

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

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. October recycling award recipients are Peter and Ann Hudson who will receive \$30.00 for their recycling efforts, with funding made possible by a grant from Washington County.
2. Recognition of *Focus on Bayport* Photo Contest Winners

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. Request by Washington County Master Gardeners to support a garden contest in 2014
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 14

- | | |
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| 1. October 7, 2013 City Council special meeting minutes | 1 |
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| 3. October 21, 2013 City Council and Planning Commission joint workshop meeting minutes | 3 |
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| 6. Special event application from Andersen Corporation for Quarter Century Club picnic at Lakeside Park on August 8 and 9, 2014 | 6 |
| 7. Special event application from Bayport Cub Scout Pack 113 for wreath sale at Village Green on Saturday, November 23, 2013 | 7 |
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PUBLIC HEARINGS

CITY COUNCIL LIAISON REPORTS

STAFF/CITY ADMINISTRATOR REPORTS

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UNFINISHED BUSINESS

1. Consider an adjustment to the city employee compensation step schedule for the Secretary/Receptionist position

16

NEW BUSINESS

1. Consider an amendment to the existing conditional use permit for outdoor seating and use associated with the tavern/restaurant at 193 3rd Street North
2. Consider a conditional use permit for outdoor seating and use associated with the proposed restaurant/café and a variance to allow a rear addition to the existing building on the property located at 320 5th Avenue North
3. Consider revisions to Appendix D – Fee schedule of the Bayport City Code of Ordinances
4. Consider an amendment to Chapter 58 of the Bayport City Code of Ordinances related to the renewal of gas and electric franchise fees

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CITY COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT



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

Date: October 28, 2013
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Bayport Front Entry Garden Contest**

BACKGROUND

The Master Gardeners of Washington County (MGWC) approached City staff with an opportunity for Bayport to serve as a pilot community for a gardening contest they have created. MGWC members have done a good amount of research on possible structures for this program, and staff also provided insight we have received from administering similar programs in other communities.

A very thorough program synopsis is attached for your information. The City's role in this cooperative effort would be to help promote this program through our normal means. MGWC would hold gardening classes at the Bayport Library to assist with garden preparation and planning, and they would manage fundraising for prizes as well as judging of gardens. The group hopes to launch the classes in the spring, with a contest start date sometime in July. If successful, this program would become an annual venture that spreads throughout Washington County.

RECOMMENDATION

Staff supports this proposal, and recommends that the City Council indicate their support to the Master Gardeners of Washington County for their "Front Entry Garden Contest".

Attachments:
Program Synopsis

**CONCEPT PLAN
FRONT ENTRY GARDEN CONTEST
BAYPORT CITY COUNCIL**

What is our request?

We are asking for your support and approval of a garden contest in Bayport in the summer of 2014, to be hosted by Master Gardeners in Washington County (MGWC). This would not require a money expenditure on your part, but we would ask for your help in publicizing the contest.

What is a front entry garden contest?

Several communities in the United States have a garden contest each year. As an example, the Coronado district of San Diego hosts one called the “front entry contest.” The contests’ creators uniformly report that the events create a lot of excitement, foster community spirit, and help local residents develop an interest in gardening.

Master Gardeners in Washington County would like to sponsor a front entry garden contest in the summer of 2014. After considering the possible size of a contest—all of Washington County versus one community—we determined to limit the 2014 contest to one city.

In which community will the 2014 gardening contest be held?

Pending your approval, Bayport has been chosen to be the first city hosting such a contest. Bayport was chosen based on reported community interest, relationships with community members, and prior successful projects in the city. Bayport Library has been the home of MGWC for several years. Our meetings are held at the library, which also houses our educational material collection. MGWC has received much positive feedback on the design and maintenance of the gardens on the library property.

How will we generate community interest and support?

We may seek partners in the business and professional community of Bayport to help stimulate interest in the project and to help with the funding. We anticipate a media campaign including print media and posters, and we are interested in other suggestions you might have. We would like to hold gardening classes, such as container gardening, front entry design and basic gardening skills, at the library in the early spring to stimulate the interest of new and seasoned gardeners.

Why are we doing this?

Part of our mission as Master Gardeners is to help community members design beautiful, healthy, and sustainable gardens whether in private or public spaces. We do this through classes about gardening and answering questions in person at events and online through the University of Minnesota Extension Service. We are trained by the University to educate about best gardening practices and to help solve gardening problems using up to date research-based information. The contest is a great tie-in with MG classes and workshops and can be expanded in the future to include other gardening areas, such as vegetable gardening. The goal is to stimulate interest in gardening, especially front entrance gardening, as a way to beautify the community, inspire gardeners, and provide educational opportunities about gardening.

We believe a gardening contest such as this will help motivate and inspire community members to beautify their front entries. This can be a starting place for new gardeners to become involved in gardening or it can be an inspiration for established gardeners to show their creativity and talent.

What are the specifics of the project?

At present, the plan is to hold the contest during the last weekend of July 2014. Posters and newspaper articles could be used to notify residents of the contest, and independent judges would be chosen to choose the prizewinners from the online entries. Winners would receive a nominal plaque or award, and pictures of the winning entries would be posted at the Bayport Library.

What is the future of a garden contest?

Our broad plan is to spread the contest to other Washington County communities, in addition to Bayport, in future years.

RESOLUTION NO. 13-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD NOVEMBER 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 November 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 1-14 FROM THE
NOVEMBER 4, 2013 CITY COUNCIL AGENDA**

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

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

Susan St. Ores –

Dan Goldston –

Connie Carlson –

Patrick McGann –

Michele Hanson –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 4th day of November 2013.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
October 7, 2013
5:00 P.M.**

CALL TO ORDER

The meeting was called to order by Mayor St. Ores at 5:10 p.m.

ROLL CALL

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

Staff Present: City Administrator Logan Martin, Assistant Administrator/City Planner Sara Taylor and City Attorney Andy Pratt

DISCUSS TERMS AND VACANCIES ON CITY BOARDS AND COMMISSIONS

Planner Taylor summarized the upcoming term expirations and current vacancies on the Library Board and Planning Commission. It was noted that Library Director Mark Blando and Planner Taylor were in the process of contacting members with upcoming term expirations to determine whether these individuals would be seeking reappointment for another term. Should these individuals decide not to seek reappointment within the next few weeks, city staff requested the City Council authorize the advertisement of any additional vacancies with the one vacant seat that currently exists on the Planning Commission, as a result of the recent resignation by Commissioner Todd Gilles. Individuals seeking reappointment would be considered with any new applicants seeking appointment at the December 2, 2013 City Council meeting.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize city staff to advertise any potential vacancies on the Library Board and Planning Commission. Motion carried 5-0.

Administrator Martin and Attorney Pratt noted that a joint City Council and Planning Commission workshop has been tentatively scheduled for October 21, 2013 to discuss the term expirations, current vacancy, and recent performance of the Planning Commission. Discussion followed on the recent behavior and actions exhibited by the chairperson and his inability to remain impartial on matters related to the Inspiration development and effectively lead the Planning Commission, due to conflicts of interest with the consideration of the development, potential violations of the open meeting law, and threats of legal action against the city.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to remove Jason Obler from the Planning Commission effective immediately. Motion carried 4-0, with Councilmember Carlson abstaining from the vote.

ADJOURNMENT

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to adjourn the meeting at 5:55 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
OCTOBER 7, 2013
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of October 7, 2013 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

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

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the October 7, 2013 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The September recycling award recipient is Wendy Jeanetta who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores recognized and thanked Dan and Kit Ridgway for maintaining the flower gardens at Lakeside Park and Dan and Ginny Peulen for maintaining the plantings at City Hall. The members of Bethlehem Lutheran Church were thanked for their efforts on a planting and landscaping service project at Village Green Park.
3. Mayor St. Ores stated that staff has performed a number of meter audits in response to resident concerns about high utility bills, which indicated the meters are functioning correctly. The use of irrigation systems and unusually dry weather during the third quarter were noted as factors for the high consumption of water during the billing period.

OPEN FORUM – None

CONSENT AGENDA

Mayor St. Ores read items 1-10 on the consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-20

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
OCTOBER 7, 2013 CITY COUNCIL AGENDA**

1. August 20, 2013 City Council workshop minutes
2. September 3, 2013 City Council workshop minutes
3. September 3, 2013 City Council regular meeting minutes
4. September payables and receipts (check numbers 1136266-1136371)
5. September building, plumbing and mechanical permits report

6. Special event application from Andersen Parent Group for Andersen Elementary Walkathon at Barker's Alps Park on Friday, October 25, 2013
7. Donation of equipment to the Fire Department from Ames Construction and Lowe's Home Improvement
8. Donation of \$25.00 to the Fire Department from Robert Mordick of Bayport, MN
9. Donation of \$20.00 to the Fire Department from Patsy and Fred Marty of Bayport, MN
10. Donation of a city bench from Bayport American Legion Post 491

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

Susan St. Ores – aye
 Connie Carlson – aye

Dan Goldston – aye
 Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Hanson attended the Fire Department's 125th Anniversary events and recognized the department for a successful celebration.

Councilmember Goldston reported on the September meeting of the Andersen Community Advisory Commission (CAC) and noted there are openings on the CAC for a Bayport resident and/or business owner.

Mayor St. Ores also thanked the Fire Department and sponsors for the 125th Anniversary events and the Bayport Community Action League (BCAL) for another successful Derby Days celebration. She reviewed recent meetings of the Middle St. Croix Watershed Management Organization (MSCWMO) and Department of Corrections (DOC) community advisory committee. She had the opportunity to tour the DOC facility in Oak Park Heights and commented on the exceptional management of the correctional facilities in the area.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Swenson thanked city staff, councilmembers, department members and the community as a whole for supporting the department's recent anniversary events. He reviewed his written report and noted the city would be installing a second severe weather emergency notification siren. The department received a grant from the Shakopee Mdewakanton Sioux Community Tribal Council for an automated external defibrillator (AED) and a matching grant from OSHA to purchase new water rescue gear.

Police Chief Eastman reviewed the department's September activity and highlighted recent mail and phone fraud incidents. She encouraged residents to be alert to potential scams and notify the Police Department of any suspicious activity. She invited everyone to attend the public safety open house on Thursday, October 31 at the fire hall.

Mel Horak, Public Works Supervisor, reviewed his written report. He stated the city pumped 45 million gallons of water in the third quarter of 2013, versus 20 million gallons during the same period in 2010. During the first quarter of 2013, 18 million gallons of water were pumped, and the significant increase this quarter is related to irrigation system usage. Residents were encouraged to monitor their irrigation systems. The department will be flushing fire hydrants for approximately two weeks, beginning Monday, October 14, weather permitting. Department staff has installed the majority of the new street

signs as required by federally-mandated minimum sign retroreflectivity standards. The old signs that weren't purchased for private use have been recycled. Discussion followed on the city's watering regulations and Administrator Martin reported the state is exploring options to limit the overall pumpage rates per municipality as groundwater levels decrease in the region. Mayor St. Ores recommended reviewing the city ordinance regarding water conservation efforts.

Attorney Pratt summarized an appeal with the Minnesota Department of Licensing and Inspections division on behalf of the city's building official and stated he would have more information at the next meeting.

Assistant City Administrator/Planner Taylor reported work will begin this week on the new hockey rink and it is expected to be completed by December 1. D.R. Horton notified the city they will not be pursuing further development within Inspiration; however they will continue to build out the homes on the lots they currently own in Phase I and Phase III-A. She encouraged residents to participate in the city's photo contest, with entries due by October 15.

City Administrator Martin reported installation of the new traffic signal at Inspiration Parkway and Stagecoach Trail will begin October 8. CPDC, Inspiration's original developer, was required to escrow approximately \$56,000.00 for the signal. Engineer Peters explained the bids for the Washington County signal project were considerably higher than estimated, but the escrow funds from CPDC will cover Bayport's cost for the signal.

UNFINISHED BUSINESS

Consider final pay application #4 from Infratech Infrastructure Technologies, Inc. for I/I improvements and manhole rehabilitation project: Engineer Peters reported the 2012-2013 project to seal multiple manholes to fix infiltration issues has been completed and final payment is being requested. Staff recommended approval of the final payment of \$9,499.33 and to accept the improvement for maintenance.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to approve the final payment to Infratech Infrastructure Technologies, Inc., for the 2012-2013 I/I Improvements-Manhole Rehabilitation in the amount of \$9,499.33. Motion carried 5-0.

NEW BUSINESS

Consider installation of a new severe weather emergency notification siren: Fire Chief Swenson reviewed the request to install a second outdoor siren, noting the current siren is not audible near Stagecoach Trail and the Inspiration development. The city received \$17,970.56 from Inspiration developer D.R. Horton and \$6,679.79 from Washington County Emergency Management to assist with the purchase and installation of the siren. The proposed location is near the city-owned air stripper unit and the siren will be monitored remotely by the Woodbury Fire Department for \$100.00 per year. Chief Swenson is working with Baytown Township officials to assist with the monitoring cost.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 13-21

A RESOLUTION ACCEPTING FUNDS FROM D.R. HORTON, INC. - MINNESOTA AND WASHINGTON COUNTY EMERGENCY MANAGEMENT AND AUTHORIZING THE PURCHASE AND INSTALLATION OF A NEW SEVERE WEATHER EMERGENCY NOTIFICATION SIREN

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Consider authorization to complete a sewer pipe cleaning project: Engineer Peters reviewed a proposal for cleaning of the city's sewer mains by an outside vendor and explained that a base bid and three alternate quotes were solicited. Responses were received from three companies, and staff would like to proceed with the base bid and alternate #2 scope of work. Alternates #1 and #3, which would proof the areas to be cleaned to ensure the jetting cleaned the full diameter of the sewer mains, was not recommended for award. It was noted many communities skip this step in light of improved cleaning techniques. Staff recommended awarding two projects since the low quoter for the base bid did not submit a quote for alternate #2, and the city attorney determined this would be acceptable. Staff recommended awarding the base bid to the low quoter, Visu-Sewer, Inc., in the amount of \$21,985.30, and alternate #2 to the low quoter, Infratech, in the amount of \$5,197.10. Councilmember Hanson requested information on the city's sewer cleaning process and the reason for this proposal. Public Works Supervisor Horak explained the city's sewer cleaning policy states that half of the sewer mains will be cleaned every other year. This schedule was recommended due to the city's older infrastructure, including clay pipe and poor connections, and a number of tree root intrusions. Due to a reduction in full-time Public Works employees and new development in Inspiration and Baytown Township, the department does not have the manpower to meet the maintenance schedule for this work. He believes the proposed quotes are very favorable and staff will determine how to manage next year's cleaning schedule upon completion of the proposed project. Supervisor Horak stated there is money available in the sewer department funds for this project.

It was moved by Councilmember McGann and seconded by Councilmember Carlson to award the **base** bid sanitary sewer main cleaning project to Visu-Sewer, Inc., in the amount of \$21,985.30, and alternate #2 sanitary sewer main cleaning project to Infratech in the amount of \$5,197.10. Motion carried 5-0.

Consider authorization to complete a soil correction project at Hazelwood Cemetery: Public Works Supervisor Horak reviewed a project that would correct the unstable soil conditions in the southwest portion of the cemetery, due to increased demand for gravesites in the area. The ground is very uneven, rough and has poor drainage, resulting in complaints from families who have purchased gravesites in this section of the cemetery and causing difficulties with mowing the grass. A soil correction project was satisfactorily completed several years ago when the cremains-only area was established, just north of the proposed work area. Administrator Martin stated \$30,000.00 was planned for the project in the capital improvement plan, and the low bid of \$20,400.00 was received from Bell's Trucking. The alternate quote to recycle fill for city projects was explained.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize the project and accept the low base quote from Bell's Trucking, Stillwater, Minnesota, in the amount of \$18,900.00 and the alternate quote in the amount of \$1,500.00, for a total not to exceed \$20,400.00.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores thanked everyone who donated time and money on behalf of the city's parks and ongoing support of city departments.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the meeting at 7:02 p.m. Motion carried 5-0.

**CITY OF BAYPORT
CITY COUNCIL AND PLANNING COMMISSION
JOINT WORKSHOP MINUTES
COUNCIL CHAMBERS
October 21, 2013
5:00 P.M.**

CALL TO ORDER

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

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Carlson, Goldston, Hanson, and McGann and Planning Commissioners Ritzer, Richtman, and Hallett

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

REVIEW OF THE PLANNING COMMISSION

Administrator Martin reviewed the function and responsibilities of the Planning Commission, noting the commission serves in an advisory capacity by making recommendations to the City Council on application or ordinance amendments related to zoning and land use that come before the Planning Commission. He emphasized the importance of remaining focused on these issues without allowing personal agendas to interfere with the role and responsibilities as a commissioner and service to the city. Administrator Martin also reviewed the open meeting law governed by Minnesota State Statutes and the importance of not engaging in email correspondence or conducting serial conversations with city officials related to city business outside of regular Planning Commission meetings, in order to retain transparency, fairness, and consistency when reviewing and making a recommendation to the City Council for consideration. He noted that Planning Commissioners shall direct questions, correspondence to applicants, or requests for additional information through city staff, to make sure they receive and/or disseminate pertinent and accurate information. Administrator Martin also reminded the Planning Commission on the importance of maintaining a respectful and professional demeanor as a representative of the city.

Discussion followed on the current process for city review and enforcement of conditions related to land use applications. It was noted that the city was in the process of developing a policy to assist staff with a clear and consistent method for enforcing violations of city code and this policy could also be used to address properties that are found not to be in compliance with land use conditions. Commissioners inquired as to whether additional conditions could be imposed or changes be made to staff's recommended conditions when reviewing land use applications that come before the Planning Commission. Staff affirmed that changes and/or additions to conditions were possible, however, due to legal constraints, it was best to contact staff prior to the Planning Commission meeting to discuss desired conditions, as research or a legal opinion may need to be sought to make a determination on whether the condition is lawful and/or enforceable.

Following discussion, Planner Taylor noted that two vacancies currently exist on the Planning Commission, which are currently posted on the city's website and at City Hall. Applicants are anticipated to be interviewed in the next few months, with potential appointment in December. She also noted that Vice Chairperson Joe Ritzer will be taking on the duty as Chairperson of the Planning

Commission for the remainder of the year. Joe's current term will expire December 31, 2013, but he has expressed an interest in being reappointed to the Planning Commission for another term.

Administrator Martin noted that the League of Minnesota Cities offers some training courses that may be helpful to the Planning Commission, as well as the City Council, and requested commissioners take advantage of this opportunity. He also encouraged them to contact staff with suggestions on additional training requests. Commissioners and councilmembers acknowledged the value of the workshop and expressed interest in convening these type of workshops more frequently to encourage open dialogue and improve communication.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the workshop at 5:57 p.m.

CITY OF BAYPORT

*Budget Control Summary

Current Period: OCTOBER 2013

Account Descr	2013 Cumulative Budget	2013 Cumulative Actuals	2013 Cumulative Variance	2013 % Variance
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,663,419.00	-\$61,595.99	\$1,725,014.99	103.70%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$5,500.00	\$5,932.00	-\$432.00	-7.85%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$96,750.00	\$188,495.93	-\$91,745.93	-94.83%
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	\$82,904.25	\$13,195.75	13.73%
DEPT 42200 FIRE PROTECTION	\$380,878.00	\$395,853.95	-\$14,975.95	-3.93%
DEPT 43100 STREET MAINT	\$5,000.00	\$5,807.50	-\$807.50	-16.15%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$754.25	-\$754.25	0.00%
DEPT 43200 PARKS	\$27,500.00	\$10,528.95	\$16,971.05	61.71%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$98,086.34	-\$98,086.34	0.00%
DEPT 43300 CEMETERY	\$10,000.00	\$14,075.00	-\$4,075.00	-40.75%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,285,147.00	\$740,842.18	\$1,544,304.82	67.58%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$470.00	\$470.00	\$0.00	0.00%
DEPT 41200 MAYOR & COUNCIL	\$141,451.00	\$180,440.19	-\$38,989.19	-27.56%
DEPT 41240 RECYCLING	\$7,200.00	\$1,839.91	\$5,360.09	74.45%
DEPT 41400 ADMINISTRATION	\$141,412.00	\$106,622.03	\$34,789.97	24.60%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJ	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$220,503.00	\$190,734.13	\$29,768.87	13.50%
DEPT 41940 MUNICIPAL BUILDINGS	\$39,050.00	\$31,982.57	\$7,067.43	18.10%
DEPT 42100 POLICE	\$719,313.00	\$579,540.01	\$139,772.99	19.43%
DEPT 42200 FIRE PROTECTION	\$438,919.00	\$718,811.54	-\$279,892.54	-63.77%
DEPT 43100 STREET MAINT	\$267,714.00	\$236,245.26	\$31,468.74	11.75%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$30,000.00	\$25,917.05	\$4,082.95	13.61%
DEPT 43200 PARKS	\$58,241.00	\$52,918.70	\$5,322.30	9.14%
DEPT 43300 CEMETERY	\$7,475.00	\$2,911.81	\$4,563.19	61.05%
DEPT 44100 PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
Total Expenditure Accounts	\$2,151,348.00	\$2,128,433.20	-\$22,914.80	1.07%

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CITY OF BAYPORT
***Fund Summary -**
Budget to Actual©
OCTOBER 2013

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	2013 YTD Budget	OCTOBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,285,147.00	\$262,050.28	\$740,842.18	\$1,544,304.82	32.42%
Expenditure	\$2,151,348.00	\$273,597.98	\$2,128,433.20	\$22,914.80	98.93%
		-\$11,547.70	-\$1,387,591.02		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		\$0.00	-\$480.00		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$20,112.89	-\$20,112.89	0.00%
Expenditure	\$0.00	\$0.00	\$18,378.07	-\$18,378.07	0.00%
		\$0.00	\$1,734.82		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$2,674.59	-\$2,674.59	0.00%
Expenditure	\$0.00	\$0.00	-\$7,869.57	\$7,869.57	0.00%
		\$0.00	\$10,544.16		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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*Fund Summary -
Budget to Actual©

OCTOBER 2013

	2013 YTD Budget	OCTOBER MTD Amount	2013 YTD Amount	2013 YTD Balance	2013 % YTD Budget
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	-\$6,837.21	\$6,837.21	0.00%
Expenditure	\$0.00	\$60.91	\$162,426.26	-\$162,426.26	0.00%
		-\$60.91	-\$169,263.47		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$4,000.00	\$31,693.50	-\$31,693.50	0.00%
Expenditure	\$0.00	\$960.00	\$29,670.60	-\$29,670.60	0.00%
		\$3,040.00	\$2,022.90		
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	\$174.94	\$202,338.74	\$84,891.26	70.44%
Expenditure	\$287,230.00	\$25,580.40	\$211,024.29	\$76,205.71	73.47%
		-\$25,405.46	-\$8,685.55		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$55,169.01	-\$55,169.01	0.00%
Expenditure	\$0.00	\$137,520.00	\$150,076.46	-\$150,076.46	0.00%
		-\$137,520.00	-\$94,907.45		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

OCTOBER 2013

	2013 YTD Budget	OCTOBER 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 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	\$8,310.88	\$79,228.86	\$246,021.14	24.36%
Expenditure	\$491,628.76	\$29,815.89	\$322,452.58	\$169,176.18	65.59%
		-\$21,505.01	-\$243,223.72		
FUND 602 SEWER					
Revenue	\$0.00	\$3,200.00	\$25,888.51	-\$25,888.51	0.00%
Expenditure	\$773,754.76	\$52,632.02	\$446,200.20	\$327,554.56	57.67%
		-\$49,432.02	-\$420,311.69		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$1,000.00	\$51,500.00	-\$51,500.00	0.00%
Expenditure	\$0.00	\$12,850.56	\$69,543.31	-\$69,543.31	0.00%
		-\$11,850.56	-\$18,043.31		
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		-\$254,281.66	-\$2,328,204.33		

CITY OF BAYPORT
***Revenue Summary**

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FUND	Description	2013 YTD Budget	OCTOBER 2013 Amt	2013 YTD Amt	YTD Balance	% of YTD Budget
101	GENERAL	\$2,285,147.00	\$262,050.28	\$740,842.18	\$1,544,304.82	32.42%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
103	G O TIF BD FUND 1990 CAP P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
107	TIF REDEVELOPMENT DISTRI	\$0.00	\$0.00	\$20,112.89	-\$20,112.89	0.00%
200	FIRE EQUIPMENT REPLACEM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
202	DRUG FORFEITURE	\$0.00	\$0.00	\$2,674.59	-\$2,674.59	0.00%
203	PUBLIC WORKS EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
204	RECREATION CAP EQUIP & M	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
206	WATER/SEWER IMPROVEME	\$0.00	\$0.00	-\$6,837.21	\$6,837.21	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$4,000.00	\$31,693.50	-\$31,693.50	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
209	DEVELOPER REIMBURSED PR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
210	K-9 UNIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
211	LIBRARY	\$287,230.00	\$174.94	\$202,338.74	\$84,891.26	70.44%
303	GO TIF BOND 1990 DEBT SER	\$0.00	\$0.00	\$55,169.01	-\$55,169.01	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
601	WATER	\$325,250.00	\$8,310.88	\$79,228.86	\$246,021.14	24.36%
602	SEWER	\$0.00	\$3,200.00	\$25,888.51	-\$25,888.51	0.00%
800	INVESTMENTS-POOLED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
803	P & Z ESCROWS	\$0.00	\$1,000.00	\$51,500.00	-\$51,500.00	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$2,897,627.00	\$278,736.10	\$1,202,611.07	\$1,695,015.93	41.50%

