

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
December 2, 2013**

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 recipients are Travis and Karen Hultgren who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
2. Lighting of the Village Green – Wednesday, December 4 from 6:30 p.m. to 8:00 p.m.
3. Toys for Tots donations will be accepted through December 16 with drop boxes located at First State Bank and Trust, Bayport American Legion, Croixdale, Holiday Gas Station, and Bayport City Hall and Library

OPEN FORUM

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. Jon Chiglo, MnDOT – St. Croix Crossing bridge update
- 2.

CONSENT AGENDA

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Consider a resolution adopting items 1 through 12

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

15

1. Discuss and consider a resolution adopting the 2014 tax levy
2. Discuss and consider a resolution adopting the 2014 budget
3. Discuss and consider a resolution adopting the 2014 capital improvement plan (CIP)

UNFINISHED BUSINESS

NEW BUSINESS

1. Consider a resolution to proceed with securing a new site for the Bayport Fire Department 16
2. Consider a resolution declaring intent to reimburse expenditures related to site development for a new Bayport Fire Department from proceeds of tax-exempt bonds 17
3. Consider appointments, designations, and City Council liaison assignments for 2014 18
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CITY COUNCIL ITEMS AND ANNOUNCEMENTS

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- 2.

ADJOURNMENT

RESOLUTION NO. 13-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 2, 2013**

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 2nd day of December 2013 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

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

The motion for 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 2nd day of December 2013.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
November 4, 2013
4:30 P.M.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, Fire Chief Mark Swenson, Police Chief Laura Eastman, City Engineer Barry Peters, and Building Official John Buckley

DISCUSS AND CONSIDER OPTIONS FOR A POTENTIAL PUBLIC SAFETY BUILDING

Chief Swenson reviewed the history and concerns associated with the existing Fire Hall, noting the dangers associated with its proximity to the elementary school and its current state of disrepair. He also noted a lack of space with the existing building for storing vehicles and equipment and to facilitate necessary training for the fire department's personnel. Chief Swenson went on to explain the department's current service area and fire contracts, major commercial and residential structures served by the department, and coverage area of other surrounding departments.

Administrator Martin reviewed the proposed site and building location. Specific questions were raised regarding the building layout and whether the space would adequately meet the needs of the department both now and into the future. It was noted by several councilmembers that the building design should be flexible and able to easily accommodate expansion, should it be warranted at some point in the future. Discussion followed on the potential for also relocating the police department to this location and several councilmembers noted that based on feedback from residents and commercial businesses, their preference was to retain police presence and accessibility in the heart of the city, in the existing location. Space constraints for both the administration and police departments were acknowledged and it was noted that relocation of the fire department would provide an opportunity for possibly repurposing the existing Fire Hall and/or expanding City Hall to accommodate service and storage needs of the city.

Administrator Martin provided a preliminary estimate of costs for the land and proposed new building and discussion followed on projected fiscal impacts to the city. He also reviewed the process and timeline to pursue acquisition of the land from the state, noting the proposed location was ideal to provide the department with access to the entire service area. Following discussion, it was the consensus of the City Council to further pursue acquisition of the land for a future Fire Hall.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the workshop at 5:52 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 4, 2013
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of November 4, 2013 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the November 4, 2013 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The October recycling award recipients are Peter and Ann Hudson who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores presented awards to Jessica Buck, Don Hoye, and Jeb Ruppert for their winning entries in the *Focus on Bayport* photo contest and recognized winner Grace Zimmer who was unable to attend the meeting. Photos will be on display at City Hall throughout the month.

OPEN FORUM

1. Request by Washington County Master Gardeners to support a garden contest in 2014: Representatives from the Master Gardeners of Washington County (MGWC) outlined a pilot program for a Front Entry Garden Contest they would like to launch in Bayport in 2014 and requested support for the program. Councilmembers expressed their support and requested assistance from city staff to promote the program. MGWC was requested to provide an update to the City Council next spring.
2. Jason Obler, 1137 Pioneer Trail, read the following letter and requested it be included with the official meeting minutes:

“I am greatly disappointed in the action taken last month to remove me as Chair of the Planning Commission due to an alleged conflict of interest, misleading update to council, potential open meeting law violations, and threats of legal action. All of these allegations are false. First, there is no conflict of interest by virtue of residence, any of my actions or behaviors, or any other matter in which I have an interest. In fact, no actual conflict was cited. All my actions as Chair of the Planning commission were for the good of the City and for the purpose of obtaining the full set of facts to enable the full Planning Commission to make the best recommendation it could. Second, my personal recommendation to council in September to disregard the Planning Commission’s July

recommendation was made because the Planning Commission was unable to receive timely, accurate and complete information relevant to making a decision on Inspiration III-B. This should have come as no surprise for many reasons including that, as Chair, I requested on more than one occasion to convene a special meeting with the Council and full Planning Commission and to convene a special meeting of the full Planning Commission in August to discuss the matter fully and transparently with all stakeholders. Third, at no time did any violations of open meeting law or Planning Commission bylaws occur. In fact, I was more aware of the finer points of open meeting law and careful to comply with them after the mayor provided some guidance to me. Lastly, I regret that inquiries about how to file a complaint with the City to report behaviors that may have obstructed the efficient and orderly operation of the Planning Commission were interpreted as threats of legal action. Such inquiries were necessary as it became clear the Planning Commission had made a recommendation without the full set of facts. Please incorporate this letter into the official record of the November 4, 2013 City Council meeting. Thank you.”

Mayor St. Ores responded to Mr. Obler’s statements:

If I could take a moment to respond, and it’s unfortunate that Mr. Obler has left the room, but I think it’s important at this time that I do make a statement regarding Mr. Obler’s presentation that you just heard, as well as the actions of the council. During the last three years that I’ve been in office, this council has taken many steps to formalize review processes for our internal personnel as well as our commission members and council. To make sure that we are very clear on our roles and responsibilities, we put in place formal job descriptions and review processes. We take our roles and responsibilities very seriously and our primary role is to make sure that we are fulfilling the needs of the city, and the citizens, and that we are following all laws that are necessary in doing so. A crucial part of our role as the City Council is to protect the city from litigation, and we’ve been faced with a variety of challenges over the last three years and we have depended on our legal counsel to advise us in a steady manner. The goal is to avoid any unnecessary litigation and to protect the citizens of the city.

In the matter that was just addressed by Mr. Obler, we did do our research and we did take the advice of our attorneys, and we did find that there was a conflict of interest, not because of residence in Inspiration or any other part in the city. Any citizen can participate on a commission or the City Council and not have it be a conflict of interest. But there were specific statements that were made during the September council meeting that were an expression of a conflict of interest on Mr. Obler’s behalf. There’s also risk regarding possible violation of the Open Meeting Law and serial meetings. We came to this conclusion based on the fact that a vote that was taken at the July 21 Planning Commission meeting, prior to the September City Council meeting, had changed between the Planning Commission meeting and the City Council meeting. That would only mean that either a serial meeting took place, the Open Meeting Law was broken, or the full Planning Commission’s views were not expressed by Chair Obler. These actions gave us no option but to remove him from his position.

It’s not fun for a City Council to be faced with these decisions. They’re hard. You lose friendships and yet our role as City Councilmembers is to uphold the roles and responsibilities and to protect the citizens at large from risk of litigation. That’s what we were faced with and that’s why we took action. Again, it’s not something that we relish; it’s not something that we look for. It’s just simply our responsibility to do so. It’s unfortunate, and any citizen is open to express their opinions, but we have to be respectful of our roles as city leaders and distance ourselves from personal opinions. The City Council did act and remove Mr. Obler from his Planning Commission Chair, and based on the items that I’ve just described, we felt that it was in the best interest of the City Council, the citizens at large, and the Planning Commission members to do so.

CONSENT AGENDA

Mayor St. Ores read items 1-14 on the consent agenda. Councilmember Hanson questioned the potential damage to Barker’s Alps Park from the November 10 bike race, and Administrator Martin stated the city has a \$500.00 damage deposit from the race sponsor that should be sufficient to repair any turf damage.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 13-22

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-14 FROM THE
NOVEMBER 4, 2013 CITY COUNCIL AGENDA**

1. October 7, 2013 City Council special meeting minutes
2. October 7, 2013 City Council regular meeting minutes
3. October 21, 2013 City Council and Planning Commission joint workshop meeting minutes
4. October payables and receipts (check numbers 1136372-1136489)
5. October building, plumbing and mechanical permits report
6. Special event application from Andersen Corporation for Quarter Century Club picnic at Lakeside Park on August 8 and 9, 2014
7. Special event application from Bayport Cub Scout Pack 113 for wreath sale at Village Green on Saturday, November 23, 2013
8. Donation of \$100.00 to the Fire Department from Glenn Crain, Oak Park Heights, MN
9. Special event application from Bayport Community Action League for Lighting of the Green at Village Green Park on Wednesday, December 4, 2013
10. Donation of \$50.00 to Hazelwood Cemetery from Susan Byers Weber
11. Final payment to Allied Blacktop for the 2013 Sealcoat Improvement Project
12. Award of funds from Bureau of Justice Assistance for purchase of bulletproof vests
13. Letter of credit reduction for open space restoration improvements within Inspiration
14. Special event application from Olivier Vrambout of USA Cycling/Minnesota Cycling Federation for bike race at Barker’s Alps Park on Sunday, November 10, 2013

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

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

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember McGann stated there was a joint meeting of the Planning Commission and City Council in October, and recommendations from the October 21 Planning Commission meeting will be considered later in tonight’s meeting.

Councilmember Carlson reviewed the October meeting of the Library Board and indicated the library hosted its first “Spooky Halloween” event on October 31, with over 200 people in attendance. Library Director Blando expressed his thanks to the volunteers who made the event a success. The library will be hosting a Friday family movie night in November, with a date to be determined. The next meeting of the Library Board is scheduled for Thursday, November 21, 2013, 6:00 p.m., at the library.

Councilmember Hanson reported the Cable Commission office has moved to another location in the Valley Ridge Mall and she will be attending a budget meeting on November 7. She recently took a tour of the St. Croix River Crossing Project and encouraged councilmembers to take advantage of the tours offered by the Minnesota Department of Transportation (MnDOT).

Mayor St. Ores reviewed the October meeting of the Middle St. Croix Watershed Management Organization (MSCWMO), reporting that MnDOT staff reviewed the plans to protect the area's surface and groundwater resources within the MSCWMO, during and after construction of the new bridge. She also attended the Middle St. Croix Alliance meeting where Washington County staff provided an update on road planning and projects. She thanked the Fire and Police Departments for hosting the annual public safety open house on October 31.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson thanked the community and City Council for supporting the annual public safety open house. He reviewed recent training opportunities and said he will be attending a National Fire Academy leadership class in Maryland, with the Federal Emergency Management Agency (FEMA) reimbursing the city for the majority of the costs. He provided an update on department staffing and noted the department has received new ice water rescue suits purchased through a FEMA grant. The new emergency siren near Inspiration should be installed by the end of the week. He reminded residents that Santa Claus would be riding through town on a fire truck on Friday, November 29, beginning at 7:30 a.m., and handing out candy donated by local businesses.

Police Chief Eastman echoed Chief Swenson's comments on the success of the public safety open house on Halloween and reported that 15 volunteer reserve officers were on duty to ensure the safety of pedestrians throughout the city. She encouraged people to "like" the department on Facebook and said the department would be sponsoring its annual Toys for Tots program next month.

Mel Horak, Public Works Supervisor, reviewed his written report and noted staff has been busy preparing for winter, including removal of the new public boat launch boarding dock. The cemetery soil correction project is underway and should be completed quickly.

Assistant City Administrator/Planner Taylor reviewed activity on the hockey rink, including placement of the concrete curb base for the boards and installation of the new lighting system. She stated the city is seeking warming house attendants at least 18 years of age for the upcoming season and applications are available on the city's website. She reminded residents that polls would be open on November 5 from 7:00 a.m.-8:00 p.m. at City Hall to vote on a proposed levy increase for the Stillwater Area School District. She thanked everyone who participated in the second *Focus on Bayport* photo contest and noted the winning photos would be featured in the next city newsletter.

City Administrator Martin stated the 2014 budget would be finalized and the Truth in Taxation public input session will be held at the December 2 City Council meeting. It looks as though the final 2014 levy will be reduced approximately \$3,000.00 from the preliminary levy approved in September, due to the city's 2014 levy limit. He provided a brief update on the St. Croix River Crossing Project, noting that the changes to Highway 95 have been completed. Overnight hauling continues on Stagecoach Trail and residents should contact City Hall if they have concerns with this process. Installation of the new stoplight at Inspiration Parkway and Stagecoach Trail continues and is anticipated to be complete by the end of November.

UNFINISHED BUSINESS

Consider an adjustment to the city employee compensation step schedule for the Secretary/Receptionist position: Administrator Martin said the city engaged Springsted Incorporated to do a salary analysis of

the Secretary/Receptionist position, which was completed over the past summer. The incumbent is currently at grade 1, step 8 on the 2013 step schedule, with a salary of \$45,516.00. Thirteen comparable cities were surveyed during the study and the analysis indicated a grade increase for the position would be warranted. The job responsibilities for the position have expanded since the original job description was written, which supports the salary adjustment. Staff recommended updating the position to "Office Support Specialist" and establishing the position at grade 2, step 6, with a salary adjustment to \$45,681.69, effective for the next pay period. The incumbent would be eligible for a step increase on her next anniversary date of March 16, 2014.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to establish the Office Support Specialist position at grade 2, step 6, for the incumbent effective November 11, 2013, at an annual salary of \$45,681.69 and implement a step increase on the incumbent's next service anniversary date of March 16, 2014. Motion carried 5-0.

NEW BUSINESS

Consider an amendment to the existing conditional use permit for outdoor seating and use associated with the tavern/restaurant at 193 3rd Street North: Assistant Administrator/Planner Taylor reviewed a request to amend the conditional use permit (CUP) that was issued for the property in 2011 and allowed outdoor seating for up to 30 patrons in the front and rear patio areas of the new tavern/restaurant, and a lawn recreation area with two game courts. The current proprietors of the Perro Creek Tavern would like to create a more relaxing dining option for their customers and have removed the game courts and added a fountain, rock pathways and graded rock pads to accommodate additional outdoor seating. An amendment to the original CUP is required because the improvements increased the overall outdoor dining capacity from the previously approved 30 seats to 40 seats. Staff believes the modifications will encourage a quieter outdoor dining area and be more compatible with the surrounding uses and neighborhood. The requirements designating when outdoor activity must end are consistent with the original CUP and similar businesses. The property owners made off-street parking arrangements with adjacent businesses to address past residential parking complaints, and staff believes additional curb striping will address a complaint raised by a resident at the public hearing. The Planning Commission voted to approve the application at the October 21 meeting, and staff recommended approval of an amendment to the existing CUP to allow the exterior modifications to the rear yard site plan approved in 2011, which include the increase in outdoor seating capacity to 40 seats, subject to the conditions stated in the staff report.

