

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
December 6, 2010**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. November recycling award given to Kathleen Cassidy
2. Recognition of outgoing Library Board and Planning Commission members
3. Recognition of outgoing Mayor Nowaczek and Councilmember Kraftson

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 16

- | | <u>TAB #</u> |
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| 2. November payables and receipts | 2 |
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| 4. Non-union employee holidays for 2011 | 4 |
| 5. Refuse hauling license renewals for 2011 | 5 |
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| 7. Liquor license renewals for 2011 | 7 |
| 8. Certification of past due refuse collection bills to 2010 property taxes | 8 |
| 9. Budgeted fund transfers for 2010 | 9 |
| 10. Renewal of employee insurance policies | 10 |
| 11. Hiring of Justin Wilmes as a part-time police officer | 11 |
| 12. Special event application for Clark wedding at Lakeside Park on Saturday, August 27, 2011 | 12 |
| 13. Payment request to Miller Excavating per contract for Barker's Alps Park improvements | 13 |
| 14. Payment request to MSCWMO for Perro Creek Improvement project | 14 |
| 15. Snow removal agreement with Mn/DOT for trunk highways within Bayport | 15 |
| 16. Designating January 3, 2011 as the next regular City Council meeting date | no tab |

SWEARING IN OF POLICE OFFICER JUSTIN WILMES

TAB #

PUBLIC HEARING S

1. Certification of past due water/sewer bills to 2010 property taxes 16

PUBLIC INPUT ON 2011 CITY BUDGET AND LEVY

1. Discuss and consider a resolution adopting the 2011 budget 17
2. Discuss and consider a resolution adopting the 2011-2015 capital improvement plan (CIP)
3. Discuss and consider a resolution adopting the 2011 tax levy

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1. Consider adopting a city fleet vehicle safety policy 19

NEW BUSINESS

1. Consider a request from the Bayport Girl Scouts to assist with funding to construct benches for Perro Park ice rink 20
2. Consider reappointments to the Library Board 21
3. Consider appointments to the Planning Commission 22
4. Consider a resolution accepting a petition, awarding the contract, and authorizing the preparation of plans and specifications for a curb, gutter, and stormwater improvement project on First Avenue North 23
5. Consider adopting a vacant building registration ordinance 24
6. Consider amending Appendix D – Fee schedule of the Bayport City Code 25
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8. Consider adopting an employee criminal conviction policy 27

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CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

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1. Library Board vacancy
2. Update

ADJOURNMENT

RESOLUTION NO. 10-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
DECEMBER 6, 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 6th day of December 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 1-16 FROM THE
DECEMBER 6, 2010 CITY COUNCIL AGENDA**

1. November 8, 2010 City Council regular meeting minutes
2. November payables and receipts
3. November building, plumbing and mechanical permits report
4. Non-union employee holidays for 2011
5. Refuse hauling license renewals for 2011
6. Tobacco license renewals for 2011
7. Liquor license renewals for 2011
8. Certification of past due refuse collection bills to 2010 property taxes
9. Budgeted fund transfers for 2010
10. Renewal of employee insurance policies
11. Hiring of Justin Wilmes as a part-time police officer
12. Special event application for Clark wedding at Lakeside Park on Saturday, August 27, 2011
13. Payment request to Miller Excavating per contract for Barker's Alps Park improvements
14. Payment request to MSCWMO for Perro Creek Improvement project
15. Snow removal agreement with Mn/DOT for trunk highways within Bayport
16. Designating January 3, 2011 as the next regular City Council meeting date

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 –
Michele Hanson –	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 6th day of December, 2010.

ATTEST:

Mitch Berg, City Administrator

Jon Nowaczek, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 8, 2010
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of November 8, 2010 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

APPROVAL OF AGENDA

Mayor Nowaczek stated the city had received a resignation letter from Councilmember Dan Johnson dated October 19, 2010, and recommended moving New Business item #1, *Consider a resolution accepting Councilmember Dan Johnson's resignation and declaring a vacation on the City Council*, to the first order of business. He suggested appointing one of the newly elected councilmembers to fill the remainder of Councilmember Johnson's term beginning with tonight's meeting. Mayor Nowaczek recognized and thanked Dan for his contributions and service to city government during his seven year term on the City Council.

It was moved by Councilmember Seeberger and seconded by Councilmember Kraftson to approve the amended November 8, 2010 agenda, moving New Business item #1, *Consider a resolution accepting Councilmember Dan Johnson's resignation and declaring a vacation on the City Council*, to the first order of business. Motion carried.

NEW BUSINESS

Consider a resolution accepting Councilmember Dan Johnson's resignation and declaring a vacancy on the City Council:

Councilmember Kraftson introduced the following resolution and moved its adoption:

Resolution 10-27

**RESOLUTION ACCEPTING A RESIGNATION AND DECLARING A VACANCY ON THE
BAYPORT CITY COUNCIL**

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

Discussion followed on appointing a newly elected councilmember to fill the vacancy for the remainder of 2010. All three of the newly elected members indicated they would be willing to fill the two-month vacancy as needed.

Councilmember Carlson introduced the following resolution, appointing Michele Hanson to fill the vacancy, and moved its adoption:

Resolution 10-28

RESOLUTION TO FILL A VACANCY ON THE BAYPORT CITY COUNCIL

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

SWEARING IN OF COUNCILMEMBER MICHELE HANSON

Mayor Nowaczek administered the Oath of Office to Michele Hanson to fill the two-month vacancy on the City Council.

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. Mayor Nowaczek recognized the efforts of staff and election judges during last week's election. He thanked the City Council candidates for participating in the election process and congratulated the three newly elected members. Newspaper coverage initially reported erroneous numbers for the Bayport City Council results. He clarified that candidate Joe Ritzer had received 188 votes and there were five write-in votes.
2. The October recycling award was given to Debbie Flores.
3. The Public Works department will be flushing fire hydrants November 9th-12th.

OPEN FORUM – None

CONSENT AGENDA

Mayor Nowaczek read items 1-12 on the consent agenda.

1. October 4, 2010 City Council regular meeting minutes
2. October payables and receipts
3. October building, plumbing and mechanical permits report
4. Special event application from BCAL for "Lighting of the Village Green" on Wednesday, December 1, 2010
5. Grant agreement for police department operation nightcap project
6. Joint Powers Agreement with City of Stillwater for purchase of road salt
7. Joint Powers Agreement with Department of Corrections for mutual aid
8. Designee to assist in evaluation and selection process of city auditor
9. Canvassing the tabulation of votes and declaring the results of the 2010 General Election
10. Renewal of Subsurface Sewage Treatment System Inspection Services with Washington County
11. Special event application from The Bikery for a cyclocross event at Barker's Alps Park on Saturday, November 20, 2010
12. Authorization to proceed with hiring process for a part-time police officer

Councilmember Carlson introduced the following resolution, and moved its adoption:

Resolution 10-29

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-12 FROM THE
NOVEMBER 8, 2010 CITY COUNCIL AGENDA**

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

Jon Nowaczek – aye
Connie Carlson – aye
Michele Hanson – aye

Torry Kraftson – aye
Judy Seeberger – aye

RIVERFRONT ADVISORY COMMISSION REPORT

Administrator Berg reviewed the results of the October 12, 2010 meeting, noting the next meeting is scheduled for November 9, 2010. The commission continues to refine and prioritize objectives and has requested the City Council consider allocating up to an additional \$500.00 for facilitator Mark Nagel to help the commission complete its work by January 2011. Mayor Nowaczek recommended postponing a public input session on the commission's recommendations until after the holiday season, to hopefully gain more participation by residents.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to allocate additional funds for facilitator Mark Nagel, in an amount not to exceed \$500.00. Motion carried.

COUNCIL LIAISON REPORTS

Councilmember Seeberger reported the October and November Planning Commission meetings have been cancelled due to lack of business.

Councilmember Kraftson reported on the October 14, 2010 meeting of the Middle St. Croix Watershed Management Organization. Grant money for rain gardens in Bayport and Stillwater will be available in 2011-2012 as part of an agreement with the St. Croix River Association. The next meeting is scheduled for Thursday, December 9, 2010, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson reported on the October 28, 2010 meeting of the Library Board. There will be an opening on the board in 2011, as Sandy Ness has met her term limits. The library received a \$65,000.00 grant for operating expenses from the Fred C. and Katherine B. Andersen Foundation. The fundraiser, Girl's Night Out, was well attended on November 7th and the amount raised will be reported at a future meeting. The next Library Board meeting is scheduled for Thursday, November 18, 2010, 6:00 p.m., at the library and the public is invited to attend.

Councilmember Carlson reported on the October 20, 2010 meeting of the Cable Commission. The 2011 budget was approved, three \$500.00 grants were awarded for local programs, and the commission approved hiring an accountant to assist with bookkeeping duties. The next meeting will be scheduled in December.

PUBLIC HEARING - None

UNFINISHED BUSINESS

Consider bids and award contract for the 2010 I/I Improvement Project: Engineer Peters reviewed the three bids submitted, ranging from a high of \$231,642.50 to the low bid of \$188,850.50 submitted by Visu-Sewer, Inc., of Pewaukee, Wisconsin. The engineer's estimate was \$224,305.00. SEH staff has worked with Visu-Sewer on other projects and believes they are qualified to complete the project. The majority of the work will be done early next year, with completion by May 2011.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to award the contract for the 2010 Inflow and Infiltration Improvement Project to Visu-Sewer, Inc., Pewaukee, Wisconsin, in the amount of \$188,850.50. Motion carried 4-1, with Councilmember Hanson abstaining.

Administrator Berg noted the city will be applying for a \$50,000.00 Metropolitan Council grant for this project and should be notified in January whether the grant application is approved.

Consider a resolution accepting a petition, awarding the contract, and authorizing the preparation of plans and specifications for a curb, gutter, and stormwater improvement project on Second Avenue North:

Administrator Berg reviewed the background and detail for an improvement project on Second Avenue North, between 3rd Street North and 2nd Street North. The two affected private property owners have signed the improvement petition, and staff requested authority to sign for the City of Bayport, as owners of abutting Perro Park. This would provide 100% participation of affected owners.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to authorize the city administrator to sign the petition for local improvement, as one of the abutting property owners, for the 2nd Avenue North improvement project. Motion carried.

Councilmember Kraftson introduced the following resolution and moved its adoption:

Resolution 10-30

RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF REPORT FOR THE SECOND AVENUE NORTH IMPROVEMENT PROJECT

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Judy Seeberger – aye
Michele Hanson – aye	

Administrator Berg reviewed quotes for engineering services for the project, noting that the original request for quotations included a small project along 1st Avenue North. The city has not received the required petition for this improvement and does not recommend proceeding with the work at this time.

The quotes for the 2nd Avenue project are as follows: City of Stillwater, \$6,400.00; I&S, \$8,250.00; and Short Elliott Hendrickson, \$10,300.00. The pricing includes preparation of the feasibility report, as well as design and construction services. The quotes also incorporate addendum pricing for repair of a failing retaining wall and installation of five parking spaces requested by People’s Congregational Church. Administrator Berg recommended awarding the contract for the feasibility report and engineering services to the low quoter, City of Stillwater, and recommended that staff administratively amend Resolution 10-30 to reflect the City Council’s pending action to award the project. Councilmember Kraftson stated he works for the City of Stillwater and will recuse himself from voting on the award of engineering services for the project.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to accept the quotation from the City of Stillwater in an amount not to exceed \$6,400.00 to complete the feasibility report and provide engineering services for the 2nd Avenue North Improvement Project. Motion carried 4-0, with Councilmember Kraftson abstaining.

City curb, gutter, sidewalk, and private driveway apron replacement policy: Administrator Berg reviewed changes made to the policy, noting there are many variables for these types of replacement requests. With the assistance of the city engineer, four cost-sharing factors were developed for consideration. Councilmembers stressed the importance of clarifying when the city participates in cost-sharing for these types of projects. Mayor Nowaczek requested the policy include written findings from the city engineer and public works director for each request, to include the factors considered and

reasoning behind their decision. These findings would provide valuable information if the decision is appealed. Councilmember Kraftson indicated the policy still contains a good deal of discretion on the part of city staff and questioned if the policy could be tightened up to provide hard and fast rules for the varying circumstances. The general consensus was that the policy is a good starting point and will help avoid situations similar to those encountered recently. City Attorney Vivian stated the four cost-sharing factors outlined will serve as key factors as staff evaluates whether there is a necessity to contribute to a replacement project. Discussion followed on documenting concerns/complaints relating to curb, gutter and sidewalks issues, and Administrator Berg stated a log is kept at City Hall.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to adopt the city curb, gutter, sidewalk and private driveway apron cost sharing policy, with the addition of language requiring findings of fact made with regard to the decision made on reimbursement. Motion carried.

Consider adopting ordinances establishing gas franchise and electric franchise fees: Administrator Berg reviewed the background of establishing gas and electric franchise fees that will provide \$40,000.00-\$50,000.00 of revenue in the 2011 budget. He reviewed two revised ordinances distributed at the beginning of the meeting that reflect negotiated language between the city and Xcel Energy. If the ordinances are adopted tonight, a franchise fee of \$1.25-\$1.75 per service would be added to Xcel Energy bills beginning in February 2011. Staff plans on providing residents with information on the franchise fees prior to the first affected billing statement. Discussion followed on the classification language and rates, and Attorney Vivian explained the City of Bayport does not utilize all of the Xcel Energy classifications listed in the proposed ordinances; however Xcel Energy's operating system requires all classifications be included. Councilmember Hanson questioned the \$50.00 fee for medium and large interruptible gas service, and staff was directed to verify the fee amount and provide clarification on whether the rates are proportional.

Councilmember Kraftson introduced the following ordinance and moved its adoption:

Ordinance #823

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 58 - UTILITIES, ARTICLE 7 OF THE BAYPORT CITY CODE TO
IMPLEMENT AN ELECTRIC SERVICE FRANCHISE FEE**

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
Michele Hanson – abstained	

Councilmember Kraftson introduced the following ordinance, contingent upon city staff verifying with Xcel Energy that the fees are correct, and moved its adoption:

Ordinance #824

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 58 - UTILITIES, ARTICLE 8 OF THE BAYPORT CITY CODE TO
IMPLEMENT A GAS SERVICE FRANCHISE FEE**

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
Michele Hanson – abstained	

NEW BUSINESS

Consider revisions to lease agreement with Boy Scout Troop #113: Administrator Berg explained a request from Bayport Boy Scout Troop #113 to revise its lease agreement with the city for the troop's building located near the entrance to Lakeside Park, due to difficulty in acquiring liability insurance. Bethlehem Lutheran Church, one of the troop's sponsors, would assume the lease on their behalf. He reviewed further modifications to the lease that would increase the limit for liability to no less than \$1,000,000.00, require that exterior work follow all applicable zoning and building requirements, and extend the lease term to 99 years. It was recommended that the term "Lessor" in the first paragraph of the terms and conditions be changed to "Primary User." Discussion followed on the pros and cons of extending the lease for 99 years, including whether the city should reserve the right to review the insurance limits at a future date. Roger Knuteson, representing the Boy Scouts and Bethlehem Lutheran Church, explained the troop is looking for a long-term commitment and partnership, based on its previous 88-year history with the city. He also explained the insurance for the scout building would be tied in with the church's insurance and increased at the same level as needed in the future.

It was moved by Councilmember Kraftson to approve the lease agreement between the City of Bayport and Bethlehem Lutheran Church on behalf of the Boy Scouts of America Chartered Organization for Troop 113 of Bayport, Minnesota. Motion was amended to change the term "Lessor" in the first paragraph of the terms and conditions to "Primary User." Councilmember Seeberger seconded the amended motion. Motion carried.

Consider quotes for a survey of the ice road easement across Bayport Estates: Administrator Berg reviewed the history of efforts to clarify the ice road easement as it runs across Bayport Estates. A partial survey was completed, but not recorded, in 1991. The Bayport Estates Homeowner's Association is requesting the city survey the remainder of the public road at this time. The original surveyor, Barry Stack, has offered to complete the full survey for \$1,500.00, which is considerably less than other quotes. Staff is requesting an expenditure of up to \$3,000.00, as additional work is anticipated because of legal issues surrounding the easements. Attorney Vivian noted there may be an issue with a limited section of the easement, as a property owner is contesting the easement. He further explained the two issues surrounding the ice road easement. Councilmember Kraftson recommended using similar language as crafted for the Waterford Condominium easement agreement.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to authorize the expenditure of \$1,500.00 to Barry Stack to complete the survey and up to an additional \$1,500.00 for legal expenses, for a total not to exceed \$3,000.00. Motion carried.

Consider quotes to complete a pavement management study: Administrator Berg noted \$15,000.00 was allocated in the 2010 Capital Improvement Plan for a pavement management study that will help prioritize the annual street maintenance budget and identify streets in need of repair. The last study was done in 1988. Four quotes were received for the study, ranging from a high of \$16,000.00 to the low quote of \$5,500.00 submitted by I & S Group. Councilmembers noted the importance of being proactive with preventive maintenance for our aging city streets. Councilmember Kraftson stated he would abstain from voting on the matter because his employer, the City of Stillwater, submitted a quote for the project.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to award the pavement management study to I&S Group at a cost not to exceed \$5,500.00. Motion carried 4-0, with Councilmember Kraftson abstaining.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Kraftson recognized the Police and Fire Departments for their successful gatherings Halloween night, with special thanks to the Police Department and reserve officer staff members for ensuring a safe evening. Not Justa Café and Bread Art were recognized for their donations.
2. Councilmember Hanson acknowledged her appointment to the City Council and requested a city map and calendar be accessible for councilmembers during meetings.
3. Councilmember Hanson recognized and thanked resident Mary Jo Weller for picking up refuse on her daily walks.
4. Councilmember Kraftson recognized Administrator Berg's performance during his first year with the City of Bayport.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

City Administrator update: Administrator Berg noted City Hall will be closed Thursday, November 11th for Veteran's Day. He encouraged residents interested in filling positions on either the Library Board or Planning Commission to submit their applications to City Hall by November 15th. Yaminah Oliver, administrative intern, was thanked for her assistance in developing a workshop on the Emerald Ash Borer, as well as an Adopt-A-Park program to help beautify Bayport. Groups interested in learning more about the Adopt-A-Park program are encouraged to contact City Hall.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to adjourn the meeting at 8:05 p.m. Motion carried.

City Administrator/Clerk

REVENUE SUMMARY YTD THRU 11/30/10

FUND	FUND Descr	2010 Budget	2010 YTD Amt	2010 % of Budget	2010 % of Budget Remain
101	GENERAL	\$1,892,354.12	\$1,188,544.57	62.81%	37.19%
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	\$4,076.69	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$22,522.97	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$12,000.00	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	\$159,875.71	62.50%	37.50%
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	\$77,342.78	25.16%	74.84%
602	SEWER	\$680,241.00	\$216,342.93	31.80%	68.20%
800	INVESTMENTS-POOLED	\$0.00	\$692,775.90	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	\$2,531,133.16	80.72%	19.28%

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	11/18/2010	\$25.00	126 236 CENTRAL AVE. SEARCH	R 101-00000-34105 USER FE
101	10/28/2010	\$2,100.00	1324 SAC Nordic-East Enterprises, #11110	G 101-20102 S A C CHARGE
101	11/8/2010	\$2,100.00	1339 SAC	G 101-20102 S A C CHARGE
101	11/8/2010	\$2,100.00	1340 SAC	G 101-20102 S A C CHARGE
101	11/17/2010	\$2.10	121 MODERN HOME BUILDERS - BP-2010-94	G 101-20104 STATE SURCHA
101	11/18/2010	\$5.00	124	G 101-20104 STATE SURCHA
101	11/18/2010	\$2.70	124 D. MADSEN BP-2010-93	G 101-20104 STATE SURCHA
101	10/28/2010	\$7.00	1324 BUILDING SURCHARGE Tim Hanson Con	G 101-20104 STATE SURCHA
101	11/1/2010	\$4.80	1328 BUILDING SURCHARGE Dan Tacheny Ro	G 101-20104 STATE SURCHA
101	11/1/2010	\$5.00	1329 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/2/2010	\$49.84	1333 BUILDING SURCHARGE Gladstone Const	G 101-20104 STATE SURCHA
101	11/3/2010	\$5.00	1335 BUILDING SURCHARGE Vokaty Construc	G 101-20104 STATE SURCHA
101	11/4/2010	\$1.40	1336 BUILDING SURCHARGE Dan Tacheny Ro	G 101-20104 STATE SURCHA
101	11/8/2010	\$5.00	1338 PLUMBING SURCHARGE - COMMERCIA	G 101-20104 STATE SURCHA
101	11/8/2010	\$150.00	1339 BUILDING SURCHARGE Rottlund Homes,	G 101-20104 STATE SURCHA
101	11/8/2010	\$135.00	1340 BUILDING SURCHARGE Rottlund Homes,	G 101-20104 STATE SURCHA
101	11/10/2010	\$3.25	1341 BUILDING SURCHARGE MN ROOFING &	G 101-20104 STATE SURCHA
101	11/10/2010	\$5.00	1344 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/10/2010	\$5.00	1345 MECHANICAL SURCHARGE - COMMER	G 101-20104 STATE SURCHA
101	11/15/2010	\$5.00	1347 MECHANICAL SURCHARGE - COMMER	G 101-20104 STATE SURCHA
101	11/16/2010	\$5.00	1351 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/16/2010	\$5.00	1352 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/22/2010	\$5.00	1356 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/23/2010	\$4.67	1357 BUILDING SURCHARGE Matthew Hogber	G 101-20104 STATE SURCHA
101	11/23/2010	\$5.00	1359 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/24/2010	\$1.50	1360 BUILDING SURCHARGE Joe Crawford, #	G 101-20104 STATE SURCHA
101	11/29/2010	\$5.00	1361 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/29/2010	\$35.00	1362 BUILDING SURCHARGE Bob Johnson, #7	G 101-20104 STATE SURCHA
101	11/29/2010	\$5.00	1362 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/29/2010	\$5.00	1362 MECHANICAL SURCHARGE - RESIDENT	G 101-20104 STATE SURCHA
101	11/30/2010	\$5.00	1363 PLUMBING SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/1/2010	\$38.20	1318 DELTA DENTAL MIKE MCGUIRE CK # 43	G 101-27107 DELTA DENTAL
101	11/30/2010	\$38.20	1369 DELTA DENTAL KEN HARTUNG - CK # 3	G 101-27107 DELTA DENTAL
101	11/18/2010	\$842.75	128 COBRATODAY - PAT LOGAN OCT. 2010	G 101-27109 MEDICA
101	11/1/2010	\$509.65	1318 MEDICA MIKE MCGUIRE CK # 4321	G 101-27109 MEDICA
101	11/1/2010	\$33.31	1330 MEDICA KENT FARNHAM CK # 1095919	G 101-27109 MEDICA
101	11/30/2010	\$509.65	1369 MEDICA KEN HARTUNG - CK # 3404	G 101-27109 MEDICA
101	11/1/2010	\$14.50	1318 LIFE INS. - MIKE MCGUIRE CK # 4321	G 101-27118 LINCOLN LIFE
101	11/1/2010	\$208.34	1318 HEALTH SAVING ACCT. MIKE MCGUIRE	G 101-27122 H S A
101	11/1/2010	\$58.34	1330 HEALTH SAVING ACCT. KENT FARNHA	G 101-27122 H S A
101	10/28/2010	\$200.00	1323 REFUSE HAUL LICENSE Tennis Roll Off,	R 101-41240-32100 BUSINES
101	11/1/2010	\$50.00	1327 CONTRACTOR LICENSE - GENERAL TI	R 101-41910-32100 BUSINES
101	11/1/2010	\$30.00	1329 CONTRACTOR LICENSE - SPECIALTY C	R 101-41910-32100 BUSINES
101	11/2/2010	\$50.00	1333 CONTRACTOR LICENSE - GENERAL Gla	R 101-41910-32100 BUSINES
101	11/10/2010	\$30.00	1345 CONTRACTOR LICENSE - SPECIALTY R	R 101-41910-32100 BUSINES
101	11/15/2010	\$30.00	1349 CONTRACTOR LICENSE - SPECIALTY M	R 101-41910-32100 BUSINES
101	11/16/2010	\$30.00	1351 CONTRACTOR LICENSE - SPECIALTY H	R 101-41910-32100 BUSINES
101	11/22/2010	\$30.00	1353 CONTRACTOR LICENSE - SPECIALTY H	R 101-41910-32100 BUSINES
101	11/29/2010	\$30.00	1361 CONTRACTOR LICENSE - SPECIALTY Q	R 101-41910-32100 BUSINES
101	11/15/2010	\$50.00	1350 SPECIAL EVENT APP - PROFIT AGENCI	R 101-41910-32200 NONBUSI
101	11/17/2010	\$118.00	121 MODERN HOME BUILDERS - BP-2010-94	R 101-41910-32210 BUILDING
101	11/18/2010	\$132.75	124 D. MADSEN BP-2010-93	R 101-41910-32210 BUILDING
101	10/28/2010	\$162.99	1324 PLAN REVIEW Tim Hanson Construction,	R 101-41910-32210 BUILDING
101	10/28/2010	\$250.75	1324 BUILDING PERMIT Tim Hanson Construct	R 101-41910-32210 BUILDING
101	11/1/2010	\$191.75	1328 BUILDING PERMIT Dan Tacheny Roofing	R 101-41910-32210 BUILDING
101	11/2/2010	\$264.19	1333 PLAN REVIEW Gladstone Construction	R 101-41910-32210 BUILDING
101	11/2/2010	\$1,056.75	1333 BUILDING PERMIT Gladstone Constructio	R 101-41910-32210 BUILDING
101	11/3/2010	\$124.64	1335 PLAN REVIEW Vokaty Construction, Inc.,	R 101-41910-32210 BUILDING
101	11/3/2010	\$191.75	1335 BUILDING PERMIT Vokaty Construction, I	R 101-41910-32210 BUILDING
101	11/4/2010	\$88.50	1336 BUILDING PERMIT Dan Tacheny Roofing	R 101-41910-32210 BUILDING

