

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
October 4, 2010**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL (Mayor Nowaczek and City Councilmembers Carlson, Johnson, Kraftson and Seeberger)**

**APPROVAL OF AGENDA**

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS**

1. September recycling award given to Arnold Rondeau
2. Recognition of Vern Thompson for 33 years of service to the City of Bayport
3. Commendation to Officer Zachary Lund
4. Proclamation and recognition of Bayport as a Yellow Ribbon City

**OPEN FORUM**

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

- 1.
- 2.

**CONSENT AGENDA**

Consider a resolution adopting items 1 through 6

- |  | <u><b>TAB #</b></u> |
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| 1. September 7, 2010 City Council regular meeting minutes  | 1                   |
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| 5. Authorization for sale of Fire Department's 1990 Chevrolet pick-up truck                                | 5                   |
| 6. Special event application from Boy Scouts for pumpkin sale at Village Green park on October 16-17, 2010 | 6                   |

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2. Consider approval of plans and specifications for an inflow and infiltration improvement project and authorization to advertise for bids 9
3. Consider a petition for curb, gutter, and stormwater improvement project on Second Avenue North, adjacent to People’s Congregational Church 10

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1. Consider approval of liquor licenses for the establishment located at 328 5<sup>th</sup> Avenue North 11
2. Consider an ordinance amendment to Appendix C – Lower St. Croix Bluffland and Shoreland Management, Section 2 – Intent and Purpose of the Bayport City Code 12
3. Consider adopting ordinances establishing gas franchise and electric franchise fees 13
4. Consider adopting a city fleet vehicle safety policy 14

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**ADJOURNMENT**



**Bayport Police Department**  
294 North 3<sup>rd</sup> Street  
Bayport, Minnesota 55003  
Phone: 651-275-4400  
Fax: 651-275-4411

**Laura Eastman**  
Chief of Police

**LETTER OF COMMENDATION**  
**Officer Zachary Lund**  
**October 4, 2010**

On September 17, 2010, while monitoring routine radio communications, you heard that Oak Park Heights Police were dispatched to a gun-pointing incident. You took note of the vehicle description and then observed a vehicle matching that description driving through Bayport approximately fifty minutes later.

You promptly activated your camera while following the vehicle. You then provided continual updates to the dispatcher and to other responding officers of your location. Due to the seriousness of the call and the possibility of weapons in the vehicle, you initiated a (felony) high risk traffic stop, once assisting agencies were appropriately positioned. As a result of your observations and actions, all parties were safely taken into custody.

I wish to formally recognize you for your response to this incident. This situation was very serious in nature and had the propensity to become highly volatile. Although you were aware that the suspects likely had weapons in the vehicle, you initiated a traffic stop without regard to your personal safety.

I commend you for your exceptional attentiveness, professionalism, and commitment to the safety of the public. Your actions not only reflect upon your outstanding abilities, but also positively represent both the City of Bayport and the Bayport Police Department.

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Chief Laura Eastman

cc: Mitchell Berg, City Administrator  
Personnel file



STATE of MINNESOTA

Proclamation

- WHEREAS: The men and women of our Armed Forces are being called to duty with increasing frequency. In addition to remembering their courageous service, we must not forget the unsung heroes in the war on terror: the spouses and family members whose many sacrifices support the defense of this great nation; and
- WHEREAS: The spouses and families of our deployed service members bear an enormous burden of concern and support for loved ones in harm's way, while continuing to perform the daily duties needed to sustain their families on the home front; and
- WHEREAS: Many cities throughout the country display yellow ribbons and flags in support of the brave men and women serving abroad in the United States Armed Forces; and
- WHEREAS: BAYPORT is a Minnesota city that encourages its military members and spouses, giving them peace of mind in knowing they have the appreciation, love, and support of this community; and
- WHEREAS: The *Yellow Ribbon City* campaign honors communities with exceptional records of caring for their military members and families through various programs and public works, and recognizes individuals in these communities who have sworn to uphold this standard for future military members and families. It is with this commitment to excellence that BAYPORT will serve with honor and distinction as a Yellow Ribbon City.

NOW, THEREFORE, I, TIM PAWLENTY, Governor of Minnesota, do hereby join the Minnesota National Guard in proclaiming the CITY of BAYPORT as a:

YELLOW RIBBON CITY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 20th day of September in the year of our Lord two thousand and ten, and of the State the one hundred fifty-second.

  
GOVERNOR

  
SECRETARY OF STATE

**RESOLUTION NO. 10-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD  
OCTOBER 4, 2010**

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 4<sup>th</sup> day of October 2010, 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 1-6 FROM THE  
OCTOBER 4, 2010 CITY COUNCIL AGENDA**

1. September 7, 2010 City Council regular meeting minutes
2. September payables and receipts
3. September building, plumbing and mechanical permits report
4. Agreement with Washington County to provide assessing services for the city
5. Authorization for sale of Fire Department's 1990 Chevrolet pick-up truck
6. Special event application from Boy Scouts for pumpkin sale at Village Green park on October 16-17, 2010

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:

Jonathan Nowaczek –	Torry Kraftson –
Connie Carlson –	Judy Seeberger –
Dan Johnson –	

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 4<sup>th</sup> day of October, 2010.

ATTEST:

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

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
SEPTEMBER 7, 2010  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of September 7, 2010 to order at 6:10 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson and Judy Seeberger

Members Absent: None

Others Present: Administrator Mitch Berg, Fire Chief Mike Bell, Police Chief Laura Eastman, Finance Officer Wanda Madsen, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, and Attorney Nick Vivian

**APPROVAL OF AGENDA**

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve the September 7, 2010 agenda. Motion carried.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. The August recycling award was given to Rebecca Langan.
2. Mayor Nowaczek reminded residents that the annual Derby Days event, sponsored by the Bayport Community Action League (BCAL), will be held on Saturday, September 18<sup>th</sup>, and encouraged everyone to attend the scheduled events throughout the day.

**OPEN FORUM**

1. Scott Gallatin, 467 9<sup>th</sup> Street North, expressed concern about issues surrounding installation of a driveway apron at his home. He requested reimbursement from the city for the portion of the work that staff had originally indicated would be covered by the city (\$787.50). Mayor Nowaczek indicated that staff has researched Mr. Gallatin's situation and determined the city does not currently have a specific policy to address this type of reimbursement. Staff was directed to develop a policy to address driveway aprons and to make a recommendation regarding reimbursement for Mr. Gallatin at a future meeting.
2. Jim Martin, a candidate for the Minnesota Legislature in District 56A, introduced himself and thanked the public for nominating him as an independent candidate.
3. Police Chief Laura Eastman stated the guest speaker for the September 28, 2010 community watch program would be James Arlt, an investigator with the Minnesota Department of Public Safety Anti-Fraud Division. Residents were encouraged to attend this 6:00 p.m. program at Croixdale.
4. Police Chief Eastman thanked residents for participating in Night to Unite on August 3<sup>rd</sup> and recognized Mayor Nowaczek's continued assistance at this annual event.

## **CONSENT AGENDA**

Mayor Nowaczek read items 1-14 on the consent agenda.

1. August 2, 2010 Special City Council Budget Workshop meeting minutes
2. August 2, 2010 City Council regular meeting minutes
3. August payables and receipts
4. August building, plumbing and mechanical permits report
5. Accept park donation from Mary Jo Weller, on behalf of the Parent Family
6. Special event application for Bikery's Cyclocross Race at Barker's Alps Park on September 12, 2010
7. Special event application addendum from BCAL for Derby Days on September 18, 2010
8. Transfer of two gravesites in Hazelwood Cemetery to Gordon E. Johnson, P.O.D.  
Gordon E. Johnson Trust
9. Special event application from Shawn and Angela Binkley for Tunnel of Terror at Perro Park from October 1, 2010 to November 2, 2010
10. Acknowledge donations for Night to Unite and Youth Safety Camp
11. Acknowledge donations to the Fire Department for a controlled burn for training purposes
12. Request to purchase a used Fire Department command vehicle from the Oakdale Fire Department
13. Final invoice for street seal coating
14. Request to purchase a new replacement squad vehicle for the Police Department

Mayor Nowaczek recognized recent donations made on behalf of the Bayport Fire and Police Departments.

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 10-20**

### **A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-14 FROM THE SEPTEMBER 7, 2010 CITY COUNCIL AGENDA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

## **RIVERFRONT ADVISORY COMMISSION REPORT**

Mark Nagel, facilitator for the commission, presented the work accomplished to date by the group, including a draft vision statement, goals and objectives and requested input from the City Council and residents as the commission prioritizes the goals and objectives. It was recommended that an open house be scheduled in the near future to receive public comment on the proposed goals and objectives. The next meeting is scheduled for Tuesday, September 14, 2010, 6:00 p.m., at Bayport City Hall, and the public is encouraged to attend.

## **COUNCIL LIAISON REPORTS**

Councilmember Seeberger reported that the Andersen Community Advisory Committee (CAC), part of Project XL, would be meeting on Wednesday, September 15, 2010, 7:00 p.m. at Andersen Corporation.

Councilmember Kraftson reported on the August 16, 2010 Planning Commission meeting. He recognized the efforts of the Planning Commission in coming to their recommendations for the proposed use of the property located at 204 2<sup>nd</sup> Avenue South. The next meeting is scheduled for Monday, September 20, 2010, 6:00 p.m., at City Hall.

Councilmember Kraftson reviewed the August 12, 2010 meeting of the Middle St. Croix Watershed Organization (MSCWMO). He noted that the Washington Conservation District is gathering information on how cities deal with issues relating to the Minnesota Wetland Conservation Act. The MSCWMO will not be meeting in September; the next meeting is scheduled for Thursday, October 14, 2010, 7:00 p.m. at the Valley Ridge Mall.

Councilmember Johnson indicated the next meeting of the Bayport Library Board is scheduled for Thursday, September 23, 2010, 6:00 p.m. at the library and the public is invited to attend.

Councilmember Carlson reviewed the August 18, 2010 meeting of the Cable Commission, noting the majority of the meeting focused on the 2011 budget. The next meeting is scheduled for Wednesday, October 20, 2010, 7:00 p.m. at the Valley Ridge Mall.

#### **PUBLIC HEARING**

St. Michael's Cemetery vacation of public rights-of way: Engineer Peters reviewed a request submitted by St. Charles Catholic Church to vacate multiple platted streets within St. Michael's Cemetery. He noted that many of the streets contain existing graves, and there are no city utilities or city owned/maintained streets within any of the rights-of-way under consideration. He stated the requested vacations would not impact the city and its maintenance needs and recommended approval of the request. He noted all requested street vacations are located within the cemetery's property. Councilmember Kraftson questioned whether there needs to be some public benefit identified prior to the City Council considering a vacation request. Attorney Vivian stated this action benefits the city by accurately defining property boundaries within the city and vacating public rights-of-way that contain gravesites.

Mayor Nowaczek opened the public hearing and no public comment was heard.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to close the public hearing. Motion carried.

Councilmember Johnson introduced the following resolution and moved its adoption:

**Resolution 10-21**

**RESOLUTION AUTHORIZING THE VACATION OF THOSE PORTIONS OF PLUMB STREET,  
FIFTH STREET, FOURTH STREET, AND OAK STREET (NOW KNOWN AS 6<sup>TH</sup> AVENUE NORTH)  
ON THE PLAT OF SECREST AND PERRA'S ADDITON TO BAYTOWN IN BAYPORT,  
WASHINGTON COUNTY, MINNESOTA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

**UNFINISHED BUSINESS – None**

**NEW BUSINESS**

Consider an ordinance amendment to Appendix B – Zoning, Section 3 – Definitions, and an ordinance amendment to Section 6 – B-1 Limited Business of the Bayport City Code, to allow a limited transit vehicle storage facility and a heavy commercial vehicle repair and maintenance business with a conditional use permit (CUP) at 204 2<sup>nd</sup> Avenue South: Assistant Administrator/Planner Taylor reviewed the history of the proposed application and related ordinance amendments, noting that a new application was received in July 2010, requesting use of the property as both a limited transit vehicle storage facility and a heavy commercial vehicle repair and maintenance business. She noted that none of the site improvements recommended by staff in May 2010 have been implemented, and staff is recommending that the improvements related to normal property maintenance be required by the property owner regardless of whether a conditional use permit is issued for the property. The recommendations of the Planning Commission at the August 16, 2010 meeting were reviewed. Staff concurs with the Planning Commission’s recommendation to allow a limited transit vehicle storage facility as a conditional use at 204 2<sup>nd</sup> Avenue South and to deny use of the property as a heavy commercial vehicle repair and maintenance because of previous land use concerns at the property and the proposed use does not fit within the scope of the B-1 zoning district or the city’s comprehensive plan. Councilmember Kraftson clarified that the property is currently being used as a limited transit vehicle storage facility, and the applicant is seeking approval to perform heavier commercial vehicle repair and maintenance in order to move forward with his plans to purchase the property. Planner Taylor noted the applicant, Matt Liveringhouse, was not present at the meeting; however the property owner and applicant’s representative were available to answer questions. Discussion followed on the required site improvements, including the need to bring the property into compliance with city code. Councilmembers noted the differences between the applicant’s initial application in May and the one currently being considered. The City Council expressed concern with allowing a heavier use, since conditional use permits run with the property.

Councilmember Seeberger introduced the following ordinance and moved its adoption:

**Ordinance #819**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING APPENDIX B – ZONING, SECTION 3 – DEFINITIONS  
OF THE BAYPORT CITY CODE**

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

- |                      |                      |
|----------------------|----------------------|
| Jon Nowaczek – aye   | Torry Kraftson – aye |
| Connie Carlson – aye | Judy Seeberger – aye |
| Dan Johnson – aye    |                      |

Councilmember Seeberger introduced the following ordinance and moved its adoption:

**Ordinance #820**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING APPENDIX B – ZONING, SECTION 6 – ZONING DISTRICTS, PERMITTED  
USES, AND DIMENSIONAL STANDARDS OF THE BAYPORT CITY CODE**

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

- |                      |                      |
|----------------------|----------------------|
| Jon Nowaczek – aye   | Torry Kraftson – aye |
| Connie Carlson – aye | Judy Seeberger – aye |
| Dan Johnson – aye    |                      |

Councilmember Seeberger introduced the following resolution and moved its adoption, subject to the findings of fact as presented and the site improvements as listed on attachment #1:

**Resolution 10-22**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) TO ALLOW A LIMITED TRANSIT VEHICLE STORAGE FACILITY AT 204 2<sup>ND</sup> AVENUE SOUTH, LEGALLY DESCRIBED AS LOTS 9-10, BLOCK 75, BAYPORT, WASHINGTON COUNTY, MINNESOTA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to deny an ordinance amendment to Section 6 – B-1 Limited Business, to allow heavy commercial vehicle repair and maintenance as a conditional use in this zoning district, and a conditional use permit to allow heavy commercial vehicle repair and maintenance at 204 2<sup>nd</sup> Avenue South, subject to the findings of the Planning Commission and staff as discussed at the Planning Commission meetings, Public Hearing and City Council meetings. Motion carried.

Consider an ordinance amendment to Appendix B – Zoning of the Bayport City Code related to rezoning of land parcels: Assistant Administrator/Planner Taylor stated the proposed ordinance amendment is primarily a housekeeping item that will simplify Section 10 that provides a listing of land parcels that are rezoned within the city. In the past, a complete legal description of the parcels being rezoned had been included within the text of the ordinance. To simplify the text of the ordinance and save on printing costs, staff is proposing to create an index that would reference the rezoning of the land parcels and the date of adoption. The index would then correspond with amendments to the zoning map. A full copy of the resolution or ordinance adopting the rezoning, including the legal descriptions, would be kept permanently on file with city. However, it would not be included within the text of the ordinance. Notice of the Planning Commission’s public hearing was duly published in the Stillwater Gazette, and the Planning Commission voted to recommend approval of the ordinance amendment at its August 16, 2010 meeting.

Councilmember Kraftson introduced the following ordinance and moved its adoption:

**Ordinance #821**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING APPENDIX B – ZONING, SECTION 10 – REZONING ORDINANCES OF THE BAYPORT CITY CODE**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

Consider a one year contract extension with the Eckberg Law Firm to provide city legal services: Administrator Berg recommended the city’s contract for legal services with Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP, be extended until December 31, 2011, to assist with the transition of new councilmembers in 2011 and re-establish a rotation schedule for the city’s contracted services. As part

of the contract extension, the law firm has agreed to freeze their 2010 rates into 2011. Additionally, they have offered to freeze their rates through 2012, if the city were interested in a multiyear contract. Councilmembers voiced their support for periodic reviews of all contracted services and noted their approval of the services provided by the Eckberg law firm.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve a one year contract extension with Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP, from January 1, 2011 to December 31, 2011, provided they freeze both their general civil legal services and prosecution/public safety legal services at the 2010 rates for 2011.

Consider quotes for a new heating and air conditioning rooftop unit for City Hall: Administrator Berg reviewed the history of maintenance problems with the three rooftop air handling units (AHUs) at City Hall, specifically the one servicing the Police Department that has been out of service for several weeks. Quotes were solicited to either repair or replace the Police Department AHU, and it was determined that the cost of repair was nearly as much as the cost of a new AHU. Therefore, staff is recommending the purchase of a new AHU from Anderson Heating, Inc., for \$5,153.00, with funding from the Municipal Buildings Maintenance Fund.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to authorize the purchase of a new rooftop heating and air conditioning unit for City Hall, as quoted by Anderson Heating, Inc., at a cost of \$5,153.00. Motion carried.

Consider authorization to request proposals for auditing services for fiscal years 2011, 2012, and 2013: Administrator Berg noted the contract with Abdo, Eick & Meyers, LLP, our current auditors, ends December 31, 2010. He recommended the city solicit quotes for future auditing services for the fiscal years ending December 31, 2011, 2012 and 2013.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to authorize staff to prepare and solicit quotes for auditing services for the fiscal years ending December 31, 2011, 2012 and 2013. Motion carried.

Consider an I/I Capital Improvement Project: Engineer Peters reviewed the city's actions to date to address the Metropolitan Council Environmental Services (MCES) inflow/infiltration (I/I) surcharge that was assessed due to excessive I/I into their treatment system. Bayport's remaining I/I surcharge for 2010 and 2011 is \$77,616.00. Bayport has received a surcharge credit from the MCES in the past for study work done; however, the MCES may discontinue crediting cities if corrective work is not undertaken. In 2010, the eastern half and two smaller areas of the city's sanitary sewer were televised and manholes inspected. The results of the inspection work were reviewed. The city budgeted \$100,000.00 in 2010 for sanitary sewer improvements. Project costs to complete all repairs identified in the easterly half of the city are estimated at \$625,365.00. The investigation area was broken down into four smaller areas, and Engineer Peters recommended an I/I improvement project for two priority areas, lining the sanitary sewers on 5<sup>th</sup> Street North between 3<sup>rd</sup> Avenue North and 5<sup>th</sup> Avenue North and repairing the existing manholes in the area. The work would also include installation of a six inch drain pipe to collect existing and future sump pump discharges from private services. The estimated project cost is \$109,140.00. The estimated construction cost is \$87,312.00, which would allow the city to follow the 10-day bidding process. Administrator Berg noted the MCES may have grant funds available to offset the improvement costs, and the city will pursue the grant opportunity, if applicable.

Discussion followed on broadening the scope of the project because of the age of the water and sewer system and past and present root infiltration issues. Mayor Nowaczek recommended proceeding with a pipe lining program for all areas identified in the staff report, with an estimated cost of \$287,402.00, and deferring the manhole repairs at this time. Also, if grant funds become available as mentioned, this improvement would provide a great value and service to rate users. The western half of the city's sewer system is scheduled to be televised in 2011, and Engineer Peters does not believe the inspection will reveal as many issues as in the eastern half.

It was moved by Councilmember Kraftson and seconded by Councilmember Seeberger to authorize staff to prepare plans and specifications for the sewer linings identified in the August 30, 2010 SEH staff report in Areas 1-3, and the identified work along 5<sup>th</sup> Street North (directional bore and stubs for storm sewer connections). Motion carried.

The plans and specifications will be presented at the October 2010 City Council meeting.

