

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
December 1, 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. November recycling award recipient is Brian Roeller who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

Consider a resolution adopting items 1 through 15

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11. Reappointment of Jim Eberhardt to the Library Board	11
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1. Discuss and consider a resolution adopting the 2015 tax levy
2. Discuss and consider a resolution adopting the 2015 budget
3. Discuss and consider a resolution adopting the 2015 capital improvement plan (CIP)

UNFINISHED BUSINESS

1. Consider a preliminary budget and architecture design for the proposed new Fire Hall

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NEW BUSINESS

1. Consider amending the Bayport Fire Relief Association annual benefit level

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2. Consider appointments, designations, and City Council liaison assignments for 2015

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3. Consider City Council regular meeting and workshop dates for 2015

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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 DECEMBER 1, 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 1st day December 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 1-15 FROM THE
DECEMBER 1, 2014 CITY COUNCIL AGENDA**

1. November 5, 2014 City Council workshop minutes
2. November 10, 2014 City Council workshop minutes
3. November 10, 2014 City Council regular meeting minutes
4. November payables and receipts (check numbers 5085-5190)
5. November building, plumbing and mechanical permits report
6. Non-union employee holidays for 2015
7. Liquor and tobacco license renewals for 2015
8. Renewal of employee health and dental insurance policies
9. Renewal of Subsurface Sewage Treatment System Inspection Service Agreement with Washington County
10. Data practices policy for data subjects and members of the public
11. Reappointment of Jim Eberhardt to the Library Board
12. Reappointment of Jeff Richtman to the Planning Commission
13. Request from D.R. Horton to release the letter of credit for Phase III-A improvements in Inspiration
14. Budgeted fund transfers for 2014
15. Pay application #3 from Siegfried Construction for Phase II Perro Park site improvements

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

Susan St. Ores –
Connie Carlson –
Michele Hanson –

Dan Goldston –
Patrick McGann –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 1st day of December 2014.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
November 5, 2014
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 Goldston, Hanson, Carlson, and McGann

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, and Fire Captain/Fire Hall Building Committee Liaison Josh Eisinger

Consultants Present: Jessie Bauldry and Rick Burt, Leo A Daly
Gary Zifko and John Huenink, Kraus-Anderson

REVIEW A PRELIMINARY DESIGN CONCEPT FOR THE PROPOSED NEW FIRE HALL

Administrator Martin stated the purpose of the workshop was to review a revised preliminary design concept and budget for the proposed new Fire Hall. Mayor St. Ores led the initial discussion with questions related to the space/needs study, existing versus proposed building size, and miscellaneous project costs, i.e. consultant services, land survey, construction permits, insurance, extension of utilities, traffic controls, and grading/site preparation. It was noted that the total estimated project cost of approximately \$5.8 million still included \$300,000 for land acquisition, which could now be removed and used to offset other expenses, since the city did receive the land at no cost. The City Council reiterated they were receptive to the overall building finishes and energy components. However, there was a consensus that the fifth apparatus bay was a necessity, and therefore other fixtures such as the light monitors, dormitory sleeping quarters, and the brick/metal exterior, may have to be modified or eliminated to remain within budget parameters.

Following discussion, Leo A Daly reviewed the new concept plan, which had been revised since the October 22 City Council workshop. It was noted that the previous design included 20,400 square feet and the revised design included 15,900 square feet. The training tower was removed from the building design and replaced with a mezzanine level, not only to be more cost effective, but also still provide much needed on-site storage and training space. Administrator Martin reviewed the cost-share funding scenarios proposed for the partner communities of Baytown, Oak Park Heights, and West Lakeland. It was the consensus of the City Council to present the preliminary design concept and budget for the proposed new Fire Hall at the November 10 regular City Council meeting. It was also recommended that the city hold a public open house to give residents the opportunity to provide input on the preliminary design and budget. Formal consideration of the preliminary design and budget by the City Council is tentatively scheduled for the December 1, 2014 regular meeting.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to adjourn the workshop at 7:20 p.m.

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
November 10, 2014
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 Goldston, Hanson, Carlson, and McGann

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, and Fire Chief Mark Swenson

REVIEW A PRELIMINARY DESIGN CONCEPT FOR THE PROPOSED NEW FIRE HALL

After reviewing the latest plan, Mayor St. Ores suggested some options the City Council may want to consider in order to further reduce costs for the new building, i.e. reconfiguring the interior floor plan, taking a phased approach for construction, and using prefabricated structural walls. Discussion followed on the desire to include a minimum of five apparatus bays, to size the building appropriately to accommodate population forecasts for the service area, and to allow options for building expansion, if warranted at some point in the future. Concern was expressed about increased operating costs associated with the new building and Administrator Martin noted operating expenses have been factored into the cost-share funding scenario with the partner communities. The consensus of the City Council was to proceed with presenting the proposed preliminary design at the public open house to gain input, but to continue to work with the architecture firm to further reduce costs where possible, while maintaining a building design that will meet both the existing and future needs of the department.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the workshop at 5:58 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 10, 2014
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of November 10, 2014 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

APPROVAL OF AGENDA

Mayor St. Ores requested adding item number 6 to the Proclamations/Commendations/Petitions/Announcements section to recognize the 2014 election judges. It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the November 10, 2014 City Council agenda as amended. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The October recycling award recipient is John Winderman who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores presented awards to Jessica Buck and Don Hoye for their winning entries in the *Focus on Bayport* photo contest. Photos will be on display at City Hall and highlighted in the city newsletter.
3. Mayor St. Ores thanked Dan and Kit Ridgway and Dan and Ginny Peulen for assisting the city with planting and maintenance of gardens and landscaping at Lakeside Park and City Hall.
4. Mayor St. Ores recognized the Minnesota Conservation Corps for maintaining rain gardens near City Hall, noting the funding was made possible by a Clean Water Fund grant through the Washington Conservation District.
5. Mayor St. Ores thanked the Bayport Community Action League and organizer Scott Edlin for coordinating another successful Farmer's Market.
6. Mayor St. Ores recognized the following individuals for their assistance with the 2014 elections: Tim MacDonald and Coleen Siegfried, head election judges, and election judges Mary and Paul Goulette, Elizabeth Kelly, Judy Klos, Meredith Lake, Karen Lampi, Mary Ostertag, Connie Paulson, Sandra Potter, Lee Stoerzinger and Mary Williams.

OPEN FORUM – None

CONSENT AGENDA

Mayor St. Ores read items 1-11 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 14-21

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE
NOVEMBER 10, 2014 CITY COUNCIL AGENDA**

1. October 6, 2014 City Council regular meeting minutes
2. October 22, 2014 City Council workshop minutes
3. October payables and receipts (check numbers 1137675-1137700 and 5001-5084)
4. October building, plumbing and mechanical permits report
5. Snow removal agreement with MnDOT for Trunk Highway 95
6. Pay application #2 from Siegfried Construction for Phase II Perro Park site improvements
7. Special event application from Bayport Cub Scout Pack 113 for wreath sale on the Village Green on Saturday, November 22, 2014, 8:00 a.m. – 1:00 p.m.
8. Special event application from Greater Stillwater Chamber of Commerce for 2015 Rockin' Ribs on the River, June 19 and 20, 2015 at Lakeside Park
9. Canvassing the tabulation of votes and declaring the results from the 2014 General Election
(Based on the official returns generated by Washington County on November 7, 2014)
10. Replacement of shingles on warming house roof at Perro Park
11. Certification of a new legal description and parcel boundary for 193^{3rd} Street North
(Resolution 14-21A)

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 – None

**PRESENTATION OF PRELIMINARY ARCHITECTURE AND BUDGET FOR THE
PROPOSED NEW FIRE HALL**

Administrator Martin began the informational report and update on the proposed new fire hall by reviewing the activity since the city selected Kraus Anderson as the construction management firm in July and Leo A Daly as the project architect in September. The Fire Hall Building Committee has been meeting since then to develop a preliminary building design and budget for City Council consideration. Jessie Bauldry, Leo A Daly Architects, provided a detailed account of the building committee activity and design process to date. The design is focused on the apparatus bays, with supporting and ancillary areas for turn out gear, self-contained breathing apparatus, maintenance, laundry, emergency medical services, training, storage, office and firefighter areas. Site studies focused on firefighter and vehicular access to the site, along with building orientation. The proposed site plan was reviewed, noting there are access points from 5th Avenue North and Stagecoach Trail North, as well as separate firefighter and public parking/building access areas. The current floor plan proposes four apparatus bays; however a fifth bay may be added prior to production of the bidding documents, as the budget allows. A mezzanine area on the east side of the apparatus bays would accommodate storage and firefighter training. Ms. Bauldry noted the architects considered the various architectural styles prevalent in Bayport when designing the fire hall and are proposing an exterior of brick and metal panels to complement Bayport's existing architecture. She added the building would be designed to optimize general daylight to reduce the amount of artificial light needed.

Administrator Martin explained the City Council had the opportunity to review the plans as they progressed during workshops, and tonight's presentation was an opportunity to provide information to

the public on the proposed plans. The current fire hall is 6,630 square feet (s.f.) in size and the proposed building is 15,900 s.f. The increased square footage for specific areas in the proposed station was reviewed. The key reason for building a new fire hall is to increase the apparatus bays from 4,248 s.f. to 6,630 s.f. The current bays are at full capacity, forcing vehicles to be stacked and parked less than one foot apart. The proposed 4-bay design would provide two overhead doors, allowing trucks to drive directly through/out of the building. It was noted the next design may include a fifth bay to provide for future equipment needs. The total estimated cost of the project is approximately \$5.5 million, which includes building construction, site preparation fees, utilities, furniture and fixtures, permits, consultant fees and all other soft costs. The project would be funded in four major ways: a \$2 million Bayport up-front cash payment, a \$1 million grant from the Fred C. and Katherine B. Andersen Foundation, a projected additional \$400,000 in public and private grants, and the remaining amount raised from the cost-share agreement with the other participating communities (Baytown, Oak Park Heights and West Lakeland). Preliminary support for a 15 year cost-share agreement for the new fire hall has been received from the three partner communities. Community members are invited to a public open house at Bayport City Hall on Monday, November 17, from 4:00-7:00 p.m. Administrator Martin also invited residents to contact him directly at City Hall with any comments or questions they may have regarding the project. If the process continues forward, the goal is to bid the project in late winter or early spring 2015.

Mayor St. Ores stated that councilmembers had the opportunity to provide input during the workshops and recognized the Building Committee for its time commitment to the project. She noted the City Council's priority has been that the final design be based on the critical needs of the fire department staff, within the budget parameters, to provide a useable, safe facility for the firefighters. She added that public outreach is important to the City Council, to allow residents to become engaged and able to provide input on the project. Councilmember Goldston inquired about additional key reasons to build a new fire hall. Fire Chief Swenson stated the department outgrew its current facility many years ago and public safety is a key factor, with the current station across the street from the elementary school. Backing vehicles into the building is difficult and hindered by parked vehicles and having no designated turn out gear area is a danger as firefighters navigate between vehicles. He added the current heavy rescue truck needs to be replaced in the near future, but the new models available are too large for the current bays. The new location would provide easier and quicker access for firefighters, many of whom live in Oak Park Heights and on the west side of Bayport, as well as quicker response times to our partner communities. It is estimated that homeowner insurance rates for our partnering communities could be reduced by 25-30%, since the new fire hall will be closer to homes in these communities. It was noted that having on-site training may also potentially reduce the city's Insurance Services Office (ISO) rating, thereby further reducing homeowner insurance rates. Councilmember Hanson and Chief Swenson noted that additional in-house staff training opportunities would be possible in the new facility, instead of incurring the cost and time for travel to other communities. Administrator Martin anticipates a \$25,000 city tax levy increase to pay for the new station, which would equate roughly to the increase in the tax levy portion on a homeowner's 2015 tax statement. A more definitive tax impact will be provided when a final project budget is available.

UNFINISHED BUSINESS

Update on 5th Street North groundwater monitoring and results: Engineer Parotti reviewed residential concerns that led to the city evaluating the groundwater conditions along 5th Street North, between 4th Avenue North and 6th Avenue North. The city has been aware of groundwater issues in the area in the past; however he noted that heavy spring and summer rainfall exacerbated the issue. He added there have been groundwater issues throughout the region that have been unique to this year. Evaluation fieldwork consisted of performing soil boring tests and installing a piezometer to measure groundwater levels. Staff has been working with the affected residents throughout the monitoring process. The

findings for the north and south blocks of 5th Street North were summarized, along with possible corrective measures, as detailed in the staff report. Installing a deeper storm sewer pipe connected to the Highway 95 storm sewer is estimated to cost \$250,000-\$300,000, and creating a trench to promote infiltration is estimated at \$50,000-\$75,000. A combination of these two measures would provide the best overall solution for the properties in the south block. The groundwater issues in the north block are generally isolated to the property at 652 5th Street North. A combination of a shallow trench drain and a deep manhole with an open bottom is recommended for the north block, at an estimated cost of \$50,000-\$75,000. Engineer Parotti stated that lining the sanitary sewer in the area to reduce inflow and infiltration (I/I) of groundwater into the sewer system may have had a minor impact on the groundwater levels in residents' yards; however the city is mandated to mitigate groundwater infiltration problems and additional projects to reduce I/I are planned in the future. He added there is no significant impact to the city's infrastructure (streets, water supply) from the high groundwater, except for the I/I into the sanitary sewer pipes and manholes. He said that the proposed corrective measures would not entirely eliminate the groundwater problems experienced by the property owners, and they would benefit from improving their foundation drain systems and controlling roof drainage and runoff more effectively by adding sump pumps and rain gutters/downspouts. Councilmembers discussed possible action plans, including tabling the discussion to next spring to see if the severe issues experienced by homeowners continue. Administrator Martin said there is no precedent for this type of spot-based improvement project and the League of Minnesota Cities confirmed the city's liability exposure for this situation is very minimal, including further projects to reduce I/I in the area. Engineer Parotti noted the city has begun the process of investigating drainage issues throughout the city, and the city may choose to delay extensive measures until future projects are identified to correct street/drainage issues in a broader area. Costs would be considerably less for a large-scale project versus a standalone fix. Staff will continue to monitor the groundwater level in order to establish a normal reading for the area. The general consensus of the City Council was to table the discussion until next spring, review the findings of the full city infrastructure study and re-evaluate the issue at that time for possible action.

COUNCIL LIAISON REPORTS

Councilmember McGann stated the Planning Commission held a public hearing on October 20, 2014, and recommended approval of an application for a minor subdivision and variance for the property at 220 1st Avenue South. He added that Commissioner Brad Hallett has resigned, leaving a vacant seat on the Planning Commission.

Councilmember Carlson reviewed the October 23, 2014 Library Board meeting, noting the library is in the process of reviewing all of their policies and is starting preparations for a celebration next spring to commemorate 25 years in the current location. The next meeting has been rescheduled to Tuesday, November 25, at 6:00 p.m., due to the Thanksgiving holiday.

Mayor St. Ores stated the Middle St. Croix Watershed Management Organization (MSCWMO) did not meet in October and she will report on the November 13 meeting in December. She attended the Public Safety Open House at the Fire Hall on October 31, and thanked the Fire and Police Department staff for organizing the popular community event. She reminded residents that the Bayport Community Action League will be hosting the Lighting of the Village Green on Wednesday, December 3.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson reviewed his written report and said the Public Safety Open house on Halloween will continue if a new fire hall is built. He will be providing a safety message each month and this month stressed the importance of never adding fuel to a hot piece of equipment, especially inside a garage or home.

Police Chief Eastman reviewed the department's past and current events and said the department would be collecting for the annual Toys for Tots drive through mid-December, with definite dates to be announced.

Public Works Supervisor Horak reviewed his written report. He noted that department staff will be plowing city streets curb to curb beginning early Tuesday morning. He requested that residents remove trash containers from the street to aid in the plowing effort.

Assistant City Administrator/Planner Taylor reviewed her written report, noting that the majority of the Perro Park improvements have been completed, with the warming house roof scheduled to be replaced next week. She reported city staff has received many favorable comments on the new park identification sign and relocation of the play equipment. A total of 897 ballots were cast during the November 4 General Election and 53 new voter registrations were received. She congratulated Mayor St. Ores and Councilmembers Hanson and McGann on their re-election to the City Council and thanked the election judges. She reviewed two zoning and land use projects that will be considered later in the agenda. She reminded residents that city offices will be closed tomorrow, November 11, in observance of Veteran's Day.

Administrator Martin encouraged people to attend the proposed Fire Hall public open house on Monday, November 17 and/or to contact him at City Hall with any questions or comments. The 2015 final budget is being prepared and will be approved at the December 1 City Council meeting, which serves as the Truth in Taxation meeting. Residents should receive their 2015 tax statements in mid November and can contact city staff if they have any questions. He reminded residents that Santa Claus will be riding around Bayport on a fire truck on Friday, November 28, beginning at 8:30 a.m.

NEW BUSINESS

Consider a request for a minor subdivision to create two separate parcels at 220 1st Avenue South, together with a variance from the side yard setback requirement for the existing single-family house on the property: Assistant Administrator/Planner Taylor stated the subject property is surrounded by residential uses and is zoned R-2 Single Family Urban. The property was originally platted as three separate lots, each intended for construction of a single-family home. The lots were combined into one parcel years ago for tax purposes and any division of the property must result in lots that conform to current zoning standards. As proposed, the minor subdivision will divide the parcel into two lots, which will conform to the city's zoning ordinance and be consistent with the appearance of neighborhoods throughout the city. As shown on the survey, Parcel A will include the existing single-family home and Parcel B will create a second lot for the future construction of a new single-family home. As a result of the proposed minor subdivision, the existing home will be set back 7.6 feet from the new side lot line, which does not comply with the required 10 foot setback. Therefore, a variance is also being requested to establish a 2.4 foot setback. Planner Taylor noted the property is large enough to divide into two standard single-family lots; however due to the orientation of the existing home on the property, a variance from the east side yard setback is required to comply with current zoning code. She noted the setbacks for the existing house will be similar to adjacent properties and will not have a negative impact on the neighborhood. The Planning Commission held a public hearing on the application on October 20, and no public comments were received. The Planning Commission voted to recommend approval of the minor subdivision and variance. Staff finds the request for the minor subdivision and variance reasonable and in line with the intent of ordinances and statutes and is recommending approval of the application, subject to the conditions stated in the staff report.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 14-22

RESOLUTION APPROVING A MINOR SUBDIVISION TO CREATE TWO SEPARATE PARCELS AND A VARIANCE FROM THE SIDE YARD SETBACK REQUIREMENT FOR THE EXISTING SINGLE-FAMILY HOUSE LOCATED AT 220 1ST AVENUE SOUTH, LEGALLY DESCRIBED AS LOTS 7-9, BLOCK 72, BAYPORT, WASHINGTON COUNTY, MINNESOTA

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
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Consider issuance of new on-sale and Sunday liquor licenses for the tavern/restaurant establishment to be located at 193 3rd Street North: Assistant Administrator/Planner Taylor reviewed an application from Steve Meyer, Not Justa Café, for new liquor licenses for the tavern/restaurant at 193 3rd Street North. The applicant is proposing to purchase the parcel directly north of his current business to expand his current café operation. He proposes combining the two parcels and joining the two buildings and would like to offer liquor service in his new establishment. A Washington County Sheriff's Office background investigation did not reveal any negative information that would disqualify the applicant from the liquor licenses. Staff is recommending approval of the application; however to be consistent with the existing conditional use permit for the property and other properties that allow outdoor seating, staff recommends that the new licenses require outdoor liquor consumption end at 10:00 p.m., Sunday-Thursday and 12:00 a.m. on Friday and Saturday. Planner Taylor stated consent agenda item #11, approved earlier in the meeting, acknowledged combining the parcels and certifying the new legal description for the property.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the issuance of an on-sale and Sunday liquor license for Steven Meyer, Not Justa Café, Inc. for the tavern/restaurant to be located at 193 3rd Street North, subject to approval of the Minnesota Alcohol and Gambling Enforcement Division, completion of all building improvements to meet applicable code requirements, and correction of any health, safety, and welfare issues that the city deems necessary, to ensure the establishment is fit for occupancy and service, for a license period to expire on December 31, 2014, with the requirement that the outdoor liquor consumption cease by 10:00 p.m., Sunday – Thursday and 12:00 a.m. on Friday and Saturday. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores thanked residents for their votes in the recent election and stated it is an honor to continue to serve on the City Council.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Hanson to adjourn the meeting at 7:48 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: NOVEMBER 2014

Account Descr	2014 Cumulative Budget	2014 Cumulative Actuals	2014 Cumulative Variance	2014 %	
FUND 101 GENERAL					
Revenue Accounts					
DEPT 00000 GENERAL GOVERNMENT	\$2,099,823.00	\$1,409,624.69	\$690,198.31	32.87%	\$
DEPT 41200 MAYOR & COUNCIL	\$0.00	-\$10,947.00	\$10,947.00	0.00%	
DEPT 41240 RECYCLING	\$5,500.00	\$6,868.00	-\$1,368.00	-24.87%	
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41910 PLANNING & ZONING	\$119,800.00	\$120,166.15	-\$366.15	-0.31%	
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 42100 POLICE	\$91,720.00	\$87,068.84	\$4,651.16	5.07%	
DEPT 42200 FIRE PROTECTION	\$395,450.00	\$644,160.99	-\$248,710.99	-62.89%	
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 43100 STREET MAINT	\$5,000.00	\$9,870.14	-\$4,870.14	-97.40%	
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 43200 PARKS	\$28,150.00	\$29,579.45	-\$1,429.45	-5.08%	
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$5,000.00	-\$5,000.00	0.00%	
DEPT 43300 CEMETERY	\$10,000.00	\$9,005.00	\$995.00	9.95%	
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%	
Total Revenue Accounts	\$2,755,443.00	\$2,310,396.26	\$445,046.74	16.15%	\$
Expenditure Accounts					
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41100 ELECTIONS	\$4,800.00	\$3,464.78	\$1,335.22	27.82%	
DEPT 41200 MAYOR & COUNCIL	\$190,462.00	\$148,984.46	\$41,477.54	21.78%	
DEPT 41240 RECYCLING	\$7,176.00	\$3,201.80	\$3,974.20	55.38%	
DEPT 41400 ADMINISTRATION	\$158,118.00	\$132,062.52	\$26,055.48	16.48%	
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41603 SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%	
DEPT 41910 PLANNING & ZONING	\$231,305.00	\$206,383.11	\$24,921.89	10.77%	
DEPT 41940 MUNICIPAL BUILDINGS	\$139,050.00	\$36,153.83	\$102,896.17	74.00%	
DEPT 42100 POLICE	\$758,692.00	\$624,121.42	\$134,570.58	17.74%	
DEPT 42200 FIRE PROTECTION	\$521,831.00	\$563,390.56	-\$41,559.56	-7.96%	
DEPT 42201 FIRE STATION	\$0.00	\$52,667.01	-\$52,667.01	0.00%	
DEPT 43100 STREET MAINT	\$552,703.00	\$240,952.55	\$311,750.45	56.40%	
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$1,783.42	-\$1,783.42	0.00%	
DEPT 43135 56TH ST & PICKETT AVE TRAIL	\$0.00	\$235.60	-\$235.60	0.00%	
DEPT 43140 HAYNER/2ND ST. S UTILITY PR	\$0.00	\$18,289.45	-\$18,289.45	0.00%	
DEPT 43160 STREET LIGHTING	\$30,000.00	\$22,800.95	\$7,399.05	24.66%	
DEPT 43200 PARKS	\$73,831.00	\$123,089.61	-\$49,258.61	-66.72%	
DEPT 43300 CEMETERY	\$37,475.00	\$2,624.06	\$34,850.94	93.00%	
DEPT 44100 PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%	
Total Expenditure Accounts	\$2,755,443.00	\$2,180,005.13	-\$575,437.87	20.88%	

