

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
December 7, 2015**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. November recycling award recipient is Joel Carlson who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 11

- | | |
|---|----|
| 1. November 2, 2015 City Council regular meeting minutes | 1 |
| 2. November payables and receipts (check numbers 006438-006558) | 2 |
| 3. November building, plumbing and mechanical permits report | 3 |
| 4. Non-union employee holidays for 2016 | 4 |
| 5. Liquor and tobacco license renewals for 2016 | 5 |
| 6. Reappointment of Mary Ostertag to the Library Board | 6 |
| 7. Reappointment of Elizabeth Kelly and John Dahl to the Planning Commission | 7 |
| 8. Renewal of employee health and dental insurance policies | 8 |
| 9. Budgeted fund transfers for 2015 | 9 |
| 10. Amendment to the Inspiration Master Developer's Agreement to acknowledge obligation for completion of open space restoration by Mattamy Homes | 10 |
| 11. Request to release letter of credit for completion of obligations within the Inspiration Master Developer's Agreement by Inspiration Holdings LLC | 11 |

PUBLIC HEARINGS

- | | |
|--|----|
| 1. Certification of past due waste collection and water/sewer to 2016 property taxes | 12 |
|--|----|

PUBLIC INPUT [TRUTH IN TAXATION] ON 2016 CITY BUDGET AND LEVY

13

1. Discuss and consider a resolution adopting the 2016 tax levy

- 2. Discuss and consider a resolution adopting the 2016 budget
- 3. Discuss and consider a resolution adopting the 2016 capital improvement plan (CIP)

UNFINISHED BUSINESS

NEW BUSINESS

- 1. Consider the 2016-2018 labor agreement with Law Enforcement Labor Services, Inc., Local Public Employee Union #226 for the Police Department 14
- 2. Consider the 2016-2018 labor agreement with Minnesota Teamsters Local Public Employee Union #320 for the Public Works Department 15
- 3. Consider amending Chapter 14 – Animals of the Bayport City Code of Ordinances 16
- 4. Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances 17
- 5. Consider appointments, designations, and City Council liaison assignments for 2016 18
- 6. Consider City Council regular meeting and workshop dates for 2016 19

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CITY COUNCIL ITEMS AND ANNOUNCEMENTS

ADJOURNMENT

RESOLUTION NO. 15-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD DECEMBER 7, 2015**

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 7th day of December 2015 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 1-11 FROM THE
DECEMBER 7, 2015 CITY COUNCIL AGENDA**

1. November 2, 2015 City Council regular meeting minutes
2. November payables and receipts (check numbers 006438-006558)
3. November building, plumbing and mechanical permits report
4. Non-union employee holidays for 2016
5. Liquor and tobacco license renewals for 2016
6. Reappointment of Mary Ostertag to the Library Board
7. Reappointment of Elizabeth Kelly and John Dahl to the Planning Commission
8. Renewal of employee health and dental insurance policies
9. Budgeted fund transfers for 2015
10. Amendment to the Inspiration Master Developer's Agreement to acknowledge obligation for completion of open space restoration by Mattamy Homes
11. Request to release letter of credit for completion of obligations within the Inspiration Master Developer's Agreement by Inspiration Holdings LLC

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

Susan St. Ores –
Connie Carlson –
Michele Hanson –

Dan Goldston –
Patrick McGann –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 7th day of December 2015.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 2, 2015
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of November 2, 2015 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, Fire Chief Allen Eisinger, Public Works Supervisor Mel Horak, City Engineer John Parotti, City Attorney Andy Pratt, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

Administrator Martin stated that new business item #1, *Consider issuance of a new off-sale liquor license for the retail establishment located at 102 3rd Street North*, is being removed from the agenda, as requested by the applicant. It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the revised November 2, 2015 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. Mayor St. Ores recognized Don Hoye, Lisa Eldred and Darryl Germain for their winning entries in the *Focus on Bayport* photo contest. The winners received a certificate and Best Buy gift card.
2. Mayor St. Ores reminded residents that the Lighting of the Village Green is set for Wednesday, December 2, 2015, from 6:00-8:00 p.m.

OPEN FORUM

1. Washington County Commissioner Gary Kriesel updated the City Council on efforts to improve the safety of the intersection at Osgood Avenue and County Road 14, after railroad work at the crossing resulted in uneven and unsafe pavement. Temporary stop signs were placed and Washington County is working with the railroad to correct the situation, but there is no easy or quick permanent solution. He also said major improvements to Stagecoach Trail are scheduled for 2017, after the new bridge project is completed.
2. State Senator Karin Housley provided an update on the Legislature's next session that is expected to be shorter than normal to accommodate the move to the new Senate office building. She noted that students from a Stillwater Area High School government studies class were in attendance at tonight's meeting.
3. Commissioner Kriesel and Senator Housley both recognized outgoing Fire Chief Mark Swenson for his 26 years of public service on the Bayport Fire Department. Mark was honored at a party prior to the City Council meeting.

CONSENT AGENDA

Mayor St. Ores read items 1-9 on the consent agenda.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 15-29

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-9 FROM THE
NOVEMBER 2, 2015 CITY COUNCIL AGENDA**

1. October 5, 2015 City Council regular meeting minutes

2. October payables and receipts (check numbers 006323-006437)
3. October building, plumbing and mechanical permits report
4. Special event application from Cub Scout Pack 113 for wreath sale at Village Green Park on Saturday, November 21, 2015
5. Special event application from Andersen Corporation for 2016 Quarter Century Club picnic at Lakeside Park on Friday and Saturday, August 12 and 13, 2016
6. Snow removal agreement with MnDOT for Trunk Highway 95
7. Pay application #5 from Kraus Anderson and subcontractors for Fire Hall construction
8. Pay application #6 from Siegfried Construction for Perro Park improvements
9. Special event application from American Cancer Society for Bark for Life fundraising event at Barker's Alps Park on Saturday, May 14, 2016

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

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

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

Consider amending Chapter 18 – Buildings and Buildings Regulations, Article II. Building Code of the Bayport City Code of Ordinances, to reflect perpetual adoption of the Minnesota State Building Code: Assistant

Administrator Taylor explained the state recently adopted new regulations for the application, administration and enforcement of codes for buildings and/or structures and the city is required to amend our local ordinance to adopt these codes. At this time, the state is recommending that cities include language in local ordinances to allow for the perpetual adoption of state building codes by reference, which would eliminate the need to amend our city code of ordinances each time the state building code is revised. Staff recommended adoption of the draft ordinance amending Chapter 18 of the Bayport City Code of Ordinances to include perpetual adoption of the Minnesota State Building Code.

Councilmember Carlson introduced the following ordinance and moved its adoption:

Ordinance #846

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA AMENDING CHAPTER 18 – BUILDINGS AND BUILDING REGULATIONS, ARTICLE II. BUILDING CODE, OF THE BAYPORT CITY CODE, PERPETUALLY ADOPTING THE MOST CURRENT EDITION OF THE MINNESOTA STATE BUILDING CODE, WITH THE EXCEPTION OF THE OPTIONAL APPENDIX CHAPTERS UNLESS SPECIFICALLY ADOPTED HEREIN, WHICH PROVIDES FOR THE APPLICATION, ADMINISTRATION, AND ENFORCEMENT OF THE MINNESOTA STATE BUILDING CODE BY REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA, AND MAINTENANCE OF ALL BUILDINGS AND/OR STRUCTURES; PROVIDES FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREOF; PROVIDES PENALTIES FOR VIOLATION THEREOF; AND REPEALS ALL ORDINANCES AND PARTS OF ORDINANCES THAT CONFLICT THEREWITH.

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

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

Consider authorization to solicit quotes and proceed with an assessment of the existing Fire Hall building for potential reuse option: Administrator Martin reviewed a proposal to solicit quotes for a feasibility study on the reuse of the current Fire Hall to assist the City Council in considering options for the structure when the Fire Department moves to its new building next year. A study is estimated to cost between \$5,000-\$7,000, and staff recommended a not-to-exceed amount of \$7,000, should the City Council proceed with the study that would be done by an architectural or engineering firm. Staff is also soliciting options from residents, as well as corporate and business partners in the region that may be seeking additional space. Options would be considered at a City Council workshop in December, at which time a “top five” idea list could be generated. Discussion followed on the timing of engaging a feasibility assessment consultant. Administrator Martin said the study would provide an analysis of the overall health of the structure, including heating, ventilation, air conditioning and electrical systems, updated costs of repairs to prepare the building for reuse, and an assessment of how the space could be repurposed. A feasibility study would also be a useful tool when discussing options with potential partners or buyers. The general consensus of the City Council was to take time to solicit and discuss reuse options prior to authorizing a feasibility study. It was suggested to proceed with a property assessment inspection to confirm estimated repair costs required, which would help with the decision-making process. Staff was directed to have the inspection completed in time to review the results at the December workshop.

Update on demolition and redevelopment of the property located at 169 3rd Street North: Administrator Martin reported quotes were received this morning for the demolition of the building at 169 3rd Street North as part of the process to redevelop the property into a municipal parking lot. Quotes ranged from a low of \$15,279 to \$33,197. Staff finds the low quote acceptable, although it is slightly over the \$15,000 approved by the City Council in October for the work. The quotes will be made public after the quoting firms have been notified and confirmed. The project will be completed by December 25, 2015, after which the city’s environmental consultant will perform additional soil borings to eliminate the presence of any contamination and assure the soil structure can support future construction plans. The sale will be finalized upon satisfactory conclusion of the soil sampling. It is anticipated the City Council will refine the design for the new municipal parking lot over the winter, with the goal of completing the project next spring or early summer. In response to citizen input on the possibility of retaining the charm and character of the current building, Councilmember McGann reiterated that the city has verified the building has no historical significance and it would be financially imprudent to restore the structure. Administrator Martin added that a 2012 commercial appraisal listed the building value at approximately \$4,600, thus the majority of the property’s value exists in the land itself. The current owner has been working with interested parties to repurpose some of the building signage.

COUNCIL LIAISON REPORTS

Councilmember Carlson reported on the October 22, 2015 Library Board meeting, where the new Library Director Jill Smith reviewed her plans and ideas for the library going forward. Library staff is planning a meet and greet with the new director in conjunction with the Lighting of the Village Green on December 2. The next meeting of the Library Board is scheduled for November 19, 2015, 6:00 p.m., at the library.

Mayor St. Ores reviewed the recent Middle St. Croix Watershed Management meeting and Lower St. Croix Alliance meeting. The Washington County Sheriff’s Department encouraged residents to track delivery of their online purchases whenever possible, to prevent theft of packages from a doorstep.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger said that October is recognized as Fire Prevention Month and he reviewed the department’s activities, including the Public Safety Open House on Halloween. He reported the call volume through the third quarter was 941, which is an increase of 51 calls from 2014. Chief Eisinger praised the Red Cross for their response at a 12-unit structure fire, where three families needed emergency assistance. Monthly training was reviewed, including attendance at the annual Minnesota State Fire Chief’s Conference. He reported that Santa Claus will be riding through Bayport and Oak Park Heights on a fire truck on Friday, November 27, beginning at 8:00 a.m. in Bayport. Mayor St. Ores requested Santa’s route be available at City Hall. Homeowners were reminded that every house should have at least one working carbon monoxide monitor.

Police Chief Eastman reviewed her written report, including past and upcoming events. The department will be providing more information on the annual Toys for Tots drive in the near future. Residents were reminded to keep their garage doors closed to prevent thefts.

Public Works Supervisor Horak reviewed his written report and requested that residents avoid blowing, raking or depositing leaves onto city streets or property. He said the 4th Avenue North boarding dock remains in place so boaters can enjoy the continuing warm weather. Mayor St. Ores recognized the efforts of the Public Works staff in maintaining the city's park buildings and grounds this season.

Assistant City Administrator/Planner Taylor reported she has been working on grants to secure special rescue fire protection suits for the Fire Department and windows for the warming house. The latest edition of the city newsletter was distributed this week, and residents were reminded they can sign up on the city's website to receive email notifications about city activities and events.

Administrator Martin said River Valley Deer Management is on site in the Point Road area to begin the deer culling effort. He recognized Senator Housley and Representative Kathy Lohmer for their efforts on the Bayport trichloroethylene water treatment upgrade project that will be fully funded by the state. The project will connect well #3, near the Village Green, to the air stripper treatment system near the Inspiration development. Construction will begin this year in the Village Green area and finish in 2016. Engineer Parotti said the majority of the project will involve directional boring under the street, but there will be street sections that will be opened. All turf and pavement areas will be restored.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Carlson expressed her gratitude to the Fire and Police Departments for their presence in the community.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:11 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

***Budget Control Summary**

Current Period: NOVEMBER 2015

| Account Descr | 2015 Cumulative Budget | 2015 Cumulative Actuals | 2015 Cumulative Variance | 2015 % |
|--|------------------------------|-------------------------------|--------------------------------|---------------|
| FUND 101 GENERAL | | | | |
| Revenue Accounts | | | | |
| DEPT 00000 GENERAL GOVERNMENT | \$1,860,364.00 | \$1,142,959.73 | \$717,404.27 | 38.56% |
| DEPT 41200 MAYOR & COUNCIL | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| DEPT 41240 RECYCLING | \$6,000.00 | \$6,520.00 | -\$520.00 | -8.67% |
| 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 | \$108,000.00 | \$90,714.09 | \$17,285.91 | 16.01% |
| 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 | \$93,400.00 | \$84,710.11 | \$8,689.89 | 9.30% |
| DEPT 42200 FIRE PROTECTION | \$426,631.00 | \$286,783.82 | \$139,847.18 | 32.78% |
| DEPT 42201 FIRE STATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| DEPT 43100 STREET MAINT | \$7,000.00 | \$24,581.30 | -\$17,581.30 | -251.16% |
| DEPT 43130 STREET - FLOOD PREPARATIO | \$0.00 | \$30.00 | -\$30.00 | 0.00% |
| DEPT 43200 PARKS | \$30,150.00 | \$29,044.49 | \$1,105.51 | 3.67% |
| DEPT 43201 PERRO PARK PROJECT/PLAN | \$0.00 | \$10,000.00 | -\$10,000.00 | 0.00% |
| DEPT 43300 CEMETERY | \$12,000.00 | \$11,920.00 | \$80.00 | 0.67% |
| DEPT 44100 PROJECT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Total Revenue Accounts | \$2,543,545.00 | \$1,687,263.54 | \$856,281.46 | 33.66% |
| Expenditure Accounts | | | | |
| DEPT 41100 ELECTIONS | \$1,000.00 | \$942.77 | \$57.23 | 5.72% |
| DEPT 41200 MAYOR & COUNCIL | \$194,540.00 | \$132,651.12 | \$61,888.88 | 31.81% |
| DEPT 41240 RECYCLING | \$7,115.00 | \$3,717.30 | \$3,397.70 | 47.75% |
| DEPT 41400 ADMINISTRATION | \$155,337.00 | \$134,385.50 | \$20,951.50 | 13.49% |
| DEPT 41910 PLANNING & ZONING | \$240,697.00 | \$209,149.22 | \$31,547.78 | 13.11% |
| DEPT 41940 MUNICIPAL BUILDINGS | \$49,050.00 | \$39,709.28 | \$9,340.72 | 19.04% |
| DEPT 42100 POLICE | \$788,668.00 | \$682,657.01 | \$106,010.99 | 13.44% |
| DEPT 42200 FIRE PROTECTION | \$491,432.00 | \$295,260.20 | \$196,171.80 | 39.92% |
| DEPT 42201 FIRE STATION | \$0.00 | \$247,712.04 | -\$247,712.04 | 0.00% |
| DEPT 43100 STREET MAINT | \$308,003.00 | \$220,572.87 | \$87,430.13 | 28.39% |
| DEPT 43130 STREET - FLOOD PREPARATIO | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| DEPT 43135 56TH ST & PICKETT AVE TRAIL | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| DEPT 43140 HAYNER/2ND ST. S UTILITY PR | \$0.00 | \$4,672.10 | -\$4,672.10 | 0.00% |
| DEPT 43160 STREET LIGHTING | \$31,750.00 | \$24,133.40 | \$7,616.60 | 23.99% |
| DEPT 43200 PARKS | \$64,928.00 | \$58,098.44 | \$6,829.56 | 10.52% |
| DEPT 43300 CEMETERY | \$7,475.00 | \$2,285.17 | \$5,189.83 | 69.43% |
| DEPT 44100 PROJECT | \$50,000.00 | \$0.00 | \$50,000.00 | 100.00% |
| Total Expenditure Accounts | \$2,389,995.00 | \$2,055,946.42 | -\$334,048.58 | 13.98% |

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CITY OF BAYPORT

11/30/15 4:48 PM

*Fund Summary -
Budget to Actual©

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NOVEMBER 2015

| | 2015 YTD Budget | NOVEMBER MTD Amount | 2015 YTD Amount | 2015 YTD Balance | 2015 % YTD Budget |
|--|--------------------|------------------------|----------------------|---------------------|-------------------------|
| FUND 101 GENERAL | | | | | |
| Revenue | \$2,543,545.00 | \$45,985.54 | \$1,687,263.54 | \$856,281.46 | 66.34% |
| Expenditure | \$2,389,995.00 | \$142,798.10 | \$2,055,946.42 | \$334,048.58 | 86.02% |
| | | <u>-\$96,812.56</u> | <u>-\$368,682.88</u> | | |
| FUND 102 STREET RECONSTRUCTION | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | <u>\$0.00</u> | <u>\$0.00</u> | | |
| FUND 103 G O TIF BD FUND 1990 CAP PROJ | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$480.00 | -\$480.00 | 0.00% |
| | | <u>\$0.00</u> | <u>-\$480.00</u> | | |
| FUND 106 TIF ECON DEV DIST 2 | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | <u>\$0.00</u> | <u>\$0.00</u> | | |
| FUND 107 TIF REDEVELOPMENT DISTRICT 2-1 | | | | | |
| Revenue | \$0.00 | \$0.00 | \$23,376.17 | -\$23,376.17 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$44,108.99 | -\$44,108.99 | 0.00% |
| | | <u>\$0.00</u> | <u>-\$20,732.82</u> | | |
| FUND 200 FIRE EQUIPMENT REPLACEMENT FUN | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | <u>\$0.00</u> | <u>\$0.00</u> | | |
| FUND 201 D.A.R.E. | | | | | |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | <u>\$0.00</u> | <u>\$0.00</u> | | |
| FUND 202 DRUG FORFEITURE | | | | | |
| Revenue | \$0.00 | \$1,440.00 | \$11,338.24 | -\$11,338.24 | 0.00% |
| Expenditure | \$0.00 | \$1,956.12 | \$5,910.89 | -\$5,910.89 | 0.00% |
| | | <u>-\$516.12</u> | <u>\$5,427.35</u> | | |
| FUND 203 PUBLIC WORKS EQUIPMENT REPL | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | <u>\$0.00</u> | <u>\$0.00</u> | | |
| FUND 204 RECREATION CAP EQUIP & MAINT | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | <u>\$0.00</u> | <u>\$0.00</u> | | |
| FUND 205 TAX STABILIZATION FUND | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

NOVEMBER 2015

| | 2015 YTD Budget | NOVEMBER MTD Amount | 2015 YTD Amount | 2015 YTD Balance | 2015 % YTD Budget |
|--|--------------------|------------------------|--------------------|---------------------|-------------------------|
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 206 WATER/SEWER IMPROVEMENT FUND | | | | | |
| Revenue | \$0.00 | \$0.00 | \$14,700.00 | -\$14,700.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$14,700.00 | | |
| FUND 207 PARK IMPROVEMENT FUND | | | | | |
| Revenue | \$0.00 | \$4,000.00 | \$120,076.00 | -\$120,076.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$28,273.85 | -\$28,273.85 | 0.00% |
| | | \$4,000.00 | \$91,802.15 | | |
| 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 | \$295,300.00 | \$45,349.90 | \$259,905.56 | \$35,394.44 | 88.01% |
| Expenditure | \$295,300.00 | \$22,900.71 | \$252,907.26 | \$42,392.74 | 85.64% |
| | | \$22,449.19 | \$6,998.30 | | |
| FUND 303 GO TIF BOND 1990 DEBT SERVICE | | | | | |
| Revenue | \$0.00 | \$0.00 | \$45,729.86 | -\$45,729.86 | 0.00% |
| Expenditure | \$0.00 | \$157,085.42 | \$168,353.03 | -\$168,353.03 | 0.00% |
| | | -\$157,085.42 | -\$122,623.17 | | |
| 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 400 NEW FIRE STATION | | | | | |
| Revenue | \$0.00 | \$50,000.00 | \$2,501,997.63 | -\$2,501,997.63 | 0.00% |
| Expenditure | \$0.00 | \$111,116.70 | \$2,175,003.85 | -\$2,175,003.85 | 0.00% |
| | | -\$61,116.70 | \$326,993.78 | | |
| 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% |

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

NOVEMBER 2015

| | 2015 YTD Budget | NOVEMBER MTD Amount | 2015 YTD Amount | 2015 YTD Balance | 2015 % YTD Budget |
|---------------------------------------|--------------------|------------------------|--------------------|---------------------|-------------------------|
| | | \$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% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 415 MUNICIPAL BLDGS MAINT | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 416 PERRO CREEK OUTLET | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 601 WATER | | | | | |
| Revenue | \$348,950.00 | \$5,643.62 | \$55,094.86 | \$293,855.14 | 15.79% |
| Expenditure | \$504,548.00 | \$24,480.18 | \$393,500.28 | \$111,047.72 | 77.99% |
| | | -\$18,836.56 | -\$338,405.42 | | |
| FUND 602 SEWER | | | | | |
| Revenue | \$633,500.00 | \$1,600.00 | \$48,180.00 | \$585,320.00 | 7.61% |
| Expenditure | \$308,687.00 | \$46,164.41 | \$578,070.84 | -\$269,383.84 | 187.27% |
| | | -\$44,564.41 | -\$529,890.84 | | |
| FUND 800 INVESTMENTS-POOLED | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| FUND 803 P & Z ESCROWS | | | | | |
| Revenue | \$0.00 | \$0.00 | \$52,461.74 | -\$52,461.74 | 0.00% |
| Expenditure | \$0.00 | \$7,164.19 | \$58,042.48 | -\$58,042.48 | 0.00% |
| | | -\$7,164.19 | -\$5,580.74 | | |
| FUND 851 NON EXP TRUST | | | | | |
| Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$0.00 | \$0.00 | | |
| Report Total | | -\$359,646.77 | -\$940,474.29 | | |

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 11/30/2015

| FUND | FUND Descr | 2015 Budget | 2015 YTD Amt | 2015 % of Budget | 2015 % of Budget Remain |
|----------|------------------------------|----------------|-----------------|---------------------|----------------------------|
| FUND 101 | GENERAL | \$2,543,545.00 | \$1,687,263.54 | 66.34% | 33.66% |
| FUND 102 | STREET RECONSTRUCTION | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 103 | G O TIF BD FUND 1990 CAP PRO | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 106 | TIF ECON DEV DIST 2 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 107 | TIF REDEVELOPMENT DISTRICT | \$0.00 | \$23,376.17 | 0.00% | 0.00% |
| FUND 200 | FIRE EQUIPMENT REPLACEMENT | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 202 | DRUG FORFEITURE | \$0.00 | \$11,338.24 | 0.00% | 0.00% |
| FUND 203 | PUBLIC WORKS EQUIPMENT REP | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 204 | RECREATION CAP EQUIP & MAIN | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 205 | TAX STABILIZATION FUND | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 206 | WATER/SEWER IMPROVEMENT F | \$0.00 | \$14,700.00 | 0.00% | 0.00% |
| FUND 207 | PARK IMPROVEMENT FUND | \$0.00 | \$120,076.00 | 0.00% | 0.00% |
| FUND 208 | PRISON SEWER PROJECT | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 209 | DEVELOPER REIMBURSED PROJE | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 210 | K-9 UNIT | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 211 | LIBRARY | \$295,300.00 | \$259,905.56 | 88.01% | 11.99% |
| FUND 303 | GO TIF BOND 1990 DEBT SERVIC | \$0.00 | \$45,729.86 | 0.00% | 0.00% |
| FUND 400 | NEW FIRE STATION | \$0.00 | \$2,501,997.63 | 0.00% | 0.00% |
| FUND 412 | CEMETERY CAPITAL IMPROV | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 413 | POLICE EQUIPMENT FUND | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 414 | OFFICE AUTOMATION | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 415 | MUNICIPAL BLDGS MAINT | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 416 | PERRO CREEK OUTLET | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 601 | WATER | \$348,950.00 | \$55,094.86 | 15.79% | 84.21% |
| FUND 602 | SEWER | \$633,500.00 | \$48,180.00 | 7.61% | 92.39% |
| FUND 800 | INVESTMENTS-POOLED | \$0.00 | \$0.00 | 0.00% | 0.00% |
| FUND 803 | P & Z ESCROWS | \$0.00 | \$52,461.74 | 0.00% | 0.00% |
| FUND 851 | NON EXP TRUST | \$0.00 | \$0.00 | 0.00% | 0.00% |
| | | \$3,821,295.00 | \$4,820,123.60 | 126.14% | -26.14% |