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MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	11/8/2010	\$18.75	1338 PLAN REVIEW	R 101-41910-32210 BUILDING
101	11/8/2010	\$1,466.89	1339 PLAN REVIEW	R 101-41910-32210 BUILDING
101	11/8/2010	\$2,256.75	1339 BUILDING PERMIT Rottlund Homes, #100	R 101-41910-32210 BUILDING
101	11/8/2010	\$2,076.75	1340 BUILDING PERMIT Rottlund Homes, #100	R 101-41910-32210 BUILDING
101	11/8/2010	\$1,349.89	1340 PLAN REVIEW	R 101-41910-32210 BUILDING
101	11/10/2010	\$147.50	1341 BUILDING PERMIT MN ROOFING & REM	R 101-41910-32210 BUILDING
101	11/23/2010	\$191.75	1357 BUILDING PERMIT Matthew Hogberg, Ck	R 101-41910-32210 BUILDING
101	11/23/2010	\$124.64	1357 PLAN REVIEW	R 101-41910-32210 BUILDING
101	11/24/2010	\$88.50	1360 BUILDING PERMIT Joe Crawford, #4245	R 101-41910-32210 BUILDING
101	11/29/2010	\$831.75	1362 BUILDING PERMIT Bob Johnson, #7599	R 101-41910-32210 BUILDING
101	11/29/2010	\$540.64	1362 PLAN REVIEW Bob Johnson	R 101-41910-32210 BUILDING
101	11/22/2010	\$250.00	1355 ROW EXCAVATION PERMIT XCEL ENER	R 101-41910-32214 EXCAVAT
101	11/8/2010	\$75.00	1338 PLUMBING PERMIT - COMMERCIAL J.Sc	R 101-41910-32220 PLUMBIN
101	11/10/2010	\$75.00	1344 PLUMBING PERMIT - RESIDENTIAL Mid	R 101-41910-32220 PLUMBIN
101	11/29/2010	\$75.00	1362 PLUMBING PERMIT - RESIDENTIAL Bob	R 101-41910-32220 PLUMBIN
101	11/30/2010	\$75.00	1363 PLUMBING PERMIT - RESIDENTIAL Vall	R 101-41910-32220 PLUMBIN
101	11/18/2010	\$75.00	124 MECHANICAL	R 101-41910-32230 MECHANI
101	11/1/2010	\$75.00	1329 MECHANICAL PERMIT - RESIDENTIAL C	R 101-41910-32230 MECHANI
101	11/10/2010	\$75.00	1345 MECHANICAL PERMIT - COMMERCIAL	R 101-41910-32230 MECHANI
101	11/15/2010	\$75.00	1347 MECHANICAL PERMIT - COMMERCIAL S	R 101-41910-32230 MECHANI
101	11/16/2010	\$75.00	1351 MECHANICAL PERMIT - RESIDENTIAL H	R 101-41910-32230 MECHANI
101	11/16/2010	\$75.00	1352 MECHANICAL PERMIT - RESIDENTIAL A	R 101-41910-32230 MECHANI
101	11/22/2010	\$75.00	1356 MECHANICAL PERMIT - RESIDENTIAL H	R 101-41910-32230 MECHANI
101	11/23/2010	\$75.00	1359 MECHANICAL PERMIT - RESIDENTIAL P	R 101-41910-32230 MECHANI
101	11/29/2010	\$75.00	1361 MECHANICAL PERMIT - RESIDENTIAL Q	R 101-41910-32230 MECHANI
101	11/29/2010	\$75.00	1362 MECHANICAL PERMIT - RESIDENTIAL B	R 101-41910-32230 MECHANI
101	11/18/2010	\$1,643.20	127 BLG INSPECTIONS 9/14/10-11/10/10	R 101-41910-34103 LAKELAN
101	11/17/2010	\$120.00	118 REIMB FOR POLICE OFFICER	E 101-42100-102 OVERTIME
101	11/30/2010	\$180.00	131 minnesota institue of public health - k frank	E 101-42100-103 SPECIAL D
101	11/9/2010	\$45.00	1342 PHONE REIMBURSTMENT LAURA EAST	E 101-42100-321 COMMUNIC
101	11/8/2010	\$500.00	1337 POLICE ADMINISTRATIVE FEES Americ	R 101-42100-33100 ADMINIST
101	11/17/2010	\$1.50	119 MARION ZIMEM - POLICE REPORT	R 101-42100-34105 USER FE
101	10/28/2010	\$1.00	1325 POLICE REPORTS NANCY ISAACSON -	R 101-42100-34201 POLICE A
101	11/10/2010	\$3.00	1346 POLICE REPORTS JULIE REIMER - CAS	R 101-42100-34201 POLICE A
101	11/15/2010	\$5.50	1348 POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	11/23/2010	\$5.50	1358 POLICE REPORTS Wayne Ristow - CASH	R 101-42100-34201 POLICE A
101	11/9/2010	\$20.00	1332 BURNING PERMIT RICHARD RASMUSS	R 101-42200-32200 NONBUSI
101	11/9/2010	\$20.00	1332 BURNING PERMIT CARLENE L. HOLT C	R 101-42200-32200 NONBUSI
101	11/17/2010	\$1,015.00	120 10' POLE FOR STREET CROSSING	E 101-43100-421 REPAIR & M
FUND 101 GENERA		\$26,115.78		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	11/18/2010	\$134.77	125 AUGUST 2010 LAWFUL GAMBLING	R 204-00000-32204 GAMBLIN
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	11/4/2010	\$38.75	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	11/10/2010	\$85.32	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/30/2010	\$69.42	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/2010	\$10.34	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	11/10/2010	\$32.38	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/4/2010	\$239.93	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/2010	\$8.61	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/17/2010	\$142.03	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/4/2010	\$282.80	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/30/2010	\$58.93	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/4/2010	\$39.95	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/17/2010	\$90.56	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/2010	\$3,113.50	122 REIMBURSEMENT OF TRUNK WATER C	R 206-41900-37106 TRUNK W

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 206 WATER/		\$4,212.52		
FUND 207 PARK IMPROVEMENT FUND				
207	11/8/2010	\$1,000.00	1339 PARK DEDICATION	R 207-00000-34780 PARK FE
207	11/8/2010	\$1,000.00	1340 PARK DEDICATION	R 207-00000-34780 PARK FE
FUND 207 PARK IM		\$2,000.00		
FUND 211 LIBRARY				
211	11/30/2010	\$175.00	1368 LIBRARY SERVICE CHARGE CASH - SE	R 211-45500-34760 LIBRARY
211	11/30/2010	\$95.00	1364 LIBRARY RENT FOLEY, KALSEIM & CO -	R 211-45500-36220 RENTAL I
211	11/30/2010	\$115.00	1365 LIBRARY RENT STILLWATER AREA SC	R 211-45500-36220 RENTAL I
211	11/30/2010	\$100.00	1366 LIBRARY RENT STILLWATER AREA SC	R 211-45500-36220 RENTAL I
211	11/30/2010	\$40.00	1367 LIBRARY RENT MEDICA - RENTAL INCO	R 211-45500-36220 RENTAL I
211	11/30/2010	\$131.72	1354 LIBRARY REFUNDS & REIMB. PROF FE	R 211-45500-36240 REFUND
FUND 211 LIBRAR		\$656.72		
FUND 601 WATER				
601	11/4/2010	\$4.77	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	11/17/2010	\$1.59	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	11/4/2010	\$129.88	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/4/2010	\$12.74	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	11/10/2010	\$18.32	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/30/2010	\$656.21	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/4/2010	\$79.98	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/30/2010	\$15.13	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/17/2010	\$2.55	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	11/4/2010	\$2,701.68	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/17/2010	\$81.11	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/10/2010	\$11.80	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/4/2010	\$376.01	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/17/2010	\$18.91	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/30/2010	\$32.60	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/17/2010	\$44.92	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/17/2010	\$1,471.73	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/10/2010	\$883.46	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/4/2010	\$14.94	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX RE
601	11/17/2010	\$6.13	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX RE
601	11/8/2010	\$1,000.00	1339 WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/8/2010	\$1,000.00	1340 WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/8/2010	\$200.00	1339 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	11/8/2010	\$200.00	1340 WATER METER - TO 1 IN	R 601-46120-34602 WATER M
601	11/8/2010	\$50.00	1339 WATER METER INSPECTION	R 601-46120-34603 WATER H
601	11/8/2010	\$50.00	1339 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	11/8/2010	\$50.00	1340 WATER METER INSPECTION	R 601-46120-34603 WATER H
601	11/8/2010	\$50.00	1340 WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
601	11/4/2010	\$18.93	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/30/2010	\$0.42	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/30/2010	\$9.13	0 UB UR Receipt Group 00 FINAL GROUP	R 601-46120-37110 WATER R
601	11/10/2010	\$37.53	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/18/2010	\$25.00	123 JUDITH WALCHER - WATER TURNED O	R 601-46120-37110 WATER R
601	10/28/2010	\$25.00	1321 WATER SHUTOFF - BUS HRS M. Coffma	R 601-46120-37110 WATER R
FUND 601 WATER		\$9,280.47		
FUND 602 SEWER				
602	11/4/2010	\$2,161.13	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	11/10/2010	\$290.67	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	11/17/2010	\$819.66	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	11/4/2010	\$129.88	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/4/2010	\$370.42	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: NOVEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	11/4/2010	\$10.00	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	11/17/2010	\$2.55	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	11/17/2010	\$98.84	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	11/30/2010	\$530.38	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	11/30/2010	\$32.60	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/17/2010	\$40.04	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/10/2010	\$18.32	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	11/8/2010	\$750.00	1339 SEWER CONNECTION	R 602-46200-34651 SEWER H
602	11/8/2010	\$750.00	1340 SEWER CONNECTION	R 602-46200-34651 SEWER H
602	11/8/2010	\$50.00	1339 SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	11/8/2010	\$50.00	1340 SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
FUND 602 SEWER		\$6,104.49		
		<u>\$48,504.75</u>		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 11/30/10

11 Month = 91.74

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 101 GENERAL					
0000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$5,040.00	\$3,874.85	\$1,165.15	23.12%
41200	MAYOR & COUNCIL	\$133,020.00	\$133,545.29	-\$525.29	-0.39%
41240	RECYCLING	\$5,393.87	\$4,580.82	\$813.05	15.07%
41400	ADMINISTRATION	\$131,538.15	\$103,424.87	\$28,113.28	21.37%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$194,914.99	\$168,301.39	\$26,613.60	13.65%
41940	MUNICIPAL BUILDINGS	\$32,068.00	\$25,937.19	\$6,130.81	19.12%
42100	POLICE	\$647,138.50	\$549,202.09	\$97,936.41	15.13%
42200	FIRE PROTECTION	\$357,917.00	\$276,535.50	\$81,381.50	22.74%
43100	STREET MAINT	\$231,888.50	\$180,865.08	\$51,023.42	22.00%
43160	STREET LIGHTING	\$21,821.00	\$31,298.50	-\$9,477.50	-43.43%
43200	PARKS	\$63,782.91	\$56,043.76	\$7,739.15	12.13%
43300	CEMETERY	\$7,527.00	\$4,984.63	\$2,542.37	33.78%
44100	PROJECT	\$22,089.20	\$0.00	\$22,089.20	100.00%
FUND 101 GENERAL		\$1,854,139.12	\$1,538,593.97	\$315,545.15	17.02%
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	\$175.00	-\$175.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED P		\$0.00	\$175.00	-\$175.00	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	\$208,450.87	\$47,345.13	18.51%
FUND 211 LIBRARY		\$255,796.00	\$208,450.87	\$47,345.13	18.51%
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 11/30/10

11 Month = 91.74

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
FUND 415 MUNICIPAL BLDGS MAINT					
:41600	CAPITAL OUTLAY	\$0.00	\$62,135.00	-\$62,135.00	0.00%
:41900	CAPITAL IMPROVEMENTS	\$0.00	-\$4,011.00	\$4,011.00	0.00%
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FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$58,124.00	-\$58,124.00	0.00%
FUND 416 PERRO CREEK OUTLET					
:80018	MSCWM PERRO CREEK OUTL	\$0.00	\$0.00	\$0.00	0.00%
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FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
:46110	WATER-PUMPHOUSE	\$45,200.00	\$27,016.33	\$18,183.67	40.23%
46120	WATER	\$395,860.00	\$197,573.19	\$198,286.81	50.09%
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FUND 601 WATER		\$441,060.00	\$224,589.52	\$216,470.48	49.08%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$340,025.00	\$190,686.46	\$149,338.54	43.92%
46990	SEWER - NON-OPERATING	\$315,072.00	\$286,711.70	\$28,360.30	9.00%
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FUND 602 SEWER		\$655,097.00	\$477,398.16	\$177,698.84	27.13%
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%
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FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
:41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
:41912	INSPIRATION	\$0.00	\$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	\$70.00	-\$70.00	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	\$168.00	-\$168.00	0.00%
:80026	MIDWEST PARA TRANSIT	\$0.00	\$1,707.24	-\$1,707.24	0.00%
:80027	CEMETARY - ST. MIKE'S/ST. C	\$0.00	\$1,749.66	-\$1,749.66	0.00%
:80028	ASPHALT SPEC - 111 CENTRA	\$0.00	\$46.00	-\$46.00	0.00%
:80029	BRIAN ZELLER	\$0.00	\$294.00	-\$294.00	0.00%
<hr/>					
FUND 803 P & Z ESCROWS		\$0.00	\$20,014.31	-\$20,014.31	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%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 11/30/10

11 Month = 91.74

DEPT	DEPT Descr	2010 Budget	2010 YTD Amt	Balance	2010 % of Budget Remain
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRAR	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,206,092.12	\$2,546,934.92	\$659,157.20	20.56%

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: NOVEMBER

Search Name	FUN	Tran Date	Amount ct	A	DEPT OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL								
DEPT 41100 ELECTIONS								
U S BANK VISA	101	12/1/2010	\$42.86 E	41100	104	DOMINO'S PIZZA	ELECTION SALAR	032643
KELLY, AUDREY	101	11/16/2010	\$200.00 E	41100	104	ELECTION JUDGE - 20 HR	ELECTION SALAR	032616
LAMPI, KAREN	101	11/16/2010	\$180.00 E	41100	104	ELECTION JUDGE - 18 HR	ELECTION SALAR	032618
LANZ, MARY	101	11/16/2010	\$177.50 E	41100	104	ELECTION JUDGE - 17.75	ELECTION SALAR	032619
MACDONALD, TIM	101	11/16/2010	\$522.00 E	41100	104	ELECTION JUDGE - 43.50	ELECTION SALAR	032621
MCPHERSON, NANCY	101	11/16/2010	\$513.00 E	41100	104	ELECTION JUDGE - 42.75	ELECTION SALAR	032622
ORNE, ELIZABETH	101	11/16/2010	\$180.00 E	41100	104	ELECTION JUDGE - 18 HR	ELECTION SALAR	032623
SCHULTZ, ALLEN/BEVERLY	101	11/16/2010	\$177.50 E	41100	104	ELECTION JUDGE - 17.75	ELECTION SALAR	032624
TOLONEN, RENEE	101	11/16/2010	\$105.00 E	41100	104	ELECTION JUDGE - 10.50	ELECTION SALAR	032625
KLOS, JUDY	101	11/16/2010	\$177.50 E	41100	104	ELECTION JUDGE - 17.75	ELECTION SALAR	032617
COLLEEN SIEGFRIED	101	11/16/2010	\$177.50 E	41100	104	ELECTION JUDGE - 17.75	ELECTION SALAR	032614
LEE STOERZINGER	101	11/16/2010	\$100.00 E	41100	104	ELECTION JUDGE - 10HRS	ELECTION SALAR	032620
KANTKE, ANTON J	101	11/16/2010	\$180.00 E	41100	104	ELECTION JUDGE - 18 HR	ELECTION SALAR	032615
U S BANK VISA	101	12/1/2010	\$40.27 E	41100	104	FAMILY FRESH MARKET	ELECTION SALAR	032643
U S BANK VISA	101	12/1/2010	\$37.98 E	41100	104	SUBWAY	ELECTION SALAR	032643
TAYLOR, SARA	101	11/17/2010	\$211.50 E	41100	220	MILEAGE REIMBURSEME	OPERATING SUP	032627
DEPT 41100 ELECTIONS			\$3,022.61					
DEPT 41200 MAYOR & COUNCIL								
	101	11/19/2010	\$1,074.15 E	41200	101	Labor Distribution	WAGES AND SAL	
	101	11/19/2010	\$66.60 E	41200	122	Labor Distribution	CONT TO RET., S	
	101	11/19/2010	\$15.57 E	41200	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	12/1/2010	\$0.45 E	41200	201	BRANDCLOSEFASHION	OFFICE SUPPLIE	032643
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$70.00 E	41200	300	REVIEW 2008 PROPERTY	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$35.00 E	41200	300	CORRESPONDENCE PEO	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$420.00 E	41200	300	ATTEND STAFF MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$35.00 E	41200	300	TELE CONFERENCES RE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$140.00 E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$28.00 E	41200	300	LOWER ST. CROIX FLUFF	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$280.00 E	41200	300	PREPARE FOR CC MTG	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$49.00 E	41200	300	REVIEW FLEET SAFETY	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$70.00 E	41200	300	REVIEW FRANCHISE FEE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$35.00 E	41200	300	REVIEW CORRESPONDE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$56.00 E	41200	300	2008-2009 ANDERSEN CO	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$70.00 E	41200	300	B JOHNSON CONCEPT D	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$42.00 E	41200	300	REVISED BOYSCOUT LEA	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$42.00 E	41200	300	CORRESPONDENCE TO	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$175.00 E	41200	300	OFFICE CONF. LABOR NE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/4/2010	-\$475.00 E	41200	300	PROSECUTION - PD	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$42.00 E	41200	300	REVIEW LANGUAGE XCE	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$245.00 E	41200	300	CONFERENCE WITH CITY	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$70.00 E	41200	300	REVIEW LEASE AGREEM	PROF SER-LEGAL	
S E H	101	11/17/2010	\$71.00 E	41200	301	CC MTG	PROF SER-ENGIN	
S E H	101	11/17/2010	\$180.50 E	41200	301	STAFF MTG	PROF SER-ENGIN	
WASHINGTON COUNTY REC	101	11/17/2010	\$46.00 E	41200	350	ORDINANCE - DOC # 3812	PRINTING & PUBL	
STILLWATER GAZETTE	101	12/1/2010	\$15.85 E	41200	350	ORDINANCES NO 823 & 8	PRINTING & PUBL	
BAYPORT PRINTING HOUSE,	101	12/1/2010	\$236.00 E	41200	350	NEWSLETTER	PRINTING & PUBL	
US INTERNET	101	12/1/2010	\$101.20 E	41200	416	MTHLY SECURENCE	REPAIR/MAINT O	
DEPT 41200 MAYOR & COUNCIL			\$3,236.32					
DEPT 41240 RECYCLING								
	101	11/8/2010	\$96.63 E	41240	101	Labor Distribution	WAGES AND SAL	
	101	11/23/2010	\$98.86 E	41240	101	Labor Distribution	WAGES AND SAL	
	101	11/8/2010	\$6.75 E	41240	121	Labor Distribution	P E R A	
	101	11/23/2010	\$6.91 E	41240	121	Labor Distribution	P E R A	
	101	11/23/2010	\$6.08 E	41240	122	Labor Distribution	CONT TO RET., S	
	101	11/8/2010	\$5.93 E	41240	122	Labor Distribution	CONT TO RET., S	
	101	11/8/2010	\$4.96 E	41240	126	Labor Distribution	H S A	

