



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

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Date: November 28, 2012  
To: Mayor and City Council  
CC: Department Heads  
From: Mitchell Berg, City Administrator  
**RE: 2013 Budget Workshop**

At the November 13, 2012 meeting, the City Council directed staff to present three or four options for the 2013 budget levy. On November 20, 2012, I sent out a memo highlighting four options for consideration. I have not received any feedback from the City Council, other than a request by one councilmember to further explain why I am recommending option #4. I will be happy to explain all of the options in greater detail at the budget workshop. However, what led me to present the four options is what I have interpreted the City Council wants, which is to:

- Free up additional dollars to allocate toward the maintenance or improvements to the city's park system
- Maintain, reduce, or freeze the levy
- Reduce the COLA for non-union employees to 2%

As such, option #4 is a hybrid approach which I felt would accomplish all three of these objectives, to mutually satisfy the differing opinions among the City Council. Being there are distinctly different options to consider, should the City Council choose either option #3, #4, or create their own option, staff will not have enough time to present a final budget in time for the December 3, 2012 truth-in-taxation hearing.

Staff is recommending the City Council give further clarification and guidance on the final budget during the budget workshop. At the regular City Council meeting, staff recommends opening the truth-in-taxation hearing but then tabling the item to a subsequent City Council meeting, which would need to be identified (date and time) prior to the motion being adopted. The purpose for tabling the item would allow staff the necessary time to format a complete and final budget. Staff is recommending the following dates to continue the truth-in-taxation hearing and adoption of the final budget to December 17, 18, or 19, 2012 @ 6:00 p.m.

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
December 3, 2012**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL (St. Ores, Carlson, Goldston, Hanson, Ostertag)**

**APPROVAL OF AGENDA**

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS**

1. November recycling award recipient is Jonathan Vollmers who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County
2. Lighting of the Village Green – Wednesday, December 5 from 6:30 to 8:00 p.m.
3. Toys for Tots donations will be accepted through December 17, 2012 with drop boxes located at First State Bank and Trust, Bayport American Legion, Croixdale, and Bayport City Hall and Library

**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**

**TAB #**

Consider a resolution adopting items 1 through 13

- |   |        |
|---|--------|
| 1. October 9, 2012 City Council closed session special meeting minutes  | 1      |
| 2. November 13, 2012 City Council regular meeting minutes   | 2      |
| 3. November 19, 2012 City Council workshop meeting minutes  | 3      |
| 4. November payables and receipts (check numbers 1135167-1135259)   | 4      |
| 5. November building, plumbing and mechanical permits report  | 5      |
| 6. Commercial refuse hauling license renewals for 2013  | 6      |
| 7. Non-union employee holidays for 2013   | 7      |
| 8. Liquor and tobacco license renewals for 2013   | 8      |
| 9. City Council regular meeting dates for 2013  | 9      |
| 10. Purchase of replacement water hose equipment for two fire vehicles  | 10     |
| 11. Consider special event application from Janine Dierickx and Jason Moe for wedding reception at Lakeside Park on Saturday, July 27, 2013 | 11     |
| 12. Renewal of employee health and dental insurance policies  | 12     |
| 13. City park bench donation from Robin and Dave Schiebel   | no tab |

**PUBLIC HEARING S**

- |   |    |
|---|----|
| 1. Certification of past due waste collection, water/sewer, and delinquent vacant building registration fees to 2012 property taxes | 13 |
|---|----|

**CITY COUNCIL LIAISON REPORTS**

**STAFF/CITY ADMINISTRATOR REPORTS**

14

**PUBLIC INPUT [TRUTH IN TAXATION] ON 2013 CITY BUDGET AND LEVY**

15

1. Discuss and consider a resolution adopting the 2013 tax levy
2. Discuss and consider a resolution adopting the 2013 budget
3. Discuss and consider a resolution adopting the 2013 capital improvement plan (CIP)

**UNFINISHED BUSINESS**

1. Consider 2013 - 2015 labor agreement with Law Enforcement Labor Services, Inc., Local Public Employee Union #226 16
2. Consider amending Appendix D – Fee schedule of the Bayport City Code and ordinance summary for publication 17
3. Consider authorization to hire a lobbyist to secure state funding for TCE treatment/ Infrastructure improvements 18

**NEW BUSINESS**

1. Consider a reappointment and a new appointment to the Planning Commission 19
2. Consider a reappointment to the Library Board 20
3. Consider appointments, designations, and City Council liaison assignments for 2013 21

**CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Adjourn to closed session pursuant to 13D.05(3)(c) to review confidential or protected nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase or sale of real or personal property
2. Return to open session to summarize and consider action on items discussed in closed session

**ADJOURNMENT**

**RESOLUTION NO. 12-**

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,  
WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 3, 2012**

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 3<sup>rd</sup> day of December 2012, 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 1-13 FROM THE  
DECEMBER 3, 2012 CITY COUNCIL AGENDA**

1. October 9, 2012 City Council closed session special meeting minutes
2. November 13, 2012 City Council regular meeting minutes
3. November 19, 2012 City Council workshop meeting minutes
4. November payables and receipts (check numbers 1135167-1135259)
5. November building, plumbing and mechanical permits report
6. Commercial refuse hauling license renewals for 2013
7. Non-union employee holidays for 2013
8. Liquor and tobacco license renewals for 2013
9. City Council regular meeting dates for 2013
10. Purchase of replacement water hose equipment for two fire vehicles
11. Consider special event application from Janine Dierickx and Jason Moe for wedding reception at Lakeside Park on Saturday, July 27, 2013
12. Renewal of employee health and dental insurance policies
13. City park bench donation from Robin and Dave Schiebel

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

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

**WHEREUPON**, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 3<sup>rd</sup> day of December 2012.

ATTEST:

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

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

**CITY OF BAYPORT  
CITY COUNCIL SPECIAL MEETING MINUTES  
BAYPORT PUBLIC LIBRARY  
October 9, 2012  
5:30 P.M.**

**CALL TO ORDER**

The meeting was called to order by Mayor St. Ores.

**ROLL CALL**

Members Present: Mayor St. Ores, Councilmembers Carlson, Hanson, Goldston, and Ostertag

Members Absent: N/A

Staff Present: Administrator Berg, along with his personal representative, Andrea McDowell Poehler and City Attorney Jennifer Nodes

Attorney Jennifer Nodes indicated the purpose of the special City Council meeting was to discuss personnel matters involving the City Administrator, pursuant to Minnesota State Statute 13D.03. Administrator Berg advised of his desire to hold the meeting as an open session.

Mayor St. Ores initiated the discussion by advising that the City Council had received and reviewed the work plan previously submitted by Administrator Berg, at the request of the City Council. The Mayor and each individual councilmember provided commentary regarding the quality of the work plan and inquired as to questions/concerns regarding particular elements of the plan. Administrator Berg responded to the questions/concerns and provided insight as to challenges in meeting the expectations of all members of the City Council. The City Council and Administrator Berg agreed to a review of the work plan and further submission by November 16, 2012, to be directed to Attorney Jennifer Nodes and thereafter shared with the City Council.

Further discussion was held regarding the expectations of the City Council, particularly in relation to communication and presentation expectations, and the use of the Assistant City Administrator and other staff members to accomplish the tasks associated with meeting the needs of the city.

Councilmember Carlson moved for adjournment of the session, which was seconded by Councilmember Hanson. Motion carried 5-0.

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
NOVEMBER 13, 2012  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of November 13, 2012 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

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

Members Absent: Councilmember Connie Carlson

Staff Present: Administrator Mitch Berg, Public Works Supervisor Mel Horak, Engineer Barry Peters, Attorney Andy Pratt and Assistant Administrator/Planner Sara Taylor

**APPROVAL OF AGENDA**

Administrator Berg requested the addition of *Special event application from Cub Scout Pack 113 for a wreath sale at the Village Green on November 17, 2012* to the consent agenda and *Consider a plan to address pet waste to new business.*

It was moved by Councilmember Ostertag and seconded by Councilmember Goldston to approve the amended November 13, 2012 City Council agenda. Motion carried 4-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The October recycling award recipient was Jane Keyes who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores recognized and thanked residents Dan and Kit Ridgway and Dan and Ginny Peulen for their volunteer efforts this year to plant and maintain city flower gardens.
3. Mayor St. Ores thanked the residents who served as election judges for the 2012 primary and general elections.
4. Mayor St. Ores noted that tonight's meeting would be broadcast live until 7:00 p.m., to accommodate the regular broadcast schedule of Valley Access Channels and rebroadcast in its entirety on Channel 16 throughout the month.

**OPEN FORUM** - None

**CONSENT AGENDA**

Mayor St. Ores read items 1-13 on the amended consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 12-21**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE  
NOVEMBER 13, 2012 CITY COUNCIL AGENDA**

1. October 1, 2012 City Council regular meeting minutes
2. October 1, 2012 City Council workshop meeting minutes

3. October payables and receipts (check numbers 1135035-1135166)
4. October building, plumbing and mechanical permits report
5. City donation of excess, outdated fire gear and equipment
6. Special event application from the 5<sup>th</sup> Grade Girls Scouts for a camp out within the south portion of Lakeside Park, adjacent to the Girl Scout building on Friday, May 3 and Saturday, May 4, 2013
7. Special event application from BCAL for "Lighting of the Green" at Village Green Park on Wednesday, December 5, 2012
8. Adoption of Washington County All-Hazard Mitigation Plan (*Resolution 12-21A*)
9. Fire mutual aid agreements with Somerset and St. Joseph, Wisconsin
10. Snow removal agreement with Mn/DOT for trunk highways within Bayport
11. Central St. Croix Valley Joint Cable Commission and Valley Access Channels budget for 2013
12. Canvassing the tabulation of votes and declaring the results from the 2012 General Election
13. Special event application from Cub Scout Pack 113 for a wreath sale at the Village Green on November 17, 2012

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

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

**PUBLIC HEARINGS** - None

### **COUNCIL LIAISON REPORTS**

Councilmember Ostertag reviewed the November 8, 2012 Cable Commission budget workshop, noting the discussion focused on the franchise renewal.

Councilmember Hanson reviewed the October 19, 2012 meeting of the Cable Commission, which she attended for Councilmember Ostertag. The 2013 budgets were approved, with a 2% salary increase for full-time staff. An amplifier was installed at the library that will improve the transmission of broadcasts from City Hall. The annual "Breakfast with Santa" event will be held on Saturday, December 8, 2012, 9:00 a.m.-12 noon, at the Valley Ridge Mall.

Mayor St. Ores reviewed the November 8, 2012 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO), noting the organization is looking into a new office space. She also recognized the fire and police departments for sponsoring the successful public safety open house on October 31, 2012.

### **STAFF/CITY ADMINISTRATOR REPORTS**

- Administrator Berg summarized the written reports submitted by the Fire and Police departments. He noted the public safety departments will provide tours of their departments for community groups.
- Public Works Supervisor Horak reviewed the department's recent and ongoing fall projects. He indicated crews hope to complete placement of the new benches along Highway 95 by the end of the week.
- Assistant Administrator Taylor reviewed her report and highlighted current administration and planning activities. She noted there was an average countywide voter turnout of 82.5% in last week's general election. On November 14-15, she will be participating in a post-election review to verify accuracy of the reported voting results. The Cities of Bayport, Oak Park Heights, Stillwater and Woodbury were randomly selected to participate in this review. Councilmembers were asked to check their availability to meet with park consultant Larry Wacker on Monday, December 3, at 4:30

p.m., to discuss the Perro Park Master Plan. There will be an opening on the Planning Commission beginning January 1, and residents interested in serving on this committee should contact City Hall by November 20. She noted the next issue of the city newsletter, due out in late December, will focus on the recent TCE groundwater study, and that the city received a grant for public outreach and education on TCE that will help offset publication of the newsletter.

- Administrator Berg summarized his written report. He noted the city has improved the short-term parking signs near the Post Office to help alleviate parking concerns and has completed a tree inventory to assist in developing a plan to address Emerald Ash Borer disease. He indicated Washington County personnel will attend an upcoming City Council meeting to present plans to realign Pickett Avenue with Point Road in 2014. A public open house will also be scheduled on this project. The tentative TCE improvement project timeline was reviewed, noting an anticipated project completion date by the end of summer 2014. A letter has been sent to the Union Pacific (UP) addressing excessive train horn noise and was signed collaboratively by Mayor St. Ores and officials from Baytown Township, Lake Elmo, Oak Park Heights, and Oakdale. The city is seeking a meeting with the UP on this issue.
- Mayor St. Ores thanked the private businesses along the Highway 95 corridor who worked with the city to execute 99-year leases for the placement of park benches and waste receptacles on their property.

### UNFINISHED BUSINESS

Consider a resolution for a Cooperative Construction Agreement with the Minnesota Department of Transportation (MnDOT) for the St. Croix River Crossing project: Administrator Berg explained the changes made to the agreement that would allow the city to coordinate any change orders to the plan that would affect the city's maintenance responsibilities. He noted that anything beyond the scope of the proposed agreement would require City Council approval. Todd Clarkowski, MnDOT St. Croix Crossing project coordinator, stated MnDOT is agreeable to the amended language, and city staff recommended approval of the agreement.

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 12-22**

### **RESOLUTION APPROVING MINNESOTA DEPARTMENT OF TRANSPORTATION AGREEMENT NUMBER 01431**

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

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

It was moved by Councilmember Goldston and seconded by Councilmember Ostertag to authorize the City Administrator to act as the City's Authorized Representative for this Cooperative Construction Agreement. Motion carried 4-0.

Mr. Clarkowski provided an update on the St. Croix River Crossing Project, noting the project is on track for construction to begin next spring on the Minnesota roadway approach, including Highway 95 into Bayport. The bridge is scheduled for completion in 2016. MnDOT is working closely with Washington County on the realignment of Pickett Avenue and Point Road, as well as with the MSCWMO on the stormwater drainage ponds. He noted the Shoddy Mill buildings will be moved from Oak Park Heights to Stillwater between 10:00 p.m.-5:00 a.m. on November 15-16, and Highway 36 will be closed during the move. He reported repairs on the current lift bridge should be completed the first week of December.

## **NEW BUSINESS**

Consider appointment of a citizen representative to the Cable Commission: Staff recommended the appointment of Brian DeLisle to serve as Bayport's citizen representative on the Cable Commission.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to appoint Brian DeLisle to serve as Bayport's citizen representative on the Central St. Croix Valley Joint Cable Commission. Motion carried 4-0.

Consider revisions to Appendix D – Fee Schedule of the Bayport City Code: Administrator Berg presented proposed changes to the city's fee schedule for 2013. Staff is proposing a new fee for the delivery/pick up of picnic tables, trash receptacles and barricades, to offset the rising fuel and manpower costs associated with this type of request. Bayport Community Action League (BCAL) events would be exempt from these fees due to the partnership agreement defined earlier this year between the BCAL and the city. He explained that the Service Availability Charge (SAC) fee to connect to the metropolitan wastewater system is set by the Metropolitan Council, and Mayor St. Ores indicated she would like the city to discuss these continually increasing fees with the Metropolitan Council. Discussion followed on how the new fees for additional picnic tables, barricades and trash receptacles were determined. Administrator Berg explained that staff wanted to propose a fair price, since the majority of the groups requesting these items are nonprofit organizations, while taking into consideration the city's labor, fuel and equipment costs. Police and Public Works staff would work with groups to determine the number of barricades needed for a particular event. Councilmember Hanson questioned the fees for ball field rentals, stating a desire to make sure there is adequate funding in the budget to maintain our city parks. Administrator Berg indicated he is working with the St. Croix Valley Athletic Organization and St. Croix Preparatory School on maintenance of Barker's Alps fields. Mayor St. Ores recommended tabling discussion on the 2013 fee schedule until after the November 19 budget workshop and asked staff to highlight fees that can be modified to assist the discussion at the workshop.

It was moved by Councilmember Hanson and seconded by Councilmember Ostertag to table this item to the December meeting. Motion carried 4-0.

Consider 2013 - 2015 labor agreement with Law Enforcement Labor Services, Inc. Local Public Employee Union #226: Administrator Berg reviewed the tentative three-year labor agreement negotiated with the four full-time Police Department employees. He stated a salary survey of police officer pay in Oak Park Heights and Stillwater indicated Bayport officers receive 15-20% less than officers in these neighboring communities, although Bayport contributes more for health insurance. Administrator Berg indicated the proposed 2013 budget includes a 3% cost of living (COLA) increase for employees, but that employees with family coverage would shoulder a higher cost toward their health insurance, resulting in a net COLA increase of 2%. He noted it has been the city's approach to align the city's two union contracts and non-union employees. Mayor St. Ores stated she would like to table approval of this expenditure item until after the budget workshop, noting that employee salaries compromise 70% of the budget. Discussion followed on the pros and cons of approving the agreement versus waiting until after discussion at the November 19 budget workshop.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to discuss this item at the November 19, 2012 City Council budget workshop and table a vote on the agreement until the December meeting. Motion carried 4-0.

