

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
March 4, 2013**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. February recycling award recipient is Doug Odland who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County
2. Resident reminder: Keep sidewalks clear for public safety

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. Kevin Western, MnDOT - Update on the St. Croix River Crossing project
- 2.

CONSENT AGENDA

Consider a resolution adopting items 1 through 15

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| 14. Authorization for Mayor St. Ores to execute and sign the Metropolitan Council Environmental Services grant agreement for the Inflow and Infiltration Improvement and Manhole Rehabilitation Project on behalf of the city | 14 |

15. Accept Fire Department donation of eight Kidde carbon monoxide alarms from Tom and Susan Boecker and two quilted baby blankets from Audrey Reed

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UNFINISHED BUSINESS

NEW BUSINESS

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2. Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances related to water and sewer utility rates 17
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CITY COUNCIL ITEMS AND ANNOUNCEMENTS

ADJOURNMENT

RESOLUTION NO. 13-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MARCH 4, 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 4th day of March, 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 1-15 FROM THE
MARCH 4, 2013 CITY COUNCIL AGENDA**

1. January 18, 2013 City Council emergency meeting summary
2. February 4, 2013 City Council special meeting minutes
3. February 4, 2013 City Council regular meeting minutes
4. February 20, 2013 City Council special meeting minutes
5. February payables and receipts (check numbers 1135516-1135615)
6. February building, plumbing and mechanical permits report
7. City liability insurance waiver
8. Letter of credit reduction for the remaining improvements within Phase I of Inspiration
9. Policy for accepting credit cards for payment of city services
10. Authorization to hire five personnel for the Fire Department
11. Special event application from Make-A-Wish Foundation for Swimming for Wishes fundraiser at Lakeside Park on Sunday, August 18, 2013
12. Renewal of boat trailer parking license agreement with Andersen Corporation
13. Agreement with Springsted, Inc. for executive search services
14. Authorization for Mayor St. Ores to execute and sign the Metropolitan Council Environmental Services grant agreement for the Inflow and Infiltration Improvement and Manhole Rehabilitation Project on behalf of the city
15. Accept Fire Department donation of eight Kidde carbon monoxide alarms from Tom and Susan Boecker and two quilted baby blankets from Audrey Reed

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 –

Dan Goldston –
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 4th day of March 2013.

ATTEST:

Sara Taylor, Acting City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL EMERGENCY MEETING MINUTES
January 18, 2013
3:30 p.m.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: City Attorney Andrew Pratt and Assistant City Attorney Jennifer Nodes

Assistant City Attorney Nodes indicated the purpose of the emergency meeting was to discuss the existence of a complaint or complaints against the City Administrator under the City's Code of Conduct and Personnel Policy, as well as to discuss threatened litigation surrounding the employment status of the City Administrator. Assistant City Attorney Nodes further added that the portion of the City Council meeting relating to threatened litigation surrounding the employment status of the City Administrator will be conducted in a closed session, pursuant to the attorney-client privilege found in Minnesota Statutes, Section 13D.05, Subdivision 3(b). It was moved by Councilmember Hanson and seconded by Councilmember Carlson to proceed into closed session pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(d). Motion carried unanimously.

[Discussion ensued on the matter pursuant to the attorney-client privilege exception to the Minnesota Open Meeting Law.]

After discussion concluded, Councilmember Carlson moved for adjournment of the closed session, which was seconded by Councilmember Hanson. Motion carried unanimously. The Council commenced discussion on the existence of a complaint or complaints against the City Administrator under the City's Code of Conduct and Personnel Policy, as well as the commencement of an investigation into the complaints by the City Attorney's office.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to place City Administrator Berg on paid administrative leave pending an investigation into recent allegations of misconduct involving violations of the City's Code of Conduct and Personnel Policy. Motion carried unanimously. It was further moved by Councilmember Carlson and seconded by Councilmember Hanson to authorize the City Attorney to correspond with the City Administrator and his legal counsel regarding the paid administrative leave and the denial of the City Administrator's request to rescind his earlier resignation. Motion carried unanimously.

Councilmember Carlson then moved for adjournment of the emergency meeting, which was seconded by Councilmember Goldston. Motion carried unanimously.

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

CALL TO ORDER

The meeting was called to order by Mayor St. Ores at 4:05 p.m.

ROLL CALL

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

Staff Present: Acting Administrator/City Planner Taylor and City Attorney Pratt

INTERVIEW EXECUTIVE SEARCH FIRMS TO CONDUCT THE HIRING PROCESS FOR THE CITY ADMINISTRATOR POSITION

The special meeting included presentations from representatives of three executive search firms regarding their written proposal and scope of services offered to assist the city with the hiring search for the City Administrator position. Dave Unmacht, Springsted Incorporated, presented first, followed by Bob Shellum, Midwest Government Advisors, and Richard Fursman, Brimeyer-Fursman. Following the presentation, the City Council discussed each firm's experience with conducting searches, areas of expertise, placement success rate, and placement guarantee.

Following the interviews, the City Council noted that each firm offered a variety of expertise and experience, and was pleased with the presentations and discussion. The City Council expressed interest in reviewing each proposal further in depth, before reconvening a follow-up meeting to select the preferred firm.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to schedule a special meeting for the week of February 18 to select a firm to conduct the hiring search. Motion carried 4-0.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the special meeting at 5:55 p.m. Motion carried 4-0.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
FEBRUARY 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 February 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, and Michele Hanson

Members Absent: None

Staff Present: Acting Administrator/City Planner Sara Taylor, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Finance Officer Wanda Madsen, Engineer Barry Peters, 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 February 4, 2013 City Council agenda. Motion carried 4-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The January recycling award recipient was Green Bryant who will receive \$30.00 for his recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores announced that applications to fill the City Council vacancy will be accepted until February 21, 2013. Applications are available on the city's website and at City Hall.
3. Mayor St. Ores reminded pet owners that dogs and cats over 3 months of age need to be licensed annually by February 1. Applications are available on the city's website and at City Hall.

OPEN FORUM

Chad Kulas, representing the Coalition for the St. Croix River Crossing, reviewed a handout presenting background information on the coalition and the bridge project. The coalition is requesting a contribution of \$1,000.00 from the City of Bayport to help support the coalition's work to keep the project on schedule. Mayor St. Ores noted the city's past and present verbal support of the project. Attorney Pratt noted there are strict rules governing a city's contributions, and he requested time to provide the City Council with an analysis of its authority to fund the contribution request.

CONSENT AGENDA

Mayor St. Ores read items 1-14 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 13-03

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

1. December 20, 2012 City Council special meeting minutes
2. January 7, 2013 City Council workshop meeting minutes
3. January 7, 2013 City Council regular meeting minutes

4. January 14, 2013 City Council special meeting minutes
5. January 14, 2013 City Council closed meeting summary
6. January payables and receipts (check numbers 1135389-1135515)
7. January building, plumbing and mechanical permits report
8. Budgeted fund transfers for 2012
9. Pay application #2 from Infratech Infrastructure Technologies, Inc. for the I/I improvements and manhole rehabilitation project
10. Special event application from BCAL for Easter Egg Hunt at Barker's Alps Park on Saturday, March 30, 2013
11. Special event application for wedding reception at Lakeside Park on Saturday, September 7, 2013
12. Special event application for Bayport Farmer's Market at Perro Park, July 1 – October 14, 2013
13. Expiration date for requests for mailed notice of special City Council meetings (*Resolution 13-03A*)
14. Donation of \$75.00 for Police Department from Alex, Susan and Mya Mollidrem

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

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

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Hanson attended a special meeting of the Cable Commission that provided an orientation for several new members on the commission. She noted the Cable Commission is beginning the franchise renewal process with Comcast, as the current 15-year contract expires. It was noted Bayport's cable equipment needs to be updated to provide better transmission quality. The next meeting is scheduled for Thursday, February 21, 2013, 7:00 p.m., at the Valley Ridge Mall.

Mayor St. Ores attended a shared services meeting with the Stillwater School District and other area public entities. The group is exploring shared opportunities that would save money and eliminate redundancies. She also attended the Fire Department's annual dance/fund raiser on February 2 and thanked everyone who supported the event. She will review the upcoming February meeting of the Middle St. Croix Watershed Management Organization (MSCWMO) at the next meeting.

Councilmember Carlson stated the next meeting of the Library Board is scheduled for Thursday, February 21, 2013, 6:00 p.m., at the library.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson reviewed his written report, noting the department has been meeting with officials from Baytown Township, the City of Oak Park Heights, and West Lakeland Township to explain the increased cost for their fire contracts with the city. He estimated the fund raiser dance will realize a profit of \$10,000.00 that will be used for thermal imaging cameras. Five recruits are going through the final process to join the department, with two additional applications in process. He noted the department received a grant from Washington County to cover the cost of three new computers for its vehicles, saving the city \$9,600.00. He reported the department made 107 runs in January.

Police Chief Eastman reviewed her written report, noting that she added a statistics report showing officer activity for 2009-2012. These statistics will be provided on a monthly basis going forward. She stated the department would be presenting programs on fraud and identity theft at the Senior Center and

Croixdale in March and noted the events are open to the public. She indicated the Police Department also received a grant for three new squad computers through a grant from Washington County.

Mel Horak, Public Works Supervisor, reviewed his written report, mentioning the ice skating rinks are in excellent condition and encouraged residents to take advantage of the rinks before the weather warms up. He noted the new salt/sand storage building has improved the department's winter street maintenance efforts. The department is working on clearing overhanging trees and bushes, especially in alleys, to accommodate garbage trucks and Public Works equipment.

Acting Administrator Taylor reviewed her written report. In addition, she noted the city has received one application for the vacant seat on the City Council, with applications being accepted through February 21. Two preliminary concept plans for Perro Park have been revised by landscape architect Larry Wacker and will be presented later in the agenda. She reported staff is pursuing grant opportunities with four local foundations to help fund the proposed improvements at Perro Park.

UNFINISHED BUSINESS

Consider amending Chapter 2 – Administration of the Bayport City Code of Ordinances related to educational training and tuition reimbursement for city employees: Attorney Pratt reviewed the changes requested by the City Council. New language was added to define tuition reimbursement in the case of involuntary job elimination.

Councilmember Hanson introduced the following ordinance and moved its adoption:

Ordinance #834

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE VIII, DIVISION 3 OF THE
BAYPORT CITY CODE**

The motion for adopting the foregoing ordinance 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

Consider authorizing the purchase of the remaining replacement breathing apparatus (air packs) for the Fire Department: Fire Chief Swenson reviewed his request to replace the final ten air packs and related equipment at a cost of \$60,571.25 (state bid price). With this purchase, all of the department's 20 air packs will be the same style and provide for increased personal safety when breathing apparatus is required. The department is awaiting notification on its grant applications to FEMA and Homeland Security to cover the cost of the equipment.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to authorize the purchase of 10 air packs and related equipment at a cost of \$60,571.25, to be funded by the 101 Fire Equipment Replacement Fund. Motion carried 4-0.

NEW BUSINESS

Presentation of preliminary master plan concepts for Perro Park: Landscape architect Larry Wacker reviewed the current configuration, conditions and use of Perro Park and presented two preliminary concepts (Concepts A and B), that were revised to reflect City Council input. The main difference between the concepts is that Concept B would relocate the hockey rink adjacent to the tennis courts. He noted discussions have included opportunities to improve the turf quality in the open play area and surface in the hockey rink area.

Fire Chief Swenson and Police Chief Eastman suggested that a guard rail may be beneficial along 3rd Street, in light of increased activity in the park. Mr. Wacker stated one of the goals of the park improvements is to increase the aesthetic appeal and believes a guard rail may detract from the design and accessibility; however, he recommended exploring the safety recommendation further. It was noted that the proposed addition of trees and benches along 3rd Street North would provide an additional barrier, and Police Chief Eastman recommended moving the event seating to the south side of the park, away from traffic. Mr. Wacker stated that if the improvements are approved, they would be implemented over a 5-10 year period. The concepts and comments cards will be available at the Library, City Hall, and posted on the city's website through February to solicit public input. The comments will be tabulated and presented at a future City Council meeting.

Discuss removal of hazardous trees on city property: Public Works Supervisor Horak explained that last year the city hired an independent plant consultant to complete a tree assessment and inventory, due to liability concerns with hazardous trees, especially in Lakeside Park. A total of 22 trees in Lakeside Park were marked for removal as part of the assessment, and Public Works has removed 8 to date. Staff solicited quotes for the removal and disposal of 15 high risk/large trees and stumps, including 7 in Lakeside Park, 3 in the 2nd Street right-of-way at Central Avenue, and 5 in Hazelwood Cemetery. Three quotes were received for the project, ranging from \$12,195.00 to \$20,300.00, and Supervisor Horak stated the low quote was less expensive than the estimated cost for Public Works to remove the trees. Supervisor Horak recommended utilizing the same independent consultant to prepare a tree planting plan for the city in the near future, to replace the hazardous trees that are being removed, as well as prepare for additional trees threatened by the Emerald Ash borer. Mayor St. Ores requested staff explore planting saplings for future replacement needs and noted residents may wish to donate a replacement tree to the city. Discussion followed on funding for the project and the desire to use park funds for beautification projects. Staff recommended awarding the project to the low quoter, St. Croix Tree Service, Roberts, Wisconsin, for \$13,033.41, which includes sales tax.

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to award the project to St. Croix Tree Service, Roberts, Wisconsin, for a total cost including sales tax of \$13,033.41, to be funded with contingency funds allocated by the City Council for park maintenance in 2013. Motion carried 4-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores announced the BCAL would be hosting the 1st annual BCAL Family Valentine Party and Dance at the Bayport American Legion on Saturday, February 9, from 7:00-11:00 p.m. There will be live music, a dessert buffet and silent auction, with a suggested donation of \$5.00 per person.
2. Mayor St. Ores stated the Library Foundation would be sponsoring an event to create valentines and bookmarks for national "I Love to Read Month," on Saturday, February 9, 10:00 a.m.-1:00 p.m., at the Library. Free will donations for the event are appreciated.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to adjourn the meeting at 7:27 p.m. Motion carried 4-0.

Acting City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
February 20, 2013
4:30 P.M.**

CALL TO ORDER

The meeting was called to order by Mayor St. Ores at 4:37 p.m.

ROLL CALL

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

Staff Present: Acting Administrator/City Planner Taylor and City Attorney Pratt

DISCUSS INTERVIEWS AND SELECT A SEARCH FIRM TO CONDUCT THE HIRING PROCESS FOR THE CITY ADMINISTRATOR POSITION

The City Council reviewed the proposals submitted by Dave Unmacht, Springsted Inc., Bob Shellum, Midwest Government Advisors, and Richard Fursman, Brimeyer-Fursman, noting that each firm offered a variety of expertise and experience and the cost for their services was relatively comparable. Following discussion, the consensus of the City Council was that Dave Unmacht, Springsted Inc., gave a very professional and organized presentation, and would provide the best level of service for the hiring search for the city.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize the firm of Springsted, Inc. to conduct the hiring search for the City Administrator position, at an approximate cost of \$15,000.00 (final cost to depend on the actual scope of services and out of pocket costs). Motion carried 4-0.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the special meeting at 4:55 p.m. Motion carried 4-0.

CITY OF BAYPORT

*Budget Control Summary

Current Period: FEBRUARY 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	\$31,659.96	\$1,631,759.04	98.10%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$5,500.00	\$1,800.00	\$3,700.00	67.27%
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	\$39,973.72	\$56,776.28	58.68%
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	\$6,350.09	\$89,749.91	93.39%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$158,895.61	\$221,982.39	58.28%
DEPT 43100 STREET MAINT	\$5,000.00	\$0.00	\$5,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$27,500.00	\$2,715.91	\$24,784.09	90.12%
DEPT 43300 CEMETERY	\$10,000.00	\$3,600.00	\$6,400.00	64.00%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,285,147.00	\$244,995.29	\$2,040,151.71	89.28%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$470.00	\$0.00	\$470.00	100.00%
DEPT 41200 MAYOR & COUNCIL	\$141,451.00	\$27,157.97	\$114,293.03	80.80%
DEPT 41240 RECYCLING	\$7,200.00	\$555.92	\$6,644.08	92.28%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$19,549.10	\$121,862.90	86.18%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJE	\$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	\$30,476.41	\$190,026.59	86.18%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$10,557.25	\$28,492.75	72.96%
DEPT 42100 POLICE	\$719,313.00	\$120,970.73	\$598,342.27	83.18%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$123,792.63	\$315,126.37	71.80%
DEPT 43100 STREET MAINT	\$267,714.00	\$21,782.35	\$245,931.65	91.86%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$5,088.76	\$24,911.24	83.04%
DEPT 43200 PARKS	\$58,241.00	\$6,961.24	\$51,279.76	88.05%
DEPT 43300 CEMETERY	\$7,475.00	\$325.00	\$7,150.00	95.65%
DEPT 44100 PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
Total Expenditure Accounts	\$2,151,348.00	\$367,217.36	\$1,784,130.64	82.93%

CITY OF BAYPORT

02/27/13 10:09 AM

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***Fund Summary -
Budget to Actual©**

FEBRUARY 2013

	2013 YTD Budget	FEBRUARY MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,285,147.00	\$180,795.49	\$244,995.29	\$2,040,151.71	10.72%
Expenditure	\$2,151,348.00	\$200,483.48	\$367,217.36	\$1,784,130.64	17.07%
		<u>-\$19,687.99</u>	<u>-\$122,222.07</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$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 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	\$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 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%

CITY OF BAYPORT

02/27/13 10:09 AM

*Fund Summary -
Budget to Actual©

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FEBRUARY 2013

	2013 YTD Budget	FEBRUARY 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	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$9,114.94	\$83,716.65	-\$83,716.65	0.00%
		-\$9,114.94	-\$83,716.65		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$3,000.00	\$8,000.00	-\$8,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$3,000.00	\$8,000.00		
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	\$894.83	\$1,531.13	\$285,698.87	0.53%
Expenditure	\$287,230.00	\$20,093.91	\$33,344.67	\$253,885.33	11.61%
		-\$19,199.08	-\$31,813.54		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$1,033.96	-\$1,033.96	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$1,033.96		
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©

FEBRUARY 2013

	2013 YTD Budget	FEBRUARY 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	\$7,785.62	\$11,879.58	\$313,370.42	3.65%
Expenditure	\$491,628.76	\$31,555.59	\$60,247.06	\$431,381.70	12.25%
		-\$23,769.97	-\$48,367.48		
FUND 602 SEWER					
Revenue	\$0.00	\$2,400.00	\$6,450.00	-\$6,450.00	0.00%
Expenditure	\$773,754.76	\$43,491.79	\$115,643.75	\$658,111.01	14.95%
		-\$41,091.79	-\$109,193.75		
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	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$387.96	\$747.12	-\$747.12	0.00%
		-\$387.96	-\$747.12		
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		-\$110,251.73	-\$387,026.65		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 02/28/2013

FUND	FUND Descr	2013 Budget	2013 YTD Amt	2013 % of Budget	2013 % of Budget Remain
FUND 101	GENERAL	\$2,285,147.00	\$244,995.29	10.72%	89.28%
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	\$0.00	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$0.00	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$8,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$0.00	0.00%	0.00%
FUND 211	LIBRARY	\$287,230.00	\$1,531.13	0.53%	99.47%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$1,033.96	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	\$11,879.58	3.65%	96.35%
FUND 602	SEWER	\$0.00	\$6,450.00	0.00%	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$0.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$2,897,627.00	\$273,889.96	9.45%	90.55%

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CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: FEBRUARY

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	02/20/13	\$236.49	3226	GAMBLING PROCEEDS CK # 7309	R 101-00000-32204 GAMBLIN
101	02/11/13	\$1.00	3210	COPIES (\$0.25/PAGE) CASH	R 101-00000-34105 USER FEE
101	02/21/13	\$2.00	3231	NOTARY-NOT CITY BUSINESS Jim & Kath	R 101-00000-34105 USER FEE
101	02/20/13	\$30.00	3233	ASSESSMENT SEARCH CK # 9543	R 101-00000-34105 USER FEE
101	02/20/13	\$2,435.00	3235	SAC	G 101-20102 S A C CHARGES
101	02/20/13	\$2,435.00	3236	SAC	G 101-20102 S A C CHARGES
101	02/21/13	\$2,435.00	3239	SAC	G 101-20102 S A C CHARGES
101	01/30/13	\$5.00	3174	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3174	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3174	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3174	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$2.50	3175	BUILDING SURCHARGE Brant Jackson #1	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3177	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3179	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3179	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3180	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	01/30/13	\$5.00	3180	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	02/04/13	\$5.00	3188	PLUMBING SURCHARGE - RESIDENTIAL M	G 101-20104 STATE SURCHA
101	02/06/13	\$5.00	3197	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	02/12/13	\$5.00	3213	PLUMBING SURCHARGE - RESIDENTIAL S	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3218	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3218	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3218	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3222	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3222	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3223	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	02/13/13	\$5.00	3223	PLUMBING SURCHARGE - RESIDENTIAL Si	G 101-20104 STATE SURCHA
101	02/20/13	\$210.00	3235	BUILDING SURCHARGE DR Horton, #4882	G 101-20104 STATE SURCHA
101	02/20/13	\$166.50	3236	BUILDING SURCHARGE DR Horton #4882	G 101-20104 STATE SURCHA
101	02/21/13	\$129.00	3239	BUILDING SURCHARGE DR Horton #4882	G 101-20104 STATE SURCHA
101	02/26/13	\$1.07	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	02/07/13	\$40.98	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	02/06/13	\$84.86	3200	HEALTH PARTNERS CK # 1172089874	G 101-27109 HEALTH PARTN
101	02/06/13	\$58.34	3200	HEALTH SAVING ACCT. CK # 1172089874	G 101-27122 H S A
101	02/08/13	\$200.00	3207	REFUSE HAUL LICENSE Veolia Env. Servic	R 101-41240-32100 BUSINES
101	01/30/13	\$50.00	3177	CONTRACTOR LICENSE - SPECIALTY Burn	R 101-41910-32100 BUSINES
101	02/04/13	\$50.00	3185	CONTRACTOR LICENSE - SPECIALTY Bohn	R 101-41910-32100 BUSINES
101	02/12/13	\$100.00	3216	CONTRACTOR LICENSE - GENERAL The B	R 101-41910-32100 BUSINES
101	02/12/13	\$50.00	3217	CONTRACTOR LICENSE - SPECIALTY SCH	R 101-41910-32100 BUSINES
101	02/21/13	\$100.00	3238	CONTRACTOR LICENSE - GENERAL Berwal	R 101-41910-32100 BUSINES
101	02/08/13	\$15.00	3199	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	02/12/13	\$125.00	3219	SIGN PERMIT - TEMPORARY Church of St.	R 101-41910-32200 NONBUSI
101	02/21/13	\$25.00	3232	SIGN PERMIT - TEMPORARY J. Stabenow	R 101-41910-32200 NONBUSI
101	02/25/13	\$50.00	3240	VEGETATIVE CUT PERMIT Mike Rygh #61	R 101-41910-32200 NONBUSI
101	01/30/13	\$118.00	3175	BUILDING PERMIT Brant Jackson #1005	R 101-41910-32210 BUILDIN
101	02/12/13	\$75.00	3214	BUILDING PERMIT Lodge Electric #9564	R 101-41910-32210 BUILDIN
101	02/20/13	\$2,976.75	3235	BUILDING PERMIT DR Horton, #488247	R 101-41910-32210 BUILDIN
101	02/20/13	\$1,934.89	3235	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	02/20/13	\$1,595.59	3236	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	02/20/13	\$2,454.75	3236	BUILDING PERMIT DR Horton #488249	R 101-41910-32210 BUILDIN
101	02/21/13	\$1,303.09	3239	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	02/21/13	\$2,004.75	3239	BUILDING PERMIT DR Horton #488248	R 101-41910-32210 BUILDIN

