 10/3/2011  | \$320.00    | E | 46200 | 050 | Labor Distribution      | SEASONAL/PART   |           |
|                              | 602 | 10/18/2011 | \$4,261.26  | E | 46200 | 101 | Labor Distribution      | WAGES AND SAL   |           |
|                              | 602 | 10/3/2011  | \$4,268.11  | E | 46200 | 101 | Labor Distribution      | WAGES AND SAL   |           |
|                              | 602 | 10/18/2011 | \$308.88    | E | 46200 | 121 | Labor Distribution      | P E R A         |           |
|                              | 602 | 10/3/2011  | \$309.36    | E | 46200 | 121 | Labor Distribution      | P E R A         |           |
|                              | 602 | 10/18/2011 | \$280.69    | E | 46200 | 122 | Labor Distribution      | CONT TO RET., S |           |
|                              | 602 | 10/3/2011  | \$276.15    | E | 46200 | 122 | Labor Distribution      | CONT TO RET., S |           |
|                              | 602 | 10/18/2011 | \$205.77    | E | 46200 | 126 | Labor Distribution      | H S A           |           |
|                              | 602 | 10/3/2011  | \$205.87    | E | 46200 | 126 | Labor Distribution      | H S A           |           |
|                              | 602 | 10/18/2011 | \$429.38    | E | 46200 | 131 | Labor Distribution      | CONT TO EMPLO   |           |
|                              | 602 | 10/3/2011  | \$522.80    | E | 46200 | 131 | Labor Distribution      | CONT TO EMPLO   |           |
|                              | 602 | 10/3/2011  | \$64.57     | E | 46200 | 170 | Labor Distribution      | MEDICARE        |           |
|                              | 602 | 10/18/2011 | \$65.64     | E | 46200 | 170 | Labor Distribution      | MEDICARE        |           |
| INNOVATIVE OFFICE SOLUTI     | 602 | 10/31/2011 | \$1.33      | E | 46200 | 201 | OFFICE SUPPLIES         | OFFICE SUPPLIE  | 1133820   |
| BUSINESS FORMS & ACCOU       | 602 | 10/19/2011 | \$6.51      | E | 46200 | 201 | LASER P/R CK'S          | OFFICE SUPPLIE  | 1133804   |
| U S BANK VISA                | 602 | 10/4/2011  | \$0.50      | E | 46200 | 201 | ADMIN CREDIT CARD       | OFFICE SUPPLIE  | 1133760   |
| HOLIDAY COMPANIES            | 602 | 10/6/2011  | \$116.04    | E | 46200 | 212 | FUEL                    | MOTOR FUELS &   | 1133766   |
| CARQUEST OF STILLWATER       | 602 | 11/1/2011  | \$22.75     | E | 46200 | 212 | PUMICE CLEANER          | MOTOR FUELS &   | 1133805   |
| ABLE HOSE & RUBBER INC       | 602 | 10/13/2011 | \$194.81    | E | 46200 | 240 | WATER HOSE              | SMALL TOOLS-E   | 1133793   |
| U S BANK VISA                | 602 | 11/1/2011  | \$192.80    | E | 46200 | 412 | NORTHERN TOOL EQUIP     | REP & MAINT VE  | 1133792   |
| TR COMPUTER SALES LLC        | 602 | 10/27/2011 | \$4.50      | E | 46200 | 416 | COMPUTER CONSULTING     | REPAIR/MAINT O  | 1133849   |
| TR COMPUTER SALES LLC        | 602 | 11/1/2011  | \$0.55      | E | 46200 | 416 | EQUIPMENT               | REPAIR/MAINT O  | 1133849   |

CITY OF BAYPORT

MONTHLY EXPENSES 1133745-1133858

Period Name: OCTOBER

| Search Name                      | FUN | Tran Date  | Amount       | A ct | DEPT OBJ | Comments                    | OBJ Descr      | Check Nbr |
|----------------------------------|-----|------------|--------------|------|----------|-----------------------------|----------------|-----------|
| MAILFINANCE                      | 602 | 10/4/2011  | \$11.37      | E    | 46200    | 416 LEASE 10/30/11-01/29/12 | REPAIR/MAINT O | 1133754   |
| TR COMPUTER SALES LLC            | 602 | 10/5/2011  | \$17.10      | E    | 46200    | 416 WESTERN DIGITAL HARD    | REPAIR/MAINT O | 1133849   |
| NEENAH FOUNDRY COMPA             | 602 | 10/13/2011 | \$509.79     | E    | 46200    | 419 MANHOLE CASTINGS        | REPAIR & MAINT | 1133831   |
| DEPT 46200 SEWER - OPERATING     |     |            | \$12,996.53  |      |          |                             |                |           |
| DEPT 46990 SEWER - NON-OPERATING |     |            |              |      |          |                             |                |           |
| METROPOLITAN COUNCIL (S          | 602 | 10/31/2011 | \$31,010.92  | E    | 46990    | 434 MTHLY ANNUAL FLOW -     | STATE FEES FOR | 1133828   |
| FUND 602 SEWER                   |     |            | \$44,007.45  |      |          |                             |                |           |
|                                  |     |            | \$403,975.92 |      |          |                             |                |           |

## City of Bayport

294 North 3rd Street  
Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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### Building Permit Log

For: October, 2011

Printed:10/31/2011

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|  |                                      |
|--|--------------------------------------|
| <b>Permit Number:</b> BP2011-76  | <b>Filing Date:</b> 10/3/2011        |
| <b>Parcel Address:</b> 380 4TH St. S.  | BAYPORT, MN 55003                    |
| <b>Applicant:</b> NILES CONSTRUCTION COMPANY<br>NILES CONSTRUCTION COMPANY RESIDENTIAL | <b>Applicant Phone:</b> 651-430-3269 |
| <b>Construction Value:</b> \$30,000.00   | <b>Total Fees:</b> \$785.14          |

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|  |                                      |
|--|--------------------------------------|
| <b>Permit Number:</b> BP2011-77  | <b>Filing Date:</b> 10/3/2011        |
| <b>Parcel Address:</b> 195 6TH St. S.  | BAYPORT, MN 55003                    |
| <b>Applicant:</b> J. G. HAUSE CONSTRUCTION<br>J. G. HAUSE CONSTRUCTION RESIDENTIAL | <b>Applicant Phone:</b> 651-439-0189 |
| <b>Construction Value:</b> \$9,655.00  | <b>Total Fees:</b> \$196.58          |

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|  |                                      |
|--|--------------------------------------|
| <b>Permit Number:</b> BP2011-78  | <b>Filing Date:</b> 10/3/2011        |
| <b>Parcel Address:</b> 280 7TH St. N.  | BAYPORT, MN 55003                    |
| <b>Applicant:</b> J. G. HAUSE CONSTRUCTION<br>J. G. HAUSE CONSTRUCTION RESIDENTIAL | <b>Applicant Phone:</b> 651-439-0189 |
| <b>Construction Value:</b> \$7,000.00  | <b>Total Fees:</b> \$157.77          |

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|  |                                      |
|--|--------------------------------------|
| <b>Permit Number:</b> BP2011-79  | <b>Filing Date:</b> 10/3/2011        |
| <b>Parcel Address:</b> 135 STATE St. S.  | BAYPORT, MN 55003                    |
| <b>Applicant:</b> BRUETTE ROOFING, INC.<br>BRUETTE ROOFING, INC. RESIDENTIAL BUILDER | <b>Applicant Phone:</b> 651-439-5746 |
| <b>Construction Value:</b> \$5,370.00  | <b>Total Fees:</b> \$140.43          |

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|  |                                      |
|--|--------------------------------------|
| <b>Permit Number:</b> BP2011-80  | <b>Filing Date:</b> 10/4/2011        |
| <b>Parcel Address:</b> 135 STATE St. S.  | BAYPORT, MN 55003                    |
| <b>Applicant:</b> RIVER VALLEY RESTORATION<br>RIVER VALLEY RESTORATION RESIDENTIAL | <b>Applicant Phone:</b> 651-343-2255 |
| <b>Construction Value:</b> \$2,500.00  | <b>Total Fees:</b> \$94.75           |

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**Building Permit Log**

For: October, 2011

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**Permit Number:** BP2011-81  
**Parcel Address:** 954 INSPIRATION PARKWAY N. BAYPORT, MN 55003  
**Applicant:**KARL AULECIEMS  
OWNER OWNER  
**Construction Value:**\$6,500.00  
**Filing Date:** 10/4/2011  
**Applicant Phone:** 612-991-3990  
**Total Fees:** \$246.63

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**Permit Number:** BP2011-82  
**Parcel Address:** 408 Minnesota Street S.  
**Applicant:**SEVERSON CARPENTRY  
SEVERSON CARPENTRY RESIDENTIAL BUILDER  
**Construction Value:**\$9,000.00  
**Filing Date:** 10/10/2011  
**Applicant Phone:** 651-261-4927  
**Total Fees:** \$181.50

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**Permit Number:** BP2011-83  
**Parcel Address:** 263 3RD St. N.  
**Applicant:**TRADITIONAL CONSTRUCTION  
TRADITIONAL CONSTRUCTION SERVICES, INC.  
**Construction Value:**\$30,000.00  
**Filing Date:** 10/10/2011  
**Applicant Phone:** 651-430-3938  
**Total Fees:** \$785.14

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**Permit Number:** BP2011-84  
**Parcel Address:** 263 3RD St. N.  
**Applicant:**NARDINI FIRE EQUIPMENT  
NARDINI FIRE EQUIPMENT FIRE SYSTEMS  
**Construction Value:**\$2,797.00  
**Filing Date:** 10/10/2011  
**Applicant Phone:** 651-483-6631  
**Total Fees:** \$147.42

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**Permit Number:** BP2011-85  
**Parcel Address:** 193 3rd Street N.  
**Applicant:**RAY ANDERSON & SONS  
RAY ANDERSON & SONS COMPANIES DEMOLITION  
**Construction Value:**\$1,000.00  
**Filing Date:** 10/12/2011  
**Applicant Phone:** 651-774-2550  
**Total Fees:** \$41.75

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**Permit Number:** BP2011-86  
**Parcel Address:** 444 6th Street N.  
**Applicant:**J. G. HAUSE CONSTRUCTION  
J. G. HAUSE CONSTRUCTION RESIDENTIAL  
**Construction Value:**\$14,415.00  
**Filing Date:** 10/17/2011  
**Applicant Phone:** 651-439-0189  
**Total Fees:** \$277.71

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**Building Permit Log**

For: October, 2011

Printed:10/31/2011

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**Permit Number:** BP2011-87  
**Parcel Address:** 535 LAKESIDE DRIVE  
**Applicant:**J. G. HAUSE CONSTRUCTION  
J. G. HAUSE CONSTRUCTION RESIDENTIAL  
**Construction Value:**\$27,440.00

**Filing Date:** 10/17/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 651-439-0189  
**Total Fees:** \$458.97

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**Permit Number:** BP2011-88  
**Parcel Address:** 451 MINNESOTA St. S.  
**Applicant:**KRISTINE JELBERG  
OWNER OWNER  
**Construction Value:**\$3,000.00

**Filing Date:** 10/24/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 651-351-0068  
**Total Fees:** \$90.00

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**Permit Number:** BP2011-89  
**Parcel Address:** 244 6TH St. N.  
**Applicant:**SEVERSON CARPENTRY  
SEVERSON CARPENTRY RESIDENTIAL BUILDER  
**Construction Value:**\$7,500.00

**Filing Date:** 10/24/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 651-261-4927  
**Total Fees:** \$166.00

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**Permit Number:** BP2011-90  
**Parcel Address:** 109 3RD St. N.  
**Applicant:**TRADITIONAL CONSTRUCTION  
TRADITIONAL CONSTRUCTION SERVICES, INC.  
**Construction Value:**\$15,000.00

**Filing Date:** 10/24/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 651-430-3938  
**Total Fees:** \$273.00

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**Permit Number:** BP2011-91  
**Parcel Address:** 353 3RD St. S.  
**Applicant:**JESSTINE LARSON  
OWNER OWNER  
**Construction Value:**\$25,000.00

**Filing Date:** 10/25/2011  
BAYPORT, MN 55003  
**Applicant Phone:**  
**Total Fees:** \$693.95

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**Permit Number:** MC2011-45  
**Parcel Address:** 308 PERIWINKLE Place  
**Applicant:**PERFECT CLIMATE LLC  
PERFECT CLIMATE LLC MECHANICAL  
**Construction Value:**\$800.00

**Filing Date:** 10/4/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 507-213-2176  
**Total Fees:** \$80.00

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**Building Permit Log**

For: October, 2011

Printed:10/31/2011

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**Permit Number:** MC2011-46  
**Parcel Address:** 447 4TH St. S.  
**Applicant:** LEWIS HEATING & AIR  
LEWIS HEATING & AIR MECHANICAL  
**Construction Value:** \$8,000.00

**Filing Date:** 10/10/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 612-940-4565  
**Total Fees:** \$80.00

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**Permit Number:** MC2011-47  
**Parcel Address:** 263 3RD St. N.  
**Applicant:** ANDERSON HEATING, INC.  
ANDERSON HEATING, INC. MECHANICAL  
**Construction Value:** \$53,578.00