Consider authorization to prepare plans and specifications for well 3 and water main extension to existing air stripper, as discussed in the TCE Groundwater Report: Engineer Peters reviewed the recommended option for mitigating rising levels of TCE in well 3 by connecting the well to the air stripper near well 2, via a dedicated 8 inch water main. He explained the route and process to complete the connection, as well

as improvements needed at well 3. Authorization to prepare plans and specifications for the project is being sought at this time in order to provide a “shovel ready” project for consideration for possible state bond funding and low interest loans through the Public Facility Authority. The not-to-exceed cost for the design services is \$45,000.00, which would include a base bid for the required water main and well improvements and alternate bids for various well enhancement improvements. He stated the design fees were included in the total estimated project cost of \$482,000.00, as delineated in the feasibility study that was accepted at the last City Council meeting. Staff estimates it would cost an additional \$5,000.00 to have a contractor pull the existing pump at well 3 to investigate needed improvements. Funding for this expense would come from the 206 Water/Sewer Improvement Fund.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to authorize Short, Elliott Hendrickson, Inc., to prepare plans and specifications for the TCE Water Main and Well Improvements Project, for a not-to-exceed cost of \$45,000.00, and direct staff to obtain quotes and pull the pump at well 3 to investigate the improvements needed. Motion carried 4-0.

Consider authorization to hire a lobbyist to secure state funding for TCE treatment/infrastructure improvements: Administrator Berg stated the city would be submitting a state bonding request for inclusion in the 2013-2014 legislative session for TCE treatment/infrastructure improvements. To assist with the process, staff solicited a request for proposal (RFP) for lobbyist services. Two proposals were received, with proposals of \$20,000.00 and \$40,000.00 submitted. Due to the cost, if approved, staff recommended a phased agreement for lobbyist services that would specify benchmarks that must be met before proceeding to the next phase of the agreement. The city used a lobbyist to secure \$1.5 million in state bonding for the Perro Creek Improvement Project. Staff recommended forming an ad hoc committee to conduct interviews and negotiate an agreement with a lobbyist. Discussion followed on the challenges of getting state bonding, the lack of other funding sources, the impending cost to update the city’s aging infrastructure, the pros and cons of using a lobbyist, and requesting a statement of work breaking out costs before a decision is made.

It was moved by Councilmember Hanson to direct the City Administrator to request a detailed statement of work from the two lobbyists who submitted an RFP for further discussion at the next meeting. Motion failed for lack of a second.

It was moved by Councilmember Hanson and seconded by Councilmember Ostertag to appoint the Mayor to assist the City Administrator with interviewing and securing detailed statements of work from the two lobbyists who submitted an RFP and table further discussion to the December meeting. Motion carried 4-0.

Consider proceeding with the removal of a private business sign on public property: Attorney Pratt summarized the litigation since 2008 between Group 41, the Bayport Marina Association, and the City of Bayport regarding the “Clyde’s” sign off 5<sup>th</sup> Avenue North, leading into the marina area. A survey revealed the sign is located within the city right-of-way, and the District Court determined Group 41 is the sole owner of the sign and the Marina owns the underlying property. Since it is a code violation for signs to be located within the city right-of-way, the two private parties were given direction on rectifying the code violation. Neither party has approached the city to correct the violation, and at this time, the city is seeking resolution. Three options for dealing with the code violation were reviewed. Staff recommended enforcement of the code and removal of the sign, and noted that Group 41’s lack of maintenance of the sign is also a violation of their Conditional Use Permit. If removal is approved, Group 41 will be notified the sign must be removed by November 30, 2012, or the city will proceed with removal. Councilmember Ostertag recommended pursuing salvage options for the sign.

It was moved by Councilmember Ostertag and seconded by Councilmember Goldston to direct staff to notify Group 41 that the city would be enforcing mitigation of the sign violation and to remove the sign by November 30, 2012. Motion carried 4-0.

Consider an agenda request from Mayor St. Ores to fund temporary repairs to the city's public boat launch: Engineer Peters reviewed the original construction of the boat ramp in 1996, utilizing 12 foot planks, and indicated the city is currently working with the Department of Natural Resources (DNR) for replacement of the deteriorating planks, possibly with 15 foot planks, which better meet the needs of today's vehicles. The new planks would be available next spring or early summer, and Mayor St. Ores requested consideration of temporary repairs to the launch, due to safety and maintenance issues. Engineering and Public Works staff believe the best option for a temporary fix would be the placement of larger rocks or rip-rap in the voids in the planks; however, this would require a permitting process by the U. S. Army Corps of Engineers (USACE). The permit approval process would extend into mid-December and may not allow for repairs until next spring. Permitting and materials costs for the temporary improvements are estimated at \$300.00, if city staff completes the repairs. Staff recommended the ramp be closed at this time, due to safety concerns, and that the city apply for the USACE permits for the temporary improvements and permanent plank replacement. Staff requested direction from councilmembers on the plank width size to pursue in the USACE permit. Administrator Berg estimated a cost of up to \$10,000.00 for 6' x 15' x 6-7" planks (\$6,200 for planks, plus hardware and freight). The DNR would supply standard 1' x 12' x 5" planks at no charge, or 5' x 12' x 5" planks at an aggregate cost of \$2,450.00, plus hardware and freight. Installation would be an additional cost. Mayor St. Ores stated she would like the ramp to remain open for fall fishing and take steps to secure permitting as soon as possible. Discussion followed on the cost benefits of a wider plank and the general consensus was to utilize the free planks offered by the DNR.

It was moved by Councilmember Hanson to direct the City Engineer to prepare plans and specifications for the replacement of the existing boat ramp utilizing 1' x 12' x 5" planks and take appropriate action for the temporary improvements to be completed as soon as possible. Discussion followed on the pros and cons of utilizing the 5' x 12' x 5" planks, and Engineer Peters stated he would determine estimated installation costs. Motion failed for lack of a second.

It was moved by Councilmember Hanson and seconded by Councilmember Ostertag to direct the City Engineer to prepare plans and specifications for the permanent replacement of the existing boat ramp planks, utilizing the City Engineer's recommendation on the best option for plank size, and secure permits for both the permanent and the temporary improvements, for a not-to-exceed cost of \$6,000.00. Motion carried 4-0.

Consider an agenda request from Mayor St. Ores to fund a winter satellite toilet for Lakeside Park: Mayor St. Ores requested funding to install a satellite toilet in Lakeside Park to accommodate winter users of the park and river in 2012. Funding for the remainder of the winter would be considered in the 2013 budget.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve placement of a winter satellite toilet at the south end of Lakeside Park for the remainder of 2012, at a cost not to exceed \$200.00. Motion carried 4-0.

Consider a plan to address pet waste: In response to increased pet waste concerns in the Inspiration development and Barker's Alps Park, staff has considered options to address the issue. The city has dog waste bag dispensers at Barker's Alps and developed an informational handout on city pet regulations. Staff is proposing the use of plain clothed, part-time police officers to provide extra patrols in these areas to locate potential violators, identify unregistered pets, and issue criminal misdemeanor citations for

people who fail to clean up pet waste. The citation fine would be at least \$100.00, plus court and administrative costs. Staff estimates a cost of \$1,100.00 to provide the extra patrols three times per week, for the remainder of 2012, and approximately \$2,150.00 with limited enforcement in 2013. Staff recommended installing an additional pet waste dispenser at the top of the bluff at Barker's Alps, approving funds for part-time park patrols in 2012 and 2013, and approving a criminal misdemeanor fine. Prior to the meeting, Councilmember Carlson indicated her support for expending funds for the part-time officer patrols. Discussion followed on the effectiveness of ongoing education efforts, how the fines would be enforced and additional options/resources to mitigate the problem, including interdepartmental observation methods.

It was moved by Councilmember Ostertag and seconded by Councilmember Hanson to table action on this item and notify residents of the impending 2013 enforcement measures via the December city newsletter and 2013 pet license renewal information. He further moved that new/ revised fees for pet code enforcement, as well as expending funds for part-time patrols in 2013, be discussed at the November 19, 2012 budget workshop. Motion carried 4-0.

### **CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Councilmember Ostertag thanked volunteers, councilmembers and staff who participated in the public safety open house on October 31.
2. Councilmember Ostertag stated the Bayport Fire Department has joined forces with the Lakeview Hospital paramedics "Movember" team to raise funds and increase awareness of prostate cancer efforts. More information and a donation link will be posted on the city's website.
3. Mayor St. Ores encouraged residents to mark their calendars for Wednesday, December 5, for Lighting of the Green. More information can be found on the city's website.
4. Councilmember Ostertag reported that Santa Claus would be making an early morning visit to Bayport on Friday, November 23.

### **ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 9:45 p.m. Motion carried 4-0.

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City Administrator/Clerk

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
November 19, 2012  
4:30 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the City Council workshop meeting of November 19, 2012 to order at 4:33 p.m.

**ROLL CALL**

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

Members Absent: None

Others Present: Administrator Mitch Berg, Assistant City Administrator Sara Taylor, Finance Officer Wanda Madsen, Fire Chief Mark Swenson, Public Works Supervisor Mel Horak, Public Works Maintenance Worker Tim Gardner, Police Chief Laura Eastman, Police Officer Jay Jackson, and City Attorney Andy Pratt (Attorney Pratt left the meeting at 6:30 p.m.)

Administrator Berg stated that property tax statements were distributed to city residents within the past week and noted that a majority of residential properties (495) saw a decrease in their city taxes, while 92 saw an increase. He continued on to highlight recent adjustments made to revenues and expenditures within the budget, noting decreases in health care insurance premiums and fuel costs. Per direction from the City Council, additional expenditures discussed at the November City Council meeting were reflected in the revised budget, which include an additional \$400.00 for a winter satellite toilet at Lakeside Park and \$6,000.00 to repair the city's boat launch ramp. Administrator Berg noted that the budget has decreased \$12,770.00 from the original figures presented in September, which could be used to decrease the levy, fund other projects/priorities, or a combination of both.

Initial discussion and questions followed on park maintenance and a cost estimate for utilizing an outside contractor to perform snowplowing and grounds maintenance activities for the city. Administrator Berg noted that he was able to obtain an annual cost estimate from Oak Park Heights and Afton of \$100,000.00 - \$145,000.00 to perform these activities by a contractor, which would be similar to anticipated costs for Bayport. He explained that it is difficult to identify the city's current costs for these activities because labor and equipment expenses are allocated within several areas of the budget, but he could work with Public Works Supervisor Horak to calculate an approximate cost for city staff to perform these tasks per event. Supervisor Horak added that with the current fleet of vehicles and experienced staff, it is probably most cost effective for the city to continue to perform these activities. However, this may not be the case over time, as equipment ages. The consensus of the City Council was to table further discussion on the matter at this time.

Discussion and questions ensued on expenditures that exceeded the 2012 budget and whether these warranted increases in the 2013 budget. Attorney Pratt noted that high legal fees were a result of code enforcement issues, personnel matters, and labor negotiations, which should not be a factor in 2013. Mayor St. Ores stated that wages currently accounted for 65-70% of the city's budget and that the proposed 2.99% cost of living increase for staff was unsustainable for the city long-term. The cost

impacts of funding certain city departments were discussed, as well as opportunities and possible cost benefits of contracting with other entities to provide city services. Public Works Supervisor Horak explained that because department expenditures and other areas of the budget have been significantly reduced within the past 10 years, wages now account for a high percentage of the budget, which previously had not been the case. He suspected that a community survey would be helpful for the City Council to gauge the priorities and desires of residents, as well as their satisfaction with city services and departments. Councilmember Hanson estimated a cost of \$5,000 - \$10,000.00 to complete this type of survey. Discussion followed on the benefits of union versus non-union employee groups, and whether staff's recommendation to keep similar health insurance contributions and cost of living increases (COLA) for both groups was necessary and/or warranted, and whether there may be some cost savings in approving less of a COLA for non-union employees, instead of 2.99%, as proposed by one of the union groups. Administrator Berg noted that it has been past practice of the city to treat these employee groups similar, to avoid animosity and low moral, conform with pay equity standards, and prevent non-union employees from unionizing. He also noted that non-union employees were required to take budget furloughs (unpaid leave) in 2009 and 2010 to help reduce wage costs, and a 2% COLA in 2011, of which union employees were exempted. Several City Councilmembers expressed frustration with the city's "automatic" salary step schedule and that increases were not performance-based, similar to private sector employment. Administrator Berg noted that the proposed increase in health insurance premiums, in combination with the 2.99% COLA, actually averages out to a 2% increase, which is consistent with adjacent communities, and several other public sector employers. In the interest of time, it was decided to continue with other agenda items and resume discussion on the budget later in the meeting.

Administrator Berg moved on to discuss the details of the capital expenditures and/or projects planned for 2013, noting the CIP expenditures are a component of the General Fund, which has an approximate balance of \$7.9 million. He answered questions related to specific expenditures and fund allocations, before noting that certain expenditures may not be warranted or necessary in 2013, but have been included in this CIP so they can be earmarked for implementation in the near future. The consensus of the City Council was to adopt the proposed CIP, as recommended. Administrator Berg recommended that the City Council look at establishing CIP expenditures for 2014-2017 as part of a strategic planning process in the upcoming year.

Administrator Berg stated that notations have been included on the proposed fee schedule to help indicate which fees are subject to change, at the discretion of the City Council. It was noted that the fee schedule is reviewed once per year, at minimum, with major updates implemented following a rate study, ordinance amendment, state statute requirement, and/or similar trigger, as necessary. Discussion focused primarily on park facility rental fees and animal impound and license fines. The consensus of the City Council was to increase the seasonal maximum rental fee for Barker's Alps ball fields from \$50.00 to \$100.00 and revise the animal impound/failure to license category to include one offense level only, with a suggested fine of \$125.00, pending a determination by Administrator Berg that this complies with state statute requirements. The fee schedule will be presented to the City Council for final adoption at the December 3, 2012 regular meeting.

Discussion resumed on the proposed budget, specifically related to reducing the proposed wages and COLA and reducing the overall proposed tax levy of 2.2%. Certain councilmembers expressed contentment with the proposed wage and COLA terms and/or overall tax levy, while others expressed discontentment with one or both. Public Works Maintenance Worker Gardner reiterated the value of retaining experienced and competent city staff and the importance of keeping benefits adequate and fair for both employee groups. He found it surprising that even though a vast majority of the city has seen taxes decrease or remain flat over the past few years, the City Council continues to decrease the levy,

which is not sustainable to fund the city long-term. The consensus of the City Council was to have Administrator Berg develop three scenarios for options to further reduce the budget, which would be disseminated to the City Council and discussed at 4:30 p.m. on December 3, 2012, prior to the regular meeting.

**ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the workshop at 8:08 p.m.

CITY OF BAYPORT

\*Budget Control Summary

Current Period: NOVEMBER 2012

Account Descr	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	2012	2012	2012	
	2012 Budget	R 2012	R 2012	R 2012	ER 2012 %	Cumulative Budget	Cumulative Actuals	Cumulative Variance
<b>FUND 101 GENERAL</b>								
Revenue Accounts								
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$3,074.	-\$3,074.16	0.00%	\$1,643,032.30	\$1,017,302.58	\$625,729.72	
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41240 RECYCLING	\$0.00	\$0.	\$0.00	0.00%	\$6,500.00	\$4,732.00	\$1,768.00	
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41910 PLANNING & ZONING	\$0.00	\$20,445.	-\$20,445.66	0.00%	\$90,750.00	\$109,149.18	-\$18,399.18	
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 42100 POLICE	\$0.00	\$13,458.	-\$13,458.71	0.00%	\$91,050.00	\$90,675.64	\$374.36	
DEPT 42200 FIRE PROTECTION	\$0.00	\$105.	-\$105.00	0.00%	\$309,580.90	\$321,537.66	-\$11,956.76	
DEPT 43100 STREET MAINT	\$0.00	\$0.	\$0.00	0.00%	\$5,000.00	\$1,265.00	\$3,735.00	
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$125.	-\$125.00	0.00%	\$0.00	\$12,573.24	-\$12,573.24	
DEPT 43200 PARKS	\$0.00	\$1,000.	-\$1,000.00	0.00%	\$27,500.00	\$31,137.42	-\$3,637.42	
DEPT 43300 CEMETERY	\$0.00	\$0.	\$0.00	0.00%	\$5,500.00	\$12,050.00	-\$6,550.00	
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
<b>Total Revenue Accounts</b>	<b>\$0.00</b>	<b>\$38,208.53</b>	<b>-\$38,208.53</b>	<b>0.00%</b>	<b>\$2,178,913.20</b>	<b>\$1,600,422.72</b>	<b>\$578,490.48</b>	
Expenditure Accounts								
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41100 ELECTIONS	\$0.00	\$101.	-\$101.44	0.00%	\$4,670.00	\$779.22	\$3,890.78	
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$7,897.	-\$7,897.87	0.00%	\$136,401.10	\$146,774.60	-\$10,373.50	
DEPT 41240 RECYCLING	\$0.00	\$309.	-\$309.92	0.00%	\$6,752.94	\$3,613.55	\$3,139.39	
DEPT 41400 ADMINISTRATION	\$0.00	\$11,054.	-\$11,054.85	0.00%	\$157,155.79	\$125,227.15	\$31,928.64	
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$3,883.01	-\$3,883.01	
DEPT 41903 DEBT SERVICE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	
DEPT 41910 PLANNING & ZONING	\$0.00	\$17,531.	-\$17,531.36	0.00%	\$222,683.69	\$193,692.67	\$28,991.02	
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$862.	-\$862.38	0.00%	\$112,293.80	\$81,395.77	\$30,898.03	
DEPT 42100 POLICE	\$0.00	\$43,499.	-\$43,499.19	0.00%	\$717,706.41	\$600,694.59	\$117,011.82	
DEPT 42200 FIRE PROTECTION	\$0.00	\$105,994.	-\$105,994.76	0.00%	\$419,466.29	\$357,375.76	\$62,090.53	
DEPT 43100 STREET MAINT	\$0.00	\$23,253.	-\$23,253.88	0.00%	\$428,533.52	\$231,887.47	\$196,646.05	
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$7,270.00	-\$7,270.00	
DEPT 43160 STREET LIGHTING	\$0.00	\$0.	\$0.00	0.00%	\$27,500.00	\$24,070.40	\$3,429.60	
DEPT 43200 PARKS	\$0.00	\$9,262.	-\$9,262.99	0.00%	\$63,699.47	\$69,139.80	-\$5,440.33	
DEPT 43300 CEMETERY	\$0.00	\$0.	\$0.00	0.00%	\$37,250.00	\$4,388.75	\$32,861.25	
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$50,000.00	\$0.00	\$50,000.00	
<b>Total Expenditure Accounts</b>	<b>\$0.00</b>	<b>\$219,768.6</b>	<b>-\$219,768.64</b>	<b>0.00%</b>	<b>\$2,384,113.01</b>	<b>\$1,850,192.74</b>	<b>-\$533,920.27</b>	

