

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
January 6, 2014**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. December recycling award recipients are Mike and Gidget Bell who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County
2. Tentative Board of Appeal and Equalization Open Book meetings posted at City Hall

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. Todd Streeter – Stillwater Chamber business assistance program

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 12

- | | |
|--|----|
| 1. December 2, 2013 City Council workshop meeting minutes | 1 |
| 2. December 2, 2013 City Council regular meeting minutes | 2 |
| 3. December payables and receipts (check numbers 1136592-1136709) | 3 |
| 4. December building, plumbing and mechanical permits report | 4 |
| 5. Donation of a memorial bench from Philip and Susan St. Ores | 5 |
| 6. In-kind donation of \$500.00 for Police Department from Miller Excavating | 6 |
| 7. Renewal of CHESS safety consulting and training service agreement | 7 |
| 8. Central St. Croix Valley Joint Cable Communications Commission operating and capital expenditure budget for 2014 | 8 |
| 9. Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police and Fire Departments | 9 |
| 10. Greater Stillwater Chamber "Rockin' Ribs on the River," June 20 and 21, 2014 at Lakeside Park | 10 |
| 11. Letter of Credit reduction for a portion of improvements within Phase III-A of Inspiration | 11 |
| 12. Fire protection and rescue service contracts for 2014 | 12 |

PUBLIC HEARINGS

CITY COUNCIL LIAISON REPORTS

TAB #

STAFF/CITY ADMINISTRATOR REPORTS

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UNFINISHED BUSINESS

NEW BUSINESS

1. Consider reappointments and a new appointment to the Library Board

14

2. Consider a reappointment to the Planning Commission

15

3. Consider purchase of a new Chevrolet Tahoe for the Fire Department

16

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1.

2.

ADJOURNMENT

RESOLUTION NO. 14-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD JANUARY 6, 2014**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 6th day of January 2014 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 1-12 FROM THE
JANUARY 6, 2014 CITY COUNCIL AGENDA**

1. December 2, 2013 City Council workshop meeting minutes
2. December 2, 2013 City Council regular meeting minutes
3. December payables and receipts (check numbers 1136592-1136709)
4. December building, plumbing and mechanical permits report
5. Donation of a memorial bench from Philip and Susan St. Ores
6. In-kind donation of \$500.00 for Police Department from Miller Excavating
7. Renewal of CHSS safety consulting and training service agreement
8. Central St. Croix Valley Joint Cable Communications Commission operating and capital expenditure budget for 2014
9. Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police and Fire Departments
10. Greater Stillwater Chamber "Rockin' Ribs on the River," June 20 and 21, 2014 at Lakeside Park
11. Letter of Credit reduction for a portion of improvements within Phase III-A of Inspiration
12. Fire protection and rescue service contracts for 2014

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

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 6th day of January 2014.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
December 2, 2013
5:00 P.M.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, Police Chief Laura Eastman, Police Sergeant Jerry Hutchinson, and City Attorney Andy Pratt (accompanied by prosecution attorneys from Eckberg Lammers)

DISCUSS CITY CODE ENFORCEMENT POLICIES AND PROCEDURES

Administrator Martin mentioned that city staff has been reviewing the city's current code enforcement policies and procedures with the city's law firm and possible ways to improve upon these policies, to gain better compliance with city ordinances in our neighborhoods. The City Council noted they would like to implement consistent enforcement procedures, as well as identify clear consequences for properties found to be in violation.

Attorney Pratt explained the difference between the criminal citation and civil action process for enforcing ordinances, noting the city would determine the best process to utilize, depending upon the circumstances of the violation. Administrator Martin noted that moving forward, the Police Department would be taking the lead role on behalf of city staff in documenting complaints and violations and would work with the city attorney to coordinate appropriate enforcement action.

It was the consensus of the City Council for staff to further develop a formal code enforcement policy and procedures, for consideration at a future workshop. Administrator Martin noted that certain city ordinances may also need to be updated and/or revised to be consistent with new policies and procedures, which would be presented to the City Council, as deemed necessary and/or appropriate.

ADJOURNMENT

Mayor St. Ores adjourned the workshop at 5:58 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
DECEMBER 2, 2013
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of December 2, 2013 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, City Engineer Barry Peters, 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 2, 2013 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The November recycling award recipients are Karen and Travis Hultgren who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
2. Lighting of the Village Green festivities take place on Wednesday, December 4 from 6:30 p.m. to 8:00 p.m., at Village Green Park and the Bayport Public Library. The Bayport Community Action League (BCAL) sponsors the event.
3. Toys for Tots donations will be accepted through December 16, with drop boxes located at First State Bank and Trust, Bayport American Legion, Croixdale, Holiday Gas Station, and Bayport City Hall and Library.

OPEN FORUM

Jon Chiglo, MnDOT, provided an update on the St. Croix Crossing bridge project, noting the majority of work in Bayport has been completed. The remaining pile driving work on the Minnesota side will be completed during the winter/spring months when windows are closed, to mitigate the noise impact associated with this activity. Councilmember Hanson requested information on public safety concerns regarding the lack of a guardrail along the newly created Pickett Avenue pond. Mr. Chiglo stated the fog line has been moved, creating a 10-foot shoulder in the area and a distance of approximately 35 feet to the edge of the water. He indicated a vehicle would have to travel 55 feet before it was submerged, which is well within MnDOT standards and guidelines. The roadway will be posted at 40 miles per hour. He said safety is a top priority when designing roadways, and a guardrail may not be the safest method, based on a number of considerations. Councilmembers also expressed concern with the potential for thin ice due to bridge work in the river, and Mr. Chiglo indicated that MnDOT will be posting "thin ice" signs on the upstream side of the bridge, to alert people of this possible condition. He will check on whether the piers will have some type of safety lighting to alert snowmobilers.

CONSENT AGENDA

Mayor St. Ores read items 1-12 on the consent agenda. Councilmember Hanson thanked Councilmember McGann for his donation to the Police Department. Councilmember McGann said he hopes the donation will help cover taser training for department staff.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 13-25

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-12 FROM THE DECEMBER 2, 2013 CITY COUNCIL AGENDA

1. November 4, 2013 City Council workshop meeting minutes
2. November 4, 2013 City Council regular meeting minutes
3. November payables and receipts (check numbers 1136490-1136591)
4. November building, plumbing and mechanical permits report
5. Commercial refuse hauling license renewals for 2014
6. Non-union employee holidays for 2014
7. Liquor and tobacco license renewals for 2014
8. Renewal of employee health and dental insurance policies
9. Snow removal agreement with MnDOT for Trunk Highway 95
10. Donation of \$250.00 to the Police Department from McGann Family Dental, Lake Elmo, MN
11. Agreement for remote monitoring of outdoor warning siren equipment
12. Budgeted fund transfers for 2013

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
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

Certification of past due waste collection to 2013 property taxes: Administrator Martin reported the city's contract with Allied Waste allows delinquent accounts to be certified to real estate taxes, under the Minnesota Statute 429 process. Customers and/or property owners were notified in October of past due garbage 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 list 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.

Administrator Martin stated Allied Waste handles collection efforts and works with city staff to notify customers of past due balances that meet the criteria for the 429 certification process.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to accept staff's recommendation to levy past due waste collection charges to Washington County for assessment to the 2013 property taxes. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember Carlson stated the next meeting of the Library Board is scheduled for Thursday, December 19, 2013 at 6:30 p.m. There will be a special story time at the library on December 4 at 5:45 p.m., in conjunction with the Lighting of the Green.

Councilmember Hanson reported Santa Claus will be at the Cable Commission offices at the Valley Ridge Mall on Saturday, December 14 from 9:00 a.m.-12:00 p.m. She reviewed the Central St. Croix Valley Joint Cable Communications Commission meeting of November 20, noting the 2014 budgets were approved.

Mayor St. Ores reviewed the November 14 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). She stated water quality monitoring efforts are being reviewed to provide more efficient and effective results. The MSCWMO will be monitoring the water quality in the storm water ponds being created by the new bridge construction.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson reported the department has prepared its equipment for winter and completed confined space entry training, which identified outdated equipment that needs to be replaced. Staff is working with the business stakeholders to fund the purchase of updated equipment. Xcel Energy has expressed interest in working with the city towards construction of a new fire hall, and the department has secured the donation of a new slide-in grass fire fighting mount from the Minnesota Department of Natural Resources.

Police Chief Eastman reviewed the department's monthly activity and highlighted the Toys for Tots program the department sponsors each year. Reserve Police Officers deliver the collected toys to KARE-11 in Golden Valley, which are then delivered to children throughout the state. She explained the vehicle forfeiture process and the need for the department to store forfeited vehicles for up to two years. She encouraged residents to fill out a watch property form if they will be away from home for an extended time. Department staff check on homes to make sure they are secure.

Mel Horak, Public Works Supervisor, reviewed his written report. He noted the repairs to well house #3 will be tested next week. In conjunction with the cemetery soil correction project, a water line in the upgraded area will be added next spring.

Assistant City Administrator/Planner Taylor said the hockey boards should be installed within the next week and the rink will be open by late December, weather permitting. The city needs temporary, part-time attendants to staff the warming house/ice rinks and is seeking applicants 18 years and older. There are openings on the Library Board and Planning Commission and residents interested in these volunteer positions can call City Hall and/or find information on the city's website.

PUBLIC INPUT [TRUTH IN TAXATION] ON 2014 CITY BUDGET AND LEVY

Administrator Martin noted the final 2014 budget includes a few minor modifications from the preliminary budget approved in September. These expenditure increases relate to increased health insurance premiums and needed improvements to the city's information technology (IT) services. He stated the city's financial standing remains strong going into 2014. A 2014 sales tax exemption for cities is expected to save the city approximately \$8,000.00. A general fund budget of \$2,755,443.00 is being proposed, which is a reduction of \$348,000.00 (11%) from the 2013 budget. The 2014 and long-range Capital Improvement Plans (CIP) were reviewed. He highlighted the need for a server upgrade and document backup system, at a cost of approximately \$10,000-11,000.00. Due to conservative

budgeting and increased revenue sources, the general fund levy remains flat for 2014, at \$1,159,981.00, which includes \$160,000.00 in the special library fund levy. With an increased tax base, the 2014 budget realizes a 2.24% decrease in the city's tax rate.

Mayor St. Ores opened the Truth in Taxation public input hearing and no comments were heard.

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

Discuss and consider a resolution adopting the 2014 tax levy:

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-26

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE
YEAR 2014 BUDGET AT \$1,159,981.00**

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 2014 budget:

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-27

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CITY BUDGET FOR 2014**

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 2014 capital improvement plan (CIP):

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-28

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2014**

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

UNFINISHED BUSINESS - None

NEW BUSINESS

Consider a resolution to proceed with securing a new site for the Bayport Fire Department:

Administrator Martin stated the city is exploring the purchase of surplus State of Minnesota land at the Department of Corrections (DOC) site in Bayport. He reviewed a resolution supporting the pursuit of a new site for the Fire Department that will demonstrate to potential funding partners that the city is

invested in pursuing a new fire station. Councilmember Goldston commented that the resolution should clearly state the City Council supports a broad, investigative pursuit of a potential new fire station. Administrator Martin confirmed the intent of the resolution, noting there are funding deadlines that need to be met in order to continue discussions. Discussion followed on defining potential costs, the process going forward, and using the word “investigating” instead of “securing” in the body of the resolution.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 13-29

A RESOLUTION DECLARING SUPPORT TO PROCEED WITH INVESTIGATING A NEW SITE FOR THE BAYPORT FIRE DEPARTMENT

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

Consider a resolution declaring intent to reimburse expenditures related to site development for a new Bayport Fire Department from proceeds of tax-exempt bonds: Administrator Martin explained the proposed resolution would allow the city to be reimbursed for any expenditures incurred during its due diligence process related to site development for a new fire station, as these costs could be rolled into a future bond sale. He stated the resolution does not bind the city to pursuing the sale of bonds or construction of a fire station. If the city moves the project forward, the City Council would award bids based on a competitive bid process and the expenditures would be tracked as a separate line item in the fund accounting system. Attorney Pratt explained the resolution’s standardized text that is commonly used by cities interested in pursuing tax-exempt bond sales and federal tax regulations that require the timely passage of the resolution to qualify for reimbursement. Discussion followed on tightening up the resolution to indicate “due diligence” expenditures. Mayor St. Ores reaffirmed that the city is not committing to building a new fire station at this time and all expenditures would require City Council approval.

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 13-30

A RESOLUTION DECLARING THE OFFICIAL INTENT TO REIMBURSE DUE DILIGENCE EXPENDITURES RELATED TO SITE DEVELOPMENT FOR A NEW BAYPORT FIRE STATION FROM THE PROCEEDS OF TAX-EXEMPT BONDS TO BE ISSUED BY THE CITY OF BAYPORT

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

Consider appointments, designations, and City Council liaison assignments for 2014: Assistant Administrator Taylor presented the current list and recommended changes.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to accept the following appointments, designations and City Council liaison assignments for 2014:

Deputy Mayor	Connie Carlson
City Attorney	Eckberg Law Firm
City Engineer	SEH (Barry Peters)
City Auditor	Schlenner Wenner and Co.
Deputy City Clerk	Asst. City Administrator (Sara Taylor)
Emergency Preparedness	Fire Chief (Mark Swenson)
Deputy Fire Chief(s)	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, SIPC, Springsted, Inc., FTN, and ICDI
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 2014: Assistant Administrator Taylor reviewed the proposed dates for 2014. Discussion followed on moving the September meeting date from the Tuesday after Labor Day to the second Monday of the month (September 8).