**Filing Date:** 10/10/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 715-549-6297  
**Total Fees:** \$808.67

---

**Permit Number:** MC2011-48  
**Parcel Address:** 109 3RD St. N.  
**Applicant:** ANDERSON HEATING, INC.  
ANDERSON HEATING, INC. MECHANICAL  
**Construction Value:** \$12,992.00

**Filing Date:** 10/25/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 715-549-6297  
**Total Fees:** \$199.88

---

**Permit Number:** MC2011-49  
**Parcel Address:** 508 PRAIRIE WAY S.  
**Applicant:** WISE HEATING & AC  
WISE HEATING & AC MECHANICAL-GAS FITTING  
**Construction Value:** \$14,000.00

**Filing Date:** 10/26/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 651-270-8272  
**Total Fees:** \$80.00

---

**Permit Number:** MC2011-50  
**Parcel Address:** 130 6th St. S.  
**Applicant:** ANDERSON HEATING, INC.  
ANDERSON HEATING, INC. MECHANICAL  
**Construction Value:** \$7,134.00

**Filing Date:** 10/27/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 715-549-6297  
**Total Fees:** \$80.00

---

**Permit Number:** MC2011-51  
**Parcel Address:** 982 INSPIRATION PARKWAY N.  
**Applicant:** GENZ-RYAN PLUMBING &  
GENZ-RYAN PLUMBING & HEATING  
**Construction Value:** \$7,196.00

**Filing Date:** 10/27/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 952-767-1817  
**Total Fees:** \$80.00

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**Building Permit Log**

For: October, 2011

Printed:10/31/2011

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**Permit Number:** PL2011-35  
**Parcel Address:** 308 PERIWINKLE Place  
**Applicant:**KRG PLUMBING INC.  
KRG PLUMBING INC. Plumber  
**Construction Value:**\$2,800.00

**Filing Date:** 10/4/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 612-282-3041  
**Total Fees:** \$80.00

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**Permit Number:** PL2011-36  
**Parcel Address:** 263 3RD St. N.  
**Applicant:**HAUSSNER PLUMBING, LLC  
HAUSSNER PLUMBING, LLC Plumber  
**Construction Value:**\$6,500.00

**Filing Date:** 10/17/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 612-308-1957  
**Total Fees:** \$80.00

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**Permit Number:** PL2011-37  
**Parcel Address:** 982 INSPIRATION PARKWAY N.  
**Applicant:**GENZ-RYAN PLUMBING &  
GENZ-RYAN PLUMBING & HEATING  
**Construction Value:**\$8,862.00

**Filing Date:** 10/27/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 952-767-1817  
**Total Fees:** \$80.00

---

**Permit Number:** SG2011-2  
**Parcel Address:** 102 3RD St. N.  
**Applicant:**BAYPORT LIQUOR  
FAST EDDY'S FLAGS & SIGNS Sign  
**Construction Value:**

**Filing Date:** 10/17/2011  
BAYPORT, MN 55003  
**Applicant Phone:** 651-342-0686  
**Total Fees:** \$65.00

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**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.

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Property Information</b> |                                       |
| Address:                    |                                       |
| City: Bayport               | State: Minnesota      Zip Code: 55003 |
| Owner Name:                 |                                       |
| Home Phone Number:          | Work/Cell Phone Number:               |
| Owner Address:              |                                       |
| City/State/Zip:             |                                       |

|   |   |   |
|---|---|---|
| <b>Applicant Information</b>  | <input type="checkbox"/> Individual/For-profit organization | <input checked="" type="checkbox"/> Public entity/Non-profit organization |
| Applicant Name:<br><i>Bayport Community Action League - Bob Johnson</i> |   |   |
| Home Phone Number:<br><i>(651) 439-8894</i>                             | Work/Cell Phone Number:<br><i>(651) 379-3212</i>            |   |
| Address: <i>130 S. 6th St.</i>  |   |   |
| City/State/Zip: <i>Bayport, MN 55003</i>                                |   |   |
| Email Address:<br><i>bobjc@itinc.com</i>                                |   |   |

|  |
|--|
| <b>Description of Request</b>  |
| <i>"Lighting of the trees" ceremony located on the Bayport Village Green</i> |

|  |                            |                          |
|--|----------------------------|--------------------------|
| <b>Event Information</b>   | Start Date: <i>12/7/11</i> | End Date: <i>12/7/11</i> |
| Days of Operation (check all that apply)   |                            |                          |
| <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday |                            |                          |
| Hours of Operation:  |                            |                          |
| Weekdays: <i>6:30 - 8:00 p.m.</i>  |                            |                          |
| Weekends:  |                            |                          |

**Requested City Assistance and/or Services**

- Use of Village Green - 6:30/8:00 p.m
- String Christmas lights on trees on Village Green and those surrounding the "Bayport" sign
- All power turned on to Village Green
- Large "switch" to throw to turn on lights.
- Bonfire burning by 6:15 p.m. (Portable fire ring)
- "Santa" provided by Bayport Fire Dept. on fire truck.
- Cones to block off fire truck parking area on 4th St.
- Mayor Susan St. Ores to give short speech to audience.

**Application Process and Fees**

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

**Attachments to be submitted with application**

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

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

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

Applicant:  BEAL Bob Johnson Date: 10/10/11

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

| Office Use - Dept Review  | Inspection  | Date          | Approved/Denied       | Inspector      |
|---|---|---------------|-----------------------|----------------|
| Administration  | <input type="checkbox"/> Site Inspection  |               |                       |                |
| Office Use - Fees   | Amount Received   | Date Received | Method of Payment     | Staff Initials |
| Processing Fee<br>\$15.00-Public entity/Non-profit<br>\$50.00-Individual/For-profit | <input checked="" type="checkbox"/> \$15.00<br><input type="checkbox"/> \$50.00 | 10/12/11      | Cash -<br>Bob Johnson | Kjh            |
| Escrow or cost incurred   |   |               |                       |                |

School Playground Fence

Service Bldg.

Light Switch for Turning on lights

Fire Ring

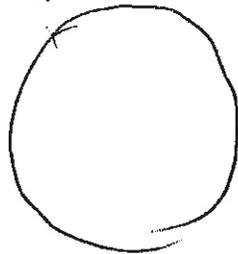
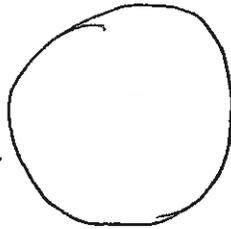
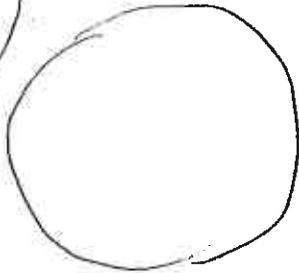
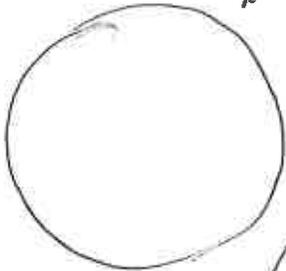
Cores for Fire Truck Parking

Htn St.

← Hwy 95



String Lights in Village Green Trees



**Valley Access Channels  
Operating & Capital Expenditure Budget  
Fiscal Year 2012  
(February 1, 2012 – January 31, 2013)**

**Revenue**

|                                |         |                   |
|--------------------------------|---------|-------------------|
| Commission Subsidies: PEG Fees | 120,000 |                   |
| Franchise Fees                 | 172,120 |                   |
| Interest Earnings              | 200     |                   |
| Lower Valley Funds             | 16,800  |                   |
| Tape Dub Reimbursements        | 14,000  | 323,120           |
| 834 School Dist. Reimbursement |         | 3,500             |
| Miscellaneous Reimbursements   |         | 500               |
| 2011 Unused Grant Funds        |         | <u>553</u>        |
| <b>Total Revenue</b>           |         | <b>\$ 327,673</b> |

**Expenses**

**\*Salaries** (includes employer's FICA & PERA where applicable)

|   |                  |
|---|------------------|
| Access Manager – 40 hours/wk              | 59,150           |
| Lead Facilities Coordinator – 40 hours/wk | 48,000           |
| Facilities Coordinator– 40 hours/wk       | 42,600           |
| Facilities Coordinator– 40 hours/wk       | 40,800           |
| 1 Access Associate – up to 20 hrs/wk.     | 16,700           |
| Govt. Meetings & School Board Meetings    | 4,200            |
| Freelance/Temp Employees                  | <u>12,000</u>    |
| <b>Total Salary Expense</b>               | <b>\$223,450</b> |

**Professional Services**

|            |       |
|------------|-------|
| Accounting | 3,250 |
|------------|-------|

**Other Expenses**

|                                       |        |
|---------------------------------------|--------|
| Office Supplies                       | 1,000  |
| Media Supplies *                      | 8,483  |
| Telephone                             | 960    |
| Rent & CAM                            | 40,330 |
| Gas & Electric                        | 6,000  |
| Glenwood Inglewood Water              | 200    |
| Insurance/Bond                        | 3,500  |
| Medical Insurance                     | 23,700 |
| Dental insurance                      | 2,300  |
| Postage/Mtg/Conf/Dues                 | 1,000  |
| Maintenance/Repairs                   | 5,000  |
| Mileage - .51/mile, gas & car repairs | 2,000  |

**Valley Access Channels – FY 2012 Budget – Page 2**

|                                |                   |
|--------------------------------|-------------------|
| Publicity                      | 600               |
| Misc/Facility/Office Furniture | 5,000             |
| Security Monitoring            | 300               |
| Copy Machine Expense           | <u>600</u>        |
| <b>Total Expenses</b>          | <b>\$ 327,673</b> |

No COLA increases have been budgeted for this year.

\* The tape dub revenues fund the Media Fund budget. I split the projected tape dub earnings between the Media Fund and the Miscellaneous Fund

**Central St. Croix Valley  
Joint Cable Communications Commission**

**Operating & Capital Expenditure Budget  
Fiscal Year 2012  
(February 1, 2012 – January 31, 2013)**

**Revenue**

|                        |                   |
|------------------------|-------------------|
| Franchise Fees         | 280,000           |
| PEG Fees               | 120,000           |
| Interest Earnings      | 300               |
| Expense Reimbursements | 500               |
| Lower Valley Funding   | 16,800            |
| <b>Total Revenue</b>   | <b>\$ 417,600</b> |

**Expenses**

**Salary** (includes employer's FICA & PERA)

Admin. Secretary (30 hr. week) 37,000

**Professional Services**

Legal Fees 5,000  
Accounting 3,250  
FY 2010 Audit Expense 7,000

**Other Expenses**

Office Supplies 1,000  
Telephone 960  
Postage 200  
Maintenance/Repairs 100  
Conf/Mtgs/Dues 1,000  
Print/Publish 100  
Insurance/Bond 3,500  
Medical Insurance 9,000  
Dental Insurance 570  
Office Rent 20,200  
Gas & Electric 3,000  
Security System Monitoring 200  
Photocopier Expenses 600

**Cable Commission FY 2012 Budget – Page 2**

Access Center Support 323,120  
(PEG Fees 120,000; Franchise Fees 172,120; Interest Earnings 200; Lower Valley Funds 16,800; Tape Dub Reimbursements 14,000)

Miscellaneous Expenses 1,500  
Valley Ridge Mall Christmas Event 200  
Glenwood Inglewood Water 100

**Reserve Funds Accounts**

Legal Contingency -0-  
Leasehold/Facility/Relocation -0-  
HVAC Maintenance/Repair -0-  
Security Fund -0-  
Capitol Revolving Fund -0-  
Payroll Expense Reserves -0-

**Total Expenses \$ 417,600**

**No COLA increases are budgeted for this year.**



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

---

Date: October 5, 2011

To: Mayor and City Council  
City Administrator Mitchell Berg

From: Police Chief Laura Eastman

**Subject: Acceptance of laptop computers and docking stations donation**

In June 2011, I learned the Minnesota Department of Public Safety was in the process of upgrading the laptop computers used in the State Patrol squads. As such, I applied for and received a donation of four laptops and docking stations.

These devices are also referred to as mobile data computers (MDC) which are essential as they enable the officers to communicate with Washington County dispatch, document reports, retrieve records, and check driver license and registration information.

Prior to applying, I contacted the Washington County Sheriff's Office and verified that these computers will be compatible with the county's new records management system, which is going online in 2012. They have assured me that the laptops will be compatible with the new system.

Please consider this memorandum as a request to accept the donation of four Tough Book CF-29 laptop computers and docking stations from the Minnesota State Patrol, a division of the Minnesota Department of Public Safety. These laptops are estimated to be valued at \$4,000.00 new and between \$500.00- \$1,500.00 used.



## **Bayport Fire Department**

284 N. 3rd Street • Bayport, MN. 55003 • Hall (651) 439-6982 • Fax (651) 351-7051

10/31/11

To: Honorable Mayor and City Council  
Mitch Berg, City Administrator  
City Staff

Re: Acceptance of laptop computers and docking stations donation.