Consider crosswalk signage at the intersection of 3<sup>rd</sup> Street and 2<sup>nd</sup> Avenue: Administrator Berg reviewed quotes from vendors for the purchase of a solar-powered, pedestrian-activated blinker sign system to replace the current school crossing signs at the corner of 3<sup>rd</sup> Street North and 2<sup>nd</sup> Avenue North. The Stillwater Area School District has indicated they would donate toward the project, specifically the purchase and installation of the pole kits for the signs, estimated at \$1,440.00. Tapco revised their quote to match that of School Zone Safety Supply, and staff recommends purchase from Tapco because their system does not require installation of a concrete post. MnDOT has given preliminary approval for installation of the new signs.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to accept the donation from the Stillwater Area School District to purchase the pole kit for two new blinker signs and to accept the quote from Tapco for the two new blinker signs and poles for a purchase price of \$6,595.00, excluding sales tax and shipping. Motion carried.

Consider a petition for curb, gutter, and stormwater improvement project on Second Avenue North (adjacent to People's Congregational Church): Administrator Berg reported he received a last minute request from People's Congregational Church to defer the improvement project request until next spring. City staff is working with the church to answer additional questions prior to submission of a formal petition and has also applied for a grant from the Middle St. Croix Watershed Management Organization for the installation of rain gardens in the area. Staff noted this item will be tabled until a petition is received for the improvement project.

2011 Budget Presentation: Administrator Berg presented the 2011 budget, including the goals, process, and conditions influencing the budget numbers, including cuts in state aid. He also noted the City Council may want to consider allocating additional funding for infrastructure improvements, particularly since the City Council authorized the expansion of the Inflow and Infiltration CIP. The budget was cut 9% in 2010, and another 1% cut is proposed in 2011, while maintaining essential services. A 6.89% tax levy increase is proposed, with the proposed levy at \$1,113,798.00. The process of implementing franchise fees was reviewed, with revenue from the fees accounting for the last two quarters in 2011. Debt service, bond balances, proposed 2011-2015 capital improvement projects and major fund balances were reviewed. Administrator Berg suggested the City Council may want to consider adding a stormwater fee to help pay for infrastructure costs. He noted that the demand for water and sewer services decreased substantially after the new rates were implemented, and the enterprise funds are projected to realize another loss in 2011. In summary, he noted that based on preliminary estimates, the

average home in Bayport would see an annual increase of approximately \$75.00 due to the levy increase, and an estimated \$30.00 in franchise fees. Administrator Berg recognized the assistance of staff in preparing the budget. Discussion followed on the impact that falling home values may have on taxes and the pros and cons of implementing franchise fees. Staff will prepare a draft franchise fee ordinance for discussion at the next meeting. If the franchise fees are implemented earlier than projected, the final budget proposal in December would reflect a decrease in the tax levy.

Councilmember Seeberger introduced the following resolution and moved its adoption:

**Resolution 10-23**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2011**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

Councilmember Seeberger introduced the following resolution, removing the debt service fund levy, and moved its adoption:

**Resolution 10-24**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S  
GENERAL FUND AND LIBRARY FUND AT \$1,113,798.00**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

Councilmember Seeberger introduced the following resolution and moved its adoption:

**Resolution 10-25**

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR  
2011 THROUGH 2015**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Dan Johnson – aye	

Administrator Berg noted that public input on the 2011 budget and levy would be heard at the December 6, 2010 City Council meeting at 6:00 p.m.

**COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Seeberger announced that Bayport has been approved as a Yellow Ribbon community, and a recognition proclamation will be announced on September 22<sup>nd</sup> in Farmington, Minnesota. Councilmember Seeberger and Police Chief Eastman will represent Bayport at the proclamation ceremony.

2. Councilmember Carlson mentioned a recent article in the Pioneer Press about the person who purchased the Lakeside Park log cabin from the city and rebuilt it in another location.

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

City Administrator update: Administrator Berg reviewed his August 30, 2010 administrator's report. In response to people receiving mixed messages from city staff, he reported that staff will be providing a checklist and more detailed information for people applying for building permits, as well as developing a policy addressing reimbursement for replacement of driveway aprons and curbs. Property issues on 5<sup>th</sup> Street South and 9<sup>th</sup> Street North were discussed. Councilmembers encouraged staff to work with residents who received a commitment from the city and to clarify each party's position on the respective issues.

#### **ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 9:10 p.m. Motion carried.

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City Administrator/Clerk

CITY OF BAYPORT

09/30/10 9:39 AM

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REVENUE SUMMARY YTD THRU 09/30/10

FUND	FUND Descr	2010 Budget	2010 YTD Amt	2010 % of Budget	2010 % of Budget Remain
101	GENERAL	\$1,892,354.12	\$976,889.98	51.62%	48.38%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
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	\$16,445.98	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$200.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$2,767.53	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$4,875.60	0.00%	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$3,941.92	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$19,409.47	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$9,000.00	0.00%	0.00%
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	\$664.34	0.00%	0.00%
211	LIBRARY	\$255,796.00	\$160,075.89	62.58%	37.42%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$30,022.85	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$1,327.50	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
601	WATER	\$307,454.00	\$70,462.13	22.92%	77.08%
602	SEWER	\$680,241.00	\$213,942.93	31.45%	68.55%
800	INVESTMENTS-POOLED	\$0.00	\$578,117.78	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$101,347.81	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,135,845.12	\$2,189,491.71	69.82%	30.18%

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MONTHLY RECEIPTS

Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	9/2/2010	\$7.25	1200 COPIES (\$0.25/PAGE) CASH-HAROLD R	R 101-00000-34105 USER FE
101	9/27/2010	\$25.00	1245 ASSESSMENT SEARCH ATTYS TITLE O	R 101-00000-34105 USER FE
101	9/2/2010	\$135.73	59 AMMO FUND ADJUSTMENT	G 101-10100 CASH
101	9/2/2010	\$135.73	59 AMMO FUND ADJUSTMENT	G 101-10100 CASH
101	9/2/2010	\$397.70	60 S&W PRACTICE	G 101-10100 CASH
101	9/2/2010	\$397.70	60 S&W PRACTICE	G 101-10100 CASH
101	8/30/2010	\$2.00	1186 BUILDING SURCHARGE M. Pelletier, #95	G 101-20104 STATE SURCHA
101	8/30/2010	\$14.50	1187 BUILDING SURCHARGE Minnesota Exteri	G 101-20104 STATE SURCHA
101	8/31/2010	\$0.50	1191 SIGN SURCHARGE - PERMANENT Richa	G 101-20104 STATE SURCHA
101	9/1/2010	\$0.60	1196 BUILDING SURCHARGE Mary Ann Ander	G 101-20104 STATE SURCHA
101	9/7/2010	\$14.50	1205 BUILDING SURCHARGE METCALF - #15	G 101-20104 STATE SURCHA
101	9/7/2010	\$0.50	1206 SIGN SURCHARGE - TEMPORARY Charli	G 101-20104 STATE SURCHA
101	9/9/2010	\$5.00	1213 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	9/16/2010	\$0.50	1223 BUILDING SURCHARGE ISABELLE GIES	G 101-20104 STATE SURCHA
101	9/22/2010	\$5.00	1235 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	9/22/2010	\$1.65	1236 BUILDING SURCHARGE TDB Builders	G 101-20104 STATE SURCHA
101	9/22/2010	\$1.50	1238 SIGN SURCHARGE - TEMPORARY ST. C	G 101-20104 STATE SURCHA
101	9/9/2010	\$3.44	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	9/2/2010	\$13.81	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	9/29/2010	\$13.75	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	9/23/2010	\$6.87	24 State Sales Tax	G 101-20603 SALES TAX PAY
101	9/9/2010	\$38.20	87 DENTAL DENTAL	G 101-27107 DELTA DENTAL
101	8/30/2010	\$38.20	1185 DELTA DENTAL Ken Hartung, #3391	G 101-27107 DELTA DENTAL
101	9/9/2010	\$509.65	87 MEDICA	G 101-27109 MEDICA
101	8/30/2010	\$509.65	1185 MEDICA Ken Hartung, #3391	G 101-27109 MEDICA
101	8/30/2010	\$33.31	1188 MEDICA K. Farnham, #1092402586	G 101-27109 MEDICA
101	9/9/2010	\$14.50	87 LIFE	G 101-27118 LINCOLN LIFE
101	9/9/2010	\$261.00	88 FEFUND PREMIUM FOR POLICY CANCE	G 101-27118 LINCOLN LIFE
101	9/9/2010	\$208.34	87 HEALTH SAVINGS ACCT	G 101-27122 H S A
101	8/30/2010	\$58.34	1188 HEALTH SAVING ACCT. K. Farnham	G 101-27122 H S A
101	9/20/2010	\$208.34	1221 HEALTH SAVING ACCT. MICHAEL MCG	G 101-27122 H S A
101	9/21/2010	\$13.46	1230 HEALTH SAVING ACCT. PMT FROM VER	G 101-27122 H S A
101	9/22/2010	\$50.00	1236 CONTRACTOR LICENSE - GENERAL TD	R 101-41910-32100 BUSINES
101	9/27/2010	\$30.00	1247 CONTRACTOR LICENSE - SPECIALTY B	R 101-41910-32100 BUSINES
101	9/2/2010	\$15.00	77 MICHAEL LYNER - SPECIAL EVENT APP	R 101-41910-32200 NONBUSI
101	8/31/2010	\$83.88	1191 SIGN PERMIT - PERMANENT Richard &	R 101-41910-32200 NONBUSI
101	9/7/2010	\$25.00	1206 SIGN PERMIT - TEMPORARY Charlie Hel	R 101-41910-32200 NONBUSI
101	9/13/2010	\$15.00	1215 SPECIAL EVENT APP - NONPROFIT/PU	R 101-41910-32200 NONBUSI
101	9/22/2010	\$75.00	1238 SIGN PERMIT - TEMPORARY ST. CHARL	R 101-41910-32200 NONBUSI
101	9/28/2010	\$15.00	1250 SPECIAL EVENT APP - NONPROFIT/PU	R 101-41910-32200 NONBUSI
101	8/30/2010	\$103.25	1186 BUILDING PERMIT M. Pelletier, #9526	R 101-41910-32210 BUILDING
101	8/30/2010	\$456.00	1187 BUILDING PERMIT Minnesota Exteriors, I	R 101-41910-32210 BUILDING
101	9/1/2010	\$47.75	1196 BUILDING PERMIT Mary Ann Andersen, #	R 101-41910-32210 BUILDING
101	9/7/2010	\$456.00	1205 BUILDING PERMIT METCALF - #15269	R 101-41910-32210 BUILDING
101	9/16/2010	\$41.25	1223 BUILDING PERMIT ISABELLE GIESEKE,	R 101-41910-32210 BUILDING
101	9/22/2010	\$103.25	1236 BUILDING PERMIT TDB Builders, #10019	R 101-41910-32210 BUILDING
101	9/22/2010	\$67.11	1236 PLAN REVIEW TDB Builders	R 101-41910-32210 BUILDING
101	9/9/2010	\$75.00	1213 PLUMBING PERMIT - RESIDENTIAL Pipel	R 101-41910-32220 PLUMBING
101	9/22/2010	\$75.00	1235 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI
101	9/23/2010	\$904.57	1231 BUILDING INSPECTIONS (LAKELAND) CI	R 101-41910-34103 LAKELAN
101	9/2/2010	\$3,011.00	78 REIMBURSEMENT ON PW VENTILATIO	E 101-41940-420 R & M BLDG
101	9/23/2010	\$500.00	90 OFFICER( 2DAYS) WILLMARTH	E 101-42100-102 OVERTIME
101	9/2/2010	-\$135.73	59 AMMO FUND ADJUSTMENT	E 101-42100-202 UNIFORMS -
101	9/2/2010	-\$397.70	60 S&W PRACTICE	E 101-42100-202 UNIFORMS -
101	9/9/2010	\$166.00	86 UNIFORM REIMBURSEMENT	E 101-42100-207 UNIFORMS -
101	9/2/2010	-\$397.70	60 S&W PRACTICE	E 101-42100-209 UNIFORMS -
101	9/9/2010	\$45.00	85 CELL PHONE REIMBURSEMENT	E 101-42100-321 COMMUNIC
101	9/16/2010	\$10.00	1222 PET LICENSE - SPAY/NEUT JON SPEIC	R 101-42100-32240 ANIMAL F
101	9/21/2010	\$10.00	1232 PET LICENSE - SPAY/NEUT David Levy,	R 101-42100-32240 ANIMAL F
101	9/7/2010	\$50.00	1204 POLICE ADMINISTRATIVE FEES CASH-	R 101-42100-33100 ADMINIST

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Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	9/16/2010	\$50.00	1222 POLICE ADMINISTRATIVE FEES JON SP	R 101-42100-33100 ADMINIST
101	9/13/2010	\$1.50	1218 POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	9/27/2010	\$7.25	1243 POLICE REPORTS CASH - VOORHEES	R 101-42100-34201 POLICE A
101	9/27/2010	\$4.00	1244 POLICE REPORTS LEXIS NEXUS #31744	R 101-42100-34201 POLICE A
101	9/23/2010	\$4,164.74	91 WASH FINE/FEE DISB AUG 2010	R 101-42100-35101 COURT FI
101	9/29/2010	\$490.59	1257 POLICE GRANT - SAFE & SOBER WASH	R 101-42100-36233 GRANTS
101	9/2/2010	-\$135.73	59 AMMO FUND ADJUSTMENT	E 101-42100-403 POLICE TR
101	9/20/2010	\$20.00	1225 BURNING PERMIT ALLEN KROENING C	R 101-42200-32200 NONBUSI
101	9/20/2010	\$20.00	1229 BURNING PERMIT DALE CURTIS CK#13	R 101-42200-32200 NONBUSI
101	9/23/2010	\$5,750.00	92 HWY95 SNOW REMOVAL	R 101-43100-36240 REFUND
101	9/2/2010	\$90.00	79 LAKESIDE PARK - BOAT TRAILER PARK	R 101-43200-34780 PARK FE
101	9/23/2010	\$300.00	90 BOAT TRAILER RENTAL	R 101-43200-34780 PARK FE
101	9/23/2010	\$100.00	90 FIREPLACE USAGE	R 101-43200-34780 PARK FE
101	9/23/2010	\$1,000.00	90 PICNIC SHELTER 2(DAYS)	R 101-43200-34780 PARK FE
101	9/23/2010	\$600.00	90 BEACH HOUSE RENTAL	R 101-43200-34780 PARK FE
101	8/26/2010	\$50.00	1183 PARK FIELD-COURT RENTAL FEE St.Cr	R 101-43200-34780 PARK FE
101	8/31/2010	\$150.00	1190 BEACHHOUSE - NONRESIDENT (4 HR) J	R 101-43200-34780 PARK FE
101	9/2/2010	\$50.00	1202 BEACHHOUSE - RESIDENT (4 HR) D. Re	R 101-43200-34780 PARK FE
101	9/7/2010	\$40.00	1208 BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FE
101	9/20/2010	\$100.00	1227 PICNIC SHELTER - RESIDENT ( 51-100)	R 101-43200-34780 PARK FE
101	9/23/2010	\$10.00	1240 BOAT TRAILER PARKING PERMIT DIAN	R 101-43200-34780 PARK FE
101	9/23/2010	\$40.00	1241 BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FE
101	9/27/2010	\$150.00	1248 PICNIC SHELTER - NONRESIDENT (50)	R 101-43200-34780 PARK FE
101	9/28/2010	\$50.00	1251 BEACHHOUSE - RESIDENT (4 HR) Matt	R 101-43200-34780 PARK FE
101	9/1/2010	\$400.00	1195 CEMETERY - OPEN/CLOSE GRAVE- CA	R 101-43300-34940 CEMETE
101	9/1/2010	\$100.00	1195 CEMETERY - SATURDAY BURIAL	R 101-43300-34940 CEMETE
101	9/1/2010	\$300.00	1195 CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE
101	9/8/2010	\$1,400.00	1211 CEMETERY - GRAVE D. Hallquist, #0917	R 101-43300-34940 CEMETE
101	9/13/2010	\$75.00	1216 CEMETERY - MARK HEADSTONE NON	R 101-43300-34940 CEMETE
101	9/13/2010	\$250.00	1216 CEMETERY - OPEN/CLOSE GRAVE - CR	R 101-43300-34940 CEMETE
101	9/13/2010	\$300.00	1216 CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE
101	9/13/2010	\$100.00	1217 CEMETERY - SET SINGLE MARKER	R 101-43300-34940 CEMETE
101	9/13/2010	\$700.00	1217 CEMETERY - GRAVE Simonet's #30048	R 101-43300-34940 CEMETE
101	9/13/2010	\$300.00	1217 CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE
101	9/20/2010	\$250.00	1226 CEMETERY - OPEN/CLOSE GRAVE - CR	R 101-43300-34940 CEMETE
101	9/27/2010	\$75.00	1246 CEMETERY - MARK HEADSTONE NON	R 101-43300-34940 CEMETE
FUND 101 GENERA		\$25,927.50		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN				
200	9/16/2010	\$4,754.00	89 JAN B. HORAK - PURCHASED OF FIRE	E 200-41600-530 CAPITAL O
FUND 202 DRUG FORFEITURE				
202	9/14/2010	\$917.00	1209 DRUG FORFEITURE CASE # 109502132	R 202-00000-36249 DRUG FO
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	9/9/2010	\$1.57	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	9/23/2010	\$18.31	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	9/29/2010	\$9.83	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	9/9/2010	\$51.73	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	9/16/2010	\$1.07	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	9/23/2010	\$17.59	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	9/29/2010	\$9.04	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	9/9/2010	\$1.50	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	9/16/2010	\$78.30	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	9/9/2010	\$82.55	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	9/16/2010	\$73.75	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	9/16/2010	\$1.06	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 206 WATER/		\$346.30		
<b>FUND 211 LIBRARY</b>				
211	8/31/2010	\$8.00	1165 LIBRARY SERVICE CHARGE ANNA LIG	R 211-45500-34760 LIBRARY
211	8/31/2010	\$2.10	1165 LIBRARY SERVICE CHARGE IRENE E. H	R 211-45500-34760 LIBRARY
211	8/31/2010	\$4.99	1165 LIBRARY SERVICE CHARGE RICHARD T	R 211-45500-34760 LIBRARY
211	8/31/2010	\$8.00	1165 LIBRARY SERVICE CHARGE JULL M. PH	R 211-45500-34760 LIBRARY
211	8/31/2010	\$60.00	1165 LIBRARY SERVICE CHARGE HOLLY WA	R 211-45500-34760 LIBRARY
211	8/31/2010	\$20.95	1165 LIBRARY SERVICE CHARGE STEPHEN	R 211-45500-34760 LIBRARY
211	8/31/2010	\$16.00	1165 LIBRARY SERVICE CHARGE DANIEL HE	R 211-45500-34760 LIBRARY
211	8/31/2010	\$3.00	1165 LIBRARY SERVICE CHARGE KATHERIN	R 211-45500-34760 LIBRARY
211	9/29/2010	\$8.00	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$4.00	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$5.60	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$32.00	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$16.00	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$28.00	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$6.00	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$50.99	1254 LIBRARY SERVICE CHARGE	R 211-45500-34760 LIBRARY
211	9/29/2010	\$70.00	1255 LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	9/29/2010	\$30.00	1256 LIBRARY RENT BERKLEY RISH ADMINI	R 211-45500-36220 RENTAL I
211	9/29/2010	\$65,000.00	1253 LIBRARY GRANTS FRED C. & KATHERI	R 211-45500-36233 GRANTS
211	8/31/2010	\$22.95	1192 LIBRARY REFUNDS & REIMB. PROF FE	R 211-45500-36240 REFUND
211	9/14/2010	\$1,043.30	1220 REFUNDS & REIMBURSTMENT FISCAL	R 211-45500-36240 REFUND
FUND 211 LIBRARY		\$66,439.88		
<b>FUND 601 WATER</b>				
601	9/9/2010	\$1.59	0 UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	9/9/2010	\$2.50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	9/9/2010	\$25.76	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	9/16/2010	\$8.87	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	9/9/2010	\$838.40	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	9/9/2010	\$6.88	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	9/9/2010	\$21.84	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	9/23/2010	\$164.49	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	9/29/2010	\$4.41	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	9/29/2010	\$10.00	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	9/29/2010	\$84.92	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	9/23/2010	\$1.59	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	9/23/2010	\$10.03	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	9/16/2010	\$2.27	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	9/16/2010	\$861.77	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	9/16/2010	\$8.50	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	9/9/2010	\$1.10	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	9/21/2010	\$1,000.00	1233 WATER CONNECTION - TO 1 IN MC DO	R 601-46120-34601 WATER H
601	9/21/2010	\$200.00	1233 WATER METER - TO 1 IN MC DONALD C	R 601-46120-34602 WATER M
601	9/21/2010	\$100.00	1233 WATER METER INSPECTION MC DONA	R 601-46120-34603 WATER H
601	9/9/2010	\$139.11	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	9/23/2010	\$114.56	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	9/16/2010	\$195.00	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	9/16/2010	\$1.06	0 UB UR Receipt Group 00 FINAL GROUP	R 601-46120-37110 WATER R
601	9/7/2010	\$25.00	1207 WATER SHUTOFF - BUS HRS Regis Title	R 601-46120-37110 WATER R
FUND 601 WATER		\$3,829.65		
<b>FUND 602 SEWER</b>				
602	9/9/2010	\$27.20	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	9/16/2010	\$718.59	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	9/16/2010	\$8.87	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	9/23/2010	\$165.67	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	9/16/2010	\$8.50	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN

CITY OF BAYPORT

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Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	9/9/2010	\$466.11	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	9/9/2010	\$21.84	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	9/16/2010	\$18,062.84	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	9/29/2010	\$78.14	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	9/29/2010	\$6.26	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	9/9/2010	\$2.50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	9/23/2010	\$10.03	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
FUND 602 SEWER		\$19,576.55		
		\$121,790.88		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 09/30/10

8 Month = 66.72

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$5,040.00	\$710.86	\$4,329.14	85.90%
41200	MAYOR & COUNCIL	\$133,020.00	\$126,831.69	\$6,188.31	4.65%
41240	RECYCLING	\$5,393.87	\$3,797.05	\$1,596.82	29.60%
41400	ADMINISTRATION	\$131,538.15	\$83,968.85	\$47,569.30	36.16%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$194,914.99	\$140,446.66	\$54,468.33	27.94%
41940	MUNICIPAL BUILDINGS	\$32,068.00	\$20,106.87	\$11,961.13	37.30%
42100	POLICE	\$647,138.50	\$456,944.24	\$190,194.26	29.39%
42200	FIRE PROTECTION	\$357,917.00	\$176,660.37	\$181,256.63	50.64%
43100	STREET MAINT	\$231,888.50	\$150,646.24	\$81,242.26	35.04%
43160	STREET LIGHTING	\$21,821.00	\$24,591.22	-\$2,770.22	-12.70%
43200	PARKS	\$63,782.91	\$52,794.47	\$10,988.44	17.23%
43300	CEMETERY	\$7,527.00	\$4,361.11	\$3,165.89	42.06%
44100	PROJECT	\$22,089.20	\$0.00	\$22,089.20	100.00%
FUND 101 GENERAL		\$1,854,139.12	\$1,241,859.63	\$612,279.49	33.02%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$70.00	-\$70.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$70.00	-\$70.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$265.39	-\$265.39	0.00%
FUND 210 K-9 UNIT		\$0.00	\$265.39	-\$265.39	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$255,796.00	\$172,819.69	\$82,976.31	32.44%
FUND 211 LIBRARY		\$255,796.00	\$172,819.69	\$82,976.31	32.44%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$15,123.00	-\$15,123.00	0.00%
43300	CEMETERY	\$0.00	\$682.93	-\$682.93	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$15,805.93	-\$15,805.93	0.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$1,443.11	-\$1,443.11	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$1,443.11	-\$1,443.11	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$2,074.66	-\$2,074.66	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$2,074.66	-\$2,074.66	0.00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 09/30/10

8 Month = 66.72

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$56,532.00	-\$56,532.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	-\$4,011.00	\$4,011.00	0.00%
IFUND 415 MUNICIPAL BLDGS MAINT					
		\$0.00	\$52,521.00	-\$52,521.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
IFUND 416 PERRO CREEK OUTLET					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$45,200.00	\$22,618.39	\$22,581.61	49.96%
46120	WATER	\$395,860.00	\$168,847.21	\$227,012.79	57.35%
IFUND 601 WATER					
		\$441,060.00	\$191,465.60	\$249,594.40	56.59%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$340,025.00	\$163,056.22	\$176,968.78	52.05%
46990	SEWER - NON-OPERATING	\$315,072.00	\$229,369.36	\$85,702.64	27.20%
IFUND 602 SEWER					
		\$655,097.00	\$392,425.58	\$262,671.42	40.10%
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%
IFUND 800 INVESTMENTS-POOLED					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
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	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTL	\$0.00	\$11,607.02	-\$11,607.02	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$4,372.39	-\$4,372.39	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$119.00	-\$119.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$1,661.24	-\$1,661.24	0.00%
80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$1,703.66	-\$1,703.66	0.00%
80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$46.00	-\$46.00	0.00%
IFUND 803 P & Z ESCROWS					
		\$0.00	\$19,509.31	-\$19,509.31	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%

CITY OF BAYPORT

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EXPENSE SUMMARY YTD THRU 09/30/10

8 Month = 66.72

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,206,092.12	\$2,090,259.90	\$1,115,832.22	34.80%

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>FUND 101 GENERAL</b>									
<b>DEPT 41100 ELECTIONS</b>									
TAYLOR, SARA	101	9/14/2010	\$5.00	E	41100	220	MILEAGE & ELECTION FO	OPERATING SUP	032416
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>									
	101	9/19/2010	\$1,312.85	E	41200	101	Labor Distribution	WAGES AND SAL	
	101	9/19/2010	\$81.40	E	41200	122	Labor Distribution	CONT TO RET., S	
	101	9/19/2010	\$19.03	E	41200	170	Labor Distribution	MEDICARE	
MITCH BERG	101	9/14/2010	\$2.23	E	41200	201	LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
HUFTEL, KAREN	101	9/14/2010	\$0.52	E	41200	201	REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
U S BANK VISA	101	9/30/2010	\$3.06	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	032436
QUILL	101	9/28/2010	\$3.84	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
INNOVATIVE OFFICE SOLUTI	101	9/15/2010	\$1.94	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
A & J ENGRAVING INC	101	9/22/2010	\$32.14	E	41200	201	VERN THOMPSON RETIR	OFFICE SUPPLIE	
QUILL	101	9/28/2010	\$2.62	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
ECKBERG, LAMMERS, BRIG	101	9/9/2010	-\$475.00	E	41200	300	PROSECUTION	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$175.00	E	41200	300	EISINGER TERMINATION	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$70.00	E	41200	300	ICE ROAD EASEMENT	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$49.00	E	41200	300	CONSULT WITH CITY WA	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$42.00	E	41200	300	KANIA REQUEST INFORM	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$70.00	E	41200	300	REVISE KANIA LETTER	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$105.00	E	41200	300	CITY ADMIN REVIEW FEN	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$140.00	E	41200	300	PREPARE FOR CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$140.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$28.00	E	41200	300	PROFESSIONAL SERVICE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/15/2010	\$49.00	E	41200	300	MITCH & SARA FENCE M	PROF SER-LEGAL	
S E H	101	9/22/2010	\$73.50	E	41200	301	CC MTG	PROF SER-ENGIN	
S E H	101	9/22/2010	\$172.51	E	41200	301	STAFF MTG.	PROF SER-ENGIN	
S E H	101	9/22/2010	\$157.51	E	41200	301	SEWER POLICY REVIEW	PROF SER-ENGIN	
S E H	101	9/22/2010	\$236.28	E	41200	301	DRIVEWAY PERMIT REVI	PROF SER-ENGIN	
COMPLETE HEALTH ENVIRO	101	9/15/2010	\$372.08	E	41200	306	AUGUST MAINTENANCE	PROF SER-OTHE	
STILLWATER GAZETTE	101	9/22/2010	\$12.68	E	41200	350	ORDINANCE SUMMARY	PRINTING & PUBL	
STILLWATER GAZETTE	101	9/22/2010	\$11.41	E	41200	350	ORDINANCE SUMMARY	PRINTING & PUBL	
STILLWATER GAZETTE	101	9/15/2010	\$24.09	E	41200	350	PUBLIC HEARING LOWER	PRINTING & PUBL	
LEAGUE OF MINNESOTA CIT	101	9/22/2010	\$3,091.00	E	41200	433	MEMBERSHIP DUES 2010	DUES & MEMBER	
LEAGUE OF MINNESOTA CIT	101	9/22/2010	\$20.00	E	41200	433	DUES MAYOR ASSOC.ME	DUES & MEMBER	
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>			<b>\$6,023.69</b>						
<b>DEPT 41240 RECYCLING</b>									
	101	9/14/2010	\$94.39	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	8/31/2010	\$94.39	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$94.39	E	41240	101	Labor Distribution	WAGES AND SAL	
	101	9/14/2010	\$6.60	E	41240	121	Labor Distribution	P E R A	
	101	8/31/2010	\$6.60	E	41240	121	Labor Distribution	P E R A	
	101	9/28/2010	\$6.60	E	41240	121	Labor Distribution	P E R A	
	101	8/31/2010	\$5.83	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	9/28/2010	\$5.83	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	9/14/2010	\$5.83	E	41240	122	Labor Distribution	CONT TO RET., S	
	101	9/14/2010	\$2.49	E	41240	126	Labor Distribution	H S A	
	101	8/31/2010	\$2.49	E	41240	126	Labor Distribution	H S A	
	101	9/28/2010	\$2.49	E	41240	126	Labor Distribution	H S A	
	101	8/31/2010	\$9.68	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$4.76	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	9/28/2010	\$9.99	E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$1.37	E	41240	170	Labor Distribution	MEDICARE	
	101	9/28/2010	\$1.37	E	41240	170	Labor Distribution	MEDICARE	
	101	8/31/2010	\$1.37	E	41240	170	Labor Distribution	MEDICARE	
YAMINAH OLIVER	101	8/31/2010	\$7.50	E	41240	302	AUGUST 2010	CONTRACT SERV	032313
YAMINAH OLIVER	101	9/28/2010	\$7.50	E	41240	302	9-2-10/9-30-10	CONTRACT SERV	032434

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	Amount ct	A	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
ARNOLD RONDEAU	101	9/22/2010	\$30.00	E	41240	370	RECYCLING RECIPIENT	RECYCLING INCE	
DEPT 41240 RECYCLING			\$401.47						
DEPT 41400 ADMINISTRATION									
	101	8/31/2010	\$3,100.30	E	41400	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$3,111.04	E	41400	101	Labor Distribution	WAGES AND SAL	
	101	9/14/2010	\$3,113.36	E	41400	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$217.79	E	41400	121	Labor Distribution	P E R A	
	101	8/31/2010	\$217.03	E	41400	121	Labor Distribution	P E R A	
	101	9/14/2010	\$217.95	E	41400	121	Labor Distribution	P E R A	
	101	9/14/2010	\$191.30	E	41400	122	Labor Distribution	CONT TO RET., S	
	101	9/28/2010	\$191.15	E	41400	122	Labor Distribution	CONT TO RET., S	
	101	8/31/2010	\$190.49	E	41400	122	Labor Distribution	CONT TO RET., S	
	101	8/31/2010	\$171.99	E	41400	126	Labor Distribution	H S A	
	101	9/14/2010	\$171.99	E	41400	126	Labor Distribution	H S A	
	101	9/28/2010	\$171.99	E	41400	126	Labor Distribution	H S A	
	101	9/28/2010	\$532.22	E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$319.10	E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	8/31/2010	\$547.88	E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	9/28/2010	\$44.70	E	41400	170	Labor Distribution	MEDICARE	
	101	8/31/2010	\$44.55	E	41400	170	Labor Distribution	MEDICARE	
	101	9/14/2010	\$44.73	E	41400	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	9/30/2010	\$18.39	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	032436
INNOVATIVE OFFICE SOLUTI	101	9/15/2010	\$11.69	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HUFTEL, KAREN	101	9/14/2010	\$3.17	E	41400	201	REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
MITCH BERG	101	9/14/2010	\$0.02	E	41400	201	LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
QUILL	101	9/28/2010	\$15.74	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	9/28/2010	\$23.08	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
YAMINAH OLIVER	101	8/31/2010	\$70.00	E	41400	302	AUGUST 2010	CONTRACT SERV	032313
YAMINAH OLIVER	101	9/28/2010	\$70.00	E	41400	302	9-2-10/9-30-10	CONTRACT SERV	032434
TAYLOR, SARA	101	9/14/2010	\$74.00	E	41400	400	MILEAGE & ELECTION FO	USE OF PERSON	032416
MITCH BERG	101	9/14/2010	\$2.50	E	41400	400	LABEL MAKER & MILEAG	USE OF PERSON	032415
TR COMPUTER SALES LLC	101	9/15/2010	\$36.00	E	41400	416		REPAIR/MAINT O	
MUNICIPAL CLERKS AND FIN	101	9/15/2010	\$35.00	E	41400	433	TAYLOR-2010 MEMBERS	DUES & MEMBER	032418
DEPT 41400 ADMINISTRATION			\$12,959.15						
DEPT 41910 PLANNING & ZONING									
	101	9/14/2010	\$5,022.97	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$5,042.82	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	8/31/2010	\$5,019.00	E	41910	101	Labor Distribution	WAGES AND SAL	
	101	8/31/2010	\$351.36	E	41910	121	Labor Distribution	P E R A	
	101	9/28/2010	\$353.02	E	41910	121	Labor Distribution	P E R A	
	101	9/14/2010	\$351.63	E	41910	121	Labor Distribution	P E R A	
	101	8/31/2010	\$308.05	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	9/14/2010	\$308.30	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	9/28/2010	\$309.53	E	41910	122	Labor Distribution	CONT TO RET., S	
	101	9/14/2010	\$310.09	E	41910	126	Labor Distribution	H S A	
	101	8/31/2010	\$310.09	E	41910	126	Labor Distribution	H S A	
	101	9/28/2010	\$310.09	E	41910	126	Labor Distribution	H S A	
	101	9/28/2010	\$857.17	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$559.80	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	8/31/2010	\$866.79	E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	9/28/2010	\$72.39	E	41910	170	Labor Distribution	MEDICARE	
	101	8/31/2010	\$72.05	E	41910	170	Labor Distribution	MEDICARE	
	101	9/14/2010	\$72.11	E	41910	170	Labor Distribution	MEDICARE	
MITCH BERG	101	9/14/2010	\$11.27	E	41910	201	LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
U S BANK VISA	101	9/30/2010	\$15.33	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	032436
INNOVATIVE OFFICE SOLUTI	101	9/15/2010	\$9.74	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HUFTEL, KAREN	101	9/14/2010	\$2.64	E	41910	201	REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
QUILL	101	9/28/2010	\$19.24	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Desc	Check Nbr
QUILL	101	9/28/2010	\$13.11 E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	101	9/9/2010	\$141.61 E	41910	212	FUEL - VEHICLES	MOTOR FUELS &	032408
YAMINAH OLIVER	101	8/31/2010	\$62.50 E	41910	302	AUGUST 2010	CONTRACT SERV	032313
YAMINAH OLIVER	101	9/28/2010	\$62.50 E	41910	302	9-2-10/9-30-10	CONTRACT SERV	032434
BUCKLEY, JOHN	101	8/31/2010	\$31.00 E	41910	400	MILEAGE REIMBURSEME	USE OF PERSON	032301
TAYLOR, SARA	101	9/14/2010	\$74.00 E	41910	400	MILEAGE & ELECTION FO	USE OF PERSON	032416
TR COMPUTER SALES LLC	101	9/15/2010	\$30.00 E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT O	
DEPT 41910 PLANNING & ZONING			\$20,970.20					
DEPT 41940 MUNICIPAL BUILDINGS								
SERVICEMASTER	101	9/22/2010	\$300.00 E	41940	302	CLEANING SERVICE FOR	CONTRACT SERV	
OFFICE OF ENT TECHNOLO	101	9/16/2010	\$432.22 E	41940	321	PHONES	COMMUNICATION	
COMCAST	101	9/28/2010	\$34.95 E	41940	321	HIGH SPEED INTERNET	COMMUNICATION	
CHRIS AMDAHL LOCKSMITH,	101	9/29/2010	\$423.90 E	41940	420	ENTRANCE LOCK @ PW	R & M BLDGS, ST	
J H LARSON CO	101	9/22/2010	\$429.26 E	41940	420	CITY HALL LIGHT BULBS	R & M BLDGS, ST	
J H LARSON CO	101	9/22/2010	\$475.95 E	41940	420	CITY HALL & FIRE DEPT.	R & M BLDGS, ST	
DEPT 41940 MUNICIPAL BUILDINGS			\$2,096.28					
DEPT 42100 POLICE								
	101	9/28/2010	\$1,144.22 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	8/31/2010	\$1,427.57 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	9/14/2010	\$596.55 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	8/31/2010	\$12,352.66 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$12,359.66 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	9/14/2010	\$11,629.31 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$303.00 E	42100	102	Labor Distribution	OVERTIME	
	101	9/14/2010	\$1,391.88 E	42100	102	Labor Distribution	OVERTIME	
	101	8/31/2010	\$1,120.84 E	42100	102	Labor Distribution	OVERTIME	
	101	8/31/2010	\$1,955.52 E	42100	121	Labor Distribution	P E R A	
	101	9/28/2010	\$1,816.40 E	42100	121	Labor Distribution	P E R A	
	101	9/14/2010	\$1,829.59 E	42100	121	Labor Distribution	P E R A	
	101	9/28/2010	\$61.74 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	9/14/2010	\$44.28 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	8/31/2010	\$68.42 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	8/31/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	9/28/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	9/14/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	8/31/2010	\$1,857.67 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$895.72 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	9/28/2010	\$1,816.94 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$196.06 E	42100	170	Labor Distribution	MEDICARE	
	101	8/31/2010	\$214.68 E	42100	170	Labor Distribution	MEDICARE	
	101	9/28/2010	\$198.81 E	42100	170	Labor Distribution	MEDICARE	
HUFTEL, KAREN	101	9/14/2010	\$2.64 E	42100	201	REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
U S BANK VISA	101	9/30/2010	\$15.33 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	032436
INNOVATIVE OFFICE SOLUTI	101	9/15/2010	\$9.74 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	101	9/28/2010	\$19.24 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
MITCH BERG	101	9/14/2010	\$11.27 E	42100	201	LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
QUILL	101	9/28/2010	\$13.11 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
	101	9/2/2010	-\$397.70 E	42100	202	S&W PRACTICE	UNIFORMS - MISC	
	101	9/2/2010	-\$135.73 E	42100	202	AMMO FUND ADJUSTMEN	UNIFORMS - MISC	
UNIFORMS UNLIMITED	101	9/27/2010	\$999.99 E	42100	202	BODY ARMOR - CHAD JO	UNIFORMS - MISC	
	101	9/2/2010	-\$397.70 E	42100	209	S&W PRACTICE	UNIFORMS - WILL	
UNIFORMS UNLIMITED	101	9/14/2010	\$393.10 E	42100	210	OPERATING MATERIAL -	UNIFORMS - LUN	
UNIFORMS UNLIMITED	101	9/21/2010	\$270.67 E	42100	210	LUND - POLICE DEPT.	UNIFORMS - LUN	
WYNIA, DAVID	101	9/28/2010	\$85.00 E	42100	211	BINOCULAR - UNIFORM P	UNIFORMS -WYNI	032433
WASHINGTON COUNTY SHE	101	9/21/2010	\$1,294.73 E	42100	212	AUG 2010 540.8 GAL FUE	MOTOR FUELS &	
ECKBERG, LAMMERS, BRIG	101	9/9/2010	\$2,249.73 E	42100	300	PROSECUTION	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	9/9/2010	\$6.60 E	42100	300	PROSECUTION	PROF SER-LEGAL	
VERIZON WIRELESS	101	9/14/2010	\$78.06 E	42100	321	PHONES - POLICE DEPT.	COMMUNICATION	032417

