

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
January 5, 2015**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

SWEARING IN OF MAYOR SUSAN ST. ORES (by City Administrator Martin)
SWEARING IN OF CITY COUNCILMEMBER MICHELE HANSON (by Mayor St. Ores)

ROLL CALL (St. Ores, Carlson, Goldston, Hanson, McGann)

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. December recycling award recipient is Jill Peterson who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County
2. Recognition of Peace Officer Quinn Willmarth for 15 years of service on the Washington County Special Weapons and Tactics (SWAT) Team
3. Presentation of a Lifesaving Award to Peace Officer Zach Lund

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 8

- | | |
|--|---|
| 1. December 1, 2014 City Council workshop minutes | 1 |
| 2. December 1, 2014 City Council regular meeting minutes | 2 |
| 3. December 15, 2014 City Council and Planning Commission joint workshop minutes | 3 |
| 4. December payables and receipts (check numbers provided at meeting) | 4 |
| 5. December building, plumbing and mechanical permits report | 5 |
| 6. Commercial refuse hauling license renewals for 2015 | 6 |
| 7. Special event application from Kinnicroix Girl Scouts for activities at Lakeside Park on June 11-14, 2015 | 7 |
| 8. Washington County designation of the new highway alignment between Stagecoach Trail North (County State Aid Highway No. 21) and St. Croix Trail North (Minnesota Trunk Highway No. 95) <i>Resolution 15-___</i> | 8 |

PUBLIC HEARINGS

CITY COUNCIL LIAISON REPORTS

TAB #

STAFF/CITY ADMINISTRATOR REPORTS

9

UNFINISHED BUSINESS

NEW BUSINESS

1. Consider renewal of city attorney service contract

10

2. Update on proposed new Fire Hall project and review of fire service contract

11

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1.

2.

ADJOURNMENT

RESOLUTION NO. 15-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JANUARY 5, 2015**

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 5th day January 2015 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE
JANUARY 5, 2015 CITY COUNCIL AGENDA**

1. December 1, 2014 City Council workshop minutes
2. December 1, 2014 City Council regular meeting minutes
3. December 15, 2014 City Council and Planning Commission joint workshop minutes
4. December payables and receipts (check numbers provided at meeting)
5. December building, plumbing and mechanical permits report
6. Commercial refuse hauling license renewals for 2015
7. Special event application from Kinnicroix Girl Scouts for activities at Lakeside Park on June 11-14, 2015
8. Washington County designation of the new highway alignment between Stagecoach Trail North (County State Aid Highway No. 21) and St. Croix Trail North (Minnesota Trunk Highway No. 95) *Resolution 15-_____*

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 –

Connie Carlson –

Michele Hanson –

Dan Goldston –

Patrick McGann –

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 5th day of January 2015.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411

Laura Eastman
Chief of Police

LETTER OF APPRECIATION

Officer Quinn Willmarth

I wish to recognize you for your 15 years of service on the Washington County Special Weapons and Tactics (SWAT) team, as you step away from this additional assignment. Your specialized training was instrumental in resolving multiple high-risk situations over the years, and the Bayport Police Department has benefitted from the knowledge you have shared with fellow officers.

You have shown your dedication and commitment to the department and the citizens of Bayport since joining the force in 1999. It is with gratitude that I present this Letter of Appreciation for your years of service to the City of Bayport and Washington County.

Presented this 5th day of January 2015

Police Chief Laura Eastman

cc: Personnel File



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411

Laura Eastman
Chief of Police

COMMENDATION

LIFESAVING AWARD

Officer Zachary Lund

I wish to recognize you for your exceptional response in dealing with a medical crisis involving an airway obstruction on the night of Thursday, December 11, 2014.

Upon arriving at a private residence in Bayport, you were met by a woman in distress who was unable to breathe, with her panic stricken children watching helplessly. You immediately performed the Heimlich maneuver and dislodged the obstruction.

After clearing her airway, you comforted her children and stayed with them until another parent arrived. As a result of your quick and skilled actions, this Bayport resident is alive today and looking forward to sharing the holidays with her family.

It is with gratitude and appreciation that I present you with this Commendation and Lifesaving Award for a job well done. Your professional, proficient and compassionate response is a direct indication of your dedication and commitment to the Bayport Police Department and the safety of our community.

Presented this 5th day of January 2015

Police Chief Laura Eastman

cc: Personnel File

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
December 1, 2014
4:30 P.M.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, Fire Chief Mark Swenson, Fire Captain/Fire Hall Building Committee Liaison Josh Eisinger, City Attorney Andy Pratt, and Building Official John Buckley

Consultants Present: Jessie Bauldry and Cindy McCleary, Leo A Daly
Gary Zifko, Kraus-Anderson

DISCUSS PRELIMINARY DESIGN CONCEPT FOR THE PROPOSED NEW FIRE HALL

Administrator Martin noted that this was the City Council's final quarterly workshop for 2014 and discussion would focus on the preliminary design concept for the proposed new Fire Hall. Gary Zifko, Kraus-Anderson, reviewed the estimated project cost to date, which had been revised since the last discussion. Jessie Bauldry and Cindy McCleary, Leo A Daly, stated that the city has completed one-third of the total architectural design process so far and hopes this discussion will lead the city further in this process. They reviewed the components of the current building design and also reviewed a list of cost reduction items the City Council may want to consider, such as alternative interior and exterior finishes, roof materials, lighting, and security features to reduce the estimated project cost. Discussion followed on the positive and negative aspects of selecting alternative finishes and materials to lower the project budget, and whether sacrifices in quality, durability, and life expectancy would actually benefit the city long-term. Discussion also focused on the building components that would most likely be bid as alternates, which the city could then choose to include in the overall project, if bids were reasonable. It was noted that further discussion on the preliminary design concept and budget would be continued at the regular meeting at 6:00 p.m., following the workshop.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the workshop at 6:00 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
DECEMBER 1, 2014
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of December 1, 2014 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

Staff Present: City Administrator Logan Martin, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Finance Officer Wanda Madsen, City Engineer John Parotti, City Attorney Andy Pratt, Fire Chief Mark Swenson and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the December 1, 2014 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The November recycling award recipient is Brian Roeller who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

1. Boy Scout Troop 113 member Luke Dickinson explained his Eagle Scout project to collect winter clothing for area residents that will be distributed by Valley Outreach. Collection boxes are available at City Hall, Bethlehem Lutheran Church and Bayport American Legion, with donations being accepted through December 15.

CONSENT AGENDA

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

Councilmember McGann introduced the following resolution and moved its adoption:

Resolution 14-23

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-15 FROM THE
DECEMBER 1, 2014 CITY COUNCIL AGENDA**

1. November 5, 2014 City Council workshop minutes
2. November 10, 2014 City Council workshop minutes
3. November 10, 2014 City Council regular meeting minutes
4. November payables and receipts (check numbers 5085-5190)
5. November building, plumbing and mechanical permits report
6. Non-union employee holidays for 2015
7. Liquor and tobacco license renewals for 2015
8. Renewal of employee health and dental insurance policies

9. Renewal of Subsurface Sewage Treatment System Inspection Service Agreement with Washington County
10. Data practices policy for data subjects and members of the public
11. Reappointment of Jim Eberhardt to the Library Board
12. Reappointment of Jeff Richtman to the Planning Commission
13. Request from D.R. Horton to release the letter of credit for Phase III-A improvements in Inspiration
14. Budgeted fund transfers for 2014
15. Pay application #3 from Siegfried Construction for Phase II Perro Park site improvements

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

Susan St. Ores – aye	Dan Goldston – aye	Patrick McGann – aye
Connie Carlson – aye	Michele Hanson – aye	

Mayor St. Ores thanked Jim Eberhardt and Jeff Richtman for their continued participation on the Library Board and Planning Commission.

PUBLIC HEARINGS

Certification of past due waste collection, water/sewer, and vacant building registration fees to 2014 property taxes: Administrator Martin explained the city can certify certain delinquent waste collection, water/sewer and vacant building registration fees against 2014 property taxes, payable in 2015. Customers and/or property owners were notified of past due charges and of their right to appeal certification to their property taxes. Collection efforts will continue over the next month and any accounts on the lists that have past due balances at year-end will be certified to Washington County.

Mayor St. Ores opened the public hearing and no comment was heard.

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

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to accept staff's recommendation to certify past due waste collection, water/sewer and vacant building charges to Washington County for assessment to the 2014 property taxes, payable in 2015. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember Hanson said she was asked to participate in the Community Education Advisory Council for Stillwater Area Public Schools and will provide updates at future meetings.

Councilmember Carlson reviewed upcoming library events, including Lighting of the Green story time on December 3 at 6:00 p.m. and family movie night on December 11 at 6:00 p.m.

Councilmember McGann said staff is reviewing candidate applications for the open seat on the Planning Commission.

Mayor St. Ores reviewed the November 12 Middle St. Croix Watershed Management Organization (MSCWMO) meeting and said the next meeting is scheduled for December 11.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson noted that Santa rode through Bayport on a fire engine on November 28 and will also be visiting the Lighting of the Green on December 3. Recent training emphasized how today's building materials cause a fire to ignite and spread more rapidly than 20 years ago. He explained that keeping doors closed in your home will slow the spread of a fire by cutting off the flow of air and he stressed the importance of having working smoke and carbon monoxide (CO) detectors. Residents can contact the Fire Department if they need their smoke or CO detectors checked to make sure they are working.

Police Chief Eastman said the Police Department is sponsoring its annual Toys for Tots donation drive with collection boxes at City Hall, Bayport American Legion/Senior Center, Bayport Library, Bayport Transmission, First State Bank and Trust, Holiday Station and Woody's Bar and Grill. The Department of Corrections staff is also collecting toys this year. Toys will be picked up from the various locations on December 17 and delivered December 18. Department staff will be participating in the Lighting of the Green on December 3. She reviewed her written report and added that recent use of force training was very beneficial to officers. Bayport was recently recognized as one of the 15 safest cities in Minnesota by SafeWise, a home security company, and Chief Eastman thanked the city's police officers for their professional efforts that helped Bayport achieve this recognition.

Public Works Supervisor Horak reviewed his written report and added that residents should call City Hall first if they experience a slow or plugged sewer line. Public Works will be contacted to check on the sewer main, prior to the property owner contacting a private contractor to address a potential problem with their sewer lateral line. The warming house roof will be replaced by the end of the year and the skating rinks will be ready by Christmas, weather permitting.

Assistant City Administrator/Planner Taylor reviewed her written report and said the city will be hiring a few part-time, seasonal employees to staff the warming house. Attendants must be over 18 years of age and anyone interested in the position should contact City Hall. Staff will be reviewing applications on file to fill the open seat on the Planning Commission and may solicit additional applications, with information posted on the city's website after January 1, as needed. Staff has been working with the MSCWMO to discuss ways the city can incorporate design standards into its ordinances to improve stormwater management. A joint City Council/Planning Commission workshop has been scheduled on Monday, December 15 at 6:00 p.m. to discuss the project. The next issue of the city newsletter will be mailed in late December.

Administrator Martin provided an update on the deer culling effort in the Point Road area. River Valley Deer Management has harvested five deer to date, which is less than expected due to the early cold weather that caused the deer to change their migration patterns. Bow hunting will continue throughout the season that ends December 31.

PUBLIC INPUT [TRUTH IN TAXATION] ON 2015 CITY BUDGET AND LEVY

Administrator Martin stated the 2015 budget numbers presented for final approval are the same as preliminarily approved in September. He said the city's financial standing remains strong with a 5% growth in taxable market value, \$9.4 million in new construction value, and state aid and other revenue streams increasing. A budget of \$2,822,495 is proposed which is an increase of \$67,052 from 2014 (2.43% increase). The budget accomplishments and capital improvement plan (CIP) for each department were reviewed. A comprehensive utility infrastructure investigation to gauge the condition of our aging water and sewer lines is a priority item in next year's CIP. The proposed general fund levy is \$1,184,783, which is a modest increase of \$24,802 from 2014. This would result in a 44.33% city tax rate, which is a .38% increase from last year. Mayor St. Ores stated councilmembers and city staff

worked hard to provide a conservative budget that met the overall priorities set by the City Council. She thanked staff for staying on budget in 2014 and keeping the 2015 budget as flat as possible, while maintaining quality services.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 14-24

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE
YEAR 2015 BUDGET AT \$1,184,783**

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 Dan Goldston – aye Patrick McGann – aye
Connie Carlson – aye Michele Hanson – aye

Discuss and consider a resolution adopting the 2015 budget:

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 14-25

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CITY BUDGET FOR 2015**

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

Susan St. Ores – aye Dan Goldston – aye Patrick McGann – aye
Connie Carlson – aye Michele Hanson – aye

Discuss and consider a resolution adopting the 2015 Capital Improvement Plan:

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 14-26

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

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

Susan St. Ores – aye Dan Goldston – aye Patrick McGann – aye
Connie Carlson – aye Michele Hanson – aye

UNFINISHED BUSINESS

Consider a preliminary budget and architecture design for the proposed new Fire Hall: Administrator Martin said approximately 50 people attended the November 17 public open house on the proposed Fire Hall and comments were overwhelmingly positive. He reviewed the process to date to present a preliminary budget and architectural design for approval tonight by the City Council in order to allow the project to move into the design development stage. If approved, the project would be bid in late February/early March. Jessie Bauldry, Leo A Daly Architects, reviewed the proposed site plan and design in detail. The current building design has 17,400 square feet including five apparatus bays, with an estimated cost of \$3.9 million (approximately \$225 per square foot). Administrator Martin said the current proposed budget achieves the following cost savings from previous estimates: \$100,000-site work, \$50,000-utility connections, \$20,000-waived building permit fees, and \$60,000-furniture, fixtures and equipment. With the addition of a fifth equipment bay, the total proposed project budget is \$5,653,450. The project funding was reviewed and staff anticipates \$2.3-2.4 million of the project will

be funded through a cost-sharing agreement between Bayport and our partner communities of Baytown, Oak Park Heights and West Lakeland. Bayport's share would be approximately \$27,000 per year for a \$5.7 million project, which is estimated at a .38% city tax levy increase. A \$200,000 home would see an approximate increase of \$7.00 per year for 15 years. Administrator Martin stated that City Council approval tonight would be contingent upon contract approvals from the partner communities, which he anticipates in the next few weeks. He discussed the next steps in the project and stated that the project could be halted if bids come in substantially higher than anticipated or if support anticipated from partner communities is not received.

Eric Johnson, Oak Park Heights City Administrator, said there is a general level of support from the Oak Park Heights City Council for the cost-sharing agreement and proposed Fire Hall that will be discussed at their December 9 meeting. He added that legal staff from the cities continues to work through the contract agreement language regarding how the long-term partnership will be framed and said the discussions have been positive in nature.

Dan Kylo, West Lakeland Town Board Chairman, expressed the township's long-term commitment, excitement and support for the proposed Fire Hall. He thanked everyone involved in the planning for their hard work and diligence in bringing this overdue project to fruition. He added there were no major concerns expressed by town board members.

Councilmember Hanson questioned how much it would cost to install the Building Committee's preferred method of in-floor heating in the apparatus bays, and Gary Zifko, Kraus Anderson, estimated it would be in the \$20,000-30,000 range. He said dormitories and skylights would be bid as alternate components for the overall project and added that solar panels could also be bid as an alternate if the City Council desired.

Councilmember Goldston said the cost-share agreements are an important consideration and sought attorney input on how the discussions with Oak Park Heights were progressing. Attorney Pratt said the four partner communities have shared the department's operating expenses for years based on a fair-share formula, and Oak Park Heights is the largest user of services. He said the current cost-share discussions center on merging the annual operating expenses and the new capital project expenses into one long-term (15 year) contract. Mayor St. Ores explained that in the event the land transferred to the city by the state is no longer used for a public safety facility, it would be transferred back to the state. She reiterated the City Council will not move forward with the project next year without full support of the partner communities and that councilmembers want to make sure the facility will meet the needs of the department's service area long-term with the best value possible, prior to making this significant investment and financial commitment. The general consensus of the City Council is that the project is warranted at this time and councilmembers will continue to carefully monitor the design development and bidding process, prior to making a final decision to move forward with the project.

It was moved by Councilmember Hanson to approve a total project cost for the fire hall project at a not-to-exceed amount of \$5,700,000, and further approve the design, as presented, to include five apparatus bays, contingent upon contract approvals received by December 9 from the partner communities. The City Council authorizes staff as a signatory to direct Leo A Daly to proceed with design development on or about December 10, when formal contract approval is anticipated.

Discussion followed on amending the dollar figure to the specific estimated budget amount of \$5,653,450, and the impact that changing the approval date would have on the design development process. Cindy McCleary, Leo A Daly, stated the architectural firm needs approval tonight to begin the design process so the bidding documents can be ready for the optimal bid letting and results next spring.

She confirmed the city can halt their work at any time; however they will not be able to meet the “spring thaw” bidding deadline if approval is not received this year. Oak Park Heights Councilmember and Bayport Fire Chief Mark Swenson acknowledged the challenges of his dual positions during the Fire Hall planning process. Speaking as an Oak Park Heights City Councilmember, he said he recuses himself from voting on the Fire Hall project; however he believes the Oak Park Heights City Council will approve a cost-share contract to support a new fire hall. He reiterated the critical need to replace the current Fire Hall. Administrator Martin said he was comfortable with the date of December 9 as stated in Councilmember Hanson’s motion, with the understanding the architectural work could be stopped if support anticipated from partner communities is not received.

Councilmember Hanson amended her motion to approve a total project cost not-to-exceed \$5,653,450. Councilmember Carlson seconded the amendment and motion carried 5-0. The amended motion carried 5-0.

NEW BUSINESS

Consider amending the Bayport Fire Relief Association annual benefit level: Administrator Martin said this year’s audit of the fire relief fund shows the fund to be 145% funded and the auditor suggested the retirement benefit could be increased from \$5,400 per year to \$5,800 per year. The increase would leave the fund level at 125%, based on current pension liabilities. Bayport Fire Relief Treasurer Andy Swenson noted the challenges volunteer fire departments face in recruiting and retaining firefighters and said the proposed increase would help the Bayport Fire Department with this concern. Administrator Martin stated the fund is solely funded by the State of Minnesota’s Fire State Aid program and fundraising efforts of the fire department; there is currently no city allocation requested by the relief association. Mayor St. Ores noted the last increase occurred three years ago.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to amend the Bayport Fire Relief Association annual benefit level to \$5,800 per year, effective January 1, 2015. Motion carried 5-0.

Consider appointments, designations, and City Council liaison assignments for 2015: Assistant Administrator Taylor presented the current list and no changes were recommended.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to accept the following appointments, designations and City Council liaison assignments for 2015:

- | | |
|--------------------------|--|
| Deputy Mayor | Connie Carlson |
| City Attorney | Eckberg Law Firm |
| City Engineer | SEH (John Parotti) |
| City Auditor | Schlenner Wenner and Co. |
| Deputy City Clerk | Asst. City Administrator (Sara Taylor) |
| Emergency Preparedness | Fire Chief (Mark Swenson) |
| | Police Chief (Laura Eastman) |
| Deputy Fire Chiefs | Allen Eisinger |
| | Mike Galowitz |
| Weed Inspector | Mayor (Susan St. Ores) |
| Assistant Weed Inspector | Public Works Supervisor (Mel Horak) |
| Animal Control | Police Chief (Laura Eastman) |
| Assessor | Washington County |
| Official Depository | First State Bank and Trust |
| Official Newspaper | Stillwater Gazette |

Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County
Financial Advisor	Northland Securities, UBS, FTN, Springsted, Inc.
Planning Commission Liaison	Patrick McGann/Susan St. Ores, alternate
Library Board Liaison	Connie Carlson/Michele Hanson, alternate
Cable Commission Liaison	Michele Hanson/Connie Carlson, alternate
Middle St. Croix Watershed Liaison	Susan St. Ores/Dan Goldston, alternate
Lower St. Croix Partnership	Dan Goldston/Patrick McGann, alternate
Andersen Citizen Advisory Liaison	Dan Goldston/Michele Hanson, alternate

Consider City Council regular meeting and workshop dates for 2015: Assistant Administrator Taylor reviewed the proposed dates for 2015.

It was moved by Councilmember McGann and seconded by Councilmember Carlson to accept the 2015 City Council meeting and workshop dates as presented. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores reminded residents of the Lighting of the Village Green on December 3 and the Toys for Tots and winter clothing collection drives.
2. Councilmember Hanson recognized Firefighter Andy Swenson for his efforts with the Bayport Fire Explorer program for area youth.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember McGann to adjourn the meeting at 8:08 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL AND PLANNING COMMISSION
JOINT WORKSHOP MINUTES
COUNCIL CHAMBERS
December 15, 2014
6:00 P.M.**

CALL TO ORDER

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

ROLL CALL

City Council: Mayor St. Ores, Councilmembers Goldston, Carlson, and McGann

Planning Commission: Commissioners Ritzer, Kelly, Abrahamson, and Richtman

Staff: City Administrator Logan Martin and Assistant City Administrator/Planner Sara Taylor

Consultants: Mike Isensee, Middle St. Croix Watershed Management Organization (MSCWMO)
Ron Leaf and Crystal Raleigh, Short Elliot Hendrickson (SEH)

INTRODUCTION TO MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4) AND MINIMAL IMPACT DESIGN STANDARDS (MIDS)

Administrator Martin noted the workshop was to introduce two new stormwater management programs, Municipal Separate Storm Sewer System (MS4) and Minimal Impact Design Standards (MIDS). Representatives from SEH and the Middle St. Croix Watershed Management District were introduced and provided a background on each program.