CITY OF BAYPORT

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\*Fund Summary -  
Budget to Actual©

NOVEMBER 2012

	2012 YTD Budget	NOVEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
<b>FUND 101 GENERAL</b>					
Revenue	\$2,178,913.20	\$38,208.53	\$1,600,422.72	\$578,490.48	73.45%
Expenditure	\$2,384,113.01	\$219,768.64	\$1,850,192.74	\$533,920.27	77.61%
		<u>-\$181,560.11</u>	<u>-\$249,770.02</u>		
<b>FUND 102 STREET RECONSTRUCTION</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 103 G O TIF BD FUND 1990 CAP PROJ</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		<u>\$0.00</u>	<u>-\$480.00</u>		
<b>FUND 106 TIF ECON DEV DIST 2</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 107 TIF REDEVELOPMENT DISTRICT 2-1</b>					
Revenue	\$0.00	\$0.00	\$19,497.46	-\$19,497.46	0.00%
Expenditure	\$0.00	\$0.00	\$35,379.19	-\$35,379.19	0.00%
		<u>\$0.00</u>	<u>-\$15,881.73</u>		
<b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 201 D.A.R.E.</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 202 DRUG FORFEITURE</b>					
Revenue	\$0.00	\$0.00	\$6,985.97	-\$6,985.97	0.00%
Expenditure	\$0.00	\$0.00	\$14,191.17	-\$14,191.17	0.00%
		<u>\$0.00</u>	<u>-\$7,205.20</u>		
<b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 205 TAX STABILIZATION FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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\*Fund Summary -  
Budget to Actual©

NOVEMBER 2012

	2012 YTD Budget	NOVEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$5,274.40	\$30,117.16	-\$30,117.16	0.00%
		-\$5,274.40	-\$30,117.16		
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$4,000.00	\$16,000.00	-\$16,000.00	0.00%
Expenditure	\$0.00	\$3,732.50	\$18,638.18	-\$18,638.18	0.00%
		\$267.50	-\$2,638.18		
<b>FUND 208 PRISON SEWER PROJECT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$145.00	-\$145.00	0.00%
		\$0.00	-\$145.00		
<b>FUND 210 K-9 UNIT</b>					
Revenue	\$0.00	\$350.00	\$360.85	-\$360.85	0.00%
Expenditure	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
		\$350.00	\$260.85		
<b>FUND 211 LIBRARY</b>					
Revenue	\$280,065.00	\$45,053.95	\$234,755.49	\$45,309.51	83.82%
Expenditure	\$280,065.00	\$18,418.34	\$231,647.91	\$48,417.09	82.71%
		\$26,635.61	\$3,107.58		
<b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>					
Revenue	\$0.00	\$0.00	\$51,925.79	-\$51,925.79	0.00%
Expenditure	\$0.00	\$0.00	\$155,204.63	-\$155,204.63	0.00%
		\$0.00	-\$103,278.84		
<b>FUND 311 GO IMPROV BONDS OF 1992 DEBT S</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 413 POLICE EQUIPMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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**\*Fund Summary -  
Budget to Actual©**

NOVEMBER 2012

	2012 YTD Budget	NOVEMBER MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
		\$0.00	\$0.00		
<b>FUND 414 OFFICE AUTOMATION</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 416 PERRO CREEK OUTLET</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 601 WATER</b>					
Revenue	\$296,250.00	\$9,447.09	\$72,659.56	\$223,590.44	24.53%
Expenditure	\$474,988.09	\$19,936.01	\$307,500.64	\$167,487.45	64.74%
		-\$10,488.92	-\$234,841.08		
<b>FUND 602 SEWER</b>					
Revenue	\$607,250.00	\$3,300.00	\$12,950.00	\$594,300.00	2.13%
Expenditure	\$719,238.93	\$43,601.94	\$501,950.42	\$217,288.51	69.79%
		-\$40,301.94	-\$489,000.42		
<b>FUND 800 INVESTMENTS-POOLED</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 803 P &amp; Z ESCROWS</b>					
Revenue	\$0.00	\$0.00	\$750.00	-\$750.00	0.00%
Expenditure	\$0.00	\$46.00	\$1,221.69	-\$1,221.69	0.00%
		-\$46.00	-\$471.69		
<b>FUND 851 NON EXP TRUST</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 999 ACCRUED INT PAYABLE</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>Report Total</b>		-\$210,418.26	-\$1,130,460.89		

## CITY OF BAYPORT

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## REVENUE SUMMARY YTD THRU 11/30/2012

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FUND	FUND Descr	2012 Budget	2012 YTD Amt	2012 % of Budget	2012 % of Budget Remain
FUND 101	GENERAL	\$2,178,913.20	\$1,600,422.72	73.45%	26.55%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$19,497.46	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$6,985.97	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$16,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$360.85	0.00%	0.00%
FUND 211	LIBRARY	\$280,065.00	\$234,755.49	83.82%	16.18%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$51,925.79	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$296,250.00	\$72,659.56	24.53%	75.47%
FUND 602	SEWER	\$607,250.00	\$12,950.00	2.13%	97.87%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$750.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,362,478.20	\$2,016,307.84	59.96%	40.04%

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
<b>FUND 101 GENERAL</b>					
101	11/19/12	\$2,000.00	3033	LIQ,WINE,TAVERN INVESTIGATION - OUT	R 101-00000-32100 BUSINES
101	11/26/12	\$203.69	3039	GAMBLING PROCEEDS CK # 7174	R 101-00000-32204 GAMBLIN
101	11/14/12	\$30.00	3029	ASSESSMENT SEARCH CK # 9161	R 101-00000-34105 USER FEE
101	11/16/12	\$30.00	3030	ASSESSMENT SEARCH ck # 9175	R 101-00000-34105 USER FEE
101	11/05/12	\$810.47	3003	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
101	11/06/12	\$2,365.00	3006	SAC	G 101-20102 S A C CHARGES
101	11/06/12	\$2,365.00	3010	SAC	G 101-20102 S A C CHARGES
101	11/21/12	\$2,365.00	3035	SAC	G 101-20102 S A C CHARGES
101	11/21/12	\$2,365.00	3036	SAC	G 101-20102 S A C CHARGES
101	11/01/12	\$1.40	2999	BUILDING SURCHARGE Home & Business	G 101-20104 STATE SURCHA
101	11/05/12	\$2.00	3004	BUILDING SURCHARGE Ideal Construction	G 101-20104 STATE SURCHA
101	11/06/12	\$160.00	3006	BUILDING SURCHARGE DR Horton, #4587	G 101-20104 STATE SURCHA
101	11/06/12	\$145.00	3010	BUILDING SURCHARGE DR Horton, #4586	G 101-20104 STATE SURCHA
101	11/06/12	\$6.50	3011	BUILDING SURCHARGE Susan Neumann,	G 101-20104 STATE SURCHA
101	11/07/12	\$3.55	3012	BUILDING SURCHARGE Dan Roettger Ho	G 101-20104 STATE SURCHA
101	11/08/12	\$5.00	3014	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	11/08/12	\$5.00	3016	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	11/13/12	\$5.00	3019	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/13/12	\$5.00	3019	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/09/12	\$3.00	3021	BUILDING SURCHARGE Northrup, Inc., #5	G 101-20104 STATE SURCHA
101	11/16/12	\$5.00	3026	PLUMBING SURCHARGE - RESIDENTIAL H	G 101-20104 STATE SURCHA
101	11/20/12	\$0.50	3034	BUILDING SURCHARGE Mila Horak, #788	G 101-20104 STATE SURCHA
101	11/21/12	\$160.00	3035	BUILDING SURCHARGE DR Horton, #4635	G 101-20104 STATE SURCHA
101	11/21/12	\$148.50	3036	BUILDING SURCHARGE DR Horton, #4635	G 101-20104 STATE SURCHA
101	11/21/12	\$23.00	3042	BUILDING SURCHARGE Modern Home Buil	G 101-20104 STATE SURCHA
101	11/27/12	\$5.00	3051	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/01/12	\$100.00	2999	CONTRACTOR LICENSE - GENERAL	R 101-41910-32100 BUSINES
101	11/13/12	\$50.00	3022	CONTRACTOR LICENSE - SPECIALTY Casp	R 101-41910-32100 BUSINES
101	11/27/12	\$50.00	3051	CONTRACTOR LICENSE - SPECIALTY Apoll	R 101-41910-32100 BUSINES
101	11/09/12	\$25.00	3018	SIGN PERMIT - TEMPORARY ART JUNKER	R 101-41910-32200 NONBUSI
101	11/14/12	\$15.00	3023	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	11/21/12	\$25.00	3040	SIGN PERMIT - TEMPORARY H. Johnson,	R 101-41910-32200 NONBUSI
101	11/26/12	\$50.00	3044	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	11/01/12	\$57.52	2999	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/01/12	\$88.50	2999	BUILDING PERMIT Home & Business Hand	R 101-41910-32210 BUILDIN
101	11/05/12	\$103.25	3004	BUILDING PERMIT Ideal Construction Serv	R 101-41910-32210 BUILDIN
101	11/06/12	\$2,376.75	3006	BUILDING PERMIT DR Horton, #458767	R 101-41910-32210 BUILDIN
101	11/06/12	\$1,544.89	3006	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/06/12	\$1,427.89	3010	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/06/12	\$2,196.75	3010	BUILDING PERMIT DR Horton, #458675	R 101-41910-32210 BUILDIN
101	11/06/12	\$236.00	3011	BUILDING PERMIT Susan Neumann, #415	R 101-41910-32210 BUILDIN
101	11/07/12	\$162.25	3012	BUILDING PERMIT Dan Roettger Home Im	R 101-41910-32210 BUILDIN
101	11/09/12	\$132.75	3021	BUILDING PERMIT Northrup, Inc., #5228	R 101-41910-32210 BUILDIN
101	11/20/12	\$41.25	3034	BUILDING PERMIT Mila Horak, #7881	R 101-41910-32210 BUILDIN
101	11/21/12	\$1,544.89	3035	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/21/12	\$2,376.75	3035	BUILDING PERMIT DR Horton, #463543	R 101-41910-32210 BUILDIN
101	11/21/12	\$1,455.19	3036	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/21/12	\$2,238.75	3036	BUILDING PERMIT DR Horton, #463544	R 101-41910-32210 BUILDIN
101	11/21/12	\$638.75	3042	BUILDING PERMIT Modern Home Builders,	R 101-41910-32210 BUILDIN
101	11/05/12	\$5.00	3004	EPA	R 101-41910-32211 EPA
101	11/06/12	\$5.00	3011	EPA	R 101-41910-32211 EPA
101	11/09/12	\$5.00	3021	EPA	R 101-41910-32211 EPA

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**

Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	11/08/12	\$75.00	3014	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	11/08/12	\$75.00	3016	PLUMBING PERMIT - RESIDENTIAL Creati	R 101-41910-32220 PLUMBIN
101	11/16/12	\$75.00	3026	PLUMBING PERMIT - RESIDENTIAL Hauss	R 101-41910-32220 PLUMBIN
101	11/13/12	\$75.00	3019	MECHANICAL PERMIT - RESIDENTIAL KB	R 101-41910-32230 MECHANI
101	11/13/12	\$75.00	3019	MECHANICAL PERMIT - RESIDENTIAL KB	R 101-41910-32230 MECHANI
101	11/27/12	\$75.00	3051	MECHANICAL PERMIT - RESIDENTIAL Apo	R 101-41910-32230 MECHANI
101	11/27/12	\$3,043.53	3052	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	11/08/12	\$133.59	3015	REFUND - TOWING REIMBURSEMENT/PO	E 101-42100-220 OPERATING
101	11/14/12	\$45.00	3027	PHONE REIMBURSTMENT CK # 4286	E 101-42100-321 COMMUNIC
101	11/06/12	\$2.00	3005	POLICE REPORTS Postal Money Order	R 101-42100-34201 POLICE A
101	11/07/12	\$0.75	3013	POLICE REPORTS cash	R 101-42100-34201 POLICE A
101	11/16/12	\$4.00	3031	POLICE REPORTS LexisNexis#414005101	R 101-42100-34201 POLICE A
101	11/27/12	\$4.00	3049	POLICE REPORTS ck # 105237040	R 101-42100-34201 POLICE A
101	11/26/12	\$1.45	3050	POLICE REPORTS Michael Healey Law, LL	R 101-42100-34201 POLICE A
101	11/08/12	\$3,306.20	16609	OCT. 2012 COURT/FINES - POLICE DEPT.	R 101-42100-35101 COURT FI
101	11/20/12	\$3,684.95	3038	POLICE GRANT - SAFE & SOBER CK # 003	R 101-42100-36233 GRANTS
101	11/05/12	\$13.04	3008	REFUNDS - POLICE DEPT. CK # 01084615	R 101-42100-36241 REFUNDS
101	11/28/12	\$5,182.32	16611	PEACE OFFICER BENEFIT/KEN FARNHAM	R 101-42100-36244 DISABILI
101	11/28/12	\$1,260.00	16610	SELL OF VEH/ADMIN SUPPLUS OPERATIO	R 101-42100-37306 SALE OF
101	11/20/12	\$2,000.00	3037	FIRE - PREVENTION MATERIALS CK # 55	E 101-42200-217 MATERIALS
101	11/14/12	\$20.00	3024	BURNING PERMIT Craig Primoli - CASH	R 101-42200-32200 NONBUSTI
101	11/15/12	\$20.00	3025	BURNING PERMIT MN Native Landscapes,	R 101-42200-32200 NONBUSTI
101	11/15/12	\$40.00	3025	BURNING PERMIT MN Native Landscapes,	R 101-42200-32200 NONBUSTI
101	11/20/12	\$25.00	3032	FIRE REPORTS ck # 105427848	R 101-42200-34105 USER FEE
101	11/08/12	\$65.00	3009	FIRE - CONFERENCES & SCHOOLS CK # 1	E 101-42200-402 CONFERENC
101	11/05/12	\$50.00	3007	STREET SIGNS (REFUNDS & REIMBURSE	R 101-43130-36248 REFUND
101	11/09/12	\$50.00	3017	STREET SIGNS (REFUNDS & REIMBURSE	R 101-43130-36248 REFUND
101	11/27/12	\$25.00	3053	STREET SIGNS (REFUNDS & REIMBURSE	R 101-43130-36248 REFUND
101	11/21/12	\$1,000.00	3043	PARK DONATIONS Robin & Dave Schiebel	R 101-43200-36230 DONATIO
<b>FUND 101 GENER</b>		<b>\$50,595.57</b>			
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
206	11/08/12	\$7.59	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/27/12	\$820.63	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/27/12	\$91.61	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/08/12	\$6.24	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/15/12	\$130.67	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	11/15/12	\$104.13	0	UB REC Re-trans UB SERV 36 TRUNK S/R	G 206-12103 A/R GEN BILLIN
206	11/27/12	\$28.53	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/06/12	\$124.05	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/20/12	\$7.09	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/20/12	\$8.77	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/06/12	\$2.62	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	11/06/12	\$77.19	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
<b>FUND 206 WATER</b>		<b>\$1,409.12</b>			
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
207	11/06/12	\$1,000.00	3006	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	11/06/12	\$1,000.00	3010	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	11/21/12	\$1,000.00	3035	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	11/21/12	\$1,000.00	3036	PARK DEDICATION	R 207-00000-34780 PARK FEE
<b>FUND 207 PARK I</b>		<b>\$4,000.00</b>			
<b>FUND 210 K-9 UNIT</b>					