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VERIZON WIRELESS	101	9/9/2010	\$155.73 E	42100	321	PHONES - POLICE DEPT.	COMMUNICATION	032407
WASHINGTON COUNTY PUB	101	9/29/2010	\$1,200.24 E	42100	391	3RD QTR JUL-SEPT. 2010	SHARED AUTOMA	
JOHN E REID & ASSOCIATES	101	9/9/2010	\$420.00 E	42100	403	WYNIA 3 DAY INTERVIEW	POLICE TRAININ	
U S BANK VISA	101	9/30/2010	\$403.00 E	42100	403	GANDER MOUNTAIN	POLICE TRAININ	032437
	101	9/2/2010	-\$135.73 E	42100	403	AMMO FUND ADJUSTMEN	POLICE TRAININ	
CENTURY AVENUE COLLISI	101	9/27/2010	\$1,006.92 E	42100	412	2509 K9 UNIT - POLICE D	REP & MAINT VE	
TR COMPUTER SALES LLC	101	9/15/2010	\$30.00 E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT O	
U S BANK VISA	101	8/31/2010	\$2.38 E	42100	444	HOLIDAY STORE	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$120.52 E	42100	444	PIZZA HUT	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$87.74 E	42100	444	WAL-MART	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$120.52 E	42100	444	PIZZA HUT	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$16.04 E	42100	444	WAL-MART	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$21.71 E	42100	444	OFFICE MAX	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$47.58 E	42100	444	TARGET	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$334.23 E	42100	444	SUBWAY	COMMUNITY PRO	032310
U S BANK VISA	101	8/31/2010	\$865.80 E	42100	444	4IMPRINT	COMMUNITY PRO	032310
DEPT 42100 POLICE			\$64,257.58					
DEPT 42200 FIRE PROTECTION								
	101	9/19/2010	\$583.33 E	42200	101	Labor Distribution	WAGES AND SAL	
	101	9/19/2010	\$32.03 E	42200	122	Labor Distribution	CONT TO RET., S	
	101	9/19/2010	\$7.50 E	42200	170	Labor Distribution	MEDICARE	
W.S.DARLEY & CO	101	9/23/2010	\$121.50 E	42200	202	OPERATING MATERIAL -	UNIFORMS - MISC	
HOLIDAY FLEET	101	9/9/2010	\$714.38 E	42200	212	FUEL - VEHICLES	MOTOR FUELS &	032408
W.S.DARLEY & CO	101	9/23/2010	\$106.65 E	42200	220	OPERATING MATERIAL -	OPERATING SUP	
GRAFIX SHOPPE	101	9/23/2010	\$333.55 E	42200	220	VEHICLE MAINT. - FIRE D	OPERATING SUP	
JASON SEVERSON	101	9/23/2010	\$60.00 E	42200	220	STRAW FOR LIVE BURM	OPERATING SUP	032422
NEXTEL COMMUNICATIONS	101	9/23/2010	\$168.84 E	42200	321	PHONES - FIRE DEPT.	COMMUNICATION	032421
MUNICIPAL EMERGENCY SE	101	9/23/2010	\$750.11 E	42200	419	HUD DRIVER MODULE - FI	REPAIR & MAINT	
DEPT 42200 FIRE PROTECTION			\$2,877.89					
DEPT 43100 STREET MAINT								
	101	8/31/2010	\$1,015.00 E	43100	050	Labor Distribution	SEASONAL/PART	
	101	9/28/2010	\$818.75 E	43100	050	Labor Distribution	SEASONAL/PART	
	101	9/14/2010	\$928.13 E	43100	050	Labor Distribution	SEASONAL/PART	
	101	9/28/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL	
	101	8/31/2010	\$3,060.80 E	43100	101	Labor Distribution	WAGES AND SAL	
	101	9/14/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL	
	101	9/28/2010	\$336.00 E	43100	102	Labor Distribution	OVERTIME	
	101	8/31/2010	\$214.26 E	43100	121	Labor Distribution	P E R A	
	101	9/28/2010	\$155.12 E	43100	121	Labor Distribution	P E R A	
	101	9/14/2010	\$131.60 E	43100	121	Labor Distribution	P E R A	
	101	9/28/2010	\$186.89 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	9/14/2010	\$172.85 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	8/31/2010	\$249.44 E	43100	122	Labor Distribution	CONT TO RET., S	
	101	8/31/2010	\$124.04 E	43100	126	Labor Distribution	H S A	
	101	9/28/2010	\$124.15 E	43100	126	Labor Distribution	H S A	
	101	9/14/2010	\$124.04 E	43100	126	Labor Distribution	H S A	
	101	8/31/2010	\$384.53 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	9/14/2010	\$228.01 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	9/28/2010	\$347.68 E	43100	131	Labor Distribution	CONT TO EMPLO	
	101	9/28/2010	\$43.72 E	43100	170	Labor Distribution	MEDICARE	
	101	8/31/2010	\$58.33 E	43100	170	Labor Distribution	MEDICARE	
	101	9/14/2010	\$40.43 E	43100	170	Labor Distribution	MEDICARE	
QUILL	101	9/28/2010	\$3.84 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
MITCH BERG	101	9/14/2010	\$2.25 E	43100	201	LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
INNOVATIVE OFFICE SOLUTI	101	9/15/2010	\$1.94 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
HUFTEL, KAREN	101	9/14/2010	\$0.52 E	43100	201	REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
QUILL	101	9/28/2010	\$2.62 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	101	9/30/2010	\$3.06 E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIE	032436

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U S BANK VISA	101	9/29/2010	\$120.23 E	43100	205	WEARGUARD	UNIFORMS - JOS	032435
HOLIDAY FLEET	101	9/9/2010	\$403.22 E	43100	212	FUEL - VEHICLES	MOTOR FUELS &	032408
SHERWIN WILLIAMS LC	101	9/22/2010	\$77.07 E	43100	220	TRAFFIC PAINT	OPERATING SUP	
SHERWIN WILLIAMS LC	101	9/9/2010	\$96.36 E	43100	220	TRAFFIC PAINT	OPERATING SUP	
SHERWIN WILLIAMS LC	101	9/22/2010	\$135.94 E	43100	220	TRAFFIC PAINT	OPERATING SUP	
AGGREGATE INDUSTRIES	101	9/9/2010	\$69.71 E	43100	225	WINTER SAND	SALT & SAND PU	
STILLWATER MEDICAL GRO	101	9/22/2010	\$142.00 E	43100	302	D.O.T. DRUG TESTING	CONTRACT SERV	
PROFESSIONAL WIRELESS	101	9/28/2010	\$265.25 E	43100	323	BASE RADIO REPAIR	RADIOS-REPAIR	
BAUER BUILT	101	9/28/2010	\$172.13 E	43100	412	BOBCAT TIRES	REP & MAINT VE	
CENTURY POWER EQUIPME	101	9/22/2010	\$5.61 E	43100	412	FUEL CAP	REP & MAINT VE	
TR COMPUTER SALES LLC	101	9/15/2010	\$6.00 E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT O	
BRYAN ROCK PRODUCTS IN	101	9/9/2010	\$119.61 E	43100	421	LIMEROCK GRAVEL	REPAIR & MAINT	
MENARDS-STILLWATER	101	9/22/2010	\$16.29 E	43100	421	WEDGE BOLTS	REPAIR & MAINT	
DEPT 43100 STREET MAINT			\$14,147.42					
DEPT 43200 PARKS								
	101	9/28/2010	\$528.00 E	43200	050	Labor Distribution	SEASONAL/PART	
	101	8/26/2010	\$6,461.55 E	43200	111	Labor Distribution	SEVERANCE PAY	
	101	9/28/2010	\$32.74 E	43200	122	Labor Distribution	CONT TO RET., S	
	101	9/28/2010	\$7.66 E	43200	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	9/29/2010	\$44.96 E	43200	202	WEARGUARD	UNIFORMS - MISC	032435
CARQUEST AUTO PARTS	101	9/9/2010	\$13.20 E	43200	212	OIL FILTERS	MOTOR FUELS &	
HOLIDAY FLEET	101	9/9/2010	\$262.05 E	43200	212	FUEL - VEHICLES	MOTOR FUELS &	032408
CENTURY POWER EQUIPME	101	9/9/2010	\$14.94 E	43200	212	OIL FILTERS	MOTOR FUELS &	
U S BANK VISA	101	9/29/2010	-\$76.83 E	43200	220	MILLS FLEET FARM	OPERATING SUP	032435
TR COMPUTER SALES LLC	101	9/15/2010	\$6.00 E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT O	
MENARDS-STILLWATER	101	9/9/2010	\$27.36 E	43200	420	HARDWARE VOLLEY BAL	R & M BLDGS, ST	
M/A ASSOCIATES INC	101	9/28/2010	\$45.07 E	43200	420	T.P. DISPENSERS - PARK	R & M BLDGS, ST	
J H LARSON CO	101	9/22/2010	\$399.93 E	43200	420	BEACH HOUSE LIGHT BU	R & M BLDGS, ST	
AIR FRESH PORTABLE TOIL	101	9/29/2010	\$252.49 E	43200	425	MTHLY RENTAL 10/3/10-1	SATILLITIES	
AIR FRESH PORTABLE TOIL	101	9/9/2010	\$252.49 E	43200	425	3 MTHLY RENTAL	SATILLITIES	
DEPT 43200 PARKS			\$8,271.61					
DEPT 43300 CEMETERY								
HOLIDAY FLEET	101	9/9/2010	\$68.42 E	43300	212	FUEL - VEHICLES	MOTOR FUELS &	032408
LANDSCAPES BY MARK	101	9/22/2010	\$250.00 E	43300	310	GRAVE OPENING	GRAVE OPENING	
CENTURY POWER EQUIPME	101	9/28/2010	\$14.16 E	43300	412	FUEL CAP	REP & MAINT VE	
CENTURY POWER EQUIPME	101	9/9/2010	\$203.90 E	43300	412	J.D. RIDER	REP & MAINT VE	
DEPT 43300 CEMETERY			\$536.48					
FUND 101 GENERAL			\$132,546.77					
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN								
DEPT 41600 CAPITAL OUTLAY								
OAKDALE FIRE DEPARTMEN	200	9/13/2010	\$19,500.00 E	41600	530	PURCHASED 2004 CHEV	CAPITAL OUTLAY	032409
FUND 207 PARK IMPROVEMENT FUND								
DEPT 44100 PROJECT								
SANDERS WACKER BERGLY	207	9/22/2010	\$450.00 E	44100	306	BARKER'S ALPS	PROF SER-OTHE	
FUND 211 LIBRARY								

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DEPT 45500 LIBRARY								
	211	9/14/2010	\$2,158.18 E	45500	050	Labor Distribution	SEASONAL/PART	
	211	9/28/2010	\$2,148.45 E	45500	050	Labor Distribution	SEASONAL/PART	
	211	8/31/2010	\$2,006.88 E	45500	050	Labor Distribution	SEASONAL/PART	
	211	9/14/2010	\$2,925.54 E	45500	101	Labor Distribution	WAGES AND SAL	
	211	8/31/2010	\$2,925.54 E	45500	101	Labor Distribution	WAGES AND SAL	
	211	9/28/2010	\$2,925.54 E	45500	101	Labor Distribution	WAGES AND SAL	
	211	8/31/2010	\$328.81 E	45500	121	Labor Distribution	P E R A	
	211	9/28/2010	\$331.97 E	45500	121	Labor Distribution	P E R A	
	211	9/14/2010	\$341.77 E	45500	121	Labor Distribution	P E R A	
	211	9/14/2010	\$308.16 E	45500	122	Labor Distribution	CONT TO RET., S	
	211	9/28/2010	\$307.56 E	45500	122	Labor Distribution	CONT TO RET., S	
	211	8/31/2010	\$298.78 E	45500	122	Labor Distribution	CONT TO RET., S	
	211	8/31/2010	\$82.69 E	45500	126	Labor Distribution	H S A	
	211	9/14/2010	\$82.69 E	45500	126	Labor Distribution	H S A	
	211	9/28/2010	\$82.69 E	45500	126	Labor Distribution	H S A	
	211	9/14/2010	\$158.82 E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	8/31/2010	\$315.85 E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	9/28/2010	\$315.88 E	45500	131	Labor Distribution	CONT TO EMPLO	
	211	9/14/2010	\$72.08 E	45500	170	Labor Distribution	MEDICARE	
	211	8/31/2010	\$69.88 E	45500	170	Labor Distribution	MEDICARE	
	211	9/28/2010	\$71.94 E	45500	170	Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	211	9/27/2010	\$97.46 E	45500	201	OFFICE SUPPLIES - LIBR	OFFICE SUPPLIE	
BAKER & TAYLOR	211	9/27/2010	\$10.38 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$15.51 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$15.51 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$18.37 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$18.37 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$235.76 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$10.40 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$14.40 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$44.25 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$18.27 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$9.75 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$24.03 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$9.75 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$27.08 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$27.70 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$64.22 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$41.52 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$62.34 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$39.32 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$145.06 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$33.96 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$12.99 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$13.82 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$33.96 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$28.79 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$16.24 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$19.36 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$22.70 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$53.12 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$19.27 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$23.55 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$60.82 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$4.43 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$7.17 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$28.45 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$21.29 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$90.91 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$15.24 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$12.78 E	45500	217	BOOKS-LIBRARY	MATERIALS & PR	

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BAKER & TAYLOR	211	9/27/2010	\$15.97 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$30.41 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$60.21 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$265.27 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$29.91 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$14.37 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$9.72 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$25.97 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$88.54 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$39.99 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$9.97 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$126.40 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$14.29 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	9/27/2010	\$11.67 E	45500	217 BOOKS-LIBRARY	MATERIALS & PR	
SHARON SIPPEL	211	9/27/2010	\$1,125.00 E	45500	302 CLEANING SERVICE - LIB	CONTRACT SERV	
WASHINGTON COUNTY LIBR	211	9/27/2010	\$139.10 E	45500	321 SEPT. 2010 DATA LINE	COMMUNICATION	
OFFICE OF ENT TECHNOLO	211	9/27/2010	\$69.78 E	45500	321 PHONES - LIBRARY	COMMUNICATION	
COMCAST	211	9/27/2010	\$5.05 E	45500	321 LIBRARY	COMMUNICATION	
WASHINGTON COUNTY LIBR	211	9/27/2010	\$129.10 E	45500	391 REFERENCE DATABASE - L	SHARED AUTOMA	
WASHINGTON COUNTY LIBR	211	9/27/2010	\$95.92 E	45500	391 LIBRARY SHARE OF PAR	SHARED AUTOMA	
WYZCO GROUP, LLC	211	9/27/2010	\$50.00 E	45500	416 ONSITE VISIT FOR PRINT	REPAIR/MAINT O	
TOSHIBA BUSINESS SOLUTI	211	9/27/2010	\$18.41 E	45500	416 BAND - LIBRARY	REPAIR/MAINT O	
MENARDS-STILLWATER	211	9/14/2010	\$87.62 E	45500	420 LIBRARY - BLG. MAINT.	R & M BLDGS, ST	032414
J H LARSON CO	211	9/27/2010	\$48.71 E	45500	420 BLG. MAINT. - LIBRARY	R & M BLDGS, ST	
ECOWATER	211	9/27/2010	\$8.25 E	45500	420 MTHLY RENT ON COLD C	R & M BLDGS, ST	
PLUNKETT'S PEST CONTRO	211	9/27/2010	\$165.40 E	45500	420 CLUSTER FLY SERVICE -	R & M BLDGS, ST	
DEPT 45500 LIBRARY			\$22,394.66				
FUND 211 LIBRARY			\$22,394.66				
FUND 303 GO TIF BOND 1990 DEBT SERVICE							
DEPT 41903 DEBT SERVICE							
NORTHLAND SECURITIES, I	303	9/15/2010	\$480.00 E	41903	306 TAX INCREMENT PLANNI	PROF SER-OTHE	
FUND 601 WATER							
DEPT 46110 WATER-PUMPHOUSE							
GRAINGER	601	9/9/2010	\$95.97 E	46110	419 CURB STOP BOOSTER BL	REPAIR & MAINT	
DEPT 46120 WATER							
	601	9/28/2010	\$3,918.38 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	8/31/2010	\$5,084.92 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	9/14/2010	\$3,906.44 E	46120	101 Labor Distribution	WAGES AND SAL	
	601	9/28/2010	\$274.29 E	46120	121 Labor Distribution	P E R A	
	601	9/14/2010	\$273.46 E	46120	121 Labor Distribution	P E R A	
	601	8/31/2010	\$355.95 E	46120	121 Labor Distribution	P E R A	
	601	9/28/2010	\$234.98 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	8/31/2010	\$305.15 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	9/14/2010	\$234.11 E	46120	122 Labor Distribution	CONT TO RET., S	
	601	9/28/2010	\$175.02 E	46120	126 Labor Distribution	H S A	
	601	9/14/2010	\$187.72 E	46120	126 Labor Distribution	H S A	
	601	8/31/2010	\$187.72 E	46120	126 Labor Distribution	H S A	
	601	8/31/2010	\$612.58 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	9/14/2010	\$348.26 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	9/28/2010	\$553.18 E	46120	131 Labor Distribution	CONT TO EMPLO	
	601	9/28/2010	\$54.93 E	46120	170 Labor Distribution	MEDICARE	