In March of 2012, The Washington County Dispatch Center will be moving to a new computer aided dispatch system (CAD). This will be the first time the fire services in Washington County will be able to access this system. This system will afford instant call information as well as mapping, address, hazards and pre-plan information for responders.

In order to get this information we will need on board computers to use this system. With the help of Police Chief Eastman we became aware of the used equipment from the Minnesota State Patrol. We have received two Tough Book CF-29 laptop computers and docking stations.

I would like to thank Police Chief Eastman and Rescue Captain Mike Galowitz for their work obtaining this equipment.

Respectfully submitted,

Mike Bell  
Fire Chief



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

---

Date: October 11, 2011

To: Mayor and City Council

CC: Fire Relief Association

From: Mitchell Berg, City Administrator

**RE: Consider an increase in retirement benefits for Fireman's Relief Association**

### ***BACKGROUND***

The 2010 Fireman's Relief audit indicated the funding ratio was at 118.3%. As a result, the board directed the accounting firm Tautges Redpath, Ltd. to run a few different scenarios to determine if there would be sufficient support to increase the retirement benefit up to \$5,900.00 per year of service. There has not been an increase in the benefit level since 2006.

After reviewing the various scenarios, I am recommending a \$200.00 increase, from \$5,200.00 to \$5,400.00, effective December 31, 2011. In addition, if the 2011 Fireman's Relief audit reveals that the funding ratio ending December 31, 2011 is at or above 115%, an additional \$100.00 increase shall become effective on December 31, 2012.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion increasing the Fireman's Relief retirement benefit by \$200.00, effective December 31, 2011 and an additional increase of \$100.00, as applicable under the terms described above, effective December 31, 2012.

Attachments: \$200.00 annual pension projection  
10 year relief association summary schedule of funding and pension benefits

BAYFORT FIREMEN'S RELIEF ASSOCIATION  
 SPECIAL FUND  
 PROJECTED FINANCIAL ACTIVITY

Schedule 1

|                                     | Actual<br>2010     | Estimated<br>2011  | Projected          |                    |                    |                    |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                                     |                    |                    | 2012               | 2013               | 2014               | 2015               |
| <b>Beginning Assets</b>             | <b>\$1,352,208</b> | <b>\$1,549,340</b> | <b>\$1,517,327</b> | <b>\$1,515,398</b> | <b>\$1,416,973</b> | <b>\$1,388,651</b> |
| Revenue:                            |                    |                    |                    |                    |                    |                    |
| City contribution                   | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  |
| State aid                           | 62,638             | 62,530             | 62,538             | 62,538             | 62,538             | 62,638             |
| Investment earnings                 | 174,315            | 59,000             | 54,500             | 62,800             | 54,100             | 55,500             |
| Other                               | 2,015              | 0                  | 0                  | 0                  | 0                  | 0                  |
| <b>Total Revenue</b>                | <b>238,968</b>     | <b>121,538</b>     | <b>117,038</b>     | <b>115,138</b>     | <b>116,638</b>     | <b>118,038</b>     |
| Expenses:                           |                    |                    |                    |                    |                    |                    |
| Benefit payments                    | 37,303             | 136,765            | 307,800            | 0                  | 195,000            | 0                  |
| Administrative                      | 10,431             | 10,788             | 11,170             | 11,580             | 11,960             | 12,380             |
| <b>Total Expenses</b>               | <b>47,734</b>      | <b>147,551</b>     | <b>318,970</b>     | <b>11,580</b>      | <b>146,960</b>     | <b>12,380</b>      |
| <b>Ending Assets</b>                | <b>1,543,340</b>   | <b>1,517,327</b>   | <b>1,315,395</b>   | <b>1,416,973</b>   | <b>1,388,651</b>   | <b>1,484,309</b>   |
| <b>Pension Liability</b>            | <b>(1,305,487)</b> | <b>(1,308,113)</b> | <b>(1,132,157)</b> | <b>(1,254,489)</b> | <b>(1,250,470)</b> | <b>(1,378,108)</b> |
| <b>(Unfunded) / Overfunded</b>      | <b>\$237,853</b>   | <b>\$208,214</b>   | <b>\$183,264</b>   | <b>\$164,484</b>   | <b>\$138,181</b>   | <b>\$116,201</b>   |
| <b>Percent Funded</b>               | <b>116%</b>        | <b>116%</b>        | <b>110%</b>        | <b>113%</b>        | <b>111%</b>        | <b>108%</b>        |
| <b>Benefit Plan Year of Service</b> | <b>\$5,200</b>     | <b>\$5,400</b>     | <b>\$5,400</b>     | <b>\$5,400</b>     | <b>\$5,400</b>     | <b>\$5,400</b>     |

Assumptions:

Investment earnings of ..... 4.00%  
 Annual increase in administrative expenses of ..... 3.5%  
 Annual increase in state aid of ..... 0.0%

**BAYPORT FIREMEN'S RELIEF ASSOCIATION**  
**SPECIAL FUND - PENSION TRUST FUND**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF FUNDING PROGRESS**  
(Unaudited)

**Exhibit 1**

| <u>Actuarial<br/>Valuation<br/>Date</u> | <u>Actuarial<br/>Value of<br/>Assets</u> | <u>Actuarial<br/>Accrued<br/>Liability</u> | <u>Assets in<br/>Excess of<br/>Accrued<br/>Liability</u> | <u>Funded<br/>Ratio</u> | <u>Pension<br/>Benefit<br/>Per Year<br/>of Service</u> |
|---|--|--|--|-------------------------|--|
| 12/31/1999                              | \$1,511,834                              | \$1,150,795                                | \$361,039  | 131.4%                  | \$4,250  |
| 12/31/2000                              | 1,387,841                                | 1,188,274                                  | 199,567  | 116.8%                  | 4,750  |
| 12/31/2001                              | 1,309,058                                | 1,279,032                                  | 30,026   | 102.3%                  | 4,750  |
| 12/31/2002                              | 1,225,626                                | 1,409,524                                  | (183,898)  | 87.0%                   | 4,750  |
| 12/31/2003                              | 1,448,894                                | 1,428,470                                  | 20,424   | 101.4%                  | 4,750  |
| 12/31/2004                              | 1,639,012                                | 1,508,840                                  | 130,172  | 108.6%                  | 4,750  |
| 12/31/2005                              | 1,770,618                                | 1,632,137                                  | 138,481  | 108.5%                  | 4,750  |
| 12/31/2006                              | 1,783,143                                | 1,457,603                                  | 325,540  | 122.3%                  | 4,750  |
| 12/31/2007                              | 1,765,345                                | 1,476,505                                  | 288,840  | 119.6%                  | 5,200  |
| 12/31/2008                              | 1,210,738                                | 1,208,266                                  | 2,472  | 100.2%                  | 5,200  |
| 12/31/2009                              | 1,352,206                                | 1,230,919                                  | 121,287  | 109.9%                  | 5,200  |
| 12/31/2010                              | 1,544,340                                | 1,305,487                                  | 238,853  | 118.3%                  | 5,200  |

The Association is comprised of volunteers; therefore, there are no payroll expenditures (i.e., there are no covered payroll amounts or percentage calculations).



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

---

Date: October 11, 2011  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
RE: **Amendment to Building Inspection Services Agreement with City of Lakeland**

***BACKGROUND***

The city began a building inspection services agreement with the City of Lakeland on May 9, 2007. The term of the agreement specified that Bayport shall receive 35% of the gross building permit fees and 100% of the gross plan review fees.

Since 2007, building inspection salaries have increased, fuel costs have increased, and other overhead costs related to the building inspection department have also increased. As a result, the city made a request to Lakeland to increase the gross building permit fee revenue from 35% to 37% to offset these costs, effective January 1, 2012. In September, the Lakeland City Council acknowledged the increased costs and approved the proposed amendment to the agreement.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving an amendment to the Building Inspection Services Agreement with the City of Lakeland, as noted, effective January 1, 2012.

6. Bayport and Lakeland agree that the fees for building inspection services contained herein shall be as is set forth within Exhibit "A" annexed hereto and incorporated by reference herein. Bayport shall collect all fees on behalf of Lakeland for applications for building inspection services and building permits and account for same to Lakeland.

7. Bayport shall also conduct plumbing, heating, ventilation and air conditioning inspections pursuant to the building code within Lakeland. Fees for plumbing, heating, ventilation, and air conditioning inspections as well as fire protection systems, shall be those adopted by Lakeland during the term of this Contract. HVAC and plumbing fees shall be treated as building fees for the purpose of this contract.

8. During the term of this contract, Bayport shall receive ~~35~~37% of the gross building permit fees and 100% of the plan check fees annually collected within Lakeland.

9. Payment to Bayport by Lakeland shall be made monthly, as with all municipal bills. For purposes of administrative processing of payments, the parties shall use a reporting cutoff date as of the second Tuesday of each month. The City Treasurer may require Bayport to provide and sign documentation as may be required by law prior to issuing any payment to him/her under the terms of this contract.

### III.

#### GENERAL TERMS AND CONDITIONS

The parties further agree as follows:

1. Lakeland shall not assume any liability for the direct payment of any salary, wage or other compensation to Bayport or any employee or assistant s/he uses to perform building inspection services pursuant to this Agreement.

2. Bayport shall not assume any liability to supervise or enforce regulations of Lakeland or the State affecting zoning, planning, subdivision, wetland or surface water management. Lakeland shall also be solely responsible to determine compliance with regulations of the Minnesota Department of Natural Resources, the Middle St. Croix Valley Water Management Organization, Minnesota Department of Transportation, Washington County and other regulatory bodies and political subdivisions having jurisdictional authority within the cities affecting development of lands.



## Minnesota Department of Transportation

Metro District

Waters Edge

1500 West County Road B-2

Roseville, MN 55113

Date: October 11, 2011

City of Bayport

Attn: City Administrator

294 North 3<sup>rd</sup> Street

Bayport, MN 55003

RE: Snow Removal on Trunk Highways within Municipalities

To Whom It May Concern,

Joint snow removal by cities, municipalities and the Minnesota Department of Transportation (MnDOT) on trunk highways within cities and municipalities, primarily within business areas, has again been authorized for the upcoming winter season.

The basis of this joint agreement is that MnDOT pays for all loading costs and the city pays for all truck hauling costs. The operation of loading snow includes all necessary windrowing to facilitate the actual loading of the snow into city/municipality trucks. Loading, or a part thereof, may be done with MnDOT units if available.

The following practice has been established in connection with snow removal at all times:

Municipal authorities shall furnish MnDOT with a description and hourly rental rate of publicly-owned equipment available for that purpose and under their control on the enclosed forms: Informal Bid for Services and Rentals and Certificate of Insurance.

To expedite the renting of privately-owned local equipment customarily employed for this purpose by cities/municipalities, we would appreciate it if you will have the owner submit a Rental offer and equipment Insurance Certificate on these same forms. The MnDOT sub-area supervisor shall be notified by your Public Works Department of your intention to perform such work so as to enable him/her to determine if MnDOT loading equipment is available, or to record time for city/municipality controlled equipment furnished at MnDOT's request and expense.

Loading and hauling equipment should be kept in balance to eliminate costly unproductive waiting time for equipment furnished by both parties.

MnDOT owned equipment for this purpose will be available only when requirements of snow and ice removal on the Trunk Highway/Interstate system, as a whole, have been met.

An Equal Opportunity Employer



Snow Removal on Trunk Highways

October 11, 2011

Page 2

Requests, by the city/municipality for reimbursement of authorized snow removal should be submitted on agency letterhead and include the following information on a monthly basis. **Final reimbursements shall be submitted by May 13, 2012. Failure to meet deadline submittal may result in no reimbursement of services rendered.**

- Please submit your primary contact; name, number and email address on the reimbursement request.
- Starting for the 2011-2012 Snow and Ice season we would like all correspondence to and from cities and municipalities to be handled via email to Beverly Farraher @ [Beverly.Farraher@state.mn.us](mailto:Beverly.Farraher@state.mn.us) and copying Lynn Tschida @ [Lynn.Tschida@state.mn.us](mailto:Lynn.Tschida@state.mn.us).

If no loading equipment is available, please notify your MnDOT truck station contact from the enclosed list and we will work with your agency to make the best possible alternative arrangement.

**Your cooperation in completing rental agreements by November 22, 2010 will be appreciated.**

If you have any questions, please contact MnDOT Clear Roadways Assistant, Lynn Tschida at 651-234-7933.