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: NOVEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	11/23/2010	\$4.96 E	41240	126	Labor Distribution	H S A	
	101	11/8/2010	\$6.67 E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$4.16 E	41240	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$1.41 E	41240	170	Labor Distribution	MEDICARE	
	101	11/8/2010	\$1.38 E	41240	170	Labor Distribution	MEDICARE	
BAYPORT PRINTING HOUSE,	101	12/1/2010	\$236.00 E	41240	350	NEWSLETTER	PRINTING & PUBL	
DEPT 41240 RECYCLING			\$480.70					
DEPT 41400 ADMINISTRATION								
	101	11/8/2010	\$3,112.84 E	41400	101	Labor Distribution	WAGES AND SAL	
	101	11/23/2010	\$3,193.11 E	41400	101	Labor Distribution	WAGES AND SAL	
	101	11/23/2010	\$223.53 E	41400	121	Labor Distribution	P E R A	
	101	11/8/2010	\$217.91 E	41400	121	Labor Distribution	P E R A	
	101	11/8/2010	\$191.03 E	41400	122	Labor Distribution	CONT TO RET., S	
	101	11/23/2010	\$196.00 E	41400	122	Labor Distribution	CONT TO RET., S	
	101	11/8/2010	\$195.15 E	41400	126	Labor Distribution	H S A	
	101	11/23/2010	\$195.15 E	41400	126	Labor Distribution	H S A	
	101	11/8/2010	\$482.91 E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$408.87 E	41400	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$45.84 E	41400	170	Labor Distribution	MEDICARE	
	101	11/8/2010	\$44.68 E	41400	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	12/1/2010	\$2.70 E	41400	201	BRANDCLOSEFASHION	OFFICE SUPPLIE	032643
BANYON DATA SYSTEMS	101	11/30/2010	\$1,561.20 E	41400	302	WINFUND SUPPORT & WI	CONTRACT SERV	
LOFFLER BUSINESS SYSTE	101	12/1/2010	\$59.27 E	41400	416	BASE RATE CONTRACT 1	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	12/1/2010	\$54.00 E	41400	416	COMPUTER CONSULTAN	REPAIR/MAINT O	
NOVA COMMUNICATIONS	101	12/1/2010	\$480.00 E	41400	416	SUPPLEMENTAL LABOR	REPAIR/MAINT O	
DEPT 41400 ADMINISTRATION			\$10,664.19					
DEPT 41910 PLANNING & ZONING								
	101	11/23/2010	\$5,137.89 E	41910	101	Labor Distribution	WAGES AND SAL	
	101	11/8/2010	\$5,029.68 E	41910	101	Labor Distribution	WAGES AND SAL	
	101	11/8/2010	\$352.09 E	41910	121	Labor Distribution	P E R A	
	101	11/23/2010	\$359.67 E	41910	121	Labor Distribution	P E R A	
	101	11/23/2010	\$315.21 E	41910	122	Labor Distribution	CONT TO RET., S	
	101	11/8/2010	\$308.51 E	41910	122	Labor Distribution	CONT TO RET., S	
	101	11/23/2010	\$330.77 E	41910	126	Labor Distribution	H S A	
	101	11/8/2010	\$330.77 E	41910	126	Labor Distribution	H S A	
	101	11/8/2010	\$803.94 E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$688.38 E	41910	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$73.73 E	41910	170	Labor Distribution	MEDICARE	
	101	11/8/2010	\$72.15 E	41910	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	12/1/2010	\$2.25 E	41910	201	BRANDCLOSEFASHION	OFFICE SUPPLIE	032643
HOLIDAY FLEET	101	11/9/2010	\$485.96 E	41910	212	FUEL - VEHICLES	MOTOR FUELS &	032606
LOFFLER BUSINESS SYSTE	101	12/1/2010	\$49.39 E	41910	416	BASE RATE CONTRACT 1	REPAIR/MAINT O	
TR COMPUTER SALES LLC	101	12/1/2010	\$45.00 E	41910	416	COMPUTER CONSULTAN	REPAIR/MAINT O	
DEPT 41910 PLANNING & ZONING			\$14,385.39					
DEPT 41940 MUNICIPAL BUILDINGS								
SERVICEMASTER	101	11/17/2010	\$300.00 E	41940	302	CLEANING SERVICE FOR	CONTRACT SERV	
COMCAST	101	12/1/2010	\$34.95 E	41940	321	ADM/POL HIGHSPD IN	COMMUNICATION	
OFFICE OF ENT TECHNOLO	101	11/18/2010	\$422.19 E	41940	321	PHONES - CITY HALL	COMMUNICATION	
XCEL	101	12/1/2010	\$540.30 E	41940	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	032644
XCEL	101	12/1/2010	\$86.14 E	41940	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	032644
ELECTRO WATCHMAN, INC	101	12/1/2010	\$96.19 E	41940	420	SECURITY SYSTEMS	R & M BLDGS, ST	
DEPT 41940 MUNICIPAL BUILDINGS			\$1,479.77					
DEPT 42100 POLICE								
	101	11/8/2010	\$1,413.89 E	42100	050	Labor Distribution	SEASONAL/PART	
	101	11/23/2010	\$1,203.15 E	42100	050	Labor Distribution	SEASONAL/PART	

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: NOVEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
	101	11/23/2010	\$10,672.85 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	11/29/2010	\$765.32 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	11/8/2010	\$12,356.66 E	42100	101	Labor Distribution	WAGES AND SAL	
	101	11/8/2010	\$448.08 E	42100	102	Labor Distribution	OVERTIME	
	101	11/23/2010	\$2,245.15 E	42100	102	Labor Distribution	OVERTIME	
	101	11/23/2010	\$1,835.86 E	42100	121	Labor Distribution	P E R A	
	101	11/8/2010	\$1,856.08 E	42100	121	Labor Distribution	P E R A	
	101	11/29/2010	\$107.91 E	42100	121	Labor Distribution	P E R A	
	101	11/23/2010	\$72.67 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	11/8/2010	\$69.82 E	42100	122	Labor Distribution	CONT TO RET., S	
	101	11/8/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	11/23/2010	\$587.10 E	42100	126	Labor Distribution	H S A	
	101	11/8/2010	\$1,742.99 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	11/23/2010	\$1,476.36 E	42100	131	Labor Distribution	CONT TO EMPLO	
	101	11/29/2010	\$11.10 E	42100	170	Labor Distribution	MEDICARE	
	101	11/23/2010	\$203.35 E	42100	170	Labor Distribution	MEDICARE	
	101	11/8/2010	\$204.79 E	42100	170	Labor Distribution	MEDICARE	
U S BANK VISA	101	12/1/2010	\$2.25 E	42100	201	BRANDCLOSEFASHION	OFFICE SUPPLIE	032643
U S BANK VISA	101	11/30/2010	\$29.85 E	42100	201	OFFICE MAX	OFFICE SUPPLIE	032638
WILMES, JUSTIN	101	11/17/2010	\$205.94 E	42100	202	OPERATING MATERIAL -	UNIFORMS - MIS	032628
UNIFORMS UNLIMITED	101	11/17/2010	\$123.30 E	42100	211	WYNIA - UNIFORMS/POLI	UNIFORMS -WYNI	
WASHINGTON COUNTY SHE	101	11/17/2010	\$1,356.26 E	42100	212	OCT. 2010 FUEL - POLICE	MOTOR FUELS &	
HOLIDAY FLEET	101	11/9/2010	\$140.25 E	42100	212	FUEL - VEHICLES	MOTOR FUELS &	032606
BAYPORT PRINTING HOUSE,	101	11/4/2010	\$427.50 E	42100	220	POLICE DEPT. ROUTING	OPERATING SUP	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$35.00 E	42100	300	AMERICAN LEGION LIQU	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/17/2010	\$56.00 E	42100	300	MUTUAL AID AGREEMEN	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/4/2010	\$11.33 E	42100	300	PROSECUTION - PD	PROF SER-LEGAL	
ECKBERG, LAMMERS, BRIG	101	11/4/2010	\$2,249.73 E	42100	300	PROSECUTION - PD	PROF SER-LEGAL	
WILMES, JUSTIN	101	11/16/2010	\$90.00 E	42100	306	POST LICENSE - POLICE	PROF SER-OTHE	032626
NOVA COMMUNICATIONS	101	12/1/2010	\$288.00 E	42100	321	9 MTHS COVERAGE OF T	COMMUNICATION	
VERIZON WIRELESS	101	11/10/2010	\$78.06 E	42100	321	AIR CARDS - POLICE DEP	COMMUNICATION	032613
VERIZON WIRELESS	101	11/9/2010	\$195.86 E	42100	321	PHONE	COMMUNICATION	032609
WASHINGTON COUNTY SHE	101	11/4/2010	\$875.00 E	42100	391	3 QTR 2010 MDC - PD	SHARED AUTOM	
WASHINGTON COUNTY SHE	101	11/4/2010	\$4,775.00 E	42100	391	3 QTR ALERTS & RECOR	SHARED AUTOM	
TR COMPUTER SALES LLC	101	12/1/2010	\$45.00 E	42100	416	COMPUTER CONSULTAN	REPAIR/MAINT O	
LOFFLER BUSINESS SYSTE	101	12/1/2010	\$49.39 E	42100	416	BASE RATE CONTRACT 1	REPAIR/MAINT O	
MINNESOTA CHIEFS OF POL	101	11/30/2010	\$230.00 E	42100	433	2011 VOTING MEMBERSH	DUES & MEMBER	
U S BANK VISA	101	11/30/2010	\$57.52 E	42100	444	WALGREENS	COMMUNITY PRO	032638
DEPT 42100 POLICE			\$49,181.47					
DEPT 42200 FIRE PROTECTION								
	101	11/19/2010	\$583.33 E	42200	101	Labor Distribution	WAGES AND SAL	
	101	11/19/2010	\$32.03 E	42200	122	Labor Distribution	CONT TO RET., S	
	101	11/19/2010	\$7.50 E	42200	170	Labor Distribution	MEDICARE	
STILLWATER GAZETTE	101	11/4/2010	\$34.24 E	42200	201	FOR SALE NOTICE - FIRE	OFFICE SUPPLIE	032604
MUNICIPAL EMERGENCY SE	101	11/22/2010	\$155.40 E	42200	202	OPERATING MATERIAL -	UNIFORMS - MIS	
HOLIDAY FLEET	101	11/9/2010	\$47.11 E	42200	212	FUEL - VEHICLES	MOTOR FUELS &	032606
HOLIDAY FLEET	101	11/9/2010	\$276.65 E	42200	212	FUEL - VEHICLES	MOTOR FUELS &	032606
U S BANK VISA	101	11/10/2010	\$46.00 E	42200	212	MARATHON OIL	MOTOR FUELS &	032610
FOREMOST PROMOTIONS	101	11/10/2010	\$2,019.70 E	42200	217	PENCILS, PENS, SNACK	MATERIALS & PR	
LAKE ELMO FIRE DEPARTM	101	11/10/2010	\$150.00 E	42200	220	2 SAFETY HARNESS - FIR	OPERATING SUP	032611
EMERGENCY SERVICES MA	101	12/1/2010	\$39.34 E	42200	220	TELEPHONE CHGSJ11/1/10	OPERATING SUP	
DISTRICT 2	101	11/22/2010	\$208.53 E	42200	220	OPERATING SUPPLIES -	OPERATING SUP	
EMERGENCY SERVICES MA	101	12/1/2010	\$800.00 E	42200	220	ONE YEAR SUBSCRIPTIO	OPERATING SUP	
CITY OF LAKE ELMO	101	11/10/2010	\$150.00 E	42200	220	2 SAFETY HARNESS - FIR	OPERATING SUP	032612
BOUND TREE MEDICAL, LLC	101	11/10/2010	\$238.90 E	42200	220	OPERATING MATERIAL -	OPERATING SUP	
BOUND TREE MEDICAL, LLC	101	11/22/2010	\$238.90 E	42200	220	MEDICAL SUPPLIES - FIR	OPERATING SUP	
BOUND TREE MEDICAL, LLC	101	12/1/2010	\$126.59 E	42200	220	OPERATING MATERIAL -	OPERATING SUP	
U S BANK VISA	101	12/1/2010	\$97.11 E	42200	220	JIMMYS PIZZA	OPERATING SUP	032642
STILLWATER MEDICAL GRO	101	11/22/2010	\$401.78 E	42200	306	OPERATING SERVICES/P	PROF SER-OTHE	
NEXTEL COMMUNICATIONS	101	12/1/2010	\$171.19 E	42200	321	PHONE - FIRE DEPT.	COMMUNICATION	032641

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: NOVEMBER

Search Name	FUN	Tran Date	A Amount ct	DEPT OBJ	Comments	OBJ Descr	Check Nbr
ANCOM COMMUNICATIONS I	101	11/22/2010	\$12.50 E	42200	323	TECHNICAL SERVICE PE	RADIOS-REPAIR
XCEL	101	12/1/2010	\$306.06 E	42200	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI 032644
XCEL	101	12/1/2010	\$208.39 E	42200	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT 032644
CASPERSON MOTORS	101	11/22/2010	\$32.68 E	42200	412	2102 - FIRE DEPARTMEN	REP & MAINT VE
AMERICAN TEST CENTER	101	12/1/2010	\$475.00 E	42200	419	FIRE TRUCK TESTED UNI	REPAIR & MAINT
U S BANK VISA	101	11/10/2010	\$20.24 E	42200	419	CENTURY POWER EQUIP	REPAIR & MAINT 032610
U S BANK VISA	101	11/10/2010	\$47.18 E	42200	420	MENARDS	R & M BLDGS, ST 032610
U S BANK VISA	101	12/1/2010	\$344.69 E	42200	420	MENARDS	R & M BLDGS, ST 032642
U S BANK VISA	101	11/10/2010	\$8.87 E	42200	420	MENARDS	R & M BLDGS, ST 032610

DEPT 42200 FIRE PROTECTION \$7,279.91

DEPT 43100 STREET MAINT

	101	11/8/2010	\$693.75 E	43100	050	Labor Distribution	SEASONAL/PART
	101	11/23/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL
	101	11/8/2010	\$1,880.00 E	43100	101	Labor Distribution	WAGES AND SAL
	101	11/8/2010	\$1,115.20 E	43100	102	Labor Distribution	OVERTIME
	101	11/8/2010	\$209.68 E	43100	121	Labor Distribution	P E R A
	101	11/23/2010	\$131.60 E	43100	121	Labor Distribution	P E R A
	101	11/8/2010	\$227.23 E	43100	122	Labor Distribution	CONT TO RET., S
	101	11/23/2010	\$115.31 E	43100	122	Labor Distribution	CONT TO RET., S
	101	11/8/2010	\$146.25 E	43100	126	Labor Distribution	H S A
	101	11/23/2010	\$123.83 E	43100	126	Labor Distribution	H S A
	101	11/23/2010	\$303.82 E	43100	131	Labor Distribution	CONT TO EMPLO
	101	11/8/2010	\$413.02 E	43100	131	Labor Distribution	CONT TO EMPLO
	101	11/8/2010	\$53.14 E	43100	170	Labor Distribution	MEDICARE
	101	11/23/2010	\$26.97 E	43100	170	Labor Distribution	MEDICARE
U S BANK VISA	101	12/1/2010	\$0.45 E	43100	201	BRANDCLOSEFASHION	OFFICE SUPPLIE 032643
U S BANK VISA	101	11/30/2010	\$95.56 E	43100	205	WEARGUARD	UNIFORMS - JOS 032640
HOLIDAY FLEET	101	11/9/2010	\$112.23 E	43100	212	FUEL - VEHICLES	MOTOR FUELS & 032606
YOCUM OIL CO	101	11/30/2010	\$219.68 E	43100	212	TRUCK LUBRICANTS	MOTOR FUELS &
AGGREGATE INDUSTRIES	101	11/30/2010	\$49.17 E	43100	225	ROAD SAND	SALT & SAND PU
AGGREGATE INDUSTRIES	101	12/1/2010	\$58.85 E	43100	225	ROAD SAND	SALT & SAND PU
U S BANK VISA	101	11/30/2010	\$63.30 E	43100	225	CMC-ROBERTS	SALT & SAND PU 032640
STILLWATER MEDICAL GRO	101	11/30/2010	\$111.00 E	43100	302	DRUG SCREEN - GARDN	CONTRACT SERV
U S BANK VISA	101	11/30/2010	\$200.00 E	43100	402	DAKOTA TECH CUSTOM	CONFERENCES & 032640
DIESEL COMPONENTS, INC	101	11/30/2010	\$824.70 E	43100	412	RADIATOR - TRUCK # 5	REP & MAINT VE
TR COMPUTER SALES LLC	101	12/1/2010	\$9.00 E	43100	416	COMPUTER CONSULTAN	REPAIR/MAINT O
LOFFLER BUSINESS SYSTE	101	12/1/2010	\$9.87 E	43100	416	BASE RATE CONTRACT 1	REPAIR/MAINT O
U S BANK VISA	101	11/30/2010	\$40.72 E	43100	420	ECONO SIGNS	R & M BLDGS, ST 032640
T. A. SCHIFSKY & SONS INC	101	11/17/2010	\$478.28 E	43100	421	ASPHALT HOT MIX	REPAIR & MAINT
U S BANK VISA	101	11/30/2010	\$65.13 E	43100	421	MENARDS	REPAIR & MAINT 032640
MENARDS-STILLWATER	101	11/30/2010	\$31.58 E	43100	421	PLOW MARKERS	REPAIR & MAINT
HIGHWAY SOLUTIONS, INC.	101	11/17/2010	\$7,048.41 E	43100	421	SCHOOL XING SIGN	REPAIR & MAINT
MILLER EXCAVATING	101	11/30/2010	\$130.37 E	43100	421	ROAD GRAVEL	REPAIR & MAINT

DEPT 43100 STREET MAINT \$16,868.10

DEPT 43160 STREET LIGHTING

XCEL	101	12/1/2010	\$174.14 E	43160	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI 032644
J H LARSON CO	101	11/17/2010	\$125.51 E	43160	419	STREET LIGHT BULBS	REPAIR & MAINT
J H LARSON CO	101	12/1/2010	\$61.45 E	43160	419	STREET LIGHT BULBS	REPAIR & MAINT
LPD ELECTRIC, INC.	101	11/17/2010	\$2,060.50 E	43160	419	STREET LIGHT REPAIR	REPAIR & MAINT

DEPT 43160 STREET LIGHTING \$2,421.60

DEPT 43200 PARKS

	101	11/8/2010	\$803.00 E	43200	050	Labor Distribution	SEASONAL/PART
	101	11/8/2010	\$49.79 E	43200	122	Labor Distribution	CONT TO RET., S
	101	11/8/2010	\$11.64 E	43200	170	Labor Distribution	MEDICARE
U S BANK VISA	101	11/30/2010	\$49.31 E	43200	201	OFFICE MAX	OFFICE SUPPLIE 032640
CENTURY POWER EQUIPME	101	11/17/2010	\$3.70 E	43200	412	PARTS	REP & MAINT VE
TRI STATE BOBCAT INC	101	11/17/2010	\$69.40 E	43200	412	BULBS /BOBCAT	REP & MAINT VE

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U S BANK VISA	101	11/30/2010	\$82.44 E	43200	412 MTI	REP & MAINT VE	032640
TR COMPUTER SALES LLC	101	12/1/2010	\$9.00 E	43200	416 COMPUTER CONSULTAN	REPAIR/MAINT O	
LOFFLER BUSINESS SYSTE	101	12/1/2010	\$9.87 E	43200	416 BASE RATE CONTRACT 1	REPAIR/MAINT O	
PETERSON COMPANIES, IN	101	11/30/2010	\$75.00 E	43200	420 BEACH HOUSE IRRIGATI	R & M BLDGS, ST	
U S BANK VISA	101	11/30/2010	\$35.00 E	43200	420 LAKES GAS CO	R & M BLDGS, ST	032640
LAKES GAS COMPANY	101	11/17/2010	\$35.00 E	43200	420 FIRE PLACE SERVICE - B	R & M BLDGS, ST	
AIR FRESH PORTABLE TOIL	101	11/17/2010	\$84.36 E	43200	425 MTLY RENTAL 10/31-11/27	SATILLITIES	
AIR FRESH PORTABLE TOIL	101	11/30/2010	\$84.36 E	43200	425 MTHLY RENTAL - PARKS	SATILLITIES	
DEPT 43200 PARKS			\$1,401.87				
DEPT 43300 CEMETERY							
HOLIDAY FLEET	101	11/9/2010	\$359.41 E	43300	212 FUEL - VEHICLES	MOTOR FUELS &	032606
FUND 101 GENERAL			\$110,781.34				
FUND 102 STREET RECONSTRUCTION							
DEPT 41601 ALLEY PAVING PROJECT							
S E H	102	11/17/2010	\$272.72 E	41601	301 MISCELLANEOUS ENGIN	PROF SER-ENGIN	
DEPT 41605 INFLOW/INFILTRATION							
S E H	102	11/17/2010	\$5,533.41 E	41605	301 I/I IMPROVEMENTS	PROF SER-ENGIN	
FUND 102 STREET RECONSTRUCTION			\$5,806.13				
FUND 211 LIBRARY							
DEPT 45500 LIBRARY							
	211	11/8/2010	\$2,144.19 E	45500	050 Labor Distribution	SEASONAL/PART	
	211	11/23/2010	\$2,172.28 E	45500	050 Labor Distribution	SEASONAL/PART	
	211	11/23/2010	\$2,925.54 E	45500	101 Labor Distribution	WAGES AND SAL	
	211	11/8/2010	\$2,925.54 E	45500	101 Labor Distribution	WAGES AND SAL	
	211	11/23/2010	\$327.75 E	45500	121 Labor Distribution	P E R A	
	211	11/8/2010	\$330.55 E	45500	121 Labor Distribution	P E R A	
	211	11/23/2010	\$309.03 E	45500	122 Labor Distribution	CONT TO RET., S	
	211	11/8/2010	\$307.29 E	45500	122 Labor Distribution	CONT TO RET., S	
	211	11/23/2010	\$82.69 E	45500	126 Labor Distribution	H S A	
	211	11/8/2010	\$82.69 E	45500	126 Labor Distribution	H S A	
	211	11/23/2010	\$235.22 E	45500	131 Labor Distribution	CONT TO EMPLO	
	211	11/8/2010	\$301.38 E	45500	131 Labor Distribution	CONT TO EMPLO	
	211	11/23/2010	\$72.28 E	45500	170 Labor Distribution	MEDICARE	
	211	11/8/2010	\$71.87 E	45500	170 Labor Distribution	MEDICARE	
INNOVATIVE OFFICE SOLUTI	211	11/30/2010	\$13.50 E	45500	201 OPERATING SUPPLIES -	OFFICE SUPPLIE	
BAKER & TAYLOR	211	11/30/2010	\$7.62 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$210.87 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$62.01 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$28.78 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$9.41 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$44.03 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$15.51 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$243.72 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$65.58 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$13.58 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$236.64 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	-\$14.93 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$64.43 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$54.84 E	45500	217 BOOKS - LIBRARY	MATERIALS & PR	