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: NOVEMBER

| FUN | Tran Date | Amount | Refer | Comments | Account Descr |
|-------------------------|-----------|---------------------|-------|---------------------------------------|----------------------------|
| FUND 101 GENERAL | | | | | |
| 101 | 11/16/15 | \$28.00 | 5494 | ASSESSMENT SEARCH CK # 13490 | R 101-00000-34105 USER FEE |
| 101 | 11/18/15 | \$28.00 | 5499 | ASSESSMENT SEARCH CK # 1512 | R 101-00000-34105 USER FEE |
| 101 | 11/23/15 | \$28.00 | 5506 | ASSESSMENT SEARCH CK # 1522 | R 101-00000-34105 USER FEE |
| 101 | 11/09/15 | \$2,485.00 | 5489 | SAC | G 101-20102 S A C CHARGES |
| 101 | 11/09/15 | \$2,485.00 | 5490 | SAC | G 101-20102 S A C CHARGES |
| 101 | 10/29/15 | \$17.50 | 5471 | BUILDING SURCHARGE Novak Tollesbol C | G 101-20104 STATE SURCHA |
| 101 | 10/29/15 | \$1.00 | 5477 | STATE SURCHARGE - COMMERCIAL Optim | G 101-20104 STATE SURCHA |
| 101 | 11/05/15 | \$156.50 | 5483 | BUILDING SURCHARGE Irlbeck #6641 | G 101-20104 STATE SURCHA |
| 101 | 11/09/15 | \$175.00 | 5489 | BUILDING SURCHARGE Mattamy Mpls. Par | G 101-20104 STATE SURCHA |
| 101 | 11/09/15 | \$294.03 | 5490 | BUILDING SURCHARGE Custom One Hom | G 101-20104 STATE SURCHA |
| 101 | 11/16/15 | \$1.00 | 5497 | STATE SURCHARGE - COMMERCIAL Corva | G 101-20104 STATE SURCHA |
| 101 | 11/23/15 | \$1.00 | 5500 | PLUMBING SURCHARGE - COMMERCIAL C | G 101-20104 STATE SURCHA |
| 101 | 11/04/15 | \$1,068.75 | 5476 | State Sales Tax CK # 686894 | G 101-20603 SALES TAX PAY |
| 101 | 11/16/15 | \$2.00 | 5494 | State Sales Tax CK # 13490 | G 101-20603 SALES TAX PAY |
| 101 | 11/18/15 | \$2.00 | 5499 | State Sales Tax CK # 1512 | G 101-20603 SALES TAX PAY |
| 101 | 11/23/15 | \$2.00 | 5506 | State Sales Tax CK # 1522 | G 101-20603 SALES TAX PAY |
| 101 | 11/04/15 | \$87.50 | 5484 | HEALTH PARTNERS CK # 0038573166 | G 101-27109 HEALTH PARTN |
| 101 | 11/04/15 | \$75.00 | 5484 | HEALTH SAVING ACCT. CK # 0038573166 | G 101-27122 H S A |
| 101 | 11/12/15 | \$50.00 | 5491 | CONTRACTOR LICENSE - SPECIALTY Veit | R 101-41910-32100 BUSINES |
| 101 | 11/02/15 | \$15.00 | 5480 | SPECIAL EVENT APP - NONPROFIT/PUBLI | R 101-41910-32200 NONBUST |
| 101 | 10/29/15 | \$520.50 | 5471 | BUILDING PERMIT Novak Tollesbol Const | R 101-41910-32210 BUILDIN |
| 101 | 10/29/15 | \$338.32 | 5471 | PLAN REVIEW | R 101-41910-32210 BUILDIN |
| 101 | 11/05/15 | \$2,334.75 | 5483 | BUILDING PERMIT Irlbeck #6641 | R 101-41910-32210 BUILDIN |
| 101 | 11/05/15 | \$1,517.59 | 5483 | PLAN REVIEW | R 101-41910-32210 BUILDIN |
| 101 | 11/09/15 | \$1,661.89 | 5489 | PLAN REVIEW | R 101-41910-32210 BUILDIN |
| 101 | 11/09/15 | \$2,556.75 | 5489 | BUILDING PERMIT Mattamy Mpls. Partner | R 101-41910-32210 BUILDIN |
| 101 | 11/09/15 | \$3,901.75 | 5490 | BUILDING PERMIT Custom One Homes # | R 101-41910-32210 BUILDIN |
| 101 | 11/09/15 | \$2,536.14 | 5490 | PLAN REVIEW | R 101-41910-32210 BUILDIN |
| 101 | 11/02/15 | \$300.00 | 5481 | ROW EXCAVATION PERMIT Century Link | R 101-41910-32214 EXCAVAT |
| 101 | 11/02/15 | \$50.00 | 5481 | ROW EXCAVATION INSPECTION Century | R 101-41910-32214 EXCAVAT |
| 101 | 11/03/15 | \$50.00 | 5482 | ROW EXCAVATION INSPECTION KKRA, LL | R 101-41910-32214 EXCAVAT |
| 101 | 11/03/15 | \$300.00 | 5482 | ROW EXCAVATION PERMIT KKRA, LLC #9 | R 101-41910-32214 EXCAVAT |
| 101 | 11/17/15 | \$50.00 | 5498 | ROW EXCAVATION INSPECTION Century | R 101-41910-32214 EXCAVAT |
| 101 | 11/17/15 | \$300.00 | 5498 | ROW EXCAVATION PERMIT Century Link | R 101-41910-32214 EXCAVAT |
| 101 | 11/23/15 | \$79.00 | 5500 | PLUMBING PERMIT - COMMERCIAL Cedar | R 101-41910-32220 PLUMBIN |
| 101 | 10/29/15 | \$158.00 | 5477 | MECHANICAL PERMIT - COMMERCIAL Opt | R 101-41910-32230 MECHANI |
| 101 | 11/16/15 | \$118.18 | 5497 | MECHANICAL PERMIT - COMMERCIAL Cor | R 101-41910-32230 MECHANI |
| 101 | 11/05/15 | \$1,111.32 | 5487 | ZACH LUND - WAGES REFUND & REIMBU | E 101-42100-101 WAGES AND |
| 101 | 10/29/15 | \$20.00 | 5478 | PET LICENSE - NO SPAY/NEUT Junker #2 | R 101-42100-32240 ANIMAL F |
| 101 | 11/16/15 | \$10.00 | 5496 | PET LICENSE - SPAY/NEUT | R 101-42100-32240 ANIMAL F |
| 101 | 11/16/15 | \$10.00 | 5496 | PET LICENSE - SPAY/NEUT CASH - Dan Sc | R 101-42100-32240 ANIMAL F |
| 101 | 11/25/15 | \$3,078.57 | 16874 | OCT 2015 WASHINGTON FINES | R 101-42100-35101 COURT FI |
| 101 | 11/25/15 | \$1.92 | 5507 | FIRE - SMALL TOOLS-EQUIPMENT CK # 6 | E 101-42200-240 SMALL TOO |
| 101 | 11/25/15 | \$79,064.36 | 16875 | FIRE STATE AID | R 101-42200-33421 FIRE STA |
| 101 | 11/25/15 | \$19,344.92 | 16875 | SUPPLUS STATE AID | R 101-42200-33421 FIRE STA |
| 101 | 11/05/15 | \$10,415.25 | 5485 | FIRE SERVICE CONTRACT CK # 10410 | R 101-42200-34202 FIRE CON |
| 101 | 11/25/15 | \$170.00 | 16872 | AUCTION - PUBLIC WORKS | R 101-43100-36240 REFUNDS |
| 101 | 11/06/15 | \$500.00 | 5486 | PARK DEPOSIT FEE Flanons #1044 | R 101-43200-34780 PARK FEE |
| 101 | 11/04/15 | \$15,000.00 | 5476 | ANDERSEN WINDOWS PARKING LEASE C | R 101-43200-36220 RENTAL I |
| 101 | 10/29/15 | \$15.00 | 5479 | CEMETERY - TRANSFER TITLE Ardis Johns | R 101-43300-34940 CEMETER |
| 101 | 11/13/15 | \$60.00 | 5493 | CEMETERY - TRANSFER TITLE Andrew Br | R 101-43300-34940 CEMETER |
| FUND 101 GENER | | \$152,576.49 | | | |

**CITY OF BAYPORT
MONTHLY RECEIPTS**

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Period Name: NOVEMBER

| FUN | Tran Date | Amount | Refer | Comments | Account Descr |
|--|-----------|--------------------|-------|--------------------------------------|----------------------------|
| FUND 202 DRUG FORFEITURE | | | | | |
| 202 | 11/25/15 | \$1,440.00 | 16873 | AUCTION - 2005 DODGE DURANGO | R 202-42102-36249 DRUG FO |
| FUND 202 DRUG | | <u>\$1,440.00</u> | | | |
| FUND 206 WATER/SEWER IMPROVEMENT FUND | | | | | |
| 206 | 11/25/15 | \$10.50 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/18/15 | \$43.50 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/18/15 | \$22.50 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/18/15 | \$110.64 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/18/15 | \$314.53 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/25/15 | \$7.14 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$21.96 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$4.20 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/25/15 | \$18.50 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/18/15 | \$74.93 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$4.17 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$45.00 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/18/15 | \$29.31 | 0 | UB Receipt Serv 36 TRUNK S/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/25/15 | \$54.60 | 0 | UB Receipt Serv 26 TRUNK W/RESI | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$182.53 | 0 | UB REC Re-trans UB SERV 36 TRUNK S/R | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$454.07 | 0 | UB REC Re-trans UB SERV 26 TRUNK W/R | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$2.77 | 0 | UB REC Re-trans UB SERV 37 TRUNK S/C | G 206-12103 A/R GEN BILLIN |
| 206 | 11/05/15 | \$2.70 | 0 | UB REC Re-trans UB SERV 27 TRUNK W/C | G 206-12103 A/R GEN BILLIN |
| FUND 206 WATE | | <u>\$1,403.55</u> | | | |
| FUND 207 PARK IMPROVEMENT FUND | | | | | |
| 207 | 11/05/15 | \$1,000.00 | 5483 | PARK DEDICATION | R 207-00000-34780 PARK FEE |
| 207 | 11/09/15 | \$1,000.00 | 5489 | PARK DEDICATION | R 207-00000-34780 PARK FEE |
| 207 | 11/09/15 | \$1,000.00 | 5490 | PARK DEDICATION | R 207-00000-34780 PARK FEE |
| 207 | 11/12/15 | \$1,000.00 | 5492 | PARK DEDICATION CK # 10419 | R 207-00000-34780 PARK FEE |
| FUND 207 PARK I | | <u>\$4,000.00</u> | | | |
| FUND 211 LIBRARY | | | | | |
| 211 | 11/18/15 | \$56.00 | 5502 | LIBRARY SERVICE CHARGE CK # 5042 | R 211-45500-34760 LIBRARY |
| 211 | 11/18/15 | \$8.00 | 5502 | LIBRARY SERVICE CHARGE CK # 4038 | R 211-45500-34760 LIBRARY |
| 211 | 11/18/15 | \$4.99 | 5502 | LIBRARY SERVICE CHARGE CK # 2382 | R 211-45500-34760 LIBRARY |
| 211 | 11/18/15 | \$16.00 | 5502 | LIBRARY SERVICE CHARGE CK # 3982 | R 211-45500-34760 LIBRARY |
| 211 | 11/23/15 | \$45,000.00 | 5503 | LIBRARY GRANTS CK # 126196 | R 211-45500-36233 GRANTS |
| 211 | 11/18/15 | \$135.92 | 5501 | LIBRARY REFUNDS & REIMB. PROF FEES | R 211-45500-36240 REFUNDS |
| 211 | 11/18/15 | \$128.99 | 5501 | LIBRARY REFUNDS & REIMB. PROF FEES | R 211-45500-36240 REFUNDS |
| FUND 211 LIBRA | | <u>\$45,349.90</u> | | | |
| FUND 400 NEW FIRE STATION | | | | | |
| 400 | 11/23/15 | \$50,000.00 | 5505 | FIRE HALL CAPITAL SUPPORT CK # 0092 | R 400-42201-36233 GRANTS |
| FUND 400 NEW F | | <u>\$50,000.00</u> | | | |
| FUND 601 WATER | | | | | |
| 601 | 11/25/15 | \$17.49 | 0 | UB Receipt Serv Pen 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/25/15 | \$786.55 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$788.88 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$9.77 | 0 | UB Receipt Serv Pen 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/25/15 | \$141.89 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$17.19 | 0 | UB Receipt Serv Pen 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$50.80 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: NOVEMBER

| FUN | Tran Date | Amount | Refer | Comments | Account Descr |
|-----------------------|-----------|--------------------|-------|---------------------------------------|---------------------------|
| 601 | 11/05/15 | \$2.50 | 0 | UB Receipt Serv Pen 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$6,528.10 | 0 | UB REC Re-trans UB SERV 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$631.76 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$4,615.24 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$501.52 | 0 | UB Receipt Serv 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$141.64 | 0 | UB REC Re-trans UB SERV 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$24.08 | 0 | UB REC Re-trans UB SERV 5 COMM WATE | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$5.00 | 0 | UB REC Re-trans UB SERV 5 COMM WATE | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$20.19 | 0 | UB Receipt Serv 5 COMM WATER | G 601-14601 WATER BILLING |
| 601 | 11/18/15 | \$73.19 | 0 | UB Receipt Serv Pen 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/25/15 | \$1.59 | 0 | UB Receipt Surc 19 STATE SER CH | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$3.18 | 0 | UB REC Re-trans UB SERV 8 SAFE WT'R F | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$11.16 | 0 | UB Receipt Serv Pen 1 WATER | G 601-14601 WATER BILLING |
| 601 | 11/05/15 | \$1,200.00 | 5483 | WATER CONNECTION - OVER 1 IN | R 601-46120-34601 WATER H |
| 601 | 11/09/15 | \$1,200.00 | 5489 | WATER CONNECTION - OVER 1 IN | R 601-46120-34601 WATER H |
| 601 | 11/09/15 | \$1,200.00 | 5490 | WATER CONNECTION - OVER 1 IN | R 601-46120-34601 WATER H |
| 601 | 11/23/15 | \$616.00 | 5500 | WATER CONNECTION - OVER 1 IN Cedar | R 601-46120-34601 WATER H |
| 601 | 11/05/15 | \$350.00 | 5483 | WATER METER - TO 1 IN (INCLUDES INS | R 601-46120-34602 WATER M |
| 601 | 11/09/15 | \$350.00 | 5489 | WATER METER - TO 1 IN (INCLUDES INS | R 601-46120-34602 WATER M |
| 601 | 11/09/15 | \$350.00 | 5490 | WATER METER - TO 1 IN (INCLUDES INS | R 601-46120-34602 WATER M |
| 601 | 11/25/15 | \$4.34 | 0 | UB UR Receipt Group 01 CITY WIDE | R 601-46120-37110 WATER R |
| 601 | 11/05/15 | \$200.00 | 0 | UB UR Receipt Group 01 CITY WIDE | R 601-46120-37110 WATER R |
| 601 | 11/18/15 | \$6.86 | 0 | UB UR Receipt Group 01 CITY WIDE | R 601-46120-37110 WATER R |
| 601 | 11/18/15 | \$0.05 | 0 | UB UR Receipt Group 00 FINAL GROUP | R 601-46120-37110 WATER R |
| 601 | 11/18/15 | \$102.63 | 0 | UB UR Receipt Group 01 CITY WIDE | R 601-46120-37110 WATER R |
| 601 | 11/05/15 | \$3.59 | 0 | UB REC Re-trans UB UR | R 601-46120-37110 WATER R |
| 601 | 11/18/15 | \$0.15 | 0 | UB UR Receipt Group 01 CITY WIDE | R 601-46120-37110 WATER R |
| 601 | 11/10/15 | \$30.00 | 5488 | WATER SHUTOFF - BUS HRS CK # 5461 | R 601-46120-37110 WATER R |
| 601 | 11/16/15 | \$30.00 | 5495 | WATER SHUTOFF - BUS HRS Josh Leonhar | R 601-46120-37110 WATER R |
| FUND 601 WATE | | \$20,015.34 | | | |
| FUND 602 SEWER | | | | | |
| 602 | 11/05/15 | \$5.00 | 0 | UB REC Re-trans UB SERV 25 COMM SEW | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$24.65 | 0 | UB REC Re-trans UB SERV 25 COMM SEW | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$250.60 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$99.11 | 0 | UB REC Re-trans UB SERV 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$2,069.79 | 0 | UB REC Re-trans UB SERV 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/25/15 | \$19,795.86 | 0 | UB Receipt Serv 19 PRISON SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/25/15 | \$12.49 | 0 | UB Receipt Serv Pen 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/25/15 | \$203.43 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$15.00 | 0 | UB Receipt Serv Pen 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$252.50 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$12.50 | 0 | UB Receipt Serv Pen 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$10.00 | 0 | UB Receipt Serv Pen 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$20.76 | 0 | UB Receipt Serv 25 COMM SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$60.70 | 0 | UB Receipt Serv Pen 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$1,233.26 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/25/15 | \$82.90 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$2.50 | 0 | UB Receipt Serv Pen 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/05/15 | \$46.45 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/18/15 | \$331.63 | 0 | UB Receipt Serv 10 SEWER | G 602-14602 SEWER BILLING |
| 602 | 11/09/15 | \$800.00 | 5489 | SEWER CONNECTION (INCLUDES INSPEC | R 602-46200-34651 SEWER H |
| 602 | 11/09/15 | \$800.00 | 5490 | SEWER CONNECTION (INCLUDES INSPEC | R 602-46200-34651 SEWER H |
| FUND 602 SEWER | | \$26,129.13 | | | |

CITY OF BAYPORT
MONTHLY RECEIPTS
Period Name: NOVEMBER

| FUN | Tran Date | Amount | Refer | Comments | Account Descr |
|------------|--------------|--------------|-------|----------|---------------|
| | | \$300,914.41 | | | |

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2015

11 Month = 91.74

| DEPT | DEPT Descr | 2015 Budget | 2015 YTD Amt | Balance | 2015 % of Budget Remain |
|---|-----------------------------|-----------------------|-----------------------|------------------------|-------------------------------|
| FUND 101 GENERAL | | | | | |
| 41100 | ELECTIONS | \$1,000.00 | \$942.77 | \$57.23 | 5.72% |
| 41200 | MAYOR & COUNCIL | \$194,540.00 | \$132,651.12 | \$61,888.88 | 31.81% |
| 41240 | RECYCLING | \$7,115.00 | \$3,717.30 | \$3,397.70 | 47.75% |
| 41400 | ADMINISTRATION | \$155,337.00 | \$134,385.50 | \$20,951.50 | 13.49% |
| 41910 | PLANNING & ZONING | \$240,697.00 | \$209,149.22 | \$31,547.78 | 13.11% |
| 41940 | MUNICIPAL BUILDINGS | \$49,050.00 | \$39,709.28 | \$9,340.72 | 19.04% |
| 42100 | POLICE | \$788,668.00 | \$682,657.01 | \$106,010.99 | 13.44% |
| 42200 | FIRE PROTECTION | \$491,432.00 | \$295,260.20 | \$196,171.80 | 39.92% |
| 42201 | FIRE STATION | \$0.00 | \$247,712.04 | -\$247,712.04 | 0.00% |
| 43100 | STREET MAINT | \$308,003.00 | \$220,572.87 | \$87,430.13 | 28.39% |
| 43130 | STREET - FLOOD PREPARATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 43135 | 56TH ST & PICKETT AVE TRAIL | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 43140 | HAYNER/2ND ST. S UTILITY PR | \$0.00 | \$4,672.10 | -\$4,672.10 | 0.00% |
| 43160 | STREET LIGHTING | \$31,750.00 | \$24,133.40 | \$7,616.60 | 23.99% |
| 43200 | PARKS | \$64,928.00 | \$58,098.44 | \$6,829.56 | 10.52% |
| 43300 | CEMETERY | \$7,475.00 | \$2,285.17 | \$5,189.83 | 69.43% |
| 44100 | PROJECT | \$50,000.00 | \$0.00 | \$50,000.00 | 100.00% |
| FUND 101 GENERAL | | \$2,389,995.00 | \$2,055,946.42 | \$334,048.58 | 13.98% |
| FUND 208 PRISON SEWER PROJECT | | | | | |
| 44100 | PROJECT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 208 PRISON SEWER PROJECT | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 209 DEVELOPER REIMBURSED PROJECTS | | | | | |
| 41911 | BAYTOWN DEVELOPMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41912 | INSPIRATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41913 | EMERALD FALLS | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 209 DEVELOPER REIMBURSED PROJ | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 210 K-9 UNIT | | | | | |
| 42103 | K - 9 UNIT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 210 K-9 UNIT | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 211 LIBRARY | | | | | |
| 45500 | LIBRARY | \$295,300.00 | \$252,907.26 | \$42,392.74 | 14.36% |
| FUND 211 LIBRARY | | \$295,300.00 | \$252,907.26 | \$42,392.74 | 14.36% |
| FUND 400 NEW FIRE STATION | | | | | |
| 42201 | FIRE STATION | \$0.00 | \$2,175,003.85 | -\$2,175,003.85 | 0.00% |
| FUND 400 NEW FIRE STATION | | \$0.00 | \$2,175,003.85 | -\$2,175,003.85 | 0.00% |
| FUND 412 CEMETERY CAPITAL IMPROV | | | | | |
| 41600 | CAPITAL OUTLAY | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 43300 | CEMETERY | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 412 CEMETERY CAPITAL IMPROV | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 413 POLICE EQUIPMENT FUND | | | | | |

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2015

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Page 2

11 Month = 91.74

| DEPT | DEPT Descr | 2015 Budget | 2015 YTD Amt | Balance | 2015 % of Budget Remain |
|--------------------------------|--------------------------|----------------|-----------------|---------------|-------------------------------|
| 41900 | CAPITAL IMPROVEMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 42100 | POLICE | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 413 POLICE EQUIPMENT FUND | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 414 OFFICE AUTOMATION | | | | | |
| 00000 | GENERAL GOVERNMENT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41400 | ADMINISTRATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41910 | PLANNING & ZONING | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 42100 | POLICE | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 43100 | STREET MAINT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 43200 | PARKS | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 46120 | WATER | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 46200 | SEWER - OPERATING | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 414 OFFICE AUTOMATION | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 415 MUNICIPAL BLDGS MAINT | | | | | |
| 41600 | CAPITAL OUTLAY | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41900 | CAPITAL IMPROVEMENTS | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41940 | MUNICIPAL BUILDINGS | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 415 MUNICIPAL BLDGS MAINT | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 601 WATER | | | | | |
| 41609 | TCE EVAL GRANT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41610 | LYNN MOST PROJECT | \$0.00 | \$42,200.00 | -\$42,200.00 | 0.00% |
| 44151 | TCE WATER MAIN IMPROVEME | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 46110 | WATER-PUMPHOUSE | \$47,450.00 | \$36,285.60 | \$11,164.40 | 23.53% |
| 46120 | WATER | \$457,098.00 | \$315,014.68 | \$142,083.32 | 31.08% |
| FUND 601 WATER | | \$504,548.00 | \$393,500.28 | \$111,047.72 | 22.01% |
| FUND 602 SEWER | | | | | |
| 44100 | PROJECT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 46200 | SEWER - OPERATING | \$308,687.00 | \$201,006.84 | \$107,680.16 | 34.88% |
| 46990 | SEWER - NON-OPERATING | \$0.00 | \$377,064.00 | -\$377,064.00 | 0.00% |
| FUND 602 SEWER | | \$308,687.00 | \$578,070.84 | -\$269,383.84 | -87.27% |
| 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% |
| 80056 | KYLE CARLSON | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 800 INVESTMENTS-POOLED | | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| FUND 803 P & Z ESCROWS | | | | | |
| 41910 | PLANNING & ZONING | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 41912 | INSPIRATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80001 | ANDERSEN ESCROW | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80003 | BAYTOWN ANNEXATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80006 | OSTERTAG VARIANCE | \$0.00 | \$0.00 | \$0.00 | 0.00% |

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2015

11 Month = 91.74

| DEPT | DEPT Descr | 2015 Budget | 2015 YTD Amt | Balance | 2015 % of Budget Remain |
|------------------------|------------------------------|----------------|-----------------|--------------|-------------------------------|
| 80008 | CHARLES LUTZ STREET VACATI | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80010 | JERRY PETERSON ESCROW | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80011 | CAPTAINS CORNER | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80012 | FRIENDS OF ST. CROIX PREP. | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80013 | BAYPORT MARINA | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80014 | GROUP 41 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80015 | GARY SWAGER | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80016 | PETE MILLER - PHASE 11/BAYT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80017 | AMERICAN LEGION POST 491 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80018 | MSCWM PERRO CREEK OUTLET | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80019 | JG HAUSE CONSTRUCTION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80020 | HYNNEK CUP APPLICATION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80021 | GORDON TELLINGHUISEN | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80022 | DUANCE JOHNSON | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80023 | MI-TECH SERVICES, INC. | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80024 | RICK PARENT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80025 | JUDY SEEBERGER | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80026 | MIDWEST PARA TRANSIT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80027 | CEMETARY - ST. MIKE S/ST. CH | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80028 | ASPHALT SPEC - 111 CENTRAL | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80029 | BRIAN ZELLER | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80030 | LARKIN HOFFMAN & LUNDGREN | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80031 | VALLEY GREEN | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80040 | HEFTY | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80041 | VALLEY GREEN | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80042 | LANDFORM/VARDE GROUP | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80043 | MAINSTREET HOLDING, LLC | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80044 | HAYNER PROPERTY FEASIB STU | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80045 | DRH-INSPIRATION PHASE II PL | \$0.00 | \$190.60 | -\$190.60 | 0.00% |
| 80046 | JOE BUSH/DAVID KLINGER | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80047 | JANE KEYES | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80048 | KAEMMER/VRAMBOUT | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80049 | AMERICAN LEGION | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80050 | 12 POINT ROAD | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80051 | BERGSTROM/ ENG & GRADING | \$0.00 | \$693.31 | -\$693.31 | 0.00% |
| 80052 | MILLER EXCAVATING WATER SE | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80053 | CHRIS HAYNER | \$0.00 | \$46.00 | -\$46.00 | 0.00% |
| 80054 | LYNN MOST | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 80055 | MATTAMY MN PARTNERSHIP | \$0.00 | \$52,894.19 | -\$52,894.19 | 0.00% |
| 80056 | KYLE CARLSON | \$0.00 | \$146.59 | -\$146.59 | 0.00% |
| 80058 | MILLER FARMS/DERRICK PHASE | \$0.00 | \$4,071.79 | -\$4,071.79 | 0.00% |
| FUND 803 P & Z ESCROWS | | \$0.00 | \$58,042.48 | -\$58,042.48 | 0.00% |