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to accept the City Council meeting and workshop dates as presented, with the exception of moving the September regular meeting and workshop date to Monday, September 8, 2014. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS - None

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:43 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT
***Budget Control Summary**

Current Period: DECEMBER 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 %
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,663,419.00	\$791,728.73	\$871,690.27	52.40%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$5,500.00	\$5,932.00	-\$432.00	-7.85%
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	\$96,750.00	\$226,629.80	-\$129,879.80	-134.24%
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	\$96,100.00	\$93,453.79	\$2,646.21	2.75%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$398,835.50	-\$17,957.50	-4.71%
DEPT 43100 STREET MAINT	\$5,000.00	\$5,807.50	-\$807.50	-16.15%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$754.25	-\$754.25	0.00%
DEPT 43200 PARKS	\$27,500.00	\$26,096.78	\$1,403.22	5.10%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$98,086.34	-\$98,086.34	0.00%
DEPT 43300 CEMETERY	\$10,000.00	\$15,440.00	-\$5,440.00	-54.40%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,285,147.00	\$1,662,764.69	\$622,382.31	27.24%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$470.00	\$489.21	-\$19.21	-4.09%
DEPT 41200 MAYOR & COUNCIL	\$141,451.00	\$193,398.37	-\$51,947.37	-36.72%
DEPT 41240 RECYCLING	\$7,200.00	\$2,366.27	\$4,833.73	67.14%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$128,076.66	\$13,335.34	9.43%
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	\$220,503.00	\$227,301.77	-\$6,798.77	-3.08%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$36,088.47	\$2,961.53	7.58%
DEPT 42100 POLICE	\$719,313.00	\$696,331.31	\$22,981.69	3.19%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$811,793.81	-\$372,874.81	-84.95%
DEPT 42201 FIRE STATION	\$0.00	\$9,233.34	-\$9,233.34	0.00%
DEPT 43100 STREET MAINT	\$267,714.00	\$303,225.68	-\$35,511.68	-13.26%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$30,862.90	-\$862.90	-2.88%
DEPT 43200 PARKS	\$58,241.00	\$55,749.96	\$2,491.04	4.28%
DEPT 43300 CEMETERY	\$7,475.00	\$24,071.04	-\$16,596.04	-222.02%
DEPT 44100 PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
Total Expenditure Accounts	\$2,151,348.00	\$2,518,988.79	\$367,640.79	-17.09%

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CITY OF BAYPORT

12/31/13 10:57 AM

*Fund Summary -
Budget to Actual©

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DECEMBER 2013

	2013 YTD Budget	DECEMBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,285,147.00	\$862,963.71	\$1,662,764.69	\$622,382.31	72.76%
Expenditure	\$2,151,348.00	\$205,698.14	\$2,518,988.79	-\$367,640.79	117.09%
		\$657,265.57	-\$856,224.10		
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	\$480.00	-\$480.00	0.00%
		\$0.00	-\$480.00		
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	\$20,112.88	\$40,225.77	-\$40,225.77	0.00%
Expenditure	\$0.00	\$18,101.60	\$36,479.67	-\$36,479.67	0.00%
		\$2,011.28	\$3,746.10		
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	-\$782.10	\$6,929.49	-\$6,929.49	0.00%
Expenditure	\$0.00	\$0.00	-\$7,869.57	\$7,869.57	0.00%
		-\$782.10	\$14,799.06		
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%

CITY OF BAYPORT

12/31/13 10:57 AM

*Fund Summary -
Budget to Actual©

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DECEMBER 2013

	2013 YTD Budget	DECEMBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % 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	\$0.00	-\$6,837.21	\$6,837.21	0.00%
Expenditure	\$0.00	\$0.00	\$162,426.26	-\$162,426.26	0.00%
		\$0.00	-\$169,263.47		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$4,000.00	\$40,943.50	-\$40,943.50	0.00%
Expenditure	\$0.00	\$118,275.78	\$148,867.01	-\$148,867.01	0.00%
		-\$114,275.78	-\$107,923.51		
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	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$287,230.00	\$73,924.31	\$277,801.30	\$9,428.70	96.72%
Expenditure	\$287,230.00	\$18,013.02	\$249,891.65	\$37,338.35	87.00%
		\$55,911.29	\$27,909.65		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$50,287.44	\$105,456.45	-\$105,456.45	0.00%
Expenditure	\$0.00	\$0.00	\$150,076.46	-\$150,076.46	0.00%
		\$50,287.44	-\$44,620.01		
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%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

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DECEMBER 2013

	2013 YTD Budget	DECEMBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % 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%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$325,250.00	\$6,325.36	\$90,305.57	\$234,944.43	27.76%
Expenditure	\$491,628.76	\$46,902.82	\$406,494.68	\$85,134.08	82.68%
		-\$40,577.46	-\$316,189.11		
FUND 602 SEWER					
Revenue	\$0.00	\$3,200.00	\$30,688.51	-\$30,688.51	0.00%
Expenditure	\$773,754.76	\$118,914.45	\$614,988.25	\$158,766.51	79.48%
		-\$115,714.45	-\$584,299.74		
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	\$1,400.00	\$52,900.00	-\$52,900.00	0.00%
Expenditure	\$0.00	\$1,632.11	\$77,905.43	-\$77,905.43	0.00%
		-\$232.11	-\$25,005.43		
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		
FUND 999 ACCRUED INT PAYABLE					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		\$493,893.68	-\$2,057,550.56		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 12/31/2013

FUND	FUND Descr	2013 Budget	2013 YTD Amt	2013 % of Budget	2013 % of Budget Remain
FUND 101	GENERAL	\$2,285,147.00	\$1,662,764.69	72.76%	27.24%
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	\$40,225.77	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$6,929.49	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	-\$6,837.21	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$40,943.50	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	\$287,230.00	\$277,801.30	96.72%	3.28%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$105,456.45	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	\$325,250.00	\$90,305.57	27.76%	72.24%
FUND 602	SEWER	\$0.00	\$30,688.51	0.00%	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$52,900.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$2,897,627.00	\$2,301,178.07	79.42%	20.58%

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	12/12/13	\$462,988.24	16736	2013 TAX SETTLEMENT	R 101-00000-31000 GENERAL
101	12/19/13	\$703.31	3904	GAMBLING PROCEEDS CK # 9819	R 101-00000-32204 GAMBLIN
101	12/19/13	\$693.23	3907	GAMBLING PROCEEDS CK # 9886	R 101-00000-32204 GAMBLIN
101	12/23/13	\$35.00	3906	NSF FEE Plan C, LLC - #1331	R 101-00000-33100 ADMINIS
101	12/26/13	\$167,614.00	16739	LGA	R 101-00000-33401 LOCAL G
101	12/26/13	\$1,330.00	16739	PERA RATE	R 101-00000-33402 PERA RA
101	12/26/13	\$30.00	3914	ASSESSMENT SEARCH CK # 3-101058	R 101-00000-34105 USER FEE
101	12/26/13	\$210.00	3915	ASSESSMENT SEARCH CK # 10107	R 101-00000-34105 USER FEE
101	12/12/13	\$8,779.76	16736	2013 TAX SETTLEMENT	R 101-00000-36101 SPECIAL
101	12/26/13	\$81,437.90	3916	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
101	12/12/13	\$1,347.78	16736	2013 TAX SETTLEMENT	R 101-00000-36103 SPEC ASS
101	12/17/13	\$14,718.00	3899	PROPERTY/CASUALTY DIVIDEND CK # 15	R 101-00000-36250 REFUND
101	12/06/13	\$2,435.00	3887	SAC	G 101-20102 S A C CHARGES
101	12/17/13	\$2,435.00	3896	SAC	G 101-20102 S A C CHARGES
101	12/17/13	\$2,435.00	3897	SAC	G 101-20102 S A C CHARGES
101	12/18/13	\$2,435.00	3898	SAC	G 101-20102 S A C CHARGES
101	12/02/13	\$5.00	3883	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/02/13	\$5.00	3883	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	12/02/13	\$5.00	3883	PLUMBING SURCHARGE - RESIDENTIAL S	G 101-20104 STATE SURCHA
101	12/02/13	\$5.00	3883	PLUMBING SURCHARGE - RESIDENTIAL S	G 101-20104 STATE SURCHA
101	12/02/13	\$5.00	3884	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	12/02/13	\$5.00	3884	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/06/13	\$182.00	3887	BUILDING SURCHARGE DR Horton #5829	G 101-20104 STATE SURCHA
101	12/09/13	\$1.12	3891	BUILDING SURCHARGE Rock Hard Constr	G 101-20104 STATE SURCHA
101	12/11/13	\$5.00	3893	PLUMBING SURCHARGE - RESIDENTIAL J	G 101-20104 STATE SURCHA
101	12/17/13	\$5.00	3894	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/17/13	\$5.00	3894	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	12/17/13	\$2.84	3895	BUILDING SURCHARGE Elder-Jones #670	G 101-20104 STATE SURCHA
101	12/17/13	\$207.00	3896	BUILDING SURCHARGE DR Horton #5869	G 101-20104 STATE SURCHA
101	12/17/13	\$170.00	3897	BUILDING SURCHARGE DR Horton #5869	G 101-20104 STATE SURCHA
101	12/18/13	\$189.00	3898	BUILDING SURCHARGE DR Horton #0588	G 101-20104 STATE SURCHA
101	12/20/13	\$1.50	3905	BUILDING SURCHARGE Bell's Trucking #1	G 101-20104 STATE SURCHA
101	12/05/13	\$3.27	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	12/05/13	\$84.86	3881	HEALTH PARTNERS CK # 1203076934	G 101-27109 HEALTH PARTN
101	12/05/13	\$58.34	3881	HEALTH SAVING ACCT. CK # 1203076934	G 101-27122 H S A
101	12/18/13	\$813.00	3902	ELECTIONS WAGES REIMBURSEMENT CK	E 101-41100-104 ELECTION S
101	12/18/13	\$117.22	3902	ELECTIONS SUPPLIES REFUND & REIMBU	E 101-41100-220 OPERATING
101	12/09/13	\$100.00	3891	CONTRACTOR LICENSE - GENERAL Rock	R 101-41910-32100 BUSINES
101	12/23/13	\$15.00	3912	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	12/06/13	\$1,716.49	3887	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/06/13	\$2,640.75	3887	BUILDING PERMIT DR Horton #582975	R 101-41910-32210 BUILDIN
101	12/09/13	\$88.50	3891	BUILDING PERMIT Rock Hard Constructio	R 101-41910-32210 BUILDIN
101	12/09/13	\$191.25	3891	BUILDING PERMIT INSPECTION FEE	R 101-41910-32210 BUILDIN
101	12/09/13	\$57.52	3891	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/17/13	\$132.75	3895	BUILDING PERMIT Elder-Jones #67011	R 101-41910-32210 BUILDIN
101	12/17/13	\$2,940.75	3896	BUILDING PERMIT DR Horton #586976	R 101-41910-32210 BUILDIN
101	12/17/13	\$1,911.49	3896	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/17/13	\$2,496.75	3897	BUILDING PERMIT DR Horton #586977	R 101-41910-32210 BUILDIN
101	12/17/13	\$1,622.89	3897	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/18/13	\$2,724.75	3898	BUILDING PERMIT DR Horton #0588036	R 101-41910-32210 BUILDIN
101	12/18/13	\$1,771.09	3898	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	12/20/13	\$88.50	3905	BUILDING PERMIT Bell's Trucking #11100	R 101-41910-32210 BUILDIN

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	12/02/13	\$75.00	3883	PLUMBING PERMIT - RESIDENTIAL Sabre	R 101-41910-32220 PLUMBIN
101	12/02/13	\$75.00	3883	PLUMBING PERMIT - RESIDENTIAL Sabre	R 101-41910-32220 PLUMBIN
101	12/02/13	\$75.00	3883	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	12/02/13	\$75.00	3884	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	12/11/13	\$75.00	3893	PLUMBING PERMIT - RESIDENTIAL Jeff H	R 101-41910-32220 PLUMBIN
101	12/02/13	\$75.00	3883	MECHANICAL PERMIT - RESIDENTIAL Lof	R 101-41910-32230 MECHANI
101	12/02/13	\$75.00	3884	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	12/17/13	\$75.00	3894	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	12/17/13	\$75.00	3894	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	12/23/13	\$3,693.97	3910	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	11/27/13	\$20.00	3876	POLICE ADMINISTRATIVE FEES CASH - S	R 101-42100-33100 ADMINIS
101	12/02/13	\$3.73	3882	POLICE REPORTS LexisNexis #457093981	R 101-42100-34201 POLICE A
101	12/02/13	\$20.00	3885	POLICE AUDIO/DVD/CD Rischmiller & Knip	R 101-42100-34201 POLICE A
101	12/02/13	\$1.99	3885	POLICE REPORTS	R 101-42100-34201 POLICE A
101	12/12/13	\$3,361.65	16738	NOV 2013 TRAIL COURT/POLICE DEPT.	R 101-42100-35101 COURT FI
101	12/18/13	\$3,624.31	3903	POLICE GRANT - SAFE & SOBER CK # 353	R 101-42100-36233 GRANTS
101	12/05/13	\$1,977.37	3888	LMC (VEH PMT.) REFUND REPAIR CK # 3	E 101-42100-412 REP & MAIN
101	12/04/13	\$20.00	3886	BURNING PERMIT RUSS SMITH - CASH	R 101-42200-32200 NONBUSI
101	12/17/13	\$114.88	3889	FIRE PROTECTION PERMITS ck # 56816	R 101-42200-32200 NONBUSI
101	12/09/13	\$20.00	3890	BURNING PERMIT DCCI Investments, #16	R 101-42200-32200 NONBUSI
101	12/12/13	\$2,668.69	16737	SAFETY GRANT/FIRE DEPT.	R 101-42200-36233 GRANTS
101	12/10/13	\$1,000.00	3892	PARK DONATIONS Phillip & Susan St. Ores	R 101-43200-36230 DONATIO
101	12/17/13	\$80.09	3901	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	12/30/13	\$500.00	3913	CEMETERY - WINTER CASKET BURIAL	R 101-43300-34940 CEMETER
101	12/30/13	\$75.00	3913	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	12/30/13	\$700.00	3913	CEMETERY - OPEN/CLOSE GRAVE- CASKE	R 101-43300-34940 CEMETER
101	12/30/13	\$400.00	3913	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
FUND 101 GENER		\$788,957.53			
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
107	12/12/13	\$20,112.88	16736	2013 TAX SETTLEMENT	R 107-00000-31000 GENERAL
FUND 107 TIF RE		\$20,112.88			
FUND 202 DRUG FORFEITURE					
202	12/30/13	\$729.00	16740	AUCTION OL122613/POLICE DEPT.	R 202-00000-36249 DRUG FO
FUND 202 DRUG		\$729.00			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	12/26/13	\$34.07	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/16/13	\$5.82	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/30/13	\$3.84	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/26/13	\$16.37	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/30/13	\$6.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/05/13	\$200.05	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/16/13	\$35.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/30/13	\$12.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/18/13	\$29.66	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/16/13	\$5.49	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/16/13	\$29.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	12/05/13	\$10.94	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	12/05/13	\$35.40	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/05/13	\$13.21	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	12/30/13	\$5.49	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	12/05/13	\$19.06	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
206	12/18/13	\$56.92	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$519.42			
FUND 207 PARK IMPROVEMENT FUND					
207	12/06/13	\$1,000.00	3887	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	12/17/13	\$1,000.00	3896	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	12/17/13	\$1,000.00	3897	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	12/18/13	\$1,000.00	3898	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	12/31/13	\$115.00	16741	AUCTION OF OLD LIGHTS PW DEPT.	E 207-44100-530 CAPITAL AS
FUND 207 PARK I		\$4,115.00			
FUND 211 LIBRARY					
211	12/12/13	\$28,384.31	16736	2013 TAX SETTLEMENT	R 211-45500-31000 GENERAL
211	12/23/13	\$60.00	3909	LIBRARY SERVICE CHARGE CK # 2763	R 211-45500-34760 LIBRARY
211	12/23/13	\$40.00	3908	LIBRARY RENT CK # 9142	R 211-45500-36220 RENTAL I
211	12/30/13	\$440.00	3919	LIBRARY RENT CK # 298287	R 211-45500-36220 RENTAL I
211	12/30/13	\$45,000.00	3917	LIBRARY GRANTS CK # 120682	R 211-45500-36233 GRANTS
FUND 211 LIBRA		\$73,924.31			
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
303	12/12/13	\$50,287.44	16736	2013 TAX SETTLEMENT	R 303-00000-31000 GENERAL
FUND 303 GO TIF		\$50,287.44			
FUND 601 WATER					
601	12/05/13	\$2.46	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	12/05/13	\$24.78	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/18/13	\$11.13	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/05/13	\$13.16	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/26/13	\$491.75	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/26/13	\$6.11	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/05/13	\$142.50	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	12/30/13	\$168.88	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/30/13	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/30/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/30/13	\$105.63	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/30/13	\$1.57	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/30/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/26/13	\$5.85	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/16/13	\$0.53	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/16/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/16/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	12/05/13	\$3,138.32	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/16/13	\$658.77	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/18/13	\$23.52	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/18/13	\$1,723.32	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/16/13	\$97.84	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	12/16/13	\$3.77	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	12/05/13	\$10.31	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	12/06/13	\$1,200.00	3887	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	12/17/13	\$1,200.00	3896	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	12/17/13	\$1,200.00	3897	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	12/18/13	\$1,200.00	3898	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	12/06/13	\$350.00	3887	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	12/17/13	\$350.00	3896	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	12/17/13	\$350.00	3897	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: DECEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	12/18/13	\$350.00	3898	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	12/18/13	\$125.36	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATE		<u>\$12,964.42</u>			
FUND 602 SEWER					
602	12/18/13	\$15.73	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/18/13	\$326.76	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/16/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/13	\$42.40	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/30/13	\$62.65	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/16/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/05/13	\$15.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/05/13	\$401.39	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/26/13	\$184.20	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/16/13	\$62.65	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/16/13	\$66.70	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	12/05/13	\$2.46	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	12/05/13	\$161.03	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	12/05/13	\$158.80	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	12/26/13	\$3.79	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	12/26/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	12/06/13	\$800.00	3887	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	12/17/13	\$800.00	3896	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	12/17/13	\$800.00	3897	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	12/18/13	\$800.00	3898	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
FUND 602 SEWER		<u>\$23,781.09</u>			
FUND 803 P & Z ESCROWS					
803	12/26/13	\$1,400.00	3911	DRH - INSPIRATION PHASE II - ESCROW	R 803-80045-34100 P & Z PE
FUND 803 P & Z E		<u>\$1,400.00</u>			
		<u>\$976,791.09</u>			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2013