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*Fund Summary -
Budget to Actual©

NOVEMBER 2014

	2014 YTD Budget	NOVEMBER MTD Amount	2014 YTD Amount	2014 YTD Balance	2014 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,755,443.00	\$31,431.64	\$2,310,396.26	\$445,046.74	83.85%
Expenditure	\$2,755,443.00	\$172,394.64	\$2,180,005.13	\$575,437.87	79.12%
		<u>-\$140,963.00</u>	<u>\$130,391.13</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$24,972.56	-\$24,972.56	0.00%
Expenditure	\$0.00	\$0.00	\$23,093.31	-\$23,093.31	0.00%
		<u>\$0.00</u>	<u>\$1,879.25</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$4,185.00	\$15,565.76	-\$15,565.76	0.00%
Expenditure	\$0.00	-\$20,710.00	-\$16,329.18	\$16,329.18	0.00%
		<u>\$24,895.00</u>	<u>\$31,894.94</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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***Fund Summary -
Budget to Actual©**

NOVEMBER 2014

	2014 YTD Budget	NOVEMBER MTD Amount	2014 YTD Amount	2014 YTD Balance	2014 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$2,439.69	-\$2,439.69	0.00%
		\$0.00	-\$2,439.69		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$7,000.00	-\$7,000.00	0.00%
Expenditure	\$0.00	\$27,296.31	\$122,651.83	-\$122,651.83	0.00%
		-\$27,296.31	-\$115,651.83		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$491.28	-\$491.28	0.00%
		\$0.00	-\$491.28		
FUND 211 LIBRARY					
Revenue	\$294,950.00	\$950.75	\$201,757.66	\$93,192.34	68.40%
Expenditure	\$294,740.00	\$20,174.00	\$243,505.04	\$51,234.96	82.62%
		-\$19,223.25	-\$41,747.38		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$54,508.26	-\$54,508.26	0.00%
Expenditure	\$0.00	\$0.00	\$170,408.00	-\$170,408.00	0.00%
		\$0.00	-\$115,899.74		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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*Fund Summary -
Budget to Actual©

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NOVEMBER 2014

	2014 YTD Budget	NOVEMBER MTD Amount	2014 YTD Amount	2014 YTD Balance	2014 % YTD Budget
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$332,750.00	\$156.10	\$42,510.54	\$290,239.46	12.78%
Expenditure	\$495,764.00	\$19,908.29	\$438,216.92	\$57,547.08	88.39%
		-\$19,752.19	-\$395,706.38		
FUND 602 SEWER					
Revenue	\$618,000.00	\$0.00	\$79,170.00	\$538,830.00	12.81%
Expenditure	\$691,889.00	\$66,620.63	\$586,469.35	\$105,419.65	84.76%
		-\$66,620.63	-\$507,299.35		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$21,747.29	-\$21,747.29	0.00%
Expenditure	\$0.00	\$869.84	\$10,704.71	-\$10,704.71	0.00%
		-\$869.84	\$11,042.58		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		-\$249,830.22	-\$1,004,027.75		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 11/30/2014

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FUND	FUND Descr	2014 Budget	2014 YTD Amt	2014 % of Budget	2014 % of Budget Remain
FUND 101	GENERAL	\$2,755,443.00	\$2,310,396.26	83.85%	16.15%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$24,972.56	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$15,565.76	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$7,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$0.00	0.00%	0.00%
FUND 211	LIBRARY	\$294,950.00	\$201,757.66	68.40%	31.60%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$54,508.26	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$332,750.00	\$42,510.54	12.78%	87.22%
FUND 602	SEWER	\$618,000.00	\$79,170.00	12.81%	87.19%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$21,747.29	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$4,001,143.00	\$2,757,628.33	68.92%	31.08%

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	11/24/14	\$200.00	33554	LIQ LIC BACKGROUND/S MEYER	R 101-00000-32100 BUSINES
101	10/31/14	\$835.36	4637	GAMBLING PROCEEDS CK # 10390	R 101-00000-32204 GAMBLIN
101	10/31/14	\$35.00	4634	NSF FEE Meridian Homes #1233	R 101-00000-33100 ADMINIS
101	11/03/14	\$0.48	4636	ADMINISTRATIVE FEES Hospitality Contra	R 101-00000-33100 ADMINIS
101	11/05/14	\$30.00	4645	NSF FEE CK # 4696	R 101-00000-33100 ADMINIS
101	11/06/14	\$35.00	4649	NSF FEE CASH	R 101-00000-33100 ADMINIS
101	10/31/14	\$28.00	4635	ASSESSMENT SEARCH CK # 2813	R 101-00000-34105 USER FEE
101	11/03/14	\$0.50	4636	COPIES (\$0.25/PAGE)	R 101-00000-34105 USER FEE
101	11/17/14	\$28.00	4655	ASSESSMENT SEARCH CK # 93570	R 101-00000-34105 USER FEE
101	11/17/14	\$28.00	4655	ASSESSMENT SEARCH CK # 93570	R 101-00000-34105 USER FEE
101	11/20/14	\$1.00	4662	NOTARY-NOT CITY BUSINESS CASH	R 101-00000-34105 USER FEE
101	11/03/14	\$4.00	4640	BUILDING SURCHARGE CASH - DOUG HA	G 101-20104 STATE SURCHA
101	11/03/14	\$5.00	4641	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/03/14	\$194.28	4642	BUILDING SURCHARGE Parkos Constructio	G 101-20104 STATE SURCHA
101	11/05/14	\$21.00	4646	BUILDING SURCHARGE Geo.Siegfried Con	G 101-20104 STATE SURCHA
101	11/06/14	\$5.00	4647	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/05/14	\$10.00	4648	PLUMBING SURCHARGE - COMMERCIAL C	G 101-20104 STATE SURCHA
101	11/20/14	\$5.00	4661	MECHANICAL SURCHARGE - COMMERCIA	G 101-20104 STATE SURCHA
101	11/21/14	\$1.50	4663	BUILDING SURCHARGE JG Hause #2906	G 101-20104 STATE SURCHA
101	11/25/14	\$5.00	4671	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	11/25/14	\$5.00	4672	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/25/14	\$2.50	4673	BUILDING SURCHARGE Bell's Trucking #1	G 101-20104 STATE SURCHA
101	11/06/14	\$2.04	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	11/25/14	\$4.34	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	11/24/14	\$1,028.00	33543	OCT 2014 SALES TAX	G 101-20603 SALES TAX PAY
101	11/06/14	\$3,531.46	33505	FED, SS, & MEDICARE WITHHOLDINGS	G 101-27101 FICA/FWH
101	11/12/14	\$10,074.99	33534	FED, SS, MEDICARE WITHHOLDINGS	G 101-27101 FICA/FWH
101	11/24/14	\$10,571.66	33562	FED, SS, MEDICARE WITHHOLDINGS	G 101-27101 FICA/FWH
101	11/06/14	\$556.43	33504	STATE PAYROLL WITHHOLDING	G 101-27102 MINN STATE WI
101	11/12/14	\$2,088.51	33535	PAYROLL WITHHOLDINGS	G 101-27102 MINN STATE WI
101	11/24/14	\$2,112.91	33563	PAYROLL WITHHOLDINGS	G 101-27102 MINN STATE WI
101	11/12/14	\$7,639.20	33536	PAYROLL RETIREMENT	G 101-27104 P E R A
101	11/24/14	\$8,107.54	33564	PAYROLL RETIREMENT	G 101-27104 P E R A
101	11/12/14	\$100.00	-5	Vendor Liability/EASTMAN, HUFTEL, MADS	G 101-27106 NATIONWIDE
101	11/24/14	\$100.00	-3	Vendor Liability/EASTMAN, HUFTEL, MADS	G 101-27106 NATIONWIDE
101	11/24/14	\$983.65	33541	DEC 2014 MTHLY PREM	G 101-27107 DELTA DENTAL
101	11/24/14	\$136.00	33539	DECEMBER 2014 DUES	G 101-27108 MINN TEAMSTE
101	11/12/14	\$10,115.00	-3	DEC 2014 MTHLY PREMIUM	G 101-27109 HEALTH PARTN
101	11/03/14	\$88.02	4638	HEALTH PARTNERS CK # 38634001	G 101-27109 HEALTH PARTN
101	11/06/14	\$39.92	33506	COUNCIL RETIREMENT	G 101-27111 PERA DEFINED
101	11/06/14	\$194.40	-1	Vendor Liability/BELL & BUEGE	G 101-27112 VOL FIRE DEPT-
101	11/06/14	\$232.50	-1	Vendor Liability/BELL & BUEGE	G 101-27112 VOL FIRE DEPT-
101	11/24/14	\$200.00	-1	Vendor Liability/HORAK	G 101-27113 ICMA RETIREME
101	11/12/14	\$200.00	-1	Vendor Liability/MEL HORAK	G 101-27113 ICMA RETIREME
101	11/24/14	\$100.00	-2	Vendor Liability/L MARTIN	G 101-27114 ICMA RETIREME
101	11/12/14	\$100.00	-2	Vendor Liability/LOGAN MARTIN	G 101-27114 ICMA RETIREME
101	11/24/14	\$180.00	33540	DECEMBER 2014 MTHLY DUES	G 101-27116 L.E.L.S., LOCAL
101	11/06/14	\$203.00	33502	DECEMBER 2014 PREMIUM	G 101-27118 LINCOLN LIFE
101	11/03/14	\$58.34	4638	HEALTH SAVING ACCT. CK # 38634001	G 101-27122 H S A
101	11/12/14	\$2,301.45	33537	PAYROLL HEALTH SAVINGS ACCT.	G 101-27122 H S A
101	11/24/14	\$2,301.45	33565	PAYROLL HEALTH SAVINGS ACCT.	G 101-27122 H S A
101	11/12/14	\$300.00	-5	Vendor Liability/EASTMAN, HUFTEL, MADS	G 101-27123 NATIONWIDE

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MONTHLY RECEIPTS

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	11/24/14	\$300.00	-3	Vendor Liability/EASTMAN, HUFTEL, MADS	G 101-27123 NATIONWIDE
101	11/24/14	\$179.20	33558	NOVEMBER 2014 PREM	G 101-27124 AFLAC
101	11/24/14	-\$179.20	33558	NOVEMBER 2014 PREM	G 101-27124 AFLAC
101	11/12/14	\$442.00	33520	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$442.00	33521	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$125.00	33522	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$180.00	33523	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$167.50	33524	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$170.00	33525	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$150.00	33526	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$90.00	33527	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$97.50	33528	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$97.50	33529	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$97.50	33530	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$97.50	33531	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$97.50	33532	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/12/14	\$17.50	33533	2014 ELECTIONS	E 101-41100-104 ELECTION S
101	11/06/14	\$13.41	33501	ADM #4798175443002082	E 101-41200-201 OFFICE SUP
101	11/25/14	\$200.00	33614	ATTEND CC MTG	E 101-41200-300 PROF SER-L
101	11/25/14	\$181.25	33614	243 N 3RD ST.	E 101-41200-300 PROF SER-L
101	11/25/14	\$870.00	33614	GENERAL MAATERS	E 101-41200-300 PROF SER-L
101	11/25/14	\$389.42	33612	STAFF MTG	E 101-41200-301 PROF SER-E
101	11/25/14	\$503.34	33612	DRAINAGE INVENTORY	E 101-41200-301 PROF SER-E
101	11/25/14	\$203.90	33612	INSPIRATION SEWER SMELL	E 101-41200-301 PROF SER-E
101	11/25/14	\$672.72	33612	N 5TH ST GROUNDWATER	E 101-41200-301 PROF SER-E
101	11/25/14	\$354.57	33612	MSR REVIEW LETTER	E 101-41200-301 PROF SER-E
101	11/25/14	\$81.57	33612	PLANS INSPIRATION SUBDIVISION	E 101-41200-301 PROF SER-E
101	11/25/14	\$146.16	33612	CC MTG	E 101-41200-301 PROF SER-E
101	11/24/14	\$350.00	33557	OCT 2014 MAINT PLAN	E 101-41200-306 PROF SER-O
101	11/24/14	\$46.00	33553	MN DEPT OF ADMINISTRATION	E 101-41200-350 PRINTING &
101	11/24/14	\$919.58	33556	NEWS LETTER # 27, PROCESSING, POST	E 101-41200-351 NEWS LETT
101	11/25/14	\$30.00	33589	NOVEMBER MTHLY RECYCLING RECIPIEN	E 101-41240-370 RECYCLING
101	11/06/14	\$80.47	33501	ADM #4798175443002082	E 101-41400-201 OFFICE SUP
101	11/06/14	\$203.50	33496	7/1/14-9/30/14 H S A ADMINISTRATION	E 101-41400-306 PROF SER-O
101	11/24/14	\$15.00	33550	ANNUAL POSTAGE ACH FEE	E 101-41400-322 POSTAGE
101	11/06/14	\$157.60	33501	ADM #4798175443002082	E 101-41400-402 CONFERENC
101	11/24/14	\$67.50	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 101-41400-416 REPAIR/MAI
101	11/24/14	\$225.00	33555	COMPUTER CONSULTING	E 101-41400-416 REPAIR/MAI
101	11/25/14	\$203.35	33599	CONTRACT BASE	E 101-41400-416 REPAIR/MAI
101	11/25/14	\$30.00	33626	LOOK@IT SERVER MONITORING	E 101-41400-416 REPAIR/MAI
101	11/06/14	\$67.06	33501	ADM #4798175443002082	E 101-41910-201 OFFICE SUP
101	11/06/14	\$115.72	33507	OCT 2014 FUEL	E 101-41910-212 MOTOR FUE
101	11/25/14	\$145.00	33614	INSPIRATION DEVELOPMENT PHASE II	E 101-41910-300 PROF SER-L
101	11/03/14	\$50.00	4639	CONTRACTOR LICENSE - SPECIALTY	R 101-41910-32100 BUSINES
101	11/25/14	\$100.00	4664	CONTRACTOR LICENSE - GENERAL Bucky	R 101-41910-32100 BUSINES
101	11/24/14	\$12.50	33550	ANNUAL POSTAGE ACH FEE	E 101-41910-322 POSTAGE
101	11/07/14	\$50.00	4653	VEGETATIVE CUT PERMIT Gregory Seamo	R 101-41910-32200 NONBUSI
101	11/03/14	\$105.46	4640	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/03/14	\$162.25	4640	BUILDING PERMIT CASH - DOUG HAUGEN	R 101-41910-32210 BUILDIN
101	11/03/14	\$697.69	4642	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/03/14	\$2,790.75	4642	BUILDING PERMIT Parkos Construction #	R 101-41910-32210 BUILDIN
101	11/05/14	\$387.24	4646	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/05/14	\$595.75	4646	BUILDING PERMIT Geo.Siegfried Construc	R 101-41910-32210 BUILDIN
101	11/20/14	\$45.00	4661	PLAN REVIEW	R 101-41910-32210 BUILDIN

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101	11/21/14	\$88.50	4663	BUILDING PERMIT JG Hause #2906	R 101-41910-32210 BUILDIN
101	11/25/14	\$118.00	4673	BUILDING PERMIT Bell's Trucking #11643	R 101-41910-32210 BUILDIN
101	11/05/14	\$150.00	4648	PLUMBING PERMIT - COMMERCIAL CK #	R 101-41910-32220 PLUMBIN
101	11/25/14	\$75.00	4671	PLUMBING PERMIT - RESIDENTIAL Cham	R 101-41910-32220 PLUMBIN
101	11/03/14	\$80.00	4639	MECHANICAL PERMIT - COMMERCIAL Mic	R 101-41910-32230 MECHANI
101	11/03/14	\$75.00	4641	MECHANICAL PERMIT - RESIDENTIAL Nile	R 101-41910-32230 MECHANI
101	11/06/14	\$75.00	4647	MECHANICAL PERMIT - RESIDENTIAL Lof	R 101-41910-32230 MECHANI
101	11/20/14	\$180.00	4661	MECHANICAL PERMIT - COMMERCIAL Nor	R 101-41910-32230 MECHANI
101	11/25/14	\$75.00	4672	MECHANICAL PERMIT - RESIDENTIAL And	R 101-41910-32230 MECHANI
101	11/06/14	\$250.00	4651	P & Z PERMITS & VAR REQUESTS Not Jus	R 101-41910-34100 P & Z PE
101	11/24/14	\$1,366.09	4669	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	11/24/14	\$19.98	33572	PARTS/BUILDING DEPT.	E 101-41910-412 REP & MAIN
101	11/24/14	\$56.25	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 101-41910-416 REPAIR/MAI
101	11/24/14	\$187.50	33555	COMPUTER CONSULTING	E 101-41910-416 REPAIR/MAI
101	11/25/14	\$169.46	33599	CONTRACT BASE	E 101-41910-416 REPAIR/MAI
101	11/25/14	\$25.00	33626	LOOK@IT SERVER MONITORING	E 101-41910-416 REPAIR/MAI
101	11/25/14	\$325.00	33606	CLEANNING SERVICE NOVEMBER 2014 CI	E 101-41940-302 CONTRACT
101	11/25/14	\$454.76	33618	PHONES/CITY HALL	E 101-41940-321 COMMUNIC
101	11/06/14	\$660.15	33503	GAS & ELECTRIC SERVICE	E 101-41940-380 ELECTRIC S
101	11/06/14	\$123.99	33503	GAS & ELECTRIC SERVICE	E 101-41940-381 FUEL FOR H
101	11/12/14	\$471.66	33519	FIRE EXT INSPECTIONS	E 101-41940-420 R & M BLDG
101	11/25/14	\$60.00	33600	FIRE ALARM SYSTEM LEASE	E 101-41940-420 R & M BLDG
101	11/03/14	\$800.00	4644	MUNICIPAL BLGS REFUND & REIMBURSE	E 101-41940-530 CAPITAL AS
101	11/06/14	\$67.06	33501	ADM #4798175443002082	E 101-42100-201 OFFICE SUP
101	11/24/14	\$6.42	33549	FORFETURE TITLE & SUPPLIES REFUND	E 101-42100-202 UNIFORMS
101	11/25/14	\$9.49	33598	UNIFORMS - PURPUR/POLICE DEPT.	E 101-42100-202 UNIFORMS
101	11/06/14	\$1,404.98	33508	OCT 2014 FUEL/POLICE DEPT.	E 101-42100-212 MOTOR FUE
101	11/25/14	\$25.00	33591	2005 SATURN/POLICE DEPT.	E 101-42100-212 MOTOR FUE
101	11/25/14	\$25.00	33592	2011 TAHOE/POLICE DEPT.	E 101-42100-212 MOTOR FUE
101	11/25/14	\$26.25	33593	2013 CHARGER/POLICE DEPT.	E 101-42100-212 MOTOR FUE
101	11/25/14	\$178.79	33594	2009 CHARGER/POLICE DEPT.	E 101-42100-212 MOTOR FUE
101	11/06/14	\$2,364.02	33495	PROSECUTION/POLICE DEPT.	E 101-42100-300 PROF SER-L
101	11/12/14	\$15.00	33538	COBB	E 101-42100-306 PROF SER-O
101	11/12/14	\$15.00	33538	REARDON	E 101-42100-306 PROF SER-O
101	11/24/14	\$15.00	33542	BACKGROUND/LONG MCGIE - POLICE DE	E 101-42100-306 PROF SER-O
101	11/12/14	\$138.92	33515	PHONES/POLICE DEPT.	E 101-42100-321 COMMUNIC
101	11/12/14	\$134.83	33516	OCE INFORMATION CHARGES/POLICE DE	E 101-42100-321 COMMUNIC
101	11/24/14	\$12.50	33550	ANNUAL POSTAGE ACH FEE	E 101-42100-322 POSTAGE
101	11/17/14	\$10.00	4656	PET LICENSE - SPAY/NEUT Doug Beedle	R 101-42100-32240 ANIMAL F
101	11/18/14	\$3.73	4657	POLICE REPORTS Lexis Nexis #50170756	R 101-42100-34201 POLICE A
101	11/25/14	\$2,373.15	16809	OCT 2014 TRAIL COURT	R 101-42100-35101 COURT FI
101	11/18/14	\$588.69	4658	POLICE GRANT - SAFE & SOBER CK # 401	R 101-42100-36233 GRANTS
101	11/24/14	\$159.00	33544	TRAINING COURSE 11/13/14/POLICE DEP	E 101-42100-403 POLICE TRA
101	11/25/14	\$156.00	33597	SERVICE/POLICE DEPT.	E 101-42100-403 POLICE TRA
101	11/06/14	\$388.54	33497	202 VW/POLICE DEPT.	E 101-42100-412 REP & MAIN
101	11/25/14	\$149.49	33595	2004 FORD/POLICE DEPT.	E 101-42100-412 REP & MAIN
101	11/25/14	\$220.48	33596	2009 CHARGER	E 101-42100-412 REP & MAIN
101	11/24/14	\$56.25	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 101-42100-416 REPAIR/MAI
101	11/24/14	\$187.50	33555	COMPUTER CONSULTING	E 101-42100-416 REPAIR/MAI
101	11/25/14	\$169.46	33599	CONTRACT BASE	E 101-42100-416 REPAIR/MAI
101	11/25/14	\$25.00	33626	LOOK@IT SERVER MONITORING	E 101-42100-416 REPAIR/MAI
101	11/25/14	\$145.00	33588	ANIMAL STRAY/POLICE DEPT.,	E 101-42100-427 ANIMAL EXP
101	11/06/14	\$55.67	33507	OCT 2014 FUEL	E 101-42200-212 MOTOR FUE
101	11/06/14	\$1,038.51	33507	OCT 2014 FUEL	E 101-42200-212 MOTOR FUE