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**

Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
<b>210</b>	11/14/12	\$350.00	3028	K-9 UNIT DONATIONS CK # 1816483	R 210-42103-36231 DONATIO
<b>FUND 210 K-9 UN</b>		<b>\$350.00</b>			
<b>FUND 211 LIBRARY</b>					
<b>211</b>	11/26/12	\$8.00	3048	LIBRARY SERVICE CHARGE CK # 3740	R 211-45500-34760 LIBRARY
<b>211</b>	11/26/12	\$5.95	3048	LIBRARY SERVICE CHARGE CK # 4387	R 211-45500-34760 LIBRARY
<b>211</b>	11/26/12	\$40.00	3048	LIBRARY SERVICE CHARGE CK # 4075	R 211-45500-34760 LIBRARY
<b>211</b>	11/26/12	\$45,000.00	3047	LIBRARY GRANTS CK # 117761	R 211-45500-36233 GRANTS
<b>FUND 211 LIBRA</b>		<b>\$45,053.95</b>			
<b>FUND 601 WATER</b>					
<b>601</b>	11/27/12	\$20.94	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/06/12	\$40.61	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/08/12	\$186.55	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/27/12	\$1,192.77	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/20/12	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
<b>601</b>	11/08/12	\$3.38	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/27/12	\$39.75	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
<b>601</b>	11/27/12	\$12.72	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
<b>601</b>	11/06/12	\$1,474.26	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/27/12	\$9,144.32	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
<b>601</b>	11/20/12	\$2.12	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/08/12	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
<b>601</b>	11/27/12	\$12.67	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
<b>601</b>	11/15/12	\$33.39	0	UB REC Re-trans UB SURC 19 STATE SER	G 601-14601 WATER BILLING
<b>601</b>	11/20/12	\$38.89	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/15/12	\$1,559.98	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/15/12	\$57.27	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
<b>601</b>	11/06/12	\$29.17	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
<b>601</b>	11/27/12	\$688.71	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
<b>601</b>	11/06/12	\$1,000.00	3006	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/06/12	\$1,000.00	3010	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/08/12	\$1,000.00	3014	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/08/12	\$1,000.00	3016	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/16/12	\$1,000.00	3026	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/21/12	\$1,000.00	3035	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/21/12	\$1,000.00	3036	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
<b>601</b>	11/06/12	\$250.00	3006	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/06/12	\$250.00	3010	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/08/12	\$250.00	3014	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/08/12	\$250.00	3016	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/16/12	\$250.00	3026	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/21/12	\$250.00	3035	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/21/12	\$250.00	3036	WATER METER - TO 1 IN	R 601-46120-34602 WATER M
<b>601</b>	11/06/12	\$50.00	3006	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/06/12	\$50.00	3010	WATER METER INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/08/12	\$100.00	3014	WATER METER INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/08/12	\$100.00	3016	WATER METER INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/16/12	\$100.00	3026	WATER METER INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/21/12	\$50.00	3035	WATER METER INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/21/12	\$50.00	3035	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/21/12	\$50.00	3036	WATER CONNECTION INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/21/12	\$50.00	3036	WATER METER INSPECTION	R 601-46120-34603 WATER H
<b>601</b>	11/27/12	\$4.76	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**

Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	11/08/12	\$56.66	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/15/12	\$5.67	0	UB REC Re-trans UB UR	R 601-46120-37110 WATER R
601	11/26/12	\$30.00	3046	WATER SHUTOFF - BUS HRS Midwest Real	R 601-46120-37110 WATER R
<b>FUND 601 WATER</b>		<u>\$23,987.77</u>			
<b>FUND 602 SEWER</b>					
602	11/08/12	\$2.68	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/08/12	\$66.18	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/20/12	\$4.42	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/12	\$21.86	0	UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLING
602	11/06/12	\$40.61	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/12	\$809.12	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/20/12	\$73.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/15/12	\$1,092.10	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	11/08/12	\$19,424.14	0	OCT/NOV 2012 MTHLY SEWER	G 602-14602 SEWER BILLING
602	11/27/12	\$299.16	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/27/12	\$15.94	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/15/12	\$54.77	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/12	\$750.00	3006	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	11/06/12	\$750.00	3010	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	11/21/12	\$750.00	3035	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	11/21/12	\$750.00	3036	SEWER CONNECTION	R 602-46200-34651 SEWER H
602	11/06/12	\$100.00	3006	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	11/06/12	\$100.00	3010	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	11/21/12	\$50.00	3035	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
602	11/21/12	\$50.00	3036	SEWER CONNECTION INSPECTION	R 602-46200-34652 SEWER I
<b>FUND 602 SEWER</b>		<u>\$25,204.33</u>			
		<u>\$150,600.74</u>			

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 11/30/2012**

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DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
<b>FUND 101 GENERAL</b>					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,670.00	\$779.22	\$3,890.78	83.31%
41200	MAYOR & COUNCIL	\$136,401.10	\$146,774.60	-\$10,373.50	-7.61%
41240	RECYCLING	\$6,752.94	\$3,613.55	\$3,139.39	46.49%
41400	ADMINISTRATION	\$157,155.79	\$125,227.15	\$31,928.64	20.32%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJEC	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$3,883.01	-\$3,883.01	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$222,683.69	\$193,692.67	\$28,991.02	13.02%
41940	MUNICIPAL BUILDINGS	\$112,293.80	\$81,395.77	\$30,898.03	27.52%
42100	POLICE	\$717,706.41	\$600,694.59	\$117,011.82	16.30%
42200	FIRE PROTECTION	\$419,466.29	\$357,375.76	\$62,090.53	14.80%
43100	STREET MAINT	\$428,533.52	\$231,887.47	\$196,646.05	45.89%
43130	STREET - FLOOD PREPARATION	\$0.00	\$7,270.00	-\$7,270.00	0.00%
43160	STREET LIGHTING	\$27,500.00	\$24,070.40	\$3,429.60	12.47%
43200	PARKS	\$63,699.47	\$69,139.80	-\$5,440.33	-8.54%
43300	CEMETERY	\$37,250.00	\$4,388.75	\$32,861.25	88.22%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
<b>FUND 101 GENERAL</b>		<b>\$2,384,113.01</b>	<b>\$1,850,192.74</b>	<b>\$533,920.27</b>	<b>22.39%</b>
<b>FUND 208 PRISON SEWER PROJECT</b>					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 208 PRISON SEWER PROJECT</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$145.00	-\$145.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 209 DEVELOPER REIMBURSED PROJ</b>		<b>\$0.00</b>	<b>\$145.00</b>	<b>-\$145.00</b>	<b>0.00%</b>
<b>FUND 210 K-9 UNIT</b>					
42103	K - 9 UNIT	\$0.00	\$100.00	-\$100.00	0.00%
<b>FUND 210 K-9 UNIT</b>		<b>\$0.00</b>	<b>\$100.00</b>	<b>-\$100.00</b>	<b>0.00%</b>
<b>FUND 211 LIBRARY</b>					
45500	LIBRARY	\$280,065.00	\$231,647.91	\$48,417.09	17.29%
<b>FUND 211 LIBRARY</b>		<b>\$280,065.00</b>	<b>\$231,647.91</b>	<b>\$48,417.09</b>	<b>17.29%</b>
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 11/30/2012**

11 Month = 91.74

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$10,700.04	-\$10,700.04	0.00%
46110	WATER-PUMPHOUSE	\$47,350.00	\$33,256.42	\$14,093.58	29.76%
46120	WATER	\$427,638.09	\$263,544.18	\$164,093.91	38.37%
FUND 601 WATER		\$474,988.09	\$307,500.64	\$167,487.45	35.26%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$374,238.93	\$162,798.86	\$211,440.07	56.50%
46990	SEWER - NON-OPERATING	\$345,000.00	\$339,151.56	\$5,848.44	1.70%
FUND 602 SEWER		\$719,238.93	\$501,950.42	\$217,288.51	30.21%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 11/30/2012**

11 Month = 91.74

DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
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 VACATI	\$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	-\$131.84	\$131.84	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$267.00	-\$267.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$1,040.53	-\$1,040.53	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$46.00	-\$46.00	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$1,221.69	-\$1,221.69	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,858,405.03	\$2,892,758.40	\$965,646.63	25.03%

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 1135167-1135259**

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<b>FUND 101 GENERAL</b>										
<b>DEPT 41100 ELECTIONS</b>										
STILLWATER GAZETTE	101	11/13/12	\$12.68	E	41100	350	PUBLIC ACCURACY VOTI	PRINTING & PUBL	1135192	
STILLWATER GAZETTE	101	11/13/12	\$88.76	E	41100	350	NOTICE OF 2012 MUNIC	PRINTING & PUBL	1135192	
			\$101.44							
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>										
ECKBERG, LAMMERS, BRI	101	11/28/12	\$645.25	E	41200	300	GROUP 41 LITIGATION	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$200.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$745.80	E	41200	300	PERSONNEL MATTERS	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$217.50	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$319.00	E	41200	300	2012 GENERAL MATTERS	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$14.50	E	41200	300	DANGEROUS DOG	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$326.25	E	41200	300	T.H. CONSTRUCTION PL	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$1.43	E	41200	300	SALES TAX	PROF SER-LEGAL	1135226	
ECKBERG, LAMMERS, BRI	101	11/28/12	\$145.00	E	41200	300	INSPIRATION DEVELOPM	PROF SER-LEGAL	1135226	
S E H	101	11/28/12	\$76.60	E	41200	301	PREPARE & ATTEND CC	PROF SER-ENGIN	1135246	
S E H	101	11/28/12	\$184.65	E	41200	301	473 1ST AVE NO DRAINA	PROF SER-ENGIN	1135246	
S E H	101	11/28/12	\$343.78	E	41200	301	4TH AVE NORTH BOAT R	PROF SER-ENGIN	1135246	
S E H	101	11/28/12	\$503.85	E	41200	301	QUIET ZONE MTG	PROF SER-ENGIN	1135246	
COMPLETE HEALTH ENVIR	101	11/27/12	\$350.00	E	41200	306	MAINT. PLAN - OCT. 201	PROF SER-OTHER	1135224	
R.W. KIRCHNER & ASSOCI	101	11/27/12	\$2,500.00	E	41200	306	APPRAISAL REPORT/STA	PROF SER-OTHER	1135245	
LEAGUE OF MINNESOTA C	101	11/14/12	\$40.00	E	41200	402	2012 REGIONAL MTG./BE	CONFERENCES &	1135182	
US INTERNET	101	11/27/12	\$50.60	E	41200	416	MTHLY SECURENCE 11/1	REPAIR/MAINT OF	1135256	
			\$6,664.21							
<b>DEPT 41240 RECYCLING</b>										
JONATHAN VOLLMERS	101	11/27/12	\$30.00	E	41240	370	MTHLY RECYCLING RECI	RECYCLING INCE	1135234	
			\$30.00							
<b>DEPT 41400 ADMINISTRATION</b>										
WELLS FARGO HBS	101	11/14/12	\$153.00	E	41400	131	3RD QTR. 2012 ADMINIS	CONT TO EMPLOY	1135200	
NEOPOST	101	11/13/12	\$15.00	E	41400	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186	
WASHINGTON COUNTY A	101	11/14/12	\$5.50	E	41400	402	LOCAL GOVERNMENT MT	CONFERENCES &	1135199	
TR COMPUTER SALES LLC	101	11/27/12	\$323.04	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253	
NOVA COMMUNICATIONS	101	11/27/12	\$768.00	E	41400	416	ONE YR MAINT./CITY HA	REPAIR/MAINT OF	1135241	
LOFFLER BUSINESS SYST	101	11/27/12	\$101.84	E	41400	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237	
			\$1,366.38							
<b>DEPT 41910 PLANNING &amp; ZONING</b>										
S E H	101	11/28/12	\$1,177.05	E	41910	301	CERT. OF SURVEY REVIE	PROF SER-ENGIN	1135246	
NEOPOST	101	11/13/12	\$12.50	E	41910	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186	
BUCKLEY, JOHN	101	11/27/12	\$193.14	E	41910	400	MILEAGE - PLANNING DE	USE OF PERSONA	1135204	
BUCKLEY, JOHN	101	11/13/12	\$252.53	E	41910	400	MILEAGE REIMBURSEME	USE OF PERSONA	1135171	
STILLWATER TOWING IN	101	11/14/12	\$133.59	E	41910	412	05 DODGE DURAGO	REP & MAINT VEH	1135194	
TR COMPUTER SALES LLC	101	11/27/12	\$269.20	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253	
LOFFLER BUSINESS SYST	101	11/27/12	\$84.86	E	41910	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237	
			\$2,122.87							
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>										
JOHNSON, CHAD	101	11/27/12	\$325.00	E	41940	302	NOV 2012 CLEANING SE	CONTRACT SERVI	1135233	
OFFICE OF ENT TECHNOL	101	11/27/12	\$439.38	E	41940	321	PHONES/ADM DEPT.	COMMUNICATION	1135242	
COMCAST	101	11/27/12	\$49.90	E	41940	321	NOVEMBER 2012 ADM HI	COMMUNICATION	1135222	
ELECTRO WATCHMAN, IN	101	11/27/12	\$48.10	E	41940	420	CITY HALL	R & M BLDGS, ST	1135227	
			\$862.38							

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<b>DEPT 42100 POLICE</b>									
LEAGUE OF MN CITIES IN	101	11/14/12	\$517.70	E	42100	150	WORKERS COMP DEDUC	WORKER S COMP	1135183
UNIFORMS UNLIMITED	101	11/27/12	\$579.97	E	42100	207	UNIFORMS-EASTMAN/PO	UNIFORMS - CHIE	1135255
UNIFORMS UNLIMITED	101	11/13/12	\$45.01	E	42100	211	UNIFORMS-MILLER/POLI	UNIFORMS - MILL	1135196
UNIFORMS UNLIMITED	101	11/14/12	\$45.01	E	42100	211	UNIFORMS - MILLER/POL	UNIFORMS - MILL	1135196
HOLIDAY FLEET	101	11/14/12	\$8.55	E	42100	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
HOLIDAY FLEET	101	11/14/12	\$23.31	E	42100	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
WASHINGTON COUNTY S	101	11/27/12	\$1,880.69	E	42100	212	OCT 2012 FUEL/POLICE	MOTOR FUELS & L	1135258
MINNESOTA COUNTY ATT	101	11/14/12	\$40.71	E	42100	220	2012 FORFEITURE FORM	OPERATING SUPP	1135184
ECKBERG, LAMMERS, BRI	101	11/14/12	\$2,370.32	E	42100	300	PROSECUTION/POLICE D	PROF SER-LEGAL	1135174
LAKEVIEW MEMORIAL HO	101	11/27/12	\$50.00	E	42100	306	LEGAL BLOOD DRAW/PO	PROF SER-OTHER	1135235
LAKEVIEW MEMORIAL HO	101	11/27/12	\$50.00	E	42100	306	LEGAL BLOOD DRAW/PO	PROF SER-OTHER	1135235
LAKEVIEW MEMORIAL HO	101	11/27/12	\$50.00	E	42100	306	LEGAL BLOOD DRAWS/P	PROF SER-OTHER	1135235
VERIZON WIRELESS	101	11/13/12	\$105.03	E	42100	321	AIRCARDS/POLICE DEPT.	COMMUNICATION	1135198
VERIZON WIRELESS	101	11/14/12	\$145.91	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1135198
NEOPOST	101	11/13/12	\$12.50	E	42100	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186
LEAGUE OF MINNESOTA C	101	11/27/12	\$15.00	E	42100	403	2012 POLICE LEADERSHI	POLICE TRAINING	1135209
BAYPORT TRANSMISSION	101	11/28/12	\$405.99	E	42100	412	BRAKE MAINT. - 2009 D	REP & MAINT VEH	1135220
BAYPORT TRANSMISSION	101	11/13/12	\$26.78	E	42100	412	2002 MAINT./POLICE DE	REP & MAINT VEH	1135170
BAYPORT TRANSMISSION	101	11/13/12	\$26.79	E	42100	412	2902 MAINT/POLICE DEP	REP & MAINT VEH	1135170
TR COMPUTER SALES LLC	101	11/27/12	\$269.20	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253
LOFFLER BUSINESS SYST	101	11/27/12	\$84.86	E	42100	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237
<b>DEPT 42100 POLICE</b>			\$6,753.33						
<b>DEPT 42200 FIRE PROTECTION</b>									
APPLIED IMAGES	101	11/27/12	\$85.70	E	42200	202	OPERATING SUPPLIES/FI	UNIFORMS - MISC	1135218
HOLIDAY FLEET	101	11/14/12	\$168.14	E	42200	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
HOLIDAY FLEET	101	11/14/12	\$5.67	E	42200	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
HOLIDAY FLEET	101	11/14/12	\$1,379.33	E	42200	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
JASON SEVERSON	101	11/14/12	\$32.24	E	42200	217	MEAL REIMBURSEMENT/	MATERIALS & PR	1135181
MUNICIPAL EMERGENCY	101	11/14/12	\$295.38	E	42200	240	OPERATING MATERIAL F	SMALL TOOLS-EQ	1135185
STILLWATER MEDICAL GR	101	11/14/12	\$120.00	E	42200	306	IMMUNIZATION ADMIN/	PROF SER-OTHER	1135193
VERIZON WIRELESS	101	11/14/12	\$185.00	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1135198
CARQUEST OF STILLWATE	101	11/27/12	\$1.21	E	42200	412	VEHICLE MAINT - FIRE D	REP & MAINT VEH	1135205
CARQUEST OF STILLWATE	101	11/27/12	\$24.09	E	42200	412	FIRE 2101 - FIRE DEPT.	REP & MAINT VEH	1135205
CARQUEST OF STILLWATE	101	11/27/12	\$22.25	E	42200	412	VEH SUPPLIES - FIRE DE	REP & MAINT VEH	1135205
CARQUEST OF STILLWATE	101	11/27/12	\$46.15	E	42200	412	2101 - FIRE DEPT.	REP & MAINT VEH	1135205
EMERGENCY APPARATUS	101	11/27/12	\$1,958.20	E	42200	412	LADDER 2108/FIRE DEPT	REP & MAINT VEH	1135228
EMERGENCY APPARATUS	101	11/27/12	\$3,760.78	E	42200	412	LADDER 2108 MAINT./FI	REP & MAINT VEH	1135228
DIVERSIFIED INPECTIONS	101	11/27/12	\$1,552.00	E	42200	412	LADDER PIERCE/FIRE DE	REP & MAINT VEH	1135225
AREAWIDE TRUCK & TRAI	101	11/14/12	\$50.00	E	42200	412	REPAIR VALVE ON TANK	REP & MAINT VEH	1135169
EMERGENCY APPARATUS	101	11/14/12	\$1,181.94	E	42200	412	TANKER/PUMPER 2110	REP & MAINT VEH	1135175
ELECTRO WATCHMAN, IN	101	11/27/12	\$48.09	E	42200	420	CITY BLDGS 12/1/12-2/2	R & M BLDGS, ST	1135227
SCHMIDT MECHANICAL	101	11/14/12	\$1,149.00	E	42200	420	FIRE STATION MAINT./FI	R & M BLDGS, ST	1135190
THANE HAWKINS POLAR	101	11/14/12	\$30,440.70	E	42200	530	2013 CHEV TAHOE	CAPITAL ASSETS	1135195
BAYPORT FIRE RELIEF AS	101	11/27/12	\$64,136.49	E	42200	810	2012 REVENUE/INTERGO	REFUNDS AND RE	1135203
<b>DEPT 42200 FIRE PROTECTION</b>			\$106,642.36						
<b>DEPT 43100 STREET MAINT</b>									
YOCUM OIL CO	101	11/27/12	\$223.78	E	43100	212	GREASE 7 HYDRAULIC O	MOTOR FUELS & L	1135259
HOLIDAY FLEET	101	11/14/12	\$707.69	E	43100	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
NORTH AMERICAN SALT C	101	11/27/12	\$1,867.18	E	43100	225	ROAD SALT/STREETS DE	SALT & SAND PUR	1135240
NORTH AMERICAN SALT C	101	11/27/12	\$1,854.96	E	43100	225	ROAD SALT/STREETS DE	SALT & SAND PUR	1135240
R.S.I. BAYPORT	101	11/14/12	\$25.00	E	43100	302	COUCH DISPOSAL/STREE	CONTRACT SERVI	1135189