Sincerely,



Beverly Ann B. Farraher, P.E.  
MnDOT Metro District Maintenance Engineer  
[Beverly.Farraher@state.mn.us](mailto:Beverly.Farraher@state.mn.us)  
Waters Edge Building  
1500 West County Road B2  
Roseville, MN 55113

Enclosures (3)

Cc: Lynn Clarkowski, MnDOT Metro - Director of Traffic and Maintenance  
Mark Fischbach, MnDOT Metro - Clear Roadways Superintendent  
Jim Michael, MnDOT Metro - Northeast Region Superintendent  
Beryl Board, MnDOT Metro - Oakdale Truck Station Supervisor  
(File)

An Equal Opportunity Employer





**Minnesota Department of Transportation  
INFORMAL BID FOR SERVICES AND RENTALS**

INSTRUCTIONS: Prepare one copy for each unit bid. Send to the Area maintenance Office.\*

**THE UNDERSIGNED AGREES TO FURNISH THE FOLLOWING EQUIPMENT AT THE RATE BID AND ACCORDING TO THE FOLLOWING PROVISIONS:**

**For completion by Mn/DOT**

1. The earnings under this bid are limited to \$15,000 for competitive bids (3 bids where practical)
2. The rental rate shall include all supplies necessary, except as noted, to operate the equipment and maintain it in proper order, and \_\_\_\_\_ Be vendor operated, or \_\_\_\_\_ Be Mn/DOT operated with supplies noted in the description space below. (Check appropriate blank)
3. When owner provides the operator, she/he shall furnish to the Area Maintenance Office a Certification of Insurance for
  - a. Public Liability and Property Damage coverage to cover this equipment
  - b. Worker's Compensation coverage as required by State law, covering workers furnished by the owner.
 Payment will not be made for equipment rental until the insurance certificate has been furnished.
4. When Mn/DOT operated, physical damage insurance by Self \_\_\_\_\_ Vendor \_\_\_\_\_  
D.O.A. \_\_\_\_\_ (When D.O.A. is used, call State Equipment Engineer.)

**For completion by Owner**

Description of Equipment 2000 Caterpillar Model 924G (2.7 cubic yards)

Type Front End Loader

Description Snow removal on Highway 95

Bid Rate Per Unit of Measure \$ 115.00 Unit of Measure (Completed by Mn/DOT) Hour

MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if used for I.D. Number) 8020401

**OWNER** (fill in information below)

Name/Company City of Bayport Date 11/8/11

Address (city, state, zip) 294 No. 3rd St., Bayport 55003 Phone No. ( 651 ) 275-4404

Authorized Signature \_\_\_\_\_ Title City Administrator  
Mitchell Berg

**For Department Use ONLY**

|                               |       |      |
|-------------------------------|-------|------|
| Name of Person Soliciting Bid | Title | Date |
|-------------------------------|-------|------|

Location of Work Where Equipment Will Be Used

|                 |             |      |
|-----------------|-------------|------|
| Expiration Date | Accepted by | Date |
|-----------------|-------------|------|

\* A copy will be returned to the successful bidder after approval.



## **Bayport Fire Department**

284 N. 3rd Street • Bayport, MN. 55003 • Hall (851) 438-6082 • Fax (851) 351-7051

10/31/11

To: Honorable Mayor and City Council  
Mitch Berg, City Administrator  
City Staff

Re: Bunker/turnout gear purchase

We started the process of replacing turnout gear for the department in 2010. We replaced 10 sets last year and would like to replace the remaining sets in 2011. The gear has a life expectancy of approx. 8 years. Our gear is over that age with some sets beyond repair.

We are asking the council to accept a contribution of \$5000.00 from the Fire Department Relief Association and approve spending \$14,205.37 from our equipment replacement fund for this purpose.

I would recommend that we purchase the gear through Municipal Emergency Services at \$1792.28 per set. There is a 2.5% increase over last year, but this is still below last years competitors pricing.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mike Bell".

Mike Bell  
Fire Chief

**MES - MIDAM**  
**1751 Business Park Drive**  
**Fremont, NE 68025**

Telephone.....: 402-727-5785  
 Fax.....: 402-727-5789



**Ship To:**  
 BAYPORT FIRE DEPARTMENT  
 301 N. 2ND AVE  
 BAYPORT, MN 55003

Contact: MIKE BELL  
 Phone:

**Bill To:**  
 BAYPORT FIRE DEPARTMENT  
 301 N. 2ND AVE  
 BAYPORT, MN 55003

**Quotation**

Number .....: QT\_00117041-1  
 Date .....: 8/19/2011  
 Page .....: 1 of 1  
 Sales order .....:  
 Requisition .....:  
 Your ref. ....:  
 Our ref.....: BMcCabe  
 Quotation deadline.....: 9/18/2011  
 Payment.....: Net 30  
 Sales Rep .....: BMcCabe  
 Terms of delivery .....: Supplier Pays Freight

| Item number | Description         | Size | Color | Quantity | Unit | Unit price | Amount    |
|-------------|---------------------|------|-------|----------|------|------------|-----------|
| 31182-4     | Globe G-Xtreme Coat |      |       | 10.00    | EA   | 1,026.00   | 10,260.00 |
| 41182-4     | Globe G-Xtreme Pant |      |       | 10.00    | EA   | 766.80     | 7,668.00  |

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply.

**Notes:**

BAYPORT SPEC:

G-XTREME JACKET, GOLD PBI MATRIX SHELL, ARALITE NP LINER, CROSSTECH BARRIER, NYC L/Y TRIPLE TRIM, LETTERING (BAYPORT LINE F), ZIPPER/VELCRO CLOSURE, 2X8X8 BELLOW PKTS, FLASHLIGHT SNAP & STRAP AND MIC TAB RH CHEST, 2X3.5X8 RADIO PKT AND MIC TAB LH CHEST, NOMEX HWG WRISTERS, SELF REINFORCED CUFFS AND DRD.

G-XTREME PANT, SAME MATERIALS AS ABOVE, L/Y TRIPLE TRIM AT CUFFS, VELCRO/BELT CLOSURE, 2X10X10 PKTS, PKT DIVIDER RH, DRAGONHIDE REINFORCED KNEES AND CUFFS, SILIZONE KNEE PADDING, AND H-BACK RIPCORD SUSPENDERS.

ADD 30% FOR SIZES 60 AND UP.

|               |                |      |           |               |
|---------------|----------------|------|-----------|---------------|
| Sales balance | Total discount | S&H  | Sales tax | Total         |
| 17,928.00     | 0.00           | 0.00 | 1,277.37  | 19,205.37 USD |

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee. Custom orders are not returnable.

**MEMORANDUM**

**TO:** Mayor and City Council  
**FROM:** Torry Kraftson, Project Engineer  
**DATE:** October 28, 2011  
**SUBJECT:** 6<sup>th</sup> Street North Sidewalk Rehabilitation Project Invoices

The 6<sup>th</sup> Street North Sidewalk Project is nearly completed. The sidewalk removal and preparation was completed by Bell's Trucking, Inc. and the sidewalk installation was completed by Curb Masters, Inc. Remaining work includes patching of bituminous driveways to be completed by the City Public Works Department and installation of the railing to be completed by Roettger Welding.

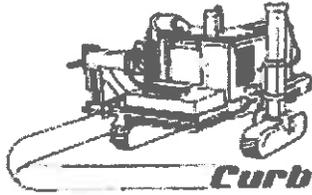
Invoices from contractors are attached in the following amounts:

| Contractor            | Amount      |
|-----------------------|-------------|
| Bell's Trucking Inc., | \$3,805.37  |
| Curb Masters, Inc.    | \$21,807.73 |

The engineering proposal for the 6<sup>th</sup> Street North Sidewalk Improvement Project was \$7,500. Based on the hourly rates in the agreement, an invoice for \$6,723.47 is also attached. Pending completion of the railing for \$6,200, the project is on schedule to be completed for \$38,536.57. This anticipated completion cost is 7.8% below the declared cost of \$41,546. It is recommended that the attached invoices be paid.

City of Bayport  
6th Street North Sidewalk Project  
Contract Quantities

| Item No.     | Item  | Unit | Quantity | Estimated Quantity | Quantity to date | Curb Masters item 2 |                     |
|--------------|---|------|----------|--------------------|------------------|---------------------|---------------------|
|              |   |      |          |                    |                  | Unit                | Amount              |
| 1            | Remove Concrete Sidewalk                    | SF   | 5131.23  | 5075               | 5131.23          | \$ 0.50             | \$ 2,565.62         |
| 2            | 5" Thick Concrete Sidewalk, 5' wide         | SF   | 5131.23  | 5075               | 5131.23          | \$ 4.25             | \$ 21,807.73        |
| 3            | Granular Material (LV)                      | CY   | 42       | 50                 | 42               | \$ 13.00            | \$ 546.00           |
| 4            | Saw Cut Bituminous or Concrete              | LF   | 75       | 200                | 75               | \$ 1.25             | \$ 93.75            |
| 5            | Remove existing railing (100 feet)          | LS   | 0.8      | 1                  | 0.8              | \$ 750.00           | \$ 600.00           |
| 6            | Railing (3 segments, 124 feet total length) | LS   | 0        | 1                  | 0                | \$ 6,250.00         | \$ -                |
| <b>Total</b> |   |      |          |                    |                  |                     | <b>\$ 25,613.09</b> |



**Curb Masters, Inc.**

**Date:** October 15, 2011

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

**Project Location:** Bayport

**P.O. Number:**

**Project Name:** 6th Street N Sidewalk Project

**Job Number:** 4544

## Invoice

| Line                   | Item             | Description | Qty     | Unit    | Price   | Extension           |
|------------------------|------------------|-------------|---------|---------|---------|---------------------|
| 1                      | 5" Concrete Walk |             | 5131.23 | SF @ \$ | 4.25 \$ | 21,807.73           |
| <b>Base Bid Total:</b> |                  |             |         |         |         | <b>\$ 21,807.73</b> |
| <b>Changes</b>         |                  |             |         |         |         |                     |
| <b>Total Changes</b>   |                  |             |         |         |         | <b>\$ -</b>         |
| <b>Total Due</b>       |                  |             |         |         |         | <b>\$ 21,807.73</b> |

**THANK YOU FOR YOUR BUSINESS!**

**Net 30 Days**

**Curb Masters, Inc.**  
651-455-5251

**496 Farwell Ave**  
651-493-3643 (Fax)

**South St Paul, MN 55075**  
[www.CurbMasters.info](http://www.CurbMasters.info)





| DATE       | INVOICE NO |
|------------|------------|
| 10/28/2011 | 0040889    |

|  |
|--|
| <b>BILL TO</b>   |
| City of Bayport<br>294 N 3rd Street<br>Bayport, MN 55003 |

| DUE DATE   |
|------------|
| 11/28/2011 |

| DESCRIPTION  | QUANTITY | EFFECTIVE RATE | AMOUNT     |
|--|----------|----------------|------------|
| Engineering Services on:<br>6th St N Sidewalk Impvt Proj | 1.00     | \$6,723.47     | \$6,723.47 |

|                            |                   |
|----------------------------|-------------------|
| <b>INVOICE AMOUNT DUE:</b> | <b>\$6,723.47</b> |
|----------------------------|-------------------|

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 |
|------------|------------|
| 11/28/2011 | 0040889    |

Please remit payment by the due date to:



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

**TOTAL AMOUNT DUE: \$6,723.47**

**AMOUNT PAID: \_\_\_\_\_**

6th Street North sidewalk Improvement Project  
 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     | 59.5                   | \$4,656.47   |
| Engineering Technician               | \$55.49     | 37.25                  | \$2,067.00   |
| Administrative Assistant             | \$47.10     | 0                      | \$0.00       |

**Total** **\$6,723.47**

**Proposal Fee** **\$7,500.00**



# **Bayport Fire Department**

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

10/31/11

To: Honorable Mayor and City Council  
Mitch Berg, City Administrator  
City Staff

Re: Fire Department new membership

Due to recent retirements and resignations, we are requesting the addition of two personnel to the Fire Department. Our target staffing level is 25 members and we currently have 20 members on our roster. We have two very good candidates at this time that have passed their preliminary background check and have been approved by the officers of the fire department.

We are asking the council to appoint the following persons to the Bayport Fire Department pending approval of the general membership as well as successful completion of their firefighter medical assessment and pre-employment drug screen:

Angela Fox  
Justin Wilmes

Respectfully submitted,

A handwritten signature in red ink that reads "Mike Bell".

Mike Bell  
Fire Chief

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



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

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Date: November 1, 2011  
To: Mayor and City Council  
From: Mitch Berg, City Administrator  
Re: Renewal of Employee Insurance Policies

***Background***

**Health care**

The city has received the renewal rates for 2012 from HealthPartners, the city's existing health care provider, and I am pleased to provide the City Council with some good news. While the actual increase in premiums rose by 7-8%, with the city's efforts to slow the growth in health care costs in 2010 and 2011, the city will actually realize an approximate **8% decrease** in its costs from the prior year.

**Dental**

The Delta Dental renewal rate for 2012 is proposed to increase approximately 5% from last year, which staff believes is a reasonable increase.

***Recommendation***

Staff recommends the City Council adopt a motion approving the renewal of the Master Group Contract with Health Partners for employee health insurance and renewal of the Delta Dental plan for 2012.



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

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Date: October 17, 2011  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
Re: Overview of the Riverfront Advisory Medium Priority Objectives

### ***BACKGROUND***

Before I breakdown the five medium priority goals and objectives, I felt it would be appropriate to summarize the discussion and provide an update from the last City Council meeting.