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101	11/24/14	\$156.00	33561	MEDICAL/ACCIDENT REPORTS/FIRE DEPT	E 101-42200-220 OPERATING
101	11/25/14	\$17.98	33607	SUPPLIES/FIRE DEPT.	E 101-42200-220 OPERATING
101	11/12/14	\$1,111.00	33509	2 PAGERS/FIRE DEPT.	E 101-42200-240 SMALL TOO
101	11/12/14	\$1,814.87	33511	UNIFORMS/FIRE DEPT.	E 101-42200-240 SMALL TOO
101	11/25/14	\$170.65	33610	SINGLE GAS MONITOR/FIRE DEPT.	E 101-42200-240 SMALL TOO
101	11/25/14	\$175.00	33608	CLEANING SERVICE NOVEMBER 2014-FIR	E 101-42200-306 PROF SER-O
101	11/12/14	\$176.09	33513	PHONES/FIRE DEPT.	E 101-42200-321 COMMUNIC
101	11/25/14	\$26.00	33590	BATTERY PACK/FIRE DEPT.	E 101-42200-323 RADIOS-RE
101	11/18/14	\$11.75	4659	FIRE INSPECTION CK # 57998	R 101-42200-34101 FIRE INS
101	11/13/14	\$20,106.25	4652	FIRE SERVICE CONTRACT CK# 12296	R 101-42200-34202 FIRE CON
101	11/06/14	\$279.20	33503	GAS & ELECTRIC SERVICE	E 101-42200-380 ELECTRIC S
101	11/06/14	\$59.41	33503	GAS & ELECTRIC SERVICE	E 101-42200-381 FUEL FOR H
101	11/06/14	\$202.16	4650	FIRE - CONFERENCES & SCHOOLS CK # 5	E 101-42200-402 CONFERENC
101	11/06/14	\$240.00	4650	FIRE - CONFERENCES & SCHOOLS CK # 7	E 101-42200-402 CONFERENC
101	11/12/14	\$195.00	33510	MAINT 2014 CHEV TAHOE/FIRE DEPT.	E 101-42200-412 REP & MAIN
101	11/12/14	\$1,246.00	33512	PIERCE PRESSURE TEST, MAINT./FIRE DE	E 101-42200-412 REP & MAIN
101	11/12/14	\$95.00	33514	94 PIERCE TRUCK/FIRE DEPT.	E 101-42200-412 REP & MAIN
101	11/25/14	\$1,801.63	33609	ENGINE#2104/FIRE DEPT.	E 101-42200-412 REP & MAIN
101	11/25/14	\$60.00	33600	FIRE ALARM SYSTEM LEASE	E 101-42200-420 R & M BLDG
101	11/25/14	\$2,998.34	33611	FIRE STATION SURVEY	E 101-42201-301 PROF SER-E
101	11/25/14	\$264.61	33612	ATTEND MTG/FIRE STATION	E 101-42201-301 PROF SER-E
101	11/24/14	\$29,777.40	33546	FIRE HALL	E 101-42201-302 CONTRACT
101	11/06/14	\$13.41	33501	ADM #4798175443002082	E 101-43100-201 OFFICE SUP
101	11/12/14	\$67.99	33517	UNIFORMS REIMBURSEMENT/STREET DE	E 101-43100-205 UNIFORMS
101	11/06/14	\$598.84	33507	OCT 2014 FUEL	E 101-43100-212 MOTOR FUE
101	11/24/14	\$390.60	33576	U. S. FLAGS/STREET DEPT.	E 101-43100-220 OPERATING
101	11/25/14	\$527.75	33582	SIDEWALK DEICER/STREET DEPT.	E 101-43100-225 SALT & SAN
101	11/24/14	\$2.50	33550	ANNUAL POSTAGE ACH FEE	E 101-43100-322 POSTAGE
101	11/25/14	\$23.96	33577	TIRE RECYCLING FEE/STREET DEPT.	E 101-43100-412 REP & MAIN
101	11/25/14	\$951.25	33605	SALT NEUTRO-WASH/STREET DEPT.	E 101-43100-412 REP & MAIN
101	11/24/14	\$11.25	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 101-43100-416 REPAIR/MAI
101	11/24/14	\$37.50	33555	COMPUTER CONSULTING	E 101-43100-416 REPAIR/MAI
101	11/25/14	\$33.89	33599	CONTRACT BASE	E 101-43100-416 REPAIR/MAI
101	11/25/14	\$5.00	33626	LOOK@IT SERVER MONITORING	E 101-43100-416 REPAIR/MAI
101	11/24/14	\$997.59	33566	LIMEROCK/STREET DEPT	E 101-43100-421 REPAIR & M
101	11/24/14	\$844.85	33574	HOT MIX/STREET DEPT.	E 101-43100-421 REPAIR & M
101	11/25/14	\$635.26	33602	CLASS 5 RECYCLE GRAVEL/STREET DEPT.	E 101-43100-421 REPAIR & M
101	11/24/14	\$3,242.68	33547	CSAH21/INSPIRATION TRAFFIC SIGNAL	E 101-43100-530 CAPITAL AS
101	11/24/14	\$3,619.40	33548	CSAH 21/INSPIRATION TRAFFIC SIGNAL	E 101-43100-530 CAPITAL AS
101	11/06/14	\$2,197.69	33503	GAS & ELECTRIC SERVICE	E 101-43160-380 ELECTRIC S
101	11/06/14	\$148.03	33507	OCT 2014 FUEL	E 101-43200-212 MOTOR FUE
101	11/24/14	\$1,715.00	33575	PLAYGROUND CUSHION CHIPS/PARKS DE	E 101-43200-220 OPERATING
101	11/24/14	\$2.50	33550	ANNUAL POSTAGE ACH FEE	E 101-43200-322 POSTAGE
101	11/25/14	\$75.00	33583	FALL BLOWOUT - LAKESIDE PARK/PARK D	E 101-43200-410 REPAIR & M
101	11/24/14	\$11.25	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 101-43200-416 REPAIR/MAI
101	11/24/14	\$37.50	33555	COMPUTER CONSULTING	E 101-43200-416 REPAIR/MAI
101	11/25/14	\$33.89	33599	CONTRACT BASE	E 101-43200-416 REPAIR/MAI
101	11/25/14	\$5.00	33626	LOOK@IT SERVER MONITORING	E 101-43200-416 REPAIR/MAI
101	11/06/14	\$285.00	33498	ANNUAL BILL 11/2014-10/2015 PW	E 101-43200-420 R & M BLDG
101	11/24/14	\$78.75	33567	RIVERSIDE PARK 11/19/2014-12/16/14	E 101-43200-425 SATILLITIES
101	11/24/14	\$78.75	33567	TENNIS CT 11/21/14-12/18/14	E 101-43200-425 SATILLITIES
101	11/06/14	\$9.22	33507	OCT 2014 FUEL	E 101-43300-212 MOTOR FUE
101	11/25/14	\$283.00	33586	BOBCAT EXCAVATOR TRAILER/WATER DE	E 101-43300-410 REPAIR & M
101	11/25/14	\$169.00	33587	TRENCHER RENTAL	E 101-43300-410 REPAIR & M

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FUND 101 GENER		\$173,139.40			
FUND 202 DRUG FORFEITURE					
202	11/24/14	\$30,000.00	4660	POLICE DEPT. DRUG FOR (REFUNDS & RE	E 202-42101-449 DRUG FORF
202	11/25/14	\$510.00	4675	POLICE DEPT. DRUG FOR (REFUNDS & RE	E 202-42101-449 DRUG FORF
202	11/12/14	\$131.25	33518	FEES 7 CREDITS-AUCTIONS/POLICE DEPT	E 202-42101-449 DRUG FORF
202	11/24/14	\$648.00	33545	1999 HONDA CASE # 114502012	E 202-42101-449 DRUG FORF
202	11/24/14	\$20.75	33549	FORFETURE TITLE & SUPPLIES REFUND	E 202-42101-449 DRUG FORF
202	11/24/14	\$9,000.00	33560	2010 CADI ESCALADE-MOELTER #114500	E 202-42101-449 DRUG FORF
202	11/25/14	\$4,185.00	16808	ADMIN SURPLUS OPERATIONS/AUCTION	R 202-42102-36249 DRUG FO
FUND 202 DRUG		\$44,495.00			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	11/13/14	\$27.09	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/14	\$18.12	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/06/14	\$70.21	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	11/06/14	\$191.13	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/06/14	\$58.51	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/06/14	\$316.08	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/20/14	\$1.36	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/14	\$24.84	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/13/14	\$54.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/20/14	\$1.54	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/20/14	\$105.87	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/13/14	\$22.09	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/13/14	\$25.65	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/20/14	\$154.36	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$1,071.45			
FUND 207 PARK IMPROVEMENT FUND					
207	11/25/14	\$27,296.31	33625	PERRO PARK PHASE 2	E 207-44100-306 PROF SER-O
FUND 207 PARK I		\$27,296.31			
FUND 211 LIBRARY					
211	11/25/14	\$477.56	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$146.36	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$146.02	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$369.47	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$101.28	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$91.27	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$289.48	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$309.17	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$164.71	33616	BOOKS/LIBRARY	E 211-45500-217 MATERIALS
211	11/25/14	\$311.99	33620	SUPPLIES/LIBRARY	E 211-45500-220 OPERATING
211	11/25/14	\$1,500.00	33615	NOVEMBER 2014 CLEANING SERVICE/LIB	E 211-45500-302 CONTRACT
211	11/25/14	\$246.94	33621	CONTRACT MTHLY SERVICE/LIBRARY	E 211-45500-302 CONTRACT
211	11/25/14	\$74.35	33617	PHONES/LIBRARY	E 211-45500-321 COMMUNIC
211	11/24/14	\$50.00	4665	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	11/24/14	\$560.00	4666	LIBRARY RENT CK # 305541	R 211-45500-36220 RENTAL I
211	11/24/14	\$159.00	4667	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
211	11/24/14	\$33.76	4667	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
211	11/24/14	\$147.99	4667	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
211	11/06/14	\$875.51	33503	GAS & ELECTRIC SERVICE	E 211-45500-380 ELECTRIC S
211	11/06/14	\$142.86	33503	GAS & ELECTRIC SERVICE	E 211-45500-381 FUEL FOR H
211	11/25/14	\$41.72	33619	3RD QTR 2014 NOTICE/LIBRARY	E 211-45500-391 SHARED AU

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211	11/25/14	\$90.00	33600	FIRE ALARM SYSTEM LEASE	E 211-45500-420 R & M BLDG
211	11/25/14	\$109.40	33622	CRAWING INSECTS & MICE/LIBRARY	E 211-45500-420 R & M BLDG
211	11/25/14	\$494.00	33623	WINDOW CLEANING/LIBRARY	E 211-45500-420 R & M BLDG
211	11/25/14	\$156.47	33624	FIRE EXT./LIBRARY	E 211-45500-420 R & M BLDG
FUND 211 LIBRA		\$7,089.31			
FUND 601 WATER					
601	11/20/14	\$48.18	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/06/14	\$9.54	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	11/13/14	\$836.41	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/13/14	\$1,286.76	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/20/14	\$4.33	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/13/14	\$23.61	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/20/14	\$117.00	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/20/14	\$2,101.65	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/13/14	\$0.37	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/13/14	\$26.57	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/20/14	\$8.46	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/06/14	\$4,283.80	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/06/14	\$113.86	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/20/14	\$3.18	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/06/14	\$17.47	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	11/13/14	\$4.77	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/25/14	\$332.97	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/06/14	\$16.63	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/25/14	\$8.80	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/25/14	\$3.73	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/06/14	\$751.51	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/06/14	\$1.71	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	11/06/14	\$2,139.84	33503	GAS & ELECTRIC SERVICE	E 601-46110-380 ELECTRIC S
601	11/06/14	\$77.46	33503	GAS & ELECTRIC SERVICE	E 601-46110-381 FUEL FOR H
601	11/06/14	\$13.41	33501	ADM #4798175443002082	E 601-46120-201 OFFICE SUP
601	11/06/14	\$79.99	33499	UNIFORM REFUND & REIMBURSEMENT	E 601-46120-203 UNIFORMS
601	11/25/14	\$49.95	33579	UNIFORMS-T GARDNER/WATER DEPT.	E 601-46120-203 UNIFORMS
601	11/06/14	\$403.56	33507	OCT 2014 FUEL	E 601-46120-212 MOTOR FUE
601	11/24/14	\$54.00	33573	WATER TESTING/WATER DEPT.	E 601-46120-216 CHEMICALS
601	11/25/14	\$25.00	33578	WATER TREATMENT/WATER DEPT.	E 601-46120-216 CHEMICALS
601	11/25/14	\$170.05	33580	LOCATES/WATER DEPT.	E 601-46120-307 GOPHER ST
601	11/25/14	\$95.10	33581	LOCATES/WATER DEPT.	E 601-46120-307 GOPHER ST
601	11/25/14	\$59.95	33584	NOV/DEC 2014 HIGHSPEED INTERNET/W	E 601-46120-321 COMMUNIC
601	11/24/14	\$2.50	33550	ANNUAL POSTAGE ACH FEE	E 601-46120-322 POSTAGE
601	11/06/14	\$88.31	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/20/14	\$0.03	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/20/14	\$7.76	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/17/14	\$30.00	4654	WATER SHUTOFF - BUS HRS D. Gramenz	R 601-46120-37110 WATER R
601	11/24/14	\$30.00	4668	WATER SHUTOFF - BUS HRS CK # 1294	R 601-46120-37110 WATER R
601	11/06/14	\$1,906.40	33503	GAS & ELECTRIC SERVICE	E 601-46120-380 ELECTRIC S
601	11/06/14	\$195.28	33503	GAS & ELECTRIC SERVICE	E 601-46120-381 FUEL FOR H
601	11/24/14	\$3.78	33569	MINI LAMPS/WATER DEPT.	E 601-46120-412 REP & MAIN
601	11/24/14	\$21.95	33570	PARTS-TRANS FILTER/WATER DEPT.	E 601-46120-412 REP & MAIN
601	11/24/14	\$12.90	33571	PARTS/WATER DEPT.	E 601-46120-412 REP & MAIN
601	11/24/14	\$11.25	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 601-46120-416 REPAIR/MAI
601	11/24/14	\$37.50	33555	COMPUTER CONSULTING	E 601-46120-416 REPAIR/MAI
601	11/25/14	\$33.89	33599	CONTRACT BASE	E 601-46120-416 REPAIR/MAI

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	11/25/14	\$5.00	33626	LOOK@IT SERVER MONITORING	E 601-46120-416 REPAIR/MAI
601	11/05/14	\$631.44	4648	WATER METER REFUND & REM CK # 215	E 601-46120-419 REPAIR & M
601	11/25/14	\$1,622.50	33601	HYDRANT REPLACEMENT/WATER DEPT	E 601-46120-419 REPAIR & M
601	11/25/14	\$90.00	33600	FIRE ALARM SYSTEM LEASE	E 601-46120-420 R & M BLDG
601	11/24/14	\$1,294.00	33559	4TH QTR. 2014 CONNECTIONS FEES	E 601-46120-434 STATE FEES
FUND 601 WATE		\$19,194.11			
FUND 602 SEWER					
602	11/25/14	\$8.80	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/14	\$108.54	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/14	\$475.40	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	11/06/14	\$846.74	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	11/06/14	\$17.47	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	11/25/14	\$19,259.47	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	11/13/14	\$19,259.47	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	11/25/14	\$203.97	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/13/14	\$20.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/13/14	\$294.65	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/20/14	\$4.33	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	11/20/14	\$43.18	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/13/14	\$5.00	0	UB Receipt Serv Pen 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	11/20/14	\$0.76	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/13/14	\$248.10	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/20/14	\$15.26	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/20/14	\$1,220.33	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/13/14	\$12.12	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/14	\$2,145.52	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/06/14	\$13.42	33501	ADM #4798175443002082	E 602-46200-201 OFFICE SUP
602	11/06/14	\$162.24	33507	OCT 2014 FUEL	E 602-46200-212 MOTOR FUE
602	11/25/14	\$105.26	33585	DISPOSABLE GLOVES/SEWER DEPT.	E 602-46200-220 OPERATING
602	11/25/14	\$331.83	33612	MIDS MTG	E 602-46200-301 PROF SER-E
602	11/25/14	\$18,728.30	33603	CONTRACT SEWER CLEANING/SEWER DE	E 602-46200-302 CONTRACT
602	11/25/14	\$310.00	33604	SEWER CLEAN - JOHN KLOS/SEWER DEPT	E 602-46200-302 CONTRACT
602	11/24/14	\$2.50	33550	ANNUAL POSTAGE ACH FEE	E 602-46200-322 POSTAGE
602	11/24/14	\$11.25	33552	DATTO LITE MTHLY STORAGE NOVEMBE	E 602-46200-416 REPAIR/MAI
602	11/24/14	\$37.50	33555	COMPUTER CONSULTING	E 602-46200-416 REPAIR/MAI
602	11/25/14	\$33.90	33599	CONTRACT BASE	E 602-46200-416 REPAIR/MAI
602	11/25/14	\$5.00	33626	LOOK@IT SERVER MONITORING	E 602-46200-416 REPAIR/MAI
602	11/24/14	\$739.51	33568	CLEAN UP SEWER FACK-UP 253 N 5TH	E 602-46200-419 REPAIR & M
602	11/24/14	\$30,570.58	33551	DEC 2014 MTHLY ANNUAL FLOW CHARGE	E 602-46990-434 STATE FEES
FUND 602 SEWER		\$95,240.40			
FUND 803 P & Z ESCROWS					
803	11/25/14	\$840.84	33613	INSPIRATION PHASE 3A	E 803-80045-301 PROF SER-E
803	11/25/14	\$29.00	33614	PLANNING COMMISSION/C HAYNER ESCR	E 803-80053-300 PROF SER-L
FUND 803 P & Z E		\$869.84			
		\$368,395.82			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2014

11 Month = 91.74

DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,800.00	\$3,464.78	\$1,335.22	27.82%
41200	MAYOR & COUNCIL	\$190,462.00	\$148,984.46	\$41,477.54	21.78%
41240	RECYCLING	\$7,176.00	\$3,201.80	\$3,974.20	55.38%
41400	ADMINISTRATION	\$158,118.00	\$132,062.52	\$26,055.48	16.48%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJEC	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$231,305.00	\$206,383.11	\$24,921.89	10.77%
41940	MUNICIPAL BUILDINGS	\$139,050.00	\$36,153.83	\$102,896.17	74.00%
42100	POLICE	\$758,692.00	\$624,121.42	\$134,570.58	17.74%
42200	FIRE PROTECTION	\$521,831.00	\$563,390.56	-\$41,559.56	-7.96%
42201	FIRE STATION	\$0.00	\$52,667.01	-\$52,667.01	0.00%
43100	STREET MAINT	\$552,703.00	\$240,952.55	\$311,750.45	56.40%
43130	STREET - FLOOD PREPARATION	\$0.00	\$1,783.42	-\$1,783.42	0.00%
43135	56TH ST & PICKETT AVE TRAIL	\$0.00	\$235.60	-\$235.60	0.00%
43140	HAYNER/2ND ST. S UTILITY PR	\$0.00	\$18,289.45	-\$18,289.45	0.00%
43160	STREET LIGHTING	\$30,000.00	\$22,600.95	\$7,399.05	24.66%
43200	PARKS	\$73,831.00	\$123,089.61	-\$49,258.61	-66.72%
43300	CEMETERY	\$37,475.00	\$2,624.06	\$34,850.94	93.00%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,755,443.00	\$2,180,005.13	\$575,437.87	20.88%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$491.28	-\$491.28	0.00%
FUND 210 K-9 UNIT		\$0.00	\$491.28	-\$491.28	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$294,740.00	\$243,505.04	\$51,234.96	17.38%
FUND 211 LIBRARY		\$294,740.00	\$243,505.04	\$51,234.96	17.38%
FUND 412 CEMETERY CAPITAL IMPROV					

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2014

11 Month = 91.74

DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$0.00	\$0.00	0.00%
44151	TCE WATER MAIN IMPROVEME	\$0.00	\$4,921.06	-\$4,921.06	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$43,821.42	\$3,628.58	7.65%
46120	WATER	\$448,314.00	\$389,474.44	\$58,839.56	13.12%
FUND 601 WATER		\$495,764.00	\$438,216.92	\$57,547.08	11.61%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$291,889.00	\$189,356.48	\$102,532.52	35.13%
46990	SEWER - NON-OPERATING	\$400,000.00	\$397,112.87	\$2,887.13	0.72%
FUND 602 SEWER		\$691,889.00	\$586,469.35	\$105,419.65	15.24%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2014

11 Month = 91.74

DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$46.00	-\$46.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$0.00	\$0.00	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$1,128.13	-\$1,128.13	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$6,014.12	-\$6,014.12	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$0.00	\$0.00	0.00%
80047	JANE KEYES	\$0.00	\$0.00	\$0.00	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$46.00	-\$46.00	0.00%
80049	AMERICAN LEGION	\$0.00	\$93.40	-\$93.40	0.00%
80050	12 POINT ROAD	\$0.00	\$2,200.36	-\$2,200.36	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$1,045.76	-\$1,045.76	0.00%
80053	CHRIS HAYNER	\$0.00	\$51.19	-\$51.19	0.00%
80054	LYNN MOST	\$0.00	\$79.75	-\$79.75	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$10,704.71	-\$10,704.71	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2014
11 Month = 91.74

DEPT	DEPT Descr	2014 Budget	2014 YTD Amt	Balance	2014 % of Budget Remain
		\$4,237,836.00	\$3,459,392.43	\$778,443.57	18.37%