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Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
NEOPOST	101	11/13/12	\$2.50	E	43100	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186
TR COMPUTER SALES LLC	101	11/27/12	\$53.84	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253
LOFFLER BUSINESS SYST	101	11/27/12	\$16.97	E	43100	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237
T. A. SCHIFSKY & SONS I	101	11/27/12	\$365.26	E	43100	421	ASPHALT HOTMIX/STREE	REPAIR & MAINT	1135250
BRYAN ROCK PRODUCTS I	101	11/27/12	\$673.69	E	43100	421	LIMEROCK GRAVEL/STRE	REPAIR & MAINT	1135221
S E H	101	11/28/12	\$504.45	E	43100	423	5TH ST. NO SIDEWALK	SIDEWALKS, CUR	1135246
ST CROIX RECREATION C	101	11/27/12	\$10,013.23	E	43100	444	RECETACLE, BENCHS & B	COMMUNITY PRO	1135249
<b>DEPT 43100 STREET MAINT</b>			<b>\$16,308.55</b>						
<b>DEPT 43200 PARKS</b>									
HOLIDAY FLEET	101	11/14/12	\$159.41	E	43200	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
NEOPOST	101	11/13/12	\$2.50	E	43200	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186
WILLMARTH, QUINN	101	11/27/12	\$117.00	E	43200	413	TREE CUTTING 11/15/20	TREES	1135215
WILLMARTH, QUINN	101	11/13/12	\$144.00	E	43200	413	TREE CUTTING 10-29-12	TREES	1135201
LOFFLER BUSINESS SYST	101	11/27/12	\$16.97	E	43200	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237
TR COMPUTER SALES LLC	101	11/27/12	\$53.84	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253
PETERSON COMPANIES, I	101	11/14/12	\$75.00	E	43200	420	WINTERIZE IRRIGATION	R & M BLDGS, ST	1135188
AIR FRESH PORTABLE TOI	101	11/27/12	\$84.36	E	43200	425	TENNIS CT RENTAL 10/2	SATILLITIES	1135217
GEORGE SIEGFRIED CONS	101	11/28/12	\$4,770.00	E	43200	444	2012 DOWNTOWN IMPR	COMMUNITY PRO	1135229
ST CROIX RECREATION C	101	11/27/12	\$2,135.00	E	43200	530	RECETACLE, BENCHS & B	CAPITAL ASSETS	1135249
<b>DEPT 43200 PARKS</b>			<b>\$7,558.08</b>						
<b>FUND 101 GENERAL</b>			<b>\$148,409.60</b>						
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>									
<b>DEPT 41608 2012 I &amp; I PROJECT</b>									
S E H	206	11/27/12	\$5,274.40	E	41608	301	I/I IMPROVEMENT	PROF SER-ENGIN	1135246
<b>DEPT 41608 2012 I &amp; I PROJECT</b>			<b>\$5,274.40</b>						
<b>FUND 206 WATER/SEWER IMPROVEM</b>			<b>\$5,274.40</b>						
<b>FUND 207 PARK IMPROVEMENT FUND</b>									
<b>DEPT 44100 PROJECT</b>									
SANDERS WACKER BERGL	207	11/27/12	\$1,606.50	E	44100	306	LANDSCAPE SERVICES P	PROF SER-OTHER	1135247
ST CROIX RECREATION C	207	11/27/12	\$2,126.00	E	44100	444	RECETACLE, BENCHS & B	COMMUNITY PRO	1135249
<b>DEPT 44100 PROJECT</b>			<b>\$3,732.50</b>						
<b>FUND 207 PARK IMPROVEMENT FUND</b>			<b>\$3,732.50</b>						
<b>FUND 211 LIBRARY</b>									
<b>DEPT 45500 LIBRARY</b>									
BAKER & TAYLOR	211	11/27/12	\$472.76	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$42.91	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$481.89	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$125.56	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$284.89	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$233.32	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$30.28	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$93.86	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$50.95	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$68.62	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$56.77	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$14.40	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$70.81	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$16.43	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$74.16	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219

CITY OF BAYPORT

MONTHLY EXPENSES 1135167-1135259

Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BAKER & TAYLOR	211	11/27/12	\$102.18	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$88.59	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
BAKER & TAYLOR	211	11/27/12	\$102.39	E	45500	217	BOOK - LIBRARY	MATERIALS & PR	1135219
SHARON SIPPEL	211	11/27/12	\$1,350.00	E	45500	302	CLEANING SERVICES - LI	CONTRACT SERVI	1135248
MINITEX	211	11/27/12	\$109.00	E	45500	391	SUPPLIES - LIBRARY	SHARED AUTOMA	1135239
TOSHIBA BUSINESS SOLU	211	11/27/12	\$33.62	E	45500	416	PARTS, LABOR, TONER /	REPAIR/MAINT OF	1135252
PLUNKETT S PEST CONTR	211	11/27/12	\$103.27	E	45500	420	PEST CONTROL / LIBRAR	R & M BLDGS, ST	1135244
PLUNKETT S PEST CONTR	211	11/27/12	\$103.27	E	45500	420	PEST CONTROL / LIBRAR	R & M BLDGS, ST	1135244
COMMERCIAL STEAM TEA	211	11/27/12	\$1,587.35	E	45500	420	CARPET CLEANING/LIBR	R & M BLDGS, ST	1135223
ELECTRO WATCHMAN, IN	211	11/27/12	\$60.00	E	45500	420	CITY BLDGS 12/1/12-2/2	R & M BLDGS, ST	1135227
<b>DEPT 45500 LIBRARY</b>			<b>\$5,757.28</b>						
<b>FUND 211 LIBRARY</b>			<b>\$5,757.28</b>						
<b>FUND 601 WATER</b>									
<b>DEPT 46110 WATER-PUMPHOUSE</b>									
LINNER ELECTRIC	601	11/27/12	\$150.00	E	46110	419	REPLACE THERMOSTAT	REPAIR & MAINT	1135236
GOODIN COMPANY	601	11/28/12	\$180.07	E	46110	419	HEATER FAN MOTORS/W	REPAIR & MAINT	1135230
<b>DEPT 46110 WATER-PUMPHOUSE</b>			<b>\$330.07</b>						
<b>DEPT 46120 WATER</b>									
CCP INDUSTRIES	601	11/14/12	\$83.32	E	46120	203	UNIFORMS - GARDNER/	UNIFORMS - TIM	1135173
HOLIDAY FLEET	601	11/14/12	\$620.71	E	46120	212	OCTOBER 2012 FUEL	MOTOR FUELS & L	1135179
HAWKINS WATER	601	11/14/12	\$3,353.70	E	46120	216	WATER TREATMENT/WA	CHEMICALS AND	1135177
HAWKINS WATER	601	11/27/12	\$57.60	E	46120	216	CHLORINE TESTING TAB	CHEMICALS AND	1135231
HAWKINS WATER	601	11/14/12	\$78.86	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	1135177
T. R. F. SUPPLY	601	11/28/12	\$98.85	E	46120	220	SHOP TOWELS/WATER D	OPERATING SUPP	1135251
BUSINESS FORMS & ACCO	601	11/14/12	\$168.63	E	46120	220	LASER UTILITY BILL	OPERATING SUPP	1135172
ONE CALL CONCEPTS	601	11/27/12	\$68.15	E	46120	307	UTILITY LOCATES/WATE	GOPHER STATE O	1135243
ONE CALL CONCEPTS	601	11/13/12	\$90.20	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	1135187
COMCAST	601	11/27/12	\$17.17	E	46120	321	NOV 2012 PUBLIC WORK	COMMUNICATION	1135222
NEOPOST	601	11/13/12	\$2.50	E	46120	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186
LOFFLER BUSINESS SYST	601	11/27/12	\$16.97	E	46120	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237
TR COMPUTER SALES LLC	601	11/27/12	\$53.84	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253
R.S.I. BAYPORT	601	11/14/12	\$68.97	E	46120	419	DISPOSAL OF 5 CHEMICA	REPAIR & MAINT	1135189
HD SUPPLY FACILITIES M	601	11/27/12	\$1,135.13	E	46120	419	WATER METERS/WATER	REPAIR & MAINT	1135232
ELECTRO WATCHMAN, IN	601	11/27/12	\$64.12	E	46120	420	CITY BLDGS 12/1/12-2/2	R & M BLDGS, ST	1135227
ACTION RENTAL	601	11/14/12	\$160.31	E	46120	421	STREET REPAIR/WATER	REPAIR & MAINT	1135167
ACTION RENTAL	601	11/27/12	\$221.23	E	46120	431	EXCAVATOR RENTAL/WA	RENTAL OF EQUIP	1135216
MINNESOTA DEPT OF HEA	601	11/27/12	\$1,165.00	E	46120	434	10/1/12-12/31/12 SERVI	STATE FEES FOR	1135211
<b>DEPT 46120 WATER</b>			<b>\$7,525.26</b>						
<b>FUND 601 WATER</b>			<b>\$7,855.33</b>						
<b>FUND 602 SEWER</b>									
<b>DEPT 46200 SEWER - OPERATING</b>									
BUSINESS FORMS & ACCO	602	11/14/12	\$168.64	E	46200	220	LASER UTILITY BILL	OPERATING SUPP	1135172
AIR FRESH PORTABLE TOI	602	11/27/12	\$74.99	E	46200	302	PUMPING INPIRATION LI	CONTRACT SERVI	1135217
SERVICEMASTER	602	11/14/12	\$456.55	E	46200	302	WATER DAMAGE LABOR/	CONTRACT SERVI	1135191
NEOPOST	602	11/13/12	\$2.50	E	46200	322	ANNUAL POSTAGE ACH F	POSTAGE	1135186
LOFFLER BUSINESS SYST	602	11/27/12	\$17.00	E	46200	416	METER - COPY MACHINE	REPAIR/MAINT OF	1135237
TR COMPUTER SALES LLC	602	11/27/12	\$53.85	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1135253
TRI-STATE PUMP & CONT	602	11/27/12	\$420.00	E	46200	419	SERVICE CALL LAKE ST.	REPAIR & MAINT	1135254
GRAINGER	602	11/14/12	\$26.13	E	46200	420	DOOR OPENER REFLECT	R & M BLDGS, ST	1135176
<b>DEPT 46200 SEWER - OPERATING</b>			<b>\$1,219.66</b>						

CITY OF BAYPORT

11/28/12 11:30 AM

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MONTHLY EXPENSES 1135167-1135259

Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>DEPT 46990 SEWER - NON-OPERATING</b>									
METROPOLITAN COUNCIL	602	11/27/12	\$30,831.96	E	46990	434	MTYLY ANNUAL FLOW M	STATE FEES FOR	1135238
<b>DEPT 46990 SEWER - NON-OPERAT</b>									
			\$30,831.96						
<b>FUND 602 SEWER</b>									
			\$32,051.62						
<b>FUND 803 P &amp; Z ESCROWS</b>									
<b>DEPT 80043 MAINSTREET HOLDING, LLC</b>									
WASHINGTON COUNTY R	803	11/27/12	\$46.00	E	80043	350	MAINSTREET HOLDING L	PRINTING & PUBL	1135257
<b>DEPT 80043 MAINSTREET HOLDING</b>									
			\$46.00						
<b>FUND 803 P &amp; Z ESCROWS</b>									
			\$46.00						
			\$203,126.73						

# City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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## Building Permit Log

For: November, 2012

Printed: 11/28/2012

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<b>Permit Number:</b> BP2012-72	<b>Filing Date:</b> 11/1/2012
<b>Parcel Address:</b> 515 LAKESIDE DRIVE S.	BAYPORT, MN 55003
<b>Applicant:</b> IDEAL CONSTRUCTION IDEAL CONSTRUCTION SERVICES RESIDENTIAL	<b>Applicant Phone:</b> 651-233-4384
<b>Construction Value:</b> \$4,000.00	<b>Total Fees:</b> \$110.25

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<b>Permit Number:</b> BP2012-73	<b>Filing Date:</b> 11/1/2012
<b>Parcel Address:</b> 343 4TH Street S.	BAYPORT, MN 55003
<b>Applicant:</b> DAN ROETTGER HOME DAN ROETTGER HOME IMPROVEMENTS	<b>Applicant Phone:</b> 651-260-7033
<b>Construction Value:</b> \$7,100.00	<b>Total Fees:</b> \$165.80

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<b>Permit Number:</b> BP2012-74	<b>Filing Date:</b> 11/1/2012
<b>Parcel Address:</b> 967 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
<b>Applicant:</b> DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	<b>Applicant Phone:</b> 952-985-7806
<b>Construction Value:</b> \$320,000.00	<b>Total Fees:</b> \$9,596.64

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<b>Permit Number:</b> BP2012-75	<b>Filing Date:</b> 11/1/2012
<b>Parcel Address:</b> 532 PRAIRIE WAY S.	BAYPORT, MN 55003
<b>Applicant:</b> DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	<b>Applicant Phone:</b> 952-985-7806
<b>Construction Value:</b> \$290,000.00	<b>Total Fees:</b> \$9,284.64

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<b>Permit Number:</b> BP2012-76	<b>Filing Date:</b> 11/5/2012
<b>Parcel Address:</b> 196 5TH Ave. N.	BAYPORT, MN 55003
<b>Applicant:</b> SUSAN NEUMANN OWNER OWNER	<b>Applicant Phone:</b>
<b>Construction Value:</b> \$13,000.00	<b>Total Fees:</b> \$247.50

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# Building Permit Log

For: November, 2012

Printed:11/28/2012

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<b>Permit Number:</b> BP2012-77	<b>Filing Date:</b> 11/7/2012
<b>Parcel Address:</b> 504 5th Street N.	Bayport, MN 55003
<b>Applicant:</b> NORTHROP REMODELING NORTHROP REMODELING RESIDENTIAL BUILDER	<b>Applicant Phone:</b> 612-825-3353
<b>Construction Value:</b> \$6,000.00	<b>Total Fees:</b> \$140.75

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<b>Permit Number:</b> BP2012-78	<b>Filing Date:</b> 11/15/2012
<b>Parcel Address:</b> 520 PRAIRIE WAY S.	BAYPORT, MN 55003
<b>Applicant:</b> DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	<b>Applicant Phone:</b> 952-985-7806
<b>Construction Value:</b> \$320,000.00	<b>Total Fees:</b> \$9,596.64

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<b>Permit Number:</b> BP2012-79	<b>Filing Date:</b> 11/15/2012
<b>Parcel Address:</b> 955 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
<b>Applicant:</b> DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	<b>Applicant Phone:</b> 952-985-7806
<b>Construction Value:</b> \$297,000.00	<b>Total Fees:</b> \$9,357.44

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<b>Permit Number:</b> BP2012-80	<b>Filing Date:</b> 11/20/2012
<b>Parcel Address:</b> 186 STATE St. S.	BAYPORT, MN 55003
<b>Applicant:</b> MILA HORAK OWNER OWNER	<b>Applicant Phone:</b>
<b>Construction Value:</b> \$1,000.00	<b>Total Fees:</b> \$41.75

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<b>Permit Number:</b> BP2012-81	<b>Filing Date:</b> 11/20/2012
<b>Parcel Address:</b> 498 8TH Street N.	BAYPORT, MN 55003
<b>Applicant:</b> MODERN HOME BUILDERS, LLC MODERN HOME BUILDERS, LLC RESIDENTIAL	<b>Applicant Phone:</b> 612-597-1645
<b>Construction Value:</b> \$46,000.00	<b>Total Fees:</b> \$661.75