Councilmember McGann asked for an update on a resident concern that patrons were cutting across their property, and Planner Taylor stated it may have been an isolated incident but the Police Department has been alerted to the situation. Councilmember Carlson commented that she did not want the city to set a precedent of granting approval or amending a CUP after modifications or changes have already been made to a property, as is the case with this application. Planner Taylor indicated the proprietors were very apologetic and unaware of the city's requirements before they made the site modifications and would appreciate consideration of the application. Councilmember Hanson believes the enhancements will reduce the level of outdoor noise.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-23

**RESOLUTION APPROVING AN AMENDMENT TO THE CONDITIONAL USE PERMIT
(CUP) FOR OUTDOOR USES IN CONJUNCTION WITH THE PROPOSED
TAVERN/RESTAURANT AT 193 3RD STREET NORTH**

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Consider a conditional use permit for outdoor seating and use associated with the proposed restaurant/café and a variance to allow a rear addition to the existing building on the property located at 320 5th Avenue North: Assistant Administrator/Planner Taylor reviewed an application for a conditional use permit (CUP) and variance to facilitate remodeling and expansion of the legally non-conforming building at 320 5th Avenue North. The new property owner Julia Kaemmer and applicant Olivier Vrambout are renovating the building to accommodate a restaurant/café (L'Etoile du Nord Café), with outdoor seating and onsite coffee roasting. A CUP is required for the proposed outdoor seating activity for up to 9 patrons in the front of the building and up to 15 patrons in the rear on a proposed bluestone patio. A variance is required to permit a 9 foot x 12 foot addition to the rear of the building, located on the property line. The site plan was reviewed, including proposed site improvements of a resurfaced off-street parking area, drive aisle, handicap accessible ramp and pedestrian walkways; increased green/landscaped areas; dumpster enclosure; and a solid 8 foot screening fence along the east and west rear property lines. A CUP for the proposed outdoor seating is consistent with zoning and other uses in the neighborhood and staff recommended approval of the CUP with the condition that outdoor activity end by 10:00 p.m. Sunday-Thursday and 12:00 a.m. on Friday and Saturday, to be consistent with other restaurant establishments in the city with outdoor seating. The variance request for the proposed rear expansion is reasonable and minimal, and the setback and depth of the addition is consistent with adjacent commercial buildings. The Planning Commission held a public hearing at its October 21 meeting and recommended approval of the application, subject to the findings of fact and conditions of approval recommended by staff. Planner Taylor added that building permits for the renovations are being reviewed and the business hopes to be open by next spring. Councilmembers noted the remodeling efforts will enhance the area, especially in the rear of the building. Planner Taylor stated that a condition of approval was added to require a special event application for outdoor entertainment and activity beyond the regular restaurant operations, due to residents' noise concerns with a nearby restaurant. Staff will be working with city restaurants and bars to educate them on noise ordinances and the need for a special event application, to provide consistency for all businesses.

Councilmember McGann introduced the following resolution and moved its adoption:

Resolution 13-24

RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) FOR OUTDOOR SEATING AND USE ASSOCIATED WITH THE PROPOSED RESTAURANT/CAFÉ AND A VARIANCE TO ALLOW A REAR ADDITION TO THE EXISTING BUILDING ON THE PROPERTY LOCATED AT 320 5TH AVENUE NORTH

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Consider revisions to Appendix D – Fee schedule of the Bayport City Code of Ordinances:

Administrator Martin reviewed the proposed changes to the 2014 fee schedule, noting the majority of the proposed changes are text amendments or a result of an increase in administrative costs. Discussion followed on adding a flat \$250.00 fee for engineering plan review versus billing for costs incurred, and it was noted that it is more efficient for both the applicant and staff to have an established fee submitted with the permit application. In addition to the city engineer's charge, city staff spends time coordinating the review amongst departments and with outside agencies, e.g., the Department of Natural Resources.

Councilmember Carlson introduced the following ordinance and moved its adoption:

Ordinance #837

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

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

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

Consider an amendment to Chapter 58 of the Bayport City Code of Ordinances related to the renewal of gas and electric franchise fees: Administrator Martin stated the city began collecting a franchise fee on gas and electric utility accounts in coordination with Xcel Energy in February 2011 and the current agreement sunsets December 31, 2013. Xcel Energy is proposing an extension of the agreement, with no changes to the original agreement fee structure or language. The city could amend or cancel the franchise fees as it sees fit throughout the term of the franchise agreement that expires in 2028. He noted the city collects approximately \$50,000.00 each year from the agreement, which is deposited into the general fund, and reduces the amount the city may need to levy. Staff recommended approval of the agreements. Mayor St. Ores stated the franchise fee also allows the city to generate revenue from non-taxable properties, which helps offset the fees collected from residential and business properties. Attorney Pratt clarified that the 2028 sunset date for the franchise agreement is defined in Chapter 58-227, Subd. a, of city code and the proposed ordinances amend only one section of the code relating to franchise fees.

Councilmember Carlson introduced the following ordinance and moved its adoption:

Ordinance #838

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 58, UTILITIES, ARTICLE VIII, GAS FRANCHISE
OF THE BAYPORT CITY CODE**

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

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

Councilmember Carlson introduced the following ordinance and moved its adoption:

Ordinance #839

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 58, UTILITIES, ARTICLE VII, ELECTRIC FRANCHISE
OF THE BAYPORT CITY CODE**

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

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

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Hanson thanked Susan Beyers and Glenn Crain for their donations as noted on the consent agenda.

2. Councilmember Carlson thanked Fire and Police Department personnel and Library staff for providing a fun and safe Halloween night throughout the city.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:32 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: NOVEMBER 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 %
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,663,419.00	\$2,232.36	\$1,661,186.64	99.87%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$5,500.00	\$5,932.00	-\$432.00	-7.85%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$96,750.00	\$203,713.65	-\$106,963.65	-110.56%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$96,100.00	\$86,422.11	\$9,677.89	10.07%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$396,011.93	-\$15,133.93	-3.97%
DEPT 43100 STREET MAINT	\$5,000.00	\$5,807.50	-\$807.50	-16.15%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$754.25	-\$754.25	0.00%
DEPT 43200 PARKS	\$27,500.00	\$25,016.69	\$2,483.31	9.03%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$98,086.34	-\$98,086.34	0.00%
DEPT 43300 CEMETERY	\$10,000.00	\$14,165.00	-\$4,165.00	-41.65%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,285,147.00	\$838,141.83	\$1,447,005.17	63.32%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$470.00	\$489.21	-\$19.21	-4.09%
DEPT 41200 MAYOR & COUNCIL	\$141,451.00	\$188,707.24	-\$47,256.24	-33.41%
DEPT 41240 RECYCLING	\$7,200.00	\$2,103.09	\$5,096.91	70.79%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$117,043.84	\$24,368.16	17.23%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$220,503.00	\$209,739.26	\$10,763.74	4.88%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$34,100.53	\$4,949.47	12.67%
DEPT 42100 POLICE	\$719,313.00	\$632,104.95	\$87,208.05	12.12%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$763,225.02	-\$324,306.02	-73.89%
DEPT 43100 STREET MAINT	\$267,714.00	\$258,729.62	\$8,984.38	3.36%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$28,459.49	\$1,540.51	5.14%
DEPT 43200 PARKS	\$58,241.00	\$54,603.18	\$3,637.82	6.25%
DEPT 43300 CEMETERY	\$7,475.00	\$23,311.81	-\$15,836.81	-211.86%
DEPT 44100 PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
Total Expenditure Accounts	\$2,151,348.00	\$2,312,617.24	\$161,269.24	-7.50%

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CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

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NOVEMBER 2013

	2013 YTD Budget	NOVEMBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,285,147.00	\$33,760.45	\$838,141.83	\$1,447,005.17	36.68%
Expenditure	\$2,151,348.00	\$175,811.78	\$2,312,617.24	-\$161,269.24	107.50%
		<u>-\$142,051.33</u>	<u>-\$1,474,475.41</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	\$480.00	-\$480.00	0.00%
		<u>\$0.00</u>	<u>-\$480.00</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	\$20,112.89	-\$20,112.89	0.00%
Expenditure	\$0.00	\$0.00	\$18,378.07	-\$18,378.07	0.00%
		<u>\$0.00</u>	<u>\$1,734.82</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	\$5,037.00	\$7,711.59	-\$7,711.59	0.00%
Expenditure	\$0.00	\$0.00	-\$7,869.57	\$7,869.57	0.00%
		<u>\$5,037.00</u>	<u>\$15,581.16</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 2013

	2013 YTD Budget	NOVEMBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	-\$6,837.21	\$6,837.21	0.00%
Expenditure	\$0.00	\$0.00	\$162,426.26	-\$162,426.26	0.00%
		\$0.00	-\$169,263.47		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$5,250.00	\$36,943.50	-\$36,943.50	0.00%
Expenditure	\$0.00	\$920.63	\$30,591.23	-\$30,591.23	0.00%
		\$4,329.37	\$6,352.27		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$287,230.00	\$1,538.25	\$203,876.99	\$83,353.01	70.98%
Expenditure	\$287,230.00	\$20,854.34	\$231,878.63	\$55,351.37	80.73%
		-\$19,316.09	-\$28,001.64		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$55,169.01	-\$55,169.01	0.00%
Expenditure	\$0.00	\$0.00	\$150,076.46	-\$150,076.46	0.00%
		\$0.00	-\$94,907.45		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

NOVEMBER 2013

	2012 YTD Budget	NOVEMBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$325,250.00	\$4,751.35	\$83,980.21	\$241,269.79	25.82%
Expenditure	\$491,628.76	\$26,492.35	\$359,591.86	\$132,036.90	73.14%
		-\$21,741.00	-\$275,611.65		
FUND 602 SEWER					
Revenue	\$0.00	\$1,600.00	\$27,488.51	-\$27,488.51	0.00%
Expenditure	\$773,754.76	\$49,207.23	\$496,073.80	\$277,680.96	64.11%
		-\$47,607.23	-\$468,585.29		
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	\$51,500.00	-\$51,500.00	0.00%
Expenditure	\$0.00	\$6,730.01	\$76,273.32	-\$76,273.32	0.00%
		-\$6,730.01	-\$24,773.32		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 999 ACCRUED INT PAYABLE					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		-\$228,079.29	-\$2,512,429.98		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 11/30/2013

FUND	FUND Descr	2013 Budget	2013 YTD Amt	2013 % of Budget	2013 % of Budget Remain
FUND 101	GENERAL	\$2,285,147.00	\$838,141.83	36.68%	63.32%
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	\$20,112.89	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$7,711.59	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	-\$6,837.21	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$36,943.50	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$0.00	0.00%	0.00%
FUND 211	LIBRARY	\$287,230.00	\$203,876.99	70.98%	29.02%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$55,169.01	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$325,250.00	\$83,980.21	25.82%	74.18%
FUND 602	SEWER	\$0.00	\$27,488.51	0.00%	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$51,500.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$2,897,627.00	\$1,318,087.32	45.49%	54.51%

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	11/26/13	\$86.55	3877	GAMBLING PROCEEDS CK # 7614	R 101-00000-32204 GAMBLIN
101	11/07/13	\$1.00	3851	NOTARY-NOT CITY BUSINESS CASH	R 101-00000-34105 USER FEE
101	11/07/13	\$120.00	3855	ASSESSMENT SEARCH CK # 10037	R 101-00000-34105 USER FEE
101	11/15/13	\$30.00	3866	ASSESSMENT SEARCH CK # 5847	R 101-00000-34105 USER FEE
101	11/26/13	\$30.00	3878	ASSESSMENT SEARCH CK # 91565	R 101-00000-34105 USER FEE
101	11/07/13	\$21.60	3854	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
101	11/26/13	\$100,000.00	3879	INVESTMENT REFUND & REIMBURSEMEN	G 101-11101 INVESTMENTS
101	11/12/13	\$2,435.00	3858	SAC CK # 575780	G 101-20102 S A C CHARGES
101	11/20/13	\$2,435.00	3872	SAC	G 101-20102 S A C CHARGES
101	11/05/13	\$3.68	3844	BUILDING SURCHARGE Budget Exteriors	G 101-20104 STATE SURCHA
101	11/05/13	\$5.00	3845	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/05/13	\$5.00	3846	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/07/13	\$57.83	3857	BUILDING SURCHARGE Planesman Constr	G 101-20104 STATE SURCHA
101	11/12/13	\$200.00	3858	BUILDING SURCHARGE CK # 575780	G 101-20104 STATE SURCHA
101	11/13/13	\$5.00	3861	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	11/13/13	\$5.00	3861	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	11/13/13	\$5.00	3863	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/13/13	\$0.50	3864	MECHANICAL SURCHARGE - COMMERCIA	G 101-20104 STATE SURCHA
101	11/19/13	\$5.00	3869	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/20/13	\$206.50	3872	BUILDING SURCHARGE DR Horton #5786	G 101-20104 STATE SURCHA
101	11/22/13	\$5.00	3873	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	11/21/13	\$34.62	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	11/05/13	\$997.72	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	11/14/13	\$0.62	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	11/05/13	\$84.86	3838	HEALTH PARTNERS CK # 1200518474	G 101-27109 HEALTH PARTN
101	11/05/13	\$58.34	3838	HEALTH SAVING ACCT. CK # 1200518474	G 101-27122 H S A
101	11/13/13	\$165.00	3862	FIRE (DUES & MEMBERSHIP REFUND) CK	E 101-41200-433 DUES & ME
101	11/05/13	\$50.00	3846	CONTRACTOR LICENSE - SPECIALTY	R 101-41910-32100 BUSINES
101	11/18/13	\$75.00	3859	SIGN PERMIT - TEMPORARY People's Con	R 101-41910-32200 NONBUSI
101	11/05/13	\$162.25	3844	BUILDING PERMIT Budget Exteriors #714	R 101-41910-32210 BUILDIN
101	11/05/13	\$7.75	3846	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/07/13	\$749.29	3857	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/07/13	\$1,152.75	3857	BUILDING PERMIT Planesman Constructio	R 101-41910-32210 BUILDIN
101	11/12/13	\$2,856.75	3858	BUILDING PERMIT CK # 575780	R 101-41910-32210 BUILDIN
101	11/12/13	\$1,856.89	3858	PLAN REVIEW CK # 575780	R 101-41910-32210 BUILDIN
101	11/13/13	\$250.00	3864	PLAN REVIEW CK # 55795	R 101-41910-32210 BUILDIN
101	11/20/13	\$1,907.59	3872	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/20/13	\$2,934.75	3872	BUILDING PERMIT DR Horton #578660	R 101-41910-32210 BUILDIN
101	11/05/13	\$5.00	3844	EPA	R 101-41910-32211 EPA
101	11/13/13	\$75.00	3861	PLUMBING PERMIT - RESIDENTIAL CK #	R 101-41910-32220 PLUMBIN
101	11/13/13	\$75.00	3861	PLUMBING PERMIT - RESIDENTIAL CK #	R 101-41910-32220 PLUMBIN
101	11/22/13	\$75.00	3873	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	11/05/13	\$75.00	3845	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	11/05/13	\$75.00	3846	MECHANICAL PERMIT - RESIDENTIAL St.P	R 101-41910-32230 MECHANI
101	11/13/13	\$75.00	3863	MECHANICAL PERMIT - RESIDENTIAL CK	R 101-41910-32230 MECHANI
101	11/13/13	\$1,000.00	3864	MECHANICAL PERMIT - COMMERCIAL CK	R 101-41910-32230 MECHANI
101	11/19/13	\$75.00	3869	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	11/18/13	\$500.00	3868	VACANT BUILDING REGISTRATION BRUC	R 101-41910-34100 P & Z PE
101	11/20/13	\$500.00	3871	VACANT BUILDING REGISTRATION Netwo	R 101-41910-34100 P & Z PE
101	11/26/13	\$886.00	3880	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	11/05/13	\$0.75	3841	POLICE REPORTS	R 101-42100-34201 POLICE A
101	11/06/13	\$8.75	3850	POLICE REPORTS Excel Insurance Service	R 101-42100-34201 POLICE A