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2015
11 Month = 91.74

| DEPT | DEPT Descr | 2015 Budget | 2015 YTD Amt | Balance | 2015 % of Budget Remain |
|------|------------|----------------|-----------------|-----------------|-------------------------------|
| | | \$3,498,530.00 | \$5,513,471.13 | -\$2,014,941.13 | -57.59% |

CITY OF BAYPORT
MONTHLY EXPENSES 6438-6558

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Period Name: NOVEMBER

| Search Name | FU | Tran Date | Amount | A ct | DEPT | OBJ | Comments | OBJ Descr | Check Nbr |
|---|-----|-----------|------------|------|-------|-----|-----------------------|-----------------|-----------|
| FUND 101 GENERAL | | | | | | | | | |
| DEPT 41200 MAYOR & COUNCIL | | | | | | | | | |
| BUSINESS FORMS & ACCO | 101 | 11/30/15 | \$8.95 | E | 41200 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |
| ECKBERG LAMMERS | 101 | 11/25/15 | \$250.00 | E | 41200 | 300 | MEETINGS | PROF SER-LEGAL | 006518 |
| ECKBERG LAMMERS | 101 | 11/25/15 | \$45.00 | E | 41200 | 300 | INSPIRATION DEVELOPM | PROF SER-LEGAL | 006518 |
| ECKBERG LAMMERS | 101 | 11/25/15 | \$570.00 | E | 41200 | 300 | GENERAL MATTERS | PROF SER-LEGAL | 006518 |
| ECKBERG LAMMERS | 101 | 11/25/15 | \$30.80 | E | 41200 | 300 | PROFESSIONAL SERVICE | PROF SER-LEGAL | 006518 |
| S E H | 101 | 11/25/15 | \$649.83 | E | 41200 | 301 | ATTEND STAFF MTG | PROF SER-ENGIN | 006546 |
| S E H | 101 | 11/25/15 | \$62.48 | E | 41200 | 301 | ATTEND CC MTG | PROF SER-ENGIN | 006546 |
| ECM PUBLISHERS, INC. | 101 | 11/25/15 | \$53.89 | E | 41200 | 350 | ORDINANCE # 846 | PRINTING & PUBL | 006519 |
| WASHINGTON COUNTY | 101 | 11/25/15 | \$46.00 | E | 41200 | 350 | DOC # 4043780 NOT JU | PRINTING & PUBL | 006557 |
| PETTY CASH | 101 | 11/05/15 | \$30.00 | E | 41200 | 402 | AUG-SEPT REIMBURSEM | CONFERENCES & | 006452 |
| PETTY CASH | 101 | 11/05/15 | \$50.00 | E | 41200 | 402 | AUG-SEPT REIMBURSEM | CONFERENCES & | 006452 |
| DEPT 41200 MAYOR & COUNCIL | | | \$1,796.95 | | | | | | |
| DEPT 41240 RECYCLING | | | | | | | | | |
| REPUBLIC SERVICES | 101 | 11/05/15 | \$420.00 | E | 41240 | 370 | 2015 & 2016 MTHLY REC | RECYCLING INCE | 006453 |
| DEPT 41240 RECYCLING | | | \$420.00 | | | | | | |
| DEPT 41400 ADMINISTRATION | | | | | | | | | |
| BUSINESS FORMS & ACCO | 101 | 11/30/15 | \$53.70 | E | 41400 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |
| BANYON DATA SYSTEMS | 101 | 11/30/15 | \$540.60 | E | 41400 | 302 | PAY AND FUND SUPPORT | CONTRACT SERVI | 006508 |
| WELLS FARGO HBS | 101 | 11/05/15 | \$165.25 | E | 41400 | 306 | 3RD QTR. 2015 ADMINIS | PROF SER-OTHER | 006459 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$37.50 | E | 41400 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$195.00 | E | 41400 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| LOFFLER BUSINESS SYST | 101 | 11/25/15 | \$189.91 | E | 41400 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| DEPT 41400 ADMINISTRATION | | | \$1,181.96 | | | | | | |
| DEPT 41910 PLANNING & ZONING | | | | | | | | | |
| BUSINESS FORMS & ACCO | 101 | 11/30/15 | \$44.75 | E | 41910 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |
| HOLIDAY FLEET | 101 | 11/05/15 | \$48.15 | E | 41910 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| S E H | 101 | 11/25/15 | \$545.95 | E | 41910 | 301 | 515 LAKESIDE DR SO | PROF SER-ENGIN | 006546 |
| S E H | 101 | 11/25/15 | \$167.97 | E | 41910 | 301 | INSPIRATION 111B CERT | PROF SER-ENGIN | 006546 |
| PETTY CASH | 101 | 11/05/15 | \$8.07 | E | 41910 | 402 | AUG-SEPT REIMBURSEM | CONFERENCES & | 006452 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$162.50 | E | 41910 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| LOFFLER BUSINESS SYST | 101 | 11/25/15 | \$158.26 | E | 41910 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$31.25 | E | 41910 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| DEPT 41910 PLANNING & ZONING | | | \$1,166.90 | | | | | | |
| DEPT 41940 MUNICIPAL BUILDINGS | | | | | | | | | |
| JOHNSON, CHAD | 101 | 11/25/15 | \$325.00 | E | 41940 | 302 | NOV 2015 CLEANING SE | CONTRACT SERVI | 006527 |
| OFFICE OF ENT TECHNOL | 101 | 11/19/15 | \$501.08 | E | 41940 | 321 | PHONES/CITY HALL | COMMUNICATION | 006543 |
| NOVA COMMUNICATIONS | 101 | 11/25/15 | \$768.00 | E | 41940 | 321 | PARTNER PLAN CONTRA | COMMUNICATION | 006542 |
| COMCAST | 101 | 11/30/15 | \$68.77 | E | 41940 | 321 | DEC 2015 HIGH-SPEED I | COMMUNICATION | 006515 |
| XCEL | 101 | 11/05/15 | \$655.59 | E | 41940 | 380 | SEPT/OCT 2015 GAS & E | ELECTRIC SERVIC | 006460 |
| XCEL | 101 | 11/05/15 | \$122.20 | E | 41940 | 381 | SEPT/OCT 2015 GAS & E | FUEL FOR HEAT | 006460 |
| ENVIROBATE | 101 | 11/19/15 | \$1,470.00 | E | 41940 | 415 | DUCT CLEANING/PUBLIC | MUNICIPAL BUILD | 006486 |
| ENVIROBATE | 101 | 11/19/15 | \$4,010.00 | E | 41940 | 415 | DUCT CLEANING/ CITY H | MUNICIPAL BUILD | 006486 |
| ELECTRO WATCHMAN, IN | 101 | 11/25/15 | \$60.00 | E | 41940 | 420 | ANNUAL FIRE LEASE & M | R & M BLDGS, ST | 006520 |
| FIXMER, DON | 101 | 11/05/15 | \$93.57 | E | 41940 | 420 | MATERIAL COUNCIL CHA | R & M BLDGS, ST | 006444 |
| DEPT 41940 MUNICIPAL BUILDING | | | \$8,074.21 | | | | | | |
| DEPT 42100 POLICE | | | | | | | | | |
| BERKLEY RISK SERVICES | 101 | 11/09/15 | \$1,427.80 | E | 42100 | 150 | ZACK LUND - WORKERS | WORKER S COMP | 006463 |
| BUSINESS FORMS & ACCO | 101 | 11/30/15 | \$44.75 | E | 42100 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |

CITY OF BAYPORT
MONTHLY EXPENSES 6438-6558

Period Name: NOVEMBER

| Search Name | FU | Tran Date | Amount | A ct | DEPT | OBJ | Comments | OBJ Descr | Check Nbr |
|-----------------------------------|-----|-----------|-------------------|------|-------|-----|------------------------|-----------------|-----------|
| SODERSTROM, PETE | 101 | 11/19/15 | \$31.17 | E | 42100 | 201 | REIMBURSEMENT CARD | OFFICE SUPPLIES | 006493 |
| CAMERON, RILEY | 101 | 11/05/15 | \$223.87 | E | 42100 | 202 | REIMBURSEMENT - CAM | UNIFORMS - MISC | 006441 |
| UNIFORMS UNLIMITED | 101 | 11/05/15 | \$868.00 | E | 42100 | 202 | VEST - QUINN WILLMAR | UNIFORMS - MISC | 006456 |
| BAYPORT TRANSMISSION | 101 | 11/05/15 | \$484.98 | E | 42100 | 212 | 2013 DODGE CHARGER/ | MOTOR FUELS & L | 006439 |
| BAYPORT TRANSMISSION | 101 | 11/05/15 | \$25.00 | E | 42100 | 212 | 2009 DODGE CHARGER/ | MOTOR FUELS & L | 006439 |
| BAYPORT TRANSMISSION | 101 | 11/24/15 | \$25.00 | E | 42100 | 212 | 2003 HONDA/POLICE DE | MOTOR FUELS & L | 006510 |
| BAYPORT TRANSMISSION | 101 | 11/19/15 | \$161.57 | E | 42100 | 212 | 2013 CHARGER/POLICE | MOTOR FUELS & L | 006510 |
| WASHINGTON COUNTY S | 101 | 11/19/15 | \$1,760.60 | E | 42100 | 212 | OCT. 2015 FUEL/POLICE | MOTOR FUELS & L | 006495 |
| EMERGENCY AUTOMOTIV | 101 | 11/19/15 | \$148.92 | E | 42100 | 212 | CHEVY TAHOE #2101/PO | MOTOR FUELS & L | 006521 |
| U S BANK VISA | 101 | 11/30/15 | \$28.83 | E | 42100 | 220 | PD CC#47981754430021 | OPERATING SUPP | 006556 |
| ECKBERG LAMMERS | 101 | 11/05/15 | \$2,441.28 | E | 42100 | 300 | OCT 2015 PROSECUTION | PROF SER-LEGAL | 006443 |
| BCA | 101 | 11/05/15 | \$15.00 | E | 42100 | 306 | BACKGROUND - NEDEAU | PROF SER-OTHER | 006440 |
| U S BANK VISA | 101 | 11/30/15 | \$111.00 | E | 42100 | 306 | PD CC#47981754430021 | PROF SER-OTHER | 006556 |
| U S BANK VISA | 101 | 11/30/15 | \$2.72 | E | 42100 | 306 | PD CC#47981754430021 | PROF SER-OTHER | 006556 |
| PETTY CASH | 101 | 11/05/15 | \$20.00 | E | 42100 | 306 | AUG-SEPT REIMBURSEM | PROF SER-OTHER | 006452 |
| VERIZON WIRELESS | 101 | 11/09/15 | \$132.01 | E | 42100 | 321 | PHONES/POLICE DEPT. | COMMUNICATION | 006477 |
| VERIZON WIRELESS | 101 | 11/09/15 | \$210.06 | E | 42100 | 321 | PHONES/POLICE DEPT. | COMMUNICATION | 006477 |
| THOMAS REUTERS - WES | 101 | 11/19/15 | \$170.00 | E | 42100 | 321 | OCT 2015 INFORMATION | COMMUNICATION | 006494 |
| BAYPORT TRANSMISSION | 101 | 11/19/15 | \$446.16 | E | 42100 | 412 | 2005 DURANGO/POLICE | REP & MAINT VEH | 006510 |
| BAYPORT TRANSMISSION | 101 | 11/24/15 | \$128.50 | E | 42100 | 412 | 2009 DODGE CHARGER/ | REP & MAINT VEH | 006510 |
| BAYPORT TRANSMISSION | 101 | 11/24/15 | \$25.00 | E | 42100 | 412 | 2015 DODGE CHARGER/ | REP & MAINT VEH | 006510 |
| BAYPORT TRANSMISSION | 101 | 11/24/15 | \$25.00 | E | 42100 | 412 | 2013 TAHOE/POLICE DE | REP & MAINT VEH | 006510 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$162.50 | E | 42100 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$31.25 | E | 42100 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| LOFFLER BUSINESS SYST | 101 | 11/25/15 | \$158.26 | E | 42100 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| DEPT 42100 POLICE | | | \$9,309.23 | | | | | | |
| DEPT 42200 FIRE PROTECTION | | | | | | | | | |
| BAYPORT PRINTING HOU | 101 | 11/05/15 | \$120.00 | E | 42200 | 201 | OPERATING MATERIAL/F | OFFICE SUPPLIES | 006438 |
| MUNICIPAL EMERGENCY | 101 | 11/05/15 | \$660.05 | E | 42200 | 202 | OPERATING SUPPLIES/FI | UNIFORMS - MISC | 006450 |
| HOLIDAY FLEET | 101 | 11/05/15 | \$856.56 | E | 42200 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| HOLIDAY FLEET | 101 | 11/05/15 | \$14.34 | E | 42200 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| BOUND TREE MEDICAL, L | 101 | 11/24/15 | \$135.93 | E | 42200 | 220 | SUPPLIES/FIRE DEPT. | OPERATING SUPP | 006511 |
| JOHNSON, CHAD | 101 | 11/05/15 | \$175.00 | E | 42200 | 220 | OCT 2015 CLEANING SE | OPERATING SUPP | 006446 |
| AIRGAS NORTH CENTRAL | 101 | 11/19/15 | \$287.50 | E | 42200 | 220 | MAINT. CYLINDERS/FIRE | OPERATING SUPP | 006482 |
| VERIZON WIRELESS | 101 | 11/05/15 | \$152.69 | E | 42200 | 321 | PHONES/FIRE DEPT. | COMMUNICATION | 006458 |
| VERIZON WIRELESS | 101 | 11/05/15 | \$80.04 | E | 42200 | 321 | PHONES/FIRE DEPT. | COMMUNICATION | 006458 |
| ANCOM COMMUNICATION | 101 | 11/23/15 | \$12.00 | E | 42200 | 323 | BATTERY CLIP/FIRE DEP | RADIOS-REPAIR & | 006505 |
| XCEL | 101 | 11/05/15 | \$313.54 | E | 42200 | 380 | SEPT/OCT 2015 GAS & E | ELECTRIC SERVIC | 006460 |
| XCEL | 101 | 11/05/15 | \$46.15 | E | 42200 | 381 | SEPT/OCT 2015 GAS & E | FUEL FOR HEAT | 006460 |
| SEVERSON, JASON | 101 | 11/05/15 | \$179.98 | E | 42200 | 402 | MILEAGE REIMBURSEME | CONFERENCES & | 006454 |
| CARQUEST OF STILLWAT | 101 | 11/19/15 | \$41.99 | E | 42200 | 412 | VEH MATERIAL/FIRE DEP | REP & MAINT VEH | 006514 |
| BAYPORT TRANSMISSION | 101 | 11/23/15 | \$796.40 | E | 42200 | 412 | 2013 TAHOE/FIRE DEPT. | REP & MAINT VEH | 006510 |
| BAYPORT TRANSMISSION | 101 | 11/05/15 | \$164.79 | E | 42200 | 412 | 2014 TAHOE | REP & MAINT VEH | 006439 |
| RIVER STATES TRUCK AN | 101 | 11/09/15 | \$48.83 | E | 42200 | 412 | WISCONSIN SALES TAX | REP & MAINT VEH | 006472 |
| RIHM KENWORTH | 101 | 11/24/15 | \$1,637.00 | E | 42200 | 412 | 2110 REPAIR/FIRE DEPT. | REP & MAINT VEH | 006501 |
| FIRE CATT, LLC | 101 | 11/30/15 | \$2,673.80 | E | 42200 | 419 | FIRE HOSE TESTING/FIR | REPAIR & MAINT | 006522 |
| JOHNSON, CHAD | 101 | 11/24/15 | \$175.00 | E | 42200 | 420 | NOV 2015 CLEANING SE | R & M BLDGS, ST | 006527 |
| ELECTRO WATCHMAN, IN | 101 | 11/25/15 | \$60.00 | E | 42200 | 420 | ANNUAL FIRE LEASE & M | R & M BLDGS, ST | 006520 |
| CHRIS AMDAHL LOCKSMI | 101 | 11/05/15 | \$144.00 | E | 42200 | 420 | SERVICE CALL/FIRE DEP | R & M BLDGS, ST | 006442 |
| CHRIS AMDAHL LOCKSMI | 101 | 11/05/15 | \$96.00 | E | 42200 | 420 | SERVICE CALL/FIRE DEP | R & M BLDGS, ST | 006442 |
| DEPT 42200 FIRE PROTECTION | | | \$8,871.59 | | | | | | |
| DEPT 43100 STREET MAINT | | | | | | | | | |
| BUSINESS FORMS & ACCO | 101 | 11/30/15 | \$8.95 | E | 43100 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |

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MONTHLY EXPENSES 6438-6558

Period Name: NOVEMBER

| Search Name | FU | Tran Date | Amount | A ct | DEPT | OBJ | Comments | OBJ Descr | Check Nbr |
|-------------------------------------|-----|-----------|--------------------|------|-------|-----|------------------------|-----------------|-----------|
| ZIEGLER INC. | 101 | 11/30/15 | \$291.66 | E | 43100 | 212 | CAT, OIL/STREET DEPT. | MOTOR FUELS & L | 006558 |
| HOLIDAY FLEET | 101 | 11/05/15 | \$463.12 | E | 43100 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| TRI STATE BOBCAT INC | 101 | 11/30/15 | \$1.60 | E | 43100 | 212 | OIL - TOOLCAT/STREET | MOTOR FUELS & L | 006555 |
| ECONO SIGNS | 101 | 11/19/15 | \$543.14 | E | 43100 | 220 | TRAFFIC SIGNS/STREET | OPERATING SUPP | 006485 |
| FASTENAL | 101 | 11/19/15 | \$18.95 | E | 43100 | 220 | SIGN HARDWARE/STREE | OPERATING SUPP | 006487 |
| AGGREGATE INDUSTRIES | 101 | 11/19/15 | \$123.68 | E | 43100 | 225 | ROAD SAND/STREET DEP | SALT & SAND PUR | 006481 |
| S E H | 101 | 11/25/15 | \$1,508.82 | E | 43100 | 301 | CITY WIDE DRAINAGE IS | PROF SER-ENGIN | 006546 |
| STILLWATER TOWING IN | 101 | 11/09/15 | \$350.00 | E | 43100 | 302 | VEHICLE TOW/STREET D | CONTRACT SERVI | 006474 |
| SUPERIOR STRIPING, INC | 101 | 11/30/15 | \$700.00 | E | 43100 | 302 | STRIPING-LAKESIDE LOT | CONTRACT SERVI | 006551 |
| CARQUEST OF STILLWAT | 101 | 11/30/15 | \$31.69 | E | 43100 | 412 | SUPPLIES/STREET DEPT. | REP & MAINT VEH | 006514 |
| TRI STATE BOBCAT INC | 101 | 11/19/15 | \$32.01 | E | 43100 | 412 | PARTS TOOL CAT/STREE | REP & MAINT VEH | 006555 |
| TRI STATE BOBCAT INC | 101 | 11/30/15 | \$483.17 | E | 43100 | 412 | 2 TIRES-TOOLCAT/STRE | REP & MAINT VEH | 006555 |
| CARQUEST OF STILLWAT | 101 | 11/09/15 | \$23.78 | E | 43100 | 412 | MINI BULBS/STREET DEP | REP & MAINT VEH | 006464 |
| CENTURY POWER EQUIP | 101 | 11/09/15 | \$599.95 | E | 43100 | 412 | MOWER BAFfels/STREE | REP & MAINT VEH | 006465 |
| TRI STATE BOBCAT INC | 101 | 11/09/15 | \$883.73 | E | 43100 | 412 | TOOL CAT WEAR PARTS/ | REP & MAINT VEH | 006475 |
| CARQUEST OF STILLWAT | 101 | 11/30/15 | \$22.39 | E | 43100 | 412 | SUPPLIES/STREET DEPT. | REP & MAINT VEH | 006514 |
| MAC QUEEN EQUIPMENT | 101 | 11/09/15 | \$305.13 | E | 43100 | 412 | PARTS - STREET SWEEPE | REP & MAINT VEH | 006470 |
| ACTION RENTAL | 101 | 11/09/15 | \$172.56 | E | 43100 | 413 | BOOMLIFT/TREE TRIMMI | TREES | 006461 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$32.50 | E | 43100 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| LOFFLER BUSINESS SYST | 101 | 11/25/15 | \$31.65 | E | 43100 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$6.25 | E | 43100 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| MENARDS-STILLWATER | 101 | 11/30/15 | \$49.75 | E | 43100 | 420 | SNOW PLOW MARKERS | R & M BLDGS, ST | 006535 |
| LINNER ELECTRIC | 101 | 11/19/15 | \$366.43 | E | 43100 | 420 | LIGHT REPAIR/STREET D | R & M BLDGS, ST | 006532 |
| DEPT 43100 STREET MAINT | | | \$7,050.91 | | | | | | |
| DEPT 43160 STREET LIGHTING | | | | | | | | | |
| XCEL | 101 | 11/05/15 | \$2,168.79 | E | 43160 | 380 | SEPT/OCT 2015 GAS & E | ELECTRIC SERVIC | 006460 |
| LINNER ELECTRIC | 101 | 11/19/15 | \$245.24 | E | 43160 | 419 | STREET LIGHT REPAIR/S | REPAIR & MAINT | 006489 |
| DEPT 43160 STREET LIGHTING | | | \$2,414.03 | | | | | | |
| DEPT 43200 PARKS | | | | | | | | | |
| HOLIDAY FLEET | 101 | 11/05/15 | \$84.96 | E | 43200 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| AMERICAN FLAGPOLE & F | 101 | 11/19/15 | \$125.70 | E | 43200 | 220 | FLAGS/PARK DEPT. | OPERATING SUPP | 006504 |
| PETTY CASH | 101 | 11/05/15 | \$16.70 | E | 43200 | 410 | AUG-SEPT REIMBURSEM | REPAIR & MAINT | 006452 |
| GERTENS | 101 | 11/09/15 | \$210.00 | E | 43200 | 413 | AUSTRIAN PINE/PARK D | TREES | 006466 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$6.25 | E | 43200 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| LOFFLER BUSINESS SYST | 101 | 11/25/15 | \$31.65 | E | 43200 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| TR COMPUTER SALES LLC | 101 | 11/25/15 | \$32.50 | E | 43200 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| AIR FRESH PORTABLE TOI | 101 | 11/30/15 | \$78.75 | E | 43200 | 425 | RIVERSIDE 11/18/15-12/ | SATILLITIES | 006503 |
| AIR FRESH PORTABLE TOI | 101 | 11/30/15 | \$78.75 | E | 43200 | 425 | TENNIS CT 11/20/15-12/ | SATILLITIES | 006503 |
| AIR FRESH PORTABLE TOI | 101 | 11/30/15 | \$118.13 | E | 43200 | 425 | BARKERS 10/15/15-11/2/ | SATILLITIES | 006503 |
| DEPT 43200 PARKS | | | \$783.39 | | | | | | |
| DEPT 43300 CEMETERY | | | | | | | | | |
| HOLIDAY FLEET | 101 | 11/05/15 | \$11.73 | E | 43300 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| DEPT 43300 CEMETERY | | | \$11.73 | | | | | | |
| FUND 101 GENERAL | | | \$41,080.90 | | | | | | |
| FUND 202 DRUG FORFEITURE | | | | | | | | | |
| DEPT 42101 DARE EXPENDITURES | | | | | | | | | |
| ACTION FLEET, INC. | 202 | 11/19/15 | \$1,812.50 | E | 42101 | 449 | LIGHTBAR REPLACEMEN | DRUG FORFITURE | 006480 |
| KUSTOM SIGNALS, INC | 202 | 11/24/15 | \$143.62 | E | 42101 | 449 | BATTERY ASSY/POLICE D | DRUG FORFITURE | 006530 |
| DEPT 42101 DARE EXPENDITURES | | | \$1,956.12 | | | | | | |
| FUND 202 DRUG FORFEITURE | | | \$1,956.12 | | | | | | |