CITY OF BAYPORT

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Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
WILLIAMS, MARY	101	11/12/14	\$97.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005123
RICHERT, JEANINE	101	11/12/14	\$17.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005116
LAKE, MEREDETH	101	11/12/14	\$97.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005108
STOERZINGER, LEE	101	11/12/14	\$97.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005118
GOULETTE, MARY	101	11/12/14	\$97.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005101
OSTERTAG, MARY	101	11/12/14	\$90.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005113
PAULSON, CONNIE	101	11/12/14	\$150.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005114
KLOS, JUDY	101	11/12/14	\$170.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005107
LAMPI, KAREN	101	11/12/14	\$167.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005109
GOULETTE, MR PAUL	101	11/12/14	\$180.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005102
KELLY, ELIZABETH	101	11/12/14	\$125.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005106
SIEGFRIED, COLEEN	101	11/12/14	\$442.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005117
MACDONALD, TIM	101	11/12/14	\$442.00	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005110
POTTER, SANDRA	101	11/12/14	\$97.50	E	41100	104	2014 ELECTIONS	ELECTION SALARI	005115
DEPT 41100 ELECTIONS			\$2,271.50						
DEPT 41200 MAYOR & COUNCIL									
U S BANK VISA	101	11/06/14	\$13.41	E	41200	201	ADM #479817544300208	OFFICE SUPPLIES	005091
ECKBERG LAMMERS	101	11/25/14	\$200.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	005159
ECKBERG LAMMERS	101	11/25/14	\$870.00	E	41200	300	GENERAL MAATERS	PROF SER-LEGAL	005159
ECKBERG LAMMERS	101	11/25/14	\$181.25	E	41200	300	243 N 3RD ST.	PROF SER-LEGAL	005159
S E H	101	11/25/14	\$81.57	E	41200	301	PLANS INSPIRATION SUB	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$146.16	E	41200	301	CC MTG	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$389.42	E	41200	301	STAFF MTG	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$503.34	E	41200	301	DRAINAGE INVENTORY	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$203.90	E	41200	301	INSPIRATION SEWER SM	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$672.72	E	41200	301	N 5TH ST GROUNDWATE	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$354.57	E	41200	301	MSR REVIEW LETTER	PROF SER-ENGIN	005179
COMPLETE HEALTH ENVI	101	11/24/14	\$350.00	E	41200	306	OCT 2014 MAINT PLAN	PROF SER-OTHER	005128
WASHINGTON COUNTY R	101	11/24/14	\$46.00	E	41200	350	MN DEPT OF ADMINISTR	PRINTING & PUBL	005143
BAYPORT PRINTING HOU	101	11/24/14	\$919.58	E	41200	351	NEWS LETTER # 27, PRO	NEWS LETTER PRI	005125
DEPT 41200 MAYOR & COUNCIL			\$4,931.92						
DEPT 41240 RECYCLING									
ROELLER, BRIAN	101	11/25/14	\$30.00	E	41240	370	NOVEMBER MTHLY RECY	RECYCLING INCE	005178
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
U S BANK VISA	101	11/06/14	\$80.47	E	41400	201	ADM #479817544300208	OFFICE SUPPLIES	005091
WELLS FARGO HBS	101	11/06/14	\$203.50	E	41400	306	7/1/14-9/30/14 H S A AD	PROF SER-OTHER	005094
NEOPOST	101	11/24/14	\$15.00	E	41400	322	ANNUAL POSTAGE ACH F	POSTAGE	005138
U S BANK VISA	101	11/06/14	\$157.60	E	41400	402	ADM #479817544300208	CONFERENCES &	005091
LOFFLER BUSINESS SYST	101	11/25/14	\$203.35	E	41400	416	CONTRACT BASE	REPAIR/MAINT OF	005166
TR COMPUTER SALES LLC	101	11/24/14	\$225.00	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
TR COMPUTER SALES LLC	101	11/25/14	\$30.00	E	41400	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
TR COMPUTER SALES LLC	101	11/24/14	\$67.50	E	41400	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
DEPT 41400 ADMINISTRATION			\$982.42						
DEPT 41910 PLANNING & ZONING									
U S BANK VISA	101	11/06/14	\$67.06	E	41910	201	ADM #479817544300208	OFFICE SUPPLIES	005091
HOLIDAY FLEET	101	11/06/14	\$115.72	E	41910	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
ECKBERG LAMMERS	101	11/25/14	\$145.00	E	41910	300	INSPIRATION DEVELOPM	PROF SER-LEGAL	005159
NEOPOST	101	11/24/14	\$12.50	E	41910	322	ANNUAL POSTAGE ACH F	POSTAGE	005138

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Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
CARQUEST OF STILLWAT	101	11/24/14	\$19.98	E	41910	412	PARTS/BUILDING DEPT.	REP & MAINT VEH	005153
TR COMPUTER SALES LLC	101	11/25/14	\$25.00	E	41910	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
LOFFLER BUSINESS SYST	101	11/25/14	\$169.46	E	41910	416	CONTRACT BASE	REPAIR/MAINT OF	005166
TR COMPUTER SALES LLC	101	11/24/14	\$56.25	E	41910	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
TR COMPUTER SALES LLC	101	11/24/14	\$187.50	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
DEPT 41910 PLANNING & ZONING			\$798.47						
DEPT 41940 MUNICIPAL BUILDINGS									
JOHNSON, CHAD	101	11/25/14	\$325.00	E	41940	302	CLEANNING SERVICE NO	CONTRACT SERVI	005165
OFFICE OF ENT TECHNOL	101	11/25/14	\$454.76	E	41940	321	PHONES/CITY HALL	COMMUNICATION	005173
XCEL	101	11/06/14	\$660.15	E	41940	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005095
XCEL	101	11/06/14	\$123.99	E	41940	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005095
NARDINI FIRE EQUIPMEN	101	11/12/14	\$471.66	E	41940	420	FIRE EXT INSPECTIONS	R & M BLDGS, ST	005112
ELECTRO WATCHMAN, IN	101	11/25/14	\$60.00	E	41940	420	FIRE ALARM SYSTEM LEA	R & M BLDGS, ST	005160
DEPT 41940 MUNICIPAL BUILDING			\$2,095.56						
DEPT 42100 POLICE									
U S BANK VISA	101	11/06/14	\$67.06	E	42100	201	ADM #479817544300208	OFFICE SUPPLIES	005091
EASTMAN, LAURA	101	11/24/14	\$6.42	E	42100	202	FORFETURE TITLE & SUP	UNIFORMS - MISC	005130
UNIFORMS UNLIMITED	101	11/25/14	\$9.49	E	42100	202	UNIFORMS - PURPUR/PO	UNIFORMS - MISC	005188
BAYPORT TRANSMISSION	101	11/25/14	\$178.79	E	42100	212	2009 CHARGER/POLICE	MOTOR FUELS & L	005151
BAYPORT TRANSMISSION	101	11/25/14	\$25.00	E	42100	212	2005 SATURN/POLICE D	MOTOR FUELS & L	005151
BAYPORT TRANSMISSION	101	11/25/14	\$26.25	E	42100	212	2013 CHARGER/POLICE	MOTOR FUELS & L	005151
WASHINGTON COUNTY S	101	11/06/14	\$1,404.98	E	42100	212	OCT 2014 FUEL/POLICE	MOTOR FUELS & L	005093
BAYPORT TRANSMISSION	101	11/25/14	\$25.00	E	42100	212	2011 TAHOE/POLICE DE	MOTOR FUELS & L	005151
ECKBERG LAMMERS	101	11/06/14	\$2,364.02	E	42100	300	PROSECUTION/POLICE D	PROF SER-LEGAL	005086
BCA	101	11/12/14	\$15.00	E	42100	306	REARDON	PROF SER-OTHER	005098
BCA	101	11/12/14	\$15.00	E	42100	306	COBB	PROF SER-OTHER	005098
BCA	101	11/24/14	\$15.00	E	42100	306	BACKGROUND/LONG MC	PROF SER-OTHER	005126
THOMAS REUTERS - WES	101	11/12/14	\$134.83	E	42100	321	OCE INFORMATION CHA	COMMUNICATION	005120
VERIZON WIRELESS	101	11/12/14	\$138.92	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	005122
NEOPOST	101	11/24/14	\$12.50	E	42100	322	ANNUAL POSTAGE ACH F	POSTAGE	005138
STILLWATER MEDICAL GR	101	11/25/14	\$156.00	E	42100	403	SERVICE/POLICE DEPT.	POLICE TRAINING	005183
CITY OF ST PAUL	101	11/24/14	\$159.00	E	42100	403	TRAINING COURSE 11/1	POLICE TRAINING	005127
BAYPORT TRANSMISSION	101	11/25/14	\$220.48	E	42100	412	2009 CHARGER	REP & MAINT VEH	005151
BAYPORT TRANSMISSION	101	11/25/14	\$149.49	E	42100	412	2004 FORD/POLICE DEP	REP & MAINT VEH	005151
BAYPORT TRANSMISSION	101	11/06/14	\$388.54	E	42100	412	202 VW/POLICE DEPT.	REP & MAINT VEH	005085
TR COMPUTER SALES LLC	101	11/25/14	\$25.00	E	42100	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
TR COMPUTER SALES LLC	101	11/24/14	\$56.25	E	42100	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
TR COMPUTER SALES LLC	101	11/24/14	\$187.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
LOFFLER BUSINESS SYST	101	11/25/14	\$169.46	E	42100	416	CONTRACT BASE	REPAIR/MAINT OF	005166
HUMANE SOCIETY	101	11/25/14	\$145.00	E	42100	427	ANIMAL STRAY/POLICE	ANIMAL EXPENSE	005164
DEPT 42100 POLICE			\$6,094.98						
DEPT 42200 FIRE PROTECTION									
HOLIDAY FLEET	101	11/06/14	\$1,038.51	E	42200	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
HOLIDAY FLEET	101	11/06/14	\$55.67	E	42200	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
MENARDS-STILLWATER	101	11/25/14	\$17.98	E	42200	220	SUPPLIES/FIRE DEPT.	OPERATING SUPP	005168
RIVER VALLEY PRINTING	101	11/24/14	\$156.00	E	42200	220	MEDICAL/ACCIDENT REP	OPERATING SUPP	005139
MUNICIPAL EMERGENCY	101	11/12/14	\$1,814.87	E	42200	240	UNIFORMS/FIRE DEPT.	SMALL TOOLS-EQ	005111
MUNICIPAL EMERGENCY	101	11/25/14	\$170.65	E	42200	240	SINGLE GAS MONITOR/F	SMALL TOOLS-EQ	005170
ANCOM COMMUNICATION	101	11/12/14	\$1,111.00	E	42200	240	2 PAGERS/FIRE DEPT.	SMALL TOOLS-EQ	005096
JOHNSON, CHAD	101	11/25/14	\$175.00	E	42200	306	CLEANING SERVICE NOV	PROF SER-OTHER	005165
VERIZON WIRELESS	101	11/12/14	\$176.09	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	005122
ANCOM COMMUNICATION	101	11/25/14	\$26.00	E	42200	323	BATTERY PACK/FIRE DEP	RADIOS-REPAIR &	005148

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XCEL	101	11/06/14	\$279.20	E	42200	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005095
XCEL	101	11/06/14	\$59.41	E	42200	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005095
AREAWIDE TRUCK & TRAI	101	11/12/14	\$95.00	E	42200	412	94 PIERCE TRUCK/FIRE	REP & MAINT VEH	005097
DIVERSIFIED INPECTIONS	101	11/12/14	\$1,246.00	E	42200	412	PIERCE PRESSURE TEST,	REP & MAINT VEH	005099
BAUER BUILT	101	11/25/14	\$1,801.63	E	42200	412	ENGINE#2104/FIRE DEP	REP & MAINT VEH	005150
THANE HAWKINS POLAR	101	11/12/14	\$195.00	E	42200	412	MAINT 2014 CHEV TAHO	REP & MAINT VEH	005119
ELECTRO WATCHMAN, IN	101	11/25/14	\$60.00	E	42200	420	FIRE ALARM SYSTEM LEA	R & M BLDGS, ST	005160
DEPT 42200 FIRE PROTECTION			\$8,478.01						
DEPT 42201 FIRE STATION									
S E H	101	11/25/14	\$2,998.34	E	42201	301	FIRE STATION SURVEY	PROF SER-ENGIN	005179
S E H	101	11/25/14	\$264.61	E	42201	301	ATTEND MTG/FIRE STAT	PROF SER-ENGIN	005179
LEO A DALY	101	11/24/14	\$29,777.40	E	42201	302	FIRE HALL	CONTRACT SERVI	005134
DEPT 42201 FIRE STATION			\$33,040.35						
DEPT 43100 STREET MAINT									
U S BANK VISA	101	11/06/14	\$13.41	E	43100	201	ADM #479817544300208	OFFICE SUPPLIES	005091
EISINGER, JOSH	101	11/12/14	\$67.99	E	43100	205	UNIFORMS REIMBURSEM	UNIFORMS - JOSH	005100
HOLIDAY FLEET	101	11/06/14	\$598.84	E	43100	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
AMERICAN FLAGPOLE & F	101	11/24/14	\$390.60	E	43100	220	U. S. FLAGS/STREET DEP	OPERATING SUPP	005147
T. R. F. SUPPLY	101	11/25/14	\$527.75	E	43100	225	SIDEWALK DEICER/STRE	SALT & SAND PUR	005185
NEOPOST	101	11/24/14	\$2.50	E	43100	322	ANNUAL POSTAGE ACH F	POSTAGE	005138
RHOMAR INDUSTRIES, IN	101	11/25/14	\$951.25	E	43100	412	SALT NEUTRO-WASH/ST	REP & MAINT VEH	005177
FREDS TIRE	101	11/25/14	\$23.96	E	43100	412	TIRE RECYCLING FEE/ST	REP & MAINT VEH	005161
TR COMPUTER SALES LLC	101	11/25/14	\$5.00	E	43100	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
TR COMPUTER SALES LLC	101	11/24/14	\$37.50	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
LOFFLER BUSINESS SYST	101	11/25/14	\$33.89	E	43100	416	CONTRACT BASE	REPAIR/MAINT OF	005166
TR COMPUTER SALES LLC	101	11/24/14	\$11.25	E	43100	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
MILLER EXCAVATING	101	11/25/14	\$635.26	E	43100	421	CLASS 5 RECYCLE GRAVE	REPAIR & MAINT	005169
T. A. SCHIFSKY & SONS I	101	11/24/14	\$844.85	E	43100	421	HOT MIX/STREET DEPT.	REPAIR & MAINT	005184
BRYAN ROCK PRODUCTS I	101	11/24/14	\$997.59	E	43100	421	LIMEROCK/STREET DEPT	REPAIR & MAINT	005152
WACO PUBLIC WORKS DE	101	11/24/14	\$3,619.40	E	43100	530	CSAH 21/INSPIRATION T	CAPITAL ASSETS	005142
WACO PUBLIC WORKS DE	101	11/24/14	\$3,242.68	E	43100	530	CSAH21/INSPIRATION T	CAPITAL ASSETS	005142
DEPT 43100 STREET MAINT			\$12,003.72						
DEPT 43160 STREET LIGHTING									
XCEL	101	11/06/14	\$2,197.69	E	43160	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005095
DEPT 43160 STREET LIGHTING			\$2,197.69						
DEPT 43200 PARKS									
HOLIDAY FLEET	101	11/06/14	\$148.03	E	43200	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
CENTRAL WOOD PRODUC	101	11/24/14	\$1,715.00	E	43200	220	PLAYGROUND CUSHION	OPERATING SUPP	005155
NEOPOST	101	11/24/14	\$2.50	E	43200	322	ANNUAL POSTAGE ACH F	POSTAGE	005138
PETERSON COMPANIES, I	101	11/25/14	\$75.00	E	43200	410	FALL BLOWOUT - LAKE SI	REPAIR & MAINT	005175
TR COMPUTER SALES LLC	101	11/24/14	\$37.50	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
TR COMPUTER SALES LLC	101	11/24/14	\$11.25	E	43200	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
LOFFLER BUSINESS SYST	101	11/25/14	\$33.89	E	43200	416	CONTRACT BASE	REPAIR/MAINT OF	005166
TR COMPUTER SALES LLC	101	11/25/14	\$5.00	E	43200	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
PLUNKETT S PEST CONTR	101	11/06/14	\$285.00	E	43200	420	ANNUAL BILL 11/2014-1	R & M BLDGS, ST	005090
AIR FRESH PORTABLE TOI	101	11/24/14	\$78.75	E	43200	425	TENNIS CT 11/21/14-12/	SATILLITIES	005146
AIR FRESH PORTABLE TOI	101	11/24/14	\$78.75	E	43200	425	RIVERSIDE PARK 11/19/	SATILLITIES	005146
DEPT 43200 PARKS			\$2,470.67						
DEPT 43300 CEMETERY									
HOLIDAY FLEET	101	11/06/14	\$9.22	E	43300	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
ACTION RENTAL	101	11/25/14	\$283.00	E	43300	410	BOBCAT EXCAVATOR TR	REPAIR & MAINT	005145

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ACTION RENTAL	101	11/25/14	\$169.00	E	43300	410	TRENCHER RENTAL	REPAIR & MAINT	005145
DEPT 43300 CEMETERY			<u>\$461.22</u>						
FUND 101 GENERAL			<u>\$75,856.51</u>						
FUND 202 DRUG FORFEITURE									
DEPT 42101 DARE EXPENDITURES									
EASTMAN, LAURA	202	11/24/14	\$20.75	E	42101	449	FORFETURE TITLE & SUP	DRUG FORFITURE	005130
GOVDEALS, INC.	202	11/12/14	\$131.25	E	42101	449	FEES 7 CREDITS-AUCTIO	DRUG FORFITURE	005103
ECKBERG LAMMERS	202	11/24/14	\$648.00	E	42101	449	1999 HONDA CASE # 11	DRUG FORFITURE	005131
ECKBERG LAMMERS	202	11/24/14	\$9,000.00	E	42101	449	2010 CADI ESCALADE-M	DRUG FORFITURE	005131
DEPT 42101 DARE EXPENDITURES			<u>\$9,800.00</u>						
FUND 202 DRUG FORFEITURE			<u>\$9,800.00</u>						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
GEORGE SIEGFRIED CON	207	11/25/14	\$27,296.31	E	44100	306	PERRO PARK PHASE 2	PROF SER-OTHER	005162
DEPT 44100 PROJECT			<u>\$27,296.31</u>						
FUND 207 PARK IMPROVEMENT FUND			<u>\$27,296.31</u>						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	11/25/14	\$369.47	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$289.48	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$477.56	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$91.27	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$101.28	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$146.02	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$309.17	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$146.36	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
BAKER & TAYLOR	211	11/25/14	\$164.71	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	005149
DEMCO	211	11/25/14	\$311.99	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUPP	005158
TOSHIBA BUSINESS SOLU	211	11/25/14	\$246.94	E	45500	302	CONTRACT MTHLY SERV	CONTRACT SERVI	005186
SHARON SIPPEL	211	11/25/14	\$1,500.00	E	45500	302	NOVEMBER 2014 CLEANI	CONTRACT SERVI	005182
OFFICE OF ENT TECHNOL	211	11/25/14	\$74.35	E	45500	321	PHONES/LIBRARY	COMMUNICATION	005173
XCEL	211	11/06/14	\$875.51	E	45500	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005095
XCEL	211	11/06/14	\$142.86	E	45500	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005095
WASHINGTON COUNTY LI	211	11/25/14	\$41.72	E	45500	391	3RD QTR 2014 NOTICE/L	SHARED AUTOMA	005190
NARDINI FIRE EQUIPMEN	211	11/25/14	\$156.47	E	45500	420	FIRE EXT./LIBRARY	R & M BLDGS, ST	005172
COMMERCIAL STEAM TEA	211	11/25/14	\$494.00	E	45500	420	WINDOW CLEANING/LIB	R & M BLDGS, ST	005157
PLUNKETT S PEST CONTR	211	11/25/14	\$109.40	E	45500	420	CRAWING INSECTS & MI	R & M BLDGS, ST	005176
ELECTRO WATCHMAN, IN	211	11/25/14	\$90.00	E	45500	420	FIRE ALARM SYSTEM LEA	R & M BLDGS, ST	005160
DEPT 45500 LIBRARY			<u>\$6,138.56</u>						
FUND 211 LIBRARY			<u>\$6,138.56</u>						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	11/06/14	\$2,139.84	E	46110	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005095
XCEL	601	11/06/14	\$77.46	E	46110	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005095
DEPT 46110 WATER-PUMPHOUSE			<u>\$2,217.30</u>						
DEPT 46120 WATER									
U S BANK VISA	601	11/06/14	\$13.41	E	46120	201	ADM #479817544300208	OFFICE SUPPLIES	005091
GARDNER, TIM	601	11/06/14	\$79.99	E	46120	203	UNIFORM REFUND & REI	UNIFORMS - TIM	005087