Ron Leaf, SEH, explained that the city has been notified by the Minnesota Pollution Control Agency (MPCA) that it is now classified as having a “municipal separate storm sewer system (MS4)” and will be required to comply with applicable stormwater management regulations and apply for a permit. An MS4 is a system of stormwater conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, etc.) that is owned or operated by a public entity and is used for conveying stormwater. The MS4 General Permit program is administered by the MPCA and is designed to reduce the amount of sediment and pollution that enters surface and ground water. Stormwater discharges associated with MS4s are subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS). Through the MS4 General Permit, the system owner is required to develop a stormwater pollution prevention program that incorporates best management practices applicable to their MS4. The city is already doing many of the activities required by the program, but will also need to review and update ordinances, standards and procedures to comply with these new requirements. Discussion followed on how this new program may impact individual private property owners, as well as public infrastructure projects and anticipated costs that the city would incur to administer the program.

Mike Isensee, MSCWMO, explained that the city is being asked to participate in the voluntary Minimal Impact Design Standards (MIDS) program. MIDS is a flexible stormwater management framework developed to help communities meet state and federal water quality standards, such as those required by MS4. MIDS was developed over three years by a diverse group of Minnesota stakeholders (including the League of Minnesota Cities Stormwater Coalition) to identify state-wide science-based standards, credits and flexible treatment options that are easy to implement at the local level. The MSCWMO applied for and received a Clean Water Fund grant to provide assistance to communities interested in implementing MIDS. This grant provides technical assistance to review and modify local ordinances in collaboration with the City Council, Planning Commission, and city staff. The MSCWMO is proposing to utilize these grant funds to take a comprehensive look at our ordinances

and to provide professional assistance in rewriting certain ordinances to better address stormwater management. It is anticipated that a number of the ordinance changes proposed through the MIDS process will address requirements imposed upon the city via its designation as an MS4 community. Discussion followed on the benefits of implementing the MS4 and MIDS programs simultaneously. It was the consensus of the City Council and Planning Commission to have city staff work with SEH and MSCWMO on the next steps toward implementing these programs.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Commissioner Kelly to adjourn the workshop at 7:15 p.m.

CITY OF BAYPORT

*Budget Control Summary

Current Period: DECEMBER 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 % Variance
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$2,099,823.00	\$1,766,075.27	\$333,747.73	15.89%
DEPT 41200 MAYOR & COUNCIL	\$0.00	-\$10,947.00	\$10,947.00	0.00%
DEPT 41240 RECYCLING	\$5,500.00	\$6,868.00	-\$1,368.00	-24.87%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$119,800.00	\$121,554.43	-\$1,754.43	-1.46%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$91,720.00	\$89,467.76	\$2,252.24	2.46%
DEPT 42200 FIRE PROTECTION	\$395,450.00	\$644,630.99	-\$249,180.99	-63.01%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$5,000.00	\$9,870.14	-\$4,870.14	-97.40%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$28,150.00	\$31,579.45	-\$3,429.45	-12.18%
DEPT 43201 FERRO PARK PROJECT/PLAN	\$0.00	\$5,000.00	-\$5,000.00	0.00%
DEPT 43300 CEMETERY	\$10,000.00	\$10,105.00	-\$105.00	-1.05%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,755,443.00	\$2,674,204.04	\$81,238.96	2.95%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$4,800.00	\$3,610.07	\$1,189.93	24.79%
DEPT 41200 MAYOR & COUNCIL	\$190,462.00	\$156,330.08	\$34,131.92	17.92%
DEPT 41240 RECYCLING	\$7,176.00	\$3,628.59	\$3,547.41	49.43%
DEPT 41400 ADMINISTRATION	\$158,118.00	\$149,702.77	\$8,415.23	5.32%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$231,305.00	\$232,665.82	-\$1,360.82	-0.59%
DEPT 41940 MUNICIPAL BUILDINGS	\$139,050.00	\$41,921.98	\$97,128.02	69.85%
DEPT 42100 POLICE	\$758,692.00	\$712,827.35	\$45,864.65	6.05%
DEPT 42200 FIRE PROTECTION	\$521,831.00	\$619,654.37	-\$97,823.37	-18.75%
DEPT 42201 FIRE STATION	\$0.00	\$84,596.69	-\$84,596.69	0.00%
DEPT 43100 STREET MAINT	\$552,703.00	\$263,499.26	\$289,203.74	52.33%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$1,783.42	-\$1,783.42	0.00%
DEPT 43135 56TH ST & PICKETT AVE TRAIL	\$0.00	\$235.60	-\$235.60	0.00%
DEPT 43140 HAYNER/2ND ST. S UTILITY PR	\$0.00	\$18,289.45	-\$18,289.45	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$24,839.23	\$5,160.77	17.20%
DEPT 43200 PARKS	\$73,831.00	\$124,657.26	-\$50,826.26	-68.84%
DEPT 43300 CEMETERY	\$37,475.00	\$2,624.06	\$34,850.94	93.00%
DEPT 44100 PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
Total Expenditure Accounts	\$2,755,443.00	\$2,440,866.00	-\$314,577.00	11.42%

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*Fund Summary -
Budget to Actual©

DECEMBER 2014

	2014 YTD Budget	DECEMBER MTD Amount	2014 YTD Amount	2014 YTD Balance	2014 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,755,443.00	\$297,922.65	\$2,674,204.04	\$81,238.96	97.05%
Expenditure	\$2,755,443.00	\$260,837.09	\$2,440,866.00	\$314,577.00	88.58%
		\$37,085.56	\$233,338.04		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$24,972.56	-\$24,972.56	0.00%
Expenditure	\$0.00	\$0.00	\$23,093.31	-\$23,093.31	0.00%
		\$0.00	\$1,879.25		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$15,565.76	-\$15,565.76	0.00%
Expenditure	\$0.00	\$0.00	-\$16,329.18	\$16,329.18	0.00%
		\$0.00	\$31,894.94		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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***Fund Summary -
Budget to Actual©**

DECEMBER 2014

	2014 YTD Budget	DECEMBER MTD Amount	2014 YTD Amount	2014 YTD Balance	2014 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$60,397.25	\$60,397.25	-\$60,397.25	0.00%
Expenditure	\$0.00	\$0.00	\$2,439.69	-\$2,439.69	0.00%
		\$60,397.25	\$57,957.56		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$7,000.00	-\$7,000.00	0.00%
Expenditure	\$0.00	\$115.00	\$122,766.83	-\$122,766.83	0.00%
		-\$115.00	-\$115,766.83		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$491.28	-\$491.28	0.00%
		\$0.00	-\$491.28		
FUND 211 LIBRARY					
Revenue	\$294,950.00	\$45,271.00	\$247,028.66	\$47,921.34	83.75%
Expenditure	\$294,740.00	\$27,077.63	\$270,582.67	\$24,157.33	91.80%
		\$18,193.37	-\$23,554.01		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$54,508.26	-\$54,508.26	0.00%
Expenditure	\$0.00	\$0.00	\$170,408.00	-\$170,408.00	0.00%
		\$0.00	-\$115,899.74		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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***Fund Summary -
Budget to Actual©**

DECEMBER 2014

	2014 YTD Budget	DECEMBER MTD Amount	2014 YTD Amount	2014 YTD Balance	2014 % YTD Budget
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$332,750.00	\$393,066.21	\$435,576.75	-\$102,826.75	130.90%
Expenditure	\$495,764.00	\$45,738.55	\$483,955.47	\$11,808.53	97.62%
		\$347,327.66	-\$48,378.72		
FUND 602 SEWER					
Revenue	\$618,000.00	\$564,898.27	\$644,068.27	-\$26,068.27	104.22%
Expenditure	\$691,889.00	\$51,273.10	\$637,742.45	\$54,146.55	92.17%
		\$513,625.17	\$6,325.82		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$21,747.29	-\$21,747.29	0.00%
Expenditure	\$0.00	\$1,345.08	\$12,049.79	-\$12,049.79	0.00%
		-\$1,345.08	\$9,697.50		
FUND 851 NON EXP TRUST					
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		
Report Total		\$975,168.93	\$37,002.53		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 12/31/2014

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FUND	FUND Descr	2014 Budget	2014 YTD Amt	2014 % of Budget	2014 % of Budget Remain
FUND 101	GENERAL	\$2,755,443.00	\$2,674,204.04	97.05%	2.95%
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	\$24,972.56	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$15,565.76	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	\$60,397.25	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$7,000.00	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	\$0.00	0.00%	0.00%
FUND 211	LIBRARY	\$294,950.00	\$247,028.66	83.75%	16.25%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$54,508.26	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	\$332,750.00	\$435,576.75	130.90%	-30.90%
FUND 602	SEWER	\$618,000.00	\$644,068.27	104.22%	-4.22%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$21,747.29	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$4,001,143.00	\$4,185,068.84	104.60%	-4.60%

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	12/01/14	\$526.95	4678	GAMBLING PROCEEDS CK # 10505	R 101-00000-32204 GAMBLIN
101	12/30/14	\$241,631.00	16816	LOCAL GOVERNMENT AID	R 101-00000-33401 LOCAL G
101	12/30/14	\$1,330.00	16816	LGA & PERA RATE INCREASE	R 101-00000-33402 PERA RA
101	11/26/14	\$18.50	4674	COPIES (\$0.25/PAGE) CASH - BEAUDET	R 101-00000-34105 USER FEE
101	12/16/14	\$14,109.00	4680	PROPERTY/CASUALTY DIVIDEND CK # 16	R 101-00000-36250 REFUND
101	12/30/14	\$100,000.00	4702	INVESTMENT REFUND & REIMBURSEMEN	G 101-11101 INVESTMENTS
101	12/03/14	\$5.00	4676	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	12/08/14	\$1.85	4681	BUILDING SURCHARGE Innovative Egress	G 101-20104 STATE SURCHA
101	12/11/14	\$5.00	4685	PLUMBING SURCHARGE - COMMERCIAL I	G 101-20104 STATE SURCHA
101	12/09/14	\$5.00	4686	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	12/09/14	\$5.00	4687	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	12/29/14	\$5.00	4693	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/30/14	\$0.27	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	12/02/14	\$1.32	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	12/02/14	\$3,341.56	33645	FED, SS, MEDICARE WITHHOLDINGS	G 101-27101 FICA/FWH
101	12/10/14	\$11,537.59	33673	FED, SS, MEDICARE WITHHOLDINGS	G 101-27101 FICA/FWH
101	12/22/14	\$9,809.04	33741	FED, SS, MEDICARE WITHHOLDING	G 101-27101 FICA/FWH
101	12/30/14	\$12,264.81	33765	FED, SS, MEDICARE WITHHOLDINGS	G 101-27101 FICA/FWH
101	12/02/14	\$527.91	33646	PAYROLL WITHHOLDINGS	G 101-27102 MINN STATE WI
101	12/10/14	\$2,534.32	33674	PAYROLL WITHHOLDINGS	G 101-27102 MINN STATE WI
101	12/22/14	\$2,026.77	33742	PAYROLL WITHHOLDINGS	G 101-27102 MINN STATE WI
101	12/30/14	\$2,343.47	33766	PAYROLL WITHHOLDINGS	G 101-27102 MINN STATE WI
101	12/10/14	\$7,693.39	33675	PAYROLL RETIREMENT	G 101-27104 P E R A
101	12/10/14	\$2,633.03	33676	POLICE HOLIDAY PAYROLL RETIREMENT	G 101-27104 P E R A
101	12/22/14	\$7,658.67	33743	PAYROLL RETIREMENT	G 101-27104 P E R A
101	12/30/14	\$6,457.09	33767	PAYROLL RETIREMENT	G 101-27104 P E R A
101	12/10/14	\$100.00	-7	Vendor Liability/HUFTTEL, EASTMAN, HUFT	G 101-27106 NATIONWIDE
101	12/22/14	\$100.00	33740	PAYROLL - HUFTTEL, EASTMAN, MADSEN	G 101-27106 NATIONWIDE
101	12/01/14	\$88.02	4670	HEALTH PARTNERS CK # 43519342	G 101-27109 HEALTH PARTN
101	12/02/14	\$64.00	33642	NOVEMBER 2014 PAYROLL DEDUCTIONS	G 101-27110 NCPERS
101	12/01/14	\$39.92	33628	COUNCIL PAYROLL	G 101-27111 PERA DEFINED
101	12/20/14	\$180.50	-2	STEVE BUEGE	G 101-27112 VOL FIRE DEPT-
101	12/20/14	\$147.60	-2	MIKE BELL	G 101-27112 VOL FIRE DEPT-
101	12/30/14	\$271.50	-1	Vendor Liability/M BELL, S BUEGE	G 101-27112 VOL FIRE DEPT-
101	12/30/14	\$202.20	-1	Vendor Liability/M BELL, S BUEGE	G 101-27112 VOL FIRE DEPT-
101	12/10/14	\$200.00	-4	Vendor Liability/HORAK	G 101-27113 ICMA RETIREME
101	12/22/14	\$200.00	33738	PAYROLL - M HORAK	G 101-27113 ICMA RETIREME
101	12/10/14	\$100.00	-5	Vendor Liability/L MARTIN	G 101-27114 ICMA RETIREME
101	12/22/14	\$100.00	33739	PAYROLL - L MARTIN	G 101-27114 ICMA RETIREME
101	12/20/14	\$553.90	-1	DECEMBER 2014 PREMIUMS	G 101-27115 SUN LIFE ASSUR
101	12/01/14	\$58.34	4670	HEALTH SAVING ACCT. CK # 43519342	G 101-27122 H S A
101	12/10/14	\$2,301.45	33677	PAYROLL HEALTH SAVINGS ACCT.	G 101-27122 H S A
101	12/22/14	\$6,565.40	33744	PAYROLL HEALTH SAVINGS ACCT.	G 101-27122 H S A
101	12/10/14	\$300.00	-7	Vendor Liability/HUFTTEL, EASTMAN, HUFT	G 101-27123 NATIONWIDE
101	12/22/14	\$300.00	33740	PAYROLL - HUFTTEL, EASTMAN, MADSEN	G 101-27123 NATIONWIDE
101	12/01/14	\$39.40	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41100-220 OPERATING
101	12/02/14	\$55.97	33635	BRINE'S MARKET	E 101-41100-220 OPERATING
101	12/18/14	\$49.92	33705	MILEAGE REIMBURSEMENT	E 101-41100-220 OPERATING
101	12/02/14	\$0.81	33638	WORKERS COMPENSATION FINAL AUDIT	E 101-41200-150 WORKER S
101	12/02/14	\$8.65	33643	LASER W2'S LASER 1099	E 101-41200-201 OFFICE SUP
101	12/30/14	\$42.12	33757	INNOVATIVE OFFICE SOL	E 101-41200-201 OFFICE SUP
101	12/23/14	\$108.75	33752	REVIEW CC AGENDA	E 101-41200-300 PROF SER-L

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	12/23/14	\$797.50	33752	DATA PRACTICE	E 101-41200-300 PROF SER-L
101	12/23/14	\$200.00	33752	ATTEND CC MTG	E 101-41200-300 PROF SER-L
101	12/23/14	\$217.50	33752	CODE RED CONTRACT	E 101-41200-300 PROF SER-L
101	12/23/14	\$81.57	33749	REVIEW ENGINEERING REVIEW FORM	E 101-41200-301 PROF SER-E
101	12/23/14	\$1,181.26	33749	MS4 WRITE RESPONSE TO MPCA	E 101-41200-301 PROF SER-E
101	12/23/14	\$1,380.20	33749	5TH ST GROUND WATER DRAINAGE ISSU	E 101-41200-301 PROF SER-E
101	12/23/14	\$81.57	33749	COPY OF ADDRESS MAP INSPIRATION	E 101-41200-301 PROF SER-E
101	12/23/14	\$66.84	33749	CC MTG	E 101-41200-301 PROF SER-E
101	12/23/14	\$860.41	33749	STAFF MTG	E 101-41200-301 PROF SER-E
101	12/18/14	\$350.00	33710	NOVEMBER 2014 MAINT PLAN	E 101-41200-306 PROF SER-O
101	12/18/14	\$350.00	33710	DECEMBER 2014 MAINT PLAN	E 101-41200-306 PROF SER-O
101	12/02/14	\$7.98	33635	HOLIDAY	E 101-41200-402 CONFERENC
101	12/02/14	\$15.00	33635	BREAD ART	E 101-41200-402 CONFERENC
101	12/18/14	\$17.92	33705	MILEAGE REIMBURSEMENT	E 101-41240-306 PROF SER-O
101	12/18/14	\$30.00	33715	DEC 2014 RECYCLING RECIPIENT	E 101-41240-370 RECYCLING
101	12/02/14	\$32.59	33638	WORKERS COMPENSATION FINAL AUDIT	E 101-41400-150 WORKER S
101	12/02/14	\$51.90	33643	LASER W2'S LASER 1099	E 101-41400-201 OFFICE SUP
101	12/30/14	\$65.00	33757	INNOVATIVE OFFICE	E 101-41400-201 OFFICE SUP
101	12/02/14	\$795.00	33637	FUND SUPPORT	E 101-41400-302 CONTRACT
101	12/02/14	\$795.00	33637	PAY SUPPORT	E 101-41400-302 CONTRACT
101	12/01/14	\$5.00	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41400-400 USE OF PER
101	12/18/14	\$155.12	33705	MILEAGE REIMBURSEMENT	E 101-41400-400 USE OF PER
101	12/18/14	\$37.50	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 101-41400-416 REPAIR/MAI
101	12/02/14	\$43.25	33643	LASER W2'S LASER 1099	E 101-41910-201 OFFICE SUP
101	12/10/14	\$161.79	33653	NOVEMBER 2014 FUEL	E 101-41910-212 MOTOR FUE
101	12/29/14	\$50.00	4693	CONTRACTOR LICENSE - SPECIALTY Twin	R 101-41910-32100 BUSINES
101	12/04/14	\$15.00	4682	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	12/15/14	\$25.00	4691	DUMPSTER/BULK CONTAINER Patricia Kla	R 101-41910-32200 NONBUSI
101	12/08/14	\$103.25	4681	BUILDING PERMIT Innovative Egress Win	R 101-41910-32210 BUILDIN
101	12/08/14	\$67.11	4681	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/11/14	\$300.00	4685	ROW EXCAVATION PERMIT Industrial Utili	R 101-41910-32214 EXCAVAT
101	12/11/14	\$50.00	4685	ROW EXCAVATION INSPECTION Industrial	R 101-41910-32214 EXCAVAT
101	12/03/14	\$75.00	4676	PLUMBING PERMIT - RESIDENTIAL Dusty'	R 101-41910-32220 PLUMBIN
101	12/11/14	\$75.00	4685	PLUMBING PERMIT - COMMERCIAL Indust	R 101-41910-32220 PLUMBIN
101	12/09/14	\$75.00	4686	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	12/09/14	\$75.00	4687	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	12/29/14	\$75.00	4693	MECHANICAL PERMIT - RESIDENTIAL	R 101-41910-32230 MECHANI
101	12/22/14	\$402.92	4694	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	12/18/14	\$114.80	33705	MILEAGE REIMBURSEMENT	E 101-41910-400 USE OF PER
101	12/01/14	\$16.58	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41910-402 CONFERENC
101	12/01/14	\$12.00	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41910-402 CONFERENC
101	12/01/14	\$15.00	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41910-402 CONFERENC
101	12/01/14	\$15.00	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41910-402 CONFERENC
101	12/02/14	\$6.00	33635	U OF M PARKING	E 101-41910-402 CONFERENC
101	12/18/14	\$175.84	33705	MILEAGE REIMBURSEMENT	E 101-41910-402 CONFERENC
101	12/30/14	\$420.00	33757	U OF M CCE NONCREDIT	E 101-41910-402 CONFERENC
101	12/30/14	\$54.15	33757	DEPT OF PUBLIC SAFETY	E 101-41910-412 REP & MAIN
101	12/18/14	\$31.25	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 101-41910-416 REPAIR/MAI
101	12/22/14	\$325.00	33730	DEC. 2014 CLEANING SERV/CITY HALL	E 101-41940-302 CONTRACT
101	12/01/14	\$63.77	33634	DEC 2014 HIGHSPEED INTERNET	E 101-41940-321 COMMUNIC
101	12/18/14	\$456.49	33704	PHONES/CITY HALL	E 101-41940-321 COMMUNIC
101	12/10/14	\$617.78	33672	GAS & ELECTRIC SERVICE	E 101-41940-380 ELECTRIC S
101	12/10/14	\$217.03	33672	GAS & ELECTRIC SERVICE	E 101-41940-381 FUEL FOR H
101	12/01/14	\$20.00	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41940-420 R & M BLDG