1. **Construct an amphitheater or band shell for outdoor concerts or plays**  
The City of Stillwater is presently exploring an amphitheater or band shell in Lowell Park, and staff would like to look at what data and research they have completed, prior to making a final recommendation to the City Council.
2. **Create additional trail connections to the river and to other parts of Washington County and surrounding communities**  
While staff is awaiting the status of the St. Croix River Crossing Bridge, staff has begun exploring grants for a master park and trail plan. A master plan is a necessary step if the city is to solicit state and/or federal dollars for park trails.
3. **Solicit vendors to provide food and sell convenience items**  
Staff is preparing an RFP for vendors to operate within Lakeside Park and Perro Park.
4. **Promote the use of the beach house to host community events, river activities, educational programs, rotating local art displays, and arts and crafts exhibits**  
Staff will continue to work to promote the beach house to local and regional groups who want to showcase and promote the community and the river.
5. **Promote family oriented outdoor activities, such as a community picnic or summer music concert series**  
Staff will continue to seek opportunities to partner with local groups and organizations to help provide additional activities.

### ***RIVERFRONT ADVISORY COMMISSION'S RECOMMENDATIONS***

The following summarizes the commission's medium priority goals and objectives:

**1. Restore a wide strip of native vegetation in Lakeside Park from the beach to the southern boundary**

While the city wants to promote the use of native vegetation to discourage pollutants from entering into the river, the city is also cognizant that many residents come to Lakeside Park to enjoy the full view of the river.

Nevertheless, the city does see the benefit of a wide strip of native vegetation to help reduce the amount of storm run-off from the park into the river. However, with limited funding and staff to maintain such vegetation, the city would like to initially establish a "pilot strip" on the far south side of the park, nearest to the south parking lot. The native plantings could also include signage to educate residents about the vegetation and their usefulness in eliminating pollutants from entering the river.

**2. Create a summer evening event that features Bayport restaurants**

Staff will continue to work with local community organizations to promote Lakeside Park for events and showcase our local restaurants and business establishments.

**3. Develop a "tie-in," such as a family movie night to the Monday night Farmer's Market**

Staff will continue to work with local community organizations to host events that are safe and family friendly.

**4. Construct a handicap accessible, free portable pier**

While developing the Lakeside Master Park Plan, the Citizen Advisory Park Board ranked the need of a fishing pier as a high priority. However, the pier was never constructed, most likely due to a lack of funding.

A few months ago, the commission asked the DNR whether a fishing pier would be a good fit for Lakeside Park. The DNR suggested looking at locating the pier where people currently fish, which according to the commission was primarily near the King Plant.

Staff does not see the value of a fishing pier in Lakeside Park if it is not a desirable place to fish. Nevertheless, the City Council may want to consider implementing a shared transient dock and pier structure with a sitting area that is handicap accessible. Lastly, any decision for a facility should also be contingent upon the completion of a feasibility study and cost-benefit analysis.

**5. Consider low impact tourism generators, such as a canoe/kayak rental business, fishing charter business, or other related business operations**

This priority and objective was also mentioned as part of the city's 2010 strategic plan. The city will begin working with its partners to determine what steps are necessary to begin a RFP process to solicit interested businesses.



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

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Date: October 11, 2011  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
**RE: Consider adopting the final assessments for the 1<sup>st</sup> and 2<sup>nd</sup> Avenue North Curb, Gutter, Sidewalk, and Stormwater Improvement Project**

***BACKGROUND***

With the 1<sup>st</sup> and 2<sup>nd</sup> Avenue North projects nearing completion, the last step in the process is to pass a resolution adopting the final assessments. Since 100% of the landowners petitioned for the improvements, both the city's attorney and contract engineer have indicated no final assessment hearing is necessary.

***RECOMMENDATION***

Staff recommends the City Council adopt a resolution establishing the final assessments for the 1<sup>st</sup> and 2<sup>nd</sup> Avenue North Curb, Gutter, Sidewalk, and Stormwater Improvement Project

Attachments: Resolution  
Final assessment log

RESOLUTION NO. 11-\_\_\_\_\_

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD NOVEMBER 7, 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 7th day of November, 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  
1<sup>st</sup> AND 2<sup>nd</sup> AVENUE NORTH CURB, GUTTER, SIDEWALK, AND STORMWATER  
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 1<sup>st</sup> and 2<sup>nd</sup> Avenue North Curb, Gutter, Sidewalk and Stormwater Improvement Project for the following properties.

Properties abutting 1<sup>st</sup> Avenue North with the following geocodes: 1102920230031, 1102920230032

Properties abutting 2<sup>nd</sup> Avenue North with the following geocodes: 1102920220066, 1102920220051, 1102920220076, 1102920220050

**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 15<sup>th</sup> 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 7<sup>th</sup> day of November, 2011.

ATTEST:

\_\_\_\_\_  
Mitchell Berg  
City Administrator

\_\_\_\_\_  
Susan St. Ores  
Mayor

City of Bayport  
 1st and 2nd Avenue Curb, Gutter, and Stormwater Improvement Project  
 Final Assessment Roll

**1st Avenue Construction**

| Geocode       | Property Address | Owner Name                                     | Owner Address                           | Units | Assessment |
|---------------|------------------|--|---|-------|------------|
| 1102920230032 | 221 1ST AVE. N.  | TORGERSON BARRY L TRS & ROBERT S TORGERSON TRS | 15242 64TH ST N<br>STILLWATER, MN 55082 | 1.610 | \$2,117    |
| 1102920230031 | 205 1ST AVE. N.  | TORGERSON BARRY L TRS & ROBERT S TORGERSON TRS | 15242 64TH ST N<br>STILLWATER, MN 55082 | 1.610 | \$2,117    |

**1st Avenue Unit Assessment Rate**  
**\$1,314.91**

**2nd Avenue Reconstruction**

| Geocode       | Property Address | Owner Name                                     | Owner Address                           | Units  | Assessment |
|---------------|------------------|--|---|--------|------------|
| 1102920220051 | 309 3RD ST. N.   | UN CHAP S STILLWATER                           | 293 N. 3RD ST.<br>BAYPORT, MN 55003     | 2.1607 | \$6,102    |
| 1102920220076 | 241 2ND AVE. N.  | R & D LAND HOLDINGS LLC & C/O RICHARD L NAUMAN | 1101 LECUYER CT<br>STILLWATER, MN 55082 | 0.9084 | \$2,565    |
| 1102920220066 | 293 3RD ST. N.   | PEOPLES CONGR CHURCH BAYPORT                   | 293 N. 3RD ST.<br>BAYPORT, MN 55003     | 1.0803 | \$3,051    |
| 1102920220050 | 374 2ND ST. N.   | CITY OF BAYPORT                                | 294 N. 3RD ST.<br>BAYPORT, MN 55003     | 1.3832 | \$3,906    |

**2nd Avenue Unit Assessment Rate**  
**\$2,823.86**



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

---

Date: October 11, 2011  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
**RE: Consider adopting a city sanitary sewer maintenance policy**

### ***BACKGROUND***

Last year, the city's property and liability insurance carrier informed us that the minimum mandatory deductible per sewer backup would increase to \$2,500.00, but that the city could avoid this increased deductible if a sanitary sewer maintenance policy was adopted and included the following:

- A comprehensive map of the city's sanitary sewer system
- An inspection and maintenance policy of the city's sanitary sewer mains and lift stations
- An operator properly certified by the Minnesota Pollution Control Agency (MPCA)

The proposed policy addresses the first two bullets listed above. However, while the city does have an operator properly certified by the MPCA, there is a concern as to what would happen if that one operator became incapacitated the city. Therefore, I am working on a plan to resolve this matter. But in the meantime, I would like to proceed with the adoption of the policy.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a sanitary sewer maintenance policy, as proposed.



# **CITY OF BAYPORT**

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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## **SANITARY SEWER MAINTENANCE POLICY**

|                      |  |
|----------------------|--|
| <b>SECTION I.</b>    | <b>PURPOSE</b>                                     |
| <b>SECTION II.</b>   | <b>ROUTINE MAINTENANCE AND INSPECTION GOALS</b>    |
| <b>SECTION III.</b>  | <b>INFLOW AND INFILTRATION</b>                     |
| <b>SECTION IV.</b>   | <b>PERSONNEL RESPONSIBILITIES AND REQUIREMENTS</b> |
| <b>SECTION V.</b>    | <b>DOCUMENTATION</b>                               |
| <b>SECTION VI.</b>   | <b>PUBLIC EDUCATION</b>                            |
| <b>SECTION VII.</b>  | <b>OTHER SANITARY SEWER SYSTEM POLICIES</b>        |
| <b>SECTION VIII.</b> | <b>MAINTENANCE SCHEDULES</b>                       |
| <b>SECTION IX.</b>   | <b>ADOPTION</b>                                    |

## **SECTION I. PURPOSE**

It is the policy of the City of Bayport to comply with all applicable state and federal regulatory requirements. The city intends to provide effective and efficient maintenance to its sanitary sewer system while taking into consideration public safety, budget, personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved.

The city has 66,600 feet of public sanitary sewer mains, 290 manholes and 2 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the sanitary sewer system to minimize sewer backups and to extend the life of the system. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system. The city will use this policy to guide any sanitary sewer maintenance activities to be provided by a city employee and/or private contractor.

While the city fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to budget constraints, critical equipment failure, or weather and other emergencies may prevent the city from meeting the guidelines established herein. The Public Works Supervisor may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

## **SECTION II. ROUTINE MAINTENANCE AND INSPECTION GOALS**

### **A. Sanitary Sewer Mains**

The city will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their premise to the sanitary or storm sewer main (refer to section 58-32(a) of the Bayport Municipal Code.)

The city's goal is to inspect the components of its sanitary sewer system according to the maintenance schedule included in SECTION VIII. of this policy. Any sewer mains located on a street where a street maintenance project is planned will be televised and/or inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the city. Television inspection may also be used to inspect the system where there are possible problems. In addition, the city may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.) Visual recordings of sewer main televising will be required of any vendor performing this service for the city. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the city for a minimum of 12 years.

It is also the city's goal to maintain the components of its sanitary sewer system according to the maintenance schedule included in SECTION VIII. of this policy. The Public Works Supervisor, with advice from the City Engineer, will determine the classification of each main and facility. The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance. The sanitary sewer mains and facilities identified as Category 2 will receive more frequent maintenance. The sanitary sewer mains and facilities identified as Category 3 will receive less frequent maintenance. Category 2 and 3 sanitary sewer mains and facilities requiring maintenance that is not consistent with the maintenance schedule shall be documented. Based on periodic assessment and maintenance needs, a main or facility may be moved from one category to another, as necessary.

### **B. Sanitary Sewer Lift Stations**

The city's goal is to inspect and maintain the components of its lift stations according to the maintenance schedule included in SECTION VIII. of this policy. The number of lift stations, location, date of installation, capacity, original operating manuals with manufacturer's recommended maintenance schedule, operation

logs, general records, and inspections for each lift station are kept on record in the Public Works Department. In addition, procedures on how to complete the following must also be kept on record for lift stations:

- manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- setting wet well operating levels to limit pump start/stops
- cleaning wet well
- calibrating flow meters or conducting draw down tests
- rotating of lead, lag, and backup pumps
- inspecting lift stations, alarm systems and electrical components
- cleaning force mains
- identifying problem areas/components

### **SECTION III. INFLOW AND INFILTRATION**

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or breaks in the sewer pipes and manholes or through sump pumps illegally connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water. City employees will periodically inspect and identify any manholes that contribute to this problem.

### **SECTION IV. PERSONNEL RESPONSIBILITIES AND REQUIREMENTS**

#### **A. Professional Judgment**

It is expected that city employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations, city employees will be required to exercise their discretion and weigh political, social, and economic considerations, including but not limited to public and employee safety, the potential for damage to private property and/or the city sanitary sewer system, and environmental concerns.

#### **B. Training and Education**

The city will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

#### **C. Work Schedule**

Full-time city employees in the Public Works Department will be expected to work 8-10 hour shifts, depending upon scheduling needs. In emergencies, employees may be required to work in excess of this schedule. Budget and safety concerns may limit the length of time an employee is permitted to work.

#### **D. Weather Conditions**

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger city employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to severe cold, severe heat, flooding, excessive rain or snow and other severe weather events.

### **SECTION V. DOCUMENTATION**

The city will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The city will also document circumstances that do not comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining future goals. These reports will be kept in accordance with the city's records retention schedule.

**SECTION VI. PUBLIC EDUCATION**

Periodically, the city will inform residents of their responsibilities related to sanitary sewer service and maintenance.

**SECTION VII. OTHER SANITARY SEWER SYSTEM POLICIES**

The city has a number of other policies and/or ordinances that are important to the ongoing operation of the sanitary sewer system, such as the *Emergency Response Policy*, which city employees should be aware of. These policies and ordinance are kept on file at the Public Works Department.

**SECTION VIII. MAINTENANCE SCHEDULES**

The city’s goal is to inspect and maintain the components of its sanitary sewer collection system and lift stations in accordance with the schedule listed below and depicted on the attached maps. Based on periodic assessment and maintenance needs, this schedule may be modified, as necessary.