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MONTHLY RECEIPTS**

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Period Name: OCTOBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
DEPT					
101	10/02/13	\$2,435.00	3780	SAC	G 101-20102 S A C CHARGES
101	10/02/13	\$2,435.00	3783	SAC	G 101-20102 S A C CHARGES
101	10/14/13	\$2,435.00	3803	SAC	G 101-20102 S A C CHARGES
101	10/18/13	\$14,610.00	3819	SAC Rice Lake ck#409706 & \$10 cash	G 101-20102 S A C CHARGES
101	10/23/13	\$2,435.00	3830	SAC	G 101-20102 S A C CHARGES
101	10/01/13	\$5.00	3773	MECHANICAL SURCHARGE - COMMERCIA	G 101-20104 STATE SURCHA
101	10/02/13	\$168.81	3780	BUILDING SURCHARGE DR Horton #5634	G 101-20104 STATE SURCHA
101	10/02/13	\$202.12	3783	BUILDING SURCHARGE DR Horton #5634	G 101-20104 STATE SURCHA
101	10/03/13	\$4.65	3784	BUILDING SURCHARGE Emert #7023	G 101-20104 STATE SURCHA
101	10/04/13	\$1,380.00	3788	BUILDING SURCHARGE Rice Lake Constru	G 101-20104 STATE SURCHA
101	10/08/13	\$5.00	3791	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/09/13	\$5.00	3795	PLUMBING SURCHARGE - COMMERCIAL N	G 101-20104 STATE SURCHA
101	10/09/13	\$5.00	3796	MECHANICAL SURCHARGE - COMMERCIA	G 101-20104 STATE SURCHA
101	10/14/13	\$4.50	3799	BUILDING SURCHARGE Croix Valley Roofi	G 101-20104 STATE SURCHA
101	10/14/13	\$5.00	3800	PLUMBING SURCHARGE - RESIDENTIAL SI	G 101-20104 STATE SURCHA
101	10/14/13	\$0.50	3802	BUILDING SURCHARGE Nathan Hiles #18	G 101-20104 STATE SURCHA
101	10/14/13	\$199.55	3803	BUILDING SURCHARGE DR Horton #5651	G 101-20104 STATE SURCHA
101	10/15/13	\$5.00	3807	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/18/13	\$5.00	3821	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/18/13	\$5.00	3822	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/18/13	\$5.00	3822	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/21/13	\$5.00	3825	PLUMBING SURCHARGE - RESIDENTIAL R	G 101-20104 STATE SURCHA
101	10/22/13	\$5.00	3826	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/22/13	\$5.00	3826	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/24/13	\$5.00	3829	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	10/23/13	\$189.05	3830	BUILDING SURCHARGE DR Horton #5699	G 101-20104 STATE SURCHA
101	10/24/13	\$23.06	3834	BUILDING SURCHARGE Morcon #461752	G 101-20104 STATE SURCHA
101	10/29/13	\$5.00	3836	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	10/23/13	\$1.33	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	10/29/13	\$0.96	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	10/17/13	\$3.32	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	10/03/13	\$2.27	24	State Sales Tax	G 101-20603 SALES TAX PAY
101	10/01/13	\$84.86	3775	HEALTH PARTNERS CK # 1197093216	G 101-27109 HEALTH PARTN
101	10/01/13	\$58.34	3775	HEALTH SAVING ACCT. CK # 1197093216	G 101-27122 H S A
DEPT		<u>\$26,743.32</u>			
DEPT 0000 GENERAL GOVERNMENT					
101	10/17/13	\$540.85	3810	GAMBLING PROCEEDS CK # 9769	R 101-00000-32204 GAMBLIN
101	10/04/13	\$35.00	3787	NSF FEE JEANNE NELSON - CASH	R 101-00000-33100 ADMINIS
101	10/02/13	\$30.00	3770	ASSESSMENT SEARCH CK # 2061	R 101-00000-34105 USER FEE
101	10/08/13	\$4.00	3792	COPIES (\$0.25/PAGE) Axis Realty #1355	R 101-00000-34105 USER FEE
101	10/14/13	\$2.50	3806	COPIES (\$0.25/PAGE) CASH - JIM ANDER	R 101-00000-34105 USER FEE
101	10/23/13	\$13.50	3831	COPIES (\$0.25/PAGE) JAM Freedom #503	R 101-00000-34105 USER FEE
101	10/28/13	\$11,210.45	3828	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
DEPT 0000 GE		<u>\$11,836.30</u>			
DEPT 41200 MAYOR & COUNCIL					
101	10/15/13	\$80.00	3811	DANGEROUS DOG COURT (REFUND & REI	E 101-41200-300 PROF SER-L
DEPT 41200 MA		<u>\$80.00</u>			
DEPT 41910 PLANNING & ZONING					
101	10/01/13	\$100.00	3774	CONTRACTOR LICENSE - GENERAL NAC M	R 101-41910-32100 BUSINES

**CITY OF BAYPORT
MONTHLY RECEIPTS**

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Period Name: OCTOBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	10/07/13	\$100.00	3789	CONTRACTOR LICENSE - GENERAL Morco	R 101-41910-32100 BUSINES
101	10/18/13	\$50.00	3821	CONTRACTOR LICENSE - SPECIALTY	R 101-41910-32100 BUSINES
101	10/07/13	\$15.00	3790	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	10/15/13	\$50.00	3812	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	10/21/13	\$15.00	3824	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	10/24/13	\$50.00	3832	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	10/01/13	\$250.00	3773	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/02/13	\$1,615.09	3780	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/02/13	\$2,484.75	3780	BUILDING PERMIT DR Horton #563477	R 101-41910-32210 BUILDIN
101	10/02/13	\$2,886.75	3783	BUILDING PERMIT DR Horton #563476	R 101-41910-32210 BUILDIN
101	10/02/13	\$1,876.39	3783	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/03/13	\$191.75	3784	BUILDING PERMIT Emert #7023	R 101-41910-32210 BUILDIN
101	10/04/13	\$17,556.75	3788	BUILDING PERMIT Rice Lake Construction	R 101-41910-32210 BUILDIN
101	10/04/13	\$4,389.19	3788	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/14/13	\$177.00	3799	BUILDING PERMIT Croix Valley Roofing #	R 101-41910-32210 BUILDIN
101	10/14/13	\$41.25	3802	BUILDING PERMIT Nathan Hiles #1803	R 101-41910-32210 BUILDIN
101	10/14/13	\$26.81	3802	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/14/13	\$1,856.89	3803	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/14/13	\$2,856.75	3803	BUILDING PERMIT DR Horton #56510	R 101-41910-32210 BUILDIN
101	10/23/13	\$2,730.75	3830	BUILDING PERMIT DR Horton #569976	R 101-41910-32210 BUILDIN
101	10/23/13	\$1,774.99	3830	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	10/24/13	\$649.50	3834	BUILDING PERMIT Morcon #461752	R 101-41910-32210 BUILDIN
101	10/24/13	\$162.38	3834	PLAN REVIEW (25%)	R 101-41910-32210 BUILDIN
101	10/09/13	\$75.00	3795	PLUMBING PERMIT - COMMERCIAL NAC	R 101-41910-32220 PLUMBIN
101	10/14/13	\$75.00	3800	PLUMBING PERMIT - RESIDENTIAL Silver	R 101-41910-32220 PLUMBIN
101	10/21/13	\$75.00	3825	PLUMBING PERMIT - RESIDENTIAL Rush	R 101-41910-32220 PLUMBIN
101	10/29/13	\$75.00	3836	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	10/01/13	\$1,000.00	3773	MECHANICAL PERMIT - COMMERCIAL Vog	R 101-41910-32230 MECHANI
101	10/08/13	\$75.00	3791	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	10/09/13	\$75.00	3796	MECHANICAL PERMIT - COMMERCIAL NA	R 101-41910-32230 MECHANI
101	10/15/13	\$75.00	3807	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	10/18/13	\$75.00	3821	MECHANICAL PERMIT - RESIDENTIAL Lof	R 101-41910-32230 MECHANI
101	10/18/13	\$75.00	3822	MECHANICAL PERMIT - RESIDENTIAL Sab	R 101-41910-32230 MECHANI
101	10/18/13	\$75.00	3822	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	10/22/13	\$75.00	3826	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	10/22/13	\$75.00	3826	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	10/24/13	\$75.00	3829	MECHANICAL PERMIT - RESIDENTIAL And	R 101-41910-32230 MECHANI
101	10/02/13	\$250.00	3778	CONDITIONAL USE PERMIT APP Julia Kae	R 101-41910-34100 P & Z PE
101	10/02/13	\$300.00	3778	VARIANCE ESCROW Julia Kaemer #1755	R 101-41910-34100 P & Z PE
101	10/02/13	\$500.00	3778	CONDITIONAL USE PERMIT ESCROW Julia	R 101-41910-34100 P & Z PE
101	10/02/13	\$150.00	3778	VARIANCE APP Julia Kaemer #1755	R 101-41910-34100 P & Z PE
101	10/24/13	\$500.00	3833	VACANT BUILDING REGISTRATION Farka	R 101-41910-34100 P & Z PE
101	10/21/13	\$13,760.40	3817	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
101	10/21/13	\$1,340.00	3827	BUILDING INSPECTIONS (LAKELAND) CK	R 101-41910-34103 LAKELAN
DEPT 41910 PLA		\$60,682.39			

DEPT 42100 POLICE

101	10/24/13	\$226.24	3818	POLICE SERVICES (OVERTIME) CK # 566	E 101-42100-102 OVERTIME
101	10/04/13	\$1,260.00	16728	FEDERAL M16 AMMO/POLICE DEPT.	E 101-42100-220 OPERATING
101	10/08/13	\$20.00	3793	PET LICENSE - NO SPAY/NEUT VANESSA	R 101-42100-32240 ANIMAL F
101	10/29/13	\$10.00	3839	PET LICENSE - SPAY/NEUT CASH - SCHEE	R 101-42100-32240 ANIMAL F
101	10/18/13	\$18.67	3820	POLICE ADMINISTRATIVE FEES Metcalf #	R 101-42100-33100 ADMINIS
101	10/29/13	\$43,430.64	16725	2013 POLICE STATE AID	R 101-42100-33420 POLICE S
101	10/02/13	\$3.73	3777	POLICE REPORTS LexisNexis #449856801	R 101-42100-34201 POLICE A

**CITY OF BAYPORT
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FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	10/14/13	\$1.40	3801	POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	10/14/13	\$1.40	3804	POLICE REPORTS CASH - Trudeau	R 101-42100-34201 POLICE A
101	10/29/13	\$3,640.76	16726	SEPT. 2013 TRIAL CT.	R 101-42100-35101 COURT FI
DEPT 42100 PO		\$48,612.84			
DEPT 42200 FIRE PROTECTION					
101	10/17/13	\$151.82	3786	FIRE PROTECTION PERMITS CK # 56610	R 101-42200-32200 NONBUSI
101	10/29/13	\$20,837.20	16723	FIRE SUPPLEMENTAL AID	R 101-42200-33421 FIRE STA
101	10/29/13	\$70,514.37	16724	2013 FIRE STATE AID	R 101-42200-33421 FIRE STA
101	10/18/13	\$250.00	3823	FIRE INSPECTION Frontier Fire Protection	R 101-42200-34101 FIRE INS
101	10/17/13	\$47,348.50	3786	FIRE SERVICE CONTRACT CK # 56610	R 101-42200-34202 FIRE CON
101	10/15/13	\$100.00	3813	FIRE DONATIONS Glenn Crain #1138	R 101-42200-36232 DONATIO
101	10/29/13	\$1,200.00	16727	FIREFIGHTER BD TRNG&EDUC REIMB	R 101-42200-36242 POST TR
101	10/03/13	\$3,153.53	3771	SHARE AUTOMATION/FIRE DEPT. CK # 3	E 101-42200-391 SHARED AU
DEPT 42200 FIR		\$143,555.42			
DEPT 43200 PARKS					
101	10/01/13	\$28.00	3769	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	10/14/13	\$37.34	3809	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	10/14/13	\$12.00	3785	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	10/14/13	\$238.14	3785	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	10/14/13	\$142.65	3808	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	10/24/13	\$180.00	3832	SATELLITE FUND/REIMBURSEMENT Plan	E 101-43200-425 SATELLITIES
DEPT 43200 PA		\$638.13			
DEPT 43201 PERRO PARK PROJECT/PLAN					
101	10/02/13	\$586.34	3776	PERRO PARK HOCKEY RINK GRANT CK #	R 101-43201-36233 GRANTS
DEPT 43201 PE		\$586.34			
DEPT 43300 CEMETERY					
101	09/30/13	\$225.00	3772	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	10/14/13	\$400.00	3805	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
101	10/14/13	\$75.00	3805	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	10/14/13	\$700.00	3805	CEMETERY - OPEN/CLOSE GRAVE- CASKE	R 101-43300-34940 CEMETER
101	10/17/13	\$50.00	3816	CEMETERY - CREMAINS GRAVE CK # 349	R 101-43300-34940 CEMETER
DEPT 43300 CE		\$1,450.00			
FUND 101 GENERAL		\$294,184.74			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
DEPT					
206	10/29/13	\$9.66	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$98.12	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$12.97	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$20.70	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$50.07	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$134.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$39.14	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$26.38	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$119.35	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$117.12	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$24.90	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$30.15	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$5.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$68.91	0	UB Receipt Serv 41 TRUNK SEWER 1ST	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$116.78	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN

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206	10/14/13	\$608.72	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$97.05	0	UB Receipt Serv 31 TRUNK/S COMB	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$230.05	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$289.95	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$136.98	0	UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$204.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$1.57	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$342.06	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$1.50	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$795.70	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$1.86	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$1.80	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$1,287.29	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$2,259.80	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$60.51	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$53.54	0	UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$12.47	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$403.08	0	UB Receipt Serv 38 TRUNK S/IND	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$11.64	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$6.01	0	UB Receipt Serv 41 TRUNK SEWER 1ST	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$1,197.36	0	UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$250.87	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$2,276.14	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$1,596.85	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$58.86	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$555.52	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$14.79	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/14/13	\$11.28	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/13	\$810.54	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/22/13	\$526.04	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$26.70	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$12.39	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$58.08	0	UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$65.23	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/22/13	\$14.29	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/22/13	\$166.59	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/22/13	\$12.09	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$47.03	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/03/13	\$4.50	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/22/13	\$1.20	0	UB REC Re-trans UB SERV 36 TRUNK S/R	G 206-12103 A/R GEN BILLIN
206	10/22/13	\$49.50	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$210.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$10.99	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$60.03	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$60.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/29/13	\$34.60	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN

DEPT \$15,811.00

FUND 206 WATER/S \$15,811.00

FUND 207 PARK IMPROVEMENT FUND

DEPT 00000 GENERAL GOVERNMENT

207	10/02/13	\$1,000.00	3780	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	10/02/13	\$1,000.00	3783	PARK DEDICATION	R 207-00000-34780 PARK FEE

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207	10/14/13	\$1,000.00	3803	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	10/23/13	\$1,000.00	3830	PARK DEDICATION	R 207-00000-34780 PARK FEE
DEPT 00000 GE		\$4,000.00			
FUND 207 PARK IM		\$4,000.00			
FUND 211 LIBRARY					
DEPT 45500 LIBRARY					
211	10/28/13	\$27.95	3835	LIBRARY SERVICE CHARGE CK # 19278	R 211-45500-34760 LIBRARY
211	10/28/13	\$76.00	3835	LIBRARY SERVICE CHARGE CK # 2701	R 211-45500-34760 LIBRARY
211	10/28/13	\$8.00	3835	LIBRARY SERVICE CHARGE CK # 6224	R 211-45500-34760 LIBRARY
211	10/28/13	\$12.99	3835	LIBRARY SERVICE CHARGE CK # 31.44	R 211-45500-34760 LIBRARY
211	10/28/13	\$25.00	3835	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	10/28/13	\$12.00	3835	LIBRARY SERVICE CHARGE CK # 3091	R 211-45500-34760 LIBRARY
211	10/28/13	\$13.00	3835	LIBRARY SERVICE CHARGE CK # 2110	R 211-45500-34760 LIBRARY
DEPT 45500 LIB		\$174.94			
FUND 211 LIBRARY		\$174.94			
FUND 601 WATER					
DEPT					
601	10/14/13	\$248.24	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/29/13	\$25.41	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/22/13	\$51.32	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/14/13	\$232.95	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$5.36	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$17.49	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/14/13	\$1,658.59	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/14/13	\$9.54	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$34,983.62	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/14/13	\$18,015.47	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$781.21	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$143.83	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$25,014.85	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/16/13	\$12.45	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$756.28	0	UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	10/16/13	\$0.97	0	UB Receipt Serv Pen 6 WATER METER2	G 601-14601 WATER BILLING
601	10/16/13	\$31.80	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/16/13	\$5,324.04	0	UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/16/13	\$8.61	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$14.08	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/29/13	\$5.27	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/29/13	\$136.21	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/29/13	\$44.48	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$3,148.21	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$208.80	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$3.18	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/03/13	\$18.16	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/14/13	\$561.24	0	UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	10/03/13	\$3.66	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/14/13	\$2.75	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/14/13	\$25.44	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/29/13	\$6.36	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING

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601	10/16/13	\$2.94	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/03/13	\$63.04	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/16/13	\$1,363.33	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$285.88	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/14/13	\$2.77	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/14/13	\$4,082.33	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/03/13	\$11,131.69	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/16/13	\$40.00	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$676.29	0	UB Receipt Serv 2 WATER ONLY	G 601-14601 WATER BILLING
601	10/16/13	\$0.41	0	UB Receipt Serv Pen 2 WATER ONLY	G 601-14601 WATER BILLING
601	10/16/13	\$326.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/29/13	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/14/13	\$744.88	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/16/13	\$13,640.88	0	UB Receipt Serv 3 INDUSTRIAL	G 601-14601 WATER BILLING
601	10/14/13	\$23,028.75	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$3.18	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/03/13	\$1.59	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$3.95	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$507.17	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/16/13	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/29/13	\$27.33	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$8.49	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$457.99	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/16/13	\$12.68	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/13	\$1,632.83	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/03/13	\$1.08	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/29/13	\$7.39	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/29/13	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/29/13	\$483.91	0	UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/29/13	\$5.04	0	UB Receipt Serv Pen 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/22/13	\$803.88	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	10/22/13	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/14/13	\$5.49	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/22/13	\$105.02	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/16/13	\$3,609.04	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/22/13	\$150.42	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/22/13	\$7,853.32	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/14/13	\$8.66	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/22/13	\$1.59	0	UB REC Re-trans UB SURC 19 STATE SER	G 601-14601 WATER BILLING
601	10/16/13	\$235.81	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/29/13	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	10/22/13	\$5.51	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/16/13	\$25.22	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/03/13	\$1.22	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/14/13	\$339.20	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/22/13	\$11.49	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/29/13	\$33.97	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/29/13	\$10.55	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/14/13	\$57.77	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/16/13	\$2,314.86	0	UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
DEPT		\$165,635.61			
DEPT 46120 WATER					
601	10/02/13	\$1,200.00	3780	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H

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601	10/02/13	\$1,200.00	3783	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	10/14/13	\$1,200.00	3803	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	10/23/13	\$1,200.00	3830	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	10/29/13	\$1,200.00	3836	WATER CONNECTION - OVER 1 IN	R 601-46120-34601 WATER H
601	10/02/13	\$350.00	3780	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	10/02/13	\$350.00	3783	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	10/14/13	\$350.00	3803	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	10/23/13	\$350.00	3830	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	10/29/13	\$350.00	3836	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	10/14/13	\$17.97	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/29/13	\$29.31	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/29/13	\$446.02	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/16/13	\$27.77	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/03/13	\$8.73	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/16/13	\$0.52	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/14/13	\$0.56	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/09/13	\$30.00	3797	WATER SHUTOFF - BUS HRS Olsen Realty	R 601-46120-37110 WATER R
DEPT 46120 WA		\$8,310.88			
FUND 601 WATER		\$173,946.49			
FUND 602 SEWER					
DEPT					
602	10/14/13	\$6,798.71	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$6,130.44	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$5.49	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$165.55	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/03/13	\$133.40	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$2.75	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$151.73	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$0.29	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$285.77	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/22/13	\$10.00	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	10/22/13	\$1,880.38	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/22/13	\$84.96	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/22/13	\$168.38	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/22/13	\$5.51	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$133.15	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$10.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$10.00	0	UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLING
602	10/29/13	\$22.33	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$168.10	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$2.46	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$543.57	0	UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$5.04	0	UB Receipt Serv Pen 29 INSTIT SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$109.10	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$19,067.53	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$673.09	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$33.59	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$152.29	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$5.27	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/29/13	\$535.52	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$10,962.43	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: OCTOBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	10/03/13	\$18.10	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/03/13	\$3,810.66	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/03/13	\$2.58	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/03/13	\$14.65	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/03/13	\$50.50	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$2,416.25	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$269.39	0	UB Receipt Serv 14 SEWER METER	G 602-14602 SEWER BILLING
602	10/14/13	\$70.45	0	UB Receipt Serv 15 1ST SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$48.50	0	UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLING
602	10/14/13	\$2,567.64	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$571.95	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$114.80	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$3.95	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$8.24	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$846.49	0	UB Receipt Serv 15 1ST SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$0.01	0	UB Receipt Serv Pen 15 1ST SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$4,648.15	0	UB Receipt Serv 23 INDUSTRI SEW	G 602-14602 SEWER BILLING
602	10/16/13	\$10.00	0	UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLING
602	10/16/13	\$51.85	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$504.30	0	UB Receipt Serv 29 INSTTIT SEWER	G 602-14602 SEWER BILLING
602	10/16/13	\$1,106.85	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	10/14/13	\$2.77	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
DEPT		\$65,399.91			
DEPT 46200 SEWER - OPERATING					
602	10/02/13	\$800.00	3780	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	10/02/13	\$800.00	3783	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	10/14/13	\$800.00	3803	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	10/23/13	\$800.00	3830	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
DEPT 46200 SE		\$3,200.00			
FUND 602 SEWER		\$68,599.91			
FUND 803 P & Z ESCROWS					
DEPT 80047 JANE KEYES					
803	10/17/13	\$500.00	3815	JANE KEYES CK # 18615	R 803-80047-32210 BUILDIN
DEPT 80047 JAN		\$500.00			
FUND 803 P & Z ES		\$500.00			
		\$557,217.08			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 10/31/2013

10 Month = 83.40

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	\$470.00	\$0.00	0.00%
41200	MAYOR & COUNCIL	\$141,451.00	\$180,440.19	-\$38,989.19	-27.56%
41240	RECYCLING	\$7,200.00	\$1,839.91	\$5,360.09	74.45%
41400	ADMINISTRATION	\$141,412.00	\$106,622.03	\$34,789.97	24.60%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY	\$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 IMPROVEMENT	\$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	\$190,734.13	\$29,768.87	13.50%
41940	MUNICIPAL BUILDINGS	\$39,050.00	\$31,982.57	\$7,067.43	18.10%
42100	POLICE	\$719,313.00	\$579,540.01	\$139,772.99	19.43%
42200	FIRE PROTECTION	\$438,919.00	\$718,811.54	-\$279,892.54	-63.77%
43100	STREET MAINT	\$267,714.00	\$236,245.26	\$31,468.74	11.75%
43130	STREET - FLOOD PREPAR	\$0.00	\$0.00	\$0.00	0.00%
43160	STREET LIGHTING	\$30,000.00	\$25,917.05	\$4,082.95	13.61%
43200	PARKS	\$58,241.00	\$52,918.70	\$5,322.30	9.14%
43300	CEMETERY	\$7,475.00	\$2,911.81	\$4,563.19	61.05%
44100	PROJECT	\$79,600.00	\$0.00	\$79,600.00	100.00%
FUND 101 GENERAL		\$2,151,348.00	\$2,128,433.20	\$22,914.80	1.07%
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 DEVELOPMEN	\$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 REIMBURSE		\$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	\$211,024.29	\$76,205.71	26.53%
FUND 211 LIBRARY		\$287,230.00	\$211,024.29	\$76,205.71	26.53%
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 IMP		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 10/31/2013

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10 Month = 83.40

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUN		\$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 IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAIN		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	PETE MILLER - PHASE 11	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK O	\$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 IMPR	\$0.00	\$53,145.20	-\$53,145.20	0.00%
46110	WATER-PUMPHOUSE	\$47,450.00	\$39,831.24	\$7,618.76	16.06%
46120	WATER	\$444,178.76	\$228,597.52	\$215,581.24	48.53%
FUND 601 WATER		\$491,628.76	\$322,452.58	\$169,176.18	34.41%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$373,754.76	\$143,541.10	\$230,213.66	61.59%
46990	SEWER - NON-OPERATIN	\$400,000.00	\$302,659.10	\$97,340.90	24.34%
FUND 602 SEWER		\$773,754.76	\$446,200.20	\$327,554.56	42.33%
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 10/31/2013

10 Month = 83.40

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	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCRO	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX P	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$844.38	-\$844.38	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11	\$0.00	\$5,694.84	-\$5,694.84	0.00%
80017	AMERICAN LEGION POST	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK O	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTI	\$0.00	\$694.83	-\$694.83	0.00%
80020	HYNNEK CUP APPLICATI	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISE	\$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 TRANSI	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CE	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80030	LARKIN HOFFMAN & LUN	\$0.00	\$1,228.07	-\$1,228.07	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GRO	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING,	\$0.00	\$913.87	-\$913.87	0.00%
80044	HAYNER PROPERTY FEAS	\$0.00	\$1,038.01	-\$1,038.01	0.00%
80045	DRH-INSPIRATION PHAS	\$0.00	\$58,328.93	-\$58,328.93	0.00%
80046	JOE BUSH/DAVID KLING	\$0.00	\$773.19	-\$773.19	0.00%
80047	JANE KEYES	\$0.00	\$0.00	\$0.00	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$27.19	-\$27.19	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$69,543.31	-\$69,543.31	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GE	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL O	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PU	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 10/31/2013

10 Month = 83.40

DEPT	DEPT Descr	2013 Budget	2013 YTD Amt	Balance	2013 % of Budget Remain
44000	DEPRECIATION EXP - LIB	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PA	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,703,961.52	\$3,177,653.58	\$526,307.94	14.21%