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: FEBRUARY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	01/30/13	\$75.00	3180	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	01/30/13	\$75.00	3180	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	02/04/13	\$75.00	3188	PLUMBING PERMIT - RESIDENTIAL McDo	R 101-41910-32220 PLUMBIN
101	02/06/13	\$75.00	3197	PLUMBING PERMIT - RESIDENTIAL Cham	R 101-41910-32220 PLUMBIN
101	02/12/13	\$75.00	3213	PLUMBING PERMIT - RESIDENTIAL Scher	R 101-41910-32220 PLUMBIN
101	02/13/13	\$75.00	3223	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	02/13/13	\$75.00	3223	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	01/30/13	\$75.00	3174	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	01/30/13	\$75.00	3174	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	01/30/13	\$75.00	3174	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	01/30/13	\$75.00	3174	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	01/30/13	\$75.00	3177	MECHANICAL PERMIT - RESIDENTIAL Bur	R 101-41910-32230 MECHANI
101	01/30/13	\$75.00	3179	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	01/30/13	\$75.00	3179	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	02/13/13	\$75.00	3218	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	02/13/13	\$75.00	3218	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	02/13/13	\$75.00	3218	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	02/13/13	\$75.00	3222	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	02/13/13	\$75.00	3222	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	02/26/13	\$597.45	3247	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	01/30/13	\$10.00	3167	PET LICENSE - SPAY/NEUT Walters #7053	R 101-42100-32240 ANIMAL F
101	01/30/13	\$20.00	3173	PET LICENSE - SPAY/NEUT Steve Ridgway	R 101-42100-32240 ANIMAL F
101	01/31/13	\$10.00	3176	PET LICENSE - SPAY/NEUT Parent - CASH	R 101-42100-32240 ANIMAL F
101	01/31/13	\$10.00	3176	PET LICENSE - SPAY/NEUT Floeder - CAS	R 101-42100-32240 ANIMAL F
101	01/31/13	\$10.00	3178	PET LICENSE - SPAY/NEUT EHLERS - CAS	R 101-42100-32240 ANIMAL F
101	02/04/13	\$10.00	3181	PET LICENSE - SPAY/NEUT Haslup #4842	R 101-42100-32240 ANIMAL F
101	02/04/13	\$10.00	3181	PET LICENSE - SPAY/NEUT Nemece #3071	R 101-42100-32240 ANIMAL F
101	01/31/13	\$30.00	3182	PET LICENSE - SPAY/NEUT Aronson #311	R 101-42100-32240 ANIMAL F
101	01/31/13	\$10.00	3184	PET LICENSE - SPAY/NEUT C. Johnson #6	R 101-42100-32240 ANIMAL F
101	02/05/13	\$10.00	3190	PET LICENSE - SPAY/NEUT KAMPS #8763	R 101-42100-32240 ANIMAL F
101	02/05/13	\$20.00	3190	PET LICENSE - NO SPAY/NEUT KAMPS #8	R 101-42100-32240 ANIMAL F
101	02/05/13	\$10.00	3191	PET LICENSE - SPAY/NEUT LIND #8599	R 101-42100-32240 ANIMAL F
101	02/05/13	\$10.00	3192	PET LICENSE - SPAY/NEUT CASH - Gilles	R 101-42100-32240 ANIMAL F
101	02/06/13	\$10.00	3196	PET LICENSE - SPAY/NEUT CASH - T. HAL	R 101-42100-32240 ANIMAL F
101	02/06/13	\$10.00	3198	PET LICENSE - SPAY/NEUT KAMPS #8763	R 101-42100-32240 ANIMAL F
101	02/08/13	\$10.00	3205	PET LICENSE - SPAY/NEUT McCarthy #11	R 101-42100-32240 ANIMAL F
101	02/11/13	\$10.00	3208	PET LICENSE - SPAY/NEUT CASH - Crowd	R 101-42100-32240 ANIMAL F
101	02/08/13	\$10.00	3209	PET LICENSE - SPAY/NEUT Mark Radke #	R 101-42100-32240 ANIMAL F
101	02/08/13	\$20.00	3209	PET LICENSE - NO SPAY/NEUT Mark Radk	R 101-42100-32240 ANIMAL F
101	02/11/13	\$30.00	3211	PET LICENSE - SPAY/NEUT Mary Williams	R 101-42100-32240 ANIMAL F
101	02/12/13	\$10.00	3212	PET LICENSE - SPAY/NEUT Kelly #2620	R 101-42100-32240 ANIMAL F
101	02/12/13	\$10.00	3215	PET LICENSE - SPAY/NEUT CASH - Obler	R 101-42100-32240 ANIMAL F
101	02/13/13	\$10.00	3220	PET LICENSE - SPAY/NEUT Shannon Oswa	R 101-42100-32240 ANIMAL F
101	02/13/13	\$10.00	3220	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	02/14/13	\$10.00	3221	PET LICENSE - SPAY/NEUT Karen McCloud	R 101-42100-32240 ANIMAL F
101	02/14/13	\$10.00	3221	PET LICENSE - SPAY/NEUT Shelley McClou	R 101-42100-32240 ANIMAL F
101	02/14/13	\$10.00	3224	PET LICENSE - SPAY/NEUT Marty #2181	R 101-42100-32240 ANIMAL F
101	02/14/13	\$10.00	3225	PET LICENSE - SPAY/NEUT Osiecki #2484	R 101-42100-32240 ANIMAL F
101	02/19/13	\$20.00	3227	PET LICENSE - NO SPAY/NEUT CASH - P.	R 101-42100-32240 ANIMAL F
101	02/19/13	\$10.00	3228	PET LICENSE - SPAY/NEUT CHRIS/KATE H	R 101-42100-32240 ANIMAL F
101	02/19/13	\$10.00	3228	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	02/20/13	\$10.00	3230	PET LICENSE - SPAY/NEUT C. Harrison #9	R 101-42100-32240 ANIMAL F
101	02/21/13	\$10.00	3237	PET LICENSE - SPAY/NEUT MARTIN - CAS	R 101-42100-32240 ANIMAL F
101	02/26/13	\$10.00	3241	PET LICENSE - SPAY/NEUT Tom Jackson	R 101-42100-32240 ANIMAL F

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: FEBRUARY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	02/26/13	\$10.00	3241	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	02/06/13	\$20.00	3193	POLICE ADMINISTRATIVE FEES Stoerzing	R 101-42100-33100 ADMINIS
101	02/06/13	\$20.00	3194	POLICE ADMINISTRATIVE FEES Stoerzing	R 101-42100-33100 ADMINIS
101	02/04/13	\$25.00	3183	POLICE AUDIO/DVD/CD CAROL GALLATIN	R 101-42100-34201 POLICE A
101	02/11/13	\$1.25	3206	POLICE REPORTS CASH - A. Taylor	R 101-42100-34201 POLICE A
101	02/26/13	\$3,825.61	16628	JAN 2013 TRIAL CT-WASHINGTON CO/PO	R 101-42100-35101 COURT FI
101	02/06/13	\$10.00	3202	ANIMAL CONTROL PAMELA POLZIN	R 101-42100-37000 MISCELL
101	02/21/13	\$416.37	3234	FIRE PROTECTION PERMITS CK # 55763	R 101-42200-32200 NONBUSI
101	02/06/13	\$36,182.00	3171	FIRE SERVICE CONTRACT CK # 8810	R 101-42200-34202 FIRE CON
101	02/06/13	\$47,348.50	3201	FIRE SERVICE CONTRACT CK # 55760	R 101-42200-34202 FIRE CON
101	02/13/13	\$72,807.00	3204	FIRE SERVICE CONTRACT CK # 11771	R 101-42200-34202 FIRE CON
101	02/04/13	\$100.00	3186	PARK FIELD-COURT RENTAL FEE St. Croix	R 101-43200-34780 PARK FEE
101	02/04/13	\$100.00	3186	PARK FIELD-COURT RENTAL FEE St. Croix	R 101-43200-34780 PARK FEE
101	02/04/13	\$100.00	3186	PARK FIELD-COURT RENTAL FEE St. Croix	R 101-43200-34780 PARK FEE
101	02/04/13	\$200.00	3187	PARK FIELD-COURT RENTAL FEE Dave Cal	R 101-43200-34780 PARK FEE
101	02/04/13	\$50.00	3187	PARK FIELD-COURT RENTAL FEE Dave Cal	R 101-43200-34780 PARK FEE
101	02/06/13	\$25.00	3195	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	02/26/13	\$15.00	3248	PARK FIELD-COURT RENTAL FEE Raduenz	R 101-43200-34780 PARK FEE
101	02/04/13	\$75.00	3189	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	02/04/13	\$400.00	3189	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
101	02/04/13	\$700.00	3189	CEMETERY - OPEN/CLOSE GRAVE- CASKE	R 101-43300-34940 CEMETER
101	02/04/13	\$1,400.00	3189	CEMETERY - GRAVE Mary Ostertag #5968	R 101-43300-34940 CEMETER
101	02/19/13	\$400.00	3229	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
101	02/19/13	\$75.00	3229	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	02/19/13	\$300.00	3229	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	02/19/13	\$250.00	3229	CEMETERY - WINTER BURIAL CREMAINS	R 101-43300-34940 CEMETER
FUND 101 GENER		\$188,888.74			

FUND 206 WATER/SEWER IMPROVEMENT FUND

206	02/06/13	\$10.80	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	02/11/13	\$10.78	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	02/11/13	\$14.35	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	02/07/13	\$8.40	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	02/07/13	\$10.66	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	02/26/13	\$29.32	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	02/06/13	\$34.96	0	UB REC Re-trans UB SERV 27 TRUNK W/C	G 206-12103 A/R GEN BILLIN
206	02/06/13	\$209.82	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	02/26/13	\$2.70	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	02/26/13	\$2.85	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	02/06/13	\$32.70	0	UB REC Re-trans UB SERV 37 TRUNK S/C	G 206-12103 A/R GEN BILLIN
206	02/26/13	\$60.98	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	02/13/13	\$92.99	0	UB REC Re-trans UB SERV 36 TRUNK S/R	G 206-12103 A/R GEN BILLIN
206	02/07/13	\$15.31	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	02/07/13	\$9.80	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	02/26/13	\$2.40	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	02/26/13	\$2.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	02/06/13	\$11.64	0	UB REC Re-trans UB SERV 36 TRUNK S/R	G 206-12103 A/R GEN BILLIN
206	02/13/13	\$12.02	0	UB REC Re-trans UB SERV 37 TRUNK S/C	G 206-12103 A/R GEN BILLIN
206	02/13/13	\$14.65	0	UB REC Re-trans UB SERV 27 TRUNK W/C	G 206-12103 A/R GEN BILLIN
206	02/13/13	\$126.64	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	02/06/13	\$12.30	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	02/21/13	\$20.64	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	02/21/13	\$23.70	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	02/06/13	\$121.93	0	UB REC Re-trans UB SERV 36 TRUNK S/R	G 206-12103 A/R GEN BILLIN

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: FEBRUARY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 206 WATER		\$894.74			
FUND 207 PARK IMPROVEMENT FUND					
207	02/20/13	\$1,000.00	3235	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	02/20/13	\$1,000.00	3236	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	02/21/13	\$1,000.00	3239	PARK DEDICATION	R 207-00000-34780 PARK FEE
FUND 207 PARK I		\$3,000.00			
FUND 211 LIBRARY					
211	02/26/13	\$17.00	3243	LIBRARY SERVICE CHARGE CK # 3534	R 211-45500-34760 LIBRARY
211	02/26/13	\$12.99	3243	LIBRARY SERVICE CHARGE CK # 7178	R 211-45500-34760 LIBRARY
211	02/26/13	\$24.00	3243	LIBRARY SERVICE CHARGE CK # 15058	R 211-45500-34760 LIBRARY
211	02/26/13	\$285.00	3243	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	02/26/13	\$28.00	3243	LIBRARY SERVICE CHARGE CK # 10316	R 211-45500-34760 LIBRARY
211	02/26/13	\$60.00	3243	LIBRARY SERVICE CHARGE CK # 7350	R 211-45500-34760 LIBRARY
211	02/26/13	\$28.00	3243	LIBRARY SERVICE CHARGE CK # 5236	R 211-45500-34760 LIBRARY
211	02/26/13	\$8.00	3243	LIBRARY SERVICE CHARGE CK # 4130	R 211-45500-34760 LIBRARY
211	02/26/13	\$31.00	3243	LIBRARY SERVICE CHARGE CK # 7592	R 211-45500-34760 LIBRARY
211	02/26/13	\$100.00	3246	LIBRARY GRANTS CK # 106088426	R 211-45500-36233 GRANTS
211	02/26/13	\$300.84	3245	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
FUND 211 LIBRA		\$894.83			
FUND 601 WATER					
601	02/26/13	\$770.23	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/26/13	\$3.18	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	02/26/13	\$0.20	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$13.77	0	UB REC Re-trans UB SERV 5 COMM WATE	G 601-14601 WATER BILLING
601	02/26/13	\$7.74	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	02/06/13	\$1.59	0	UB REC Re-trans UB SERV 8 SAFE WTR F	G 601-14601 WATER BILLING
601	02/26/13	\$19.43	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/26/13	\$76.69	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/26/13	\$4.01	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$405.24	0	UB REC Re-trans UB SERV 5 COMM WATE	G 601-14601 WATER BILLING
601	02/06/13	\$77.42	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/26/13	\$4.80	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/13/13	\$2.50	0	UB REC Re-trans UB SERV 6 WATER METE	G 601-14601 WATER BILLING
601	02/06/13	\$11.56	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$211.32	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$3.18	0	UB REC Re-trans UB SURC 19 STATE SER	G 601-14601 WATER BILLING
601	02/06/13	\$0.02	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$1.59	0	UB REC Re-trans UB SURC 19 STATE SER	G 601-14601 WATER BILLING
601	02/07/13	\$178.53	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/21/13	\$275.32	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/26/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	02/07/13	\$8.59	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$2,584.84	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/13/13	\$30.51	0	UB REC Re-trans UB SURC 19 STATE SER	G 601-14601 WATER BILLING
601	02/07/13	\$92.80	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	02/07/13	\$5.00	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	02/13/13	\$3.18	0	UB REC Re-trans UB SERV 8 SAFE WTR F	G 601-14601 WATER BILLING
601	02/11/13	\$8.05	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/07/13	\$8.32	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	02/26/13	\$20.00	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/21/13	\$5.67	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: FEBRUARY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	02/06/13	\$47.70	0	UB REC Re-trans UB SURC 19 STATE SER	G 601-14601 WATER BILLING
601	02/21/13	\$10.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/07/13	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	02/11/13	\$321.54	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	02/26/13	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	02/13/13	\$1,473.36	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/13/13	\$57.34	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/13/13	\$166.36	0	UB REC Re-trans UB SERV 5 COMM WATE	G 601-14601 WATER BILLING
601	02/13/13	\$7.50	0	UB REC Re-trans UB SERV 5 COMM WATE	G 601-14601 WATER BILLING
601	02/13/13	\$49.92	0	UB REC Re-trans UB SERV 6 WATER METE	G 601-14601 WATER BILLING
601	02/06/13	\$0.59	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	02/06/13	\$27.90	0	UB REC Re-trans UB SURC 20 STATE TAX	G 601-14605 SALES TAX REC
601	02/13/13	\$8.58	0	UB REC Re-trans UB SURC 20 STATE TAX	G 601-14605 SALES TAX REC
601	02/07/13	\$7.18	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	02/04/13	\$1,200.00	3188	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	02/12/13	\$1,200.00	3213	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	02/20/13	\$1,200.00	3235	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	02/20/13	\$1,200.00	3236	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	02/21/13	\$1,200.00	3239	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	02/04/13	\$350.00	3188	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	02/12/13	\$350.00	3213	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	02/20/13	\$350.00	3235	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	02/20/13	\$350.00	3236	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	02/21/13	\$350.00	3239	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	02/26/13	\$2.75	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	02/13/13	\$12.73	0	UB REC Re-trans UB UR	R 601-46120-37110 WATER R
601	02/06/13	\$20.14	0	UB REC Re-trans UB UR	R 601-46120-37110 WATER R
FUND 601 WATER		\$14,808.64			
FUND 602 SEWER					
602	02/21/13	\$217.60	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	02/21/13	\$10.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	02/26/13	\$9.60	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	02/26/13	\$20.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	02/06/13	\$9.00	0	UB REC Re-trans UB SERV 25 COMM SEW	G 602-14602 SEWER BILLING
602	02/26/13	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	02/06/13	\$72.42	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	02/26/13	\$28.50	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	02/26/13	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	02/06/13	\$367.40	0	UB REC Re-trans UB SERV 25 COMM SEW	G 602-14602 SEWER BILLING
602	02/26/13	\$315.39	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	02/06/13	\$1,264.95	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	02/06/13	\$123.60	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	02/06/13	\$5.00	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	02/13/13	\$5.00	0	UB REC Re-trans UB SERV 25 COMM SEW	G 602-14602 SEWER BILLING
602	02/13/13	\$131.80	0	UB REC Re-trans UB SERV 25 COMM SEW	G 602-14602 SEWER BILLING
602	02/13/13	\$52.56	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	02/07/13	\$106.81	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	02/07/13	\$8.59	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	02/07/13	\$106.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	02/07/13	\$5.00	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	02/13/13	\$971.94	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	02/11/13	\$3.07	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	02/11/13	\$116.64	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: FEBRUARY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	02/20/13	\$800.00	3235	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	02/20/13	\$800.00	3236	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	02/21/13	\$800.00	3239	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
FUND 602 SEWER		<u>\$6,358.37</u>			
		<u>\$214,845.32</u>			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 02/28/2013

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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	\$0.00	\$470.00	100.00%
41200	MAYOR & COUNCIL	\$141,451.00	\$27,157.97	\$114,293.03	80.80%
41240	RECYCLING	\$7,200.00	\$555.92	\$6,644.08	92.28%
41400	ADMINISTRATION	\$141,412.00	\$19,549.10	\$121,862.90	86.18%
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	\$30,476.41	\$190,026.59	86.18%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$10,557.25	\$28,492.75	72.96%
42100	POLICE	\$719,313.00	\$120,970.73	\$598,342.27	83.18%
42200	FIRE PROTECTION	\$438,919.00	\$123,792.63	\$315,126.37	71.80%
43100	STREET MAINT	\$267,714.00	\$21,782.35	\$245,931.65	91.86%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$5,088.76	\$24,911.24	83.04%
43200	PARKS	\$58,241.00	\$6,961.24	\$51,279.76	88.05%
43300	CEMETERY	\$7,475.00	\$325.00	\$7,150.00	95.65%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
FUND 101 GENERAL		\$2,151,348.00	\$367,217.36	\$1,784,130.64	82.93%
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	\$33,344.67	\$253,885.33	88.39%
FUND 211 LIBRARY		\$287,230.00	\$33,344.67	\$253,885.33	88.39%
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 02/28/2013
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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 - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$878.62	-\$878.62	0.00%
44151	TCE WATER MAIN IMPROVEMEN	\$0.00	\$15,941.35	-\$15,941.35	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$4,693.51	\$42,756.49	90.11%
46120	WATER	\$444,178.76	\$38,733.58	\$405,445.18	91.28%
FUND 601 WATER		\$491,628.76	\$60,247.06	\$431,381.70	87.75%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$24,846.02	\$348,908.74	93.35%
46990	SEWER - NON-OPERATING	\$400,000.00	\$90,797.73	\$309,202.27	77.30%
FUND 602 SEWER		\$773,754.76	\$115,643.75	\$658,111.01	85.05%
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 02/28/2013

02 Month = 16.68

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 (MIKE SCHALON	\$0.00	\$29.00	-\$29.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$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	\$718.12	-\$718.12	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$747.12	-\$747.12	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 02/28/2013
02 Month = 16.68

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
		\$3,703,961.52	\$577,199.96	\$3,126,761.56	84.42%

CITY OF BAYPORT

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MONTHLY EXPENSES 1135516-1135615