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<b>Permit Number:</b> BP2012-82	<b>Filing Date:</b> 11/20/2012
<b>Parcel Address:</b> 963 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
<b>Applicant:</b> DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	<b>Applicant Phone:</b> 952-985-7806
<b>Construction Value:</b> \$351,000.00	<b>Total Fees:</b> \$9,919.04

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**Building Permit Log**

For: November, 2012

Printed:11/28/2012

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**Permit Number:** BP2012-83  
**Parcel Address:** 538 PRAIRIE WAY S.  
**Applicant:**DR HORTON, INC MINNESOTA  
DR HORTON, INC MINNESOTA RESIDENTIAL  
**Construction Value:**\$334,000.00

**Filing Date:** 11/20/2012  
BAYPORT, MN 55003  
**Applicant Phone:** 952-985-7806  
**Total Fees:** \$9,742.24

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**Permit Number:** BP2012-84  
**Parcel Address:** 464 PRAIRIE WAY S.  
**Applicant:**DR HORTON, INC MINNESOTA  
DR HORTON, INC MINNESOTA RESIDENTIAL  
**Construction Value:**\$351,000.00

**Filing Date:** 11/21/2012  
BAYPORT, MN 55003  
**Applicant Phone:** 952-985-7806  
**Total Fees:** \$9,919.04

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**Permit Number:** MC2012-38  
**Parcel Address:** 323 MINNESOTA St. S.  
**Applicant:**K B SERVICE COMPANY  
K B SERVICE COMPANY MECHANICAL  
**Construction Value:**\$2,500.00

**Filing Date:** 11/13/2012  
BAYPORT, MN 55003  
**Applicant Phone:** 651-481-9155  
**Total Fees:** \$80.00

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**Permit Number:** MC2012-39  
**Parcel Address:** 425 6TH St. N.  
**Applicant:**K B SERVICE COMPANY  
K B SERVICE COMPANY MECHANICAL  
**Construction Value:**\$3,000.00

**Filing Date:** 11/13/2012  
BAYPORT, MN 55003  
**Applicant Phone:** 651-481-9155  
**Total Fees:** \$80.00

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**Permit Number:** MC2012-40  
**Parcel Address:** 640 2nd St. N.  
**Applicant:**APOLLO HEATING & VENTILATING  
APOLLO HEATING & VENTILATING CORPORATION  
**Construction Value:**\$3,700.00

**Filing Date:** 11/21/2012  
Bayport, MN 55003  
**Applicant Phone:** 651-770-0603  
**Total Fees:** \$80.00

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**Permit Number:** PL2012-41  
**Parcel Address:** 3346 PETE MILLER LANE N.  
**Applicant:**DERRICK CONSTRUCTION  
COUNTRYSIDE PLUMBING & HEATING  
**Construction Value:**

**Filing Date:** 11/7/2012  
STILLWATER, MN 55082  
**Applicant Phone:** 715-246-2320  
**Total Fees:** \$1,430.00

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## Building Permit Log

For: November, 2012

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**Permit Number:** PL2012-42  
**Parcel Address:** 3297 OSGOOD COVE N.  
**Applicant:**CREATIVE HOME  
C.W.'S EXCAVATING, INC. SEWER & WATER  
**Construction Value:**

**Filing Date:** 11/8/2012  
STILLWATER, MN 55082  
**Applicant Phone:** 715-381-9737  
**Total Fees:** \$1,430.00

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**Permit Number:** PL2012-43  
**Parcel Address:** 3844 PARADISE Avenue N.  
**Applicant:**HAUSSNER PLUMBING, LLC  
HAUSSNER PLUMBING, LLC Plumber  
**Construction Value:**

**Filing Date:** 11/15/2012  
STILLWATER, MN 55082  
**Applicant Phone:** 612-308-1957  
**Total Fees:** \$1,430.00

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**Permit Number:** TS2012-10  
**Parcel Address:** 395 4TH Street N.  
**Applicant:**ART JUNKER  
OWNER OWNER  
**Construction Value:**

**Filing Date:** 11/2/2012  
BAYPORT, MN 55003  
**Applicant Phone:**  
**Total Fees:** \$25.00

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**Permit Number:** TS2012-11  
**Parcel Address:** 263 3RD St. N.  
**Applicant:**HEIDI JOHNSON  
**Construction Value:**

**Filing Date:** 11/21/2012  
BAYPORT, MN 55003  
**Applicant Phone:**  
**Total Fees:** \$25.00

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

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Date: November 26, 2012  
To: Mayor and City Council  
From: Mitch Berg, City Administrator  
Subject: **2013 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 in 2013:

- **Allied Waste Services of North America**  
Inver Grove Heights, Minnesota
- **Lightning Disposal**  
Eagan, Minnesota
- **Maroney's Sanitation**  
Stillwater, Minnesota
- **Ray Anderson & Sons Co., Inc., d/b/a/ Dumpster Box Services**  
St. Paul, Minnesota
- **PPJ Enterprises LLC, d/b/a River City Services**  
Bayport, Minnesota
- **RSI Recycling**  
Bayport, Minnesota
- **Shamrock Disposal, Inc.**  
Blaine, Minnesota
- **Tennis Roll Off, LLC**  
St. Paul Park, Minnesota
- **Waste Management**  
Blaine, 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 2013, and authorize City 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**

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**Date:** November 26, 2012  
**To:** Mayor and City Council  
**From:** Mitch Berg, City Administrator  
**Subject:** Non-unionized employee paid holiday hours for 2013

***BACKGROUND***

The city establishes paid holiday hours for employees, to observe designated federal holidays. To be consistent with state law, the city's union employee paid holiday hours, and the designated holidays observed by the Washington County Government Center, the city is suggesting the following for 2013:

New Year's Day	Monday, January 1	10 hours
Martin Luther King Jr. Day	Monday, January 21	10 hours
President's Day	Monday, February 18	10 hours
Memorial Day	Monday, May 27	10 hours
Independence Day	Thursday, July 4	10 hours
Labor Day	Monday, September 2	10 hours
Veteran's Day	Monday, November 11	10 hours
Thanksgiving Day	Thursday, November 28	10 hours
Christmas Eve Day	Tuesday, December 24	6 hours
Christmas Day	Wednesday, December 25	10 hours

***RECOMMENDATION***

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2013.



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

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Date: November 27, 2012  
To: Mayor and City Council  
Mitch Berg, City Administrator  
From: Sara Taylor, Assistant City Administrator / Planner  
Subject: Liquor and tobacco license renewals for 2013

***BACKGROUND***

Liquor and tobacco licenses expire on December 31, 2012. The following establishments have submitted the required paperwork and are requesting license renewal:

<b><u>Establishment</u></b>	<b><u>License Type</u></b>
Bayport BBQ – 328 5 <sup>th</sup> Ave. N.	On-sale and Sunday liquor
Bayport Liquor - 102 3 <sup>rd</sup> St. N.	Off-sale liquor and tobacco
Greystone Bar - 143 3 <sup>rd</sup> St. N.	On-sale and off-sale liquor
Hefty's - 193 3 <sup>rd</sup> St. N.	On-sale and Sunday liquor
Hesley Jensen American Legion Post 491 - 263 3 <sup>rd</sup> St. N.	Club on-sale and Sunday liquor
Holiday Stationstores – 174 3 <sup>rd</sup> St. N.	Tobacco
La Cocinita - 338 5 <sup>th</sup> Ave. N.	On-sale and Sunday liquor
Woody's Bar and Grill - 109 3 <sup>rd</sup> St. N.	On-sale, off-sale, and Sunday liquor

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

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the renewal of liquor and tobacco licenses for the establishments listed above for 2013.



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

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Date: November 1, 2012

To: Mayor and City Council  
City Administrator Mitch Berg  
Assistant City Administrator/Planner Sara Taylor

From: Chief of Police Laura Eastman

Subject: Liquor and tobacco compliance checks

The following alcohol/tobacco compliance checks were completed on 10/22/12 and 10/26/12.

American Legion Post # 491  
Bayport BBQ  
Bayport Liquor (liquor and tobacco)  
Greystone Bar  
Hefty's  
Holiday Gas Station (tobacco only)  
La Cocinita  
Woody's Bar and Grill

All establishments have passed the annual check and my recommendation is that each license be renewed at this time.



# CITY OF BAYPORT

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

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**All meetings will be held at 6:00 p.m., unless otherwise noted**

## **2013 City Council Regular Meeting Dates**

Monday, January 7

Monday, February 4

Monday, March 4

Monday, April 1

Monday, May 6

Monday, June 3

Monday, July 1

Monday, August 5

**Tuesday, September 3\***

Monday, October 7

Monday, November 4

Monday, December 2

\* Due to the Labor Day holiday



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

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**DATE:** December 3, 2012  
**TO:** Mayor and City Council  
City Administrator Mitchell Berg  
**FROM:** Fire Chief Mark Swenson  
**RE:** Purchase of replacement water hose equipment for two fire vehicles

***BACKGROUND***

By NFPA standards, fire hoses shall be replaced at 10 years of life/use. At this time, I have two main line pumpers with a hose in excess of 13 years of age that is failing at a rate of 30%.

Below are the three quotes I received for the replacement of the hoses and related equipment:

MES	\$ 17,927.90
Factory Direct	\$ 28,020.00
Online Fire	\$ 22,018.20

MES was the lowest bid. As such, I am requesting authorization to purchase replacement hose/nozzles and one evacuation fan for a cost not to exceed \$17,927.90 with funds from the 101 Fire Equipment Replacement account, which has an approximate balance of \$500,000.00. Although, this was an unbudgeted item within the 2012 CIP, staff feels this is a necessary expenditure and one that should be funded through the city's Capital Improvement Plan.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion authorizing the expenditure of the replacement water hose equipment from MES for a cost not to exceed \$17,927.90.



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

**City of Bayport**  
**SPECIAL EVENT APPLICATION**

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

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

<b>Property Information</b>	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: City of Bayport (Lakeside Park Beach House)	
Home Phone Number:	Work/Cell Phone Number: #651-275-4404
Owner Address: 294 North Third Street	
City/State/Zip: Bayport, MN 55003	

<b>Applicant Information</b>	<input checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: Janine Dierickx (& Jason Moe)		
Home Phone Number:	Work/Cell Phone Number:	
Address: 1216 7TH Street		
City/State/Zip: Hudson, WI 54016		
Email Address: jani@...io.com		

<b>Description of Request</b>	
Wedding - reception = 30-35 people Use of the Beach House @ Lakeside Park.	
<b>Event Information</b>	Start Date: 7/27/13 End Date: 7/27/13
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: 4-10 pm (6 HRS)	

Requested City Assistance and/or Services
None.

**Application Process and Fees**

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

**Attachments to be submitted with application**

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

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

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

Applicant: Janine Dierckx Date: 11-19-12

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	<input type="checkbox"/> \$15.00	11/21/12	CK#2260	Jh
\$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input checked="" type="checkbox"/> \$50.00			
Escrow or cost incurred				



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

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Date: November 27, 2012  
To: Mayor and City Council  
From: Mitch Berg, City Administrator  
Re: Renewal of employee health and dental insurance policies

### ***BACKGROUND***

#### Health care

The city has received the renewal rates for 2013 from HealthPartners, the city's existing health care provider, and I am pleased to provide the City Council with some good news. Total premiums decreased by less than 1% from 2012.

#### Dental

The Delta Dental renewal rate for 2013 is proposed to increase approximately 4% from last year, which staff believes is a reasonable increase.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the renewal of the Master Group Contract with Health Partners for employee health insurance and renewal of the Delta Dental plan for 2013.



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

---

Date: November 27, 2012

To: Mayor and City Council

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

**Subject: Certification of past due waste collection, water/sewer, and delinquent vacant registration fees to 2012 property taxes**

***BACKGROUND***

Pursuant to Chapter 429 of the Minnesota State Statutes and the City of Bayport Municipal Code, property owners who have past due water/sewer bills, garbage collection and disposal charges, as well as those delinquent in paying their vacant building registration fees, must be afforded due process prior to the city certifying any delinquent charges and/or fees against one's property tax statement. Therefore, the purpose of this quasi-judicial hearing is to hear from property owners who desire to contest the charges from appearing on their property tax statement. In compliance with statutory and city codes, all delinquent property owners were notified they could appeal their past due water/sewer, waste collection amount and/or unpaid registration fee to the City Council at the December 3, 2012 meeting. In addition, a penalty charge of \$25.00 shall be added to the amount to be certified to reimburse the city for its administrative expenses resulting from the delinquency.

Waste Collection:

Attached is a list of accounts that have past due balances meeting the criteria defined in Minnesota State Statutes Chapter 429, as reported to the City of Bayport 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 have past due balances owing at year-end will be certified to Washington County.

Water/Sewer Collection:

Attached is a list of accounts that have a past due balance meeting the criteria defined in Minnesota State Statutes Chapter 429. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that have past due balances owing at year-end will be certified to Washington County.

Vacant Building Registration:

Attached is a list of properties meeting the criteria set forth in Ordinance #825 that have not completed the registration process in accordance with the ordinance provisions. Per Minnesota State Statutes Chapter 429, the \$500 registration fee shall be assessed as a special assessment against the property.

***Recommendation***

City staff recommends the City Council accept the attached list of Allied Waste Services past due balances for certification to Washington County. Staff further recommends accepting the attached lists of properties that have past due city water/sewer balances and/or have failed to comply with the vacant building registration process, for certification to Washington County.

<b>DELINQUENT REFUSE COLLECTION ACCOUNTS</b>			
<b>PID NUMBER</b>	<b>Customer</b>	<b>Billing Address</b>	<b>Amount to be certified</b>
11.029.20.22.0055	KELLIE JONES	348 4TH ST N	\$ 372.40
11.029.20.32.0120	ANGELA GRIFFIN	370 3RD ST S	\$ 70.61
11.029.20.32.0023	GARY PULFORD	340 MINNESOTA ST S	\$ 360.70
10.029.20.42.0038	DREW DEHNICKE	1012 PIONEER DR	\$ 431.28
10.029.20.12.0001	PAUL SKARET	344 8TH ST N	\$ 372.30
11.029.20.34.0025	DAN VIZENOR	471 MARINER DR	\$ 60.80
11.029.20.33.0042	MONICA GILBERT	632 MINNESOTA ST S	\$ 303.06
11.029.20.22.0059	FIRST STATE BANK & TRUST	282 4TH ST S	\$ 228.98
11.029.20.33.0022	PHILLIP JACKSON	563 MINNESOTA ST S	\$ 303.66
11.029.20.32.0076	KEN SEEFERT	485 MINNESOTA ST S	\$ 41.45
10.029.20.11.0066	SANDY FENNERN	255 6TH ST N	\$ 124.90
11.029.20.32.0069	KEVIN HALLEN	349 3RD AVE S	\$ 36.45
10.029.20.11.0097	JUDY MORARIE	429 7TH ST N	\$ 295.25
11.029.20.22.0034	KELLY BRAUND	405 2ND ST N	\$ 331.60
11.029.20.23.0015	GARY SWAGER	186 MAINE ST N	\$ 316.90
10.029.20.12.0006	LEONA PEULEN	516 8TH ST N	\$ 650.46
10.029.20.32.0061	BARBARA CHRISTIANSON	468 PERRO CREEK DR	\$ 204.44
03.029.20.44.0024	CARY ANDERSON	787 5TH ST N	\$ 308.71
10.029.20.11.0052	SCOTT WEAVER	388 5TH ST N	\$ 121.08
11.029.20.22.0037	BRIAN DELISLE	468 MAINE ST N	\$ 308.70
11.029.20.31.0017	NANX TRAN	143 3RD AVE S	\$ 51.45
10.029.20.11.0061	WAYNE RISTOW	673 2ND AVE N	\$ 92.35
11.029.20.32.0019	JENNIFER PUGA-LOPEZ	372 MINNESOTA ST S	\$ 372.40
			<b>\$ 5,759.93</b>



**Vacant Building Registration  
Certification List**

<b>Property Address</b>	<b>Owner</b>
169 3 <sup>rd</sup> Street North	Bruce Stanton
460 6 <sup>th</sup> Street North	Robert Radke
351 5 <sup>th</sup> Street South	Jim and Lori Harms



## ***Bayport Fire Department***

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

Administrator Berg, Mayor and Councilmembers,

Re: Monthly department report

In the month of November, the department spent considerable time getting our monthly squad checks documented and the data collected. The squad checks will improve our data to help determine equipment repair and replacement needs and budget. The item on the consent agenda for replacing the hose is a result of these checks. The current NFPA 1601 states that hoses in the fire service cannot exceed 10 years of life and should be replaced at 7 years. The current hose we will replace is 13 years old and is at a 30% fail rate. I hope to have all equipment on a regular replacement schedule to avoid costly repairs.

If you have further questions please do not hesitate to call.