CITY OF BAYPORT
MONTHLY EXPENSES 6438-6558

Period Name: NOVEMBER

| Search Name | FU | Tran Date | Amount | A ct | DEPT | OBJ | Comments | OBJ Descr | Check Nbr |
|---|-----|-----------|---------------------|------|-------|-----|-----------------------|------------------|-----------|
| FUND 211 LIBRARY | | | | | | | | | |
| DEPT 45500 LIBRARY | | | | | | | | | |
| BAKER & TAYLOR | 211 | 11/19/15 | \$438.44 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$135.60 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$123.48 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$99.05 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$130.51 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$255.87 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$208.41 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$354.19 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$148.79 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| BAKER & TAYLOR | 211 | 11/19/15 | \$93.33 | E | 45500 | 217 | BOOKS/LIBRARY | MATERIALS & PR | 006507 |
| INNOVATIVE OFFICE SOL | 211 | 11/19/15 | \$194.57 | E | 45500 | 220 | OPERATING SUPPLIES/LI | OPERATING SUPP | 006525 |
| DEMCO | 211 | 11/19/15 | \$99.84 | E | 45500 | 220 | OPERATING SUPPLIES/LI | OPERATING SUPP | 006517 |
| TOSHIBA BUSINESS SOLU | 211 | 11/19/15 | \$273.93 | E | 45500 | 302 | CONTRACT SERV/LIBRAR | CONTRACT SERVI | 006553 |
| JODI OTTO | 211 | 11/19/15 | \$150.00 | E | 45500 | 302 | LIBRARY DEPT. | CONTRACT SERVI | 006526 |
| KINDER MELODIES | 211 | 11/19/15 | \$675.00 | E | 45500 | 302 | STORY TIME/LIBRARY | CONTRACT SERVI | 006528 |
| SHARON SIPPEL | 211 | 11/19/15 | \$1,500.00 | E | 45500 | 302 | NOV 2015 CLEANING/LIB | CONTRACT SERVI | 006547 |
| OFFICE OF ENT TECHNOL | 211 | 11/25/15 | \$83.66 | E | 45500 | 321 | PHONES/LIBRARY | COMMUNICATION | 006543 |
| NOVA COMMUNICATIONS | 211 | 11/19/15 | \$75.00 | E | 45500 | 321 | REPAIR/LIBRARY DEPT. | COMMUNICATION | 006542 |
| XCEL | 211 | 11/05/15 | \$849.61 | E | 45500 | 380 | SEPT/OCT 2015 GAS & E | ELECTRIC SERVIC | 006460 |
| XCEL | 211 | 11/05/15 | \$87.21 | E | 45500 | 381 | SEPT/OCT 2015 GAS & E | FUEL FOR HEAT | 006460 |
| AMERICAN LIBRARY ASSO | 211 | 11/09/15 | \$255.00 | E | 45500 | 402 | 2016 CONFERENCE-DEN | CONFERENCES & | 006462 |
| NARDINI FIRE EQUIPMEN | 211 | 11/19/15 | \$46.50 | E | 45500 | 420 | INSPECTIONS/LIBRARY | R & M BLDGS, ST | 006540 |
| ANDERSON HEATING | 211 | 11/19/15 | \$493.50 | E | 45500 | 420 | MAINT. /LIBRARY DEPT. | R & M BLDGS, ST | 006506 |
| LINNER ELECTRIC | 211 | 11/19/15 | \$272.39 | E | 45500 | 420 | REPAIR/LIBRARY DEPT. | R & M BLDGS, ST | 006532 |
| ELECTRO WATCHMAN, IN | 211 | 11/25/15 | \$90.00 | E | 45500 | 420 | ANNUAL FIRE LEASE & M | R & M BLDGS, ST | 006520 |
| PLUNKETT S PEST CONTR | 211 | 11/19/15 | \$111.70 | E | 45500 | 420 | INSECTS/LIBRARY DEPT. | R & M BLDGS, ST | 006545 |
| PLUNKETT S PEST CONTR | 211 | 11/19/15 | \$2.00 | E | 45500 | 420 | PAPER INVOICE/LIBRARY | R & M BLDGS, ST | 006545 |
| COMMERCIAL STEAM TEA | 211 | 11/19/15 | \$1,638.00 | E | 45500 | 420 | CARPET CLEANING/LIBR | R & M BLDGS, ST | 006516 |
| DEPT 45500 LIBRARY | | | \$8,885.58 | | | | | | |
| FUND 211 LIBRARY | | | \$8,885.58 | | | | | | |
| FUND 303 GO TIF BOND 1990 DEBT SERVICE | | | | | | | | | |
| DEPT 00000 GENERAL GOVERNMENT | | | | | | | | | |
| ECKBERG LAMMERS | 303 | 11/25/15 | \$37.50 | E | 00000 | 300 | TIF 169 THIRD ST. N | PROF SER-LEGAL | 006518 |
| DEPT 00000 GENERAL GOVERNMEN | | | \$37.50 | | | | | | |
| DEPT 41903 DEBT SERVICE | | | | | | | | | |
| S E H | 303 | 11/25/15 | \$377.92 | E | 41903 | 306 | TIF REIMBURSABLE | PROF SER-OTHER | 006546 |
| U S BANK TRUST N.A. | 303 | 11/05/15 | \$150,000.00 | E | 41903 | 850 | 2001 GO BONDS | DEBT SERVICE - P | 006455 |
| U S BANK TRUST N.A. | 303 | 11/05/15 | \$6,670.00 | E | 41903 | 860 | 2001 GO BONDS | DEBT SERVICE - I | 006455 |
| DEPT 41903 DEBT SERVICE | | | \$157,047.92 | | | | | | |
| FUND 303 GO TIF BOND 1990 DEBT SE | | | \$157,085.42 | | | | | | |
| FUND 400 NEW FIRE STATION | | | | | | | | | |
| DEPT 42201 FIRE STATION | | | | | | | | | |
| S E H | 400 | 11/19/15 | \$503.86 | E | 42201 | 301 | FIRE STATION | PROF SER-ENGIN | 006492 |
| BRAUN INTERTEC | 400 | 11/19/15 | \$4,785.50 | E | 42201 | 302 | FIRE STATION | CONTRACT SERVI | 006512 |
| SLUMBERLAND FURNITUR | 400 | 11/25/15 | \$4,664.07 | E | 42201 | 302 | FURNITURE NEW FIRE H | CONTRACT SERVI | 006549 |
| LEO A DALY | 400 | 11/25/15 | \$5,630.92 | E | 42201 | 302 | FIRE STATION | CONTRACT SERVI | 006531 |
| KRAUS-ANDERSON CONST | 400 | 11/19/15 | \$95,532.35 | E | 42201 | 302 | FIRE HALL | CONTRACT SERVI | 006529 |
| DEPT 42201 FIRE STATION | | | \$111,116.70 | | | | | | |

CITY OF BAYPORT
MONTHLY EXPENSES 6438-6558

Period Name: NOVEMBER

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|---|-----|-----------|--------------|------|-------|-----|-----------------------|-----------------|-----------|
| FUND 400 NEW FIRE STATION | | | \$111,116.70 | | | | | | |
| FUND 601 WATER | | | | | | | | | |
| DEPT 46110 WATER-PUMPHOUSE | | | | | | | | | |
| XCEL | 601 | 11/05/15 | \$2,067.76 | E | 46110 | 380 | SEPT/OCT 2015 GAS & E | ELECTRIC SERVIC | 006460 |
| XCEL | 601 | 11/05/15 | \$114.65 | E | 46110 | 381 | SEPT/OCT 2015 GAS & E | FUEL FOR HEAT | 006460 |
| DEPT 46110 WATER-PUMPHOUSE | | | \$2,182.41 | | | | | | |
| DEPT 46120 WATER | | | | | | | | | |
| BUSINESS FORMS & ACCO | 601 | 11/30/15 | \$8.95 | E | 46120 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |
| HOLIDAY FLEET | 601 | 11/05/15 | \$136.52 | E | 46120 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| HAWKINS WATER | 601 | 11/09/15 | \$40.00 | E | 46120 | 216 | WATER TREATMENT-CHL | CHEMICALS AND | 006467 |
| MVTL | 601 | 11/19/15 | \$54.00 | E | 46120 | 216 | WATER TESTING/WATER | CHEMICALS AND | 006491 |
| WEBER & TROSETH, INC. | 601 | 11/09/15 | \$46.80 | E | 46120 | 220 | HYDRANT CAP GASKETS/ | OPERATING SUPP | 006479 |
| SAFE-FAST, INC. | 601 | 11/09/15 | \$84.78 | E | 46120 | 220 | OPERATING SUPPLIES/W | OPERATING SUPP | 006473 |
| S E H | 601 | 11/25/15 | \$923.83 | E | 46120 | 301 | TCE WATERMAIN | PROF SER-ENGIN | 006546 |
| PLUNKETT S PEST CONTR | 601 | 11/09/15 | \$285.00 | E | 46120 | 302 | ANNUAL SERVICE/WATE | CONTRACT SERVI | 006471 |
| BANYON DATA SYSTEMS | 601 | 11/30/15 | \$524.70 | E | 46120 | 302 | PAY AND FUND SUPPORT | CONTRACT SERVI | 006508 |
| ONE CALL CONCEPTS | 601 | 11/30/15 | \$81.85 | E | 46120 | 307 | LOCATES/WATER DEPT. | GOPHER STATE O | 006544 |
| XCEL | 601 | 11/05/15 | \$1,785.92 | E | 46120 | 380 | SEPT/OCT 2015 GAS & E | ELECTRIC SERVIC | 006460 |
| XCEL | 601 | 11/05/15 | \$148.37 | E | 46120 | 381 | SEPT/OCT 2015 GAS & E | FUEL FOR HEAT | 006460 |
| SHERWIN WILLIAMS LC | 601 | 11/19/15 | -\$49.55 | E | 46120 | 412 | PAINT TANK TRUCK/WAT | REP & MAINT VEH | 006548 |
| FREDS TIRE | 601 | 11/30/15 | \$391.16 | E | 46120 | 412 | TIRES/WATER DEPT. | REP & MAINT VEH | 006523 |
| SHERWIN WILLIAMS LC | 601 | 11/19/15 | \$76.10 | E | 46120 | 412 | PAINT TANK TRUCK/WAT | REP & MAINT VEH | 006548 |
| SHERWIN WILLIAMS LC | 601 | 11/19/15 | \$77.50 | E | 46120 | 412 | TANK TRUCK/WATER DE | REP & MAINT VEH | 006548 |
| LOFFLER BUSINESS SYST | 601 | 11/25/15 | \$31.65 | E | 46120 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| TR COMPUTER SALES LLC | 601 | 11/25/15 | \$6.25 | E | 46120 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| TR COMPUTER SALES LLC | 601 | 11/25/15 | \$32.50 | E | 46120 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| HD SUPPLY WATERWORK | 601 | 11/30/15 | \$559.93 | E | 46120 | 419 | WATER METER/WATER D | REPAIR & MAINT | 006524 |
| MID AMERICA METER,INC | 601 | 11/30/15 | \$91.05 | E | 46120 | 419 | WATER METER REPAIR/ | REPAIR & MAINT | 006537 |
| WATER CONSERVATION S | 601 | 11/09/15 | \$273.00 | E | 46120 | 419 | LEAK DETECTION SERVI | REPAIR & MAINT | 006478 |
| MINNESOTA PIPE & EQUI | 601 | 11/30/15 | \$165.25 | E | 46120 | 419 | VALVE BOX/WATER DEPT | REPAIR & MAINT | 006539 |
| MANTYLA WELL DRILLING | 601 | 11/30/15 | \$61.50 | E | 46120 | 419 | PIPE SUPPLIES/WATER D | REPAIR & MAINT | 006534 |
| ELECTRO WATCHMAN, IN | 601 | 11/25/15 | \$90.00 | E | 46120 | 420 | ANNUAL FIRE LEASE & M | R & M BLDGS, ST | 006520 |
| MINNESOTA DEPT OF HEA | 601 | 11/24/15 | \$1,294.00 | E | 46120 | 430 | 4TH QTR 2015 WATER S | MISC | 006538 |
| ACTION RENTAL | 601 | 11/09/15 | \$73.33 | E | 46120 | 431 | TRAILER RENTAL/WATER | RENTAL OF EQUIP | 006461 |
| ACTION RENTAL | 601 | 11/09/15 | \$60.00 | E | 46120 | 431 | COMPRESSOR RENTAL/W | RENTAL OF EQUIP | 006461 |
| DEPT 46120 WATER | | | \$7,354.39 | | | | | | |
| FUND 601 WATER | | | \$9,536.80 | | | | | | |
| FUND 602 SEWER | | | | | | | | | |
| DEPT 46200 SEWER - OPERATING | | | | | | | | | |
| BUSINESS FORMS & ACCO | 602 | 11/30/15 | \$8.95 | E | 46200 | 201 | LASER W2 SUPPLIES | OFFICE SUPPLIES | 006513 |
| HOLIDAY FLEET | 602 | 11/05/15 | \$139.14 | E | 46200 | 212 | OCT 2015 FUEL | MOTOR FUELS & L | 006445 |
| T. R. F. SUPPLY | 602 | 11/30/15 | \$624.80 | E | 46200 | 220 | BLDG. SUPPLIES/SEWER | OPERATING SUPP | 006552 |
| S E H | 602 | 11/25/15 | \$372.97 | E | 46200 | 301 | SANITARY SEWER CLEAN | PROF SER-ENGIN | 006546 |
| BANYON DATA SYSTEMS | 602 | 11/30/15 | \$524.70 | E | 46200 | 302 | PAY AND FUND SUPPORT | CONTRACT SERVI | 006508 |
| FLEXIBLE PIPE TOOL CO | 602 | 11/19/15 | \$312.95 | E | 46200 | 412 | HOSE REEL SEIVEL | REP & MAINT VEH | 006488 |
| LOFFLER BUSINESS SYST | 602 | 11/25/15 | \$31.68 | E | 46200 | 416 | OVERAGE CHARGE - COP | REPAIR/MAINT OF | 006533 |
| TR COMPUTER SALES LLC | 602 | 11/25/15 | \$32.50 | E | 46200 | 416 | NOV & DEC 2015 | REPAIR/MAINT OF | 006554 |
| TR COMPUTER SALES LLC | 602 | 11/25/15 | \$6.25 | E | 46200 | 416 | COMPUTER CONSULTING | REPAIR/MAINT OF | 006554 |
| DEPT 46200 SEWER - OPERATING | | | \$2,053.94 | | | | | | |
| DEPT 46990 SEWER - NON-OPERATING | | | | | | | | | |

CITY OF BAYPORT
MONTHLY EXPENSES 6438-6558

11/30/15 4:52 PM
Page 6

Period Name: NOVEMBER

| Search Name | FU | Tran Date | Amount | A ct | DEPT | OBJ | Comments | OBJ Descr | Check Nbr |
|--|-----|-----------|--------------|------|-------|-----|-----------------------|----------------|-----------|
| METROPOLITAN COUNCIL | 602 | 11/25/15 | \$31,422.00 | E | 46990 | 434 | DEC 2015 MTHLY ANNUA | STATE FEES FOR | 006536 |
| DEPT 46990 SEWER - NON-OPERAT | | | \$31,422.00 | | | | | | |
| FUND 602 SEWER | | | \$33,475.94 | | | | | | |
| FUND 803 P & Z ESCROWS | | | | | | | | | |
| DEPT 80055 MATTAMY MN PARTNERSHIP | | | | | | | | | |
| SEH | 803 | 11/25/15 | \$4,211.74 | E | 80055 | 301 | INSPIRATION IIIB MATT | PROF SER-ENGIN | 006546 |
| DEPT 80055 MATTAMY MN PARTNE | | | \$4,211.74 | | | | | | |
| DEPT 80058 MILLER FARMS/DERRICK PHASE 4 | | | | | | | | | |
| SEH | 803 | 11/25/15 | \$2,952.45 | E | 80058 | 301 | MILLER FARMS ESCROW | PROF SER-ENGIN | 006546 |
| DEPT 80058 MILLER FARMS/DERRI | | | \$2,952.45 | | | | | | |
| FUND 803 P & Z ESCROWS | | | \$7,164.19 | | | | | | |
| | | | \$370,301.65 | | | | | | |

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: November, 2015

Printed:11/30/2015

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| | |
|--|--------------------------------|
| Permit Number: | Filing Date: 11/4/2015 |
| Parcel Address: 16625 20TH Street S. | LAKE ST. CROIX BEACH, MN 55043 |
| Applicant: SUNRISE CORP. OWNER OWNER | Applicant Phone: |
| Construction Value: \$1,800.00 | Total Fees: \$80.00 |

| | |
|--|--------------------------------------|
| Permit Number: BP2015-90 | Filing Date: 11/3/2015 |
| Parcel Address: 239 North 2nd Street | Bayport, MN 55003 |
| Applicant: J MICHAEL HOMES INC. J MICHAEL HOMES INC. RESIDENTIAL BUILDER | Applicant Phone: 651-808-3966 |
| Construction Value: \$313,000.00 | Total Fees: \$6,558.84 |

| | |
|--|--------------------------------------|
| Permit Number: BP2015-91 | Filing Date: 11/5/2015 |
| Parcel Address: 1213 INSPIRATION PARKWAY | BAYPORT, MN 55003 |
| Applicant: MATTAMY HOMES MATTAMY HOMES RESIDENTIAL BUILDER | Applicant Phone: 952-215-2008 |
| Construction Value: \$350,000.00 | Total Fees: \$10,228.64 |

| | |
|---|--------------------------------------|
| Permit Number: BP2015-92 | Filing Date: 11/10/2015 |
| Parcel Address: 169 3RD STREET NORTH | |
| Applicant: VEIT & COMPANY, INC. VEIT & COMPANY, INC. DEMOLITION | Applicant Phone: 763-428-2242 |
| Construction Value: \$15,000.00 | Total Fees: \$273.00 |

| | |
|--|--------------------------------------|
| Permit Number: EG2015-14 | Filing Date: 11/2/2015 |
| Parcel Address: INSPIRATION - 3RD ADDITION | |
| Applicant: CENTURYLINK JT TRENCH WITH XCEL & COMCAST UTILITIES | Applicant Phone: 651-714-7529 |
| Construction Value: | Total Fees: \$350.00 |

Building Permit Log

For: November, 2015

Printed:11/30/2015

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| | |
|---|--------------------------------------|
| Permit Number: EG2015-15 | Filing Date: 11/2/2015 |
| Parcel Address: INSPIRATION - 3RD ADDITION | |
| Applicant: CENTURY LINK | Applicant Phone: 651-714-7529 |
| TelCom Construction, Inc. UTILITIES | |
| Construction Value: | Total Fees: \$350.00 |
| <hr/> | |
| Permit Number: LSCB-15-13 | Filing Date: 11/10/2015 |
| Parcel Address: 2020 ST CROIX TRAIL S. | LAKE ST. CROIX BEACH, MN 55043 |
| Applicant: BENCK MECHANICAL | Applicant Phone: 715-247-5653 |
| BENCK MECHANICAL MECHANICAL | |
| Construction Value: \$6,400.00 | Total Fees: \$112.00 |
| <hr/> | |
| Permit Number: LSCB-15-14 | Filing Date: 11/12/2015 |
| Parcel Address: 1530 QUEENS Ave. S. | LAKE ST. CROIX BEACH, MN 55043 |
| Applicant: ANN ADAMS | Applicant Phone: |
| OWNER OWNER | |
| Construction Value: \$21,000.00 | Total Fees: \$594.60 |
| <hr/> | |
| Permit Number: LSCB15-10 | Filing Date: 11/4/2015 |
| Parcel Address: 1265 QUINLAN Ave. S. | LAKE ST. CROIX BEACH, MN 55043 |
| Applicant: PETER LUDWIG | Applicant Phone: |
| OWNER OWNER | |
| Construction Value: \$500.00 | Total Fees: \$25.00 |
| <hr/> | |
| Permit Number: LSCB15-11 | Filing Date: 11/4/2015 |
| Parcel Address: 1941 QUENTIN Ave. S. | LAKE ST. CROIX BEACH, MN 55043 |
| Applicant: KRISTIN KOHL | Applicant Phone: |
| OWNER OWNER | |
| Construction Value: \$700.00 | Total Fees: \$37.50 |
| <hr/> | |
| Permit Number: MC2015-32 | Filing Date: 11/16/2015 |
| Parcel Address: 100 4TH Ave. N. | BAYPORT, MN 55003 |
| Applicant: CORVAL CONSTRUCTORS, INC. | Applicant Phone: 651-645-0451 |
| CORVAL CONSTRUCTORS, INC. MECHANICAL | |
| Construction Value: \$11,818.00 | Total Fees: \$119.18 |

Building Permit Log

For: November, 2015

Printed:11/30/2015

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Permit Number: PL2015-30**Filing Date:** 11/16/2015**Parcel Address:** 1215 INSPIRATION PARKWAY

BAYPORT, MN 55003

Applicant: CEDAR PLUMBING**Applicant Phone:** 763-753-3464

CEDAR PLUMBING Plumber

Construction Value: \$1,000.00**Total Fees:** \$696.00



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

Date: November 16, 2015
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: Non-unionized employee paid holiday hours for 2016

BACKGROUND

The city establishes paid holiday hours for employees to observe designated federal holidays. To be consistent with state law, the city's union contracts, and the designated holidays observed by the Washington County Government Center, the city is suggesting the following holidays for 2016:

| | | |
|----------------------------|----------------------------------|----------|
| Martin Luther King Jr. Day | Monday, January 18 | 10 hours |
| Presidents' Day | Monday, February 15 | 10 hours |
| Memorial Day | Monday, May 30 | 10 hours |
| Independence Day | Monday, July 4 | 10 hours |
| Labor Day | Monday, September 5 | 10 hours |
| Columbus Day | Monday, October 10 | 10 hours |
| Thanksgiving Day | Thursday, November 24 | 10 hours |
| Christmas Eve Day | Thursday, December 22 (observed) | 10 hours |
| Christmas Day | Monday, December 26 (observed) | 10 hours |
| Floating holiday | At discretion of employee | 6 hours |

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2016.



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

Date: December 1, 2015
To: Mayor and City Council
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Liquor and tobacco license renewals for 2016

BACKGROUND

Liquor and tobacco licenses expire on December 31, 2015. The following establishments have submitted the required paperwork and are requesting license renewal, as follows:

Establishment

License Type

| | |
|---|----------------------------------|
| Bayport BBQ – 328 5 th Ave. N. | On-sale, Sunday liquor |
| Bayport Liquor - 102 3 rd St. N. | Off-sale liquor |
| Hesley Jensen American Legion Post 491 - 263 3 rd St. N. | Club on-sale, Sunday liquor |
| Holiday Stationstores – 174 3 rd St. N. | Tobacco |
| L'Etoile Du Nord Café – 320 5 th Ave. N. | On-sale, off-sale, Sunday liquor |
| Mallards – 101 5 th Ave. S. | On-sale, off-sale, Sunday liquor |
| Not Justa Bar/Café – 193 3 rd St. N. | On-sale, Sunday liquor |
| Woody's Bar and Grill - 109 3 rd St. N. | On-sale, off-sale, Sunday liquor |

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

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewal of liquor and tobacco licenses for the establishments listed above for 2016.



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

Date: November 30, 2015
To: Mayor and City Council
City Administrator Logan Martin
From: Chief of Police Laura Eastman
Subject: Annual Liquor and Tobacco Compliance Checks

BACKGROUND

The following tobacco compliance checks were completed on June 30, 2015 and liquor compliance checks on November 5, 2015 and November 19, 2015:

| <u>Establishment</u> | <u>Compliance Check</u> |
|-----------------------------|---|
| American Legion Post # 491 | Pass |
| Bayport BBQ | Pass |
| Bayport Liquor | Pass |
| Holiday Stationstore | Pass |
| L'Etoile Du Nord Cafe | Fail -1st offense, administrative fine accessed; Preventative/educational measures addressed |
| Mallards | Pass |
| Not Justa Bar/Café | Pass |
| Woody's Bar and Grill | Pass |

RECOMMENDATION

Staff recommends the City Council adopt a motion renewing licenses for the establishments listed above, noting corrections in reference to L'Etoile Du Nord.



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

DATE: November 30, 2015

TO: Mayor and City Council

FROM: Sara Taylor, Assistant City Administrator
Jill Smith, Library Director

RE: Reappointment of Mary Ostertag to the Library Board

BACKGROUND

The term of Library Board member Mary Ostertag expires December 31, 2015. We are pleased to announce that Mary has submitted a letter expressing interest in serving another term and staff is supportive of her request for reappointment.

RECOMMENDATION

Staff recommends the City Council adopt a motion reappointing Mary Ostertag to the Library Board for a three-year term to expire December 31, 2018.



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

DATE: November 30, 2015

TO: Mayor and City Council

FROM: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner

RE: Reappointment of Elizabeth Kelly and John Dahl to the Planning Commission

BACKGROUND

The term of Planning Commission members Elizabeth Kelly and John Dahl expires December 31, 2015. We are pleased to announce that both have submitted a letter expressing interest in serving another term and staff is supportive of their request for reappointment.

RECOMMENDATION

Staff recommends the City Council adopt a motion reappointing Elizabeth Kelly and John Dahl to the Planning Commission each for a three-year term to expire December 31, 2018.



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

Date: November 23, 2015
To: Mayor and City Council
From: Logan Martin, City Administrator
Wanda Madsen, Finance Officer
Subject: Renewal of employee health/dental insurance policy

BACKGROUND

The City provides health insurance for employees through Health Partners, paying 100% for an employee single plan, and 90% for a family plan, with an 85% contribution to the employee's HSA. The proposed rates for 2016 represent a 4% increase over the 2015 rates. The city's insurance consultant A.T. Group recommends renewal of this policy through December 1, 2016.

The city also provides dental insurance for all employees through Delta Dental, paying 100% for employee coverage (employee pays 100% for any dependents). The proposed rates for 2016 represent an increase of approximately 4% over the 2015 rates. A.T. Group finds this increase to be reasonable and recommends renewal of this policy through December 31, 2016.