Period Name: FEBRUARY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
ECKBERG, LAMMERS, BRI	101	02/26/13	\$319.00	E	41200	300	CEMETERY	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$391.50	E	41200	300	CITY ADMINISTRATOR I	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$1,493.50	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$116.00	E	41200	300	COUNCIL MEMBER VACA	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$2,740.50	E	41200	300	CITY ADMINISTRATOR R	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$152.25	E	41200	300	DANGEROUS DOG	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$304.50	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$2,915.90	E	41200	300	PERSONNEL MATTERS	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$0.10	E	41200	300	SALES TAX	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$400.00	E	41200	300	ATTEND SPECIAL MTGS	PROF SER-LEGAL	1135577
S E H	101	02/26/13	\$538.08	E	41200	301	TWO STAFF MTGS	PROF SER-ENGIN	1135600
S E H	101	02/26/13	\$168.16	E	41200	301	4TH AVE. N. BOAT RAMP	PROF SER-ENGIN	1135600
S E H	101	02/26/13	\$74.10	E	41200	301	ATTEND CC MTG	PROF SER-ENGIN	1135600
S E H	101	02/26/13	\$336.32	E	41200	301	MEET WITH STATE REP	PROF SER-ENGIN	1135600
SCHLENNER WENNER & C	101	02/25/13	\$470.00	E	41200	303	PROFESSIONAL SERVICE	PROF SER-AUDIT	1135602
COMPLETE HEALTH ENVIR	101	02/25/13	\$350.00	E	41200	306	MAINTANCE PLAN FOR	PROF SER-OTHER	1135576
WASHINGTON COUNTY S	101	02/25/13	\$67.20	E	41200	350	PERRO PARK PLAN MAIL	PRINTING & PUBL	1135614
STILLWATER GAZETTE	101	02/25/13	\$41.21	E	41200	350	ORDINANCE 834	PRINTING & PUBL	1135606
US INTERNET	101	02/25/13	\$101.20	E	41200	416	MTHLY SECURENCE 2/19	REPAIR/MAINT OF	1135612
DEPT 41200 MAYOR & COUNCIL			\$10,979.52						
DEPT 41240 RECYCLING									
ODLAND, DOUG	101	02/20/13	\$30.00	E	41240	370	FEBRUARY 2013 RECYCL	RECYCLING INCE	1135597
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
WELLS FARGO HBS	101	02/05/13	\$165.75	E	41400	131	2012 - 4TH QTR. SERVIC	CONT TO EMPLOY	1135527
LEAGUE OF MN CITIES IN	101	02/05/13	\$504.06	E	41400	150	DEDUCTIBLE OCCURREN	WORKER S COMP	1135521
TAYLOR, SARA	101	02/26/13	\$103.88	E	41400	400	MILEAGE REIMBURSEME	USE OF PERSONA	1135609
MAMA	101	02/25/13	\$20.00	E	41400	402	TRIALS, TRIBULATIONS	CONFERENCES &	1135589
MAMA	101	02/25/13	\$20.00	E	41400	402	1/10/13 LUNCHEON/BER	CONFERENCES &	1135589
LOFFLER BUSINESS SYST	101	02/26/13	\$144.04	E	41400	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
DEPT 41400 ADMINISTRATION			\$957.73						
DEPT 41910 PLANNING & ZONING									
HOLIDAY FLEET	101	02/05/13	\$52.32	E	41910	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
S E H	101	02/26/13	\$526.17	E	41910	301	CERT. OF SURVEY REVIE	PROF SER-ENGIN	1135600
BUCKLEY, JOHN	101	02/20/13	\$192.10	E	41910	400	MILEAGE REIMBURSEME	USE OF PERSONA	1135533
LOFFLER BUSINESS SYST	101	02/26/13	\$120.04	E	41910	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
DEPT 41910 PLANNING & ZONING			\$890.63						
DEPT 41940 MUNICIPAL BUILDINGS									
JOHNSON, CHAD	101	02/26/13	\$325.00	E	41940	302	FEB 2013 CITY HALL CLE	CONTRACT SERVI	1135585
ELECTRO WATCHMAN, IN	101	02/26/13	\$64.13	E	41940	302	CITY HALL 3/1/13 TO 5/3	CONTRACT SERVI	1135579
MN DEPT OF LABOR AND	101	02/05/13	\$100.00	E	41940	302	ELV0119 ELEVATOR ANN	CONTRACT SERVI	1135523
OFFICE OF ENT TECHNOL	101	02/26/13	\$469.36	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1135598
COMCAST	101	02/26/13	\$49.90	E	41940	321	MARCH 2013 HIGH-SPEE	COMMUNICATION	1135575
XCEL	101	02/05/13	\$931.09	E	41940	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVIC	1135528
XCEL	101	02/05/13	\$316.67	E	41940	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1135528
AVENET WEB SOLUTIONS	101	02/25/13	\$550.00	E	41940	420	ANNUAL WEB HOSTING	R & M BLDGS, ST	1135567
SCHMIDT MECHANICAL	101	02/25/13	\$2,568.00	E	41940	420	CITY BLDG'S ANNUAL MA	R & M BLDGS, ST	1135603
MINNESOTA ELEVATOR	101	02/20/13	\$150.04	E	41940	420	FEBRUARY MTHLY SERVI	R & M BLDGS, ST	1135554
DEPT 41940 MUNICIPAL BUILDING			\$5,524.19						

CITY OF BAYPORT

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MONTHLY EXPENSES 1135516-1135615

Period Name: FEBRUARY

Search Name	FU	Tran Date	Amount	A C	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
DEPT 42100 POLICE									
LEAGUE OF MN CITIES IN UNIFORMS UNLIMITED	101	02/05/13	\$72.00	E	42100	150	DEDUCTIBLE OCCURREN	WORKER S COMP	1135521
BAYPORT TRANSMISSION HOLIDAY FLEET	101	02/05/13	\$33.78	E	42100	202	EQUIPMENT REPAIR/POL	UNIFORMS - MISC	1135524
BAYPORT TRANSMISSION	101	02/26/13	\$25.00	E	42100	212	2004 FORD - OIL CHANG	MOTOR FUELS & L	1135570
BAYPORT TRANSMISSION	101	02/05/13	\$11.44	E	42100	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
BAYPORT TRANSMISSION	101	02/26/13	\$25.00	E	42100	212	2009 DODGE - ENGINE O	MOTOR FUELS & L	1135570
BAYPORT TRANSMISSION	101	02/26/13	\$25.00	E	42100	212	TAHOE - ENGINE OIL/PO	MOTOR FUELS & L	1135570
WASHINGTON COUNTY S MAC TOOLS	101	02/25/13	\$1,785.48	E	42100	212	JAN 2013 FUEL/POLICE D	MOTOR FUELS & L	1135613
DEAL, JERED	101	02/05/13	\$89.95	E	42100	220	OPERATING SUPPLIES/P	OPERATING SUPP	1135522
ECKBERG, LAMMERS, BRI	101	02/20/13	\$6.64	E	42100	220	EXPENSE REIMBURSEME	OPERATING SUPP	1135536
COMPUTYPE, INC	101	02/20/13	\$2,366.34	E	42100	300	JANUARY 2013 PROSECU	PROF SER-LEGAL	1135538
EASTMAN, LAURA	101	02/05/13	\$331.07	E	42100	306	OPERATING SUPPLIES/P	PROF SER-OTHER	1135518
WEST PAYMENT CENTER	101	02/05/13	\$20.75	E	42100	306	2013 CHARGER TITLE/P	PROF SER-OTHER	1135519
LAKEVIEW MEMORIAL HO	101	02/25/13	\$92.90	E	42100	306	WEST INFORMATION CH	PROF SER-OTHER	1135615
LAKEVIEW MEMORIAL HO	101	02/20/13	\$50.00	E	42100	306	BLOOD DRAWS/POLICE	PROF SER-OTHER	1135550
LAKEVIEW MEMORIAL HO	101	02/20/13	\$50.00	E	42100	306	BLOOD DRAW/POLICE D	PROF SER-OTHER	1135550
MINNESOTA BUREAU OF LEAGUE OF MINNESOTA C	101	02/20/13	\$250.00	E	42100	403	CERTIFICATION COURSE	POLICE TRAINING	1135553
CITY OF ST PAUL	101	02/25/13	\$850.00	E	42100	403	PATROL SUBSCRIPTION/	POLICE TRAINING	1135587
WASHINGTON COUNTY/D	101	02/20/13	\$40.00	E	42100	403	CLASS 12/6/12 - J JACKS	POLICE TRAINING	1135534
WASHINGTON COUNTY/D	101	02/26/13	\$91.00	E	42100	412	2013 05 DODGE RENEW	REP & MAINT VEH	1135561
CENTURY AVENUE COLLIS	101	02/26/13	\$48.00	E	42100	412	04 FORD 2013 RENEWAL	REP & MAINT VEH	1135560
EMERGENCY AUTOMOTIV	101	02/05/13	\$240.05	E	42100	412	REPAIR/POLICE DEPT.	REP & MAINT VEH	1135517
EMERGENCY AUTOMOTIV	101	02/25/13	\$148.00	E	42100	412	REPAIR/POLICE DEPT.	REP & MAINT VEH	1135580
EMERGENCY AUTOMOTIV	101	02/25/13	\$111.00	E	42100	412	SERVICE AND REPAIR #2	REP & MAINT VEH	1135580
LOFFLER BUSINESS SYST	101	02/26/13	\$120.04	E	42100	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
HUMANE SOCIETY	101	02/19/13	\$275.68	E	42100	427	2012 3RD QTR	ANIMAL EXPENSE	1135545
EMERGENCY AUTOMOTIV	101	02/25/13	\$2,142.17	E	42100	437	2013 DODGE CHARGER/	TRANSFER OUT/E	1135580
DEPT 42100 POLICE			\$9,301.29						
DEPT 42200 FIRE PROTECTION									
UNION HOUSE INC.	101	02/20/13	\$385.00	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	1135611
HOLIDAY FLEET	101	02/05/13	\$21.40	E	42200	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
HOLIDAY FLEET	101	02/05/13	\$1,224.06	E	42200	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
ECKBERG, LAMMERS, BRI	101	02/26/13	\$471.25	E	42200	300	FIRE TRUCK PURCHASE	PROF SER-LEGAL	1135577
ECKBERG, LAMMERS, BRI	101	02/26/13	\$166.75	E	42200	300	FIRE DEPT. PERSONNEL	PROF SER-LEGAL	1135577
STILLWATER MEDICAL GR	101	02/25/13	\$39.69	E	42200	306	INFULUENZA AND IMMU	PROF SER-OTHER	1135607
JOHNSON, CHAD	101	02/25/13	\$175.00	E	42200	306	MTHLY FEB 2013 CLEANI	PROF SER-OTHER	1135585
ELECTRO WATCHMAN, IN	101	02/26/13	\$64.12	E	42200	306	FIRE HALL 3/1/13 TO 5/3	PROF SER-OTHER	1135579
GALOWITZ, MIKE	101	02/20/13	\$4.90	E	42200	321	POSTAGE REIMBUREMEN	COMMUNICATION	1135541
VERIZON WIRELESS	101	02/20/13	\$369.81	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1135559
ANCOM COMMUNICATION	101	02/20/13	\$107.00	E	42200	323	TECHNICAL SERVICE PER	RADIOS-REPAIR &	1135531
ANCOM COMMUNICATION	101	02/25/13	\$107.00	E	42200	323	REPLACED PAGER/FIRE	RADIOS-REPAIR &	1135565
XCEL	101	02/05/13	\$467.35	E	42200	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVIC	1135528
XCEL	101	02/05/13	\$749.70	E	42200	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1135528
JOHNSON, BRANDON	101	02/19/13	\$636.79	E	42200	402	FIRE SCHOOL REIMBURS	CONFERENCES &	1135549
CAMERON, RILEY	101	02/25/13	\$57.63	E	42200	402	MILEAGE REIMBURSEME	CONFERENCES &	1135572
JASON SEVERSON	101	02/19/13	\$559.16	E	42200	402	FIRE SCHOOL REIMBURS	CONFERENCES &	1135548
EISINGER, ALLEN	101	02/19/13	\$878.12	E	42200	402	FIRE SCHOOL REIMBURS	CONFERENCES &	1135539
EISINGER, JAKE	101	02/25/13	\$457.64	E	42200	402	TRAINING REIMBURSEM	CONFERENCES &	1135578
CARQUEST OF STILLWATE	101	02/25/13	\$14.13	E	42200	412	TECHRON/FIRE DEPT.	REP & MAINT VEH	1135573
AREAWIDE TRUCK & TRAI	101	02/20/13	\$75.00	E	42200	412	REPAIR SERVICE/FIRE D	REP & MAINT VEH	1135532
CARQUEST OF STILLWATE	101	02/25/13	\$2.07	E	42200	412	BLUE CORAL/FIRE DEPT.	REP & MAINT VEH	1135573
CARQUEST OF STILLWATE	101	02/25/13	\$117.84	E	42200	412	BATTERY/FIRE DEPT.	REP & MAINT VEH	1135573
CARQUEST OF STILLWATE	101	02/25/13	\$28.03	E	42200	412	BATTERY-DEXCOOL/FIRE	REP & MAINT VEH	1135573

CITY OF BAYPORT

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MONTHLY EXPENSES 1135516-1135615

Period Name: FEBRUARY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BAUER BUILT	101	02/26/13	\$427.43	E	42200	419	TIRE/FIRE DEPT.	REPAIR & MAINT	1135569
OSWALD, CHUCK	101	02/26/13	\$115.72	E	42200	420	STATION REPAIRS REIM	R & M BLDGS, ST	1135599
MUNICIPAL EMERGENCY	101	02/25/13	\$77,251.50	E	42200	437	OPERATING SUPPLIES/FI	TRANSFER OUT/E	1135595
TRAFFIC CONTROL CORP	101	02/20/13	\$748.13	E	42200	530	OPERATING MATERIAL/F	CAPITAL ASSETS	1135557
DEPT 42200 FIRE PROTECTION			\$85,722.22						
DEPT 43100 STREET MAINT									
HOLIDAY FLEET	101	02/05/13	\$991.70	E	43100	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
AGGREGATE INDUSTRIES	101	02/26/13	\$65.87	E	43100	225	WINTER ROAD SAND/ST	SALT & SAND PUR	1135562
AGGREGATE INDUSTRIES	101	02/20/13	\$218.86	E	43100	225	ROAD SAND/STREETS DE	SALT & SAND PUR	1135562
NORTH AMERICAN SALT C	101	02/20/13	\$2,265.39	E	43100	225	ROAD SALT/STREET DEP	SALT & SAND PUR	1135596
AGGREGATE INDUSTRIES	101	02/20/13	\$149.50	E	43100	225	ROAD SAND/STREETS	SALT & SAND PUR	1135529
T. R. F. SUPPLY	101	02/20/13	\$1,011.57	E	43100	225	SIDEWALK DEICER/STRE	SALT & SAND PUR	1135556
HALL DISTRIBUTING COM	101	02/26/13	\$167.06	E	43100	240	CHAIN SAW BAR & CHAI	SMALL TOOLS-EQ	1135583
S E H	101	02/26/13	\$168.16	E	43100	301	3RD AVE. SITE REVIEW	PROF SER-ENGIN	1135600
STILLWATER MEDICAL GR	101	02/26/13	\$157.00	E	43100	302	DOT SCREEN/STREET DE	CONTRACT SERVI	1135607
H&L MESABI	101	02/19/13	\$1,624.92	E	43100	412	CUTTING EDGES/STREET	REP & MAINT VEH	1135542
CARQUEST OF STILLWATE	101	02/20/13	\$73.51	E	43100	412	AIR FILTER # 5 /STREET	REP & MAINT VEH	1135573
BOYER TRUCKS	101	02/20/13	\$185.17	E	43100	412	PARTS TRADEM DUMP/S	REP & MAINT VEH	1135571
H&L MESABI	101	02/26/13	\$678.28	E	43100	412	CUTTING EDGES/STREET	REP & MAINT VEH	1135582
LOFFLER BUSINESS SYST	101	02/26/13	\$24.00	E	43100	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
DEPT 43100 STREET MAINT			\$7,780.99						
DEPT 43160 STREET LIGHTING									
XCEL	101	02/05/13	\$2,645.11	E	43160	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVIC	1135528
LINNER ELECTRIC	101	02/20/13	\$106.00	E	43160	419	STREET LIGHT REPAIR/S	REPAIR & MAINT	1135552
DEPT 43160 STREET LIGHTING			\$2,751.11						
DEPT 43200 PARKS									
HOLIDAY FLEET	101	02/05/13	\$312.19	E	43200	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
CENTURY POWER EQUIP	101	02/26/13	\$9.30	E	43200	412	POLESAW MATERIAL/PA	REP & MAINT VEH	1135574
LOFFLER BUSINESS SYST	101	02/26/13	\$24.00	E	43200	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
AIR FRESH PORTABLE TOI	101	02/26/13	\$168.72	E	43200	425	TENNIS CT & LAKESIDE	SATILLITIES	1135563
DEPT 43200 PARKS			\$514.21						
FUND 101 GENERAL			\$124,451.89						
FUND 206 WATER/SEWER IMPROVEMENT FUND									
DEPT 41603 SO MN STREET UTILITY PROJECT									
S E H	206	02/26/13	\$3,548.40	E	41603	305	2011 TELEVISIONING AND M	PROF SER-CONTR	1135600
DEPT 41603 SO MN STREET UTILIT			\$3,548.40						
DEPT 41608 2012 I & I PROJECT									
S E H	206	02/26/13	\$2,716.54	E	41608	301	I/I IMPROVEMENTS	PROF SER-ENGIN	1135600
INFRASTRUCTURES TECH	206	02/20/13	\$2,850.00	E	41608	305	2012/2013 I/I IMPROVE	PROF SER-CONTR	1135547
DEPT 41608 2012 I & I PROJECT			\$5,566.54						
FUND 206 WATER/SEWER IMPROVEM			\$9,114.94						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	02/25/13	\$77.07	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$79.58	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$97.51	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$601.26	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$269.19	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$154.53	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568

CITY OF BAYPORT

MONTHLY EXPENSES 1135516-1135615

Period Name: FEBRUARY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BAKER & TAYLOR	211	02/25/13	\$45.08	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$44.53	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$64.90	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$42.63	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
BAKER & TAYLOR	211	02/25/13	\$34.30	E	45500	217	BOOKS/LIBRARY DEPT.	MATERIALS & PR	1135568
KINDER MELODIES	211	02/26/13	\$525.00	E	45500	302	STORY TIME/LIBRARY	CONTRACT SERVI	1135586
ELECTRO WATCHMAN, IN	211	02/26/13	\$90.00	E	45500	302	MTHLY SERVICE 3/1/13-	CONTRACT SERVI	1135579
SHARON SIPPEL	211	02/25/13	\$1,425.00	E	45500	302	CLEANING SERVICES/LIB	CONTRACT SERVI	1135604
COMCAST	211	02/25/13	\$79.90	E	45500	321	HIGH-SPEED INTERNET/	COMMUNICATION	1135575
OFFICE OF ENT TECHNOL	211	02/25/13	\$72.17	E	45500	321	PHONES/LIBRARY DEPT,	COMMUNICATION	1135598
XCEL	211	02/05/13	\$961.85	E	45500	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVIC	1135528
XCEL	211	02/05/13	\$1,453.10	E	45500	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1135528
TOSHIBA BUSINESS SOLU	211	02/25/13	\$43.74	E	45500	416	PARTS, LABOR, TONER/L	REPAIR/MAINT OF	1135610
MN DEPT OF LABOR AND	211	02/25/13	\$100.00	E	45500	420	ELEVATOR ANNUAL/LIBR	R & M BLDGS, ST	1135594
MINNESOTA ELEVATOR	211	02/25/13	\$157.23	E	45500	420	MTHLY SERVICE/LIBRAR	R & M BLDGS, ST	1135593
SUMMIT FIRE PROTECTIO	211	02/25/13	\$290.00	E	45500	420	ANNUAL FIRE SPRINKLE	R & M BLDGS, ST	1135608
INNOVATIVE OFFICE SOL	211	02/25/13	\$216.82	E	45500	420	OFFICE SUPPLIES/LIBRA	R & M BLDGS, ST	1135584
AMERICAN LIBRARY ASSO	211	02/25/13	\$65.00	E	45500	433	2013 MEMBERSHIP DUES	DUES & MEMBERS	1135564
DEPT 45500 LIBRARY			\$6,990.39						
FUND 211 LIBRARY			\$6,990.39						
FUND 601 WATER									
DEPT 44151 TCE WATER MAIN IMPROVEMENTS									
S E H	601	02/26/13	\$10,685.42	E	44151	301	TCE WATER MAIN IMPRO	PROF SER-ENGIN	1135600
DEPT 44151 TCE WATER MAIN IMP			\$10,685.42						
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	02/05/13	\$2,024.39	E	46110	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVIC	1135528
XCEL	601	02/05/13	\$259.63	E	46110	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1135528
AUTOMATIC SYSTEMS CO	601	02/20/13	\$470.05	E	46110	419	SCADA CONTROL SERVIC	REPAIR & MAINT	1135566
DEPT 46110 WATER-PUMPHOUSE			\$2,754.07						
DEPT 46120 WATER									
LEAGUE OF MN CITIES IN	601	02/05/13	\$72.00	E	46120	150	DEDUCTIBLE OCCURREN	WORKER S COMP	1135521
HOLIDAY FLEET	601	02/05/13	\$47.11	E	46120	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
HOLIDAY FLEET	601	02/05/13	\$353.02	E	46120	212	JANUARY 2013 FUEL PUR	MOTOR FUELS & L	1135520
HAWKINS WATER	601	02/20/13	\$35.00	E	46120	216	CHORINE - WATER TREA	CHEMICALS AND	1135543
HAWKINS WATER	601	02/20/13	\$78.86	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	1135543
U S BANK VISA	601	02/20/13	\$13.69	E	46120	216	THE UPS STORE	CHEMICALS AND	1135558
MIDWEST OVERHEAD CRA	601	02/26/13	\$254.43	E	46120	302	TWO CRANE INSPECTIO	CONTRACT SERVI	1135591
STATE OF MINNESOTA DE	601	02/20/13	\$100.00	E	46120	302	CHLORINE FEE - WELL #	CONTRACT SERVI	1135605
ELECTRO WATCHMAN, IN	601	02/26/13	\$96.19	E	46120	302	PW WATER DEPT. 3/1/13	CONTRACT SERVI	1135579
STATE OF MINNESOTA DE	601	02/20/13	\$100.00	E	46120	302	CHOLORINE FEE WELL #	CONTRACT SERVI	1135605
STATE OF MINNESOTA DE	601	02/20/13	\$100.00	E	46120	302	CHLORINE FEE-AIR STRI	CONTRACT SERVI	1135605
ONE CALL CONCEPTS	601	02/20/13	\$47.85	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	1135555
COMCAST	601	02/20/13	\$119.61	E	46120	321	HIGH-SPEED INTERNET/	COMMUNICATION	1135535
XCEL	601	02/05/13	\$1,639.89	E	46120	380	ELECTRIC & GAS SERVIC	ELECTRIC SERVIC	1135528
XCEL	601	02/05/13	\$1,921.78	E	46120	381	ELECTRIC & GAS SERVIC	FUEL FOR HEAT	1135528
SCHELEN GRARY AUTO A	601	02/20/13	\$257.69	E	46120	412	REBULT STARTER-DUMP	REP & MAINT VEH	1135601
LOFFLER BUSINESS SYST	601	02/26/13	\$24.00	E	46120	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
FASTENAL	601	02/20/13	\$58.72	E	46120	420	SHOP SUPPLIES/WATER	R & M BLDGS, ST	1135540
U S BANK VISA	601	02/20/13	\$8.56	E	46120	420	ACE HARDWARE	R & M BLDGS, ST	1135558
MINNESOTA DEPT OF HEA	601	02/25/13	\$1,165.00	E	46120	434	1ST QTR. 2013 SERVICE	STATE FEES FOR	1135592
DEPT 46120 WATER			\$6,493.40						

CITY OF BAYPORT

02/27/13 10:21 AM

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MONTHLY EXPENSES 1135516-1135615

Period Name: FEBRUARY

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 601 WATER			\$19,932.89						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
LEAGUE OF MN CITIES IN	602	02/05/13	\$72.03	E	46200	150	DEDUCTIBLE OCCURREN	WORKER S COMP	1135521
U S BANK VISA	602	02/20/13	\$60.15	E	46200	206	WEARGUARD	UNIFORMS - PW S	1135558
FASTENAL	602	02/20/13	\$49.31	E	46200	220	UNIFORMS/SEWER DEPT	OPERATING SUPP	1135540
FASTENAL	602	02/26/13	\$5.91	E	46200	220	DISPOSABLE GLOVES/SE	OPERATING SUPP	1135581
AIR FRESH PORTABLE TOI	602	02/26/13	\$74.99	E	46200	302	EXTRA PUMP FOR FEB 20	CONTRACT SERVI	1135563
LOFFLER BUSINESS SYST	602	02/26/13	\$24.04	E	46200	416	EQUIP. SERVICE/COPIER	REPAIR/MAINT OF	1135588
DEPT 46200 SEWER - OPERATING			\$286.43						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	02/25/13	\$30,265.91	E	46990	434	MARCH 2013 MTHLY AN	STATE FEES FOR	1135590
DEPT 46990 SEWER - NON-OPERAT			\$30,265.91						
FUND 602 SEWER			\$30,552.34						
FUND 803 P & Z ESCROWS									
DEPT 80014 GROUP 41 (MIKE SCHALON									
ECKBERG, LAMMERS, BRI	803	02/26/13	\$29.00	E	80014	300	GROUP 41 LITIGATION	PROF SER-LEGAL	1135577
DEPT 80014 GROUP 41 (MIKE SCHA			\$29.00						
DEPT 80043 MAINSTREET HOLDING, LLC									
ECKBERG, LAMMERS, BRI	803	02/26/13	\$174.00	E	80043	300	INSPIRATION DEVELOPM	PROF SER-LEGAL	1135577
S E H	803	02/26/13	\$184.96	E	80043	301	MTG INSPIRATION LETT	PROF SER-ENGIN	1135600
DEPT 80043 MAINSTREET HOLDING			\$358.96						
FUND 803 P & Z ESCROWS			\$387.96						
			\$191,430.41						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: February, 2013