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101	12/01/14	\$7.39	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41940-420 R & M BLDG
101	12/01/14	\$65.00	33627	OCT NOV REFUND & REMINBURSEMENT	E 101-41940-420 R & M BLDG
101	12/11/14	\$748.15	33678	AUDIO MATERIAL COUNCIL CHAMBERS	E 101-41940-420 R & M BLDG
101	12/18/14	\$150.04	33708	DEC 2014 CONTRACT/CITY HALL	E 101-41940-420 R & M BLDG
101	12/22/14	\$172.50	33729	SERVICE CALL/CITY HALL	E 101-41940-420 R & M BLDG
101	12/23/14	\$2,925.00	33746	REMOVE & REPLACE WARMING HOUSE @	E 101-41940-530 CAPITAL AS
101	12/02/14	\$184.73	33638	WORKERS COMPENSATION FINAL AUDIT	E 101-42100-150 WORKER S
101	12/02/14	\$43.25	33643	LASER W2'S LASER 1099	E 101-42100-201 OFFICE SUP
101	12/22/14	\$80.85	33731	MAGNETIC BADGES/POLICE DEPT.	E 101-42100-201 OFFICE SUP
101	12/30/14	\$10.71	33761	WM SUPERCENTER	E 101-42100-201 OFFICE SUP
101	12/18/14	\$22.00	33712	UNIFORMS - PURPUR/POLICE DEPT.	E 101-42100-202 UNIFORMS
101	12/30/14	\$40.95	33761	GALLS INTERN	E 101-42100-202 UNIFORMS
101	12/10/14	\$1,309.07	33650	NOVEMBER 2014 FUEL/POLICE DEPT	E 101-42100-212 MOTOR FUE
101	12/10/14	\$10.26	33653	NOVEMBER 2014 FUEL	E 101-42100-212 MOTOR FUE
101	12/30/14	\$106.70	33758	POLICE DEPARTMENT	E 101-42100-212 MOTOR FUE
101	12/02/14	\$75.61	33635	ST. PAUL STAMP WORKS	E 101-42100-220 OPERATING
101	12/10/14	\$2,376.37	33651	NOV 2014 PROSECUTION/POLICE DEPT.	E 101-42100-300 PROF SER-L
101	12/10/14	\$105.03	33666	NOV-DEC 1ST 2014 PHONES/POLICE	E 101-42100-321 COMMUNIC
101	12/18/14	\$134.83	33714	WET INFORMATION CHGS/POLICE DEPT.	E 101-42100-321 COMMUNIC
101	12/12/14	\$30.00	4689	PEDDLER LICENSE Anthony Lerud #1196	R 101-42100-33100 ADMINIS
101	12/09/14	\$3.73	4683	POLICE REPORTS LexisNexis #503903221	R 101-42100-34201 POLICE A
101	12/09/14	\$25.00	4684	POLICE AUDIO/DVD/CD	R 101-42100-34201 POLICE A
101	12/09/14	\$25.00	4684	POLICE AUDIO/DVD/CD Rory Jones - CAS	R 101-42100-34201 POLICE A
101	12/30/14	\$3.73	4695	POLICE REPORTS American Family Insura	R 101-42100-34201 POLICE A
101	12/10/14	\$30.00	33670	TOYS FOR TOTS PSOTERS/POLICE DEPT.	E 101-42100-350 PRINTING &
101	12/30/14	\$2,311.46	16814	NOV 2014 TRAIL COURT	R 101-42100-35101 COURT FI
101	12/18/14	\$1,200.24	33713	4TH QTR OCT-DEC 2014 RADIO/POLICE	E 101-42100-391 SHARED AU
101	12/30/14	\$1,125.00	33759	QTR4-2014 MDC'S/POLICE DEPT.	E 101-42100-391 SHARED AU
101	12/30/14	\$6,302.29	33760	QTR4-2014 ALERTS-RECORDS/POLICE DE	E 101-42100-391 SHARED AU
101	12/02/14	\$198.80	33644	WM SUPERCENTER	E 101-42100-403 POLICE TRA
101	12/02/14	-\$29.95	33644	CREDIT FOR FRAUD ADJ	E 101-42100-403 POLICE TRA
101	12/02/14	-\$29.95	33644	CREDIT FOR FRAUD ADJ	E 101-42100-403 POLICE TRA
101	12/02/14	-\$1.00	33644	CREDIT FOR FRAUD ADJ	E 101-42100-403 POLICE TRA
101	12/02/14	\$29.95	33644	EXPERIAN	E 101-42100-403 POLICE TRA
101	12/18/14	\$1,752.36	33703	TUITION REIMBURSEMENT/POLICE DEPT.	E 101-42100-403 POLICE TRA
101	12/02/14	\$483.08	33644	DISCOUNT TIRE	E 101-42100-412 REP & MAIN
101	12/02/14	\$303.64	33644	DISCOUNT TIRE DEBIT ADJ	E 101-42100-412 REP & MAIN
101	12/30/14	\$63.88	33761	NAPA STORE	E 101-42100-412 REP & MAIN
101	12/18/14	\$31.25	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 101-42100-416 REPAIR/MAI
101	12/10/14	\$230.00	33654	2015 MEMBERSHIP DUES/POLICE DEPT.	E 101-42100-433 DUES & ME
101	12/02/14	\$395.50	33641	GARAGE DOOR REPAIR/POLICE DEPT.	E 101-42100-439 TRANSFER
101	12/02/14	\$291.22	33638	WORKERS COMPENSATION FINAL AUDIT	E 101-42200-150 WORKER S
101	12/01/14	\$14.70	33632	USPS	E 101-42200-202 UNIFORMS
101	12/10/14	\$825.27	33653	NOVEMBER 2014 FUEL	E 101-42200-212 MOTOR FUE
101	12/01/14	\$375.00	33629	FIREFIGHTER CEU PROGRAM/FIRE DEPT.	E 101-42200-217 MATERIALS
101	12/01/14	\$88.60	33632	PIZZA MAN	E 101-42200-217 MATERIALS
101	12/01/14	\$179.39	33632	PIZZA MAN	E 101-42200-217 MATERIALS
101	12/01/14	\$144.79	33632	ZA ITALIAN MINNESOTAN	E 101-42200-217 MATERIALS
101	12/11/14	\$1,476.65	33687	RESUCE RANDY/FIRE DEPT.	E 101-42200-217 MATERIALS
101	12/01/14	-\$303.80	33632	BOUND TREE	E 101-42200-220 OPERATING
101	12/01/14	\$234.49	33632	BOUND TREE MEDICAL	E 101-42200-220 OPERATING
101	12/01/14	\$673.35	33632	BOUND TREE MEDICAL	E 101-42200-220 OPERATING
101	12/11/14	\$940.00	33694	FOAM/FIRE DEPT.	E 101-42200-220 OPERATING
101	12/22/14	\$105.90	33735	UNIFORMS SUPPLIES/FIRE DEPT.	E 101-42200-220 OPERATING

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101	12/01/14	\$234.50	33632	NORTHWEST TERRITORIAL	E 101-42200-240 SMALL TOO
101	12/01/14	\$5,348.08	33632	BULLEX DIGITAL SAFEY	E 101-42200-240 SMALL TOO
101	12/02/14	\$37.44	33639	UNIFORMS SUPPLIES/FIRE DEPT.	E 101-42200-240 SMALL TOO
101	12/02/14	\$530.11	33640	UNIFORMS OPERATING SUPPLIES/FIRE D	E 101-42200-240 SMALL TOO
101	12/22/14	\$500.00	33732	CMC TRUCK CACHE/FIRE DEPT.	E 101-42200-240 SMALL TOO
101	12/18/14	\$175.00	33706	DEC. 2014 CLEANING FIRE HALL	E 101-42200-306 PROF SER-O
101	12/18/14	\$15.00	33716	GOULETTE CHECK/POLICE DEPT.	E 101-42200-306 PROF SER-O
101	12/01/14	\$80.04	33630	PHONES/FIRE DEPT.	E 101-42200-321 COMMUNIC
101	12/11/14	\$696.18	33689	PHONES/FIRE DEPT.	E 101-42200-321 COMMUNIC
101	12/04/14	\$20.00	4677	BURNING PERMIT Prairie Restorations #3	R 101-42200-32200 NONBUSI
101	12/01/14	\$764.70	4679	FIRE RADIOS-REPAIR REFUND & REIMBU	E 101-42200-323 RADIOS-RE
101	12/01/14	\$1,111.00	33631	2 PAGER/FIRE DEPT.	E 101-42200-323 RADIOS-RE
101	12/11/14	\$88.00	33688	ANTENNA/FIRE DEPT.	E 101-42200-323 RADIOS-RE
101	12/22/14	\$12.00	33733	PAGER BATTERY REPLACEMENT/FIRE DE	E 101-42200-323 RADIOS-RE
101	12/12/14	\$75.00	4688	FIRE INSPECTION Service Fire Protection	R 101-42200-34101 FIRE INS
101	12/30/14	\$375.00	16815	MN FIRE TRNG & ED REIMB/FIRE DEPT.	R 101-42200-36242 POST TR
101	12/10/14	\$368.94	33672	GAS & ELECTRIC SERVICE	E 101-42200-380 ELECTRIC S
101	12/10/14	\$722.15	33672	GAS & ELECTRIC SERVICE	E 101-42200-381 FUEL FOR H
101	12/22/14	\$3,300.66	33734	4TH QTR 2014 RADIO/FIRE DEPT.	E 101-42200-391 SHARED AU
101	12/23/14	\$380.00	33745	FIRE INVESTIGATION SKILLS CONFEREN	E 101-42200-402 CONFERENC
101	12/01/14	\$21.42	33632	MISTER CAR WASH	E 101-42200-412 REP & MAIN
101	12/01/14	\$1,801.63	33633	LADDER 2108	E 101-42200-412 REP & MAIN
101	12/11/14	\$50.00	33690	2009 CHEV	E 101-42200-412 REP & MAIN
101	12/11/14	\$50.00	33691	2011 CHEV/FIRE DEPT.	E 101-42200-412 REP & MAIN
101	12/11/14	\$183.21	33692	PEIRCE TRUCK/FIRE DEPT.	E 101-42200-412 REP & MAIN
101	12/11/14	\$183.21	33693	PIERCE TRUCK #1	E 101-42200-412 REP & MAIN
101	12/23/14	\$362.50	33752	FIRE CONTRACTS	E 101-42201-300 PROF SER-L
101	12/23/14	\$11,538.45	33750	FIRE STATION SURVEY/UTIL	E 101-42201-301 PROF SER-E
101	12/23/14	\$20,028.73	33751	FIRE STATION	E 101-42201-302 CONTRACT
101	12/02/14	\$149.39	33638	WORKERS COMPENSATION FINAL AUDIT	E 101-43100-150 WORKER S
101	12/02/14	\$8.65	33643	LASER W2'S LASER 1099	E 101-43100-201 OFFICE SUP
101	12/10/14	\$1,499.92	33653	NOVEMBER 2014 FUEL	E 101-43100-212 MOTOR FUE
101	12/10/14	\$425.37	33652	XMAS LIGHTS/STREET DEPT.	E 101-43100-220 OPERATING
101	12/22/14	\$242.70	33736	TRAFFIC SIGNS/STREET DEPT.	E 101-43100-220 OPERATING
101	12/10/14	\$71.84	33657	WINTER ROAD SAND/STREET DEPT.	E 101-43100-225 SALT & SAN
101	12/10/14	\$70.35	33658	WINTER ROAD SAND/STREET DEPT.	E 101-43100-225 SALT & SAN
101	12/10/14	\$527.75	33669	SIDEWALK DEICER/STREET DEPT.	E 101-43100-225 SALT & SAN
101	12/11/14	\$3,097.19	33679	ROAD SALT/STREET DEPT.	E 101-43100-225 SALT & SAN
101	12/11/14	\$1,435.39	33680	WINTER ROAD SALT/STREET DEPT.	E 101-43100-225 SALT & SAN
101	12/11/14	\$69.42	33685	WINTER ROAD SAND/STREET DEPT.	E 101-43100-225 SALT & SAN
101	12/30/14	\$77.10	33762	WINTER ROAD SAND	E 101-43100-225 SALT & SAN
101	12/23/14	\$163.11	33747	2014 SEAL COAT/STREET DEPT.	E 101-43100-301 PROF SER-E
101	12/10/14	\$139.33	33655	AMBER LED LITE SWEEPER/STREET DEPT	E 101-43100-412 REP & MAIN
101	12/10/14	\$87.00	33664	TRUCK INSPECTION/STREET DEPT.	E 101-43100-412 REP & MAIN
101	12/11/14	\$86.14	33686	TRUCK LIGHT SIGNAL/STREET DEPT.	E 101-43100-412 REP & MAIN
101	12/30/14	\$494.00	33764	TRI-STATE BOB CAT	E 101-43100-412 REP & MAIN
101	12/10/14	\$320.00	33661	HAZARD TREE TAKE DOWN/STREET DEPT	E 101-43100-413 TREES
101	12/18/14	\$6.25	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 101-43100-416 REPAIR/MAI
101	12/30/14	\$89.00	33764	MENARDS	E 101-43100-420 R & M BLDG
101	12/30/14	\$143.24	33764	MENARDS	E 101-43100-420 R & M BLDG
101	12/10/14	\$1,601.74	33667	REPAIR CULVERT AT PERRO CREEK/STRE	E 101-43100-421 REPAIR & M
101	12/10/14	\$2,238.28	33672	GAS & ELECTRIC SERVICE	E 101-43160-380 ELECTRIC S
101	12/02/14	\$39.49	33638	WORKERS COMPENSATION FINAL AUDIT	E 101-43200-150 WORKER S
101	12/10/14	\$20.62	33653	NOVEMBER 2014 FUEL	E 101-43200-212 MOTOR FUE

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101	12/30/14	\$48.09	33764	CENTRAL LANDSCAPE	E 101-43200-240 SMALL TOO
101	12/30/14	\$2,000.00	4699	PARK DONATIONS Mary M. Williams #500	R 101-43200-36230 DONATIO
101	12/30/14	\$22.43	33764	MENARDS	E 101-43200-410 REPAIR & M
101	12/18/14	\$6.25	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 101-43200-416 REPAIR/MAI
101	12/10/14	\$197.35	33671	MENARDS	E 101-43200-420 R & M BLDG
101	12/10/14	\$4.26	33671	ACE HARDWARE	E 101-43200-420 R & M BLDG
101	12/30/14	\$78.75	33763	RIVERSIDE 12/17/14-1/13/15	E 101-43200-425 SATILLITIES
101	12/30/14	\$78.75	33763	TENNIS CT 12/19/14-1/15/2015	E 101-43200-425 SATILLITIES
101	12/15/14	\$300.00	4690	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	12/15/14	\$250.00	4690	CEMETERY - WINTER BURIAL CREMAINS	R 101-43300-34940 CEMETER
101	12/22/14	\$300.00	4692	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	12/22/14	\$250.00	4692	CEMETERY - WINTER BURIAL CREMAINS	R 101-43300-34940 CEMETER
FUND 101 GENER		\$544,168.97			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	12/24/14	\$13,927.42	0	UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	12/23/14	-\$31.82	0	UB AR Surc Adj 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	12/23/14	-\$27.94	0	UB AR Surc Adj 3 TRUNK WATER	R 206-00000-37106 TRUNK W
206	12/23/14	\$90.05	0	UB AR Surc 3 TRUNK WATER	R 206-00000-37106 TRUNK W
206	12/30/14	\$20.72	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/30/14	\$13.87	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/30/14	\$10.75	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/30/14	\$14.43	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/02/14	\$18.90	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/02/14	\$17.11	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	12/16/14	\$22.20	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/02/14	\$4.51	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/02/14	\$14.10	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	12/16/14	\$60.93	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/23/14	\$2.50	0	UB AR Serv Pen Adj 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	12/23/14	\$19,679.03	0	UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	12/23/14	-\$177.19	0	UB AR Serv Adj 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	12/23/14	\$409.32	0	UB AR Serv 21 TRUNK/W COMB	R 206-41900-37107 TRUNK W
206	12/23/14	-\$277.36	0	UB AR Serv Adj 27 TRUNK W/COMM	R 206-41900-37107 TRUNK W
206	12/23/14	\$4,799.18	0	UB AR Serv 27 TRUNK W/COMM	R 206-41900-37107 TRUNK W
206	12/23/14	\$5,475.78	0	UB AR Serv 28 TRUNK W/IND	R 206-41900-37108 TRUNK W
206	12/23/14	\$13,220.86	0	UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	12/23/14	-\$96.07	0	UB AR Serv Adj 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	12/23/14	\$1,893.14	0	UB AR Serv 37 TRUNK S/COMM	R 206-41900-37207 TRUNK S
206	12/23/14	\$383.16	0	UB AR Serv 41 TRUNK SEWER 1ST	R 206-41900-37207 TRUNK S
206	12/23/14	-\$304.96	0	UB AR Serv Adj 37 TRUNK S/COMM	R 206-41900-37207 TRUNK S
206	12/23/14	\$357.54	0	UB AR Serv 31 TRUNK/S COMB	R 206-41900-37207 TRUNK S
206	12/23/14	\$1,074.61	0	UB AR Serv 38 TRUNK S/IND	R 206-41900-37208 TRUNK S
FUND 206 WATE		\$60,594.77			
FUND 207 PARK IMPROVEMENT FUND					
207	12/18/14	\$115.00	33707	PERO PARK PHASE 2	E 207-44100-306 PROF SER-O
FUND 207 PARK I		\$115.00			
FUND 211 LIBRARY					
211	12/02/14	\$12.74	33638	WORKERS COMPENSATION FINAL AUDIT	E 211-45500-150 WORKER S
211	12/22/14	\$108.26	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$42.83	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$36.92	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS

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211	12/22/14	\$60.93	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$13.84	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$24.37	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$303.65	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$368.88	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$184.39	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/22/14	\$64.00	33718	BOOKS/LIBRARY DEPT.	E 211-45500-217 MATERIALS
211	12/30/14	\$96.07	33754	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	12/30/14	\$85.15	33755	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	12/30/14	\$113.90	33756	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	12/22/14	\$104.79	33721	OFFICE SUPPLIES/LIBRARY	E 211-45500-220 OPERATING
211	12/22/14	\$241.03	33719	3 WINTER/EVERGREEN/LIBRARY	E 211-45500-302 CONTRACT
211	12/22/14	\$74.63	33720	PHONES/LIBRARY	E 211-45500-302 CONTRACT
211	12/22/14	\$246.94	33722	MTHLY CONTRACT/LIBRARY	E 211-45500-302 CONTRACT
211	12/22/14	\$1,725.00	33723	DEC 2014 CLEANING SERV/LIBRARY	E 211-45500-302 CONTRACT
211	12/22/14	\$675.00	33724	STORY TIME/LIBRARY	E 211-45500-302 CONTRACT
211	12/22/14	\$50.00	33725	CHRISTMAS STORY TIME/LIBRARY DEPT.	E 211-45500-302 CONTRACT
211	12/22/14	\$485.25	33728	BLG MAINT./LIBRARY DEPT.,	E 211-45500-302 CONTRACT
211	12/22/14	\$100.00	4696	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	12/22/14	\$11.00	4696	LIBRARY SERVICE CHARGE CK # 3122	R 211-45500-34760 LIBRARY
211	12/22/14	\$60.00	4696	LIBRARY SERVICE CHARGE CK # 3129	R 211-45500-34760 LIBRARY
211	12/30/14	\$100.00	4697	LIBRARY DONATIONS CK # 3193	R 211-45500-36230 DONATIO
211	12/30/14	\$45,000.00	4701	LIBRARY GRANTS CK # 123502	R 211-45500-36233 GRANTS
211	12/10/14	\$836.71	33672	GAS & ELECTRIC SERVICE	E 211-45500-380 ELECTRIC S
211	12/10/14	\$442.63	33672	GAS & ELECTRIC SERVICE	E 211-45500-381 FUEL FOR H
211	12/22/14	\$84.00	33726	BPL COLLECTED FOR STILLWATER/LIBRA	E 211-45500-391 SHARED AU
211	12/22/14	\$157.23	33727	DEC 2014 CONTRACT/LIBRARY	E 211-45500-420 R & M BLDG
FUND 211 LIBRA		\$51,910.14			
FUND 601 WATER					
601	12/30/14	\$1.19	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/16/14	\$25.02	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/16/14	\$4.72	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/02/14	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	12/16/14	\$828.97	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/30/14	\$58.11	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/02/14	\$185.44	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	12/02/14	\$2.11	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/16/14	\$0.28	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/30/14	\$0.57	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/02/14	\$2.50	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	12/30/14	\$165.53	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/02/14	\$258.74	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/23/14	-\$197.24	0	UB AR Surc Adj 20 STATE TAX	G 601-20603 SALES TAX PAY
601	12/24/14	\$3,645.59	0	UB AR Surc 20 STATE TAX	G 601-20603 SALES TAX PAY
601	12/02/14	\$10,432.80	33636	243 N 3RD LYNN MOST PROJECT	E 601-41610-302 CONTRACT
601	12/10/14	\$1,815.14	33672	GAS & ELECTRIC SERVICE	E 601-46110-380 ELECTRIC S
601	12/10/14	\$142.72	33672	GAS & ELECTRIC SERVICE	E 601-46110-381 FUEL FOR H
601	12/10/14	\$1,277.00	33665	ELECTRICAL REPAIR WELL # 4/WATER D	E 601-46110-419 REPAIR & M
601	12/11/14	\$1,476.93	33681	V-BREAK AIR STRIPPER/WATER DEPT.	E 601-46110-419 REPAIR & M
601	12/02/14	\$19.51	33638	WORKERS COMPENSATION FINAL AUDIT	E 601-46120-150 WORKER S
601	12/02/14	\$8.65	33643	LASER W2'S LASER 1099	E 601-46120-201 OFFICE SUP
601	12/10/14	\$86.83	33656	UNIFORMS-TIM GARDNER/WATER DEPT.	E 601-46120-203 UNIFORMS
601	12/10/14	\$198.02	33653	NOVEMBER 2014 FUEL	E 601-46120-212 MOTOR FUE