CITY OF BAYPORT
MONTHLY EXPENSES 1136172-1136489

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Period Name: OCTOBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
U S BANK VISA	101	10/29/13	-\$2.26	E	41200	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	101	10/29/13	\$14.25	E	41200	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
ECKBERG, LAMMERS, BRI	101	10/23/13	\$145.00	E	41200	300	243 3RD ST. N - MOST P	PROF SER-LEGAL	1136447
ECKBERG, LAMMERS, BRI	101	10/23/13	\$848.25	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	1136447
ECKBERG, LAMMERS, BRI	101	10/23/13	\$710.50	E	41200	300	PLANNING COMMISSION	PROF SER-LEGAL	1136447
ECKBERG, LAMMERS, BRI	101	10/23/13	\$29.00	E	41200	300	206 5TH ST S ZONING VI	PROF SER-LEGAL	1136447
ECKBERG, LAMMERS, BRI	101	10/23/13	\$200.00	E	41200	300	ATTEND CC AND WORKS	PROF SER-LEGAL	1136447
S E H	101	10/23/13	\$168.15	E	41200	301	STAGECOACH TRAFFIC S	PROF SER-ENGIN	1136471
S E H	101	10/23/13	\$168.15	E	41200	301	MSCWMO MTG	PROF SER-ENGIN	1136471
S E H	101	10/23/13	\$72.80	E	41200	301	PREP & ATTEND CC MTG	PROF SER-ENGIN	1136471
S E H	101	10/23/13	\$168.15	E	41200	301	4TH AVE. N BOAT RAMP	PROF SER-ENGIN	1136471
S E H	101	10/23/13	\$369.90	E	41200	301	STAFF MEETINGS (2)	PROF SER-ENGIN	1136471
COMPLETE HEALTH ENVI	101	10/23/13	\$350.00	E	41200	306	SEPT. 2013 MAINT. PLAN	PROF SER-OTHER	1136446
U S BANK VISA	101	10/29/13	\$6.11	E	41200	322	ADMIN CREDIT CARD OC	POSTAGE	1136432
WASHINGTON COUNTY S	101	10/23/13	\$93.00	E	41200	350	INSPIRATION MAILING L	PRINTING & PUBL	1136489
BAYPORT PRINTING HOU	101	10/28/13	\$728.00	E	41200	351	BAYPORT NEWS LETTER	NEWS LETTER PRI	1136440
PETTY CASH	101	10/29/13	\$13.98	E	41200	402	AUG, SEPT, & OCT 2013	CONFERENCES &	1136430
TR COMPUTER SALES LLC	101	10/23/13	\$6.25	E	41200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
			\$4,089.23						
DEPT 41240 RECYCLING									
HUDSON, PETER AND AN	101	10/22/13	\$30.00	E	41240	370	OCT. 2013 RECYCLING R	RECYCLING INCE	1136452
			\$30.00						
DEPT 41400 ADMINISTRATION									
U S BANK VISA	101	10/29/13	\$85.54	E	41400	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	101	10/29/13	-\$13.58	E	41400	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
PETTY CASH	101	10/29/13	\$20.00	E	41400	402	AUG, SEPT, & OCT 2013	CONFERENCES &	1136430
PETTY CASH	101	10/29/13	\$5.50	E	41400	402	AUG, SEPT, & OCT 2013	CONFERENCES &	1136430
PETTY CASH	101	10/29/13	-\$24.96	E	41400	402	AUG, SEPT, & OCT 2013	CONFERENCES &	1136430
PETTY CASH	101	10/29/13	\$60.00	E	41400	402	AUG, SEPT, & OCT 2013	CONFERENCES &	1136430
TR COMPUTER SALES LLC	101	10/23/13	\$18.75	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$6.25	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$30.00	E	41400	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
			\$187.50						
DEPT 41910 PLANNING & ZONING									
U S BANK VISA	101	10/29/13	-\$11.31	E	41910	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	101	10/29/13	\$71.28	E	41910	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
HOLIDAY FLEET	101	10/15/13	\$154.68	E	41910	212	SEPT. 2013 FUEL	MOTOR FUELS & L	1136405
ECKBERG, LAMMERS, BRI	101	10/23/13	\$449.50	E	41910	300	BUILDING OFFICIAL APP	PROF SER-LEGAL	1136447
S E H	101	10/23/13	\$168.15	E	41910	301	GRADING PERMIT REVIE	PROF SER-ENGIN	1136471
S E H	101	10/23/13	\$84.09	E	41910	301	CENTURY LINK PERMIT	PROF SER-ENGIN	1136471
S E H	101	10/23/13	\$840.75	E	41910	301	CERT. SURVEY REVIEWS	PROF SER-ENGIN	1136471
PETTY CASH	101	10/29/13	\$6.00	E	41910	400	AUG, SEPT, & OCT 2013	USE OF PERSONA	1136430
TR COMPUTER SALES LLC	101	10/23/13	\$15.62	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$25.00	E	41910	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$6.25	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
			\$1,810.01						
DEPT 41940 MUNICIPAL BUILDINGS									
OFFICE OF ENT TECHNOL	101	10/22/13	\$462.23	E	41940	321	PHONES/CITY HALL	COMMUNICATION	1136464
COMCAST	101	10/28/13	\$60.55	E	41940	321	NOV 2013 HIGHSPD-I	COMMUNICATION	1136445

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COMCAST	101	10/28/13	\$90.55	E	41940	321	OCT.2013 LIBRARY HIGH	COMMUNICATION	1136445
PETTY CASH	101	10/29/13	\$16.05	E	41940	415	AUG, SEPT, & OCT 2013	MUNICIPAL BUILD	1136430
PETTY CASH	101	10/29/13	\$19.19	E	41940	415	AUG, SEPT, & OCT 2013	MUNICIPAL BUILD	1136430
PETTY CASH	101	10/29/13	\$6.50	E	41940	415	AUG, SEPT, & OCT 2013	MUNICIPAL BUILD	1136430
PETTY CASH	101	10/29/13	\$18.00	E	41940	415	AUG, SEPT, & OCT 2013	MUNICIPAL BUILD	1136430
PETTY CASH	101	10/29/13	\$5.48	E	41940	415	AUG, SEPT, & OCT 2013	MUNICIPAL BUILD	1136430
PETTY CASH	101	10/29/13	\$27.63	E	41940	415	AUG, SEPT, & OCT 2013	MUNICIPAL BUILD	1136430
LINNER ELECTRIC	101	10/15/13	\$435.13	E	41940	420	REMOVE HOCKEY LIGHT	R & M BLDGS, ST	1136407
MINNESOTA ELEVATOR	101	10/23/13	\$150.04	E	41940	420	OCT. 2013 MTHLY SERVI	R & M BLDGS, ST	1136462
DEPT 41940 MUNICIPAL BUILDING			\$1,291.35						
DEPT 42100 POLICE									
BEARSON, SAM	101	10/29/13	\$40.00	E	42100	102	LIFT BRIDGE MARATHON	OVERTIME	1136421
ZAWISLAK, CHRIS	101	10/29/13	\$35.00	E	42100	102	0700-1030 RACE/POLICE	OVERTIME	1136433
CATURIA, DARRELL	101	10/29/13	\$35.00	E	42100	102	0700-1030 RACE/POLICE	OVERTIME	1136424
CAMERON, RILEY	101	10/29/13	\$40.00	E	42100	102	730-1030 RACE/POLICE	OVERTIME	1136423
U S BANK VISA	101	10/29/13	-\$11.31	E	42100	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	101	10/29/13	\$71.28	E	42100	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
JACKSON, JAY	101	10/29/13	\$10.00	E	42100	202	UNIFORM REIMBUREME	UNIFORMS - MISC	1136427
UNIFORMS UNLIMITED	101	10/22/13	\$70.83	E	42100	211	UNIFORMS/JOHN MILLER	UNIFORMS - MILL	1136485
WASHINGTON COUNTY S	101	10/02/13	\$1,831.01	E	42100	212	SEPT. 2013 FUEL CHG'S/	MOTOR FUELS & L	1136390
U S BANK VISA	101	10/29/13	\$16.90	E	42100	220	OFFICE MAX	OPERATING SUPP	1136419
EASTMAN, LAURA	101	10/29/13	\$193.75	E	42100	220	TITLE FEE & LICENSE RE	OPERATING SUPP	1136425
U S BANK VISA	101	10/29/13	\$76.81	E	42100	220	WAL-MART	OPERATING SUPP	1136419
U S BANK VISA	101	10/29/13	\$72.12	E	42100	220	MILLS FLEET FARM	OPERATING SUPP	1136419
ECKBERG, LAMMERS, BRI	101	10/15/13	\$2,362.68	E	42100	300	PROSECUTION/POLICE D	PROF SER-LEGAL	1136399
BAYPORT PRINTING HOU	101	10/02/13	\$1,102.60	E	42100	306	CITATION BK MTHLY PA	PROF SER-OTHER	1136372
BCA	101	10/28/13	\$15.00	E	42100	306	HISTORY RECORD RIAN	PROF SER-OTHER	1136442
THOMAS REUTERS - WES	101	10/21/13	\$130.90	E	42100	321	INFORMATION SEARCH/	COMMUNICATION	1136479
THOMAS REUTERS - WES	101	10/15/13	\$130.90	E	42100	321	SEPT. 2013 INFORMATIO	COMMUNICATION	1136414
VERIZON WIRELESS	101	10/15/13	\$66.22	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1136415
VERIZON WIRELESS	101	10/15/13	\$105.03	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	1136415
BAYPORT PRINTING HOU	101	10/28/13	\$316.62	E	42100	350	EVIDENCE CHAIN OF CU	PRINTING & PUBL	1136440
WASHINGTON COUNTY S	101	10/15/13	\$5,882.26	E	42100	391	Q3-13 ALERTS & Q3-13	SHARED AUTOMA	1136417
WASHINGTON COUNTY S	101	10/15/13	\$1,125.00	E	42100	391	Q3-13 MDC'S/POLICE DE	SHARED AUTOMA	1136417
U S BANK VISA	101	10/29/13	\$378.63	E	42100	403	AIRSOFT STATION	POLICE TRAINING	1136419
PETTY CASH	101	10/29/13	\$5.00	E	42100	412	AUG, SEPT, & OCT 2013	REP & MAINT VEH	1136430
BAYPORT TRANSMISSION	101	10/15/13	\$26.78	E	42100	412	2013 DODGE CHARGER/	REP & MAINT VEH	1136395
DISCOUNT TIRE CO	101	10/15/13	\$814.00	E	42100	412	2902 VEH MAINT./POLIC	REP & MAINT VEH	1136398
BAYPORT TRANSMISSION	101	10/22/13	\$378.01	E	42100	412	2004 FORD/POLICE DEP	REP & MAINT VEH	1136441
BAYPORT TRANSMISSION	101	10/22/13	\$26.78	E	42100	412	2009 DODGE CHARGER/	REP & MAINT VEH	1136441
QUALITY LOCKSMITH SER	101	10/22/13	\$100.00	E	42100	412	REPAIR PROGRAM/POLIC	REP & MAINT VEH	1136468
TR COMPUTER SALES LLC	101	10/23/13	\$6.25	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$375.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$15.62	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$25.00	E	42100	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
DEPT 42100 POLICE			\$15,869.67						
DEPT 42200 FIRE PROTECTION									
STILLWATER MEDICAL GR	101	10/28/13	\$260.69	E	42200	202	IMMUNIZATION/FIRE DE	UNIFORMS - MISC	1136475
ASPEN MILLS INC	101	10/15/13	\$2,243.35	E	42200	202	MISC UNIFORMS/FIRE D	UNIFORMS - MISC	1136394
HOLIDAY FLEET	101	10/15/13	\$36.30	E	42200	212	SEPT. 2013 FUEL	MOTOR FUELS & L	1136405
HOLIDAY FLEET	101	10/15/13	\$1,225.78	E	42200	212	SEPT. 2013 FUEL	MOTOR FUELS & L	1136405
FOREMOST PROMOTIONS	101	10/15/13	\$750.00	E	42200	217	PROGRAMS/FIRE DEPT.	MATERIALS & PR	1136402
U S BANK VISA	101	10/02/13	\$65.94	E	42200	217	AMAZON MKTPLACE	MATERIALS & PR	1136386

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U S BANK VISA	101	10/02/13	\$96.87	E	42200	217	AMAZON MKTPLACE	MATERIALS & PR	1136386
U S BANK VISA	101	10/02/13	\$143.04	E	42200	217	AMAZON MKTPLACE	MATERIALS & PR	1136386
U S BANK VISA	101	10/02/13	\$103.65	E	42200	220	ULINE	OPERATING SUPP	1136386
APPLIED IMAGES	101	10/28/13	\$111.42	E	42200	220	UNIFORMS SUPPLIES/FI	OPERATING SUPP	1136436
U S BANK VISA	101	10/02/13	\$8.75	E	42200	220	USPS	OPERATING SUPP	1136386
MENARDS-STILLWATER	101	10/28/13	\$169.89	E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUPP	1136459
U S BANK VISA	101	10/02/13	\$166.27	E	42200	220	BOUND TREE	OPERATING SUPP	1136386
U S BANK VISA	101	10/02/13	\$8.83	E	42200	220	SERVICE CHG.	OPERATING SUPP	1136386
U S BANK VISA	101	10/02/13	\$39.00	E	42200	220	LATE FEE	OPERATING SUPP	1136386
U S BANK VISA	101	10/02/13	\$9.00	E	42200	220	FLEETIO.COM	OPERATING SUPP	1136386
U S BANK VISA	101	10/02/13	\$50.66	E	42200	220	BOUND TREE	OPERATING SUPP	1136386
TR COMPUTER SALES LLC	101	10/23/13	\$62.50	E	42200	306	COMPUTER CONSULTING	PROF SER-OTHER	1136481
VERIZON WIRELESS	101	10/02/13	\$267.29	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	1136388
EMERGENCY SERVICES M	101	10/15/13	\$725.00	E	42200	391	SUBSCRIPTION FEE/FIRE	SHARED AUTOMA	1136401
VERIZON WIRELESS	101	10/02/13	\$80.04	E	42200	391	PHONES/FIRE DEPT.	SHARED AUTOMA	1136388
U S BANK VISA	101	10/02/13	\$53.55	E	42200	391	CELLULAR CONN	SHARED AUTOMA	1136386
U S BANK VISA	101	10/02/13	\$157.45	E	42200	391	OFFICE MAX	SHARED AUTOMA	1136386
LAKE SUPERIOR COLLEGE	101	10/28/13	\$360.00	E	42200	402	VINDAL,EISINGER,ELDRE	CONFERENCES &	1136454
CENTURY COLLEGE	101	10/02/13	\$400.00	E	42200	402	BRANDON JOHNSON 002	CONFERENCES &	1136373
CENTURY COLLEGE	101	10/02/13	\$400.00	E	42200	402	MIKE GALOWITZ 121875	CONFERENCES &	1136373
CENTURY COLLEGE	101	10/02/13	\$400.00	E	42200	402	JOSH EISINGER 1185463	CONFERENCES &	1136373
VINDAL, JACOB	101	10/02/13	\$744.06	E	42200	402	REIMBURSEMENT/FIRE C	CONFERENCES &	1136389
EISINGER, JOSH	101	10/02/13	\$237.58	E	42200	402	MILEAGE & MEALS REIM	CONFERENCES &	1136375
ELDRED, MIKE	101	10/02/13	\$197.36	E	42200	402	MILEAGE & MEAL/FIRE C	CONFERENCES &	1136376
BAYPORT TRANSMISSION	101	10/22/13	\$50.00	E	42200	412	2009 CHEV/FIRE DEPT.	REP & MAINT VEH	1136441
STILLWATER MOTORS	101	10/28/13	\$688.27	E	42200	412	VEHICLE REPAIR 04 TAH	REP & MAINT VEH	1136476
RED POWER DIESEL SERV	101	10/02/13	\$13,086.10	E	42200	412	FIRE DEPT. TRUCK 2110	REP & MAINT VEH	1136384
RED POWER DIESEL SERV	101	10/28/13	\$3,007.57	E	42200	412	VEH MAINT REPAIR RES	REP & MAINT VEH	1136469
U S BANK VISA	101	10/02/13	\$21.42	E	42200	419	MISTER CAR WASH	REPAIR & MAINT	1136386
MINNESOTA FIRE SERVIC	101	10/15/13	\$20.00	E	42200	433	RECERTIFICATION - B M	DUES & MEMBERS	1136409
BAYPORT FIRE RELIEF AS	101	10/24/13	\$70,514.37	E	42200	810	FIRE SUPPLEMENTAL AI	REFUNDS AND RE	1136439
BAYPORT FIRE RELIEF AS	101	10/24/13	\$20,837.20	E	42200	810	FIRE SUPPLEMENTAL AI	REFUNDS AND RE	1136439
DEPT 42200 FIRE PROTECTION			\$117,799.20						
DEPT 43100 STREET MAINT									
U S BANK VISA	101	10/29/13	\$14.25	E	43100	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	101	10/29/13	-\$2.26	E	43100	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
EISINGER, JOSH	101	10/15/13	\$28.40	E	43100	205	UNIFORMS REIMBURSEM	UNIFORMS - JOSH	1136400
HOLIDAY FLEET	101	10/15/13	\$109.86	E	43100	212	SEPT. 2013 FUEL	MOTOR FUELS & L	1136405
STILLWATER FARM STOR	101	10/15/13	\$96.40	E	43100	220	HERBACIDE/STREET DEP	OPERATING SUPP	1136412
U S BANK VISA	101	10/29/13	\$31.24	E	43100	220	MENARDS	OPERATING SUPP	1136420
WARNING LITES OF MN, I	101	10/15/13	\$553.09	E	43100	220	SAFETY SIGNS & CONES/	OPERATING SUPP	1136416
WACO PUBLIC WORKS DE	101	10/29/13	\$306.72	E	43100	302	2013 STRIPING SERVICE	CONTRACT SERVI	1136487
BUBERL BLACK DIRT	101	10/15/13	\$261.84	E	43100	410	BLACK DIRT/STREET DEP	REPAIR & MAINT	1136396
ST CROIX TREE SERVICE	101	10/15/13	\$240.47	E	43100	413	STUMP CHIPPING/STREE	TREES	1136411
TR COMPUTER SALES LLC	101	10/23/13	\$3.12	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$5.00	E	43100	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$6.25	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
T. A. SCHIFSKY & SONS I	101	10/15/13	\$71.87	E	43100	421	HOTMIX / STREET DEPT.	REPAIR & MAINT	1136413
WACO PUBLIC WORKS DE	101	10/24/13	\$4,006.42	E	43100	530	CSAH 21/INSPIRATION T	CAPITAL ASSETS	1136487
DEPT 43100 STREET MAINT			\$5,732.67						
DEPT 43200 PARKS									
SAFE-FAST, INC.	101	10/24/13	\$81.37	E	43200	202	TEMP HELP SHIRTS/PAR	UNIFORMS - MISC	1136472
HOLIDAY FLEET	101	10/15/13	\$321.25	E	43200	212	SEPT. 2013 FUEL	MOTOR FUELS & L	1136405

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TRU GREEN CHEMLAWN	101	10/24/13	\$16.07	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$235.11	E	43200	302	FALL WEED AND SEED/P	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$856.96	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$61.79	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$16.07	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$61.79	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$598.47	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
TRU GREEN CHEMLAWN	101	10/24/13	\$16.07	E	43200	302	FALL WEED & SEED/PAR	CONTRACT SERVI	1136482
PETERSON COMPANIES, I	101	10/29/13	\$75.00	E	43200	410	FALL BLOWOUT-BEACH H	REPAIR & MAINT	1136465
U S BANK VISA	101	10/29/13	\$395.00	E	43200	410	LIGHTNING DISPOSAL	REPAIR & MAINT	1136420
CENTURY POWER EQUIP	101	10/22/13	\$214.70	E	43200	412	MOWER REPAIR/PARKS	REP & MAINT VEH	1136443
AREAWIDE TRUCK & TRAI	101	10/15/13	\$201.94	E	43200	412	MOWER REPAIR/PARKS	REP & MAINT VEH	1136393
TR COMPUTER SALES LLC	101	10/23/13	\$5.00	E	43200	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	101	10/23/13	\$3.12	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
LINNER ELECTRIC	101	10/15/13	\$435.12	E	43200	420	REMOVE HOCKEY LIGHT	R & M BLDGS, ST	1136407
TYCO INTEGRATED SECU	101	10/22/13	\$335.26	E	43200	420	2013-2014 BEACH HOUS	R & M BLDGS, ST	1136483
AIR FRESH PORTABLE TOI	101	10/29/13	\$118.13	E	43200	425	BARKERS 10/11/13-11/1/	SATILLITIES	1136434
AIR FRESH PORTABLE TOI	101	10/29/13	\$78.75	E	43200	425	RIVERSIDE 10/23/13-11	SATILLITIES	1136434
AIR FRESH PORTABLE TOI	101	10/29/13	\$19.64	E	43200	425	SALES TAX	SATILLITIES	1136434
AIR FRESH PORTABLE TOI	101	10/15/13	\$157.50	E	43200	425	BARKERS ALPS MTHLY R	SATILLITIES	1136392
AIR FRESH PORTABLE TOI	101	10/29/13	\$78.75	E	43200	425	TENNIS CT. 10/25/13-11	SATILLITIES	1136434
AIR FRESH PORTABLE TOI	101	10/15/13	\$321.38	E	43200	425	RESTROOM WEEKEND R	SATILLITIES	1136392
AIR FRESH PORTABLE TOI	101	10/15/13	\$22.44	E	43200	425	SALES TAX	SATILLITIES	1136392
AIR FRESH PORTABLE TOI	101	10/15/13	\$78.75	E	43200	425	RIVERSIDE PARK MTHLY	SATILLITIES	1136392
AIR FRESH PORTABLE TOI	101	10/15/13	\$78.75	E	43200	425	TENNIS CT MTHLY RENT	SATILLITIES	1136392
DEPT 43200 PARKS			\$4,884.18						
DEPT 43300 CEMETERY									
LANDSCAPES BY MARK	101	10/24/13	\$325.00	E	43300	310	GRAVE OPENING - MOE/	GRAVE OPENINGS	1136455
LANDSCAPES BY MARK	101	10/24/13	\$325.00	E	43300	310	GRAVE OPENING - MONI	GRAVE OPENINGS	1136455
CENTURY POWER EQUIP	101	10/22/13	\$26.87	E	43300	412	MIX OIL/CEMETARY DEP	REP & MAINT VEH	1136443
DEPT 43300 CEMETERY			\$676.87						
FUND 101 GENERAL			\$152,370.68						
FUND 206 WATER/SEWER IMPROVEMENT FUND									
DEPT 41608 2012 I & I PROJECT									
S E H	206	10/23/13	\$60.91	E	41608	301	2012-2013 I/I IMPROVE	PROF SER-ENGIN	1136471
DEPT 41608 2012 I & I PROJECT			\$60.91						
FUND 206 WATER/SEWER IMPROVEM			\$60.91						
FUND 207 PARK IMPROVEMENT FUND									
DEPT 44100 PROJECT									
LOUCKS ASSOCIATES	207	10/23/13	\$960.00	E	44100	306	PERRO PARK - HOCKEY R	PROF SER-OTHER	1136457
DEPT 44100 PROJECT			\$960.00						
FUND 207 PARK IMPROVEMENT FUND			\$960.00						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	10/28/13	\$103.80	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$363.64	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$72.92	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$186.78	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$96.15	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438

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Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BAKER & TAYLOR	211	10/28/13	\$160.48	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$177.83	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$72.32	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$79.53	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$219.92	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$394.12	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
BAKER & TAYLOR	211	10/28/13	\$131.40	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	1136438
INNOVATIVE OFFICE SOL	211	10/28/13	\$177.18	E	45500	220	OFFICE SUPPLIES/LIBRA	OPERATING SUPP	1136453
SHARON SIPPEL	211	10/28/13	\$1,500.00	E	45500	302	SEPT. 2013 CLEANING S	CONTRACT SERVI	1136474
OFFICE OF ENT TECHNOL	211	10/28/13	\$74.76	E	45500	321	PHONES/LIBRARY DEPT.	COMMUNICATION	1136464
WASHINGTON COUNTY LI	211	10/28/13	\$140.40	E	45500	391	RENEWAL PO#7168 ANT	SHARED AUTOMA	1136488
WASHINGTON COUNTY LI	211	10/28/13	\$50.00	E	45500	391	3RD QTR. 2013 POSTAG	SHARED AUTOMA	1136488
BLANDO, MARK	211	10/29/13	\$111.87	E	45500	400	MILEAGE ST. CLOUD CO	USE OF PERSONA	1136422
BLANDO, MARK	211	10/29/13	\$117.94	E	45500	402	LODGE REIM CONFEREN	CONFERENCES &	1136422
TOSHIBA BUSINESS SOLU	211	10/28/13	\$36.05	E	45500	416	PARTS, LABOR, TONER/L	REPAIR/MAINT OF	1136480
PLUNKETT S PEST CONTR	211	10/28/13	\$107.40	E	45500	420	PEST CONTROL/LIBRARY	R & M BLDGS, ST	1136466
MINNESOTA ELEVATOR	211	10/28/13	\$157.23	E	45500	420	OCT. 2013 MTHLY SERVI	R & M BLDGS, ST	1136462
TRU GREEN CHEMLAWN	211	10/28/13	\$169.25	E	45500	420	AERATION/SEED - LIBRA	R & M BLDGS, ST	1136482
TRU GREEN CHEMLAWN	211	10/28/13	\$50.62	E	45500	420	CUSTOMIZED LAWN PLA	R & M BLDGS, ST	1136482
PLUNKETT S PEST CONTR	211	10/28/13	\$178.90	E	45500	420	PEST CONTROL/LIBRARY	R & M BLDGS, ST	1136466
ANDERSON HEATING	211	10/28/13	\$420.00	E	45500	420	FALL MAINTENANCE/LIB	R & M BLDGS, ST	1136435
RONALD JACOB	211	10/28/13	\$100.00	E	45500	420	SPRINKLER SYSTEM BLO	R & M BLDGS, ST	1136470
TRU GREEN CHEMLAWN	211	10/28/13	\$50.62	E	45500	420	CUSTOMIZED LAWN PLA	R & M BLDGS, ST	1136482
MINNESOTA LIBRARY ASS	211	10/02/13	\$155.00	E	45500	433	2013 MEMBERSHIP/LIBR	DUES & MEMBERS	1136381
DEPT 45500 LIBRARY			<u>\$5,656.11</u>						
FUND 211 LIBRARY			\$5,656.11						
FUND 303 GO TIF BOND 1990 DEBT SERVICE									
DEPT 41903 DEBT SERVICE									
U S BANK TRUST N.A.	303	10/22/13	\$125,000.00	E	41903	850	2013 PMT - 2001 OBLIGA	DEBT SERVICE - P	1136484
U S BANK TRUST N.A.	303	10/22/13	\$12,520.00	E	41903	860	2013 PMT - 2001 OBLIGA	DEBT SERVICE - I	1136484
DEPT 41903 DEBT SERVICE			<u>\$137,520.00</u>						
FUND 303 GO TIF BOND 1990 DEBT SE			\$137,520.00						
FUND 601 WATER									
DEPT 44151 TCE WATER MAIN IMPROVEMENTS									
S E H	601	10/23/13	\$2,762.89	E	44151	301	TCE WATER MAIN IMPR	PROF SER-ENGIN	1136471
DEPT 44151 TCE WATER MAIN IMP			<u>\$2,762.89</u>						
DEPT 46110 WATER-PUMPHOUSE									
ADVANCE SHORING COMP	601	10/15/13	\$947.10	E	46110	419	SHORE POSTS-AIR STRIP	REPAIR & MAINT	1136391
AUTOMATIC SYSTEMS CO	601	10/24/13	\$399.90	E	46110	419	CONTROL REPAIR WELL	REPAIR & MAINT	1136437
LINNER ELECTRIC	601	10/22/13	\$892.00	E	46110	419	MOTOR CONTROL WELL	REPAIR & MAINT	1136456
FASTENAL	601	10/29/13	\$919.08	E	46110	419	HOISTS-AIR STRIPPER/	REPAIR & MAINT	1136449
DEPT 46110 WATER-PUMPHOUSE			<u>\$3,158.08</u>						
DEPT 46120 WATER									
U S BANK VISA	601	10/29/13	\$22.29	E	46120	201	INNOVATIVE OFFICE SOL	OFFICE SUPPLIES	1136420
U S BANK VISA	601	10/29/13	-\$2.26	E	46120	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	601	10/29/13	\$14.25	E	46120	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
HOLIDAY FLEET	601	10/15/13	\$465.26	E	46120	212	SEPT. 2013 FUEL	MOTOR FUELS & L	1136405
HAWKINS WATER	601	10/15/13	\$35.00	E	46120	216	CHLORINE-WATER TREA	CHEMICALS AND	1136403
HAWKINS WATER	601	10/29/13	\$4,314.91	E	46120	216	WATER TREATMENT	CHEMICALS AND	1136451
MVTL	601	10/29/13	\$51.00	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	1136463