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SAFE-FAST, INC.	601	11/25/14	\$49.95	E	46120	203	UNIFORMS-T GARDNER/	UNIFORMS - TIM	005180
HOLIDAY FLEET	601	11/06/14	\$403.56	E	46120	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
HAWKINS WATER	601	11/25/14	\$25.00	E	46120	216	WATER TREATMENT/WA	CHEMICALS AND	005163
MVTL	601	11/24/14	\$54.00	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	005171
ONE CALL CONCEPTS	601	11/25/14	\$170.05	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	005174
ONE CALL CONCEPTS	601	11/25/14	\$95.10	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	005174
COMCAST	601	11/25/14	\$59.95	E	46120	321	NOV/DEC 2014 HIGHSPE	COMMUNICATION	005156
NEOPOST	601	11/24/14	\$2.50	E	46120	322	ANNUAL POSTAGE ACH F	POSTAGE	005138
XCEL	601	11/06/14	\$1,906.40	E	46120	380	GAS & ELECTRIC SERVIC	ELECTRIC SERVIC	005095
XCEL	601	11/06/14	\$195.28	E	46120	381	GAS & ELECTRIC SERVIC	FUEL FOR HEAT	005095
CARQUEST OF STILLWAT	601	11/24/14	\$3.78	E	46120	412	MINI LAMPS/WATER DEP	REP & MAINT VEH	005153
CARQUEST OF STILLWAT	601	11/24/14	\$21.95	E	46120	412	PARTS-TRANS FILTER/W	REP & MAINT VEH	005153
CARQUEST OF STILLWAT	601	11/24/14	\$12.90	E	46120	412	PARTS/WATER DEPT.	REP & MAINT VEH	005153
TR COMPUTER SALES LLC	601	11/24/14	\$11.25	E	46120	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
LOFFLER BUSINESS SYST	601	11/25/14	\$33.89	E	46120	416	CONTRACT BASE	REPAIR/MAINT OF	005166
TR COMPUTER SALES LLC	601	11/24/14	\$37.50	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
TR COMPUTER SALES LLC	601	11/25/14	\$5.00	E	46120	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
MILLER EXCAVATING	601	11/25/14	\$1,622.50	E	46120	419	HYDRANT REPLACEMENT	REPAIR & MAINT	005169
ELECTRO WATCHMAN, IN	601	11/25/14	\$90.00	E	46120	420	FIRE ALARM SYSTEM LEA	R & M BLDGS, ST	005160
MINNESOTA DEPT OF HEA	601	11/24/14	\$1,294.00	E	46120	434	4TH QTR. 2014 CONNEC	STATE FEES FOR	005136
DEPT 46120 WATER			\$6,187.96						
FUND 601 WATER			\$8,405.26						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
U S BANK VISA	602	11/06/14	\$13.42	E	46200	201	ADM #479817544300208	OFFICE SUPPLIES	005091
HOLIDAY FLEET	602	11/06/14	\$162.24	E	46200	212	OCT 2014 FUEL	MOTOR FUELS & L	005088
CCP INDUSTRIES	602	11/25/14	\$105.26	E	46200	220	DISPOSABLE GLOVES/SE	OPERATING SUPP	005154
S E H	602	11/25/14	\$331.83	E	46200	301	MIDS MTG	PROF SER-ENGIN	005179
MCDONOUGH S WATERJE	602	11/25/14	\$310.00	E	46200	302	SEWER CLEAN - JOHN KL	CONTRACT SERVI	005167
VISU-SEWER	602	11/25/14	\$18,728.30	E	46200	302	CONTRACT SEWER CLEA	CONTRACT SERVI	005189
NEOPOST	602	11/24/14	\$2.50	E	46200	322	ANNUAL POSTAGE ACH F	POSTAGE	005138
TR COMPUTER SALES LLC	602	11/25/14	\$5.00	E	46200	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	005187
TR COMPUTER SALES LLC	602	11/24/14	\$11.25	E	46200	416	DATTO LITE MTHLY STO	REPAIR/MAINT OF	005140
TR COMPUTER SALES LLC	602	11/24/14	\$37.50	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	005140
LOFFLER BUSINESS SYST	602	11/25/14	\$33.90	E	46200	416	CONTRACT BASE	REPAIR/MAINT OF	005166
SERVICEMASTER	602	11/24/14	\$739.51	E	46200	419	CLEAN UP SEWER FACK-	REPAIR & MAINT	005181
DEPT 46200 SEWER - OPERATING			\$20,480.71						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	11/24/14	\$30,570.58	E	46990	434	DEC 2014 MTHLY ANNUA	STATE FEES FOR	005135
DEPT 46990 SEWER - NON-OPERAT			\$30,570.58						
FUND 602 SEWER			\$51,051.29						
FUND 803 P & Z ESCROWS									
DEPT 80045 DRH-INSPIRATION PHASE II PLAT									
S E H	803	11/25/14	\$840.84	E	80045	301	INSPIRATION PHASE 3A	PROF SER-ENGIN	005179
DEPT 80045 DRH-INSPIRATION PH			\$840.84						
DEPT 80053 CHRIS HAYNER									
ECKBERG LAMMERS	803	11/25/14	\$29.00	E	80053	300	PLANNING COMMISSION	PROF SER-LEGAL	005159
DEPT 80053 CHRIS HAYNER			\$29.00						
FUND 803 P & Z ESCROWS			\$869.84						

CITY OF BAYPORT
MONTHLY EXPENSES 5085-5190
Period Name: NOVEMBER

11/25/14 2:52 PM
Page 6

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
			<u>\$179,417.77</u>						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: November, 2014

Printed:11/25/2014

Page1 of 2

Permit Number: BP2014-87	Filing Date: 11/4/2014
Parcel Address: 100 4TH Ave. N.	BAYPORT, MN 55003
Applicant: GEORGE SIEGFRIED	Applicant Phone: 651-275-1112
GEORGE SIEGFRIED CONSTRUCTION General	
Construction Value: \$42,000.00	Total Fees: \$1,003.99

Permit Number: BP2014-88	Filing Date: 11/19/2014
Parcel Address: 294 3rd Street N.	Bayport, MN 55003
Applicant: J. G. HAUSE CONSTRUCTION	Applicant Phone: 651-439-0189
J. G. HAUSE CONSTRUCTION RESIDENTIAL	
Construction Value: \$3,000.00	Total Fees: \$90.00

Permit Number: BP2014-89	Filing Date: 11/25/2014
Parcel Address: 738 5th Street N.	BAYPORT, MN 55003
Applicant: BELL'S TRUCKING, INC.	Applicant Phone: 651-439-6375
BELL'S TRUCKING, INC. SEWER & WATER	
Construction Value: \$5,000.00	Total Fees: \$120.50

Permit Number: BP2014-90	Filing Date: 11/25/2014
Parcel Address: 100 4TH Ave. N.	BAYPORT, MN 55003
Applicant: BUCKY BUILDERS LLC.	Applicant Phone: 715-720-8588
BUCKY BUILDERS LLC. General	
Construction Value: \$13,495.00	Total Fees: \$324.97

Permit Number: MC2014-46	Filing Date: 11/6/2014
Parcel Address: 340 PERIWINKLE Place	BAYPORT, MN 55003
Applicant: LOFGREN HEATING & AC	Applicant Phone: 952-431-5811
LOFGREN HEATING & AC MECHANICAL	
Construction Value: \$9,000.00	Total Fees: \$80.00

Building Permit Log

For: November, 2014

Printed:11/25/2014

Page2 of 2

Permit Number: MC2014-47	Filing Date: 11/12/2014
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: NORTHLAND MECHANICAL NORTHLAND MECHANICAL CONTRACTORS	Applicant Phone: 763-544-5100
Construction Value: \$18,000.00	Total Fees: \$230.00

Permit Number: MC2014-48	Filing Date: 11/25/2014
Parcel Address: 247 5TH Ave. N.	BAYPORT, MN 55003
Applicant: ANDERSON HEATING, INC. ANDERSON HEATING, INC. MECHANICAL	Applicant Phone: 715-549-6297
Construction Value: \$5,000.00	Total Fees: \$80.00

Permit Number: PL2014-41	Filing Date: 11/25/2014
Parcel Address: 316 Periwinkle Place	BAYPORT, MN 55003
Applicant: CHAMPION PLUMBING LLC CHAMPION PLUMBING LLC Plumber	Applicant Phone: 651-365-1340
Construction Value: \$500.00	Total Fees: \$80.00



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

Date: November 20, 2014
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: Non-unionized employee paid holiday hours for 2015

BACKGROUND

The city establishes paid holiday hours for employees to observe designated federal holidays. To be consistent with state law, the city's union contracts, and the designated holidays observed by the Washington County Government Center, the city is suggesting the following holidays for 2015:

New Year's Day	Thursday, January 1	10 hours
Martin Luther King Jr. Day	Monday, January 19	10 hours
Presidents' Day	Monday, February 16	10 hours
Memorial Day	Monday, May 25	10 hours
Labor Day	Monday, September 7	10 hours
Columbus Day	Monday, October 12	10 hours
Veterans' Day	Wednesday, November 11	10 hours
Thanksgiving Day	Thursday, November 26	10 hours
Christmas Eve Day	Thursday, December 24	10 hours
New Year's Eve Day	Thursday, December 31	6 hours

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2015.



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

Date: November 20, 2014
To: Mayor and City Council
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Liquor and tobacco license renewals for 2015

BACKGROUND

Liquor and tobacco licenses expire on December 31, 2014. The following establishments have submitted the required paperwork and are requesting license renewal, as follows:

Establishment

License Type

Bayport BBQ – 328 5 th Ave. N.	On-sale and Sunday liquor
Bayport Liquor - 102 3 rd St. N.	Off-sale liquor
Greystone Bar - 143 3 rd St. N.	On-sale and off-sale liquor
Hesley Jensen American Legion Post 491 - 263 3 rd St. N.	Club on-sale and Sunday liquor
Holiday Stationstores – 174 3 rd St. N.	Tobacco
Woody's Bar and Grill - 109 3 rd St. N.	On-sale, off-sale, and Sunday liquor
Mallards – 101 5 th Ave. S.	On-sale, off-sale, Sunday liquor

The following establishments were approved to receive new liquor licenses in 2014. However, they have yet to be open for business and therefore the liquor licenses have yet to be issued. If they do not open in 2014, staff recommends the fees paid for 2014 be used toward their 2015 licenses fees, and the licenses be issued, as follows:

Perro Creek Tavern - 193 3 rd St. N.	On-sale and Sunday liquor
L'Etoile du Nord – 320 5 th Ave. N.	On-sale, off-sale, Sunday liquor

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

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewal of liquor and tobacco licenses for the establishments listed above for 2015.



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

Date: November 20, 2014
To: Mayor and City Council
City Administrator Logan Martin
From: Chief of Police Laura Eastman
Subject: Alcohol & Tobacco Compliance Checks

BACKGROUND

The following alcohol/tobacco compliance checks were completed on 11/19/14 and 11/20/14.

American Legion Post # 491
Bayport BBQ
Bayport Liquor
Greystone Bar
Holiday Gas Station
Mallards
Woody's Bar and Grill

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewals for the alcohol and tobacco establishments listed above.



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-439-2530 FAX 651-439-7188

Date: November 24, 2014
To: Mayor and City Council
From: Logan Martin, City Administrator
Wanda Madsen, Finance Officer
Subject: Renewal of employee health/dental insurance policy

BACKGROUND

The one constant in health care is change, and this year's renewal marks a new transition for small employer plans due to the implementation of the Affordable Care Act (ACA). Compliance with the ACA requires that employer-provided health plans meet a certain standard of coverage, and the City must therefore modify its policy to comply with these new standards. Specifically, the City's contribution to each employee's Health Savings Account (HSA) must be increased, due to increased deductibles.

The City provides health insurance for employees through Health Partners, paying 100% for an employee single plan, and 90% for a family plan, with an 85% contribution to the employee's HSA. The proposed rates for 2015 represent a 9% increase over the 2014 rates, as a result of federal health care policy changes. The city's insurance consultant A.T. Group recommends renewal of this policy through December 1, 2015.

The city also provides dental insurance for all employees through Delta Dental, paying 100% for employee coverage (employee pays 100% for any dependents). The proposed rates for 2015 represent an increase of approximately 2.7% over the 2014 rates. A.T. Group finds this increase to be reasonable and recommends renewal of this policy through December 31, 2015.

RECOMMENDATION

Staff recommends the City Council adopt a motion to renew health insurance coverage with Health Partners at an increase of approximately 9%, and renew dental insurance coverage with Delta Dental at an approximate increase of 2.7% for 2015.



Department of Public Health and Environment

Lowell Johnson
Director

Sue Hedlund
Deputy Director

November 6, 2014

City of Bayport
Sara Taylor
294 North 3rd Street
Bayport, MN 55003

Washington County, through its Department of Public Health and Environment (Department), has historically provided, and it is the county's desire to continue to provide, septic system permitting and inspection services for the City of Bayport.

The most recent Agreement between the city and the county will expire on December 31, 2014. Please be assured there will be no interruption of service to the city while we work jointly to execute a new Agreement.

The changes to the Agreement include:

- **TERMS AND EFFECTIVE DATE** – Dates changed to reflect effective date of January 1, 2015 and termination date of December 31, 2016.

Please review the enclosed Agreement, and, if the language is satisfactory, return the signed original Agreement to the attention of Stephanie Holt. We will send a fully executed copy of the Agreement to the city as soon as it is signed by the County Board Chair and County Administrator. If, however, there are paragraphs in the Agreement you would like to discuss, please contact our Department at your earliest convenience.

We would also like to use this opportunity to remind you that the Department is currently in the process of revising our Subsurface Sewage Treatment System Ordinance. If there are any questions regarding this process, please let us know.

We look forward to continued service to your community. If you have any questions or if we can be of further assistance, please contact me at 651-430-6768 or via email at girard.goder@co.washington.mn.us or Stephanie Holt at 651-430-6678 or via email at stephanie.holt@co.washington.mn.us.

Sincerely,

Girard Goder
Environmental Program Supervisor

Enclosure: Agreement

Agreement for Subsurface Sewage Treatment System Inspection Services

This agreement is made and entered into, by and between the County of Washington (hereinafter referred to as the County) and City of Bayport (hereinafter referred to as the City).

I. WITNESSETH

WHEREAS, the City wishes to contract with the County to perform subsurface sewage treatment system (SSTS) inspection services within the City's boundaries; and

WHEREAS, the City adopted the County's Subsurface Sewage Treatment System Regulations Ordinance #179 (Washington County Development Code Chapter 4), hereinafter SSTSRO, regulating subsurface sewage treatment systems, which applies to all areas of the City; and

WHEREAS, the County agrees to provide subsurface sewage treatment system inspection services under the terms and conditions hereinafter set forth; and

WHEREAS, this contract is authorized under Section 471.59 of the Minnesota Statutes.

NOW THEREFORE, it is mutually agreed between the County and City as follows:

II. SCOPE OF SERVICES

County's Responsibilities

1. The County agrees to provide, through its Department of Public Health and Environment, subsurface sewage treatment system inspection services for the City. The County shall provide a Qualified Employee(s), as described in Minn. Rule 7083.1010 and 7083.0020 subp 17.
2. The standards of performance, method of providing subsurface sewage treatment system inspection services, and other matters incident to the performance of services under this Agreement, including personnel to be employed, shall be determined by the County. The City shall be notified in advance of any proposed changes in standards of performance or methods of providing services.
3. The County shall provide the necessary SSTS application review and sewage system plan approval as required by laws, regulations and ordinances, provide all job site inspections of projects under permit, and conduct special inspections as deemed necessary to ensure compliance with the SSTSRO. Services shall include clerical support incidental to the performance of this agreement.

4. The County shall provide and issue all sewage permits as required by the SSTSRO, existing laws or regulations and shall maintain records of all such permits. If the City requests a copy of a granted permit, the County shall provide a copy to the City within 5 (five) working days.
5. The County shall send a copy of the County's issuance of a certificate of compliance of the sewage system's completion to the City within 10 (ten) working days of the County granting the certificate.
6. In the event of a violation or threatened violation of the SSTSRO or sewage permit the County may pursue the administrative issuance of stop work orders on the installation of the septic system, and/or issue corrective orders, and/or issue notices of non-compliance.
7. The County shall advise the City if a misdemeanor citation is warranted for any violation of a sewage permit or SSTSRO.
8. The County may request appropriate actions or proceedings be brought by the City, to prevent, restrain, correct or abate violations or threatened violations of a sewage permit or SSTSRO.
9. The County will cooperate with the City's officials and/or employees in fulfilling its obligations under this Agreement.

City's Responsibilities:

1. In areas not served by municipal sewer, the City shall not issue a building permit for new dwelling construction and/or for the addition of bedrooms until the County has issued a sewage permit for the new construction and/or addition of bedrooms.
2. The City shall act on all applications for special permits and SSTSRO variance requests.
3. Upon request from the County the City shall issue a stop work order on projects commencing construction prior to the issuance of a sewage permit.
4. The City is responsible for commencing appropriate actions or proceedings to prevent, restrain, correct or abate violations or threatened violations of a sewage permit or SSTSRO and shall represent the County during appeals of the administrative remedies issued by the County.
5. The City may issue misdemeanor citations for violations of the SSTSRO or sewage permit.
6. The City shall not issue a certificate of occupancy for new construction or the addition of bedrooms prior to receipt of the County's certificate of compliance.

7. The City, and its agents and employees, will cooperate and assist the County in the performance of this Agreement.
8. In the event of County SSTS Ordinance revision, the City may adopt a revised SSTS Ordinance which is consistent with or more restrictive than the County's revised SSTS Ordinance no more than 12 (twelve) months after the County revised SSTS Ordinance has been adopted.

III. SCHEDULE OF FEES AND CHARGES

1. The County shall establish the schedule of fees for its subsurface sewage treatment system inspection services. The septic permit application and installation fees shall be in accordance with the fee schedule adopted annually by the Washington County Board of Commissioners. The County shall collect, receipt for, disburse, and maintain records for all fees and charges collected incident to the administration of subsurface sewage treatment system inspection and permit services contained herein.
 1. Fees and charges shall be due and payable by the applicant upon issuance of the permit and will be collected by the County from the applicant for said permit.
 2. The City agrees that in payment for the subsurface sewage treatment system inspection and permit services provided by the County that the County shall retain, out of the fees and charges collected incident to this service, an amount equal to one hundred percent (100%) of all SSTS permit fees.
 3. The City shall not assume any liability for the direct payment of any salary, wage, or other compensation to any County employee performing subsurface sewage treatment system inspection services pursuant to this agreement.

IV. GENERAL TERMS AND CONDITIONS

Data Privacy

1. All data collected, created, received, maintained or disseminated for any purposes by the activities of the County because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) where it applies. The City and County agree to abide by these statutes, rules and regulations and as they may be amended.

Indemnity Clause

2. The City agrees that it will indemnify and hold harmless the County, its officers and employees, against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the City's negligent performance or failure to adequately perform its obligations pursuant to this Agreement.

The County agrees that it will indemnify and hold harmless the City, its officers and employees, against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the County's negligent performance or failure to adequately perform its obligations pursuant to this Agreement.

Insurance

3. The City further agrees that in order to protect itself, as well as the County, under the indemnifications provisions set forth above that it shall at all times during the terms of this Agreement, provide maximum tort liability limits as set forth in Minnesota Statute, Sections 3.736 and 466.04. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

The County further agrees that in order to protect itself, as well as the City, under the indemnifications provisions set forth above that it shall at all times during the terms of this Agreement, provide maximum tort liability limits as set forth in Minnesota Statute, Section 466.04. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

Records – Availability and Retention

4. Pursuant to Minnesota Statute 16C.05, Subd 5., the County/City agrees that the County/City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of the County/City and involve transactions relating to this agreement. The County/City agrees to maintain these records for a period of six years from the date of termination of this Agreement and make available as requested.

Nondiscrimination

4. The provisions of Minn. Stat. 181.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein, and

shall be part of any Agreement entered into by the parties with any contractor, subcontractor, or material suppliers.

Merger and Modification

6. It is understood and agreed that the entire Agreement between the parties is contained here and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

Severability

7. Every section, provision or part of this Agreement is declared severable from every other section, provision or part thereof to the extent that if any sections, provision or part of this Agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision or part thereof.

V. TERM AND EFFECTIVE DATE

1. The effective date of this agreement shall be January 1, 2015, notwithstanding the date of the signatures below.
2. This agreement shall run until December 31, 2016, at which time it will automatically terminate unless it is renewed by official action of both the City and the County prior to the termination date. Notice of either the City's intent or the County's intent not to renew the agreement should be given to the other party ninety (90) days in advance of the December 31, 2016, termination date.

IN WITNESS WHEREOF, the City has caused this agreement to be signed by its Mayor and attested to by its Clerk, and the County of Washington, by order of its Board of County Commissioners, has caused this Agreement to be signed by its Board Chair and attested to by its County Administrator.

City of Bayport, Minnesota

Washington County, Minnesota

By: _____
Mayor

By: _____
Chair, Board of Commissioners

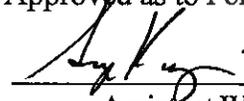
Date: _____

Date: _____

By: _____
City Clerk

By: _____
County Administrator

Approved as to Form:



Assistant Washington County Attorney

ECKBERG LAMMERS
MEMORANDUM

TO: Mayor St. Ores and City Council Members

FROM: Andy Pratt, City Attorney

DATE: November 19, 2014

RE: Data Practice Policies

The Legislature recently amended the Minnesota Government Data Practices Act (MGDPA), found at Minnesota Statutes, Chapter 13, to require government entities to create procedures “ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data.” (Minn. Stat. § 13.05, subd. 5, as amended by Laws 2014, Ch. 284, section 1.) These provisions went into effect on August 1, 2014.

The Information Policy Analysis Division (IPAD) of the Minnesota Department of Administration has provided new guidance to government entities, including model policies designed to meet the new statutory requirement. Claims of public employees accessing not public data have resulted in many lawsuits and have been costly for state and local governments. The League of Minnesota Cities recommends that all cities make compliance with the new law a high priority.

The MGDPA requires that each government entity establish policies that govern the treatment of government data. Each government entity is required to have two policies about access to government data. One policy must explain the rights of the public, and the other policy must explain the rights of data subjects.

In addition to the new security requirements, Chapter 284 also creates a new procedure that government entities must follow when they become aware of a potential data breach, and makes clear that unauthorized access of not public data is a violation of the MGDPA.

Attached for City Council consideration is a (i) Data Practices Policy for Members of the Public, and (ii) Data Practices Policy for Data Subjects. These policies are based off of the master IPAD policies mentioned above.

Data Practices Policy for Data Subjects

City of Bayport, Minnesota

Adopted: December 1, 2014

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity, such as the City of Bayport, Minnesota (the "City") has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you:

Your Residential Address

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you:

Your Social Security Number

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our City staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data. Confidential data is defined as data which is expressly classified as confidential by either a state statute or federal law.

Your Rights under the Government Data Practices Act

The City must keep all government data in a way that makes it reasonable for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to obtain copies of public and private data about you. The

Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a “Tennessee warning.” The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that the City keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a request on the City’s Public Information Request form. Make your request for data to the appropriate individual listed in the Data Practices Contacts located in this Policy. You may make your request by mail, fax, or email, using the Public Information Request form.

The City requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor’s parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located in this Policy as Exhibit A.



How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arranging a date, time, and place at City Hall to inspect data, if your request is to look at the data, or
 - providing you with copies of the data within 10 business days upon payment. You may choose to pick up your copies, or we will mail or fax them to you. We may provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format and payment has been secured.