CITY OF BAYPORT
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Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	12/10/14	\$25.00	33662	WATER TREATMENT-CHLORINE/WATER D	E 601-46120-216 CHEMICALS
601	12/10/14	\$13.92	33671	THE UPS STORE	E 601-46120-216 CHEMICALS
601	12/10/14	\$3.22	33671	USPS	E 601-46120-216 CHEMICALS
601	12/22/14	\$54.00	33737	WATER TESTING/WATER DEPT.	E 601-46120-216 CHEMICALS
601	12/30/14	\$13.85	33764	THE USPS STORE	E 601-46120-216 CHEMICALS
601	12/10/14	\$2,208.30	33648	TCE WATER MAIN IMPROVEMENTS	E 601-46120-301 PROF SER-E
601	12/10/14	\$40.70	33663	LOCATES/WATER DEPT.	E 601-46120-307 GOPHER ST
601	12/10/14	\$59.95	33647	DEC 2014/JAN 2015 HIGH-SPEED INTERN	E 601-46120-321 COMMUNIC
601	12/23/14	\$157.42	33753	4TH QTR. 2014 UTILITY BILLING	E 601-46120-322 POSTAGE
601	12/09/14	\$1,200.00	4686	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	12/09/14	\$1,200.00	4687	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	12/09/14	\$350.00	4686	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	12/09/14	\$350.00	4687	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	12/30/14	\$110.08	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/16/14	\$107.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/02/14	\$200.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	12/23/14	\$6,058.56	0	UB AR Serv 9 INSTITUTION	R 601-46120-37110 WATER R
601	12/23/14	-\$252.96	0	UB AR Serv Adj 9 INSTITUTION	R 601-46120-37110 WATER R
601	12/23/14	-\$2,509.03	0	UB AR Serv Adj 1 WATER	R 601-46120-37110 WATER R
601	12/23/14	-\$3,014.12	0	UB AR Serv Adj 5 COMM WATER	R 601-46120-37110 WATER R
601	12/23/14	\$261,835.94	0	UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	12/23/14	\$60,847.12	0	UB AR Serv 3 INDUSTRIAL	R 601-46120-37110 WATER R
601	12/23/14	\$768.56	0	UB AR Serv 2 WATER ONLY	R 601-46120-37110 WATER R
601	12/23/14	\$1,601.60	0	UB AR Serv 6 WATER METER2	R 601-46120-37110 WATER R
601	12/23/14	\$61,198.08	0	UB AR Serv 5 COMM WATER	R 601-46120-37110 WATER R
601	12/23/14	\$325.26	0	UB AR Serv 8 SAFE WTR FE	R 601-46120-37110 WATER R
601	12/23/14	\$42.50	0	UB AR Serv 7 SUMMER WATER	R 601-46120-37110 WATER R
601	12/23/14	-\$2.29	0	UB AR Serv Pen Adj 5 COMM WATER	R 601-46120-37111 LATE CH
601	12/23/14	-\$13.09	0	UB AR Serv Pen Adj 1 WATER	R 601-46120-37111 LATE CH
601	12/23/14	\$1.04	0	UB AR Surc Adj 19 STATE SER CH	R 601-46120-37120 STATE SA
601	12/24/14	\$2,661.96	0	UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE SA
601	12/10/14	\$1,595.19	33672	GAS & ELECTRIC SERVICE	E 601-46120-380 ELECTRIC S
601	12/10/14	\$771.35	33672	GAS & ELECTRIC SERVICE	E 601-46120-380 ELECTRIC S
601	12/10/14	\$28.87	33659	BATTERY CABLES/WATER DEPT.	E 601-46120-412 REP & MAIN
601	12/10/14	\$9.12	33660	BATTERY CABLE/WATER DEPT.	E 601-46120-412 REP & MAIN
601	12/10/14	\$449.95	33671	NATIONS STARTER	E 601-46120-412 REP & MAIN
601	12/10/14	\$9.62	33671	RADIOSHACK	E 601-46120-412 REP & MAIN
601	12/18/14	\$6.25	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 601-46120-416 REPAIR/MAI
601	12/30/14	\$106.79	33764	MENARDS	E 601-46120-420 R & M BLDG
FUND 601 WATE		\$419,060.43			

FUND 602 SEWER

602	12/02/14	\$2.50	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	12/02/14	\$209.95	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	12/02/14	\$546.10	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	12/02/14	\$2.11	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/02/14	\$46.79	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/14	\$19,259.47	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	12/30/14	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/14	\$151.49	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/16/14	\$14.85	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/16/14	\$240.45	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/14	\$114.20	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/14	\$0.57	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	12/02/14	\$19.52	33638	WORKERS COMPENSATION FINAL AUDIT	E 602-46200-150 WORKER S
602	12/02/14	\$8.65	33643	LASER W2'S LASER 1099	E 602-46200-201 OFFICE SUP
602	12/10/14	\$75.17	33653	NOVEMBER 2014 FUEL	E 602-46200-212 MOTOR FUE
602	12/11/14	\$23.80	33682	CORDS/SEWER DEPT.	E 602-46200-220 OPERATING
602	12/30/14	\$71.43	33764	PROTECTION PRODUCTION	E 602-46200-220 OPERATING
602	12/30/14	\$67.95	33764	PROTECTION PRODUCTS	E 602-46200-220 OPERATING
602	12/30/14	\$177.52	33764	MENARDS	E 602-46200-240 SMALL TOO
602	12/30/14	\$12.16	33764	MENARDS	E 602-46200-240 SMALL TOO
602	12/23/14	\$81.57	33749	SEWER CLEANING PROJECT	E 602-46200-301 PROF SER-E
602	12/23/14	\$157.42	33753	4TH QTR. 2014 UTILITY BILLING	E 602-46200-322 POSTAGE
602	12/23/14	\$319.67	0	UB AR Serv 14 SEWER METER	R 602-46200-37210 SEWER R
602	12/23/14	\$1,976.30	0	UB AR Serv 29 INSTIT SEWER	R 602-46200-37210 SEWER R
602	12/23/14	\$19,092.55	0	UB AR Serv 25 COMM SEWER	R 602-46200-37210 SEWER R
602	12/23/14	\$60.00	0	UB AR Serv 24 SEWER COMMER	R 602-46200-37210 SEWER R
602	12/23/14	\$153,952.11	0	UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	12/23/14	\$4,662.15	0	UB AR Serv 15 1ST SEWER	R 602-46200-37210 SEWER R
602	12/23/14	\$12,430.15	0	UB AR Serv 23 INDUSTRI SEW	R 602-46200-37210 SEWER R
602	12/23/14	\$194.00	0	UB AR Serv 20 SEWER ONLY	R 602-46200-37210 SEWER R
602	12/23/14	-\$288.30	0	UB AR Serv Adj 29 INSTIT SEWER	R 602-46200-37210 SEWER R
602	12/23/14	-\$280.64	0	UB AR Serv Adj 25 COMM SEWER	R 602-46200-37210 SEWER R
602	12/23/14	-\$1,175.93	0	UB AR Serv Adj 10 SEWER	R 602-46200-37210 SEWER R
602	12/23/14	-\$10.00	0	UB AR Serv Adj 24 SEWER COMMER	R 602-46200-37210 SEWER R
602	12/23/14	-\$5.00	0	UB AR Serv Pen Adj 10 SEWER	R 602-46200-37211 SEWER L
602	12/23/14	-\$2.26	0	UB AR Serv Pen Adj 25 COMM SEWER	R 602-46200-37211 SEWER L
602	12/23/14	\$231,113.64	0	UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	12/23/14	\$5.00	0	UB AR Serv Pen Adj 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	12/23/14	\$24,622.05	0	UB AR Serv 11 NSP SEWER	R 602-46200-37230 NSP COLL
602	12/23/14	-\$16,547.22	0	UB AR Serv Adj 11 NSP SEWER	R 602-46200-37230 NSP COLL
602	12/23/14	\$134,780.00	0	UB AR Serv 17 PLANT	R 602-46200-37240 ANDERSE
602	12/30/14	\$61.03	33764	MENARDS	E 602-46200-412 REP & MAIN
602	12/18/14	\$6.25	33711	HELP DESK TROUBLESHOOT COMPUTERS	E 602-46200-416 REPAIR/MAI
602	12/10/14	\$2,418.77	33668	DRAIN REPAIR AT PUBLIC WORKS BLG.	E 602-46200-419 REPAIR & M
602	12/10/14	\$56.64	33671	MENARDS	E 602-46200-419 REPAIR & M
602	12/11/14	\$536.20	33683	LIFT STATION DEGREASER/SEWER DEPT.	E 602-46200-419 REPAIR & M
602	12/11/14	\$15.00	33684	TRASH DISPOSAL/SEWER DEPT.	E 602-46200-420 R & M BLDG
FUND 602 SEWER		\$589,280.83			
FUND 803 P & Z ESCROWS					
803	12/10/14	\$358.60	33649	INSPIRATIN DEVELOP PHASE 3	E 803-80045-301 PROF SER-E
803	12/23/14	\$598.37	33748	INSPIRATION DEVELOP PHASE 3	E 803-80045-301 PROF SER-E
803	12/23/14	\$163.11	33749	12 POINT RD REVIEW	E 803-80050-301 PROF SER-E
803	12/18/14	\$225.00	33709	RESOLUTION14-22	E 803-80053-350 PRINTING &
FUND 803 P & Z E		\$1,345.08			
		\$1,666,475.22			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2014

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DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,800.00	\$3,610.07	\$1,189.93	24.79%
41200	MAYOR & COUNCIL	\$190,462.00	\$156,330.08	\$34,131.92	17.92%
41240	RECYCLING	\$7,176.00	\$3,628.59	\$3,547.41	49.43%
41400	ADMINISTRATION	\$158,118.00	\$149,702.77	\$8,415.23	5.32%
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	\$0.00	\$0.00	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$231,305.00	\$232,665.82	-\$1,360.82	-0.59%
41940	MUNICIPAL BUILDINGS	\$139,050.00	\$41,921.98	\$97,128.02	69.85%
42100	POLICE	\$758,692.00	\$712,827.35	\$45,864.65	6.05%
42200	FIRE PROTECTION	\$521,831.00	\$619,654.37	-\$97,823.37	-18.75%
42201	FIRE STATION	\$0.00	\$84,596.69	-\$84,596.69	0.00%
43100	STREET MAINT	\$552,703.00	\$263,499.26	\$289,203.74	52.33%
43130	STREET - FLOOD PREPARATION	\$0.00	\$1,783.42	-\$1,783.42	0.00%
43135	56TH ST & PICKETT AVE TRAIL	\$0.00	\$235.60	-\$235.60	0.00%
43140	HAYNER/2ND ST. S UTILITY PR	\$0.00	\$18,289.45	-\$18,289.45	0.00%
43160	STREET LIGHTING	\$30,000.00	\$24,839.23	\$5,160.77	17.20%
43200	PARKS	\$73,831.00	\$124,657.26	-\$50,826.26	-68.84%
43300	CEMETERY	\$37,475.00	\$2,624.06	\$34,850.94	93.00%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,755,443.00	\$2,440,866.00	\$314,577.00	11.42%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$491.28	-\$491.28	0.00%
FUND 210 K-9 UNIT		\$0.00	\$491.28	-\$491.28	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$294,740.00	\$270,582.67	\$24,157.33	8.20%
FUND 211 LIBRARY		\$294,740.00	\$270,582.67	\$24,157.33	8.20%
FUND 412 CEMETERY CAPITAL IMPROV					

CITY OF BAYPORT
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DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%
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 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$0.00	\$0.00	0.00%
41610	LYNN MOST PROJECT	\$0.00	\$10,432.80	-\$10,432.80	0.00%
44151	TCE WATER MAIN IMPROVEME	\$0.00	\$4,921.06	-\$4,921.06	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$48,533.21	-\$1,083.21	-2.28%
46120	WATER	\$448,314.00	\$420,068.40	\$28,245.60	6.30%
FUND 601 WATER		\$495,764.00	\$483,955.47	\$11,808.53	2.38%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$291,889.00	\$240,629.58	\$51,259.42	17.56%
46990	SEWER - NON-OPERATING	\$400,000.00	\$397,112.87	\$2,887.13	0.72%
FUND 602 SEWER		\$691,889.00	\$637,742.45	\$54,146.55	7.83%
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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2014

12 Month = 100.08

DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET 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	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$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	\$46.00	-\$46.00	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%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$0.00	\$0.00	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$1,128.13	-\$1,128.13	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$6,971.09	-\$6,971.09	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$0.00	\$0.00	0.00%
80047	JANE KEYES	\$0.00	\$0.00	\$0.00	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$46.00	-\$46.00	0.00%
80049	AMERICAN LEGION	\$0.00	\$93.40	-\$93.40	0.00%
80050	12 POINT ROAD	\$0.00	\$2,363.47	-\$2,363.47	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$1,045.76	-\$1,045.76	0.00%
80053	CHRIS HAYNER	\$0.00	\$276.19	-\$276.19	0.00%
80054	LYNN MOST	\$0.00	\$79.75	-\$79.75	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$12,049.79	-\$12,049.79	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2014

12 Month = 100.08

DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
		\$4,237,836.00	\$3,845,687.66	\$392,148.34	9.25%

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Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
U S BANK VISA	101	12/02/14	\$55.97	E	41100	220	BRINE'S MARKET	OPERATING SUPP	005205
TAYLOR, SARA	101	12/18/14	\$49.92	E	41100	220	MILEAGE REIMBURSEME	OPERATING SUPP	005273
PETTY CASH	101	12/01/14	\$39.40	E	41100	220	OCT NOV REFUND & RE	OPERATING SUPP	005201
			\$145.29						
DEPT 41100 ELECTIONS									
DEPT 41200 MAYOR & COUNCIL									
LEAGUE OF MN CITIES IN	101	12/02/14	\$0.81	E	41200	150	WORKERS COMPENSATI	WORKER S COMP	005198
BUSINESS FORMS & ACCO	101	12/02/14	\$8.65	E	41200	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
U S BANK VISA	101	12/30/14	\$42.12	E	41200	201	INNOVATIVE OFFICE SOL	OFFICE SUPPLIES	005286
ECKBERG LAMMERS	101	12/23/14	\$108.75	E	41200	300	REVIEW CC AGENDA	PROF SER-LEGAL	005250
ECKBERG LAMMERS	101	12/23/14	\$217.50	E	41200	300	CODE RED CONTRACT	PROF SER-LEGAL	005250
ECKBERG LAMMERS	101	12/23/14	\$797.50	E	41200	300	DATA PRACTICE	PROF SER-LEGAL	005250
ECKBERG LAMMERS	101	12/23/14	\$200.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	005250
S E H	101	12/23/14	\$81.57	E	41200	301	COPY OF ADDRESS MAP	PROF SER-ENGIN	005269
S E H	101	12/23/14	\$81.57	E	41200	301	REVIEW ENGINEERING R	PROF SER-ENGIN	005269
S E H	101	12/23/14	\$1,181.26	E	41200	301	MS4 WRITE RESPONSE T	PROF SER-ENGIN	005269
S E H	101	12/23/14	\$1,380.20	E	41200	301	5TH ST GROUND WATER	PROF SER-ENGIN	005269
S E H	101	12/23/14	\$860.41	E	41200	301	STAFF MTG	PROF SER-ENGIN	005269
S E H	101	12/23/14	\$66.84	E	41200	301	CC MTG	PROF SER-ENGIN	005269
COMPLETE HEALTH ENVI	101	12/18/14	\$350.00	E	41200	306	NOVEMBER 2014 MAINT	PROF SER-OTHER	005249
COMPLETE HEALTH ENVI	101	12/18/14	\$350.00	E	41200	306	DECEMBER 2014 MAINT	PROF SER-OTHER	005249
U S BANK VISA	101	12/02/14	\$15.00	E	41200	402	BREAD ART	CONFERENCES &	005205
U S BANK VISA	101	12/02/14	\$7.98	E	41200	402	HOLIDAY	CONFERENCES &	005205
			\$5,750.16						
DEPT 41200 MAYOR & COUNCIL									
DEPT 41240 RECYCLING									
TAYLOR, SARA	101	12/18/14	\$17.92	E	41240	306	MILEAGE REIMBURSEME	PROF SER-OTHER	005273
PETERSON, JILL	101	12/18/14	\$30.00	E	41240	370	DEC 2014 RECYCLING RE	RECYCLING INCE	005267
			\$47.92						
DEPT 41240 RECYCLING									
DEPT 41400 ADMINISTRATION									
LEAGUE OF MN CITIES IN	101	12/02/14	\$32.59	E	41400	150	WORKERS COMPENSATI	WORKER S COMP	005198
U S BANK VISA	101	12/30/14	\$65.00	E	41400	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	005286
BUSINESS FORMS & ACCO	101	12/02/14	\$51.90	E	41400	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
BANYON DATA SYSTEMS	101	12/02/14	\$795.00	E	41400	302	FUND SUPPORT	CONTRACT SERVI	005193
BANYON DATA SYSTEMS	101	12/02/14	\$795.00	E	41400	302	PAY SUPPORT	CONTRACT SERVI	005193
TAYLOR, SARA	101	12/18/14	\$155.12	E	41400	400	MILEAGE REIMBURSEME	USE OF PERSONA	005273
PETTY CASH	101	12/01/14	\$5.00	E	41400	400	OCT NOV REFUND & RE	USE OF PERSONA	005201
TR COMPUTER SALES LLC	101	12/18/14	\$37.50	E	41400	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
			\$1,937.11						
DEPT 41400 ADMINISTRATION									
DEPT 41910 PLANNING & ZONING									
BUSINESS FORMS & ACCO	101	12/02/14	\$43.25	E	41910	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
HOLIDAY FLEET	101	12/10/14	\$161.79	E	41910	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
TAYLOR, SARA	101	12/18/14	\$114.80	E	41910	400	MILEAGE REIMBURSEME	USE OF PERSONA	005273
U S BANK VISA	101	12/02/14	\$6.00	E	41910	402	U OF M PARKING	CONFERENCES &	005205
TAYLOR, SARA	101	12/18/14	\$175.84	E	41910	402	MILEAGE REIMBURSEME	CONFERENCES &	005273
PETTY CASH	101	12/01/14	\$15.00	E	41910	402	OCT NOV REFUND & RE	CONFERENCES &	005201
PETTY CASH	101	12/01/14	\$12.00	E	41910	402	OCT NOV REFUND & RE	CONFERENCES &	005201
U S BANK VISA	101	12/30/14	\$420.00	E	41910	402	U OF M CCE NONCREDIT	CONFERENCES &	005286
PETTY CASH	101	12/01/14	\$15.00	E	41910	402	OCT NOV REFUND & RE	CONFERENCES &	005201
PETTY CASH	101	12/01/14	\$16.58	E	41910	402	OCT NOV REFUND & RE	CONFERENCES &	005201
U S BANK VISA	101	12/30/14	\$54.15	E	41910	412	DEPT OF PUBLIC SAFETY	REP & MAINT VEH	005286

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Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
TR COMPUTER SALES LLC	101	12/18/14	\$31.25	E	41910	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
DEPT 41910 PLANNING & ZONING			\$1,065.66						
DEPT 41940 MUNICIPAL BUILDINGS									
JOHNSON, CHAD	101	12/22/14	\$325.00	E	41940	302	DEC. 2014 CLEANING SE	CONTRACT SERVI	005258
OFFICE OF ENT TECHNOL	101	12/18/14	\$456.49	E	41940	321	PHONES/CITY HALL	COMMUNICATION	005266
COMCAST	101	12/01/14	\$63.77	E	41940	321	DEC 2014 HIGHSPEED IN	COMMUNICATION	005197
XCEL	101	12/10/14	\$617.78	E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
XCEL	101	12/10/14	\$217.03	E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005231
MINNESOTA ELEVATOR	101	12/18/14	\$150.04	E	41940	420	DEC 2014 CONTRACT/CI	R & M BLDGS, ST	005263
AUCTION MASTERS	101	12/11/14	\$748.15	E	41940	420	AUDIO MATERIAL COUN	R & M BLDGS, ST	005235
SCHMIDT MECHANICAL	101	12/22/14	\$172.50	E	41940	420	SERVICE CALL/CITY HAL	R & M BLDGS, ST	005270
PETTY CASH	101	12/01/14	\$20.00	E	41940	420	OCT NOV REFUND & RE	R & M BLDGS, ST	005201
PETTY CASH	101	12/01/14	\$7.39	E	41940	420	OCT NOV REFUND & RE	R & M BLDGS, ST	005201
PETTY CASH	101	12/01/14	\$65.00	E	41940	420	OCT NOV REFUND & RE	R & M BLDGS, ST	005201
J G HAUSE CONTRUCTION	101	12/23/14	\$2,925.00	E	41940	530	REMOVE & REPLACE WA	CAPITAL ASSETS	005256
DEPT 41940 MUNICIPAL BUILDING			\$5,768.15						
DEPT 42100 POLICE									
LEAGUE OF MN CITIES IN	101	12/02/14	\$184.73	E	42100	150	WORKERS COMPENSATI	WORKER S COMP	005198
U S BANK VISA	101	12/30/14	\$10.71	E	42100	201	WM SUPERCENTER	OFFICE SUPPLIES	005286
GRAFIX SHOPPE	101	12/22/14	\$80.85	E	42100	201	MAGNETIC BADGES/POLI	OFFICE SUPPLIES	005253
BUSINESS FORMS & ACCO	101	12/02/14	\$43.25	E	42100	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
UNIFORMS UNLIMITED	101	12/18/14	\$22.00	E	42100	202	UNIFORMS - PURPUR/PO	UNIFORMS - MISC	005278
U S BANK VISA	101	12/30/14	\$40.95	E	42100	202	GALLS INTERN	UNIFORMS - MISC	005286
HOLIDAY FLEET	101	12/10/14	\$10.26	E	42100	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
WASHINGTON COUNTY S	101	12/10/14	\$1,309.07	E	42100	212	NOVEMBER 2014 FUEL/P	MOTOR FUELS & L	005230
FURY DODGE CHRYSLER	101	12/30/14	\$106.70	E	42100	212	POLICE DEPARTMENT	MOTOR FUELS & L	005285
U S BANK VISA	101	12/02/14	\$75.61	E	42100	220	ST. PAUL STAMP WORKS	OPERATING SUPP	005205
ECKBERG LAMMERS	101	12/10/14	\$2,376.37	E	42100	300	NOV 2014 PROSECUTION	PROF SER-LEGAL	005215
VERIZON WIRELESS	101	12/10/14	\$105.03	E	42100	321	NOV-DEC 1ST 2014 PHO	COMMUNICATION	005229
THOMAS REUTERS - WES	101	12/18/14	\$134.83	E	42100	321	WET INFORMATION CHG	COMMUNICATION	005274
BAYPORT PRINTING HOU	101	12/10/14	\$30.00	E	42100	350	TOYS FOR TOTS PSOTER	PRINTING & PUBL	005210
WASHINGTON COUNTY P	101	12/18/14	\$1,200.24	E	42100	391	4TH QTR OCT-DEC 2014	SHARED AUTOMA	005280
WASHINGTON COUNTY S	101	12/30/14	\$1,125.00	E	42100	391	QTR4-2014 MDC'S/POLIC	SHARED AUTOMA	005288
WASHINGTON COUNTY S	101	12/30/14	\$6,302.29	E	42100	391	QTR4-2014 ALERTS-REC	SHARED AUTOMA	005288
U S BANK VISA	101	12/02/14	\$29.95	E	42100	403	EXPERIAN	POLICE TRAINING	005205
U S BANK VISA	101	12/02/14	-\$29.95	E	42100	403	CREDIT FOR FRAUD ADJ	POLICE TRAINING	005205
U S BANK VISA	101	12/02/14	-\$29.95	E	42100	403	CREDIT FOR FRAUD ADJ	POLICE TRAINING	005205
U S BANK VISA	101	12/02/14	-\$1.00	E	42100	403	CREDIT FOR FRAUD ADJ	POLICE TRAINING	005205
JACKSON, JAY	101	12/18/14	\$1,752.36	E	42100	403	TUITION REIMBURSEME	POLICE TRAINING	005257
U S BANK VISA	101	12/02/14	\$198.80	E	42100	403	WM SUPERCENTER	POLICE TRAINING	005205
U S BANK VISA	101	12/02/14	\$483.08	E	42100	412	DISCOUNT TIRE	REP & MAINT VEH	005205
U S BANK VISA	101	12/02/14	\$303.64	E	42100	412	DISCOUNT TIRE DEBIT A	REP & MAINT VEH	005205
U S BANK VISA	101	12/30/14	\$63.88	E	42100	412	NAPA STORE	REP & MAINT VEH	005286
TR COMPUTER SALES LLC	101	12/18/14	\$31.25	E	42100	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
MINNESOTA CHIEFS OF P	101	12/10/14	\$230.00	E	42100	433	2015 MEMBERSHIP DUES	DUES & MEMBERS	005222
RELIABLE GARAGE DOOR,	101	12/02/14	\$395.50	E	42100	439	GARAGE DOOR REPAIR/P	TRANSFER OUT/B	005202
DEPT 42100 POLICE			\$16,585.45						
DEPT 42200 FIRE PROTECTION									
LEAGUE OF MN CITIES IN	101	12/02/14	\$291.22	E	42200	150	WORKERS COMPENSATI	WORKER S COMP	005198
U S BANK VISA	101	12/01/14	\$14.70	E	42200	202	USPS	UNIFORMS - MISC	005205
HOLIDAY FLEET	101	12/10/14	\$825.27	E	42200	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
MUNICIPAL EMERGENCY	101	12/11/14	\$1,476.65	E	42200	217	RESUCE RANDY/FIRE DE	MATERIALS & PR	005241