Mark

**Mark Swenson**  
**Fire Chief**  
**Bayport Fire Department**

294 North 3rd St.

Bayport, MN 55003

Office: 651-275-4401 fax: 651-275-4402 Mobile: 651-300-2101

E-Mail: [Mark.Swenson@BayportFire.org](mailto:Mark.Swenson@BayportFire.org)



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

**Laura Eastman**  
Chief of Police

Date: November 27, 2012  
To: Mayor and City Council  
City Administrator Berg  
From: Chief Laura Eastman  
**Subject: Police Reports & Updates**

### **UPCOMING EVENTS**

- **Toys for Tots:** Drop off boxes are available at the Bayport Library, First State Bank and Trust, Croixdale, Bayport American Legion and City Hall. Please consider donating toys and dropping them off at one of the locations **before December 17th**. Annually, the Bayport reserve officers deliver these toys to the KARE 11 site near the Golden Valley Police Department, for distribution by the Marines to less fortunate children in all of Minnesota. For further details, check out the following website:  
<http://www.kare11.com/life/community/article/994860/365/Sign-up-to-make-a-Toys-for-Tots-donation-during-KARE-11-News>
- **Lighting of the Village Green** – Reserve officers will have a squad car at the event to meet and greet children who would like to look through the vehicle and meet the officers. **Wednesday, December 5<sup>th</sup> @ 6:30 – 8:00 pm.**

### **PAST EVENTS**

- Laurel Avery's Andersen Elementary Kindergarten Class tour & Greet - Police Dept. October 17<sup>th</sup> @ 1:30 pm.
- Community Watch Meeting/K9 Meet & Greet - Senior Center - October 31<sup>st</sup> @ 8:30 am.
- Halloween night @ 5:30 pm – 8:30 pm PD and FD to work together... Reserves will walk the streets of Bayport in effort to keep kids safe and hand out glow necklaces; Chief & K9 Officer will meet and greet residents at the fire hall. PD will purchase CO detectors for raffle at fire hall.
- Community Watch Meeting/K9 Meet & Greet - Croixdale - November 5<sup>th</sup> @ 6:00 pm.
- Boy Scout Troop # 126 Tour - Police Dept. - November 10<sup>th</sup> @ 9:00 am.
- Cop-On-Top – Reserves were perched on top of Stillwater Cub Foods roof in order to raise funds/awareness for the Special Olympics – October 12<sup>th</sup> 1200 thru October 13<sup>th</sup>
- Derby Days sponsor by BCAL - September 15<sup>th</sup> Lakeside Park 5:00 – 8:00 pm  
Reserves provide area checks, assisted with monitoring the firework area.
- Safety Camp at Lakeside Park - August 6<sup>th</sup> & 7<sup>th</sup> 8:00 am – 3:30 pm  
Reserves/Officers provided a learning experience covering areas of safety & fun.

## **Ongoing Community Policing Activity**

Did you know: Officers and Reserve Officers routinely conduct business, vacant building, residential vacation, parks and area CHECKS. You may see them out and about completing these during the day or if you happen to be up late at night and wonder what they are doing; rest assure they are patrolling your neighborhoods and checking for suspicious people and vehicles.

Since the Stillwater Lift Bridge closed, the city has seen a dramatic increase in traffic, especially around the end of the workday for Andersen Corporation, the Stillwater Prison, Xcel Energy, and the end of the day for Andersen Elementary students. *As a result, the police department is assisting with directing traffic in the area of Highway 95/7<sup>th</sup> Ave. N. to help alleviate traffic issues, and conducting more radar in condensed areas.*

## **November Call Load**

11/01/12 - AOA BURGLARY ALARM, NOISE COMPLAINT, 911 HANG UP TRAFFIC DETAIL, parking complaint, AOA/DOMESTIC  
11/02/12 – SCHOOL CROSSINGS, SPEED 46/30, V/W NPI, DAS, ASSIST OPH, TRAFFIC DETAIL AW, SCHOOL CROSSWALKS, PUBLIC ASSIST, VEHICLE LOCKOUT, NPI, W/W SPEED, PARKING COMPLAINT, – SUSPICIOUS ACTIVITY, NPI, V/W SPEED 2<sup>nd</sup> Degree DWI  
11/03/12 – VERBAL WARNING SPEED X 2, CROIXDALE FALL BAZAAR WALK-THROUGH, UNWANTED PARTIES, DAS, PUBLIC ASSIST  
11/04/12 – UNINSURED VEH, V/W SPEED, W/W STOP SIGN, SPEED 62/40MPH, UNWANTED MALE, NO INSURANCE (169.797 SUB 2), V/W STOP SIGN, SUSPICIOUS VEHICLE IN CEMETARY, NPI, W/W SEATBELT VIOL, CHECK THE WELFARE, W/W SPEED, MEDICAL LEVEL 2, SCHOOL CROSSING,  
11/05/12 – DUMPING COMPLAINT, RECORDS REQUEST, SCHOOL CROSSING, s & sober detail - SPEED 71/55, SPEED 80/55, SPEED 75/55, SPEED 73/55, K9 MEET AND GREET, INJURED DEER DISPATCH,  
11/06/12 – ASSIST CITY HALL/ELECTIONS, WALK UP REPORT/SCHOOL BUS ISSUE,  
11/06/12 – W/W STOP SIGN /05/12 – W/W STOP SIGN, VEHICLE LOCKOUT, MEDICAL/LEVEL 2, TRAFFIC DETAIL, SCHOOL CROSSING, FIRELANE VIOLATION/ARGUMENTATIVE DRIVER, PARKING COMPLAINT, STOP ARM VIOLATION, MEDICAL LEVEL 1,  
11/07/12 – MEDICAL LEVEL 1 \*RSTKD (DETOX), DOMESTIC W/W STOP SIGN, VEHICLE LOCKOUT, EXTRA PATROL, HANDGUN PERMIT TO PURCHASE X2, THEFT OF CREDIT CARD, AOA DK DRIVER, DRIVING COMPLAINT, DRIVING COMPLAINT  
EXTRA PATROL, VACATION CHECKS, EXTRA PATROL CEMETARY,  
11/08/12 – CROSSWALKS, ASSIST CITY HALL, INTERNET/ PHONE SCAM, EXTRA PATROLS, DAS  
11/09/12 – MEDICAL LEVEL 1, CROSSWALKS, WARRANT ARREST, BURNING COMPLAINT, PUBLIC ASSIST, TRAFFIC DETAIL, LOCK OUT, CAR VS DOG, MEDICAL ALARM LEVEL 1,  
11/10/12 – SPEED 49/30, INJURED HAWK, AOA DAS, WARRANT ARREST, PD TOUR/K-9 DEMO/MEET AND GREET, DEAD DEER, SPEED 59/40, MEDICAL LEVEL 1  
11/11/12 – SUSPICIOUS SITUATION, MEDICAL LEVEL 1, ACCIDENT - NO INJURIES, DAR, FAIL TO TRF TITLE, NO PRF OF INS, ERRATIC DRIVER/H&R SUSPECT, DAS/UNCOOPERATIVE, TERRORISTIC THREATS, DAR, CHECK WELFARE  
11/12/12 – LOCK OUT, CROSSWALKS X 2, THEFT  
11/13/12 – CROSSWALKS X 2, MEDICAL LEVEL 1, PHONE SCAM, VERBAL DOMESTIC/FAMILY ASSIST,  
11/14/12 – 911 ABANDON/DRIVING COMPLAINT/AOA, WELFARE CHECK, WARRANT ARREST, DAS, POSS SM AMT OF MJ, PARKING COMPLAINT, CAR VS DEER ACCIDENT, SPEED 48/30 NO POI, SPEED 56/40, STOP SIGN VIOLATION, VEH LOCKOUT,

11/15/12 – UNLEASHED DOG, WINDOW TINT 5%,CROSSWALKS, DAR X2, DOMESTIC,  
11/16/12 – HANDGUN PERMIT TO PURCHASE X2, ACCIDENT NO INJURIES, PARKING OVER  
LIMIT POSTED, HARASSMENT,W/WSPEED, SPEED 57/40, AOA POSSIBLE FIGHT,W/W  
SPEED,  
11/17/12 - INTOXICATED FEMALE,LOCK-OUT, ASSIST BP/FIRE, MEDICAL LEVEL 1  
11/18/12 - POSSIBLE MEDICAL/SUICIDAL FEMALE \*\*LEVEL 1\*\* DUE TO AGGRESSIVE  
BEHAVIOR, KITCHEN FIRE, ASSIST,ANIMAL CONCERN  
11/19/12 - DAS, SPEED 68/55, MEDICAL LEVEL 1, ASSIST CITY HALL,PARKING  
COMPLAINT,MEDICAL LEVEL 1, EMPLOYEE COMPLAINT DOC,RECORDS REQUEST,VEH  
LOCKOUT,ORDINANCE VIOLATION-TRASH IN YARD, NEW RESIDENT PACKET,  
11/20/12 – AOA/WCSO,ASSIST CITY HALL, AOA/OPH-STUDENT CONCERN, TRAFFIC  
DETAIL,SCHOOL CROSSING, AOA-MOTORIST ASSIST FEM JUMPING ON TOP OF CAR,  
SPEED 50/30, W/W SPEED,  
11/21/12 - SPEED 55/30MPH,SCHOOL CROSSINGS X2, ASSIST CITY HALL, DANCO ORDER,  
EXPIRED VEH REGISTRATION 6+ MOS,NO SEATBELT,SCHOOL CROSSING,NO MN DL,  
AOA/JUVENILE COMPLAINT, VEH BLOCKING CITE,W/W SPEED, AOA/ALARM  
11/22/12 - ATTEMPTED BREAK IN/AOA,CHECK AREA11/23/12 -  
11/23/12 -,MEDICAL LEVEL 1, MEDICAL LEVEL 2, BURN COMPLAINT, FLAG DOWN OVER  
POWER LINES,  
11/24/12 -SPEED 77/55, SMALL AMOUNT IN MV, DRUG PARAPHERNALIA, SUSP ACTIVITY,  
VACATION CHECKS, MEDICAL LEVEL 1, NO POI, AOA WARRANT ARREST, AOA FIGHT,  
ASSIST  
11/25/12 -AOA-UNWANTED JUVS, AOA-HUNTING/TRESSPASSING COMPLAINT,  
WELFARE CHECK/MEDICAL/MENTAL HEALTH, 911 MISDIAL, ASSIST CITY HALL,  
11/26/12 -APPLN FOR LIQUOR LICENSE, NO INSPOSSIBLE CSC AOA,SCHOOL CROSSING,  
MEDICAL LEVEL 1, DEER TAG, 911 ABANDON \*\*AMBU ROUTINE FOR FE W/HAND INJ  
11/27/12 - PROPERTY DAMAGE ACCIDENT, VEH FOR SALE ON RD.,PARKING COMPLAINT,  
SUSPICIOUS ACTIVITY  
11/28/12 – N/A  
11/29/12 –N/A  
11/30/12 –N/A



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

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Date: November 27, 2012

To: Mayor and City Council  
Mitch Berg, City Administrator

From: Mel Horak, Public Works Supervisor

**Re: Public Works Department Update**

During the month of November, the full-time Public Works staff has been busy completing the following tasks:

1. Re-graveled and graded most alleys, the ice road and cemetery driveway
2. Finished street sweeping
3. Trucked sweepings and other debris for recycling/disposal and backhauled gravel
4. Water Department
  - a. Numerous new meter installations
  - b. Numerous curb stop repairs
5. Installed downtown benches and restored areas with black dirt
6. Installed Christmas decorations and Village Green lights
7. Continued tree trimming and hazardous tree removal operations
8. Assembled, inspected, maintained and repaired (as needed) the fleet of snow and ice response vehicles and equipment

Part-time/temporary staff has been busy with leaf mulching and other grounds maintenance activity on city property, along with assisting the full-time staff with the previously listed tasks.



**CITY OF BAYPORT**  
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---

**Date:** November 27, 2012  
**To:** Mayor and City Council  
Mitch Berg, City Administrator  
**From:** Sara Taylor, Assistant City Administrator/Planner  
**Re:** Department Update - December

### **ELECTIONS**

Along with three other precincts within Washington County, Bayport was randomly selected to participate in a post-election review on November 14, to verify accuracy of voting results tabulated by the city's electronic ballot/vote counting machine. The process involved a manual count of all federal races on each voted ballot in our city's precinct and I am pleased to report that the recount confirmed that there were no discrepancies with our counting machine or reported voting results.

### **PERRO PARK MASTER PLAN**

The city's park consultant Larry Wacker has put together a preliminary master plan for Perro Park that he would like to present and discuss with the City Council at a workshop within the next few weeks, to keep the process moving forward. Potential 4:30 p.m. workshop dates that work with Larry's schedule are December 10 or 17 and January 7. If you could please check your availability and come prepared to select a workshop date at the December 3 regular meeting, that would be much appreciated.

In conjunction with the master plan, current efforts are being explored to identify potential opportunities to help fund and facilitate improvements to Perro Park, including in-kind labor, building materials, and/or monetary donations and grants. Staff has been encouraged by preliminary conversations and enthusiasm from local organizations expressing an interest in contributing to potential park improvements, and we will continue conversations with these organizations as the master plan progresses.

### **PLANNING COMMISSION**

Mitch, Chairperson David Levy, and I conducted applicant interviews for the vacant seat on the Planning Commission earlier this week. We came to a consensus that applicant J. Brad Hallett would best fit with the responsibilities and expectations of the Planning Commission and therefore are recommending his appointment for a three-year term, to fill the vacancy. We are also recommending reappointment of Commissioner Jason Obler for a three-year term.

## **LICENSE RENEWALS**

Renewal applications for liquor, tobacco, and commercial refuse hauler licenses for 2013 have been received and verified and will be on the December City Council agenda for approval, as required by ordinance. Renewal applications for building contractors and pet licenses, as well as park reservation and other permit and application forms will be updated and made available once the fee schedule has been approved by the City Council for 2013.

Hefty's Roadhouse, located at 193 3<sup>rd</sup> Street North, is currently undergoing a change in management, which involves a new liquor license applicant. The current owners/managers have submitted a 2013 renewal application for the current liquor licenses, to avoid a potential lapse in service if the new application cannot be approved yet this year. However, if the background investigation is completed and a positive recommendation is made by the Washington County Sherriff's Department by December 3, consideration of the new liquor licenses may be added to the agenda for City Council approval, to help aid in expediting the issuance of the new licenses. The new liquor licenses would be effective January 1, 2013, subject to approval by the state.



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

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Date: November 27, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

**Re: City Administrator's Report**

### **2013 TRUTH AND TAXATION NOTICES**

Last week, the county distributed a Truth and Taxation notice to every property owner in Washington County. According to Washington County, 85% of Bayport residents will see the city portion of their taxes remain flat or decrease. In fact, 34% of Bayport residents will actually see a 10-15% decrease in their tax bill provided the levy remains the same as what was adopted at the September meeting.

### **BENCH PROGRAM**

Public Works has completed the installation of the benches along Highway 95. In addition, three bench pads were poured in Lakeside Park to accommodate two donated bench requests and to have another available for a future donor.

### **GROUP 41 SIGN**

The city received a written response from Group 41, threatening to "reinstigate formal legal action against the city," if the city proceeds with their request to have the sign removed on or before November 30, 2012. The City Attorney, with the guidance of the League of Minnesota Cities, will be providing a written response. In the meantime, the city sent out request for proposals (due by December 13, 2012) to have the sign removed no later than January 13, 2013.

### **5<sup>TH</sup> STREET NORTH SIDEWALK REPAIR**

The city received a quote of \$4,120.00 to remove and replace the sidewalk and pedestrian ramp, along with restoration of the surrounding area. The total amount of the project (including engineering costs) is anticipated to be within the \$5,000.00 approved by the City Council. In addition, the contractor does not believe the sugar maple that is located within the boulevard will need to be removed. However, the contractor will reassess the matter in the spring, as the project is not anticipated to be completed until that time.

### **2013 I&I PROJECT**

The Metropolitan Council notified me last week the city would be eligible to receive \$72,056.00 as an I&I grant. In the prior grant round, the city received approximately \$53,334.00, which was close to the minimum grant award. With a total estimated project cost of \$213,000.00, the \$72,056.00 grant will represent 34% of the project cost.

**RESOLUTION NO. \_\_\_\_\_**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2012**

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 3<sup>rd</sup> day of December, 2012, 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 2013 BUDGET AT \_\_\_\_\_**

WHEREAS, the City of Bayport established a preliminary levy certification for the City of Bayport's levy at its September 4, 2012 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its levy for its year 2013 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bayport, Washington County, Minnesota, to certify its payable 2013 levy as follows:

- |                              |    |
|------------------------------|----|
| 1. General Fund Levy         | \$ |
| 2. Special Library Fund Levy | \$ |
| Total 2013 levy              | \$ |

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 3<sup>rd</sup> day of December, 2012.

ATTEST:

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

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

**RESOLUTION NO. 12-\_\_\_**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2012**

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 3<sup>rd</sup> day of December, 2012 at 6:00 PM.

The following members were present:

The following members were absent:

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

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,  
MINNESOTA, ADOPTING THE CITY BUDGET FOR 2013**

WHEREAS, the City of Bayport established a preliminary certification of the City of Bayport's levy at its September 4, 2012 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its 2013 city budget.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the city budget for 2013, as presented.

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

Susan St. Ores -  
Connie Carlson -  
Dan Goldston -

Michele Hanson -  
Mark Ostertag -

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 3<sup>rd</sup> day of December, 2012.

ATTEST:

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

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

**RESOLUTION NO. 12-\_\_\_**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD DECEMBER 3, 2012**

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 3<sup>rd</sup> day of December, 2012, 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 2013**

WHEREAS, the preliminary Capital Improvement Plan for 2013 was presented to and accepted by the City Council at its September 4, 2012 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2013.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2013, as delineated on the document attached to this resolution.