RECOMMENDATION

Staff recommends the City Council adopt a motion to renew health insurance coverage with Health Partners at an increase of approximately 4%, and renew dental insurance coverage with Delta Dental at an approximate increase of 4% for 2016.



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

Date: November 19, 2015
To: Mayor and City Council
Logan Martin, City Administrator
From: Wanda Madsen, Finance Officer
Subject: **Budgeted Fund Transfers for 2015**

BACKGROUND

In the 2015 budget, the city budgeted for the following fund transfers:

- Transferring \$5,000.00 from the city's Water Department Fund # 601 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2015.
- Transferring \$25,000 from the city's Sewer Department Fund # 602 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2015.
- Transferring \$1,000.00 from the city's Water Department Fund # 601 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2015.
- Transferring \$1,000.00 from the city's Sewer Department Fund # 602 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2015.
- Transferring \$475.00 from the city's Water Department Fund # 601 to the city's Office Automation Fund # 101 (414), effective December 31, 2015.
- Transferring \$475.00 from the city's Sewer Department Fund # 602 to the city's Office Automation Fund # 101 (414), effective December 31, 2015.

RECOMMENDATION

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



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

Date: December 2, 2015
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: Amendment to the Inspiration Master Developer's Agreement to acknowledge obligation for completion of open space restoration by Mattamy Homes

BACKGROUND

City Attorney Pratt has drafted a proposed amendment to the Inspiration Master Developer's Agreement for consideration. The purpose of the amendment is to acknowledge that Mattamy Homes is responsible for and has agreed to complete restoration of the open space they recently disturbed, due to grading and installation of infrastructure for Phase III-B of the development. The city has financial surety in the form of a letter of credit from Mattamy Homes to ensure the restoration work is completed.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving an amendment to the Inspiration Master Developer's Agreement to acknowledge obligation for completion of open space restoration by Mattamy Homes.

**CITY OF BAYPORT, MINNESOTA
FIRST AMENDMENT TO DEVELOPER'S AGREEMENT**

THIS FIRST AMENDMENT TO DEVELOPER'S AGREEMENT (the "Amendment") is made and entered into this ____ day of _____, 2015, by and between the **City of Bayport, Minnesota**, a municipal corporation and political subdivision under the laws of the State of Minnesota (the "City"), and **Mattamy Minneapolis LLC**, a Delaware limited liability company, doing business as **Mattamy Homes** (the "Developer"), as the successor-in-interest to Contractor Property Developers Company and Bayport Mainstreet Holding LLC (collectively, the "Original Developers").

WHEREAS, the City and Contractor Property Developers Company executed a Developer's Agreement, dated as of April 26, 2005 (the "Original Agreement"), related to the approval of Inspiration, A Conservation Development (the "Subdivision"). The Original Agreement governed the development of Phase I of the Subdivision, which has resulted in 121 single-family lots, and is substantially complete.

WHEREAS, Phase II of the Subdivision, intended to be 75 multi-family units, has not been completed, and Phase III of the Subdivision consists of 16 single-family lots in the southeast section of the Subdivision (known as Phase III-A) and 115 single-family lots in the remainder of the Subdivision (known as Phase III-B). A Developer's Agreement for the Phase III-B work was executed between the City and the Developer as of July 16, 2015.

WHEREAS, all open space contained within the Subdivision is encumbered by a Conservation Easement, dated as of May 24, 2005 (the "Easement"), granted by Contractor Property Developers Company to the Minnesota Land Trust, a non-profit corporation organized and existing under the laws of the State of Minnesota (the "Trust").

WHEREAS, to enhance the use of the Easement, an Ecological Restoration and Management Program (the "Restoration Program") was created to, among other tasks, manage the open spaces within the Subdivision and restore the ecology, diversity, and beauty of native plant communities in conservation preserves. Upon request of Bayport Mainstreet Holding LLC, the then owner of the property underlying the Subdivision, the Restoration Program was amended by the City as of October 1, 2012, to provide for updated management practices and the implementation of an aggressive buckthorn removal strategy with restoration of affected areas with native grasses. The amendment to the Restoration Program was consented to by the Trust.

WHEREAS, the Developer, as the current owner of the property underlying the Subdivision, wishes to restore various open space within the Subdivision, which has been disturbed due to the development of Phase III-B. The City, as the future owner of the "Protected Property" (as defined in the Easement), wishes to take ownership of such open space in a restored state.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is agreed as follows:

1. Effect of Amendment. The parties hereto acknowledge that the Phase I

infrastructure and housing development is substantially complete. All responsibilities and obligations of the Developer as to such items, as further described in the Original Agreement, are complete. The purpose of this Amendment is to therefore memorialize the various restoration activities the Developer will covenant to undertake upon completion of the Phase III-B development. Except as otherwise expressly altered by this Amendment, all terms and conditions of the Original Agreement shall remain in full force and effect as between the City and the Developer. All capitalized but undefined terms used in this Amendment shall be defined as in the Original Agreement.

2. Primrose Path Turnout. The developer of Inspiration Phase I constructed a turnout to provide for temporary turnaround for vehicles accessing the two homes located on Primrose Path, north of Pioneer Trail. The construction of Inspiration Phase III-B completes Primrose Path and therefore the turnout will no longer be required when Phase III-B streets are open to traffic in 2016. Upon completion of the grading and infrastructure activities in the vicinity of that area and once the newly constructed streets are open to traffic, the Developer will remove the turnout pavement and base gravel and restore the area with topsoil and vegetative cover consistent with the adjacent native prairie. This restoration is anticipated to be completed in 2016. The City shall retain funds sufficient in its discretion and allocable from the Developer's letter of credit for the Phase III-B development to complete the removal of the turnout and restoration of the affected area on the City's own accord, if the Developer fails to do so. In the discretion of the City, once the removal of the turnout and restoration of the affected area is completed, the City may release the portion of the Developer's letter of credit allocable to such improvements.

3. Restoration of Open Space. The City acknowledges that Bayport Mainstreet Holding LLC has substantially completed the restoration of the open space within the Subdivision, and has complied with the provisions of the Easement and the Restoration Program. Approximately one-third of the open space within the Subdivision, located in the northwest area, has been disturbed by the Developer as a part of its normal and customary Phase III-B development activities (the "Disturbed Areas"). These Disturbed Areas are contained within the Easement and are subject to the Restoration Program. Stantec Consulting Services Inc. has been retained to study the restoration progress, and has confirmed the existence of the Disturbed Areas that need restoration by the Developer. Stantec's Ecological Restoration Review is hereby attached as Exhibit A, and is incorporated in its entirety herein.

Upon completion of the Phase III-B development activities, the Developer shall restore all Disturbed Areas to the requirements contained in the Restoration Program. The City shall retain funds sufficient in its discretion and allocable from the Developer's letter of credit for the Phase III-B development to complete the restoration of the Disturbed Areas on the City's own accord, if the Developer fails to do so. In the discretion of the City, once the restoration of the Disturbed Areas is completed, the City may release the portion of the Developer's letter of credit allocable to such restoration improvements.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.
SIGNATURE PAGES FOLLOW.**

IN WITNESS WHEREOF, the City of Bayport, Minnesota and Mattamy Minneapolis LLC, doing business as Mattamy Homes, have caused this First Amendment to Developer's Agreement to be duly executed on the date and year first above written.

CITY OF BAYPORT, MINNESOTA

Susan St. Ores
Mayor

Logan Martin
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2015, before me a Notary Public, within and for said County personally appeared Susan St. Ores and Logan Martin, to me personally known, being each by me duly sworn did say that they are respectively the Mayor and the City Administrator of the City of Bayport, Minnesota, the municipal corporation and political subdivision named in the foregoing instrument; and that said instrument was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Administrator acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

EXHIBIT A

**STANTEC CONSULTING SERVICES INC.
ECOLOGICAL RESTORATION REVIEW**

To be attached upon approval and signature of this document



Building a Better World
for All of Us®

MEMORANDUM

TO: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
Andy Pratt, City Attorney

FROM: John D. Parotti, PE | City Engineer

DATE: November 30, 2015

RE: Inspiration (Phase I); Letter of Credit Reduction Request (Final)
SEH No. A-BAYPO0303.01 14.00

The City is in receipt of a request to release the balance of the Developer's Letter of Credit for the Inspiration subdivision (Phase I). Based on a review of our project files and on City Staff discussion, it is recommended that the balance be released as requested with the following conditions:

1. Fire hydrants must be repainted with a full coat of Safety Yellow paint as indicated on the punch list issued on December 14, 2006. In a review of our files and in conversation with Public Works Supervisor Mel Horak, our records indicate that this work has yet to be completed. Due to unsuitable weather conditions, repainting of the hydrants will need to be postponed until next spring. The City will coordinate the hydrant repainting and the Developer will be invoiced accordingly for costs related to the repainting.
2. The City has ordered the required No Parking signs for the development and will coordinate installation in locations determined by the City. The Developer will be invoiced accordingly for costs related to the signage and installation.
3. An agreement be executed with the Developer of Inspiration Phase III-B (Mattamy Homes) in which Mattamy Homes accepts responsibility for restoration of open space disturbed by Phase III-B construction in accordance with Stantec memo dated November 5, 2015. This agreement must be reviewed and approved by the City Attorney.
4. Other miscellaneous items be completed as approved by the City Attorney (i.e. open space and nature center land transfer, etc.).

Feel free to contact me if you have any questions.

p:\ae\lb\baypo\122136\2015\inspiration 2005 da\loc reduction\15_11_30 letter of credit reduction final.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax

Felhaber ■■ Larson

MEMORANDUM

TO: Terry Forbord - tforbord@forbordusa.com
Logan Martin - LMartin@ci.bayport.mn.us
Andy Pratt - APratt@eckbergglammers.com

FROM: Mark Radke

DATE: November 4, 2015

RE: Inspiration
Our File No. 28600.003

Pursuant to Bayport City Council Resolution 12-20 dated October 1, 2012 and filed October 23, 2012 as Document Number 3913243, and the amended Agreement for Ecological Restoration and Management Program adopted in connection therewith, I have attached a certification letter issued by Paul Bockenstedt of Stantec Consulting Services, Inc. As further described in the attached letter, Mr. Bockenstedt has evaluated the initial ecological restoration work at Inspiration completed by Inspiration Holdings LLC and recommends that such work be considered complete and accepted by the City of Bayport, with the exception of the area that Mattamy Homes has disturbed and is responsible for restoring.

In accordance with Section 1.P. of the Developer's Agreement for Inspiration dated April 26, 2005, filed July 19, 2005, as Document Number 3526935, upon completion of the initial ecological restoration work at Inspiration, the "Protected Property" identified in the Conservation Easement filed July 19, 2005 as Document Number 3526937, is to be conveyed to the City of Bayport. Accordingly, I have attached a proposed form of deed for the conveyance of such Protected Property to the City of Bayport for review and approval.

In addition, upon acceptance of the initial ecological restoration work at Inspiration by the City of Bayport, we would request the release of the Letter of Credit posted by Inspiration Holdings LLC in the amount of \$39,281.25 held as security for completion of such work.

Thank you for your cooperation with these matters.



Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113-3819

November 5, 2015
File: 193704038

Attention: Terry Forbord
Inspiration Holdings LLC
4960 Sussex Place
Shorewood, MN 55331

Dear Terry,

Reference: Inspiration Ecological Restoration Review

Thank you for the opportunity to provide ecological restoration review services for the Inspiration site in Bayport, MN. Below, please find a brief summary of background information regarding the restoration, the in-field review of restoration areas, and a summary of findings. Please review this information and let me know if you have any questions, or need additional information.

BACKGROUND INFORMATION

The Inspiration site in Bayport was originally proposed for development in c.2004. As part of the planning for the site, an Ecological Restoration and Management Program (ERMP) report was developed for Contractors Property Development Company. After the initial ERMP was developed, initial ecological restoration work was conducted on site. Work was suspended at the site in c.2006. Information on the extent of the initial ecological restoration work was not available. It is assumed that the site received no grow-in maintenance work after initial installation of native seed.

Following initial ecological restoration work, during the period between approximately 2006 and 2013 - limited vegetation management work is known to have occurred and some of the restoration areas reverted to having a significant amount of nonnative, invasive plant cover (including Canada thistle and other similar invasives).

On behalf of the previous owner, Bayport Mainstreet Holding, LLC, on August 16, 2012 Landform Professional Services, LLC submitted an amended ERMP and addendum Amendment #2 to the City of Bayport. The revised ERMP and Amendment #2 were reviewed and approved by the City of Bayport in October, 2012. In 2013 Sandstrom Land Management was contracted by Bayport Mainstreet Holding, LLC to conduct remedial management of ecological restoration areas.

On December 23, 2013, portions of the site (including ecological restoration areas) were acquired by Inspiration Holdings LLC. In the spring of 2014, Terry Forbord of Inspiration Holdings aggressively began the process of re-initiating the ecological restoration work on the easement areas that had received limited maintenance and fallen into disrepair.



November 5, 2015
Page 2 of 26

Reference: Inspiration Ecological Restoration Review

Please refer to Figure 1 for a summary of the locations of the seven ecological restoration areas at Inspiration. Figure 2 includes a summary of restoration activities that were proposed and conducted at select restoration locations. Also in 2014, Inspiration Holdings LLC retained Sandstrom Land Management to complete ecological restoration work on the easement areas and remedial management of ecological restoration areas.

The subsequent vegetation management work included native seeding and grow-in maintenance of select areas (Figure 2), as well as intensive vegetation management efforts in previously seeded areas to bring them into compliance with the desired outcomes. Vegetation maintenance activities conducted by Sandstrom Land Management have included:

- Spot herbicide application of invasive, nonnative weeds
- Spot mowing
- Prescribed burns
- Cut/treat/removal of invasive woody vegetation (especially European buckthorn)

IN-FIELD EVALUATION OF ECOLOGICAL RESTORATION AREAS

On Thursday, October 15, 2015 I visited the Inspiration site to conduct an in-field review of restoration areas. Bruce Sandstrom met me on site to provide an overview of management activities in specific areas since 2012. After meeting with Mr. Sandstrom, I conducted a detailed walk-through of the site by myself to gather information about the condition of each of the management areas, including the overall composition of vegetation, occurrence of native vegetation, nonnative weeds, overall condition and the perceived trajectory of the restoration areas (i.e. is the trend of vegetation toward improved quality/stability?).

Representative photos of each management area were also taken to document general conditions, characteristics or specific noteworthy items (included at the back of this report).

FINDINGS OF FIELD EVALUATION

The 11 areas that were identified in the 2012 amended and City-approved ERMP, were in good to very good condition. Native cover representative of the respective native seed mixes was dominant in these areas. The total number of native species present and total native plant cover in these areas exceeds the ERMP goals. Similarly, nonnative/invasive plant cover in these areas was very low, and exceeds the standards outlined in the ERMP.

Areas outside of those shown in Figure 2, but within areas shown in Figure 1 are those where ongoing maintenance has been conducted. As previously noted, these areas had been in a significant state of disrepair when management resumed in 2013 because they had limited management between 2006 and 2012. As described by Bruce Sandstrom, the areas identified for



November 5, 2015

Page 3 of 26

Reference: Inspiration Ecological Restoration Review

ongoing maintenance at the Inspiration site had significant and widespread invasive/nonnative plant cover. Mr. Sandstrom specifically noted Canada thistle, purple loosestrife, reed canary grass, European buckthorn, Tatarian honeysuckle, curly dock, and spotted knapweed as comprising a substantial portion of the total cover at the site in 2013 when management efforts were resumed. Total nonnative/invasive cover in these areas has been significantly reduced in these ongoing maintenance areas and although there are still nonnative/invasive plants present in select areas, they occur at low levels.

Although I believe managed restoration areas exceed goals, there are a few areas that either exhibit elevated invasive/nonnative plant cover or have been recently disturbed by construction activities. Specifically:

- Area 3 has elevated levels of invasive, nonnative plant cover. This is particularly true for Canada thistle, curly dock, and sweet clover.
- Area 7 (see Figure 1) has elevated levels of the nonnative reed canary grass. I would also note, however, that this area has good to very good native forb/flower cover. Although there is an elevated level of reed canary grass in this particular area, I believe that it provides desired wildlife habitat and water quality benefits, and the spirit of overall ecological restoration for the site.

Mattamy Homes is in the process of site grading for the 3rd Addition of the Inspiration development. As is common, site work for large areas within a development can result in grading of areas into peripheral areas for erosion control, stormwater compliance, safety and other reasons. As a result, approximately one third of ecological restoration Areas 5 & 6 on the northwest side of the Inspiration site has been disturbed by site grading work associated with the 3rd Addition. Mattamy Homes is responsible for repairing and restoring native plant cover in these disturbed areas, in accordance with the ERMP.

CONCLUSION

Based on information I have reviewed and the field evaluation I conducted on October 15th, 2015, it is my opinion that, with the exception of the portion disturbed by Mattamy Homes in Area 5 & 6, the balance of ecological restoration areas at Inspiration meet or exceed the intended outcomes/performance standards outlined in the 2012-amended ERMP approved by the City.

As a result, I recommend that the initial ecological restoration work at Inspiration be considered complete and accepted by the City, with the exception of the areas that Mattamy Homes has disturbed and is responsible for restoring to performance standards identified in the ERMP and Area 10 (Figure 2).



November 5, 2015
Page 4 of 26

Reference: Inspiration Ecological Restoration Review

Importantly, ongoing native vegetation maintenance will be conducted by the Inspiration Stewardship Foundation. This is an important aspect of sustaining the significant improvements that have been made since 2013.

Thank you for the opportunity to assist you with this evaluation, Should you have any questions or need additional information regarding this assessment, please feel free to contact me.

Best regards

STANTEC CONSULTING SERVICES INC.

Paul Bockenstedt
Ecologist/Project Manager
Phone: (651) 604-4812
Fax: (651) 636-1311
Paul.Bockenstedt@stantec.com

Attachments: Photos/maps

C.C.

FIGURE 1

NOTE: Areas not colored on the map include private lots, public right-of-way, common space, and areas where restoration work is 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**

| Map Key # | Objective | Timeline | Activity |
|---------------------|---|--|--|
| 1 6.3 AC | Oak Savanna Restoration | 2012 (Oct.) 2012 (Nov.) 2013 (Sept.) 2014 (Sept.) 2015 (May) | Fall burn to control buckthorn Seed with native grass and sedges Re-spray buckthorn with broadleaf herbicide Re-spray buckthorn Plant forb plugs |
| 2 2.2 AC | Oak Savanna Restoration | 2012 (Oct.) 2012 (Nov.) 2013 (Sept.) 2014 (Sept.) 2015 (May) | Fall burn to control buckthorn Seed with native grass and sedges Re-spray buckthorn with broadleaf herbicide Re-spray buckthorn Plant forb plugs |
| 3 3.7 AC | Oak Savanna Restoration | 2012 (Oct.) 2012 (Nov.) 2013 (Sept.) 2014 (Sept.) 2015 (May) | Fall burn to control buckthorn Seed with native grass and sedges Re-spray buckthorn with broadleaf herbicide Re-spray buckthorn Plant forb plugs |
| 4 6.0 AC | Establish wet prairie grasses in area dominated by sodging nettle | 2012 (Sept.) 2012 (Oct.) 2012 (Nov.) 2013 (June) 2013 (Aug.) | Treat with Roundup Fall burn Seed with native grass/forb mix Mow Planting Mow Planting |
| 5 2.0 AC | Restore dry prairie & small wetland (not planted or 95% failure) | 2012 (July) 2012 (Aug.) 2012 (Oct.) 2013 (June) 2013 (Aug.) | Mow Treat with Roundup Seed with native grass/forb mix Mow Planting Mow Planting |
| 6 5.2 AC | Restore dry prairie & small wetland (not planted or 95% failure) | 2012 (July) 2012 (Aug.) 2012 (Oct.) 2013 (June) 2013 (Aug.) | Mow Treat with Roundup Seed with native grass/forb mix Mow Planting Mow Planting |
| 7 14.7 AC | Increase with short grass native prairie seed mix (after fall maintenance burn) | 2012 (Oct.) 2012 (Nov.) 2013 (June) 2013 (Aug.) | Fall burn (part of 2012 maintenance) Seed with native grass/forb mix Mow Planting Mow Planting |
| 8 3.1 AC | Establish native vegetation in Indian Mound area <i>*NOTE: NO WORK SHALL BE PERFORMED WITHIN THE BOUNDARY WITHOUT PUNCH LISTER APPROVAL</i> | 2012 (July) 2012 (Aug.) 2012 (Oct.) 2013 (June) 2013 (Aug.) | Mow, cut and treat buckthorn seedlings Treat with Roundup Seed with native grass/forb mix Mow Planting Mow Planting |
| 9 12.2 AC | Restore dry prairie in area with heavy reed canary grass infestation | 2012 (Sept.) 2012 (Oct.) 2013 (June) 2013 (Aug.) 2013 (Oct.) | Mow Planting Treat with Roundup, seed with native mix Mow Planting Mow Planting Treat with Roundup, seed with native mix |
| 10 3.0 AC | Restore dry prairie around small wetland (lots of thistle with little native vegetation existing) | 2012 (Oct.) 2012 (Oct.) 2013 (June) 2013 (Aug.) | Fall burn (part of 2012 maintenance) Remove and dispose of silt fence Seed with native grass/forb mix Mow planting Mow planting |
| 11 2.2 AC | Restore dry prairie & small wetland (not planted or 80% failure; steep slopes, can't use drill) | 2012 (July) 2012 (Aug.) 2012 (Oct.) 2013 (June) 2013 (Aug.) | Mow Treat with Roundup Seed with native grass/forb mix Mow planting Mow planting |



Figure 2



OPEN SPACE MAINTENANCE SCHEDULE

Open space will be maintained through a combination of mowing and prescribed burns.

- All open space areas will be mowed each year.
- Specific areas within the overall open space will be burned each year and every 3rd year thereafter to kill non-native vegetation and encourage the growth of native prairie vegetation.

Following is a schedule corresponding to the numbered areas on the plan identifying the first year of prescribed burns for each area and subsequent recommended years in parentheses

- Area 1: 2011, (2014, 2017...)
- Area 2: 2013, (2016, 2019...)
- Area 3: 2012, (2015, 2018...)
- Area 4: 2013, (2016, 2019...)
- Area 5: 2011, (2014, 2017...)
- Area 6: 2012, (2015, 2018...)
- Area 7: 2013, (2016, 2019...)

NOTE: This schedule is a recommendation only. Periodic changes to the burn schedule may be required due to shifting environmental conditions including, but not limited to the following:

- fire bans/drought conditions
- wind issues
- plant community shifts/changes
- combining/re-ordering of numbered areas for environmental and/or economic reasons

 NORTH


 LANDFORM
 10' 20' 30' 40' 50' 60' 70' 80' 90' 100'



December 1, 2015

Inspiration Holdings LLC
Attn: Terry Forbord
4960 Sussex Place
Shorewood, MN 55331

Re: Inspiration (CPDC)
Washington County
Project File ID #: 2005-277

Dear Mr. Forbord:

You have submitted for our approval the Inspiration Ecological Restoration Review dated November 5, 2015 prepared by Paul Bockenstedt of Stantec Consulting Services Inc. (the "Restoration Review"). This Restoration Review covers property protected by a conservation easement held by the Minnesota Land Trust.

As part of the Inspiration residential development, restoration and management of the open areas were required. Accordingly the Ecological Restoration and Management Program dated January 2005 prepared by Applied Ecological Services, as has since been revised and amended, was prepared for the property. Once the initial ecological restoration work has been completed, the property is to be conveyed to the City of Bayport.

Upon examination of the Restoration Review the Land Trust finds that the expert opinion is that the ecological restoration meets or exceeds the intended outcome or performance standards outlined in the amended Ecological Restoration and Management Program dated 2012, except for parts of Outlot A and Outlot F, which have been disturbed by recent development. Outlot A and Outlot F are part of the property protected by a conservation easement. Accordingly, the Land Trust approves the initial ecological restoration work in the conservation easement areas except for Outlot A and Outlot F.

As a side note, we find that the conservation easement legal description on the proposed deed to the City of Bayport does not match that legal description attached to the conservation easement and is missing part of Outlot L. The entire property protected by the conservation easement needs to be conveyed at the same time as no division of the property is permitted.

We appreciate your commitment to applying high quality stewardship practices to your land. Please continue to inform the Minnesota Land Trust as to additional management plans or restoration work undertaken so that we can work with you to review and provide necessary approvals and to maintain a history of the land.

Sincerely,

Kris Larson
Executive Director

cc: City of Bayport

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

Date: November 19, 2015
To: Mayor and City Council
From: Wanda Madsen, Finance Officer
Logan Martin, City Administrator
Subject: **Certification of past due waste collection and water/sewer fees to 2015 property taxes**

BACKGROUND

Pursuant to Chapter 429 of the Minnesota State Statutes and the City of Bayport Municipal Code, property owners who have past due water/sewer bills, garbage collection and disposal charges, as well as those delinquent in paying their vacant building registration fees, must be afforded due process prior to the city certifying any delinquent charges and/or fees against one's property tax statement. Therefore, the purpose of this quasi-judicial hearing is to hear from property owners who desire to contest the charges from appearing on their property tax statement. In compliance with statutory and city codes, all delinquent property owners were notified they could appeal their past due water/sewer, waste collection amount and/or unpaid registration fee to the City Council at the December 7, 2015 meeting. In addition, a penalty charge of \$25.00 shall be added to the amount to be certified to reimburse the city for its administrative expenses resulting from the delinquency.