**A. Sanitary Sewer Collection System Maintenance**

|  | <u>Frequency</u>                           |
|--|--|
| Sewer main line cleaning/jetting (Category 1-Normal/routine) | Every 2 years                              |
| Sewer main line cleaning/jetting (Category 2-Problem areas)  | As needed                                  |
| Sewer main line cleaning/jetting (Category 3-New areas)      | Every 3 years                              |
| Sewer main line inspections/televising                       | Every 10 years or prior to street projects |
| Sewer main line lining, rehabilitation or replacement        | As needed, based on inspections            |
| <br>   |  |
| Sewer manhole visual inspections (half of entire system)     | Every year                                 |
| Sewer manhole cleaning of inverts and benches                | Twice per year                             |
| Sewer manhole lining, rehabilitation or replacement          | As needed, based on inspections            |

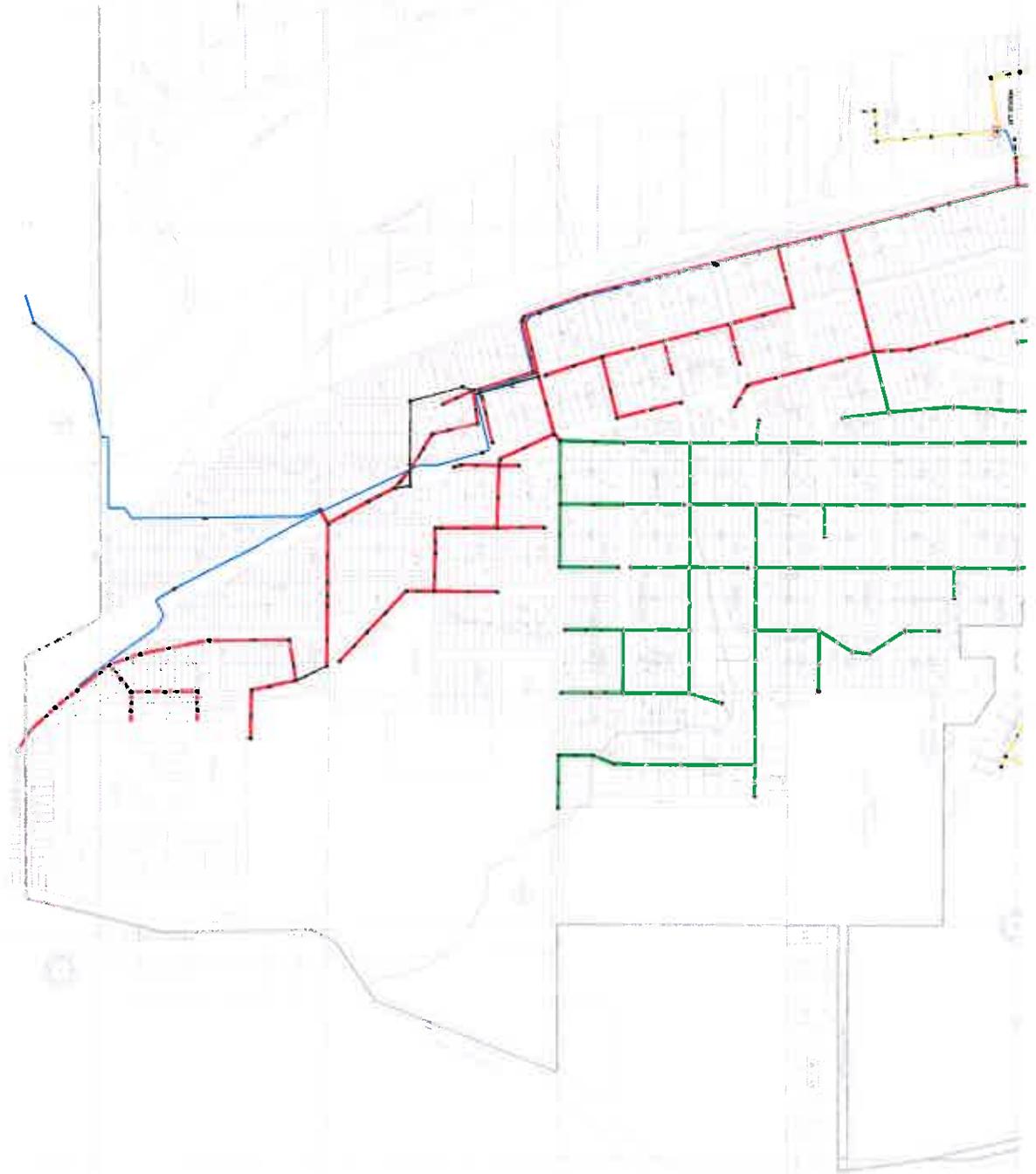
**B. Lift Station Maintenance**

|  | <u>Frequency</u> |
|--|------------------|
| Visual inspection of wet well                          | Every week       |
| Power wash wet well                                    | Every year       |
| Pull and service pumps                                 | Every year       |
| Manually operate electrical components (alarms, pumps) | Every year       |

**SECTION IX. ADOPTION**

This policy becomes effective upon adoption by the City Council.  
ADOPTED NOVEMBER 7, 2011.

ATTACHMENT: MAINTENANCE SCHEDULE MAPS



**LEGEND**

|   |                |
|---|----------------|
|    | CATEGORY 1     |
|    | EAST HWY 95    |
|    | CATEGORY 1     |
|    | WEST HWY 95    |
|    | CATEGORY 2     |
|    | CATEGORY 3     |
|    | Forcemain      |
|  | Abandoned      |
|  | Flow Direction |
|  | Manhole        |
|  | Lift Station   |



**SANITARY SEWER MAP**  
**BAYPORT**  
 WASHINGTON COUNTY  
 MISSISSIPPI  
 DATE: 01/07/2008  
 BY: [unreadable]



**LEGEND**

|  |                |
|--|----------------|
| <span style="color: red;">—</span>       | CATEGORY 1     |
| <span style="color: green;">—</span>     | EAST HWY 95    |
| <span style="color: green;">—</span>     | CATEGORY 1     |
| <span style="color: black;">—</span>     | WEST HWY 95    |
| <span style="color: black;">—</span>     | CATEGORY 2     |
| <span style="color: yellow;">—</span>    | CATEGORY 3     |
| <span style="color: blue;">- - -</span>  | Forcemain      |
| <span style="color: black;">- - -</span> | Abandoned      |
| <span style="color: black;">→</span>     | Flow Direction |
| <span style="color: black;">●</span>     | Manhole        |
| <span style="color: red;">□</span>       | Lift Station   |



**SANITARY SEWER MAP**  
**BAYPORT**  
 WASHINGTON COUNTY  
 MINNESOTA  
 DATE: 04/17/2018



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

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Date: October 25, 2011  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
Wanda Madsen, Finance Officer  
RE: **Consider an amendment to the city's fixed asset policy**

### ***BACKGROUND***

The city is required to have a fixed asset policy, which establishes policies and procedures for acquiring, managing, and retiring city assets, such as buildings, equipment, vehicles, and infrastructure. The city first adopted this policy in 1997, with a subsequent amendment in 1998.

As part of the 2010 audit, the city's auditor noticed that certain sections of the existing fixed asset policy were outdated or incomplete and requested that staff review and update the policy, to be consistent with current practices. Like many other cities, Bayport's existing fixed asset policy was modeled after a template and includes standard language, most likely developed by the state auditor. Therefore, a bulk of the text may seem somewhat cumbersome, but it is required and needs to remain in the policy, unchanged. However, staff is looking forward to implementing the proposed amendments, which will simplify the city's accounting and auditing functions and update the city's policy to be consistent with other cities.

The proposed amendments have been reviewed and approved by the city's auditor. Final recommendations for deletions to the existing text are indicated in ~~striketrough~~ and additions are indicated in **bold underline**.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion amending the city's fixed asset policy, as requested by the city auditor, to update and simplify the city's accounting and auditing functions.



## **CITY OF BAYPORT**

294 NORTH 3<sup>RD</sup> STREET  
BAYPORT, MN 55003

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### **FIXED ASSETS POLICY**

- SECTION I. INTRODUCTION**
- A. Goal
  - B. Management Objectives
- SECTION II. GENERAL SYSTEM DESCRIPTION**
- A. Capital Asset Definition
  - B. Valuation of Capital Assets
  - C. Acquisition of Capital Assets
  - D. Treatment of Costs Subsequent to Acquisition
  - E. Retirement
  - F. Changes
  - G. Inventory Check
  - H. Major Function and Benefits
- SECTION III. POLICIES AND PROCEDURES**
- A. General
  - B. User Department Responsibility
  - C. New Acquisitions
  - D. Fixed Asset System Categories
  - E. Retirements and Transfers Out
- SECTION IV. SOURCE OF FUNDS DEFINITIONS**
- A. Bonds or Notes
  - B. Current Budget Appropriation
  - C. Gifts and Donations
  - D. Special Assessment Debt
  - E. State Aid Grants
  - F. Federal Aid Grants
  - G. Other
- SECTION V. LOCATION CODES**
- SECTION VI. ASSET ACQUISITION CODES**
- SECTION VII. ASSET DISPOSAL CODES (DISPOSITION METHOD)**
- SECTION VIII. ADOPTION**

## SECTION I. INTRODUCTION

Bayport City officials have a stewardship responsibility for the City's resources in provision of government stewardship. It is essential that the City establish and maintain a capital asset system which incorporates specific capital assets to individual public officials and serve as a prerequisite to the preparation of satisfactory and complete financial reports.

### A. Goal

The establishment and maintenance of a capital asset system is essential to provide management with data for the physical and dollar value control of assets.

### B. Management Objectives

The management objectives of the capital asset system are:

1. To assign responsibility for the custody and proper use of specific assets to individual officials or department heads.
2. To substantiate valuations of capital assets in accordance with Generally Accepted Accounting Principles (GAAP) for fiscal reporting.
3. To control retirements of capital assets by type of retirement, i.e. sales, trade-ins, thefts and items scrapped.
4. To assist in providing depreciation computations for Federal and State Government reporting purposes.
5. To serve as a basis for valuation for insurance purposes and to provide a record of assets insured.
6. To encourage transfer of surplus equipment to area of need.
7. To aid in budget preparation, analysis and approval.

## SECTION II. GENERAL SYSTEM DESCRIPTION

### A. Capital Asset Definition

According to Governmental Accounting, Auditing and Financial Reporting (GAAFR) a capital asset is defined as a specific piece of property that meets the following attributes:

1. It is tangible in nature in that the physical substance does not materially change its form through use.
2. Its expected useful life is greater than one year.
3. It has significant value. In Bayport's financial system, significant value means that it has a cost of more than ~~\$1,000.00~~ \$5,000.00.
4. It is an item which could easily be converted to personal use. These items are to be recorded in the capital asset system as sensitive items and will be an exception to the ~~\$1,000.00~~ \$5,000.00 limitation. ~~In Bayport's financial system, sensitive items are: computer equipment with a value of \$100.00 or more, all video cameras, all video recorders, all video monitors, all computer monitors and radios, pagers, and police firearms.~~
5. All other capital equipment purchases (~~non-computer/video~~) from \$500.00 to ~~\$999.99~~ \$4,999.99 will be recorded as "insurable" and maintained for insurance purposes only. The benefits of tracking items such as desks and large tables does not equal or exceed the cost and, therefore, will not be capitalized nor audited for financial reporting purposes.

**NOTE: The Finance Department maintains an inventory list of all capital assets and documents the assets per the policy and procedures contained herein.**

**B. Valuation of Capital Assets**

Capital assets should be accounted for at cost or, if cost is not ~~practicable determinant~~, at ~~estimate cost~~ **practical to determine, the cost or use fair value will be estimated.**

**1. Cost.**

Capital assets should be recorded at cost ~~consideration received, whichever is more objectively determinable.~~ **or fair value.** The cost of a capital asset includes not only its purchase price or construction cost, but also ancillary charges necessary to place the asset in its intended location and condition of use. Ancillary charges include costs such as freight and transportation charges, site preparation expenditures, professional fees, legal claims, and legal claims directly attributable to asset acquisition.

**2. Estimated Cost.**

Initial costs of capital assets usually are readily ascertainable from contracts, purchase orders, and other transaction documents at the time of acquisition or construction. The City of Bayport faced the task of establishing appropriate capital asset accounting records and valuation after many years of operation without such records. Therefore, the original purchase documents may not have been available, and Bayport has estimated the original cost of such assets recognizing that this practice introduces some margin of error into the capital asset accounts, as compared with proper recording at the time of acquisition. However, such error will have only short run significance because as older assets are retired and replaced; estimated costs are replaced by properly recorded actual cost amounts. The extent to which capital asset costs have been estimated, and the methods of estimation, will be disclosed in the notes to the financial statements.