Printed:2/27/2013

Page1 of 3

Permit Number: BP2013-6	Filing Date: 2/11/2013
Parcel Address: 14621 60TH Street N.	STILLWATER, MN 55082
Applicant: TONY LODGE	Applicant Phone: 651-247-3388
NASSEFF MECHANICAL CONTRACTORS	
Construction Value: \$1,500.00	Total Fees: \$75.00

Permit Number: BP2013-7	Filing Date: 2/20/2013
Parcel Address: 959 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$333,000.00	Total Fees: \$10,001.84

Permit Number: BP2013-8	Filing Date: 2/20/2013
Parcel Address: 978 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$420,000.00	Total Fees: \$10,906.64

Permit Number: BP2013-9	Filing Date: 2/21/2013
Parcel Address: 822 INSPIRATION PARKWAY S.	BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA	Applicant Phone: 952-985-7806
DR HORTON, INC MINNESOTA RESIDENTIAL	
Construction Value: \$258,000.00	Total Fees: \$9,221.84

Permit Number: MC2013-20	Filing Date: 2/12/2013
Parcel Address: 981 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
SABRE PLUMBING HEATING & AC	
Construction Value: \$9,431.00	Total Fees: \$80.00

Building Permit Log

For: February, 2013

Printed:2/27/2013

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Permit Number: MC2013-21
Parcel Address: 998 INSPIRATION PARKWAY N. BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$8,851.00
Filing Date: 2/12/2013
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: MC2013-22
Parcel Address: 538 PRAIRIE WAY S.
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value:\$9,126.00
Filing Date: 2/12/2013
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: MC2013-23
Parcel Address: 464 PRAIRIE WAY S.
Applicant:
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$1,100.00
Filing Date: 2/12/2013
Applicant Phone:
Total Fees: \$80.00

Permit Number: MC2013-24
Parcel Address: 526 PRAIRIE WAY S.
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$1,000.00
Filing Date: 2/12/2013
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: PL2013-10
Parcel Address: 555 2nd Street N.
Applicant: LAKE COUNTRY PLUMBING INC
LAKE AREA PLUMBING & HVAC
Construction Value:\$2,500.00
Filing Date: 2/6/2013
Applicant Phone: 612-597-5500
Total Fees: \$80.00

Permit Number: PL2013-11
Parcel Address: 363 5th Avenue N.
Applicant: CHAMPION PLUMBING LLC
CHAMPION PLUMBING LLC Plumber
Construction Value:\$848.00
Filing Date: 2/6/2013
Applicant Phone: 651-365-1340
Total Fees: \$80.00

Building Permit Log

For: February, 2013

Printed:2/27/2013

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Permit Number: PL2013-12
Parcel Address: 3365 OSGOOD WAY N.
Applicant: SCHERBER COMPANIES
SCHERBER COMPANIES SEWER & WATER
Construction Value:

Filing Date: 2/12/2013
STILLWATER, MN 55082
Applicant Phone: 763-497-1100
Total Fees: \$1,630.00

Permit Number: PL2013-13
Parcel Address: 464 PRAIRIE WAY S.
Applicant: SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value: \$11,000.00

Filing Date: 2/12/2013
BAYPORT, MN 55003
Applicant Phone: 651-319-4103
Total Fees: \$80.00

Permit Number: PL2013-14
Parcel Address: 526 PRAIRIE WAY S.
Applicant: SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value: \$9,500.00

Filing Date: 2/12/2013
BAYPORT, MN 55003
Applicant Phone: 651-319-4103
Total Fees: \$80.00

Permit Number: TS2013-1
Parcel Address: 295 4th Avenue N.
Applicant: FOR CHURCH OF ST. CHARLES
OWNER OWNER
Construction Value:

Filing Date: 2/11/2013
Bayport, MN 55003
Applicant Phone: 651-439-4511
Total Fees: \$125.00

Permit Number: TS2013-2
Parcel Address: 309 4th Street N.
Applicant: ANDERSEN PARENT GROUP
OWNER OWNER
Construction Value:

Filing Date: 2/21/2013
Bayport, MN 55003
Applicant Phone:
Total Fees: \$25.00



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

Date: February 7, 2013
To: Mayor and City Council
From: Wanda Madsen, Finance Officer
RE: City liability insurance waiver

BACKGROUND

Each year, the city is asked to decide whether or not it wishes to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. In the past, the city has chosen not to waive the monetary limits.

RECOMMENDATION

Staff recommends the City Council adopt a motion not to waive the monetary limits on municipal tort liability, as provided by the League of Minnesota Cities.

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- o *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- o *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- o *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

Bayport accepts liability coverage limits of \$ 2.5 million from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature _____ Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044



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

Date: February 27, 2013

To: Mayor and City Council

From: Sara Taylor, Acting City Administrator
Andy Pratt, City Attorney
Barry Peters, City Engineer

Re: Letter of credit reduction for the remaining improvements within Phase I of Inspiration

BACKGROUND

As part of the Inspiration development agreement, the city is required to hold a letter of credit from Bayport Mainstreet Holding, LLC, the current developer, for the estimated cost of improvements required as part of the Phase I portion of the development. The purpose of the letter of credit is to ensure that the city has appropriate funds to draw on from the developer to complete these improvements, should the developer incorrectly or fail to make the improvements on their own. Over the past several years, the city has approved a reduction in this letter of credit, as certain improvements have been completed by the developer and certified by the city.

The city has confirmed that the improvements yet to be completed in Phase I are the open space restoration and painting of fire hydrants within the development. The city currently retains a letter of credit in the amount of \$371,826.00 for these improvements, based on contractor and engineer's estimates from several years ago. Based on the developer's recent contract with Sandstrom Land Management, the total cost for the open space restoration work is \$72,775.00 and the fire hydrant painting is \$5,000.00. The development agreement requires the deposit of an additional 25% of the outstanding costs of the improvements as a security. Therefore, the grand total remaining allocable to the Phase I improvements is \$97,218.75.

To be sure these costs are consistent with other contractors, and to justify the \$274,607.25 reduction in the letter of credit, the city solicited comparative bids to complete the restoration work and hydrant painting. These bids were solicited on a hypothetical basis, to confirm that the developer's remaining costs to complete the restoration work and the hydrant painting were reasonable. The city found alternate bids for both the restoration work and the hydrant painting to be comparable to the cost estimates provided by the developer. As such, staff feels it would be appropriate to reduce the letter of credit to \$97,218.75.

It should be noted that this amount differs slightly from the amount requested by the developer in their attached request dated January 11, 2013, because the city will be unable to certify completion of the fall restoration work until this spring. After speaking with the developer, they understand the city's justification, and are willing to accept the city's proposed reduction at this time.

RECOMMENDATION

Staff recommends the City Council adopt a motion reducing the letter of credit from Bayport Mainstreet Holding, LLC in the amount of \$371,826.00 to \$97,218.75 for the remaining improvements within Phase I of Inspiration.



From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

January 11, 2013

Sara Taylor
Assistant City Administrator
City of Bayport
294 North Third Street
Bayport, MN 55003

Re: Request for Reduction of Inspiration Letter of Credit

Dear Ms. Taylor:

On behalf of Bayport Mainstreet Holding, LLC, we are requesting a reduction in the existing letter of credit for Inspiration based on the new restoration plan approved by the City Council on October 1, 2012 and work completed since 2006 when the last reduction was requested.

The City Council approved the revised restoration plan on October 1, 2012, which included a new estimate for the revised plan. Following City Council approval, we worked with the MnDNR to finalize the plan (as required by the City approvals) and executed a contract with Sandstrom to complete the work for \$72,775.00. This letter of credit reduction is based on an executed contract with Sandstrom Land Management and completed work. Sandstrom is an experienced prairie restoration firm that has been maintaining the prairie at Inspiration since 2010 and has won the trust and support of the residents, MN Land Trust and DNR.

We began the restoration work this fall and have completed \$8,750.00 of this work as of January 9, 2013. Due to the dry fall and our late start in October (rather than August as originally hoped), some of the burn and planting work planned for this fall may be delayed until Spring 2013. The letter of credit is being held by the City to ensure that the restoration work and hydrant repainting is completed.

We request a reduction in the letter of credit from \$371,826.57 to **\$86,281.25**. This reduction would be consistent with the terms of the Updated Restoration Plan approved by the Council as well as the terms of the Development Agreement, which requires the developer to provide a letter of credit (or check) to the city in the amount of the work remaining:

Prairie Restoration	\$64,025.00
Hydrant Repainting	\$5,000.00
Sub-Total	\$69,025.00
125% Security	\$17,256.25
TOTAL	\$86,281.25

We respectfully request that the letter of credit reduction be placed on the February 4th City Council agenda for approval based on the October 1, 2012 approvals and the terms of the existing development agreement.

We look forward to continuing to work with you as we complete the Inspiration prairie restoration project. Thank you for your assistance.

Sincerely,
Landform

A handwritten signature in black ink, reading "Kendra Lindahl". The signature is written in a cursive style with a large, looped "L" at the end.

Kendra Lindahl, AICP
Principal

Encl: Sandstrom Certification of work completed in 2012
Sandstrom Invoice for work completed in January 2013



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

Date: February 27, 2013

To: Mayor and City Council

From: Wanda Madsen, Finance Officer
Andy Pratt, City Attorney

RE: Policy for accepting credit cards for payment of city services

BACKGROUND

As part of the annual financial audit, the city's auditing firm reviews our purchasing policies and procedures, to ensure compliance with state statutes and auditing standards. Minnesota Statutes Section 471.381, Subdivision 2 allows cities to accept payment for municipal services by credit card. The statute requires cities to adopt a policy that defines the terms and conditions under which credit card payments are accepted. Currently, the city only accepts credit card payment for utility bills. Staff is therefore proposing adoption of the attached draft Credit Card Acceptance Policy to comply with state statutes.

RECOMMENDATION

Staff recommends the City Council adopt a motion establishing a policy for accepting credit cards for payment of city services.



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411
WWW.CI.BAYPORT.MN.US

Credit Card Acceptance Policy
Effective Date: March 4, 2013

Policy Statement

The City of Bayport, Minnesota (the “City”) currently accepts credit card payments from its various customers as a means of paying for utility bills, as credit card payments enhance customer convenience, increase certainty of collection, and reduce City processing cost.

Purpose

The use of Credit Cards provides a quick and convenient payment method for customers to pay utility bills and other services, to be determined by the City. This policy outlines the responsibilities and security for City employees who are assigned the task of processing credit transactions.

Definitions

Credit Card: A card under an arrangement pursuant to which the issuer gives to a cardholder the privilege of obtaining credit from the issuer.

Transaction Fee: The processing fee imposed by Credit Card companies on all Credit Card transactions. Typically these fees are borne by the Merchant and built into the overhead costs.

Merchant: The entity selling products or services. In this case “merchant” means the City of Bayport.

Third-Party Processor: A vendor contractually obligated to process Credit Card transactions on behalf of the City.

Authority

Minnesota Statutes, Section 471.381, Subdivision 2, as amended, authorizes cities to accept payment by credit card for municipal services. The City may add to the amount due a service charge for the acceptance of a Credit Card payment.

Overview

The City will establish and maintain a contract or contracts with a Third-Party Processor to process Merchant sales transactions and to provide any related Credit Card processing services.

A. Authorized Credit Card Companies – The City accepts eChecks and the following major Credit Cards:

- Visa
- MasterCard
- Discover Card

- B. Accepted Service/Product Purchases – City fees, services and products (as of the effective date of this Policy, the only fees payable by Credit Card are utility fees) may be accepted and paid for by a customer with a maximum single purchase no greater than \$2,500 per customer. Proposed transactions over \$2,500 per customer will be evaluated on case-by case basis and approved by the Finance Department prior to the transaction being completed.

Safeguarding Credit Card Transactions

- A. Fraud – Fraudulent actions may impact the City and the affected customer. It is important for the City to maintain practices to protect against and prevent fraudulent schemes as well as activities in which a customer suffers a loss and the City was negligent in some manner to the fraud.

B. General Strategies to Prevent Credit Card Fraud.

- a. The preferred processing methods for Credit Cards will be online processing or potential in-house Credit Card “swiping” by the customer. These methods allow the customer to pass their Credit Card information through a secure electronic system established and maintained by a reputable Third-Party Processor. The City will not use or maintain any customer Credit Card information.
- b. If it is necessary to accept methods that require the City to directly obtain a Credit Card number, the following precautions will be followed:
 - i. Only those employees who are authorized to process daily payment will be authorized to accept and input Credit Card data. As of the effective date of this Policy, the City Finance Director and City Administrator are the only employees authorized to accept and input Credit Card data. The City Finance Officer and City Administrator will be bonded and insured by the City to the fullest requirements of state law.
 - ii. Credit Card and eCheck information shall be entered directly into the Third-Party Processor application. City employees authorized to accept and input Credit Card data must avoid writing down or otherwise documenting the data. In the event that Credit Card data is documented, the documentation must be shredded immediately following the transaction. Each credit processing station shall have access to a shredding area.
- c. All refunds shall be charged back (credited) to the original Credit Card or bank account for eChecks.

Violation of this policy may result in the following sanctions, which include but are not limited to: the loss of authorization to accept and input Credit Card data; disciplinary action; suspension; termination of employment; and legal action. Violations that may constitute criminal offenses under local, state, and federal laws shall be reported to the appropriated authorities.



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

DATE: February 19, 2013
TO: Mayor and City Council
Acting City Administrator Sara Taylor
FROM: Fire Chief Mark Swenson
RE: Authorization to hire five personnel for the Fire Department

BACKGROUND

The staffing level for the Fire Department has been at an all-time low over the past several months. Currently, we have five applicants that have passed the background investigation for employment. As such, we are requesting to appoint the following persons to the Bayport Fire Department pending approval of the general membership as well as successful completion of their firefighter medical assessment and pre-employment drug screen:

James Doyle	Bayport
Bridget Murphy	Lakeland
Matthew Hogberg	Bayport
Daniel Clark	Stillwater
Carl VonDonop	Bayport

RECOMMENDATION

Staff recommends the City Council authorize the hiring of five personnel for the Fire Department.



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55008
 Phone 651-275-4404
 Fax 651-275-4411
 www.ci.bayport.mn.us

RECEIVED
 FEB 07 2013
 CITY OF BAYPORT

City of Bayport

SPECIAL EVENT APPLICATION

A special event application form is required for individuals or organizations who wish to hold a public or private event, which includes a request for special city services or use of equipment and/or alters the general use of city property, parks, buildings, or grounds. Examples of items that would prompt a special event application include music, inflatable devices, tents, generators, food/product vendors, arbors and/or chairs, barricades, and similar items. Special event applications require City Council approval. Therefore, it is important to plan ahead and submit the application form to City Hall at least three weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate requests for city services and/or equipment associated with the event.

Property Information

City property: Lakeside Park Barker's Alps Park Perro Park Village Green Park
 Street, alley, or other city property description: _____

Private property address: _____

Applicant Information Individual/For-profit organization Public entity/Non-profit organization

Applicant/Contact Name: Valeria La Rosa
 Organization/Business Name: Make-A-Wish Foundation of MN
 Main Phone Number: 612-767-9474 Alternate Phone Number: 612-767-2755 (Val's direct #)
 Address: 615 1st Ave. NE. #415
 City/State/Zip: Minneapolis, MN 55413
 Email Address: VLA ROSA@WISHMN.ORG

Event Information

Start Date: 08/18/2013 End Date: 08/18/2013

Day(s): Monday Tuesday Wednesday Thursday Friday
 Sunday Saturday

Weekday Hours: Weekend Hours: Aug 18th

Description of event, activities, location and proposed alteration of city property:
 We would like to use a portion of the beach area to finish our 5K open water swim. (2nd Annual Swimming For Wishes fundraising event.)

Description of Requested City Services and/or Equipment

No assistance Requested.

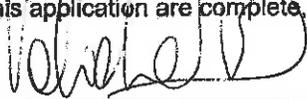
Application Requirements and Fees

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

Applicant Acknowledgement and Signature

The undersigned understands that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application. The undersigned hereby applies for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete, to the best of their knowledge.

Signature:



Date:

1/29/13

Office Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	XX \$15.00 <input type="checkbox"/> \$50.00	Received: 2/7/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check 31599	Kjh
Rental Fees (as applicable, per applicant and/or city) \$10.00 + tax Per trash receptacle/barricade \$25.00 + tax Per picnic table	<input type="checkbox"/> \$ _____ <input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check	
Damage Deposit (as applicable per city, up to \$500.00) Payment must be on a separate check. Notes:	<input type="checkbox"/> \$ _____	Invoiced: _____ Received: _____ Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	



OPEN WATER SWIM FOR WISHES

About Make-A-Wish® Minnesota Founded in 1982, Make-A-Wish Minnesota has granted more than 3,800 wishes to children across the state. Make-A-Wish grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. It is the largest wish-granting charity in the world, with 65 chapters in the United States and its territories.



Swimming For Wishes 2012

Last year Make-A-Wish Minnesota debuted its first (of hopefully many) open water swim down the St. Croix River to benefit Minnesota children. We were thrilled with the success of its first year as we were able to raise \$20,000! All of us here at Make-A-Wish are tremendously grateful for the support we received from the City of Bayport, we couldn't have done it without you!

Swimming For Wishes 2013

Having had such a great experience with Lakeside Park last year, Make-A-Wish MN is asking permission to utilize the Lakeside sandy beach area for our 2nd annual Swimming For Wishes event. Similar to last year it will be a 5k open water swim for up to 50 swimmers.

Date: Sunday August 18, 2013

Time: The swim would start at 8am and the last swimmers should be finishing early in the afternoon.

Location:

- Start Line: Lowell Park, Stillwater (by The Freight House)
 - Permit from the City of Stillwater has been requested
- Finish Line: Lakeside Park, Bayport (Sandy Beach)
 - Finish line marked on Diagram.
 - We have reserved the beach house from 8:30am-2:30pm.
- Finish line elements:
 - Finish line sign
 - Each swimmer will have a drop bag by the tent area.
 - We are aware we are not able to reserve a grill but we hope to utilize the grill closest to the beach house for a potential barbeque as swimmers cross the finish line.
 - We anticipate swimmers and spectators will remain at the sandy beach area until the end of the event to watch other swimmers cross the finish line.
 - A transportation service will be available to offer shuttles back to the start line in Lowell Park.



Safety

Swimming For Wishes is a sanctioned event of the U.S Masters Swimming Organization. As a sanctioned event all swimmers must be USMS members and will be insured under the organization's liability policy. Our safety team will be providing lifeguards and a water support system that will include kayakers and boats. We are in the process of requesting a water use permit from the Sheriff's office. Also, we have confirmed a partnership with Jon Muller of Lakeview EMS who will be providing us ambulance assistance. We are very excited to be working with the Bayport and Stillwater communities and will carry out all activities with upmost respect.

We thank the City of Bayport for reviewing this information and considering our application. Wishes can't come true without people who care. Some volunteer, some donate, some allow wish kids to take part in their busy lives. But every way they contribute allows us to **share the power of a wish®**.

Photos from 2012 Swimming for Wishes





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

Date: February 25, 2013

To: Mayor and City Council

From: Sara Taylor, Acting City Administrator
Andy Pratt, City Attorney

Re: Renewal of boat trailer parking license agreement with Andersen Corporation

BACKGROUND

Attached, please find the draft boat trailer parking license agreement with Andersen Corporation for 2013. City staff has reviewed the draft to ensure consistency with the terms agreed upon last year. With the exception of a few minor housekeeping revisions to be consistent with other sections of the agreement or state statute, and eliminate duplicative language, the proposed changes relate only to dates reflecting the term of the agreement and date of adoption. As such, staff recommends renewal of the agreement, as proposed.

RECOMMENDATION

Staff recommends the City Council adopt a motion renewing the boat trailer parking license agreement with Andersen Corporation for 2013.

PARKING LICENSE AGREEMENT

THIS PARKING LICENSE AGREEMENT ("Agreement") is made effective as of this ____ day of _____, 2013, between Andersen Corporation, a Minnesota corporation with an address of 100 Fourth Avenue North, Bayport, MN 55003 ("Andersen"), and the City of Bayport, a Minnesota municipal corporation (the "City").

WHEREAS, Andersen owns that certain parking area shown on the attached Exhibit A (the "License Area") located upon real property located in Washington County, Minnesota legally described as Mill Lots 6 and 7 of the Plat of Bayport (formerly South Stillwater) on file and of record in the Office of the County Recorder of Washington County ("Property"); and

WHEREAS, the City has a legally recorded Dedication Deed for the 4th Avenue street right-of-way and the City has for years used the portion of the right-of-way that extends into the Lake St. Croix River as a boat launch ("Boat Launch"); and

WHEREAS, the City wishes to obtain a license for parking purposes upon the License Area to serve the Boat Launch; and

WHEREAS, the parties have agreed to the terms and conditions set forth herein with regard to the License Area.

NOW, THEREFORE, for good and valuable consideration, the parties hereto agree as follows:

1. **Non-Exclusive License.** Andersen hereby grants to the City a non-exclusive right and license to allow individuals who live or work within the municipal boundaries of the City and who have applied for and received a Parking Permit (as defined below) to use the License Area for the purpose of parking vehicles with boat trailers, subject to the terms and conditions set forth herein (the "License"). Upon the terms and conditions set forth herein, the City will have the right to allow Parking Permit holders to park on the License Area and to use Andersen's adjacent Property for ingress and egress to and from 4th Avenue to the License Area following the routes designated by Andersen. Parking will occur on a first come, first served basis; provided, however, that not more than twenty (20) vehicles with boat trailers may be parked on the License Area on weekends and Holidays (as defined herein) and not more than five (5) vehicles with boat trailers may be parked on the License Area on weekdays. The City, at its expense, will install signs specifically designating the parking spaces permitted to be used on the License Area.
2. **Term.** The term of the License will commence on May 1, 2013 and expire as of September 30, 2013 (the "Term"), unless terminated earlier as set forth herein. Notwithstanding the foregoing, if Andersen is reasonably concerned about flooding on the License Area, Andersen may suspend the License upon written notice during any time period for which flooding reasonably remains a concern for Andersen. Notwithstanding anything to the contrary set forth herein, Andersen may terminate the License at any time upon thirty (30) days prior written notice if use of the License Area interferes with the operation of Andersen's business activities in Andersen's reasonable judgment.
3. **Days and Times of Usage.** The License Area may only be used during the Term between the hours of 6:00 AM to 10:00 PM. Overnight parking on the License Area is not allowed.
4. **Permitted Uses.**
 - (a) The License Area will be used for the sole purpose of parking and for no other purpose. The City and its employees, contractors, agents, invitees, Parking Permit holders and other users (collectively, the "City Parties") will not use the License Area or adjacent Property in any way that would damage, injure or interfere with Andersen's Property or business operations.
 - (b) The City will enact, maintain and enforce an ordinance limiting use of the Boat Launch for the launching of non-commercial watercraft. Such ordinance shall contain language prohibiting long-

term parking of boats, fishing, tanning or other loitering, and swimming or diving. The City, at its expense, will post signage warning the public of prohibited activities. The City will be solely responsible to ensure the following: (i) noise levels concerning the Boat Launch and License Area are kept at or below the acceptable noise levels, as per Section 26-30 of the Bayport Municipal Code, (ii) the City Parties do not disturb the peace, (iii) there are no safety hazards, (iv) the City Parties do not cause unreasonable congestion in the area of 4th Avenue and/or the License Area and (v) any structures placed on the License Area or Boat Launch shall be removed from November 1 to April 1.