CITY OF BAYPORT

MONTHLY EXPENSES 1136172-1136489

Period Name: OCTOBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
GERBIG, JASON	601	10/24/13	\$2.50	E	46120	220	REFUND ON PENALTY CH	OPERATING SUPP	1136450
U S BANK VISA	601	10/29/13	\$24.63	E	46120	220	MENARDS	OPERATING SUPP	1136420
U S BANK VISA	601	10/29/13	\$515.19	E	46120	240	ESCH CONSTRUCTION	SMALL TOOLS-EQ	1136420
U S BANK VISA	601	10/29/13	\$8.85	E	46120	322	USPS	POSTAGE	1136420
U S BANK VISA	601	10/29/13	\$13.63	E	46120	322	THE UPS STORE	POSTAGE	1136420
PROFESSIONAL WIRELESS	601	10/29/13	\$855.00	E	46120	323	RADIO LICENSE SYSTEM	RADIOS-REPAIR &	1136467
TR COMPUTER SALES LLC	601	10/23/13	\$5.00	E	46120	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	601	10/23/13	\$3.12	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
WATER CONSERVATION S	601	10/15/13	\$276.32	E	46120	419	WATER LINE TRACE/WA	REPAIR & MAINT	1136418
DEPT 46120 WATER			\$6,604.69						
FUND 601 WATER			\$12,525.66						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
U S BANK VISA	602	10/29/13	-\$2.26	E	46200	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	602	10/29/13	\$14.30	E	46200	201	ADMIN CREDIT CARD OC	OFFICE SUPPLIES	1136432
U S BANK VISA	602	10/29/13	\$145.29	E	46200	206	WEARQUARD	UNIFORMS - PW S	1136420
T. R. F. SUPPLY	602	10/24/13	\$532.11	E	46200	220	LIFT SATION DEGREASE	OPERATING SUPP	1136477
GERBIG, JASON	602	10/24/13	\$2.50	E	46200	220	REFUND ON PENALTY CH	OPERATING SUPP	1136450
S E H	602	10/23/13	\$1,849.74	E	46200	301	2013 SANITARY SEWER	PROF SER-ENGIN	1136471
AIR FRESH PORTABLE TOI	602	10/29/13	\$74.99	E	46200	302	NOV PUMPING INSPIRAT	CONTRACT SERVI	1136434
AIR FRESH PORTABLE TOI	602	10/22/13	\$74.99	E	46200	302	EXTRA PUMPING SER- IN	CONTRACT SERVI	1136434
TR COMPUTER SALES LLC	602	10/23/13	\$5.00	E	46200	416	LOOK@IT SERVER MONI	REPAIR/MAINT OF	1136481
TR COMPUTER SALES LLC	602	10/23/13	\$3.15	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1136481
MILLER EXCAVATING	602	10/29/13	\$1,661.67	E	46200	419	11021 SEWER/WATER LI	REPAIR & MAINT	1136461
CLOG UN-BOGGLER INC	602	10/24/13	\$250.00	E	46200	419	TELEVISIONS 190 S 6TH S	REPAIR & MAINT	1136444
MARTI, MS JACQUELINE	602	10/22/13	\$350.00	E	46200	419	UNCLOG MAIN PIPE REF	REPAIR & MAINT	1136458
SCHMIDT MECHANICAL	602	10/24/13	\$167.63	E	46200	420	REPAIR BLDG AC/SEWER	R & M BLDGS, ST	1136473
DEPT 46200 SEWER - OPERATING			\$5,129.11						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	10/23/13	\$30,265.91	E	46990	434	NOVEMBER 2013 MTHLY	STATE FEES FOR	1136460
DEPT 46990 SEWER - NON-OPERAT			\$30,265.91						
FUND 602 SEWER			\$35,395.02						
FUND 803 P & Z ESCROWS									
DEPT 80016 PETE MILLER - PHASE 11/BAYTOWN									
S E H	803	10/23/13	\$752.69	E	80016	301	MILLER FARMS WATER M	PROF SER-ENGIN	1136471
DEPT 80016 PETE MILLER - PHASE			\$752.69						
DEPT 80019 JG HAUSE CONSTRUCTION									
ECM PUBLISHERS, INC.	803	10/23/13	\$22.19	E	80019	350	CUP 193 3RD ST./HAUSE	PRINTING & PUBL	1136448
DEPT 80019 JG HAUSE CONSTRUCT			\$22.19						
DEPT 80045 DRH-INSPIRATION PHASE II PLAT									
ECKBERG, LAMMERS, BRI	803	10/23/13	\$797.50	E	80045	300	INSPIRATION III-B	PROF SER-LEGAL	1136447
ECKBERG, LAMMERS, BRI	803	10/23/13	\$275.50	E	80045	300	INSPIRATION III-A	PROF SER-LEGAL	1136447
S E H	803	10/23/13	\$2,898.99	E	80045	301	INSPIRATION III-3A	PROF SER-ENGIN	1136471
S E H	803	10/23/13	\$1,703.84	E	80045	301	INSPIRATION III-B	PROF SER-ENGIN	1136471
THE PLANNING COMPANY	803	10/23/13	\$1,000.00	E	80045	302	MEETING - INSPIRATION	CONTRACT SERVI	1136478
THE PLANNING COMPANY	803	10/23/13	\$5,372.66	E	80045	302	INSPIRATION III-B	CONTRACT SERVI	1136478
DEPT 80045 DRH-INSPIRATION PH			\$12,048.49						
DEPT 80048 KAEMMER/VRAMBOUT									
ECM PUBLISHERS, INC.	803	10/23/13	\$22.19	E	80048	350	CUP PUBLISH 320 5TH A	PRINTING & PUBL	1136448

CITY OF BAYPORT

10/30/13 10:58 AM

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MONTHLY EXPENSES 1136172-1136489

Period Name: OCTOBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
WASHINGTON COUNTY S	803	10/22/13	\$5.00	E	80048	350	KAEMMER-VRAMBOUT/0	PRINTING & PUBL	1136489
DEPT 80048 KAEMMER/VRAMBOUT			\$27.19						
FUND 803 P & Z ESCROWS			\$12,850.56						
			\$357,338.94						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: October, 2013

Printed:10/30/2013

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Permit Number: BP2013-81
Parcel Address: 254 5th St. N.
Applicant: SHARON EMERT

Filing Date: 10/1/2013
BAYPORT, MN 55003
Applicant Phone: 651-439-7518

Construction Value:\$9,300.00

Total Fees: \$196.40

Permit Number: BP2013-82
Parcel Address: 602 MINNESOTA St. S.
Applicant: NATHAN HILES
OWNER OWNER

Filing Date: 10/1/2013
BAYPORT, MN 55003
Applicant Phone: 651-503-1342

Construction Value:\$1,000.00

Total Fees: \$68.56

Permit Number: BP2013-83
Parcel Address: 970 Pickett Street N.
Applicant: RICE LAKE CONSTRUCTION
RICE LAKE CONSTRUCTION GROUP General

Filing Date: 10/3/2013
Bayport, MN 55003
Applicant Phone: 218-545-2908

Construction Value:\$3,900,000.00

Total Fees: \$14,610.00

Permit Number: BP2013-84
Parcel Address: 437 PRAIRIE WAY S.
Applicant: DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL

Filing Date: 10/3/2013
Applicant Phone: 952-985-7806

Construction Value:\$378,100.00

Total Fees: \$10,479.79

Permit Number: BP2013-85
Parcel Address: 431 PRAIRIE WAY S.
Applicant: DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL

Filing Date: 10/7/2013
BAYPORT, MN 55003
Applicant Phone: 952-985-7806

Construction Value:\$400,000.00

Total Fees: \$10,698.64

Building Permit Log

For: October, 2013

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Permit Number: BP2013-86	Filing Date: 10/9/2013
Parcel Address: 130 7th St. N.	BAYPORT, MN 55003
Applicant: MARK STABNOW OWNER OWNER	Applicant Phone: 651-439-0996
Construction Value: \$6,000.00	Total Fees: \$135.75

Permit Number: BP2013-87	Filing Date: 10/10/2013
Parcel Address: 310 6TH Street N.	BAYPORT, MN 55003
Applicant: CROIX VALLEY ROOFING CROIX VALLEY ROOFING RESIDENTIAL BUILDER	Applicant Phone: 651-436-1351
Construction Value: \$8,995.00	Total Fees: \$181.50

Permit Number: BP2013-88	Filing Date: 10/16/2013
Parcel Address: 565 8TH Street N.	BAYPORT, MN 55003
Applicant: JOHN NOREEN OWNER OWNER	Applicant Phone: 651-447-3103
Construction Value: \$15,000.00	Total Fees: \$445.58

Permit Number: BP2013-89	Filing Date: 10/17/2013
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: MORCON CONSTRUCTION MORCON CONSTRUCTION COMPANY, INC. General	Applicant Phone: 763-546-6066
Construction Value: \$46,118.00	Total Fees: \$834.94

Permit Number: BP2013-90	Filing Date: 10/17/2013
Parcel Address: 950 HIGHWAY 95 N.	BAYPORT, MN 55003
Applicant: FRONTIER FIRE PROTECTION FRONTIER FIRE PROTECTION INC FIRE	Applicant Phone: 651-489-1200
Construction Value: \$10,000.00	Total Fees: \$250.00

Permit Number: BP2013-91	Filing Date: 10/29/2013
Parcel Address: 385 LAKE Street S.	BAYPORT, MN 55003
Applicant: PLANESMAN CONSTRUCTION PLANESMAN CONSTRUCTION CO. RESIDENTIAL	Applicant Phone: 715-749-3507
Construction Value: \$115,650.00	Total Fees: \$1,959.87

Building Permit Log

For: October, 2013

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Permit Number: MC2013-65
Parcel Address: 461 PRAIRIE WAY S.
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value: \$10,053.00
Filing Date: 10/8/2013
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: MC2013-66
Parcel Address: 950 HIGHWAY 95 N.
Applicant: NAC MECHANICAL & PLUMBING
NAC MECHANICAL & PLUMBING General
Construction Value: \$3,300.00
Filing Date: 10/9/2013
BAYPORT, MN 55003
Applicant Phone: 651-490-9869
Total Fees: \$80.00

Permit Number: MC2013-67
Parcel Address: 410 PRAIRIE WAY S.
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value: \$11,183.00
Filing Date: 10/15/2013
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: MC2013-68
Parcel Address: 1013 PLANTERS Path
Applicant: LOFGREN HEATING & AC
LOFGREN HEATING & AC MECHANICAL
Construction Value: \$8,000.00
Filing Date: 10/17/2013
BAYPORT, MN 55003
Applicant Phone: 952-431-5811
Total Fees: \$80.00

Permit Number: MC2013-69
Parcel Address: 434 PRAIRIE WAY S.
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value: \$8,118.00
Filing Date: 10/17/2013
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$80.00

Permit Number: MC2013-70
Parcel Address: 410 PRAIRIE WAY S.
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$1,100.00
Filing Date: 10/17/2013
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Building Permit Log

For: October, 2013

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Permit Number: MC2013-71
Parcel Address: 434 PRAIRIE WAY S.
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$1,000.00
Filing Date: 10/22/2013
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2013-72
Parcel Address: 446 PRAIRIE WAY S.
Applicant:FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value:\$2,500.00
Filing Date: 10/22/2013
BAYPORT, MN 55003
Applicant Phone: 651-633-1042
Total Fees: \$80.00

Permit Number: MC2013-73
Parcel Address: 385 LAKE Street S.
Applicant:ANDERSON HEATING, INC.
ANDERSON HEATING, INC. MECHANICAL
Construction Value:\$8,350.00
Filing Date: 10/24/2013
BAYPORT, MN 55003
Applicant Phone: 715-549-6297
Total Fees: \$80.00

Permit Number: PL2013-58
Parcel Address: 950 HIGHWAY 95 N.
Applicant:NAC MECHANICAL & PLUMBING
NAC MECHANICAL & PLUMBING General
Construction Value:\$3,900.00
Filing Date: 10/9/2013
BAYPORT, MN 55003
Applicant Phone: 651-490-9869
Total Fees: \$80.00

Permit Number: PL2013-59
Parcel Address: 461 PRAIRIE WAY S.
Applicant:SILVER TREE PLUMBING &
SILVER TREE PLUMBING & HEATING, LLC
Construction Value:\$11,500.00
Filing Date: 10/14/2013
BAYPORT, MN 55003
Applicant Phone: 651-319-4103
Total Fees: \$80.00

Permit Number: PL2013-60
Parcel Address: 1013 PLANTERS Path
Applicant:RUSH POINT PLUMBING
RUSH POINT PLUMBING Plumber-Gasfitting
Construction Value:\$11,000.00
Filing Date: 10/22/2013
BAYPORT, MN 55003
Applicant Phone: 651-387-4525
Total Fees: \$80.00

Building Permit Log

For: October, 2013

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Permit Number: PL2013-61

Filing Date: 10/29/2013

Parcel Address: 3482 PETE MILLER COURT N.

STILLWATER, MN 55082

Applicant: DERRICK CUSTOM HOMES, LLC

Applicant Phone: 715-246-2320

Construction Value:

Total Fees: \$1,630.00



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

City of Bayport
SPECIAL EVENT APPLICATION

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

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

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name: <i>Alane Wood</i>		
Organization/Business Name: <i>Andersen Corporation</i>		
Main Phone Number: <i>651.264.4460</i> Alternate Phone Number: _____		
Address: <i>100 4th Ave No.</i>		
City/State/Zip: <i>Bayport, Mn. 55003</i>		
Email Address: <i>alane.wood@andersen corp.com</i>		

Event Information	
Start Date: <i>August 8, 2014</i>	End Date: <i>August 9, 2014</i>
Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Saturday	
Weekday Hours: <i>8-5⁰⁰</i>	Weekend Hours: <i>8-6⁰⁰</i>
Description of event, activities, location and proposed alteration of city property: <i>Quarter Century picnic</i>	

Description of Requested City Services and/or Equipment

Drive by park by city police to
 Check on property overnight.
 Cut grass within 48 hours of
 picnic event.

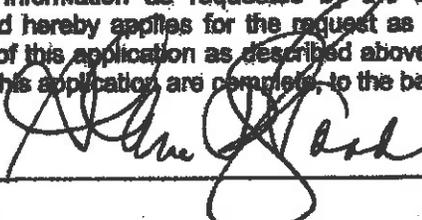
Application Requirements and Fees

- 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:

10/7/13

City Fee	Amount Due	Received	Payment	State
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	Received: 10/15/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check # 586266	Kjt
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: CK # 586482	<input checked="" type="checkbox"/> \$ 500 ⁰⁰	Invoiced: _____ Received: 10/15/13 Inspected: _____	<input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	



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

City of Bayport
SPECIAL EVENT APPLICATION

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

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

Applicant Information	<input type="checkbox"/> Individual/For-profit organization <input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name: Brad Stevenson	
Organization/Business Name: Bayport Cub Scout Pack 113	
Main Phone Number: 651-307-3044 Alternate Phone Number: 651-351-7355	
Address: 1127 1st St North	
City/State/Zip: Stillwater mn 55082	
Email Address: bJStevenson01@gmail.com	

Event Information	
Start Date: Nov 23 RD , 2013	End Date: Nov 23 RD , 2013
Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Saturday	
Weekday Hours:	Weekend Hours: 9 AM - 12 PM
Description of event, activities, location and proposed alteration of city property: wreath sales for Pack	

Description of Requested City Services and/or Equipment

N/A

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: 17 Oct 2013

Officer Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: 10/24/13	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check 5543 Capital #113	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 \$ _____	



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City of Bayport
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input checked="" type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>CLARENCE J. CRAIG</u>			
Main Phone Number:		Alternate Phone Number:	
Address: <u>6332 PARIS Ave</u>			
City/State/Zip: <u>O.P.H. Minn</u>			
Email Address:			
Organization Name (if applicable):			

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

Donor Acknowledgement and Signature
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: <u>Clarence J. Craig</u> Date: <u>10-15-13</u>

Office Use
Staff notes: <i>(Include requested placement location)</i>
Donation amount received: <u>\$100.00</u> Date received: <u>10/15/13</u> Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>1138</u> Received by: <u>K. Neftci</u>



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City of Bayport
SPECIAL EVENT APPLICATION

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

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

Applicant Information	<input type="checkbox"/> Individual/For-profit organization <input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant/Contact Name: <i>Bob Johnson</i>	
Organization/Business Name: <i>BCAL</i>	
Main Phone Number: <i>(651) 379-3212</i>	Alternate Phone Number: <i>(651) 439-8894</i>
Address: <i>P.O. box 133</i>	
City/State/Zip: <i>Bayport, MN 55003</i>	
Email Address: <i>bob@mirinc.com</i>	

Event Information	
Start Date: <i>12/4/13</i>	End Date: <i>12/4/13</i>
Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Saturday	
Weekday Hours: <i>6:30-8:00 p.m.</i>	Weekend Hours:
Description of event, activities, location and proposed alteration of city property: <i>"Lighting of the Green" ceremony on Village Green.</i>	

Description of Requested City Services and/or Equipment

- Use of Village Green - 6:30-8:00 p.m.
- String Christmas lights on trees and shrubs on Village Green and those surrounding the Bayport Welcome Sign.
- All power turned on to Village Green.
- Large "switch" to throw to turn on lights.
- Fire ring and wood for burning by 6:15 p.m.
- "Santa" to appear at 7:15 p.m. by Fire Dept.
- Comes to block off parking area for Fire Truck on 4th St.
- Mayor Susan St. Oles to give short speech to audience.
- Several trash cans for refuse

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: 10/7/13

Office Use - Fees	Amount Due	Date	Payment	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	Received: 10/7/13	<input checked="" type="checkbox"/> Cash Johnson <input type="checkbox"/> Check	IGL
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 \$ _____	

School Playground Fence

Service Bldg.

Light Switch for turning on lights

Fire Ring

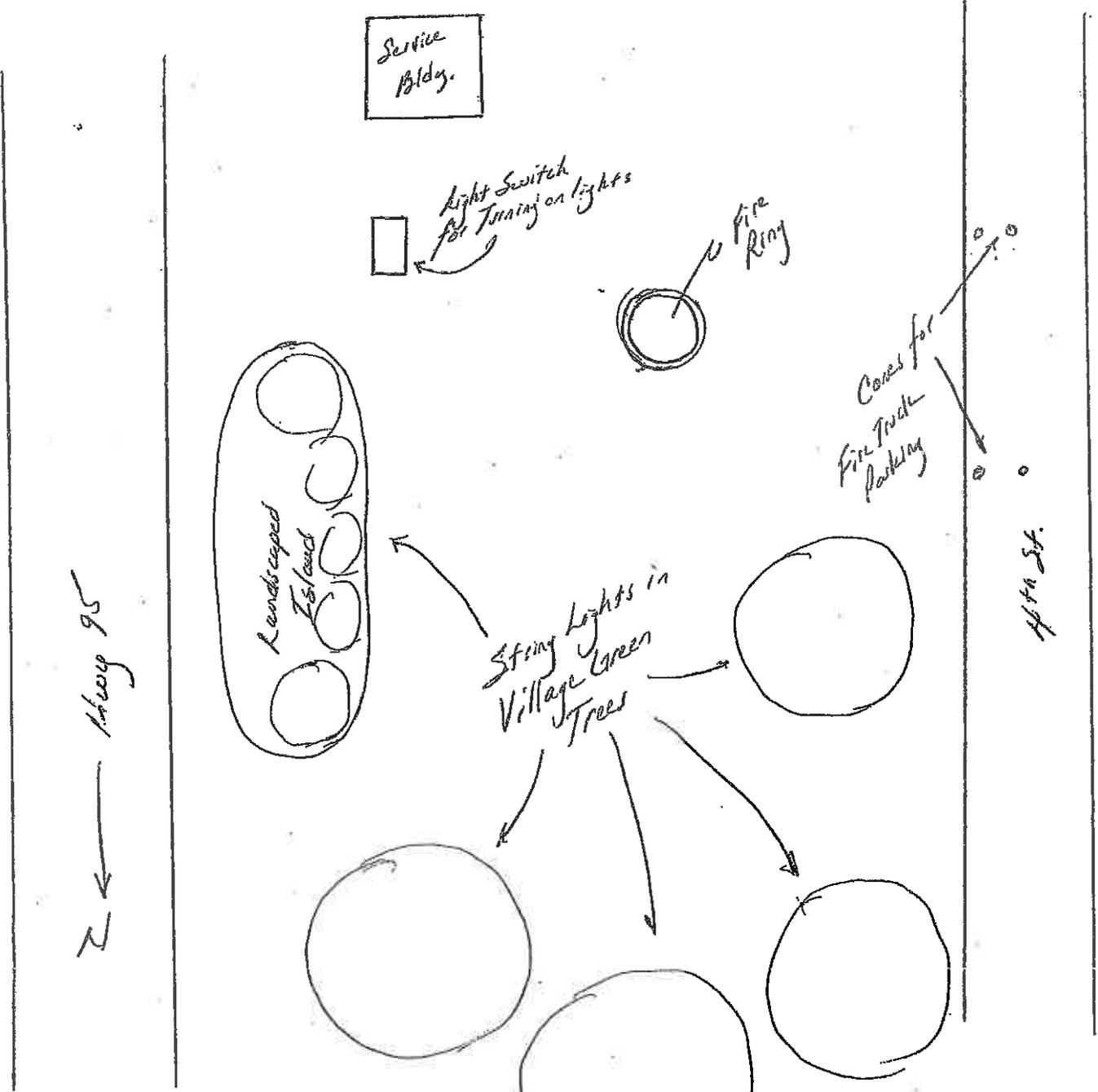
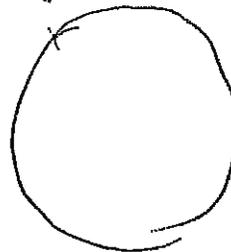
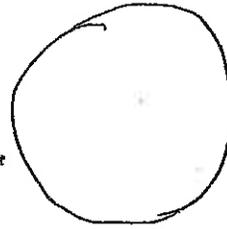
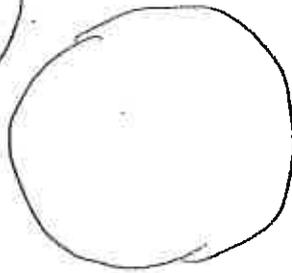
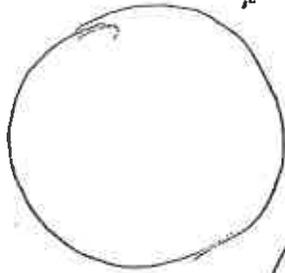
Cones for Fire Truck Parking

4th St.

← Hwy 95



String Lights in Village Green Trees





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

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input checked="" type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>Susan Byers Weber</u>			
Main Phone Number:		Alternate Phone Number:	
Address: <u>13788 SE 180th Avenue</u>			
City/State/Zip: <u>Damascus, OR</u>			
Email Address:			
Organization Name (if applicable):			

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

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

Office Use
Staff notes: <i>(Include requested placement location)</i>
Donation amount received: _____ Date received: <u>10-7-13</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>3498</u> Received by: <u>Karen Nuytel</u>

Hello Karen,

Just wanted to thank you for your help !

I am just beginning my search for the Byers/Beyers in Minnesota.

Your help was really beneficial .

I am enclosing a donation check as a thank you. You can say it is from the Byers in Oregon and Washington. We spell Byers without the "e" When my Grandfather Herman A. Byers left Stillwater around 1918 he started using 'Byers' .

Susan Byers Weber



October 28, 2013

RE: Bayport, Minnesota
2013 Seal Coat Improvements
SEH No. BAYPO 124443 14.00

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

Attn: Logan Martin:

Attached are three copies of Application for Payment No. 2 (Final) from Allied Blacktop for the 2013 Improvements. Also attached are copies of the Consent of Surety to Final Payment Lien Waivers and Contractor's Withholding Affidavits (IC-134). This final application is in the amount of \$1,903.07.

The following is a summary of the construction costs:

	Construction Cost
Engineer's Estimate	\$39,345.00
Low Bid/Contract Amount	\$37,765.00
Final Construct	\$38,061.40

We have reviewed the project with representatives of the City of Bayport and have found that the project conforms to the intent of the plans and specifications. We are recommending approval of this final application to from Allied Blacktop in the amount of \$1,903.07.

Sincerely,

Barry C. Peters, PE
City Engineer

bcp

Attachments

c: Pete Capistrant, Allied Blacktop

s:\aeb\baypo\124443\7-const-srvices\73-contr-app-p\2013-10-28 final accept ltr.docx



Application for Payment
 (Unit Price Contract)
 No. 2

Eng. Project No.: BAYPO 124443

Location: City of Bayport

Contractor <u>Allied Blacktop</u>	Contract Date <u>July 1, 2013</u>
<u>10503 89th Ave. N.</u>	
<u>Maple Grove, MN 55369</u>	Contract Amount \$ <u>37,765.00</u>

Contract for 2013 Seal Coat Improvements

Application Date 10/21/13 For Period Ending 78/31/13

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	7900	<u>7894</u>	\$3.10	<u>\$24,471.40</u>
2	SEAL COAT AGGREGATE (FA-3, 3/8 INCH)	TON	295	<u>302</u>	\$45.00	<u>\$13,590.00</u>

Total Contract Amount \$38,061.40

Application for Payment (continued)

Total Contract Amount	\$ <u>37,765.00</u>	Total Amount Earned	\$ <u>38,061.40</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>38,061.40</u>
AFP No. 1: <u>36,158.33</u>	AFP No. 6: _____	LESS <u>0</u> % RETAINAGE	\$ <u>0.00</u>
AFP No. 2: _____	AFP No. 7: _____	AMOUNT DUE TO DATE	\$ <u>38,061.40</u>
AFP No. 3: _____	AFP No. 8: _____	LESS PREVIOUS APPLICATIONS	\$ <u>36,158.33</u>
AFP No. 4: _____	AFP No. 9: _____	AMOUNT DUE THIS APPLICATION	\$ <u>1,903.07</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2013 Seal Coat Improvements, City of Bayport, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date October 22, 2013

Allied Blacktop

(Contractor)

COUNTY OF Hennepin)
STATE OF Minnesota) SS

By

Peter M Capistrant

(Name and Title)

Peter M Capistrant, President

Before me on this 22 day of October, 2013, personally appeared Peter M Capistrant known to be, who being duly sworn did depose and say that he is the President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor, and that all of the statements contained therein are true, correct and complete.

My Commission expires
Jan. 31, 2015



NAOMI N. A. BRETZ
NOTARY PUBLIC-MINNESOTA
My Commission Expires Jan. 31, 2015

Naomi N. A. Bretz
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

B. C. Peter

By

Barry C. Peter

Date

10/29/13

City of Bayport

By

Date



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

Date: October 28, 2013

To: Mayor and City Council
City Administrator Logan Martin

From: Police Chief Laura Eastman

Subject: U.S. Department of Justice-Bulletproof Vest Partnership

Background

Please consider this memorandum as a request to enter into a grant agreement with the U.S. Department of Justice-Bulletproof Vest Partnership (BVP).

This grant allows the city to apply for reimbursement of up to 50% of the cost of a vest under the amount of \$1,200.00. In order to receive this grant, the Bayport Police Department must have a written policy requiring all uniformed officers working a road shift to be required to wear a vest. Our policy is in compliance with this stipulation.

It should be noted that I provided the grant information to Officer Chad Johnson and requested him to apply for this grant on the behalf of the Police Department, and we were successfully awarded the grant on October 3, 2013.

Additionally, the grant covers the fiscal year 2013 award and may be used for the National Institute of Justice compliant armored vests which were ordered after April 1, 2013. The deadline to request payments from the fiscal year 2013 award is August 31, 2015, or until all available funds have been requested.

Recommendation

Staff recommends the City Council adopt a motion approving a grant agreement with the U.S. Department of Justice-Bulletproof Vest Partnership.