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BAKER & TAYLOR	211	11/30/2010	\$179.01 E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$33.21 E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$7.20 E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$39.85 E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$529.50 E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
BAKER & TAYLOR	211	11/30/2010	\$29.33 E	45500	217	BOOKS - LIBRARY	MATERIALS & PR	
INNOVATIVE OFFICE SOLUTI	211	11/30/2010	\$115.88 E	45500	220	OPERATING SUPPLIES -	OPERATING SUP	
GENERAL BOOK COVERS	211	11/30/2010	\$49.50 E	45500	220	BOOK JACKET COVER - L	OPERATING SUP	
INNOVATIVE OFFICE SOLUTI	211	11/30/2010	\$53.53 E	45500	240	OPERATING SUPPLIES -	SMALL TOOLS-E	
SHARON SIPPEL	211	11/30/2010	\$1,125.00 E	45500	302	CLEANING SERVICE - LIB	CONTRACT SERV	
KINDER MELODIES	211	11/30/2010	\$600.00 E	45500	302	STORY TIME - LIBRARY	CONTRACT SERV	
COMCAST	211	11/30/2010	\$5.00 E	45500	321	HIGH-SPEED INTERNET/L	COMMUNICATION	
WASHINGTON COUNTY LIBR	211	11/30/2010	\$138.25 E	45500	321	QWEST'S DATA LINE FOR	COMMUNICATION	
OFFICE OF ENT TECHNOLO	211	11/30/2010	\$68.90 E	45500	321	PHONES - LIBRARY	COMMUNICATION	
XCEL	211	12/1/2010	\$712.37 E	45500	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	032644
XCEL	211	12/1/2010	\$172.18 E	45500	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	032644
MACDONALD, KATHY	211	11/30/2010	\$250.00 E	45500	400	MILEAGE REIMBURSEME	USE OF PERSON	032639
TOSHIBA BUSINESS SOLUTI	211	11/30/2010	\$36.65 E	45500	416	BAND - LIBRARY	REPAIR/MAINT O	
ELECTRO WATCHMAN, INC	211	12/1/2010	\$60.00 E	45500	420	SECURITY SYSTEMS	R & M BLDGS, ST	
ECOWATER	211	11/30/2010	\$8.25 E	45500	420	NOV - MTHLY RENT COLD	R & M BLDGS, ST	
PLUNKETT'S PEST CONTRO	211	11/30/2010	\$99.30 E	45500	420	CRAWLING INSECTS & MI	R & M BLDGS, ST	
COMMERCIAL STEAM TEAM	211	11/30/2010	\$541.20 E	45500	420	BUILDING MAINT. LIBRAR	R & M BLDGS, ST	
DEPT 45500 LIBRARY			\$18,198.00					
FUND 211 LIBRARY			\$18,198.00					
FUND 601 WATER								
DEPT 46110 WATER-PUMPHOUSE								
XCEL	601	12/1/2010	\$0.00 E	46110	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	032644
XCEL	601	12/1/2010	\$0.00 E	46110	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	032644
DEPT 46110 WATER-PUMPHOUSE			\$0.00					
DEPT 46120 WATER								
	601	11/23/2010	\$1,214.38 E	46120	050	Labor Distribution	SEASONAL/PART	
	601	11/23/2010	\$3,974.05 E	46120	101	Labor Distribution	WAGES AND SAL	
	601	11/8/2010	\$3,918.41 E	46120	101	Labor Distribution	WAGES AND SAL	
	601	11/23/2010	\$278.18 E	46120	121	Labor Distribution	P E R A	
	601	11/8/2010	\$274.30 E	46120	121	Labor Distribution	P E R A	
	601	11/23/2010	\$313.40 E	46120	122	Labor Distribution	CONT TO RET., S	
	601	11/8/2010	\$234.78 E	46120	122	Labor Distribution	CONT TO RET., S	
	601	11/23/2010	\$206.22 E	46120	126	Labor Distribution	H S A	
	601	11/8/2010	\$194.80 E	46120	126	Labor Distribution	H S A	
	601	11/8/2010	\$513.06 E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	11/23/2010	\$455.42 E	46120	131	Labor Distribution	CONT TO EMPLO	
	601	11/8/2010	\$54.90 E	46120	170	Labor Distribution	MEDICARE	
	601	11/23/2010	\$73.30 E	46120	170	Labor Distribution	MEDICARE	
U S BANK VISA	601	12/1/2010	\$0.45 E	46120	201	BRANDCLOSEFASHION	OFFICE SUPPLIE	032643
GARDNER, TIM	601	11/18/2010	\$31.64 E	46120	203	BOOTS UNIFORM REIMB	UNIFORMS - TIM	032629
HOLIDAY FLEET	601	11/9/2010	\$152.84 E	46120	212	FUEL - VEHICLES	MOTOR FUELS &	032606
HAWKINS WATER	601	11/17/2010	\$30.00 E	46120	216	WATER TREATMENT	CHEMICALS AND	
U S BANK VISA	601	11/30/2010	\$2.24 E	46120	216	USPS	CHEMICALS AND	032640
U S BANK VISA	601	11/30/2010	\$11.73 E	46120	216	THE UPS STORE	CHEMICALS AND	032640
HAWKINS WATER	601	11/30/2010	\$41.07 E	46120	216	WATER TESTING	CHEMICALS AND	
HAWKINS WATER	601	11/30/2010	\$78.86 E	46120	216	WATER TESTING	CHEMICALS AND	
T. R. F. SUPPLY	601	11/17/2010	\$123.12 E	46120	220	TRASH BAGS	OPERATING SUP	
U S BANK VISA	601	11/30/2010	\$6.42 E	46120	220	HOLIDAY	OPERATING SUP	032640
ONE CALL CONCEPTS	601	11/17/2010	\$53.65 E	46120	307	OCTOBER 2010 LOCATES	GOPHER STATE	
COMCAST	601	11/17/2010	\$59.95 E	46120	321	HIGH SPEED INTERNET -	COMMUNICATION	
U S BANK VISA	601	11/30/2010	\$10.90 E	46120	322	USPS	POSTAGE	032640
BAYPORT PRINTING HOUSE,	601	12/1/2010	\$118.00 E	46120	350	NEWSLETTER	PRINTING & PUBL	

CITY OF BAYPORT

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XCEL	601	12/1/2010	\$918.09 E	46120	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVI	032644
XCEL	601	12/1/2010	\$88.67 E	46120	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	032644
LOFFLER BUSINESS SYSTE	601	12/1/2010	\$9.87 E	46120	416	BASE RATE CONTRACT 1	REPAIR/MAINT O	
TR COMPUTER SALES LLC	601	12/1/2010	\$9.00 E	46120	416	COMPUTER CONSULTAN	REPAIR/MAINT O	
FASTENAL	601	11/17/2010	\$4.96 E	46120	419	STAINLESS SCREWS	REPAIR & MAINT	
U S BANK VISA	601	11/30/2010	\$10.42 E	46120	419	ACE HARDWARE	REPAIR & MAINT	032640
FASTENAL	601	11/30/2010	\$13.81 E	46120	419	HARDWARE - WATER DE	REPAIR & MAINT	
U S BANK VISA	601	11/30/2010	\$13.50 E	46120	419	ACE HARDWARE	REPAIR & MAINT	032640
U S BANK VISA	601	11/30/2010	\$46.66 E	46120	419	RELIABLE APPLIANCE SE	REPAIR & MAINT	032640
HENRYS WATERWORKS, IN	601	11/30/2010	\$171.76 E	46120	419	PIPE PARTS	REPAIR & MAINT	
ELECTRO WATCHMAN, INC	601	12/1/2010	\$64.12 E	46120	420	SECURITY SYSTEMS	R & M BLDGS, ST	
ACTION RENTAL	601	11/17/2010	\$42.75 E	46120	431	COMPRESSOR RENTAL	RENTAL OF EQUI	
MINNESOTA DEPT OF HEAL	601	11/22/2010	\$1,165.00 E	46120	434	3RD QTR. 2010 SERVICE	STATE FEES FOR	
DEPT 46120 WATER			\$14,984.68					
FUND 601 WATER			\$14,984.68					
FUND 602 SEWER								
DEPT 46200 SEWER - OPERATING								
	602	11/8/2010	\$368.50 E	46200	050	Labor Distribution	SEASONAL/PART	
	602	11/8/2010	\$3,918.40 E	46200	101	Labor Distribution	WAGES AND SAL	
	602	11/23/2010	\$3,964.01 E	46200	101	Labor Distribution	WAGES AND SAL	
	602	11/8/2010	\$274.28 E	46200	121	Labor Distribution	P E R A	
	602	11/23/2010	\$277.48 E	46200	121	Labor Distribution	P E R A	
	602	11/23/2010	\$237.48 E	46200	122	Labor Distribution	CONT TO RET., S	
	602	11/8/2010	\$257.63 E	46200	122	Labor Distribution	CONT TO RET., S	
	602	11/23/2010	\$205.77 E	46200	126	Labor Distribution	H S A	
	602	11/8/2010	\$194.77 E	46200	126	Labor Distribution	H S A	
	602	11/23/2010	\$454.22 E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	11/8/2010	\$513.05 E	46200	131	Labor Distribution	CONT TO EMPLO	
	602	11/8/2010	\$60.25 E	46200	170	Labor Distribution	MEDICARE	
	602	11/23/2010	\$55.54 E	46200	170	Labor Distribution	MEDICARE	
U S BANK VISA	602	12/1/2010	\$0.45 E	46200	201	BRANDCLOSEFASHION	OFFICE SUPPLIE	032643
BRULIN & COMPANY, INC	602	11/17/2010	\$134.64 E	46200	220	LIFT STATION DEGREAS	OPERATING SUP	
U S BANK VISA	602	11/30/2010	\$73.86 E	46200	220	ACE HARDWARE	OPERATING SUP	032640
U S BANK VISA	602	11/30/2010	\$20.87 E	46200	220	ACE HAREWARE	OPERATING SUP	032640
U S BANK VISA	602	11/30/2010	-\$6.42 E	46200	220	ACE HARDWARE	OPERATING SUP	032640
CARQUEST AUTO PARTS	602	11/30/2010	\$52.07 E	46200	412	VEHICLE SUPPLIES	REP & MAINT VE	
LOFFLER BUSINESS SYSTE	602	12/1/2010	\$9.91 E	46200	416	BASE RATE CONTRACT 1	REPAIR/MAINT O	
TR COMPUTER SALES LLC	602	12/1/2010	\$9.00 E	46200	416	COMPUTER CONSULTAN	REPAIR/MAINT O	
CURTIS, MELISSA	602	11/17/2010	\$125.00 E	46200	419	CLOG UN-BOGGLER REI	REPAIR & MAINT	
DEPT 46200 SEWER - OPERATING			\$11,200.76					
DEPT 46990 SEWER - NON-OPERATING								
METROPOLITAN COUNCIL (S	602	11/17/2010	\$28,671.17 E	46990	434	MTHLY ANNUAL FLOW	STATE FEES FOR	
FUND 602 SEWER			\$39,871.93					
FUND 803 P & Z ESCROWS								
DEPT 80014 GROUP 41 (MIKE SCHALON								
ECKBERG, LAMMERS, BRIG	803	11/17/2010	\$70.00 E	80014	300	REVIEW SETTLEMENT A	PROF SER-LEGAL	

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			\$189,712.08				

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: November, 2010

Printed:12/1/2010

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Permit Number: BP2010-100	Filing Date: 11/30/2010
Parcel Address: 445 LAKESIDE DRIVE	BAYPORT, MN 55003
Applicant: LINDUS CONSTRUCTION, INC. LINDUS CONSTRUCTION, INC. RESIDENTIAL	Applicant Phone: 715-684-4647
Construction Value: \$25,000.00	Total Fees: \$693.95

Permit Number: BP2010-101	Filing Date: 11/30/2010
Parcel Address: 357 6th Street N.	Bayport, MN 55003
Applicant: MATT HOGBERG OWNER OWNER	Applicant Phone: 651-341-8475
Construction Value: \$60,000.00	Total Fees: \$1,478.64

Permit Number: BP2010-87	Filing Date: 11/1/2010
Parcel Address: 101 STATE St.	BAYPORT, MN 55003
Applicant: TACHENY ROOFING, INC. TACHENY ROOFING, INC. RESIDENTIAL BUILDER	Applicant Phone: 651-484-1466
Construction Value: \$9,600.00	Total Fees: \$196.55

Permit Number: BP2010-88	Filing Date: 11/2/2010
Parcel Address: 383 CENTRAL Ave.	BAYPORT, MN 55003
Applicant: VOKATY & JOHNSON VOKATY CONSTRUCTION, LLC RESIDENTIAL	Applicant Phone: 612-964-7033
Construction Value: \$10,000.00	Total Fees: \$321.39

Permit Number: BP2010-89	Filing Date: 11/4/2010
Parcel Address: 101 STATE St.	BAYPORT, MN 55003
Applicant: TACHENY ROOFING, INC. TACHENY ROOFING, INC. RESIDENTIAL BUILDER	Applicant Phone: 651-484-1466
Construction Value: \$2,800.00	Total Fees: \$89.90

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Permit Number: BP2010-90
Parcel Address: 1202 PIONEER TRAIL
Applicant: THE ROTTLUND CO., INC.
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER
Construction Value: \$300,000.00
Filing Date: 11/4/2010
BAYPORT, MN 55003
Applicant Phone: 651-638-0500
Total Fees: \$9,073.64

Permit Number: BP2010-91
Parcel Address: 1201 PIONEER TRAIL
Applicant: THE ROTTLUND CO., INC.
THE ROTTLUND CO., INC. RESIDENTIAL BUILDER
Construction Value: \$270,000.00
Filing Date: 11/8/2010
BAYPORT, MN 55003
Applicant Phone: 651-638-0500
Total Fees: \$8,761.64

Permit Number: BP2010-92
Parcel Address: 986 Inspiration PARKWAY N.
Applicant: MINNESOTA ROOFING &
MINNESOTA ROOFING & REMODELING, INC.
Construction Value: \$6,500.00
Filing Date: 11/10/2010
BAYPORT, MN 55003
Applicant Phone: 612-669-8284
Total Fees: \$150.75

Permit Number: BP2010-93
Parcel Address: 821 5TH Ave. N.
Applicant: DAVE & GINA MADSEN
OWNER OWNER
Construction Value: \$5,400.00
Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 651-342-1821
Total Fees: \$135.45

Permit Number: BP2010-94
Parcel Address: 196 6TH St. S.
Applicant: MODERN HOME BUILDERS, LLC
MODERN HOME BUILDERS, LLC RESIDENTIAL
Construction Value: \$4,200.00
Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 612-597-1645
Total Fees: \$120.10

Permit Number: BP2010-96
Parcel Address: 356 MINNESOTA St. S.
Applicant: CARL McMULLEN
OWNER OWNER
Construction Value: \$2,200.00
Filing Date: 11/16/2010
BAYPORT, MN 55003
Applicant Phone:
Total Fees: \$89.60

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Permit Number: BP2010-97
Parcel Address: 357 6th Street N.
Applicant:MATT HOGBERG
OWNER OWNER
Construction Value:\$9,340.00

Filing Date: 11/22/2010
Bayport, MN 55003
Applicant Phone: 651-341-8475

Total Fees: \$321.06

Permit Number: BP2010-98
Parcel Address: 130 6th St. S.
Applicant:BOB & ADRIENNE JOHNSON
OWNER OWNER
Construction Value:\$70,000.00

Filing Date: 11/23/2010
BAYPORT, MN 55003
Applicant Phone:

Total Fees: \$1,407.39

Permit Number: BP2010-99
Parcel Address: 175 3rd Street So.
Applicant:JOE CRAWFORD
OWNER OWNER
Construction Value:\$3,000.00

Filing Date: 11/24/2010
Bayport, MN 55003
Applicant Phone: 651-275-9418

Total Fees: \$90.00

Permit Number: EG2010-1
Parcel Address: 516 4TH St. S.
Applicant:XCEL ENERGY
XCEL ENERGY UTILITIES
Construction Value:

Filing Date: 11/2/2010
BAYPORT, MN 55003
Applicant Phone: 612-630-4568

Total Fees: \$250.00

Permit Number: MC2010-36
Parcel Address: 488 5TH St. N.
Applicant:CENTRAIRE HEATING & AC INC
CENTRAIRE HEATING & AC INC MECHANICAL
Construction Value:\$3,100.00

Filing Date: 11/1/2010
BAYPORT, MN 55003
Applicant Phone: 952-941-1044

Total Fees: \$80.00

Permit Number: MC2010-37
Parcel Address: 174 3RD St. S.
Applicant:R & S UNDERWOOD HEATING &
R & S UNDERWOOD HEATING & AC
Construction Value:\$2,000.00

Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 612-701-2539

Total Fees: \$80.00

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Permit Number: MC2010-38
Parcel Address: 110 3rd St. N.
Applicant: SPRINGBORN HEATING & AIR
SPRINGBORN HEATING & AIR CONDITIONING, INC.
Construction Value: \$6,524.00
Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 651-439-1519
Total Fees: \$80.00

Permit Number: MC2010-39
Parcel Address: 821 5TH Ave. N.
Applicant: DAVE & GINA MADSEN
OWNER OWNER
Construction Value: \$1,100.00
Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 651-342-1821
Total Fees: \$80.00

Permit Number: MC2010-40
Parcel Address: 334 PRAIRIE WAY S.
Applicant: HAMLIN MECHANICAL LLC
HAMLIN MECHANICAL LLC MECHANICAL-GAS
Construction Value: \$6,000.00
Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 651-340-5956
Total Fees: \$80.00

Permit Number: MC2010-42
Parcel Address: 104 MARINER WAY
Applicant: ALTEMP MECHANICAL, INC.
ALTEMP MECHANICAL, INC. MECHANICAL
Construction Value: \$6,103.00
Filing Date: 11/17/2010
BAYPORT, MN 55003
Applicant Phone: 651-275-9111
Total Fees: \$80.00

Permit Number: MC2010-43
Parcel Address: 515 MINNESOTA St. S.
Applicant: HALEY COMFORT SYSTEMS INC
HALEY COMFORT SYSTEMS INC MECHANICAL
Construction Value: \$3,000.00
Filing Date: 11/22/2010
BAYPORT, MN 55003
Applicant Phone: 651-437-0338
Total Fees: \$80.00

Permit Number: MC2010-44
Parcel Address: 357 6th Street N.
Applicant: PERFECTION HEATING & AIR
PERFECTION HEATING & AIR CONDITIONING
Construction Value: \$6,500.00
Filing Date: 11/23/2010
Bayport, MN 55003
Applicant Phone: 651-777-7620
Total Fees: \$80.00

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Permit Number: MC2010-45
Parcel Address: 130 6th St. S.
Applicant: BOB & ADRIENNE JOHNSON
OWNER OWNER
Construction Value: \$5,650.00

Filing Date: 11/23/2010
BAYPORT, MN 55003
Applicant Phone:
Total Fees: \$80.00

Permit Number: MC2010-46
Parcel Address: 352 5TH St. S.
Applicant: QUALITY AIR HEATING & AC
QUALITY AIR HEATING & AC MECHANICAL
Construction Value: \$2,500.00

Filing Date: 11/29/2010
BAYPORT, MN 55003
Applicant Phone: 651-747-8320
Total Fees: \$80.00

Permit Number: MC2010-47
Parcel Address: 334 PRAIRIE WAY S.
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$1,600.00

Filing Date: 11/30/2010
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: PL2010-23
Parcel Address: 334 PRAIRIE WAY S.
Applicant: MID STATE PLUMBING & HEATING
MID STATE PLUMBING & HEATING Plumber
Construction Value: \$10,000.00

Filing Date: 11/15/2010
BAYPORT, MN 55003
Applicant Phone: 651-480-1195
Total Fees: \$80.00

Permit Number: PL2010-24
Parcel Address: 130 6th St. S.
Applicant: BOB & ADRIENNE JOHNSON
OWNER OWNER
Construction Value: \$1,000.00

Filing Date: 11/23/2010
BAYPORT, MN 55003
Applicant Phone:
Total Fees: \$80.00

Permit Number: PL2010-25
Parcel Address: 1201 PIONEER TRAIL
Applicant: VALLEY PLUMBING CO.
VALLEY PLUMBING CO. Plumber
Construction Value: \$9,500.00

Filing Date: 11/30/2010
BAYPORT, MN 55003
Applicant Phone: 952-492-2121
Total Fees: \$80.00

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Permit Number: PL2010-26

Filing Date: 11/30/2010

Parcel Address: 357 6th Street N.

Bayport, MN 55003

Applicant:MATT HOGBERG

Applicant Phone: 651-341-8475

OWNER OWNER

Construction Value:\$5,000.00

Total Fees: \$80.00



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

Date: November 1, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Non-unionized employee paid holiday hours for 2011

BACKGROUND

It has been the city's policy to establish annual paid holiday hours for employees, to observe designated Federal Holidays, as well as allow flexibility to observe alternative holidays of their choice. To be consistent with the Washington County Government Center, the city is suggesting the following paid holiday hours for 2011:

Martin Luther King Jr. Day	Monday, January 17	10 hours
President's Day	Monday, February 21	10 hours
Memorial Day	Monday, May 30	10 hours
Independence Day	Monday, July 4	10 hours
Labor Day	Monday, September 5	10 hours
Veteran's Day	Thursday, November 10 (observed)	10 hours
Thanksgiving Day	Thursday, November 24	10 hours
Christmas Day	Monday, December 26 (observed)	10 hours
Personal floating holiday time	to be requested by the employee	16 hours

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2011.



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

Date: November 30, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: 2011 Refuse Hauling Licenses

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

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

RECOMMENDATION

Staff recommends the City Council approve licenses for the above-named businesses to provide refuse hauling services within the City of Bayport during 2011, and to authorize Administrator Berg to approve licensure for additional companies that may apply.



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

Date: November 22, 2010
To: Mayor and City Council
Mitch Berg, City Administrator
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Tobacco license renewals for 2011

BACKGROUND

Tobacco licenses expire on December 31, 2010. The following establishments have submitted the required paperwork and are requesting license renewal:

Establishment

Bayport Liquors - 102 North 3rd Street

Holiday Station Stores - 174 North 3rd Street

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

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewal of tobacco licenses for the establishments listed above for 2011.



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

Date: October 18, 2010
To: Council Members and
City Administrator Mitchell Berg
From: Chief of Police Laura Eastman
Subject: Tobacco compliance checks

The following tobacco compliance checks were completed on 10/16/09.

Bayport Liquor
Holiday Gas Station

Both establishments passed and staff recommendation is that each license be renewed at this time.



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

Date: November 22, 2010
To: Mayor and City Council
Mitch Berg, City Administrator
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Liquor license renewals for 2011

BACKGROUND

Liquor licenses expire on December 31, 2010. The following establishments have submitted the required paperwork and are requesting license renewal:

<u>Establishment</u>	<u>License Type</u>
Greystone Bar - 143 North 3 rd Street	On-sale, off-sale, and Sunday
Woody's Bar and Grill - 109 North 3 rd Street	On-sale, off-sale, and Sunday
Hesley Jensen American Legion Post 491 - 263 North 3 rd Street	Club on-sale and Sunday
Bayport BBQ – 328 North 5 th Avenue	On-sale and Sunday
La Cocinita - 338 North 5 th Avenue	On-sale and Sunday
Captains Corner - 193 North 3 rd Street	On-sale
Bayport Liquors - 102 North 3 rd Street	Off-sale

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

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewal of liquor licenses for the establishments listed above for 2011.



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

Date: October 18, 2010
To: Council Members and
City Administrator Mitchell Berg
From: Chief of Police Laura Eastman
Subject: Alcohol compliance checks

Alcohol compliance checks were completed on 10/16/10. The following establishments passed and staff recommendation is that each license be renewed at this time:

Bayport Liquors
Captains Corner
Greystone Bar
La Cocinita
Woody's Bar and Grill

The American Legion failed the compliance check. However, they have not had a violation in the last 12 months and will be fined per the fee schedule. Subsequently, staff recommendation is that the license be renewed. It should be noted that a compliance check was not completed on the Bayport BBQ, as the establishment is a new business.