**CITY OF BAYPORT
MONTHLY RECEIPTS**

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	11/15/13	\$0.47	3865	POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	11/25/13	\$3,230.89	16734	OCT 2013 TRAIL COURT/POLICE DEPT.	R 101-42100-35101 COURT FI
101	11/05/13	\$27.00	3842	DONATIONS POLICE (U/N) CASH	R 101-42100-36231 DONATIO
101	11/05/13	\$250.00	3843	DONATIONS POLICE (U/N) McGann Famil	R 101-42100-36231 DONATIO
101	11/25/13	\$560.00	16733	FIREFIGHTER TRAINING & EDUC REIMB	E 101-42200-105 FIRE RUNS,
101	11/07/13	\$20.00	3856	BURNING PERMIT MN Native Landscapes	R 101-42200-32200 NONBUSTI
101	11/13/13	\$137.98	3860	FIRE PROTECTION PERMITS CK # 56720	R 101-42200-32200 NONBUSTI
101	11/19/13	\$18.67	3867	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	11/19/13	\$466.74	3870	PARK FIELD-COURT RENTAL FEE Paul Sch	R 101-43200-34780 PARK FEE
101	10/30/13	\$14,002.33	3837	ANDERSEN WINDOWS PARKING LEASE C	R 101-43200-36220 RENTAL I
101	10/30/13	\$15.00	3840	CEMETERY - TRANSFER TITLE Dale Carmi	R 101-43300-34940 CEMETER
101	11/22/13	\$75.00	3875	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
FUND 101 GENER		\$141,236.42			
FUND 202 DRUG FORFEITURE					
202	11/25/13	\$5,037.00	16732	AUCTION OL 110713	R 202-42102-36249 DRUG FO
FUND 202 DRUG		\$5,037.00			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	11/14/13	\$14.24	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	11/14/13	\$105.51	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/14/13	\$606.18	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	11/26/13	\$62.14	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/14/13	\$285.52	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/12/13	\$4.67	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/05/13	\$349.39	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/05/13	\$150.65	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/13	\$7.23	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/13	\$39.38	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/05/13	\$7,152.16	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	11/21/13	\$30.47	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/12/13	\$41.59	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/13	\$0.88	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/25/13	\$30.90	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/21/13	\$22.81	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/14/13	\$16.70	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	11/26/13	\$15.20	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$8,935.62			
FUND 207 PARK IMPROVEMENT FUND					
207	11/06/13	\$3,250.00	3853	PARK DEDICATION CK # 8987	R 207-00000-34780 PARK FEE
207	11/12/13	\$1,000.00	3858	PARK DEDICATION CK # 575780	R 207-00000-34780 PARK FEE
207	11/20/13	\$1,000.00	3872	PARK DEDICATION	R 207-00000-34780 PARK FEE
FUND 207 PARK I		\$5,250.00			
FUND 211 LIBRARY					
211	11/26/13	\$9.94	3874	LIBRARY SERVICE CHARGE CK # 4465	R 211-45500-34760 LIBRARY
211	11/26/13	\$6.00	3874	LIBRARY SERVICE CHARGE CK # 2348	R 211-45500-34760 LIBRARY
211	11/26/13	\$36.00	3874	LIBRARY SERVICE CHARGE CK # 20352	R 211-45500-34760 LIBRARY
211	11/26/13	\$1.40	3874	LIBRARY SERVICE CHARGE CK # 4746	R 211-45500-34760 LIBRARY
211	11/26/13	\$430.00	3874	LIBRARY RENT CK # 297624	R 211-45500-36220 RENTAL I
211	11/26/13	\$40.00	3874	LIBRARY DONATIONS CK # 18126	R 211-45500-36230 DONATIO
211	11/26/13	\$1,014.91	3874	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
FUND 211 LIBRA		\$1,538.25			

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 601 WATER					
601	11/04/13	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/12/13	\$4.77	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/25/13	\$1.17	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/25/13	\$1,029.77	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/25/13	\$6.70	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/04/13	\$1.27	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/12/13	\$12.39	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/12/13	\$602.95	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/04/13	\$98.73	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/12/13	\$297.93	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/25/13	\$3.11	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/26/13	\$4.77	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/26/13	\$8.27	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/26/13	\$1,024.51	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/14/13	\$4.77	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	11/05/13	\$100.03	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/05/13	\$4,966.39	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/14/13	\$7.47	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	11/14/13	\$174.74	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	11/05/13	\$54.91	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/21/13	\$5.90	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/14/13	\$4,177.89	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/04/13	\$196.23	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/14/13	\$80.14	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/21/13	\$24.24	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/21/13	\$680.44	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/25/13	\$257.09	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/25/13	\$2.63	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/14/13	\$40.29	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	11/12/13	\$2.07	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/14/13	\$15.57	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	11/12/13	\$1,200.00	3858	WATER CONNECTION - OVER 1 IN CK # 5	R 601-46120-34601 WATER H
601	11/20/13	\$1,200.00	3872	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	11/22/13	\$1,200.00	3873	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	11/12/13	\$350.00	3858	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/20/13	\$350.00	3872	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/22/13	\$350.00	3873	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/26/13	\$33.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/05/13	\$32.56	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/14/13	\$5.79	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/06/13	\$30.00	3852	WATER SHUTOFF - BUS HRS CASH	R 601-46120-37110 WATER R
FUND 601 WATE		\$18,643.49			
FUND 602 SEWER					
602	11/26/13	\$8.27	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/26/13	\$162.14	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/14/13	\$60.29	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/25/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	11/25/13	\$4.93	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/25/13	\$79.39	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/25/13	\$7.33	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/21/13	\$12.04	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	11/21/13	\$253.74	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/14/13	\$194.98	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	11/14/13	\$1,177.88	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/05/13	\$1,693.62	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/14/13	\$5,051.50	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	11/14/13	\$7.47	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	11/12/13	\$2.59	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/12/13	\$52.36	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/05/13	\$59,601.35	0	UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLING
602	11/05/13	\$83.21	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/12/13	\$800.00	3858	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	11/20/13	\$800.00	3872	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
FUND 602 SEWER		<u>\$89,120.62</u>			
		\$269,761.40			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2013

11 Month = 91.74

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$470.00	\$489.21	-\$19.21	-4.09%
41200	MAYOR & COUNCIL	\$141,451.00	\$188,707.24	-\$47,256.24	-33.41%
41240	RECYCLING	\$7,200.00	\$2,103.09	\$5,096.91	70.79%
41400	ADMINISTRATION	\$141,412.00	\$117,043.84	\$24,368.16	17.23%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJEC	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$220,503.00	\$209,739.26	\$10,763.74	4.88%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$34,100.53	\$4,949.47	12.67%
42100	POLICE	\$719,313.00	\$632,104.95	\$87,208.05	12.12%
42200	FIRE PROTECTION	\$438,919.00	\$763,225.02	-\$324,306.02	-73.89%
43100	STREET MAINT	\$267,714.00	\$258,729.62	\$8,984.38	3.36%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$28,459.49	\$1,540.51	5.14%
43200	PARKS	\$58,241.00	\$54,603.18	\$3,637.82	6.25%
43300	CEMETERY	\$7,475.00	\$23,311.81	-\$15,836.81	-211.86%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
FUND 101 GENERAL		\$2,151,348.00	\$2,312,617.24	-\$161,269.24	-7.50%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$0.00	\$0.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$287,230.00	\$231,878.63	\$55,351.37	19.27%
FUND 211 LIBRARY		\$287,230.00	\$231,878.63	\$55,351.37	19.27%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2013

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11 Month = 91.74

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$878.62	-\$878.62	0.00%
44151	TCE WATER MAIN IMPROVEME	\$0.00	\$53,145.20	-\$53,145.20	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$42,549.42	\$4,900.58	10.33%
46120	WATER	\$444,178.76	\$263,018.62	\$181,160.14	40.79%
FUND 601 WATER		\$491,628.76	\$359,591.86	\$132,036.90	26.86%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$163,148.79	\$210,605.97	56.35%
46990	SEWER - NON-OPERATING	\$400,000.00	\$332,925.01	\$67,074.99	16.77%
FUND 602 SEWER		\$773,754.76	\$496,073.80	\$277,680.96	35.89%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2013

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11 Month = 91.74

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$844.38	-\$844.38	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$5,694.84	-\$5,694.84	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$694.83	-\$694.83	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$464.00	-\$464.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$1,228.07	-\$1,228.07	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$913.87	-\$913.87	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$1,038.01	-\$1,038.01	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$63,722.97	-\$63,722.97	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$773.19	-\$773.19	0.00%
80047	JANE KEYES	\$0.00	\$871.97	-\$871.97	0.00%
80048	KAEMMER/VRAMBOU	\$0.00	\$27.19	-\$27.19	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$76,273.32	-\$76,273.32	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2013

11 Month = 91.74

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,703,961.52	\$3,476,434.85	\$227,526.67	6.14%

CITY OF BAYPORT
MONTHLY EXPENSES 1136490-1136591

Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
TAYLOR, SARA	101	11/26/13	\$19.21	E	41100	220	ELECTIONS MILEAGE REI	OPERATING SUPP	1136585
DEPT 41100 ELECTIONS			\$19.21						
DEPT 41200 MAYOR & COUNCIL									
LEAGUE OF MN CITIES IN	101	11/06/13	\$8.38	E	41200	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
ECKBERG, LAMMERS, BRI	101	11/26/13	\$400.00	E	41200	300	MEETINGS	PROF SER-LEGAL	1136554
ECKBERG, LAMMERS, BRI	101	11/26/13	\$1,906.75	E	41200	300	BUILDING OFFICIAL APP	PROF SER-LEGAL	1136554
ECKBERG, LAMMERS, BRI	101	11/26/13	\$1,573.25	E	41200	300	GENERAL MATERS	PROF SER-LEGAL	1136554
ECKBERG, LAMMERS, BRI	101	11/26/13	\$210.25	E	41200	300	243 3RD ST. N - LYNN M	PROF SER-LEGAL	1136554
ECKBERG, LAMMERS, BRI	101	11/26/13	\$384.25	E	41200	300	CITY ADMINISTRATOR R	PROF SER-LEGAL	1136554
ECKBERG, LAMMERS, BRI	101	11/26/13	\$43.50	E	41200	300	206 5TH ST ZONING VIO	PROF SER-LEGAL	1136554
S E H	101	11/26/13	\$336.30	E	41200	301	7TH ST N VACATION INV	PROF SER-ENGIN	1136579
S E H	101	11/26/13	\$538.06	E	41200	301	STAFF MTGS	PROF SER-ENGIN	1136579
S E H	101	11/26/13	\$74.10	E	41200	301	PREP & ATTEN CC MTGS	PROF SER-ENGIN	1136579
SPRINGSTED INCORPORA	101	11/26/13	\$375.00	E	41200	302	POSITION REVIEW (FINA	CONTRACT SERVI	1136582
LOUCKS ASSOCIATES	101	11/26/13	\$330.00	E	41200	302	MAIN STREET DESIGN	CONTRACT SERVI	1136566
COMPLETE HEALTH ENVI	101	11/26/13	\$350.00	E	41200	306	OCT 2013 MAINTENANCE	PROF SER-OTHER	1136551
ECM PUBLISHERS, INC.	101	11/26/13	\$12.68	E	41200	350	ORDINANCE 837	PRINTING & PUBL	1136555
ECM PUBLISHERS, INC.	101	11/26/13	\$15.85	E	41200	350	ORDINANCES 838 & 839	PRINTING & PUBL	1136555
LEAGUE OF MINNESOTA C	101	11/26/13	\$315.00	E	41200	402	2014 LEADERSHIP/PATRI	CONFERENCES &	1136564
DEPT 41200 MAYOR & COUNCIL			\$6,873.37						
DEPT 41240 RECYCLING									
HULTGREN, TRAVIS AND	101	11/26/13	\$30.00	E	41240	370	RECYCLING RECIPIENT P	RECYCLING INCE	1136559
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
LEAGUE OF MN CITIES IN	101	11/06/13	\$14.97	E	41400	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
WELLS FARGO HBS	101	11/04/13	\$170.00	E	41400	306	3RD QTR. 2013 ADMINIS	PROF SER-OTHER	1136513
NEOPOST	101	11/26/13	\$50.00	E	41400	322	ANNUAL POSTAGE ACH F	POSTAGE	1136572
TAYLOR, SARA	101	11/26/13	\$23.73	E	41400	400	ADMIN MISC MILEAGE R	USE OF PERSONA	1136585
TAYLOR, SARA	101	11/26/13	\$126.56	E	41400	402	ADMIN TRAINING -MILE	CONFERENCES &	1136585
TR COMPUTER SALES LLC	101	11/26/13	\$75.00	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
LOFFLER BUSINESS SYST	101	11/26/13	\$178.92	E	41400	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
BANYON DATA SYSTEMS	101	11/26/13	\$483.56	E	41400	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
TR COMPUTER SALES LLC	101	11/25/13	\$30.00	E	41400	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
DEPT 41400 ADMINISTRATION			\$1,152.74						
DEPT 41910 PLANNING & ZONING									
HOLIDAY FLEET	101	11/06/13	\$187.44	E	41910	212	OCTOBER 2013 FUEL	MOTOR FUELS & L	1136499
ECKBERG, LAMMERS, BRI	101	11/26/13	\$1,537.00	E	41910	300	PLANNING COMMISSION	PROF SER-LEGAL	1136554
S E H	101	11/26/13	\$252.24	E	41910	301	GREGG ELLINGSON	PROF SER-ENGIN	1136579
S E H	101	11/26/13	\$168.15	E	41910	301	CERT LOT 4 BLK 2 INSPI	PROF SER-ENGIN	1136579
TAYLOR, SARA	101	11/26/13	\$6.22	E	41910	400	PLANNING TRAINING &	USE OF PERSONA	1136585
TAYLOR, SARA	101	11/26/13	\$143.51	E	41910	402	PLANNING TRAINING &	CONFERENCES &	1136585
BANYON DATA SYSTEMS	101	11/26/13	\$402.97	E	41910	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
TR COMPUTER SALES LLC	101	11/25/13	\$25.00	E	41910	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
TR COMPUTER SALES LLC	101	11/26/13	\$62.50	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
LOFFLER BUSINESS SYST	101	11/26/13	\$149.10	E	41910	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
DEPT 41910 PLANNING & ZONING			\$2,934.13						
DEPT 41940 MUNICIPAL BUILDINGS									
JOHNSON, CHAD	101	11/26/13	\$325.00	E	41940	302	NOVEMBER 2013 CLEANI	CONTRACT SERVI	1136562