CITY OF BAYPORT

09/30/10 9:46 AM

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MONTHLY EXPENSES

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
	601	9/14/2010	\$54.75 E	46120	170 Labor Distribution	MEDICARE	
	601	8/31/2010	\$71.37 E	46120	170 Labor Distribution	MEDICARE	
QUILL	601	9/28/2010	\$3.84 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	601	9/30/2010	\$3.06 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	032436
HUFTEL, KAREN	601	9/14/2010	\$0.52 E	46120	201 REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
MITCH BERG	601	9/14/2010	\$2.27 E	46120	201 LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
INNOVATIVE OFFICE SOLUTI	601	9/15/2010	\$1.94 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
QUILL	601	9/28/2010	\$2.62 E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
HOLIDAY FLEET	601	9/9/2010	\$404.35 E	46120	212 FUEL - VEHICLES	MOTOR FUELS &	032408
HAWKINS WATER	601	9/28/2010	\$78.86 E	46120	216 WATER TESTING	CHEMICALS AND	
HAWKINS WATER	601	9/9/2010	\$10.00 E	46120	216 WATER TREATMENT	CHEMICALS AND	
U S BANK VISA	601	9/29/2010	\$5.00 E	46120	216 USPS	CHEMICALS AND	032435
U S BANK VISA	601	9/29/2010	\$6.45 E	46120	216 THE UPS STORE	CHEMICALS AND	032435
U S BANK VISA	601	9/29/2010	\$12.73 E	46120	216 USPS	CHEMICALS AND	032435
U S BANK VISA	601	9/29/2010	\$3.26 E	46120	216 USPS	CHEMICALS AND	032435
HAWKINS WATER	601	9/22/2010	\$322.37 E	46120	216 CHLORINE REG REPAIR	CHEMICALS AND	
CARQUEST AUTO PARTS	601	9/9/2010	\$7.26 E	46120	220 CLEANER	OPERATING SUP	
MENARDS-STILLWATER	601	9/9/2010	\$14.73 E	46120	240 SPADE DRILL BITS	SMALL TOOLS-E	
S E H	601	9/22/2010	\$2,304.62 E	46120	301 SANITARY SEWER TV & C	PROF SER-ENGIN	
YAMINAH OLIVER	601	9/28/2010	\$55.00 E	46120	302 9-2-10/9-30-10	CONTRACT SERV	032434
YAMINAH OLIVER	601	8/31/2010	\$55.00 E	46120	302 AUGUST 2010	CONTRACT SERV	032313
ONE CALL CONCEPTS	601	9/9/2010	\$43.50 E	46120	307 LOCATES (TICKETS)	GOPHER STATE	
COMCAST	601	9/28/2010	\$119.90 E	46120	321 CABLE SERVICE - PW	COMMUNICATION	
PROFESSIONAL WIRELESS	601	9/28/2010	\$123.02 E	46120	323 RADIO REPAIR	RADIOS-REPAIR	
PROFESSIONAL WIRELESS	601	9/28/2010	\$121.10 E	46120	323 RADIO REPAIR	RADIOS-REPAIR	
TR COMPUTER SALES LLC	601	9/15/2010	\$6.00 E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O	
WATER CONSERVATION SE	601	9/22/2010	\$1,019.50 E	46120	419 LEAK DETECTION SERV.	REPAIR & MAINT	
MANTYLA WELL DRILLING, I	601	9/29/2010	\$900.00 E	46120	419 SEAL MONITOR WELLS	REPAIR & MAINT	
ACTION RENTAL	601	9/29/2010	\$261.84 E	46120	431 EXCAVATOR RENTAL	RENTAL OF EQUI	
DEPT 46120 WATER			\$22,721.95				
FUND 601 WATER			\$22,817.92				
FUND 602 SEWER							
DEPT 46200 SEWER - OPERATING							
	602	8/31/2010	\$577.50 E	46200	050 Labor Distribution	SEASONAL/PART	
	602	9/14/2010	\$522.50 E	46200	050 Labor Distribution	SEASONAL/PART	
	602	9/28/2010	\$506.00 E	46200	050 Labor Distribution	SEASONAL/PART	
	602	9/28/2010	\$3,908.37 E	46200	101 Labor Distribution	WAGES AND SAL	
	602	8/31/2010	\$3,904.13 E	46200	101 Labor Distribution	WAGES AND SAL	
	602	9/14/2010	\$3,906.44 E	46200	101 Labor Distribution	WAGES AND SAL	
	602	9/28/2010	\$885.60 E	46200	102 Labor Distribution	OVERTIME	
	602	8/26/2010	\$6,461.55 E	46200	111 Labor Distribution	SEVERANCE PAY	
	602	8/31/2010	\$273.26 E	46200	121 Labor Distribution	P E R A	
	602	9/28/2010	\$335.56 E	46200	121 Labor Distribution	P E R A	
	602	9/14/2010	\$273.41 E	46200	121 Labor Distribution	P E R A	
	602	9/14/2010	\$266.47 E	46200	122 Labor Distribution	CONT TO RET., S	
	602	8/31/2010	\$269.75 E	46200	122 Labor Distribution	CONT TO RET., S	
	602	9/28/2010	\$320.37 E	46200	122 Labor Distribution	CONT TO RET., S	
	602	8/31/2010	\$187.68 E	46200	126 Labor Distribution	H S A	
	602	9/14/2010	\$187.68 E	46200	126 Labor Distribution	H S A	
	602	9/28/2010	\$200.27 E	46200	126 Labor Distribution	H S A	
	602	9/28/2010	\$643.81 E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	9/14/2010	\$348.23 E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	8/31/2010	\$602.65 E	46200	131 Labor Distribution	CONT TO EMPLO	
	602	8/31/2010	\$63.05 E	46200	170 Labor Distribution	MEDICARE	
	602	9/14/2010	\$62.31 E	46200	170 Labor Distribution	MEDICARE	
	602	9/28/2010	\$74.94 E	46200	170 Labor Distribution	MEDICARE	
QUILL	602	9/28/2010	\$3.88 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
U S BANK VISA	602	9/30/2010	\$3.10 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	032436

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: SEPTEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
MITCH BERG	602	9/14/2010	\$13.52 E	46200	201 LABEL MAKER & MILEAG	OFFICE SUPPLIE	032415
HUFTEL, KAREN	602	9/14/2010	\$0.82 E	46200	201 REIMBURSEMENT OFFIC	OFFICE SUPPLIE	032412
QUILL	602	9/28/2010	\$2.65 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
INNOVATIVE OFFICE SOLUTI	602	9/15/2010	\$2.00 E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE	
GRAINGER	602	9/28/2010	\$155.47 E	46200	212 OIL CONTAINMENT	MOTOR FUELS &	
VAN PAPER CO	602	9/29/2010	\$155.38 E	46200	220 PAPER GOODS	OPERATING SUP	
M/A ASSOCIATES INC	602	9/22/2010	\$88.33 E	46200	220 TRUCK SOAP	OPERATING SUP	
VIKING INDUSTRIAL CENTER	602	9/22/2010	\$130.00 E	46200	220 RAIN GEAR - SEWER TRU	OPERATING SUP	
U S BANK VISA	602	9/29/2010	\$26.64 E	46200	220 MILLS FLEET FARM	OPERATING SUP	032435
YAMINAH OLIVER	602	9/28/2010	\$55.00 E	46200	302 9-2-10/9-30-10	CONTRACT SERV	032434
YAMINAH OLIVER	602	8/31/2010	\$55.00 E	46200	302 AUGUST 2010	CONTRACT SERV	032313
STILLWATER MOTORS	602	9/9/2010	\$65.79 E	46200	412 TRUCK PARTS	REP & MAINT VE	
TR COMPUTER SALES LLC	602	9/15/2010	\$6.00 E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O	
AUTOMATIC SYSTEMS CO	602	9/9/2010	\$1,186.62 E	46200	419 LIFT STATION CONTROL	REPAIR & MAINT	
RAM HYDRAULICS	602	9/29/2010	\$26.78 E	46200	419 SEAL KIT - ROOT SAW	REPAIR & MAINT	
DEPT 46200 SEWER - OPERATING			\$26,758.51				
DEPT 46990 SEWER - NON-OPERATING							
METROPOLITAN COUNCIL (S	602	9/15/2010	\$28,671.17 E	46990	434 MTHLY ANNUAL FLOW	STATE FEES FOR	
FUND 602 SEWER			\$55,429.68				
FUND 803 P & Z ESCROWS							
DEPT 80026 MIDWEST PARA TRANSIT							
ECKBERG, LAMMERS, BRIG	803	9/15/2010	\$350.00 E	80026	300 PLANNING COMMISSION	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	803	9/15/2010	\$49.00 E	80026	300 CC STAFF REPORT LIVER	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	803	9/15/2010	\$70.00 E	80026	300 CUP REQUEST LIVERING	PROF SER-LEGAL	
WASHINGTON COUNTY REC	803	9/15/2010	\$46.00 E	80026	350 USE DOC # 3800638 - JEF	PRINTING & PUBL	
DEPT 80026 MIDWEST PARA TRANSIT			\$515.00				
DEPT 80027 CEMETARY - ST. MIKE'S/ST. CHAR							
S E H	803	9/22/2010	\$335.74 E	80027	301 ST. MICHAEL CEMETERY	PROF SER-ENGIN	
DEPT 80028 ASPHALT SPEC - 111 CENTRAL AVE							
WASHINGTON COUNTY REC	803	9/15/2010	\$46.00 E	80028	350 RESOLUTION DOC#38019	PRINTING & PUBL	
FUND 803 P & Z ESCROWS			\$896.74				
			\$254,515.77				

## 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: September, 2010

Printed:9/29/2010

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<b>Permit Number:</b> BP-25BAYTOWN	<b>Filing Date:</b> 9/20/2010
<b>Parcel Address:</b> 3933 PARADISE AVENUE	STILLWATER, MN 55082
<b>Applicant:</b> MC DONALD CONSTRUCTION MC DONALD CONSTRUCTION RESIDENTIAL	<b>Applicant Phone:</b> 952-432-7601
<b>Construction Value:</b>	<b>Total Fees:</b> \$1,300.00

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<b>Permit Number:</b> BP2010-70	<b>Filing Date:</b> 9/7/2010
<b>Parcel Address:</b> 7 Point Road	Bayport, MN 55003
<b>Applicant:</b> BILL & SANDY METCALF OWNER OWNER	<b>Applicant Phone:</b> 651-275-0944
<b>Construction Value:</b> \$29,000.00	<b>Total Fees:</b> \$470.50

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<b>Permit Number:</b> BP2010-71	<b>Filing Date:</b> 9/13/2010
<b>Parcel Address:</b> 750 Highway 95	BAYPORT, MN 55003
<b>Applicant:</b> TDB BUILDERS LLC TDB BUILDERS LLC General Contractor	<b>Applicant Phone:</b> 651-982-9042
<b>Construction Value:</b> \$3,300.00	<b>Total Fees:</b> \$172.01

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<b>Permit Number:</b> BP2010-72	<b>Filing Date:</b> 9/15/2010
<b>Parcel Address:</b> 386 MAINE St. N.	BAYPORT, MN 55003
<b>Applicant:</b> ISABELLE GIESEKE OWNER OWNER	<b>Applicant Phone:</b>
<b>Construction Value:</b> \$1,000.00	<b>Total Fees:</b> \$41.75

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<b>Permit Number:</b> BP2010-73	<b>Filing Date:</b> 9/20/2010
<b>Parcel Address:</b> 334 PRAIRIE WAY S.	BAYPORT, MN 55003
<b>Applicant:</b> JK ANDERSON BUILDERS INC. JK ANDERSON BUILDERS INC. RESIDENTIAL	<b>Applicant Phone:</b> 612-590-1405
<b>Construction Value:</b> \$245,000.00	<b>Total Fees:</b> \$8,501.64

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**Building Permit Log**

For: September, 2010

Printed:9/29/2010

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**Permit Number:** BP2010-74  
**Parcel Address:** 102 STATE St.  
**Applicant:**J. G. HAUSE CONSTRUCTION  
J. G. HAUSE CONSTRUCTION RESIDENTIAL  
**Construction Value:**\$7,620.00

**Filing Date:** 9/23/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-439-0189  
**Total Fees:** \$166.06

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**Permit Number:** MC2010-33  
**Parcel Address:** 294 3rd Street N.  
**Applicant:**ANDERSON HEATING, INC.  
ANDERSON HEATING, INC. MECHANICAL  
**Construction Value:**\$5,600.00

**Filing Date:** 9/22/2010  
Bayport, MN 55003  
**Applicant Phone:** 715-549-6297  
**Total Fees:** \$80.00

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**Permit Number:** PL2010-20  
**Parcel Address:** 304 5TH St. N.  
**Applicant:**PIPELINE IND  
PIPELINE IND Plumber  
**Construction Value:**\$7,800.00

**Filing Date:** 9/9/2010  
BAYPORT, MN 55003  
**Applicant Phone:** 651-648-0622  
**Total Fees:** \$80.00

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**Permit Number:** TS2010-2  
**Parcel Address:** 200 5th Avenue So.  
**Applicant:**BAYPORT MARINA  
MARINE MAX  
**Construction Value:**

**Filing Date:** 9/7/2010  
Bayport, MN 55003  
**Applicant Phone:** 651-439-2040  
**Total Fees:** \$25.50

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**Permit Number:** TS2010-3  
**Parcel Address:** 409 3rd St. N.  
**Applicant:**ST. CHARLES CATHOLIC CHURCH  
OWNER OWNER  
**Construction Value:**

**Filing Date:** 9/21/2010  
Bayport, MN 55003  
**Applicant Phone:** 651-439-4511  
**Total Fees:** \$76.50

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Property Records and  
Taxpayer Services  
Department

Kevin Corbid  
Director

September 3, 2010

Mitch Berg  
City Administrator  
City of Bayport  
294 N. 3rd Street  
Bayport, MN 55003

Dear Administrator Berg:

Washington County, through its Assessor’s Office, currently provides property valuation services to your community through an agreement or contract for services. In reviewing our agreements and contracts for this service we have found that many of the agreements were signed years ago and are in need of updating to better reflect the services that are being provided by the County Assessor’s Office to your city or township and your property owners.

We have developed a standard agreement for services and are requesting that your city council or township board review this agreement and consider taking action to approve the contract. If you have any questions or concerns regarding this draft contract you can contact either Bruce Munneke, County Assessor at 651-275-8761 or myself at 651-430-6182. If you would like us to come out and visit with your council or board we are more than willing to do that as well.

I think you will find this draft agreement accurately reflects the services we are currently providing. It is not intended to change any services or procedures, but only to provide updated agreements for both the city or township and the county. I will walk through the key elements of the proposed contracts:

**Section 1**

This section establishes the contractual agreement between the city/township and the County.

**Section 2**

This section contains the list of services provided by the county related to property valuation and classification. Key items include the physical review of property, responding to concerns and questions from property owners and the city/township, staffing a local board or open book appeals meeting, the performance of sales analysis, and the managing and defending all values in tax court.

**Section 3**

This section establishes the fee for assessing services. As is our current practice, the county board considers any changes to the fee schedule on an annual basis. The county provides an estimate of the following year’s assessment fee in September of each year and also notifies the communities of any proposed increased in the fees the Board may be asked to consider. The county sends a bill for

services in June of each year and payment is due in July following the first half settlement of property tax receipts.

**Section 4**

This section states the assessor and county staff are considered independent contractors of the community and not an employee of the community.

**Section 5**

This section establishes the term of the contract as being for 5 years. If a different term is desired please let us know.

**Section 6**

This section provides for the termination of the contract by either party with a 90 day notification to the other party prior to the July 1 anniversary date of the contract.

We appreciate the opportunity to provide assessing services to you and your property owners. Again, if you have any questions, please feel free to contact either Bruce or I.

Sincerely,

  
Kevin Corbid  
Director

Enc. – Draft Contract

**AGREEMENT FOR ASSESSMENT SERVICES**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the City of Bayport, Washington County, Minnesota, herein referred to as "City", and Washington County, 14949 62<sup>nd</sup> Street North, Stillwater, MN 55082 herein referred to as "Washington County".

WITNESS:

WHEREAS, the City desires to retain Washington County and the Washington County Assessor to perform assessment services for the City; and

WHEREAS, Washington County desires to perform assessment services required by the City; and

WHEREAS, the City and the Washington County deem it mutually advantageous to set forth the terms and conditions of their relationship in writing;

NOW, THEREFORE, the parties hereto agree that the following shall constitute joint agreement for assessment services:

**SECTION ONE-PARTIES**

The City hereby contracts with Washington County to perform, and Washington County here by agrees to perform, the assessment services hereinafter described.

**SECTION TWO-SERVICES**

Washington County Assessor shall perform all assessment services required by state statute and the City. Such services shall include, but are not limited to the following:

- Appraise and classify all real and personal property located within the community.
- Interpret statutes, regulations, and legislative changes relating to property classification and valuation to the City Council/Town Board, realtors, bankers, citizens and civic groups as necessary or upon request.
- Answer questions/concerns regarding property values, classification, appeal process and the appraisal process from property owners.
- Draw and calculate “splits” of real estate reflective of ownership changes and/or physical change of real estate parcels.
- Maintain a listing of the assessment of each and every parcel of property located in each community.
- Each parcel of property within the City shall be physically inspected at least once every five years.
- Dependent on the community preference, the property owners within the community will be provided with either several Open Book opportunities of appeal during the appeals period OR the County will staff an annual Local Board of Appeal meeting conducted by the City Council/Town Board.
- Draw and interpret maps, charts and other descriptions to assist property owners in understanding the appraisal process.
- Develop land and building valuation schedules, conduct statistical analysis to support appraisal decisions, and oversee Computer Aided Mass Appraisal system (CAMA) table adjustments.
- Coordinate research of complex appraisal issues, review, investigate and make recommendations on applications for abatement or other reduction of assessed value.
- Coordinate collection of sales information and annual assessment for all property uses.
- Coordinate the valuation and classification of exempt properties, including interpreting statutes applying to exempt organizations and processing exemption requests.
- Manage all state tax court petitions and coordinates TIF assessment functions within the community.
- Provide values to city for various projects in which there may be an assessment agreement.

### SECTION THREE-CONTRACT PRICE

The city shall pay a fee to the County each year for assessment services based on the number of taxation parcels in the City. The assessment fee schedule is approved by the county board each year and establishes the fee amount per type of parcel. The County will utilize the same fee schedule for all of its contract communities in the county. The County will send a bill for assessing services each June for field work that was performed the previous calendar year and for review of the assessment through the local appeals period. The County will provide the City an estimate of the upcoming year's fees on or around September 1 of each year. Washington County will provide a report of assessment activities (Assessment Report) each year prior to the appraisal review period.

### SECTION FOUR-INDEPENDENT CONTRACTOR

It is understood and agreed between the parties that the Assessor is an independent contractor and not an employee of the City. The Assessor shall be responsible for furnishing its own transportation, books and any other documents or items of personal property required to perform the services. The City shall not be required to maintain any insurance coverage needed in connection with the performance of the Assessor's services, including but not limited to automobile liability insurance, workers compensation insurance and public liability insurance.

### SECTION FIVE-TERM OF CONTRACT

This Agreement shall remain in full force and effect for a period of 5 years beginning on July 1<sup>st</sup>,2011.

SECTION SIX-TERMINATION CLAUSE

At the option of either the City of Bayport or Washington County, this agreement may be terminated with a 90 day notification to the other party, prior to each July 1<sup>st</sup> anniversary date during the term of the contract. Upon such termination, the City shall be liable for payment for all services rendered by Washington County related to the current assessment year.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF BAYPORT

WASHINGTON COUNTY

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
County Board Chair

By \_\_\_\_\_  
City Administrator

By \_\_\_\_\_  
County Administrator

Recommended By:

\_\_\_\_\_  
Kevin Corbid  
Director, Property Records and Taxpayer Services

Approved by:

Approved as to form by:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
George Kuprian  
Assistant Washington County Attorney



## **Bayport Fire Department**

284 N. 3rd Street • Bayport, MN. 55003 • Hall (650) 439-6982 • Fax (650) 351-7051

9/26/10

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

Re:  
Sale of 1990 pickup truck via sealed bid

We have received 5 bids for our 1990 pickup truck with highest bidder being Jan Horak at a price of \$4,754.00.

We are asking the council to approve the sale of the truck for the bid amount.

Respectfully submitted,

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

Mike Bell  
Fire Chief



**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: <i>Village Green</i>	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: <i>City of Bayport</i>	
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: <i>Boy Scout Troop 113 Joseph Reding</i>		
Home Phone Number:	Work/Cell Phone Number:	
<i>651 439 8396</i>	<i>651 303 6054</i>	
Address: <i>162 5th Ave N</i>		
City/State/Zip: <i>Bayport MN 55003</i>		
Email Address: <i>jreding@jreding.net</i>		

<b>Description of Request</b>
<i>Sell pumpkins, squash and gourds decorative</i>

<b>Event Information</b>	Start Date: <i>Oct 16, 2010</i>	End Date: <i>Oct 17, 2010</i>
Days of Operation (check all that apply)		
<input checked="" type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays:		
Weekends: <i>10:00 AM - 5:00 PM</i>		

**Requested City Assistance and/or Services**

*Nothing required*

**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: *Joseph Perry*

Date: 9/21/10

Property Owner: ST

Date: 9/28/10

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	<input checked="" type="checkbox"/> \$15.00	9/27/10	CK#2688	Jh
\$15.00-Public entity/Non-profit	<input type="checkbox"/> \$50.00			
\$50.00-Individual/For-profit				
Escrow or cost incurred				

**CITY OF BAYPORT  
RIVERFRONT ADVISORY COMMISSION  
MEETING MINUTES  
Tuesday, September 14, 2010**

**CALL TO ORDER**

Staff present: City Administrator Mitch Berg, Assistant Administrator/Planner Sara Taylor, and Facilitator Mark Nagel

Members present: Dan Goldston, Don Hoye, Mary Lanz, Robert McManus, Jim Selmecki, and Tim Siegfried

**CALL TO ORDER:**

The meeting was called to order at 6:00 p.m. at Bayport City Hall.

**APPROVAL OF AGENDA**

It was moved by Commissioner Goldston and seconded by Commissioner Lanz to approve the agenda as printed. Motion carried.

**COMMENTS FROM THE PUBLIC**

Kirk Hogberg introduced himself as a resident of Bayport and an employee of Andersen Corporation interested in learning about the progress of the commission and observing discussion at the meeting.

**CITY COUNCIL UPDATE**

Commissioner Goldston summarized the discussion at the September 7, 2010 City Council meeting, which focused on the commission's draft goals and objectives that were presented by Facilitator Nagel. Although there was some mention of "inconsistencies" within the document, the consensus of the City Council was that the commission was moving in the right direction and the City Council was pleased with the commission's accomplishments thus far.