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

Date: October 30, 2013

To: Mayor and City Council

From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator

Re: Letter of credit reduction for open space restoration improvements within Inspiration

BACKGROUND

As part of the Inspiration development agreement, the city is required to hold a letter of credit from the current property owner/ developer. This letter is to ensure the city has appropriate funds to draw on to complete required improvements for the development, should the developer incorrectly or fail to make the improvements on their own. A current letter of credit remains on file with the city in the amount of \$97,218.75.00 for these improvements.

Over the past several years, the city has approved a reduction in this letter of credit, as certain improvements have been completed and certified by the city, with the most recent reduction approved in March of this year. Since 2012, substantial restoration work has been completed by Sandstrom Land Management in the open space areas, as required by the Ecological Restoration and Management Plan approved by the city. As such, on behalf of the property owner, Kendra Lindahl of Landform, has requested a reduction in this letter of credit in the amount of \$57,937.50 to acknowledge completion of the improvements, which will be considered by the City Council at the November 4 meeting (see attached).

It should be noted that Prairie Restorations, a private, independent restoration firm has been retained by the city to certify completion of the work by Sandstrom. Last week, Prairie Restorations completed a site inspection of the open space and confirmed completion of these improvements. As such, staff is recommending the letter of credit be reduced to \$39,281.25 for the remaining restoration work and painting of fire hydrants.

RECOMMENDATION

Staff recommends the City Council adopt a motion reducing the letter of credit from Bayport Mainstreet Holding, LLC in the amount of \$97,218.75 to \$39,281.25 for the remaining improvements within Inspiration.



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

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

October 28, 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 through October 23, 2013.

In March of 2013, the City Council reduced the letter of credit to \$97,218.75 based on work completed in 2012. We are now requesting a letter of credit reduction for work completed in 2013. The letter of credit is being held by the City to ensure that the restoration work and hydrant repainting is completed.

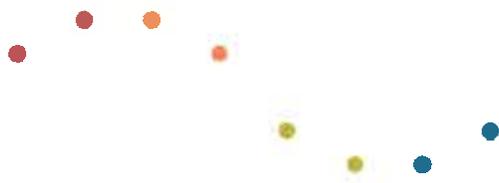
We executed a contract with Sandstrom to complete the restoration work for Inspiration. Sandstrom Land Management is an experienced prairie restoration firm that has been maintaining the prairie at Inspiration since 2010 and has won the trust and support of the residents, MN Land Trust and DNR. We have included a written summary from them of the restoration work completed to date. In addition to the restoration work, we have an on-going contract with Sandstrom for prairie maintenance (which is primarily planned burns on a 3-year rotating cycle).

We have completed a significant amount of the planned restoration work in 2013. Due to the dry fall in 2012, some of the burn and planting work planned for Fall 2012 was delayed until Spring 2013 and Fall 2013.

We met on site on October 23rd with City staff and their consultant to review the restoration work. We explained the scheduled adjustments that were made due to weather conditions and noted that it is our hope to complete additional burning and re-seeding of areas where the seed has not been thriving yet this fall and we are not yet requesting a letter of credit reduction for that work. While Areas 5, 6, 7 and 11 have been seeded with native grasses, due to the drought conditions this summer the seeds did not germinate at the expected rates and these areas will be re-seeded.

The following is a summary of the approved work plan and status and a clarification of the comments provided by the City Inspector and we have attached a graphic showing these areas:

Area	Assessment & Tasks	Status	Cost of 2013 Work Completed
1, 2, 3	Oak Savanna Restoration	Partial - The areas have been sprayed to control buckthorn and other invasive species. -Partial burn was completed in 2012 -Additional burning, spraying and planting of plugs are required per the work plan (2013, 2014 & 2015).	\$9,950
4	Establish wet prairie grasses in area dominated by stinging nettle	Partial -the areas were burned, sprayed and seeded with native grasses -Native flowers to be seeded in Fall 2013.	\$950
5	Restore dry prairie & small wetland	Partial -the areas were burned, sprayed and seeded. -reseeding of grasses is planned because germination was less than desired -Native flowers to be seeded in Fall 2013.	\$4,575
6	Restore dry prairie & small wetland	Partial -the areas were burned, sprayed and seeded. -reseeding of grasses is planned because germination was less than desired -Native flowers to be seeded in Fall 2013.	\$5,900
7	Restore dry prairie & small wetland	Partial -the areas were burned, sprayed and seeded. -reseeding is planned because germination was less than desired -Native flowers to be seeded in Fall 2013.	\$14,825
8	Restore dry prairie (Indian Mound Area) <i>(all work covered in maintenance budget)</i>	N/A	
9	Restore dry prairie with heavy Reed Canary	Partial -the areas were burned and sprayed to manage the invasive species and allow native grasses and flowers to thrive	\$3,000
10	Interseed prairie around small wetland	Partial -the areas were burned, sprayed and seeded. -Native flowers to be seeded in Fall 2013.	\$3,700
11	Restore dry prairie & small wetland	Partial -the areas were burned, sprayed and seeded. -reseeding is planned because germination was less than desired -Native flowers to be seeded in Fall 2013.	\$3,450
		TOTAL	\$46,350 (+25% = \$57,937.50)



We request a reduction in the letter of credit from \$97,218.75 (less \$57,937.50) to **\$39,281.25**. 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 2013 (fall burn, native flower seeding and grass reseeding)	\$15,825.00
Prairie Restoration 2014 (spraying buckthorn—areas 1, 2, 3)	\$3,000.00
Prairie Restoration 2015 (planting forbs—areas 1, 2, 3)	\$8,000.00
Hydrant Repainting	\$5,000.00
Sub-Total	\$31,425.00
125% Security	\$7,856.25
TOTAL	\$39,281.25

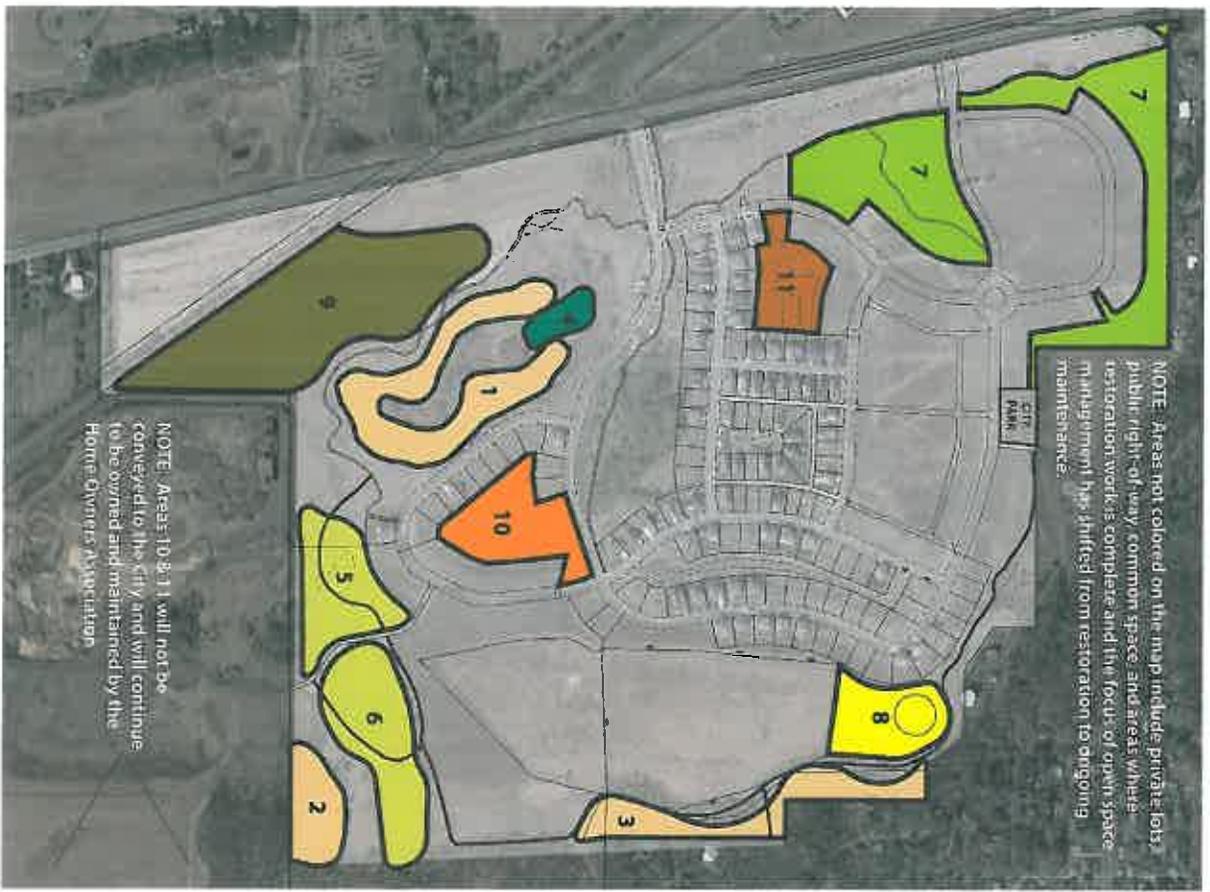
We respectfully request that the letter of credit reduction be placed on the November 4th City Council agenda for approval based on the October 1, 2012 approvals and the terms of the existing development agreement.

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

Sincerely,
Kendra Lindahl

Kendra Lindahl, AICP
Principal

ENCL: Restoration Plan Status Graphic
Work plan summary from Sandstrom dated October 23, 2013



NOTE: Areas not colored on the map include private lots, public right-of-way, common space, and areas where restoration works complete and the focus of open space management has shifted from restoration to ongoing maintenance.

NOTE: Areas 10 & 11 will not be conveyed to the city and will continue to be owned and maintained by the Home Owners Association

OPEN SPACE RESTORATION PLAN

INSPIRATION BAYPORT, MN

STATUS LEGEND

- Completed
- Repeating Fall 2013
- Completing Fall 2013
- Future completion

Map Key #	Objective	Timeline	Status	Activity
1	Oak Savanna Restoration	2012 (Sept) 2012 (Oct) 2012 (Nov) 2013 (Sept) 2013 (May)	Completed	Buckhorn control spraying Fall burn to control buckhorn Seed with native grass and sedges Re-spray buckhorn with broadleaf herbicide Re-spray buckhorn Plant forb plugs
2	Oak Savanna Restoration	2012 (Sept) 2012 (Oct) 2012 (Nov) 2013 (Sept) 2014 (Sept) 2015 (May)	Repeating Fall 2013	Buckhorn control spraying Fall burn to control buckhorn Seed with native grass and sedges Re-spray buckhorn with broadleaf herbicide Re-spray buckhorn Plant forb plugs
3	Oak Savanna Restoration	2012 (Sept) 2012 (Oct) 2012 (Nov) 2013 (Sept) 2014 (Sept) 2015 (May)	Repeating Fall 2013	Buckhorn control spraying Fall burn to control buckhorn Seed with native grass and sedges Re-spray buckhorn with broadleaf herbicide Re-spray buckhorn Plant forb plugs
4	Establish wet prairie grasses in area dominated by stinging nettle	2012 (Sept) 2012 (Oct) 2013 (June) 2013 (July) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed
5	Restore dry prairie & small wetland (not planted or 95% failure)	2012 (Sept) 2012 (Oct) 2012 (July) 2012 (Aug) 2013 (June) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed
6	Restore dry prairie & small wetland (not planted or 95% failure)	2012 (Sept) 2012 (Oct) 2012 (July) 2013 (July) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed
7	Increase with short grass native prairie seed mix (after fall maintenance burn)	2012 (Aug) 2012 (Oct) 2012 (Nov) 2013 (July) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed
8	Establish native vegetation in Indian Mound area (NOTE: SO MOWING SCHEDULE PERFORMED FROM 2011 TO 2013)	2012 (Aug) 2012 (Oct) 2012 (Nov) 2013 (June) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed
9	Restore dry prairie area with heavy seed anny grass Interdiction	2012 (Aug) 2012 (Oct) 2013 (June) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Mow planting Spot treat RCG re-growth Mow planting Spot treat RCG re-growth
10	Restore dry prairie around small wetland (lots of thistle with little native existing vegetation)	2012 (Sept) 2012 (Oct) 2012 (Nov) 2013 (June) 2013 (July) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Remove and dispose of silk fence Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed
11	Restore dry prairie & small wetland (not planted or 90% failure; steep slopes, can't use dirt)	2012 (Aug) 2012 (Oct) 2013 (June) 2013 (July) 2013 (Aug) 2013 (Oct)	Completing Fall 2013	Treat with Roundup Fall burn Seed with native grass/forb mix Mow planting Treat with broadleaf herbicide Mow planting Plant native flower seed

LAND FORM

- Top 100' to 150'
- 100' to 150'
- 150' to 200'
- 200' to 250'
- 250' to 300'
- 300' to 350'
- 350' to 400'
- 400' to 450'
- 450' to 500'
- 500' to 550'
- 550' to 600'
- 600' to 650'
- 650' to 700'
- 700' to 750'
- 750' to 800'
- 800' to 850'
- 850' to 900'
- 900' to 950'
- 950' to 1000'

North

October 23, 2013

To: Kendra Lindahl

From: Bruce Sandstrom
Sandstrom Land Mangement

Re: Status Report / Task Summary for Inspiration Prairie Restoration Plan

Below is a summary of the work completed on the restoration plan. This does not include the management practices conducted for the homeowners association.

Sept 5, 6, 7, 2012 - Treated buckthorn on areas 1, 2, 3

Nov. 8, 9, , 2012 Mowed Burn breaks

Nov. 15 & Dec 4 , 2012 - Prescribed burn areas 1, 4, 5, 6, 7 10, 11

May 6, 7, 8 , 10, 13, 2013 - One or two Roundup treatment in Areas 4, 5, 6, 7, 10. 11

~~June~~ June 13, 14, 17, 2013 - Drill grass seed in Areas 4, 5, 6, 7, 10. 11

July 17, 2013 - Mowed 6 acres of reed canary grass on area 9

July 10, 16, 17, 24, 2013 - 1st mowing of newly seeded areas (Areas 4, 5, 6, 7, 10. 11)

July 18, 23 and - Treated buckthorn re-growth with Garlon on areas 1, 2, 3
Aug. 1, 12, 13, 2013 -

Aug. 2, 7, 13, 20, 22, 2013 - 2nd and 3rd mowing of newly seeded areas (Areas 4, 5, 6, 7, 10. 11)

Sept. 26 and Oct. 2, 2013 - Broadleaf treatment of newly seeded areas (Areas 4, 5, 6, 7, 10. 11)

Oct. 9, 2013 - Retreat buckthorn on Areas 1, 2, and 3

Oct. 22, 2013 - Treated 6 aces of reed canary grass on area

Attached are the seed mixes used for the seeding. Seeding rates were 12 lbs. per acre. Mix G4 was used on Area 4. Mix G2 was used on Areas 7, 10, and 11. A 50 / 50 mix of Mix G1 and the DNR seed was used on area 5 and 6. I have not got the seed tests for the DNR seed but I was told it is comprised of Big Bluestem Grass and Indian Grass.

Attachments - Spec sheets on Mixes G1, G2, and G4



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

City of Bayport
SPECIAL EVENT APPLICATION

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

Property Information

City property: 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: OLIVIER VRAMBOU

Organization/Business Name: USA CYCLING / MINNESOTA CYCLING FEDERATION

Main Phone Number: 612-578-3914 Alternate Phone Number: _____

Address: 9 POINT ROAD

City/State/Zip: Bayport, MN 55003

Email Address: VRAMBOU@ICLOUD.COM

Event Information

Start Date: 10/10/13 End Date: 10/10/13

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

Weekday Hours: _____ Weekend Hours: 8AM TO 3PM

Description of event, activities, location and proposed alteration of city property:
 BICYCLE / KIDS / FAMILY BIKE RACE
 IN THE PARK

Description of Requested City Services and/or Equipment

PORTO POTTY. please

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.

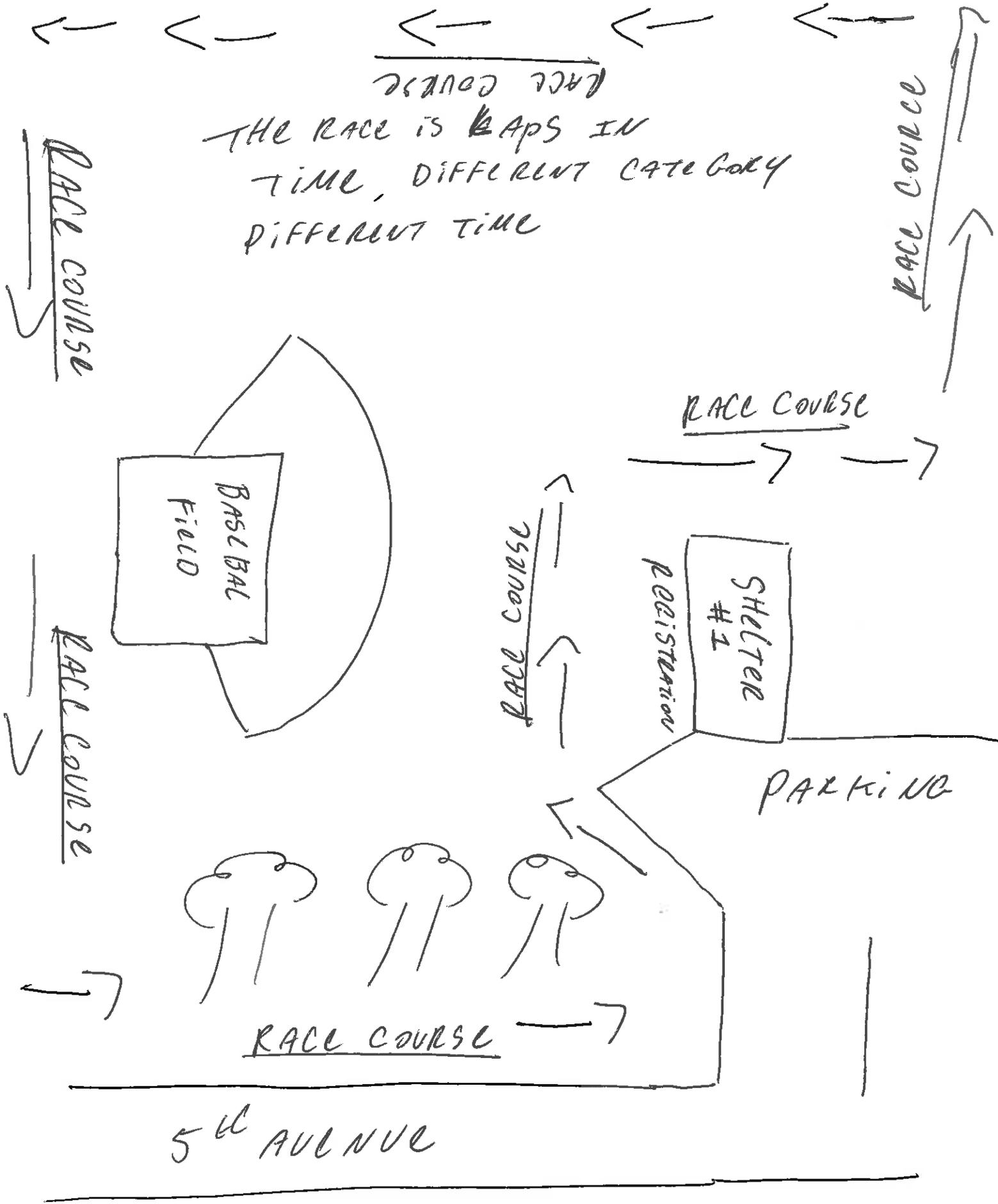
Signature: 

Date: 10/2/13

Amount Due	PAID	Staff
Processing Fee (required) \$15.00 Public entity/Non-profit \$50.00 Individual/For-profit <input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	Received: 10/2/13 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check 1322 Manc, Lhr	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: Paul Schoening # 84668 <input checked="" type="checkbox"/> \$500.00	Invoiced: _____ Received: 10/3/13 Inspected: _____ <input type="checkbox"/> Destroyed check <input type="checkbox"/> Retained deposit in the amount of \$ _____	

210

THE RACE IS ~~4~~APS IN
TIME, DIFFERENT CATEGORY
DIFFERENT TIME





Mill City Cyclocross

Bayport, MN



Start Time	Categories	Duration	Prizes
9:00AM	Course Open for Inspection		
9:30AM	Men Cat 4	30 Minutes	Merch/Top 3
9:32 AM	Men's Beginner Race***	30 Minutes	No Prizes
10:30AM	Junior Boys 15-18*	30 Minutes	Medals/3
	Junior Boys 10-14*		Medals/3
10:31AM	Women Beginner/Cat 4		Merch/Top 3
	Junior Girls 15-18*		Medals/3
	Junior Girls 10-14*		Medals/3
11:15AM	Kids U10 & ** Sunday only	Short Loop	Medals to all
12:00PM	Men Cat 3	45 Minutes	Merch/Top 3
1:15PM	Elite Women Cat 1/2	45 Minutes	\$180/Top 3
	Women Cat 3		Merch/Top 3
1:17PM	Masters 35+* Cat 3/4		Merch/Top 3
	Masters 45+* Open		Merch/Top 3
	Masters 55+* Open		Merch/Top 3
	Singlespeed		Merch/Top 3
2:30PM	Elite Men Cat 1/2	60 Minutes	\$180/Top 3
	Elite Masters 35+* Open		Merch/Top 3

November 10, 2013

Part of the MCF Cyclocross Rider of the Year Series* Cyclocross Racing age is your age on December 31, 2013 + 1 year.

**Free Entry – Just sign a waiver!

***USA Cycling License Required (One-day cost \$10)

Entry Fees: Junior category \$10 All others: \$25, \$5 for each additional race.

Registration opens at 8:30AM – Closes 15 min. prior to each race

Course is open for inspection 15 minutes prior to each race

Held under USA Cycling event permit

Directions: Barkers Alps Park, Bayport, MN: <http://goo.gl/maps/pVuXI>

Contact: paul.Schoening@comcast.net



Bayport Fire Department

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

October memo from the Chief;

The annual open house at the hall is always one of our favorite times of the year. The ability to meet the kids and the parents always makes us proud of what we do. This month was a busy training month. I, Asst Chief Galowitz and Captain Severson attended the Minnesota State Fire Chief's conference in Rochester for 4 days. The seminars and lessons learned allows us as leaders to learn from each other and allow us to talk in group settings about the issues we as chief officers encounter often. I have applied for a 6 day leadership class at the National Fire Academy in Emmetsburg MD and have been accepted. This is at no cost to the city except meals which is 120 for the week. We did have one of our newer members resign from the department because he is moving outside our area so we will be interviewing a new prospect that came from Scandia fire and hope to get that person on soon. We will take delivery of our new ice rescue suits that were purchased with a grant from OSHA. I will be working with Administrator Martin in applying for FEMA grants to help with a new building.

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



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

Laura Eastman
Chief of Police

Date: October 29, 2013
To: Mayor and City Council
Logan Martin, City Administrator
From: Chief Laura Eastman
Subject: **Police Reports and Updates**

PAST EVENTS

- October 31, 2013: Public safety Halloween event held at the fire hall, offering a meet and greet with Fire and Police Department staff. Bayport Reserve Officers will be patrolling city streets and handing out safety glow sticks.

UPCOMING EVENTS

- Toys for Tots Collection: Drop off locations and pick up date to be determined. Reserve officers to assist.

MISCELLANEOUS INFORMATION

- The Bureau of Justice Assistance (BJA) informed the department that our agency will receive an award under the Bulletproof Vest Partnership (BVP) solicitation, at a 50% match. This grant was applied for by Officer Chad Johnson.

October Call Load

10/01 – CROSSWALKS, SPEED 49/30MPH, SPEED 46/30, PROPERTY DAMAGE ACCIDENT, FOUND WATCH, ORDINANCE VIOLATION (CUTTING TREES DOWN) LAKESIDE PARK CLOSE.

10/02 – CROSSWALKS, AOA/WARRANT ARREST, AOA/DOMESTIC, CROSSWALKS, ASSIST CITY HALL, CROSSWALKS, ACCIDENT VEH. VS. MC., MEDICAL LEVEL 1.

10/03 – CROSSWALKS, DAR, PASS ON RIGHT, DOG COMPLAINT, CROSSWALK, LOOSE DOG, PARK CLOSE, MOTORIST ASSIST.

10/04 – SMOKE IN BUSINESS, BURG. ALARM, FIRE CALL, CROSSWALKS, GAS DRIVE OFF, VAC./VACANT BLDG. CHECKS, SPEED 50/30MPH, CROSS WALKS, SPEED 46/30MPH, DIRECTED PATROL REQUEST (CHECK DOORS AROUND WATER TOWER), SPEED 45/30MPH, NO MN DL., PARK CLOSE. DIRECTED PATROL (WATER BOOSTER/AIR STRIPPER), SPEED 49/30MPH, SPEED 45/30MPH, SPEED 46/30MPH, VERBAL DISPUTE, NPOI.

10/05 – CRIME PREVENTION, 4TH DEGREE DUI, SUICIDAL MALE, CAO/DOMESTIC, SCHOOL CROSSING, RESERVE OFFICER BACKGROUND, PUBLIC WORKS SEASON BACKGROUND, ASSIST CITY HALL, VACATION/VACANT BLDG. CHECKS, LAKESIDE PARK CLOSE/PARK RESERVATIONS.

10/06 – AOA/CHECK ADDRESS, CHECK WELFARE, MEDICAL LEVEL 1 X 2, 911 OPEN LINE.

10/07 – MEDICAL L 1 X 2, LAKESIDE PARK CLOSE, CROSSWALKS, AOA ACCIDENT, LOCKOUT, ALARM, CROSSWALKS, SUSP. ACTIVITY, PARK CLOSE.

10/08 – CHECK AREA, LOCK OUT, W/W SPEED, W/W PASSING ON RIGHT, MEDICAL L 3, MEDICAL L 1, NO POI, CROSSWALKS, NO SEATBELT x 3, NO MN DL, MISSING VEH. JUV. IN TRAFFIC, PARK CLOSE, MALICIOUS MISCHIEF.

10/09 – OUT OF CONTROL FEMALE, VEH. LOCK OUT, W/W STOP SIGN VIOLATION, CROSSWALKS, SPEED 59/30, SPEED 48/30, ACCIDENT NO INJURIES, SUSPICIOUS ACTIVITY/3RD PARTY, FOUND PROPERTY.

10/10 – LAKESIDE PARK CLOSE, NOISE COMPLAINT, AOA/BREAK IN PROGRESS, CROSS WALKS, NLAWFUL PARKING OF BOAT TRAILER, SPEED 45/30MPH, SPEED 48/30MPH, SPEED 45/30MPH.

10/11 – MEDICAL, W/W EQUIP. VIOLATION, W/W SPEED, PARK CLOSE, DEPT. INFO., PUBLIC ASSIST/DISPUTE/CIVIL ISSUE.