Information about copy charges is located in this Policy.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will attempt to give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request and at your cost, we will work with you on the details of your request, including pricing and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contact

Responsible Authority

City of Bayport

Logan Martin, City Administrator/Data Practices Compliance Official

294 Third Street North

Bayport, Minnesota 55003

651.275.4404 (phone)

651.275.4411 (fax)

Copy Costs – Data Subjects

The City charges data subjects for copies of government data, based on actual costs incurred to produce the data. These charges are authorized under Minnesota Statutes, Section 13.04, Subdivision 3. You must pay for the requested copies of data before we will release them to you.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies will be charged to you accordingly, as defined by the City's regular fee schedule, which is adopted from time to time by ordinance.

EXHIBIT A

STANDARDS FOR VERIFYING IDENTITY

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

Data Practices Policy for Members of the Public

City of Bayport, Minnesota

Adopted: December 1, 2014

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Bayport, Minnesota, as the applicable government entity (the "City") must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to purchase copies of public data. The Government Data Practices Act allows us to charge for copies.

How to Make a Data Request

To look at data or request copies of data that this government entity keeps, you will be required to make a written request specifying the data you request. Make your request for data to the appropriate individual listed in this Policy. You may make your request for data by electronic transmission as long as payment is provided using the Public Information Request form.

The City cannot require you, as a member of the public, to explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving a completed request, we will work to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time by doing one of the following:
 - arranging a date, time, and place to inspect data, if your request is to look at the data, or
 - providing you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you as long as payment is secured. If you want us to send you the copies, you will need to provide us with an address or fax number. We may provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is located in this Policy.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on

paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including the cost and response time to do so.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request on the Public Information Request form, we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contact

Responsible Authority

City of Bayport

Logan Martin, City Administrator/Data Practices Compliance Official

294 Third Street North

Bayport, Minnesota 55003

651.275.4404 (phone)

651.275.4411 (fax)



Copy Costs – Members of the Public

The City charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, Section 13.03, Subdivision 3(c). You must pay for the requested copies of data before we will release them to you.

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data.

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies will be charged to you accordingly, as defined by the City's regular fee schedule, which is adopted from time to time by ordinance.



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

DATE: November 20, 2014
TO: Mayor and City Council
FROM: Mark Blando, Library Director
RE: Reappointment of Jim Eberhardt to the Library Board

BACKGROUND

The term of Library Board member Jim Eberhardt expires December 31, 2014. We are pleased to announce that Jim has submitted a letter expressing interest in serving another term and staff is supportive of his request for reappointment.

RECOMMENDATION

Staff recommends the City Council adopt a motion reappointing Jim Eberhardt for a three-year term to expire December 31, 2017.



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

DATE: November 20, 2014
TO: Mayor and City Council
FROM: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
RE: Reappointment of Jeff Richtman to the Planning Commission

BACKGROUND

The term of Planning Commission member Jeff Richtman expires December 31, 2014. We are pleased to announce that Jeff has submitted a letter expressing interest in serving another term and staff is supportive of his request for reappointment.

RECOMMENDATION

Staff recommends the City Council adopt a motion reappointing Jeff Richtman for a three-year term to expire December 31, 2017.



Building a Better World
for All of Us®

November 24, 2014

RE: City of Bayport
Inspiration Phase III-A
SEH No. BAYPO 124980 14.00

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

Dear Sara Taylor, Assistant Administrator/Planner:

Utility and street work has been completed for the Inspiration Phase III-A Development. This project was constructed under a private contract between the D.R. Horton, Inc. and its private contractors, with payments being made by the developers directly. SEH provided field observation of the work as it progressed to ensure that the project met City standards and the intent of the plans and specifications.

The developer, D.R. Horton, Inc., has requested that the City make final acceptance of the public streets and utilities within the Phase III-A improvement area, and start the one-year warranty period. We hereby recommend that the City accept the Inspiration Phase III-A Street and Utility improvements and take them over for maintenance. It is further recommended that the City release the balance of the Developer's letter of credit upon receipt of warranty security and other documentation as required by the Developer's Agreement and as approved by the City Attorney.

Sincerely,

A handwritten signature in black ink that reads "John D. Parotti".

John D. Parotti, PE
City Engineer

jdp

Attachment

c: Dave Klee, D.R. Horton, Inc.

\\sp3020-1\projects\ael\baypo\124980\7-const-srvices\2014-11-24\rev final acceptance.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

November 24, 2014

Sara Taylor
Assistant City Administrator/Planner
City of Bayport
294 North 3rd Street
Bayport, MN 55003

RE: Inspiration 2nd Addition

Dear Ms. Taylor:

All Utility and Street work in Inspiration 2nd Addition has been completed.

D.R Horton requests Final Acceptance of this work and would like to provide the City of Bayport the required one (1) year Maintenance Bond per the Developers Agreement.

Can you please let me know what the bond amount will be and the start date for the bond and I will have NW Asphalt order the bond.

I have authorized Final Payment with NW Asphalt for this work.

Please let me know if you need any additional information.

Thank you,

Sincerely,

David Klee
Land Development Project Manager



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

Date: November 19, 2014
To: Mayor and City Council
Logan Martin, City Administrator
From: Wanda Madsen, Finance Officer
Subject: **Budgeted Fund Transfers for 2014**

BACKGROUND

In the 2014 budget, the city budgeted for the following fund transfers:

- Transferring \$5,000.00 from the city's Water Department Fund # 601 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2014.
- Transferring \$25,000 from the city's Sewer Department Fund # 602 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2014.
- Transferring \$1,000.00 from the city's Water Department Fund # 601 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2014.
- Transferring \$1,000.00 from the city's Sewer Department Fund # 602 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2014.
- Transferring \$475.00 from the city's Water Department Fund # 601 to the city's Office Automation Fund # 101 (414), effective December 31, 2014.
- Transferring \$475.00 from the city's Sewer Department Fund # 602 to the city's Office Automation Fund # 101 (414), effective December 31, 2014.

RECOMMENDATION

Staff recommends the City Council authorize staff to complete the budgeted fund transfers listed above.

LOUCKS ASSOCIATES

planning . engineering . land surveying . landscape architecture . environmental

MEMORANDUM

To: Sara Taylor
From: Larry Wacker
Subject: Siegfried Payment Application #3 – Perro Park Phase 2 Site Improvements
Date: November 20, 2014
CC:

Attached please find Siegfried Payment Application #3 for work on Perro Park Phase 2 Site Improvements. An original will be sent by mail.

I recommend approval of payment in the amount of the attached application - \$27,296.31.

BUSINESS FORMS & ACCOUNTING SYSTEMS 1-800-988-1076 FORM 151A - LASER POSTCARD 2

365 EAST KELLOGG BOULEVARD - SAINT PAUL MINNESOTA 55101-1411
PHONE: 763-496-6782 FAX: 651-297-6817
VISIT OUR WEBSITE: WWW.LOUCKSASSOCIATES.COM



AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: City of Bayport
294 N 3rd St
Bayport, MN 55003

PROJECT: Perro Park Phase 2 Site Improvements
3rd St N and 3rd Ave N, Bayport, MN

FROM: George Siegfried Construction
510 Perro Creek Drive
PO Box 84
Bayport, MN 55003

VIA ARCHITECT: Loueks Associates
365 E Kellogg Blvd
St Paul, MN 55101

APPLICATION NO: 003
PERIOD TO: October 27, 2014

CONTRACTOR: General Construction
CONTRACT DATE: July 16, 2014

PROJECT NOS: / /

Distribution to: OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 126,787.00
2. NET CHANGE BY CHANGE ORDERS \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 126,787.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 103,797.00
LW 103,787.00
5. RETAINAGE:
 - a. 5% of Completed Work (Column D + E on G703) \$ 6,339.35
LW 5,186.69
 - b. 0% of Stored Material (Column F on G703) \$ 0.00
LW
6. TOTAL EARNED LESS RETAINAGE \$ 120,447.65
(Line 4 Less Line 5 Total) LW 118,600.31
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 48,373.11
(Line 6 from prior Certificate) LW 48,373.11
8. CURRENT PAYMENT DUE \$ 72,074.54
(Line 6 minus Line 7) LW 70,227.20
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 72,074.54
(Line 8 less Line 6) LW 70,227.20

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this Month	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$	0.00

CONTRACTOR: George Siegfried Construction
By: Pamela A. Scheel
Date: 10/24/14



State of: Minnesota
County of: Washington
Subscribed and sworn to before me this 24th day of October 2014
Notary Public: Pamela A. Scheel
My Commission expires: 1/31/20

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 70,227.20
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: Loueks Associates
By: Amy J. Walker
Date: 11/20/14

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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AIA Document G703™ - 1992

Continuation Sheet

AIA Document, G702™-1992, Application and Certification for Payment, or G736™-2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 003

APPLICATION DATE: 10/27/2014

PERIOD TO: 10/27/2014

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Survey & Staking	3,150.00	3,150.00	0.00	0.00	0.00	3,150.00	100.00 %	0.00
2	Supervision	5,000.00	3,000.00	1,500.00	0.00	0.00	4,500.00	90.00 %	500.00
3	Bid Bond	1,750.00	1,750.00	0.00	0.00	0.00	1,750.00	100.00 %	0.00
4	Excavation & Grading	28,900.00	24,000.00	2,900.00	LW	0.00	26,900.00	LW	0.00
5	Concrete Paving	8,337.00	7,837.00	500.00	4,000.00	0.00	22,500.00	100.00 %	0.00
6	Tennis Practice Board	6,388.00	6,388.00	0.00	0.00	0.00	6,388.00	100.00 %	0.00
7	Fencing	10,050.00	5,050.00	5,000.00	0.00	0.00	10,050.00	100.00 %	0.00
8	Color Coating at Tennis Courts	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %	11,000.00
9	Sports Equipment	10,000.00	800.00	8,200.00	0.00	0.00	9,000.00	90.00 %	1,000.00
10	Asphalt Paving	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	100.00 %	0.00
11	Turf Establishment	7,050.00	0.00	0.00	0.00	0.00	0.00	0.00 %	7,050.00
12	Alt 1	8,954.00	654.00	8,300.00	0.00	0.00	8,954.00	100.00 %	0.00
13	Alt 2	8,833.00	7,000.00	1,833.00	0.00	0.00	8,833.00	100.00 %	0.00
14	Profit & Overhead	9,875.00	5,875.00	2,500.00	0.00	0.00	8,375.00	84.81 %	1,500.00
	GRAND TOTAL	\$126,787.00	\$73,004.00	\$32,733.00		\$0.00	\$105,737.00	83.40 %	\$21,050.00

30,733.00 LW
103,737.00 LW
23,050.00 LW



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

Date: November 19, 2014

To: Mayor and City Council

From: Wanda Madsen, Finance Officer
Logan Martin, City Administrator

Subject: **Certification of past due waste collection, water/sewer, and delinquent vacant registration fees to 2014 property taxes**

BACKGROUND

Pursuant to Chapter 429 of the Minnesota State Statutes and the City of Bayport Municipal Code, property owners who have past due water/sewer bills, garbage collection and disposal charges, as well as those delinquent in paying their vacant building registration fees, must be afforded due process prior to the city certifying any delinquent charges and/or fees against one's property tax statement. Therefore, the purpose of this quasi-judicial hearing is to hear from property owners who desire to contest the charges from appearing on their property tax statement. In compliance with statutory and city codes, all delinquent property owners were notified they could appeal their past due water/sewer, waste collection amount and/or unpaid registration fee to the City Council at the December 1, 2014 meeting. In addition, a penalty charge of \$25.00 shall be added to the amount to be certified to reimburse the city for its administrative expenses resulting from the delinquency.

Waste Collection:

Attached is a list of accounts that have past due balances meeting the criteria defined in Minnesota State Statutes Chapter 429, as reported to the City of Bayport by Republic Services. Delinquency notices were sent to these customers, and collection efforts will continue over the next month. Any accounts on this list that have past due balances owing at yearend will be certified to Washington County.

Water/Sewer Collection:

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

Vacant Building Registration:

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

RECOMMENDATION

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

Status	Customer	Billing Address	City	State	Service Address	Acct Balance	Delinquent Amount	Total Due to AW	Admin Fee to City	Total
Active	Karyl Walcher	529 Mariner Dr	Bayport	MN	Same	\$ 362.47	\$ 317.24	\$ 317.24	\$ 25.00	\$ 342.24
Active	Paul Skaret	344 8th St N	Bayport	MN	Same	\$ 379.80	\$ 379.80	\$ 379.80	\$ 25.00	\$ 404.80
Active	Angie Griffin	370 3rd St S	Bayport	MN	Same	\$ 347.23	\$ 298.10	\$ 298.10	\$ 25.00	\$ 323.10
Active	Scott Zeuli	564 Minnesota St S	Bayport	MN	215 6th Ave N	\$ 49.55	\$ 49.55	\$ 49.55	\$ 25.00	\$ 74.55
Active	Debbie Anderson	340 Minnesota St S	Bayport	MN	Same	\$ 387.66	\$ 192.66	\$ 192.66	\$ 25.00	\$ 217.66
Active	Christina Cook	354 5th St N	Bayport	MN	Same	\$ 62.28	\$ 62.28	\$ 6.58	\$ 25.00	\$ 31.58
Active	Eric Searles	312 Prairie Way S	Bayport	MN	Same	\$ 56.99	\$ 56.99	\$ 56.99	\$ 25.00	\$ 81.99
Active	Ken Seefert	485 Minnesota St S	Bayport	MN	Same	\$ 445.81	\$ 445.81	\$ 445.81	\$ 25.00	\$ 470.81
Active	John Dickhausen	464 Prairie Way S	Bayport	MN	Same	\$ 117.81	\$ 72.68	\$ 72.68	\$ 25.00	\$ 97.68
Active	Betsy Opatrny	554 5th St N	Bayport	MN	Same	\$ 186.96	\$ 124.98	\$ 10.00	\$ 25.00	\$ 35.00
Active	Maria Carrera	144 Maine St N	Bayport	MN	Same	\$ 168.60	\$ 29.47	\$ 29.47	\$ 25.00	\$ 54.47
Active	Kristine Bristol	501 Minnesota St S	Bayport	MN	Same	\$ 78.47	\$ 78.47	\$ 78.47	\$ 25.00	\$ 103.47
Active	Shaunee Gaetz	848 6th St N	Bayport	MN	Same	\$ 88.74	\$ 44.37	\$ 44.37	\$ 25.00	\$ 69.37
Active	James Schmidt	315 Minnesota St S	Bayport	MN	Same	\$ 395.23	\$ 346.10	\$ 346.10	\$ 25.00	\$ 371.10
Active	Kevin Hallen	349 3rd Ave. S	Bayport	MN	Same	\$ 337.23	\$ 288.10	\$ 288.10	\$ 25.00	\$ 313.10
Active	Kelly Kuarik-Braund	405 2nd St N	Bayport	MN	Same	\$ 445.70	\$ 391.33	\$ 391.33	\$ 25.00	\$ 416.33
Active	Gary Swager	186 Maine St N	Bayport	MN	Same	\$ 387.11	\$ 332.74	\$ 332.74	\$ 25.00	\$ 357.74
Active	Debbie Gramenz	585 9th St N	Bayport	MN	Same	\$ 347.87	\$ 298.74	\$ 298.74	\$ 25.00	\$ 323.74
Active	Stacy Nelson	267 3rd St S	Bayport	MN	Same	\$ 245.15	\$ 196.02	\$ 196.02	\$ 25.00	\$ 221.02
Active	Becki Haveland	205 2nd St N	Bayport	MN	Same	\$ 93.26	\$ 44.13	\$ 44.13	\$ 25.00	\$ 69.13
Active	Cary Anderson	787 5th St N	Bayport	MN	Same	\$ 249.35	\$ 200.22	\$ 200.22	\$ 25.00	\$ 225.22
Active	Scott Weaver	14262 10th St N	W Lakeland	MN	388 5th St N	\$ 347.23	\$ 298.10	\$ 298.10	\$ 25.00	\$ 323.10
Active	Matthew Larkins	247 5th Ave. N	Bayport	MN	Same	\$ 445.79	\$ 396.66	\$ 396.66	\$ 25.00	\$ 421.66
Active	Duane Johnson	387 5th St N	Bayport	MN	Same	\$ 88.47	\$ 88.47	\$ 88.47	\$ 25.00	\$ 113.47
Active	William Peterson	788 5th St N	Bayport	MN	Same	\$ 445.70	\$ 391.33	\$ 391.33	\$ 25.00	\$ 416.33
				Totals			\$ 5,424.34	\$ 5,253.66	\$ 625.00	\$ 5,878.66

**City of Bayport
Certification List
Delinquent Water & Sewer Accounts
As of November 24, 2014**

OWNER NAME	PROPERTY ADDRESS	PID NUMBER	AMOUNT
Monica Gilbert	632 Minnesota Street S	11.029.20.33.0042	\$ 77.24

**Vacant Building Registration
Certification List**

Property Address	Owner
169 3 rd Street North	Bruce Stanton



Bayport Fire Department

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

December Memo from the Chief:

The Fire Department focused its recent training on fire behavior and tactics, with Burnsville Fire Chief B.J. Jungman instructing a class at the fire hall. The training focused on how buildings and contents of homes and businesses have changed over the years. Due to the amount of petroleum-based materials used and found in today's commercial and residential buildings, a fire structure will ignite and spread much faster than 20 years ago. The need to constantly train in fire behavior helps us stay sharp in managing a fire.

The Building Committee continues to work on designing our new fire hall. The public open house on November 17 was attended by citizens from all of the communities we support and drew questions and comments that were very positive from the majority of the residents.

The message this month is on general fire safety. Keeping doors closed in the home when possible will help reduce the risk of fire spreading by cutting off the flow of air. The need for working and current smoke and carbon monoxide (CO) detectors is an important life safety tool. Smoke and CO detectors should be replaced every seven (7) years, and every time you change your clock for daylight savings you should change your batteries. If a detector alarm is sounding, do not assume you are safe if you cannot see or smell a potential danger. CALL 911.

Thanks,
Mark

**Mark Swenson
Fire Chief
Bayport Fire Department**

294 North 3rd St.

Bayport, MN 55003

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

E-Mail: Mark.Swenson@BayportFire.org



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



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

Laura Eastman
Chief of Police

Date: November 24, 2014
To: Mayor and City Council
City Administrator Martin
From: Chief Laura Eastman
Subject: **Police Reports and Updates**

Upcoming Events

December 3: Lighting of the Village Green – Chief Eastman & Reserve Officer at 6:30 p.m.
December 18: Toys for Tots toy drive – Reserve Officers deliver collected toys to the Golden Valley Police Department at 4:00 p.m.

Past Events

November 11: Tiger Scouts tour /meet and greet – Officer Jackson and Reserve Sergeant Thiele
November 8: Bake and Craft Sale at Croixdale – Reserve Officers
October 31: Halloween street safety detail/meet and greet – Police and Reserve Officers

October Call Load (continued)

10/26–10/30 – Records check for employment, medical L3, w/w speed, suspicious person, boat trail pay box pickup, fail to yield in crosswalk, train blocking, criminal damage to property, traffic 50/40, suspicious vehicle extra patrols, lost keys, DK male/detox transport, accident, dumping complaint, Halloween meet and greet, medical L1, w/w loud muffler, crime prevention, crosswalks, probation assist/welfare check, city ord. noise complaint, handgun permit purchase, crosswalks, found dog, speed 46/30, vehicle lockout, car vs deer, 911 hang up, medical L1, vehicle lockout, liq. License background, crosswalks, L2 medical, AOA/fight, medical L2, Medical L1, vehicle lockout, speed 46/30, open window, traffic 44/30.

November Call Load

11/01 – Traffic 58/40, officer information, speed 57/40, speed 61/40, speed 55/40, speed 56/40, speed 52/40.
11/02 – DWI/speed 57/40, check address, unwanted male, fire alarm, burglary report.
11/03 – Driving after revocation, crosswalks, vehicle lockout, assist, driving after revocation, crosswalks, city ordinance, vehicle lockout, ID theft, records check 5 people, vehicle lockout, medical L3, funeral detail, suspicious person, domestic, found dog.
11/04 – AOA/disturbance, AOA/domestic, 911 hang up, assist city hall, cross walks, lock out, crosswalks, speed 42/30, theft unfounded.
11/05 – Found property, HRO questions, dog at large, AOA/check area safety concerns.
11/06 –Train blocking, 911 abandoned, lost dog, speed 46/30.
11/07 – Cross walks, assist city hall, medical L3, power lines down, suspicious male, welfare concern, AOA/shoplifting.

11/08 – Traffic stop/small amount M.J. drug para., DK driver, AOA/unwanted male/trespassing, w/w speed, speed 41/30, speed 59/40 x2, speed 57/40, 10-50 property damage accident, w/w speed.

11/09 – w/w speed, AOA/suicidal male, missing Juv. , 911 open line, deer tag, DAS/speed54/40, speed 5940.

11/10 – AOA/911 hung up, vehicle in ditch, vehicle lock out, AOA/welfare check, city hall secured.

11/11 – vehicle lockout, k-9 meet and greet-tiger scout tour, family assist, dog at large, DK driver, w/w speed x 2.

11/12 – Crosswalks, speed 62/40, reserve officer background x3, fail to stop, crosswalks, property question.

11/13 – No MN DL/speed 43/30, dispatch deer, crosswalks, speed 58/40, w/w speed, w/w speed/fail to change address.

11/14 – Found cat, alarm, violation of limited license, w/w speed, area checks.

11/15 – warrant arrest, w/w speed, Medical L3, abandon vehicle, business check.

11/16 – Medical L1, w/w traffic, 4th degree dui, vacation and vacant building checks thru out the month.

11/17 – Crosswalks, w/w traffic, suicidal male, welfare check/suicidal male, new resident packet x2, assist resident, snowmobile complaint, handgun permit to purchase, public assist.

11/18 – Crosswalks, city ord. parking complaint, possible ID theft, harassment, BCAL flyers delivered, crosswalks, fingerprinting.

11/19 – Crime prevention, business checks, DK driver, medical L1 x2, 911 hang-up, tobacco/alcohol.

11/20 – Tobacco/alcohol compliance checks x 8, dumping complaint, phone scam, trespass letter, w/w speed, Driving complaint, DAS.

11/21 – Speed 49/30, lockout, crosswalks, new packet, handicapped parking, AOA/theft, L3 medical, old ammo turned in for destruction, alcohol compliance check completed.

11/22 – Extra patrol bar close, AOA/DWI, out of control female, disturbance, w/w equipment.

11/23 – Vehicle lockout, fingerprinting, traffic warning, AOA/suicidal male/hold.

11/24 – 11/31 N/A.