12 Month = 100.08

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$489.21	-\$19.21	-4.09%
41200	MAYOR & COUNCIL	\$141,451.00	\$193,398.37	-\$51,947.37	-36.72%
41240	RECYCLING	\$7,200.00	\$2,366.27	\$4,833.73	67.14%
41400	ADMINISTRATION	\$141,412.00	\$128,076.66	\$13,335.34	9.43%
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	\$220,503.00	\$227,301.77	-\$6,798.77	-3.08%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$36,088.47	\$2,961.53	7.58%
42100	POLICE	\$719,313.00	\$696,331.31	\$22,981.69	3.19%
42200	FIRE PROTECTION	\$438,919.00	\$811,793.81	-\$372,874.81	-84.95%
42201	FIRE STATION	\$0.00	\$9,233.34	-\$9,233.34	0.00%
43100	STREET MAINT	\$267,714.00	\$303,225.68	-\$35,511.68	-13.26%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$30,862.90	-\$862.90	-2.88%
43200	PARKS	\$58,241.00	\$55,749.96	\$2,491.04	4.28%
43300	CEMETERY	\$7,475.00	\$24,071.04	-\$16,596.04	-222.02%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
FUND 101 GENERAL		\$2,151,348.00	\$2,518,988.79	-\$367,640.79	-17.09%
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	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$0.00	\$0.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$287,230.00	\$249,891.65	\$37,338.35	13.00%
FUND 211 LIBRARY		\$287,230.00	\$249,891.65	\$37,338.35	13.00%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2013

12 Month = 100.08

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
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 416	PERRO CREEK OUTLET				
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 601	WATER				
41609	TCE EVAL GRANT	\$0.00	\$878.62	-\$878.62	0.00%
44151	TCE WATER MAIN IMPROVEME	\$0.00	\$58,295.20	-\$58,295.20	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$47,091.67	\$358.33	0.76%
46120	WATER	\$444,178.76	\$300,229.19	\$143,949.57	32.41%
FUND 601	WATER	\$491,628.76	\$406,494.68	\$85,134.08	17.32%
FUND 602	SEWER				
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$282,063.24	\$91,691.52	24.53%
46990	SEWER - NON-OPERATING	\$400,000.00	\$332,925.01	\$67,074.99	16.77%
FUND 602	SEWER	\$773,754.76	\$614,988.25	\$158,766.51	20.52%
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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2013

12 Month = 100.08

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET 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	\$844.38	-\$844.38	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$5,694.84	-\$5,694.84	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	\$740.83	-\$740.83	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	\$464.00	-\$464.00	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	\$1,228.07	-\$1,228.07	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	\$913.87	-\$913.87	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$1,038.01	-\$1,038.01	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$65,263.08	-\$65,263.08	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$773.19	-\$773.19	0.00%
80047	JANE KEYES	\$0.00	\$871.97	-\$871.97	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$73.19	-\$73.19	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$77,905.43	-\$77,905.43	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 12/31/2013

12 Month = 100.08

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,703,961.52	\$3,868,268.80	-\$164,307.28	-4.44%

CITY OF BAYPORT
MONTHLY EXPENSES 1136592-1136709

12/31/13 11:03 AM
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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									
WILLIAMS, MARY	101	12/03/13	\$75.00	E	41100	104	7.5 HRS 2013 SCHOOL D	ELECTION SALARI	1136612
MACDONALD, TIM	101	12/02/13	\$186.00	E	41100	104	15.5 HRS 2013 SCHOOL	ELECTION SALARI	1136600
UTECHT, BETH	101	12/02/13	\$75.00	E	41100	104	7.5 HRS 2013 SCHOOL D	ELECTION SALARI	1136609
LAMPI, KAREN	101	12/02/13	\$80.00	E	41100	104	8 HRS 2013 SCHOOL DIS	ELECTION SALARI	1136598
HOPHAN, EDITH	101	12/02/13	\$80.00	E	41100	104	8 HRS 2013 SCHOOL DIS	ELECTION SALARI	1136596
SIEGFRIED, COLEEN	101	12/02/13	\$192.00	E	41100	104	16 HRS 2013 SCHOOL EL	ELECTION SALARI	1136605
KELLY, AUDREY	101	12/02/13	\$45.00	E	41100	104	4.5 HRS 2013 SCHOOL D	ELECTION SALARI	1136597
ORNE, ELIZABETH	101	12/02/13	\$80.00	E	41100	104	8 HRS 2013 SCHOOL DIS	ELECTION SALARI	1136603
U S BANK VISA	101	12/10/13	\$22.42	E	41100	220	SUBWAY	OPERATING SUPP	1136613
U S BANK VISA	101	12/10/13	\$43.81	E	41100	220	CARBONE'S PIZZERIA	OPERATING SUPP	1136613
U S BANK VISA	101	12/10/13	\$3.50	E	41100	220	HOLIDAY	OPERATING SUPP	1136613
U S BANK VISA	101	12/10/13	\$47.49	E	41100	220	WAL-MART	OPERATING SUPP	1136613
DEPT 41100 ELECTIONS			\$930.22						
DEPT 41200 MAYOR & COUNCIL									
BUSINESS FORMS & ACCO	101	12/04/13	\$8.92	E	41200	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
U S BANK VISA	101	12/10/13	\$2.54	E	41200	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613
U S BANK VISA	101	12/30/13	\$7.00	E	41200	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
BUSINESS FORMS & ACCO	101	12/30/13	\$9.07	E	41200	201	LASER CHECKS	OFFICE SUPPLIES	1136700
ECKBERG, LAMMERS, BRI	101	12/23/13	\$200.00	E	41200	300	MEETINGS	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$65.25	E	41200	300	BUILDING OFFICIAL APP	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$311.75	E	41200	300	206 5TH ST S ZONING VI	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$0.06	E	41200	300	SALES TAX	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$384.83	E	41200	300	CODE ENFORCEMENT	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$36.25	E	41200	300	CEMETERY	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$72.50	E	41200	300	PLANNING COMMISSION	PROF SER-LEGAL	1136661
ECKBERG, LAMMERS, BRI	101	12/23/13	\$413.25	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1136661
S E H	101	12/23/13	\$453.99	E	41200	301	STAFF MTGS	PROF SER-ENGIN	1136674
S E H	101	12/23/13	\$74.10	E	41200	301	PREP & ATTEND CC MTG	PROF SER-ENGIN	1136674
COMPLETE HEALTH ENVI	101	12/23/13	\$350.00	E	41200	306	NOVEMBER 2013 MAINT.	PROF SER-OTHER	1136658
COMPLETE HEALTH ENVI	101	12/23/13	\$350.00	E	41200	306	DECEMBER 2013 MAINT.	PROF SER-OTHER	1136658
ECM PUBLISHERS, INC.	101	12/30/13	\$63.40	E	41200	306	2014 BUDGET	PROF SER-OTHER	1136693
POSTMASTER	101	12/18/13	\$288.62	E	41200	351	2013 NEWSLETTER	NEWS LETTER PRI	1136643
US INTERNET	101	12/23/13	\$50.60	E	41200	416	ANIT-VIRUS SERV 12-19-	REPAIR/MAINT OF	1136682
DEPT 41200 MAYOR & COUNCIL			\$3,142.13						
DEPT 41240 RECYCLING									
BELL, MICHAEL	101	12/18/13	\$30.00	E	41240	370	DECEMBER 2013 RECYCL	RECYCLING INCE	1136624
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
BUSINESS FORMS & ACCO	101	12/30/13	\$54.45	E	41400	201	LASER CHECKS	OFFICE SUPPLIES	1136700
U S BANK VISA	101	12/30/13	\$42.04	E	41400	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
U S BANK VISA	101	12/10/13	\$15.25	E	41400	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613
BUSINESS FORMS & ACCO	101	12/04/13	\$53.54	E	41400	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
LEAGUE OF MINNESOTA C	101	12/18/13	\$175.00	E	41400	402	MCMA 2014 MID-WINTE	CONFERENCES &	1136634
MAMA	101	12/23/13	\$20.00	E	41400	402	ROWE WORKSHOP/TAYL	CONFERENCES &	1136669
TR COMPUTER SALES LLC	101	12/18/13	\$191.77	E	41400	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
MINNESOTA CLERKS FINA	101	12/31/13	\$35.00	E	41400	433	07/01/13 TO 6/30/14 ME	DUES & MEMBERS	1136702
DEPT 41400 ADMINISTRATION			\$587.05						
DEPT 41910 PLANNING & ZONING									
U S BANK VISA	101	12/10/13	\$12.71	E	41910	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613

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Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BUSINESS FORMS & ACCO	101	12/04/13	\$44.62	E	41910	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
BUSINESS FORMS & ACCO	101	12/30/13	\$45.37	E	41910	201	LASER CHECKS	OFFICE SUPPLIES	1136700
U S BANK VISA	101	12/30/13	\$35.03	E	41910	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
HOLIDAY FLEET	101	12/04/13	\$127.21	E	41910	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
S E H	101	12/23/13	\$672.62	E	41910	301	CERTIFICATE OF SURVE	PROF SER-ENGIN	1136674
U S BANK VISA	101	12/30/13	\$500.00	E	41910	402	U OF M CCE NONCREDIT	CONFERENCES &	1136688
U S BANK VISA	101	12/30/13	\$54.15	E	41910	412	DEPT OF PUBLIC SAFETY	REP & MAINT VEH	1136688
TR COMPUTER SALES LLC	101	12/18/13	\$159.81	E	41910	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
MNAPA	101	12/31/13	\$50.00	E	41910	433	MEMBERSHIP DUES/TAY	DUES & MEMBERS	1136703
DEPT 41910 PLANNING & ZONING			\$1,701.52						
DEPT 41940 MUNICIPAL BUILDINGS									
U S BANK VISA	101	12/30/13	\$157.13	E	41940	220	WAL-MART	OPERATING SUPP	1136688
U S BANK VISA	101	12/30/13	\$97.86	E	41940	220	MENARDS	OPERATING SUPP	1136688
U S BANK VISA	101	12/10/13	\$13.63	E	41940	220	TARGET	OPERATING SUPP	1136613
JOHNSON, CHAD	101	12/23/13	\$325.00	E	41940	302	DEC 2013 CITY HALL CLE	CONTRACT SERVI	1136666
OFFICE OF ENT TECHNOL	101	12/18/13	\$454.06	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1136640
XCEL	101	12/10/13	\$674.88	E	41940	380	NOV 2013 GAS & ELECTR	ELECTRIC SERVIC	1136621
XCEL	101	12/10/13	\$115.34	E	41940	381	NOV 2013 GAS & ELECTR	FUEL FOR HEAT	1136621
MINNESOTA ELEVATOR	101	12/23/13	\$150.04	E	41940	420	DEC 2013 MTHLY SERV/	R & M BLDGS, ST	1136671
DEPT 41940 MUNICIPAL BUILDING			\$1,987.94						
DEPT 42100 POLICE									
U S BANK VISA	101	12/10/13	\$12.71	E	42100	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613
BUSINESS FORMS & ACCO	101	12/04/13	\$44.62	E	42100	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
BUSINESS FORMS & ACCO	101	12/30/13	\$45.37	E	42100	201	LASER CHECKS	OFFICE SUPPLIES	1136700
U S BANK VISA	101	12/30/13	\$35.03	E	42100	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
STREICHERS	101	12/10/13	\$26.71	E	42100	208	UNIFORMS - J JACKSON/	UNIFORMS - JAY	1136617
UNIFORMS UNLIMITED	101	12/10/13	\$18.16	E	42100	208	UNIFORMS - J JACKSON/	UNIFORMS - JAY	1136619
HOLIDAY FLEET	101	12/04/13	\$6.41	E	42100	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
WASHINGTON COUNTY S	101	12/18/13	\$2,017.22	E	42100	212	NOV 2013 FUEL/POLICE	MOTOR FUELS & L	1136651
BAYPORT TRANSMISSION	101	12/18/13	\$26.78	E	42100	212	2009 DODGE CHARGER/	MOTOR FUELS & L	1136623
U S BANK VISA	101	12/10/13	\$107.53	E	42100	220	ST. PAUL STAMP	OPERATING SUPP	1136613
ECKBERG, LAMMERS, BRI	101	12/04/13	\$2,367.24	E	42100	300	PROSECUTION NOVEMBE	PROF SER-LEGAL	1136594
BCA	101	12/23/13	\$15.00	E	42100	306	RECORD- DUSTIN PURPU	PROF SER-OTHER	1136656
WASHINGTON COUNTY P	101	12/23/13	\$1,200.24	E	42100	321	2013 4TH QTR. MTHLY U	COMMUNICATION	1136686
THOMAS REUTERS - WES	101	12/18/13	\$130.90	E	42100	321	NOVEMBER 2013 INFOR	COMMUNICATION	1136648
VERIZON WIRELESS	101	12/10/13	\$105.03	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1136620
VERIZON WIRELESS	101	12/10/13	\$66.22	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1136620
WASHINGTON COUNTY S	101	12/30/13	\$5,882.26	E	42100	391	4TH QTR 2013 ALERTS &	SHARED AUTOMA	1136709
WASHINGTON COUNTY S	101	12/30/13	\$1,125.00	E	42100	391	4TH QTR. 2013 MDC'S/P	SHARED AUTOMA	1136709
CENTURY COLLEGE	101	12/30/13	\$695.00	E	42100	403	LAW ENFORCEMENT TRA	POLICE TRAINING	1136692
BAYPORT TRANSMISSION	101	12/23/13	\$288.56	E	42100	412	2005 DODGE DURANGO/	REP & MAINT VEH	1136655
EMERGENCY AUTOMOTIV	101	12/26/13	\$85.00	E	42100	412	VEH MAINT & REPAIR/P	REP & MAINT VEH	1136663
STILLWATER MOTORS	101	12/18/13	\$127.00	E	42100	412	VEH REPAIR/POLICE DEP	REP & MAINT VEH	1136647
TR COMPUTER SALES LLC	101	12/04/13	\$62.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136606
TR COMPUTER SALES LLC	101	12/18/13	\$159.81	E	42100	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
DEPT 42100 POLICE			\$14,650.30						
DEPT 42200 FIRE PROTECTION									
U S BANK VISA	101	12/02/13	\$150.85	E	42200	201	BOUND TREE MEDICAL	OFFICE SUPPLIES	1136607
ASPEN MILLS INC	101	12/30/13	\$184.37	E	42200	202	UNIFORMS SUPPLIES/FI	UNIFORMS - MISC	1136698
HOLIDAY FLEET	101	12/04/13	\$1,129.03	E	42200	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
HOLIDAY FLEET	101	12/04/13	\$14.98	E	42200	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
U S BANK VISA	101	12/02/13	\$29.68	E	42200	217	PIZZA MAN	MATERIALS & PR	1136607