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 3<sup>rd</sup> day of December, 2012.

ATTEST:

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

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



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

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DATE: October 22, 2012  
TO: Mayor and City Council  
FROM: Mitch Berg, City Administrator  
RE: Consider 2013 - 2015 labor agreement with Law Enforcement Labor Services, Inc. Local Public Employee Union #226

### ***BACKGROUND***

In August of 2012, the city began negotiations on a union agreement for the four full-time police employees. Having met with their business officer twice over the past two months, I am pleased to announce that a tentative three year agreement has been reached.

The proposed changes to the agreement are as follows:

- A three year agreement to begin January 1, 2013 and terminate on December 31, 2015 (prior agreement was two years)
- A 3% cost of living increase for 2013, 2014, and 2015 (prior agreement was a 2% increase)
- A shift in the employee contribution for health care costs
  - Effective January 1, 2013, an employee with family coverage will now pay 10% of the total monthly premium, including the employee and any dependent(s), vs. paying only 10% of the dependent(s) premium
  - For each year of the agreement that health coverage premiums rise above 8%, the employee will contribute an additional 1% on a compounded annual basis, toward their health care costs. For example, if health care premiums rise over 8% during each year of the contract:
    - 2013 – the employee cost of insurance will be 11%
    - 2014 – the employee cost of insurance will be 12%
    - 2015 – the employee cost of insurance will be 13%
- The city will contribute an additional \$10.00 per year toward uniform purchases in 2013, 2014, and 2015 (prior agreement was the same)

While a 3% cost of living increase is slightly higher than what was approved in the previous labor agreement, the City Council should take into consideration that three of the four police employees have reached the maximum salary level, which means they are only eligible to receive a cost of living increase. In addition, by increasing the health care contribution for employees with family coverage, the net effect actually equates to a 2% cost of living increase.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion authorizing the city to enter into a labor agreement with the Law Enforcement Labor Services, Inc. Local Public Employee Union #226 effective January 1, 2013 to December 31, 2015.



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

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Date: November 27, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Re: Consider amending Appendix D – Fee schedule of the Bayport City Code and summary for publication

### ***BACKGROUND***

Since the November City Council meetings, staff has made the following updates to the proposed 2013 fee schedule:

- Increased the seasonal maximum usage fee from \$50 to \$100 for use of the soccer and ball fields in Barker's Alps Park
- Segregated the animal impound and failure to license fee and eliminated the tiered offenses
- Determined that a flat animal impound fee of \$200 would be adequate to cover the cost to transport and board an animal picked up by the Police Department
- Determined that a failure to license fee of \$125 would cover the cost of administration and policing

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the fee schedule, as amended and presented.

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

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

**Section 1.** Appendix D of the Municipal Code of the City of Bayport is hereby amended to delete the same in its entirety and substitute the following therefore:

**DELETIONS ARE INDICATED IN STRIKETHROUGH AND ADDITIONS IN RED.**

Description	Fee
<b><i>Administration Department – License fees</i></b>	
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	\$240.00
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	\$300.00
Liquor – 3.2% malt liquor (on or off sale)	\$100.00 /yr
Liquor – on sale wine only	\$1,000.00
Liquor, wine, tavern investigation - in state last 10 years	\$500.00
Liquor, wine, tavern investigation – out of state	\$2,000.00 + cost incurred (\$10,000.00 max.)
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	\$30.00/person
Tobacco (over the counter only)	\$250.00 /yr
<b><i>Administration Department - General fees</i></b>	
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 to certify or assess charges to a property (under the 444 or 429 process)	\$25.00
Admin. charge for late payment of quarterly utility bill	\$5.00
Admin. charge for special assessment deferment application	\$50.00 + cost incurred
Charges for miscellaneous city department services	cost incurred
Cemetery - sale of single grave	<del>\$700.00</del> \$800.00
Cemetery - sale of single cremains grave	<del>\$300.00</del> \$400.00
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
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	<del>\$100.00</del> \$200.00
Cemetery - set single flat headstone	\$100.00
Cemetery - reset single flat headstone	\$50.00
Cemetery - set double flat headstone	\$150.00
Cemetery - reset double flat headstone	\$75.00
Cemetery - set urn holder post in cement	\$75.00
Cemetery - transfer of title (per gravesite)	<del>\$200.00 + cost incurred</del> \$15.00 (per state statute)
Cemetery - marking headstone location (non-veteran)	\$75.00
Cemetery - headstone deposit	\$400.00
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
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
Notary – Not city business related	\$1.00
Park usage fees for facilities, fields and courts (see below)	
Additional trash receptacles, barricades (includes city pick-up/delivery)	\$10.00 each
Additional picnic tables (includes city pick-up/delivery)	\$25.00 each
Barker's Alps ball field(s) – north #1 and south #2	\$5.00 per day, with a seasonal maximum of up to <del>\$50.00</del> <b>\$100.00</b>
Lakeside Park / Perro Park ball field	<del>\$3.00</del> <b>\$5.00</b> 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 <del>\$50.00</del> <b>\$100.00</b>
Park usage / picnic shelter reservation fee for residents – 100 people or less	First shelter –no charge \$25.00 each additional shelter
Park usage fee / picnic shelter reservation for residents – 101 to 250 people (includes up to four shelters)	\$150.00
Park usage fee / picnic shelter reservation for residents – 251 to 500 people (includes all four shelters)	\$500.00
Park usage fee / picnic shelter reservation for residents – 501 people or more (includes all four shelters)	\$1,000.00
Park usage fee and picnic shelter reservation for non-residents – 100 people or less	\$75.00 per shelter
Park usage fee and picnic shelter reservation for non-residents – 101 to 250 people (includes up to four shelters)	\$350.00
Park usage fee and picnic shelter reservation for non-residents – 251 to 500 people (includes all four shelters)	\$700.00
Park usage fee and picnic shelter reservation for non-residents – 501 people or more (includes all four shelters)	\$1,500.00
Park usage fee and beach house interior reservation for residents – Any 6 hour block of time on Monday through Thursday	\$50.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for residents – Any 6 hour block of time on Friday through Sunday	\$75.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for non-residents – Any 6 hour block of time on Monday through Thursday	\$150.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for non-residents – Any 6 hour block of time on Friday through Sunday	\$200.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Parking fee – daily rate for vehicles with boat trailers	\$10.00
Parking permit – annual resident sticker for vehicles with boat trailers	\$25.00
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

Photocopies – electronic scan	\$0.25 per page
Recording fee for official city documents	\$50.00
Returned checks	\$35.00
Small bird/fowl permit	\$25.00/yr
Special assessment search	\$30.00
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	\$4.30 per 1,000 gal
Utility rate for commercial/industrial sewer – 100,001 to 300,000 gal	\$4.70 per 1,000 gal
Utility rate for commercial/industrial sewer – over 300,000 gal	\$7.20 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	\$3.70 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	\$3.64 per 1,000 gal
Utility rate for commercial/industrial water – 100,001 to 300,000 gal	\$4.64 per 1,000 gal
Utility rate for commercial/industrial water – over 300,000 gal	\$6.64 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	\$3.64 per 1,000 gal
Utility rate for residential water – over 25,000 gal	\$4.64 per 1,000 gal
Warming house reservation	\$25.00 per hour
<b><i>Engineering/Public Works Department</i></b>	
Engineering plan review	cost incurred
Equipment usage	Per FEMA equipment schedule + labor costs 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 + state bond or \$1,000.00 escrow and any other costs incurred
Right-of-way permit inspection	\$50.00
Sewer inspection charge	\$50.00
Sewer connection/access charge (includes inspections)	\$750.00 <del>\$800.00</del> per unit
Water Connection/access charge – with SAC Assessments (plus cost of meter)	\$1,200.00 per unit
up to 1 inch (plus cost of meter)	\$1,000.00 per unit

<del>greater than 1 inch (plus cost of meter)</del>	<del>\$1,200.00</del> per unit
Water Connection/access charge – irrigation systems or without SAC assessment	
<del>5/8 inch meter</del> up to 1 inch (plus cost of meter)	<del>\$1,000.00</del> \$1,200.00 per unit
1 inch meter (plus cost of meter)	\$2,000.00 per unit
1 ½ inch meter (plus cost of meter)	\$4,000.00 per unit
Water hydrant access charge and water usage	\$35.00 + cost incurred for water
Water meter – up to 1 inch (includes inspections)	<del>\$250.00</del> \$350.00
Water meter – greater than 1 inch	cost incurred
Water turn off and on – during city business hours	\$30.00
Water turn off and on – during non-city business hours	\$100.00
Water - tap charge	\$300.00
Water / Sewer meter remote button installation or reconnection	\$50.00
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
<b><i>Fire Department</i></b>	
Burning permit	\$ 20.00
Incident Fire Reports	\$ 25.00
Inspection fee – Fire suppression system (includes up to three inspections)	\$250.00, plus \$75.00 per additional inspection
Inspection fee – Commercial (cooking) hood fire suppression system	\$75.00
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
<b><i>Planning and Zoning Department</i></b>	
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
<b><u>Police Department</u></b>	
Animal - dangerous dog registration	\$500.00
Animal - dog or cat license-spayed/neutered when rabies shot expires	\$10.00/yr
Animal - dog or cat license-unspayed when rabies shot expires	\$20.00/yr
Animal - kennel license-1-4 animals	\$400.00
Animal - kennel license-5+ animals	\$400.00 + 75.00 per animal
<b>Animal - failure to license</b>	<b>\$125.00</b>
<b>Animal - impound</b>	<b>\$200.00</b>
<del>Animal impound - first offense</del>	<del>\$50.00</del>
<del>Animal impound - second offense</del>	<del>\$75.00</del>
<del>Animal impound - third offense</del>	<del>\$100.00</del>
<del>Animal impound - fourth or more offenses</del>	<del>\$125.00</del>
Audio, video, photo, CD/DVD	\$25.00
Fingerprinting	\$20.00
<b>Forfeiture/junk/abandoned vehicle – Administrative handling fee</b>	<b>\$250.00 per vehicle</b>
<b>Forfeiture/junk/abandoned vehicle – Impound storage fee (1-30 days)</b>	<b>\$100.00 per vehicle</b>
Police report	\$0.25 per page
State accident reports	\$0.25 per page
<b><u>Building Department</u></b>	
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>	
EPA license verification fee	\$5.00
Other building inspections and fees:	
Inspections outside of normal business hours	\$63.75 per hour*
Reinspection fees	\$63.75 per hour*
Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$63.75 per hour*
Additional plan review required by changes, additions or revisions to plans	\$63.75 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 \$5.00 state surcharge
License fees:	
General contractor	\$100.00 commercial (residential require a state contractor license)
Specialty contractor	\$50.00
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 \$5.00 state surcharge
Residential	\$75.00, plus \$5.00 state surcharge
Plumbing permit fees:	
Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$5.00 state surcharge
Residential	\$75.00, plus \$5.00 state surcharge, and \$50.00 sewer/water repair inspection fee (if applicable)
Service availability charge (SAC) to Metropolitan Council to connect to the metropolitan wastewater system	<del>\$2,365.00</del> \$2,435.00 per unit
Sign permit fees:	
Permanent	\$30.00 + 0.50 per sq. ft.
Temporary	\$25.00 per week
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 <del>2002</del> 2011 Building Valuation Data as determined by the MN State Building Codes and Standards.	

This ordinance was adopted by the City Council on December 3, 2012 and shall become effective when it is published according to law, for fees payable for 2013.

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

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

**Ordinance Summary No. \_\_\_\_\_**

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

On December 3, 2012, the City of Bayport adopted an ordinance amending Appendix D of the City's Code of Ordinances in order to update fees, rates, and charges the city may impose for specific materials, licenses, permits, and services provided by the city. A printed copy of the ordinance is available for inspection during regular City Hall office hours or by electronic mail.



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

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**Date:** November 27, 2012

**To:** Mayor and City Council

**From:** Mitchell Berg, City Administrator

**Re:** Consider authorization to hire a lobbyist to secure state funding for TCE treatment/infrastructure improvements

Since the November 13, 2012 City Council meeting, staff made contact with the two lobbyists who submitted a quote for lobbying services. Unfortunately, due to the holiday, interviews could not be conducted until Friday, November 30, 2012. As a result, the City Administrator and/or the Mayor will be prepared to provide a verbal summary of the interviews, along with a recommendation at the December 3, 2012 meeting.



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**DATE:** November 27, 2012

**TO:** Mayor and City Council

**FROM:** Mitch Berg, City Administrator  
Sara Taylor, Assistant City Administrator/Planner  
David Levy, Planning Commission Chairperson

**RE:** Consider a reappointment and a new appointment to the Planning Commission

***BACKGROUND***

The terms of Planning Commission members David Levy and Jason Obler expire December 31, 2012. We are pleased to announce that Jason Obler has submitted a letter expressing interest in being reappointed to serve another term. However, David Levy is not seeking reappointment, leaving a vacancy on the Planning Commission.

The city was fortunate to receive two applications from residents interested in serving on the Planning Commission. Recently, staff and Planning Commission Chairperson David Levy met with the applicants to discuss their interest in serving on the commission. Staff feels that both applicants have notable experience and backgrounds. However, the interview panel felt that one applicant fit better with the roles, responsibilities, and expectations of the Planning Commission. In addition, because the alternate applicant currently serves on a commission in an advisory capacity to the city, staff feels it would be appropriate to allow another resident the opportunity to engage in public service.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion reappointing Jason Obler for a three-year term and also appointing J. Brad Hallett to fill the vacant seat on the Planning Commission for a three-year term, effective January 1, 2013.

## Sara Taylor

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**From:** Jason.Obler [Jason.Obler@target.com]  
**Sent:** Monday, October 08, 2012 4:47 PM  
**To:** Sara Taylor  
**Subject:** planning commission reappointment

Hi Sara,

Please consider this email my formal request to seek reappointment to the Bayport Planning Commission after my term expires at the end of this year. It has been an enjoyable experience volunteering for the good the city and its residents. If you need any further information please let me know. Thank you!

Jason

**JASON OBLER, CISM, MBA** ©Financial and Retail Services |Target Information Protection | 📞: 612.307.6282

Safeguard Target information, engage TIP today ([Information.protection@target.com](mailto:Information.protection@target.com)).

# Bayport Public Library

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

November 6, 2012

Mitch Berg  
City Administrator  
City of Bayport  
Bayport, MN 55003

Dear Mitch:

I am writing to notify you of my intent to renew my term on the Bayport Library Board as of January 1, 2013. I believe the Bayport Library is a community treasure and I would be honored to continue to serve on the Board and work to sustain and strengthen our Library.

Please let me know if you need anything further or have any questions.

I look forward to continuing to work together.

Sincerely,

Amy Zimmer  
287 5<sup>th</sup> Street N.  
Bayport, MN 55003





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

Date: November 26, 2012  
 To: Mayor and City Council  
 From: Mitch Berg, City Administrator  
 Subject: Appointments, designations, and City Council liaison assignments for 2013

***BACKGROUND***

Listed below are individuals/agencies appointed in 2012. Staff's recommended changes are noted. If the City Council wishes to make any changes for 2013, they should be noted at the meeting.

	<u>2012</u>	<u>2013 –Changes only</u>
<b>Deputy Mayor</b>	Connie Carlson	
<b>City Attorney</b>	Eckberg Law Firm	
<b>City Engineer</b>	SEH (Barry Peters)	
<b>City Auditor</b>	Schlenner Wenner and Co.	
<b>Deputy City Clerk</b>	Asst. City Administrator (Sara Taylor)	
<b>Emergency Preparedness</b>	Fire Chief (Mark Swenson)	
<b>Deputy Fire Chief</b>	Mike Galowitz	
<b>Weed Inspector</b>	Mayor (Susan St. Ores)	
<b>Assistant Weed Inspector</b>	Public Works Supervisor (Mel Horak)	
<b>Animal Control</b>	Police Chief (Laura Eastman)	
<b>Assessor</b>	Washington County	
<b>Official Depository</b>	First State Bank	
<b>Official Newspaper</b>	Stillwater Gazette	
<b>Animal Impound Agency</b>	St. Croix Animal Shelter-Woodbury	
<b>On Site Septic Inspection</b>	Washington County	
<b>Financial Advisor</b>	Northland Securities, UBS, SIPC, FTN, and ICDI	<i>Eliminate SIPC</i>
<b>Planning Commission Liaison</b>	Michele Hanson / Susan St. Ores, alt.	
Third Monday of the month – 6 p.m.		
<b>Library Board Liaison</b>	Connie Carlson / Michele Hanson, alt.	
Fourth Thursday of the month – 6 p.m.		
<b>Cable Commission Liaison</b>	Mark Ostertag / Connie Carlson, alt.	
Third Wednesday, every even month – 7 p.m.		
<b>Middle St. Croix Watershed Liaison</b>	Susan St. Ores / Dan Goldston, alt.	
Second Thursday of the month – 7 p.m.		
<b>Lower St. Croix Partnership</b>	Dan Goldston / Mark Ostertag, alt.	
Every month with a fifth Wednesday - 7 p.m.		
<b>Andersen Citizen Advisory Liaison</b>	Dan Goldston / Michele Hanson, alt.	
Two Wednesdays per year – 6:30 p.m.		
Typically April/May and August/September		

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving appointments, designations, and assignments for 2013.