10/12 – COUNTERFEIT BILL, W/W SPEED, CITY ORD. VIOLATION, PROPERTY RETRIVAL, SUICIDAL FEMALE/3RD PARTY AOA, PARK CLOSE, DAS, SPEED, NO POI, DK DRIVER/AOA, AOA/CHECK WELFARE.

10/13 – W/W SPEED, AOA/DRUG CONCERN, W/W SPEED, CONTAINED FOUND DOG, W/W PARKING, SUSPICIOUS ACTIVITY, CITY ORD. BURNING LEAVES, AUDIBLE ALARM, PARK CLOSE.

10/14 – SCHOOL CROSSING, ASSIST TO CITY HALL, ATTEMPTED THEFT FROM MV, THREATS REPORT, BOAT TRL PARKING COLLECTION, NPI.

10/15 – SCHOOL CROSSING, AOA/SEARCH WARRANT, ABOND. VEH., BURG. ALARM, LAKESIDE PARK CLOSE,

10/16 – DAR, POSS. SMALL AMOUNT, TRAFFIC HAZ., CROSS WALKS, MED. L1, VEH. LOCKOUT, SPEED, NO POI X 3, MEDICAL L 1, FOUND PROPERTY, DEL. PACKETS, CIVIL QUESTIONS, PARK CLOSE, GAS DRIVE OFF, INTOX. DRIVER, W/W SPEED, W/W PASS ON SHOULDER, 4TH DEG. DUI.

10/17 – DOGS AT LARGE, FINGER PRINTING, VEH. LOCK OUT, ALCOHOL COMP. CHECKS, PARK CLOSE.

10/18 – AOA/ FIGHT, CRIME PREVENTION X 2, W/W SPEED, PARK CLOSE/SHELTER PERMITS, W/W SPEED, ACCIDENT NO INJ., DOG @ LARGE, (STATE CLICK IT OR TICKET GRANT WORK)-SEATBELT VIOLATION, NO SEATBELT X 3, MEDICAL L-3, NPI, W/W SEATBELT, NPI, MED. LEVEL 1, FOUND KITTEN, PARK CLOSE.

10/19 –NPI, DAS, SPEED 46/30, SPEED 44/30, LOOSE DOG, DRINKING COMP.,ASSIST BP MARINA POSS. THEFT, POSS. DRUG ACTIVITY,PARK CLOSE, W/W STOP SIGN ROLL,

10/20 – MINOR CONS., THEFT IN PROGRESS, PROP. RETRIVAL, SPEED 49/30, SPEED 45/30.

10/21 – CHECK WELFARE, CROSSWALKS, W/W SPEED, CHECK WELFARE, W/W SPEED, LOCK OUT, W/W PARKING, DOG AT LARGE, W/W SPEED, CROSSWALKS, PARK CLOSE, AOA/SUICIDIAL MALE, W/W SPEED.

10/22 – 911 ABANDON, W/W SPEED, JUV. CONCERN, CROSSWALKS, LOCK OUT, CROSSWALKS, VAC. CHECKS, W/W SPEED,PARK CLOSE, MEDICAL L-2, SUSP. MALE, UNWANTED MALE.

10/23 – W/W SPEED, DAS/SPEED, MEDICAL L2, SCHOOL CROSSING, VEH. LOCK OUT, DRE/K-9 ASSIST TO-PROBATION, TOBACCO COMPL. CHECKS, PARK CLOSE.

10/24 – 10/31 - N/A.

Acronym/code:

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

Sep-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	1						1				1
504 Jared Deal	2		1					1			3
505 Quinn Willmarth											12
506 Chad Johnson											1
508 Capt Hutchinson											
509 Jay Jackson	1										3
510 John Miller	3		1						1		3
512 Zach Lund	3		1						1	1	3
513 Keith Frank											
Monthly Total	10	0	0	3	0	0	0	1	3	1	26
Year Total	242	43	3	76	1	9	3	16	84	15	199

Officer	Drugs	MJ in MV	Dac-IPS	Stop Sign	Drug Para	DWI	Stop Sign	City Ord	Fed Foss	Careless	Other
501 Chief Eastman	1							1			
503 Aaron Slinger				1							
504 Jared Deal											
505 Quinn Willmarth											
506 Chad Johnson											
508 Capt Hutchinson											
509 Jay Jackson	1							5			
510 John Miller						2					1
512 Zach Lund						2		1			1
513 Keith Frank											
Monthly Total	2	0	0	1	0	4	0	7	0	0	2
Year Total	12	10	1	6	13	38	1	95	0	3	41

Notes : Deal/504 Physical Altercation Lund/512 5th Degree Domestic Assault Arrest
 Jackson/509 Domestic - Canvas Health Call Out Jackson/509 Lost Cat



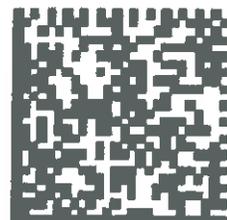
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CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: October 29, 2013

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update

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

1. Mowing grass and related grounds maintenance, including fall leaf mulching and daily cleaning of Lakeside Park and the beach house
2. Planting 10 trees at various locations throughout the city
3. Beginning the fall street sweeping process
4. Flushing of 187 fire hydrants
5. Winterizing seasonal water services (parks) completed
6. Inspection and testing of snow response equipment completed
7. Installing multiple new water meters and completing several new sewer-water service inspections
8. Performing ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, attending to system malfunctions, assisting with the well #3 rehabilitation project, and resealing of the air stripper unit

ECKBERG LAMMERS
MEMORANDUM

TO: Mayor Susan St. Ores and City Council
Logan Martin, City Administrator

FROM: Andy Pratt, City Attorney

DATE: October 28, 2013

RE: Report for November City Council Meeting

Please be advised our office is presently working on the following matters on behalf of the City of Bayport:

Building Official Appeal

This appeal, revolving around the proper connection of a deck to a house in the Inspiration neighborhood, has been mentioned in previous updates. A hearing was held on October 16, 2013, before Administrative Law Judge Wexler. The contractor who attached the deck appeared and testified, and I appeared along with Building Official John Buckley. The judge actively questioned both sides. The issue in the case, in my view, is whether the Building Official has the authority under international building and residential codes to ask for a certification on the proper attachment of the deck from a third-party licensed design professional. This is a separate question from whether the connection actually meets code requirements. A ruling adverse to the City could potentially chill future building officials from asking for independent engineering review. It is unclear when a ruling will be issued.

243 Third Street North

I have been in correspondence with counsel for Jan and Lynn Most, regarding potential project improvements for 243 Third Street North. The Council held a workshop on this matter earlier this year. Notably, the Most's counsel did not raise the oft-repeated issue that the building has been incorrectly classified for fire code purposes. Instead, the counsel stressed the potential of undertaking an improvement project that could provide sprinkling services to this property and others on the same block. Under state law, the property owners to be affected have the ability to approach the Council with a petition seeking such improvements. If a petition is received, a public hearing will be scheduled, and a majority vote of the Council is needed to move forward with the project. At that time the Council would be able to review a feasibility study to determine whether the project is in the best interests of the City.

Code Enforcement Discussion

On October 9, City Administrator Martin, Assistant City Administrator Taylor, and Chief Eastman attended a code enforcement brainstorming discussion at the Eckberg Lammers Law Firm. I was present along with three other attorneys providing prosecution services to the City, as well as two prosecution staff. This group had a very good discussion about the code enforcement issues that affect the City, and it was determined that the City has not had an efficient process in place to address these issues. This topic may be addressed at an upcoming Council workshop.

As always, please call (651.351.2125) or email (apratt@eckbergammers.com) with any comments or questions.



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

Date: October 28, 2013
To: Mayor and City Council
From: Sara Taylor, Assistant City Administrator/Planner
Re: **Department Update – November City Council meeting**

PERRO PARK MASTER PLAN

Work is progressing on installation of the new hockey rink system and related improvements at Perro Park. Last week, work focused on reconstruction of the culvert along the east side of the park, as well as electrical work related to the new lighting system. This week, work will focus on installation of the light poles and concrete ribbon on which the hockey boards will be mounted. Despite the lack of construction visible in the park, Park Consultant Larry Wacker has assured staff the project is on schedule.

INSPIRATION LETTER OF CREDIT REDUCTION

As part of the Inspiration development agreement, the city is required to hold a letter of credit from the current property owner/ developer. This letter is to ensure the city has appropriate funds to draw on to complete required improvements for the development, should the developer 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. Over the past year, substantial restoration work has been completed by Sandstrom Land Management in the open space areas, as required by the Ecological Restoration and Management Plan approved by the city. As such, the property owner has requested a reduction in this letter of credit to acknowledge completion of the improvements, which will be considered by the City Council at the November 4 meeting. Prairie Restorations, a private, independent restoration firm has certified completion of the work by Sandstrom and therefore staff is recommending the requested reduction to the letter of credit. Completion of the entire restoration plan is anticipated for 2015.

SCHOOL DISTRICT ELECTION

As a reminder, a school district election will be held on Tuesday, November 5 to vote on a proposed levy increase from \$11 million to \$16.2 million to provide additional support for students and classrooms. Washington County has reported that absentee voting has been surprisingly low, so polling places should be prepared for a high voter turnout (up to 65%) on election day. I will be preparing election materials and conducting a “refresher” training course for the election judges this week. All Bayport residents vote at City Hall and the polls are open 7:00 am – 8:00 pm.

PHOTO CONTEST WINNERS

Thanks to councilmembers and professional photographer Patti Alt for selecting a winning photo in each of the five categories in the second annual Focus on Bayport Photo Contest. We were excited to see an increase of participants this year, with a total of 29 entries. Winners will be notified late this week and encouraged to attend the November 4 City Council meeting to receive recognition and accept their award.



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

Date: October 30, 2013
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – November City Council meeting**

2014 BUDGET

The final 2014 budget, tax levy, and capital improvements program will be adopted at the December 2 City Council meeting. The City received its 2014 levy limit notification after the Council adopted the preliminary budget in September, and that limit will require the tax levy to be reduced by roughly \$3,000. Staff is in the process of accounting for that adjustment, along with making final projections for revenues and expenditures. We will be prepared to provide a thorough presentation at the December budget meeting.

ST. CROIX CROSSING PROJECT

Significant changes are evident on a daily basis with the St. Croix Crossing project, and the past few weeks have been particularly active. The reconstructed Highway 95 with traffic signals opened on October 28 and seems to be flowing well. Motorists are now able to travel from Highway 95 to westbound Highway 36 with ease. MnDOT notified the City that overnight hauling to the Miller pit has once again started, however this activity should cease by the end of November. All construction on Highway 36 and Highway 95, including access ramps, is still on schedule to be completed by the end of the year.

SIGNAL LIGHT & STORM SIREN AT INSPIRATION

Washington County reports that the signal light project at Stagecoach Trail and Inspiration Parkway is on schedule, with a project completion deadline of mid-November. This project is a three-way cost share between Baytown Township, Bayport, and Washington County. Also at Inspiration, the City has taken delivery of the pole for the new storm siren, and electrical work will commence with installation when the City receives the new storm siren.

UPCOMING MEETINGS AND EVENTS

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



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Mayor and City Council – City of Bayport, Minnesota

FROM: Julie Urell, Springsted

DATE: October 25, 2013

SUBJECT: Office Support Specialist Compensation Study

Background

The City of Bayport, Minnesota engaged Springsted to perform a job description update and compensation study for the Office Support Specialist position classification. This position is currently reflected as "Secretary/Receptionist" and the incumbent is established at grade 1, step 8 on the 2013 Step Schedule, with a range of \$32,111 – \$45,516.

To ensure the job description was accurately updated to reflect current position duties, the incumbent was asked to complete a Position Analysis Questionnaire. Springsted incorporated this information into an updated "Office Support Specialist" position description and sent it with compensation survey questions to thirteen Minnesota cities comparable to Bayport's geography, size and service level. Survey recipients were asked to respond to ten compensation factors in the event they had a similar role within their staffing structure.

We received a strong response, with nine of the thirteen cities providing compensation information for positions similar to the Bayport Office Support Specialist job. The information was entered into a project model that calculates a weighted minimum, maximum and average salary across respondents. The resulting survey average compensation range was \$36,945 - \$47,889 annually. This range was compared against the current Bayport 2013 Step Schedule to find the most appropriate grade. Ultimately, grade 2 is the best fit, with a range of \$35,431 - \$50,224 annually (based on 2013 Salary Schedules).

Recommendation:

Springsted, with the support of staff, recommends the City Council make the following compensation adjustments to the Office Support Specialist position, to best align it with the study results:

1. Establish the position at grade 2, step 6 effective November 11, 2013, and increase the incumbent's annual compensation to an annual equivalent of \$ 45,681.69.
2. Given the incumbent's performance and tenure with the City, approve a step increase to reflect an annual equivalent of \$49,268.27 effective March 16, 2014; the service anniversary date.

cc: David Unmacht

MEMORANDUM

DATE: October 28, 2013

TO: City Council (November 4th meeting)

FROM: Sara Taylor, Assistant City Administrator/City Planner

SUBJECT: Consider an amendment to the existing conditional use permit for outdoor seating and use associated with the tavern/restaurant at 193 3rd Street North

A. BACKGROUND

The property is located at 193 3rd Street North and is legally described as Lot 1, Block 59, Bayport, Washington County, Minnesota. It is zoned B-2 Central Business and contains an existing commercial building. The first floor of the building is a tavern/restaurant called "Perro Creek Tavern" which is being leased to new proprietors and the second floor is the professional offices for J.G. Hause Construction. Both the office and tavern/restaurant are permitted uses in the B-2 Central Business zoning district. The property is surrounded by commercial businesses to the north, south, and west, and residential to the east.

In 2011, property owners Jeffrey and Michelle Hause, Haz LLC, completely renovated the building and made extensive improvements to the overall site, including additional off-street parking spaces, front and rear patio areas, screening from adjacent properties, and landscaping. In conjunction with the tavern/restaurant use, the owners also obtained a conditional use permit (CUP) to allow outdoor storage and activity, including designated areas for a walk-in cooler, seating, smoking, consumption of liquor, and a recreation area to facilitate outdoor games. However, the new restaurant proprietors are striving to create a quaint and relaxing outdoor dining option for patrons, which includes additional seating and enhancements to the rear patio area. As such, an amendment to the existing CUP is required.

The following informational items are attached:

- narrative by the property owner
- site plan for the property approved in 2011
- new site plan for the property with rear yard enhancements and additional seating
- photos of the existing rear patio area

B. STAFF COMMENTS

The CUP issued in 2011 included approval of an outdoor patio/seating area in the rear of the building consisting of approximately 250 square feet with tables and chairs to accommodate approximately 16 patrons for smoking and consumption of beverages, including liquor. The remainder of the rear yard was to be landscaped with turf, with the exception of two game courts for horse shoes or a similar type recreation game. The rear of the property is completely enclosed with a solid wood fence, 8 feet in height, to provide screening from adjacent properties. The CUP also included approval of a narrow bar rail and service walkway on the north side of the building for wait staff to access the outdoor patio/seating area in the front of the building

with tables and chairs to accommodate approximately 14 patrons. This area is enclosed with a decorative 5 foot iron fence.

As part of the site inspection required for issuance of new liquor and food licenses, it was brought to the city's attention that the property owner and/or new restaurant proprietors had made some modifications to the rear yard and outdoor seating area. Specifically, the game courts had been removed and replaced with a fountain, and rock pathways and graded rock pads were added to accommodate additional outdoor tables and seating. The improvements increase the overall outdoor dining capacity for this property from 30 to 40 seats, which requires city approval and an amendment to the existing CUP.

In reviewing the modifications, staff has concluded that removal of the game courts and the additional landscaping enhancements encourage a more intimate and quiet outdoor dining area, which will be more compatible with the surrounding uses and neighborhood. In addition, shared off-street parking arrangements have been made with adjacent businesses to accommodate restaurant patrons and employees, to reduce impacts to the abutting residential area. Although the modifications to the rear yard result in an increase of impervious surface area, the property still exceeds the requirements for pervious or green/landscaped areas within the city's central business zoning district. As a condition of the CUP and/or liquor licenses issued for this property, all outdoor seating, activity, and liquor consumption will be required to cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. on Friday and Saturday, which is consistent with the original city approvals in 2011.

C. *SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL*

The purpose of a CUP is to regulate uses that are not permitted by right in a zoning district. As part of the application process for a CUP, the property should be reviewed for compliance with the performance standards set forth by city code, impacts and overall compatibility with the surrounding neighborhood, and whether the proposed use would be beneficial to the community. If the use is determined to be compatible with city code and not have a negative impact on the neighborhood, a request for the CUP should be granted.

A majority of the parcels in the immediate vicinity of the subject property are zoned and used for commercial purposes, some of which include outdoor patio and activity areas. However, staff recommends that reasonable limitations be placed on the proposed outdoor use in a manner that allows the property owners and/or proprietors to successfully operate outdoor amenities related to the tavern/restaurant, while respecting adjacent property owners. As such, allowing an amendment to the existing CUP for the enhancements to the rear yard and additional outdoor seating may be appropriate. However, to comply with regulations set forth by city code, staff recommends the following conditions of approval:

1. The outdoor areas shall be limited to dining, seating, smoking of tobacco, and consumption of liquor, as described above. All sales related to the tavern/restaurant use shall be contained inside the building.
2. The outdoor areas shall conform to the areas delineated on the site plan and be contained within the appropriate fenced areas at all times.
3. The outdoor areas shall contain appropriate receptacles to dispose of tobacco products and waste.

4. All outdoor activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday and comply with all other noise requirements set forth by city code. Any outdoor entertainment or activity that is beyond the operation of regular tavern/restaurant services shall require a special event application issued by the city.
5. Lighting for the outdoor areas and rear entry shall be limited to down-lit fixtures and mounted to the building, unless otherwise approved by the city.
6. The total outdoor seating capacity shall be limited to 40 patrons.
7. A combination of vegetation and/or sod shall be maintained in all green areas delineated on the site plan.
8. The property is zoned B-2 Central Business and shall be used only for commercial uses, as specified within this zoning district. Any proposed change to a conditional use within this zoning district shall require a CUP.
9. Any outstanding fees due to the city and/or the Metropolitan Council for sewer availability charges (SAC) shall be paid by the property owner.
10. The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP.

D. PLANNING COMMISSION ACTION

At its meeting on October 21, 2013 the Planning Commission held a public hearing on the application. Comments were received from a neighboring resident concerning limited visibility in the area due to patron on-street parking and requested city assistance to alleviate this issue. Following discussion, the Planning Commission voted 3-0 to recommend approval of the application to the City Council, subject to the findings of fact and conditions of approval recommended by staff. The Planning Commission also encouraged the city to monitor the on-street parking concerns mentioned during the public hearing.

E. RECOMMENDATION

Staff recommends approval of an amendment to the existing CUP for the property located at 193 3rd Street North, to allow exterior modifications to the rear yard site plan approved in 2011, resulting in an overall increase in total outdoor seating capacity from 30 to 40 seats. Suggested findings of fact and conditions of approval are stated in the staff report. City Council action on the application is requested.

TO: City of Bayport

**FR: Jeff & Michelle Hause dba Haz, LLC
K&K Hospitality dba Perro Creek Tavern**

RE: Amended CUP

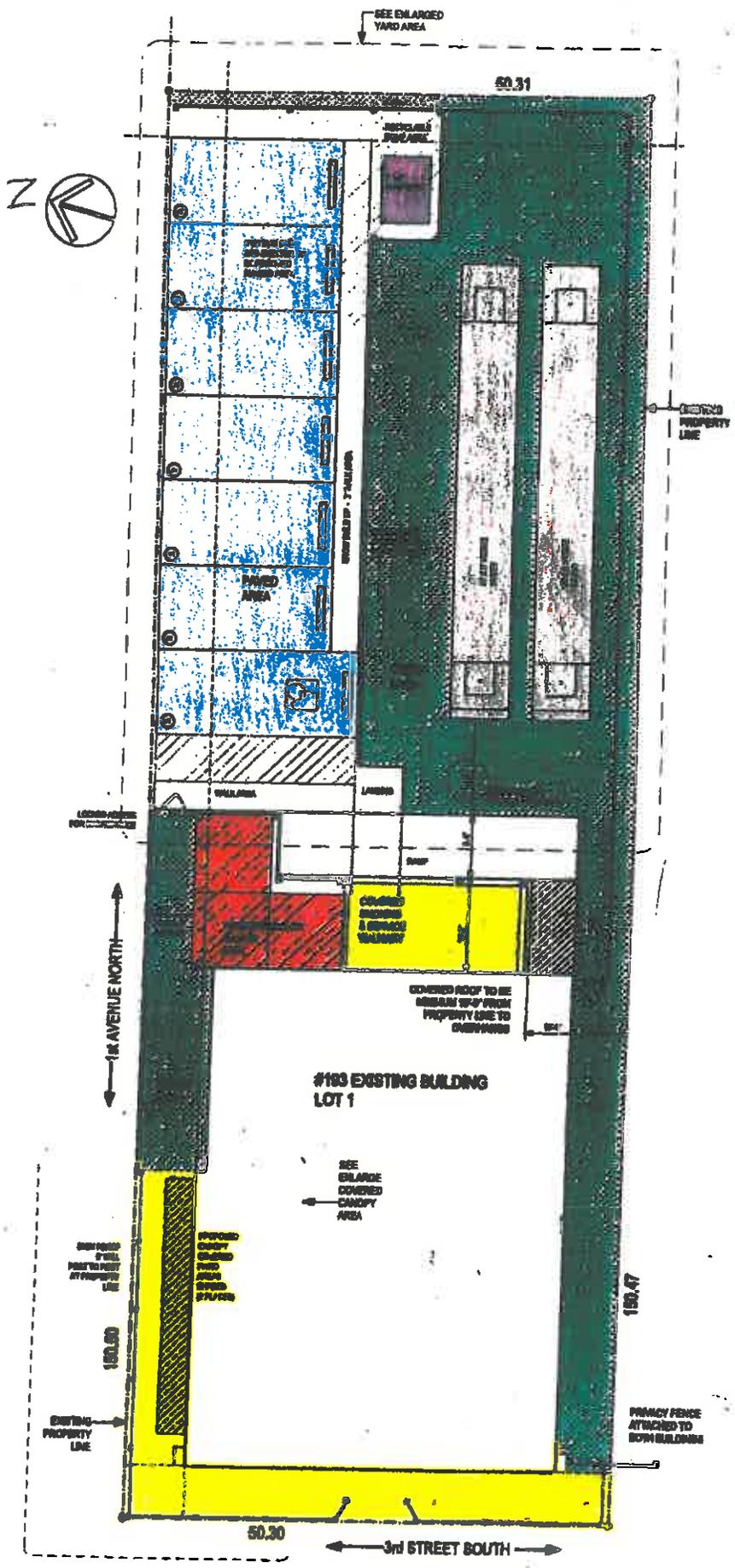
DA: September 17, 2013

To Whom It May Concern:

We request the following changes to the existing CUP. Remove recreation area and replace with additional seating for food service. PCT is currently open Tuesday thru Saturday 2:30 pm to Midnight. Food service provided 4 pm to 9 pm Tuesday, Wednesday, Thursday, and 4 pm to 10 pm Friday and Saturday. Sod removed in to create seating areas and replaced with pervious trap rock gravel. The total number of seats requested is 40 for food service. The current CUP allowed for 30 seats front and back outdoor area.

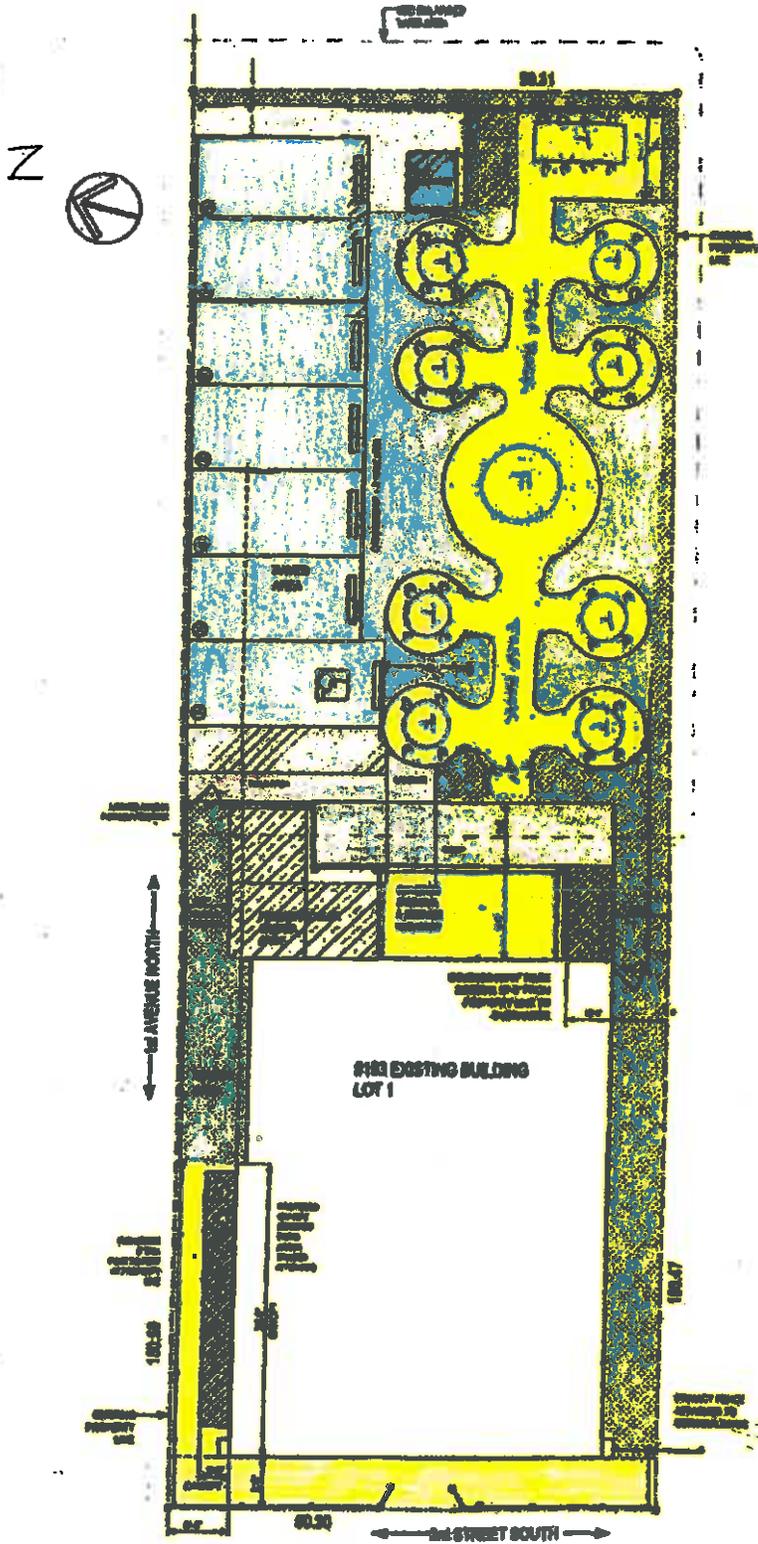
We feel this request should be approved by the city because it decreases the noise level of the existing CUP. The existing CUP allowed for outdoor activities including but not limited to bean bags, beer pong, giant Jenja, and live bands. Our desire is to provide a quaint and relaxing dining experience. We believe all 40 seats will not be used at the same time but will allow diners to spread out and not have to all sit on the more constrained and warmer sidewalk area in the front and side of the building. By allowing the additional chairs to stay in place it will save our staff and customers time by rearranging seating. The back patio will be open for food service less than half the year. Typically the ideal weather in Minnesota for outdoor dining is May 15th thru October 15th. Sometimes the season is shorter and/or inclement weather that does not allow for outdoor dining. These reasons combined with economic variability and a desire to be a good neighbor we ask the city to grant the amended to allow 40 seats for outdoor dining. The 40 dining seats may be located on the front and/or the back according to the needs of property owner or lessee.