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

Date: November 29, 2010

To: Mayor and City Council

From: Mitch Berg, City Administrator
Wanda Madsen, Finance Officer

Subject: Certification of past due waste collection bills to property taxes payable in 2011

BACKGROUND

According to the City's agreement with Allied Waste Services, the City shall, at the request of Allied Waste Services, certify for collection with real estate taxes, all accounts subject to the agreement and billed by Allied Waste that are at least sixty (60) days in arrears as of September 29th upon proper documentation of such delinquent accounts being submitted to the City. A penalty charge of \$25.00 or ten percent (10%) of the delinquent charges due, whichever is greater shall be added to the amount to be certified to reimburse the City for its administrative expenses resulting from the delinquency. When received by the City as part of its tax settlement, these funds shall be remitted to Allied Waste within thirty (30) days after receipt of the tax settlement distribution report prepared and submitted by Washington County to the City.

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

RECOMMENDATION

City staff recommends the City Council accept the attached list of Allied Waste Services past due balances for certification to Washington County.

Attachment

Customer	Billing Address	Amount to be Certified
Jon Speich	322 3rd St S	\$ 114.71
John Anthony Derungs	505 2nd St N	\$ 116.14
Karyl Walcher	529 Mariner Dr	\$ 325.32
Ken Seefert	485 Minnesota St S	\$ 158.36
Angela Brunotte	371 5th St N	\$ 325.32
Angie Gliniany	370 3rd St S	\$ 264.55
Anthony Meyers	357 2ND St S	\$ 239.18
Debbie Anderson	340 Minnesota St S	\$ 277.81
Denise Rodenburg	488 5th St N	\$ 467.68
Luann Woodson	252 State St S	\$ 595.47
Dawn Johnson	383 Central Ave Apt 1	\$ 156.42
Dale Krongard III	282 4th St N	\$ 165.32
Tiffany Koch	652 N 5th St	\$ 50.28
Kelly Jabas	446 5th Ave N	\$ 74.91
Paul Marcuson	354 5th St N	\$ 201.11
Daniel Asmus	248 3rd St S	\$ 374.53
Kelly Kuharik-Braund	405 2nd St N	\$ 370.43
Jim Menard Jr	555 2nd St N	\$ 714.58
Scott Thibodeau	383 9th St N	\$ 187.96
Dennis Hecker	106 Mariner Way	\$ 412.59
Debbie Gramenz	585 9th St N	\$ 46.28
Preston Palmer	344 5th St S	\$ 235.79
Cary Anderson	787 5th St N	\$ 369.55
Thomas J Fons	616 Minnesota St S	\$ 82.30
Scott Weaver	388 5th St N	\$ 275.53
Eric Baitz	565 8th St N	\$ 379.55
Clayton Norman	844 6th St N	\$ 107.76
Peter Wegier	955 Osprey Blvd	\$ 489.14
Jason Koch	652 N 5th St	\$ 85.57
Robb Poutre	504 5th St N	\$ 373.32
Mark Loehrer	143 3rd Ave S	\$ 316.56
Jennifer Puga-Lopez	PO Box 423	\$ 381.93
		\$ 8,735.95



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

Date: November 29, 2010
To: Mayor and City Council
Mitch Berg, City Administrator
From: Wanda Madsen, Finance Officer
Subject: **Budgeted Fund Transfers**

BACKGROUND

In the 2010 budget process, the city budgeted for the following fund transfers:

- Transferring \$5,000.00 from the city's Water Department Fund # 601 to the city's Public Works Equipment Replacement Fund # 203, effective December 31, 2010.
- Transferring \$115,000.00 from the city's Sewer Department Fund # 602 to the city's Public Works Equipment Replacement Fund # 203, effective December 31, 2010.
- Transferring \$200.00 from the city's General Fund # 101 (Cemetery Department) to the city's Public Works Equipment Replacement Fund # 203, effective December 31, 2010.
- Transferring \$2,500.00 from the city's General Fund # 101 (Cemetery Department) to the city's Cemetery Capital Improvement Fund # 412, effective December 31, 2010.
- Transferring \$40,000.00 from the city's General Fund # 101 (Street Department) to the city's Public Works Equipment Fund # 203, effective December 31, 2010.
- Transferring \$6,000.00 from the city's General Fund # 101 (Police Department) to the city's Police Equipment Fund # 413, effective December 31, 2010.
- Transferring \$75,000.00 from the city's General Fund # 101 (Fire Department) to the city's Fire Equipment Replacement Fund # 200, effective December 31, 2010.
- Transferring \$400.00 from the city's General Fund # 101 (Mayor & Council) to the city's Automation Fund # 414, effective December 31, 2010.
- Transferring \$2,500.00 from the city's General Fund # 101 (Administration) to the city's Office Automation Fund # 414, effective December 31, 2010.

- Transferring \$475.00 from the city's General Fund # 101 (Street Maintenance) to the city's Office Automation Fund # 414, effective December 31, 2010.
- Transferring \$475.00 from the city's General Fund # 101 (Park Department) to the city's Office Automation Fund # 414, effective December 31, 2010.
- Transferring \$475.00 from the city's Water Department Fund # 601 to the city's Office Automation Fund # 414, effective December 31, 2010.
- Transferring \$475.00 from the city's Sewer Department Fund # 602 to the city's Office Automation Fund #414, effective December 31, 2010.
- Transferring \$350.00 from the city's General Fund # 101 (Mayor & Council) to the city's Municipal Buildings Maintenance Fund # 415, effective December 31, 2010.
- Transferring \$3,000.00 from the city's General Fund # 101 (Administration) to the city's Municipal Buildings Maintenance Fund # 415, effective December 31, 2010.
- Transferring \$2,000.00 from the city's General Fund # 101 (Fire Department) to the city's Municipal Buildings Maintenance Fund # 415, effective December 31, 2010.
- Transferring \$500.00 from the city's General Fund # 101 (Street Maintenance) to the city's Municipal Buildings Maintenance Fund # 415, effective December 31, 2010.
- Transferring \$1,000.00 from the city' Water Department Fund # 601 to the city's Municipal Buildings Maintenance Fund # 415, effective December 31, 2010.
- Transferring \$1,000.00 from the city' Sewer Department Fund # 602 to the city's Municipal Buildings Maintenance Fund # 415, effective December 31, 2010.
- Transferring \$2,000.00 from the city' General Fund # 101 to the city's Office Automation Fund # 414, effective December 31, 2010.

RECOMMENDATION

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



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

Date: December 1, 2010

To: Mayor and City Council
City Administrator Mitchell Berg

From: Chief of Police Laura Eastman

Subject: Appointment of Part-time Police Officer Wilmes

BACKGROUND

At the November City Council meeting, I was approved to begin the process of hiring a part-time police officer. As such, I conducted interviews, completed a background check and all required professional services per the POST board. The process is now concluded and I have selected reserve officer Justin Wilmes as the candidate to fill the position.

RECOMMENDATION

Reserve officer Wilmes has been with our department for one year and has passed all of the above requirements. In addition, Mr. Wilmes has spent countless volunteer hours getting to know our city and the necessities of the officer position. Most importantly, Mr. Wilmes embraces the community policing philosophy and I believe he will be a tremendous asset to our department and team!

Please consider this memorandum as my request to appoint and promote reserve officer Justin Wilmes to a part-time officer position with a starting pay of \$12.67 per hour.



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

DATE: December 1, 2010
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: Renewal of Employee Insurance Policies

Background – Healthcare

The City has begun the rebidding process for the City's healthcare insurance for 2011. Unfortunately, the underwriters are still crunching the numbers; therefore actual numbers won't be available for this City Council meeting.

Nevertheless, the City has received the renewal rates for 2011 from Medica, the city's existing healthcare provider, and I am pleased to provide the City Council with some good news. While the actual increase in premiums rose by 16%, by unblending the premiums and a shifting demographic among the active and non-active staff, the City will see an approximate 6.63% **decrease** in the amount it will owe for health insurance in 2011.

Recommendation

Further cost savings could occur as a result of the rebidding process, therefore I am recommending the City continue with the rebidding process and authorize the City Administrator to select the employee health care provider for 2011 based on the results of the rebidding process, provided the cost does not exceed a decrease of 6.63% to the City.

Dental Plan - Recommendation

The Delta Dental renewal rate for 2011 will go up 3.5% from last year. Because the increase is reasonable, I recommend we renew the policy with our current provider at the proposed rate.



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

City of Bayport SPECIAL EVENT APPLICATION

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

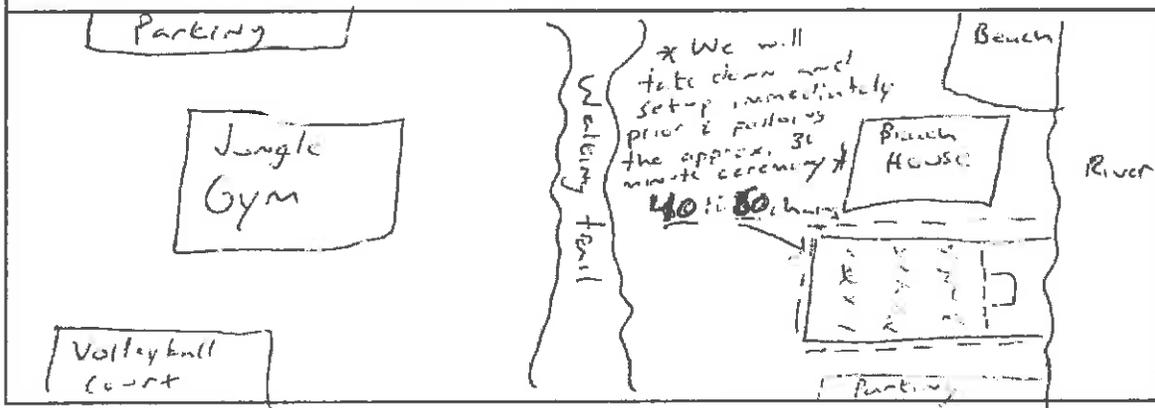
Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	
Address: 2 Central Avenue	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: City of Bayport	
Home Phone Number:	Work/Cell Phone Number: (651)275-4404
Owner Address: 294 North Third Street	
City/State/Zip: Bayport, MN 55003	

Applicant Information	<input checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: David Clark		
Home Phone Number: N/A	Work/Cell Phone Number: (612)940-8132	
Address: 2206 West 21st Street		
City/State/Zip: Minneapolis MN 55405		
Email Address: clark0638@umn.edu		

Description of Request	
My fiance and I would like to host our wedding ceremony in the yard and up to the shoreline of the spring south of the Lakeside Park Beach House. Ceremony itself will be approx 30mins, we will only be setting up chairs. We would like the zone reserved from 1-5pm. The ceremony should have between 40-60 guests.	
Event Information	Start Date: 8/27/11 End Date: 8/27/11
Days of Operation (check all that apply)	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday	
Hours of Operation:	
Weekdays:	
Weekends: 1pm - 5pm	

Requested City Assistance and/or Services



Application Process and Fees

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

Attachments to be submitted with application

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

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

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

Applicant: JoNeil O'Neil Date: 11/1/10

Property Owner: _____ Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee \$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	11/15/10	K. Welle CK#295	Kjh
Escrow or cost incurred				



SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

MEMORANDUM

TO: Mel Horak
FROM: Larry Wacker
SUBJECT: Follow-up 11/05/10 Punch List Inspection – Barker's Alps Park Improvements
CC: Steve St. Clair, Sara Taylor, Mitch Berg

In Attendance: Steve St. Clair, Larry Wacker

A follow-up punch list inspection of the work completed by Miller Excavating and their subcontractors at Barker's Alps Park was completed on November 5, 2010. The following is a list of work items that continue to require completion or correction (all of the items were noted in earlier punch list reports):

SEEDING AND LANDSCAPE PLANTING

1. Reseed (slit seeding is recommended), fertilize, apply herbicides and mulch throughout the seeded area around the play area as required to establish a dense, uniform turf cover as required in Section 02937, Article 6.
2. Areas in the north ballfield outfield were topdressed and reseeded but the work was done too late and there was no evidence of germination. The areas must be maintained by the Contractor until there is uniform germination in the spring.
3. Replace one dead red gnome dogwood at the south end of the center island in the parking lot on 5th Ave.
4. Replace one hackberry on the west side of the parking lot.
5. Remove weeds from shrub beds and add mulch as needed. The shrub bed near the gravel parking lot at the south end of the park is in particularly poor condition.

ASPHALT WORK

6. The crack in the asphalt path near the south end of the park where shown on the attached drawing was noted earlier but has changed from a hairline crack to about 1/8" wide. The crack must be filled an asphalt sealant next spring and monitored for any further change.

The City of Bayport is holding back \$18,236.47 from payment on the contract with Miller Excavating, Inc. I recommend the City consider payment of all but \$3,000.00 until the punch list items are satisfied in spring 2011.

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

P:\10735 - BAYPORT - BARKER'S ALPS\CORRESPONDENCE\110510 FOLLOWUP PUNCH LIST MEMO.DOC



LANDSCAPE ARCHITECTS & PLANNERS
 100 Park Avenue, Suite 1000
 New York, NY 10022
 Tel: (212) 512-1000
 Fax: (212) 512-1001

BARRON'S ALPS
 PARK
 SITE
 IMPROVEMENTS

BAYPORT,
 MINNESOTA

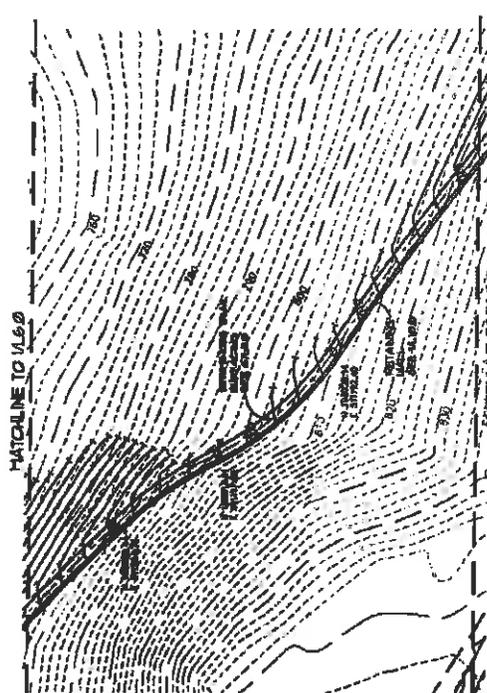
I hereby certify that this plan, specification and contract documents were prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer, State of Minnesota, under the laws of the State of Minnesota.

George W. Wacker
 Date: 02/04/09 Reg. Number: 00070

Project Number: 0700
 Sheet No: 01

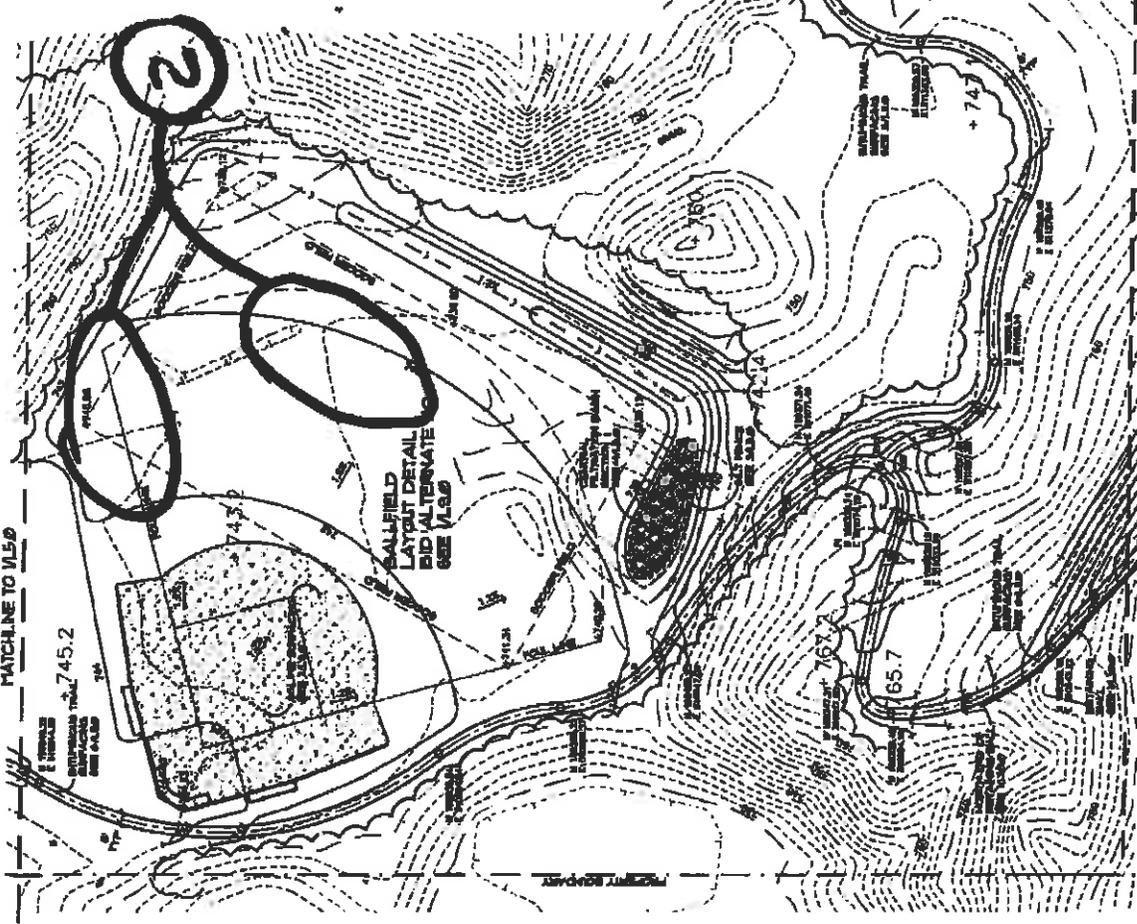
Original Issue Date: 02/04/09

Revised Issue Date: 02/04/09



CENTRAL TRAIL SEGMENT
 LAYOUT / GRADING PLAN
 SCALE 1"=40'

- LAYOUT NOTES - SEE SHEET L5
- EXISTING CONTOURS
 - PROPOSED CONTOURS
 - PROPOSED GRADING
 - PROPOSED PAVEMENT



CENTRAL LAYOUT / GRADING PLAN
 SCALE 1"=40'



11/05/10 FOLLOW-UP PUNCH LIST

CENTRAL LAYOUT
 GRADING PLAN
 SHEET L6.0



SANDERS WACKER BERGLY INC.
 LANDSCAPE ARCHITECTS & PLANNERS
 100 N. 1st St., Suite 200
 Phoenix, AZ 85004
 Phone: (602) 254-1100
 Fax: (602) 254-1101
 www.swb.com

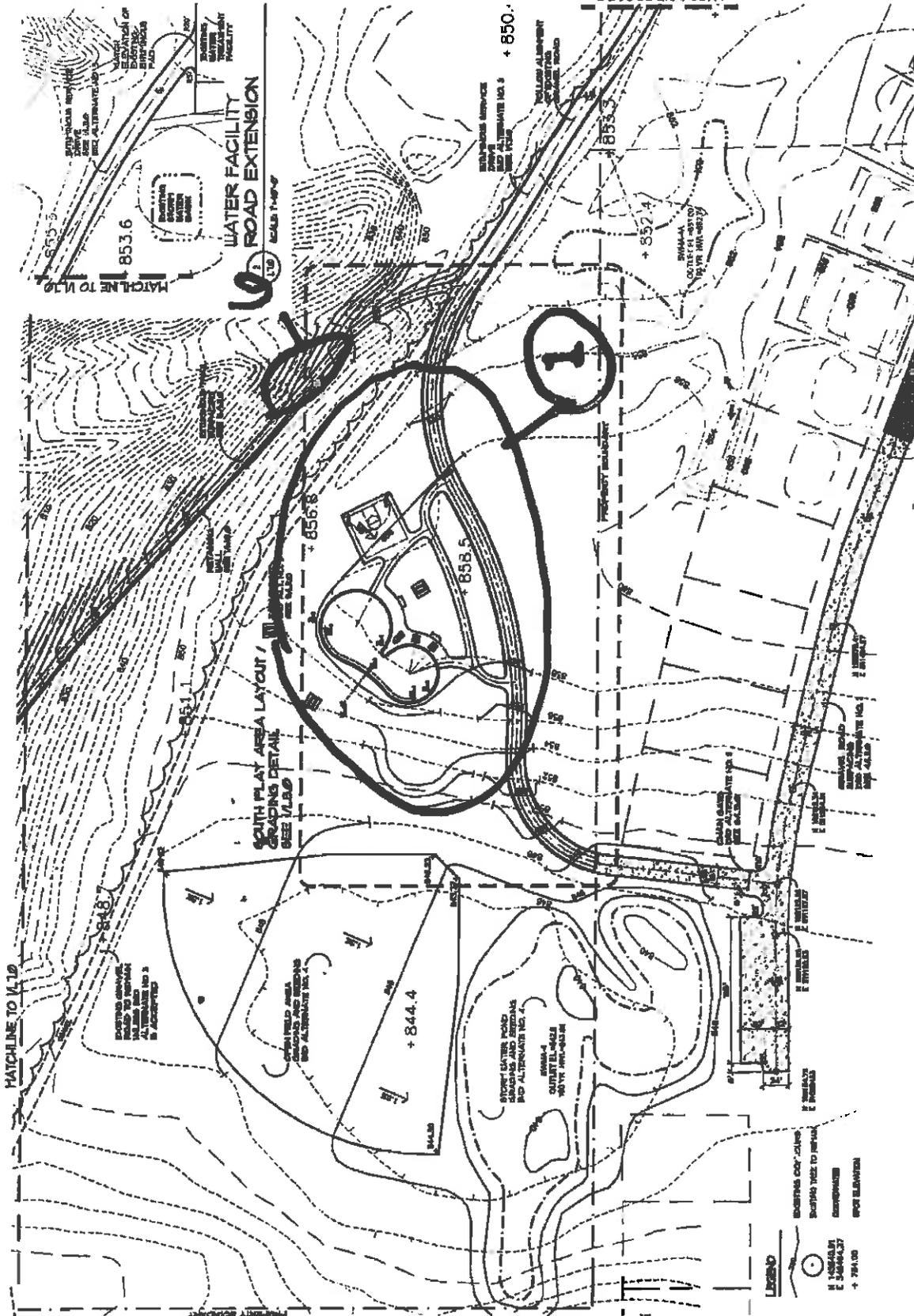
BARKERS ALPS
 PARK
 SITE
 IMPROVEMENTS

KAYROCK
 MINNESOTA

Project Number: 0723
 Drawn By: JPL
 Original Issue Date: 08/05/08
 Revision: 1
 Description: 1

SOUTH LAYOUT/
 GRADING PLAN

SHEET: L7.0



11/05/10 Follow up PUNCH LIST

1 SOUTH LAYOUT
 SCALE 1"=40'-0"



Minnesota Department of Transportation

**Metropolitan District
Waters Edge
1500 West County Road B-2
Roseville, MN 55113**

Date: October 25, 2010

City of Bayport
Attn: Public Works Department
294 North 3rd Street
Bayport, MN 55003

RE: Snow Removal on Trunk Highways within Municipalities

To whom it may concern,

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

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

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

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

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

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

An Equal Opportunity Employer



Snow Removal on Trunk Highways
October 25, 2010
Page 2

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

Requests, by the city/municipality for reimbursement of authorized snow removal should be submitted on agency letterhead and include the following information on a monthly basis. **Final reimbursements shall be submitted by April 30, 2011. Failure to meet deadline submittal may result in no reimbursement of services rendered.**

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

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

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

Sincerely,



Beverly Ann B. Farraher, P.E.
Mn/DOT Metro District Maintenance Engineer
Waters Edge Building
1500 West County Road B2
Roseville, MN 55113

Enclosures (3)

Cc: Amr Jabr, Mn/DOT Metro - Director of Traffic and Maintenance
Mark Fischbach, Mn/DOT Metro - Clear Roadways Superintendent
Lynn Tschida, Mn/DOT Metro - Clear Roadways Assistant
Jim Michael, Mn/DOT Metro - Northeast Region Superintendent
Beryl Board, Mn/DOT Metro - Oakdale Truck Station Supervisor
(File)

An Equal Opportunity Employer



Minnesota Department Of Transportation



INFORMAL BID FOR SERVICES AND RENTALS

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

=====

FOR COMPLETION BY MN/DOT

=====

1. The earnings under this bid are limited to \$15,000.00 for competitive bids (3 bids where practical).
2. The rental rate shall include all supplies necessary, except as noted to operate the Equipment and maintain it in proper order, and ___ Be Vendor operated; or ___ Be Mn/Dot operated-with supplies noted in the description space below. (Check appropriate blank).
3. When the owner provides the Operator, she/he shall furnish to the Maintenance Office a Certification of Insurance For:
 - a) Public Liability and property Damage coverage to cover this Equipment.
 - b) Worker's Compensation coverage as required by State Law, covering workers furnished by the owner.