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CENTURY COLLEGE	101	12/01/14	\$375.00	E	42200	217	FIREFIGHTER CEU PROG	MATERIALS & PR	005196
U S BANK VISA	101	12/01/14	\$179.39	E	42200	217	PIZZA MAN	MATERIALS & PR	005205
U S BANK VISA	101	12/01/14	\$88.60	E	42200	217	PIZZA MAN	MATERIALS & PR	005205
U S BANK VISA	101	12/01/14	\$144.79	E	42200	217	ZA ITALIAN MINNESOTA	MATERIALS & PR	005205
MUNICIPAL EMERGENCY	101	12/11/14	\$940.00	E	42200	220	FOAM/FIRE DEPT.	OPERATING SUPP	005241
U S BANK VISA	101	12/01/14	\$234.49	E	42200	220	BOUND TREE MEDICAL	OPERATING SUPP	005205
ASPEN MILLS INC	101	12/22/14	\$105.90	E	42200	220	UNIFORMS SUPPLIES/FI	OPERATING SUPP	005246
U S BANK VISA	101	12/01/14	\$673.35	E	42200	220	BOUND TREE MEDICAL	OPERATING SUPP	005205
U S BANK VISA	101	12/01/14	-\$303.80	E	42200	220	BOUND TREE	OPERATING SUPP	005205
U S BANK VISA	101	12/01/14	\$234.50	E	42200	240	NORTHWEST TERRITORI	SMALL TOOLS-EQ	005205
MUNICIPAL EMERGENCY	101	12/22/14	\$500.00	E	42200	240	CMC TRUCK CACHE/FIRE	SMALL TOOLS-EQ	005264
APPLIED IMAGES	101	12/02/14	\$37.44	E	42200	240	UNIFORMS SUPPLIES/FI	SMALL TOOLS-EQ	005192
MUNICIPAL EMERGENCY	101	12/02/14	\$530.11	E	42200	240	UNIFORMS OPERATING	SMALL TOOLS-EQ	005199
U S BANK VISA	101	12/01/14	\$5,348.08	E	42200	240	BULLEX DIGITAL SAFEY	SMALL TOOLS-EQ	005205
BCA	101	12/18/14	\$15.00	E	42200	306	GOULETTE CHECK/POLIC	PROF SER-OTHER	005248
JOHNSON, CHAD	101	12/18/14	\$175.00	E	42200	306	DEC. 2014 CLEANING FI	PROF SER-OTHER	005258
VERIZON WIRELESS	101	12/11/14	\$696.18	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	005244
VERIZON WIRELESS	101	12/01/14	\$80.04	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	005207
ANCOM COMMUNICATION	101	12/01/14	\$1,111.00	E	42200	323	2 PAGER/FIRE DEPT.	RADIOS-REPAIR &	005191
ANCOM COMMUNICATION	101	12/22/14	\$12.00	E	42200	323	PAGER BATTERY REPLAC	RADIOS-REPAIR &	005245
ANCOM COMMUNICATION	101	12/11/14	\$88.00	E	42200	323	ANTENNA/FIRE DEPT.	RADIOS-REPAIR &	005234
XCEL	101	12/10/14	\$368.94	E	42200	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
XCEL	101	12/10/14	\$722.15	E	42200	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005231
WASHINGTON COUNTY P	101	12/22/14	\$3,300.66	E	42200	391	4TH QTR 2014 RADIO/FI	SHARED AUTOMA	005280
EISINGER, JAKE	101	12/23/14	\$380.00	E	42200	402	FIRE INVESTIGATION SK	CONFERENCES &	005252
BAYPORT TRANSMISSION	101	12/11/14	\$50.00	E	42200	412	2011 CHEV/FIRE DEPT.	REP & MAINT VEH	005236
BAYPORT TRANSMISSION	101	12/11/14	\$50.00	E	42200	412	2009 CHEV	REP & MAINT VEH	005236
STILLWATER TOWING IN	101	12/11/14	\$183.21	E	42200	412	PEIRCE TRUCK/FIRE DEP	REP & MAINT VEH	005242
STILLWATER TOWING IN	101	12/11/14	\$183.21	E	42200	412	PIERCE TRUCK #1	REP & MAINT VEH	005242
BAUER BUILT	101	12/01/14	\$1,801.63	E	42200	412	LADDER 2108	REP & MAINT VEH	005194
U S BANK VISA	101	12/01/14	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	005205
DEPT 42200 FIRE PROTECTION			\$20,934.13						
DEPT 42201 FIRE STATION									
ECKBERG LAMMERS	101	12/23/14	\$362.50	E	42201	300	FIRE CONTRACTS	PROF SER-LEGAL	005250
S E H	101	12/23/14	\$11,538.45	E	42201	301	FIRE STATION SURVEY/	PROF SER-ENGIN	005269
LEO A DALY	101	12/23/14	\$20,028.73	E	42201	302	FIRE STATION	CONTRACT SERVI	005260
DEPT 42201 FIRE STATION			\$31,929.68						
DEPT 43100 STREET MAINT									
LEAGUE OF MN CITIES IN	101	12/02/14	\$149.39	E	43100	150	WORKERS COMPENSATI	WORKER S COMP	005198
BUSINESS FORMS & ACCO	101	12/02/14	\$8.65	E	43100	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
HOLIDAY FLEET	101	12/10/14	\$1,499.92	E	43100	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
ECONO SIGNS	101	12/22/14	\$242.70	E	43100	220	TRAFFIC SIGNS/STREET	OPERATING SUPP	005251
DISPLAY SALES COMPANY	101	12/10/14	\$425.37	E	43100	220	XMAS LIGHTS/STREET D	OPERATING SUPP	005214
T. R. F. SUPPLY	101	12/10/14	\$527.75	E	43100	225	SIDEWALK DEICER/STRE	SALT & SAND PUR	005226
COMPASS MINNERALS AM	101	12/11/14	\$3,097.19	E	43100	225	ROAD SALT/STREET DEP	SALT & SAND PUR	005237
COMPASS MINNERALS AM	101	12/11/14	\$1,435.39	E	43100	225	WINTER ROAD SALT/STR	SALT & SAND PUR	005237
AGGREGATE INDUSTRIES	101	12/11/14	\$69.42	E	43100	225	WINTER ROAD SAND/ST	SALT & SAND PUR	005232
AGGREGATE INDUSTRIES	101	12/10/14	\$71.84	E	43100	225	WINTER ROAD SAND/ST	SALT & SAND PUR	005208
AGGREGATE INDUSTRIES	101	12/10/14	\$70.35	E	43100	225	WINTER ROAD SAND/ST	SALT & SAND PUR	005208
AGGREGATE INDUSTRIES	101	12/30/14	\$77.10	E	43100	225	WINTER ROAD SAND	SALT & SAND PUR	005282
S E H	101	12/23/14	\$163.11	E	43100	301	2014 SEAL COAT/STREET	PROF SER-ENGIN	005269
AREAWIDE TRUCK & TRAI	101	12/10/14	\$87.00	E	43100	412	TRUCK INSPECTION/STR	REP & MAINT VEH	005209
MAC QUEEN EQUIPMENT	101	12/10/14	\$139.33	E	43100	412	AMBER LED LITE SWEEP	REP & MAINT VEH	005221

CITY OF BAYPORT
MONTHLY EXPENSES 5191-5288

Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	101	12/30/14	\$494.00	E	43100	412	TRI-STATE BOB CAT	REP & MAINT VEH	005286
HORAK, MILAN	101	12/11/14	\$86.14	E	43100	412	TRUCK LIGHT SIGNAL/ST	REP & MAINT VEH	005239
SAVATREE	101	12/10/14	\$320.00	E	43100	413	HAZARD TREE TAKE DO	TREES	005225
TR COMPUTER SALES LLC	101	12/18/14	\$6.25	E	43100	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
U S BANK VISA	101	12/30/14	\$89.00	E	43100	420	MENARDS	R & M BLDGS, ST	005286
U S BANK VISA	101	12/30/14	\$143.24	E	43100	420	MENARDS	R & M BLDGS, ST	005286
GEORGE SIEGFRIED CON	101	12/10/14	\$1,601.74	E	43100	421	REPAIR CULVERT AT PER	REPAIR & MAINT	005216
DEPT 43100 STREET MAINT			\$10,804.88						
DEPT 43160 STREET LIGHTING									
XCEL	101	12/10/14	\$2,238.28	E	43160	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
DEPT 43160 STREET LIGHTING			\$2,238.28						
DEPT 43200 PARKS									
LEAGUE OF MN CITIES IN	101	12/02/14	\$39.49	E	43200	150	WORKERS COMPENSATI	WORKER S COMP	005198
HOLIDAY FLEET	101	12/10/14	\$20.62	E	43200	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
U S BANK VISA	101	12/30/14	\$48.09	E	43200	240	CENTRAL LANDSCAPE	SMALL TOOLS-EQ	005286
U S BANK VISA	101	12/30/14	\$22.43	E	43200	410	MENARDS	REPAIR & MAINT	005286
TR COMPUTER SALES LLC	101	12/18/14	\$6.25	E	43200	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
U S BANK VISA	101	12/10/14	\$4.26	E	43200	420	ACE HARDWARE	R & M BLDGS, ST	005227
U S BANK VISA	101	12/10/14	\$197.35	E	43200	420	MENARDS	R & M-BLDGS, ST	005227
AIR FRESH PORTABLE TOI	101	12/30/14	\$78.75	E	43200	425	TENNIS CT 12/19/14-1/1	SATILLITIES	005283
AIR FRESH PORTABLE TOI	101	12/30/14	\$78.75	E	43200	425	RIVERSIDE 12/17/14-1/1	SATILLITIES	005283
DEPT 43200 PARKS			\$495.99						
FUND 101 GENERAL			\$97,702.70						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
LOUCKS ASSOCIATES	207	12/18/14	\$115.00	E	44100	306	PERO PARK PHASE 2	PROF SER-OTHER	005262
DEPT 44100 PROJECT			\$115.00						
FUND 207 PARK IMPROVEMENT FUND			\$115.00						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
LEAGUE OF MN CITIES IN	211	12/02/14	\$12.74	E	45500	150	WORKERS COMPENSATI	WORKER S COMP	005198
BAKER & TAYLOR	211	12/22/14	\$64.00	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$184.39	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$368.88	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/30/14	\$85.15	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005284
BAKER & TAYLOR	211	12/30/14	\$96.07	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005284
BAKER & TAYLOR	211	12/22/14	\$13.84	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/30/14	\$113.90	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005284
BAKER & TAYLOR	211	12/22/14	\$108.26	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$303.65	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$60.93	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$42.83	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$24.37	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
BAKER & TAYLOR	211	12/22/14	\$36.92	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	005247
INNOVATIVE OFFICE SOL	211	12/22/14	\$104.79	E	45500	220	OFFICE SUPPLIES/LIBRA	OPERATING SUPP	005255
LINNER ELECTRIC	211	12/22/14	\$485.25	E	45500	302	BLG MAINT./LIBRARY DE	CONTRACT SERVI	005261
TWO GALS IN A GARDEN	211	12/22/14	\$241.03	E	45500	302	3 WINTER/EVERGREEN/L	CONTRACT SERVI	005277
OFFICE OF ENT TECHNOL	211	12/22/14	\$74.63	E	45500	302	PHONES/LIBRARY	CONTRACT SERVI	005266
TOSHIBA BUSINESS SOLU	211	12/22/14	\$246.94	E	45500	302	MTHLY CONTRACT/LIBR	CONTRACT SERVI	005275
SHARON SIPPEL	211	12/22/14	\$1,725.00	E	45500	302	DEC 2014 CLEANING SER	CONTRACT SERVI	005271

CITY OF BAYPORT
MONTHLY EXPENSES 5191-5288

Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
KINDER MELODIES	211	12/22/14	\$50.00	E	45500	302	CHRISTMAS STORY TIME	CONTRACT SERVI	005259
KINDER MELODIES	211	12/22/14	\$675.00	E	45500	302	STORY TIME/LIBRARY	CONTRACT SERVI	005259
XCEL	211	12/10/14	\$836.71	E	45500	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
XCEL	211	12/10/14	\$442.63	E	45500	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005231
STILLWATER PUBLIC LIBR	211	12/22/14	\$84.00	E	45500	391	BPL COLLECTED FOR STI	SHARED AUTOMA	005272
MINNESOTA ELEVATOR	211	12/22/14	\$157.23	E	45500	420	DEC 2014 CONTRACT/LI	R & M BLDGS, ST	005263
DEPT 45500 LIBRARY			\$6,639.14						
FUND 211 LIBRARY			\$6,639.14						
FUND 601 WATER									
DEPT 41610 LYNN MOST PROJECT									
SUMMIT FIRE PROTECTIO	601	12/02/14	\$10,432.80	E	41610	302	243 N 3RD LYNN MOST P	CONTRACT SERVI	005203
DEPT 41610 LYNN MOST PROJECT			\$10,432.80						
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	12/10/14	\$1,815.14	E	46110	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
XCEL	601	12/10/14	\$142.72	E	46110	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005231
GOODIN COMPANY	601	12/11/14	\$1,476.93	E	46110	419	V-BREAK AIR STRIPPER/	REPAIR & MAINT	005238
LINNER ELECTRIC	601	12/10/14	\$1,277.00	E	46110	419	ELECTRICAL REPAIR WE	REPAIR & MAINT	005220
DEPT 46110 WATER-PUMPHOUSE			\$4,711.79						
DEPT 46120 WATER									
LEAGUE OF MN CITIES IN	601	12/02/14	\$19.51	E	46120	150	WORKERS COMPENSATI	WORKER S COMP	005198
BUSINESS FORMS & ACCO	601	12/02/14	\$8.65	E	46120	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
CCP INDUSTRIES	601	12/10/14	\$86.83	E	46120	203	UNIFORMS-TIM GARDNE	UNIFORMS - TIM	005212
HOLIDAY FLEET	601	12/10/14	\$198.02	E	46120	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
HAWKINS WATER	601	12/10/14	\$25.00	E	46120	216	WATER TREATMENT-CHL	CHEMICALS AND	005217
U S BANK VISA	601	12/30/14	\$13.85	E	46120	216	THE USPS STORE	CHEMICALS AND	005286
U S BANK VISA	601	12/10/14	\$13.92	E	46120	216	THE UPS STORE	CHEMICALS AND	005227
U S BANK VISA	601	12/10/14	\$3.22	E	46120	216	USPS	CHEMICALS AND	005227
MVTL	601	12/22/14	\$54.00	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	005265
S E H	601	12/10/14	\$2,208.30	E	46120	301	TCE WATER MAIN IMPR	PROF SER-ENGIN	005224
ONE CALL CONCEPTS	601	12/10/14	\$40.70	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	005223
COMCAST	601	12/10/14	\$59.95	E	46120	321	DEC 2014/JAN 2015 HIG	COMMUNICATION	005213
POSTMASTER	601	12/23/14	\$157.42	E	46120	322	4TH QTR. 2014 UTILITY	POSTAGE	005268
XCEL	601	12/10/14	\$1,595.19	E	46120	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
XCEL	601	12/10/14	\$771.35	E	46120	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005231
CARQUEST OF STILLWAT	601	12/10/14	\$9.12	E	46120	412	BATTERY CABLE/WATER	REP & MAINT VEH	005211
CARQUEST OF STILLWAT	601	12/10/14	\$28.87	E	46120	412	BATTERY CABLES/WATE	REP & MAINT VEH	005211
U S BANK VISA	601	12/10/14	\$449.95	E	46120	412	NATIONS STARTER	REP & MAINT VEH	005227
U S BANK VISA	601	12/10/14	\$9.62	E	46120	412	RADIOSHACK	REP & MAINT VEH	005227
TR COMPUTER SALES LLC	601	12/18/14	\$6.25	E	46120	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
U S BANK VISA	601	12/30/14	\$106.79	E	46120	420	MENARDS	R & M BLDGS, ST	005286
DEPT 46120 WATER			\$5,866.51						
FUND 601 WATER			\$21,011.10						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
LEAGUE OF MN CITIES IN	602	12/02/14	\$19.52	E	46200	150	WORKERS COMPENSATI	WORKER S COMP	005198
BUSINESS FORMS & ACCO	602	12/02/14	\$8.65	E	46200	201	LASER W2'S LASER 1099	OFFICE SUPPLIES	005195
HOLIDAY FLEET	602	12/10/14	\$75.17	E	46200	212	NOVEMBER 2014 FUEL	MOTOR FUELS & L	005218
U S BANK VISA	602	12/30/14	\$67.95	E	46200	220	PROTECTION PRODUCTS	OPERATING SUPP	005286
U S BANK VISA	602	12/30/14	\$71.43	E	46200	220	PROTECTION PRODUCTI	OPERATING SUPP	005286
MENARDS-STILLWATER	602	12/11/14	\$23.80	E	46200	220	CORDS/SEWER DEPT.	OPERATING SUPP	005240

CITY OF BAYPORT
MONTHLY EXPENSES 5191-5288

12/30/14 5:11 PM
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Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
U S BANK VISA	602	12/30/14	\$177.52	E	46200	240	MENARDS	SMALL TOOLS-EQ	005286
U S BANK VISA	602	12/30/14	\$12.16	E	46200	240	MENARDS	SMALL TOOLS-EQ	005286
S E H	602	12/23/14	\$81.57	E	46200	301	SEWER CLEANING PROJE	PROF SER-ENGIN	005269
POSTMASTER	602	12/23/14	\$157.42	E	46200	322	4TH QTR. 2014 UTILITY	POSTAGE	005268
U S BANK VISA	602	12/30/14	\$61.03	E	46200	412	MENARDS	REP & MAINT VEH	005286
TR COMPUTER SALES LLC	602	12/18/14	\$6.25	E	46200	416	HELP DESK TROUBLESH	REPAIR/MAINT OF	005276
GEORGE SIEGFRIED CON	602	12/10/14	\$2,418.77	E	46200	419	DRAIN REPAIR AT PUBLI	REPAIR & MAINT	005216
U S BANK VISA	602	12/10/14	\$56.64	E	46200	419	MENARDS	REPAIR & MAINT	005227
T. R. F. SUPPLY	602	12/11/14	\$536.20	E	46200	419	LIFT STATION DEGREAS	REPAIR & MAINT	005243
ALLIED WASTE SERVICES	602	12/11/14	\$15.00	E	46200	420	TRASH DISPOSAL/SEWE	R & M BLDGS, ST	005233
DEPT 46200 SEWER - OPERATING			<u>\$3,789.08</u>						
FUND 602 SEWER			<u>\$3,789.08</u>						
FUND 803 P & Z ESCROWS									
DEPT 80045 DRH-INSPIRATION PHASE II PLAT									
S E H	803	12/10/14	\$358.60	E	80045	301	INSPIRATIN DEVELOP PH	PROF SER-ENGIN	005224
S E H	803	12/23/14	\$598.37	E	80045	301	INSPIRATION DEVELOP	PROF SER-ENGIN	005269
DEPT 80045 DRH-INSPIRATION PH			<u>\$956.97</u>						
DEPT 80050 12 POINT ROAD									
S E H	803	12/23/14	\$163.11	E	80050	301	12 POINT RD REVIEW	PROF SER-ENGIN	005269
DEPT 80050 12 POINT ROAD			<u>\$163.11</u>						
DEPT 80053 CHRIS HAYNER									
WASHINGTON COUNTY R	803	12/18/14	\$225.00	E	80053	350	RESOLUTION14-22	PRINTING & PUBL	005281
DEPT 80053 CHRIS HAYNER			<u>\$225.00</u>						
FUND 803 P & Z ESCROWS			<u>\$1,345.08</u>						
			<u>\$130,602.10</u>						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: December, 2014

Printed:12/30/2014

Page1 of 2

Permit Number: BP2014-91	Filing Date: 12/4/2014
Parcel Address: 887 2ND Ave. N.	BAYPORT, MN 55003
Applicant: INNOVATIVE BASEMENT INNOVATIVE BASEMENT SYSTEM RESIDENTIAL	Applicant Phone: 320-629-3990
Construction Value: \$3,700.00	Total Fees: \$172.21