**PRIORITIZATION OF GOALS AND OBJECTIVES**

Facilitator Nagel lead the commission in an exercise to refine and prioritize each objective listed under the eight goals established by the commission. Categories in which the objectives were classified included high, medium, and low priority and 1 year, 2-5 year, and 5+ year feasibility. Using this method, the commission engaged in good discussion and was able to refine, classify, or delete the objectives listed under four of the eight goals.

Facilitator Nagel stated that the focus of the next meeting of the commission would be to finish refining and prioritizing the remaining objectives, using this method. Discussion followed on possibly scheduling a special meeting to continue this process, instead of waiting until the regularly scheduled October meeting. It was decided that staff shall contact the commission with some possible dates for a special meeting in the next few weeks, for consideration. If no special meeting was scheduled, the next meeting of the commission would be held on Tuesday, October 12, 2010.

**ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.



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

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**DATE:** September 20, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitchell Berg, City Administrator  
**RE:** Update on driveway apron issues and consider adoption of a city curb, gutter, sidewalk, and private driveway apron cost sharing policy

### ***BACKGROUND***

#### **Update on 9<sup>th</sup> Street driveway apron issues**

Based on direction from the City Council, I sent out further communications to both of the affected driveway apron owners regarding the recommendation I would be presenting at the October 4, 2010 City Council meeting. I received a phone call on September 20, 2010, from the 9<sup>th</sup> Street property owner, in which he expressed his frustration with how staff and the City Council have been treating him during this process. I also received a request from the property owner asking again to appeal the decision directly to the Mayor. I responded to him that the Mayor does not have the legal authority to overturn staff's decision, but that he was encouraged to contact all of the City Council prior to the October 4, 2010 meeting.

In researching this matter further, staff could not find precedence in which the city, outside of an assessment project, shared in the cost to replace a driveway apron as a result of putting in a new or expanded driveway. Therefore, my letter to the property owner referenced that I would not be recommending that the city contribute towards the replacement of the driveway.

I can see perhaps where the City Council may want to contribute to the cost of replacing the existing driveway apron due to the fact that a snowplow had caused some damage to the existing asphalt apron. With that said, I can only imagine there are several driveway aprons which have also been at one point in time been damaged by a city snowplow or vehicle. Therefore, should the City Council wish to partially compensate the property owner for a new driveway apron, understand this may result in other residents, past and present, who may also wish to have their driveway aprons partially paid for as a result of snowplow damage to their aprons.

#### **Update on 5<sup>th</sup> Street driveway apron issues**

After talking with staff, it was understood that the city did request that the driveway apron be torn out as a result of a culvert needing to be reset. It also appears that the apron would have needed to be ripped open regardless, due to the fact that the city has been attempting to correct a drainage problem just to the north of the property for several years. In lieu of compensating the property owner for a new driveway culvert,

I indicated my recommendation to the City Council would be for the city to finish the installation of the culverts and to replace the apron with new asphalt.

**City curb, gutter, sidewalk, and private driveway apron cost sharing policy**

The draft policy has been reviewed by staff, the City Attorney, and the City Engineer. The intent of the policy is to address both current and future issues. As such, it allows for some flexibility, but still provides a good basis for overall guidance in the future.

***RECOMMENDATION***

I am requesting the City Council act on both property owners' apron issues. I am also requesting the City Council discuss and consider adoption of the proposed city curb, gutter, sidewalk, and private driveway apron cost sharing policy.

Attachment: Letter to property owner on 9<sup>th</sup> Street  
Letter to property owner on 5<sup>th</sup> Street  
Draft Policy



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

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September 14, 2010

William Klatt  
472 2<sup>nd</sup> Avenue South  
Bayport, MN 55003

Dear Mr. Klatt,

I am sorry that you left before I could bring up your issue to the City Council at the September 7, 2010 meeting. At the close of the meeting, the City Council directed me to come up with a policy for future driveway apron issues, along with addressing your particular apron situation.

I have met with our Public Works Supervisor and staff to discuss your particular issue. I understand that there was an existing drainage pipe that was causing the apron to heave upward. It was indicated further heaving of the pipe would have made it difficult for storm water to flow through the pipe and into the storm catch basin. Furthermore, it has become apparent that the adjacent neighbor to the north has had some storm water run-off problems, of which she has asked the city for some help in mitigating the problem.

After reviewing this information, it will be my recommendation to the City Council, at the October 4, 2010 meeting, to have the public works crew finish repairing the culvert and replace the apron, as it appears this work is necessary to correct the drainage issue to the north. Following the meeting, I will be in contact with you to discuss the City Council's action on this matter. Should you have any further questions, please don't hesitate to contact me at 651-275-4414.

Sincerely,

Mitchell Berg  
City Administrator



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

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September 9, 2010

Mr. and Mrs. Scott Gallatin  
467 9<sup>th</sup> Street North  
Bayport, MN 55003

Dear Scott and Carol Gallatin:

The Council asked me to get back to you within a couple of days and I wanted to give you the courtesy of replying, since I understand you indicated the driveway will be installed sometime next week and I won't be returning until Monday of next week.

Please keep in mind; the Council specifically wanted me to bring back a final recommendation to them at their October meeting, so please keep in mind what I am writing to you is subject to change from the Council.

Just as the Council relies on me to provide them with information for them to base a decision, so do I. I apparently was given information (and in some cases conflicting information) of which there was no clear policy for which I could have approved an expenditure of public funds. I want you to know that I do apologize for giving you information that I did not have the approval to grant. As such, I have spent a considerable amount of time dedicated to soliciting the input of my colleagues – which have included other city clerks, engineers, public works directors, and various appointed and elected officials for their thoughts and advice.

Furthermore, I have taken into consideration the comments that the Council relayed during the September 7, 2010 City Council meeting.

As such, I am initially inclined to recommend to the Council, based on the comments I have received from other people, not to approve the reimbursement.

Should you have any questions for me, please contact me on Monday at 651-275-4414.

Sincerely,

Mitchell Berg

Mayor and City Council members,

We are asking for an appeal of Mitch's decision not to grant us the reimbursement of \$787.50 for our driveway apron we were originally promised. We would like the reimbursement as originally agreed upon in person and in writing. We as citizens gave every effort and attempt to get this driveway apron fixed to every-ones specifications. We as citizens listened to and agreed to work with city officials and public works to get this completed. We completed multiple phone calls and visits at the site to see what had to be done to get the process accomplished, and we gave everything to every party that the city administrator and public works said was required. We held up to our end of the agreement and would like others to show sympathy in this matter to the citizens and meet their end of the agreement. As it is not our job as the citizens to know the statutes and procedures and we only followed the process as we were told. We understand and also believe something needs to take affect so this doesn't happen again to anyone else, but to please take care of our situation.

Thank You,

The Gallatins  
467 9th st n  
Bayport  
651-500-3357



**CITY OF BAYPORT**

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

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**CITY CURB, GUTTER, SIDEWALK AND PRIVATE DRIVEWAY APRON  
COST SHARING POLICY**

- SECTION I. PURPOSE AND INTENT**
- SECTION II. CITY CURBS AND GUTTERS**
- SECTION III. CITY SIDEWALKS**
- SECTION IV. PRIVATE DRIVEWAY APRONS**
- SECTION V. SPECIAL ASSESSMENT STATUTES**
- SECTION VI. APPEAL PROCESS**
- SECTION VII. ADOPTION**

## **SECTION I. PURPOSE AND INTENT**

The City Council has adopted this policy to guide property owners and the City in identifying which projects, located solely within the City's right-of-way, are eligible for City cost sharing. Each year the City shall appropriate an amount to be budgeted, within the General Fund, to assist property owners on an individual basis, and not as part of any Minnesota Statute Chapter 429 ("Chapter 429") assessment process, to improve the property owner's portion of the driveway apron, curb and gutter, and sidewalk located within the City's right-of-way.

The funding for this program is provided on a first-come basis, meaning if all funds have been expended, eligible applicants will be put onto a waiting list for consideration of funding at a later date. Should the City choose to reimburse the property owner for work not done by the City, a minimum of three written quotes shall be obtained from state licensed contractors, with the City reimbursing the property owner in the amount of the lowest quote. If the City is participating in the cost share, the City shall also have the right to accept or reject any and all quotes.

## **SECTION II. CITY CURBS AND GUTTERS**

All property owners shall be responsible for 50% of the replacement cost of curb and gutter, regardless of whether the curb and gutter is part of a Chapter 429 special assessment improvement project. However, in the event that curb and gutter is needed or is in need of replacement on an existing street, and is due to issues beyond the control of the property owner, the City may contribute up to 100% of the cost to repair or install new curb and gutter. The final cost of the contribution shall be determined by the City Engineer and the Public Works Supervisor. Should a property owner choose to widen their driveway apron, the property owner shall be responsible for 100% of the replacement cost of any adjacent curb and gutter.

The cost sharing for city curb and gutter improvements is as follows:

	City	Property Owner
New curb and gutter (on existing streets)	50-100%	0-50%
New curb and gutter (for new streets)	0%	100%
Replacement curb and gutter (as part of a 429 special assesment improvement project)	50%	50%
Replacement of existing curb and gutter (on existing streets) - if it is determined by the City Engineer and Public Works Supervisor that a City cost share is required	50-100%	0-50%
Replacement of existing curb and gutter (on existing streets)	50%	50%

**SECTION III. CITY SIDEWALKS**

All property owners shall comply with the existing City of Bayport special assessment policy concerning sidewalks regardless if the project is part of a Chapter 429 special assessment improvement project.

The cost sharing for city sidewalk improvements is as follows:

	City	Property Owner
New sidewalk (on an existing street)	50%	50%
New sidewalk (on a new street)	0%	100%
Replacement of existing sidewalk (on existing streets)	50%	50%

**SECTION IV. PRIVATE DRIVEWAY APRONS**

All property owners shall be responsible for 100% of the replacement cost of a driveway apron if the apron is not part of a Chapter 429 special assessment improvement. However, in the event a driveway apron is in need of replacement, and is not part of a special assessment improvement, but is due to a problem caused by the City and not the property owner, the City shall contribute at least 50% of the cost to repair or replace the apron. The City Engineer and Public Works Supervisor shall determine if the City is responsible for participating in the replacement of an existing apron and at what percentage.

The City shall not contribute toward the cost of an expansion of an apron unless it is determined by the City Engineer that an expanded apron is necessary for the improvement and benefit of the City. Furthermore, if the repair or replacement of the driveway requires the existing adjacent curb and gutter to be replaced, the property owner shall participate in the same manner that they would with the replacement of the apron. Should a property owner choose to widen their driveway apron, the property owner shall be responsible for 100% of the replacement cost of any adjacent curb and gutter.

The cost sharing for private driveway apron improvements is as follows:

	City	Property Owner
New aprons (for an existing driveway without an apron)	0%	100%
New aprons (for a new driveway)	0%	100%
Replacement of an existing apron (as part of a 429 special assesment improvement project)	50%	50%

	City	Property Owner
Replacement of an existing apron (only if the City Engineer and Public Works Supervisor has determined the City needs to participate in its cost sharing)	50-100%	0-50%
Replacement of an existing apron (for an existing driveway)	0%	100%

**SECTION V. SPECIAL ASSESSMENT STATUTES**

The City has the right to convert any of the above improvements into a special assessment improvement project. Please note that projects proceeding under Chapter 429 shall comply with the City's Special Assessment Policy.

**SECTION VI. APPEAL PROCESS**

Should a property owner wish to contest or appeal the City's level of participation, they may file a written appeal with the City Administrator within 5 days of receiving notification from the City of their cost to participate in the project. The City Administrator shall formulate a decision within 10 days of receiving the written notice of appeal.

**SECTION VII. ADOPTION**

This policy becomes effective upon adoption by the City Council.

ADOPTED 10/4/2010



September 27, 2010

RE: Bayport, Minnesota  
2010 I/I Improvements  
SEH No. 113900 BAYPO 14.00

Honorable Mayor and City Council  
City of Bayport  
294 North Third Street  
Bayport, MN 55003

Atten: Mitch Berg, City Administrator:

Plans and specifications have been completed for the 2010 I/I Improvement Project. As directed by the Council at the September 7, 2010 meeting, the project is a pipe lining improvement for sanitary sewers televised in 2010 and a short storm sewer improvement on 5<sup>th</sup> Street North. Based on the television report, recommendations were made for either full length linings or spot lining repairs on various segments televised. The proposed 2010 I/I Improvement includes all of the recommended linings.

We are recommending approval of the plans and specifications and authorize advertising for bids. The time that bids need to be advertised in the City's legal paper and a trade paper (based on project cost and based on the estimated cost for this project) is a three-week advertising period. To meet this requirement, I am recommending that the Council set the bid opening for 1:00 pm on Thursday, October 28, 2010. The council can then consider the bids at the November 1, 2010 meeting.

I will have a copy of the plans and specifications available for review at the Council Meeting. If you have any questions, please contact me at 651.490.2019.

Sincerely,

A handwritten signature in black ink that reads "B.C.P." with a stylized flourish at the end.

Barry C. Peters, P.E.  
City Engineer

bcp

s:\e\bbaypo\113900\6-bid\plnspecapproval.docx



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

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**DATE:** September 20, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitchell Berg, City Administrator  
**RE:** Consider a petition for curb, gutter, and stormwater improvement project on Second Avenue North, adjacent to People's Congregational Church

### ***BACKGROUND***

The City received a request from the People's Congregational Church to have the City do a storm water improvement project along 2<sup>nd</sup> Avenue (between HWY 95 and 3<sup>rd</sup> Street.) Staff met with the operations committee of the church and the church forwarded over to the City a signed petition requesting the City initiate the 429 process.

I also had the opportunity to speak with the one property owner who owns the house at 241 Avenue North and it appears that he will also sign the petition. The last party to agree to the process is the City, being they also would be a benefiting property owner.

Should the City Council agree to move forward with the improvement project, the City can then proceed with the calling of a feasibility report with plans and specifications. The City has obtained a quotation for services from the City of Stillwater for the feasibility report, plans and specifications, and preparation of the assessment rolls at an estimated cost of \$6,000.00

### ***RECOMMENDATION***

Staff recommends the City Council:

- Authorize staff to sign the petition as the owner of Perro Park, one of the abutting properties
- Accept the petition as complete ( by resolution)
- Order a feasibility study, plans and specifications at a cost of \$6,000.00 per the letter from the City of Stillwater (by resolution)

Attachment: Petition

Quotation from the City of Stillwater

Resolution to accept the petition and order a feasibility study



**City of Bayport**

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

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**Petition For Local Improvement**  
(at least 35 percent of property owners)

Bayport, Minnesota, September 1, 2010

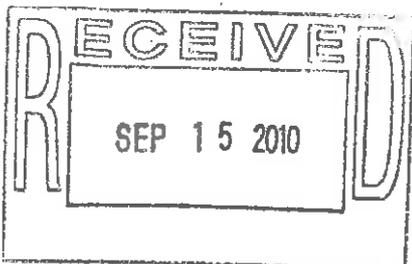
To the City Council of Bayport, Minnesota:

We, the undersigned, owners of not less than 35 percent in frontage of the real property abutting on 2<sup>nd</sup> Avenue North, between 3<sup>rd</sup> Street North and 2<sup>nd</sup> Street North, hereby petition that such street be improved by the installation of curb, gutter and related storm water improvements, pursuant to Minnesota Statutes, Chapter 429.

	Signature of Owner	Description of Property
1.		
2.		Peoples Congregational Church
3.		Contact: Rolf Dittmann Cell #651-343-2255
4.		email: rivervalleyrestore@msn.com

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

\_\_\_\_\_  
City Clerk





September 7, 2010

Mitch Berg, Bayport City Administrator  
294 North 3<sup>rd</sup> Street  
Bayport, MN 55003

Re: Engineering proposal for curb and gutter project

Dear Mitch,

We are pleased to have the opportunity to propose engineering services to the City of Bayport. The Stillwater engineering department has been providing in house engineering services in Stillwater since 1994. The department currently consists of a City Engineer/Public Works Director, Assistant City Engineer, 2 Engineering Technicians, and an Administrative Assistant.

We met with Public Works Director, Mel Horak, on August 31<sup>st</sup> to review the possibility of installing concrete curb and gutter on the north and south sides of 2<sup>nd</sup> Avenue North between 3<sup>rd</sup> Street (Highway 95) and 2<sup>nd</sup> Street. People's Congregational Church has approached the City to request that curb and gutter be installed adjacent to their church and parsonage on the west half of the block. On the east half of the block Perro Park (tennis court) is located on the north side of the street and a private residence at 241 2<sup>nd</sup> Avenue North is located on the south side of the street.

There is a deteriorated corrugated metal pipe which discharges from Highway 95 on the north side of the street in front of the church which would be replaced. It is our understanding that Bayport has applied for grant funding to install rain gardens adjacent to Perro Creek. These could be incorporated into the curb and gutter design. The curb and gutter design would match into the existing street and driveway grades. Turf and bituminous restoration would be performed by the City of Bayport public works department.

**Proposed Services:**

We would survey the existing conditions and prepare a plan showing existing and proposed conditions including lengths and grades of proposed curb and gutter. We would prepare a letter-style feasibility report and present it at a Council meeting. It is our understanding that assessment waivers will be obtained from the property owners and public hearings will not be held. We would solicit quotes from at least two contractors. Once the City of Bayport has hired a contractor we would stake the proposed curb and gutter. We would inspect the construction to verify that the project is constructed according to the plan and prepare a final assessment roll.

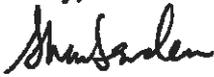
**Engineering Fees:**

The City of Stillwater would bill the City of Bayport at 2.0 times the hourly rate of the employees in order to cover salaries, benefits and overhead expenses. Engineering services would be billed at the end of project based on the following hourly rates:

City Engineer/Public Works Director:	\$95.52/hour
Assistant City Engineer	\$78.26/hour
Engineer Technician	\$55.49/hour
Administrative Assistant	\$47.10/hour

It is estimated that our fees to complete the proposed services would be \$6,000. Billing would be based on hours recorded by engineering staff. Any services requested beyond those identified in the proposal would be charged on an hourly basis. If the work is stopped by either party for any reason the City of Stillwater would bill for time spent to date on the project. We look forward to working with you on the project. Let me know if you have any questions. We could begin the work as soon as you provide authorization.

Sincerely,



Shawn Sanders, P.E.  
City Engineer/Public Works Director

**RESOLUTION NO. 10-\_\_**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY  
OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD  
OCTOBER 4, 2010**

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 4<sup>th</sup> day of October 2010, at 6:00 p.m.

The following members were present:

The following members were absent:

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

**Resolution Declaring Adequacy of Petition and Ordering Preparation of Report for the  
Second Avenue North Improvement Project**

WHEREAS, a certain petition requesting the improvement of 2<sup>nd</sup> Avenue North between 3<sup>rd</sup> Street North and 2<sup>nd</sup> Street North, by the installation of curb, gutter and related storm water improvements, filed with the Bayport City Council on October 4, 2010, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minn. Stat. § 429.035.

WHEREAS, the petition for the proposed 2<sup>nd</sup> Avenue North Improvement Project is hereby referred to the City Engineer, and that person is instructed to report to the City Council with all convenient speed advising the City Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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:

Jonathan Nowaczek –  
Connie Carlson –  
Dan Johnson –

Torry Kraftson –  
Judy Seeberger –

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 4<sup>th</sup> day of October, 2010.

ATTEST:

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

\_\_\_\_\_  
Jon Nowaczek, Mayor



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

---

Date: September 21, 2010

To: Mayor and City Council

From: Mitch Berg, City Administrator  
Sara Taylor, Assistant City Administrator/Planner  
Laura Eastman, Police Chief  
John Buckley, Building Official  
Mike Bell, Fire Chief

Subject: Consideration of liquor licenses for "Bayport BBQ" located at 328 5<sup>th</sup> Avenue North

### ***BACKGROUND***

The city has received a new liquor license application from Chris Johnson, the individual that has purchased the restaurant building previously known as the "Bayport Cookery." As part of the liquor license application, a background investigation of the applicant is required, as well as a health, safety, and welfare inspection of the premises by city staff and Washington County. Any issues that arise out of the investigation/inspection must then be resolved prior to the issuance of the liquor license, to ensure the premises is fit for occupancy and service.