Payment will not be made for Equipment Rental until the Insurance Certificate has been furnished.

4. When Mn/Dot operated, physical damage insurance by: Self ___ Vendor ___ D.O.A. (when D.O.A. is used call State Equip. Eng.)

=====

FOR COMPLETION BY OWNER

=====

DESCRIPTION OF EQUIPMENT

Type Front end loader

Description 2000 Caterpillar Model 924G (2.7 cubic yards)

BID RATE PER UNIT OF MEASURE \$ <u>115.00</u>	Name/Company <u>City of Bayport</u>	Date <u>11/29/10</u>
--	--	-----------------------------

<u>294 North 3rd Street, Bayport, MN 55003</u>	Phone No.
Address (city,state,zip)	

UNIT OF MEASURE <u>Hr.</u>	City Administrator
(Completed by Mn/Dot)	Authorized Signature <u>Mitch Berg</u> Title

Mn. Tax ID No. or Soc. Sec. No. Name on Soc. Sec. Card if used for I.D. Number}

Federal Tax ID Number 41-6004958

=====

FOR DEPARTMENT USE ONLY

=====

Name of Person _____	Title _____	Date _____
Soliciting Bid _____		
Location where Equipment will be used _____		
Expiration Date _____	Accepted By _____	Date _____

INVOICE
CITY OF BAYPORT

294 NORTH 3RD STREET

BAYPORT, MINNESOTA 55003

651-275-4404

S
O
L
D
T
O
MINNESOTA PUBLIC FACILITIES AUTHORITY
1ST NATIONAL BANK BUILDING, SUITE E-200
332 MINNESOTA STREET
ST. PAUL, MN 55101

INVOICE NO.	WM2010-9	INVOICE	DATE	11/22/2010
MSCWM PERRO CREEK OUTLET:		<u>INVOICE/DATE</u>		
SEH		230815	5/11/2010	\$2,029.59
MID-COUNTY FABRICATING, INC.		15274	4/26/2010	\$2,100.00
			SUB TOTAL	\$4,129.59
			TOTAL	\$4,129.59



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

Date: November 23, 2010

To: Mayor and City Council

From: Mitch Berg, City Administrator
Wanda Madsen, Finance Officer

Subject: Certification of past due water and sewer bills to 2010 property taxes

BACKGROUND

Bayport city code contains provisions allowing the city to certify past due water and sewer bills to a homeowner's property taxes. This certification is due to Washington County no later than December 30, 2010.

Attached is a list of accounts that have past due balances, as of November 23, 2010. Delinquency notices were sent to these customers, and collection efforts will continue over the next month in accordance with City Ordinance # 785, Section 58-163 and Minn. Stat. 444.075(3)(e). In the notice, property owners were notified they could also appeal their past due amount to the City Council at the December 6, 2010 meeting.

RECOMMENDATION

City staff recommends that after the public hearing, the City Council accept the attached list of past due water and sewer bills for certification to Washington County.



CITY OF BAYPORT

Final 2011 Budget Presentation

Background

1. A Proposed 2011 Budget, Levy, and Capital Improvement Plan (CIP) was presented to the City Council at the September 7, 2010 meeting.
2. The Council approved the Proposed 2011 Budget, Levy, and CIP as presented.
3. The Council adopted a proposed 2011 tax levy of \$1,113,798.00. This is an increase of \$71,823.00 (6.89%) from last year's levy.

**CITY OF BAYPORT
LEVY PROPOSED FOR 2011**

- **Adopted 2010 Levy** **\$1,041,975.00**
- **Proposed 2011 Levy** **\$1,113,798.00**
- **General Fund:** **\$ 960,000.00**
- **Library:** **\$ 153,798.00**

BUDGET and LEVY TRENDS

	2006	2007	2008	2009	2010	2011
Budget Amount	\$2,256,568	\$2,135,799	\$2,108,130	\$2,135,878	\$2,069,741	\$2,054,565
\$ Change	\$278,989	\$-120,769	\$-27,669	\$27,748	\$-66,137	\$-15,176
% Change	14.1	-5.4	-1.3	1.3	-3.1	-7.3
Levy Amount	\$930,391	\$872,765	\$985,470	\$1,022,533	\$1,041,975	\$1,113,798
\$ Change	\$-103,377	\$-57,626	\$112,705	\$37,063	\$19,442	\$71,823
% Change	-10	-6.2	12.9	3.8	1.9	6.9

Estimated Property Tax Impact (City Only)

Assumes a -7.5% change in market value from 2010 to 2011

2010 Market Value	\$ 108,100	\$ 162,200	\$ 270,300	\$ 540,500	\$ 810,800
2010 Property Tax	\$ 241	\$ 435	\$ 823	\$ 1,782	\$ 2,875
2011 Market Value	\$ 100,000	\$ 150,000	\$ 250,000	\$ 500,000	\$ 750,000
2011 Property Tax	\$ 244	\$ 440	\$ 833	\$ 1,782	\$ 2,896
\$ Increase	\$ 3	\$ 5	\$ 10	\$ -	\$ 21
% Increase	1.5	1.2	1.1	0	0.7

Summary

- Accomplishments of 2011 Budget
 1. Able to keep the overall levy increase below the state's mandatory levy limit
 2. Maintains critical services and the City was able to reduce expenses by 1% from 2010
 3. Maintain capital future needs
 4. The majority of property owners should see less than a 2% increase in their local property taxes

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY
OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 6, 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 the Bayport City Hall in said municipality on the 6th day of December, 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:

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING BUDGETS FOR THE GENERAL FUND, SPECIAL LIBRARY FUND, DRUG
FORFEITURE FUND, WATER FUND, SEWER FUND, TRUNK WATER AND TRUNK
SEWER UTILITY CAPITAL IMPROVEMENT FUND, FIRE EQUIPMENT
REPLACEMENT FUND, PUBLIC WORKS EQUIPMENT REPLACEMENT FUND, TAX
STABILIZATION FUND, RECREATION CAPITAL EQUIPMENT MAINTENANCE
FUND, CEMETERY CAPITAL IMPROVEMENT FUND, POLICE EQUIPMENT
REPLACEMENT FUND, OFFICE AUTOMATION FUND, RESTRICTED INVESTMENT
FUND, AND PARK IMPROVEMENT FUND FOR THE YEAR 2011**

WHEREAS: The City of Bayport established a preliminary certification of the City of Bayport's Levy at its September 7, 2010 meeting; and,

WHEREAS: The City Council of the City of Bayport wishes to establish its 2011 Budget.

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

1. The City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the 2011 Budget of the General Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the General Fund Departments for the calendar year of 2011 shall be:

<u>Dept. Number</u>	<u>Description</u>	<u>Amount</u>
41400	Administration	\$137,497.17
43300	Cemetery	\$ 7,527.00
42200	Fire Protection	\$355,637.00
41100	Elections	\$ 470.00
41200	Mayor & Council	\$144,226.21
41940	Municipal Buildings	\$137,368.00
43200	Parks	\$ 63,847.70

41910	Planning & Zoning	\$207,073.38
42100	Police Protection	\$667,761.74
41240	Recycling	\$ 5,415.02
43100	Street	\$255,720.78
43160	Street Lighting	\$ 22,021.00
44100	Unallocated	\$ 50,000.00
Total Appropriations General Fund		\$2,054,565.00

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

<u>Description</u>	<u>Amount</u>
General Property Taxes	\$960,000.00
License and Permits	\$ 88,450.00
Other Gov. Agencies	\$537,624.00
Charges for Services	\$268,982.00
Fines and Forfeits	\$ 20,000.00
Other Revenue	\$179,509.00
Total Source of Financing	\$2,054,565.00

2. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Special Library Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations of the Special Library Fund Department for the (211) calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Operating Expenses	\$297,248.00
Total Appropriations	\$297,248.00

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

<u>Description</u>	<u>Amount</u>
General Property Taxes	\$153,798.00
Other Revenue	\$ 33,350.00
Grants	\$110,100.00
Total Source of Financing	\$297,248.00

3. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Drug Forfeiture Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Drug Forfeiture Fund (202) for the calendar year of 2011 shall be:

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

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

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

4. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Water Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Water Fund (601) for the calendar year of 2011 will be:

<u>Description</u>	<u>Amount</u>
Pumphouses	\$ 45,600.00
Water Department	\$406,346.58
Total Appropriations	\$451,946.58

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

<u>Description</u>	<u>Amount</u>
Charges for Services	\$290,000.00
Total Source of Financing	\$290,000.00

5. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Sewer Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Sewer Fund (602) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Sewer Department	\$372,147.40
MWCC	\$330,000.00
Total Appropriations	\$702,147.40

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

<u>Description</u>	<u>Amount</u>
Charges for Services	\$596,570.00
Total Source of Financing	\$596,750.00

6. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Trunk Water and Trunk Sewer Utility Capital Improvement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Trunk Water and Trunk Sewer Utility Capital Improvement Fund (206) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Trunk Water & Trunk Sewer Utility Capital Improvement Fund	\$435,000.00
Total Appropriations	\$435,000.00

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

<u>Description</u>	<u>Amount</u>
Water and Sewer Trunk Charges	\$ 80,000.00
Total Source of Financing	\$ 80,000.00

7. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Fire Equipment Replacement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Fire Equipment Replacement Fund (200) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Fire Equipment Replacement Fund	\$0.00
Total Appropriations	\$0.00

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

<u>Description</u>	<u>Amount</u>
Transfer from the General Fund	\$ 70,000.00
Total Source of Financing	\$ 70,000.00

8. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Public Works Equipment Replacement Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Public Works Equipment Replacement Fund (203) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Public Works Equipment	\$ 35,000.00
Total Appropriations	\$ 35,000.00

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

<u>Description</u>	<u>Amount</u>
Transfer from General Fund	\$ 40,200.00
Transfer from Water Fund	\$ 5,000.00
Transfer from Sewer Fund	\$115,000.00
Total Source of Financing	\$160,200.00

9. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Street Reconstruction Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Street Reconstruction Fund (102) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Street Reconstruction Fund	\$ 70,000.00
Total Appropriations	\$ 70,000.00

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

<u>Description</u>	<u>Amount</u>
Special Assessments	\$ 0.00
Total Source of Financing	\$ 0.00

10. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Tax Stabilization Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Tax Stabilization Fund (205) for the calendar year of 2011 shall be:

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

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

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

11. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Recreation Capital Equipment Maintenance Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Recreation Capital Equipment Maintenance Fund (204) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Recreation Capital Equipment	\$ 0.00
Maintenance Expenditures	\$ 0.00
Total Appropriations	\$ 0.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the Recreation Capital Equipment Maintenance Fund appropriated shall be:

<u>Description</u>	<u>Amount</u>
Gambling Taxes	\$ 3,500.00
Total Source of Financing	\$ 3,500.00

12. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Park Improvement Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Park Improvement Fund (207) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Park Improvement Exp:	\$ 0.00
Total Appropriations	\$ 0.00

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

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

13. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Cemetery Capital Improvement:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Cemetery Capital Improvement Fund (412) for the calendar year 2011 shall be:

<u>Description</u>	<u>Amount</u>
Cemetery:	\$ 20,000.00
Total Appropriations	\$ 20,000.00

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

<u>Description</u>	<u>Amount</u>
Transfer from General Fund:	\$ 2,500.00
Total Source of Financing	\$ 2,500.00

14. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Police Equipment Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Police Equipment Fund (413) for the calendar year 2011 shall be:

<u>Description</u>	<u>Amount</u>
Police Equipment:	\$30,000.00
Total Appropriations	\$30,000.00

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

<u>Description</u>	<u>Amount</u>
Transfer from General Fund:	\$15,000.00
Total Source of Financing	\$15,000.00

15. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Office Automation Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Office Automation Fund (414) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Equipment :	\$4,500.00
Total Appropriations	\$4,500.00

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

<u>Description</u>	<u>Amount</u>
Transfer from General Fund:	\$ 6,470.00
Transfer from Water/Sewer Fund:	\$ 950.00
Total Source of Financing	\$ 7,420.00

16. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of the Municipal Buildings Maintenance Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Municipal Buildings Maintenance Fund (415) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
Equipment and R&M:	\$121,000.00
Total Appropriations	\$121,000.00

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

<u>Description</u>	<u>Amount</u>
Transfer from General Fund:	\$111,350.00
Transfer from Water/Sewer Fund:	\$ 2,000.00
Total Source of Financing	\$113,350.00

17. The City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2011 Budget of K-9 Unit Fund:

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the K-9 Unit Fund (210) for the calendar year of 2011 shall be:

<u>Description</u>	<u>Amount</u>
General Expenses:	\$ 0.00
Total Appropriations	\$ 0.00

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of financing the K-9 Fund shall be:

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

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

Jon Nowaczek –	Torry Kraftson –
Connie Carlson –	Judy Seeberger –
Michele Hanson –	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 6th day of December 2010.

ATTEST:

Mitchell Berg
City Administrator

Jon Nowaczek
Mayor

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 6, 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 the Bayport City Hall in said municipality on the 6th day of December, 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:

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

WHEREAS, The preliminary Capital Improvement plan for 2011-2015 was present to and accepted by the City Council at its September 7, 2010 meeting; and

WHEREAS, The City of Bayport wishes to establish its 2011-2015 Capital Improvement Plan as delineated on the document attached to this resolution.

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

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2011 through 2015, as follows:

2011	\$ 715,500.00
2012-2015	\$7,918,000.00

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

Jon Nowaczek -	Torry Kraftson -
Connie Carlson -	Judy Seeberger -
Michele Hanson -	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota at this 6th day of December, 2010.

ATTEST:

Mitchell Berg
City Administrator

Jonathon Nowaczek
Mayor

2011 CITY OF BAYPORT CAPITAL IMPROVEMENT PROJECTS PLAN

FUND	203 Public Works Equipment Fund	206 Water/ Sewer Improvement Fund	102 Street Reconstruction Fund	412 Cemetery Capital Improvement Fund	207 Park Dedication Fund	200 Fire Equipment Fund	413 Police Equipment Fund	414 Office Automation	415 Municipal Bldgs Maint Fund
Replace 1 patrol vehicle (every other year)							\$ 30,000		
GIS parcel info system			\$ 20,000						
Radio meter reading system	\$ 70,000								
Acquire property for storm water treatment ponds			\$ 50,000						
Sewer rehab proj.	\$ 200,000								
Well house #3 rehab project	\$ 100,000								
I&I CCTV	\$ 50,000								
Office furniture								\$ 500	
Power Point projector								\$ 1,000	
Shredders								\$ 1,000	
Computer								\$ 2,000	
Replacement - Public Works vehicle	\$ 25,000								
Misc. grading and seeding		\$ 15,000.00							
Library - HVAC roof top units replacement, exterior brick repair									\$ 45,000.00
Public Works - garage door replacement and parking lot resurface									\$ 61,000.00
City Hall - hot water heater, exterior brick repair									\$ 15,000.00
Cemetery maintenance building				\$ 20,000.00					
Replacement-Bobcat 2100 vehicle	\$ 10,000.00								
2011 Total	\$ 35,000	\$ 435,000	\$ 70,000	\$ 20,000	\$ 0	\$ 0	\$ 30,000	\$ 4,500	\$ 121,000

CITY OF BAYPORT

CAPITAL IMPROVEMENT PROJECTS PLAN

2012-2015

FUND	203	206	102	412	207	200	413	414	415
	Public Works Equipment Fund	Water/ Sewer Improvement Fund	Street Reconstruction Fund	Cemetery Capital Improvement Fund	Park Dedication Fund	Fire Equipment Fund \$2-4 Million	Police Equipment Fund	Office Automation	Municipal Bldgs Maint Fund
New Fire Hall									
Replace 1 Patrol Vehicle (every other year)									
Replace FD Engine Unit						\$500,000	\$60,000		
A/C Units for Library and City Hall									\$35-40K
Computer (1 a year) Perro Park - Master Plan and Improvements					\$150,000			\$ 8,000	
Replace Public Works Maintenance Pickup vehicle									
Replacement Public Works Vehicle	\$160,000								
Water Main and Street Reconstruction		\$1,500,000	\$1,500,000						
2012-2015 TOTAL	\$160,000	\$1,500,000	\$1,500,000	\$0	\$150,000	\$2.5 - 4.5 Million	\$60,000	\$8,000	\$35-40K

RESOLUTION NO. _____

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 06, 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 the Bayport City Hall in said municipality on the 6th day of December, 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:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE
YEAR 2011 BUDGET AT
\$1,113,798.00**

WHEREAS, The City of Bayport established a preliminary levy certification for the City of Bayport's Levy at its September 7, 2010 meeting; and

WHEREAS, The City Council of the City of Bayport wishes to establish its levy for its year 2011 budget.

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

- | | |
|--|--------------------|
| 1) Certify its payable 2011 levy as follows: | |
| A. General Fund Levy | \$ 960,000.00 |
| B. Special Library Fund Levy | \$ 153,798.00 |
|
Total 2011 Levy |
\$1,113,798.00 |

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

Jon Nowaczek -	Torry Kraftson -
Connie Carlson -	Judy Seeberger -
Michele Hanson -	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 6th day of December, 2010.

ATTEST:

Mitchell Berg
City Administrator

Jonathon Nowaczek
Mayor

**CITY OF BAYPORT
RIVERFRONT ADVISORY COMMISSION
MEETING MINUTES
Tuesday, November 9, 2010**

CALL TO ORDER

Staff present: Facilitator Mark Nagel, City Administrator Mitch Berg

Members present: Dan Goldston, Lecia Kluver, Don Hoye, Sandy Ness, Robert McManus, Jim Selmecki, and Tim Siegfried

CALL TO ORDER:

The November 9, 2010 meeting of the Commission was called to order at 6:02 p.m. in the Bayport City Hall City Council Chambers.

APPROVAL OF AGENDA

It was moved by Commissioner Ness and seconded by Commissioner Goldston to approve the November 9, 2010 agenda as printed. Motion carried.

COMMENTS FROM THE PUBLIC

As there were no members of the public present, no comments were received.

APPROVAL OF MINUTES

It was moved by Commissioner McManus and seconded by Commissioner Goldston to approve the meeting minutes of Tuesday, June 8, 2010 and Tuesday, October 12, 2010, with the following revisions to Attachment A: Add Objective 4.5 as High Priority within a year; add Objective 6.1 as High Priority between 2 and 5 years; change Objective 2.3 as Medium Priority between 2 and 5 years to Objective 2.2; and eliminate Objective 1.4. Motion carried.

CITY COUNCIL UPDATE

Administrator Berg summarized the update that he provided to the City Council on the proceedings from the Commission's October 12th meeting, including City Council approval of the additional \$500 for the facilitator's time to complete the process.

STAFF UPDATE

City Administrator Mitch Berg discussed and outlined the remaining schedule for the Commission noting that the primary focus this evening was to complete the discussion of the remaining objectives and to talk about options for public input. City staff will continue to develop feasibility and implementation plans for agreed-upon goals and objectives. These would then be brought back to the Commission for further discussion and prioritization at the December 14, 2010 Commission meeting. He indicated that if time permitted this evening, he would update the Commission on staff's work/progress on the feasibility and implementation plans to date. He also noted that an ongoing role for the Commission in implementing the goals and objectives would need to be discussed with the City Council at a future meeting. Mr. Berg then turned the meeting over to Facilitator Nagel to complete the work on the Vision, Goals, and Objectives.

VISIONING PLAN

Facilitator Nagel led a continued exercise to refine, categorize, and prioritize the objectives listed under the eight goals established by the Commission. Commissioners spent the next hour reviewing the draft Vision Statement, further redefining the Goals, and completing and refining the wording of the Objectives. The final version of the Vision Statement, Goals and Objectives for the riverfront are attached to the meeting minutes.

With the process complete, the next step will be to review the completed draft for final approval at the December Commission meeting. City staff will then review the feasibility of the objectives in a report to the Commission at the December Commission meeting. City Administrator Berg outlined some of the feasibility findings he has been working on in with regards to a fishing pier, dock and band shell. Mr. Berg also reviewed both the Girl Scout and Boy Scout property lease agreements. After discussion, consensus of the Commissioners was that Mr. Berg was on the "right track" in conducting the feasibility analysis.

OTHER

The next meeting of the City of Bayport Riverfront Advisory Commission will be held on Tuesday, December 14, 2010, at 6 p.m. at Bayport City Hall.

ADJOURNMENT

There being no further business to come before the Commission, upon motion by Commissioner McManus, seconded by Commissioner Hoye, the meeting was unanimously adjourned by voice vote at 7:28 p.m.

BAYPORT RIVERFRONT COMMISSION

December 14, 2010

VISION STATEMENT:

The City of Bayport, located on the scenic St. Croix River, will enhance its riverfront by combining environmental preservation, stewardship and sustainable management practices with accessible, community-oriented, and passive and active recreational opportunities.

GOALS/OBJECTIVES:

1. Riverfront enhancements will be sustainable and improve and protect the surrounding, natural riverine habitat.
 - 1.1 Development and redevelopment will use sustainable practices, such as rain gardens, pervious pavement, and no use of chemicals on permeable soils
 - 1.2 Restore a wide strip of native vegetation in Lakeside Park from the beach to the southern boundary
2. The public will have increased access to the river using the existing boat ramp.
 - 2.1 Upgrade the current boat ramp by increasing the angle of entry for better low pool river access, install new concrete steps, discuss adding more parking spaces with Andersen Corporation, and investigate the possible dredging of the existing 4th Avenue North boat launch
 - 2.2 Develop better directional signage to the current boat ramp
 - 2.3 Advertise the location and free use of the current boat ramp to Bayport residents
3. Increase connectivity to the riverfront for downtown businesses and residents.
 - 3.1 Improve bike/hike trails along the river and connect them to the downtown, Washington County, and bike/hike trails in other communities
 - 3.2 There should be a public, “transient” dock that enables boaters to “tie up” and use downtown businesses
4. The riverfront will have additional recreational opportunities that generate a sense of community for all residents.