5. **Permits.** The City will ensure that anyone parking upon the License Area must display a parking permit issued by the City (“Parking Permit”) on the lower left side of the boat trailer. The City will issue Parking Permits only to individuals who live or work within the municipal boundaries of the City. The City will provide to Parking Permit holders a copy of the rules and restrictions on the usage of the Boat Launch and the License Area. The City police will patrol the License Area at least three times per day and will ticket and tow vehicles within the License Area that do not display the Parking Permit or an Andersen employee parking permit. Andersen may tow any such vehicles not promptly towed by the City upon Andersen’s request and the City will reimburse Andersen for the costs of any such towing.
6. **Trespassing.** The City, at its sole expense, will install signage approved by Andersen that warns users against trespassing upon any property owned by Andersen. The City police will patrol the License Area and Boat Launch at least three times per day to ensure public users are not trespassing upon Andersen’s property.
7. **Trash removal.** The City, at its sole cost, will be responsible for installing and maintaining, within 4th Avenue near the Boat Launch and/or the License Area, as requested by Andersen, adequate trash cans (not dumpsters) for the collection of trash from Boat Launch users. At least once per day on each day during the Term, the City public works staff will (i) empty said trash receptacles and (ii) pick up trash off of the Boat Launch and off of the ground on 4th Avenue, the License Area, and adjacent areas of the Property used by the City Parties for ingress and egress to the License Area. Upon written notice, the City will also install and maintain receptacles for the collection of live bait dumping within 4th Avenue if such dumping becomes an issue in Andersen’s reasonable judgment.
8. **Parking.** The City police will patrol 4th Avenue near the License Area at least three times per day and will ticket and tow any unlawfully parked boat trailers, along with any vehicles, along 4th Avenue per Section 54-27.1 of the Bayport Code. The City and Andersen may also enter into a separate annual MOU to limit further parking along 4th Avenue to avoid congestion to the Boat Launch and the License Area.
9. **No Restroom.** The City will not install a portable restroom on the License Area or Boat Launch without Andersen’s prior written consent, which may be granted or withheld in Andersen’s sole discretion, and will remove any such restroom within three (3) business days after Andersen’s request.
10. **Restrictions.** Nothing in this Agreement will give the City any right, title or interest to the License Area other than the license rights set forth herein. The City will not make any alterations, additions or improvements to the License Area. The City will not assign or transfer any rights granted herein beyond the issuance of the Parking Permits.
11. **Signage.** All signage provided for in this Agreement will be reasonably acceptable in size, content and placement to Andersen, and will be installed, maintained and removed at the City’s expense.
12. **Maintenance and Operation.**
 - (a) The City will be solely responsible for maintenance, repair and replacement of the Boat Launch at its expense. All maintenance, repair and replacement will be done in a manner so as to minimize any disruption or interference with Andersen’s property or business operations.
 - (b) The City will be responsible for complying with all statutes, rules, ordinances, orders,

codes and regulations to the extent the same pertain to the Boat Launch and/or the City Parties' use of the Boat Launch, the License Area, and/or the Property.

(c) Without limiting the foregoing or any other provisions of this Agreement, none of the City Parties will improperly release any Hazardous Materials (as herein defined) onto the License Area, and/or the adjacent Property. The City must ensure all Hazardous Materials brought onto the License Area and the adjacent Property are properly collected by the City and removed each day of the Term as required by all applicable Environmental Laws (as herein defined). Upon expiration of the Term, the City will be responsible for all clean-up of the License Area, and the adjacent Property (including the removal of all Hazardous Materials brought onto the License Area by any City Parties) such that the area will be restored to substantially the same condition it was prior to the use of the License Area and adjacent Property by the City Parties. "Environmental Laws" means all statutes, rules, ordinances, orders, codes and regulations relating to the protection of the public health or safety of the environment. "Hazardous Materials" include substances (i) which require remediation under Environmental Laws; or (ii) which are or become defined as a hazardous waste, hazardous substance, pollutant or contaminant under any Environmental Laws; or (iii) which are explosive, corrosive, flammable, infectious, radioactive, carcinogenic or mutagenic; or (iv) which contain petroleum hydrocarbons, polychlorinated byphenyls, asbestos, asbestos containing materials or urea formaldehyde.

(d) The City will remove from the License Area and adjacent Property all personal property brought onto the License Area and/or adjacent Property by any of the City Parties. If any such personal property is not so removed, it will be deemed abandoned and may be retained by Andersen or disposed of by Andersen at the City's cost. All personal property (including vehicles and trash collection receptacles) brought onto the License Area and/or adjacent Property will be brought thereon at the City's sole risk. Except for any willful or wanton misconduct or gross negligence of Andersen, Andersen will have no liability to the City or any of the City Parties for any injury to property, injury to person, and/or any other loss, claims or damages incurred by City in connection with any use of the License Area, Boat Launch and/or adjacent Property by any of the City Parties.

13. **Indemnification and Care of Property.** During the term of this Agreement, except for any willful or wanton misconduct or gross negligence of Andersen, the City will indemnify, defend (at Andersen's request) and hold Andersen harmless against and from any and all liabilities, claims of liability and losses, costs, expenses, and damages (including attorney's fees) suffered by or claimed against Andersen arising during the term of this Agreement out of (i) the use and/or occupancy of 4th Avenue between the railroad tracks and the river, the Boat Launch, the License Area and/or the adjacent Property by any City Parties, and/or (ii) any breach or default of this Agreement by any City Parties and/or any violation of applicable laws by any City Parties, and/or (iii) any negligent, intentionally tortious or other act or omission of any of the City Parties during the term of this Agreement, and/or (iv) any injury to or death of any person or damage to any property occurring to, on or in 4th Avenue, the Boat Launch, the License Area and/or the adjacent Property. The indemnities given by the City in this Agreement will survive the termination or expiration of this Agreement only with respect to any liability, claim, loss, cost, expense or damage arising during the term of this Agreement. In no event shall the City be required by this Agreement to indemnify or hold Andersen harmless from any liability, claim, loss, cost, expense or damage that arises after the termination or expiration of this Agreement.
14. **Insurance.** The City will maintain General Liability Insurance with minimum limits of not less than the current statutory limits, as provided in Minnesota Statutes, Chapter 466, as amended, per occurrence, as well as all-risk property damage insurance for all of the personal property brought by the City onto the Boat Launch, the License Area and/or the adjacent Property, up to the full replacement value thereof. The City's insurance must cover all risks arising out of use of the Boat Launch, the License Area, and/or the adjacent Property by the City Parties. The City will provide Andersen with an annual insurance certificate showing such coverage and will name Andersen as an additional insured on such policy.
15. **No Warranties.** Andersen makes no warranty to the City of any kind, either express or implied, as to the suitability of the License Area and/or any of the adjacent Property for the City's intended use. Andersen is not obligated to provide any services, electricity, lighting, paving, sweeping or in any other way prepare

any portion of its property for the use permitted hereunder. The License Area and adjacent Property area is made available "AS IS" and "WITH ALL FAULTS." Andersen will use commercially reasonable efforts to maintain the License Area during the Term in substantially the same condition it was in on the date of this Agreement.

16. **Defaults.** In the event any default occurs under this Agreement, Andersen will be entitled to terminate this Agreement immediately, re-enter and repossess the License Area, and/or pursue any other remedy available at law or in equity. Andersen will have the right to seek specific performance to enforce any provisions of this Agreement, as well as the right to seek an injunction to specifically enjoin any actions prohibited by this Agreement. Additionally, Andersen will have the right and option, in its sole discretion, to elect to cure any such default by the City, and to collect from the City all costs incurred in effectuating such cure, including reasonable attorney's fees; and such election may be made by the act of curing such default, and Andersen will not be required to provide written notice thereof to the City. Andersen may pursue any or all of these remedies. No failure of delay by Andersen to assert any right or remedy under this Agreement will be a waiver of that right or remedy if the circumstances giving rise to the right or remedy continue or are repeated. No waiver will be effective unless given in writing. All remedies are cumulative.
17. **Notices.** All notices under this Agreement will be in writing and will be deemed given if delivered personally or sent by reputable overnight courier or mailed by registered or certified mail, return receipt to the following addresses or to such other addresses as a party may notify the other party:

To the City: City Administrator
 City of Bayport
 294 North Third Street
 Bayport, MN 55003

To Andersen:

If by mail: Linda Larson
 Manager of Real Estate Services
 Andersen Corporation
 100 Fourth Avenue North
 Bayport, MN 55003

With a copy to: Alan Bernick
 General Counsel
 Andersen Corporation
 100 Fourth Avenue North
 Bayport, MN 55003

If by overnight courier or personal delivery:

Linda Larson
Manager of Real Estate Services
Andersen Corporation
5909 Omaha Avenue North
Oak Park Heights, MN 55082

With a copy to: Alan Bernick
 General Counsel
 Andersen Corporation
 5909 Omaha Avenue North
 Oak Park Heights, MN 55082

18. Miscellaneous

- (a) This Agreement with its exhibits constitutes the entire agreement of the parties with respect to the subject matter hereof and will not be amended except by a written agreement, signed by an authorized representative of both parties. If there is a conflict between the terms of this Agreement and an exhibit, the terms and conditions of this Agreement will control.
- (b) This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.
- (c) If any provision of this Agreement will be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions will remain in full force and effect.
- (d) This Agreement will not be construed as creating a partnership, joint venture or agency relationship.
- (e) The rights, remedies and obligations of the parties contained in or made pursuant to this Agreement which by their terms or clear intent extend beyond the termination or expiration of this Agreement (including without limitation sections 9, 12 and 13 (for claims arising during the term of this Agreement)) will survive the termination or expiration of this Agreement and will remain in full force and effect.

[signatures on next page]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their officers or elected or appointed officials who have the authority to bind their respective parties effective as of the date set forth above.

ANDERSEN CORPORATION

CITY OF BAYPORT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

By: _____

Name: _____

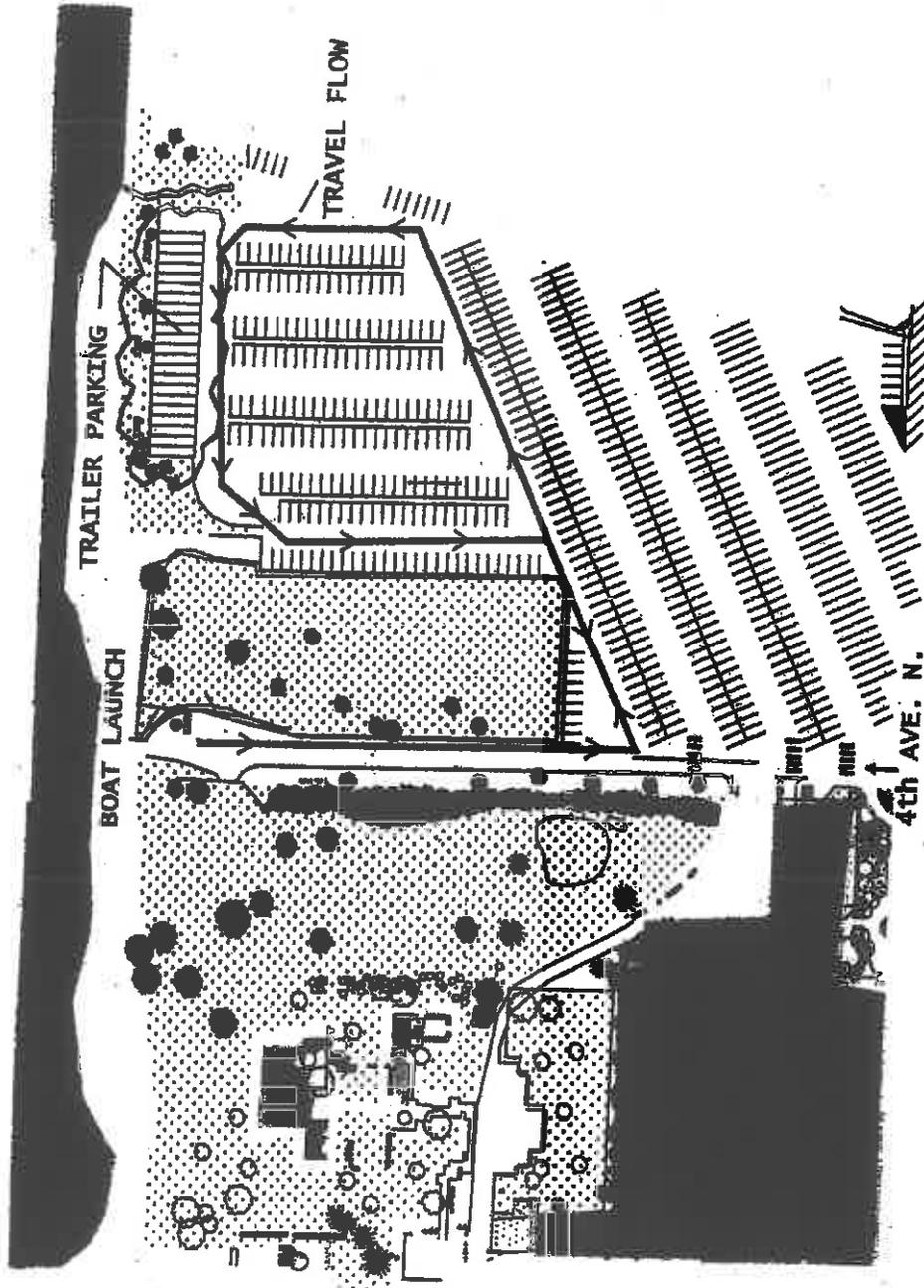
Title: _____

Date: _____

EXHIBIT A

Diagram of License Area

Exhibit A



AGREEMENT FOR EXECUTIVE SEARCH SERVICES

THIS AGREEMENT is made as of the ____ day of ____ 2013, by and between, the City of Bayport, Minnesota ("Client") and Springsted Incorporated ("Consultant").

WHEREAS, the Client wishes to retain the services of the Consultant on the terms and conditions set forth herein, and the Consultant wishes to provide such services;

NOW, THEREFORE, the parties hereto agree as follows:

1. Services. Consultant shall provide executive search services to assist the Client with the recruitment and selection of a City Administrator consistent with the scope of services contained in Consultant's proposal dated January 29, 2013. The work plan is provided in Attachment A and hereby made a part of this Agreement.
2. Compensation. The Client shall compensate the Consultant for these services at a professional fee of \$13,500 and out of pocket expenses not to exceed \$1,500 in the manner set forth in the January 29, 2013 proposal.
3. Term and Termination. This Agreement shall commence as of the date hereof, and shall continue until terminated by either party by written notice given at least 60 days before the effective date of such termination, provided that no such termination shall affect or terminate the rights and obligations of each of the parties hereto with respect to any project, whether or not complete, for which the Consultant has provided services prior to the date that it received such notice.
4. Indemnification; Sole Remedy. The Client and the Consultant each hereby agree to indemnify and hold the other harmless from and against any and all losses, claims, damages, expenses, including without limitation, reasonable attorney's fees, costs, liabilities, demands and cause of action (collectively referred to herein as "Damages") which the other may suffer or be subjected to as a consequence of any act, error or omission of the indemnifying party in connection with the performance or nonperformance of its obligations hereunder, less any payment for damages made to the indemnified party by a third party. Notwithstanding the foregoing, no party hereto shall be liable to the other for Damages suffered by the other to the extent that those Damages are the consequence of: (a) events or conditions beyond the control of the indemnifying party, including without limitation changes in economic conditions; (b) actions of the indemnifying party which were reasonable based on facts and circumstances existing at the time and known to the indemnifying party at the time the service was provided; or (c) errors made by the indemnifying party due to its reliance on facts and materials provided to the indemnifying party by the indemnified party. Whenever the Client or the Consultant becomes aware of a claim with respect to which it may be entitled to indemnification hereunder, it shall promptly advise the other in writing of the nature of the claim. If the claim arises from a claim made against the indemnified party by a third party, the indemnifying party shall have the right, at its expense, to contest any such claim, to assume the defense thereof, to employ legal counsel in connection therewith, and to compromise or settle the same, provided that any compromise or settlement by the indemnifying party of such claim shall be deemed an admission of liability hereunder. The remedies set forth in this paragraph shall be the sole remedies available to either party against the other in connection with any Damages suffered by it.
5. Confidentiality; Disclosure of Information.
 - a. Client Information. All information, files, records, memoranda and other data of the Client which the Client provides to the Consultant or which the Consultant becomes aware of in the performance of its duties hereunder ("Client Information") shall be deemed by the parties to be the property of the Client. The Consultant may disclose the Client Information to third parties in connection with the performance by it of its duties hereunder, only upon express written consent of the Client.

- b. Consultant Information. The Client acknowledges that in connection with the performance by the Consultant of its duties hereunder, the Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of the Consultant ("Consultant Information"). The Client acknowledges that all Consultant Information, except reports prepared by the Consultant for the Client, is confidential and proprietary to the Consultant, and agrees that the Client will not, directly or indirectly, disclose the same or any part thereof to any person or entity except upon the express written consent of the Consultant.

6. Miscellaneous.

- a. Delegation of Duties. The Consultant shall not delegate its duties hereunder to any third party without the express written consent of the Client.
- b. No Third Party Beneficiary. No third party shall have any rights or remedies under this Agreement.
- c. Entire Contract; Amendment. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior written or oral negotiations, understandings or agreements with respect hereto. This Agreement may be amended in whole or in part by mutual consent of the parties, and this Agreement shall not preclude the Client and the Consultant from entering into separate agreements for other projects.
- d. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
- e. Severability. To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.
- f. Insurance. The Consultant shall maintain professional liability insurance at a minimum coverage level of \$500,000 per occurrence and \$1,500,000 in the aggregate. Such insurance policy shall be delivered to the Client upon request.
- g. Notice. All notices required hereunder shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to the Client:
Ms. Sara Taylor
City of Bayport
294 North 3rd Street
Bayport, MN 55003

If to the Consultant, to:
Springsted Incorporated
380 Jackson Street
Suite 300
St. Paul, MN 55101-2887
Attention: Managing Principal

The foregoing Agreement is hereby entered into on behalf of the respective parties by signature of the following persons each of whom is duly authorized to bind the parties indicated.

FOR CLIENT

SPRINGSTED Incorporated

Mr. David J. Unmacht, Senior Vice President

ATTACHMENT A Proposal



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887
Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

January 29, 2013

Ms. Sara Taylor
Assistant City Administrator and Planner
City of Bayport
294 North 3rd Street
Bayport, Minnesota 55003

Re: Request to Provide an Executive Search for the Position of City Administrator

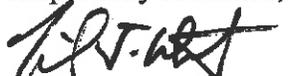
Dear Ms. Taylor:

Thank you very much for the opportunity to submit a proposal to assist in conducting an executive search and recruitment for the position of City Administrator. Hiring a City Administrator is one of the most important decisions a City Council will make. In our role and partnership as executive search consultants, Springsted is committed to working closely with all City officials to conduct a thorough, well-executed search that identifies qualified candidates with proven leadership and management experience.

Springsted has extensive experience conducting local government executive searches. Our model and business strategy is to provide you with a strong process while remaining flexible to adapt to the City's needs and desires. We approach each search by establishing positive and effective communication and trust with everyone. We will work hard to understand the City's issues, challenges and future goals. We will use this information to recommend best practices, prepare professional materials and administer effective recruitment strategies.

We understand our proposal is subject to review and discussion. We look forward to the interview on February 4th with the City Council. Please contact me at dunmacht@springsted.com or 651-223-3047 if you have any questions on our proposal.

Respectfully submitted,


David J. Unmacht
Springsted Incorporated

kmd

City of Bayport, Minnesota
Proposal to Provide
an Executive Search for the Position of City Administrator

1. Brief description of the firm and the experience and qualifications for conducting a City Administrator search

Springsted is one of the most established independent public sector advisory firms in the United States. For more than 50 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing municipal governments with a balance of national perspective and local expertise.

Springsted is a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted and our 60 staff members. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; and Denver, Colorado.

Springsted's primary goal is to provide a well-defined and strategically-focused executive recruitment. The Springsted team brings an excellent understanding of City government, respect for the responsibilities of the City Council and staff, and a thorough knowledge of and experience in the obligations and responsibilities of the role of a City Administrator.

Executive Search Philosophy

Our executive search philosophy begins with a clear partnership objective, which is:

To administer a participatory and interactive process that results in the best candidate for the City Administrator position. We will earn your trust from our initial meetings through the end of the search.

We will work to create an excellent partnership between all City officials. This includes helping the City think strategically and deliberately throughout each critical step of the process. This will be an important component of the early stages as the City Council works to reach consensus on the qualities and characteristics they desire in the successful candidate. Springsted team members will remain unbiased and fair in all communications and interactions, and will build trust and confidence with everyone from the beginning to the end of the process.

Mr. Unmacht can begin work immediately to understand the desired qualifications for this position as well as understand the City's issues and priorities. We will arrange to meet with the City Council, citizen representatives (if requested) and staff to discuss the City's goals, expectations and needs.

In partnership with City officials, we will identify best practices in the overall search process, including compliance with applicable Minnesota laws, finalize a recruitment plan and a schedule of all activities. The Springsted team's previous experience in local government, along with our organizational development background, will provide a solid foundation for the City of Bayport. Our work and experience will give City leaders the confidence needed to move forward to hire the best qualified candidate for the position.

2. References

We are providing various references for you to contact. These references will give you an excellent understanding of our executive search work. Please feel free to contact any one of these references.