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U S BANK VISA	101	12/02/13	\$101.43	E	42200	220	PIZZA MAN	OPERATING SUPP	1136607
U S BANK VISA	101	12/30/13	\$66.77	E	42200	220	WOODYS BAR & GRILL	OPERATING SUPP	1136689
BAYPORT PRINTING HOU	101	12/30/13	\$50.23	E	42200	220	OPERATING/FIRE DEPT.	OPERATING SUPP	1136699
U S BANK VISA	101	12/02/13	\$112.46	E	42200	220	LOWES	OPERATING SUPP	1136607
MENARDS-STILLWATER	101	12/18/13	\$17.77	E	42200	240	OPERATING EQUIP/FIRE	SMALL TOOLS-EQ	1136636
U S BANK VISA	101	12/02/13	\$5,337.37	E	42200	240	MARSARSWATERRESCUE	SMALL TOOLS-EQ	1136607
JOHNSON, CHAD	101	12/23/13	\$175.00	E	42200	306	DEC. 2013 FIRE HALL CL	PROF SER-OTHER	1136666
VERIZON WIRELESS	101	12/02/13	\$80.04	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1136610
VERIZON WIRELESS	101	12/10/13	\$184.73	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1136620
XCEL	101	12/10/13	\$422.24	E	42200	380	NOV 2013 GAS & ELECTR	ELECTRIC SERVIC	1136621
XCEL	101	12/10/13	\$632.74	E	42200	381	NOV 2013 GAS & ELECTR	FUEL FOR HEAT	1136621
U S BANK VISA	101	12/02/13	\$9.00	E	42200	391	FLEETIO	SHARED AUTOMA	1136607
WASHINGTON COUNTY P	101	12/30/13	\$3,400.68	E	42200	391	4TH QTR MTYLY USER F	SHARED AUTOMA	1136708
HOGBERG, MATT	101	12/18/13	\$102.83	E	42200	402	FF1 & FF2 CLASS-MILEA	CONFERENCES &	1136633
U S BANK VISA	101	12/30/13	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	1136689
CARQUEST OF STILLWAT	101	12/30/13	\$32.17	E	42200	412	PARTS/FIRE DEPT.	REP & MAINT VEH	1136691
CARQUEST OF STILLWAT	101	12/30/13	\$25.69	E	42200	412	PARTS/FIRE DEPT.	REP & MAINT VEH	1136691
U S BANK VISA	101	12/02/13	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	1136607
GRAYBAR	101	12/30/13	\$41.11	E	42200	412	LAMP - FIRE DEPT.	REP & MAINT VEH	1136696
BAYPORT TRANSMISSION	101	12/02/13	\$624.96	E	42200	412	2004 TAHOE CHEV/FIRE	REP & MAINT VEH	1136592
GRAYBAR	101	12/30/13	-\$33.71	E	42200	412	LAMP - CREDIT MEMO -	REP & MAINT VEH	1136696
U S BANK VISA	101	12/30/13	\$9.00	E	42200	433	FLEETIO	DUES & MEMBERS	1136689
READY WATT	101	12/10/13	\$368.00	E	42200	530	INSTALLED HEAVIER WI	CAPITAL ASSETS	1136616
READY WATT	101	12/10/13	\$7,627.00	E	42200	530	INSTALLED CITY'S 2001	CAPITAL ASSETS	1136616
U S BANK VISA	101	12/02/13	\$374.79	E	42200	570	LOWES	OFFICE EQUIPME	1136607
U S BANK VISA	101	12/30/13	\$1,167.61	E	42200	570	BEST BUY	OFFICE EQUIPME	1136689
DEPT 42200 FIRE PROTECTION			\$22,481.66						
DEPT 42201 FIRE STATION									
ECKBERG, LAMMERS, BRI	101	12/23/13	\$224.75	E	42201	300	FIRE STATION	PROF SER-LEGAL	1136661
S E H	101	12/23/13	\$168.15	E	42201	301	FIRE STATION DESIGN	PROF SER-ENGIN	1136674
S E H	101	12/23/13	\$5,353.47	E	42201	301	FIRE STATION SITE SUR	PROF SER-ENGIN	1136674
S E H	101	12/23/13	\$252.24	E	42201	301	FIRE STATION WORKSH	PROF SER-ENGIN	1136674
S E H	101	12/18/13	\$3,234.73	E	42201	301	FIRE STATION DESIGN	PROF SER-ENGIN	1136646
DEPT 42201 FIRE STATION			\$9,233.34						
DEPT 43100 STREET MAINT									
U S BANK VISA	101	12/10/13	\$2.54	E	43100	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613
BUSINESS FORMS & ACCO	101	12/04/13	\$8.92	E	43100	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
BUSINESS FORMS & ACCO	101	12/30/13	\$9.07	E	43100	201	LASER CHECKS	OFFICE SUPPLIES	1136700
U S BANK VISA	101	12/30/13	\$7.00	E	43100	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
EISINGER, JOSH	101	12/30/13	\$85.97	E	43100	205	UNIFORM REIMBURSEME	UNIFORMS - JOSH	1136694
EISINGER, JOSH	101	12/18/13	\$97.56	E	43100	205	UNIFORMS REIMBURSEM	UNIFORMS - JOSH	1136630
HOLIDAY FLEET	101	12/04/13	\$603.91	E	43100	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
U S BANK VISA	101	12/10/13	\$56.48	E	43100	212	MILLS FLEET FARM	MOTOR FUELS & L	1136618
ECONO SIGNS	101	12/23/13	\$186.56	E	43100	220	TRAFFIC SIGNS/STREET	OPERATING SUPP	1136662
U S BANK VISA	101	12/30/13	\$51.26	E	43100	220	NATIONAL REPROGRAPH	OPERATING SUPP	1136690
AGGREGATE INDUSTRIES	101	12/23/13	\$78.74	E	43100	225	ROAD SAND/STREET DEP	SALT & SAND PUR	1136653
NORTH AMERICAN SALT C	101	12/18/13	\$1,906.18	E	43100	225	ROAD SALT/STREET DEP	SALT & SAND PUR	1136639
AGGREGATE INDUSTRIES	101	12/23/13	\$75.80	E	43100	225	ROAD SALT/STREET DEP	SALT & SAND PUR	1136653
U S BANK VISA	101	12/10/13	\$44.18	E	43100	240	HARBOR FREIGHT TOOL	SMALL TOOLS-EQ	1136618
MENARDS-STILLWATER	101	12/18/13	\$138.04	E	43100	240	OPERATING SUPPLIES/S	SMALL TOOLS-EQ	1136636
CARQUEST OF STILLWAT	101	12/18/13	-\$24.83	E	43100	412	EXHAUST PIPE ADAPTER	REP & MAINT VEH	1136625
CARQUEST OF STILLWAT	101	12/30/13	\$19.97	E	43100	412	HYDRAULIC HOSE/STREE	REP & MAINT VEH	1136691
U S BANK VISA	101	12/10/13	\$6.94	E	43100	412	ISSISSIPPI WELDERS	REP & MAINT VEH	1136618

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ZIEGLER INC.	101	12/18/13	\$13.70	E	43100	412	CAT PARTS/STREET DEP	REP & MAINT VEH	1136652
AREAWIDE TRUCK & TRAI	101	12/18/13	\$87.00	E	43100	412	TRUCK INSPECTION/STR	REP & MAINT VEH	1136622
TR COMPUTER SALES LLC	101	12/18/13	\$31.96	E	43100	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
CARQUEST OF STILLWAT	101	12/18/13	\$87.70	E	43100	420	VEH REPAIR MAINT/STR	R & M BLDGS, ST	1136625
U S BANK VISA	101	12/10/13	\$133.60	E	43100	420	CENTRAL LANSCAPE SUP	R & M BLDGS, ST	1136618
U S BANK VISA	101	12/10/13	\$111.75	E	43100	420	MILLS FLEET FARM	R & M BLDGS, ST	1136618
U S BANK VISA	101	12/10/13	\$845.92	E	43100	420	MILLS FLEET FAR	R & M BLDGS, ST	1136618
U S BANK VISA	101	12/10/13	-\$216.79	E	43100	420	MILLS FLEET FARM	R & M BLDGS, ST	1136618
S E H	101	12/02/13	\$1,083.68	E	43100	422	2013 SEAL COAT/STREET	SEALCOATING	1136604
WACO PUBLIC WORKS DE	101	12/23/13	\$30,057.91	E	43100	530	INSPIRATION TRAFFIC S	CAPITAL ASSETS	1136684
WACO PUBLIC WORKS DE	101	12/04/13	\$2,849.83	E	43100	530	INSPIRATION TRAFFIC S	CAPITAL ASSETS	1136611
DEPT 43100 STREET MAINT			\$38,440.55						
DEPT 43160 STREET LIGHTING									
XCEL	101	12/10/13	\$2,403.41	E	43160	380	NOV 2013 GAS & ELECTR	ELECTRIC SERVIC	1136621
DEPT 43160 STREET LIGHTING			\$2,403.41						
DEPT 43200 PARKS									
HOLIDAY FLEET	101	12/04/13	\$191.61	E	43200	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
FASTENAL	101	12/18/13	\$74.76	E	43200	240	LEAF RAKES/PARK DEPT.	SMALL TOOLS-EQ	1136631
U S BANK VISA	101	12/10/13	\$42.64	E	43200	410	MENARDS	REPAIR & MAINT	1136618
U S BANK VISA	101	12/10/13	\$10.71	E	43200	410	HOLIDAY	REPAIR & MAINT	1136618
CENTURY POWER EQUIP	101	12/18/13	\$55.56	E	43200	412	MOWER PARTS/PARK DE	REP & MAINT VEH	1136627
CENTURY POWER EQUIP	101	12/18/13	\$31.23	E	43200	412	MOWER PARKS/PARK DE	REP & MAINT VEH	1136627
TRI STATE BOBCAT INC	101	12/23/13	\$110.56	E	43200	412	TOOL CAT PARTS/PARK	REP & MAINT VEH	1136680
TR COMPUTER SALES LLC	101	12/18/13	\$31.96	E	43200	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
DISPLAY SALES COMPANY	101	12/18/13	\$341.79	E	43200	420	LIGHTS - VILLAGE GREE	R & M BLDGS, ST	1136629
LINNER ELECTRIC	101	12/18/13	\$108.00	E	43200	420	LIGHTS-VILLAGE GREEN/	R & M BLDGS, ST	1136635
U S BANK VISA	101	12/30/13	\$143.46	E	43200	420	MENARDS	R & M BLDGS, ST	1136690
U S BANK VISA	101	12/30/13	\$4.50	E	43200	420	MENARDS	R & M BLDGS, ST	1136690
DEPT 43200 PARKS			\$1,146.78						
DEPT 43300 CEMETERY									
U S BANK VISA	101	12/10/13	\$37.76	E	43300	212	LAKE ELMO OIL	MOTOR FUELS & L	1136618
LANDSCAPES BY MARK	101	12/31/13	\$500.00	E	43300	310	GRAVE OPENING/ C AND	GRAVE OPENINGS	1136700
CENTURY POWER EQUIP	101	12/23/13	\$221.47	E	43300	412	MOWER REPAIR/CEMETA	REP & MAINT VEH	1136657
DEPT 43300 CEMETERY			\$759.23						
FUND 101 GENERAL			\$97,494.13						
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1									
DEPT 00000 GENERAL GOVERNMENT									
PRESBYTERIAN HOMES	107	12/18/13	\$18,101.60	E	00000	306	TIF72 TAX SETTLEMENT	PROF SER-OTHER	1136644
DEPT 00000 GENERAL GOVERNMEN			\$18,101.60						
FUND 107 TIF REDEVELOPMENT DISTR			\$18,101.60						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
SANDERS WACKER BERGL	207	12/30/13	-\$71,012.50	E	44100	306	PERRO PARK SITE IMPR	PROF SER-OTHER	1136675
FITOL-HINTZ CONSTRUCT	207	12/30/13	\$71,012.50	E	44100	306	PERRO PARK SITE IMPR	PROF SER-OTHER	1136695
LOUCKS ASSOCIATES	207	12/23/13	\$557.15	E	44100	306	PERRO PARK - HOCKEY R	PROF SER-OTHER	1136668
SANDERS WACKER BERGL	207	12/23/13	\$71,012.50	E	44100	306	PERRO PARK SITE IMPR	PROF SER-OTHER	1136675
SANDERS WACKER BERGL	207	12/23/13	\$32,700.98	E	44100	530	GARBAR - PERRO PARK R	CAPITAL ASSETS	1136675
SANDERS WACKER BERGL	207	12/30/13	-\$32,700.98	E	44100	530	GARBAR - PERRO PARK R	CAPITAL ASSETS	1136675
SANDERS WACKER BERGL	207	12/30/13	-\$14,120.15	E	44100	530	LIGHTNING INSTALLATI	CAPITAL ASSETS	1136675
SPORTS TECHNOLOGY, IN	207	12/30/13	\$14,120.15	E	44100	530	INSTALLATION LIGHT ST	CAPITAL ASSETS	1136706