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JOHNSON, CHAD	101	11/04/13	\$325.00	E	41940	302	OCT. 2013 CLEANING SE	CONTRACT SERVI	1136500
OFFICE OF ENT TECHNOL	101	11/26/13	\$460.74	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1136575
COMCAST	101	11/25/13	\$60.55	E	41940	321	DECEMBER 2013 HIGHSP	COMMUNICATION	1136549
XCEL	101	11/04/13	\$704.97	E	41940	380	SEPT./OCT 2013 GAS & E	ELECTRIC SERVIC	1136514
XCEL	101	11/04/13	\$113.45	E	41940	381	SEPT./OCT 2013 GAS & E	FUEL FOR HEAT	1136514
ELECTRO WATCHMAN, IN	101	11/26/13	\$128.25	E	41940	420	12-1-13 to 2-28-14 SERV	R & M BLDGS, ST	1136556
DEPT 41940 MUNICIPAL BUILDING			\$2,117.96						
DEPT 42100 POLICE									
LEAGUE OF MN CITIES IN	101	11/06/13	\$128.89	E	42100	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
UNIFORMS UNLIMITED	101	11/13/13	\$146.82	E	42100	211	UNIFORMS-J MILLER/PO	UNIFORMS - MILL	1136528
WASHINGTON COUNTY S	101	11/13/13	\$2,084.38	E	42100	212	OCT. 2013 FUEL/POLICE	MOTOR FUELS & L	1136530
STILLWATER TOWING IN	101	11/04/13	\$133.59	E	42100	220	2011 JEEP CHERROKEE/P	OPERATING SUPP	1136508
ECKBERG, LAMMERS, BRI	101	11/06/13	\$2,365.12	E	42100	300	OCT 2013 PROSECUTION	PROF SER-LEGAL	1136495
ECKBERG, LAMMERS, BRI	101	11/26/13	\$79.75	E	42100	300	HUNTER SMITH POLICE	PROF SER-LEGAL	1136554
BAYPORT PRINTING HOU	101	11/13/13	\$550.40	E	42100	306	CITATION BOOK/POLICE	PROF SER-OTHER	1136516
VERIZON WIRELESS	101	11/13/13	\$66.22	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1136529
VERIZON WIRELESS	101	11/13/13	\$105.03	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1136529
THOMAS REUTERS - WES	101	11/13/13	\$130.90	E	42100	321	OCT. 2013 INFORMATIO	COMMUNICATION	1136527
APPLE GLASS	101	11/25/13	\$324.40	E	42100	412	REPLACE WINDSHIELD -	REP & MAINT VEH	1136540
CENTURY AVENUE COLLIS	101	11/26/13	\$4,477.37	E	42100	412	REPAIR 202 VOLKSWAGE	REP & MAINT VEH	1136548
BAYPORT TRANSMISSION	101	11/26/13	\$53.57	E	42100	412	2004 TAHOE CHEV/POLI	REP & MAINT VEH	1136543
BAYPORT TRANSMISSION	101	11/13/13	\$26.78	E	42100	412	2011 CHEV TAHOE/POLI	REP & MAINT VEH	1136517
BAYPORT TRANSMISSION	101	11/26/13	\$26.75	E	42100	412	2013 DODGE CHARGER/	REP & MAINT VEH	1136543
TR COMPUTER SALES LLC	101	11/25/13	\$25.00	E	42100	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
LOFFLER BUSINESS SYST	101	11/26/13	\$149.10	E	42100	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
TR COMPUTER SALES LLC	101	11/26/13	\$62.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
BANYON DATA SYSTEMS	101	11/26/13	\$402.97	E	42100	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
MINNESOTA CHIEFS OF P	101	11/25/13	\$230.00	E	42100	433	2014 DUES/POLICE DEPT	DUES & MEMBERS	1136570
DEPT 42100 POLICE			\$11,569.54						
DEPT 42200 FIRE PROTECTION									
LEAGUE OF MN CITIES IN	101	11/06/13	\$146.22	E	42200	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
MENARDS-STILLWATER	101	11/13/13	\$3.97	E	42200	201	OPERATING SUPPLIES/FI	OFFICE SUPPLIES	1136525
ASPEN MILLS INC	101	11/13/13	\$60.22	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	1136515
HOLIDAY FLEET	101	11/06/13	\$122.08	E	42200	212	OCTOBER 2013 FUEL	MOTOR FUELS & L	1136499
HOLIDAY FLEET	101	11/06/13	\$1,107.66	E	42200	212	OCTOBER 2013 FUEL	MOTOR FUELS & L	1136499
FOREMOST PROMOTIONS	101	11/13/13	\$1,245.00	E	42200	217	PROMOTION MATERIAL/	MATERIALS & PR	1136519
U S BANK VISA	101	11/04/13	\$66.27	E	42200	220	GRAND PIZZA	OPERATING SUPP	1136510
U S BANK VISA	101	11/04/13	\$43.42	E	42200	220	PIZZA MAN	OPERATING SUPP	1136510
U S BANK VISA	101	11/04/13	\$117.61	E	42200	220	WAL-MART	OPERATING SUPP	1136510
U S BANK VISA	101	11/04/13	\$9.00	E	42200	220	FLEETIO	OPERATING SUPP	1136510
U S BANK VISA	101	11/04/13	\$38.00	E	42200	220	PIZZA MAN	OPERATING SUPP	1136510
JOHNSON, CHAD	101	11/04/13	\$175.00	E	42200	306	OCT. 2013 CLEANING SE	PROF SER-OTHER	1136500
JOHNSON, CHAD	101	11/26/13	\$175.00	E	42200	306	CLEANING SERVICE/FIRE	PROF SER-OTHER	1136562
VERIZON WIRELESS	101	11/13/13	\$184.79	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1136529
VERIZON WIRELESS	101	11/04/13	\$80.04	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1136512
XCEL	101	11/04/13	\$508.06	E	42200	380	SEPT./OCT 2013 GAS & E	ELECTRIC SERVIC	1136514
XCEL	101	11/04/13	\$145.28	E	42200	381	SEPT./OCT 2013 GAS & E	FUEL FOR HEAT	1136514
U S BANK VISA	101	11/04/13	\$220.00	E	42200	402	MN STATE FIRE CHIEFS	CONFERENCES &	1136510
SEVERSON, JASON	101	11/04/13	\$103.96	E	42200	402	MILEAGE CONFERENCE R	CONFERENCES &	1136507
U S BANK VISA	101	11/04/13	\$488.00	E	42200	402	MN STATE FIRE CHIEFS	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$268.64	E	42200	402	INN LAKE SUPERIOR	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$875.40	E	42200	402	DOUBLE TREE	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$554.64	E	42200	402	DOUBLE TREE	CONFERENCES &	1136510

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W.I.T.C.	101	11/25/13	\$1,297.00	E	42200	402	CONFINED SPACE RESCU	CONFERENCES &	1136589
U S BANK VISA	101	11/04/13	\$52.93	E	42200	402	MICHAELS SUPPER CLUB	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$268.64	E	42200	402	INN LAKE SUPERIOR	CONFERENCES &	1136510
HENNEPIN TECHNICAL CO	101	11/13/13	\$300.00	E	42200	402	J EISINGER BLDG CONST	CONFERENCES &	1136522
U S BANK VISA	101	11/04/13	\$63.07	E	42200	402	CITY CAFÉ	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$75.11	E	42200	402	CITY CAFÉ	CONFERENCES &	1136510
GALLOWITZ, MIKE	101	11/04/13	\$103.96	E	42200	402	MILEAGE CONFERENCE R	CONFERENCES &	1136497
U S BANK VISA	101	11/04/13	\$325.22	E	42200	402	DOUBLE TREE	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$242.80	E	42200	402	DOUBLE TREE	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$242.80	E	42200	402	DOUBLE TREE	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$583.60	E	42200	402	DOUBLE TREE	CONFERENCES &	1136510
U S BANK VISA	101	11/04/13	\$80.40	E	42200	402	BILOTTIS ITALIAN	CONFERENCES &	1136510
DIVERSIFIED INPECTIONS	101	11/26/13	\$1,424.00	E	42200	412	2108 PIERCE/FIRE DEPT.	REP & MAINT VEH	1136553
U S BANK VISA	101	11/04/13	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	1136510
LINNER ELECTRIC	101	11/13/13	\$273.00	E	42200	419	REPAIR/FIRE DEPT.	REPAIR & MAINT	1136524
FEDERAL SIGNAL CORP	101	11/13/13	\$321.38	E	42200	530	FEDERAL WARNING SYS	CAPITAL ASSETS	1136518
FEDERAL SIGNAL CORP	101	11/13/13	\$17,185.55	E	42200	530	FEDERAL WARNING SIRE	CAPITAL ASSETS	1136518
DEPT 42200 FIRE PROTECTION			\$29,599.14						
DEPT 43100 STREET MAINT									
WILLMARTH, QUINN	101	11/13/13	\$108.00	E	43100	050	11/7/13 TREE CUTTING/	SEASONAL/PART	1136531
LEAGUE OF MN CITIES IN	101	11/06/13	\$81.44	E	43100	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
HOLIDAY FLEET	101	11/06/13	\$143.20	E	43100	212	OCTOBER 2013 FUEL	MOTOR FUELS & L	1136499
YOCUM OIL CO	101	11/26/13	\$1,225.23	E	43100	212	LUBRICATING OILS/STRE	MOTOR FUELS & L	1136590
SHERWIN WILLIAMS LC	101	11/26/13	\$29.86	E	43100	220	TRAFFIC PAINT/STREET	OPERATING SUPP	1136581
T. R. F. SUPPLY	101	11/26/13	\$884.92	E	43100	220	OPERATING SUPPLIES/S	OPERATING SUPP	1136584
CARQUEST OF STILLWAT	101	11/06/13	\$27.00	E	43100	220	HAND CLEARNER/STREE	OPERATING SUPP	1136493
BRYAN ROCK PRODUCTS I	101	11/26/13	\$1,143.43	E	43100	220	LIMEROCK GRAVEL/STRE	OPERATING SUPP	1136545
MENARDS-STILLWATER	101	11/06/13	\$53.73	E	43100	220	DRIVEWAY MARKERS/ST	OPERATING SUPP	1136503
ZEP SALES & SERVICES	101	11/26/13	\$557.40	E	43100	225	ICE MELT/STREET DEPT.	SALT & SAND PUR	1136591
NORTH AMERICAN SALT C	101	11/26/13	\$1,950.53	E	43100	225	WINTER ROAD SALT/STR	SALT & SAND PUR	1136573
MENARDS-STILLWATER	101	11/25/13	\$35.72	E	43100	410	LANDSCAPE FABRIC/STR	REPAIR & MAINT	1136567
BOYER TRUCKS	101	11/06/13	\$449.90	E	43100	412	PARTS TRUCK #5/STREE	REP & MAINT VEH	1136492
CARQUEST OF STILLWAT	101	11/06/13	\$12.96	E	43100	412	HOSE REPAIR/STREET D	REP & MAINT VEH	1136493
FREDS TIRE	101	11/06/13	\$63.29	E	43100	412	FLAT REPAIR - SWEEPER	REP & MAINT VEH	1136496
RAM HYDRAULICS	101	11/26/13	\$188.75	E	43100	412	HYD HOSE (PARTS)STRE	REP & MAINT VEH	1136578
RAM HYDRAULICS	101	11/26/13	\$105.38	E	43100	412	PARTS (SANDER) STREE	REP & MAINT VEH	1136578
NORTHERN ENGINE & SU	101	11/26/13	\$61.30	E	43100	412	EXHAUST PARTS/STREET	REP & MAINT VEH	1136574
CROSS NURSERIES	101	11/06/13	\$1,913.06	E	43100	413	10 B & B TRESS/STREET	TREES	1136494
BANYON DATA SYSTEMS	101	11/26/13	\$80.59	E	43100	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
LOFFLER BUSINESS SYST	101	11/26/13	\$29.82	E	43100	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
TR COMPUTER SALES LLC	101	11/25/13	\$5.00	E	43100	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
TR COMPUTER SALES LLC	101	11/26/13	\$12.50	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
ALLIED BLACKTOP CO	101	11/06/13	\$1,903.07	E	43100	422	2013 SEAL COAT IMPRO	SEALCOATING	1136491
ACTION RENTAL	101	11/06/13	\$116.49	E	43100	431	STUMP GRINDER/STREE	RENTAL OF EQUIP	1136490
DEPT 43100 STREET MAINT			\$11,182.57						
DEPT 43160 STREET LIGHTING									
XCEL	101	11/04/13	\$2,542.44	E	43160	380	SEPT./OCT 2013 GAS & E	ELECTRIC SERVIC	1136514
DEPT 43160 STREET LIGHTING			\$2,542.44						
DEPT 43200 PARKS									
LEAGUE OF MN CITIES IN	101	11/06/13	\$21.79	E	43200	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
HOLIDAY FLEET	101	11/06/13	\$346.05	E	43200	212	OCTOBER 2013 FUEL	MOTOR FUELS & L	1136499
AMERICAN FLAGPOLE & F	101	11/26/13	\$358.25	E	43200	410	U.S. FLAGS/PARK DEPT.	REPAIR & MAINT	1136539