Nobles County, Minnesota

County Administrator 2012

Ms. Sue Luing, Deputy County
Administrator
507-295-5202

Sibley County, Minnesota

County Administrator 2012

Ms. Roseann Nagel, Human Resource
Director
507-237-4392

City of Sun Prairie, Wisconsin

City Administrator 2012

Ms. Brenda Sukenik, Human Resources
Director
608-825-1172

City of St. Anthony, Minnesota

City Manager 2011

Mr. Jerry Faust, Mayor
612-789-7684
Mr. Mark Casey, City Manager
612-782-3311

City of Windsor Heights, Iowa

City Administrator 2012

Mr. Jerry Sullivan, Mayor
515-279-3662

City of Grain Valley, Missouri

City Administrator 2011

Ms. Jamie Rehmsmeyer, Human
Resources Director
816- 847-6213

Becker County, Minnesota

County Administrator 2012

Ms. Nancy Grabanski, Human Resources
Director
218-846-7309

Red Wing Port Authority, Minnesota

Executive Director 2012

Mr. Chris Simonson, Board Member and
Search Committee Chair
651-274-3059

3. Designation of the individual who will be in charge of this search

David J. "Dave" Unmacht

Senior Vice President and Director of Organizational Management & Human Resources



Dave Unmacht will be in charge of the search. He is the Director of Springsted's Organizational Management/Human Resources group. Mr. Unmacht brings more than 15 years of county administration experience, having worked for Scott and Dakota counties, Minnesota. He has also worked as City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. Mr. Unmacht was the recipient of the Minnesota Association of County Administrators (MACA) Joe Ries *Excellence in County Management Award* in 2000 and the Minnesota City/County Management Association (MCMA) *Award for Management Excellence* in 2006.

Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in Saint Paul, Minnesota. He taught a course in the summer and fall of 2011 on leading and managing organizational change in the public and non-profit sectors. He has a master's in Public Administration from Drake University in Iowa and a bachelor's degree in Business Administration and Political Science from Wartburg College in Iowa.

Qualifications

In just over 3 ½ years, Mr. Unmacht has been involved either as the lead search consultant or as a strategic advisor for over 25 executive searches. Mr. Unmacht brings a fresh and energetic perspective to the process. He is knowledgeable about Minnesota local government. Mr. Unmacht also served as a City Administrator so he fully understands the role and responsibilities of the position and how it fits into the community.

4. Description of the search process

Springsted's search process is described below. We would be happy to refine this process as needed to meet the City's goals and objectives.

- 1. Trust and Working Relationship** — Springsted commits to meeting and exceeding the expectations of the City from the beginning to the end of the process. We will create strong lines of communication, be open to ideas and develop a strong partnership with the City Council, staff and community members. Our work with the City is open and transparent.

We have a strong working knowledge of Minnesota laws that must be observed throughout the hiring process. We make sure that the City and candidates understand how these laws affect the hiring process. Our strong regard for conducting a process that follows the requirements of the Data Practices Act and the Open Meeting laws is a critical aspect of our working relationship with the City.

- 2. Project Initiation** — Springsted meets with the City's representative to define working relationships, determine preferred methods of communications and refine the project schedule. The revised schedule is distributed to ensure that everyone involved with the search process understands the process and schedule.
- 3. Position Analysis and Profile Development** — We meet individually (or collectively depending upon the City's interests) with the Mayor and City Council members to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and to identify expectations for the next City Administrator. We also schedule a series of individual and/or team meetings with members of the City staff to increase our understanding of the City's strengths and needs. Public input can also be obtained by inviting community leaders to attend a meeting(s) to learn about the search process and offer their perspective on desired City Administrator qualities. These meetings can be done in one-on-one interviews or in small group settings.

Information obtained from these meetings, our review of the position description and other City documents, is used to prepare a position profile. We review salary and benefit information for city administrators in similarly sized communities and in recent placements to assist the City in determining any adjustments that may be required to the salary range and employment package to ensure the position is competitive with the marketplace. The completed profile and job announcement will be approved by the City before recruitment begins. The position and community profile will be central to our recruitment; as well as candidate outreach. Sample position profiles are available upon request.

- 4. Identification and Recruitment of Qualified Candidates** — In consultation with the City, we will develop a customized recruitment strategy for the City Administrator position that includes placing job ads with professional local government associations, such as the League of Minnesota Cities, the Minnesota City/County Management Association (MCMA) and other organizations we identify with the City. To increase the exposure of this position, we can strategically place the job ad with other state municipal leagues and city/county management associations and public administration schools that are in regular contact with alumni regarding job opportunities.

Our recruitment outreach emphasizes personal contacts with prospective candidates. We also contact MCMA members, ICMA-credentialed managers and managers who demonstrate an ongoing commitment to professional leadership development. Finally, we draw upon our knowledge of qualified local government managers from our database and from the professional network of our team. Each member of Springsted's project team is involved in contacting qualified local and regional managers, many who are not actively seeking a new position and encouraging them to apply for this position.

Springsted sets up a special e-mail for each search and encourages an electronic submission of applications. Applications received by mail or by fax are scanned to ensure that we have an electronic record of all materials received. The City receives timely updates on the status of the search.

We also maintain open and professional communication with the applicants to keep them informed about the status of the search and their candidacy for the position and to track developments in their job search activities.

- 5. Applicant Screening** — Applicant screening is based on position requirements and hiring criteria established by the City in the position description and position profile.

Once we have identified the top candidates (typically 6 to 10), we ask them to complete a questionnaire that addresses their professional and personal qualities so we can assess their fit with the characteristics identified in the position profile. Along with substantive information provided in the answers to the questions, we evaluate the candidates' writing and comprehension skills. Once that is complete, we conduct telephone screening interviews with the top candidates to expand upon each candidate's background and experience, particularly in those areas important to the City. We determine the candidate's level of interest and motivation for seeking the position. We identify the candidate's management and leadership style and learn about their personal experiences and professional expectations for the position.

6. **List of Top Candidates** — We meet with the City Council to present the written candidate reports and a list of the top candidates. Each candidate report includes a summary of the screening interview and relevant information from an Internet search and preliminary contacts we have with people who know the applicant, the candidate’s resume and completed questionnaire. The City Council selects the candidates who will be invited to interview. In a professional and respectful manner, Springsted informs all applicants of their status in the selection process, in particular those that are not moving forward to the interview stage.

7. **First and Second Round Interviews** — We work with the City Council and designated staff to design and coordinate the interview process. We find that each City is different, so before we organize an interview process we meet with the City Council to seek your expectations and desires. Based on city preferences, we develop a structured interview process that maximizes the input of all participants (elected officials, staff and community members) and we coordinate the interview schedule with the candidates. The interview process is structured in a way that helps the City Council assess the candidates’ ability to communicate, their approach to making decisions, their interpersonal skills and other preferred qualifications. We also provide a template to help the City Council evaluate the candidates on an equitable basis and provide a feedback form to other participants in the interview process so the City Council can consider these perspectives in its assessment of the candidates.

Mr. Unmacht will be in attendance at the interviews to provide support as needed while the Council narrows the field of candidates who could be invited to a second interview. For the second interview, we will design a different candidate engagement process to use.

8. **Reference Checks** — We contact references and provide a thorough reference outline for each candidate participating in the interviews. It is our practice to contact at least four references per candidate: an elected official, a professional peer, a direct report and a community member. We believe that a more comprehensive reference profile can be compiled if we seek input from a representative of each of these areas.

9. **Background Check and Employment Offer** — We conduct a thorough background records check, which includes state and national criminal and civil history, driver’s license review, educational verification, a credit check and a review of social media activity. The timing is coordinated with the hiring decision and is typically completed prior to making an offer to a candidate. To date, there has not been an ethical issue with any Springsted placement.

We will assist the City Council in developing an employment offer and, if requested, present the compensation package to the successful candidate in accordance with direction received by the City Council.

5. Tentative timeline

The timetable below outlines a *tentative* timeline for the City Administrator search and identifies deliverables at each step in the process. This timeline is subject to change upon discussion and direction from the City.

**City of Bayport, Minnesota
City Administrator Search**

Project Milestone	Deliverables	Proposed Date
Notice to proceed		By February 15
Position review and analysis	<ul style="list-style-type: none"> • On-site individual meetings with the City Council • On-site individual and team meetings with members of the City staff • Meetings with key community leaders • Compensation survey of comparable communities and recent placements 	February 18 – February 28
City Council approval of the position profile and job announcement	<ul style="list-style-type: none"> • Position and community profile • Job announcement 	By March 1
Recruitment and candidate outreach	<ul style="list-style-type: none"> • Placement of job announcement • Contact with prospective candidates • Acceptance / acknowledgement of applications • Status reports to the City 	March 4 – April 5
Applicant screening / telephone interviews	<ul style="list-style-type: none"> • Supplemental questionnaire • Candidate screening interviews • Identify candidates to further screen 	April 5 – April 12
Candidate presentation / selection of applicants to interview	<ul style="list-style-type: none"> • Written candidate profiles, resumes and questionnaires • On-site meeting with the City Council • Notification to applicants not advancing in the selection process 	Week of April 15
Interview design	<ul style="list-style-type: none"> • Interview design, questions, schedule and candidate assessment forms 	Week of April 15
References	<ul style="list-style-type: none"> • Contact references • Prepare and distribute reference reports to the City Council 	Prior to the first round interviews
First and second interviews	<ul style="list-style-type: none"> • Consultant attendance at interview process • Training for interview participants 	April 22 – April 30
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon identification of top candidate

Project Milestone	Deliverables	Proposed Date
Offer made / accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement • Thank you letter to candidates not selected 	May 1 – May 10
Projected start date	<ul style="list-style-type: none"> • City Administrator starts • Action plan for a successful transition 	First two weeks in June
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December, June, December

6. Proposed fee for total services offered

Springsted's professional fee to provide the search services outlined above is \$13,500. This fee will not change unless additional services are requested by the City. Out of pocket costs for this project, include such things as position advertising (estimated \$500 to \$750), a background check for the final candidate which is \$400 and miscellaneous travel costs. The individual out of pocket costs vary per search and our intent is to keep them to a minimum. For the City of Bayport, out of pocket costs are estimated to be no more than \$1,500. All of these costs will be itemized within the invoice. Invoicing for the search will be as follows:

- 50% of the professional fee and out-of-pocket costs incurred to date will be invoiced following the presentation of candidates
- 50% of the professional fee and out-of-pocket costs will be invoiced at the conclusion of the search

7. Summary of guarantee

Our commitment to the City Council does not stop after the appointment of the City Administrator. We are available throughout the first year to facilitate a discussion about performance issues (if they arise) and/or to assist in establishing goals and objectives for the new City Administrator. We will contact the City Administrator to find out how he/she is performing and to check in to answer questions or provide information as requested in the transition. At the time of the hiring, we will provide the City Council and incoming Administrator with ideas on how to successfully transition to a new position. Experience shows that involvement and participation of the search consultant is a function of the experience, skills and background of the newly appointed Administrator.

If Springsted is hired to complete the entire search, we will also perform another executive search if the new City Administrator voluntarily resigns absent a Council request for resignation or is dismissed for cause during the first 24 months of employment. The guarantee search and other ongoing services are provided at no additional cost to the City other than reimbursement for actual direct expenses we incur.



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: February 26, 2013

RE: MCES I/I Grant Agreement
SEH No. 122136 14.00

The City has authorized an I/I Improvement Project to address Inflow and Infiltration (I/I) issues with the City's sanitary sewer system. Plans and specification were authorized at the August 2012 meeting and at that time, staff was directed to apply for a matching grant program from the Metropolitan Council of Environmental Services (MCES). At the time of the grant application, the maximum amount available was \$50,000 based on the pool of money and the communities available to receive funding. The application was submitted and the City was later informed that since all communities eligible did not apply, the City was actually awarded \$73,570 in funding.

In January, the City received the grant agreement from MCES. The agreement was completed by staff, signed by the Mayor, and returned to MCES. However, the City was recently informed that as a requirement of the grant, the City is required to include a resolution authorizing execution and signature of the MCES grant agreement by the Mayor. Staff searched past City Council meeting minutes, but did not find that this was authorized by resolution. As such, staff recommends the City Council comply with this requirement, in order to proceed with the grant agreement.

bcp

c: Sara Taylor, Acting City Administrator

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Bayport Fire Department

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

Memo from the Chief;

The month of February was busy with fire calls and vehicle accidents. We responded to two working fires in Bayport and one snowmobile accident that resulted in a death. The department is excited to get our new members on board in March. We have been training on the new fire nozzles. We now have tools that can put large amounts of water on a fire from a safe distance and require minimal staff. We are also currently hosting a fish fry fundraiser at the Bayport American Legion.

Our truck committee has been meeting weekly to discuss the new pumper that was approved in the CIP for 2013. For the first time in many years, we are contemplating a different vendor. The vendor of choice has been Pierce Manufacturing in Appleton, WI. The new truck will be specked out as a Rosenbauer, which is located in Wyoming, MN. This makes repairs easier and viewing the build much cheaper and better for the department.

Thanks,
Mark

Mark Swenson
Fire Chief
Bayport Fire Department
294 North 3rd St.
Bayport, MN 55003
Office: 651-275-4401 fax: 651-275-4402 Mobile: 651-300-2101
E-Mail: Mark.Swenson@BayportFire.org



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

Date: February 26, 2013

To: Mayor and City Council
Sara Taylor, Acting City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update

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

1. Cleaning and flooding the two skating rinks
2. Plowing, scraping and/or treating icy roadways, sidewalks and bike paths during inclement weather events
3. Performing ongoing vehicle and equipment servicing and repairs
4. Installing several new water meters
5. Performing numerous new sewer and water installation inspections
6. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports and attending to system malfunctions



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

Laura Eastman
Chief of Police

Date: February 25, 2013
To: Mayor and City Council
Sara Taylor, Acting City Administrator
From: Chief Laura Eastman
Subject: Police Reports & Updates

UPCOMING EVENTS

- Community Watch Meeting at Croixdale (Fraud and Identity Theft) March 18th @ 6:30 p.m.
- Community Watch Meeting/Senior Center (Fraud and Identity Theft) March 27th @ 8:30 a.m.

PAST EVENTS

- Reserve Officer interviews ongoing

Ongoing Community Policing Activity

Reminder: Please license your animals for the safety of the community and your pet. Also be advised that when walking your dog you must have a bag with you to pick up feces and the dog must be on a leash and/or electronic device allowing the dog to be under your control at all times. Officers will be handing out flyers to remind you of this ordinance and issuing citations if needed. Thanks for your cooperation in advance.

Vacation Checks: 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/Reserves to check on your home and we will call your designated emergency contact if any issues arise.

End of January Call Load:

01/30 - AOA/DOMESTIC, CROSSWALKS, DAR, MEDICAL/STAFF-LEVEL 1, TENANT ISSUES, CROSSWALKS, ASSIST PUBLIC WORKS, CAR VS DEER, ASSIST CITY HALL, NO POI, TRAFFIC/SPEED 46/30, MEDICAL-LEVEL 2.

01/31 - PUBLIC ASSIST, CROSSWALKS, EXTRA PATROLS X2, SUSPICIOUS ACTIVITY, PUBLIC ASSIST / PROPERTY LINE QUESTION, POSSIBLE MEDICAL-LEVEL 1, VACATION CHECKS, DAS/ D/L NOT IN POSS, OBSCENE PHONE CALLS AT MCF-STILLWATER, FIRE CAL/SMOKE SCENE.

February Call Load:

02/01 - EXTRA PATROLS X 2, AOA FIRE, CHECK WELFARE, CROSSWALKS X2 , FINGER PRINTING, MEDICAL LEVEL 3, MEDICAL LEVEL 1 X 2.

02/02 - PUBLIC ASST., MEDICAL LEVEL 1, DK. DRIVER INFO, SNOWMOBILING COMPLAINT, DAR.

02/03 - AOA 911 OPEN LINE, WW SPEED, EXTRA PATROL.

02/04 – AOA/CHECK ADDRESS, DIRECTED PATROL X 2, SCHOOL CROSSING, SUSPICIOUS ACTIVITY, ASSIST CITY HALL.

02/05 – AUD. ALARM, SCHOOL CROSSING, CIVIL ISSUE, SCHOOL CROSSING, THEFT, DOG COMPLIANCE CHECK, BASIC SPEED/MARIJUANA IN MV/DRUG PARAPHERNALIA, NOISE COMPLAINT.

02/06 – MEDICAL ALARM LEVEL 3, SCHOOL CROSSING, FINGER PRINTING X 2, HANDGUN PERMIT TO PURCHASE X 2, THEFT OF SERVICES, SUSPICIOUS VEHICLE, PARKING COMP.

02/07 – MEDICAL ALARM LEVEL 1, PARKING COMPLAINT, SCHOOL CROSSING, MEDICAL ALARM LEVEL 1, CROSSWALKS, PARKING COMPLAINT, ROAD DEBRIS, VEHICLE LOCKOUT, ORD COMPLIANCE, FOUND DOG, SPEED, PASS IN NO PASSING ZONE, OPEN DOOR, MEDICAL LEVEL 1, VACATION CHECKS, ORD. COMPLIANCE X 2, EXTRA PATROLS X2, SCHOOL CROSSING, CHECK THE ADDRESS, AOA/DOMESTIC,

02/08 – AOA/DOMESTIC , EXTRA PATROL X 2, SCHOOL CROSSING, CITY ORD INFO PROVIDED, ASSIST AW SCHOOL, PUBLIC ASSIST - ICE RINK.

02/09 – SPEED 41/30, NPI, SEATBELT X2, CURFEW X1, CHECK WELFARE, AOA/ALARM, MEDICAL LEVEL 1, ALARM, SUSPICIOUS MALE, SPEED 49/30.

02/10 – SPEED 62/40, 4TH DEG DWI/OPEN CONTAINER, MEDICAL LEVEL 3 X 2, PUBLIC ASSIST - VEH IN DITCH, PUBLIC ASSIST, WELFARE CHECK/AOA.

02/11 – CROSSWALKS, HANDGUN PERMIT TO PURCHASE X 2, WARNED DAS,

02/12 – FIRE, VEHICLE LOCK OUT X2 , OFP QUESTIONS,CROSSWALKS.

02/13 –ROAD HAZARD, MEDICAL LEVEL 1, AOA/CAR ACCIDENT.

02/14 –MEDICAL BLS LEVEL 3, NO SEATBELT, MEDICAL LEVEL 1, AOA/CAR ACCIDENT, SPEED 50/40, AOA UNWANTED MALE, PLOWING COMPLAINT.

02/15 – AOA/CHECK THE AREA, DISABLED BUS, CROSSWALKS X 2, AOA PROBATION VIOLATION-CONDITIONAL RELEASE VIOLATION, JUNK VEHICLE, MEDICAL LEVEL 1, W/WARNING SPEED X 2.

02/16 – DAS,SPEED,NO POI, 3RD DEG DWI, MEDICAL LEVEL 3 X 2, SNOWMOBILER IN WATER W/SLED, DAR SPEED 52/40.

02/17 – INTOXICATED/AOA, WW SPEED, 911 OPEN LINE, W/W SPEED, SPEED 73/40, FIRE DEPT. BACKGROUND.

02/18 – CIVIL ISSUE, W.W SPEED X2, BUSINESS ASSIST, HOUSE FIRE, MEDICAL LEVEL 1, NO POI.

02/19 –DEATH LEVEL 1, MEDICAL LEVEL 2, SCHOOL CROSSING, CHECK WELFARE 21 COMP WITH FINDINGS, SPEED 46/30, MEDICAL LEVEL 1, DANCO/OFP INFO (WORKS AT ANDERSEN WINDOWS), DAS, NO INS, OBSTRUCTED LIC PLATE, AOA-STOLEN VEHICLE, PARKING COMPLAINT, 3RD DEGREE DWI.

02/20 – CROSSWALKS, SQUAD MAINTENANCE, CIVIL ASSIST, SPEED 44/30, SPEED 49/30.

02/21 – CROSSWALKS, FINGERPRINTING, MEDICAL LEVEL 2, WW SPEED X 2, FOUND WALLET, RECORDS CHECK, FOUND PROPERTY, ROAD HAZARD, W/W SPEED X 2, DARINTOXICATED MALE A/O/A.

02/22 – SCHOOL CROSSING, INTERNET SCAM, SPEED 56/40, DAS, FIRE/3RD PARTY INFO.

02/23 –SPEED 49/30, DWI 4TH DEGREE, SPEED 74/50, DEBRIS ON THE ROAD, AOA - UNLAWFUL ASSEMBLY, 5TH DEGREE CONTROL SUBSTANCE.

02/24 – SUSPICIOUS MALE, INJURED DEER, DEER KILL PERMIT #525644, DAS & NO PRF OF INS., DRIVING COMPLAINT.

02/25 –SPEED 60/30, HANDGUN PERMIT TO PURCHASE X 2, HRO QUESTIONS, CROSSWALKS.

02/26 – N/A

02/27 – N/A

02/28 – N/A

Acronym/Code:

W/W = Written warning, DAR = Driving after revocation, DAS= Driving after suspension, NPI/ NO POI = No proof of insurance, DOC = Disorderly conduct, NO MN/DL = No Minnesota driver's license, Medical Level = 1 (most severe) 2 (moderate) 3 (mild), Rec'vd OFP = Received a fax for an order for protection (OFP) for person in our city, Felony Intro. Of Narc.= Felony level of introduction of narcotics into the prison.

Special Assignment/Patrol:

The Police Department has been focusing on addressing pet compliance complaints, specifically reports of dog feces found in the parks and unregistered pets. As such, the officers have been making contact with owners walking their dogs. After introducing themselves, the officers provide a pet regulation flyer and educate the pet owner on the importance of the ordinance. At this point, officers are reporting that the owners are in compliance and pick up the feces when the police are present. A spring rolls around, we anticipate being able to make more contacts. I will provide a verbal summary of the activity to date during my update. Ongoing directed patrol has been requested for this assignment.

Jan-13	Speed	Seatbelt	Child seat	DAS,R,C	Underage D&D	UAC	Open Bottle	No Insurance	No POI	Warrants	W/W
501 Chief Eastman											
503 Aaron Slinger				2					1		
504 Jered Deal	6	1		2					1		1
505 Quinn Willmarth											1
508 Chad Johnson	1										
508 Capt Hutchinson											
509 Jay Jackson											
510 John Miller	3			3			1	1	3	1	
512 Zach Lund	3			1					1		3
513 Keith Frank	8			2							
Monthly Total	21	1	0	10	0	0	1	1	6	1	5
Year Total	21	1	0	10	0	0	1	1	6	1	5
Officer	Drugs	MJ in MV	Dac-IPS	Stop Sigr	Drug Para	DWI	Distracted	City Ord	Ted Foss	Careless	Other
501 Chief Eastman	1										
503 Aaron Slinger	1							1			
504 Jered Deal											
505 Quinn Willmarth											
508 Chad Johnson	1										
508 Capt Hutchinson											
509 Jay Jackson											
510 John Miller		1									3
512 Zach Lund				1		3	1				
513 Keith Frank				1							
Monthly Total	3	1	0	2	0	3	1	1	0	0	3
Year Total	3	1	0	2	0	3	1	1	0	0	3

Notes : Jackson/509 out for most of the month



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

Date: February 27, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Re: **Department Update – March City Council meeting**

CITY COUNCIL VACANCY

I am pleased to report that we have three applicants to fill the City Council vacancy. All three have confirmed that they will be present at the March 4 meeting to verbally express their interest in serving on the City Council. If an appointment is not made at the March 4 meeting, a special City Council meeting to appoint the preferred applicant will be scheduled for mid March. Following the appointment, staff will conduct an orientation session with the new councilmember, prior to their first meeting on April 1.