Permit Number: BP2014-92	Filing Date: 12/11/2014
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: SERVICE FIRE PROTECTION INC. SERVICE FIRE PROTECTION INC. FIRE	Applicant Phone: 952-591-9200
Construction Value: \$2,200.00	Total Fees: \$75.00

Permit Number: EG2014-3	Filing Date: 12/11/2014
Parcel Address: 243 3rd Street N.	Bayport, MN 55003
Applicant: INDUSTRIAL UTILITIES, INC. INDUSTRIAL UTILITIES, INC. EXCAVATION &	Applicant Phone: 651-426-6120
Construction Value:	Total Fees: \$350.00

Permit Number: MC2014-49	Filing Date: 12/29/2014
Parcel Address: 110 MARINER WAY	
Applicant: TWIN CITY FIREPLACE & STONE TWIN CITY FIREPLACE & STONE CO.	Applicant Phone: 952-941-2685
Construction Value: \$4,500.00	Total Fees: \$80.00

Permit Number: PL2014-42	Filing Date: 12/3/2014
Parcel Address: 340 PERIWINKLE Place	BAYPORT, MN 55003
Applicant: DUSTY'S DRAIN CLEANING DUSTY'S DRAIN CLEANING Plumber	Applicant Phone: 763-286-8741
Construction Value: \$9,500.00	Total Fees: \$80.00

Building Permit Log

For: December, 2014

Printed:12/30/2014

Page2 of 2

Permit Number: PL2014-43	Filing Date: 12/9/2014
Parcel Address: 3319 PETE MILLER LANE N.	STILLWATER, MN 55082
Applicant: DERRICK CUSTOM HOMES, LLC COUNTRYSIDE PLUMBING & HEATING	Applicant Phone: 715-246-2320
Construction Value:	Total Fees: \$1,630.00

Permit Number: PL2014-44	Filing Date: 12/9/2014
Parcel Address: 3535 PETE MILLER TRAIL N.	STILLWATER, MN 55003
Applicant: DERRICK CUSTOM HOMES, LLC COUNTRYSIDE PLUMBING & HEATING	Applicant Phone: 715-246-2320
Construction Value:	Total Fees: \$1,630.00

Permit Number: PL2014-45	Filing Date: 12/11/2014
Parcel Address: 243 3rd Street N.	Bayport, MN 55003
Applicant: INDUSTRIAL INDUSTRIES, INC. INDUSTRIAL INDUSTRIES, INC.	Applicant Phone: 651-426-6120
Construction Value: \$3,500.00	Total Fees: \$80.00



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

Date: December 30, 2014
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: **2015 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 2015:

- **Atomic Recycling**
Minneapolis, Minnesota
- **Advanced Disposal Services**
St. Paul, Minnesota
- **Highland Sanitation and Recycling**
Newport, 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**
Stillwater, Minnesota
- **Republic Services**
Inver Grove Heights, Minnesota
- **Shamrock Disposal, Inc.**
Blaine, Minnesota
- **Tennis Roll Off, LLC**
St. Paul Park, Minnesota

RECOMMENDATION

Staff recommends the City Council approve licenses for the above-named businesses to provide refuse hauling services within the City of Bayport during 2015, and authorize City Administrator Martin 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
 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, which includes a request for special city services or use of equipment and/or alters the general use of city property, parks, buildings, or grounds. Examples of items that would prompt a special event application include music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, barricades, and similar items. Special event applications require City Council approval. Therefore, it is important to plan ahead and submit the application form to City Hall at least three weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. 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 requests for city services and/or equipment associated with the event.

Property Information	
City property:	<input checked="" type="checkbox"/> Lakeside Park <input type="checkbox"/> Barker's Alps Park <input type="checkbox"/> Perro Park <input type="checkbox"/> Village Green Park
	<input type="checkbox"/> Street, alley, or other city property description: _____
Private property address: _____	

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name:	Sarah Andersen, 11 Point Road, Bayport MN 439-6286	
Organization/Business Name:	Kelly Dorr Kinnicoix Girl Scouts / Girl Scouts of MN & WI River Valleys	
Main Phone Number:	715-381-0209	Alternate Phone Number: 651-338-0940
Address:	737 Evergreen Circle	
City/State/Zip:	Hudson, WI 54016	
Email Address:	kinnicoixgs@gmail.com	

Event Information			
Start Date:	June 11, 2015	End Date:	June 14, 2015
Day(s):	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday		
	<input checked="" type="checkbox"/> Sunday <small>morning</small> <input checked="" type="checkbox"/> Saturday		
Weekday Hours:	5-9	Weekend Hours:	9am Sat. - Noon Sunday

Description of event, activities, location and proposed alteration of city property:
 girls between 5-18 will be working in small groups, participating in camping activities, and overnighting in Tents on Saturday Night around Sagata. We will use the entire park for evening and all day Saturday activities.

Description of Requested City Services and/or Equipment

Extra police patrol.
Overnight parking in the park

Application Requirements and Fees

- A diagram of the premises, including proposed activities and equipment, as well as the application processing fee, must be submitted with this form to City Hall (see below for fees).
- If the event involves requested use of a park building, picnic shelter, field, or court, a separate park reservation request form and applicable fees are required to be submitted to City Hall (reservations are subject to availability).
- If the event involves cooked/prepared food or beverages, sale of produce, uncooked meat or dairy, additional licenses may be required by Washington County Public Health and/or Minnesota Department of Agriculture and must be submitted with this form. For assistance with licensing requirements, please contact 651-430-6655.
- Depending upon the event and related activities, a refundable park damage deposit fee of up to \$500.00 and a certificate of liability insurance may be required, prior to the event. Additional charges for trash receptacles, barricades, and picnic tables may also apply (see below for fees).
- All fees and expenses associated with the request are the responsibility of the applicant and/or private property owner.

Applicant Acknowledgement and Signature

The undersigned understands 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 applies 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.

Signature: *Sarah Andersen* Date: *12/4/14*

Office Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: <i>12/4/14</i>	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <i>Sarah Andersen</i> <i>#9006</i>	<i>GH</i>
Rental Fees (as applicable, per applicant and/or city) \$10.00 + tax Per trash receptacle/barricade \$25.00 + tax Per picnic table	<input type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check	
Damage Deposit (as applicable per city, up to \$500.00) Payment must be on a separate check. Notes: <i>To be determined</i>	<input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____ Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	
Certificate of Liability Insurance Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Date Received:				

Possible
tent sites

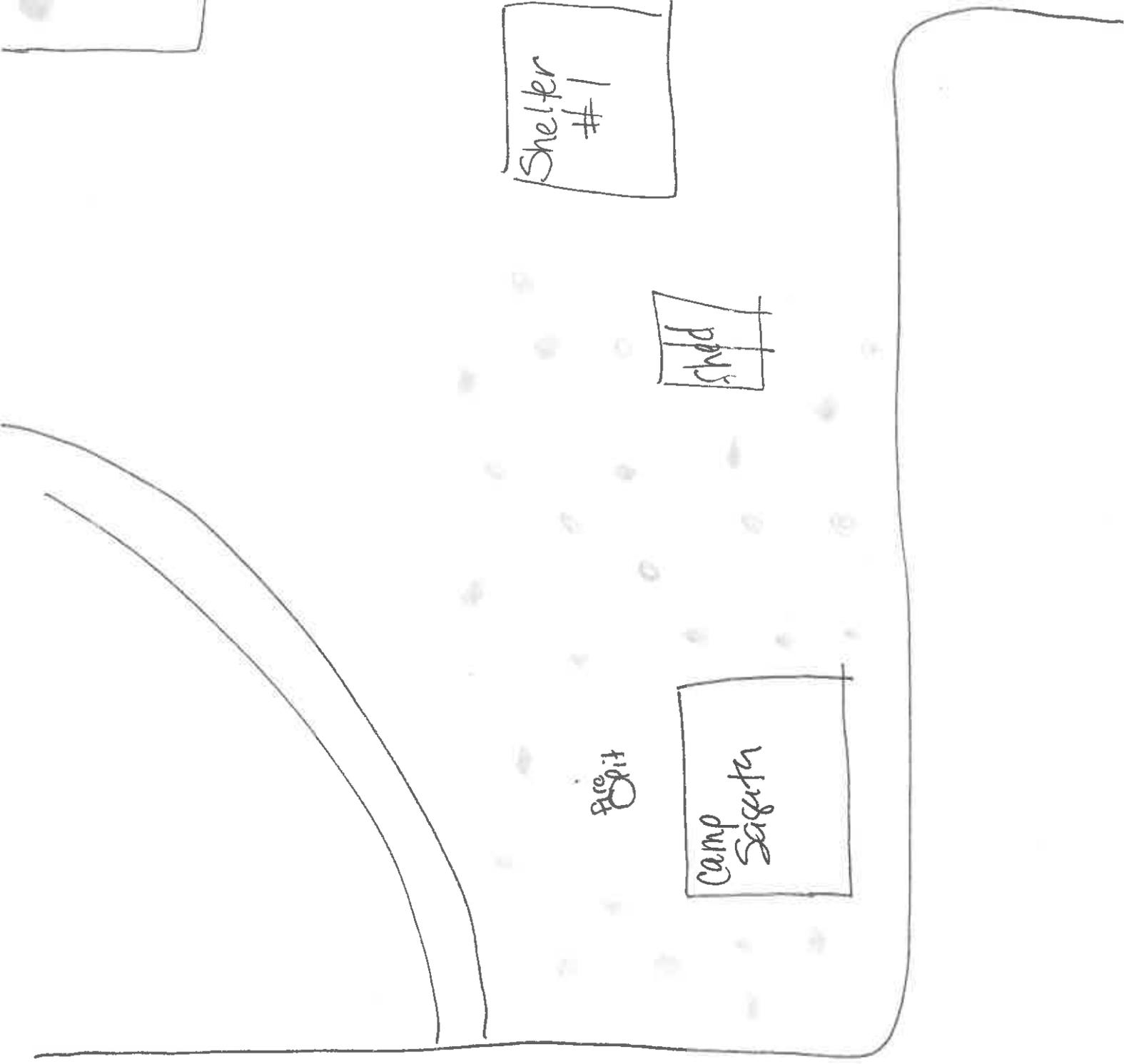
Shelter
2

Shelter
#1

Shed

Pit

Camp
Saguta





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

Date: December 30, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Designation of newly constructed highway alignment between Stagecoach Trail N and St. Croix Trail N**

Background

As the reconstruction and realignment of Pickett Ave. and 56th Street is nearing completion, staff has been contacted by Washington County Public Works regarding their intent to renumber and reassign the county roads in the area. Ownership and maintenance requirements will not change and will remain a County responsibility; this is simply being done to provide numerical consistency for the County's purposes.

The newly constructed section of 56th Street will also be known as County State Aid Highway (CSAH) 21, aligning with CSAH 21 as it travels south past the prison to Inspiration (also known as Stagecoach). The section of CSAH 21 north of the intersection with 56th St. will be renumbered as CSAH 23 as it travels north into Oak Park Heights. CSAH 28 was re-routed during construction and no longer exists, so it is proposed to be eliminated. Please see the attached map for a complete visualization of this proposal.

Recommendation

Staff recommends the City Council approve Resolution 2015 - X, supporting the revocation of County State Aid Highway 28 and a portion of County State Aid Highway 21, and the designation of a portion of County State Aid Highway 21 in Bayport.

Attachments

Proposed Roadway Designation Map
Resolution 2015 – X



**Proposed State Aid Changes
In the City of Bayport**

RESOLUTION NO. 15-_____A

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JANUARY 5, 2015**

Pursuant to due call and notice therefore, the 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 5th day of January, 2015.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION TO WASHINGTON COUNTY AND TO THE MINNESOTA
DEPARTMENT OF TRANSPORTATION IN SUPPORT OF THE REVOCATION OF COUNTY
STATE AID HIGHWAY 28 AND A PORTION OF COUNTY STATE AID HIGHWAY 21 AND
THE DESIGNATION OF A PORTION OF COUNTY STATE AID HIGHWAY 21 IN BAYPORT**

WHEREAS, a new highway alignment is currently being constructed between Stagecoach Trail North (County State Aid Highway No. 21) to St. Croix Trail North (Minnesota Trunk Highway No. 95) in the City of Bayport, and;

WHEREAS, the City of Bayport has been notified that Washington County intends to revoke the County State Aid status of 56th Street (County State Aid Highway No. 28) between Stagecoach Trail North (County State Aid Highway No. 21) and Pickett Avenue, and;

WHEREAS, the City of Bayport has been notified that Washington County intends to designate the newly constructed highway alignment between Stagecoach Trail North and St. Croix Trail North (Minnesota Trunk Highway 95) as a portion of County State Aid Highway No. 21, and;

WHEREAS, the City of Bayport has been notified that Washington County intends to renumber the segment of County State Aid Highway No. 21 north of 56th Street (County State Aid Highway 28) north of the Bayport city limits as County State Aid Highway No. 23;

NOW, THEREFORE, BE IT RESOLVED, by the Bayport City Council that the revocation, designation, and renumbering described above is in all things approved.

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

Susan St. Ores -	Michele Hanson -
Dan Goldston -	Patrick McGann -
Connie Carlson -	

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 5th day of January, 2015.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor



Bayport Fire Department

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

January Memo from the Chief:

During the month of December, we continued to train for cold water rescues and winter emergencies, with training conducted on the St. Croix River. We reviewed our 2015 training calendar and scheduled activities for 2015. The department is looking forward to a live burn demonstration for fighting liquid propane and natural gas fires, which will be held in a specialized trailer provided by the technical college. We have wrapped up year-end call data and reporting for our department and will have final numbers to present to the communities we support.

This month's safety message relates to fireplace safety. When was the last time you had your chimney cleaned? Chimney fires are more common than one might think and Bayport Fire responds to two or three every winter. They generally occur because creosote, a sticky black byproduct of wood smoke, accumulates on the inside walls of a chimney flue and ignites. The resulting fire can be extremely hot (up to 2,000 degrees) and can quickly destroy a chimney or—worse—your roof and/or your home.

The good news is avoiding chimney fires is easy. It just takes regular inspection and cleaning to ensure that dangerous levels of creosote never build up in your flue. Have a professional inspect your chimney annually (look in the Yellow Pages under "Chimney & Fireplace Cleaning and Repairing"). In addition to spotting a dirty flue, an inspector will detect any structural problems that require attention.

If you burn wood regularly, you should also do a quick visual check of your flue periodically throughout the winter. (If you burn daily, this could be as often as twice a month.) The easiest way to check is to reach into the flue with a powerful flashlight and compact mirror from the cleanout door at the bottom of your chimney. If you see as little as 1/8 inch of creosote on the sides of your flue, it's time to clean. Don't forget to clean stovepipes too.

If you experience a chimney fire (your first clue will likely be a loud roaring sound), immediately get everyone out of the building and call 911 from a neighbor's house. If you have a wood stove, shut down the air intake and close the damper.

Although gas-fired furnaces aren't susceptible to creosote buildup, it's still important to have a professional check your system thoroughly at the start of every heating season and whenever you suspect trouble.

Thanks,
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



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411

Laura Eastman
Chief of Police

Date: December 26, 2014
To: Mayor and City Council
City Administrator Martin
From: Chief Laura Eastman
Subject: Police Reports and Updates

Upcoming Events

February 25, 2015: Community Watch Meeting at Croixdale – Chief Eastman and Department of Corrections' staff review of the prison's 100 year anniversary celebration

Past Events:

December 3, 2014: Lighting of the Village Green – Chief Eastman and Reserve Officer Gretchen Hager

December 18, 2014: Toys for Tots Collection – Reserve Officers delivered over 500 toys to the Golden Valley Police Department at 4:00 p.m.

November Call Load (continued)

11/24 – 11/31 – stat radar ran, 911 call, welfare check, info. for PW, w/w equipment violation, speed 69/55, w/w driving w/out headlights, w/w loud exhaust, w/w speed x2, AOA/stolen veh., car crash, missing person, medical, assist city hall, stolen veh. plate located, 911 medical, w/w equipment, animal concern, neighbor dispute, theft under \$250, w/w speed, medical L1, aoa/domestic, unwanted female, vehicle in ditch, medical L3, w/w speed, medical L1, AOA/domestic, Pedestrian struck by vehicle/careless driving, speed 59/40, speed - 55/40, 53/40, 57/40, 56/40, 54/40, 54/40, vehicle in ditch, alcohol compliance checks/pass.

December Call Load

12/01 – medical L1, crosswalks, assist city hall, motorist assist, cross walks, vacation checks, v/w equipment, w/w speed, speed 60/40, 60/40, 58/40.

12/02 – Speed 50/30, cross walks, medical L1, w/w speed, crosswalks, missing dog, w/w driving w/out HL, structure fire, aud. Alarm, assist city hall/security check, fire.

12/03 – speed 56/30, 58/40, no seat belt/NPI, w/w speed, co alarm, AOA/shoplifter/manhunt.

12/04 – w/w speed, vehicle lockout, school crossing, w/w speed, vacation checks, medical L1, w/w equipment, aoa/dog bite, intoxicated male, verbal domestic.

12/05 – crosswalks, medical L1 x2, aoa/welfare check, crosswalks, w/w stoplight, w/w speed, city ord. peddlers license, medical 11, suspicious activity, driving complaint.

12/06 –welfare check, aoa/fight, parking issues, w/w wrong way driver, phone call request.

12/07 – Parking on grass x 7/ice fishing vehicles, phone call request questions, medical L3, medical L1, felony warrant arrest x2, 2nd degree DUI.

12/08 – Crosswalks, records request, suspicious item, w/w fail to signal, medical L3 x 2, Crosswalks.

12/09 – Crosswalks, medical L2, lockout, w/w speed x 3.

12/10 – Crime prevention, crosswalks, medical L1.
12/11 – Medical L1, aoa/domestic, medical L1, crosswalks, road hazard, passing on shoulder.
12/12 – Crosswalks, Questions about child abuse, w/w speed, theft report, public assist, susp. situation, driving complaint, w/w speed, w/w littering, DAR, speed 59/40.
12/13 – W/w unreasonable acceleration, aoa/domestic, GM-No Insurance, speed 62/40, w/w speed x2, speed 60/40, w/w speed x 3, DAR, terroristic threats, speed 59/40, w/w speed.
12/14 – Speed 65/40, no MN/DL/careless.
12/15 – aoa/unwanted female, crosswalks, found wallet, w/w speed, 911 abandoned, crosswalks, medical L1, 911 abandoned, crosswalks, medical L1.
12/16 – Crosswalks, motorist assist, request for solicitor permit, civil issue, crosswalks, department information, handgun permit to purchase, public assist.
12/17 – AOA/alarm, DK/DAC-IPS, found cats, w/w speed/expired DL, probation violation, w/w speed, w/w headlight out, w/w speed, speed 42.30/NPI, noise complaint, aoa/kops alert.
12/18 – Crime prevention, poss. scam, school crossing, theft report, background check, accident with injuries, driving complaint, speed 67/55, w/w speed.
12/19 – 10 – 50, crosswalks, no POI, intoxicated female, aoa/information, crosswalks.
12/20 – directed patrol, speed 56/40, directed patrol, w/w speed x2, aoa/out of control person, aoa/suicidal person, medical L1, 911 hang up, neighbor complaint.
12/21 – AOA/DWI, w/w speed, vehicle crashed into woody's bar and grill, medical L1.
12/22 – Theft of packages, w/w x2, medical L1, alarm, speed 43/30.
12/23 – 12/31 N/A.

Acronym/code: W/W = Written warning, LOCK OUT = vehicle keys locked in car, DAR = Driving after revocation, DAS= Driving after suspension, NPI/ NO POI = No proof of insurance, DOC = Disorderly conduct, CSC = Criminal Sexual Conduct, NO MN/DL = No Minnesota driver's license, Medical Level = 1 (most severe) 2 (moderate) 3 (mild), Rec'vd OFP/DANCO = Received a fax for an order for protection (OFP) domestic abuse, no contact order (danco) for person in our city, Felony Intro. Of Narc. = Felony level of introduction of narcotics into the prison, uac = underage drinking, 10 -72 = deceased.



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

Date: December 29, 2014

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update

During the month of December, the full-time Public Works staff, with assistance from part-time staff, has been busy completing the following tasks:

1. Read water meters, with subsequent meter re-reads and meter malfunctions
2. Flooded skating rinks numerous times
3. Performed ongoing tree trimming on city boulevard trees and alley right-of-ways
4. Put up Christmas decorations and tree lights in the downtown area and assisted with the Village Green lighting festivities
5. Responded to icy roadways, sidewalks and bike paths
6. Completed ongoing maintenance and repairs to trucks and equipment
7. Provided assistance and inspections for the water service upgrade project at 243 3rd Street North
8. Performed two cremains burials at Hazelwood Cemetery
9. Installed multiple new water meters, completed several new sewer-water service inspections and repaired numerous nonfunctioning water meters
10. Performed ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, and attending to system malfunctions

PUBLIC WORKS MESSAGE OF THE MONTH

The only substances that should be disposed of in the municipal sewer system are wash water, human body wastes, and toilet paper. Please do not flush other objects, including disposable diapers/wipes, rags, feminine hygiene products, food waste/grease, etc., down the toilet, as they cause damage to the system that leads to costly repairs.

Bayport Public Library



582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 275-4416

Date: December 29, 2014

To: Mayor and City Council; Logan Martin, City Administrator

From: Mark Blando, Bayport Public Library Director

Re: Bayport Library Update

December has been a busy month for programs here at the library. We started off the month with our Lighting of the Green Story Time which had over 40 people in attendance. The library had another Family Movie Night this month as well with our showing of Maleficent. We end the month with three films over winter break.

Our expanded hours go into effect next month. We are looking forward to the opportunities these hours will bring about. We hope to see an increase in school visits and meeting room use.