**3. Fair Value.**

**Capital assets that are donated or acquired should be recorded at fair values at the time of donation or acquisition.**

**4. Depreciation.**

Depreciation on acquired assets for the first year shall be ~~calculated as one full calendar year of depreciation regardless of the acquisition date~~ **pro-rated based on the month of acquisition through the calendar year end and annually thereafter.**

Depreciation has ~~been provided~~ **will be** calculated using a straight line method over the estimated useful lives of the asset. **Standard estimated useful lives are** as follows:

|                                     |                  |                               |
|-------------------------------------|------------------|-------------------------------|
| Building and Structures             | 20-50            | years                         |
| Equipment and Machinery             | 5-15             | years                         |
| Distribution and Collection Systems | 50               | years                         |
| Computer Equipment                  | 3-5              | years                         |
| <b><u>Water Meters</u></b>          | <b><u>20</u></b> | <b><u>years</u></b>           |
| <b><u>Streets</u></b>               | <b><u>25</u></b> | <b><u>years</u></b>           |
| <b><u>Storm Sewers</u></b>          | <b><u>50</u></b> | <b><u>years</u></b>           |
| <b><u>Street Lights</u></b>         | <b><u>20</u></b> | <b><u>years</u></b>           |
| <b><u>Land</u></b>                  |                  | <b><u>Not Depreciable</u></b> |

## C. Acquisition of Capital Assets

### 1. Purchase.

A purchase is an acquisition through direct outlay of cash and or other consideration for the capital asset. The book value of an older capital asset traded in for a new one does not affect the basis of the new asset except for trade-in of similar assets, ~~in Enterprise Funds as follows:~~

~~A vehicle is purchased for \$572 (fair market value of \$663 less trade-in allowance of \$91). The traded-in vehicle originally cost \$452 and had a book value of \$48.~~

#### **Depreciation – Credit**

|   |       |
|---|-------|
| Machinery and equipment   | \$620 |
| Accumulated depreciation machinery & equipment                                      | 404   |
| Accounts payable  | \$572 |
| Machinery and equipment   | 452   |
| <del>(To recorded acquisition of vehicles and disposal of traded-in vehicles)</del> |       |

~~Note: Determining the proper amount at which a new vehicle should be capitalized is addressed Accounting Principles Board Opinion Number 29 *Accounting for Non-Monetary Transactions*. According to this guidance, no gain is recognized when non-monetary assets are exchanged, with additional monetary consideration, to obtain similar assets.~~

**Capital assets are recorded in the capital outlay accounts by department. The method to record capital assets is previously noted. Capital assets are tracked by a third party accountant based on the capital asset input and retirement forms provided by the City. Year-end capital assets journal entries are outsourced to a third party accountant.**

### 2. Construction.

Construction includes buildings actually constructed by the City. The labor, materials, equipment and overhead costs are all part of the construction cost.

### 3. Lease-Purchase and Installment Purchase.

Lease-purchase agreements are contractual agreements which, in substance, amount to purchase contracts. General capital assets acquired via lease-purchase agreements are capitalized in the capital asset system at the inception of the agreement in the account of the item as if it had been purchased outright. Multiple-year installment contracts are accounted for in the same manner as lease-purchase agreements.

### 4. Eminent Domain.

This is the power of government to acquire private property for public purpose and is frequently used to obtain real property which cannot be purchased from owners in a voluntary transaction. Where the power of eminent domain is exercised, owners are compensated by the government in an amount determined by the courts. General capital assets acquired by eminent domain should be capitalized in the capital asset system in that amount.

**5. Foreclosure.**

Closely related to eminent domain as an involuntary judicial procedure, but used much less frequently as a means of acquiring capital assets for government retention and use, is the foreclosure of tax or special assessment liens. Ordinarily, property foreclosed is resold to liquidate delinquent tax or special assessment obligations, but on occasion, governments retain possession for their own needs. General capital assets acquired by tax or special assessment foreclosure which are to be resold in the near future are generally accounted for by the government to which the taxes or assessments are owed and offset there with a fund balance reserve account. Assets that are not sold are capitalized in the capital asset system at their fair value on the date of foreclosure.

**6. Gift/Drug Forfeiture.**

Governments may acquire properties by gift or drug forfeiture. ~~Donated~~ Gift/drug forfeiture capital assets should be recorded to the fund to which they relate or in the capital asset system, as appropriate, at their estimated fair value at time of acquisition.

**D. Treatment of Costs Subsequent to Acquisition**

Expenditures on capital assets which are incurred after their original acquisition are defined and recorded as follows:

**1. Maintenance.**

Maintenance costs are those that neither materially add to the value of the property nor appreciably prolong its life, but merely keep it in ordinary efficient operating condition. Maintenance costs are not charged to capital asset capital accounts, but to maintenance and repair expenditure accounts.

**2. Betterments.**

Betterments consist of the replacement of a unit of an existing asset by an improved or superior unit, usually resulting in a more productive, efficient or longer-lived asset. Significant betterments are considered to be capital asset additions and are added to the value of the property, e.g., ~~printer added to a personal computer~~ new sheetrock in a building.

The decision as to whether a betterment has been effected is made by an evaluation of engineering, physical, or other relevant factors apart from cost. Replacement of a part of an existing asset by another of like quality is not a betterment, even though the useful life of the asset is maintained or extended. These costs are charged to expenditure accounts.

**E. Retirement**

The term retirement is used to describe the removal of a capital asset from the capital asset system. The various types of retirement are defined below and must be reported to the Finance Department to ensure that changes are entered in the system and that the master file is updated.

**1. Surplus Property.**

Surplus property is used to describe a capital asset or non-expendable supply, which is operable, but no longer usable to a particular department. If the surplus property cannot be transferred, the property will be disposed of by the City, pursuant to Minnesota State Statutes.

**2. Sale of a Capital Asset.**

Capital assets and/or non-expendable supplies, which are to be sold, are subject to the requirements, described in Minnesota State Statute. ~~Items which are sold will be retired from the capital asset system by the Finance Department.~~ **The Finance Department will retire items that are sold from the capital asset system.**

**3. Trade-In.**

A department head retiring a capital asset as a trade-in for a new acquisition will inform the Finance Department of the retirement on a capital asset input form.

**4. Obsolescence.**

Capital assets or non-expendable supplies that have lost their usefulness resulting from invention, change of style, legislation, or other causes having no physical relation to the object affected are included in this category. The asset may still be operable, but it has lost its usefulness to a particular department. Since the obsolete capital asset may be of use to another department, the capital asset is first retired from a department by transferring the capital asset to surplus property.

**5. Lost, Stolen or Damaged Beyond Repair.**

When a capital asset or non-expendable supply is retired from the capital asset system through one of these unexpected methods, the incident will be reported to the appropriate law enforcement personnel (if applicable) and to the Finance Department for risk management purposes. The department head must also notify the Finance Department on a capital asset input form so that changes can be entered into the capital asset system.

**F. Changes**

Other changes occurring subsequent to the acquisition of a capital asset and a non-expendable supply, such as a betterment or a transfer, must be reported to the Finance Department on a capital asset input form.

**1. Betterments.**

As described in Section II. D. 2, betterments have the effect of extending the useful life of an existing asset and are expenditures other than normal maintenance and upkeep. ~~For a betterment, the department head must submit a complete capital asset form to the Finance Department.~~ **Department heads must submit a complete capital asset input form to the Finance Department to record all betterments.**

**2. Transfers.**

When a capital asset and/or non-expendable supply item is transferred to a different department, the department head who is responsible for the item must inform the Finance Department of the changes in ownership and location on the capital asset input form. The Finance Department will enter these changes into the capital asset system so that the master file is updated.

**G. Inventory Check**

To verify that the information in the capital asset system is up to date, the Finance Department will provide the department heads with yearly printouts of the assets charged to their departments. The department heads should review their list to determine that all capital assets are identified properly and that the proper adjustments have been made. Any discrepancies should be reported immediately to the Finance Department.

## H. Major Function and Benefits

The major function of the system is to build, update and maintain a capital asset master file. The major benefit of the system is to provide all departments with a centralized and automated system to process their capital asset activity. This provides management with the information needed to account for the investment in capital assets and assist individual departments in controlling the capital assets they have in their possession. The major objectives of the system are discussed in the Introduction section.

## SECTION III. POLICIES AND PROCEDURES

### A. General

The capital asset system maintains a complete record of individual capital assets for all departments. The maintenance of capital asset records is the joint responsibility of the department purchasing the item and thereby has control of the asset (and is responsible for tagging the item), and the Finance Department who is responsible for entering the asset into the capital asset system. The capital asset system is operated and maintained as a separate system from the financial system. ~~Source documents for the financial system, such as purchase orders, do not automatically input forms.~~

### B. User Department Responsibility

All capital assets with a value of ~~\$1,000.00~~ **\$5,000.00** or more must have a record in the capital asset system. Each department head or designee is accountable for the furnishings and equipment of the department and is responsible for:

1. Initiation and submission of input forms to the Finance Department for additions, retirements, transfers or other changes.
2. Insuring that the capital assets in the custody of his/her department are not transferred from the department without following proper procedures.

### C. New Acquisitions

1. The department head or designee who places an order for a capital asset must submit a capital asset **input** form to the Finance Department, along with a copy of the purchase order. It should include the following information: department number; location number; ~~address (building room or station number)~~; date received; ~~ownership code (purchased, leased, etc.)~~; **acquisition method code (purchase, lease, etc.)**; funding source; vendor name; and disposition code/date. **The form should be signed and dated by the department head.**
2. The individual department is responsible for the following:
  - a. Obtaining an inventory number for the item and physically tagging the item.
  - b. Completion of the following information: ~~building number, master description number, description number, description, type, code, miscellaneous comments~~ **detailed asset description (including year, model, serial or VIN number, make, color, type); department, asset acquisition code; location code; miscellaneous comments.**
  - c. Forwarding the capital asset input form to ~~Accounting~~ **the Finance Department.**
3. **The Finance Department is responsible for** completing the following information upon processing the purchase order for payment: asset account number; invoice number and

invoice date; life expectancy, purchase price (including freight, preparation costs, installation, etc.) and for checking accuracy of the information provided by the department.

4. The Finance Department is to perform capital asset maintenance:

a. ~~Input of information to the capital asset system.~~

a. Proofing input between against edit list and lists provided by third party.

#### **D. Fixed Asset System Categories**

The following will serve as definitions in determining what is to be capitalized as a fixed asset. The fixed asset system is grouped into the ~~nine~~ following categories for reporting purposes:

##### **1. Buildings and Structures**

Includes structures that are City owned. Also includes fixtures and any other necessary elements for the proper function of the building. This includes architect fees, legal fees, appraisers, cost of fixtures, damage claims, insurance premiums for construction, interest and unrelated costs during construction.

##### **2. Construction Work in Progress**

This account reports amounts expended on an uncompleted building or capital construction project. When the project is complete, the cumulative costs are transferred to another appropriate fixed asset account.

##### **3. Vehicles, Machinery and Equipment**

Includes motorized and non-motorized equipment that has a primary function of city street, park and utility maintenance, and fire and police vehicles. This also includes equipment that hauls a payload greater than 4,000 pounds. This includes transportation charges, painting and installation costs of additional equipment necessary for intended use. This category also includes any fixed asset that is material in value, but does not fit in another a previous defined category ~~will be accounted for under equipment.~~ Examples would include tool sets, sirens, gun locks, light bars.

##### **4. Office Equipment, Furniture and Fixtures**

Assets that are designed for functional use by people in any City facility. This category includes desks, chairs, ~~ouches,~~ tables, file cabinets, etc. It also includes assets in the city facilities whose major function is the efficient operation of City business. This category is limited to assets that have a material and payload under 4,000 pounds. It includes all equipment used for this purpose. All costs include transportation charges, painting, and installation costs of additional equipment necessary for intended use.

##### **5. Weapons Police Equipment**

Includes all ~~police weapons~~ equipment used by the City Police Department officers. Examples are weapons and radios.

##### **6. Computers/Audio Pagers**

Includes all computer components and accessories, software, pagers, radios, phones and audio equipment.

**7. Land and Improvements**

Any parcel of land that is City-owned whether developed or undeveloped. This includes legal fees, appraisal and negotiation fees, surveying fees, site preparation costs, demolition of unwanted structures and damage payments.

**8. Lift Stations, Meter Systems, Wells and Pumps**

Includes all water and sanitary sewer mains, wells, water meters, meter readers, lift stations, hydrants and pumps.

**9. Park/Playground Equipment**

Includes equipment and fixtures used in City parks. This category includes drinking fountains, trash receptacles, signs, picnic tables, stoves, benches, playground equipment, lawn care equipment, etc.

**10. Civil Defense Equipment**

Includes equipment used for the civil defense of the City such as sirens and warning lights.

**11. Street Improvements**

Includes streets that are City owned. This includes legal fees, appraisal and negotiation fees, surveying fees, site preparation costs, interest and unrelated costs during construction.

**12. Storm Sewer Improvements**

Includes storm sewer systems that are City owned. This includes legal fees, appraisal and negotiation fees, surveying fees, site preparation costs, interest and unrelated costs during construction. This also includes storm water holding ponds and rain gardens.

**E. Retirements and Transfers Out**

When a department retires or transfers out an asset, the department head is responsible for completion of an asset retirement form. The department head should sign and date the form. The Finance Department must receive the original.

The asset retirement form should be completed no later than one week after the asset is retired or transferred and include the following information:

- 1. Date of retirement, transfer, trade-in, and disposal.**
- 2. Department retiring or transferring the asset.**
- 3. Account number assigned by the Finance Department when the asset was acquired.**
- 4. Tag number affixed to the asset.**
- 5. Asset description (detailed).**
- 6. Method of disposition, including disposal code, i.e. traded, transferred, retired.**
- 7. If transferred, name of department that is responsible for the asset after the transfer.**
- 8. Sale or trade-in value.**
- 9. Indicate whether the property identification tag is enclosed.**

**The Finance Department is responsible for the input of the asset retirement form information.**

**SECTION IV. SOURCE OF FUNDS DEFINITIONS**

The following will serve as definitions of types of actual funding sources that finance the assets. Funding sources in the fixed asset system will be determined by the fund in which the project is paid from, i.e., General, Special Revenue, Capital Project or Donations.