As of the date of this memo, the following are comments from staff:

#### **Administration/Planning**

All necessary forms and fees associated with the new liquor license application have been received and are complete. The liquor licenses being requested are on-sale liquor, on-sale Sunday liquor, and 2:00 a.m. closing. Once approved by the city, staff will forward the paperwork to the Minnesota Alcohol and Gambling Enforcement Division (AGE). AGE will notify the city when the licenses have been approved and when the sale of liquor is allowed.

#### **Police**

In September of 2010, Bayport Police Sergeant Jerry Hutchinson completed a check on Chris Johnson. At that time a full background check, including a criminal history was completed. Based on this information, it has been confirmed that Mr. Johnson is a U.S. Citizen, over 21 years of age, has never had a liquor license revoked, has never been convicted of a felony, does not have a direct or indirect interest in a brewer, wholesaler, or manufacturer of alcoholic beverages, and has never been convicted of any laws relating to the sale, distribution, or possession of alcoholic beverages, which would prevent the city from allowing him a liquor license.

#### **Building**

On September 20, 2010, an inspection was completed to ensure compliance with building codes. No corrections were issued that affect the issuance of the liquor license. However, staff has informed Mr. Johnson that an enclosure for the dumpster and smoking wood are necessary and required to be installed in an approved location, prior to opening the business.

#### **Fire**

Most work orders related to fire were covered under the building inspection. The installation of portable fire extinguishers is required in designated locations, as determined by the fire chief, prior to opening the business.

**Health**

Washington County will be completing an inspection of the building and any work orders issued that relate to health, safety, and welfare will need to be completed, prior to opening the business.

***RECOMMENDATION***

Based on the information stated above, staff recommends the City Council adopt a motion approving on-sale liquor, on-sale Sunday liquor, and 2:00 a.m. closing liquor licenses, subject to completion of outstanding items stated above, and any other health, safety, and welfare issues that city staff determines are necessary to be completed, to ensure the establishment is fit for occupancy and service.

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# MEMORANDUM

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**DATE:** September 28, 2010

**TO:** City Council (October 4<sup>th</sup> meeting)  
Mitch Berg, City Administrator

**FROM:** Sara Taylor, Assistant City Administrator/Planner

**SUBJECT:** Consider an amendment to Appendix C – Lower St. Croix Bluffland and Shoreland Management, Section 2 – Intent and Purpose of the Bayport City Code

## *A. BACKGROUND*

Last year, the Department of Natural Resources (DNR) notified the city that the parcel located at 836 Minnesota Street South was in violation of the Lower St. Croix River Act, as it contained a commercial business in a designated rural district of the St. Croix River. After researching the matter, it appears that this property was once part of Baytown Township, which is considered a “rural” community, and therefore designated as a rural district. However, when this parcel was annexed into the City of Bayport in 1982, which is an “urban” community, there was no mention by the DNR, nor within the resolution approving the annexation, that there was any intent to continue this rural designation, as the parcel was being annexed into an urban district. As such, the city assumed the urban designation and zoned the parcel for limited commercial use, which staff understands was consistent with past and anticipated future use of the property.

Because there was no documentation of the parcel being designated as rural after it was annexed into the city, and because the current commercial office use was consistent with past use, it was unbeknown to the city that the property was in violation, as stated by the DNR. However, in October of 2009, the city received notice from the DNR stating that parcels designated as rural districts in the St. Croix Riverway may not be changed, regardless of annexation or incorporation into an urban district. Furthermore, although the rural designation may have been inadvertently omitted from the resolution approving the annexation, the designation remains, and therefore the DNR stated the parcel needs to be brought into compliance with approved uses in the rural district (which does not allow commercial use).

In early 2010, the city met with Brian Zeller, the property owner of 836 Minnesota Street South, to explain the DNR’s position and address the issue. Following this meeting, Mr. Zeller asked for the city to support his efforts to draft legislation that would exempt his property from complying with the rural district designation and regulations, due to the unique circumstances associated with his parcel.

In May of this year, the city received notice that Governor Pawlenty approved the proposed legislation. The legislation includes an amendment to the Lower St. Croix River Act, which allows certain pre-existing land uses (commercial, nature-oriented, and/or educational uses) in rural districts in the St. Croix Riverway District to continue and be recognized as approved uses, with a conditional use permit. As such, the city needs to amend the Lower St. Croix Bluffland and Shoreland Management Ordinance, to reflect the approved legislation.

**B. STAFF COMMENTS**

Staff is pleased by the outcome of the approved legislation, as it coincides with the city's position that this parcel is suited for limited commercial use and the existing commercial use would be allowed to continue with a conditional use permit. The legislation is also consistent with the city's zoning and comprehensive land use plan.

Once the amendment to the city's ordinance is approved, the city will begin working with Mr. Zeller on the application process for a conditional use permit, to bring the property into compliance. Staff anticipates this application will be brought forward for consideration later this year, or in early 2011.

Notice of the Planning Commission's public hearing was published in the Stillwater Gazette on September 9, 2010. A draft of the proposed ordinance amendment is attached for consideration.

**C. PLANNING COMMISSION ACTION**

The Planning Commission held the required public hearing on September 20, 2010. Written comments were received from the DNR and the St. Croix Scenic Coalition, with both organizations in favor of the ordinance amendment. Following discussion, the Planning Commission voted 4-0 to recommend approval of the ordinance amendment, with the findings of fact recommended by staff.

**D. RECOMMENDATION**

Staff recommends approval of the draft ordinance amending Appendix C – Lower St. Croix Bluffland and Shoreland Management, Section 2 – Intent and Purpose of the Bayport City Code of Ordinances. The proposed amendment will bring the city into compliance with DNR rules and regulations and allow the parcel at 836 Minnesota Street South to continue the existing commercial use, with a conditional use permit. City Council action to approve or deny the amendment is requested.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
AMENDING APPENDIX C – LOWER ST. CROIX SHORELAND AND BLUFFLAND  
MANAGEMENT, SECTION 2 – INTENT AND PURPOSE OF THE BAYPORT CITY CODE**

**Section 1.** The Bayport City Code is hereby amended as follows:

**Section 201. Application.**

All lands affected by this ordinance shall be construed as land within the "Urban District" wherever mentioned in this ordinance with the exception of those lands located within Government Lot 4 of Section 14 which shall be construed as land within the "Rural District."

**Section 203. Land uses.**

Land uses allowed in the respective zoning districts established by Ordinance Number 571 as of May 1, 1974, [as amended by Ordinance Number 621, appendix B] shall be permitted under this ordinance as conditional uses.

Additionally, in rural districts, commercial, nature-oriented, and educational uses may be allowed as conditional uses on properties that were in similar use on May 1, 1974, and on January 1, 2010, if the conditional use:

- (1) complies with all dimensional standards, including variance requirements for any changes to the properties made after January 1, 2010; and
- (2) is similar in scope to the use that existed on May 1, 1974.

**Section 2.** This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 4<sup>th</sup> day of October, 2010.

\_\_\_\_\_  
Jon Nowaczek, Mayor

Attest:

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



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

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DATE: September 27, 2010  
TO: Mayor and City Council  
FROM: Mitchell Berg, City Administrator  
RE: Franchise Fees

### ***BACKGROUND***

Staff was directed to begin the implementation of gas and electric franchise fees as a means to establish another revenue stream to counter the decline in assessment values and state aid. Franchise fees can also be seen as a more equitable approach to generating revenue for a city that has multiple properties that are not on the tax roll or are paying a less proportionate share of taxes.

In accordance with the city's electric and gas franchise ordinances, prior to a franchise fee taking effect, the City needs to send Northern States Power, d/b/a Xcel Energy, a certified letter noticing the City's intent to amend the franchise ordinance and incorporate a franchise fee (see Sections 58-234(a) and (b) and 58-259(a) and (b) of the Bayport Code.) The City is also required to submit a proposed ordinance adopting such fees as negotiated between the City of Bayport and the company. Therefore, attached to this memo is a draft of the certified letter and ordinances that can be mailed out the day after City Council approval.

The ordinances cannot be adopted until a 60-day waiting period has occurred. If the City Council adopts the franchise fees in October, they will be implemented January 1, 2011; however, the City will not receive its first payment until April 30, 2011. Furthermore, should the City Council adopt the ordinance in time for the fees to be implemented January 1, 2011, the City will be able to generate an additional quarter worth of fees. This additional revenue could be used to help reduce the proposed 2011 levy from 6.89% to approximately 5.99%.

Prior to adopting the two ordinances as proposed, staff would like to discuss the following suggested changes with the City Council. Additions to the ordinance language are indicated with underline and deletions indicated with ~~strikethrough~~.

- Both staff and Xcel feel the stricken language in Subdivision 2 leads to the same point, however staff feels the new language presented by Xcel is worded somewhat differently than what was agreed upon and adopted in city code. Therefore, staff wants to continue to work with Xcel on the proposed fee language, prior to it being finalized for adoption at the December 6, 2010 City Council meeting.

**Subdivision 2. Franchise Fee Statement.** A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its electric franchise in accordance with a flat fee per meter/per class per/month basis as defined in Section 58-234 (or 58-259) of the franchise agreement and with the

schedule attached hereto and made a part of this Ordinance, commencing with the Xcel Energy January, 2011 billing month.

~~This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.~~

- The City Council may wish to impose a sunset clause. If so, I recommend the following language be inserted into the body of the ordinances:

“Subd 7. Sunset Clause. This ordinance shall automatically sunset on December 31, 20 - -.”

- I propose the City put 5% of the franchise fees into a separate fund to be used to encourage property owners to become more energy efficient and to help to make Bayport a more green and sustainable community. This is projected to amount to approximately \$5,000.00 a year.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion accepting the proposed ordinances amending Chapter 58-Utilities, Article VII and Article VIII, to implement an electric and gas franchise fee, effective January 1, 2011, and to authorize City Administrator Mitch Berg to formally notify Northern States Power, d/b/a Xcel Energy, of the City of Bayport's intent to impose a gas and electric franchise fee, effective January 1, 2011.

Attachments: Letter to Xcel  
Draft gas and electric franchise fee ordinances



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

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October 5, 2010

Jon Wertish  
Xcel Energy  
414 Nicollet Mall 7th Floor  
Minneapolis, MN 55401

Dear Mr. Wertish;

Pursuant to Chapter 58, Articles VII and VIII, of the City of Bayport Municipal Code, this letter shall serve as official company notice that the City of Bayport intends to amend its franchise agreement to authorize the collection of a franchise fee negotiated between Northern States Power Company, a Minnesota Corporation, D/B/A Xcel Energy and the City of Bayport, a recognized Minnesota municipality.

Therefore, attached please find two proposed franchise fee ordinances, one for electrical and the other for gas, which will not be adopted until at least 60 days after receipt of this letter by certified mail.

Should you have any questions, please contact me directly at 651-275-4414.

Sincerely,

Mitchell Berg  
City Administrator

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF BAYPORT.**

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES ORDAIN:

**SECTION 1.** The City of Bayport Municipal Code is hereby amended to include reference to the following Special Ordinance.

**Subdivision 1. Purpose.** The Bayport City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City of Bayport.

- (a) Pursuant to City Ordinance 799, a Franchise Agreement between the City of Bayport and Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Northern States Power Company Franchise and in the fee schedule attached hereto as Schedule A.

**Subdivision 2. Franchise Fee Statement.** A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its electric franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Xcel Energy January, 2011 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

**Subdivision 3. Payment.** The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

**Subdivision 4. Surcharge.** The City recognizes that the Minnesota Public Utilities Commission allows the utility company to add a surcharge to customer rates to reimburse such utility company for the cost of the fee and that Xcel Energy will surcharge its customers in the City the amount of the fee.

**Subdivision 5. Record Support for Payment.** Xcel Energy shall make each payment when due and, if required by the City, shall provide at the time of each payment a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total

surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

**Subdivision 6. Enforcement.** Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

**Subdivision 7. Effective Date of Franchise Fee.** The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Xcel Energy by certified mail. Collection of the fee shall commence as provided in Subdivision 2.

Passed and approved: October 4, 2010.

\_\_\_\_\_  
Jonathan Nowaczek, Mayor

Attest:

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

SEAL

SCHEDULE A

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**Franchise Fee Rates:**

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Amount per month</u>
Residential	\$1.50
Sm C & I – Non-Dem	\$3.00
Sm C & I – Demand	\$25.00
Large C & I	\$50.00

Franchise fees are to be collected by the Utility at the rate listed below, and submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.

City of Bayport, Minnesota  
Franchise Fee Estimate

FOR INTERNAL COMPANY USE ONLY

Ann Rev: \$50.7K E+G

Electric Flat Fee  
Information Based on Year Ending April 2010

Round to \$0.00 or  
increments of \$0.25

CUSTOMER CLASS	(1) AVERAGE MONTHLY CUSTOMER COUNT	(1) ANNUAL KWH	(1) XCEL ENERGY 12 MONTHS ELECTRIC REVENUES	(2) ESTIMATED ANNUAL FRANCHISE REVENUES	% GROSS REVENUES FEE	EQUIVALENT MONTHLY FLAT FEE	% OF TOTAL METERS	% OF TOTAL FEE	AVERAGE MONTHLY CUSTOMER BILL
Residential*	811	7,012,492	\$736,430	\$14,591	1.98%	\$1.50	88%	51%	\$ 75.71
Small C&I - Non-Demand*	73	709,900	\$69,474	\$2,625	3.78%	\$3.00	8%	9%	\$ 79.40
Small C&I - Demand	27	4,911,542	\$405,587	\$7,950	1.96%	\$25.00	3%	28%	\$ 1,275.43
Large C&I	4	88,691,001	\$6,241,506	\$2,400	0.04%	\$50.00	0%	8%	\$ 130,031.37
Public Street Lighting	3	110,563	\$23,091	\$108	0.47%	\$3.00	0%	0%	\$ 641.41
Municipal Pumping - Non-Demand	-	-	\$0	\$0	0.00%	\$3.00	0%	0%	\$ 530.72
Municipal Pumping - Demand	3	125,427	\$19,106	\$900	4.71%	\$25.00	0%	3%	\$ 530.72
Total	920	101,560,925	\$ 7,495,193	\$26,574	0.38%		100%	100%	

\* Automatic protective lighting is exempt.

<sup>1</sup> Data source is rate revenue information in FARR reports (Financial And Regulatory Reporting).

<sup>2</sup> Subject to subsequent reductions for uncollectibles, refunds and correction of erroneous billings.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS SERVICE WITHIN THE CITY OF BAYPORT.**

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES ORDAIN:

**SECTION 1.** The City of Bayport Municipal Code is hereby amended to include reference to the following Special Ordinance.

**Subdivision 1. Purpose.** The Bayport City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas services within the City of Bayport.

- (a) Pursuant to City Ordinance 798, a Franchise Agreement between the City of Bayport and Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Northern States Power Company Franchise and in the fee schedule attached hereto as Schedule A.

**Subdivision 2. Franchise Fee Statement.** A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its gas franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Xcel Energy January, 2011 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

**Subdivision 3. Payment.** The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

**Subdivision 4. Surcharge.** The City recognizes that the Minnesota Public Utilities Commission allows the utility company to add a surcharge to customer rates to reimburse such utility company for the cost of the fee and that Xcel Energy will surcharge its customers in the City the amount of the fee.

**Subdivision 5. Record Support for Payment.** Xcel Energy shall make each payment when due and, if required by the City, shall provide at the time of each payment a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total

surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

**Subdivision 6. Enforcement.** Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

**Subdivision 7. Effective Date of Franchise Fee.** The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Xcel Energy by certified mail. Collection of the fee shall commence as provided in Subdivision 2.

Passed and approved: October 4, 2010.

\_\_\_\_\_  
Jonathan Nowaczek, Mayor

Attest:

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

SEAL

## SCHEDULE A

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### **Franchise Fee Rates:**

#### Gas Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Amount per month</u>
Residential	\$1.25
Commercial/Industrial Firm	\$25.00
Interruptible	\$50.00
Transportation Firm/Interruptible	\$10.00

Franchise fees are to be collected by the Utility at the rate listed below, and submitted to the City on a quarterly basis as follows:

January – March collections due by April 30.

April – June collections due by July 31.

July – September collections due by October 31.

October – December collections due by January 31.

City of Bayport, Minnesota  
Franchise Fee Estimate

FOR INTERNAL COMPANY USE ONLY

Gas Flat Fee  
Information Based on Year Ending April 2010

Round to \$0.00 or  
increments of \$0.25

CUSTOMER CLASS	(1) AVERAGE MONTHLY CUSTOMER COUNT	(1) ANNUAL THERMS	(1) XCEL ENERGY 12 MONTHS GAS REVENUES	(2) ESTIMATED ANNUAL FRANCHISE FEE REVENUES	% GROSS REVENUES FEE	EQUIVALENT MONTHLY FLAT FEE	% OF TOTAL METERS	% OF TOTAL FEE	AVERAGE MONTHLY CUSTOMER BILL
Residential	743	654,026	\$558,804	\$11,139	1.99%	\$15.00	80%	50%	\$ 62.71
Commercial Firm -- Non-Demand	80	429,904	\$321,577	\$9,630	2.99%	\$10.00	10%	43%	\$ 334.04
Commercial Firm -- Demand	1	137,047	\$61,011	\$300	0.37%	\$25.00	0%	1%	\$ 6,750.88
Small Interruptible	-	-	\$0	\$0		\$10.00	0%	0%	
Medium & Large Interruptible	2	2,275,231	\$1,170,021	\$1,200	0.10%	\$50.00	0%	5%	\$ 48,750.87
Firm Transportation	-	-	\$0	\$0		\$10.00	0%	0%	
Interruptible Transportation	-	-	\$0	\$0		\$10.00	0%	0%	
Total	826	3,496,208	\$ 2,131,513	\$22,269	1.04%		100%	100%	

<sup>1</sup> Data source is rate revenue information in FARR reports (Financial And Regulatory Reporting).

<sup>2</sup> Subject to subsequent reductions for uncollectibles, refunds and correction of erroneous billings.



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

---

**DATE:** September 1, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitchell Berg, City Administrator  
**RE:** City Fleet Vehicle Safety Policy

***BACKGROUND***

A few months ago, the city was visited by a League of Minnesota Cities Insurance Trust Safety Loss Consultant. At this visit, the city's operations were audited and several recommendations were made to improve operations. One of the recommendations was to adopt a fleet vehicle safety policy that addresses procedures for annual employee vehicle record checks, licensure requirements, driver rules and regulations, accident reporting, disciplinary actions, etc. Based on this recommendation, staff has prepared a draft policy, which is attached for your consideration.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the City of Bayport Fleet Vehicle Safety Policy.



# **CITY OF BAYPORT**

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

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## **FLEET VEHICLE SAFETY POLICY**

- SECTION I. REFERENCES**
- SECTION II. DEFINITIONS**
- SECTION III. PROGRAM REQUIREMENTS**
- SECTION IV. OPERATIONAL ENVIRONMENT**
- SECTION V. ACCIDENT REPORTING**
- SECTION VI. DISCIPLINARY ACTION**
- SECTION VII. ADOPTION**

## Section I: REFERENCES

- A. ANSI Z15.1-2006

## Section II: DEFINITIONS

- A. **Accident** – An unplanned or unintended event or series of events that may: (1) result in death, injury, loss of or damage to a system or service; (2) cause environmental damage; (3) adversely affect an activity or function.
- B. **Aggressive Driving** – Driving in a selfish, bold, or pushy manner, without regard for the rights or safety of other users of the roadway.
- C. **At-Fault Accident** – Any accident where the driver is designated as having caused the accident or negligently contributed to its occurrence.
- D. **Collision** – An incident in which the first harmful event involves a motor vehicle in motion coming in contact with another vehicle, other property, person(s), or animal(s).
- E. **Crash** – An incident involving one or more motor vehicles in motion.
- F. **Defensive Driving** – Driving to save lives, time, and money, in spite of the conditions around you and the actions of others.
- G. **Distracted Driving** – Diversion of the driver's attention from the task of operating a motor vehicle by activities, objects, or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.
- H. **Incident** – An undesired event that did or could have resulted in personal harm or property damage, or in any undesirable loss of resources (includes minor citation, at-fault accidents, moderate convictions, and major convictions).
- I. **Incident Rate** – The number of incidents per some unit of measurement, for the purpose of assessing safety performance over time or comparing performance with other organizations.
- J. **Injury** – Physical harm or damage to a person resulting in the marring of appearance, personal discomfort, and/or bodily hurt, impairment or death.
- K. **Major Conviction** – Any citation that involves: (1) driving while intoxicated or while under the influence of drugs or alcohol; (2) failure to stop and report and accident; (3) homicide, manslaughter, or assault arising out of the operation of a motor vehicle; (4) driving while license is suspended or revoked; (5) reckless driving; (6) speed contest, drag racing, or attempting to elude an officer of the law.
- L. **Minor Citation** – Any moving traffic citation, unless it qualifies as a moderate conviction or a major conviction. This category does not include cases involving: (1) motor vehicle equipment, load or size requirements; (2) improper display, or failure to display license plates; (3) failure to sign or display registration; (4) failure to have in possession a driver's license.
- M. **Moderate Conviction** – Citations that involve possession of opened container or alcoholic beverages.
- N. **Motor Vehicle** – Any licensed mechanically or electrically powered device (except one moved by human power), not operated on rails, designed to be operated primarily on

public streets and roads. Cargo and/or attachments (trailers, etc.) to a motor vehicle are considered part of that vehicle.