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TR COMPUTER SALES LLC	101	11/25/13	\$5.00	E	43200	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
BANYON DATA SYSTEMS	101	11/26/13	\$80.59	E	43200	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
LOFFLER BUSINESS SYST	101	11/26/13	\$29.82	E	43200	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
TR COMPUTER SALES LLC	101	11/26/13	\$12.50	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
ACTION RENTAL	101	11/06/13	\$44.89	E	43200	420	RENTAL AIR COMP./PAR	R & M BLDGS, ST	1136490
AIR FRESH PORTABLE TOI	101	11/25/13	\$78.75	E	43200	425	RIVERSIDE PARK	SATILLITIES	1136538
AIR FRESH PORTABLE TOI	101	11/25/13	\$11.22	E	43200	425	TENNIS CT & RIVERSIDE	SATILLITIES	1136538
AIR FRESH PORTABLE TOI	101	11/25/13	\$78.75	E	43200	425	TENNIS CT	SATILLITIES	1136538
DEPT 43200 PARKS			\$1,067.61						
DEPT 43300 CEMETERY									
BELLS TRUCKING INC	101	11/26/13	\$20,400.00	E	43300	530	REMOVE TOP SOIL/ CEM	CAPITAL ASSETS	1136544
DEPT 43300 CEMETERY			\$20,400.00						
FUND 101 GENERAL			\$89,488.71						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
LOUCKS ASSOCIATES	207	11/26/13	\$385.00	E	44100	306	PERRO PARK HOCKEY RI	PROF SER-OTHER	1136566
FITOL-HINTZ CONSTRUCT	207	11/26/13	\$535.63	E	44100	444	MATERIAL & LABOR/HOC	COMMUNITY PRO	1136557
DEPT 44100 PROJECT			\$920.63						
FUND 207 PARK IMPROVEMENT FUND			\$920.63						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
LEAGUE OF MN CITIES IN	211	11/06/13	\$9.39	E	45500	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
BAKER & TAYLOR	211	11/25/13	\$65.80	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$89.65	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$379.96	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$94.87	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$128.98	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$432.49	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$78.08	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$59.20	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$118.43	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$131.57	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
BAKER & TAYLOR	211	11/25/13	\$523.26	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136541
INNOVATIVE OFFICE SOL	211	11/25/13	\$73.29	E	45500	220	SUPPLIES/LIBRARY DEPT	OPERATING SUPP	1136561
DEMCO	211	11/25/13	\$107.40	E	45500	220	OPERATING MATERIAL/L	OPERATING SUPP	1136552
DEMCO	211	11/25/13	\$120.74	E	45500	220	OPERATING SUPPLIES/LI	OPERATING SUPP	1136552
SHARON SIPPEL	211	11/25/13	\$1,725.00	E	45500	302	CLEANNING SERVICE/LIB	CONTRACT SERVI	1136580
KINDER MELODIES	211	11/25/13	\$675.00	E	45500	302	SEPT./OCT. 2013 STORY	CONTRACT SERVI	1136563
COMCAST	211	11/25/13	\$90.55	E	45500	321	DEC 2013 HIGH-SPEED I	COMMUNICATION	1136549
TR COMPUTER SALES LLC	211	11/25/13	\$125.00	E	45500	321	COMPUTER CONSULTING	COMMUNICATION	1136587
OFFICE OF ENT TECHNOL	211	11/25/13	\$74.47	E	45500	321	PHONES/LIBRARY	COMMUNICATION	1136575
XCEL	211	11/04/13	\$815.99	E	45500	380	SEPT./OCT 2013 GAS & E	ELECTRIC SERVIC	1136514
XCEL	211	11/04/13	\$101.73	E	45500	381	SEPT./OCT 2013 GAS & E	FUEL FOR HEAT	1136514
TOSHIBA BUSINESS SOLU	211	11/26/13	\$36.92	E	45500	416	PARTS, LABOR, TONER/L	REPAIR/MAINT OF	1136586
PLUNKETT S PEST CONTR	211	11/26/13	\$393.70	E	45500	420	CRAWLING INSECTS & M	R & M BLDGS, ST	1136576
TRU GREEN CHEMLAWN	211	11/26/13	\$50.61	E	45500	420	LAWN PLAN/LIBRARY	R & M BLDGS, ST	1136588
COMMERCIAL STEAM TEA	211	11/26/13	\$971.79	E	45500	420	CARPET CLEANING/LIBR	R & M BLDGS, ST	1136550
ELECTRO WATCHMAN, IN	211	11/26/13	\$90.00	E	45500	420	12-1-13 to 2-28-14 SERV	R & M BLDGS, ST	1136556
DEPT 45500 LIBRARY			\$7,563.87						
FUND 211 LIBRARY			\$7,563.87						

CITY OF BAYPORT
MONTHLY EXPENSES 1136490-1136591

Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	11/04/13	\$1,823.81	E	46110	380	SEPT./OCT 2013 GAS & E	ELECTRIC SERVIC	1136514
XCEL	601	11/04/13	\$80.20	E	46110	381	SEPT./OCT 2013 GAS & E	FUEL FOR HEAT	1136514
DEPT 46110 WATER-PUMPHOUSE			\$1,904.01						
DEPT 46120 WATER									
LEAGUE OF MN CITIES IN	601	11/06/13	\$11.46	E	46120	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
HOLIDAY FLEET	601	11/06/13	\$331.63	E	46120	212	OCTOBER 2013 FUEL	MOTOR FUELS & L	1136499
HAWKINS WATER	601	11/06/13	\$35.00	E	46120	216	WATER TREATMENT-CH	CHEMICALS AND	1136498
MVTL	601	11/26/13	\$56.00	E	46120	216	SUPPLY & REPORT COLIF	CHEMICALS AND	1136571
MENARDS-STILLWATER	601	11/06/13	\$41.14	E	46120	220	OPERATING MATERIAL/	OPERATING SUPP	1136503
CCP INDUSTRIES	601	11/26/13	\$76.85	E	46120	220	OPERATING SUPPLIES/W	OPERATING SUPP	1136547
S E H	601	11/26/13	\$309.78	E	46120	301	BASE MAPPING UDATE	PROF SER-ENGIN	1136579
NARDINI FIRE EQUIPMEN	601	11/06/13	\$811.84	E	46120	302	FIRE EXTINGUISHER SER	CONTRACT SERVI	1136505
COMCAST	601	11/26/13	\$51.51	E	46120	302	NOV/DEC 2013 HIGH-SP	CONTRACT SERVI	1136549
ONE CALL CONCEPTS	601	11/06/13	\$185.40	E	46120	307	OCTOBER 2013 WATER L	GOPHER STATE O	1136506
XCEL	601	11/04/13	\$2,032.33	E	46120	380	SEPT./OCT 2013 GAS & E	ELECTRIC SERVIC	1136514
XCEL	601	11/04/13	\$166.01	E	46120	381	SEPT./OCT 2013 GAS & E	FUEL FOR HEAT	1136514
CARQUEST OF STILLWAT	601	11/25/13	\$73.93	E	46120	416	PARTS/WATER DEPT.	REPAIR/MAINT OF	1136546
TR COMPUTER SALES LLC	601	11/26/13	\$12.50	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
LOFFLER BUSINESS SYST	601	11/26/13	\$29.82	E	46120	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
TR COMPUTER SALES LLC	601	11/25/13	\$5.00	E	46120	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
BANYON DATA SYSTEMS	601	11/26/13	\$80.59	E	46120	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
HD SUPPLY FACILITIES M	601	11/25/13	\$238.22	E	46120	419	PLASTIC WATER LINE/W	REPAIR & MAINT	1136558
HAROLD WENDORF	601	11/13/13	\$121.04	E	46120	419	RESEED YARD/WATER D	REPAIR & MAINT	1136520
ELECTRO WATCHMAN, IN	601	11/26/13	\$96.19	E	46120	420	12-1-13 to 2-28-14 SERV	R & M BLDGS, ST	1136556
T. A. SCHIFSKY & SONS I	601	11/26/13	\$687.47	E	46120	421	BITUMINOUS HOT MIX/	REPAIR & MAINT	1136583
T. A. SCHIFSKY & SONS I	601	11/06/13	\$352.61	E	46120	421	BITUMINOUS HOTMIX/W	REPAIR & MAINT	1136509
BELLS TRUCKING INC	601	11/26/13	\$4,090.00	E	46120	421	RESERVOIR ROAD REPAI	REPAIR & MAINT	1136544
ACTION RENTAL	601	11/26/13	\$199.86	E	46120	431	EXCAVATOR RENTAL/WA	RENTAL OF EQUIP	1136537
MINNESOTA DEPT OF HEA	601	11/25/13	\$1,165.00	E	46120	434	4TH QTR. 2013 SERVICE	STATE FEES FOR	1136535
DEPT 46120 WATER			\$11,261.18						
FUND 601 WATER			\$13,165.19						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
LEAGUE OF MN CITIES IN	602	11/06/13	\$11.46	E	46200	150	2012/2013 FINAL AUDIT	WORKER S COMP	1136502
MENARDS-STILLWATER	602	11/06/13	\$52.04	E	46200	220	TIE DOWNS/SEWER DEP	OPERATING SUPP	1136503
S E H	602	11/26/13	\$669.98	E	46200	301	2013 SANITARY SEWER	PROF SER-ENGIN	1136579
S E H	602	11/26/13	\$309.78	E	46200	301	BASE MAPPING UPDATES	PROF SER-ENGIN	1136579
AIR FRESH PORTABLE TOI	602	11/25/13	\$74.99	E	46200	302	PUMPING INSPIRATION	CONTRACT SERVI	1136538
INFRATECH	602	11/26/13	\$5,197.10	E	46200	302	CONTRACT SEWER CLEA	CONTRACT SERVI	1136560
TR COMPUTER SALES LLC	602	11/26/13	\$12.50	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136587
LOFFLER BUSINESS SYST	602	11/26/13	\$29.85	E	46200	416	TONER RATE FEE	REPAIR/MAINT OF	1136565
BANYON DATA SYSTEMS	602	11/26/13	\$80.61	E	46200	416	WINFUND SUPPORT & W	REPAIR/MAINT OF	1136542
TR COMPUTER SALES LLC	602	11/25/13	\$5.00	E	46200	416	LOOK @IT SERVER MONI	REPAIR/MAINT OF	1136587
DEPT 46200 SEWER - OPERATING			\$6,443.31						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	11/26/13	\$30,265.91	E	46990	434	DECEMBER 2013 ANNUA	STATE FEES FOR	1136568
DEPT 46990 SEWER - NON-OPERAT			\$30,265.91						
FUND 602 SEWER			\$36,709.22						

CITY OF BAYPORT
MONTHLY EXPENSES 1136490-1136591

Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 803 P & Z ESCROWS									
DEPT 80027 CEMETARY - ST. MIKE S/ST. CHAR									
ECKBERG, LAMMERS, BRI	803	11/26/13	\$464.00	E	80027	300	ST. CHARLES CEMETERY	PROF SER-LEGAL	1136554
DEPT 80027 CEMETARY - ST. MIKE			\$464.00						
DEPT 80045 DRH-INSPIRATION PHASE II PLAT									
S E H	803	11/26/13	\$3,994.04	E	80045	301	INSPIRATION DEVELOP	PROF SER-ENGIN	1136579
PRAIRIE RESTORATIONS,	803	11/25/13	\$1,400.00	E	80045	302	INSPIRATION - D R HOR	CONTRACT SERVI	1136577
DEPT 80045 DRH-INSPIRATION PH			\$5,394.04						
DEPT 80047 JANE KEYES									
S E H	803	11/26/13	\$564.32	E	80047	301	JANE KEYS LOT SURVEY	PROF SER-ENGIN	1136579
S E H	803	11/26/13	\$307.65	E	80047	301	JANE KEYS LOT SURVEY-	PROF SER-ENGIN	1136579
DEPT 80047 JANE KEYES			\$871.97						
FUND 803 P & Z ESCROWS			\$6,730.01						
			\$154,577.63						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: November, 2013

Printed:11/26/2013

Page1 of 3

Permit Number: BP2013-92	Filing Date: 11/5/2013
Parcel Address: 472 2ND Ave. S.	BAYPORT, MN 55003
Applicant: BUDGET EXTERIORS INC	Applicant Phone: 952-887-1613
BUDGET EXTERIORS INC RESIDENTIAL BUILDER	
Construction Value: \$7,351.00	Total Fees: \$170.93

Permit Number: BP2013-93	Filing Date: 11/6/2013
Parcel Address: 449 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$413,000.00	Total Fees: \$10,833.84

Permit Number: BP2013-94	Filing Date: 11/19/2013
Parcel Address: 419 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$364,000.00	Total Fees: \$10,324.24

Permit Number: BP2013-95	Filing Date: 11/20/2013
Parcel Address: 515 LAKESIDE DRIVE S.	BAYPORT, MN 55003
Applicant: BELL'S TRUCKING, INC.	Applicant Phone: 651-439-6375
BELL'S TRUCKING, INC. SEWER & WATER	
Construction Value: \$3,000.00	Total Fees: \$90.00

Permit Number: BP2013-96	Filing Date: 11/26/2013
Parcel Address: 420 3rd Street N.	Bayport, MN 55003
Applicant: ROCKHARD CONSTRUCTION	Applicant Phone: 612-986-8989
ROCKHARD CONSTRUCTION SERVICES General	
Construction Value: \$2,250.00	Total Fees: \$338.39

Building Permit Log

For: November, 2013

Printed:11/26/2013

Page2 of 3

Permit Number: MC2013-74
Parcel Address: 437 PRAIRIE WAY S.
Applicant:SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$9,113.00

Filing Date: 11/5/2013
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: MC2013-75
Parcel Address: 408 7TH Street N.
Applicant:ST. PAUL PLUMBING AND
ST. PAUL PLUMBING AND HEATING
Construction Value:\$5,434.00

Filing Date: 11/6/2013
BAYPORT, MN 55003
Applicant Phone: 651-228-9200
Total Fees: \$80.00

Permit Number: MC2013-76
Parcel Address: 970 Pickett Street N.
Applicant:UNITED STATES MECHANICAL,
UNITED STATES MECHANICAL, INC.
Construction Value:\$100,000.00

Filing Date: 11/12/2013
Bayport, MN 55003
Applicant Phone: 763-780-9030
Total Fees: \$1,250.50

Permit Number: MC2013-77
Parcel Address: 437 PRAIRIE WAY S.
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$1,000.00

Filing Date: 11/13/2013
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2013-78
Parcel Address: 431 PRAIRIE WAY S.
Applicant:SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$9,698.00

Filing Date: 11/19/2013
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: PL2013-62
Parcel Address: 410 PRAIRIE WAY S.
Applicant:SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value:\$10,200.00

Filing Date: 11/13/2013
BAYPORT, MN 55003
Applicant Phone: 651-319-4103
Total Fees: \$80.00

Building Permit Log

For: November, 2013

Printed:11/26/2013

Page3 of 3

Permit Number: PL2013-63	Filing Date: 11/13/2013
Parcel Address: 434 PRAIRIE WAY S.	BAYPORT, MN 55003
Applicant: SILVER TREE PLUMBING & SILVER TREE PLUMBING & HEATING, LLC	Applicant Phone: 651-319-4103
Construction Value: \$8,500.00	Total Fees: \$80.00

Permit Number: PL2013-64	Filing Date: 11/19/2013
Parcel Address: 582 4th St. N.	Bayport, MN 55003
Applicant: THOENNES PLUMBING THOENNES PLUMBING Plumber	Applicant Phone: 651-436-8611
Construction Value: \$1,000.00	Total Fees: \$80.00

Permit Number: PL2013-65	Filing Date: 11/12/2013
Parcel Address: 15283 34TH Street N.	STILLWATER, MN 55082
Applicant: DERRICK CUSTOM HOMES, LLC DERRICK CUSTOM HOMES, LLC RESIDENTIAL	Applicant Phone: 715-246-2320
Construction Value:	Total Fees: \$1,630.00

Permit Number: TS2013-9	Filing Date: 11/7/2013
Parcel Address: 293 3RD St. N.	BAYPORT, MN 55003
Applicant: PEOPLES CONGR CHURCH OWNER OWNER	Applicant Phone:
Construction Value:	Total Fees: \$75.00



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

Date: November 26, 2013
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: **2014 Refuse Hauling Licenses**

The following companies have successfully completed the application and fee process to be licensed as a refuse hauler in the City of Bayport in 2014:

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

RECOMMENDATION

Staff recommends the City Council approve licenses for the above-named businesses to provide refuse hauling services within the City of Bayport during 2014, and authorize City Administrator Martin to approve licensure for additional companies that may apply.