**A. Bonds or Notes.**

Proceeds from the issuance of serial bonds, statutory installment bonds, bond anticipation notes or capital notes. This includes general obligation debt.

**B. Current Budget Appropriation.**

Funds provided from specific, budgeted operating funds. Identifying the specific generic fund type is appropriate here. This includes General Fund and Utility Fund distributions.

**C. Gifts and Donations.**

Monies or property received from donors.

**D. Special Assessment Debt.**

Funds provided by property owners and government in connection with a special assessment project.

**E. State Aid Grants.**

Grants provided to the city government by state government and used for the purchase or construction of fixed assets.

**F. Federal Aid Grants.**

Grants provided to the city government by the federal government and used for the purchase or construction of fixed assets.

**G. Other.**

Other fixed asset financing received that cannot be classified in one of the previous classifications.

**SECTION V. LOCATION CODES**

|           |                                    |
|-----------|------------------------------------|
| <u>01</u> | <u>City Hall</u>                   |
| <u>02</u> | <u>Police Department</u>           |
| <u>03</u> | <u>Public Works Garage</u>         |
| <u>04</u> | <u>Lakeside Park</u>               |
| <u>05</u> | <u>Barker's Alps Park</u>          |
| <u>06</u> | <u>Perro Creek Park</u>            |
| <u>07</u> | <u>Village Green Park</u>          |
| <u>08</u> | <u>Inspiration Park/Playground</u> |
| <u>09</u> | <u>Fire Department</u>             |
| <u>10</u> | <u>Water Department</u>            |

|           |                         |
|-----------|-------------------------|
| <u>11</u> | <u>Sewer Department</u> |
| <u>12</u> | <u>Streets</u>          |
| <u>13</u> | <u>Library</u>          |

**SECTION VI. ASSET ACQUISITION CODES**

**Source of Fund Codes:**

**101 General Fund**

**200 Special Revenue Funds**

- **Drug Forfeiture**
- **Economic Development**

**400 Capital Project Funds**

- **Budgeted Projects & Equipment**
- **General Obligation Debt**
- **Revenue Debt**
- **Special Assessment Debt**
- **Other Debt**

**600 Grants**

- **State Grants**
- **Federal Grants**
- **Other Agency Grants**

**700 Enterprise Funds**

**800 Gift & Donations**

**Departments:**

|              |  |
|--------------|--|
| <u>41100</u> | <u>Elections</u>                                 |
| <u>41200</u> | <u>Mayor and Council</u>                         |
| <u>41240</u> | <u>Recycling</u>                                 |
| <u>41400</u> | <u>Administration</u>                            |
| <u>41910</u> | <u>Building Inspections and Zoning</u>           |
| <u>41940</u> | <u>Municipal Buildings</u>                       |
| <u>42100</u> | <u>Police Department</u>                         |
| <u>42200</u> | <u>Fire Department</u>                           |
| <u>43100</u> | <u>Streets</u>                                   |
| <u>43160</u> | <u>Street Lighting</u>                           |
| <u>43200</u> | <u>Parks</u>                                     |
| <u>43300</u> | <u>Cemetery</u>                                  |
| <u>45500</u> | <u>Library</u>                                   |
| <u>46110</u> | <u>Pump House, Booster Station, Air Stripper</u> |
| <u>46120</u> | <u>Water Department</u>                          |
| <u>46200</u> | <u>Sewer Department</u>                          |

**NOTE: Other departments may be added as needed in the future.**

**Acquisition Method:**

- 1 Purchase**
- 2 Construction**
- 3 Leases – Purchase and Installment – Purchase**
- 4 Eminent Domain**
- 5 Foreclosure**
- 6 Gift**
- 7 Trade**
- 8 Other**

**SECTION VII. ASSET DISPOSAL CODES (DISPOSITION METHOD)**

**Disposition Codes:**

- 1 Surplus Property**
- 2 Sale of a Capital Asset**
- 3 Trade-in**
- 4 Obsolescence**
- 5 Lost, Stolen or Damaged Beyond Repair**
- 6 Transferred**

**SECTION VIII. ADOPTION**

**This policy becomes effective upon adoption by the City Council.**

**ADOPTED NOVEMBER 7, 2011.**



**CITY OF BAYPORT**  
294 NORTH THIRD STREET  
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PHONE 651-275-4404 FAX 651-275-4411

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Date: October 31, 2011  
To: Mayor and City Council  
From: Mitchell Berg, City Administrator  
**RE: City Administrator's Update**

### **CITY FINANCES**

In the September-October 2011 edition of Minnesota Cities, a bi-monthly publication by the League of Minnesota Cities, the city's average tax rate continues to remain lower than the average city tax rate of our three surrounding communities, as well as lower than the overall average tax rate of all cities in the state. The total tax rate is defined as a function of the levy over the total taxable base of the community. The rate is also used to help property owners determine the amount of property taxes they owe and one way a community can compare themselves to other communities in the state.

In short, a lower tax rate percentage translates to a community with lower taxes. However, not every city provides the same and equal level of services. Take for instance the community of Oak Park Heights; while they have a higher tax rate than Bayport, one reason is because the residential garbage service is included in their levy. In other words, an Oak Park Heights resident does not pay for a separate garbage bill; it is paid through their property tax statement.

For your information, I have included a listing of our neighboring community's tax rates, along with that of the overall average tax rate of all of the cities in Minnesota below:

| Cities           | Tax Rate | Notes:                              |
|------------------|----------|-------------------------------------|
| Bayport          | 35.65%   | City has FD                         |
| Oak Park Heights | 45.03%   | Garbage is included in the tax rate |
| Stillwater       | 52.48%   | City has own FD                     |
| Lakeland         | 40.38%   | No municipal sewer system, no PD    |
| Average MN City  | 40.98%   | Average of all 850+ MN cities       |

### **LIBRARY HIRE**

With the background check complete for the Library Director position, Mark Blando will start his first day of employment with the city on Monday, November 14, 2011. Kathy MacDonald will continue as Library Director through the end of the year and her official end date is December 31, 2011.

### **6<sup>TH</sup> STREET NORTH SIDEWALK IMPROVEMENT PROJECT**

The sidewalk is complete and a majority of the restoration work is done. However, there is still some work to be completed, including the installation of the railing and the black top patching of some of the

private driveways that were cut into as a result of forming the sidewalk panels, which will be completed in spring.

**1<sup>ST</sup> AVENUE N. AND 2<sup>ND</sup> AVENUE N. CAPITAL IMPROVEMENT PROJECT**

With most of the work complete, all that remains is to seed the boulevards and do some touch up work on the rain gardens.

**ICE ROAD**

I have made many attempts to communicate with the Bayport Estates Homeowner Association in regards to their initial letter dated April 14, 2010, but have not had any success. The letter requested the city to conduct a survey of the ice road for the purpose of dedicating a 30 foot roadway across their property.

The representative of the association that I was working with on this matter moved away earlier this year and I have received little communication from the association since this time. As such, I have directed the City Attorney to draft a letter notifying the association that the city is considering the manner closed and if they want to pursue this matter any further, an escrow fee would be required to offset any additional engineering and legal fees that the city may incur related to this request.

**UPCOMING DATES**

|                   |                       |                                       |
|-------------------|-----------------------|---------------------------------------|
| November 7, 2011  | 6:00 p.m.             | City Council meeting                  |
| November 8, 2011  | 7:00 a.m. – 8:00 p.m. | School District Election at City Hall |
| November 21, 2011 | 6:00 p.m.             | Planning Commission meeting           |

# Retroreflectivity Requirements Change

By Chris Smith

January 2012 was the deadline to have a policy in place for meeting the new sign retroreflectivity requirements. If your city is scrambling to meet this deadline, you'll be glad to know you now have more time.

The U.S. Department of Transportation's Federal Highway Administration (FHWA) announced on Aug. 30 that it was proposing to eliminate many burdensome regulations on traffic signs. This announcement came after a review to remove or change unnecessary, out-of-date, excessively burdensome, or overly costly rules. After hearing from state and local officials across the country, new regulations were proposed to simplify and reduce the impacts of target compliance dates for replacing traffic signs.

**Legal requirements.** The *Manual of Uniform Traffic Control Devices* (MUTCD), published by FHWA, sets forth basic principles of traffic signs to promote safety. Minnesota has adopted the MUTCD.

In 2007, the FHWA enacted new regulations requiring agencies that maintain roadways open to public travel to adopt a sign maintenance program designed to maintain traffic sign retroreflectivity at or above specific levels. "Retroreflectivity" describes how light is reflected from a surface and returned to its original source.

**Retroreflective signs.** Improvements to nighttime visibility of traffic signs help drivers better navigate roads at night. Improvements in sign visibility also help older drivers with declining vision.

Traffic signs are made with retroreflective sign sheeting material that redirects headlamp illumination back toward the vehicle, thereby making the sign visible to the driver at night. The retroreflective properties of all sign sheeting materials degrade over time, making signs progressively less visible at night.

As signs degrade and become less retroreflective, their effectiveness in

communicating regulatory, warning, and guidance messages to road users at night diminishes; eventually, they cannot be seen in time for the driver to react properly.

**Old requirements.** To maintain nighttime effectiveness, the FHWA passed regulations requiring cities to replace traffic signs before they reach the end of their useful retroreflective life. Cities were required to establish an assessment or management method designed to maintain sign retroreflectivity at or above minimum levels by Jan. 22, 2012.

By Jan. 22, 2015, cities were required to comply with the new retroreflectivity requirements for all regulatory signs (such as stop signs and speed limit signs), yellow warning signs, and green and white guide signs.

By Jan. 22, 2018, cities were required to comply with the new retroreflectivity requirements for overhead guide signs and all street name signs.

Most cities were very concerned about the cost of replacing their traffic signs to comply with the new requirements. The requirements were seen as another unfunded mandate.

**New requirements.** Cities are still required to adopt an assessment or management method to maintain signs above minimum retroreflective levels. However, the compliance date has been extended to a date two years after the effective date of the final rule. Accordingly, cities do not need to have an assessment or management method in place by Jan. 22, 2012. Rather, cities have at least another two years to develop a policy.

Most importantly, the FHWA has eliminated the Jan. 22, 2015, and Jan. 22, 2018, compliance dates for replacement of signs that fail to meet minimum retroreflective standards.

**Assessment and management methods.** There are two assessment methods (nighttime visual inspection

and measured sign retroreflectivity) and three management methods (expected sign life, blanket replacement, and control signs) a city can use to meet the retroreflectivity requirements. The basic concept of an assessment method is that the condition of each individual sign in the city is assessed or evaluated on a periodic basis.

Management methods are based on the expected retroreflective life of the overall sign inventory. The city can also use a combination of the methods. Detailed information on each method will be available in the League of Minnesota Cities' model sign retroreflectivity policy.

**Model policy.** The League has been working with a group of city engineers and other city officials to develop a model sign retroreflectivity policy to meet the Jan. 22, 2012 deadline.

Although much of that policy is still valid, cities may want to hold off on adopting a policy until the new regulations become final. After the regulations become effective, the League will issue a final model policy to help cities comply with them.

**What does all this mean for cities?** The most important effect of the new regulations is that cities will be able to replace traffic signs when they are worn out rather than replacing them by a specific deadline. This will save cities a considerable amount of money. When a traffic sign is replaced, the city will need to ensure that it meets minimum retroreflective levels.

Chris Smith is a risk management attorney with the League of Minnesota Cities Insurance Trust. Phone: (651) 281-1269. E-mail: csmith@lmc.org.



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**Date:** October 31, 2011  
**To:** Mayor and City Council  
**From:** Mitchell Berg, City Administrator  
**RE:** Closed session pursuant to Minnesota State Statute 13D.05 to conduct a performance evaluation on the City Administrator

Pursuant to MN State Statute 13D.05, the performance evaluation of the City Administrator must be conducted in closed session, with no public attendance, unless otherwise requested by the City Administrator. Because this evaluation will be conducted in a closed session, all information regarding this topic is confidential and will be disseminated only in the closed session. State statute requires that the proceedings of the closed session be recorded and an audio tape of the session be kept on file with the city for a minimum of three years.

In addition to the City Council, City Attorney Nick Vivian and City Administrator Mitch Berg will be in attendance at the closed session, which will be held in the City Hall conference room. Attorney Vivian will provide a brief overview of the performance evaluation process and moderate the discussion. Following discussion, a motion shall be made to conclude the closed session and reconvene the regular City Council meeting in the City Council chambers. Attorney Vivian will then provide a summary of the closed session at the reconvened regular meeting.

For the benefit of the City Councilmembers that have not participated in a closed session, I thought it might be helpful to provide an overview of the closed session process. If you have any questions, please feel free to contact me prior to the meeting.