- O. **Passenger** – A person, other than the driver of the vehicle, who is in or on a motor vehicle.
- P. **Preventable Collision** – One in which the driver failed to do everything that reasonably could have been done to avoid the collision.
- Q. **Remedial Training** – Training required, following an incident to upgrade and renew skills and demonstrate proficiency.
- R. **Road Rage** – A criminal offense in which a vehicle is used as a weapon with intent to do harm, or the physical assault of a driver or vehicle.
- S. **Shall** – The term “shall” is used throughout Z15.1 in accord with ANSI conventions to indicate a mandatory or required practice in terms of this standard.
- T. **Should** – The term “should” is used throughout Z15.1 in accord with ANSI conventions to indicate a recommended practice.

### **Section III: PROGRAM REQUIREMENTS**

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

1. Top Management has the responsibility to implement this fleet safety policy by:
  - a. Directing all supervisors and employees to endorse and comply with this policy.
  - b. Identifying and training existing and newly selected fleet operators to comply with this policy.
    - a. Ensuring the safe operation of fleet vehicles, in compliance with this policy.
    - b. Enforcing compliance with this policy to ensure that all presently employed and new employees, who drive a City of Bayport owned or leased vehicle in the normal course of their employment, must be properly trained in accordance with this policy.
2. Supervisors have the responsibility to comply with this policy by:
  - a. Identifying and training existing and newly selected fleet operators in accordance with this policy.
  - b. Ensuring that all vehicles can be operated safely or are taken out of service for repairs.
  - c. Requiring and enforcing compliance with this policy.
3. Employees have the responsibility to comply with this policy by:
  - a. Understanding their assigned tasks relating to fleet safety.
  - b. Applying the proper training and equipment to safely operate a motor vehicle.
  - c. Assisting with the identification of vehicle operational problems.
  - d. Complying with the directives of this policy.
  - e. Acting in compliance with vehicle insurance requirements.
3. Fleet Safety Program Manager has the responsibility to comply with this policy by:
  - a. Training appropriate employees in the City of Bayport Fleet Safety Policy.
  - b. Auditing each department's compliance with this policy on an annual basis.
  - c. Tracking and documenting all reported vehicle accidents.
  - d. Assisting with the identification of preventable and non-preventable vehicle accidents, as requested.

**F. Driver Recruitment, Selection and Assessment**

City of Bayport shall implement a system that recruits and selects drivers to ensure safe operation and management of the motor vehicle safety program.

1. Motor Vehicle Record Annual Review  
 All full time and part time employees of the City of Bayport who operate a City of Bayport owned or leased vehicle should have their motor vehicle record checked annually by the Fleet Safety Program Manager. All applicants hired as vehicle operators will have their motor vehicle record checked for patterns of violations or recent violations of DWI or DUI prior to operating a City of Bayport vehicle.
2. New Driver Selection
  - a. Overview  
 Employee selection procedures should be designed to evaluate an applicant's experience and potential. All applicants hired as vehicle operators shall provide proof of the proper classification of vehicle license. Any new

applicant hired as an operator shall receive a road test on the designated equipment and, if applicable, receive a DOT physical examination. Departments who have a promotional process shall follow their departmental process when promoting an existing employee into a vehicle operator position.

b. **New Employee Training**

Basic training for all new drivers shall consist of on-the-job instruction and training with senior drivers or driver trainers. A defensive attitude is an important aspect of all new hire training. Drivers should believe that vehicle accidents are preventable if they take the initiative. Finally, drivers should be alert to hazards on the roadway that could cause an accident. New drivers should be introduced to an unfamiliar vehicle's general mechanical operation, safety equipment, emergency kit and accessory application, as well as a review of braking, backing, and trailer operation (if applicable). Drivers who transport hazardous materials shall be instructed in the details of accident prevention and hazardous materials spill prevention and response.

3. **Monitoring Existing Drivers**

Driver abuse of equipment is another issue to review with existing drivers. If repair problems show a pattern, the driver should receive training in the areas in question, such as braking, etc.

**G. Driver Rules**

1. All employees operating City of Bayport equipment shall comply with the State Motor Vehicle Regulations.
2. Drivers shall carry their State drivers license at all times while operating motor vehicles. Licenses must be the proper classification for the vehicle driven.
3. Safety belts shall be worn at all times by all passengers and by all employees where seat belts are provided. The only exception is when a suspect in a police vehicle is unable to be belted in, due to unique arrest circumstances.
4. Drivers shall not consume alcoholic beverages, illegal drugs or medication that may affect driving ability, within eight hours prior to, or at any time while on duty. If an employee is under the influence of drugs or alcohol taken more than eight hours prior to their shift, it is the responsibility of the employee to call in to work to report an inability to perform their function for that shift.
5. When backing vehicles, there must be a clear view of the area immediately to the rear. In vehicles without rear window visibility, the driver shall get out of the vehicle and inspect the area to the rear before backing. If a second employee is available, this person shall serve as a guide to back up the driver. Department supervisors may require a second operator for this purpose.
6. Tailgates shall be up and locked when vehicles are in motion. If a vehicle's function requires that the tailgate remain down to carry a load, red flags shall be attached to the outer portion of the load.

7. Employees who operate motor vehicles, either regularly or occasionally, are required to report any license revocations or suspensions immediately to their supervisors.
8. Reckless or unsafe operation of City of Bayport vehicles is not permitted. This rule shall also apply to private vehicles operated on City of Bayport property.
9. The maximum speed on City of Bayport property is 10 MPH, unless otherwise posted, or in cases of emergency.
10. Vehicle engines shall not be operating when adding any fuel or engine oil to the vehicle.
11. Employees shall not board or disembark from any moving vehicle.
12. Employees shall not ride on the running boards of any vehicle.
13. Riding on the side, tool box, tailgate or roof of any vehicle, or in the back of a truck bed, when a vehicle is in motion, is not allowed. As an exception, firefighters may ride on the hose bed of an apparatus (fire truck) while loading a hose only.
14. In pickup trucks, riders shall always sit in the front cab.
15. During periods of limited visibility, or any time that windshield wipers are in use, headlights shall be turned on, with the exception of a law enforcement vehicle under specific circumstances.
16. Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles.
17. All items to be transported by truck or trailer, which has the potential to move around during transport, shall be secured.
18. No more than three persons shall ride in the front seat of any vehicle. Where there are only two single seats, there shall be only one person per seat.
19. Except in restricted areas on City of Bayport property, no City of Bayport vehicle shall be left unattended with the key in the ignition, with the exception of a fire apparatus.
20. All City of Bayport vehicles parked on the street shall be locked when not in use, with the exception of emergency vehicles.
21. Employees are responsible for any traffic citations they receive while operating City of Bayport vehicles.
22. City of Bayport vehicles, without a handicapped permit, shall not be parked in handicapped parking spaces, with the exception of emergency vehicles responding to an emergency situation.
23. Headphones are not allowed to be worn while operating a motor vehicle, except for emergency two way radios (this also does not pertain to situations where protective muffs or plugs are required for hearing protection).
24. Before leaving the operator's seat, the vehicle shift selector shall be placed in park, and if needed, the parking brake applied. If the vehicle does not have a park position, the shift selector shall be placed in neutral and the parking brake applied.
25. Smoking is not allowed in City of Bayport vehicles or while operating city equipment.

#### **H. Orientation and Training**

A process of orientation and training shall be established in order to ensure safe and effective operation of motor vehicles. All new drivers will be trained on a vehicle similar in size, power, configuration and operation as the vehicle they will be using, prior to being assigned to the vehicle/unit, including any special equipment specific to their intended vehicle assignment. Training will include behind-the-wheel observation.

##### **1. Special Equipment**

Special equipment such as tractors, forklifts, graders, plows, or equipment with special devices or usage, require instructions, prior to use, by the operator.

Training should include the following:

- a. Familiarization with the owner's/operator's manual.
- b. Explanation and demonstration of control devices.
- c. Explanation and demonstration of safety equipment.
- d. Knowledge of maintenance items such as fuel, water, oil, and other minimum operating needs of the equipment.
- e. Demonstration of operation.
- f. New driver operation with supervision and testing.
- g. Training of new operators by the supervisor, or an experienced operator.

### **Section IV: OPERATIONAL ENVIRONMENT**

#### **A. Vehicle Maintenance and Safety Inspections**

The Fleet Safety Program Manager should be consulted regarding the selection, purchase, and maintenance of City of Bayport vehicles. Vehicles must be kept in a safe condition and provided with the necessary safety or emergency equipment. When taking out any fleet vehicle, drivers should complete an initial pre-trip inspection, with the exception of police and fire department personnel in emergency situations.

1. Repairs will be done by qualified automotive service personnel.
2. Vehicles will be maintained based upon miles driven, hours of operation, or calendar time.
3. Vehicles will be maintained in accordance with the manufacturer's recommendations.

#### **B. Impaired Driving**

Drivers shall not consume alcoholic beverages, illegal drugs or medication that may affect driving ability, within eight hours prior to, or at any time while on duty. If an employee is under the influence of drugs or alcohol taken more than eight hours prior to their shift, it is the responsibility of the employee to call in to work to report an inability to perform their function for that shift.

#### **C. Distracted Driving**

Drivers shall not be distracted while driving. This includes refraining from the following activities:

1. Cell phone use (except for emergency situations involving police and fire personnel)
2. Eating or drinking
3. Grooming
4. Smoking
5. Texting
6. Distraction by passengers, such as children or pets
7. Reading
8. Technology (GPS, computer, MP3, etc.) use

**D. Aggressive Driving**

Drivers shall not resort to aggressive driving or road rage under any circumstances. Examples of aggressive driving include:

1. Speeding
2. Tailgating
3. Failure to signal a lane change
4. Running red lights and stop signs
5. Weaving in traffic
6. Yelling
7. Making obscene gestures
8. Excessive use of horn

**E. Vehicle Emergency Procedures**

When it is absolutely necessary to stop on a highway or city street, in case of an emergency, use extreme caution and the following:

1. Warning signals and lights
2. Rotating beacon(s), if applicable
3. Emergency flashers
4. Flares, fuses, warning flags, reflector triangles or other emergency equipment

**Section V: ACCIDENT REPORTING**

**A. Scene of an Accident**

The City of Bayport will investigate all accidents involving City of Bayport vehicles. When involved in an accident, the following shall be considered:

1. It is unlawful to leave the scene of any accident if you are involved in the accident, without furnishing your name, address and vehicle information to the other driver. Any hit and run accident, on private or public property, must be reported to the local police, who will advise the state patrol or a neutral party to investigate the accident.
2. Accidents involving a pedestrian and a City of Bayport vehicle, or an accident involving a City of Bayport employee who is struck by a vehicle, should also be reported to the local police.
3. Any accident involving a City of Bayport vehicle and/or employee shall be reported to the employee's supervisor immediately.

**B. Employee Retraining**

It may be necessary to retrain an employee if they are involved in a severe accident or repeated accidents. Retraining with a co-worker, training officer, supervisor or driver trainer should review the actions leading up to the vehicle accident and how to prevent future accidents from occurring.

During training, if vision, hearing, or other health conditions indicate a possible deficiency that may affect the safe operation of the vehicle, then an examination and evaluation by a medical specialist may be coordinated by the employee's department.

**Section VI: DISCIPLINARY ACTION**

**A. Point System**

In order to provide a uniform method to evaluate driving records, the City of Bayport has adopted a point-based measuring system which relates to each driver's motor vehicle record. The point values correspond to various types of driving convictions, similar to systems used by many states for determining when a license should be revoked or suspended.

Special reviews will be held in cases where too many points have been accumulated within the stated time period. A good driving record is defined as less than 6 points using the State Department of Motor Vehicle point system. The normal timeframe that is considered is three years. However, major convictions, as defined below, are counted back as far as five years.

The evaluation will be completed by the Fleet Manager and the driver's supervisor. The point system will be as follows:

<u>Moving Violation</u>	<u>Points Assessed</u>
Minor Violation, no accident involved	1
At Fault, no accident	2
Moderate, no accident involved	4
Major Citation or Conviction (within 3 years)	6
Major Citation or Conviction (>3 years, <5 years)	3
 <u>Additional Points</u>	
2 incidents within the most recent 18 months adds	1
3 incidents within the most recent 18 months adds	2

Disciplinary action, based on an accumulation of points over a specified period of time, may include all or any of the following:

- Verbal warning
- Written warning

- Suspension
- Termination

## **SECTION VII. ADOPTION**

This policy becomes effective upon adoption by the City Council.

DRAFT



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

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**DATE:** September 21, 2010  
**TO:** Mayor and City Council  
**FROM:** Mitch Berg, City Administrator  
**RE:** City Administrator's Report

Since the last City Council meeting, I have been involved with the following activities:

- ✚ Conducted an exit interview with Vern Thompson, retiring Public Works employee
- ✚ Chaired a Washington County Local Administrator's meeting
- ✚ Initiated CBA procedures between the two city unions
- ✚ Held a meeting with the Fire Chief on department issues
- ✚ Conducted a review of the Public Works Supervisor
- ✚ Attended an operations meeting at People's Congregational Church to discuss a petition-driven Chapter 429 Curb, Gutter and Stormwater improvement project
- ✚ Met with a couple of candidates running for local city offices
- ✚ Participated in an interview for a seasonal part-time Public Works employee
- ✚ Attended a Riverfront Advisory Committee meeting
- ✚ Met with a property owner in regards to the Ice Road leading to Hub's Point

Additional items to note:

- ✚ I was only in the office 10 days this month due to my wedding and subsequent honeymoon. I would like to personally thank Sara Taylor, the City's Assistant City Administrator/Planner, as well as Wanda and Karen for their help in putting together this City Council agenda and packet, along with the Riverfront Advisory Commission and Planning Commission agendas and packets for the month of September.
- ✚ During my performance review of the Public Works Supervisor, it was noted that Mr. Horak is no longer eligible for further step increases.



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DATE: September 9, 2010  
TO: Mayor and City Council  
FROM: Mitchell Berg, City Administrator  
RE: **2011 Property Tax Levy Impact**

On September 8, 2010, I just received a property tax impact worksheet from Washington County, which upon putting in the proposed certified tax levy, came up with an estimated local tax rate of 35.641% for 2011. I had originally estimated a tax rate of approximately 35.11%, which put me off by 5/10<sup>th</sup> of a percent. A significant reason for the difference is I did not have the 2011 fiscal disparity portion of the levy at the time I gave the presentation to the City Council.

Furthermore, at the City Council meeting, I informed the City Council the tax impact to a \$275,000.00 residential property would result in an approximate \$80.00-100.00 annual increase in taxes and fees. While this is still correct, this figure did not include any Market Value Homestead Credit reductions, as this information was also not available to me at that time.

Therefore, upon receiving the Proposed Pay 2011 Property Tax Impact Worksheet and upon entering the proposed 2011 levy figure, I learned the average tax impact would be considerably less, given the worksheet had more current data, as well as a proposed formula to calculate the market value homestead credit. Therefore, based on calculations from the worksheet, a \$250,000.00 residential property shows only an annual increase in property taxes of approximately \$9.14.

In addition, the proposed franchise fee information, provided by Xcel energy states a \$1.50 a month electric fee and a \$1.25 a month gas fee. Therefore, in order to calculate an average annual residential electric and gas franchise fee one needs to simply calculate:

$$(\$1.25+1.50)X12=\$33.00$$

Therefore, based on this new information the proposed average impact of a 6.89% levy increase would be approximately **\$42.14** annually to the average household.

# Proposed Pay 2011 Property Tax Impact Worksheet

Taxing District:

0200 Bayport

## STEP 1 - Calculate the Taxing District's Tax Rate:

Item	Actual Pay 2010 (A)	Proposed Pay 2011 (B)	%	Change (C)
1. Levy before reduction for state aids	\$1,041,975	\$1,113,798		6.9%
2. State Aids	\$0			0.0%
3. Certified Property Tax Levy	\$1,041,975	\$1,113,798		6.9%
4. Fiscal Disparity Portion of Levy	\$197,119	\$204,850		3.9%
5. Local Portion of Levy	\$844,856	\$908,948		7.6%
6. Local Taxable Value <i>"Pay 2011 is a ROUGH ESTIMATE"</i>	2,610,953	2,550,270		-2.3%
7. Local Tax Rate	32.358%	35.641%		10.1%
8. Market Value Referenda Levy	\$0			0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	\$0	\$0		0.0%
10. Local Levy	\$0	\$0		0.0%
11. Referenda Market Value <i>"Pay 2011 is a ROUGH ESTIMATE"</i>	0	0		0.0%
12. Market Value Referenda Rate	0.00000%	0.00000%		0.0%

## STEP 2 - Calculate the Impact of the Taxing District's Rate on Residential Homestead Taxes:

13. Assumes a **-7.5%** change in market value from 2010 to 2011, which is the city median change.

(D) Taxable Market Value	(E) Tax Capacity	(F) Taxing District Gross Tax	(G) Total Mkt Value Hstd Credit	(H) Taxing District share of Credit	(I) Taxing District Net Tax
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Actual Pay 2010						
	500,000@1.0% rem @ 1.25%	(A7 x E) + (A12 X D)	76,000@.40% - rem@.09%	(G) x %	(F) - (H)	
14.	Estimated Tax District rate as % of total rate:				<b>40%</b>	
15.	108,100	1,081	\$349.79	\$275.11	\$109.16	\$240.63
16.	162,200	1,622	\$524.85	\$226.42	\$89.84	\$435.01
17.	270,300	2,703	\$874.64	\$129.13	\$51.24	\$823.40
18.	540,500	5,506	\$1,781.63	\$0.00	\$0.00	\$1,781.63
19.	810,800	8,885	\$2,875.01	\$0.00	\$0.00	\$2,875.01

Proposed Pay 2011						
Pay 2010 MV X 0.925	500,000@1.0% rem @ 1.25%	(B7 x E) + (B12 x D)	76,000@.40% - rem@.09%	(G) x %	(F) - (H)	
20.	Estimated Tax District rate as % of total rate:				<b>40%</b>	
21.	100,000	1,000	\$356.41	\$282.40	\$112.06	\$244.35
22.	150,000	1,500	\$534.62	\$237.40	\$94.20	\$440.42
23.	250,000	2,500	\$891.03	\$147.40	\$58.49	\$832.54
24.	500,000	5,000	\$1,782.05	\$0.00	\$0.00	\$1,782.05
25.	750,000	8,125	\$2,895.83	\$0.00	\$0.00	\$2,895.83

Percentage Change from 2010 to 2011						
26.	-7.5%	-7.5%	1.9%	2.6%	2.7%	1.5%
27.	-7.5%	-7.5%	1.9%	4.8%	4.9%	1.2%
28.	-7.5%	-7.5%	1.9%	14.1%	14.1%	1.1%
29.	-7.5%	-9.2%	0.0%	0.0%	0.0%	0.0%
30.	-7.5%	-8.6%	0.7%	0.0%	0.0%	0.7%