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

Date: November 20, 2013
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: Non-unionized employee paid holiday hours for 2014

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 2014:

New Year's Day	Wednesday, January 1	10 hours
Martin Luther King Jr. Day	Monday, January 20	10 hours
President's Day	Monday, February 17	10 hours
Memorial Day	Monday, May 26	10 hours
Labor Day	Monday, September 1	10 hours
Veteran's Day	Tuesday, November 11	10 hours
Thanksgiving Day	Thursday, November 27	10 hours
Christmas Eve Day	Wednesday, December 24	10 hours
Christmas Day	Thursday, December 25	10 hours
New Year's Eve Day	Wednesday, December 31	6 hours

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2014.



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

Date: November 19, 2013
To: Mayor and City Council
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Liquor and tobacco license renewals for 2014

BACKGROUND

Liquor and tobacco licenses expire on December 31, 2013. The following establishments have submitted the required paperwork and are requesting license renewal, as follows:

<u>Establishment</u>	<u>License Type</u>
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
Perro Creek Tavern - 193 3 rd St. N.	On-sale and Sunday 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
La Cocinita - 338 5 th Ave. N.	On-sale and Sunday liquor
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

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 2014.



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

Date: November 20, 2013

To: Mayor and City Council
Assistant City Administrator Sara Taylor

From: Chief of Police Laura Eastman

Subject: Alcohol and Tobacco Compliance Checks

BACKGROUND

The following alcohol and tobacco compliance checks were completed on October 17 and 26, 2013:

- American Legion Post #491
- Bayport BBQ
- Bayport Liquor (alcohol and tobacco)
- Greystone Bar
- Holiday Gas Station (tobacco only)
- La Cocinita
- Mallards
- Perro Creek Tavern
- Woody's Bar and Grill

RECOMMENDATION

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



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

Date: November 19, 2013

To: Mayor and City Council

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

Subject: Renewal of employee health/dental insurance policy

BACKGROUND

As a strategic move, city staff proposes to renew our health insurance policy effective December 1, 2013, one month prior to the current plan's expiration. This early renewal not only allows us to retain our current plan design, it also ensures that the rate increase is locked-in at 4% over our current rates. If we were to delay renewal until January 1, 2014, we would be subject to a lesser plan design and an estimated 15% increase as a result of federal health care policy changes. The City's insurance consultant (A.T. Group) recommends that we maintain our coverage with Health Partners under our current policy and complete this renewal.

The city also provides dental insurance for all employees through Delta Dental, paying 100% for employee coverage (employee pays 100% for dependents). The proposed rates for 2014 represent an increase of approximately 3% over the 2013 rates, and A.T. Group feels this increase is reasonable and suggests renewal of this policy through December 31, 2014.

RECOMMENDATION

Staff recommends the City Council adopt a motion to renew health insurance coverage with Health Partners at an increase of approximately 4% for 2014, and accept the quote from Delta Dental to renew the policy at an approximate increase of 3% in 2014.



Minnesota Department of Transportation

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

Date: October 10, 2013

City of Bayport
Attn: City Administrator
294 North 3rd Street
Bayport, MN 55003

RE: Snow Removal on Trunk Highways within Municipalities

To Whom It May Concern,

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

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

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

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

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

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

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

An Equal Opportunity Employer



Requests, by the city/municipality for reimbursement of authorized snow removal should be submitted on agency letterhead and include the following information on a monthly basis. **Final reimbursements shall be submitted by May 13, 2014. Failure to meet deadline submittal may result in no reimbursement of services rendered.**

- Please submit your primary contact; name, number and email address on the reimbursement request.
- This 2013-2014 Snow and Ice season we would like all correspondence to and from cities and municipalities to be handled via email to Lynn Tschida at Lynn.Tschida@state.mn.us

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

Your cooperation in completing rental agreements by November 22, 2013 will be appreciated.

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

Sincerely,



Beverly Ann B. Farraher, P.E.
MnDOT Metro District Maintenance Engineer
Beverly.Farraher@state.mn.us
Waters Edge Building
1500 West County Road B2
Roseville, MN 55113

Enclosures (3)

An Equal Opportunity Employer





**Minnesota Department of Transportation
INFORMAL BID FOR SERVICES AND RENTALS**

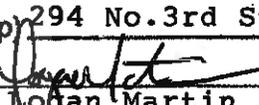
INSTRUCTIONS: Prepare one copy for each unit bid. Send to the Area maintenance Office.*

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

For completion by Mn/DOT

1. The earnings under this bid are limited to \$15,000 for competitive bids (3 bids where practical).
2. The rental rate shall include all supplies necessary, except as noted, to operate the equipment and maintain it in proper order, and _____ By vendor operated or _____ By Mn/DOT operated with supplies noted in the description space below. (Check appropriate blank)
3. When owner provides the operator, she/he shall furnish to the Area Maintenance Office a Certificate of Insurance for:
 - a. Public Liability and Property Damage coverage to cover all equipment.
 - b. Worker's Compensation coverage as required by State law, covering workers furnished by the owner.
 Payment will not be made for equipment rental until the insurance certificate has been furnished.
4. When Mn/DOT operated, physical damage insurance by: Self _____ (Name of _____) or _____ (Name of _____) (When B.O. is hired, call State Equipment engineer.)

For completion by Owner

Description of Equipment <u>2000 Caterpillar Model 924G (2.7 cubic yards)</u>	
Type <u>Front end loader</u>	
Description <u>Snow removal on Highway 95</u>	
Bid Rate Per Unit of Measure \$ <u>115.00</u>	Unit of Measure (Completed by Mn/DOT) _____
MN Tax ID No. or Soc. Sec. No. (Name on Soc. Sec. Card-if used for I.D. Number) <u>8020401</u>	
OWNER (fill in information below)	
Name/Company <u>City of Bayport</u>	Date <u>10/31/13</u>
Address (city, state, zip) <u>294 No.3rd St., Bayport, MN 55003</u> Phone No. (<u>651</u>) <u>275-4404</u>	
Authorized Signature <u></u> <u>Logan Martin</u>	Title <u>City Administrator</u>

For Department Use ONLY

Name of Person Soliciting Bid	Title	Date
-------------------------------	-------	------

Location of Work Where Equipment Will Be Used _____

Expiration Date	Accepted by	Date
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* A copy will be returned to the successful bidder after approval.

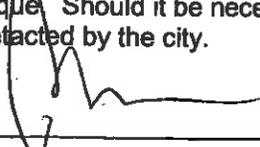


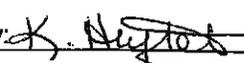
City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
 www.ci.bayport.mn.us

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input checked="" type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name:	Patrick McGinn / McGinn Family Dental		
Main Phone Number:	Alternate Phone Number:		
Address:	19 Point Rd		
City/State/Zip:	Bayport, mn 55003		
Email Address:			
Organization Name (if applicable):			

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

Donor Acknowledgement and Signature
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: 
Date: <u>11/4/13</u>

Office Use	
Staff notes: <i>(Include requested placement location)</i>	
Donation amount received: <u>\$250.00</u>	Date received: <u>11/5/13</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check # <u>B41</u>	Received by: 



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

Date: November 25, 2013

To: Mayor and City Council

From: Logan Martin, City Administrator
Mark Swenson, Fire Chief

Subject: Agreement for remote monitoring of outdoor warning siren equipment

BACKGROUND

At the October meeting, the City Council authorized the purchase and installation of a new severe weather emergency notification siren, with funds received from DR Horton and Washington County Emergency Management. As part of this discussion, it was noted that the Woodbury Fire Department had agreed to monitor the siren remotely for \$100.00 per year to ensure the system is working daily, which will eliminate the need for city staff to dedicate time and resources to verify operation of the new siren.

Attached, please find a draft agreement which includes the terms, conditions, and fee for the City of Woodbury to perform the remote monitoring for the new siren, as well as the city's existing siren, as desired. The term of the agreement shall continue until terminated by either party giving the other party sixty (60) days prior written notice of such termination. The fee for the first year of service is \$100.00 per siren, but may be subject to an annual adjustment with advance notice to the city on or before November 1 of each year. This contract for service will be included in the Fire Department's annual budget.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the agreement for remote monitoring of outdoor warning siren equipment with the City of Woodbury.

AGREEMENT FOR REMOTE MONITORING OF OUTDOOR WARNING SIREN EQUIPMENT

THIS AGREEMENT dated the 1st day of January 2014 is made by and between the City of Woodbury, a Minnesota municipal corporation (hereinafter referred to as "Woodbury") and the City of Bayport, (hereinafter referred to as "the Vendee").

WHEREAS, the Vendee is interested in utilizing the Federal Signal Command Controller which is owned by Woodbury to monitor the operational status of their outdoor warning siren equipment; and,

WHEREAS, Woodbury and its employees have the technology and have been properly trained to utilize this equipment for the purpose of remote monitoring of the outdoor warning sirens and are willing and able to monitor the Vendee's sirens in accordance with the National Weather Service monthly testing standards and Washington County's testing procedures and the capabilities of Federal Signal System Technology.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Services.** The overall goal is to insure proper operational readiness of each siren through daily remote monitoring sirens on the system. Woodbury will own, maintain and service the Federal Signal Command Controller Remote Monitoring equipment and its hardware as needed to insure its operational readiness. The Vendee will own, maintain and service its Federal Signal, Outdoor Warning Siren and is responsible for the operational readiness of each of its sirens on the system that are to be monitored. And, the Vendee is responsible for the cost of optimization to migrate each siren that is to be monitored by the Woodbury system onto the Woodbury remote monitoring system.

2. **Time of Service.** Woodbury will provide remote monitoring services and test at minimum, once per month with notification to the Vendee of siren operational status in conjunction with the National Weather Service's monthly testing and the Washington County Civil Defense procedures for the outdoor warning system for each of the Vendee sirens, which are capable of being monitored remotely by the system. Woodbury will provide the Vendee with fault status updates, on a timely basis, during normal business hours Monday through Friday for siren system abnormalities as they are identified through the regular monitoring of the remote monitoring equipment.

3. **Compensation.** The Vendee agrees to pay Woodbury for services under this agreement on the basis of each individual siren serviced by the remote monitoring system upon presentation of Woodbury's invoice. Woodbury's annual rate to be charged to the Vendee for monitoring its outdoor warning siren/s is attached hereto as Schedule "A", and said rate shall be subject to adjustment each year.

4. **Liability of Woodbury.** Under no circumstances shall Woodbury be liable under or by reason of this Agreement, directly or indirectly, for any personal injury, death, property damage, accident, injury, or direct or consequential damages suffered by the Vendee or any of its residents, officers, agents, employees, heirs or assigns.

5. **Indemnification Limitation.** No party to this Agreement shall be required to pay on behalf of itself and to any other party or parties any amount as indemnification to a party or parties arising by operation of law or otherwise as a result of the relationships created, and enterprise conducted pursuant to the **AGREEMENT FOR REMOTE MONITORING OF OUTDOOR WARNING SIREN EQUIPMENT** in excess of the limits of liability applicable to the party required to pay as established in Minnesota Statutes Chapter 466, or in the event that Minnesota Statutes Chapter 466 does not apply, the maximum amount of insurance coverage available to the party required to pay. The limits of liability for some or all of the parties may not be added together to increase the maximum amount of liability for any

party. The intent of this section is to limit a party's obligation to indemnify another party or parties. In those instances in which a party is directly liable for damages as well as for indemnification to another party, the combined liability of the party will not exceed the limits of liability under Minnesota Statutes Chapter 466 applicable to the liable party or in the event that Minnesota Statutes Chapter 466 does not apply, the maximum amount of insurance coverage available to the liable party.

6. **Term.** The term of this Agreement shall be for the period commencing on the date of the execution of this Agreement, and shall continue thereafter until terminated by either party giving the other party sixty (60) days prior written notice of such termination.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date and year above written.

CITY OF WOODBURY

CITY OF BAYPORT

By _____
Its Mayor

By _____
Its Mayor

By _____
Its Administrator

By _____
Its Administrator

APPROVED AS TO FORM

Mark J. Vierling
City Attorney for the City of Woodbury

SCHEDULE A

**COMPENSATION BETWEEN CITY OF WOODBURY AND
THE CITY OF BAYPORT FOR 2014**

In accordance with Paragraph 3 of the Agreement for Remote Monitoring of Outdoor Warning Siren Equipment between the City of Woodbury and the City of Bayport, the parties agree that Woodbury shall receive \$100.00 per individual outdoor warning siren for **one outdoor warning siren** for the year 2014. The fee for this service will be annually adjusted by Woodbury with advance notice provided to the City of Bayport on or before November 1st of each year of this agreement.

CITY OF WOODBURY

CITY OF BAYPORT

By _____
Its Mayor

By _____
Its Mayor

By _____
Its Administrator

By _____
Its Administrator



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

Date: November 19, 2013
To: Mayor and City Council
Logan Martin, City Administrator
From: Wanda Madsen, Finance Officer
Subject: **Budgeted Fund Transfers for 2013**

BACKGROUND

In the 2013 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, 2013.
- Transferring \$80,000 from the city's Sewer Department Fund # 602 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2013.
- 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, 2013.
- 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, 2013.
- Transferring \$475.00 from the city's Water Department Fund # 601 to the city's Office Automation Fund # 101 (414), effective December 31, 2013.
- Transferring \$475.00 from the city's Sewer Department Fund # 602 to the city's Office Automation Fund # 101 (414), effective December 31, 2013.

RECOMMENDATION

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



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

Date: November 20, 2013

To: Mayor and City Council

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

Subject: **Certification of past due waste collection charges to 2013 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 garbage collection and disposal charges must be afforded due process prior to the city certifying any delinquent charges and/or fees against one's property tax statement. 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 waste collection amount to the City Council at the December 2, 2013 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.