Waste Collection:

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

Water/Sewer Collection:

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

RECOMMENDATION

City staff recommends the City Council accept the attached list of Republic Services past due balances for certification to Washington County. Staff further recommends accepting the attached list of properties that have past due city water/sewer balances for certification to Washington County.

| Status | Customer | Billing Address | City | State | Service Address | Acct Balance | Delinquent Amount | City Adm Fee | Total Due |
|--------|-------------------------|--------------------|---------|-------|-----------------|--------------|-------------------|--------------|-----------|
| Active | Angie Griffin | 370 3rd St S | Bayport | MIN | Same | \$ 348.72 | \$ 298.85 | \$ 25.00 | \$ 323.85 |
| Active | Lisa Okerstrom | 340 Prairie Way S | Bayport | MIN | Same | \$ 105.70 | \$ 50.35 | \$ 25.00 | \$ 75.35 |
| Active | Debbie Anderson | 340 Minnesota St S | Bayport | MIN | Same | \$ 296.88 | \$ 247.01 | \$ 25.00 | \$ 272.01 |
| Active | Megan Shinnick | 318 Maine St N | Bayport | MIN | Same | \$ 347.59 | \$ 297.72 | \$ 25.00 | \$ 322.72 |
| Active | Ken Seefert | 485 Minnesota St S | Bayport | MIN | Same | \$ 299.22 | \$ 249.35 | \$ 25.00 | \$ 274.35 |
| Active | John Dickhausen | 464 Prairie Way S | Bayport | MIN | Same | \$ 284.72 | \$ 244.85 | \$ 25.00 | \$ 269.85 |
| Active | Jaqueline & Chris Storm | 1440 Namekagon St | Hudson | WI | 422 5th ST N | \$ 139.61 | \$ 89.74 | \$ 25.00 | \$ 114.74 |
| Active | Erin & Ethan Gilmore | 248 4th St N | Bayport | MIN | Same | \$ 107.41 | \$ 52.06 | \$ 25.00 | \$ 77.06 |
| Active | James S Schmidt | 315 Minnesota St S | Bayport | MIN | Same | \$ 391.72 | \$ 341.85 | \$ 25.00 | \$ 366.85 |
| Active | Kevin Hallen | 349 3rd Ave S | Bayport | MIN | Same | \$ 343.72 | \$ 293.85 | \$ 25.00 | \$ 318.85 |
| Active | Kelly Kuarik-Braund | 405 2nd St N | Bayport | MIN | Same | \$ 332.10 | \$ 276.75 | \$ 25.00 | \$ 301.75 |
| Active | Gary Swager | 186 Maine St N | Bayport | MIN | Same | \$ 381.96 | \$ 326.61 | \$ 25.00 | \$ 351.61 |
| Active | Debbie Gramenz | 585 9th St N | Bayport | MIN | Same | \$ 299.22 | \$ 149.61 | \$ 25.00 | \$ 174.61 |
| Active | Cary Anderson | 787 5th St N | Bayport | MIN | Same | \$ 343.72 | \$ 293.85 | \$ 25.00 | \$ 318.85 |
| Active | Duane Johnson | 387 5th St N | Bayport | MIN | Same | \$ 299.22 | \$ 249.35 | \$ 25.00 | \$ 274.35 |
| Active | William Peterson | 788 5th St N | Bayport | MIN | Same | \$ 332.10 | \$ 276.75 | \$ 25.00 | \$ 301.75 |

Totals \$ 4,653.61 \$ 3,738.55 \$ 400.00 \$ 4,138.55

RESOLUTION NO. 15-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 7, 2015**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 7th day of December, 2015, at 6:00 P.M.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA, CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON
COUNTY FOR THE YEAR 2016 BUDGET AT \$1,236,621.00**

WHEREAS, the City of Bayport established a preliminary levy certification for the City of Bayport's levy at its September 8, 2015 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its levy for its year 2016 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bayport, Washington County, Minnesota, to certify its payable 2016 levy as follows:

| | |
|------------------------------|----------------|
| 1. General Fund Levy | \$1,071,621.00 |
| 2. Special Library Fund Levy | \$ 165,000.00 |
| Total 2016 levy | \$1,236,621.00 |

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 7th day of December, 2015.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 15-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 7, 2015**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 7th day of December, 2015 at 6:00 PM.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA, ADOPTING THE CITY BUDGET FOR 2016**

WHEREAS, the City of Bayport established a preliminary certification of the City of Bayport's levy at its September 8, 2015 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its 2016 city budget.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the city budget for 2016, as presented.

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 7th day of December, 2015.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 15 -

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 7, 2015**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 7th day of December, 2015, at 6:00 P.M.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA, ADOPTING THE CAPITAL IMPROVEMENT PLAN FOR 2016**

WHEREAS, the preliminary Capital Improvement Plan for 2016 was presented to the City Council at its September 8, 2015 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2016.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2016, as delineated on the document attached to this resolution.

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 7th day of December, 2015.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

CITY OF BAYPORT CAPITAL IMPROVEMENT PROJECTS PLAN 2016

| FUND | 101-203 | 206 | 101-102 | 101-412 | 207 | 100-200 | 101-204 | 100-413 | 100-414 | 100-415 |
|---|--------------------------------|-------------------------------------|----------------------------------|--------------------------------------|-------------------------|------------------------|---|--------------------------|------------------------------|-------------------------------------|
| | Public Works Equipment Fund | Water/ Sewer Improvement Fund | Street Reconstruction Fund | Cemetery Capital Improvement Fund | Park Dedication Fund | Fire Equipment Fund | Recreation Capital Equipment Fund | Police Equipment Fund | Office Automation Fund | Municipal Bldgs Maintenance Fund |
| Police patrol vehicle (one every other year) | | | | | | | | | | |
| Radio utility meter reading system | | \$ 100,000 | | | | | | | | |
| Property acquisition for storm water treatment ponds | | | | | | | | | | |
| 3rd Avenue South reconstruction project | | | \$ 50,000 | | | | | | | |
| Building Permit Software replacement | | | | | | | | | \$ 6,500 | |
| Well house #3 rehabilitation project | | | | | | | | | | |
| Office furniture | | | | | | | | | \$ 1,000 | |
| Lakeside Park Improvements | | | | | | | \$ 25,000 | | | |
| Comp. (two) & servers | | | | | | | | | \$ 4,000 | |
| Public Works vehicle | \$ 150,000 | | | | | | | | | |
| Misc. grading and seeding | | | | \$ 30,000 | | | | | | |
| Utility rate study | | | | | | | | | | |
| Pub. Wks. garage door/parking lot resurfacing / storage | | | | | | | | | | \$ 50,000 |
| MA project | | \$ 100,000 | | | | | | | | |
| Comprehensive Utility Infrastructure Investigation | | \$ 100,000 | | | | | | | | |
| Fire hydrants | | \$ 25,000 | | | | | | | | |
| Fire Vehicle | | | | | | | | | | |
| Fire SCBA/personal protective equipment | | | | | | \$ 8,500 | | | | |
| Fire Hall Reuse / Hose Tower | | | | | | | | | | \$ 40,000 |
| Petro Park Improvements | | | | | | | \$ 10,000 | | | |
| 2015 Total | \$ 150,000 | \$ 325,000 | \$ 50,000 | \$ 30,000 | \$ | \$ 8,500 | \$ 35,000 | \$ | \$ 11,500 | \$ 90,000 |

**CITY OF BAYPORT
CAPITAL IMPROVEMENT PROJECTS PLAN
2017-2020**

| FUND | 203 | 206 | 102 | 412 | 207 | 200 | 101-204 | 413 | 414 | 415 |
|--|--------------------------------|-------------------------------------|----------------------------------|--------------------------------------|-------------------------|------------------------|---|--------------------------|------------------------------|-------------------------------------|
| | Public Works Equipment Fund | Water/ Sewer Improvement Fund | Street Reconstruction Fund | Cemetery Capital Improvement Fund | Park Dedication Fund | Fire Equipment Fund | Recreation Capital Equipment Fund | Police Equipment Fund | Office Automation Fund | Municipal Bldgs Maintenance Fund |
| Reuse Fire Hall | | | | | | | | | | \$ 150,000 |
| Radio meters | | \$ 1,000,000 | | | | | | | | |
| Police patrol vehicle (one every other year) | | | | | | | | \$ 70,000 | | |
| Fire engine unit(s) | | | | | | \$ 1,000,000 | | | | |
| City Hall HVAC | | | | | | | | | | \$ 15,000 |
| Cemetery road paving project | | | | \$ 50,000 | | | | | | |
| Computers (two per year) | | | | | | | | | \$ 8,000 | |
| Perry Park master park plan and improvements | | | | | \$ 150,000 | | | | | |
| Cemetery maintenance building | | | | \$ 10,000 | | | | | | |
| Cemetery fence | | | | \$ 100,000 | | | | | | \$ 10,000 |
| City Hall repairs | | | | | | | | | | |
| Library repairs | | | | | | | | | | |
| Public Works repairs | | | | | | | | | | \$ 15,000 |
| Fire hydrants | | \$ 80,000 | | | | | | | | |
| Playground equipment at Lakeside Park | | | | | \$ 150,000 | | | | | |
| Controlled railway crossings | | | \$ 250,000 | | | | | | | |
| St. Croix River Crossing Improvements | | | | | | | | | | |
| Public Works vehicles | \$ 400,000 | | | | | | | | | |
| Water/sewer main and street reconstruction | | \$ 1,265,000 | \$ 150,000 | | | | | | | |
| 2016-2019 TOTAL | \$ 400,000 | \$ 2,345,000 | \$ 400,000 | \$ 160,000 | \$ 300,000 | \$ 1,000,000 | | \$ 70,000 | \$ 8,000 | \$ 190,000 |



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

DATE: November 25, 2015

TO: Honorable Mayor and City Council

FROM: Logan Martin, City Administrator
Laura Eastman, Police Chief

RE: Consider the 2016 – 2018 labor agreement with Law Enforcement Labor Services, Inc., Local Public Employee Union #226 for the Police Department

BACKGROUND

The current union contract with the City's patrol officers (Law Enforcement Labor Services #226) expires at the end of 2015. As such, Chief Eastman and Administrator Martin engaged in negotiations with the union this fall in order to create a new three year agreement. The negotiation was amicable throughout and was completed with both parties' best interests in mind. Ultimately, a fair agreement was reached, and any new or changed items are discussed below.

- **Wage Increase**
 - 2016: 2%
 - 2017: 2.25%
 - 2018: 2.5%

These rates mirror the increases in the proposed Public Works contract, as well as the proposal made to non-unionized employees. The previous contract contained a 3% per year wage increase.
- **Longevity Incentive**
 - The current salary schedule for the Police Department only includes 4 step increases, while the Public Works contract has 7 steps. The proposed contract creates 2 additional steps, thus providing a salary step after an employee completes 4 years of service, and a final step after surpassing 8 years of service. Employee retention is an important factor in developing salary schedules, and by providing additional salary steps we can hopefully retain our officers for the long-term.
- **Decrease Clothing Allowance by \$100 per year**
 - This was a negotiated item that allows the City to save funds annually by reducing each officer's clothing allowance.
- **Physical Fitness Requirement**
 - Physical fitness in law enforcement is an important factor in officer safety and overall effectiveness. Likewise, the City's health insurance provider recommends maintaining a level of physical fitness and considers certain risk factors when determining insurance premiums. This clause establishes a physical fitness testing standard that the officers can voluntarily submit themselves to, including running, push-ups, and sit-ups. If the physical fitness requirement is met, a one-time bonus of .5% (approx. \$350) is given.

RECOMMENDATION

Staff recommends the City Council approve the 2016 – 2018 labor agreement with Law Enforcement Labor Services, Inc., Local Public Employee Union #226 for the Police Department, as presented.



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

DATE: November 25, 2015

TO: Honorable Mayor and City Council

FROM: Logan Martin, City Administrator
Mel Horak, Public Works Supervisor

RE: Consider the 2016 – 2018 labor agreement with Minnesota Teamsters Local Public Employees' Union # 320 for the Public Works Department

BACKGROUND

The current union contract with the City's public works maintenance workers (Teamsters Public Employees' Union #320) expires at the end of 2015. As such, staff engaged in negotiations with the union this fall in order to create a new three year agreement. The negotiation was amicable throughout and was completed with both parties' best interests in mind. Ultimately, a fair agreement was reached, and any new or changed items are discussed below.

- Wage Increase
 - 2016: 2%
 - 2017: 2.25%
 - 2018: 2.5%

These rates mirror the increases in the proposed Police Department contract, as well as the proposal made to non-unionized employees. The previous contract contained a 3% per year wage increase.

- Increase Specialty Licensure Stipend
 - 2016: \$20
 - 2017: \$25
 - 2018: \$30

Current union members hold specialty sewer and water licenses, and receive a \$10 monthly stipend for that added training. This stipend remained flat for many years and has fallen behind licensure stipends provided in comparable cities.

RECOMMENDATION

Staff recommends the City Council approve the 2016 – 2018 labor agreement with Minnesota Teamsters Local Public Employees' Union # 320 for the Public Works Department, as presented.



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

Date: November 30, 2015
To: Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator / Planner
Laura Eastman, Police Chief
Subject: Consider amending Chapter 14 – Animals of the Bayport City Code of Ordinances

BACKGROUND

Last year, the city amended Chapter 14 of the Bayport City Code, particularly the section related to wild animals and prohibiting the feeding of deer within the city limits. At that time, it became apparent to staff that the entire chapter related to animals could benefit from some substantial updates and revisions due to inconsistencies with other chapters of city code, poorly defined terms and policies, contradictory licensing requirements, and vague enforcement procedures.

Earlier this year, staff researched animal regulations in surrounding municipalities, as well as sample/model animal ordinances. Staff then used this information to help identify areas of the existing ordinance in need of improvement and draft proposed revisions. In general, most of the content from the existing ordinance has been retained and incorporated into the proposed revised draft. However, the content has been reorganized, streamlined, and in most cases, expanded to include more detail to assist staff with regulation and enforcement. In some cases, content was eliminated due to duplicity or revised to avoid contradicting another city ordinance or policy. A general summary of the revisions are listed below and can be read in detail on the attached draft ordinance.

ARTICLE I. IN GENERAL

- 14-1 Establish general regulations that apply to all types of animals in the city
- 14-2 Add/revise terms to be more complete and specifically defined
- 14-6 Establish clear, consistent penalties for violations
- 14-16 Combine all nuisances, i.e. running at large, restricted entry, damage, feces disposal, noise, etc.
- 14-37 Establish minimum setback from property line and maximum size for animal shelters/structures
- 14-38 Modify private and commercial kennels/license requirements to be consistent with zoning code
- 14-47 Modify impoundment procedures to be consistent with current city and impound agency policy/procedures
- 14-56 Establish maximum age of 4 months for required cat and dog rabies inoculation

ARTICLE II. DOMESTIC ANIMALS

- 14-66 Establish maximum combination of 3 cats and dogs over 4 months per property to be consistent with zoning code (4 or more cats/dogs only allowed in properties zoned R-1 with private kennel license)
- 14-68 Establish compliance procedures for properties in violation
- 14-76 Add regulations and enforcement procedures for dangerous dogs

ARTICLE III. LIVESTOCK AND FARM ANIMALS

- 14-87 Add provision for keeping of small birds/fowl to be consistent with zoning code
- 14-88 Establish compliance procedures for properties in violation

ARTICLE IV. WILD ANIMALS

- 14-96 Revise provisions to be consistent with state law
- 14-98 Establish compliance procedures for properties in violation

RECOMMENDATION

Staff recommends the City Council adopt a motion amending Chapter 14 – Animals of the Bayport City Code of Ordinances, as proposed.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 14 - ANIMALS, ARTICLE I. - IV.
OF THE BAYPORT CITY CODE

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

Section 1. Chapter 14 – Animals, is hereby amended as follows, to delete the same in its entirety and substitute the following therefore:

ARTICLE I. IN GENERAL

DIVISION I. GENERALLY

Sec. 14-1. Application; exemptions from chapter.

The sections contained within Article I. shall apply to all domestic, livestock or farm, and wild animals as described in Articles II., III., and IV. of this chapter. Except where duties are expressly stated, this chapter does not apply to hospitals, clinics and other premises operated by licensed veterinarians exclusively for the care and treatment of animals, nor to the ownership or use of service animals by disabled persons, or when animals are used by or with the permission of the city.

Sec. 14-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory structure: an outdoor enclosed shelter or exercise run intended for use by an animal.

Altered: any female animal that has been spayed or any male animal that has been neutered.

Animal control officer(s): persons of the police department designated to control the keeping of animals within the city.

Animal impound agency: location designated by the city to keep, feed, board, or restrain animals in a humane manner or quarantine and/or eradicate animals found to be diseased or rabid.

Animal, Domestic: a cat, dog, rabbit, hamster, guinea pig, gerbil, fish, indoor house bird, rodent, reptile, ferret, or similar animal adopted by, cared for, and controlled as a common pet by humans, to live and breed in a tame condition.

Animal, Licensed Domestic: a domestic cat or dog over four (4) months of age that is required to be licensed by the city.

Animal, Livestock or Farm: a cow, sheep, horse, pig, elk, bison, goat, bee, llama, ostrich, chicken, duck, turkey, guinea fowl, or similar animal raised by humans to produce food, labor, or profit, as defined by Appendix B - Zoning, Section 729 of the Bayport Code of Ordinances.

Animal, Service: a dog or other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Animal, Wild: any mammal, amphibian or reptile which is of a species that is wild by nature or due to size, vicious nature or other characteristic, is inherently dangerous to humans.

At large: off the premises of the owner and not under the physical control (by leash) of the owner or a person designated by the owner.

Dangerous Dog: without provocation, a dog that has inflicted substantial bodily harm on a human on public or private property, killed a domestic animal while off owner's property, or been informally found by the city to be potentially dangerous, and after notification to the owner, the dog aggressively bites, attacks, or endangers the safety of a human or domestic animal.

Kennel, Commercial: any place where four (4) or more of any type of domestic or permitted wild animals over four (4) months of age are kept, raised, sold, boarded, bred, shown, treated, groomed, or kept for sporting purposes.

Kennel, Private: any place where four (4) or more of any type of domestic or permitted wild animals over four (4) months of age are kept or owned by any member or members of the household.

Owner: any person who owns, harbors or keeps or has custody of an animal, or the parents or guardians of a person less than eighteen (18) years of age who owns, harbors, keeps or has custody of an animal.

Unreasonable disturbance: animal action or behavior including, but not limited to habitual barking, yelping or howling that causes an annoyance to any person, or the creation of any noise by any animal which can be heard by any person from a location off premises where the animal is kept, and which noise occurs repeatedly over at least a five (5) minute period of time, with one (1) minute or less lapse of time between each animal noise during the five (5) minute period.

Sec. 14-3. State statutes adopted.

Minnesota Statutes, Sections 35.67, 35.68 and 35.69, related to rabies investigations and proclamations, a six (6) month time frame for the effectiveness of any rabies proclamation, and unmuzzled dogs not permitted at large, are adopted by reference as if fully set forth in this chapter.

Sec. 14-4. Animal control officer.

Persons of the police department are designated as animal control officers for the city and shall have powers necessary for the enforcement of this chapter. The police department shall be designated as the agency responsible to control the keeping of animals within the city.

Sec. 14-5. Implied consent for entry.

Any person who owns, possesses or harbors an animal within the city limits grants implied consent for entry upon his/her premises, without express consent, to any animal control officers or police officers for the purpose of enforcing the provisions of this chapter.

Sec. 14-6. Violations and penalties.

- (a) The violation of any section of this chapter shall be considered a misdemeanor as defined in Chapter 25 – Prohibited Acts and Penalties of the Bayport City Code of Ordinances punishable by a fine or imprisonment, at the discretion of the court. Each day any violation of any section of this article shall continue shall constitute a separate offense.
- (b) The city may bring an action to restrain, enjoin or abate violations of this article.

Sec. 14-7 – 14-15. Reserved.

DIVISION II. NUISANCES

Sec. 14-16. Prohibited acts.

No person who owns, harbors, or has custody of any animal shall:

- (a) Allow animal to roam or be at large in any public street, sidewalk, cemetery, open space or other public or private property within the city beyond the limits of land owned by or possessed by the owner, keeper or harbinger.
- (b) Allow animal to enter any beach area or park building, whether leashed or otherwise.
- (c) Allow animal to be in any public site or open space or any property not owned or possessed by the owner without having possession of a device for the removal of feces and depository for the transmission of excrement to a proper receptacle.
- (d) Fail to remove feces from any public site, open space, or any property not owned or possessed by the owner.
- (e) Allow animal to disturb, harass or interfere with other public site or open space users or their property.
- (f) Fail to abide by state laws and city ordinances related to the licensing and muzzling of animals brought into any public site or open space.
- (g) Abandon any animal within the city or release any wild animal in any public site or open space without written permission of the agency and/or persons in control of the site.
- (h) Allow animal to damage property, plantings, or structures on public or private property of others.
- (i) Allow animal to attack, bite, show vicious habits, molest pedestrians or bicyclists, or habitually chase automobiles on the public streets or sidewalks.
- (j) Allow animal by noise to unreasonably disturb the peace and quiet of any person.
- (k) Beat, cruelly ill treat, torment, expose to extreme weather conditions, or otherwise abuse any animal or cause or permit any animal fight or other combat between animals and humans.
- (l) Fail to provide sanitary conditions for keeping an animal or prevent odors from becoming a public annoyance.
- (m) Allow animal to be left unattended in a standing or parked motor vehicle in a manner that endangers the animal's safety.

Sec. 14-17 – 14-35 Reserved.

DIVISION III. KEEPING OF ANIMALS

Sec. 14-36. Custody.

A person who owns, harbors, or has custody of any animal shall:

- (a) Keep animal under sanitary conditions and in a way that prevents the presence of offensive odors.
- (b) Confine a female animal in heat in a building or other secure enclosure in such manner to avoid contact with another animal, except for the express purpose of planned breeding, or shall be controlled on a leash while being exercised, provided it does not create a public nuisance.
- (c) Keep property clean of all fecal matter and remove on a daily basis to prevent accumulation and obnoxious odors.
- (d) Provide animal with sufficient good and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering, and with humane care and treatment.

Sec. 14-37. Accessory structures.

Outdoor shelter enclosures and exercise runs for domestic animals shall be allowed as an accessory use to a principal building or dwelling, subject to the following:

- (a) Area shall not exceed 120 square feet;
- (b) Area must be located five (5) feet from any lot line and twenty (20) feet from any habitable building on an adjacent property;
- (c) Area shall be visually obscured from adjacent property.

Sec. 14-38. Kennel license requirements.

It shall be unlawful to operate a kennel unless a permit to operate such kennel has been secured from the city council, in accordance with Appendix B – Zoning of the Bayport Code of Ordinances. Cats and dogs contained within a private kennel must wear a city issued license identification collar tag. The term of a kennel license shall be for a calendar year or balance thereof and must be renewed by February 1 of each succeeding year. License fees have been adopted and are designated in Appendix D - Fee Schedule of the Bayport Code of Ordinances. Commercial and private kennel licenses are subject to one annual inspection and periodic inspections by an animal control officer to mitigate any nuisance conditions. The city may refuse or revoke a license for unsanitary or unfit conditions.

14-39 – 14-45. Reserved.

DIVISION IV. IMPOUNDMENT

Sec. 14-46. Animal impound agency.

The city shall establish a designated animal impound agency annually by resolution of the city council which shall house and feed any restrained or impounded animal in a humane manner.

Sec. 14-47. Impoundment authorized.

The city or an animal control officer may seize, impound or restrain any animal found seriously injured, diseased, dangerous, roaming or running at large, a cat or dog without a city license tag attached to its collar in any public site or open space, or any wild animal kept in violation of this chapter. Upon impounding or restraining an animal under this section, the city shall provide notice to the owner or, if the owner is unresponsive or unknown, shall post notice of such impoundment at the city administrative office. If an animal is diseased, vicious, dangerous, rabid or exposed to rabies and such animal cannot be

impounded after a reasonable effort, or cannot be impounded without serious risk to the persons attempting it, such animal may be immediately killed by or under the direction of an animal control officer or police officer.

Sec. 14-48. Reclaiming or eradication; fees.

Outstanding fees must be paid to the city prior to reclaiming any animal impounded or in the case of eradication, fees may be assessed to the owner. Upon payment of fees, the city will issue an impoundment release receipt, which must be presented by the owner to the animal impound agency to reclaim an animal. All fees associated with impounding, boarding, restraining, eradicating, and licensing any animal are the responsibility of the owner and are established in Appendix D – Fee Schedule of the Bayport Code of Ordinances. If an animal is not claimed within the time period in accordance with the animal impound agency's policy and proper notice is posted at the city administrative office, the animal shall be eradicated or placed in the custody of some other suitable person. The city shall not be liable to anyone who may challenge the city's decision to place an animal in the custody of some other suitable person, after the completion of the procedure outlined in this section.

Sec. 14-49 – 14-55. Reserved.

DIVISION V. RABIES CONTROL

Sec. 14-56. Inoculation.

All cats and dogs in the city over the age of four (4) months shall be inoculated for rabies. Rabies inoculation must be kept current and must be certified by a veterinarian.

Sec. 14-57. Animal bites; exposure to rabies.