- 4.1 A handicapped accessible, free, portable pier will be constructed
- 4.2 Promote family-friendly outdoor activities, e.g. a Bayport Community Picnic, a summer music series, arts and crafts fair, planned summer recreational activities on the riverfront for kids
- 4.3 Public Works staff will trim trees on a regular basis to create better vistas for existing seating on the river
- 4.4 Construction of a band shell for outdoor concerts and plays should be studied
5. Land that becomes available along the river should be reviewed by the City for purchase to enhance both active and passive recreational activities.
 - 5.1 Consider renewing the Girl Scout property lease on the southeast corner of Lakeside Park
 - 5.2 Strengthen the long term relationship with Andersen Corporation for long term use of the current boat ramp
 - 5.3 Identify key lots along the riverfront for possible purchase by the City to enhance recreational opportunities
 - 5.4 Consider low impact tourism generators, such as a canoe/kayak rental business, fishing charter business, or other related business operations
 - 5.5 Develop an ongoing funding source for implementing the Vision, Goals and Objectives
6. The use of the public beach house should be expanded to be a center for indoor/outdoor activities along the river.
 - 6.1 Consider a vendor contract to provide food, sell/rent convenience items, and lease space for events
 - 6.2 Use the public beach house for rotating local artist displays and arts and crafts shows
7. The riverfront will focus on creating “tie ins” to local businesses in town to further their business.
 - 7.1 Create a summer evening event that features Bayport restaurants
 - 7.2 Develop a “tie in,” such as a family movie night, to the Monday night Farmer’s Market.
8. Improve educational opportunities to help residents develop a stewardship commitment for the future of the riverfront.
 - 8.1 Cooperative relationships for programming focusing on river ecology and preservation with the DNR, Friends of the St Croix River, Stillwater School District, Washington County, Master Gardeners, as well as other organizations, should be explored to educate residents on stewardship of the river.



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

Date: November 29, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Fleet vehicle safety

BACKGROUND

Staff has taken the Fleet Vehicle Safety Policy to both of the city's unions for their input. As a result of those meetings, staff made the following changes to the policy:

- Added an exemption for work-related emergencies – provided the employee driving a city vehicle is following all applicable state statutes and city and departmental policies and procedures
- Revised the disciplinary section of the policy to conform to the city's personnel policy and collective bargaining agreement disciplinary policies.

RECOMMENDATION

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



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

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.	EXCEPTION FOR WORK-RELATED EMERGENCIES
SECTION VIII.	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 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 every other year 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. Vehicle engines shall not be operating when adding any fuel or engine oil to the vehicle.
10. Employees shall not board or disembark from any moving vehicle.
11. Employees shall not ride on the running boards of any vehicle.
12. 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.
13. In pickup trucks, riders shall always sit in the front cab.
14. 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.
15. Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles.
16. All items to be transported by truck or trailer, which has the potential to move around during transport, shall be secured.
17. 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.
18. 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.
19. All City of Bayport vehicles parked on the street shall be locked when not in use, with the exception of emergency vehicles.
20. Employees are responsible for any traffic citations they receive while operating City of Bayport vehicles.

21. 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.
22. 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).
23. 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.
24. Smoking is not allowed in City of Bayport vehicles or while operating city equipment.
25. Employees shall not permit unauthorized person(s) to ride along with them in a City vehicle, unless there is a work related reason or the person(s) have been approved by a supervisor to ride along.

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 in emergency situations)
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

An employee may be subject to disciplinary action, on the basis of violating any of the provisions within this policy. The discipline action shall follow the procedures outlined within the City's Personnel Policy and/or the applicable collective bargaining agreement.

Section VII: EXCEPTION FOR WORK-RELATED EMERGENCIES

Section IV. (c) and (d) of this policy shall not apply to Police and Fire personnel who are driving a city vehicle, during the course of their job, provided they are driving in a manner in which they are in compliance with all applicable statutes, departmental procedures and/or policies.

SECTION VIII. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED DECEMBER 6, 2010

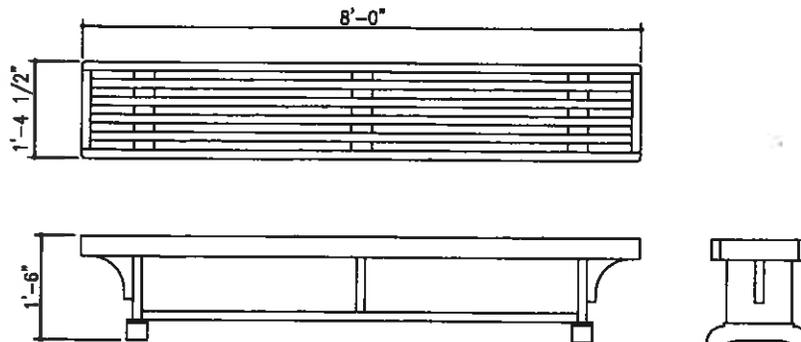


CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: December 1, 2010
To: Mayor and Council Members
From: City Administrator Mitchell Berg
Subject: Bayport Girl Scout request to construct benches for Perro Park ice rink

Background

Marlae Meissner, troop leader for the sixth grade Bayport Girl Scouts, contacted the city regarding the possibility of her troop building three benches for outside use at the ice rink, as part of the troop's efforts in working toward their Bronze Award. A sketch of the proposed bench is provided below.



The benches would be constructed of cedar with a natural finish and the troop will present color options at the meeting. The troop priced the materials and estimates the cost to construct the three benches at \$477.00. Funding to assist with the building of the benches is available in the #204 Recreation Capital Equipment Maintenance Fund.

Recommendation

Staff recommends the City Council approve the bench project proposed by Bayport Girl Scout Troop #50515, with funding of up to \$477.00 from the #204 Recreation Capital Equipment Maintenance Fund.

Bayport Public Library

November 22, 2010



582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 439-7454

Mayor Jonathan Nowaczek
City of Bayport
294 N 3rd Street
Bayport, MN 55003

Dear Mayor Nowaczek:

The Bayport Public Library Board of Trustees would like to request re-appointments to the library board for both Mary Goulette and Mary-Clare Holst.

Both Mary and Mary-Clare are passionate about libraries and books and would like to ensure ongoing community interest in both. The Library Board feels they both are valuable assets to the library board.

My term limit will be reached at the end of 2010 and the vacancy is posted on the city website until December 15, 2010.

We would like to thank you for your consideration.

Sincerely,

Sandy Ness
Library Board President

pc: Mitch Berg, City Administrator

Attachment: Reappointment requests

October 28, 2010

Mayor Jon Nowaczek
Bayport City Hall
294 N 3rd Street
Bayport, MN 55003

Dear Mayor Nowaczek:

I am requesting a re-appointment to the Bayport Public Library board for a second term beginning January 1, 2011.

I feel that the Bayport Public Library serves a vital role to the City of Bayport and I would like to continue my stewardship of this valuable resource.

The next year will be very transitional as our current director retires and we begin the search for her replacement, I would like to be part of that process by using skills from my professional life.

Thanks you in advance for your consideration.

Sincerely,


Mary Goulette

Mayor of Bayport City
Jon Nowaczek

My current term on the Bayport Public Library Board is through December 2010.

I would like to request reappointment for a further term.

Thank you,

A handwritten signature in cursive script that reads "Mary-Clare Holst". The signature is written in black ink and is positioned below the "Thank you," text.

Mary-Clare Holst
986 Inspiration Parkway North
Bayport, MN 55003

October 28, 2010



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

DATE: December 1, 2009

TO: Mayor and City Council

FROM: Mitch Berg, City Administrator
Sara Taylor, Assistant City Administrator/Planner

RE: Appointments to the Planning Commission

BACKGROUND

The terms of Planning Commission members Tom Mabie and Jennifer Schneider expire December 31, 2010. Tom Mabie is not seeking reappointment. Jennifer Schneider has met her term limit, but said she would be willing to continue serving on the Planning Commission, if the city did not receive any applications to fill the two vacant seats.

The city was fortunate to receive three applications from residents interested in serving on the Planning Commission. A few weeks ago, Planning Commission Chair Dan Goldston, City Planner Sara Taylor, and City Administrator Mitch Berg met with the applicants to discuss their interest in serving on the Planning Commission.

In talking with the three applicants, staff feels their background, education, and experience would all be a valuable asset to the city. However, two of the applicants geographically reside in the same area of the city, which is also represented by a current member of the Planning Commission. For this reason, staff feels it would most benefit the city to appoint Todd Gilles and Joe Ritzer, whose combination of background, experience, and geographic representation within the city would bring the most diversity to the Planning Commission.

RECOMMENDATION

Staff recommends the City Council adopt a motion appointing Todd Gilles and Joe Ritzer to serve on the Planning Commission for a three-year term.



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

DATE: November 1, 2010

TO: Mayor and City Council

FROM: Mitchell Berg, City Administrator

RE: Consider a resolution accepting a petition, awarding the contract, and authorizing the preparation of plans and specifications for a curb, gutter, and stormwater improvement project on First Avenue North

BACKGROUND

The City has received a petition from the property owner of 221 and 205 First Avenue North, Barry Torgerson, requesting that the city initiate a stormwater improvement project along his property on First Avenue North. In anticipation of this request, the City has already solicited engineering quotes for this project. The quotes are as follows:

	Total
Stillwater	\$ 1,800.00
I&S	\$ 2,600.00
S.E.H.	\$ 2,350.00

The City of Stillwater submitted the lowest quote. If the City Council agrees to accept the petition and move forward with the improvement project, the City will need to award the contract, call for a feasibility report, and prepare plans and specifications.

RECOMMENDATION

Staff recommends the City Council adopt a resolution accepting the petition for the First Avenue North Improvement Project as complete and to award the City of Stillwater the engineering work to complete the feasibility study, plans and specifications, and inspections at a cost not to exceed \$1,800.00.



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

Petition for Local Improvement

Bayport, Minnesota, December 6, 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 221 and 205 1st Avenue, Lots 10-11-12 of Block 59 of Bayport (South Stillwater), 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. 	221 & 205 1st Ave N.

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.



Mitchell Berg, City Administrator

RESOLUTION NO. 10-___

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD
DECEMBER 6, 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 6th day of December 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
First Avenue North Improvement Project**

WHEREAS, a certain petition requesting an improvement along First Avenue North (in front of 221 and 205 First Avenue North), between Third Street North and Second Street North, by the installation of curb, gutter and related storm water improvements, filed with the Bayport City Council on December 6, 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 First Avenue North Improvement Project is hereby referred to the City of Stillwater, 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 –	Torry Kraftson –
Connie Carlson –	Judy Seeberger –
Michele Hanson -	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 6th day of December, 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: November 29, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Consider adopting a vacant building registration ordinance

BACKGROUND

With the increasing number of foreclosures and vacant properties, cities across the state are facing new challenges with fewer tools to address these challenges. To address this problem, the state passed a law to permit cities to charge a vacant building registration fee and to allow the recovery of delinquent vacant building registration fees to be assessed to their property taxes.

According to staff, if the City Council were to adopt this ordinance, there would be approximately 10-15 existing properties that would be subject to the regulations of this ordinance. The City would be able to collect a \$500.00 fee from each of the properties, which would go to help in the administration of the registration fees and the monitoring of the properties.

Since the ordinance falls under the Buildings and Building Maintenance Chapter of the Bayport Municipal Code, no public hearing is required. Furthermore, the City Attorney has reviewed the proposed ordinance and recommends approval.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the ordinance, as presented.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 18-BUILDINGS AND BUILDING REGULATIONS, ARTICLE III OF
THE BAYPORT CITY CODE PROVIDING FOR THE SECURING OF VACANT BUILDINGS**

Section 1. Chapter 18 of the Bayport Municipal Code is hereby amended to include the following:

ARTICLE III. Vacant Buildings

Sec. 18-51. Definitions.

For the purpose of this ordinance, certain words and phrases are defined as follows:

Enforcement officer. The city Building Official or Zoning Administrator.

Owner. Those shown to be owner(s) on record at the Washington County Department of Property Taxation, those identified as owner(s) on a vacant building registration form, holder of an unrecorded contract for deed, a mortgagee/mortgagor or vendee/vendor in possession, assignee of rents, receiver, executor, trustee, lessee, other person, firm or corporation in control of the freehold of the premises or lesser state therein, mortgagee for the benefit of the owner(s) of the beneficial interests in possession, or its nominee. Any such person shall have a joint obligation for compliance with the provisions of this ordinance.

Secure. Includes, but is not limited to, installing locks, repairing and/or boarding windows and doors, posting "no-trespassing" signs, installing exterior lighting or motion-detecting lights, fencing the property, and installing a monitored alarm or security system consistent with Minn. Stat. § 463.251.

Unoccupied building. A building which is not being used for a legal occupancy.

Vacant building. A building or a portion of a building that meets one or more of the following conditions:

- a. unoccupied and foreclosed upon as identified by Washington County
- b. unoccupied and windows or entrances to the premises are boarded up or closed off, or multiple window panes are broken and unrepaired
- c. unoccupied and doors to the premises are smashed through, broken off, unhinged, or continuously unlocked
- d. unoccupied and gas, electric, or water service to the premises has been terminated
- e. unoccupied and rubbish, trash, or debris has accumulated on the premises
- f. unoccupied and the police or sheriff's office has received at least two reports of trespassers on the premises, or of vandalism or other illegal acts being committed on the premises
- g. unoccupied and the premises is deteriorating or in imminent danger of falling below minimum community standards for public safety and sanitation
- h. unoccupied and the premises has been cited with at least one nuisance violation

Sec. 18-52. Registration and fees.

The owner shall register with the enforcement officer within thirty (30) days after any building in the city becomes a vacant building, as defined in section 18-51. The registration shall be submitted on forms provided by the enforcement officer and shall include the following information supplied by the owner:

- a. description of the premises
- b. names and address of owner(s)
- c. name and address of all known lien holders and all other parties with an ownership interest in the building
- d. period of time the building is expected to remain vacant and a plan and timetable for returning the building to appropriate occupancy or use and/or for demolition of the building

The owner of a vacant building shall pay an annual registration fee of five hundred (\$500.00) dollars each year the building remains a vacant building. The registration fee is intended to at least partially cover the administrative costs for registering and processing the vacant building owner registration form and for the costs of the city in monitoring the vacant building site.

The first annual fee shall be paid within thirty (30) days of being due and the owner shall be subject to prosecution as prescribed in this ordinance if not paid by the due date. The fee shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.

All delinquent fees shall be paid by the owner, prior to any transfer of ownership of a vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee within thirty (30) days of being due and the owner shall be subject to prosecution as prescribed in this ordinance if not paid by the due date.

The enforcement officer shall include in the file, any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.

Sec 18-53. Exemptions.

In order to encourage the prompt renovation of property, the owner of a fire damaged building may be exempt from paying vacant building fees provided that within thirty (30) days from the date of the fire, the owner submits a written request for an exemption to the enforcement officer, which includes the following:

- a. description of the premises
- b. names and address of owner(s)
- c. statement of intent to repair and reoccupy the building in an expedient manner

An exemption granted under this section shall be valid for no more than ninety (90) days. In the event that the owner of the property, at the time of the fire, who received an exemption under this ordinance, should at any time after the fire transfer to another person any ownership interest in the subject property, the exemption under this ordinance is immediately void and any new owner(s) shall be responsible for paying any required vacant building fees.

Sec 18-54. Inspections.

The enforcement officer shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this ordinance. Upon the request of the enforcement officer, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Sec 18-55. Inventory.

The enforcement officer shall maintain a current list of all known vacant buildings, as well as a list of all previously declared vacant buildings which are no longer subject to the provisions of this ordinance. The vacant building list shall be available to the public, to the extent provided by law.

Sec 18-56. Collection of unpaid fees.

The fees associated with the vacant building program shall be a debt owed to the city and unpaid costs shall be collected by special assessment under the authority in Minnesota Statutes, Section 429.101.

Sec 18-57. Severability.

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

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 6th day of December, 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

Date: November 22, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: Adoption of Employee Criminal Conviction(s) Policy

BACKGROUND

The City of Bayport is trying to be proactive in addressing situations that might arise when an employee is convicted of a crime resulting in a sentence of incarceration. This policy is meant to act as a guide for the City to follow if this situation should ever arise.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the Employee Criminal Conviction(s) Policy.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

EMPLOYEE CRIMINAL CONVICTION(S) POLICY

- SECTION I. PURPOSE**
- SECTION II. APPLICABILITY**
- SECTION III. POLICY**
- SECTION IV. DEFINITIONS**
- SECTION V. PROCEDURES**
- SECTION VI. ADOPTION**

Section I: PURPOSE

To provide direction to employees who are convicted of a misdemeanor, gross misdemeanor, or felony.

Section II: APPLICABILITY

All employees (full-time, part-time, seasonal, volunteers)

Section III: POLICY

Employees convicted of a misdemeanor, gross misdemeanor or felony resulting in incarceration may be subject to discipline up to and including discharge based upon criteria outlined below. Employees are not permitted to be in paid status while incarcerated as the result of a criminal conviction as defined in this policy.

Section IV: DEFINITIONS

Criminal Conviction: Any felony, gross misdemeanor, or misdemeanor for which workhouse, jail or incarceration sentence is ordered.

Documentary Evidence: Any local, state, or federal release order, or any copy of an order of discharge from probation, parole, or other field supervision.

Incarceration: Involuntary housing in any municipal, county, state or federal jail or correctional facility.

Section VI: PROCEDURES

An employee is required to immediately notify their immediate supervisor if the employee is convicted of a felony, gross misdemeanor or misdemeanor for which incarceration is ordered. Notification may include a direct telephone call or written communication to the supervisor and shall include the formal charge, date, time, jurisdiction of the alleged occurrence, date of conviction, sentence, and any other relevant information. The employee shall keep their immediate supervisor informed of the final disposition of the sentence. If an employee does not provide immediate notification to their immediate supervisor, the employee shall be subject to discipline up to and including discharge, pursuant to the collective bargaining agreement and/or personnel policy.

An employee sentenced to jail, house arrest or work release is required to request an unpaid leave of absence. Failure to request a leave of absence may result in discipline up to and including discharge. The City may deny the leave of absence request on the basis of the staffing needs, length of absence, and impact to the City. Under no circumstance will an employee be in paid status while incarcerated.

The City shall determine if employee discipline, up to and including discharge, will be administered using the following criteria:

- a. Relationship of the crime(s) to the employee's position;
- b. Nature and severity of the crime(s) for which the employee is convicted;
- c. All circumstances relative to the crime(s), including mitigating circumstances surrounding the commission of the crime(s);
- d. Whether the employee's conduct violates an existing City policy or code;

SECTION VII. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED 12/6/2010



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

Date: November 29, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Sara Taylor, Assistant City Administrator/Planner
Subject: Fee schedule updates for 2011

BACKGROUND

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

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the updates to the city's fee schedule, for fees payable for 2011.

ORDINANCE NO. _____

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

THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA DOES HEREBY ORDAIN AS FOLLOWS:

Appendix D of the Municipal Code of the City of Bayport is hereby amended to delete the existing text in its entirety and replace with the following:

Section 1. The City of Bayport is authorized to impose fees, rates, or charges, and the same shall be enumerated in this section or elsewhere in this Code. In the event of any conflict between this section and any other provision of the code, this section shall control.

Section 2. Fees shall be in accordance with the following:

Description	Fee
<i>Administration Department – License fees</i>	
Adult use license	\$10,000.00 /yr
Adult use investigation fee	\$1,500.00
Commercial / residential refuse hauler license	\$200.00/yr
Fireworks - sale of consumer fireworks	\$350.00 for exclusive license \$100.00 for non-exclusive license
Fireworks – public outdoor display permit	\$100.00
Gambling – license fee for gambling exempt under Minnesota Statutes 349.166	\$100.00 /yr
Gambling - investigation fee or renewing premises permit	\$100.00
Gambling proceeds	10%
Liquor - off-sale liquor	\$100.00 \$240.00 /yr
Liquor - on-sale liquor	\$2,000.00 /yr
Liquor - on-sale temporary (1-4 days)	\$50.00 /day
Liquor - Sunday	\$200.00 /yr
Liquor - on-sale club	\$250.00 \$300.00 /yr
Liquor – 3.2% malt liquor (on or off sale)	\$100.00 /yr
Liquor – on sale wine only	\$750.00 \$1,000.00 /yr

Liquor, wine, tavern investigation - in state last 10 years	\$500.00
Liquor, wine, tavern investigation – out of state	\$2,500.00
Pawnbroker / secondhand dealer license	\$100.00 /yr
Pawnbroker investigation - in state last 10 years	\$3,000.00
Pawnbroker investigation - out of state in last 10 years	actual cost (\$10,000.00 max.)
Pawnbroker investigation – new manager	\$500.00
Pawnbroker transaction fee	\$2.00 per transaction
Peddler / solicitor license	\$25.00 /person
Tobacco (over the counter only)	\$250.00 /yr
<i>Administration Department - General fees</i>	
Admin. charge for tree removal	cost incurred, plus 10% for city overhead costs
Admin. charge for weed cutting / debris removal / etc.	cost incurred, plus 10% for city overhead costs
Admin. charge for certification of delinquent accounts	\$5.00 water and sewer
Admin. charge for retrieval of public information	cost incurred
Cemetery - sale of single grave	\$700.00
Cemetery - sale of single cremains grave	\$300.00
Cemetery - open and close grave (casket)	\$700.00
Cemetery - open and close grave (casket for infant)	\$400.00
Cemetery – open and close grave (cremains)	\$300.00 \$250.00
Cemetery - additional charge for winter burial of casket	\$500.00
Cemetery - additional charge for winter burial of cremains	\$250.00
Cemetery – additional charge for Saturday burial	\$100.00
Cemetery - set and / or reset single marker	\$100.00
Cemetery - set and / or reset double marker	\$150.00
Cemetery - set urn holder post in cement	\$75.00
Cemetery - transfer of title (per gravesite)	\$200.00 \$100.00 + cost incurred
Cemetery - marking placement of headstone (non-veteran)	\$75.00
Cemetery - headstone deposit	\$300.00
Comprehensive plan / zoning code / subdivision ord. - copy	\$15.00
Filing for election - affidavit of candidacy application	\$2.00
Fines - liquor violation-first in 12 months	\$500.00
Fines - liquor violation-second in 12 months (subject to suspension or revocation by City Council)	\$1,000.00