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

Officer	Speed	Seatbelt	Child seat	DAS,R,C	Underage D&D	UAC	Open Bottle	No Insurance	No POI	Warrants	W/W
501 Chief Eastman											
503 Aaron Slinger	1										1
504 Quinn Wimmerth											
506 Chad Johnson											
508 Capt Hutchinson											
510 John Miller	6			2							4
513 Keith Frank	4										
Monthly Total	15	1	0	3	0	0	2	0	2	0	22
Year Total	258	25	1	60	1	0	16	13	50	12	291
Officer	Drugs	MJ In MV	Dac-IPS	Stop Sign	Drug Para	DWI	Stop Sign	City Ord	Ted Foss	Careless	Other
501 Chief Eastman											
503 Aaron Slinger								2			1
504 Quinn Wimmerth								3			
506 Chad Johnson								1			
507 Dustin Purpur						1					1
508 Capt Hutchinson											
509 Jay Jackson								2			
510 John Miller											
512 Zach Lund						1					
513 Keith Frank											
Monthly Total	0	0	0	0	0	2	0	8	0	0	2
Year Total	2	19	1	2	19	46	2	84	0	0	47

Notes :

- Tweet 22
 -  2
 -  1
 - [Alexia Chianis+](#) | Nov 17, 2014
-



With all Minnesota has to offer, it's no wonder the state enjoyed a healthy [growth in population](#) in recent years. For starters, Minnesota boasts more than 11,000 lakes and 90,000 miles of shoreline, making it a genuine recreation gem. Minnesota is also home to 19 Fortune 500 companies, has one of the lowest unemployment rates in the U.S., and an educated citizenry. In fact, nearly [one third](#) of Minnesotans have earned their bachelor's degree or higher. All of this plus Minnesota's violent crime and property crime rates are below the [national median](#), and it's recognized as the [17th safest state in America](#).

If you're considering making the move to Minnesota, let us introduce you to the state's 15 safest cities. To compile our list, we used the most recent FBI Crime Report, which has 2012 data, and narrowed down the list to cities with a population of 2,500 residents or above. We analyzed the number of Violent Crimes, consisting of aggravated assault, forcible rape, murder, and robbery, as well as Property Crimes, consisting of arson, burglary, larceny-theft, and motor vehicle theft. Then, we calculated the chance of these crimes happening out of one thousand in order to create a level playing field.

The FBI Crime Report is considered a trusted source for crime statistics, however, not all cities reported complete data to the FBI. If there is a Minnesota city you believe is safe but you don't see it on our list, it may not have reported all their safety information to the FBI that year.

To learn even more, explore our [Minnesota Home Security and Crime Prevention Center](#) for important information on how to help keep your family safe in Minnesota.

[15 Safest Cities in Minnesota. Can you guess which city ranked first?](#)

If your city made list, share the news by embedding the "MN Safest Cities" badge on your site. [Click here to get the code](#), then just copy and paste.

spread positive messages and increase awareness about the perks of living in Melrose. Diverse housing options, excellent educational opportunities and traditional values are more reasons why Melrose has a well earned reputation as great place to live and play. Want more insight into life in Melrose? Watch this [family testimonial](#).

Violent Crimes per 1,000: 0.27

Property Crimes per 1,000: 11.27

13. Glenwood

Glenwood is welcoming community “Where everyone’s your neighbor!” And thanks to initiatives like the [Welcome Glenwood](#) program, your family will make friends fast in Glenwood. Created to help newcomers feel comfortable in their new community, volunteers spread the word about why Glenwood is a great place to work, shop, live and play. Glenwood’s [Comprehensive Community Improvement Initiative](#) was created to ensure the community enjoys a vibrant economic future.

The Glenwood Police Department offers a number of online resources, including information on the crime of the week, unsolved crimes, and important [safety tips for kids](#). Their proactive approach to safety may be one reason why Glenwood reported just three violent crimes in 2012. In addition to being welcoming and safe, Glenwood is also [bustling with activities](#).

Violent Crimes per 1,000: 1.17

Property Crimes per 1,000: 10.55

14. Bayport

The great city of Bayport has a lot to be proud of, including the fact that no violent crimes were reported in 2012. Located along the St. Croix River, Bayport is known for stunning views, beautiful public parks and of course, an abundance of water activities. Nearby Croix Savanna Natural Area is a mecca for hikers and bird watchers, and exploring the river valley never gets tiresome.

Bayport’s outdoor pursuits abound, but this historic town also offers an impressive selecting of small shops and restaurants. Whether you’re grabbing a sandwich or picking out a new dress, you’ll be greeted by friendly Bayport merchants.

A safe city that’s easy to fall in love with and hard to forget, Bayport is worth getting to know. If you’re ready to learn more about Bayport, read the latest copy of “[Bayport News](#)”

Violent Crimes per 1,000: 0.00

Property Crimes per 1,000: 12.22

15. Caledonia

If you yearn for a safe community that offers endless adventure, you’re sure to be impressed by [all there is to do](#) in and around Caledonia. Recognized as the Wild Turkey Capital of Minnesota and The Heart of Quilt Country, Caledonia is a tight knit community of roughly 3,000 residents.



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

Date: November 25, 2014

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update

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

1. Graveled and graded alleys and other dirt roads
2. Started the annual pre-skating season work on the skating rinks and warming house
3. Performed ongoing tree trimming on city boulevard trees and alley right-of-ways
4. Replaced an obsolete fire hydrant at 8th Street North and 3rd Avenue North
5. Plowed snow and responded to numerous other icy roadways, sidewalks and bike path conditions
6. Completed ongoing maintenance and repairs to trucks and equipment
7. Responded to and cleared numerous blocked sewer main issues
8. Installed multiple new water meters, completed several new sewer-water service inspections and repaired numerous nonfunctioning water meters
9. Performed 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) 275-4416

Date: November 24, 2014

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

From: Mark Blando, Bayport Public Library Director

Re: Bayport Library Update

As the library enters the last part of 2014, a great deal of time has been spent looking ahead to next year. We have started publicizing our new expanded hours and the feedback has been very positive. We again thank the mayor and city council for their support of the library.

December will be great month for programs. We start out with our Lighting of the Green Story Time at 6pm, Wednesday, December 3rd. We will have stories, singing, dancing and treats. It is a great way to get into the festive spirit before heading down to the Lighting of the Green.

We will also be showing movies all throughout the month of December. We will be having a Family Movie Night on Thursday, December 11 at 6pm with a showing of the Disney film *Maleficent*. We will also be having films during Christmas Break. We will have dates and titles publicized shortly.

Thanks to you all,

Mark Blando

Director

Bayport Public Library



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

Date: November 24, 2014

To: Mayor and City Council
Logan Martin, City Administrator

From: Sara Taylor, Assistant City Administrator/Planner

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

PERRO PARK ICE RINKS

The early arrival of colder temperatures has enabled staff to get a jump start on preparing ice for the skating rinks at Perro Park. Public Works began flooding last week to create a base layer for the pleasure and hockey rinks and will continue to flood over the next few weeks to get the rinks ready for the upcoming skating season. Weather depending, the rinks may be open as early as mid December. Over the next few weeks, I will be interviewing, hiring, and training part-time, seasonal employees to staff the warming house, which is tentatively scheduled to be open by late December, depending upon weather and ice conditions. If you know of anyone over the age of 18 that may be interested or a good fit for the position, please encourage them to contact me directly.

PLANNING COMMISSION VACANCY

Due to the recent resignation of Brad Hallett, a vacancy exists on the Planning Commission. Over the next few weeks, staff will be reviewing applications currently on file from residents that were previously interviewed for a seat on the Planning Commission, but were not appointed. If there is a need to solicit additional applicants, the vacancy will be posted on the city's website after January 1. A recommendation for an appointment will most likely be presented to the City Council for consideration in the next few months.

INSPIRATION LETTER OF CREDIT RELEASE

As part of the Inspiration development agreement, the city is required to hold a letter of credit from the current property owner/developer. This letter is to ensure the city has appropriate funds to draw on to complete required improvements for the development, should the developer incorrectly or fail to make the improvements on their own. Over the past several years, the city has approved a reduction in letters of credit, as certain improvements have been completed by the developer and certified by the city. Recently, the developer for Phase III-A, which includes 16 lots on the south end of the development, has completed the remaining infrastructure improvements. As such, the developer has requested release of their letter of credit to acknowledge completion of the improvements, which will be considered by the City Council on the consent agenda at the December 1 meeting. City Engineer John Parotti has certified completion of the work and therefore staff is recommending the releasing the letter of credit.

JOINT WORKSHOP ON STORMWATER MANAGEMENT

Recently, the city was approached by the Middle St. Croix Watershed Management Organization (MSCWMO) about participating in their Clean Water Project. This project is designed to offer technical and funding assistance to communities in order to incorporate minimal impact design standards (MIDS) into local ordinances and improve stormwater management. The MSCWMO will be giving a presentation on MIDS to the Planning Commission and City Council at a joint workshop on Monday, December 15 at 6:00 p.m. at City Hall. This workshop will provide background on the overall project and tentative implementation timeline, as well as give staff and city officials the opportunity to ask questions related to MIDS.



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

Date: November 24, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – December City Council meeting**

2015 BUDGET

The final 2015 Budget, Levy, and Capital Improvement Plan has been completed and will be presented for formal Council approval at the December 1 meeting. The budget figures included in the final budget are identical to the proposed numbers presented in September, which is reflective of the City's goal to hone in on a conservative budget early on in the budgeting process rather than setting a high budget "ceiling" and working down from there. As previously mentioned, the December 1 meeting also serves as the annual "Truth in Taxation" hearing, which provides an opportunity for residents to make public comment about the City's budget and levy proposals.

DEER CULLING UPDATE

To date, River Valley Deer Management (RVDM) has spent approximately 40 hours in deer stands in the approved culling location, and has harvested 4 does. The quick onslaught of cold weather has changed the deer daily migration / bedding pattern, so RVDM has had to readjust their culling plans to be more successful. A number of available bucks have also been spotted, but RVDM puts initial primary focus on does before culling bucks. One month still remains on the hunting season, so they are confident that the culling success rate will increase.

FIRE HALL PROGRESS

A successful public Open House was held on Monday, November 17 to provide residents from all four communities an opportunity to view the work the Fire Hall Building Committee and project team have done, and to review the budgetary impacts of this project. In total, approximately 50 people attended the event, including elected and appointed officials from all partner communities. The comments received were overwhelmingly positive, and residents were largely of the opinion that this project is overdue and they were excited at the opportunity.

A major focus at this point in the process is the execution of the cost-share contracts with the partner communities. Having these contracts completed in the short term is crucial, as we would not recommend accepting bids in March and moving forward with the project prior to the receiving commitment from the partner communities. City Attorney Pratt and I have been discussing this document with our partners, and we tentatively anticipate that the contract will be considered by the other communities at their December meetings.

UPCOMING MEETINGS AND EVENTS

November 27	Thanksgiving Holiday	City Offices Closed	
December 1	City Council workshop	4:30pm	City Hall
December 1	City Council meeting	6:00pm	City Hall
December 3	Lighting of the Village Green	6:30pm - 8pm	Village Green
December 15	PC / CC joint workshop (watershed presentation)	6:00pm	City Hall
January 5	CC Meeting	6:00pm	City Hall

RESOLUTION NO. 14-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 1, 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 the Bayport City Hall in said municipality on the 1st day of December, 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:

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

WHEREAS, the City of Bayport established a preliminary levy certification for the City of Bayport's levy at its September 8, 2014 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its levy for its year 2015 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bayport, Washington County, Minnesota, to certify its payable 2015 levy as follows:

1. General Fund Levy	\$1,019,783.00
2. Special Library Fund Levy	\$ 165,000.00
Total 2015 levy	\$1,184,783.00

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 1st day of December, 2014.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 14-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF
BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 1, 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 the Bayport City Hall in said municipality on the 1st day of December, 2014 at 6:00 PM.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, the City of Bayport established a preliminary certification of the City of Bayport's levy at its September 8, 2014 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its 2015 city budget.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the city budget for 2015, as presented.

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 1st day of December, 2014.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 14 -

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 1, 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 the Bayport City Hall in said municipality on the 1st day of December, 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:

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

WHEREAS, the preliminary Capital Improvement Plan for 2015 was presented to the City Council at its September 8, 2014 Budget Workshop; and

WHEREAS, the City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2015.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2015, as delineated on the document attached to this resolution.

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 1st day of December, 2014.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

CITY OF BAYPORT CAPITAL IMPROVEMENT PROJECTS PLAN 2015

FUND	101-203	206	101-102	101-412	207	100-200	101-204	100-413	100-414	100-415
	Public Works Equipment Fund	Water/Sewer Improvement Fund	Street Reconstruction Fund	Cemetery Capital Improvement Fund	Park Dedication Fund	Fire Equipment Fund	Recreation Capital Equipment Fund	Police Equipment Fund	Office Automation Fund	Municipal Bldgs Maintenance Fund
Police patrol vehicle (one every other year)								\$ 33,000		
Radio utility meter reading system		\$ 100,000								
Property acquisition for storm water treatment ponds										
3rd Avenue South reconstruction project			\$ 50,000							
Plans and Specs for TCE Improvement Project										
Well house #3 rehabilitation project										
Office furniture									\$ 1,000	
Lakeside Park improvements							\$ 25,000			
Comp. (two/yr) & servers									\$ 4,000	
Public Works vehicle	\$ 150,000									
Misc. grading and seeding				\$ 30,000						
Utility rate study										
Pub. Wks. garage door/parking lot resurfacing / storage										\$ 50,000
I&I project		\$ 100,000								
Comprehensive Utility Infrastructure Investigation		\$ 100,000								
Fire hydrants		\$ 25,000								
Fire Vehicle										
Fire SCBA/personal protective equipment						\$ 6,500				
Fire Hill Roof / Hose Tower										
Petro Park improvements							\$ 10,000			\$ 20,000
2015 Total	\$ 150,000	\$ 325,000	\$ 50,000	\$ 30,000	\$	\$	\$ 36,000	\$ 33,000	\$ 5,000	\$ 70,000

**CITY OF BAYPORT
CAPITAL IMPROVEMENT PROJECTS PLAN
2016-2019**

FUND	203	206	102	472	207	200	101-204	413	414	415
	Public Works Equipment Fund	Water/ Sewer Improvement Fund	Street Reconstruction Fund	Cemetery Capital Improvement Fund	Park Dedication Fund	Fire Equipment Fund	Recreation Capital Equipment Fund	Police Equipment Fund	Office Automation Fund	Municipal Bldgs Maintenance Fund
New Fire Hall						\$ 4,500,000				
Radio meters		\$ 1,000,000								
Police patrol vehicle (one every other year)								\$ 70,000		
Fire engine unit(s)						\$ 1,000,000				
City Hall HVAC										\$ 15,000
Cemetery road paving project				\$ 50,000						
Computers (two per year)									\$ 3,000	
Petro Park master park plan and improvements					\$ 150,000					
Cemetery maintenance building				\$ 10,000						
Cemetery fence				\$ 100,000						\$ 10,000
City Hall repairs										
Library repairs										\$ 15,000
Public Works repairs										
Fire hydrants		\$ 80,000								
Playground equipment at Lakeside Park					\$ 160,000					
Controlled railway crossings			\$ 250,000							
St Croix River Crossing improvements	\$									
Public Works vehicles	\$ 400,000			\$						
Water/sewer main and street reconstruction		\$ 1,285,000	\$ 160,000							
2016-2019 TOTAL	\$ 400,000	\$ 2,345,000	\$ 400,000	\$ 160,000	\$ 300,000	\$ 5,500,000	\$ 70,000	\$ 8,000	\$ 40,000	\$



Final 2015 Budget

December 1, 2014

Presented by City Administrator Logan Martin

City Financial Standing Remains Strong

- ▶ **Tax Base Growth Continues**
 - 5% growth in Taxable Market Value
 - \$213,755,700 in '14 grows to \$226,680,000

- ▶ **Fund Balances Consistently Sustained**
 - City has strong history of conservative budgeting and "rainy day" saving

- ▶ **Construction and Reinvestment Impact**
 - \$9,405,500 in new construction value added for 2015 tax year (residential and commercial)



State Aid & Revenue Increasing

- ▶ Modest increase in Local Government Aid
 - \$483,262 in '14, increased to \$501,951 in '15
 - An additional allocation of \$148,000 was also received in '14

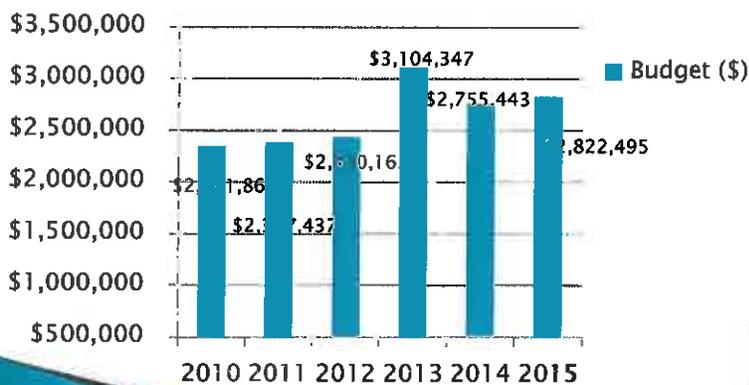
- ▶ Fire Service contracts adjust in response to call volume increases
 - \$325,550 in '14, increased to \$351,581 in '15

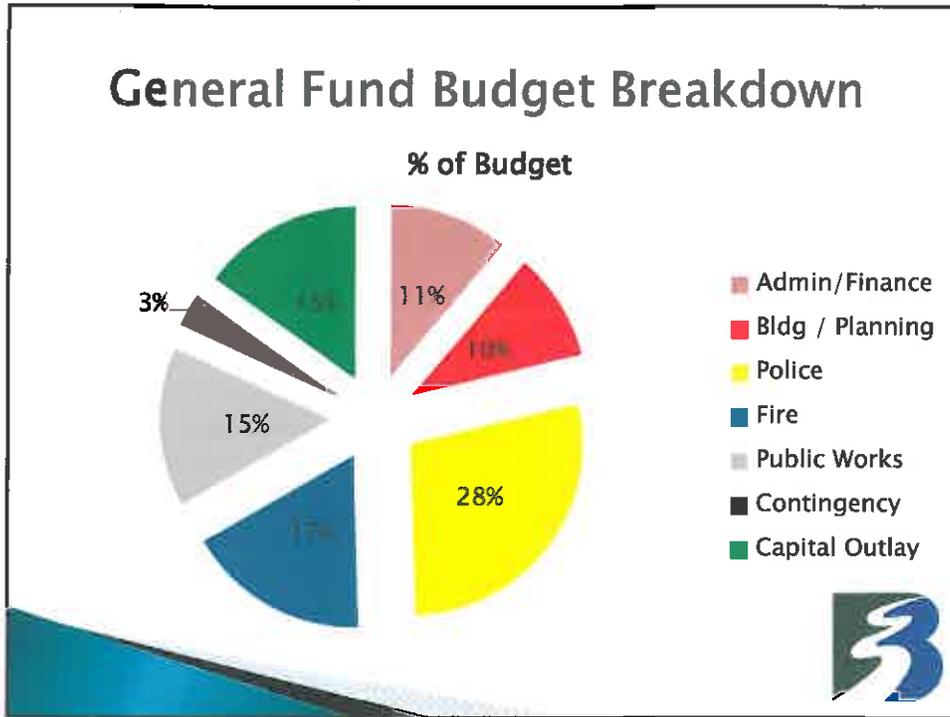
- ▶ Positive Earnings on Investments
 - Averaging \$250,000 per year from investment income, reducing reliance on property tax levy



2015 Final Budget

- ▶ \$2,822,495 budget is proposed
 - An increase of \$67,052 from the 2014 budget, or a 2.43% increase in expenditures





Budget Accomplishments – Public Safety

► Police Department

- 24/7 Police Service, including full patrol services, vacant property monitoring, Night to Unite event, Safety Camp, and other valued community services.
- Re-establish Sergeant position in 2015
 - Lead Department during Chief's absence; trained in media relations, search warrant drafting, and investigations.
 - Provides growth opportunity within department and long-term succession planning.
 - Modest reduction in part-time wages supports salary increase.
- Salary and benefits increases per union contracts.

Budget Accomplishments – Public Safety

▶ Fire Department

- All volunteer fire department also serving Oak Park Heights, Baytown, and West Lakeland
- 1202 calls in 2013 (up 219 calls from '12)
- Minor increase to training budget for National Fire Academy attendance
- No stipend increases (Officer, Duty Officer, and Per Call rates were increased in 2014)



Budget Accomplishments – Public Works

▶ Streets

- Repair, maintain, and snowplow 18 miles of streets
- Salary and benefits increases per union contract
- \$10,000 in additional funding for roadway sealcoating

▶ Parks

- Maintain four public parks, park equipment, and public spaces
- Funding allocated for annual goose round-up
- Additional part-time staffing for increased park maintenance and repair
- Funding allocated in CIP for needed park equipment upgrades (Lakeside)



Budget Accomplishments – City Hall

- ▶ **Administration / Finance**
 - Oversee administration and implementation of city policies and goals, creation of annual budget, and oversight of all city departments
 - No budget adjustments beyond cost of living increases
- ▶ **Planning, Zoning, and Building Inspections**
 - Administer the zoning and building code in the City, including plan review and inspections for all construction
 - Contract inspection services provided to City of Lakeland
 - No budget adjustments beyond cost of living increases



Budget Accomplishments – Library

- ▶ **Requesting \$165,000 general fund levy**
 - \$5,000 increase in levy from 2014
 - Provides 5 Additional Hours of Library Access
 - 4 hours on Wednesday (12pm – 8pm)
 - 1 hour on Saturday (10am – 2pm)
 - Responds to feedback received from 2014 Survey and subsequent Strategic Plan
 - Additional access to Library during school hours for continued partnership with Andersen Elementary



Budget Accomplishments –Water & Sewer

- ▶ Provide water and sewer service to a majority of Bayport’s residents and businesses, along with water service to new developments in Baytown Township
- ▶ Modest budget increase to provide for additional part time labor to continuously support and upgrade the current system
- ▶ No proposed increase to any utility rates



2015 Capital Improvement Plan

- ▶ Provides City with long-range plan for anticipated capital purchases
- ▶ Annual budget includes capital outlays to save for these planned expenditures, eliminating impact on general fund levy to complete these typically more expensive purchases



2015 Capital Improvement Plan

- ▶ **Police Department**
 - Bi-annual Squad Replacement
- ▶ **Fire Department**
 - Annual upgrade to SCBA / Personal Protective Equip. (as needed)
- ▶ **Information Technology**
 - 2 computers replaced (annual routine)
- ▶ **Parks Department**
 - Potential replacement / upgrade to wood play equipment at Lakeside Park
 - Continued savings for future phases at Perro Park



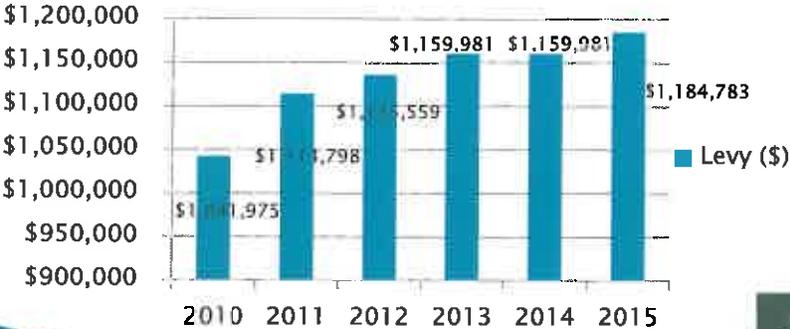
2015 Capital Improvement Plan

- ▶ **Water / Sewer Department**
 - TCE Remediation Project
 - Long-term opportunity for radio meter reading system
- ▶ **Public Works Department**
 - Comprehensive Utility Infrastructure Investigation planned for 2015
 - Potential Equipment replacement (1-ton truck for snow/tree trimming/general purpose)
 - Public works building repairs & storage expansion



Final General Fund Levy

- ▶ Due to conservative budgeting and increased outside revenue sources, the proposed general fund levy has a modest increase for 2015 of \$24,802.