CITY ADMINISTRATOR HIRING PROCESS

At the March 4 City Council workshop, Dave Unmacht of Springsted, Inc. will review the next steps and timeline to proceed with the hiring process for the City Administrator position. Individual meetings with City Councilmembers and staff to review the position are tentatively scheduled to be completed the week of March 4 and March 11, with posting of the position by March 18.

PERRO PARK MASTER PLAN

Staff was very encouraged to receive 18 comment cards regarding the two preliminary concepts for Perro Park. The concepts were posted on display at the Library through February 25 and will continue to be on display at City Hall and the city's website through March 4. Staff also sent a separate mailing to property owners in the vicinity of Perro Park, as well as other organizations and groups that frequent the park for their input.

Staff is in the process of summarizing the comments, which will be evaluated and taken into consideration by Park Consultant Larry Wacker when preparing a final concept park plan. Based on the outreach efforts and volume of comments received, staff does not feel the need to hold a separate open house or public meeting. Presentation of the comments and a final concept plan is anticipated to be presented at the April 1 City Council meeting.

GRANTS

Over the past few weeks, staff has been working on multiple grant activities. We were successful in preparing the final invoices and reports required to close out the Source Water Protection Grant with the Minnesota Department of Health. The city has received notification that we will be reimbursed approximately \$9,000.00 for activities completed as part of this grant agreement. Staff is also in the process of executing the Metropolitan Council Environmental Services grant agreement for the Inflow and Infiltration Improvement and Manhole Rehabilitation Project, which will be completed following the March 4 City Council meeting. The city has been awarded \$73,570.00 in funding for this project. Next week, I will be finalizing the city's grant application to the Fred C. and Katherine B. Andersen Foundation for improvements to the Perro Park hockey rink infrastructure.



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

Date: February 25, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Andy Pratt, City Attorney
Subject: Consider applicants to fill the vacant seat on the City Council

BACKGROUND

At the January 14, 2013 special meeting, staff was directed to advertise the vacant seat on the City Council and encourage residents interested in being considered for appointment to submit an application to the city by February 21, 2013. The residents interested in being considered for appointment are Morgan Kamps, 137 5th Street North, Patrick McGann, 19 Point Road, and April Torzewski, 528 6th Street North.

Each resident has submitted an application describing their background, qualifications, related experience, and interest in serving on the City Council. In addition to the application form, each resident has been informed that they will be required to verbally express their interest and address the City Council at the March 4, 2013 City Council meeting.

RECOMMENDATION

Staff recommends the City Council consider each applicant's background, qualifications, related experience, and interest in serving on the City Council, for the appointment to be effective at the April 1, 2013 City Council meeting.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

APPLICATION TO FILL A VACANCY ON THE CITY COUNCIL

Full legal name: Morgan Ashley Kamps
First Middle Last

Street address: 137 North 5th St.

Email address: Dooderk9@aol.com Telephone: 651-472-1352

Have you ever served on the City Council or an advisory board/commission for the city: Yes No

If so, please complete the following:

Position: _____ Tenure: _____

Position: _____ Tenure: _____

Position: _____ Tenure: _____

Please describe your background, qualifications, related experience and why you are interested in serving on the Bayport City Council:

I have lived in Bayport my whole life (23 years), I have been employed by the city a few times. I worked at the beach house for two summers and the warming house for two winters. My father Robert

Name: Morgan Kamps

Kamps has served on the City Council. I attend the University of Wisconsin at River Falls, I am also a member of the schools track and field team. I also spent two summers being part-time employed by the school district assistant coaching the track and field team.

Being a life time resident of Bayport, I am aware of issues/concerns of the residence of this town. Things like keeping our police department and fire department equipped and ~~app~~ operating at high levels through grants, and fundraising/as opposed to raising taxes. Keeping the parks maintained and safe for the younger residents. Having people come in and register their pets. As a pet owner I am concerned about many of the pets I see wondering around out of yards. This could be dangerous not only for people driving but also the residents who do things outside and those who have kids, if the pets are unfriendly. While I know Bayport is a growing community it is still important to maintain a small town atmosphere through public events like National Night Out/Night to Unite, the memorial day parade + derby days. ¶

I realize it is important to maintain low taxes balanced against the high quality of service we get

Name: Morgan Kamps

through the police department, fire department and city workers. Looking towards the near future I would like to see us reopen the beach house, and not letting that space go to waste. Also with the new bridge going in having our police force working at optimum levels will help keep our community safe with the increased traffic coming through town. As a long term goal I would like to see us keep adding new businesses to our community.

I swear that the information provided within this application is true and accurate and I also swear that:

- I am a U.S. citizen;
- I am eligible to vote in Minnesota;
- I am at least 21 years of age;
- I have maintained residence in this city for the past 30 days;
- I have not been convicted of a felony under either state or federal law or if convicted, my civil rights have been restored;

I also acknowledge that all information provided within or as part of this application will be made available to the public.

Signature:

Morgan Kamps

Date:

2-6-13

FOR OFFICE USE ONLY

Received by:

Wanda Madsen

Date:

2.7.2013

Time:

12:15 p.m



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

APPLICATION TO FILL A VACANCY ON THE CITY COUNCIL

Full legal name: PATRICK JAMES MCGANN
First Middle Last

Street address: 19 PARENT ROAD, BAYPORT, MN 55003

Email address: mcga0033@umn.edu Telephone: 612-837-6936

Have you ever served on the City Council or an advisory board/commission for the city: Yes No

If so, please complete the following:

Position: _____ Tenure: _____

Position: _____ Tenure: _____

Position: _____ Tenure: _____

Please describe your background, qualifications, related experience and why you are interested in serving on the Bayport City Council:

I WOULD LIKE THE OPPORTUNITY TO SERVE ON THE BAYPORT CITY
COUNCIL AND I BELIEVE MY BACKGROUND AND EXPERIENCE MAKE
ME WELL SUITED FOR THE POSITION. AS A DENTIST AND SMALL
BUSINESS OWNER IN LAKE ELMO I AM VERY FAMILIAR WITH

Name: PATRICK MCGANN

MANAGING AND WORKING WITH OTHERS, CAREFULLY WATCHING BUDGETS, AND PROVIDING LEADERSHIP AND DIRECTION FOR THE GROUP. FOR ALL FOUR YEARS OF DENTAL SCHOOL I SERVED AS PRESIDENT OF MY CLASS. IN THIS POSITION I WAS RESPONSIBLE FOR WORKING WITH THE FACULTY AND ADMINISTRATION TO ENSURE THE BEST INTERESTS OF MY CLASS WERE REPRESENTED.

I AM A NATIVE EAST-SEDER, GROWING UP IN WOODBURY AND BAYPORT TOWNSHIP, AND I NOW CALL BAYPORT HOME. I'M PROUD TO SERVE THE COMMUNITY IN SEVERAL WAYS: AS A DISTRICT PRODUCING CARE FOR THE LOCAL AREA, AS A VOLUNTEER AT THE UNITED GOSPEL MISSION IN ST. PAUL, AND AS A MENTOR TO DENTAL STUDENTS IN OUTREACH CLINICS. I LOOK FORWARD TO THIS OPPORTUNITY TO SERVE THE LOCAL COMMUNITY AS A MEMBER OF THE BAYPORT CITY COUNCIL.

RECEIVED
FEB 21 2012
CITY OF BAYPORT



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

APPLICATION TO FILL A VACANCY ON THE CITY COUNCIL

Full legal name: April Star (Amys) Torzewski
First Middle Last

Street address: 528 6th St N, Bayport MN 55003

Email address: April.amys@gmail.com Telephone: 651 242 2101

Have you ever served on the City Council or an advisory board/commission for the city: Yes No

If so, please complete the following:

Position: _____ Tenure: _____

Position: _____ Tenure: _____

Position: _____ Tenure: _____

Please describe your background, qualifications, related experience and why you are interested in serving on the Bayport City Council:

Please see attached.

Thank you for considering my application.

A bit of background on me and my interest in joining Bayport's City Council follows:

I am a wine industry representative, studying to become a sommelier, and I work at present as a wine wholesaler for a small company focused on independent, small producers of artisanal wines. I've worked in the wine industry for about 15 years, having worked with independently owned restaurants, retailers, wineries and with the University of Minnesota in the Horticultural Research Center studying vineyard management and cold-hardy grape breeding.

I have a keen interest in small business as I believe they are the backbone of community. I studied Marketing and Entrepreneurship at the University of Minnesota, and my husband, kids and I originally moved to Bayport from Saint Paul in 2005 because of our perception that it was a walkable, safe, and natural community.

In Saint Paul I served on various committees for the Riverview Economic Development Association, a community and economic development non-profit on St. Paul's West Side whose mission was to attract and retain vibrant businesses and activities and foster a welcoming, safe, pedestrian-friendly community. We annually organized and executed St. Paul's Cinco de Mayo Fiesta, an event which annually hosts between 135,000-150,000 visitors over two days. We created and executed a program called Blooming St. Paul which placed, funded, and maintained large hanging flower baskets in the commercial corridor. But primarily we functioned as a resource for the community's small businesses, offering as many resources as we could leverage for our small business owners in the community. After getting started with REDA serving on various committees, I was elected to the Board of Directors and left only in 2010 because my family and I moved to Croatia for a two year post. I was serving as Vice President of the Board at the time I left. In 2008 I was awarded the STAR award for outstanding board member of the year.

In Croatia I got involved with an organization called The International Women's Club - Zagreb, which functioned primarily as a social club but also executed several of the largest charity events in the capital city of Zagreb. During my two years in Croatia I was a member of this organization, and from 2011-2012 I served as Vice President on the Board of Directors.

I am interested in joining Bayport's City Council for a number of reasons, but primarily because I am interested in giving back to my community. I have a strong interest in developing community, and I believe in Bayport as a very livable, and potentially very

vibrant small town. I would love to be a part of maintaining and even raising the quality of life for all of Bayport's residents and visitors, and I think even more can be done to make this a desirable community to live in. I understand and have worked with city planning, facade standards and improvements, zoning, strategic planning, various grants and funding sources for community building, networking, and I have studied and learned about what types of experiences, businesses and resources make a community attractive and desirable. As a mother of three kids, safety in the community is also very important to me and I know that it's a team effort to create and maintain a safe environment. I also love the natural environment that surrounds Bayport, including the St. Croix river and the various state parks we have in close proximity. I applaud the effort that's been made with the parks within Bayport and my family takes plenty of advantage of them.

One thing I really enjoy about living in Bayport is that the neighbors all really know each other and look after each other, and I hope to be appointed to City Council to give back to the community that has given so much to my family and me.



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

Date: February 25, 2013

To: Mayor and City Council

From: Sara Taylor, Acting City Administrator
Wanda Madsen, Finance Officer

RE: Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances related to water and sewer utility rates

BACKGROUND

In 2009, the city conducted a study on the municipal water and sewer utility rates, to determine whether the city was charging users appropriately for these services. The study concluded that a rate increase was justified, and therefore the City Council adopted a 4-year staggered increase, beginning in 2010 through 2013.

In preparation for the first quarterly utility billing cycle this year, staff realized the utility rates previously approved by the City Council were not accurately reflected in the 2013 fee schedule. As such, staff has prepared the appropriate amendments to the attached draft fee schedule ordinance, to be consistent with the rate study and reflect the adopted utility rates for 2013.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances and the ordinance summary for publication to reflect the water and sewer utility rates for 2013.

ORDINANCE NO. _____

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

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES HEREBY ORDAIN:

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

Additions are indicated in **bold underline** and deletions are indicated in ~~strikethrough~~.

Description	Fee
<i><u>Administration Department - General fees</u></i>	
Utility rate for commercial/industrial sewer – 1,001 to 100,000 gal	\$4.30 <u>\$4.65</u> per 1,000 gal
Utility rate for commercial/industrial sewer – 100,001 to 300,000 gal	\$4.70 <u>\$5.05</u> per 1,000 gal
Utility rate for commercial/industrial sewer – over 300,000 gal	\$7.20 <u>\$7.55</u> per 1,000 gal
Utility rate for residential sewer – each additional 1,000 gal	\$3.70 <u>\$4.05</u> per 1,000 gal
Utility rate for commercial/industrial water – 1,001 to 100,000 gal	\$3.64 <u>\$4.08</u> per 1,000 gal
Utility rate for commercial/industrial water – 100,001 to 300,000 gal	\$4.64 <u>\$5.08</u> per 1,000 gal
Utility rate for commercial/industrial water – over 300,000 gal	\$6.64 <u>\$7.08</u> per 1,000 gal
Utility rate for residential water – 1,001 to 25,000 gal	\$3.64 <u>\$4.08</u> per 1,000 gal
Utility rate for residential water – over 25,000 gal	\$4.64 <u>\$5.08</u> per 1,000 gal

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 4th day of March, 2013.

Susan St. Ores, Mayor

Attest:

Sara Taylor, Acting City Administrator

Ordinance Summary No. _____

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

On March 4, 2013, the City of Bayport adopted an ordinance amending Appendix D of the City's Code of Ordinances in order to update utility rates for residential, commercial, and industrial water and sewer service for 2013. A printed copy of the ordinance is available for inspection during regular City Hall office hours or by electronic mail.



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

Date: February 27, 2013
To: Mayor and City Council
From: Sara Taylor, Acting City Administrator
Mel Horak, Public Works Supervisor
Andy Pratt, City Attorney
Subject: Consider amending Chapter 24 – Cemeteries of the Bayport City Code of Ordinances

BACKGROUND

Over the past several months, the city has been working on updating the city's cemetery forms, fees, and ordinances. The purpose of the updates is to bring the ordinance into compliance with state statutes, as well as provide consistency with other local private and city cemeteries and current practice. The update process was prompted last year by a request from an individual wanting to purchase certain gravesites in the cemetery, which were sold to another party in the late 1800's, but were unused/unoccupied. Upon reviewing the city's ordinance to address this request, city staff found the current ordinance to be lacking important statutory language governing gravesite use and entitlement. In addition, staff felt the general text of the ordinance could benefit from some reordering and simplification, to make the information easier to understand.

Staff has prepared the attached draft ordinances for consideration. The first draft is a clean copy of the complete revised text for the proposed ordinance. The second draft indicates deletions to the existing ordinance in ~~strike through~~ and additions with **bold underline**, with a brief explanation of the edits in the margin. The most significant change relates to replacing the term "deed," which implies gravesite ownership, with "license agreement," which entitles use of the gravesite for burial purposes, to comply with state statutes. A majority of the other changes are based on recommendations by city staff, to be consistent with other cemeteries or the city's current practice.

It should be noted that the cemetery ordinance was significantly updated in 2006, with input from a citizen cemetery advisory committee. Although substantial changes are not proposed to the content of the updates from 2006, much of this information will be reordered and reorganized within the body of the ordinance. Following adoption of the ordinance, staff will work with the city attorney to update the cemetery forms, as applicable.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending Chapter 24 – Cemeteries of the Bayport City Code of Ordinances and the ordinance summary for publication, as proposed.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 24, CEMETERIES, OF THE BAYPORT CITY CODE**

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES HEREBY ORDAIN:

Section 1. The Bayport City Code is hereby amended as follows:

Sec. 24-1. - Location—Plat; prohibition of other cemeteries.

A cemetery known as Hazelwood Cemetery has been established and is continued upon land owned by the city as described as follows:

Parcel 1: Block 5, Secrest and Perra's Addition to Bayport, Washington County, Minnesota, according to the plat thereof on file and of record in the Office of the County Recorder of said Washington County, Minnesota.

Parcel 2: (Quit Claim Deed rec. in Book 169 of Deeds, pg. 2, Washington County Recorders Office, Washington County, Minnesota) All that part of the Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) of Section three (3), Township Twenty-nine (29) North, Range Twenty (20) West, described as follows, to-wit: Beginning at a point on the south line thereof, said point being 103.95 feet west of the southeast corner thereof, and running thence north on a line parallel to and 103.95 feet west of the east line thereof 340.00 feet; thence west on a line parallel to the south line thereof 125 feet; thence south on a line parallel to the east line thereof 340 feet to the south line thereof; thence east along said south line 125 feet to the point of beginning; containing .98 acre, more or less; the same to be used by said village for cemetery purposes as an addition to its municipality owned cemetery.

A plat of the cemetery, as prepared by Barrett M. Stack, Surveyor, and placed on file in the office of the city administrator, is hereby adopted as the official plat of the cemetery which shall be called the Hazelwood Cemetery.

A cremains burial area located within Hazelwood Cemetery has been designated by the city council and defined by plat. A plat of the cremains burial area as defined by the Certificate of Survey prepared by Landmark Surveying, Inc., dated March 20, 2008, is on file in the office of the city administrator and is hereby adopted as the official plat of the cremains burial area located within Hazelwood Cemetery. The cremains burial area is governed by rules and regulations established by the city council for use of Hazelwood Cemetery. Cremains gravesites are issued in numerical order, assigned by the superintendent of cemetery.

Sec. 24-2. Cemetery fees.

Fees for the various cemetery services provided by the city shall be determined by the city council and designated in Appendix D – Fee Schedule of the Bayport City Code of Ordinances.

Sec. 24-3. Gravesite license agreement.

Any person making application and paying a fee for any gravesite shall be entitled to a license agreement granting the right to use the gravesite for burial purposes for the deceased, subject to the rules and regulations as the city council may adopt relative to the use of the cemetery. Gravesites shall be held subject to provisions and restrictions of the laws of the State of Minnesota, respecting and pertaining to cemeteries, which may have been, or shall be, lawfully and constitutionally enacted, and all amendments that may be thereto, and shall not be used for any other purpose than as burial for the dead. Transfer or assignment of a gravesite is strictly prohibited without written consent of the city. Licensees are prohibited from accepting compensation from any party for burial within the cemetery.

The city may rescind a license for unused gravesites upon request from the licensee, or their successors, descendants, or assigns or if, in the reasonable determination of the city, the gravesite is not being used for the intended purposes of the license. The city may reimburse the licensee for unused gravesite plots at 50 percent of the original fee paid. If fees were paid for a gravesite before the year 2003, or no price is on record, the reimbursement fee for an unused gravesite shall be \$100.00, with licensee to bear the cost of transfer fees.

Unless otherwise transferred, a gravesite license agreement shall descend in the order, as follows:

- (1) To a licensee's surviving spouse;
- (2) To a licensee's surviving child, eldest to youngest;
- (3) To a licensee's surviving sibling, youngest to eldest;
- (4) To a licensee's parent.

Should a deed exist for a gravesite that has not been used for burial purposes for more than 60 years, the city may revert itself with title to the gravesite(s), if certain procedures under state law are followed, and after a due and diligent search to locate the descendent, or any other individual having a valid legal interest in such gravesite(s) has been conducted, without avail.

Sec. 24-4. - Burial request.

Before any burial shall be made in Hazelwood Cemetery, a burial request shall be submitted to the city accompanied by a disposition permit or certificate of cremation for the deceased person to be buried. All applicable fees for cemetery services as provided in Appendix D – Fee Schedule of the Bayport City Code of Ordinances shall be paid to the city prior to the burial. Burials will be accommodated Monday – Friday, excluding designated holidays, until 3:00 p.m. Saturday burial requests may be considered, with prior approval by the city, for an additional fee. Prior to commencing a burial, a family member or family representative must meet with the city staff at Hazelwood Cemetery to ensure the location of the burial site for a family member is correct. No person, other than the person regularly contracted by the city, shall open graves unless requested to do so by a proper city authority.

Sec. 24-5. - Superintendent of cemetery (city sexton)—Duties.

The city council shall appoint a superintendent who shall have control and management of the cemetery and be responsible for its maintenance and improvement. The superintendent shall have such powers and duties as are prescribed by law or by the city council.

Sec. 24-6. - General cemetery rules and regulations.

- (1) No person may discharge any firearm or have possession of any firearm within the cemetery grounds without the permission of the city.
- (2) No person may remove any object from any place in the cemetery or make any excavation without the consent of the superintendent.
- (3) No person may obstruct any drive or path in the cemetery or in any way injure, deface or destroy any structure, grave, flower, tree or other thing in the cemetery.
- (4) No person may drive any vehicle faster than a walk within the cemetery, nor drive over any path or roadway not authorized by the superintendent.
- (5) No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.
- (6) No person may enter or leave the cemetery except at the gates provided.

- (7) No person may use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicle through the cemetery grounds except for purposes related to the cemetery.
- (8) No child may be permitted within the cemetery unless in the control of an adult.
- (9) No person may allow any animal to run at large in the cemetery.
- (10) No person may loiter at any time, nor be in the cemetery without permission of the cemetery superintendent at any time.
- (11) The cemetery shall be open to visitors from: April 1 through October 31 - 8:00 a.m. to 9:00 p.m. and November 1 through March 31 - 8:00 a.m. to 5:00 p.m.
- (12) The city reserves the right to refuse admission to the cemetery and to refuse the use of any of the cemetery's facilities at any time to any person or persons.

Sec. 24-7. – General gravesite rules and regulations.

(1) Number of burials: Prior to January 1, 2013, a traditional gravesite may contain one casket burial with up to three cremations; or up to four cremations, if no casket burial. Commencing January 1, 2013, a traditional gravesite may contain one casket burial with up to two cremations; or up to three cremations with no casket burial. A cremains gravesite may contain one cremation.

(2) Burial receptacles and position: All caskets must be encased in a permanent, non-fiberglass type burial vault, positioned with the head of the casket on the west end of the gravesite. All cremains must be encased in a permanent burial receptacle, positioned within the ground. Scattering of cremains within the confines of the cemetery is prohibited. An infant casket no larger than 12 x 24 inches shall be counted as a cremation when buried in a traditional gravesite.

(3) Fixtures, embellishments, and plants:

(a) Temporary/seasonal:

Artificial flowers, balloons, pinwheels, shepherd hooks, statues, rocks, food, bottles or cans, and other such decorations and mementos may be placed at a gravesite at the time of burial, and left until the following Sunday night. If items are not removed, city staff will remove and dispose of these items on Monday. Long-term display of these items is not allowed.

Wreaths of natural material only are permitted November 1- March 1. City staff will remove and dispose of wreaths and stands beginning March 2. One U.S. flag, up to 36-inches in height, and one single clear solar light fixture may be displayed at a gravesite, provided the items are in good condition.

(b) Permanent:

No upright fixtures, plants, flowers, or urn stands are allowed at a cremains gravesite. Only one city approved aboveground plant urn stand is allowed at a single traditional gravesite. One aboveground upright headstone, one city approved plant urn stand, or one upright headstone/plant urn combination is allowed on two or more side by side traditional gravesites, unless previously approved by the city prior to adoption of this ordinance.

Only living plants are permitted and must be displayed in a city approved plant urn stand. Ground planting of trees, shrubs or plants is not permitted, unless approved and executed by the city. The city reserves the right to remove any tree, shrub, vine, plant, flower, or container which may become unsightly, dangerous, or not in keeping with the landscape design of the cemetery.

Urns, stands, and plants are the property of the gravesite licensee, who is responsible for their maintenance. All grass mowing, fertilizing and watering of common cemetery areas shall be done exclusively by the city's designated personnel.