- (a) Any police or animal control officer of the city may enter upon the private property of any person in pursuit of any animal under probable cause to believe that such animal has bitten a person or animal, or that such animal is rabid.
- (b) Except as expressly authorized by law, it shall be unlawful for any person, other than an animal control officer, police officer or agent of the city acting pursuant to this article, to eradicate any animal which has bitten any person or animal unless such animal has been determined to be or is rabid.
- (c) If any person who owns, possesses or harbors any animal within the city learns that the animal has bitten any human, such person shall immediately impound the animal for a period of fourteen (14) days under the supervision of the police department and keep such animal apart from other animals until it is determined whether such animal has rabies. The impoundment may be by the person owning the animal if such animal has a current rabies vaccination at the time the bite occurred. If the animal does not have a current rabies vaccination at the time the bite occurred, the animal must be impounded at the city's animal impound agency or with a licensed veterinarian at the owner's expense. If the animal is found to be rabid, it shall be eradicated with any such fees for eradication to be assessed to the owner.
- (d) If the owner cannot be advised of an animal bite within two (2) hours following its occurrence, or if the owner fails to impound the animal as required by this section, the city or the animal control officer shall cause the animal to be so impounded. If the animal is found to be rabid, it shall be eradicated. If it is found not to be rabid, it shall be returned to the owner, provided the owner first pays for the cost of keeping the animal. If the owner does not pay such cost within fourteen (14) days after he/she has been notified to claim or retrieve his/her animal, the animal may be eradicated, with any such fees for

eradication to be assessed to the owner. The city shall not be liable to anyone who may challenge the city's decision to eradicate an animal after the completion of the procedure outlined in this paragraph.

- (e) Any animal known to be diseased, vicious, dangerous, bitten by a rabid animal or exposed to rabies shall be impounded and eradicated; provided, however, that such animal may be immediately eradicated if with reasonable effort it cannot first be taken up and impounded. If such an animal is impounded, it shall not be eradicated if the owner makes provision for suitable quarantine for a period of not less than six (6) months, or proof of immunization is furnished and booster injections are given by a licensed veterinarian at the expense of the owner.

Sec. 14-58 – 14-65. Reserved.

ARTICLE II. DOMESTIC ANIMALS

DIVISION I. GENERALLY

Sec. 14-66. Number limited.

No person, except a kennel licensee, shall own, harbor or keep more than three (3) of any type of licensed domestic animals over four (4) months of age on any property. Service animals are exempt from this provision.

Sec. 14-67. License requirements; fees.

No person shall own, harbor, or keep any cat or dog of more than four (4) months of age without securing a license from the city. A license shall not be issued to the owner without the certificate of the veterinarian inoculation for rabies being presented at the time of application for the license. Upon licensure, the city shall issue a license identification collar tag to the owner, who shall be responsible for affixing and seeing that the tag is constantly worn by the cat or dog and in such a manner that it may be easily seen by officers of the city. The term of a license shall be for a calendar year or balance thereof and must be renewed by February 1 of each succeeding year. Failure to renew a license or obtain a new license within sixty (60) days of acquiring a cat or dog or establishing residence in the city may result in a late license penalty. License fees have been adopted and are designated in Appendix D - Fee Schedule of the Bayport Code of Ordinances.

Sec. 14-68. Existing domestic animals; compliance procedures.

Any person keeping more than three (3) domestic animals at the time this article is adopted has 365 days in which to comply with the provisions of this article. Extensions beyond 365 days may be granted by the city administrator or his/her designee for good cause, but in no case shall such extension permanently exempt a person from the requirements of this article. Article I., Division IV. shall apply if, upon notification by the police department, a person has not complied with this article within the specified timeframe or if animal is deemed to be an immediate threat to public health or safety, as determined by the police department.

Sec. 14-69 – 14-75. Reserved.

DIVISION II. DANGEROUS DOGS

Sec. 14-76. Declaration.

If a dog is declared to be vicious, dangerous, or found to be a threat to public safety, an animal control officer or police officer may require the animal to be impounded, quarantined, and/or registered as

a dangerous dog as defined by Minnesota Statutes, Section 347.50, Subdivision 2. This Division shall not apply to dangerous dogs used by law enforcement officials for police work.

Sec. 14-77. Dangerous Dog Registration process; fees.

Upon a dangerous dog declaration, the police department shall provide a written “dangerous dog and right of hearing notice” to the owner, who shall register the dangerous dog within fourteen (14) days of receipt of the notice. Failure to do so by the owner shall result in seizure of the dog by the city. The term of a registration shall be for a calendar year or balance thereof and must be renewed by February 1 of each succeeding year until the dog is deceased. Registration fees have been adopted and are designated in Appendix D - Fee Schedule of the Bayport Code of Ordinances. As part of the registration application, the owner must agree to abide by the dangerous dog registration requirements and demonstrate sufficient evidence that:

- (a) A proper enclosure exists for the dangerous dog on the owner’s property. If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury to the dog or interfere with its vision or respiration.
- (b) A posting on the premises with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children.
- (c) The owner has secured a surety bond issued by a surety company authorized to conduct business in the State of Minnesota payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in the State of Minnesota insuring the owner for any personal injuries inflicted by the dangerous dog in the sum of at least \$300,000.
- (d) The owner has had microchip identification implanted in the dangerous dog, and the name of the microchip manufacturer and identification number of the microchip has been provided to the police department. If the microchip is not implanted by the owner, it may be implanted by the city, with all costs related thereto to be borne by the owner.
- (e) The dog has been sterilized or will be sterilized at the owner’s expense within thirty (30) days of the dangerous dog notice to the owner. If the dog is not sterilized within said 30 days, the city shall seize the dog and have it sterilized at the owner’s expense.
- (f) If the owner rents the property where the dog will reside, the owner has disclosed to the property owner prior to entering or renewing the lease agreement that a dangerous dog will reside at the property.

The police department will issue a certificate of registration and collar tag to the owner of the dangerous dog upon meeting all registration requirements. The owner shall be responsible for affixing and seeing that the collar tag is constantly worn by the dangerous dog and in such a manner that it may be easily seen by the public and officers of the city. The owner shall additionally be responsible to pay an annual fee as provided in Appendix D - Fee Schedule of the Bayport Code of Ordinances, for the dangerous dog declaration.

Sec. 14-78. Appeal of declaration; Hearing Officer.

- (a) The owner of a dog that has been declared dangerous may appeal the declaration and request a hearing. The appeal request must be submitted in person or in writing to the police department within fourteen (14) calendar days of receipt of the written “dangerous

dog and right of hearing” notice. The owner must immediately comply with the requirements of Section 14-77(a) and continuing until such time as the hearing officer issues an opinion. All actual costs of the care, keeping, appeal, and disposition of the dangerous dog are the responsibility of the owner or person claiming an interest in the dog, except to the extent that a court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

- (b) The city administrator is designated as the hearing officer for all appeals of a dangerous dog declaration. The appeal hearing shall be scheduled with the hearing officer and the hearing officer shall issue a decision on the matter within ten (10) days after the hearing. The decision shall be hand delivered or sent by registered mail to the owner as soon as practicable. If the dangerous dog declaration is upheld by the hearing officer, actual expenses of the appeal hearing will be the responsibility of the owner as provided in Appendix D - Fee Schedule of the Bayport Code of Ordinances.

Sec. 14-79. Warning Symbol.

Once a dangerous dog certificate has been issued by the city, the city must provide, for posting on the owner’s property, a copy of a warning symbol to inform children there is a dangerous dog on the property. The warning symbol must be the uniform symbol provided by the Minnesota Commissioner of Public Safety. The city may charge the owner of a dangerous dog a reasonable fee to cover its administrative costs and the costs of providing the warning symbol.

Sec. 14-80. Request to rescind declaration.

Beginning six (6) months after a dog is declared dangerous, the owner may request that the city annually review the declaration. The declaration will be reviewed as soon as practicable at the beginning of each calendar year. The owner must provide written evidence that the dog’s behavior has changed due to age, alteration, environment, obedience training, or other factors. If the city finds sufficient evidence that the dog’s behavior is no longer dangerous, it may rescind the dangerous dog declaration.

Sec. 14-81. Relocation; transfer of ownership.

If a dangerous dog is relocated to another city, the dog must be registered as a dangerous dog in its new jurisdiction. If the ownership of a dangerous dog is transferred, the current owner must notify the new owner that the dog has been declared as dangerous and provide the new owner's name, address, and telephone number to the police department.

Sec. 14-82. State statutes adopted.

Minnesota Statutes, Sections 347.50 through 347.56, as amended, shall be incorporated into this Division as if fully set forth herein.

Sec. 14-83 – 14-85. Reserved.

ARTICLE III. LIVESTOCK AND FARM ANIMALS

Sec. 14-86. Number limited.

No person shall own, harbor or keep livestock or a common farm animal as defined within this chapter, unless in accordance with Appendix B – Zoning, Section 729 of the Bayport Code of Ordinances. No person shall own, harbor, or keep more than any combination of four (4) small birds or fowl, including a chicken (hen), turkey, duck, or pigeon. No small birds or fowl are allowed on any property that contains three (3) or more dwelling units.

Sec. 14-87. Small bird/fowl permit requirements; fees.

No person shall own, harbor or keep a small bird or fowl without first obtaining a permit, and in accordance with Appendix B – Zoning, Section 729 of the Bayport Code of Ordinances. The term of a permit shall be for a calendar year or balance thereof and must be renewed by February 1 of each succeeding year. Permit fees have been adopted and are designated in Appendix D - Fee Schedule of the Bayport Code of Ordinances. Properties with a permit are subject to one (1) annual inspection and periodic inspections by an animal control officer to mitigate any nuisance conditions. The city may refuse or revoke a permit for unsanitary or unfit conditions.

Sec. 14-88. Compliance procedures.

Any person keeping or maintaining animals in violation of this article at the time it is adopted has thirty (30) days in which to comply with the provisions of this article. However, if the city deems the animal is an immediate public health or safety hazard, the city may use discretion to impound and/or eradicate the animal immediately, and the city shall not be liable to any person challenging the decision to impound and/or eradicate the animal. Extensions beyond thirty (30) days may be granted by the city administrator or his/her designee for good cause, but in no case shall such extension permanently exempt a person from the requirements of this article. Article I., Division IV. shall apply if, upon notification by the police department, a person has not complied with this article within the specified timeframe or if an animal is deemed to be an immediate threat to public health or safety, as determined by the police department.

Sec. 14-89 – 14-95. Reserved.

ARTICLE IV. WILD ANIMALS

Sec. 14-96. Species.

Wild animals include, but are not limited to:

- (a) Any breed in the large cat (felidae) family such as lions, tigers, jaguars, leopards, cougars and ocelots, except commonly accepted domesticated house cats.
- (b) Any breed in the dog (canidae) family such as wolves, coyotes, dingoes and jackals, except domesticated dogs.
- (c) Any crossbreed between dogs and coyotes or dogs and wolves, but not including crossbred domesticated animals.
- (d) Any poisonous snake such as a rattlesnake, coral snake, water moccasin, puff adder, or cobra.
- (e) Any snake or reptile which by its size, vicious nature or other characteristic is dangerous to human beings.
- (f) Any raccoon or fox, unless certified by a veterinarian to be free of rabies and kept pursuant to a valid DNR permit, such certification to be obtained within seven (7) days of receipt of the animal.
- (g) Any bear, ape, gorilla, monkey (unless a service animal) or badger.
- (h) Any other animal or reptile which is commonly considered wild and not domesticated.

Sec. 14-97. Keeping and feeding prohibited; exceptions.

No person shall own, harbor, or keep or provide an artificial food source for any wild animal within the corporate limits of the city except as permitted pursuant to the provisions of this article and the following exceptions:

- (a) A public zoo or other institution engaged in a permanent display of animals, any bona fide research institution or veterinary hospital may be issued a conditional use permit provided applicable zoning requirements are met.
- (b) Above-ground feeders, intended to provide limited seed or suet for small, common backyard birds.
- (c) The raising of wild animals for pelts may be permitted by conditional use permit provided all applicable state requirements are met.
- (d) A handicapped person using a wild animal for assistance may be permitted provided all applicable state and federal requirements are met.

Sec. 14-98. Compliance procedures.

Any person keeping or maintaining a wild animal in violation of this article at the time it is adopted has thirty (30) days in which to comply with the provisions of this article. However, if the city deems the animal is an immediate public health or safety hazard, the city may use discretion to impound and/or eradicate the animal immediately, and the city shall not be liable to any person challenging the decision to impound and/or eradicate the animal. Article I, Division IV. shall apply if, upon notification by the police department, a person has not complied with this article within the specified timeframe or if an animal is deemed to be an immediate threat to public health or safety, as determined by the police department.



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

Date: November 30, 2015
To: Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
Subject: Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances

BACKGROUND

Staff reviews the city's established fee schedule on an annual basis and provides a recommendation on any proposed revisions. Attached, please find a draft of the amendments proposed for 2016. Text deletions are indicated in ~~striketrough~~ and additions are indicated in **red**. Please be advised that a majority of the proposed revisions are a result of an increase in administrative costs or correspond to newly adopted city policies, ordinances, and/or state statutes.

Staff will provide a brief overview of the recommended revisions at the December 7 City Council meeting. However, please feel free to contact city staff prior to the meeting to discuss specific fees or questions.

RECOMMENDATION

Staff recommends the City Council adopt a motion amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances for fees payable January 1, 2016.

ORDINANCE NO. _____

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

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

Section 1. Appendix D – Fee Schedule of the Bayport City Code is hereby deleted in its entirety and the following shall be substituted therefore:

| Description | Fee |
|---|--|
| <i>Administration Department – License fees</i> | |
| Adult use license | \$10,000.00 /yr |
| Adult use investigation fee | \$1,500.00 |
| Commercial / Multi-family 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/ display |
| 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% / yr |
| Liquor - off-sale liquor | \$240.00/ yr |
| 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/ yr |
| Liquor – 3.2% malt liquor (on or off sale) | \$100.00 /yr |
| Liquor – on sale wine only | \$1,000.00/ yr |
| 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> | |
| Tree removal | cost incurred, plus 10% for city administrative costs |
| Weed cutting / debris removal / etc. | cost incurred, plus 10% for city administrative costs |

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| 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 - transfer of title (per gravesite) | \$15.00 |
| Cemetery - marking headstone location (non-veteran) | \$75.00 |
| Cemetery - headstone deposit | \$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 |
| Flag - City logo | \$150.00 |
| 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 |

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| Notary – Not city business related | \$1.00 |
| Park usage damage deposit | Maximum of up to \$500.00 \$1,000 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 8 hour block of time on Monday through Thursday | \$50.00 \$75.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee |
| Park usage fee and beach house interior reservation for residents – Any 6 8 hour block of time on Friday through Sunday | \$75.00 \$100.00 + \$100.00 deposit and \$25.00 optional fireplace usage fee |
| Park usage fee and beach house interior reservation for non-residents – Any 6 8 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 8 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 |

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| 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 |
| <i>Engineering/Public Works Department</i> | |
| Driveway/curb cut permit | \$25.00 |
| Engineering plan review | \$250.00 |
| Equipment usage | Per FEMA equipment schedule + labor costs incurred |
| Grading/land disturbance permit | \$250.00 + 1,000.00 escrow or bond |
| 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) | \$300.00 + state bond or \$1,000.00 escrow and any other costs incurred |
| Right-of-way permit inspection | \$50.00 |
| Satellite toilet rental for special events (up to 3 days) | \$100.00 + any other costs incurred |
| Sewer connection/access (includes inspections) | \$800.00 per unit |
| Water Connection/access | |
| Up to 1 inch (plus cost of meter) | \$1,200.00 per unit |

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| 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 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 |
| <u>Fire Department</u> | |
| Burning permit | \$ 20.00 \$25.00 |
| Incident Fire Reports | \$ 25.00 |
| Inspection – Basic/ongoing occurrence | \$25.00 |
| Inspection – Fire suppression system (includes up to three inspections) | \$250.00, plus \$75.00 per additional inspection |
| Inspection – Commercial (cooking) hood fire suppression system | \$75.00 |
| Use service charges - Vehicle fires, accidents, mutual aid, and fire alarm malfunction/non-emergency (more than 4 times per year): | |
| Use of engine/tanker for mutual aid | \$ 250.00/hr |
| Use of fire chief for mutual aid | \$ 75.00/hr |
| Use of fire engine for mutual aid | \$ 250.00/hr |
| Use of grass fire vehicle for mutual aid | \$ 125.00/hr |
| Use of ladder truck for mutual aid | \$ 350.00/hr |
| Use of light rescue for mutual aid | \$ 125.00/hr |
| Use of special rescue for mutual aid | \$ 250.00/hr |
| Use of tanker for mutual aid | \$ 200.00/hr |
| Use of utility vehicle for mutual aid | \$ 75.00/hr |
| <u>Planning and Zoning Department</u> | |
| Conditional use | \$250.00 + 500.00 escrow |
| Interim conditional use | \$125.00 + 500.00 escrow |
| Fence permit | \$25.00 |
| Shed permit | \$25.00 |
| Sign permit - Permanent | \$30.00 + 0.50 per sq. ft. |

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| Sign permit - Temporary | \$25.00 per week |
| Vegetative cutting permit - within River Bluffland and Shoreland Zoning District | \$50.00 |
| 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 | \$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 declaration appeal | up to \$1,000.00 |
| Animal – dangerous dog registration | \$500.00/yr |
| 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 – small bird / fowl permit | \$25.00/yr |
| Animal – commercial kennel license | \$1,000.00/yr |
| Animal – commercial kennel license investigation fee | \$500.00 |
| Animal – private kennel license-1- 4 animals | \$400.00/yr |
| Animal – private kennel license 5+ animals | \$400.00 + 75.00 per animal/yr |
| Animal – failure to license / late payment | \$125.00 50% of license fee |
| Animal – impound | \$200.00 \$50.00 |
| Animal – eradication | \$135.00 |
| 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 |
| Misdemeanor offense | up to \$1,000.00 |
| Petty misdemeanor offense | up to \$300.00 |
| Police report (4 or more pages) | \$0.25 per page |

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| State accident reports (4 or more pages) | \$0.25 per page |
| Vacant building registration | \$500.00/yr |
| <i>Building Department</i> | |
| Building permit - \$1.00 to \$500.00 valuation | \$25.00, plus state surcharge |
| Building permit - \$501.00 to \$2,000.00 valuation | \$25.00 for the first \$500.00, plus \$3.25 for each additional \$100.00, including \$2,000.00, plus state surcharge |
| Building permit - \$2,001.00 to \$25,000.00 valuation | \$73.75 for the first \$2,000.00, plus \$14.75 for each additional \$1,000.00, including \$25,000.00, plus state surcharge |
| Building permit - \$25,001.00 to \$50,000.00 valuation | \$413.00 for the first \$25,000.00, plus \$10.75 for each additional \$1,000.00, including \$50,000.00, plus state surcharge |
| Building permit - \$50,001.00 to \$100,000.00 valuation | \$681.75 for the first \$50,000.00, plus \$7.50 for each additional \$1,000.00, including \$100,000.00 plus state surcharge |
| Building permit - \$100,001.00 to \$500,000.00 valuation | \$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 |
| Building permit - \$500,001.00 to \$1,000,000.00 valuation | \$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 |
| Building permit - \$1,000,001.00 and up valuation | \$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> | |
| Bulk container/dumpster permit | \$25.00 |
| EPA license verification fee | \$5.00 |
| Inspection - outside of normal business hours or re-inspection | \$63.75 per hour* |
| Inspection – if no fee is specifically indicated (minimum charge – one-half hour) | \$63.75 per hour* |
| Inspection – outside consultant | actual costs** |
| Plan review | 65% of building permit fee |
| Plan review - outside consultant | actual costs** |
| Plan review – additional review required by changes, additions, or revisions to plans | \$63.75 per hour* |

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| Plan review – additional review for 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 |
| Contractor license - General | \$100.00 commercial (residential require a state contractor license) |
| Contractor license - Specialty | \$50.00 |
| Mechanical permit - Commercial/Industrial | 1% of contract price***, with a minimum of \$75.00 \$80.00 , plus \$5.00 state surcharge |
| Mechanical permit - Residential | \$75.00 , plus \$5.00 state surcharge \$80.00 |
| Plumbing permit - Commercial/Industrial | 1% of contract price***, with a minimum of \$75.00 \$80.00 , plus \$5.00 state surcharge |
| Plumbing permit - Residential | \$75.00 \$80.00 , plus \$5.00 state surcharge, and \$50.00 sewer/water repair inspection fee (if applicable) |
| SAC - Service availability charge to Metropolitan Council to connect to the metropolitan wastewater system | \$2,485.00 per unit |
| * 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. | |

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

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator



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

2016 APPOINTMENTS, DESIGNATIONS AND CITY COUNCIL LIAISON ASSIGNMENTS

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



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

2016 City Council Regular Meeting Dates

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

| | |
|--------------------|-----------------------|
| Monday, January 4 | Monday, July 11* |
| Monday, February 1 | Monday, August 1 |
| Monday, March 7 | Tuesday, September 6* |
| Monday, April 4 | Monday, October 3 |
| Monday, May 2 | Monday, November 7 |
| Monday, June 6 | Monday, December 5 |

* Due to the Independence and Labor Day holiday

2016 City Council Workshop Dates

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

Monday, March 7
Monday, June 6
Tuesday, September 6
Monday, December 5



Bayport Fire Department

204 N. 3rd Street • Bayport, MN. 55003 • Hall (650) 275-4401 • Fax (650) 275-4402

November 2015 Memo from the Chief;

Call volume: October call volume was 112 and year to date is 1,053, which is a 6% increase from 2014.

Department drills: Completed confined space rescue with Hennepin Technical College conducting both drills. The first drill was classroom review of safety procedure and technical rope review. The second drill was hands on practical skill using props at the Public Works building. Our new station does have confined space training aides incorporated into the building.

Meetings: Attended Washington County Fire Chiefs meeting and the new dispatch system will be delayed until next year. Met with Stillwater Area High School Safety Committee to discuss Fire Department response to the school, with a follow-up meeting scheduled for December. Met with Department of Corrections staff to discuss a past fire call. Attended the Fire Department Advisory Committee meeting. Met with Boutwell's and Croixdale management personnel. Fire inspections are ongoing.

Community Service: Visited New Horizon Preschool for Fire Prevention demonstration. Participated in Santa's tour of Bayport, Oak Park Heights and Stillwater.

Safety tip: The arrival of winter will bring cold, snow and icy conditions for driving and walking. Make sure your fire hydrants are cleared of snow, as well as your driveway and sidewalk. As you celebrate the holiday season, make sure you do not leave candles or other open flame items unattended.

Allen Eisinger
Fire Chief



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

Laura Eastman
Chief of Police

Jay Jackson
Sergeant

Date: November 30, 2015
To: Mayor and City Council
City Administrator Martin
From: Police Chief Laura Eastman
Subject: **Police Reports and Updates**

Past Events

November 19: Defensive Tactics – All officers
November 27: Santa Detail – Reserve Sergeant Cameron
December 2: Lighting of the Green – Reserves and Chief Eastman

Upcoming Events

December 15-17: Toy for Tots drive – Drop boxes located at the following locations: Bayport City Hall/Police Department, Bayport Library, Holiday Station Store, First State Bank and Trust, Croixdale. Last pick up date is December 16, with delivery on December 17.
December 17: Cold weather/night shoot – All officers

Miscellaneous

2015 K-9 Report (see attached), Reserve Program Report, (see attached), 2015 compliance checks completed.

October Call Load (continued)

26 – 31: Out of control female/AOA, W/W speed, reserve officer background, school crossing, civil questions, gas drive off x 2, medical L1, possible fire, theft/trespass, community event (Halloween at Croixdale), unwanted male, business assist, alarm, property damage accident, reserve background, council packets, school crossing, park close, crime prevention, school crossing, fire alarm, vehicle lockout, no mn dl, no POI, 911 misdial, fire alarm, suicidal male, park close, co alarm, school crossing, vehicle rollover, trail cameras placed, traffic/aoa, medical L1, public safety open house, damage to property, 2nd degree test refusal/dui/open bottle.

November Call Load

01 – DK male/detox, 24 hour parking violation, train vs. deer. Break into vehicles, driving violation, alarm, park close, burg. alarm, dead deer.
02 – Vehicle lock out, medical L1, crime prevention, warrant arrest, suspicious activity.
03 – Scam/possible fraud, road hazard, unknown situation/aoa, suspicious activity, crime prevention.
04 – Crime prevention, walk-up questions, school crossing, medical L3, ordinance violation/POD permit, medical L1, possible scam, medical L1.
05 – school crossing, officer information, crash report, found bike, 911 open line, DAR/no POI, neighbor dispute, public assist traffic stop not working, alcohol compliance checks, motorist assist, exp. Registration, speed 54/40, no POI, car vs. deer.
06 – Suspicious vehicle, domestic, impaired driver, dog at large, motorist assist, train complaint.
07 – Warrant arrest, medical L3, train complaint/information, vandalism.