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GRAYBAR	207	12/30/13	\$32,700.98	E	44100	530	PERRO PARK SKATING R	CAPITAL ASSETS	1136696
SANDERS WACKER BERGL	207	12/23/13	\$14,120.15	E	44100	530	LIGHTNING INSTALLATI	CAPITAL ASSETS	1136675
DEPT 44100 PROJECT			\$118,390.78						
FUND 207 PARK IMPROVEMENT FUND			\$118,390.78						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	12/23/13	\$146.41	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$338.46	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$78.52	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$120.28	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$309.98	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$53.47	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$59.76	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$154.36	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$36.77	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$150.92	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
BAKER & TAYLOR	211	12/23/13	\$45.94	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1136654
DEMCO	211	12/23/13	\$215.45	E	45500	220	MATERIAL/LIBRARY DEP	OPERATING SUPP	1136659
SHARON SIPPEL	211	12/23/13	\$1,500.00	E	45500	302	DECEMBER 2013 CLEANI	CONTRACT SERVI	1136676
OFFICE OF ENT TECHNOL	211	12/23/13	\$79.37	E	45500	321	PHONES/LIBRARY DEPT.	COMMUNICATION	1136673
XCEL	211	12/10/13	\$918.78	E	45500	380	NOV 2013 GAS & ELECTR	ELECTRIC SERVIC	1136621
XCEL	211	12/10/13	\$352.95	E	45500	381	NOV 2013 GAS & ELECTR	FUEL FOR HEAT	1136621
WASHINGTON COUNTY LI	211	12/23/13	\$41.03	E	45500	391	2012-2013 MAGAZINE IN	SHARED AUTOMA	1136685
TOSHIBA BUSINESS SOLU	211	12/23/13	\$20.12	E	45500	416	PARTS, LABOR, TONER/L	REPAIR/MAINT OF	1136679
MINNESOTA ELEVATOR	211	12/23/13	\$157.23	E	45500	420	DEC. 2013 MTHLY SERVI	R & M BLDGS, ST	1136671
DEPT 45500 LIBRARY			\$4,779.80						
FUND 211 LIBRARY			\$4,779.80						
FUND 601 WATER									
DEPT 44151 TCE WATER MAIN IMPROVEMENTS									
S E H	601	12/02/13	\$5,150.00	E	44151	301	TCE WATER MAIN IMPR	PROF SER-ENGIN	1136604
DEPT 44151 TCE WATER MAIN IMP			\$5,150.00						
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	12/10/13	\$1,566.13	E	46110	380	NOV 2013 GAS & ELECTR	ELECTRIC SERVIC	1136621
XCEL	601	12/10/13	\$121.00	E	46110	381	NOV 2013 GAS & ELECTR	FUEL FOR HEAT	1136621
U S BANK VISA	601	12/10/13	\$222.77	E	46110	419	HARBOR FREIGHT	REPAIR & MAINT	1136618
U S BANK VISA	601	12/10/13	\$64.41	E	46110	419	HARBOR FREIGHT	REPAIR & MAINT	1136618
ROCKHARD SERVICES	601	12/31/13	\$2,567.94	E	46110	419	DEMO WELL HOUSE # 3	REPAIR & MAINT	1136705
ROCKHARD SERVICES	601	12/18/13	-\$2,748.70	E	46110	419	MOTOR BASE REMOVAL/	REPAIR & MAINT	1136645
ROCKHARD SERVICES	601	12/18/13	\$2,748.70	E	46110	419	MOTOR BASE REMOVAL/	REPAIR & MAINT	1136645
DEPT 46110 WATER-PUMPHOUSE			\$4,542.25						
DEPT 46120 WATER									
BUSINESS FORMS & ACCO	601	12/04/13	\$8.92	E	46120	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
BUSINESS FORMS & ACCO	601	12/30/13	\$9.07	E	46120	201	LASER CHECKS	OFFICE SUPPLIES	1136700
U S BANK VISA	601	12/30/13	\$7.00	E	46120	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
U S BANK VISA	601	12/10/13	\$2.54	E	46120	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613
CCP INDUSTRIES	601	12/18/13	\$170.18	E	46120	203	UNIFORM REIMBURSEME	UNIFORMS - TIM	1136626
HOLIDAY FLEET	601	12/04/13	\$467.43	E	46120	212	NOVEMBER 213 FUEL CH	MOTOR FUELS & L	1136595
HAWKINS WATER	601	12/30/13	\$535.00	E	46120	216	WATER TREATMENT/WA	CHEMICALS AND	1136697
U S BANK VISA	601	12/30/13	\$13.92	E	46120	216	THE UPS STORE	CHEMICALS AND	1136690
HAWKINS WATER	601	12/23/13	\$826.34	E	46120	216	WATER TREATMENT EQU	CHEMICALS AND	1136664

CITY OF BAYPORT
MONTHLY EXPENSES 1136592-1136709

Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
MVTL	601	12/23/13	\$51.00	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	1136672
U S BANK VISA	601	12/10/13	\$2.75	E	46120	216	USPS	CHEMICALS AND	1136618
U S BANK VISA	601	12/30/13	\$40.42	E	46120	220	LUBRICATION TECHNOL	OPERATING SUPP	1136690
T. R. F. SUPPLY	601	12/23/13	\$93.26	E	46120	240	WINTER LINERS/WATER	SMALL TOOLS-EQ	1136678
MENARDS-STILLWATER	601	12/30/13	\$12.99	E	46120	240	SMALL TOOLS/WATER D	SMALL TOOLS-EQ	1136701
S E H	601	12/23/13	\$430.56	E	46120	301	VFD MODIFICATIONS WE	PROF SER-ENGIN	1136674
PLUNKETT S PEST CONTR	601	12/18/13	\$224.96	E	46120	302	MICE CONTROL/WATER	CONTRACT SERVI	1136642
ONE CALL CONCEPTS	601	12/18/13	\$147.55	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	1136641
COMCAST	601	12/18/13	\$119.90	E	46120	321	HIGH-SPEED INTERNET/	COMMUNICATION	1136628
POSTMASTER	601	12/31/13	\$147.18	E	46120	322	4TH QTR. 2013 UTILITY	POSTAGE	1136704
XCEL	601	12/10/13	\$1,606.56	E	46120	380	NOV 2013 GAS & ELECTR	ELECTRIC SERVIC	1136621
XCEL	601	12/10/13	\$643.74	E	46120	381	NOV 2013 GAS & ELECTR	FUEL FOR HEAT	1136621
STILLWATER MOTORS	601	12/23/13	\$32.35	E	46120	412	SERVICE 08 CHEV TRUC	REP & MAINT VEH	1136677
TR COMPUTER SALES LLC	601	12/18/13	\$31.96	E	46120	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
HAWKINS WATER	601	12/18/13	\$35.00	E	46120	416	WATER TREATMENT - CH	REPAIR/MAINT OF	1136632
KEYS WELL DRILLING CO	601	12/23/13	\$11,953.87	E	46120	419	FURNISH & INSTALL 40H	REPAIR & MAINT	1136667
U S BANK VISA	601	12/10/13	\$21.13	E	46120	419	MENARDS	REPAIR & MAINT	1136618
U S BANK VISA	601	12/10/13	\$3.02	E	46120	419	MENARDS	REPAIR & MAINT	1136618
MILLER EXCAVATING	601	12/18/13	\$205.15	E	46120	421	CLASS 5 RECYCLE/WATE	REPAIR & MAINT	1136638
DEPT 46120 WATER			\$17,843.75						
FUND 601 WATER			\$27,536.00						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
BUSINESS FORMS & ACCO	602	12/04/13	\$8.95	E	46200	201	2013 W2'S & 1099'S	OFFICE SUPPLIES	1136593
BUSINESS FORMS & ACCO	602	12/30/13	\$9.11	E	46200	201	LASER CHECKS	OFFICE SUPPLIES	1136700
U S BANK VISA	602	12/30/13	\$70.13	E	46200	201	NOV & DEC 2013 ADMIN	OFFICE SUPPLIES	1136688
U S BANK VISA	602	12/10/13	\$2.57	E	46200	201	INNOVATIVE OFFICE	OFFICE SUPPLIES	1136613
U S BANK VISA	602	12/30/13	\$127.71	E	46200	212	MENARDS	MOTOR FUELS & L	1136690
J H LARSON CO	602	12/30/13	\$119.34	E	46200	220	LIGHT BULBS/PW BLDG.	OPERATING SUPP	1136698
MENARDS-STILLWATER	602	12/23/13	\$627.98	E	46200	240	STEP LADDERS/SEWER D	SMALL TOOLS-EQ	1136670
S E H	602	12/23/13	\$168.15	E	46200	301	SANITARY SEWER CLEAN	PROF SER-ENGIN	1136674
VISU-SEWER	602	12/18/13	\$23,594.60	E	46200	302	2013 SANITARY SEWER	CONTRACT SERVI	1136650
POSTMASTER	602	12/31/13	\$147.18	E	46200	322	4TH QTR. 2013 UTILITY	POSTAGE	1136704
DISCOUNT TIRE CO	602	12/23/13	\$694.00	E	46200	412	2007 CHEV/SEWER DEPT	REP & MAINT VEH	1136660
TR COMPUTER SALES LLC	602	12/18/13	\$31.97	E	46200	416	TREND MICRO WORRY S	REPAIR/MAINT OF	1136649
LAKE COUNTRY DOOR LL	602	12/30/13	\$210.00	E	46200	420	REPAIR GARAGE DOOR/S	R & M BLDGS, ST	1136699
DEPT 46200 SEWER - OPERATING			\$25,811.69						
FUND 602 SEWER			\$25,811.69						
FUND 803 P & Z ESCROWS									
DEPT 80019 JG HAUSE CONSTRUCTION									
WASHINGTON COUNTY R	803	12/23/13	\$46.00	E	80019	350	P243670 - HAUSE	PRINTING & PUBL	1136687
DEPT 80019 JG HAUSE CONSTRUCT			\$46.00						
DEPT 80045 DRH-INSPIRATION PHASE II PLAT									
S E H	803	12/23/13	\$1,540.11	E	80045	301	INSPIRATION PHASE III	PROF SER-ENGIN	1136674
DEPT 80045 DRH-INSPIRATION PH			\$1,540.11						
DEPT 80048 KAEMMER/VRAMBOUT									
WASHINGTON COUNTY R	803	12/23/13	\$46.00	E	80048	350	P243670 - KAEMMER	PRINTING & PUBL	1136687
DEPT 80048 KAEMMER/VRAMBOUT			\$46.00						
FUND 803 P & Z ESCROWS			\$1,632.11						

CITY OF BAYPORT
MONTHLY EXPENSES 1136592-1136709

Period Name: DECEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
			\$293,746.11						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: December, 2013

Printed:12/31/2013

Page1 of 3

Permit Number: BP2013-100	Filing Date: 12/11/2013
Parcel Address: 416 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	Applicant Phone: 952-985-7806
Construction Value: \$378,000.00	Total Fees: \$10,469.84

Permit Number: BP2013-101	Filing Date: 12/17/2013
Parcel Address: 195 6TH St. S.	BAYPORT, MN 55003
Applicant: The Home Depot A.H.S. The Home Depot A.H.S. RESIDENTIAL BUILDER	Applicant Phone: 952-345-6047
Construction Value: \$5,681.00	Total Fees: \$135.59

Permit Number: BP2013-102	Filing Date: 12/26/2013
Parcel Address: 392 3RD Street S.	BAYPORT, MN 55003
Applicant: ZACK PREHALL OWNER OWNER	Applicant Phone:
Construction Value: \$1,000.00	Total Fees: \$68.56

Permit Number: BP2013-97	Filing Date: 12/3/2013
Parcel Address: 320 5TH Ave. N.	BAYPORT, MN 55003
Applicant: NILES CONSTRUCTION COMPANY NILES CONSTRUCTION COMPANY COMMERCIAL &	Applicant Phone: 651-430-3269
Construction Value: \$145,000.00	Total Fees: \$17,120.39

Permit Number: BP2013-98	Filing Date: 12/10/2013
Parcel Address: 445 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	Applicant Phone: 952-985-7806
Construction Value: \$414,000.00	Total Fees: \$10,844.24

Building Permit Log

For: December, 2013

Printed:12/31/2013

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Permit Number: BP2013-99	Filing Date: 12/10/2013
Parcel Address: 452 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA DR HORTON, INC MINNESOTA RESIDENTIAL	Applicant Phone: 952-985-7806
Construction Value: \$340,000.00	Total Fees: \$10,074.64

Permit Number: MC2013-79	Filing Date: 12/2/2013
Parcel Address: 1013 PLANTERS Path	BAYPORT, MN 55003
Applicant: LOFGREN HEATING & AC LOFGREN HEATING & AC MECHANICAL	Applicant Phone: 952-431-5811
Construction Value: \$2,000.00	Total Fees: \$80.00

Permit Number: MC2013-80	Filing Date: 12/2/2013
Parcel Address: 446 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$9,698.00	Total Fees: \$80.00

Permit Number: MC2013-81	Filing Date: 12/2/2013
Parcel Address: 449 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$11,168.00	Total Fees: \$80.00

Permit Number: MC2013-82	Filing Date: 12/2/2013
Parcel Address: 337 5TH Street N.	BAYPORT, MN 55003
Applicant: FIRESIDE HEARTH & HOME FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.	Applicant Phone: 651-633-1042
Construction Value: \$4,000.00	Total Fees: \$80.00

Permit Number: MC2013-83	Filing Date: 12/17/2013
Parcel Address: 419 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$9,329.00	Total Fees: \$80.00

Building Permit Log

For: December, 2013

Printed:12/31/2013

Page3 of 3

Permit Number: MC2013-84	Filing Date: 12/17/2013
Parcel Address: 449 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$11,248.00	Total Fees: \$80.00

Permit Number: PL2013-66	Filing Date: 12/2/2013
Parcel Address: 446 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: SILVER TREE PLUMBING & SILVER TREE PLUMBING & HEATING, LLC	Applicant Phone: 651-319-4103
Construction Value: \$10,500.00	Total Fees: \$80.00

Permit Number: PL2013-67	Filing Date: 12/2/2013
Parcel Address: 437 PRAIRIE WAY S.	
Applicant: SILVER TREE PLUMBING & SILVER TREE PLUMBING & HEATING, LLC	Applicant Phone: 651-319-4103
Construction Value: \$10,400.00	Total Fees: \$80.00

Permit Number: PL2013-68	Filing Date: 12/11/2013
Parcel Address: 385 LAKE Street S.	BAYPORT, MN 55003
Applicant: HOLST PLUMBING COMPANY HOLST PLUMBING COMPANY Plumber	Applicant Phone: 651-439-1101
Construction Value: \$8,000.00	Total Fees: \$80.00



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
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <i>Philip & Susan St. Ores</i>			
Main Phone Number:		Alternate Phone Number:	
Address: <i>345 Lake St S.</i>			
City/State/Zip: <i>Bayport, MN 55003</i>			
Email Address:			
Organization Name (if applicable):			

Donation Information
<input checked="" type="checkbox"/> Bench with dedication plaque - \$1,000.00 <i>Anderson Elm.</i> <input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00 <input type="checkbox"/> Picnic table - \$1,500.00 <input type="checkbox"/> Tree - \$250.00 <input type="checkbox"/> Bike rack - \$500.00 <input type="checkbox"/> Flag - \$100.00 <input type="checkbox"/> Flower planter - \$500.00 <input type="checkbox"/> Waste receptacle - \$500.00 <input type="checkbox"/> Monetary donation of \$ _____ for <input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input type="checkbox"/> Parks <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i> <i>Donated to the Citizens of Bayport by Philip and Susan St. Ores</i>

Donor Acknowledgement and Signature
I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.
Signature: <i>Susan St Ores</i> Date: <i>12/8/13</i>

Office Use
Staff notes: <i>(Include requested placement location)</i>
Donation amount received: <i>\$1,000.00</i> Date received: <i>12-9-13</i> Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check # <i>9445</i> Received by: <i>J. Martin / K. Hejzdel</i>



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

Laura Eastman
Chief of Police

December 16, 2013

Pete and Marilyn Miller
Miller Excavating
3636 Stagecoach Trail North
Stillwater, Minnesota 55082

Dear Pete and Marilyn:

The Bayport Police Department gratefully acknowledges the use of your property as a shooting range for its licensed peace officers during 2013. The department estimates a fair market value of \$500.00 for this donated training area and acknowledges that no goods or services were received in return for this donation.