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

RECOMMENDATION

Staff recommends the City Council accept the attached list of past due waste collection accounts, as reported by Allied Waste, for certification to 2013 property tax statements by 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	\$ 184.27	\$ 139.99	\$ 139.99	\$ 25.00	\$ 164.99
Active	Kellie Jones	348 4th Ste N	Bayport	MN	Same	\$ 184.86	\$ 122.04	\$ 122.04	\$ 25.00	\$ 147.04
Active	Angie Griffin	370 3rd St S	Bayport	MN	Same	\$ 363.66	\$ 311.67	\$ 311.67	\$ 25.00	\$ 336.67
Active	Melissa Stabnow	738 5th St N	Bayport	MN	Same	\$ 416.67	\$ 364.68	\$ 364.68	\$ 25.00	\$ 389.68
Active	Debbie Anderson	340 Minnesota St S	Bayport	MN	Same	\$ 311.94	\$ 259.95	\$ 259.95	\$ 25.00	\$ 284.95
Active	Dianne Gregory	632 Minnesota St. S	Bayport	MN	Same	\$ 563.66	\$ 511.67	\$ 511.67	\$ 25.00	\$ 536.67
Active	Jessica & Micah Birkholz	237 Central Ave	Bayport	MN	Same	\$ 152.46	\$ 89.64	\$ 89.64	\$ 25.00	\$ 114.64
Active	Ken Seefert	485 Minnesota St S	Bayport	MN	Same	\$ 149.14	\$ 97.15	\$ 97.15	\$ 25.00	\$ 122.15
Active	Ray Merritt	210 Mariner Way	Bayport	MN	Same	\$ 472.23	\$ 420.24	\$ 270.24	\$ 25.00	\$ 295.24
Active	Jon Michaels	972 Inspiration Pkwy N	Bayport	MN	Same	\$ 108.94	\$ 108.94	\$ 108.94	\$ 25.00	\$ 133.94
Active	James S Schmidt	315 Minnesota St S	Bayport	MN	Same	\$ 98.98	\$ 46.99	\$ 46.99	\$ 25.00	\$ 71.99
Active	Karen McCloud	321 3rd St S	Bayport	MN	313 3rd St S	\$ 41.29	\$ 15.00	\$ 15.00	\$ 25.00	\$ 40.00
Active	Judy Morarie	429 7th St N	Bayport	MN	Same	\$ 359.94	\$ 307.95	\$ 307.95	\$ 25.00	\$ 332.95
Active	Kelly Kuarik-Braund	405 2nd St N	Bayport	MN	Same	\$ 376.92	\$ 314.10	\$ 314.10	\$ 25.00	\$ 339.10
Active	Gary Swager	186 Maine St N	Bayport	MN	Same	\$ 439.36	\$ 376.54	\$ 376.54	\$ 25.00	\$ 401.54
Active	Leona Peulen	516 8th St N	Bayport	MN	Same	\$ 411.66	\$ 359.67	\$ 359.67	\$ 25.00	\$ 384.67
Active	Penny & Stacy Nelson	267 3rd St S	Bayport	MN	Same	\$ 297.95	\$ 245.96	\$ 245.96	\$ 25.00	\$ 270.96
Active	Cary Anderson	787 5th St N	Bayport	MN	Same	\$ 333.29	\$ 281.30	\$ 281.30	\$ 25.00	\$ 306.30
Active	Matthew Larkins	247 5th Ave N	Bayport	MN	Same	\$ 297.95	\$ 245.96	\$ 245.96	\$ 25.00	\$ 270.96
Active	William Peterson	788 5th St N	Bayport	MN	Same	\$ 178.46	\$ 115.64	\$ 115.64	\$ 25.00	\$ 140.64
				Totals			\$ 4,735.08	\$ 4,585.08	\$ 500.00	\$ 5,085.08



Bayport Fire Department

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

November Memo from the Chief:

The month of November was busy getting our rigs ready for winter and changing our rescue tactics from warm to cold weather. We had Wisconsin Indianhead Technical College (WITC) conduct in-house confined space entry training and were notified that our equipment is expired and needs replacement. This equipment and training is used at Xcel, Andersen's, and the Cities of Bayport and Oak Park Heights for backup to the confined space permits issued. I contacted both Public Works directors and they are aware of the issue. Staff met with Colette Jurek from Xcel Energy and we are looking to them for help purchasing this equipment.

Administrator Martin and I also met with Colette about the possible new Fire Station. There are overhead lines that will need to be buried and Xcel has begun to look at us as a partner since we provide the fire and rescue, along with confined space permitting. This will be a very nice cooperative relationship to create. Finally, in working with the Minnesota Department of Natural Resources, I have secured a new slide in grass fire fighting unit for our department. This will be at no cost to the city and no paperwork is needed. The cost of this equipment is almost \$20,000.

Thanks,
Mark

Mark Swenson
Fire Chief
Bayport Fire Department
294 North 3rd Street
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 21, 2013
To: Mayor and City Council
City Administrator Logan Martin
From: Chief Laura Eastman
Subject: Police Reports & Updates

UPCOMING EVENTS

Happy Holidays and safe travels from the Bayport Police Department!

- **Toys-for-Tots Collection Boxes** are displayed at the Bayport Library, First State Bank and Trust, Croixdale, Bayport American Legion, Holiday Gas Station and City Hall. Please consider dropping toys in the box before December 17. Annually, the Bayport reserve officers drop the toys off at the KARE 11 site near the Golden Valley Police Department and the Marine Corps distributes them to less fortunate children throughout Minnesota.
- **Lighting of the Village Green** – Wednesday, December 4, 2013, at 6:30–8:00 p.m. Reserve officers will have a squad car at the event to meet and greet children who would like to look through the vehicle and meet the officers.

PAST EVENTS

- Two Girl Scout troop tours - Meet and greet with Police Department staff and K9 on November 7 and 11
- Alcohol and tobacco compliance checks completed in November and all businesses passed.

Ongoing Community Policing Activity

Reminder: If you're going on vacation or spending your winter somewhere warm, please stop by City Hall and fill out a Vacation Check request form. This will allow officers and reserves to check on your home while you are away, and we will call your designated emergency contact if any issues arise.

October Call Load

10/24 – ANDERSEN ELEMENTARY-CROSSWALKS, SPEED 46/30, W/W SPEED, SPEED 41/30, 5TH DEGREE CONTROLLED SUBSTANCE (**vehicle forfeiture**), FAIL TO STOP, DAS, WARRANT, INFORMATIONAL, HARASSMENT REPORT, FOUND DOG.
10/25 – SPEED 46/30, VEHICLE LOCK OUT, OPEN BOTTLE CITE, RESERVE background INVEST., CROSS WALKS, PASSING ON SHOULDER, W/W SPEED, PARK CLOSE.

10/26 – AOA/SUSP. MALE, W/W SPEED, PUBLIC CONCERN, STALLED VEH., PUBLIC SAFETY, VEH. DOMESTIC, W/W SPEED, WARRANT ARREST, PARK CLOSE, 5TH DEG CONT SUBS X2 (**vehicle forfeiture**), MJ IN MV, DRUG PARA.

10/27 – W/W SPEED, AOA/OCCUPIED STOLEN VEHICLE, OFFICER INFORMATION, BURNING COMP., PARK CLOSE, LINE OF SIGHT ISSUES, LEVEL 1 MEDICAL.

10/28 – FIRE ALARM, DOC/YSB REFFERAL, VEH. LOCKOUT, CODE ENFORCEMENT, UNWATED FEMALE, 911 ABAN/VEHICLE LOCKOUT, PARK CLOSE, SPEED 49/30, NPI, SPEED 44/30, SPEED 48/30/NPI.

10/29 – BUSINESS CHECKS, SCHOOL CROSSING, MEDICAL L-3, MEDICAL L-2, SWAT CALL OUT (AOA), REVOKED PROVISIONAL DISCHARGE/APPREHEND, VEH. LOCK OUT X 2, SUSP ACTIVITY *DAR ARREST* HELD FOR BAIL, PARK CLOSE.

10/30 – CROSSWALKS, W/W SPEED X 2, MEDICAL L2, POSS. GAS LEAK, DAR,

10/31 – PUBLIC ASST./LOST SENIOR, CROSSWALKS, FIRE ALARM, AOA/TRANSPORT/WARRANT, PUBLIC SAFETY OPEN HOUSE EVENT/AREA CHECKS AND GLOW NECKLACE HANDOUTS.

November Call Load

11/01 – ORDINANCE VIOLATION, SCHOOL CROSSING, NPI, W/W IMPROPER TURN, FIX IT TICKET/HEADLIGHT, POSSIBLE INTOX. DRIVER.

11/02 – VEH. LOCKOUT, FOUND DOG, W/W SPEED, W/W SEAT BELT, DAS, NO PRF INS, SPEED 43/30, BURN CONCERN, W/W SPEED.

11/03 – W/W LOUD EXHAUST, SPEED-59/40, DRUG PARA & SPEED 42/30, W/W SPEED, FAIL TO SIGNAL TURN, CHECK AREA.

11/04 – 4TH DEGREE DUI, CROSSWALKS, ACCIDENT, 911 HANGUP, CROSSWALKS, W/W SPEED, ALARM, PUBLIC ASSIST.

11/05 – CONDITIONAL USE PERMIT VIOLATION/COMPLAINT, CROSSWALKS, FINGERPRINTING, OLD BULLETS TURNED IN, W/W SPEED X 2, CROSSWALKS, SUSPICIOUS ACTIVITY.

11/06 – ALARM, SUSPICIOUS VEH., SUSPICIOUS ACTIVITY, DOG AT LARGE, W/W SPEED, TRAIN NOISE COMPLAINT, NPI.

11/07 – W/W SPEED, W/W LOUD EXHAUST, NOISE COMPLAINT, FOUND PROPERTY, VEH. LOCK OUT, SCHOOL CROSSING, CIVIL ASSIST, PANIC ALARM, FRAUD, CHECK WELFARE, SCHOOL X, AOA/VERBAL DOMESTIC, W/W SPEED, SPEED 46/30, TOUR/K-9 DEMO.

11/08 – MEDICAL L 3, MEDICAL L1, PUBLIC ASST., ACCIDENT W/INJ., EXP. TABS.

11/09 – DAS, SUSP. ACTIVITY/EXTRA PATROLS, EMAIL SCAM, MEDICAL L1, SPEED 59/40.

11/10 – AOA/UNWANTED MALE, SPEED 51/40, 2ND DEG DUI, SPEED 51/30 X 2, BURNING COMP., W/W SPEED.

10/11 – AUDIBLE ALARM, 10-50, PUBLIC WORKS CONCERN, TOUR/K-9 DEMO.

11/12 – 4TH DEGREE DWI/DAS, 911 CALL IN ERROR, 10-50 CVI, PUBLIC ASSIST/REF. TO WCSO, LOST I PAD, PUBLIC ASST., DAS/SM. AMOUNT OF M.J., CANC-IPS,

11/13 – SPEED 47/30, 2nd Degree DUI/ (**Vehicle Forfeiture**), DOMESTIC, CROSSWALKS, CRIME DAMAGE TO PROPERTY, AOA/DOMESTIC, FOUND KEYS, PARKING COMPLAINT, FIREARMS FEDERAL DEALERS LICENCE DOCUMENT, CIVIL ASSIST, SCHOOL X-ING, TRO QUESTIONS, WARRANT SERVICE, FIRE CALL, MEDICAL L-1, .

11/14 – BUSINESS CHECKS, 911 OPEN LINE, SCHOOL X-ING, 911 OPEN LINE, STOP SIGN, 911 HANG-UP, MEDICAL L1 x2, W/W SPEED, SPEED 45/30MPH.

11/15 – AOA/CHECK AREA, SCHOOL X-ING, FIRE ALARM,911 CALL,ACCIDENT NO INJURIES, W/W SPEED, MEDICAL L -2, SPEED 60/30, DOMESTIC AOA, ORDINANCE VIOL.(documented on 11/18).

11/16 –MEDICAL LE-1, ROAD DEBRIS BLOCKING, AUDIBLE ALARM, PROPERTY DAMAGE, TRAIN COMPLAINT, AOA/INTOX. DRIVER, CARBON MONOXIDE ALARM, W/W LOUD MUFFLER.

11/17 – 4TH DEGREE DUI, DOMESTIC, W/W SPEED X 2, FOUND DOG.

11/18 – SCHOOL X-ING, DAS, SMALL AMNT/POSS OF PARA X2/UA POSS OF TOBBACO X 3/NO SEATBELT.

11/19 – SCHOOL X-ING X 2, JUNK VEH. ORD. VIOL., WW EQUIPMENT, BURG.ALARM,

11/20 – SCHOOL X-ING, FAIL TO YIELD X2, CHECK WELFARE, WELCOME PACKET X2, AOA/DOMESTIC,CRIME PREVENTION, W/W STOP SIGN.

11/21 – 11/30 N/A

Acronym/code:

W/W = Written warning, LOCK OUT = vehicle keys locked in car, DAR = Driving after revocation, DAS= Driving after suspension, NPI/ NO POI = No proof of insurance, DOC = Disorderly conduct, NO MN/DL = No Minnesota driver's license, Medical Level = 1 (most severe) 2 (moderate) 3 (mild), Rec'vd OFFP/DANCO = Received a fax for an order for protection (OFFP) 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	WW
503 Aaron Slinger	5	4		1				7			
505 Quinn Willmarth				2		1					20
508 Capt Hutchinson											
510 John Miller	1	3		4		1			6		1
513 Keith Frank	15										
Monthly Total	28	7	0	11	0	1	1	0	14	2	28
Year Total	270	50	3	87	1	10	4	16	98	17	227
Officer	Drugs	MJ in MV	Dac-IPS	Stop Sign	Drug Para	DWI	Distracted	City Ord	Fed Foss	Careless	Other
501 Chief Esbman	1			1							1
503 Aaron Slinger											
504 Jared Deel											
505 Quinn Willmarth											1
508 Capt Hutchinson											
509 Jay Jackson					1						1
510 John Miller		1				1					
512 Zach Lund	2	1			1	1					1
513 Keith Frank								1			
Monthly Total	3	2	0	1	2	2	0	1	0	0	4
Year Total	15	12	1	7	15	40	1	96	0	3	45

Notes : 501/508/505 - DOC/Lewd Conduct 513 - Compliance Checks 506 - Driver Evaluation Request
501 - 5th Deg Cont Subs - Heroin 512 - 5th Deg Cont Subs - Cocaine 505 - Open Bottle



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

Date: November 25, 2013

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update

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

1. Fall leaf mulching on city-maintained properties
2. Ongoing tree trimming, focusing on boulevard trees and the Ice Road
3. Providing assistance for the November 5 election
4. Adding gravel and grading of alleys and Ice Road
5. Winterizing of summer maintenance equipment and equipment repair
6. Cleaning ditches with help from the Sentence to Serve crews
7. Installing multiple new water meters and completing several new sewer-water service inspections
8. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, attending to system malfunctions, and assisting with the well #3 rehabilitation project
9. Providing assistance for the soil correction project at Hazelwood Cemetery
10. Upgrading of Baytown reservoir road, to include tree removal, graveling and grading
11. Providing assistance for the Inspiration warning siren installation project



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

Date: November 25, 2013
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 RINK

Contractors were busy at Perro Park last week and we are happy to report that the installation of the concrete ribbon base for the new hockey boards and the new lighting system are complete! The surface of the interior hockey rink area was also graded smooth. Installation of the new hockey boards, a test of the new lighting system, and asphalt work on the entry drive will be completed this week.