Property Tax Rate

- ▶ Thanks to additional sources of revenue and increased home values, this budget is achievable via a .38% increase in the City's tax rate.

2014 Tax Rate
43.92%

2015 Tax Rate
44.33%

This is the percentage of a taxpayer's overall payment that is allocated to the City.



Property Tax Impact Estimate

2014 Market Value	2014 City Tax	2015 Market Value	2015 City Tax	\$ Difference	Diff. due to levy increase
\$150,000	\$555	\$156,000	\$582	\$27.14	\$4.95
\$200,000	\$794	\$208,000	\$833	\$38.85	\$7.09
\$250,000	\$1,034	\$260,000	\$1,084	\$50.57	\$9.23
\$400,000	\$1,752	\$416,000	\$1,837	\$85.70	\$15.64
\$550,000	\$2,471	\$572,000	\$2,591	\$120.88	\$22.05



Thanks to the leadership of previous and current City leaders and City staff, Bayport is uniquely positioned to continue providing a high quality of life through this budget that shows great respect for public resources.





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

Date: November 25, 2014
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Mark Swenson, Fire Chief
Re: **Consider Preliminary Architecture and Budget for Proposed new Fire Hall**

Purpose

The purpose of this memorandum is to provide the Council with updated budgetary and design information related to the proposed Fire Hall project. In order to adhere to the anticipated project schedule, it is necessary for the Council to consider the preliminary architectural design and project budget and to provide direction to the architect and construction manager.

Background

At its November meeting, the City Council received an informational update on the full process undertaken to date, and also viewed a presentation comparing the current Fire Hall to the proposed design, including the benefits achieved in each functional area. A presentation of the budget estimate was also presented at that meeting for Council and citizen information.

On November 17, per Council direction the City held a public Open House to provide residents from all four communities an opportunity to view the work the Fire Hall Building Committee and project team have done, and to review the budgetary impacts of this project. In total, approximately 50 people attended the event, including elected and appointed officials from all partner communities. The comments received at this event were overwhelmingly positive, and residents were largely of the opinion that this project is overdue and there was a general sense of support and excitement surrounding the project.

Project Need and Design Analysis

A full space needs analysis was included and discussed at the November 10 City Council meeting, and a truncated version is included below to provide background information for Council consideration. Per direction from the Council, the proposed design and budget includes five apparatus bays (rather than four) to account for future growth.

Functional Area	Current Building	Proposed Building	Area Gained
Offices	158 s.f.	997 s.f.	839 s.f.
Apparatus Bays (5)	4,248	8,157 s.f.	3,909 s.f.
Firefighter Private Area (exercise, kitchen, dayroom)	239 s.f.	1,198 s.f.	959 s.f.
Fire Turn-Out Gear Area	N/A	2,098 s.f.	2,098 s.f.
Mezzanine Storage Area	N/A	2,030 s.f.	2,030 s.f.
Public Area (meeting rooms / training)	1,046 s.f.	2,132 s.f.	1,086 s.f.
Total	6,630 s.f.	16,900 s.f.	10,921 s.f.

The building features a number of important enhancements that will prepare the Bayport Fire Department to function effectively well into the future. Below is an overview of the design features and their benefits.

Offices

The proposed design features a flexible office area of 997 s.f., with separate lockable offices for the Chief and Fire Relief Secretary (due to confidential information storage), and flexible cubicle-style work spaces for the aforementioned employees. The area features greatly increased storage and work space, and is much more functional for the department in the long-term.

Apparatus Bays

8,157 s.f. of apparatus parking exists in the proposed 5-bay design. This design provides a “drive-through” capability, whereby fire apparatus is stored in such a way that it can drive directly out of its bay, rather than potentially being parked behind a vehicle that is unnecessary for the type of call.

Firefighter Areas (turn-out gear, private, storage)

The proposed facility has a turn-out gear area conveniently located as the firefighters enter the building, with another area nearby for accessing and refilling air tanks. A storage mezzanine on the second story of the east wing adds 2,030 s.f. of storage that does not exist in the current building. The mezzanine area doubles as a training area, as a wide range of required training could occur in the mezzanine area and the stairwell leading to the second floor. Finally, a kitchen, day room, and small exercise room are included in the building for firefighter fitness and well-being.

Public Spaces / Training Room

A total of 2,132 s.f. of public spaces exist in the proposed design, comprised of a fully functional training room / emergency operations center, public restrooms, a conference room, and a lobby entrance area. Having an appropriately sized training room would allow the department to host more training events in-house rather than traveling to surrounding communities, which provides efficiency and cost savings. The room also doubles as an emergency operations center that could be utilized during major fire events for response coordination, and would also serve as an operations hub during a time of crisis or power outage at the City Hall / Police building. The expanded public access area would benefit the department in hosting its annual community events, and could also be utilized as needed and available by outside public groups in need of a meeting space.

Project Budget

Since the November 10 meeting, the project team has worked to refine the budget and solidify cost estimates as available. Per direction received by the City Council, the proposed budget and design accounts for five drive-through bays, so budget recalculations were completed to account for that addition.

As shown in the attached project budget, the project team estimates the total project cost as presented to be \$5,653,450. This cost includes building construction costs (estimated at \$225 per s.f.), site preparation fees, cost to extend municipal water and sewer utilities to the site, furniture and fixtures in the new building, permits, consultant fees, and all other soft costs. This cost is a very detailed estimate based on actual materials required to construct the building and complete the project, but the budget does also contain contingencies to account for any increase in expected costs when formal bids are received. Similarly, a 5% deviation is shown in the budget document to account for receiving lower than expected bids, which reduces the overall budget to \$5,404,099. It should be noted that this is a very optimistic scenario and cannot be fully expected.

Project Funding Plan

Contract negotiations with our partner communities are currently in process, and we anticipate receiving final determination from each community in the next month. Specifically, the cost-share contract will be addressed at the December 8 West Lakeland Township meeting, and the December 9 Oak Park Heights meeting. Baytown Township will likely consider the contract at its January 5 meeting.

Below is an analysis of the cost-share scenario based on a \$5.8M building. While the budget continues to be refined, the contract language will likely include a not-to-exceed figure so as to provide for bid day fluctuations.

Total Project Cost	\$	5,800,000
Grants Received	\$	1,000,000
Grants Projected	\$	400,000
Bayport Up-Front Cash Payment	\$	2,000,000
Total for Cost Share	\$	2,400,000

City (Cost Share %)	Fair Share Amount	Per Year (for 15 years)
Bayport (17.88%)	\$429,120	\$28,608 (not factoring initial \$2M)
Oak Park Heights (52.58%)	\$1,261,920	\$84,128
Baytown (9.63%)	\$231,120	\$15,408
West Lakeland (19.91%)	\$477,840	\$31,856
total	\$2,400,000	

As shown, the City was fortunate to receive an initial \$1M grant, and future grants from public and private partners totaling \$400,000 are anticipated. The City of Bayport has initially pledged an up-front contribution of \$2M out of reserves, leaving the remaining amount of \$2.4M raised through the cost-share scenario.

Taxpayer Impact

The City of Bayport’s per year requirement in the attached scenario totals approximately \$29,000. A taxpayer in a home valued at \$200,000 would see an approximately \$7 per year increase in their City taxes for 15 years. Staff intends to look for other efficiencies in the City budget so as to reduce this amount, however this would be the full impact if a \$29,000 increase to City taxes was implemented.

Reducing the project cost by \$300,000 (to \$5.5M) would make Bayport’s annual contribution roughly \$25,000 (a \$3,000 savings), which would make the tax increase in the aforementioned scenario \$5.75 (a \$1.25 savings).

Next Steps

If approval is received on December 1, staff would direct Leo Daly to begin the “design development” phase, which takes the project into the next stage and leads to the production of bidding documents. Bids would be received in late February or early March, at which point they would be considered by the City Council. The full cost of the project and decision to initiate construction would not occur until bids are formally accepted and the project is authorized, likely in early March.

Contract execution with our partner communities will continue in earnest, with Board consideration of the contract on the December 8 West Lakeland agenda, as well as the December 9 Oak Park Heights agenda. Staff would recommend authorizing Leo Daly to proceed with this next phase after those two contracts are executed, so as to provide additional confidence in the funding arrangement.

Once authorized, Leo Daly will complete the design phase and work with Kraus Anderson to prepare bidding documents. The next approval required of the Council would not occur until bids are received and project authorization is considered.

Recommendation

Staff recommends the City Council approve a total project cost for the Fire Hall project at a not-to-exceed amount of \$5,700,000, and further approve the design, as presented, to include 5 apparatus bays, contingent upon contract approvals received by December 9. The Council authorizes staff as a signatory to direct Leo Daly to proceed with design development on or about December 10, when formal contract approval is anticipated.

Attachments

- Project Design Presentation
- Project Budget

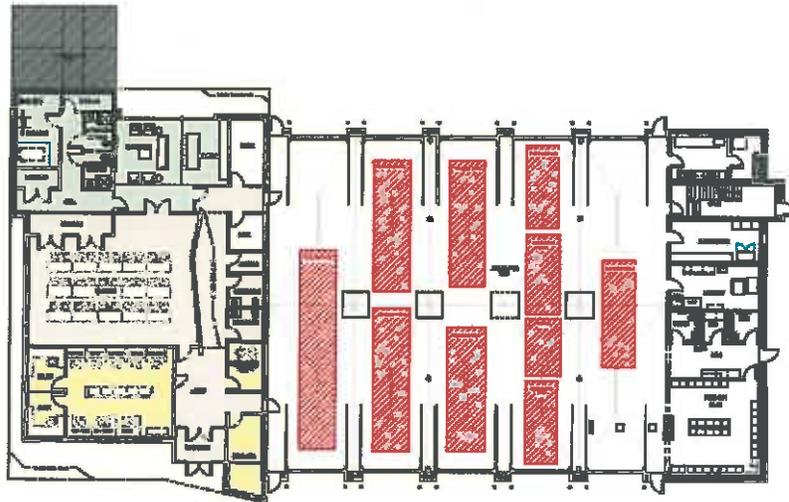
CITY OF BAYPORT OPEN HOUSE

WEDNESDAY 17, 2021

BAYPORT FIRE STATION



VIEW FROM SOUTHWEST



FLOOR PLAN



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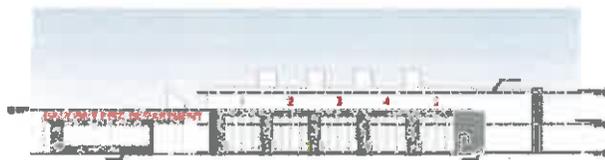
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LEO A DALY

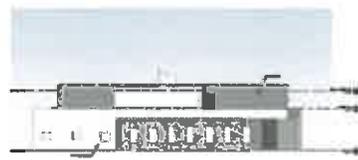
CITY OF BAYPORT OPEN HOUSE

NOVEMBER 17, 2016

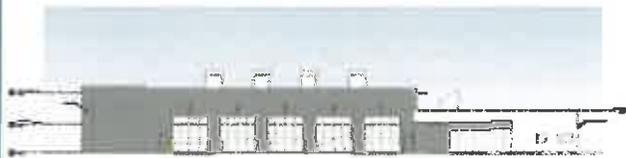
BAYPORT FIRE STATION



SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION



EAST ELEVATION



SITE PLAN

- A** PROPERTY LINE
- B** PARKING SETBACK
- C** BUILDING SETBACK
- D** FENCE
- E** RETENTION BASIN
- F** PUBLIC PARKING - 10 STALLS
- G** FIRE FIGHTER PARKING - 30 STALLS
- H** MAIN ENTRY - PUBLIC
- I** MAIN ENTRY - FIREFIGHTERS
- J** OUTDOOR BREAK AREA
- K** SCREEN WALL
- L** TRANSFORMER/GENERATOR
- M** TRASH ENCLOSURE
- N** FLAG POLES



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+



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LEO A DALY

Owner: City of Bayport
 Project: Fire Hall
 Location: Bayport, MN
 Date: 11-25-14



Preliminary Estimate

Description	Prelim Est	5% Deviation	Remarks
	17,450		
PROJECT BUDGET	\$5,500,000	\$5,500,000	
Construction Costs Budget			
Site Work	\$525,329	\$499,062	
Main Building	\$3,916,691	\$3,720,856	
Building Contingency	\$133,261	\$126,598	3% Construction
Total Construction Budget	\$4,575,280	\$4,346,516	
Soft/Owner Cost Budget			
A/E Fees (Structural, Civil, Landscape, M&E)	\$274,517	\$260,791	6%
A&E Project Reim.	\$15,000	\$15,001	
CM Fee	\$137,258	\$130,395	Kraus Anderson Construction
Site Services	in estimate	in estimate	Kraus Anderson Construction
Plan Review	\$13,000	\$13,000	MN Dept of Labor (75% of Review Fee)
Building Permit	\$0	\$0	City Waives permit fees
SAC & WAC Costs	\$17,395	\$17,395	
Construction Testing / Special Inspections	\$35,000	\$35,000	
Site Survey	\$15,000	\$15,000	
Plan Productions / Distribution - Bidding	\$0	\$0	
Land Acquisition	\$0	\$0	State Grant
Loan Expenses or Bonding Costs	\$0	\$0	
FF & E	\$60,000	\$60,000	
Technology / Equipment / Security	\$75,000	\$75,000	
Title Insurance & Closing	\$0	\$0	
Legal Fees	\$0	\$0	
Project Commissioning/Validation	\$0	\$0	
Engineering for Utility Design	\$28,000	\$28,000	S.E.H.
Utility Connections	\$400,000	\$400,000	
Misc. Owner Expenses	\$0	\$0	
Builders Risk and Insurances	\$8,000	\$8,000	
Total Soft/Owner Budget	\$1,078,170	\$1,057,582	
Total Project Costs	\$5,653,450	\$5,404,098	
Over / (Under) Budget Total	\$153,450	(\$95,901)	



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

DATE: November 26, 2014

TO: Mayor and City Council
City Administrator Logan Martin

FROM: Fire Relief President Chuck Oswald
Fire Relief Treasurer Andrew Swenson

RE: Consider amending the Bayport Fire Relief Association annual benefit level

BACKGROUND

The fire relief fund is funded by the State of Minnesota. Each year, an audit is performed on the fund and its balances. This year's audit shows the fund to be at 145% funded. The fire relief association is asking for approval to increase the retirement benefit from \$5,400.00 per year to \$5,800.00 per year. This increase will still leave the fund at 125% funded based on current pension liabilities.

The purpose of this fund is to pay a retirement benefit to the members. After 10 years of service, each member is vested in the plan and receives 60% of the benefit. At 20 years, a member receives 100% of the benefit. The benefit level helps retain members for 10 - 20 years. The last increase was three years ago for \$100.00. If approved, this increase will take affect January 1, 2015.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving an amendment to the Bayport Fire Relief Association annual benefit level, as proposed.

Attachments:

Auditor's 2014 Report of Relief Association Fund

**INDEPENDENT AUDITOR'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To The Bayport Firemen's Relief Association

We have performed the procedures enumerated below, which were agreed to by the Bayport Firemen's Relief Association, solely to determine the financial impact of a benefit level change on the Relief's Special Fund. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and results are as follows:

Procedure 1

Prepare a pension projection for the special fund for 2014 through 2018, using the following assumptions:

- 2% annual Investment Earnings
- No Increase in State Aid (based on 2014 Actual Aid Received)
- 3.5% Annual Increase in Administrative Expenses
- No City Contribution
- Active roster to 23 members. 22 members per SC-15 and increase for one new member effective mid-October 2014. Reflect payment of T. Radke and J. Ruvelson in 4th Quarter 2014.
- Increase benefit level of \$5,600 on January 1, 2015. (Appendix A)

Results

Based on the assumptions provided by management, the projection results are as follows:

Year End	Assets	Pension Liability	(Underfunded)/ Overfunded	Percent Funded	Benefit Level
2014	\$1,829,027	(\$1,258,262)	\$570,765	145%	\$5,400
2015	1,946,528	(1,413,118)	533,410	138%	5,600
2016	2,065,949	(1,533,406)	532,543	135%	5,600
2017	2,187,380	(1,658,174)	529,206	132%	5,600
2018	2,310,811	(1,788,206)	522,605	129%	5,600

Procedure 2

Prepare a pension projection for the special fund for 2014 through 2018, using the following assumptions:

- 2% annual Investment Earnings
- No Increase in State Aid (based on 2014 Actual Aid Received)
- 3.5% Annual Increase in Administrative Expenses
- No City Contribution
- Active roster to 23 members. 22 members per SC-15 and increase for one new member effective mid-October 2014. Reflect payment of T. Radke and J. Ruvelson in 4th Quarter 2014.
- Increase benefit level of \$5,700 on January 1, 2015. (Appendix B)

Results

Based on the assumptions provided by management, the projection results are as follows:

Year End	Assets	Pension Liability	(Underfunded)/ Overfunded	Percent Funded	Benefit Level
2014	\$1,829,027	(\$1,258,262)	\$570,765	145%	\$5,400
2015	1,946,528	(1,435,142)	511,386	136%	5,700
2016	2,065,949	(1,557,578)	508,371	133%	5,700
2017	2,187,380	(1,684,574)	502,806	130%	5,700
2018	2,310,811	(1,816,928)	493,883	127%	5,700

Procedure 3

Prepare a pension projection for the special fund for 2014 through 2018, using the following assumptions:

- 2% annual Investment Earnings
- No Increase in State Aid (based on 2014 Actual Aid Received)
- 3.5% Annual Increase in Administrative Expenses
- No City Contribution
- Active roster to 23 members. 22 members per SC-15 and increase for one new member effective mid-October 2014. Reflect payment of T. Radke and J. Ruvelson in 4th Quarter 2014.
- Increase benefit level of \$5,800 on January 1, 2015. (Appendix C)

Results

Based on the assumptions provided by management, the projection results are as follows:

Year End	Assets	Pension Liability	(Underfunded)/ Overfunded	Percent Funded	Benefit Level
2014	\$1,829,027	(\$1,258,262)	\$570,765	145%	\$5,400
2015	1,946,528	(1,457,166)	489,362	134%	5,800
2016	2,065,949	(1,581,750)	484,199	131%	5,800
2017	2,187,380	(1,710,974)	476,406	128%	5,800
2018	2,310,811	(1,845,650)	465,161	125%	5,800

Closing

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the financial impact of a benefit level change. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Bayport Firemen's Relief Association and is not intended to be and should not be used by anyone other than this specified party.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

November ____, 2014

DRAFT - 11-17-14



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

2015 APPOINTMENTS, DESIGNATIONS AND CITY COUNCIL LIAISON ASSIGNMENTS

Deputy Mayor	Connie Carlson
City Attorney	Eckberg Law Firm
City Engineer	SEH (John Parotti)
City Auditor	Schlenner Wenner and Co.
Deputy City Clerk	Asst. City Administrator (Sara Taylor)
Emergency Preparedness	Fire Chief (Mark Swenson)
	Police Chief (Laura Eastman)
Deputy Fire Chiefs	Allen Eisinger
	Mike Galowitz
Weed Inspector	Mayor (Susan St. Ores)
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)
Animal Control	Police Chief (Laura Eastman)
Assessor	Washington County
Official Depository	First State Bank and Trust
Official Newspaper	Stillwater Gazette
Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County
Financial Advisor	Northland Securities, UBS, FTN, Springsted, Inc.
Planning Commission Liaison	Patrick McGann / Susan St. Ores, alternate
Third Monday of the month – 6 p.m.	
Library Board Liaison	Connie Carlson / Michele Hanson, alternate
Third Thursday of the month – 6 p.m.	
Cable Commission Liaison	Michele Hanson / Connie Carlson, alternate
TBD by commission – 7 p.m.	
Middle St. Croix Watershed Liaison	Susan St. Ores / Dan Goldston, alternate
Second Thursday of the month – 7 p.m.	
Lower St. Croix Partnership	Dan Goldston / Patrick McGann, alternate
Every month with a fifth Wednesday - 7 p.m.	
Andersen Citizen Advisory Liaison	Dan Goldston / Michele Hanson, alternate
Two Wednesdays per year – 6:30 p.m.	
Typically April/May and August/September	



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

2015 City Council Regular Meeting Dates

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

Monday, January 5	Monday, July 6
Monday, February 2	Monday, August 3
Monday, March 2	Tuesday, September 8*
Monday, April 6	Monday, October 5
Monday, May 4	Monday, November 2
Monday, June 1	Monday, December 7

* Due to the Labor Day holiday

2015 City Council Workshop Dates

All workshops will be held at 4:30 p.m., unless otherwise noted.

Monday, March 2
Monday, June 1
Tuesday, September 8
Monday, December 7