We appreciate your longstanding support of the Bayport Police Department!

Sincerely,

Laura Eastman
Chief of Police
Bayport Police Department



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

DATE: December 17, 2013
TO: Mayor and City Council
FROM: Logan Martin, City Administrator
Sara Taylor, Assistant Administrator/Planner
RE: Renewal of CHES safety consulting/training service agreement

BACKGROUND

Complete Health Environmental and Safety Services (CHES) has been the city's safety consultant since 2008. The city has utilized them to establish an employee safety committee and to assist the Public Works, Police Department, and Fire Department with OSHA and other mandated safety related training. In addition, and at no additional charge, CHES has prepared and secured grants for various city projects and equipment, averaging about \$4,000.00 per year. All of the department heads have expressed their satisfaction with CHES and made the recommendation to retain their services.

The city's current contract with CHES expires at the end of 2013, therefore it is beneficial to pursue a multiple-year service agreement with CHES rather than continuing to negotiate the service fee and renew this agreement on an annual basis. The proposed 3-year agreement provides an opportunity to secure a 0% increase in 2014 and lock in set services fees for 2015 and 2016 (see table below), while also decreasing administrative services associated with the annual contract renewal process for both the city and CHES.

Year	Annual fee
2014	\$4,200
2015	\$4,320
2016	\$4,440

The proposed agreement can be cancelled by either party with thirty (30) days written notice. The cost of these services has been included in the 2014 budget and will be budgeted accordingly in 2015 and 2016.

RECOMMENDATION

Staff recommends entering into a 3-year service agreement with Complete Health Environmental and Safety Services (CHES), as proposed.

Attachments

- CHES Proposal and Agreement



CHES, Inc.
7060 Valley Creek Plaza #115-108
Woodbury, MN 55125
Ph: 651-481-9787
Fax: 651-415-2886

Complete Health Environmental and Safety Services

November 21, 2013

Sara Taylor, Assistant City Administrator
City of Bayport
294 North 3rd St
Bayport, MN 55003
staylor@ci.bayport.mn.us

Dear Sara:

We have enjoyed working with the City of Bayport and greatly appreciate your business over the last several years. Your current contract is set to expire at the end of December. You asked for a three year proposal.

During the past year, some of services we provided included:

- Reviewed and updated several safety programs (injury procedures, personal protective equipment)
- Reviewed and updated the safety manual-general contents
- Provided safety training for Public Works
- Facilitated safety committee meetings
- Wrote a safety grant application for the Fire Department, for which \$2900 in funding was granted

Based on our discussion, we propose maintaining the same level of service as last year.

Our recommended Scope of Services is:

- ◆ Public Works Training
 - ◇ Up to four hours of training for Public Works.
 - ◇ Safety flash cards: continue to provide safety reminder cards on a monthly basis. These can be distributed to Public Works employees as a monthly safety reminder.
 - You can also use the information for city newsletters.
- ◆ Assist with Safety Committee
 - ◇ Attend up to four safety committee meetings.
 - ◇ Prepare the agenda and facilitate the meetings. You or another staff member will prepare the minutes.
 - ◇ Building Inspection Reminders prior to the safety committee meetings.
- ◆ Assistance with the OSHA 300 Logs and End of Year Summary
 - ◇ If a Bayport employee sustains an injury, you can send us the First Reports of Injury, and we will maintain your OSHA 300 log throughout the year. We will also provide up to three hours of accident investigation at no additional cost.

- ◆ **Additional Services:** provide up to 8 hours of additional services, which may include a safety grant application (City Hall and Public Works are eligible for another grant in 2014), safety program development, or a shortened facility walkthrough.
 - ◇ We will conduct an abbreviated walkthrough of at least one facility.

At **no additional cost**, we will also:

- ◆ Be available to answer safety, OSHA, Workers Compensation or related questions.
- ◆ Be available to assist with an OSHA inspection abatement (up to 8 hours of service).
- ◆ Inform you of legislative or rule changes that may affect you.

The cost to provide all of the above services, including work we do on-site and at our offices, travel, etc. is noted below. We will keep the costs for 2014 the same as 2013. Services will be billed monthly as a maintenance plan. This contract is effective January 2014 through December 2016.

Cost: including work we do on-site and at our offices, travel, etc:

Year	Annual	Monthly
2014	\$ 4,200	\$ 350
2015	\$ 4,320	\$ 360
2016	\$ 4,440	\$ 370

Terms and conditions that apply to this proposal are attached.

If this is agreeable, please sign below and return a copy to our office (by mail, email – carkey@chess-safety.com, or fax – 651-415-2886). We look forward to continuing to work with the City of Bayport.

Sincerely,



Carol A. Keyes, CSP, CRC
President, CHESS
carkey@chess-safety.com

I, _____, as an authorized representative of the City of Bayport accept the proposal for safety services as outlined above.

Signature (authorized representative of City of Bayport)

Date



CHES, Inc.
7060 Valley Creek Plaza #115-108
Woodbury, MN 55125
Ph: 651-481-9787
www.chess-safety.com

Complete Health Environmental and Safety Services

TERMS AND CONDITIONS

This Terms and Conditions document is attached to and made part of the proposal from **Complete Health, Environmental & Safety Services, Inc.**, hereinafter called CHES, to City of Bayport hereinafter called CITY, dated the 21st day of November, 2013.

CITY is a municipality.

CHES is an independent consultant firm providing services as follows:

- A. Survey of company's health, environmental, and safety programs, including fire evacuation, workers compensation/return to work, AWAIR, injury prevention, occupational disease prevention programs, physical plant safety plans and OSHA compliance.
- B. CHES may make recommendations and/or develop programs needed to bring company into compliance with current state and federal regulations.
- C. CHES may make recommendations for improving overall safety for company.
- D. CHES may design programs to fit other company operations and needs as survey may disclose.

Therefore, the parties agree as follows:

1. **Information:** CITY agrees to make available to CHES all requested occupational health, safety and environmental records. The withholding of information will seriously impair CHES's ability to render quality service, and CHES will not be responsible for any oversight due to lack of information or information withheld for any reason.

Open access to records is essential to a valid survey. In the event CHES determines that information is being withheld, CHES will notify CITY and give it fifteen (15) days in which to provide access to such needed records. If CITY fails to provide the requested records or data, or access thereto, CHES may without further notice terminate this contract and CITY will be responsible and agrees to pay for work performed by CHES through the date of termination. CITY will indemnify and hold CHES harmless for any costs or claims arising from incorrect advice, recommendations, findings or decisions based on incomplete disclosure or inaccurate information provided by CITY or if CITY changes its procedures after CHES has completed the services outlined in the proposal.

Any training materials produced by CHES are and will remain the physical and intellectual property of CHES and will be available for use only by CHES personnel, unless expressly negotiated that the material is being produced for CITY's ongoing use.

CHES retains the copyright for all work products created by CHES for the CITY. The CITY is given unlimited rights for internal distribution and use. For training, the work product is the training itself, and any materials used in that training are for CHES's use only, unless other arrangements are explicitly made. Work products may be altered by the City for its internal use, but must be identified as altered by someone other than CHES.

2. **Assistance:** CITY agrees to make personnel available to assist CHES in gathering information. CHES will request access to personnel in a timely fashion to impinge on CITY's operations in the least obtrusive manner possible.

3. **Implementation:** It is the responsibility of CITY to implement recommendations made by CHES. CITY may retain CHES for such implementation or for additional services beyond the scope of the proposal by separate agreement. Services may be billed at a negotiated rate or an hourly rate for professional services of \$125; \$90/hour for travel; and expenses billed separate.

4. **Hazard Identification:** In the event CHESS observes safety, health, or environmental hazards that constitute a threat to human life, or a violation of law, CHESS will notify CITY of the need to correct the observed hazard/violation. In the event CITY fails to correct a serious hazard to human life or the environment in a timely manner, this contract may be terminated and CITY will be responsible for and agrees to pay for work performed by CHESS through the date of termination. CITY will indemnify and hold CHESS harmless for any costs or claims arising from the failure of CITY to comply or correct violations. CHESS will not be held responsible for CITY's failure to comply or correct violations.

5. **CITY Representation:** The terms of this agreement are based upon representations made to CHESS by CITY employees and officials. In the event of unexpected or undisclosed situations, CHESS will notify CITY of such conditions and of the necessity, if any, to modify the terms of this agreement to reflect changed conditions.

6. **Maintenance Plan:** The services of CHESS under a maintenance plan are on-going and subject to CITY operations. Changes in operations or of law may require modifications or amendments to plans and to services being performed by CHESS. As part of its ongoing services and maintenance plan, CHESS will notify the CITY of required changes.

6. **Additional Services:** Additional services may be required if CITY is found to have MPCA or OSHA violations. Fees for services to be provided by CHESS as corrective actions will be determined as required.

7. **Performance:** CHESS will make every reasonable effort to provide services in a prompt, timely fashion. CHESS will not be held responsible for failure to perform services if i) CITY fails to provide CHESS with necessary information, materials, access, etc., or ii) CITY causes delays of any type. CHESS will not be held responsible if failure to perform is due to causes beyond CHESS's control.

9. **Compliance with Laws:** CHESS will make every effort to comply with local, state or federal laws, codes and regulations.

10. **Safety:** CHESS staff is trained in the use of personal protective equipment and proper safety measures, and will use appropriate safety precautions. It is understood and agreed that, with respect to site health and safety, CHESS is responsible solely for the safe performance, by its personnel, of their activities in carrying out the required services. Pursuant to this agreement, CHESS will advise Client personnel of unsafe procedures. CHESS is not responsible for the failure of Client to follow the recommendations of CHESS. Client waives any claim against CHESS for, and agrees to defend, indemnify and hold CHESS harmless from any claim for liability, injury or loss to Client, Client employees, or others. It is expressly agreed that CHESS shall not be in charge of and shall have no control or responsibility over any aspect of the work of the CITY's employees, contractors or agents.

11. CITY warrants that it is under no obligation to receive similar services from any person, firm, or entity and is authorized to make this contract. CHESS agrees to use its diligence, skill and ability as consultants to promote the environmental health and safety of the CITY and its employees.

12. **Cancellation:** For maintenance agreements, this contract can be canceled after 6 months or at anytime after that with 30 days written notice, with payment due on the work already performed.

13. **Confidentiality:** CHESS is authorized to photograph, videotape or make other diagrams of the CITY's operations as are necessary to complete the terms of this agreement. CHESS agrees that it will not disclose any information, records, or photographs without prior notice to, and written authorization of CITY unless such disclosure is required by law or necessary to prevent imminent danger.

14. **Payment:** CHESS shall invoice CITY for services monthly, at the completion of each phase of the work, or as provided in the proposal. Unless otherwise agreed, payment not received within 30 days of invoice shall be subject to interest charges of 1% (one percent) per month on the unpaid balance. Payment not received within 90 days of invoice will be referred to a collection agency and subject to a 30% surcharge. Consistent failure to pay invoices on time may result in CHESS terminating this agreement.

15. **Warranty:** CHESS warrants that the services, findings, recommendations and/or advice provided to CITY is prepared, performed and rendered in accordance with procedures, protocols and practices generally accepted in the industrial hygiene and other applicable professions for use in similar assignments. CITY acknowledges and agrees that CHESS has made no other implied or expressed representation, warranty or condition with respect to the services, findings, recommendations or advice to be provided by CHESS.

16. **Limitations on Damages:** CHESS maintains insurance in the following amount: \$1,000,000 each claim; \$1,000,000 aggregate. CITY agrees that in no event will CHESS be liable for costs or damages in an amount greater than the coverage provided by CHESS's insurance and CITY agrees to indemnify CHESS for all costs in excess of this amount (except to the extent that such costs result from CHESS's gross negligence).

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

**Operating & Capital Expenditure Budget
Fiscal Year 2014
(February 1, 2014 – January 31, 2015)**

Revenue

Franchise Fees	321,500
PEG Fees	126,200
Interest Earnings	500
Expense Reimbursements	1,000
Total Revenue	\$ 449,200

Expenses

Salary (includes employer's FICA & PERA)

Admin. Secretary (30 hr. week) 39,000

Professional Services

Legal Fees 5,000
Accounting 4,000

FY 2013 Audit Expense 8,000
Franchise Renewal Expense 19,230

Other Expenses

Office Supplies 800
Telephone 1,200
Postage 300
Maintenance/Repairs 100
Conf/Mtgs/Dues 1,500
Print/Publish 500
Insurance/Bond 5,000
Medical Insurance 11,000
Dental Insurance 700
Office Rent 21,600
Gas & Electric 2,500
Security System Monitoring 200
Photocopier Expenses 800
Possible Internet Expense, 6 months 225
(split with Valley Access Channels)

Cable Commission FY 2014 Budget – Page 2

Access Center Support	319,545
(PEG Fees 126,200; Franchise Fees 192,545; Interest Earnings 800)	
Miscellaneous Expenses	1,000
Valley Ridge Mall Christmas Event	200
Premium Waters	100
<u>Reserve Funds Accounts</u>	
Legal Contingency	-0-
Leasehold/Facility/Relocation	-0-
HVAC Maintenance/Repair	-0-
Security Fund	-0-
Capitol Revolving Fund	-0-
Payroll Expense Reserves	<u>6,700</u>
Total Expenses	\$ 449,200

A 2% COLA was budgeted for this year.



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

Date: December 30, 2013

To: Mayor and City Council
City Administrator Martin

From: Police Chief Laura Eastman
Fire Chief Mark Swenson

Subject: Joint powers agreement with Washington County Sheriff's Office to purchase fuel for the Police and Fire Departments

BACKGROUND

For the past three years, the Bayport Police Department has purchased fuel from the Washington County Sheriff's Office (WCSO) by entering into a Joint Powers Agreement (JPA) with their agency. In 2013, the JPA was modified to include the Fire Department's two command vehicles. This agreement has assisted in saving a significant amount of funds by insulating the City from fluctuations in fuel pricing, and staff is requesting to renew the agreement at this time.