We are still looking for applicants for our open library board position. If anyone is interested you can contact either City Hall or the library.

Thanks to you all,

Mark Blando

Director

Bayport Public Library



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

Date: December 23, 2014

To: Mayor and City Council
Logan Martin, City Administrator

From: Sara Taylor, Assistant City Administrator/Planner

Re: **Department Update – January City Council meeting**

CITY COMMUNICATIONS

The last 2014 edition of the city newsletter was mailed on December 23. Highlights of this edition include articles on the upcoming city utility and infrastructure study, proposed new Fire Hall, expanded library hours, vacant seat on the Library Board, and photo contest winners. Information on community events, frozen water line prevention, pet licenses, and winter parking and snow removal regulations are also featured in this edition. Staff will also be refining our informational brochures that are aimed to help educate residents on several of the new ordinances that have been adopted this year. The Police Department will use both brochures and door hangers to remind residents of on-street/winter parking regulations, as well as sidewalk maintenance and snow/ice removal guidelines. We hope these will be an effective, yet informal tool to help achieve compliance with city ordinances and keep our streets and sidewalks safe this winter.

DATA PRACTICES POLICIES

Recently, I attended a work session presented by the League of Minnesota Cities and the Minnesota City Clerk Association, which provided a comprehensive summary of the new laws regarding the establishment of city data practice policies and processing requests for public information. At the December 1 meeting, the City Council adopted two new policies in response to these new laws, i.e. “Data Practices Policy for Data Subjects” and “Data Practices Policy for Members of the Public.” These policies not only define a clear procedure in which city staff is to process requests for public information, but also establishes timelines for staff to research/process requests and allows the city to charge a fee for retrieval and photocopies of certain information. The work session provided guidance on best management practices for personnel data, record retention/destruction, access to public vs. private data, and electronic document archiving. I will be reviewing our internal policies over the next few months related to record retention and will bring any recommendation for amendments to our current policies to the City Council for consideration at an upcoming meeting.

ADVISORY BOARD VACANCIES

Currently, the city has one open seat on the Library Board and one seat on the Planning Commission. The Library Board position is posted on the city’s website and was noticed in the December city newsletter. Applications should be directed to City Hall and will be accepted until the position has been filled.

In early January, we will be reviewing applications currently on file from residents that were previously interviewed for a seat on the Planning Commission, but were not appointed. If there is a need to solicit additional applicants, the vacancy will be posted on the city’s website. A recommendation for new appointments will hopefully be presented to the City Council for consideration in the next few months.



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

Date: December 30, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – January City Council meeting**

UTILITY EXPANSION AT LYNN MOST PROPERTY

The installation of the larger sized water service line at 243 3rd St N was completed recently, as needed to support the required fire suppression system to bring the building into code compliance. The property owner will now work with the fire suppression company to install the system, and will work with the tenant on submitting plans for interior improvements needed to retrofit the building to support their business. Staff is told that the grocery store proprietor is still interested in this location, so we are hopeful that the investment to prepare this site for occupation will culminate with a nice addition to the business community.

FIRE HALL PROGRESS

After receiving Council authorization to continue forward on the design of the Fire Hall, the architectural team is working diligently on preparing construction bidding documents for the project. The targeted timeframe for bidding remains late February in order to acquire the most competitive bids possible. December and January **are** also crucial times in the finalization of the contracts with our partner communities. Approval has already **been** received from West Lakeland Township, and the matter will be considered by Baytown and Oak Park Heights in early January. Also, another public open house will be held at Oak Park Heights City Hall on January 6 to provide residents with an opportunity to be fully updated on the project. Lastly, utility design and an analysis of the energy system by Xcel Energy is currently occurring, which should lead to some energy rebates from Xcel. A full update on the current status of the Fire Hall project will be given at the January 5 meeting.

STORMWATER PROGRAMS

The Planning Commission and City Council convened in a joint workshop on December 15 to hear an update on two stormwater management programs the City must consider. First, the City has been designated a Municipal Separate Storm Sewer System (MS4) by the State, and is therefore required to apply for an MS4 permit and update its planning / reporting standards to comply with this program. Secondly, the City heard a presentation from the Middle St. Croix Watershed Management District regarding a voluntary program called Minimal Impact Design Standards (MIDS). The MIDS program includes an analysis of pre-existing stormwater management standards and ordinances to look for areas that could be modified to enhance the standards and provide for additional innovations relating to stormwater management. Staff will continue to work on these two programs and will seek Council direction in February on continuing to pursue the MIDS program, along with any updates on MS4.

UPCOMING MEETINGS AND EVENTS

January 5	City Council workshop	5:00pm	City Hall
January 5	City Council meeting	6:00pm	City Hall
January 6	Fire Hall Open House (OPH)	6:00pm	Oak Park Heights City Hall
January 19	City Offices Closed (MLK Day)		
January 20	PC / CC joint workshop (Inspiration presentation)	6:00pm	City Hall
February 2	City Council Meeting	6:00pm	City Hall



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

Date: December 30, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Consider renewal of the Civil and Criminal Legal Services Contract with Eckberg Lammers**

Background

The City has utilized the Eckberg Lammers Law Firm for its legal representation since 1994. In 2011, the City entered in to a three year contract extension for criminal and civil legal services, with both contracts expiring on December 31, 2014. The fees for the course of the 3 year extension remained flat, as follows:

<u>Year 2011-2014</u>	
Criminal Prosecution Services	\$28,346.55 (flat fee)
Civil Legal Services	\$145.00 per hour

After keeping their fees flat for the previous term, Eckberg Lammers proposes to increase the fees as shown below:

<u>Year 2015</u>	
Criminal Prosecution Services	\$29,196.95 (flat fee)
Civil Legal Services	\$150.00 per hour

<u>Year 2016</u>	
Criminal Prosecution Services	\$30,072.85 (flat fee)
Civil Legal Services	\$155.00 per hour

<u>Year 2017</u>	
Criminal Prosecution Services	\$30,975.03 (flat fee)
Civil Legal Services	\$155.00 per hour

The annual increase proposed for criminal prosecution services represents a 3% per year increase (roughly \$850). The increases proposed for civil legal services represents an approximately 3% per year increase (\$5 per hour), with no change proposed from 2016 to 2017.

These increases were accounted for in the 2015 budget, and can be funded within the legal services line items in the 2015 budget. Staff has been pleased with the services provided by Eckberg Lammers, and would recommend renewal of the contracts.

Recommendation

Staff recommends the City Council approve a contract extension with the Eckberg Lammers Law Firm for Criminal Prosecution Legal Services and Civil Legal Services for a term of January 1, 2015 – December 31, 2017.

Attachments

Criminal Prosecution Contract
Civil Legal Services Contract

CONTRACT EXTENSION FOR CRIMINAL PROSECUTION LEGAL SERVICES

This Contract Extension for Criminal Prosecution Legal Services (the "Agreement") is effective as of the 1st day of January, 2015, and is entered into by and between the CITY OF BAYPORT, a municipal corporation and political subdivision of the State of Minnesota (the "City"), and the law firm of ECKBERG, LAMMERS, BRIGGS, WOLFF & VIERLING, P.L.L.P. (the "Law Firm"), for the purpose of utilizing the Law Firm to provide criminal prosecution legal services to the City.

RECITALS

A. In 2011, the City and the Law Firm entered into a Contract Extension for Criminal Prosecution Legal Services for a term of three (3) years, from January 1, 2012 through December 31, 2014.

B. The City and the Law Firm now desire to extend the Contract for Criminal Prosecution Legal Services for an additional three (3) years with annual flat rates outlined as follows:

Year One (January 1, 2015 – December 31, 2015)	\$29,196.95
Year Two (January 1, 2016 – December 31, 2016)	\$30,072.85
Year Three (January 1, 2017 – December 31, 2017)	\$30,975.03

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration, the parties hereto agree to the following:

TERMS

1. **Scope and Nature of Criminal Prosecution Services:** The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:
 - a. Prepare gross misdemeanor and misdemeanor formal complaints to establish probable cause and define charges.
 - b. Prepare and appear at arraignments, pretrial hearings, probation revocation hearings, omnibus hearings, Rasmussen hearings, Florence hearings, court trials, jury trials, bail motions, in-custody arraignments, expungement hearings, motion hearings, and sentencings as required.
 - c. Obtain certified documents required for criminal prosecution, including subpoenas, drivers' records, motor vehicle records, prior convictions, orders for prosecution, bank records, police reports, transcripts from prior hearings, plea petitions from prior hearings, and other information that may be required for prosecution as required.

- d. Comply with all discovery requests from defendants, including gathering records with regard to intoxilyzers, criminal records or witnesses, taped Miranda warnings, copy of 911 calls, copy of videotaped evidence, and the like. Prepare notices of hearings, trial dates, including changed of dates.
- e. Maintain communication with involved agencies including law enforcement agencies, courts, Minnesota correctional facilities, victim/witnesses, defendants/defense attorneys, social workers, child protection personnel, psychiatrists, victim advocate representatives, hospitals, banks, insurance companies, probation officers, Bureau of Criminal Apprehension, and Tubman Family Alliance personnel as required.
- f. Prepare trainings and legal updates for police officers and personnel as required.
- g. Prepare reports of prosecution activities as requested by the City Council.
- h. Attend all special meetings or training sessions as requested by the Police Department, Code enforcement personnel, or other City staff, including monthly roll call meeting for education purposes.
- i. Prepare complaints, orders, settlement agreements and other pleadings related to vehicle forfeitures, and attend all necessary court appearances regarding the same.

2. Reimbursable Costs and Expenses.

2.1 General Rule: The City will reimburse the Law Firm for actual, necessary and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

2.2 Specific Expenses:

<u>Description of Costs</u>	<u>Rate</u>
Mileage	No Reimbursement
Parking	Actual Cost
Photocopying	\$.25 per page
Facsimile	\$1.00 per page
Long Distance Telephone	Actual Cost
Postage	Actual Cost
Messenger	Actual Cost
Court Costs	Actual Cost
Arbitration Costs	Actual Cost

3. Conflict of Interest and Attorney/Client Privilege Issues:

3.1 Conflict of Interest: The Law Firm will notify the City as soon as practicable if the Law Firm represents or has ever represented an opposing party in a legal matter.

3.2 Attorney/Client Privilege: The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

4. Prosecution Services Billing Format, Cycle, Payment Expectations and Interests.

4.1 Billing Format: The Law Firm will submit monthly statements for legal services rendered for the prior month, including expenses incurred.

4.2 Payment Expectations: The City will pay the bill of the Law Firm routinely according to its internal payment procedures by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.

4.3 Disputes: In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Thomas J. Weidner at the Law Firm stating the nature of the dispute.

4.4 Term: The term of this Agreement will be effective January 1, 2015, and will run through December 31, 2017. During the term of the Agreement, either party may terminate the Agreement upon 60 calendar days' written notice to the other party.

4.5 Authorized Contract Persons: Thomas J. Weidner is the supervising prosecutor and main contact person for the City. Rebecca Christensen and Joe Van Thomme will prosecute on a regular basis on behalf of the City. However, the parties contemplate that other attorneys in the Law Firm will also be providing criminal prosecution services to the City subject always to advance approval by the City.

CITY OF BAYPORT

Dated: _____

By: Susan St. Ores
Its: Mayor

Dated: _____

By: Logan Martin
Its: City Administrator

**ECKBERG, LAMMERS, BRIGGS,
WOLFF & VIERLING, P.L.L.P.**

Dated: _____

By: Thomas J. Weidner
Its: Partner

CONTRACT EXTENSION FOR CIVIL LEGAL SERVICES

This Contract Extension for Civil Legal Services (the "Agreement") is effective as of the 1st day of January, 2015, and is entered into by and between the CITY OF BAYPORT, a municipal corporation and political subdivision of the State of Minnesota (the "City"), and the law firm of ECKBERG, LAMMERS, BRIGGS, WOLFF & VIERLING, P.L.L.P. (the "Law Firm"), for the purpose of utilizing the Law Firm to provide civil municipal legal services to the City.

RECITALS

A. In 2011, the City and the Law Firm entered into a Contract Extension for Civil Legal Services for a term of three (3) years, from January 1, 2012 through December 31, 2014.

B. The City and the Law Firm now desire to extend the Contract for Civil Legal Services for an additional three (3) years with hourly rates outlined as follows:

Year One (January 1, 2015 – December 31, 2015)	\$150.00
Year Two (January 1, 2016 – December 31, 2016)	\$155.00
Year Three (January 1, 2017 – December 31, 2017)	\$155.00

City Council Meeting Attendance: \$250.00 per meeting

Paralegal Services: \$100.00 per hour

Law Clerk-Research: \$100.00 per hour

Legal Assistant: \$0.00 per hour

Legal Services to be Reimbursed by a Developer: \$200 per hour

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration, the parties hereto agree to the following:

TERMS

1.1 Scope and Nature of General Counsel Services: The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

- a. Attend regular or special City Council and Commission (including Planning Commission meetings as directed) meetings. Attendance at special City Council, City Council workshop, and regular and special Commission meetings shall be upon request of the City Administrator. All City Council and Commission meetings shall be billed at a flat rate of \$250.00.
- b. Review Council and Planning Commission agenda items and minutes.

- c. Meet twice per month with City Administrator and department heads at staff meetings to identify issues of short and long-term importance.
- d. Draft and revise City ordinances, resolutions and regulations.
- e. Draft municipal contracts, joint powers agreements, and the like; review contractor/vendor bond and insurance documents.
- f. Research and prepare legal opinions on municipal or other legal matters, including but not limited to open meeting law/data practices issues and general municipal employment matters.
- g. Provide regular updates on significant developments in laws affecting the City to the City Administrator, City Council and staff.
- h. Provide a yearly legislative update.
- i. Provide regular in-service presentations per year to City staff and City officials on topics selected by the Law Firm and the City, with special emphasis on new developments in the law (e.g. labor issues/data practices issues/land use issues).
- j. Provide economic development services including advice on tax increment financing, tax abatement, business subsidy, and other development matters, including the drafting of and revisions to development agreements, assessments agreements, tax increment financing agreements, and the like. If such economic development representation is proposed to be partially or fully reimbursed by a private developer, the Law Firm may adjust its billing rate accordingly, pursuant to the amount indicated in the Recitals above, or may extend a flat fee billing scenario to cover the work, in consultation with the City Administrator.

1.2 Best Legal Practices Initiatives: In addition to the regular services outlined in this Agreement, throughout the period of its representation, the Law Firm shall furnish regular “Best Legal Practices Initiatives” services. These services shall include on-site meetings with City staff and department heads and, where appropriate, the City Administrator and City Council to perform the specified initiatives. It is expected that the specified best practices initiatives may change as required by the growth and circumstances of the City. All practices shall be benchmarked against those of other leading cities, not limited to cities in Minnesota. These services shall include, but may not be limited to:

- A. *Municipal Infrastructure Best Practices.* The Law Firm shall regularly:
 - 1. Update the City Administrator and City Council on current methods of funding needed municipal infrastructure, including alternate methods of securing infrastructure improvements.

2. Review and advice shall make reference to existing and new legislation but also City-initiated methods of sharing or eliminating costs.
 3. Benchmark infrastructure cost recovery efforts against other leading cities.
- B. *Department Specific Best Practices.* The Law Firm shall regularly review the internal processes and procedures of City Departments to furnish recommendations in order to:
1. Reduce or avoid future liability and litigation.
 2. Regularly benchmark department legal processes against other leading cities.
- C. *Planning/Engineering Legal Best Practices.* The Law Firm shall:
1. Perform an annual review of documentation related to Planning/Engineering issues to ensure that the documents are up to date, consistently utilized correctly and sufficiently protective of City financial and planning interests.
 2. Make regular recommendations for standardization of City documents, development agreements and contracts and processes using templates and checklists where advisable to improve efficiency and predictability.
 3. Devise solutions for avoidance of liability and litigation, and assurance of proper development close-out, including recording of all necessary conveyances.
 4. Regularly benchmark Planning/Engineering legal processes and documentation and against other leading cities.
- D. *Zoning/Subdivision/Regulatory Ordinance Best Legal Practices.* The Law Firm shall:
1. Regularly furnish examples of, and suggestions for, zoning, subdivision and regulatory ordinance improvements and modifications based upon needs identified by the Law Firm and the City and also based upon legislative changes.
 2. Regularly benchmark such ordinances and regulations against other leading cities.

1.3 Other Matters: The parties contemplate that the Law Firm may also provide civil legal services outside the scope of services covered by the general and best practices services described in Sections 1.1 and 1.2 above. These services shall be handled as follows:

1.3.1 Contested Case Matters: The Law Firm will provide, and the City shall utilize the Law Firm for representation in contested cases, provided the City has the right to select counsel in the contested case, and provided the City determines, in its reasonable discretion, that the Law Firm has the skill and experience to represent the City in a fashion that the City deems to be in its best interests given the expertise, costs, and litigation service delivery available from other law firms in the Twin City Metropolitan Area.

1.3.2 Bond Attorney Matters: The Law Firm is a “nationally recognized bond counsel” under the requirements of *The Bond Buyer’s Municipal Marketplace* (also known as the “Redbook”). As long as the Law Firm remains as such under the requirements of the Redbook, the Law Firm will provide bond attorney/public finance services to the City. The Law Firm will perform such services under a separate fee structure, which will be timely communicated to the City.

1.3.3 Prosecuting Attorney Matters: The Law Firm will perform legal services in the “Prosecuting Attorney” area of services as described in a separate contract between the City and the Law Firm.

1.3.4 Labor Attorney Matters: The Law Firm will provide labor and employment law services to the City, including representation for staff disciplinary matters, union negotiations, personnel policies, contested cases, employment contracts, and other similar services.

2. Reimbursable Costs and Expenses.

2.1 General Rule: The City will reimburse the Law Firm for actual, necessary and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

2.2 Specific Expenses:

<u>Description of Costs</u>	<u>Rate</u>
Mileage	No Reimbursement
Phone calls from Staff/Council	No Reimbursement
Parking	Actual Cost
Meals	No Reimbursement
Photocopying	\$.25 per page
Facsimile	\$1.00 per page

Long Distance Telephone	Actual Cost
Postage	Actual Cost
Messenger	Actual Cost
Court Costs	Actual Cost
Arbitration Costs	Actual Cost
Other Contested Case Costs	Actual Cost
Document Recording & Closing Fees	Actual Cost

3. Matters Covered by Insurance: The Law Firm will assist the City in submitting claims for insurance coverage to various insurance carriers. Whenever a claim is made with an insurance carrier, which arises out of a legal issue within the scope of this Agreement, the City will recommend that the Law Firm be utilized by the insurance carrier in the matter for which the claim is made. The City may recommend the Law Firm to an insurance carrier for claims arising out of matters which are outside the scope of this Agreement. At the point in time when an insurance carrier admits coverage, and to the extent that they will provide retroactive payments for attorneys' fees, the Law Firm will receive its payments for services rendered from the insurance carrier and not the City. To the extent that an insurance carrier does not pay for legal services rendered by the Law Firm, including any deductibles, the City will pay the Law Firm for services rendered at the rates charged to the insurance company, subject to billing and payment provisions of Section 5 hereof.

4. Conflict of Interest and Attorney/Client Privilege Issues:

4.1 Conflict of Interest: The Law Firm will notify the City as soon as practicable if the Law Firm represents or has ever represented an opposing party to the City in a legal matter.

4.2 Attorney/Client Privilege: The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception of such information.

5. Billing Format, Cycle, Payment Expectations and Interests.

5.1 Billing Format: The Law Firm will submit monthly statements itemizing legal services rendered for the prior month broken down into categories.

5.2 Billing Cycle: The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately 10 days after the end of the prior month.

5.3 Payment Expectations: The City will pay the bill of the Law Firm routinely according to its internal payment procedures by forwarding a

check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.

- 5.4 Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Andrew J. Pratt at the Law Firm stating the nature of the dispute.
- 5.5 Term:** The term of this Agreement will be effective January 1, 2015, and will run through December 31, 2017. During the term of the Agreement, either party may terminate the Agreement upon 60 calendar days' written notice to the other party.
- 5.6 Authorized Contract Person:** Andrew J. Pratt will act as lead attorney and bond counsel/TIF attorney for the City. Michael L. McCain will serve as the City's labor and employment attorney. However, the parties contemplate that other attorneys in the Law Firm will also be providing services to the City subject always to advance approval by the City.

CITY OF BAYPORT, MINNESOTA

Dated: _____

By: Susan St. Ores
Its: Mayor

Dated: _____

By: Logan Martin
Its: City Administrator

**ECKBERG, LAMMERS, BRIGGS,
WOLFF & VIERLING, P.L.L.P.**

Dated: _____

By: Thomas J. Weidner
Its: Partner



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

Date: December 30, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Update on proposed Fire Hall project and review of the Fire Service Contract**

Background

At its December 1 meeting, the Council provided authorization to the architectural team to continue into the next phase of design on the proposed Fire Hall. Since that time, the architects have been working diligently on formalizing the design to prepare construction bidding documents in advance of our anticipated bidding timeframe of late February. To date, the design work remains on schedule as previously presented.

Utility Design

City Engineer John Parotti and his team are currently designing the utility extension work needed for the project, which includes installing approximately 800 feet of new water and sewer lines along 5th Avenue. In conjunction with this work, staff has also been working with utility designers from Xcel Energy regarding any utility pole relocation that may be required, along with the heightening of 3 poles in the immediate vicinity of the station. This work is also progressing rapidly, and we anticipate bidding for the utility extension work in early spring, which is the most advantageous bidding season.

Energy Efficiency Opportunities

Staff continues to work with the architectural team to explore energy efficiency opportunities for the project. We have submitted the building to Xcel Energy's "Energy Efficient Buildings" program, which provides a free energy audit of the design before it is constructed to find any areas where design improvements could be included. Involvement in this program allows the City to receive energy conservation rebates based on design features included in the building. Lastly, we have had preliminary meetings with a solar panel design company to explore that opportunity, and we will continue investigate solar options to determine if it could feasibly be included in this project before bringing it to the Council for consideration.