- 08 – Assist public/questions, speed 55/40, speed 51/40, directed patrol.
- 09 – School crossing, city hall assist, recycle award, theft of services, probation violation, records request, school crossing, public assist, w/w speed, vehicle lockout, w/w speed.
- 10 – w/w speed, veh. lock out, w/w speed, complaint, school crossing, w/w speed, found DL returned, medical L3, car vs. deer, domestic, AOA/unknown situation. .
- 11 – Hunting concern, motorist assist, school crossing, and animal concern.
- 12 – Fire concern, lift assist, w/w speed x2, DAS, Alarm, w/w speed/POI, intoxicated males, no POI.
- 13 – School crossing, speed 56/40, speed 60/40, w/w speed, welfare check. .
- 14 – Possible domestic, poss. Drug para, records request, safety concerns, vehicle lock out, animal concern, GM no insurance/DAS
- 15 – Poss. Small amount of marijuana/drug para., trespassing, suspicious male, medical L3, w/w speed x 2, w/w speed, no DL, w/w speed, equipment violation, w/w speed x 2, 911 open line, vehicle. vs. pedestrian, citation, no proof of insurance, w/w exp. Reg.
- 16 – Lock out, w/w speed, welfare check, handgun permit to purchase.
- 17 – Crime prevention, driving after suspension, w/w speed.
- 18 – Crime prevention/open doors, suspicious male, medical L1, ordinance violation, lock out, medical L1, crash, AOA stall blocking, school crossing.
- 19 – w/w inattentive driving, GM sell of alcohol to a minor, vacation checks, school crossing, burg. alarm, return phone call/questions.
- 20 – School crossing, suicidal male, noise complaint, scam report, school crossing.
- 21 – Check welfare/transport to hospital, rolling domestic, shoplifting, property damage accident, no MN. dl/speed 52/40.
- 22 – Assist –DWI, warrant arrest narcotics, disturbance/detox, medical Level 3.
- 23 – Assist public works/block parking lot for demolition, OFP violation, fire alarm, medical L1, school crossing, vehicle lockout, speed 52/30, school crossing, domestic, AOA/domestic.
- 24 – Stolen vehicle/AOA, medical L1, school crossing, crash vehicle lock out, emergency locate.
- 25 – Runaway/warrant, school crossing, speed 45/30, warrant arrest, speed 64/40, speed 72/55, 5th degree controlled substance arrest, medical L1, medical L1.
- 26 - 31 NA

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



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411
Emergency: 911

Laura Eastman
Chief of Police

Jay Jackson
Sergeant

Date: November 23, 2015

To: Police Chief Laura Eastman

From: K-9 Handler Sergeant Jay Jackson

Re: 2015 K-9 Report

Keylo is the Bayport Police Department's first and only K-9 unit. Keylo is an 8 ½ year old black lab that is trained in narcotics detection and human tracking. He is a non-aggressive, non-apprehension K-9 which means Keylo is trained to passively alert (sit/lay down) to narcotics odor. Keylo has demonstrated his ability to serve the citizens of Bayport by assisting in the recovery of illegal narcotics and being a mascot for the city at community events. He has also visited schools, retirement homes, and Boy Scout groups for demonstrations. Keylo is a friendly dog and well received by members of the community.

The Bayport Police Department purchased Keylo in 2009 from Performance Kennels. The initial cost and training of Keylo was \$10,000, which was achieved through private donations. We continue to receive donations of ongoing veterinarian care from Brenda Bray at Animal Care Center of Hudson, Wisconsin, as well as ongoing donations of Orijen Dog Food from a Bayport resident.

Total number of community presentations/demonstrations: 13

Total number of narcotics detection deployments: 5

- Number of felony drug charges: 1
- Number of lesser drug charges: 2
- Number of AOA (assist other agency) deployments: 1 (St. Croix County, Wisconsin)

Total number of tracking deployments: 0

We continue to audit our inventory of narcotic training aids. This audit is confirmed/witnessed by the Evidence Officer or Chief of Police. In 2011, I applied for my DEA license for the possession of controlled substances and was issued that license in August of 2012, and it is currently still valid. Having the license, I was able to secure high grade narcotic training aids from the DEA for the purposes of continued narcotics training with Keylo.

Keylo had his annual veterinary checkup at Animal Care Center in Hudson and he is doing very well for his age. Staff recognizes that his continued good health is due to his food selection, routine checkups, and daily care.

Keylo attended his annual narcotics certification in Stillwater this past March, along with 40 other K-9 units, and achieved a nearly perfect score. We were personally recognized by one of the judges for performing well. Keylo is a frequent topic on the department's Facebook page and has been featured in many news stories in the past. We look forward to another positive and successful year in 2016!



Bayport Police Department
294 North 3rd Street
Bayport, Minnesota 55003
Phone: 651-275-4400
Fax: 651-275-4411
Emergency: 911

Laura Eastman
Chief of Police

Jay Jackson
Sergeant

Date: November 30, 2015
To: Chief of Police Laura Eastman
From: Reserve Sergeant Riley Cameron
Subject: **Reserve Program Statistics for 2015**

The Bayport Police Department has been fortunate to have a Reserve Program for the past 15+ years. Currently, the Reserve Program has 11 volunteer members, with another four applicants possible with our upcoming academy in mid-December. The reserve officers serve a vital role in the community of Bayport. They volunteer their time to assist with city events, parades/marathons, and other events, including Safety Camp, Night to Unite, Derby Days, and much more. Reserves also serve as an extra set of eyes for officers, help patrol parks and city landmarks, and perform property watch vacation/business checks.

The Bayport Police Department Reserve Program is often a stepping stone for individuals who wish to enter the public safety career field. Over the past ten years, many reserve officers who volunteered their time and gained experience have secured peace officer positions. The list includes:

- Reserve Officer Caturia - McLeod County Sheriff's Office
- Reserve Sergeant Jorgenson - Eagan Police Department
- Reserve Officers Yager and Deidrich - St. Paul Police Department
- Reserve Officer Munson - Pine County Sheriff's Office
- Reserve Officer Wilmes - Wright County Sheriff's Office (formerly Bayport officer)
- Reserve Officers Tidgwell (formerly Bayport officer) and Grimstad - Minneapolis Police Department
- Reserve Officer Hutchinson - Metro Transit Police (formerly Bayport officer)
- Reserve Officer Anderson - Lakes Area Police Department
- Reserve Officers Deal (formerly Bayport officer) and Mitchell - West St. Paul Police Department
- Reserve Officer Lynch - Iowa Police Department
- Reserve Officer Reardon - Cottage Grove Police Department
- Reserve Officer Jaworski - Woodbury Police Department
- Reserve Officer Fobbe - Pierce County, WI Sheriff's Office
- Reserve Officer Gordon - Forest Lake Police Department
- Reserve Officers Vierling and Wynia (formerly Bayport officers) – Oak Park Heights Police Department

As noted in the list above, available peace officer positions within our department are often filled with members of the Reserve Program who are eligible. Most recently, Officer Schipp was hired as a peace officer in July of this year, after previous service as a reserve officer. Other current officers who were once reserves include Officer Miller, Officer Lund, Officer Frank, and Officer Johnson.

Each month, reserves are required to volunteer a minimum of 12 hours. Year-to-date, reserve officers have volunteered over 3000 hours in total! Each reserve is also required to attend certain training each year, including first aid/CPR and use of force. The Reserve Program also holds meetings throughout the year and encourages members to attend to help gain education and experience in law enforcement, which is often beneficial when they apply for law enforcement related careers.

The Bayport Police Department Reserve Program looks forward to another successful year in 2016, serving the citizens of Bayport!

| Aug-15 | 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 | | | | | | | | | | |
| 505 | Quinn Wilmarth | | | | | | | | | | 6 |
| 506 | Chad Johnson | | | | | | | | | | |
| 507 | Dustin Purpur | | | | | | | | | | |
| 508 | Capt Hutchinson | | | | | | | | | | |
| 509 | Jay Jackson | 1 | | 1 | | | 1 | | | | 14 |
| 510 | John Miller | 2 | | 2 | | | | | | | 1 |
| 512 | Zach Lund | | | | | | | | | | 1 |
| 513 | Keith Frank | 11 | | | | 1 | | | 1 | | |
| 524 | Riley Cameron | | | | | | | | | | |
| 511 | Nick Schipp | 3 | | 1 | | | | | 2 | | 9 |
| Monthly Total | 17 | 0 | 0 | 4 | 0 | 0 | 1 | 1 | 3 | 0 | 31 |
| Year Total | 112 | 19 | 0 | 57 | 0 | 2 | 3 | 10 | 32 | 5 | 280 |

| Officer | Drugs | MJ in MV | Dac-iPS | Stop Sign | Drug Para | DWI | Distracted | Crime Prev | City Ord | Careless | Other |
|---------------|-----------------|----------|---------|-----------|-----------|-----|------------|------------|----------|----------|-------|
| 501 | Chief Eastman | | | | | | | | | | |
| 503 | Aaron Slinger | | | | | | | | | | |
| 505 | Quinn Wilmarth | 1 | | | 1 | | | 25 | 2 | | |
| 506 | Chad Johnson | | | | | | | | | | |
| 507 | Dustin Purpur | | | | | | | | | | |
| 508 | Capt Hutchinson | | | | | | | | | | |
| 509 | Jay Jackson | 1 | | | 1 | | | | 5 | | 2 |
| 510 | John Miller | | | | 1 | 4 | | | | | |
| 512 | Zach Lund | | | | | | | | 2 | | |
| 513 | Keith Frank | | | | | 2 | | | 1 | | 2 |
| 524 | Riley Cameron | | | | | | | 1 | 10 | | 1 |
| 511 | Nick Schipp | 1 | 2 | | 3 | 3 | | 1 | | | 3 |
| Monthly Total | 1 | 4 | 0 | 0 | 6 | 9 | 0 | 27 | 20 | 0 | 8 |
| Year Total | 3 | 8 | 0 | 4 | 15 | 29 | 0 | 155 | 112 | 3 | 40 |

Notes :

| Sep-15 | Speed | Seatbelt | Child seat | DAS,R,C | Underage D&D | UAC | Open Bottle | No Insurance | No POJ | Warrants | W/W |
|----------------------|-------|----------|------------|---------|--------------|-----|-------------|--------------|--------|----------|-----|
| 501 Chief Eastman | 1 | | | | | | | | | 2 | 3 |
| 503 Aaron Slinger | | | | | | | | | | | |
| 505 Quinn Willmarth | 2 | | | | | | | | | | 9 |
| 506 Chad Johnson | | | | | | | | | | | |
| 507 Dustin Purpur | | | | | | | | | | | |
| 508 Capt Hutchinson | | | | | | | | | | | |
| 509 Jay Jackson | | | | | | | | | | | 1 |
| 510 John Miller | 1 | | 1 | | | | 1 | | | | 3 |
| 512 Zach Lund | | | | | | | | | | | |
| 513 Keith Frank | 8 | | | | | | 2 | | | | |
| 524 Riley Cameron | | | | | | | | | | | |
| 511 Nick Schipp | 4 | | | 6 | | | | 5 | 5 | 1 | 5 |
| Monthly Total | 16 | 0 | 0 | 7 | 0 | 0 | 3 | 6 | 5 | 3 | 21 |
| Year Total | 128 | 19 | 0 | 64 | 0 | 2 | 6 | 16 | 37 | 8 | 301 |

| Officer | Drugs | MJ in MV | Dac-IPS | Stop Sign | Drug Para | DWI | Distracted | Crime Prev | City ord | Careless | Other |
|----------------------|-------|----------|---------|-----------|-----------|-----|------------|------------|----------|----------|-------|
| 501 Chief Eastman | | | | | | | | | | | 3 |
| 503 Aaron Slinger | | | | | | | | | | | |
| 505 Quinn Willmarth | | | | | | | | 13 | | | |
| 506 Chad Johnson | | | | | | | | | | | |
| 507 Dustin Purpur | | | | | | | | | | | |
| 508 Capt Hutchinson | | | | | | | | | | | |
| 509 Jay Jackson | | | | | | | | | 1 | | |
| 510 John Miller | | | | | | 2 | | | | | 2 |
| 512 Zach Lund | | | | | | | | | | | |
| 513 Keith Frank | | | | | | 2 | | | 1 | | 1 |
| 524 Riley Cameron | | | | | | | | | 4 | | |
| 511 Nick Schipp | | 1 | | | 1 | | | 1 | 2 | | 14 |
| Monthly Total | 0 | 1 | 0 | 0 | 1 | 4 | 0 | 14 | 8 | 0 | 20 |
| Year Total | 3 | 9 | 0 | 4 | 16 | 33 | 0 | 169 | 120 | 3 | 60 |

Notes :

| Officer | Speed | Seatbelt | Child seat | DAS,R,C | Underage D&D | UAC | Open Bottle | No Insurance | No POI | Warrants | W/W |
|----------------------|-------|----------|------------|-----------|--------------|-----|-------------|--------------|----------|----------|-------|
| 501 Chief Eastman | | | | | | | | | | | |
| 503 Aaron Slinger | | | | | | | | | | | |
| 505 Quinn Willmarth | 2 | | | | | | | | | | |
| 506 Chad Johnson | | | | | | | 1 | | | | 1 |
| 507 Dustin Purpur | | | | | | | | | | | |
| 508 Capt Hutchinson | | | | | | | | | | | |
| 509 Jay Jackson | 1 | | | | | | | | | | 3 |
| 510 John Miller | 2 | | | 1 | | | 1 | | | | 1 |
| 512 Zach Lund | | | | | | | | | | | |
| 513 Keith Frank | 6 | | | | | | | | | | |
| 524 Riley Cameron | | | | | | | | | | | |
| 511 Nick Schipp | 2 | | | 8 | | | | 4 | 3 | | 1 |
| Monthly Total | 13 | 0 | 0 | 9 | 0 | 0 | 1 | 5 | 4 | 0 | 6 |
| Year Total | 141 | 19 | 0 | 73 | 0 | 2 | 7 | 21 | 41 | 8 | 307 |
| Officer | Drugs | MJ in MV | Dac-IPS | Stop Sign | Drug Para | DWI | Distracted | Crime Prev | City Ord | Careless | Other |
| 501 Chief Eastman | | | | | | | | | | | |
| 503 Aaron Slinger | | | | | | | | | | | |
| 505 Quinn Willmarth | | | | | | | | 13 | | | |
| 506 Chad Johnson | | | | | | 1 | | | | | |
| 507 Dustin Purpur | | | | | | | | | | | |
| 508 Capt Hutchinson | | | | | | | | | | | |
| 509 Jay Jackson | | | | | | | | | 2 | | |
| 510 John Miller | | | | | | | | | | | |
| 512 Zach Lund | | | | | | 2 | | | | | |
| 513 Keith Frank | | | | | | | | | | | 1 |
| 524 Riley Cameron | | | | | | | | | 2 | | |
| 511 Nick Schipp | 1 | | | | 1 | 1 | | | 1 | | 8 |
| Monthly Total | 1 | 0 | 0 | 0 | 1 | 4 | 0 | 13 | 5 | 0 | 9 |
| Year Total | 4 | 9 | 0 | 4 | 17 | 37 | 0 | 182 | 125 | 3 | 69 |

Notes :



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

Date: December 1, 2015

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update – December City Council Meeting

During the month of November, the full-time Public Works staff, with assistance from part-time staff, completed the following tasks:

1. Assisted with the Minnesota Pollution Control Agency's upgrade project to connect well #3 to the treatment system in Inspiration
2. Continued fall street sweeping
3. Completed numerous repairs to park buildings and equipment
4. Mulched leaves on numerous city properties
5. Removed the city's 4th Avenue North boarding dock for winter storage
6. Finished winterizing Lakeside Park summer water service
7. Cleaned storm drains, catch basins and various ditch areas after major rainstorms
8. Graveled and graded the city's gravel roads and alleys
9. Completed ongoing maintenance and repairs to trucks and equipment
10. Installed multiple new water meters, repaired numerous nonfunctioning water meters, and read numerous water meters for final utility billings
11. Performed ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, and attending to system malfunctions
12. Responded to freezing rain and snow on Thanksgiving Day and plowed city streets on November 30th

PUBLIC WORKS MESSAGE OF THE MONTH

Please remove vehicles parked on the street or on public property within 24 hours after a snowfall over 2 inches.

Property owners adjacent to a public sidewalk need to remove snow/ice accumulation within 24 hours.

Bayport Public Library



582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 439-7454

Date: November 30, 2015

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

From: Jill Smith, Bayport Public Library Director

Re: Bayport Library Update

On Saturday, October 31, the Library hosted the Third Annual Spooky Basement. Put together and staffed by teen volunteers, we had 138 children and adults come through between 1:00 pm and 3:00 pm. The most exciting part for me was that many of the families stayed in the library and checked out library materials. From 1-3, 189 items were checked out. This was more than any of the previous Saturdays in October! Seeing the Library full of families that afternoon was amazing, and I will work on programming throughout the year to encourage more families to come to the Library. We plan to continue this event during open hours in 2016.

On Wednesday, November 18, I attended the Star Wars themed Reading is Fundamental Night at the Minnesota Correctional Facility in Stillwater. I read stories and shared tips on reading to children for three groups of inmates who were also able to select books to send home to their children.

With a new director in place at Washington County Library and here as well, WCL administration has proposed extending our current contract for services through the end of 2016. The Library Board and I agree that the current terms are working well for us, and we will accept their proposal.

Washington County Library will now accept credit card payments online through the Library catalog, so patrons can now pay any fees from home or online at the Library.

Upcoming events at the Library include a Winter Break Matinee showing of *Inside Out*, a Noon Year's Eve celebration for the preschool set, and eBook/downloadable classes for the public in January. The MELSA-wide Winter Reads program will also start in January.

As I continue to meet patrons and get to know the Bayport community, I am grateful for the opportunity to work with such a supportive community. Thank you for supporting the Bayport Public Library!



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

Date: November 30, 2015

To: Mayor and City Council
Logan Martin, City Administrator

From: Wanda Madsen, Finance Officer

Re: **Finance Department year-to-date update**

For August through November 2015, the following undertakings were performed:

1. Water Department
 - A. Calculate, collect, and record bills for water/sewer utility billing and maintain updated customer account information. Handle all questions and complaints regarding utility billing.
 - B. Generate a list of delinquent accounts on a quarterly basis, notify customers with delinquent accounts, and arrange payment agreements, in accordance with city policies.
 - C. Communication with Public Works regarding numerous repair issues regarding malfunctioning meters and setting up several new residential meters.
2. Payroll Department
 - A. Maintain a record of all employee benefits, including employee vacation, overtime, and compensatory time, holiday, and sick leave balances.
 - B. Calculate, record, and create reports for all payroll information, including federal, state, FICA, PERA, Medicare and deferred retirement withholdings and send remittance to appropriate agencies.
 - C. Prepare and monitor one workers compensation claim for one employee year-to-date.
3. Maintain the cash receipt drawer, including opening and closing out receipt drawer, adding and verifying receipts, entering receipts into the computer system and preparing deposits.
4. Reconcile monthly bank statements.
5. Prepare monthly summary for the City Council to authorize payment of payables and generate checks for payment, following approval.
6. Prepare and distribute monthly financials reports, budget summaries, and expense and revenue summaries for the City Council and Administrator.



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

Date: December 1, 2015

To: Mayor and City Council
Logan Martin, City Administrator

From: John Buckley, Building Official

Re: Building Department 2015 Year to Date Report

The year to date report is below, and the remainder of this year looks very promising for construction in the City of Bayport. The city issued 7 building permits for new single family homes year to date.

Listed below is a breakdown of the construction valuation and fees paid for all City of Bayport permits issued year to date, as well as the fees received from the City of Lakeland, through September 1, 2015.

- Total construction valuation: \$24,338,650
- Total permit fees paid to the city: \$ 191,742
- Total fees from Lakeland contract: \$ 12,408

In addition, 10 residential properties in Baytown Township were permitted to connect to Bayport's municipal water supply through a joint powers agreement between Baytown Township and the City of Bayport. A total of \$16,300 in fees was collected for these new connections to the water supply.

The construction trend going into 2016 looks very good with Phase III-B of the Inspiration development underway. Please feel free to contact me if you have any questions about the Building Department or permits.



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

Date: December 1, 2015

To: Mayor and City Council
Logan Martin, City Administrator

From: Sara Taylor, Assistant City Administrator/Planner

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

WARMING HOUSE GRANT APPROVED

Great news! Last week, we were notified that our donation request for new windows for the Perro Park warming house building was approved as part of the Andersen Corporate Giving Program. The addition of permanent, secure windows will enable city staff to supervise outdoor activity, while maintaining a consistent presence inside the building, which will significantly improve the safety and security for all park users. Staff will be meeting with Andersen Corporation later this week to review suitable in-stock window products, with tentative installation to be scheduled in the next few weeks, weather permitting.

HABITAT FOR HUMANITY PROJECT

Last month, the city was notified that Twin Cities Habitat for Humanity is currently pursuing Community Development Block Grant funding through the Washington County Housing and Redevelopment Authority. The grant would be used to fund the acquisition of up to three scattered, vacant lots in the Stillwater/Bayport area for construction of single-family homes beginning next summer or fall. Habitat currently owns the lot at 255 2nd Street North, which is banked for a future project in partnership with Andersen Corporation, similar to the project that was completed in 2007 at 386 Maine Street South. Project updates will be provided in the coming months.

INSPIRATION UPDATE

Staff has been working with the current developer, Inspiration Holdings LLC, to verify obligations from the Phase I developer's agreement are complete, so the city can release their remaining financial surety (letter of credit) before year end. A few miscellaneous items have yet to be addressed, but have been acknowledged and provisions are being developed to ensure adequate completion by Inspiration Holdings and/or Mattamy Homes (see December 7 consent agenda item #10 and #11). As a courtesy, the city also sent a recent mailing to Inspiration property owners reminding them that installation of "no parking" signs along one side of the street was a requirement of the original development due to the undersized nature of the street design and would soon be implemented in all phases of the neighborhood (see attached letter). The city did receive some inquiries from residents regarding the parking restrictions, but once staff explained that it was related to public safety and emergency vehicle access, most understood and acknowledged the need. Public Works will be working with a contractor to complete the sign installation within the next week, weather permitting.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

November 17, 2015

Dear Inspiration Resident:

We are pleased that new construction is underway in the next phase of the Inspiration development and excited the neighborhood is nearing completion! As such, you will likely see implementation of several infrastructure improvements over the next several months, which were required as conditions of the original development plan for Inspiration. Most of these improvements will be focused in the Mattamy Homes phase and completed by contractors, but some are required to be implemented throughout the entire development, in coordination with city standards.

This correspondence is to notify Inspiration residents of some street improvements planned for the coming weeks. Specifically, a contractor will be completing the installation of "No Parking" signs on one side of each street throughout the development. Limiting on-street parking to one side is necessary on streets with a 26-28 foot width, which is the case in Inspiration, in order to provide adequate emergency vehicle access, alleviate congestion, and promote pedestrian safety. With the winter season approaching and the anticipated increase in on-street parking of construction vehicles, installation of the "No Parking" signs is critical and warranted at this time, for the safety of residents and visitors to Inspiration.

Installation of the signs may begin as early as Monday, November 23, weather permitting, and will be completed by the end of the year. In most cases, parking will be allowed on the side of the street opposite of a sidewalk. The city acknowledges this will be an adjustment, but residents are encouraged to keep in mind that this signage is truly in the best interest of the neighborhood, to promote a safe environment for motorists and pedestrians.

We appreciate the opportunity to keep you informed about this upcoming project. Should you encounter traffic or parking related issues that may require enforcement, please contact the Bayport Police Department at 651-275-4400. Thank you in advance for your cooperation to improve safety within the Inspiration neighborhood!

Kind regards,

City of Bayport
Departments of Public Safety and Administration



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

Date: December 1, 2015
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – December City Council meeting**

WATER TREATMENT SYSTEM UPGRADE

Thanks to favorable weather conditions, the installation of the new water main connecting Well #3 to the water treatment system was completed in November. All told, this includes the installation of nearly 2,000 feet of new water main, used to run raw water from Well #3 to the treatment system in Inspiration prior to distribution to the overall system. The contractor will be returning to the City in the spring to finish a few tasks, one of which is tentatively slated to be the interconnection of the City's water system to the Stillwater Prison's system as an emergency backup source. This task was included in the overall project, which was fully funded by the MN Pollution Control Agency, as a means of providing redundancy within our system during service interruptions or system malfunctions. Completing this major project has been discussed for many years in Bayport, and we are very pleased that it has finally come to fruition!

DOWNTOWN REDEVELOPMENT PROJECT

The former Lyle's Grocery Store building was demolished in mid-November, and the project went smoothly with no issues. This week, the City's environmental consultant will be on-site to perform soil boring testing to verify the make-up of the soils and their ability to support new construction. Once completed, this information will be useful as we work with the City Council this winter to finalize the design of a proposed municipal parking lot.

FIRE HALL UPDATE

The fire hall project is past the halfway point, as a majority of the remaining work exists on the interior finishes of the building. At time of printing, sheet rock, final electrical and heating/mechanical work, and plumbing fixture installation is underway. Installation of the garage doors will be completed next week, which will make the building largely "weather proof". The final major exterior work consists of the installation of the metal paneling on the building, which should begin in the next two weeks and will complete the visual appearance of the structure. Kraus Anderson recently provided a mid-way status report on the project budget, and we are pleased to confirm that the project remains on budget at this point. An early March completion date is still anticipated, and we will continue to provide updates as we reach the end of this monumental project.

UPCOMING MEETINGS AND EVENTS

| | | | |
|------------|-----------------------------------|---------|---------------|
| December 2 | Library Open House for Jill Smith | 5pm-8pm | Library |
| December 2 | Lighting of the Village Green | 6pm | Village Green |
| December 7 | City Council quarterly workshop | 4:30pm | City Hall |
| December 7 | City Council meeting | 6pm | City Hall |
| January 4 | City Council meeting | 6pm | City Hall |