The city is still seeking temporary warming house/ice rink attendants for the upcoming season. The position is posted on the city's website and at City Hall. The warming house 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.

ADVISORY BOARD VACANCIES

Currently, the city is seeking residents to fill vacancies on both the Library Board and Planning Commission. The Library Board has three members with a term expiration of December 31, 2013. Two of the three members have expressed an interest in being reappointed for another term. However, one vacant seat will exist beginning January 1. Due to a lack of applicants, the city will continue soliciting residents to fill this vacancy through December.

The Planning Commission currently has one member with a term expiration of December 31, 2013 and two vacant seats. The member with the upcoming term expiration has expressed an interest in being reappointed for another term. The other two vacant seats have a term expiration of December 31, 2013 and December 31, 2015. Since the Planning Commission will not meet in December, and there has been a lack of applicants for the two vacant seats, the city will continue to solicit residents to fill these vacancies through December.

A recommendation for reappointments and new appointments will be presented to the City Council at the January 6, 2014 meeting. Interested applicants may be directed to the city's website for a description of each position and an application form, or they may contact Library Board Director Mark Blando or me directly.

CITY ORDINANCE AMENDMENTS

Staff will be reviewing various city ordinances over the next few months, to determine if updates or revisions are necessary to be consistent with new proposed code enforcement procedures, which will be discussed with the City Council at the December 2 workshop. Specifically, some of the ordinances to be reviewed relate to outdoor storage, vehicles and off-street parking, sidewalk/boulevard maintenance, temporary signs, and temporary structures. Many of the city's ongoing complaints and/or code violations are related to these ordinances, most of which were adopted on or before 1980. The goal of the revisions is to identify clear consequences for violations and facilitate easier enforcement for city staff. Proposed ordinance amendments are anticipated to be presented to the City Council by early spring of 2014.



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

Date: November 25, 2013
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: Administration Department Update – December City Council meeting

2014 BUDGET

The City Council will be presented with the 2014 Budget, Property Tax Levy, and Capital Improvements Plan at the December 2 meeting. Staff has refined these items since preliminary versions of these documents were approved in September. The City's overall tax levy was further reduced by roughly \$3,000 since preliminary adoption in September, as dictated by levy limits imposed by the State. A few minor expenditure increases were made that will be discussed in the full presentation, largely due to increased health insurance premiums and needed improvements to the City's information technology services. The presentation on December 2 also serves as the "Truth in Taxation" hearing, allowing residents a chance to comment on the City's budget, levy, and CIP.

Ultimately, the City's property tax levy remained flat in 2014, and the overall budget was reduced by \$341,000 or 10.1%.

FIRE STATION UPDATE

The land acquisition process is still underway with the State of Minnesota, and updates will be provided as they are available. In the interim, staff continues to perform due diligence activities to continue the pursuit of this project. The December 2 agenda includes two action items related to the station, the first is a resolution of support that will ultimately be utilized in grant applications to private and government entities. The second action item is a bond reimbursement resolution, allowing the City to be reimbursed for costs incurred in the coming months via proceeds from bond sales that are forthcoming. A decision on the land acquisition process is expected in early 2014.

ST. CROIX CROSSING PROJECT

Significant progress continues at the St. Croix Crossing project, much of which will be covered in Jon Chiglo's presentation to the Council. As the work on Hwy 95 in Bayport is nearing completion, our public safety personnel have raised concerns about the lack of a guardrail along the newly created Pickett Pond. Staff believes this safety precaution is crucial in that area, as the pond water will be deep and the grade separation down to the pond is severe. Staff has arranged a meeting with MnDOT officials to discuss this topic, and we will keep you apprised of the situation.

UPCOMING MEETINGS AND EVENTS

December 2	City Council workshop	5:00pm	City Hall
December 2	City Council meeting	6:00pm	City Hall
December 4	Lighting of Village Green	6:30pm	Village Green
January 6	City Council meeting	6:00pm	City Hall

RESOLUTION NO. 13-26

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 2, 2013**

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 2nd day of December, 2013, 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 2014 BUDGET AT \$1,159,981.00**

WHEREAS, the City of Bayport established a preliminary levy certification for the City of Bayport's levy at its September 3, 2013 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its levy for its year 2014 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bayport, Washington County, Minnesota, to certify its payable 2014 levy as follows:

1. General Fund Levy	\$ 999,981.00
2. Special Library Fund Levy	\$ 160,000.00
Total 2014 levy	\$1,159,981.00

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 2nd day of December, 2013.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 13-27

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 2, 2013**

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 2nd day of December, 2013 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 2014**

WHEREAS, the City of Bayport established a preliminary certification of the City of Bayport's levy at its September 3, 2013 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its 2014 city budget.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the city budget for 2014, 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 2nd day of December, 2013.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 13 - 28

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 2, 2013**

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 2nd day of December, 2013, 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 2014**

WHEREAS, the preliminary Capital Improvement Plan for 2014 was presented to the City Council at its September 3rd, 2013 Budget Workshop; and

WHEREAS, the City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2014.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2014, 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 2nd day of December, 2013.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

CITY OF BAYPORT CAPITAL IMPROVEMENT PROJECTS PLAN 2014										
FUND	101-203	206	101-102	101-112	207	100-200	101-204	100-413	100-414	100-415
	Public Works Equipment Fund	Water Sewer Improvement Fund	Street Reconstruction Fund	Consistency 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)										
Radio utility meter reading system		\$ 70,000								
Property acquisition for storm water treatment ponds		\$ 50,000								
3rd Avenue South reconstruction project			\$ 50,000							
Plans and Specs for TCE Improvement Project and bid of lobbyist										
Well house #3 rehabilitation project		\$ 50,000								
Office furniture									\$ 1,000	
Lakeside Park Improvements										
Comp. (two) & servers								\$ 6,000	\$ 13,000	
Public Works vehicle	\$ 100,000									
Misc. grading and seeding		\$		\$ 30,000						
Utility rate study		\$ 11,500								
Pub. Wks. garage doorparking lot resurfacing / storage										\$ 50,000
HAZ project		\$ 300,000								
City Hall HVAC/ exterior brick repair										\$ 20,000
Fire hydrants		\$ 20,000								
Fire Vehicle						\$ 35,000				
Fire SCBA/personal protective equipment						\$ 6,500				
Fire Hall Roof / Hose Tower										\$ 20,000
Promo Park Improvements					\$ 50,000					
2014 Total	\$ 100,000	\$ 591,500	\$ 50,000	\$ 30,000	\$ 80,000	\$ 46,500	\$ 50,000	\$ 6,000	\$ 14,000	\$ 90,000

RESOLUTION NO. 13-_____

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 2, 2013**

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 2nd day of December 2013 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 DECLARING SUPPORT TO PROCEED WITH SECURING A NEW SITE FOR
THE BAYPORT FIRE DEPARTMENT**

WHEREAS, the community values, supports, and appreciates the efforts and services of the Bayport Fire Department; and

WHEREAS, the existing Fire Department building is in a state of disrepair, which poses safety concerns for personnel and equipment; and

WHEREAS, the existing Fire Department building is unable to accommodate the increasing storage needs for vehicles and equipment, as well as training facilities for personnel, as the department's call volume continues to increase due to population growth in the communities served by the department; and

WHEREAS, the existing Fire Department location poses safety concerns, due to its proximity to the elementary school and residential neighborhoods; and

WHEREAS, the City Council held a workshop on November 4, 2013 to discuss existing concerns and future needs for the Bayport Fire Department ; and

WHEREAS, the City Council has declared it is in the best interest of the city to proceed with securing a new site for the Bayport Fire Department;

NOW, THEREFORE BE IT RESOLVED, the City Council hereby declares its support and authorizes the City Administrator to proceed with the necessary steps to secure a new site for the Bayport Fire Department.

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 2nd day of December 2013.

Susan St. Ores, Mayor

ATTEST:

Logan Martin, City Administrator



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

Date: November 25, 2013
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Declaration of intent to reimburse expenditures via future bond sales**

BACKGROUND

As the City pursues a potential fire station project, due diligence expenditures will be incurred in areas of engineering, architecture, and finance, among others. At this time, the City anticipates selling bonds to finance a portion of this project. Because proceeds from a future bond sale will not be received by the City for some time, it is necessary to declare the City's intent to be reimbursed for due diligence costs incurred prior to the receipt of future bond proceeds.

Attached please find a resolution prepared by City Attorney Pratt that will allow the City to be reimbursed for due diligence costs incurred in the coming months, prior to the sale of bonds. A placeholder figure for the maximum bond amount is included in the resolution (\$5M). This number is simply an indication of the maximum the City would anticipate bonding for this project, and does not require us to bond at that amount. The figure is simply utilized to indicate the amount available for potential reimbursement.

Federal tax regulations allow municipalities to be reimbursed with tax-exempt bond proceeds for expenditures paid from other funds up to 60 days before the date the resolution is adopted. Failure to adopt a reimbursement resolution at an appropriate point in the process may render some preliminary expenditures ineligible for later reimbursement. The regulations require a maximum bond amount to be inserted, even at this early stage, to preserve all later options for reimbursement.

RECOMMENDATION

Staff recommends that the City Council approve a resolution declaring the official intent to reimburse certain expenditures from the proceeds of tax-exempt bonds for a new fire station to be issued by the City of Bayport.

Attachments:
Resolution No. 13 - ____

RESOLUTION NO. 13-_____

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 2, 2013**

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 2nd day of December 2013 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 DECLARING THE OFFICIAL INTENT TO REIMBURSE CERTAIN
EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT BONDS FOR A NEW FIRE
STATION TO BE ISSUED BY THE CITY OF BAYPORT**

WHEREAS, U.S. Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations"), promulgated pursuant to Section 150 of the Internal Revenue Code of 1986, as amended (the "Code"), provides that the allocation of the proceeds of tax-exempt bonds to expenditures for governmental purposes originally paid from a source other than such tax-exempt bonds will be treated as expenditures of such tax-exempt bonds only if certain requirements of the Reimbursement Regulations are satisfied by the issuer of such tax-exempt bonds; and

WHEREAS, the City of Bayport, Minnesota (the "City"), proposes to pay certain original expenditures for the design, construction and equipping of a new Fire Station (the "Project"), which original expenditures are expected to be financed temporarily from available funds of the City and further expected to be reimbursed from the proceeds of one or more series of tax-exempt bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAYPORT, MINNESOTA, AS FOLLOWS:

1. The City has a reasonable expectation (within the meaning of U.S. Treasury Regulations, Section 1.148-1(b)) that it will pay certain expenditures for the Project out of available funds of the City. Furthermore, the City has a reasonable expectation that it will issue one or more series of tax-exempt bonds (the "Bonds") in the estimated maximum principal amount of \$5,000,000 to finance the Project and that the City will make reimbursement allocations with respect to such original expenditures for the Project from the proceeds of such Bonds.

2. This Resolution has been adopted not later than sixty (60) days after payment of any original expenditure for the Project to be subject to a reimbursement allocation with respect to the proceeds of the Bonds.

3. All reimbursement allocations with respect to the Bonds will be made not later than eighteen (18) months after the later of: (i) the date the original expenditure is paid; or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after an original expenditure is paid for the Project. If the Bonds are eligible for the small issuer exception from arbitrage rebate under the Treasury Regulations, the "18-month" limitation above is extended to "three years" and the "three-year" maximum reimbursement period is disregarded.

4. All original expenditures to which reimbursement allocations are to be made constitute: (i) capital expenditures; (ii) costs of issuance of the Bonds; (iii) expenditures for extraordinary, nonrecurring items that are not customarily payable from current revenues, such as casualty losses or extraordinary legal judgments in amounts in excess of reasonable insurance coverage, and for which no reserve is maintained; or (iv) a grant (as defined in U.S. Treasury Regulations, Section 1.148-6(d)(4), as a transfer for a governmental purpose of money or property to a transferee that is not a related party to or an agent of the transferor with respect to which no obligation or condition is imposed to directly or indirectly repay any amount to the transferor).

5. The limitations set forth in paragraphs 2 and 3 of this Resolution do not apply to: (i) costs of issuance of the Bonds; (ii) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (iii) preliminary expenditures up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the Bonds that finance or are reasonably expected by the City to finance the Project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, reimbursement bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

6. This Resolution is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project are consistent with the City's budgetary and financial circumstances.

7. This Resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

8. No reimbursement allocation of the proceeds of the Bonds to expenditures for the Project will employ an abusive arbitrage device (within the meaning of U.S. Treasury Regulations, Section 1.148-10) to avoid the arbitrage restrictions or to avoid the restrictions of Sections 141 through 150 of the Code.

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

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

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 2nd day of December 2013.

Susan St. Ores, Mayor

ATTEST:

Logan Martin, City Administrator



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

Date: November 18, 2013
 To: Mayor and City Council
 From: Logan Martin, City Administrator
 Subject: Appointments, designations, and City Council liaison assignments for 2014

BACKGROUND

Listed below are individuals/agencies appointed in 2013. Staff's recommended changes are noted. If the City Council wishes to make any changes for 2014, they should be noted at the meeting.

	<u>2013</u>	<u>2014 –Changes only</u>
Deputy Mayor	Connie Carlson	
City Attorney	Eckberg Law Firm	
City Engineer	SEH (Barry Peters)	
City Auditor	Schlenner Wenner and Co.	
Deputy City Clerk	Asst. City Administrator (Sara Taylor)	
Emergency Preparedness	Fire Chief (Mark Swenson)	
Deputy Fire Chief	Mike Galowitz	
Weed Inspector	Mayor (Susan St. Ores)	
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)	
Animal Control	Police Chief (Laura Eastman)	
Assessor	Washington County	
Official Depository	First State Bank and Trust	
Official Newspaper	Stillwater Gazette	
Animal Impound Agency	St. Croix Animal Shelter-Woodbury	
On Site Septic Inspection	Washington County	
Financial Advisor	Northland Securities, UBS, SIPC, FTN, and ICDI	Add 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 / vacant	Add 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		

RECOMMENDATION

Staff recommends the City Council adopt a motion approving appointments, designations, and assignments for 2014.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

2014 City Council Regular Meeting Dates

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

Monday, January 6	Monday, July 7
Monday, February 3	Monday, August 4
Monday, March 3	Tuesday, September 2*
Monday, April 7	Monday, October 6
Monday, May 5	Monday, November 10**
Monday, June 2	Monday, December 1

* Due to the Labor Day holiday

** Due to the need to canvass the November 4 election results

2014 City Council Workshop Dates

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

Monday, March 3

Monday, June 2

Tuesday, September 2

Monday, December 1