SITE PLAN APPROVED IN 2011 - 193 3RD STREET NORTH



PROPOSED SITE PLAN - 193 3RD STREET NORTH

- Outdoor seating areas
- Planting/sod areas
- Impervious walkways
- Dumpster enclosure
- Off-street parking stalls
- Existing building footprint



Lot Calculations

Lot area
 Minimum pervious (20%)
 Planting/sod areas
 Patio (50% pervious)
 Total pervious

Square Feet

7,500
 1,500
 1,850
 563
 2,413



RESOLUTION NO. 13-_____

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD NOVEMBER 4, 2013**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 4th day of November, 2013.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, On September 6, 2011, the City Council issued a conditional use permit (CUP) to allow outdoor uses in conjunction with the tavern/restaurant at the property, including designated areas for a walk-in cooler, seating, smoking, consumption of liquor, and a recreation area to facilitate two horse shoe or similar game courts; and

WHEREAS, On September 18, 2013, the city received a request from property owners Jeff and Michelle Hause, Haz LLC, and applicant Mark and Patti Kraske, K+K Hospitality LLC, to consider an amendment to the existing CUP to allow exterior modifications to the rear yard site plan approved in 2011, including removal of the recreation game courts and enhancements to the rear patio area, resulting in an overall increase in total outdoor seating capacity from 30 to 40 seats; and

WHEREAS, The Planning Commission held a public hearing on October 21, 2013 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP to the City Council, with conditions; and

WHEREAS, The City Council considered and approved the application on November 4, 2013 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

FINDINGS OF FACT

- A. The subject property is zoned B-2 Central Business. Taverns, restaurants, and professional offices are permitted uses in the B-2 Central Business District. However, any outdoor storage, use, or activity requires a CUP that specifies conditions under which outdoor use is permitted.
- B. Proposed modifications to the rear outdoor patio/seating area, removal of the game courts, and the additional landscaping enhancements encourage a more intimate and quiet outdoor dining area, which will be more compatible with the surrounding uses and neighborhood.
- C. Shared off-street parking arrangements have been made with adjacent businesses to accommodate restaurant patrons and employees, to reduce impacts to the abutting residential area.
- D. All outdoor use and activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. on Friday and Saturday, to be consistent and compatible with adjacent properties.

- E. A majority of the parcels in the immediate vicinity of the subject property are zoned and used for commercial purposes, some of which include outdoor patio and activity areas. As such, allowing an amendment to the existing CUP is appropriate.
- F. The proposed uses are consistent with the city's zoning and comprehensive land use plan.
- G. The Planning Commission held a public hearing on the application and unanimously recommended approval of the request to the City Council, subject to the conditions recommended by staff and additional conditions specified by the Planning Commission.
- H. Based on paragraphs (A)-(G) above, the City Council finds it in the best interest of the city to approve the requested amendment to the CUP.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain that the application for the amended CUP is approved, subject to the conditions below and based on findings of fact above:

1. The outdoor areas shall be limited to dining, seating, smoking of tobacco, and consumption of liquor, as described above. All sales related to the tavern/restaurant use shall be contained inside the building.
2. The outdoor storage and activity areas shall conform to the areas delineated on the site plan hereby attached to this resolution and be contained within the appropriate fenced areas at all times.
3. The outdoor activity areas shall contain appropriate receptacles to dispose of tobacco products and waste.
4. All outdoor activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday and comply with all other noise requirements set forth by city code. Any outdoor entertainment or activity that is beyond the operation of regular tavern/restaurant services shall require a special event application issued by the city.
5. Lighting for the outdoor areas and rear entry shall be limited to down-lit fixtures and mounted to the building, unless otherwise approved by the city.
6. The total outdoor seating capacity shall be limited to 40 patrons.
7. Patron smoking shall be limited to the front of the building after 10:00 p.m. Sunday-Thursday and 12:00 a.m. Friday and Saturday.
8. Property owners shall make an extra effort to keep the surrounding residential area and off-street parking areas free of cigarette and other debris.
9. Additional shared off-street parking and/or parking restrictions for on-street parking may be required by the city to decrease the impact to adjacent businesses and residents.
10. A combination of vegetation and/or sod shall be maintained in all green areas delineated on the site plan.
11. The property is zoned B-2 Central Business and shall be used only for commercial uses, as specified within this zoning district. Any proposed change to the existing conditional use permit shall require an amendment approved by the city.

12. Any outstanding fees due to the city and/or the Metropolitan Council for sewer availability charges (SAC) shall be paid by the property owner.
13. The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP.

The record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented, together with the discussion of the City Council regarding the matters described herein, are made a part of the record of these proceedings.

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

WHEREUPON, said Resolution was declared duly passed, 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 November, 2013.

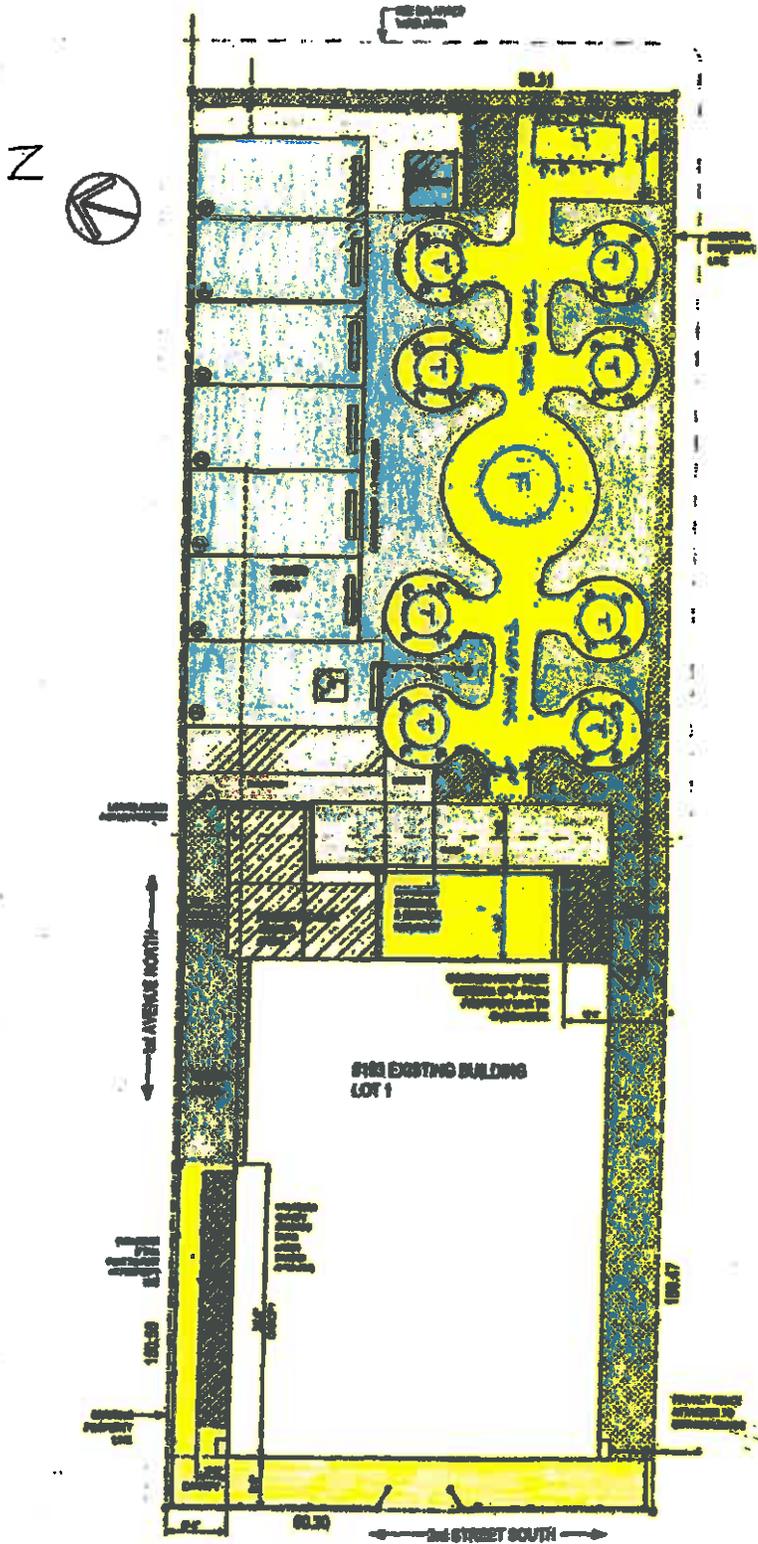
ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

PROPOSED SITE PLAN - 193 3RD STREET NORTH

- Outdoor seating areas
- Planting/sod areas
- Impervious walkways
- Dumpster enclosure
- Off-street parking stalls
- Existing building footprint



Lot Calculations

Lot area
 Minimum pervious (20%)
 Planting/sod areas
 Patio (50% pervious)
 Total pervious

Square Feet

7,500
 1,500
 1,850
 563
 2,413

MEMORANDUM

DATE: October 28, 2013

TO: City Council (November 4th meeting)

FROM: Sara Taylor, Assistant City Administrator/City Planner

SUBJECT: Consider a conditional use permit for outdoor seating and use associated with the proposed restaurant/café and a variance to allow a rear addition to the existing building on the property located at 320 5th Avenue North

A. BACKGROUND

The property is located at 320 5th Avenue North and is legally described as a portion of Lot 9, Block 28, Bayport, Washington County, Minnesota. It is zoned B-2 Central Business and contains an existing commercial building, which until recently, included a retail business called "Broken-In Sports." The property is surrounded by commercial businesses to the south, east, and west, and residential to the north.

New property owner Julia Kaemmer and applicant Olivier Vrambout are currently in the process of renovating the building to include a restaurant/café establishment with onsite coffee roasting. In conjunction with the restaurant use, the owner and applicant have submitted an application for a conditional use permit (CUP) to allow outdoor dining/seating and consumption of liquor in both the front and rear of the building, as well as a variance to allow a rear addition to the existing building. A restaurant/café is a permitted use in the B-2 Central Business zoning district. However, any outdoor activity requires a CUP that specifies conditions under which the outdoor uses are permitted. A variance is also required to allow expansion of a legally non-conforming building that does not meet current setback standards from the property lines.

The following informational items are attached:

- narrative by the property owner
- aerial photo with outline of property lines
- proposed site plan for the property

B. STAFF COMMENTS

The property owner and applicant are proposing outdoor seating in conjunction with the restaurant/café. The outdoor seating area in the front of the building will contain tables and chairs to accommodate up to 9 patrons for dining and consumption of beverages, including liquor. This area will be enclosed with a decorative temporary fence or barrier, to contain the outdoor activity within the property lines, and allow pedestrian use of the remaining sidewalk. The temporary barrier will be erected daily, weather permitting. The barrier, as well as tables and chairs for this area will be removed and stored within the building during non-business hours.

The outdoor seating area in the rear of the building will be located on a proposed bluestone patio, with tables and chairs to accommodate approximately 15 patrons for dining and consumption of beverages, including liquor. This outdoor area will also be adjacent to a new handicap accessible ramp and entrance to the building, which previously did not exist at the property. Outdoor seating for both areas will consist of no more than 24 seats, due to space constraints and the inability to provide additional off-street parking on site for customers.

To facilitate the necessary amount of storage required for a full restaurant and to accommodate on site coffee roasting, the property owner and applicant are also proposing a 9' x 12' addition to the rear of the building. The existing building is relatively small compared to other commercial and retail buildings in the city. As such, a small expansion is proposed to house the coffee roaster and facilitate food storage and coffee roasting on site. The addition will also include an observation window and coffee "bar", to enable patrons the opportunity to sit, observe and learn about the roasting process.

This lot and building are similar to many properties in Bayport in that they both existed prior to the adoption of the city's zoning code. As such, city code recognizes that the building may not meet current setback requirements and the property may not be able to meet current design and performance standards (i.e. parking requirements, impervious coverage, etc.) that are required for new lots or structures and allows some flexibility, as long as improvements do not increase non-conformity with current code. In reviewing the building improvements and overall site plan for the property, staff feels that the owners are making a significant effort to bring the property into compliance with city codes and enhance the property to be compatible with the surrounding neighborhood. The proposed site plan includes the addition of three hard surfaced, off-street parking stalls, results in an increase of pervious or green/landscaped areas, includes the installation of a dumpster enclosure, provides a handicap parking stall and accessible entrance to the building, and includes façade improvements to enhance the overall appearance of the property, which staff feels are significant improvements over the existing conditions.

It should be noted that liquor service is proposed for the establishment, but the applicant has yet to apply for this license. The applicant is proposing business hours of 7:00 a.m. – 5:00 p.m., Tuesday – Saturday and any liquor service at the establishment must comply with city and state liquor regulations. However, since the CUP will apply to the property and not just the applicant and this particular proposed business, it is necessary to place restrictions on the hours of operation and liquor consumption in the outdoor areas. To be consistent with other restaurants located in Bayport with outdoor seating, outdoor liquor consumption will be limited to 10:00 p.m. Sunday – Thursday and 12:00 a.m. on Friday and Saturday. General use and activity at the property must also comply with the noise requirements set forth by city code. Any outdoor entertainment or activity beyond the operation of regular restaurant services shall require a special event application and approval by the city, prior to such activity.

C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL

The purpose of a CUP is to regulate uses that are not permitted by right in a zoning district. As part of the application process for a CUP, the property should be reviewed for compliance with the performance standards set forth by city code, impacts and overall compatibility with the surrounding neighborhood, and whether the proposed use would be beneficial to the community. If the use is determined to be compatible with city code and not have a negative impact on the neighborhood, a request for the CUP should be granted.

Minnesota Statutes 462.357, Subd 6.(2) states in part that “Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties.” This language establishes the criteria by which the city is to consider the variance application. If the variance is determined to meet the criteria, a request for the variance should be granted.

A majority of the parcels in the immediate vicinity of the subject property are zoned and used for commercial purposes, some of which include outdoor patio and seating areas. As such, allowing a CUP for the proposed outdoor seating and activity may be appropriate. In addition, the proposed expansion to the rear of the building is both reasonable and minimal, to facilitate use of the property as a restaurant/café, which is a permitted use in the B-2 Central Business zoning district. The setback and depth of the addition will be similar to adjacent commercial buildings along 5th Avenue North. As such, a variance to allow the 9’ x 12’ rear addition may be appropriate. However, to comply with regulations set forth by city code and reduce potential impacts to adjacent properties, staff recommends the following conditions of approval:

1. Outdoor activity shall be limited to dining, seating, smoking of tobacco, consumption of beverages, including liquor, in designated areas indicated on the site plan. All sales related to the restaurant/café use shall be contained inside the building.
2. The outdoor areas shall contain appropriate receptacles to dispose of tobacco products and waste.
3. All outdoor activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday and comply with all other noise requirements set forth by city code. Any outdoor entertainment or activity that is beyond the operation of regular restaurant services shall require a special event application issued by the city.
4. Lighting for the outdoor areas and rear entry shall be limited to down-lit fixtures and mounted to the building, unless otherwise approved by the city.
5. A solid fence, 8 feet in height, shall be installed along the east and west property lines, as delineated on the site plan, to screen the outdoor activity and dumpster enclosure from adjacent properties.
6. The outdoor seating area in the front of the building must be located within the property lines and be contained with a temporary barrier at least 4 feet in height when the outdoor area is in use. The barrier, as well as tables and chairs for this area, must be removed and stored within the building during non-business hours. The city and/or Washington County may require that a permanent barrier be installed in the future, as deemed appropriate for safety reasons.
7. The total outdoor seating capacity shall be limited to 24 patrons.
8. A combination of vegetation and/or sod shall be installed in all green areas delineated on the site plan. Landscaping improvements equal to 1% of total project cost are required.

9. Outdoor dining, seating, and consumption of liquor will not be allowed until all building and site improvements have been completed at the property, including but not limited to installation of the off-street parking, handicap accessible ramp and walkway, fencing, patio, sod/landscaping, and dumpster enclosure, and paving all impervious areas in the rear of the building with asphalt, concrete, or pavers of an equivalent material.
10. Three off-street parking stalls shall be maintained on site for employee and patron use, as well as the temporary loading and unloading of food service product, but shall not be utilized for storage or parking of food truck/catering vehicles associated with the business.
11. The property is zoned B-2 Central Business and shall be used only for commercial uses, as specified within this zoning district. Any proposed change to a conditional use within this zoning district shall require a conditional use permit.
12. The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP.

D. PLANNING COMMISSION ACTION

At its meeting on October 21, 2013 the Planning Commission discussed and held a public hearing on the application. A written comment was received prior to the meeting from a neighboring resident requesting that any outdoor entertainment or activity beyond the operation of regular restaurant services require a special event application approved by the city. Staff noted that this requirement has been included as a condition of approval for the CUP. Following discussion, the Planning Commission voted 3-0 to recommend approval of the application to the City Council, subject to the findings of fact and conditions of approval recommended by staff.

E. RECOMMENDATION

Staff recommends approval of a CUP to allow outdoor dining and seating, including consumption of liquor, in designated areas in the front and rear of the building, for up to 24 seats in conjunction with the restaurant/café to be located at 320 5th Avenue North. Staff also recommends approval of a variance to allow an expansion to the existing building with a 9' x 12' rear addition, at the existing setback, located on the property line. Suggested findings of fact and conditions of approval are stated in the staff report. City Council action on the application is requested.

TO: City of Bayport

**FROM: Olivier Vrambout for
Flanons, LLC dba L'Etoile du Nord Cafe
320 5th Ave. N.
Bayport, MN 55003**

RE: Conditional Use Permit

October, 1, 2013

To Whom It May Concern,

We are requesting the City of Bayport to approve two outside dining areas and an addition for the above mentioned property. The existing building and proposed areas are located within the commercial zone of the City. The building is under new ownership and is being completely remodeled. The former owner used the building for retail sales. The proposed use will be a cafe with onsite coffee roasting, L'Etoile du Nord Cafe. Our business hours will be Tuesday through Saturday, 7:00am-5:00pm.

Our plan is to provide outside dining areas, which will also serve beer and wine, on both the north (rear) and south (front) sides of the building. Both existing eating establishments adjacent to 320 5th Ave. N., as well as several others in the City, have similar designated areas. We feel the additional space will enhance our customer's enjoyment of the existing property, and bring additional revenue for our establishment, for the neighboring establishments, and in turn the City, County and State. Further, we feel the areas would be aesthetically pleasing and add to the charm of the Bayport community.

-The proposed area on the south (front) side would be sidewalk dining similar to one of the adjacent eating establishments referenced above, specifically La Cocinita. As the sidewalk is atypically broad on this City block alone, sidewalk dining has not, in the case of La Cocinita, been considered intrusive. The sidewalk directly in front of 320 5th Ave. N. is even broader yet, and therefore any potential sidewalk seating can only enhance the presence of our business and that of the adjacent businesses. This proposed area would provide no more than 9 outdoor seats.

-The proposed area on the north (rear) side of our building would be patio dining similar to the other adjacent eating establishment referenced above, specifically Bayport Barbeque. Our rear lot has been, and is presently, vacant and unsightly. Our proposed patio will provide immediate beautification of the surrounding areas, both the adjacent commercial parking areas and the neighboring residential areas abutting these parking areas. The proposed patio will provide ample green space with planted buffers and decorative landscaping. This area would provide no more than 15 seats.

Our plan also includes the construction of a small (9'x12') addition to the north (rear) facade to be used to house our coffee roaster, as the existing building size prohibits all but the essentials of a cafe business program. We have been roasting Fair

Trade coffees from around the world for five years, two years of which have been at another location within the Bayport city limits. We feel that bringing our coffee roasting business directly to our cafe location will further enhance our business and the business of our neighbors and provide a unique focal point to the City of Bayport. The coffee roasting will primarily be done outside of business hours, but the proposed building will include a "coffee bar", to allow patrons to sit at the service window to enjoy their coffee within sight of its source.

We believe this requested Conditional Use Permit, if granted, will promote significant aesthetic, economic and community enrichment for the City of Bayport as provided by L'Etoile du Nord Cafe.

Respectfully submitted,

Olivier

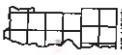


Olivier Vrambout
Owner
L'Etoile du Nord



ACTUAL TOPOGRAPHY OR WATERS

1000.00	1000.00	1000.00
1000.00	1000.00	1000.00
1000.00	1000.00	1000.00



SECTION IDENTIFIER

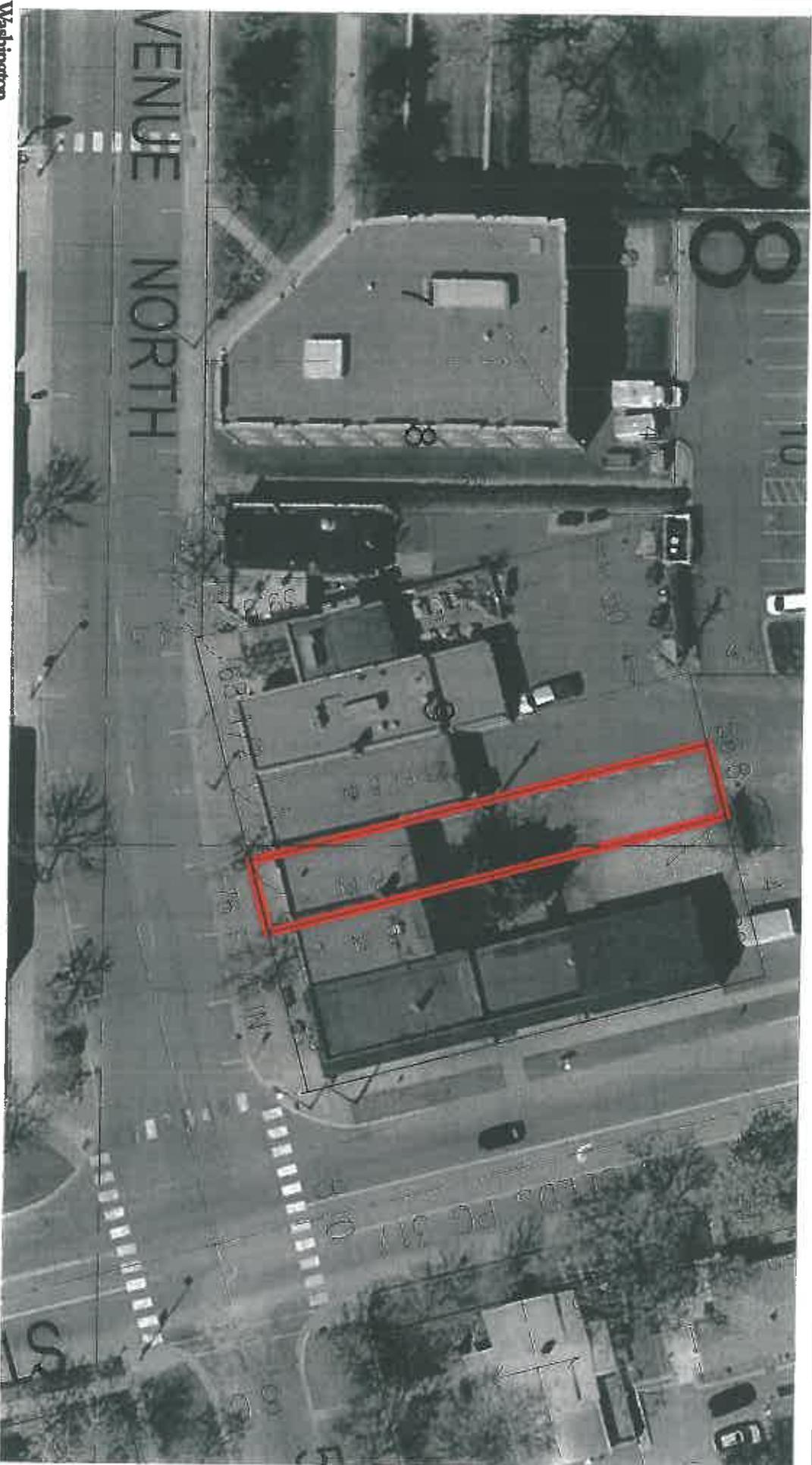
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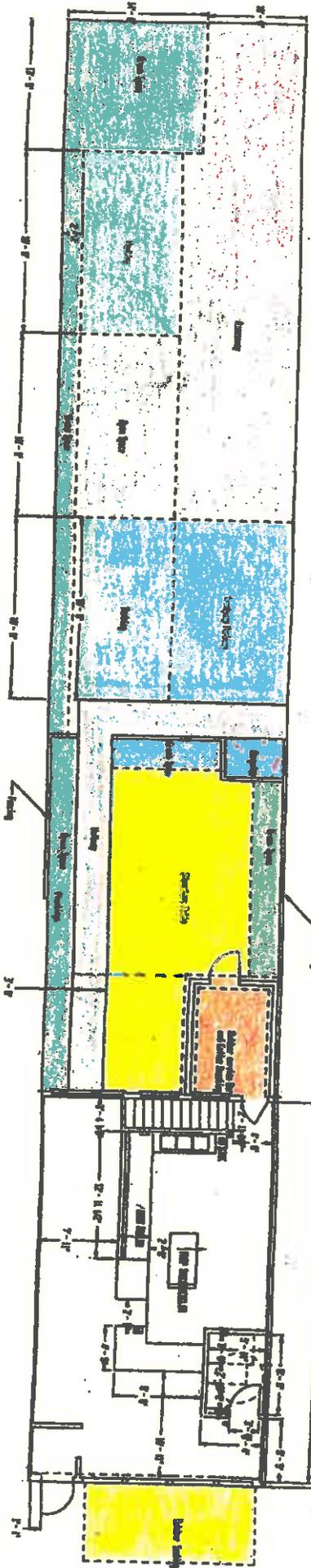
PROPERTY IDENTIFICATION NUMBER (SECTION)

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0000	0000	0000	0000
0000	0000	0000	0000

THIS DRAWING IS THE RESULT OF A COMPARISON AND RECONCILIATION OF LAND RECORDS AS THEY APPEAR IN WASHINGTON COUNTY OFFICE RECORDS. THE DRAWING IS NOT A GUARANTEE FOR ANY BOUNDARIES. PROPERTY LINES AS SHOWN ARE FOR REFERENCE PURPOSES AND MAY NOT REPRESENT ACTUAL BOUNDARIES.