Under the terms of the 2014 JPA agreement, the WCSO will purchase a fixed amount of fuel from Yocum Oil and in return they agree to sell fuel to the City of Bayport for a set cost of \$ 2.635, plus tax and fees per gallon.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving a joint powers agreement to allow the Police and Fire Departments to purchase fuel from the Washington County Sheriff's Office in 2014.



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: <u>USE OF ANDERSEN PARKING LOT(S)</u>	

Applicant Information	
<input type="checkbox"/> Individual/For-profit organization <input checked="" type="checkbox"/> Public entity/Non-profit organization	
Applicant/Contact Name: <u>TODD STREETER</u>	
Organization/Business Name: <u>GREATER STILLWATER CHAMBER</u>	
Main Phone Number: <u>651.439.4001</u> Alternate Phone Number: <u>651.325.7642</u>	
Address: <u>200 CHESTNUT ST. E. STE. 206</u>	
City/State/Zip: <u>STILLWATER, MN 55082</u>	
Email Address: <u>TSTREETER@GREATERSTILLWATERCHAMBER.COM</u>	

Event Information <u>Rockin' Ribs on the River - 2014</u>	
Start Date: <u>FRIDAY, JUNE 20TH 2014</u> End Date: <u>SATURDAY, JUNE 21ST, 2014</u>	
Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Saturday	
Weekday Hours: <u>FRIDAY FRI SET-UP POSSIBLE START 3:00 PM - 10:00</u> Weekend Hours: <u>SAT. 11 AM - 10 PM</u>	

Description of event, activities, location and proposed alteration of city property:
EVENT WILL BE LOCATED IN MAIN PARK & BALL FIELD (SHEETER TO BE DETERMINED). RIBS & BBQ FOOD VENDORS, LIVE BLUES MUSIC, LOTS OF KIDS ACTIVITIES, BAYPORT FIRE, POLICE & NON PROFIT ORG. ARE ENCOURAGED TO PARTICIPATE

Description of Requested City Services and/or Equipment

CONTINUING FROM FRONT
 TABLES, CHAIRS, POWER, ENTERTAINMENT, TRASH
 AND PORTABLE TOILETS PROVIDED BY CHAMBER.
 FOOD VENDORS WILL BE PROPERLY LICENSED
 THRU STATE & WASH. CO.
 CITY SERVICES; WATER - STARTING FRI AM AND
 ROUTINE POLICE PATROL ON FRI NIGHT. SECURITY
 PROVIDED BY
 CHAMBER

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: *[Handwritten Signature]* Date: 12-23-13

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: 12/23/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check 2129	kg
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: Paid upon acceptance	<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:				



MEMORANDUM

TO: Logan Martin, City Administrator

FROM: Barry Peters, City Engineer

DATE: December 23, 2013

RE: Inspiration Phase 3A - Letter of Credit Reduction No. 1
SEH No. BAYPO124980 14.00

I received a request from D.R. Horton for a reduction in the Letter of Credit that they provided for the Inspiration Phase 3A (2nd Addition) project in Bayport in the amount of \$253,795.00. D.R. Horton has requested a reduction of \$219,752.75 on the Plan A Improvements (public improvements) based on work completed.

I reviewed the work completed and our records agree with the quantities installed and work progress. I would recommend that the City of Bayport reduce the Plan A Letter of Credit by \$219,752.75. There will remain \$34,042.25 on the Plan A Letter of Credit. If you have any questions, give me a call.

bcp

c: Dave Klee, D.R. Horton

s:\ael\b\baypo\124980\7-const-srvices\2013-12-23_letter_credit_reduction.docx

LETTER OF CREDIT REDUCTION REQUEST

Bayport, Minnesota
 Inspiration 2nd Addition Costs
 Date 12/23/2013
 BAYPO 124980

Plan A		Estimated Cost	12/23/13 Reduction Request # 1 Cost incurred This Period	Reduction Request # 2 Cost incurred This Period	Reduction Request # 3 Cost incurred This Period	Final Construction Costs	Remaining to Complete
A	Erosion Control	7,980.00	683.10				7,296.90
B	Streets and Street Protection and Repair	46,915.00	33,224.62				13,690.38
C	Storm Sewer	17,365.00	17,582.00				-217.00
D	Sanitary Sewer and Services	37,620.00	35,293.43				2,326.57
E	Water Main and Services	42,210.00	42,919.60				-709.60
F	Street Signs	450.00					450.00
G	Sidewalk Installation	16,655.00	16,800.00				-145.00
	Total Estimated Construction Cost	\$169,195.00	\$146,502.75				\$22,692.25
	Est. Engineering, Legal and Admin. (20%)	33,840.00	29,300.00				4,540.00
	Total Est. Project Cost	\$203,035.00	\$175,802.75				\$27,232.25
	Security Required (2.5%)	50,760.00	43,950.00				6,810.00
	Total Plan A Escrow	\$253,795.00	\$219,752.75				\$34,042.25
	Remaining Plan A Escrow		\$34,042.25				



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

Date: December 30, 2013
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Mark Swenson, Fire Chief
Re: **Renewal of Fire Contracts with surrounding communities**

BACKGROUND

The City's contracts to provide fire service to our partner communities are renewed on an annual basis, providing all parties an opportunity to appropriately budget for anticipated fire costs. Staff analyzes a number of factors, including each community's use of the Fire Department and tax capacity to determine an equitable cost share amount, resulting in the annual fee charged to each community. The below table depicts the cost-share structure established for 2014.

City	Amount	% Share
Bayport	\$73,507	17.88%
Oak Park Heights	\$216,197	52.58%
Baytown Twp.	\$39,601	9.63%
West Lakeland Twp.	\$81,889	19.91%
Total	\$411,194	100%

Chief Swenson has been in communication with all communities and they are aware of the 2014 amount. Staff has also discussed the opportunity to engage in long-term fire contracts, particularly as the City considers a significant facility investment, and the communities have been generally amenable to that as well.

Finally, language was added to contracts this year to provide the Department an opportunity to invoice insurance companies for fire services provided in certain situations, where applicable (structure fires, major accidents etc.).

RECOMMENDATION

Authorize staff to execute Fire Contracts for 2014 with the city of Oak Park Heights, Baytown Township, and West Lakeland Township, as presented.

ATTACHMENTS

2014 Fire Contract template

**CITY OF OAK PARK HEIGHTS AND CITY OF BAYPORT
2014 CONTRACT TO FURNISH FIRE PROTECTION**

THIS AGREEMENT is made this _____ day of _____, 2014, by and between the City of Bayport (“Bayport”) and the City of Oak Park Heights (“Oak Park Heights”).

1. Recitals. 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 outside of Bayport corporate limits. Oak Park Heights does not maintain medical rescue service equipment or fire-fighting equipment of its own, and desires to purchase the services of the City of Bayport for fire and medical rescue services within the limits of Oak Park Heights.

2. Provision of Vehicle(s), Equipment and Personnel. In consideration of the premises and the mutual covenants hereinafter contained, Bayport agrees, subject to the terms and conditions hereinafter set forth, upon call for fire or medical rescue services within Oak Park Heights 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 or fire. The Bayport Fire Chief or his agent shall have the unfettered discretion to dispatch such vehicle(s), equipment and personnel, if any, they deem as 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 emergency medical rescue services.

3. Payment for Services. The cost to Oak Park Heights for the services provided by this Agreement is Two Hundred Sixteen Thousand One Hundred Ninety Seven Dollars (\$216,197.00) for the one-year period of this Agreement, payable in four equal payments in January, April, July and October. This amount shall be paid regardless of whether the services of Bayport contemplated by this Agreement are utilized by Oak Park Heights. The computation for services to be provided hereunder is consistent with the formulas previously agreed upon allocating the costs of these services between Bayport, Oak Park Heights, the Town of West Lakeland, and the Town of Baytown, all of which are within Bayport’s service area for fire and medical rescue services.

The City of Oak Park Heights agrees to pay the City of Bayport for the following additional services, if required and so invoiced, as designated in the City of Bayport 2014 Fee Schedule:

Burning permit	\$ 20.00
Incident Fire Reports	\$ 25.00
Inspection fee – Fire suppression system (includes up to three inspections)	\$250.00, plus \$75.00 per additional inspection
Inspection fee – Commercial (cooking) hood fire suppression system	\$75.00
Use of engine/tanker for mutual aid	\$ 250.00/hr
Use of fire chief for mutual aid	\$ 75.00/hr
Use of fire engine for mutual aid	\$ 250.00/hr
Use of grass fire vehicle for mutual aid	\$ 125.00/hr
Use of ladder truck for mutual aid	\$ 350.00/hr
Use of light rescue for mutual aid	\$ 125.00/hr
Use of special rescue for mutual aid	\$ 250.00/hr

Use of tanker for mutual aid	\$ 200.00/hr
Use of utility vehicle for mutual aid	\$ 75.00/hr

4. Operations. The operation of the vehicle(s) and the direction of their use at the scene of the 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.

5. Insurance Coverage. Bayport shall maintain general liability insurance for its services rendered under this Agreement and shall include Oak Park Heights 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. Bayport shall provide Oak Park Heights proof of such insurance coverage and the additional insured endorsement naming Oak Park Heights annually, by the anniversary date of this Agreement. Bayport shall also maintain workers' compensation coverage as required by law.

6. Indemnification. Bayport agrees to defend and indemnify Oak Park Heights against any claims brought or actions filed against Oak Park Heights or any officer, employee, or volunteer of Oak Park Heights 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 and Oak Park Heights, 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 Oak Park Heights 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 Oak Park Heights 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.

7. 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.

8. 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, 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; and it is particularly understood that Bayport will not be obligated to send vehicle(s), equipment and personnel upon call therefor unless, in the unfettered judgment of the Bayport Fire Chief or his agent, said vehicle(s), equipment and personnel are not required at the time in connection with fighting any fire or providing medical rescue services existing elsewhere in Bayport's service area. 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, and should a medical rescue emergency arise or a fire start within the corporate limits of Bayport during the time such vehicle(s), equipment and personnel are traveling to a fire or medical rescue emergency arising in Oak Park Heights, the vehicle(s), equipment and personnel may be taken or sent back to Bayport, in the unfettered judgment of the Bayport Fire Chief or his agent. Bayport and its officers, employees and volunteers shall not be liable to Oak Park Heights or any other person for any failure to furnish

assistance under this Agreement or for recalling assistance as provided herein. The parties hereto understand and agree that Bayport will endeavor to reasonably provide the services indicated herein given the circumstances, but Bayport makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard.

9. Ownership. Bayport owns the buildings, vehicles and equipment associated with its Fire Department and the amounts paid by Oak Park Heights hereunder do not give rise to any ownership interest in, or responsibility towards, those items.

10. Termination. Unless otherwise amended or continued by agreement of the parties hereto, this Agreement shall terminate on December 31, 2015.

11. Service Contract. This Agreement is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.

12. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

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



Bayport Fire Department

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

Date: December 30, 2013
To: Bayport City Council
From: Fire Chief Mark Swenson
RE: January memo from the Chief

With the end of 2013 as projected (and expected), we ended up with almost 1,200 calls for service. December will be the highest number of calls in our history at 120+. Looking back at 2013, we overcame some large hurdles. We trained and retained 4 of 5 new hires and they are all EXCELLENT at what they do. With that, we are at almost 88% staffing level and the entire team is energized to do what they do best. Medical calls made up the largest portion of our call volume as planned. We are seeing more in home medical calls as the baby boomers age.

Last month, we gave Councilmember McGann a fire pager to carry and hopefully get "a feel" for when and how often we are called. If anyone else would like to do this, please let me know. Our staff will soon be doing inspections on our new fire truck in Wyoming, MN and we hope to have our duty vehicle operational by February 1.

At the February 3, 2014 City Council meeting, we look forward to presenting four life saving awards. Three will go to Andersen Window employees for performing CPR and use of an AED when an Andersen employee suffered a major health issue. The other award will go to Captain Josh Eisinger for performing CPR on a newborn baby in West Lakeland Township. Captain Eisinger was the duty officer that day and was called to a situation in which an infant was not breathing. His actions saved this child's life.

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 30, 2013
To: Mayor and City Council
City Administrator Martin
From: Chief Laura Eastman
Subject: Police Reports and Updates

UPCOMING EVENTS

Happy New Year and safe travels from the Bayport Police Department!

PAST EVENTS

- **Toys-for-Tots Boxes** were picked up from City Hall, Bayport Library, First State Bank and Trust, Croixdale, Bayport American Legion and Holiday Gas Station. In total, the reserve officers gathered 300 toys! On December 19, the reserves drove the toys to the meeting location at the Golden Valley Police Department where they participated in a large procession of squad cars (police agencies from all over Minnesota) that traveled to the Kare 11 drop off site. The Bayport Police Department wishes to extend a BIG thank you to all those who participated in this wonderful event. Please enjoy the photos on the Bayport Police Department's Facebook page!
- **Lighting of the Village Green** – Reserve Officer Caturia and Chief Eastman provided a squad car at the event on December 4, where the officers met with children who enjoyed looking through the vehicle and trying out the emergency lights. Many took advantage of the photo opportunity while seated behind the wheel.

November Call Load

11/21 – 11/30 N/A

11/21 – Crime prevention, w/w stop sign, school crossing, loud explosions, boat trailer pay box collection, AOA/theft in progress, paper service, AOA/suicidal male, accident unknown injuries, veh. off the road, 911 abandoned.

11/22 – School X-ing, 911 call, assist city hall, property damage accident, 2 vehicle accident, vehicle lockout, 10-21.

11/23 – Felony warrant arrest, public works concern, w/w speed, w/w equipment, speed 51/30, DK female –Detox.

11/24 – Poss. Of marijuana, UA poss. of tobacco, speed, Fight/AOA , alarm, w/w speed, public assist.

11/25 – customer unable to pay for items, assist city hall, found license plate, school X-ing, lost DVS paperwork, vehicle lockout, gas drive off, medical L1, 911 open line.

11/26 – w/w speed, school x-ing, w/w speed, out of control JV, AOA/burglary, speed 49/30, SWAT-call out/AOA

11/27 – Alarm/AOA, school x-ing, fingerprinting, assist city hall, new resident packet x 2, w/w speed.

11/28 – Lift assist, aoa/check residence/notification, car vs. deer.
11/29 – Open garage door, speed 65/40.
11/30 - dwi arrest/obstruction x 2/warrant, deer tag, w/w speed/NPI, w/w speed x 4, no MN DL, open door, w/w speed/window tint, w/w speed x 3, w/w speed/window tint, speed 61/30.