Fire Service Contract

A number of meetings have occurred with our partner communities regarding the contract, and we have the document in a near final state for consideration by the remaining partner communities. Below is a timeline to better outline the current status of the contract.

- December 8 – Contract approved by West Lakeland Township Board
- December 9 – Preliminary consideration by Oak Park Heights City Council
 - Direction received on minor modifications, request for public open house
- January 5 – Contract approval considered by Baytown Township Board
- January 6 – Public open house held at Oak Park Heights City Hall
- January 13 – Final contract considered by Oak Park Heights City Council

The contract is structured in three parts, with Article 1 addressing the Fire Hall capital costs; Article 2 incorporating the typical Fire Service operational costs; and Article 3 covering minor miscellaneous features. All components of the contract are bound by a fifteen year term, which is a significant change from the year-to-year contracts and is an added guarantee that the Bayport Fire Department will retain its partners long-term.

In order to better understand the terms of the contract, below please find a summary of the major components of each Article of the contract.

Article 1 – Fire Station Project Capital Financing

- Establishes an annual payment amount for each community for 15 years to cost-share the capital construction costs.
- (Section 2) The fair share rate that each community pays for building construction is fixed, and will not increase or decrease as the fair share rate for annual operations is recalculated. This provides ease of budgeting for each community, as the annual payment for the capital costs of the Fire Hall can be anticipated and will not change for the full 15 year term.
- (Section 5, iv & v) In the unlikely event that the Fire Hall is destroyed and is not rebuilt or fire service is discontinued, each community is reimbursed for its equity portion of building's value that has been paid to date, less annual depreciation of the asset.

Article 2 – Fire Department Operational Payments

- This article replicates the annual contract currently utilized with the partner communities, with a few modifications.
- (Section 2, i) The fair share rate used to calculate annual costs remains variable, and will be recalculated each year utilizing our standard formula.
- (Section 2, iii) The annual budget of the Bayport Fire Department cannot increase by more than 3% per year. This provides some “cost consistency” for our service partners as they enter into a long term arrangement with the Department. Chief Swenson is confident that this budget target can be met, and it will require very lean budgeting for the department going forward.
- (Section 2, iv) If a community's taxable market value decreases by more than 25% during the term of the agreement, the parties involved agree to recalculate the variable fair-share formula for the annual operational costs (the fixed rate would not change as it is needed to fund annual bond payments). This clause protects communities if a large tax-value generator (King Plant in Oak Park Heights, Andersen Corporation in Bayport) sees a significant change in taxable market value.
- (Section 2, v) No community's portion of the operational cost-share rate can rise to more than 62% of the overall cost-share payments. Similar to the 3% budget cap, this clause provides price stability for the partner communities over the 15 year term, and ensures that one community is not paying the overwhelming share of the Department's operational costs.

Article 3 – Miscellaneous

- (Section 1) The Bayport Fire Department Advisory Committee will continue to meet on a quarterly basis in a purely advisory capacity. Seven years into the arrangement, the Committee will undertake an analysis of this arrangement to ensure that all components of the contract are functioning successfully.
- (Section 4) The provisions of the contract cannot be deemed severable, meaning there is no clause that allows a partner community to opt-out of the contract during the term.

The aforementioned components of the contract address the concerns raised by elected and appointed officials in our partner communities, and effectively protect all four communities as this long-term arrangement is undertaken. City Attorney Pratt was the author of this document, and he is comfortable with its current state.

Staff will provide a full discussion of the contract at the January 5 meeting, with the goal of ensuring that the City Council is comfortable with the components of the contract as it nears its final form for consideration by the partner communities.

Attachments

Draft Fire Services Contract

FIRE PROTECTION SERVICES AGREEMENT

THIS FIRE PROTECTION SERVICES AGREEMENT (the "Agreement") is made as of this _____ day of _____, 20____, by and between the Cities of Bayport ("Bayport") and Oak Park Heights, Minnesota ("Oak Park Heights"), and the Townships of Baytown ("Baytown") and West Lakeland, Minnesota ("West Lakeland").

RECITALS

- A. Bayport maintains medical rescue service equipment and fire-fighting trucks equipped with hose and water tanks suitable for use in the protection of property against loss by fire in urban and rural areas inside and outside of the corporate limits of Bayport. Oak Park Heights, Baytown and West Lakeland do not maintain medical rescue service equipment or fire-fighting equipment of their own, and each municipality desires to purchase the services of Bayport on an ongoing basis for fire and medical rescue services within each municipality's respective corporate limits.
- B. To more efficiently and comprehensively serve properties inside and outside the Bayport corporate limits, Bayport has taken action to acquire vacant and unused land located at 5th Avenue and Stagecoach Trail from the State of Minnesota for the purposes of constructing a new fire station (the "Fire Station"). The State of Minnesota has passed legislation authorizing the acquisition of the land at no cost to Bayport, which generates a significant cost-savings for the overall fire station project.
- C. The purpose of this Agreement is to memorialize the cooperative obligations and responsibilities of the parties hereto, in order to provide for a steady and consistent revenue stream to (i) share in the capital costs of the construction and initial equipping of the Fire Station upon completion of construction, and (ii) support the ongoing rescue and fire-fighting obligations of the Bayport Fire Department (the "Fire Department").

NOW, THEREFORE, BE IT RESOLVED BY THE CITIES OF BAYPORT AND OAK PARK HEIGHTS, MINNESOTA, AND THE TOWNSHIPS OF BAYTOWN AND WEST LAKE LAND, MINNESOTA, AS FOLLOWS:

ARTICLE ONE – FIRE STATION PROJECT CAPITAL FINANCING

1. Fire Station Project Components. The Fire Station project will include the following major construction elements:

- (i) Design, engineering, bidding and project management.
- (ii) Grading and preparation of building site.
- (iii) Construction of Fire Station.
- (iv) Installation of utilities.
- (v) Initial equipping of Fire Station upon completion of construction.

2. Fire Station Financing Structure – Capital Budget; Fixed Fair Share Formula. The cost-sharing method for financing the Fire Station project shall be identical to the "fair share formula" currently used by the parties hereto to calculate the annual operating cost responsibilities of each municipality. The fair share formula calculation for 2014 for payment of the Project Costs (herein defined) for the Fire Station shall remain constant over the term of this Agreement (hereinafter the "Fixed Fair Share Formula"), and the parties hereto understand and acknowledge the Fixed Fair Share Formula percentages are as indicated below:

- (i) Oak Park Heights: 52.58%
- (ii) West Lakeland: 19.91%
- (iii) Bayport: 17.88%
- (iv) Baytown: 9.63%

3. Fire Station Revenue Sources. As of the date of this Agreement, the total cost for the Fire Station project, including all construction and soft costs, contingency, and interest/financing costs related to the anticipated future issuance of general obligation bonds by Bayport, is an estimate but will not exceed \$6,000,000 (the "Project Costs"). The following revenue sources and their estimated amounts are anticipated to be allocated to reduce the Project Costs:

- (i) Private grants: \$1,400,000
- (ii) Bayport up-front cash contribution: \$2,000,000
- (iii) Remaining amount to be allocated via fair share formula: \$2,600,000

The remaining amount of the Project Costs indicated in Section 3(iii) above shall be shared by all parties to this Agreement, based upon the fixed Fair Share Formula enumerated in Section 2, as follows:

	<u>Total Cost</u>	<u>Per Year (for 15 years)</u>
Oak Park Heights:	\$1,367,080	\$91,139
West Lakeland:	\$517,660	\$34,511
Bayport:	\$464,880	\$30,992
Baytown:	\$250,380	\$16,692

The preceding costs are estimated as of the date of this Agreement. Depending on bid results for the Fire Station project, final interest/financing costs related to any general obligation bonds to be issued by Bayport, and additional grant monies received by Bayport, these costs may be further revised and finalized. Such additional revisions may be made without an amendment to this Agreement. Bayport will notify each party of the finalized costs within a reasonable time of completion of construction.

A party's annual payment for the Project Costs under the Fixed Fair Share Formula is payable in four equal payments on the 15th day of January, April, July and October. These amounts shall be paid regardless of whether the services of Bayport contemplated by this Agreement are utilized by any party to this Agreement. Bayport will inform each party hereto of the payment due in 2015 under the Fixed Fair Share Formula, once final Project Costs are known.

Once the Project Costs are finalized as described in the preceding paragraph, a party may decide to "prepay" its share of the above Project Costs by depositing such amount with Bayport. Bayport will verify the sufficiency of the funds and shall certify full payment by such party. In such instance, the prepaying party will be entitled to all of the benefits, and shall continue to bear all the responsibilities, allocated to it under this Agreement, except for the requirement to pay its annual amount toward the Project Costs.

4. General Obligation Bonds. Bayport may issue one or more series of general obligation bonds to finance the remaining Project Costs specified in Section 3(iii) above. The parties hereto understand and acknowledge that if bonds are issued, the costs of issuance of the bonds (i.e. financial advisor/legal fees, underwriter fees, rating agency fees, etc.) and the total interest costs of the bonds will be included in the remaining Project Costs amount and will be subject to the Fixed Fair Share Formula. Bayport will be the municipality ultimately responsible for repayment of the bonds, and the bonds will not be a full faith and credit obligation of any other party to this Agreement.

5. Ownership of Fire Station; Recovery of Investment.

- (i) *Ownership and Repair.* The parties to this Agreement agree and acknowledge that Bayport will be the owner of the Fire Station, including, but not limited to, all the furniture, fixtures and equipment therein, and is the fee title owner of the underlying land. Any amounts paid by any other party to this Agreement do not give rise to any ownership interest in, or responsibility towards, those items. Bayport will complete the Fire Station project and will cause it to be constructed and completed free from all liens in accordance with plans and specifications approved by Bayport, and within the project's budget. After construction, Bayport will keep the Fire Station and its furniture, fixtures and equipment in good condition and free from all liens. Bayport will from time to time make all needed and proper repairs, replacements, additions and betterments of the Fire Station so that it may at all times be operated properly and advantageously.
- (ii) *No Sale; Compliance with Restrictive Covenants.* Under the deed granting the Fire Station land to Bayport from the State of Minnesota, Bayport is subject to various restrictive covenants on the land (the "Restrictive Covenants"), including using the land only for fire station purposes, including without limitation office space for the officers and the storage of firefighting apparatus such as fire engines and related vehicles, personal protective equipment, fire hoses and other specialized equipment. Therefore, Bayport will not sell, mortgage or in any manner dispose of the Fire Station or any part thereof, including any and all extensions and additions that may be made thereto. Bayport shall also apply with all other Restrictive Covenant conditions and requirements, which are attached hereto as Exhibit A and incorporated herein.
- (iii) *Property and Liability Insurance.* Bayport will procure and keep in force insurance on the Fire Station and the equipment and furnishings thereof, protecting against loss or damage by fire, tornado, wind storm, flood, theft and all other causes customarily insured against for like properties. In the event of loss covered by said insurance policies or bonds and in order to comply with the Restrictive Covenants, the proceeds thereof shall be used to repair or restore the damage to an equivalent value. Bayport will further keep in force liability insurance policies covering its operation of the Fire Station. Upon request of any other party to this Agreement, Bayport will provide copies of certificates or other suitable documents showing the insurance coverages described in this Section are being maintained.
- (iv) *Destruction of Fire Station; Recovery of Investment.* During the term of this Agreement, in the event the Fire Station is destroyed and any insurance proceeds are not used for its reconstruction, each party to this Agreement will be compensated in the aggregate amount it has contributed to the Project Costs under the Fixed Share Formula, as of the date of destruction, subject to a straight-line 39-year depreciation figure under the Modified Accelerated Cost Recovery System Alternative Depreciation System (MACRS/ADS). Subject to the requirements of the Restrictive Covenants, Bayport may use insurance proceeds to compensate the parties hereto under such a scenario.
- (v) *Discontinuance of Fire Station; Recovery of Investment.* During the term of this Agreement, in the event the Fire Station is discontinued on the underlying land for whatever reason, the Fire Department ceases to exist, or the Fire Department merges with another entity, each party to this Agreement will be compensated in the amount that it has contributed under the Fixed Fair Share Formula, as of the date the Fire Station is no longer operational or operated by Bayport. This date may be determined by the State of Minnesota in case of a violation of the Restrictive Covenants, or by a third party upon agreement of the parties hereto. For example, if the Fire Station is determined to be no longer operational as of January 1, 2020, each party to this Agreement shall be

reimbursed for five years of payments under the Fixed Fair Share Formula (see Section 3(iii) above) by Bayport within a reasonable time of such request. Reimbursement payments shall be subject to a straight-line 39-year depreciation figure under the Modified Accelerated Cost Recovery System Alternative Depreciation System (MACRS/ADS).

6. Utility Sizing; Reimbursement. The parties to this Agreement understand and acknowledge the Fire Station will be served by new water and sanitary sewer connections, which will be extended by Bayport. These utility connections are currently included in the Project Costs and are allocated to all parties hereto under the Fixed Fair Share Formula. It is anticipated that Bayport will construct and size the utility infrastructure to allow for future development of parcels in the vicinity of the Fire Station. If those parcels develop over the term of this Agreement and utilize the utility infrastructure that also serves the Fire Station, Bayport will reimburse the other parties to this Agreement pro rata amounts that were allocable to the construction of utility infrastructure available for such future developments.

ARTICLE TWO – FIRE DEPARTMENT OPERATIONAL BUDGET COST SHARE AND OPERATIONAL STANDARDS

1. Provision of Vehicle(s), Equipment and Personnel. In consideration of the promises and the mutual covenants contained herein, Bayport agrees, subject to the terms and conditions hereinafter set forth, upon call for fire or medical rescue services within any other member community to this Agreement requesting Bayport's assistance for emergency medical rescue service or for fighting fires, to send a vehicle or vehicles, equipment and driver and additional personnel, if available, with reasonable dispatch to said medical rescue emergency, fire or other applicable event. The Bayport Fire Chief or his agent shall have the unfettered discretion to dispatch such vehicle(s), equipment and personnel, if any, as deemed necessary to respond to said call. Upon arrival at the scene of the fire or medical rescue emergency, as the case may be, the driver and other personnel furnished by Bayport shall use said vehicle(s) and equipment as may be necessary in fighting said fire or providing medical rescue emergency services.

2. Payment for Services – Annual Operational Budget.

- (i) *Annual Budget.* The separate payment for the provision of vehicle(s), equipment and personnel on an as-needed basis to each municipality under this Agreement (i.e. the "Fire Department Budget"), will be determined on an annual basis pursuant to a variable fair share formula. This formula for each party in any given year is that party's current net tax capacity plus the five-year rolling average of fire calls carried out in such party's jurisdiction, divided by 2 (hereinafter, the "Variable Fair Share Formula"). The parties hereto understand and acknowledge the Variable Fair Share Formula as of the date of this Agreement for 2015 is described in Article 1, Section 2.
- (ii) *Timing of Payments.* A party's payment for the funding of the annual Fire Department budget, under the Variable Fair Share Formula, for each one-year period of this Agreement is payable in four equal payments on the 15th day of January, April, July and October. These amounts shall be paid regardless of whether the services of Bayport contemplated by this Agreement are utilized by another party to this Agreement. Beginning in 2016, Bayport will timely inform each party of its payment due under the Variable Fair Share Formula in advance of the given year.
- (iii) *Maximum Annual Budget Increases.* The Fire Department Budget will not be raised by more than three percent (3%) in any given year during the term of this Agreement. The "base year" for this formula shall begin January 1, 2015. This budgetary ceiling will not affect any changes to the Variable Fair Share Formula, which may increase a party's contribution on a per dollar basis by more than 3% in any given year.

- (iv) *Significant Reduction in Tax Capacity of a Party; Renegotiation of Variable Fair Share Formula.* If any party to this Agreement sustains a significant reduction in tax capacity to its taxable property during the term of this Agreement, due to a taxable entity being declared tax-exempt, a major reduction in market value, or for any other reason (“significant” being defined as a reduction of 25% or more of the immediately previous tax capacity value, as verified by the Washington County Assessor), the parties hereto agree to renegotiate this Agreement in good faith to recalculate the Variable Fair Share Formula. Payments due by each party for capital costs of the Fire Station under the Fixed Fair Share Formula shall not be affected.
- (v) *Maximum Variable Fair Share Cap.* At all times during the term of this Agreement:
- (A) The individual Variable Fair Share Formula allocable to any party under this Agreement shall not constitute more than sixty-two percent (62%) of the total Variable Fair Share Formula (the “Maximum Variable Fair Share Cap”). If a party reaches or exceeds the Maximum Variable Fair Share Cap, the remaining percentage of the Variable Fair Share Formula shall be reallocated among the remaining parties to this Agreement, based on each party’s pro rata share of the total Variable Fair Share Formula. Once the party that meets or exceeds the Maximum Variable Fair Share Cap falls below such Cap, the Variable Fair Share Formula will again be applied to all the parties hereto.
- (B) For example, if a party individually reaches 65% of the total Variable Fair Share Formula, the party’s individual Variable Fair Share Formula will instead be calculated at 62%, which is the Maximum Variable Fair Share Cap. The remaining parties to this Agreement will absorb the excess percentage based on their pro rata shares of the Variable Fair Share Formula. If one party’s share constitutes 2/3 of the remaining formula, such party would absorb 2% of the excess percentage, and the remaining parties would absorb 0.5% of the excess percentage.

3. Operations. The operation of the vehicle(s) and the direction of their use at the scene of a fire or medical rescue emergency, together with said equipment, shall be directed by the Chief, or Assistant Chief, of the Bayport Fire Department if they are present at the fire or medical rescue emergency. Otherwise, said operation and direction shall be in the charge of the driver of said vehicle(s) deployed to the fire or medical rescue emergency.

4. Insurance Coverage. In addition to the property and liability insurance maintained in connection with the Fire Station under Article 1, Section 5(iii) hereof, Bayport shall maintain general liability insurance for its services rendered under this Agreement and shall include each party to this Agreement as an additional insured for the term of this Agreement and any extension thereof. Bayport shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, Subdivision 1, as amended. Bayport shall also maintain inland marine, automobile, and property insurance coverage. Upon request by a party to this Agreement, Bayport shall provide proof of such insurance coverage and the additional insured endorsement naming such party. Bayport shall also maintain workers’ compensation coverage as required by law.

5. Indemnification. Bayport agrees to defend and indemnify each party to this Agreement against any claims brought or actions filed against such party or any officer, employee, or volunteer of such party for injury to, death of, or damage to the property of any third person or persons, arising from Bayport’s performance of services under this Agreement. Under no circumstances, however, shall Bayport be required to pay on behalf of itself or any other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any one party. The limits of liability for any

party to this Agreement and Bayport may not be added together to determine the maximum amount of liability for Bayport. The intent of this subdivision is to impose on Bayport a limited duty to defend and indemnify each party to this Agreement for claims arising out of the performance of this Agreement subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties for a single occurrence to be defended by a single attorney.

6. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

7. Good Faith; Availability of Vehicle(s), Equipment and Personnel. Bayport will act in good faith in sending vehicle(s), equipment and personnel to any fire or medical rescue emergency, shall use best efforts and practices to provide such fire and emergency rescue services pursuant to current fire safety protocol and as required under federal and state law and the then-current Minnesota Fire Code, and no liability shall attach to Bayport by reason of any such fire or medical rescue emergency or by reason of any negligent act or omission of the driver(s) or any of the personnel sent by Bayport in connection with the work of fighting any fire or providing medical rescue services; if multiple fires or medical rescue emergencies occur at the same time within the Fire Department's service area, the Bayport Fire Chief or his agent shall have the unfettered discretion to direct the deployment of available vehicle(s), equipment and personnel to a certain location or locations. Shall road or weather conditions be, in the unfettered judgment of the Bayport Fire Chief or his agent, unfavorable in furnishing of vehicle(s), equipment and personnel at the time, Bayport is not obligated to respond to said call. Bayport and its officers, employees and volunteers shall not be liable to any party to this Agreement or any other person for any failure to furnish assistance under this Agreement or for recalling assistance as provided herein, should conditions or circumstances warrant such action.

ARTICLE THREE – MISCELLANEOUS

1. Advisory Committee; Seven-Year Review. At all times under this Agreement Bayport will retain managerial and operational authority over the Fire Department and the Fire Station. The parties to this Agreement will designate a representative or representatives to constitute an advisory commission to meet on a quarterly basis. The advisory commission will have no formal authority to control the Fire Department, the Fire Station any party to this Agreement, or any other particular of this Agreement, but may propose recommendations or other action items to the parties hereto. On or about the seventh year of the anniversary of this Agreement, whether or not the advisory commission is regularly meeting, the parties hereto shall designate representatives to attend a formal meeting that reviews all aspects of this Agreement, including current policies and practices hereunder.

2. Termination; Amendment; Additional Parties. Unless otherwise amended or continued by agreement of the parties hereto, this Agreement shall terminate on December 31, 2029. This Agreement may only be amended upon mutual written consent of all of the parties hereto. If at a future date additional municipalities request fire services from Bayport, this Agreement must be amended to include such municipality or municipalities and recalculate the Fixed and Variable Fair Share Formulas.

3. Service Contract; Interpretation; Signatures. This Agreement is a service contract. The parties hereto do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise. This Agreement shall be interpreted according to Minnesota law. This Agreement may be signed individually, and the aggregation of all such signature pages shall collectively be a part of this Agreement.

4. No Severability. The provisions of this Agreement shall not be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall render the remainder of this Agreement as unenforceable and without further effect.

(The remainder of this page is intentionally left blank.)

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

CITY OF BAYPORT, MINNESOTA

Its Mayor

Date

Its City Administrator

Date

CITY OF OAK PARK HEIGHTS, MINNESOTA

Its Mayor

Date

Its City Administrator

Date

TOWN OF WEST LAKELAND, MINNESOTA

Its Chair

Date

Its Clerk

Date

TOWN OF BAYTOWN, MINNESOTA

Its Chair

Date

Its Clerk

Date

EXHIBIT A

RESTRICTIVE COVENANTS