Fines - liquor violation-third in 12 months (subject to suspension or revocation by City Council)	\$2,000.00
Fines - liquor violation-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Fines - tobacco violations-first in 12 months	\$250.00
Fines - tobacco violations-second in 12 months (subject to suspension or revocation by City Council)	\$500.00
Fines - tobacco violations-third in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - tobacco violations-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Interest rate for certification of delinquent accounts	6%
Map - City streets (11x17 max.) – black and white only	\$2.00
Map - Zoning (11x17 max.) - color	\$3.00
Map - Flood (11x17 max.) - color	\$3.00
Park usage fees for fields and courts (see below)	
Barker's Alps ball field(s) – north #1 and south #2	\$5.00 per day, with a seasonal maximum of up to \$50.00
Lakeside Park / Perro Park ball field	\$3.00 per day, with a seasonal maximum of up to \$50.00
Lakeside Park volleyball court	\$10.00 per day
Perro Park tennis court(s)	\$10.00 per day
Barker's Alps soccer field	\$5.00 per day, with a seasonal maximum of up to \$50.00
Park usage fee for residents – up to 50 people (includes rental of up to two park shelters)	free
Park usage fee for residents – 51 to 100 people (includes rental of up to three park shelters)	\$100.00
Park usage fee for residents – 101 to 500 people (includes required rental of all park shelters)	\$150.00
Park usage fee for residents – over 500 people (includes required rental all park shelters)	\$1000.00
Park usage fee for non-residents – up to 50 people (includes rental of up to two park shelters)	\$150.00
Park usage fee for non-residents – 51 to 100 people (includes rental of up to three park shelters)	\$250.00
Park usage fee for non-residents – 101 to 500 people (includes required rental of all park shelters)	\$500.00
Park usage fee for non-residents – over 500 people (includes required rental of all park shelters)	\$1,500.00
Park usage fees for Lakeside Park beach house (see below)	
Resident – A 4 hour block of time, May through September	\$50.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Nonresident – A 4 hour block of time , May through September	\$150.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee

Parking permit – resident sticker for vehicles with boat trailers	\$25.00/yr
Photocopies (8.5 x 11) – black and white	\$0.25
Photocopies (11 x 17) – black and white	\$0.50
Photocopies (8.5 x 11) – color	\$0.50
Photocopies (11 x 17) – color	\$1.00
Returned checks	\$35.00
Small bird/fowl permit	\$25.00/yr
Special assessment search	\$30.00 \$25.00
Special event application – private individual or for-profit organization	\$50.00
Special event application – public entity or non-profit organization	\$15.00
Utility rate for commercial/industrial sewer – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial sewer – 1,001 to 100,000 gal	\$3.95 per 1,000 gal
Utility rate for commercial/industrial sewer – 100,001 to 300,000 gal	\$4.35 per 1,000 gal
Utility rate for commercial/industrial sewer – over 300,000 gal	\$6.85 per 1,000 gal
Utility rate for residential sewer – up to 1,000 gal	\$10.00
Utility rate for residential sewer – each additional 1,000 gal	\$3.35 per 1,000 gal
Utility rate for commercial/industrial water – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial water – 1,001 to 100,000 gal	\$3.25 per 1,000 gal
Utility rate for commercial/industrial water – 100,001 to 300,000 gal	\$4.25 per 1,000 gal
Utility rate for commercial/industrial water – over 300,000 gal	\$6.25 per 1,000 gal
Utility rate for residential water – up to 1,000 gal	\$10.00
Utility rate for residential water – 1,001 to 25,000 gal	\$3.25 per 1,000 gal
Utility rate for residential water – over 25,000 gal	\$4.25 per 1,000 gal
Warming house reservation	\$25.00 per hour
<u>Engineering/Public Works Department</u>	
Engineering plan review	cost incurred
Inflow / infiltration compliance surcharge - commercial	\$500.00 per month
Inflow / infiltration compliance surcharge - residential	\$100.00 per month
Permitted encroachment application	\$250.00
Right-of-way excavation, obstruction, or utility work permit	\$250.00 + 1,000.00 escrow and any other costs incurred
Right-of-way inspection	\$50.00
Sewer inspection charge	\$50.00
Sewer connection/access charge	\$750.00 per unit

Water Connection/access charge – with SAC Assessments	
up to 1 inch (plus cost of meter)	\$1,000.00 per unit
greater than 1 inch (plus cost of meter)	\$1,200.00 per unit
Water Connection/access charge – irrigation systems or without SAC assessment	
5/8 inch meter (plus cost of meter)	\$1,000.00
1 inch meter (plus cost of meter)	\$2,000.00
1 ½ inch meter (plus cost of meter)	\$4,000.00
Water hydrant access charge and water usage	\$35.00 + cost incurred for water
Water meter – up to 1 inch	\$250.00 \$200.00
Water meter – greater than 1 inch	cost incurred
Water reconnection after shutoff from non-payment – during city business hours	\$30.00 \$25.00
Water reconnection after shutoff from non-payment – during non-city business hours	\$100.00 \$50.00
Water - tap charge	\$300.00
Trunk area charge – sanitary sewer	\$1,000.00/acre
Trunk area charge – water system	\$1,200.00/acre
Trunk area charge – storm sewer with on site ponding	\$1,000.00/acre
Trunk area charge – storm sewer without on site ponding	\$3,000.00/acre
<i>Fire Department</i>	
Burning permit	\$ 20.00
Incident Fire Reports	\$ 25.00
Rental of engine/tanker for mutual aid	\$ 250.00/hr
Rental of fire chief for mutual aid	\$ 75.00/hr
Rental of fire engine for mutual aid	\$ 250.00/hr
Rental of grass fire vehicle for mutual aid	\$ 125.00/hr
Rental of ladder truck for mutual aid	\$ 350.00/hr
Rental of light rescue for mutual aid	\$ 125.00/hr
Rental of special rescue for mutual aid	\$ 250.00/hr
Rental of tanker for mutual aid	\$ 200.00/hr
Rental of utility vehicle for mutual aid	\$ 75.00/hr
<i>Planning and Zoning Department</i>	
Conditional use	\$250.00 + 500.00 escrow
Interim conditional use	\$125.00 + 500.00 escrow
Minor subdivision (lot division/combination)	\$250.00 + 500.00 escrow

Planned unit development (includes fees for rezoning, site plan review, variance)	\$650.00 + 2,500.00 escrow
Plat	\$300.00 + 50.00 per lot over two
Rezoning	\$500.00 + 1,000.00 escrow
Variance	\$150.00 + 300.00 escrow
Comprehensive plan amendment	\$300.00 + 500.00 escrow
Environmental assessment worksheet	\$200.00 + cost incurred
Park dedication – commercial/industrial (per single family equivalent)	\$1,000.00
Park dedication – per residential unit	\$1,000.00
Site plan review/ concept review	\$300.00 + escrow
Telecommunication towers-application fee	\$250.00 + 500.00 escrow
Vacations	\$250.00 + 500.00 escrow
<i>Police Department</i>	
Animal - dangerous dog registration	\$500.00
Animal - dog or cat license-spayed or neutered when rabies shot expires	\$10.00/yr
Animal - dog or cat license-unspayed when rabies shot expires	\$20.00/yr
Animal - dog or cat license late fee	\$5.00/yr
Animal - kennel license-1-4 animals	\$400.00
Animal - kennel license-5+ animals	\$400.00 + 75.00 per animal
Animal impound-first offense	\$50.00
Animal impound-second offense	\$75.00
Animal impound-third offense	\$100.00
Animal impound-fourth or more offenses	\$125.00
Audio, video, photo, CD/DVD	\$25.00
Fingerprinting	\$20.00
Police report	\$0.25 per page
State accident reports	\$0.25 per page
Permit to carry (handgun)	\$25.00
<i>Building Department</i>	
Vacant building registration fee	\$500.00/yr
Building permit fees (based on total valuation): \$1.00 to \$500.00	\$25.00, plus state surcharge

\$501.00 to \$2,000.00	\$25.00 for the first \$500.00, plus \$3.25 for each additional \$100.00, including \$2,000.00, plus state surcharge
\$2,001.00 to \$25,000.00	\$73.75 for the first \$2,000.00, plus \$14.75 for each additional \$1,000.00, including \$25,000.00, plus state surcharge
\$25,001.00 to \$50,000.00	\$413.00 for the first \$25,000.00, plus \$10.75 for each additional \$1,000.00, including \$50,000.00, plus state surcharge
\$50,001.00 to \$100,000.00	\$681.75 for the first \$50,000.00, plus \$7.50 for each additional \$1,000.00, including \$100,000.00 plus state surcharge
\$100,001.00 to \$500,000.00	\$1,056.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, including \$500,000.00 plus state surcharge
\$500,001.00 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00, plus \$5.00 for each additional \$1,000.00, including \$1,000,000.00, plus state surcharge
\$1,000,001.00 and up	\$5,956.75 for the first \$1,000,000.00, plus \$4.00 for each additional \$1,000.00, plus state surcharge
<i>Determination of valuation: Determination of value or valuation under any provisions of the adopted building code(s) shall be made by the building official. The value to be used in computing permit and plan review fee shall be the total of all construction work for which the permit is issued.</i>	
Other building inspections and fees:	
Inspections outside of normal business hours	\$47.00 per hour*
Reinspection fees	\$47.00 per hour*
Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$47.00 per hour*
Additional plan review required by changes, additions or revisions to plans	\$47.00 per hour*
For use of outside consultants for plan checking and inspections or both	actual costs**
Plan review fee	65% of building permit fee
Additional plan review – similar plans	25% of building permit fee

Minor improvements per Minnesota Statutes 16B.655 (no modifications to electric/gas service, total cost of \$500.00 or less, excluding the fixture or appliance, and work is done by homeowner or licensed contractor)	5% of the cost of improvements, installation, or replacement, or \$15.00, whichever is greater, plus \$0.50 state surcharge
License fees:	
General contractor	\$100.00 \$50.00 commercial (residential require a state contractor license)
Special contractor: asphalt/blacktop	\$50.00 \$30.00/yr
Special contractor: building moving	\$30.00/yr
Special contractor: concrete and masonry	\$30.00/yr
Special contractor: demolition and excavation	\$30.00/yr
Special contractor: fire suppression	\$30.00/yr
Special contractor: mechanical — air conditioning, gas fitting, heating, and ventilation	\$30.00/yr
Special contractor: outside sewer and water	\$30.00/yr
Special contractor: siding	\$30.00/yr
Special contractor: signs and billboards	\$30.00/yr
Special contractor: swimming pool installation	\$30.00/yr
Special contractor: tree trimmer	\$30.00/yr
Excavation/grading permit fee:	Per building permit fee schedule, based on project valuation, plus state surcharge
Mechanical permit fees:	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$0.50 state surcharge
Residential	\$75.00, plus \$0.50 state surcharge
Plumbing permit fees:	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$0.50 state surcharge
Residential	\$75.00, plus \$0.50 state surcharge
Service availability charge (SAC) to Metropolitan Council to connect to the metropolitan wastewater system	\$2,230.00 \$2100.00 per unit
Sign permit fees:	
Permanent	\$30.00 + 0.50 per sq. ft., plus \$0.50 state surcharge
Temporary	\$25.00 per week, plus \$0.50 state surcharge
Vegetative cutting within River Bluffland and Shoreland Zoning District permit fee:	\$50.00

*	Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.
**	Actual costs include administrative and overhead costs.
***	Contract price shall be defined as the fair market value of all materials and labor reasonably incurred for the installation, repair or alteration of plumbing equipment or by building official using the May 2002 Building Valuation Data as determined by the MN State Building Codes and Standards.

Section 3. EFFECTIVE DATE. This Ordinance shall become effective on December 6, 2010 for fees payable for 2011 and upon publication according to law.

Passed and adopted by the City Council of the City of Bayport, Washington County, Minnesota this 6th day of December, 2010.

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: November 29, 2010
To: Mayor and City Council
From: Mitch Berg, City Administrator
Subject: **Rehabilitation of Bayport Well #3 and Associated Wellhouse**

BACKGROUND

The 2010 Capital Improvement Plan includes an estimated \$100,000.00 line item for the repair and improvement of wellhouse #3. Well #3 is used alternately with well #4, which run simultaneously with well #2 to provide the city's potable water. Wellhouse #3 is the brick, flat roofed building located at North 3rd Street, which is at the Village Green, just north of Andersen Elementary School. Several issues were identified during a walkthrough inspection of the wellhouse in September (see attached memo). Public Works Supervisor Horak is very concerned with the reliability of the electric pump motor starter and other electrical components. Most of the components appear to be of the early 1950's vintage, which was when the wellhouse was put into service. Currently, rebates are available from Xcel Energy to offset the cost of replacing some of the aging electrical components.

The engineering report recommends soliciting separate quotes for the overall improvement project from well, electrical and mechanical contractors, which will reduce the cost of the project. The City has also talked about making other repairs and upgrades to the physical structure, as there is evidence of lead based paint in the wellhouse.

RECOMMENDATION

Staff recommends the City Council adopt a motion to solicit separate quotes for the Wellhouse #3 Rehabilitation Project as follows:

- Pull, inspect, and repair or replace the pump and related appurtenances, as needed
- Electrical improvements, which may include total rewiring
- Process piping and chemical feed improvements
- Architectural improvements, including a structural assessment of the building
- Additional sidewalk and stoop to provide for chlorine delivery
- Engineering services



MEMORANDUM

TO: Mel Horak, Public Works Director

FROM: Chris Larson, SEH

DATE: October 12, 2010

RE: Bayport Well No. 3 Rehab
SEH No. ABAYPO080100 14.00

The City of Bayport is considering rehabilitating Well No. 3 and associated the associated wellhouse. According to the well log, Well No. 3 was drilled in 1952, is completed in the Franconia-Ironton-Galesville (FIG) aquifer, and is capable of pumping approximately 500 gallons per minute (gpm). The pump and motor were last pulled and serviced in approximately 1995. A walkthrough of the wellhouse was conducted on September 14, 2010 (Mel Horak, Chris Larson/SEH, John Thom/SEH). The following paragraphs include observations made during the walkthrough.

The well pump includes a 50 hp motor. The existing motor starter for the pump is an aging “across-the-line” starter. The motor starter is outdated and rebates from Xcel Energy can be received if a more efficient motor starter is installed (i.e. a variable frequency drive or soft start). In addition, rebates can be received from Xcel Energy for upgrading the motor to a premium efficiency motor. Other electrical components (switch gear, controls, etc.) are also outdated and should be upgraded.

A gasoline engine is currently attached to the well and was originally provided for backup power. The gasoline engine was installed with the original wellhouse and has not been operable for several years. A gasoline engine located inside a wellhouse does not meet current Minnesota Department of Health guidelines due to the potential for contamination. In addition, having a gasoline engine inside a small building poses safety concerns.

A short run of discharge piping from the well exists before the piping goes below grade. The piping is not configured to include an above-grade flowmeter. In addition, the check valve is not working properly and the chemical feed locations are too close to each other. The chlorine injection point should be moved downstream of the polyphosphate so that the iron is not oxidized before the polyphosphate is able to sequester the iron. Modifying the chemical feed points would result in more efficient chemical usage.

Mel, you also indicated concerns about the aesthetics of the 1950’s wellhouse building in the residential setting. If budget is available, architectural features could be upgraded (mansard, new doors and windows, etc.) to make the wellhouse more aesthetically appealing. Since the building was constructed in the 1950’s, it is likely that the interior paint contains lead.

Proposed Improvements

Based on the condition of the existing wellhouse and well No. 3, the following improvements are needed and recommended:

- Pull the existing pump and motor, evaluate its condition, and make the repairs necessary. Given that the pump was last serviced in 1995, it is time for the pump to be pulled and serviced even if a larger rehabilitation project is not pursued.

- Replace the 50 hp motor with a premium efficiency motor.
- Replace the existing motor starter with a VFD or soft start.
- Upgrade some existing electrical components (switch gear, controls, etc.)
- Remove the existing gasoline engine and add a generator receptacle and manual transfer switch.
- Reconfigure the process piping to add a flow meter, replace valves, and relocate chemical addition points.

If budget allows, architectural improvements could also be made to make the building more aesthetically appealing in the neighborhood setting.

Construction Procurement

The City reportedly has \$100,000 in its 2010 Capital Improvements Plan for Wellhouse No. 3 rehabilitation. The recommended improvements will require several different contractors and are separate/discrete projects. We recommend getting quotations from individual contractors for the separate projects rather than issuing plans and specifications for an single overall project. This will reduce cost by eliminate the need for a general contractor to hire subcontractors and then adding on their overhead costs, and will reduce the expense of issuing plans and specifications.

Quotes can be solicited for the following construction packages. Budget level opinions of probable costs (OPCs) are also included.

<u>Project/Contractor</u>	<u>Budget Level OPC</u>
New pump, motor, and discharge head (well contractor)	\$25,000
Electrical improvements (electrical contractor)	\$30,000*
Process piping and chemical feed improvements (mechanical contractor)	\$20,000
Architectural Improvements	\$10,000
Engineering Services	\$15,000

* A rebate of approximately \$6,500 is available if a new motor and starter are provided.

The presence of lead based paint would need to be assessed prior to making modifications to the wellhouse. A meeting will be held with MDH prior to soliciting quotes to determine if any additional upgrades are required to bring the wellhouse up to current guidelines.

bcp

c: Mitch Berg, City Administrator
Barry Peters, SEH

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Bayport Fire Department

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

November 30, 2010

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

Re: Rehabilitation of well#3 and associated wellhouse

During our staff meeting, it came to my attention that the generator in wellhouse #3 is no longer in working condition and has been taken out of service. The generator is an extremely important device for that wellhouse in order to provide backup power during an outage to provide proper fire flow requirements. The city does have a portable generator that could be attached to this wellhouse but lacks the necessary electrical equipment to accommodate it at this time. Expediting the rehab of the wellhouse would be encouraged as this would be the appropriate time to install those upgrades.

Thank you for your consideration,

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

Mike Bell
Fire Chief

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



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

DATE: December 1, 2010
TO: Mayor and City Council
FROM: Mitch Berg, City Administrator
RE: City Administrator's Report

Update on some of the activities I (and staff) have been working on since the last City Council meeting:

- The Assistant City Administrator/Planner was asked by Washington County to assist in the recount process.
- The business agents from both unions and I met to begin contract negotiations.
- I completed my role as the chair of the Washington County Administrator's group and passed the torch onto the Mahtomedi City Administrator.
- The Finance Director and I have begun some of the yearend and preliminary audit work necessary to close out the 2010 year.
- The Assistant City Administrator/Planner met with a representative of the DNR to discuss a zoning concern and to talk about the feasibility of some of the items brought up by the Riverfront Advisory Commission.
- I attended the League of Minnesota Cities Regional Dinner, of which the topics of discussion included, but were not limited to:
 - The impact of the Supreme Court ruling on variances
 - HR tools to know when dealing with your city budget
 - Getting our city ready for the "baby boom" retirement wave
 - Remarks from the incoming house and senate leaders about the upcoming 2011-2012 legislative session
- Met with a representative from Allied Waste to talk about the upcoming 2011 garbage contract

Items the City Council should be aware of:

- In a routine inspection of our City Hall HVAC system, mold was discovered within the air ducts as a result of a faulty condenser. In addition, throughout the year there were several other water leaks, which led me to order an air quality test within the City Hall building. The test was conducted this week and the results will be presented in my next Administrator's report.

- The City made an adjustment to one the following electric service franchise fees:
 - Large Commercial and Industrial (users) \$50.00 (vs. \$25.00)
 - Public Street Lighting \$3.00
 - Municipal Pumping \$3.00
 - Municipal Pumping – Demand \$25.00

Therefore, the Electric Franchise Fee Ordinance was revised prior to execution with Xcel Energy. Furthermore, the gas franchise fees were correct and no changes were made to the Gas Franchise Fee Ordinance.

Items of interest for the City Council:

- The League of Minnesota Cities has scheduled a conference for experienced and newly elected officials on February 25-26, 2011, at the Earl Brown Center in Brooklyn Park. Councilmembers interested in attending should contact me no later than December 10, 2010, as an RSVP is required.
- The City will also be conducting a City Council orientation on December 7, 2010, at 3:00 p.m. in the Council chambers.
- The City will be scheduling four department orientations for the benefit of the incoming councilmembers throughout the month of February. More information will be distributed to the City Council at the January meeting.

ORDINANCE NO. 823

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 58 - UTILITIES, ARTICLE 7 OF THE BAYPORT CITY CODE TO
IMPLEMENT AN ELECTRIC SERVICE FRANCHISE FEE**

NEW LANGUAGE IS UNDERLINED WHILE OLD LANGUAGE IS ~~STRICKEN~~

Section 1. Chapter 58, Article 7 of the Bayport Municipal Code is hereby amended to delete the same in its entirety and substitute the following therefore:

Sec. 58-234. Franchise fee.

(a) *Fee schedule.* During the term of the franchise hereby granted, and in lieu of any permit or other fees being imposed on company, the city may impose on company a franchise fee not to exceed five (5) percent of the company's total gross revenues, as hereinafter defined, in accordance with section 58-237, based on a fee schedule form similar to the following:

<i>Class</i>	<i>Fee per premise per month</i>
Residential	\$ _____
Small Commercial & Industrial - Non Demand	\$ _____
Small Commercial & Industrial - Demand	\$ _____
Large Commercial & Industrial	\$ _____
Public street lighting	\$ _____
Municipal pumping – Non Demand	\$ _____
Municipal pumping - Demand	\$ _____

In the event that the city desires to collect a franchise fee as set forth above, the city shall give company notice to amend this franchise agreement to authorize collection of a franchise fee by separate ordinance in an amount and upon such terms and conditions as company and city at that time are willing to incorporate in their electric franchise agreements, subject to the provisions of this section 58-234. Upon receipt of such notice, company shall negotiate in good faith with the city to so amend this franchise agreement in accordance with the following provisions.

Section 2. Chapter 58, Article 7 of the Bayport Municipal Code is hereby amended to include the following:

Sec. 58-237. Franchise fee adopted.

(a) *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 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 this ordinance, commencing with the Xcel Energy February, 2011 billing month.

(b) *Fees.* 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, in an amount based on the fee design as set forth in Section 58-234, but with the fees as delineated within the below fee schedule.

This fee is an account-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 and/or structure) 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 franchise fees are to be in an amount determined by applying the following schedule per customer premise/per month based on metered service to customers within the city as follows:

<i>Class</i>	<i>Amount per month</i>
Residential	\$1.50
<u>Small Commercial & Industrial – Non Demand</u>	\$3.00
<u>Small Commercial & Industrial – Demand</u>	\$25.00
<u>Large Commercial & Industrial</u>	\$50.00
Small Interruptible	\$10.00
Medium and Large Interruptible	\$10.00
Firm Transportation	\$10.00
Interruptible Transportation	\$10.00
<u>Public Street Lighting</u>	\$3.00
<u>Municipal Pumping – Non Demand</u>	\$3.00
<u>Municipal Pumping – Demand</u>	\$25.00

(c) *Payment.* The said franchise fee shall be payable to the city in accordance with the terms set forth in section 58-234 and this section of the Bayport City Code.

(d) *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 the account for any uncollectibles, refunds or error corrections.

(e) *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.

(f) *Collection.* Franchise fees are to be collected by the utility at the rate listed above, and submitted to the city on a quarterly basis as follows:

February – 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.

(g) *Enforcement.* Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with section 58-227 of the Bayport City Code.

(h) *Sunset clause.* This ordinance shall automatically sunset on December 31, 2013.

(i) *Effective date.* 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 section (f) of this ordinance.

Section 3. Passed by the City Council for the City of Bayport this 8th day of November, 2010.

Jonathan Nowaczek, Mayor

Attest:

Mitch Berg, City Administrator