December Call Load

12/01 – Theft of services, susp. Situation/AOA, open door.
121/02 – Audible alarm, cross walks, assist city hall, medical L 1, w/w speed, crosswalks, animal concern.
12/03 – Crosswalks x 3, aoa/intoxicated employee, accident.
12/04 – Motorist assist, crosswalks, 911 hang up, Public assist VOR, crosswalks, DK/male/EMS transport, property retrieval.
12/05 – Lock out, crosswalks.
12/06 – Crosswalks, Assist City hall.
12/07 – Fire alarm, open garage door, public assist, 10-50, DAS/warrant arrest, medical L1, DAR, driving hazard.
12/08 – Found property/ ice fishing equipment, medical alarm L 1/AOA, injured deer, medical suicidal L. Public assist, warrant arrest/AOA, road conditions, house alarm.
12/09 – Medical, school crossing, assist city hall, lock out, gas drive off, silent hold up alarm.
12/10 – Vehicle lock out, school crossing, crash 10-50 bus vs. truck, lock out, possible gas leak unfounded, barking dogs citation issued for dog reg. medical L-1.
12/11 – Crosswalks x2 parking complaint, unknown medical – CPR started, car vs. deer, PW paged out for road conditions.
12/12 – Car kill deer- permit issued, crosswalks, 10-50 H & R, Public assist, scam, medical L 3, crime prevention, s
12/13 – Tire in ditch, request for PW, school crossing, inmate complaint, school crossing, assist city hall, fire alarm, 911 cell.
12/14 – Public assist, vehicle stuck on ice, audible alarm, custody exchange, parking complaint, public assist, suicidal male, w/w speed/headlight.
12/15 – parking issue, animal concern, w/w loud exhaust.
12/16 – No MN. DL/small amount of marijuana, crosswalks, parking complaint, w/w equipment, accident, alarm, vacation checks, domestic 3rd party/AOA, unwanted male/AOA.
12/17 – Vehicle lockout x2, crosswalks, medical L1, background check, felony warrants/AOA, vacation checks, crosswalks, domestic, intoxicated person/detox., injured deer.
12/18 – burglar alarm, school crossing, assist city hall, train complaint, school crossing, phone scam, medical L1, drunk driver, suspicious activity, alarm, school crossing, PW complaint, crosswalks.
12/19 – w/w speed 42/30 – seatbelt, public assist, 10-50 TOYS for TOTS Drop Golden Valley PD, aoa/check area,
12/20 – Cross walks, phone scam, assist w/custody exchange, w/w equipment, car vs. deer accident, child custody exchange, aoa/fight.
12/21 – w/w speed, 911 open line, w/w parking, aoa/ veh., in ditch, medical L 1, 911 medical, w/w speed x 2, aoa/driving complaint, w/w speed.
12/22 – w/w speed x 3, driving after suspension x 2, dwi-speed 54/40, medical L 3, Medical L-1 x2.
12/23 – Extra Patrols, accident w/ injuries, speed 58/40, no DL, no seat belt, motorist assist, medical L-1, animal concern, speed/MJ in car, drug poss.
12/24 – Medical L-1, alarm, accident report, veh. lockout, 911 aband.
12/25 – Custody exchange/public assist, aoa/physical domestic, assist, medical L-3, extra patrol.
12/26 - w/w equipment, missing money, parking complaint, directed patrol, co alarm, death notification, found dog.
12/27 – audible alarm, driving complaint, DK driver.

12/28 – AOA/DUI, speed 60/41, 4th degree dui, business checks, dk driver, child exchange, ice rink assist, found wallet, public assist.

12/29 – Driving after suspension, lift assist, w/w loud exhaust, lift assist, aoa/stranded motorist.

12/30 – N/A

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, 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.

Nov-13	Speed	Seatbelt	Child seat	DAS,R,C	Underage D&D	UAC	Open Bottle	No Insurance	No POI	Warrants	WW
503 Aaron Slinger				1							
504 Jared Deal	3	2		1							2
505 Quinn Willmarth											9
506 Chad Johnson	2										
508 Capt Hutchinson											
509 Jay Jackson	2			3					1		15
510 John Miller	7			2			1		1	1	9
512 Zach Lund	2									1	1
513 Keith Frank	1										
Monthly Total	17	2	0	7	0	0	1	0	2	2	36
Year Total	287	52	3	94	1	10	5	16	100	19	263
Officer	Drugs	MJ in MV	Dac-IPS	Stop Sign	Drug Para	DWI	Distracted	City Ord	Ted Foss	Careless	Other
501 Chief Eastman								1			
503 Aaron Slinger											1
504 Jared Deal		1			2						3
505 Quinn Willmarth								2			
506 Chad Johnson						1					
508 Capt Hutchinson											
509 Jay Jackson		1			1			2			
510 John Miller			1			5		1			5
512 Zach Lund		2									1
513 Keith Frank											
Monthly Total	0	4	1	0	5	6	0	6	0	0	10
Year Total	15	16	2	7	20	46	1	102	0	3	55

Notes :



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

Date: December 30, 2013

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. Completing installation of the hockey rink with related warming house changes
2. Providing assistance for the completion of the well house #3 improvement project
3. Plowing snow numerous times, including clearing and hauling snow from the business areas
4. Installing Christmas decorations and assisting with the Lighting of the Village Green event
5. Cleaning and flooding the skating rinks numerous times
6. Ongoing equipment maintenance and repairs
7. Reading water meters for 4th quarter billing, with related re-reads and repair of faulty meters
8. Installing multiple new water meters and completing several new sewer-water service inspections
9. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, and attending to system malfunctions

Bayport Public Library



582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 439-7484

Date: December 30, 2013

To: Mayor and City Council
Logan Martin, City Administrator

From: Mark Blando, Bayport Public Library Director

Re: Bayport Library Update - January

We have had a great month of December here at the library. We kicked off the month with our Lighting of the Green Story time. Several families braved the weather to come down to the library to hear holiday stories. We have also been showing movies during the winter break that have been very well attended.

I will be representing the library at DaVinci Fest at the Stillwater Area High School on January 11. The library will have a booth along with the Washington County Library System.

The library will be showing the film "The Smurfs 2" on Friday, January 17. The school district does not have school on this day and it gives the kids and parents an opportunity to watch a movie on our 70" TV and enjoy popcorn and lemonade.

January will also mark the beginning of the library's strategic planning process. We are very excited about this endeavor and hope to come out of it with a strong and cohesive vision on how to make our already wonderful library even better.

Thanks to all,
Mark

Mark Blando
Director
Bayport Public Library
mblando@ci.bayport.mn.us
651-275-4416



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

Date: December 30, 2013

To: Mayor and City Council
Logan Martin, City Administrator

From: Sara Taylor, Assistant City Administrator/Planner

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

PLANNING COMMISSION

The term of Planning Commission member Joe Ritzer expires December 31, 2013. Joe has submitted a letter expressing interest in being reappointed to serve another three-year term, effective January 1, 2014. Joe's reappointment will be presented to the City Council for consideration at the January 6, 2014 meeting. The city is also in the process of soliciting applicants for the two vacant seats that currently exist on the Planning Commission. Interviews are anticipated to take place in January. Staff anticipates a recommendation for new appointments will be presented to the City Council in February.

BAYPORT IN BLOOM GARDEN CONTEST

Staff has been working with the Master Gardeners of Washington County on the details for the first annual "Bayport in Bloom" front entry garden contest to be held in July of 2014. The goal of the contest is to encourage property owners and residents to showcase the curb appeal and landscape of their home or business. To inspire participants, the Master Gardeners will be holding workshops addressing basic gardening principles and front entry garden design prior to the contest. Staff will be working with the Master Gardeners' marketing consultant to promote the contest via the city's newsletter, website, email notices, and bulletin boards, so be sure to watch for more details in the next few months!

CITY NEWSLETTER

The latest edition of the city's newsletter was mailed on December 24, so if you have not already received your copy, expect it to arrive very soon. Highlights of this edition that may pique resident interest include an update on the potential land acquisition for a new fire hall, vacancies on the Planning Commission, and increased code enforcement related to property maintenance. Photo contest winners, the city's property watch program, and early park reservation policy for residents are also featured in this edition. The next edition is scheduled for March.

CITY INFORMATIONAL HANDOUTS AND BROCHURES

Over the next few months, I will be working on an on-going winter project to create additional city handouts and brochures, to help educate property owners on various city ordinances and resources, in a friendly and easy to understand format. We currently have brochures on pet licensing/regulations, temporary signs, landscaping/yard maintenance, adopt-a-park program, and a general city ordinance brochure that addresses many frequently asked questions related to recreational fires, tree trimming, on-street parking, youth curfew, buildings permits, and noise. This year, I will be focusing on brochures for both Lakeside and Barker's Alps parks, which will provide photos and specific detail on amenities, facilities, and rental policies. I will also be working on door hangers to help remind residents of snow/ice regulations for sidewalks and house number requirements, as well as vehicle windshield tags for winter on-street parking restrictions. We hope these handouts will continue to be a successful and informal tool to help increase awareness of city resources and achieve compliance with city ordinances.



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

Date: December 31, 2013
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – January City Council meeting**

PERRO PARK HOCKEY RINK

Installation of the new hockey boards and lighting system is complete at Perro Park. The rink looks great and has already seen a high amount of use. We have also heard positive feedback from residents that the new lighting system is much more effective, with less light poles and more direct, brighter light. Minor repairs and improvements were also made to the warming house, making us fully prepared for the skating season.

A Council workshop is expected in the coming months to discuss Phase II of the Perro Park improvements, to possibly include the removal of the additional tennis court, site grading, ball field improvements, and playground relocation.

FIRE STATION UPDATE

Staff expects to receive word on the status of the surplus land declaration connected with the Fire Station project in the first full week of January, as the four week process with other state agencies will be completed at that time. Once the land is made available to the City we will be informed of the proposed land price, which will then be brought to the Council for consideration.

Soil borings are being performed on the site this week, in order to ensure that the soils are suitable for construction. A report from the geotechnical firm is expected in two weeks, allowing the Council to make a fully-informed decision when considering the land purchase.

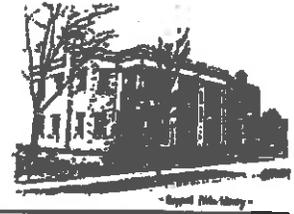
2013 BUDGET PROJECTIONS

Year-end budget projections are favorable, as staff has been very cognizant of the “bottom-line” of their department budgets all year long. Similarly, our revenue projections are coming in as expected, and we do not anticipate any year-end reductions in our Local Government Aid allotment.

UPCOMING MEETINGS AND EVENTS

January 6	Hockey Rink ribbon cutting	5:30pm	Perro Park
January 6	City Council meeting	6:00pm	City Hall
February 3	City Council workshop (tentative)	5:00pm	City Hall
February 3	City Council meeting	6:00pm	City Hall
February 8	BCAL Valentine’s Dance	6:00pm	Bayport Legion

Bayport Public Library



**582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 438-7454**

December 30, 2013

Mayor Susan St. Ores
City of Bayport
294 N 3rd Street
Bayport, MN 55003

Dear Mayor St. Ores:

The Bayport Public Library Board of Trustees would like to request re-appointments to the library board for both Linda Walters and Erin Crowder.

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

The Bayport Public Library Board of Trustees is also requesting Sara Wagner be appointed to the library board filling the vacancy left by Karen Lampi. Karen has been a staunch supporter of the library and a valuable member of the board. The Board of Trustees thanks Karen for her dedication to the library.

Sara Wagner had been a friend to the library for many years. She was a long time member of the Foundation for the Bayport Library and is a respected member of the community. She will be a great addition to the Board of Trustees.

We thank you for your considerations.

Sincerely,

Jim Eberhardt
Library Board President

CITY OF BAYPORT

PUBLIC LIBRARY BOARD APPLICATION FORM

Name: Sara Wagner
Address: 672 2nd Ave. N. Bayport
Home Phone: 439-8754

Please describe your background and why you are interested in serving on the Library Board.

I moved to Bayport in 1989. In 1990, I became a charter member of the Bayport Public Library Foundation (now referred to as the Foundation for the Bayport Public Library). I spent 17 years on that board and was at various times secretary, treasurer, vice president and president. During my time on that board, we started a newsletter as well as several events to promote and bring in funds for the Library.

In past years, I volunteered at the Library as a story hour reader and coordinated summer book clubs for kids.

I have spent the last several years teaching in District 834. Most recently, I taught first grade at Andersen Elementary. I was grateful to have the Bayport Public Library as a resource for both my students and me. Our weekly class visits to the Library were an important part of our literacy program. It was good to watch the children become familiar with the Library and become proficient library users – and better readers!

My schedule now allows for me to be able to give back to the Library, and I would be honored to serve on the Bayport Public Library Board. The Library is a pillar in our community, and, as a board member, I look forward to doing all that I can to keep it a vibrant place for all library patrons.

Sara E. Wagner 12/16/13

Signature Date

Please return to: Bayport City Hall, 294 North 3rd Street, Bayport, MN 55003





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

DATE: December 30, 2013
TO: Mayor and City Council
FROM: Sara Taylor, Assistant City Administrator/Planner
RE: Consider a reappointment to the Planning Commission

BACKGROUND

The term of Planning Commission member Joe Ritzer expires December 31, 2013. Joe has submitted a letter expressing interest in being reappointed to serve another term. As such, staff recommends the City Council reappoint Commissioner Ritzer for a three-year term, effective January 1, 2014.

The city is in the process of soliciting applicants for the two vacant seats that currently exist on the Planning Commission. Interviews are anticipated to take place in January. Staff anticipates a recommendation for appointments will be presented to the City Council in February.

RECOMMENDATION

Staff recommends the City Council adopt a motion reappointing Joe Ritzer for a three-year term, effective January 1, 2014.



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

DATE: December 30, 2013
TO: Mayor and City Council
FROM: Fire Chief Mark Swenson
RE: Consider purchase of a new Chevrolet Tahoe for the Fire Department

BACKGROUND

As you know, we regularly save and move monies to a Capital Improvement Fund (CIP). In doing so, we are able to replace items that wear out over time and reduce the stress on the annual budget.

At this time, staff is requesting to order a 2014 Chevrolet Tahoe 4dr command vehicle, currently in stock at Polar Chevrolet. This is one of the last available Tahoes until the state re-bid process is completed in mid-June. This is a planned vehicle rotation for 2014, as the current vehicle is in need of major repairs and the equipment in this vehicle is too old and outdated to salvage.

The City received the state bid amount of \$31,487 for the replacement vehicle. In addition to purchasing the above vehicle, emergency lighting and radios need to be installed and graphics applied. The total cost for the vehicle is not to exceed \$46,434.51 (see table below). Adequate funds exist in the Fire Equipment Fund to support this expenditure.

Item	Amount
2014 Chevy Tahoe	\$31,487
Emergency Lighting	\$9,609.51
Radio	\$1,200
Command Insert	\$3,667
Graphics	\$471
Total	\$46,434.51

RECOMMENDATION

Staff recommends the City Council authorize the purchase a 2014 Chevrolet Tahoe command vehicle for an amount not to exceed \$46,434.51, with funds available in the Fire Equipment Fund, in accordance with the 2014 Capital Improvements Plan.