DATE OF COMPILER: November 1, 2011 DATE OF PHOTOGRAPH: May 2010





PROPOSED SITE PLAN - 320 5TH AVENUE NORTH

- Outdoor seating areas
- Rear building addition
- Dumpster enclosure
- Planting/sod areas
- Off-street parking stalls
- Impervious drive aisles or walkways
- Existing building footprint

Lot Calculations

Lot area
 Minimum pervious (20%)
 Planting/sod areas
 Patio (50% pervious)
 Total pervious

Square Feet

3,600
 720
 533
 261
 794

1 SITE PLAN
 AT

RESOLUTION NO. 13-_____

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD NOVEMBER 4, 2013**

Pursuant to due call and notice therefore, the regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 4th day of November, 2013.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, On October 2, 2013, the city received a request from property owner Julia Kaemmer and applicant Olivier Vrambout for a conditional use permit (CUP) to allow outdoor dining/seating and consumption of liquor on patio areas in both the front and rear of the building, as well as a variance to allow a 9' x 12' rear addition to the existing building; and

WHEREAS, The Planning Commission held a public hearing on October 21, 2013 for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the CUP and variance to the City Council, with conditions; and

WHEREAS, The City Council considered and approved the application on November 4, 2013 at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

FINDINGS OF FACT

- A. The subject property is zoned B-2 Central Business. Restaurants and cafés are permitted uses in the B-2 Central Business District. However, any outdoor storage, use, or activity requires a CUP that specifies conditions under which outdoor use is permitted.
- B. The outdoor seating area in the front of the building will contain tables and chairs to accommodate up to 9 patrons for dining and consumption of beverages, including liquor and enclosed with a decorative temporary fence or barrier, erected daily, weather permitting. The outdoor seating area in the rear of the building will be located on a proposed bluestone patio, with tables and chairs to accommodate approximately 15 patrons for dining and consumption of beverages, including liquor.
- C. A majority of the parcels in the immediate vicinity of the subject property are zoned and used for commercial purposes, some of which include outdoor patio and activity areas. As such, allowing a CUP for this type of use is appropriate.
- D. The existing building, along with those adjacent to the subject property, was constructed on the property line. Therefore, it does not meet current setback requirements. A variance is required to allow the rear of the building to be expanded at the existing setback on the property line.

- E. The property and building are similar to many properties in the city in that they both existed prior to the adoption of the city's zoning code. As such, city code recognizes that the building may not meet current setback requirements and the property may not be able to meet current design and performance standards that are required for new lots or structures and allows some flexibility, as long as improvements do not increase non-conformity with current code.
- F. Minnesota Statutes 462.357. Subd 6.(2) states in part that "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variances are consistent with the comprehensive plan. Variances may be granted when the applicant establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties."
- G. The proposed expansion to the rear of the building is both reasonable and minimal, to facilitate use of the property as a restaurant/café and the setback and depth of the addition will be similar to adjacent commercial buildings. As such, a variance to allow the 9' x 12' rear addition is appropriate.
- H. The proposed uses are consistent with the city's zoning and comprehensive land use plan.
- I. The Planning Commission held a public hearing on the application and unanimously recommended approval of the request to the City Council, subject to the conditions recommended by staff and additional conditions specified by the Planning Commission.
- J. Based on paragraphs (A)-(I) above, the City Council finds it in the best interest of the city to approve the requested CUP and variance.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain that the application for the CUP and variance is approved, subject to the conditions below and based on findings of fact above:

1. Outdoor activity shall be limited to dining, seating, smoking of tobacco, consumption of beverages, including liquor, and shall conform to the areas delineated on the site plan hereby attached to this resolution and be contained within the appropriate fenced areas at all times. All sales related to the restaurant/café use shall be contained inside the building.
2. The outdoor areas shall contain appropriate receptacles to dispose of tobacco products and waste.
3. All outdoor activity must cease by 10:00 p.m. Sunday – Thursday and 12:00 a.m. Friday and Saturday and comply with all other noise requirements set forth by city code. Any outdoor entertainment or activity that is beyond the operation of regular restaurant services shall require a special event application issued by the city.
4. Lighting for the outdoor areas and rear entry shall be limited to down-lit fixtures and mounted to the building, unless otherwise approved by the city.
5. A solid fence, 8 feet in height, shall be installed along the east and west property lines, as delineated on the site plan, to screen the outdoor activity and dumpster enclosure from adjacent properties.

6. The outdoor seating area in the front of the building must be located within the property lines and be contained with a temporary barrier at least 4 feet in height when the outdoor area is in use. The barrier, as well as tables and chairs for this area, must be removed and stored within the building during non-business hours. The city and/or Washington County may require that a permanent barrier be installed in the future, as deemed appropriate for safety reasons.
7. The total outdoor seating capacity shall be limited to 24 patrons.
8. A combination of vegetation and/or sod shall be installed in all green areas delineated on the site plan. Landscaping improvements equal to 1% of total project cost are required.
9. Outdoor dining, seating, and consumption of liquor will not be allowed until all building and site improvements have been completed at the property, including but not limited to installation of the off-street parking, handicap accessible ramp and walkway, fencing, patio, sod/landscaping, and dumpster enclosure, and paving all impervious areas in the rear of the building with asphalt, concrete, or pavers of an equivalent material.
10. Three off-street parking stalls shall be maintained on site for employee and patron use, as well as the temporary loading and unloading of food service products, but shall not be utilized for storage or parking of food truck/catering vehicles associated with the business.
11. The property is zoned B-2 Central Business and shall be used only for commercial uses, as specified within this zoning district. Any proposed change to the existing conditional use permit shall require an amendment approved by the city.
12. The CUP may be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP.

The record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits presented, together with the discussion of the City Council regarding the matters described herein, are made a part of the record of these proceedings.

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

WHEREUPON, said Resolution was declared duly passed, 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 November, 2013.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor



PROPOSED SITE PLAN - 320 5TH AVENUE NORTH

- Outdoor seating areas
- Dumpster enclosure
- Off-street parking stalls
- Existing building footprint
- Rear building addition
- Planting/sod areas
- Impervious drive aisles or walkways

Lot Calculations

Lot area	3,600
Minimum pervious (20%)	720
Planting/sod areas	533
Patio (50% pervious)	261
Total pervious	794

① SITE PLAN
AL



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

Date: October 28, 2013
To: Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
Subject: Fee schedule updates for 2014

BACKGROUND

Staff reviews the City's established fee schedule on an annual basis for changes and updates. Staff's proposed deletions are indicated in ~~strike through~~ and additions are indicated in **red** on the attached draft. Please be advised that a majority of the proposed changes serve the purpose of simplifying or clarifying fee descriptions, with only a few minor modifications proposed to actual fee amounts due to increased administrative costs and other varying factors, including the addition of sales tax to some items.

Staff will provide a brief explanation of the recommended changes to the fee schedule at the meeting.

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the updates to the city's fee schedule, for fees payable January 1, 2014.

ORDINANCE NO. _____

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

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:

DELETIONS ARE INDICATED IN STRIKETHROUGH AND ADDITIONS IN RED.

Description	Fee
<i>Administration Department – License fees</i>	
Adult use license	\$10,000.00 /yr
Adult use investigation fee	\$1,500.00
Commercial / residential refuse hauler license	\$200.00/yr
Fireworks - sale of consumer fireworks	\$350.00 for exclusive license \$100.00 for non-exclusive license
Fireworks – public outdoor display permit	\$100.00
Gambling – license fee for gambling exempt under Minnesota Statutes 349.166	\$100.00 /yr
Gambling - investigation fee or renewing premises permit	\$100.00
Gambling proceeds	10%
Liquor - off-sale liquor	\$240.00
Liquor - on-sale liquor	\$2,000.00 /yr
Liquor - on-sale temporary (1-4 days)	\$50.00 /day
Liquor - Sunday	\$200.00 /yr
Liquor - on-sale club	\$300.00
Liquor – 3.2% malt liquor (on or off sale)	\$100.00 /yr
Liquor – on sale wine only	\$1,000.00
Liquor, wine, tavern investigation - in state last 10 years	\$500.00
Liquor, wine, tavern investigation – out of state	\$2,000.00 + cost incurred (\$10,000.00 max.)
Pawnbroker / secondhand dealer license	\$100.00 /yr
Pawnbroker investigation - in state last 10 years	\$3,000.00
Pawnbroker investigation - out of state in last 10 years	actual cost (\$10,000.00 max.)
Pawnbroker investigation – new manager	\$500.00
Pawnbroker transaction fee	\$2.00 per transaction
Peddler / solicitor license	\$30.00/person
Tobacco (over the counter only)	\$250.00 /yr
<i>Administration Department - General fees</i>	
Admin. charge for Tree removal	cost incurred, plus 10% for city overhead administrative costs

Admin. charge for Weed cutting / debris removal / etc.	cost incurred, plus 10% for city overhead administrative costs
Admin. charge to certify or assess charges to a property (under the 444 or 429 process)	\$25.00
Admin. charge for late payment of quarterly utility bill	\$5.00
Admin. charge for special assessment deferment application	\$50.00 + cost incurred
Charges for miscellaneous city department services	cost incurred
Cemetery - sale of single grave	\$800.00
Cemetery - sale of single cremains grave	\$400.00
Cemetery - open and close grave (casket)	\$700.00
Cemetery - open and close grave (casket for infant)	\$400.00
Cemetery - open and close grave (cremains)	\$300.00
Cemetery - additional charge for winter burial of casket	\$500.00
Cemetery - additional charge for winter burial of cremains	\$250.00
Cemetery - additional charge for Saturday burial	\$200.00
Cemetery - set single flat headstone	\$100.00
Cemetery - reset single flat headstone	\$50.00
Cemetery - set double flat headstone	\$150.00
Cemetery - reset double flat headstone	\$75.00
Cemetery - set urn holder post in cement	\$75.00
Cemetery - transfer of title (per gravesite)	\$15.00
Cemetery - marking headstone location (non-veteran)	\$75.00
Cemetery - headstone deposit	\$400.00 \$500.00
Comprehensive plan / zoning code / subdivision ord. - copy	\$15.00
Filing for election - affidavit of candidacy application	\$2.00
Fines - liquor violation-first in 12 months	\$500.00
Fines - liquor violation-second in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - liquor violation-third in 12 months (subject to suspension or revocation by City Council)	\$2,000.00
Fines - liquor violation-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Fines - tobacco violations-first in 12 months	\$250.00
Fines - tobacco violations-second in 12 months (subject to suspension or revocation by City Council)	\$500.00
Fines - tobacco violations-third in 12 months (subject to suspension or revocation by City Council)	\$1,000.00
Fines - tobacco violations-fourth in 12 months (subject to suspension or revocation by City Council)	discretion of City Council
Map - City streets (11x17 max.) - black and white only	\$2.00

Map - Zoning (11x17 max.) - color	\$3.00
Map - Flood (11x17 max.) - color	\$3.00
Notary – Not city business related	\$1.00
Park usage damage deposit	Maximum of up to \$500.00 per discretion of city staff
Park usage fees for facilities, fields and courts (see below)	
Additional trash receptacles, barricades (includes city pick-up/delivery)	\$10.00 each
Additional picnic tables (includes city pick-up/delivery)	\$25.00 each
Barker's Alps ball field(s) – north #1 and south #2	\$5.00 per day, with a seasonal maximum of up to \$100.00
Lakeside Park / Perro Park ball field	\$5.00 per day, with a seasonal maximum of up to \$50.00
Lakeside Park volleyball court	\$10.00 per day
Perro Park tennis court(s)	\$10.00 per day
Barker's Alps soccer field	\$5.00 per day, with a seasonal maximum of up to \$100.00
Park usage / picnic shelter reservation fee for residents – 100 people or less	First shelter –no charge \$25.00 each additional shelter
Park usage fee / picnic shelter reservation for residents – 101 to 250 people (includes up to four shelters)	\$150.00
Park usage fee / picnic shelter reservation for residents – 251 to 500 people (includes all four shelters)	\$500.00
Park usage fee / picnic shelter reservation for residents – 501 people or more (includes all four shelters)	\$1,000.00
Park usage fee and picnic shelter reservation for non-residents – 100 people or less	\$75.00 per shelter
Park usage fee and picnic shelter reservation for non-residents – 101 to 250 people (includes up to four shelters)	\$350.00
Park usage fee and picnic shelter reservation for non-residents – 251 to 500 people (includes all four shelters)	\$700.00
Park usage fee and picnic shelter reservation for non-residents – 501 people or more (includes all four shelters)	\$1,500.00
Park usage fee and beach house interior reservation for residents – Any 6 hour block of time on Monday through Thursday	\$50.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for residents – Any 6 hour block of time on Friday through Sunday	\$75.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for non-residents – Any 6 hour block of time on Monday through Thursday	\$150.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Park usage fee and beach house interior reservation for non-residents – Any 6 hour block of time on Friday through Sunday	\$200.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee
Parking fee – daily rate for vehicles with boat trailers	\$10.00
Parking permit – annual resident sticker for vehicles with boat trailers	\$25.00
Photocopies (8.5 x 11) – black and white (4 or more pages)	\$0.25 per page
Photocopies (11 x 17) – black and white	\$0.50 per page

Photocopies (8.5 x 11) – color	\$0.50 per page
Photocopies (11 x 17) – color	\$1.00 per page
Photocopies – electronic scan (4 or more pages)	\$0.25 per page
Recording fee for official city documents	\$50.00
Returned checks	\$35.00
Small bird/fowl permit	\$25.00/yr
Special assessment search	\$30.00
Special event application – private individual or for-profit organization	\$50.00
Special event application – public entity or non-profit organization	\$15.00
Utility rate for commercial/industrial sewer – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial sewer – 1,001 to 100,000 gal	\$4.65 per 1,000 gal
Utility rate for commercial/industrial sewer – 100,001 to 300,000 gal	\$5.05 per 1,000 gal
Utility rate for commercial/industrial sewer – over 300,000 gal	\$7.55 per 1,000 gal
Utility rate for residential sewer – up to 1,000 gal	\$10.00
Utility rate for residential sewer – each additional 1,000 gal	\$4.05 per 1,000 gal
Utility rate for commercial/industrial water – up to 1,000 gal	\$10.00
Utility rate for commercial/industrial water – 1,001 to 100,000 gal	\$4.08 per 1,000 gal
Utility rate for commercial/industrial water – 100,001 to 300,000 gal	\$5.08 per 1,000 gal
Utility rate for commercial/industrial water – over 300,000 gal	\$7.08 per 1,000 gal
Utility rate for residential water – up to 1,000 gal	\$10.00
Utility rate for residential water – 1,001 to 25,000 gal	\$4.08 per 1,000 gal
Utility rate for residential water – over 25,000 gal	\$5.08 per 1,000 gal
Warming house reservation	\$25.00 per hour
<u>Engineering/Public Works Department</u>	
Engineering plan review	cost incurred \$250.00
Equipment usage	Per FEMA equipment schedule + labor costs incurred
Inflow / infiltration compliance surcharge - commercial	\$500.00 per month
Inflow / infiltration compliance surcharge - residential	\$100.00 per month
Permitted encroachment application	\$250.00
Right-of-way excavation, obstruction, or utility work permit (includes inspections)	\$250.00 \$300.00 + state bond or \$1,000.00 escrow and any other costs incurred
Right-of-way permit inspection	\$50.00
Sewer connection/access charge (includes inspections)	\$800.00 per unit
Water Connection/access charge – with SAC Assessments (plus cost of meter)	\$1,200.00 per unit

Water Connection/access charge—irrigation systems or without SAC assessment	
Up to 1 inch (plus cost of meter)	\$1,200.00 per unit
1 inch meter (plus cost of meter)	\$2,000.00 per unit
1 ½ inch meter (plus cost of meter)	\$4,000.00 per unit
Water hydrant access charge and water usage	\$35.00 + cost incurred for water
Water meter – up to 1 inch (includes inspections)	\$350.00
Water meter – greater than 1 inch	cost incurred
Water turn off and on – during city business hours	\$30.00
Water turn off and on – during non-city business hours	\$100.00
Water - tap charge	\$300.00
Water / Sewer meter remote button installation or reconnection	\$50.00
Trunk area charge – sanitary sewer	\$1,000.00/acre
Trunk area charge – water system	\$1,200.00/acre
Trunk area charge – storm sewer with on site ponding	\$1,000.00/acre
Trunk area charge – storm sewer without on site ponding	\$3,000.00/acre
<i>Fire Department</i>	
Burning permit	\$ 20.00
Incident Fire Reports	\$ 25.00
Inspection fee – Fire suppression system (includes up to three inspections)	\$250.00, plus \$75.00 per additional inspection
Inspection fee – Commercial (cooking) hood fire suppression system	\$75.00
Rental Use of engine/tanker for mutual aid	\$ 250.00/hr
Rental Use of fire chief for mutual aid	\$ 75.00/hr
Rental Use of fire engine for mutual aid	\$ 250.00/hr
Rental Use of grass fire vehicle for mutual aid	\$ 125.00/hr
Rental Use of ladder truck for mutual aid	\$ 350.00/hr
Rental Use of light rescue for mutual aid	\$ 125.00/hr
Rental Use of special rescue for mutual aid	\$ 250.00/hr
Rental Use of tanker for mutual aid	\$ 200.00/hr
Rental Use of utility vehicle for mutual aid	\$ 75.00/hr
<i>Planning and Zoning Department</i>	
Conditional use	\$250.00 + 500.00 escrow
Interim conditional use	\$125.00 + 500.00 escrow
Minor subdivision (lot division/combination)	\$250.00 + 500.00 escrow
Planned unit development (includes fees for rezoning, site plan review, variance)	\$650.00 + 2,500.00 escrow

Plat	\$300.00 + 50.00 per lot over two
Rezoning	\$500.00 + 1,000.00 escrow
Variance	\$150.00 \$250.00 + 300.00 escrow
Comprehensive plan amendment	\$300.00 + 500.00 escrow
Environmental assessment worksheet	\$200.00 + cost incurred
Park dedication – commercial/industrial (per single family equivalent)	\$1,000.00
Park dedication – per residential unit	\$1,000.00
Site plan review/concept review	\$300.00 + escrow
Telecommunication towers-application fee	\$250.00 + 500.00 escrow
Vacations	\$250.00 + 500.00 escrow
<i>Police Department</i>	
Animal – dangerous dog registration	\$500.00
Animal – dog or cat license-spayed/neutered when rabies shot expires	\$10.00/yr
Animal – dog or cat license-unspayed when rabies shot expires	\$20.00/yr
Animal – kennel license-1-4 animals	\$400.00
Animal – kennel license-5+ animals	\$400.00 + 75.00 per animal
Animal – failure to license	\$125.00
Animal – impound	\$200.00
Audio, video, photo, CD/DVD	\$25.00
Fingerprinting	\$20.00
Forfeiture/junk/abandoned vehicle – Administrative handling fee	\$250.00 per vehicle
Forfeiture/junk/abandoned vehicle – Impound storage fee (1-30 days)	\$100.00 per vehicle
Police report (4 or more pages)	\$0.25 per page
State accident reports (4 or more pages)	\$0.25 per page
Vacant building registration fee	\$500.00/yr
<i>Building Department</i>	
Vacant building registration fee	\$500.00/yr
Building permit fees (based on total valuation):	
\$1.00 to \$500.00	\$25.00, plus state surcharge
\$501.00 to \$2,000.00	\$25.00 for the first \$500.00, plus \$3.25 for each additional \$100.00, including \$2,000.00, plus state surcharge

\$2,001.00 to \$25,000.00	\$73.75 for the first \$2,000.00, plus \$14.75 for each additional \$1,000.00, including \$25,000.00, plus state surcharge
\$25,001.00 to \$50,000.00	\$413.00 for the first \$25,000.00, plus \$10.75 for each additional \$1,000.00, including \$50,000.00, plus state surcharge
\$50,001.00 to \$100,000.00	\$681.75 for the first \$50,000.00, plus \$7.50 for each additional \$1,000.00, including \$100,000.00 plus state surcharge
\$100,001.00 to \$500,000.00	\$1,056.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, including \$500,000.00 plus state surcharge
\$500,001.00 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00, plus \$5.00 for each additional \$1,000.00, including \$1,000,000.00, plus state surcharge
\$1,000,001.00 and up	\$5,956.75 for the first \$1,000,000.00, plus \$4.00 for each additional \$1,000.00, plus state surcharge
<i>Determination of valuation: Determination of value or valuation under any provisions of the adopted building code(s) shall be made by the building official. The value to be used in computing permit and plan review fee shall be the total of all construction work for which the permit is issued.</i>	
EPA license verification fee	\$5.00
Other building inspections and fees:	
Inspections outside of normal business hours	\$63.75 per hour*
Reinspection fees	\$63.75 per hour*
Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$63.75 per hour*
Additional plan review required by changes, additions or revisions to plans	\$63.75 per hour*
For use of outside consultants for plan checking and inspections or both	actual costs**
Plan review fee	65% of building permit fee
Additional plan review – similar plans	25% of building permit fee
Minor improvements per Minnesota Statutes 16B.655 (no modifications to electric/gas service, total cost of \$500.00 or less, excluding the fixture or appliance, and work is done by homeowner or licensed contractor)	5% of the cost of improvements, installation, or replacement, or \$15.00, whichever is greater, plus \$5.00 state surcharge

License fees: General contractor	\$100.00 commercial (residential require a state contractor license)
Specialty contractor	\$50.00
Excavation/grading permit fee: Grading/land disturbance permit	Per building permit fee schedule, based on project valuation, plus state surcharge
Mechanical permit fees: Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$5.00 state surcharge
Residential	\$75.00, plus \$5.00 state surcharge
Plumbing permit fees: Commercial/Industrial	1% of contract price***, with a minimum of \$75.00, plus \$5.00 state surcharge
Residential	\$75.00, plus \$5.00 state surcharge, and \$50.00 sewer/water repair inspection fee (if applicable)
Service availability charge (SAC) to Metropolitan Council to connect to the metropolitan wastewater system	\$2,435.00 \$2,485.00 per unit
Sign permit fees: Permanent	\$30.00 + 0.50 per sq. ft.
Temporary	\$25.00 per week
Vegetative cutting within River Bluffland and Shoreland Zoning District permit fee:	\$50.00
* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	
** Actual costs include administrative and overhead costs.	
*** Contract price shall be defined as the fair market value of all materials and labor reasonably incurred for the installation, repair or alteration of plumbing equipment or by building official using the May 2011 Building Valuation Data as determined by the MN State Building Codes and Standards.	

This ordinance was adopted by the City Council on November 4, 2013 and shall become effective when it is published according to law, for fees payable for 2014.

Logan Martin, City Administrator

Susan St. Ores, Mayor

Ordinance Summary No. _____

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

On November 4, 2013, the City of Bayport adopted an ordinance amending Appendix D of the City's Code of Ordinances in order to update fees, rates, and charges the city may impose for specific materials, licenses, permits, and services provided by the city, effective January 1, 2014. 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: October 28, 2013
TO: Honorable Mayor and City Council
FROM: Logan Martin, City Administrator
RE: Renewal of Xcel Energy franchise fees

BACKGROUND

In February 2011, the City began collecting a franchise fee on all gas and electric utility accounts in coordination with Xcel Energy. This fee is imposed on all commercial, industrial, and residential properties at various rates as a part of the property's monthly utility billing (see attached ordinance for fee schedule). Since collection began in 2011, the City has been receiving an average annual collection of approximately \$50,000. Xcel is proposing no changes to the franchise fee structure or the overall language of the agreement.

The current agreement sunsets on December 31, 2013, and Xcel is proposing an extension of the franchise fee agreement. The City retains the ability to amend the franchise fees as it sees fit throughout the term of the franchise agreement, which expires in 2028, via the annual creation of the City's fee schedule.

City Attorney Pratt has reviewed the franchise fee renewals and is comfortable with the language as presented. The attached fee ordinances will be codified and re-numbered to fit within our ordinance numbering system.

RECOMMENDATION

Staff recommends renewal of Xcel Energy Gas and Electric Franchise Fee agreements effective January 1, 2014.

Attachments: Draft gas and electric franchise fee ordinances

ORDINANCE NO. _____

AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS SERVICE WITHIN THE CITY OF BAYPORT.

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES ORDAIN:

SECTION 1. The City of Bayport Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subdivision 1. Purpose. The Bayport City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas services within the City of Bayport.

- (a) Pursuant to City Ordinance 798, a Franchise Agreement between the City of Bayport and Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Northern States Power Company Franchise and in the fee schedule attached hereto as Schedule A.

Subdivision 2. Franchise Fee Statement. A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its gas franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Xcel Energy January, 2014 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

Subdivision 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

Subdivision 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow Company to add a surcharge to customer rates of city residents to reimburse Company for the cost of the fee.

Subdivision 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subdivision 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Ordinance to Xcel Energy by certified mail. Collection of the fee shall commence as provided in above.

Passed and approved: November 4, 2013.

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator

SEAL

SCHEDULE A

Franchise Fee Rates:

Gas Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Fee Per Premise Per Month</u>
Residential	\$ 1.25
Commercial Firm Non-Demand	\$10.00
Commercial Firm Demand	\$25.00
Small Interruptible	\$10.00
Medium and Large Interruptible	\$50.00
Firm Transportation	\$10.00
Interruptible Transportation	\$10.00

Franchise fees are to be collected by the Utility at the rate listed below, and submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.

ORDINANCE NO. _____

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF BAYPORT.

THE CITY COUNCIL OF THE CITY OF BAYPORT DOES ORDAIN:

SECTION 1. The City of Bayport Municipal Code is hereby amended to include reference to the following Special Ordinance.

Subdivision 1. Purpose. The Bayport City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City of Bayport.

- (a) Pursuant to City Ordinance 799, a Franchise Agreement between the City of Bayport and Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Northern States Power Company Franchise and in the fee schedule attached hereto as Schedule A.

Subdivision 2. Franchise Fee Statement. A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its electric franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Xcel Energy January, 2014 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

Subdivision 3. Payment. The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

Subdivision 4. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow Company to add a surcharge to customer rates of city residents to reimburse Company for the cost of the fee.

Subdivision 5. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subdivision 6. Effective Date of Franchise Fee. The effective date of this Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Ordinance to Xcel Energy by certified mail. Collection of the fee shall commence as provided above.

Passed and approved: November 4, 2013.

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator

SEAL

SCHEDULE A

Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Fee Per Premise Per Month</u>
Residential	\$ 1.50
Sm C & I – Non-Dem	\$ 3.00
Sm C & I – Demand	\$25.00
Large C & I	\$50.00
Public Street Ltg	\$ 3.00
Muni Pumping –N/D	\$ 3.00
Muni Pumping – Dem	\$25.00

Franchise fees are to be collected by the Utility at the rate listed below, and submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.

Ordinance Summaries No. _____ and _____

**ORDINANCES OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING CHAPTER 58 - UTILITIES, ARTICLE 7 AND ARTICLE 8 OF THE BAYPORT
CITY CODE TO RENEW ELECTRIC AND GAS SERVICE FRANCHISE FEES**

On November 4, 2013, the City of Bayport adopted ordinances amending Chapter 58 of its Code of Ordinances, renewing electric and gas service franchise fees to be imposed on those public utility companies that provide services within the city. The franchise fees are to be in an amount determined by applying a set fee schedule per customer premise/per month. The ordinance also specifies terms of payment and collection. A printed copy of the ordinances is available for inspection during regular City Hall office hours or electronic mail.