(4) Headstones:

All gravesites must have a headstone installed at the west (head) end of the gravesite, which indicates the individual(s) buried in the gravesite. Cremains and single traditional gravesites may only have a flat headstone. Two or more side by side adjoining traditional gravesites may have either a flat headstone or an upright headstone. The city is not responsible for headstone maintenance.

(a) Dimensions:

Flat single headstone	10 x 20 inches minimum; 12 x 24 inches maximum
Flat double headstone	12 x 36 inches
Upright double headstone	12 x 48 inches (maximum)
Upright triple headstone	12 x 54 inches (maximum)
Upright height	42 inches (up to 72 inches with city council approval)

(b) Placement:

The city requires a fee for marking the location of all non-veteran gravesite headstones, for installation by the licensee's headstone monument company. In the event a headstone is installed improperly due to incorrect marking, the city will correct and reinstall the headstone at no additional expense. Upright headstones must be centered on a minimum of a 5 inch thick steel reinforced concrete slab, 24 inches wide by 12 inches longer than the headstone, with the finished slab to be flush with the existing grade. As applicable, a flower urn stand pipe is to be installed in the slab.

(c) Deposit:

The city requires a headstone deposit upon submittal of a burial request. If a headstone is not properly installed within 18 months after burial, the city may use the deposit to purchase and install a headstone to identify the individual(s) buried in the gravesite. The city will refund the deposit upon proper installation of the headstone.

Sec. 24-8. City liability.

(1) Unless due to the gross negligence or reckless intentional conduct of the city, the city is not liable for damaged, stolen, lost, or misplaced monuments, markers, urns, flowers, etc.

(2) The city reserves, and shall have the right to correct any error made in the description or transfer of any gravesite, either by, at the option of the licensee, canceling such transfer and providing a replacement gravesite, if available, or reimbursing the licensee fees paid for the gravesite. In the event such errors involve the remains of any person buried in such gravesite, the city reserves and shall have the right to remove and/or transfer such remains to an alternate gravesite and bill the licensee for such work, unless the city is responsible for the error under clause (1) hereunder.

(3) The city shall have the right to correct any errors made by placing an improper description, including an incorrect name or date, either on the headstone at the cost of the licensee, unless the city is responsible for the error under clause (1) hereunder.

(4) In the event of a misunderstanding or dispute regarding these rules, the decision of the city council shall be final and binding of all parties.

Sec. 24-9. - Penalty.

Any person violating any provision of this chapter is guilty of a misdemeanor and shall be punished by a fine of not to exceed \$1,000.00, and by imprisonment for a period not to exceed 90 days.

Section 4. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 4th day of March, 2013.

Susan St. Ores, Mayor

Attest:

Sara Taylor, Acting City Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 24, CEMETERIES
OF THE BAYPORT CITY CODE

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES HEREBY ORDAIN:

Section 1. The Bayport City Code is hereby amended as follows:

Additions are indicated in **bold underline** and deletions are indicated in ~~striketrough~~.

Sec. 24-1. - Location—Plat; prohibition of other cemeteries.

A cemetery known as Hazelwood Cemetery has been established and is continued upon land owned by the city as described as follows:

Parcel 1: Block 5, Secrest and Perra's Addition to Bayport, Washington County, Minnesota, according to the plat thereof on file and of record in the Office of the County Recorder of said Washington County, Minnesota.

Parcel 2: (Quit Claim Deed rec. in Book 169 of Deeds, pg. 2, Washington County Recorders Office, Washington County, Minnesota) All that part of the Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) of Section three (3), Township Twenty-nine (29) North, Range Twenty (20) West, described as follows, to-wit: Beginning at a point on the south line thereof, said point being 103.95 feet west of the southeast corner thereof, and running thence north on a line parallel to and 103.95 feet west of the east line thereof 340.00 feet; thence west on a line parallel to the south line thereof 125 feet; thence south on a line parallel to the east line thereof 340 feet to the south line thereof; thence east along said south line 125 feet to the point of beginning; containing .98 acre, more or less; the same to be used by said village for cemetery purposes as an addition to its municipality owned cemetery.

A plat of the cemetery, as prepared by Barrett M. Stack, Surveyor, and placed on file in the office of the city administrator, is hereby adopted as the official plat of the cemetery which shall be called the Hazelwood Cemetery.

A cremains burial area located within Hazelwood Cemetery **has been** ~~shall be~~ designated by the city council and defined by plat. A plat of the cremains burial area as defined by the Certificate of Survey prepared by Landmark Surveying, Inc., dated March 20, 2008, is on file in the office of the city administrator and is hereby adopted as the official plat of the cremains burial area located within Hazelwood Cemetery. The cremains burial area ~~is shall be~~ governed by rules and regulations established by the city council for use of Hazelwood Cemetery. **Cremains gravesites are issued in numerical order, assigned by the superintendent of cemetery.**

Add: To be consistent with current city practice.

Sec. 24-2. ~~Sale of lots.~~ **Cemetery fees.**

~~The price of the cemetery lots and other~~ **Fees for the various cemetery services provided by the city shall be as determined by the city council resolution, shall be filed with the city administrator, and designated in Appendix D – Fee Schedule of the Bayport City Code of Ordinances.**

Modify: Replace "deed" with license agreement to be consistent with state statute.

Sec. 24-3. Gravesite license agreement. Any person **making application and** paying the ~~price thus fixed a fee~~ for any **gravesite** lot shall be entitled to a ~~deed~~ **license agreement granting the right to use the gravesite for burial purposes for the deceased, subject to the**

conveying the same executed by the mayor and the city administrator. The purchaser shall expressly agree in the deed that the purchaser's rights are subject to such reasonable rules and regulations as the city council may adopt relative to the use of the cemetery. **Gravesites Lots are conveyed subject to the following conditions: All plots shall be held subject to provisions and restrictions of the laws of the State of Minnesota, respecting and pertaining to cemeteries, which may have been, or shall be, lawfully and constitutionally enacted, and all amendments that may be thereto, and shall not be used for any other purpose than as burial for the dead. Sale, transfer or assignment of any part or portion less than the whole of a gravesite lot, by lot owners is strictly prohibited without written consent of the city, approval of the city administrator. Licenses are prohibited from accepting compensation from any party for burial within the cemetery.**

The city of Bayport will ~~may buy back~~ **rescind a license for unused gravesites upon request from the licensee, or their successors, descendants, or assigns or if, in the reasonable determination of the city, the gravesite is not being used for the intended purposes of the license. registered owner, The city may reimburse the licensee for unused gravesite plots at 50 percent of the current gravesite price. original fee paid. If fees were paid for a gravesite before the year 2003, or no price is on record, the reimbursement fee for an unused gravesite shall be \$100.00, with licensee to bear the cost of transfer fees. Transfer costs shall be shared equally by the owner and city**

Add/modify: To be consistent with state statute and current city practice.

Note: Many city records prior to 2003 are incomplete.

Unless otherwise transferred, a gravesite license agreement shall descend in the order, as follows:

- (1) To a licensee's surviving spouse;**
- (2) To a licensee's surviving child, eldest to youngest;**
- (3) To a licensee's surviving sibling, youngest to eldest;**
- (4) To a licensee's parent;**

Should a deed exist for a gravesite that has not been used for burial purposes for more than 60 years, the city may revert itself with title to the gravesite(s), if certain procedures under state law are followed, and after a due and diligent search to locate the descendent, or any other individual having a valid legal interest in such gravesite(s) has been conducted, without avail.

Sec. 24-3. Handling of funds.

All money received from the sale of lots in the Hazelwood Cemetery shall be paid to the city administrator, who shall give a receipt therefore. No deed to any cemetery lot shall be issued, nor shall any services be performed until a receipt showing payment to the city administrator of the cost thereof shall be exhibited to the person whose duty it is to give the deed or perform the services. All money received from the sale of lots and for the performance of services shall be placed in the city's general fund.

Delete: Payment is required before any city service.

Sec. 24-4. - Burial permits request.

Before any interment **burial** shall be made in any cemetery in this city **Hazelwood Cemetery**, a burial permit **request** shall be obtained from the local or state registrar or vital statistics **submitted to the city**. Within 36 hours after the death of any person in the city, the undertaker or person having charge of the interment shall apply for the permit. This application shall be accompanied by a **disposition permit or certificate of cremation for the deceased person to be buried**. **All applicable fees for cemetery services as provided in Appendix D – Fee Schedule of the Bayport City Code of Ordinances shall be paid to the city prior to the burial. Burials will be accommodated Monday – Friday, excluding designated holidays, until 3:00 p.m. Saturday burial requests may be considered, with prior approval by the city, for an additional fee.** ~~death certificate as prescribed by the state board of health. No burial~~

Add/modify: To be consistent with current city practice.

~~permit shall be issued until the application and death certificate shall have been properly completed and presented. The body of a deceased person shall not be brought in the city for burial unless accompanied by a death certificate and permit for removal issued by the registrar of the registration district wherein the death occurred.~~ **Prior to commencing a burial, a family member or family representative must meet with the city staff at Hazelwood Cemetery to ensure the location of the burial site for a family member is correct. No person, other than the person regularly contracted by the city, shall open graves unless requested to do so by a proper city authority.**

Reorder/move.

Sec. 24-5. - Superintendent of cemetery (city sexton)—Duties.

The city council shall appoint a superintendent who shall have control and management of the cemetery and be responsible for its maintenance and improvement. The superintendent shall have such powers and duties as are prescribed by law or by the city council.

Sec. 24-6. - General **cemetery rules and** regulations.

Renumber.

(a) **(1)** No person may discharge any firearm or have possession of any firearm within the cemetery grounds without the permission of the **city superintendent**.

Add/modify: To be consistent with current city practice.

(b) **(2)** No person may remove any object from any place in the cemetery or make any excavation without the consent of the superintendent.

(c) **(3)** No person may obstruct any drive or path in the cemetery or in any way injure, deface or destroy any structure, grave, flower, tree or other thing in the cemetery.

(d) **(4)** No person may drive any vehicle faster than a walk within the cemetery, nor drive over any path or roadway not authorized by the superintendent.

(e) **(5)** No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.

(f) **(6)** No person may enter or leave the cemetery except at the gates provided.

(g) **(7)** No person may use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicle through the cemetery grounds except for purposes related to the cemetery.

(h) **(8)** No child may be permitted within the cemetery unless in the control of an adult.

(i) **(9)** No person may allow any animal to run at large in the cemetery.

(j) **(10)** No person may loiter at any time, nor be in the cemetery without permission of the cemetery superintendent at any time.

(k) **(11)** The cemetery shall be open to visitors from: April 1 through October 31—8:00 a.m. to 9:00 p.m. **and** November 1 through March 31—8:00 a.m. to 5:00 p.m.

(l) **(12)** The city reserves the right to refuse admission to the cemetery and to refuse the use of any of the cemetery's facilities at any time to any person or persons.

Sec. 24-7 – General gravesite rules and regulations.

Reorder/move.

(m) Caskets.

- (1) ~~All caskets must be encased in a permanent type burial vault. Fiberglass vaults are prohibited. Cremains must be encased in a permanent type outer burial receptacle.~~
- (2) ~~Casket burials shall be positioned with the head of the casket lying on the west end of the grave.~~

(n) Gravesite.

(1) ~~A gravesite shall contain one casket burial.~~

(2) **(1) Number of burials: Prior to January 1, 2013, a traditional gravesite may contain one casket burial with up to three cremations; or up to four cremations, if no casket burial. Commencing January 1, 2013, a traditional gravesite may contain one casket burial and with up to three two cremations; or**

Modify: To be consistent with other cemeteries and avoid crowding within gravesite.

~~(3) A gravesite which does not have a casket burial may have up to four three cremations with no casket burial. Additional cremains burial for immediate family members may be allowed due to special circumstances, with approval of the city administrator. A cremains gravesite may contain one cremation.~~

(4) (2) Burial receptacles and position: All caskets must be encased in a permanent, non-fiberglass type burial vault, positioned with the head of the casket on the west end of the gravesite. All cremains must be encased in a permanent burial receptacle, positioned within the ground. All cremains must be buried. Scattering of cremains within the confines of the cemetery is prohibited. An infant casket no larger than 12 x 24 inches shall be counted as a cremation when buried in a traditional gravesite.

Reorder/move.

~~(5) In addition to the regulations set forth above, a gravesite may contain one infant casket vault combination burial no larger than 12 inches by 24 inches.~~

(6) (3) Fixtures, embellishments, and plants:

(a) Temporary/seasonal:

~~Gravesite mementos and memorabilia: Artificial decorations, including artificial flowers, balloons, pinwheels, shepherd hooks, statues, rocks, food, bottles or cans, and other such decorations and mementos may be placed at a gravesite at the time of ~~interment~~ **burial**, and left until the following Sunday night. If items are not removed, city staff will remove and dispose of these items on Monday. Long-term display of these items is not allowed.~~

Add: To allow and regulate light sources and avoid unnecessary clutter.

~~Winter wreaths: Wreaths of natural material only are permitted November 1—March 1. City staff will remove and dispose of wreaths and stands beginning March 2. ~~United States Flags: One~~ **U.S. flags, up to 36-inches in total height or shorter, and one single clear solar light fixture** may be displayed at a gravesite, ~~providing~~ **the flags items** are in good condition. ~~One flag per gravesite is permitted.~~~~

(b) Permanent:

No upright fixtures, plants, flowers, or urn stands are allowed at a cremains gravesite. Only one city approved aboveground plant urn stand is allowed at a single traditional gravesite. One aboveground upright headstone, one city approved plant urn stand, or one upright headstone/plant urn combination is allowed on two or more side by side traditional gravesites, unless previously approved by the city prior to adoption of this ordinance.

Reorder/move.

Add/modify: To be consistent with current city practice.

Only living plants are permitted and must be displayed in an city approved plant urn stand uniform stand or "pole" type urn. Ground planting of trees, shrubs or plants is not permitted, unless approved and executed by the city. The city reserves the right to remove any tree, shrub, vine, plant, flower, or container which may become unsightly, dangerous, or not in keeping with the landscape design of the cemetery.

Urns, stands, and plants are the property of the gravesite licensee, who is responsible for their maintenance. All grass mowing, fertilizing and watering of common cemetery areas shall be done exclusively by the city's designated personnel.

- ~~(7)All gravesites must have a headstone identifying the interred remains.~~
- ~~(8)Prior to commencing grave digging operations, a family member or family representative must meet with the city staff at Hazelwood Cemetery to ensure the location of the burial site for a family member is correct.~~
- ~~(9)All flower urns must be aboveground "pole" type, uniform Hazelwood Cemetery style. Only one aboveground protrusion is allowed at gravesite, e.g., one flower urn, or one upright headstone, or one upright headstone/flower urn combination, unless grandfathered in.~~
- ~~(10)All grass mowing, fertilizing and watering shall be done exclusively by the city's designated personnel. All lots are sold inclusive of perpetual care.~~
- ~~(11)No gravesite ground planting of trees, shrubs or flowers will be permitted. The city reserves the right to remove any tree, shrub, vine, plant or flower which may become unsightly, dangerous, or not in keeping with the landscape design of the cemetery. This also includes the placing of vases or other containers for flowers at ground level. Flowers must be displayed with the approved flower stand and urn. Urn, stand and flowers are the property of the lot owner, who is responsible for their maintenance. Tree planting is allowed only with approval of the cemetery superintendent, if the requesting lot owner has a minimum of six graves (one lot).~~
- ~~(12)No lot shall be filled above the established grade.~~
- ~~(13)Lot owners shall not allow interments to be made in their respective lots for remuneration, nor shall any transfer or assignment of any lot, or of any interest therein, be valid, without the written consent of the city administrator, and endorsed upon such transfer or assignment.~~
- ~~(14)No disinterment shall be allowed without permission first obtained from the mayor and city administrator.~~
- ~~(15)No person, other than the person regularly contracted by the city, shall open graves unless requested to do so by a proper city authority.~~

Reorder/move.

Delete: Tree requests will be considered where possible, as city budget permits.

(4) Headstones:

All gravesites must have a headstone installed at the west (head) end of the gravesite, which indicates the individual(s) buried in the gravesite. Cremains and single traditional gravesites may only have a flat headstone. Two or more side by side adjoining traditional gravesites may have either a flat headstone or an upright headstone. The city is not responsible for headstone maintenance.

Reorder/move. Add/modify: To be consistent with current city practice.

(a) Dimensions:

<u>Flat single headstone</u>	<u>10 x 20 inches minimum;</u> <u>12 x 24 inches maximum</u>
<u>Flat double headstone</u>	<u>12 x 36 inches</u>
<u>Upright double headstone</u>	<u>12 x 48 inches (maximum)</u>
<u>Upright triple headstone</u>	<u>12 x 54 inches (maximum)</u>

Upright height 42 inches (up to 72 inches with city council approval)

(b) Placement:

The city requires a fee for marking the location of all non-veteran gravesite headstones, for installation by the licensee's headstone monument company. In the event a headstone is installed improperly due to incorrect marking, the city will correct and reinstall the headstone at no additional expense. Upright headstones must be centered on a minimum of a 5 inch thick steel reinforced concrete slab, 24 inches wide by 12 inches longer than the headstone, with the finished slab to be flush with the existing grade. As applicable, a flower urn stand pipe is to be installed in the slab.

Reorder/move.

(c) Deposit:

The city requires a headstone deposit upon submittal of a burial request. If a headstone is not properly installed within 18 months after burial, the city may use the deposit to purchase and install a headstone to identify the individual(s) buried in the gravesite. The city will refund the deposit upon proper installation of the headstone.

(e) Headstones:

~~(1) Headstones shall lie flat and be installed at the west (head) end of the gravesite at ground level. Headstones shall conform to the following dimensions:~~

- ~~a. Double headstone — One foot by three feet.~~
- ~~b. Single headstone — One foot by two feet.~~
- ~~c. Baby headstone — Ten inches by 20 inches.~~

~~(2) Upright headstones shall be installed at the west (head) end of the gravesite.~~

- ~~a. Upright headstones are allowed on two or more adjoining side-by-side graves.~~
- ~~b. Headstones must be centered on a five inch thick (minimum) steel reinforced concrete slab, 24 inches wide by 12 inches longer than headstone, with slab to be installed flush with existing grade. Flower urn stand pipe to be installed in slab.~~
- ~~c. Maximum upright headstone dimensions: Width = 12 inches; Length = 48 inches for a double grave, 54 inches for a triple grave; Height = 42 inches above grade, unless specifically approved by the city council, up to a height of 72 inches.~~
- ~~d. The maintenance of headstones and monuments is the responsibility of the lot owner.~~

~~(3) The number of names permitted on headstones shall conform to the following:~~

- ~~a. Double headstone — Two names for casket burials and up to eight names for cremain burials.~~
- ~~b. Single headstone — One name for casket burials and up to four names for cremain burials.~~

~~All names identified on the headstone must correspond to the individuals buried in the gravesite on which the headstone is located.~~

~~(4) The city requires a deposit for headstones. If a headstone is not properly installed within 18 months after burial, the city may use the deposit to purchase and install a headstone to identify the occupant of the gravesite. The city shall, from time to time, establish the headstone deposit amount by resolution. The city will refund the deposit upon proper installation of the headstone by the party who made the deposit.~~

*Delete:
Headstone
markings to be
determined by
number of
burials allowed
per gravesite.*

~~(5)The city staff shall be responsible for marking the location of all headstones. In the event a headstone is installed improperly due to incorrect marking, the city will remove and correctly reinstall the headstone at no additional expense to the lot owner~~

Sec. 24-8. (p)City liability.

(1)~~Unless due to the gross negligence or reckless intentional conduct of the city, the city is not liable for damaged, stolen, lost, or misplaced monuments, markers, urns, flowers, etc. by causes beyond its reasonable control.~~

(2)~~The city reserves, and shall have the right to correct any error made by it, either in making interments or removal, or in the description or transfer, or conveyance of any interment property gravesite, either by, at the option of the licensee, canceling such conveyance transfer and substitution and conveying in lieu thereof other interment property of equal value and similar location as far as possible, providing a replacement gravesite, if available, or as may be selected by the city or at the sole discretion of the city by refunding the amount of money paid on account of said purchase. reimbursing the licensee fees paid for the gravesite.~~

*Add/modify:
To be
consistent
with state
statute.*

~~(3)In the event such errors shall involve the interment of the remains of any person buried in such property gravesite, the city reserves and shall have the right to remove and/or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. to an alternate gravesite and bill the licensee for such work, unless the city is responsible for the error under clause (1) hereunder.~~

~~(4) (3) The city shall also have the right to correct any errors made by placing an improper description, including an incorrect name or date, either on the memorial or on the container for cremated remains. headstone at the cost of the licensee, unless the city is responsible for the error under clause (1) hereunder.~~

~~(5) (4) In the event of a misunderstanding or dispute regarding these rules, the decision of the city council shall be final and binding of all parties.~~

Sec. 24-7 9. - Penalty.

Any person violating any provision of this chapter is guilty of a misdemeanor and shall be punished by a fine of not to exceed \$700.00 **\$1,000.00**, and by imprisonment for a period not to exceed 90 days.

Section 4. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 4th day of March, 2013.

Susan St. Ores, Mayor

Attest:

Sara Taylor, Acting City Administrator

Ordinance Summary No. _____

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 24, CEMETERIES,
OF THE BAYPORT CITY CODE**

- On March 4, 2013, the City of Bayport adopted an ordinance amending Chapter 24, Cemeteries, of the City's Code of Ordinances in order to reflect the terms of a license agreement for burial rights of the deceased, as granted by the city, as well as to update the general rules and regulations related to Hazelwood Cemetery. A printed copy of the ordinance is available for inspection during regular City Hall office hours or by electronic mail.



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

DATE: February 27, 2013

TO: Mayor and City Council
Acting City Administrator Sara Taylor
City Attorney Andy Pratt

FROM: Fire Chief Mark Swenson

RE: Consider authorization to purchase a replacement pumper truck for the Fire Department

BACKGROUND

At the March 4 workshop, Steve Mattson of Northland Securities will present information on general obligation bonding options the city may want to consider to finance the purchase of a new pumper truck for the Fire Department. Although the city is able to finance the purchase internally, staff thought a bond may be a good option to consider, due to low and favorable interest rates, and to avoid drawing on the city's existing fund balance, in case future emergencies or opportunities occur. This truck purchase has been discussed over the past several years and was approved by the City Council as part of the city's Capital Improvement Plan (CIP) for 2013.

The vehicle is available for purchase through the State of Minnesota Cooperative Purchasing Venture, at a cost not to exceed \$520,000.00, including all necessary tools and equipment. Therefore, the city is not required to solicit bids for the purchase. At this time, I am requesting the City Council to designate the preferred method of financing and authorize the department to coordinate with staff appropriately, to proceed with the purchase of a Rosenbauer Commander 4000 EXT. Once ordered, the vehicle will be delivered in 8-12 months.

Again, it should be noted that financing this purchase is a separate item that will be discussed at the March 4 workshop. If the City Council is ready to approve a specific financing option, that authorization may be added to this agenda item (see separate workshop memo from City Attorney Andy Pratt discussing financing options).

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the purchase of a Rosenbauer Commander 4000 EXT through the State of Minnesota Cooperative Purchasing Venture for a cost not to exceed \$520,000.00.