

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
May 2, 2016**

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. The April recycling award recipient is Clayton Norman who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County
2. Bark For Life Fundraiser for American Cancer Society – Saturday, May 14 at Barker’s Alps Park

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. Natalie Warren – St. Croix River Association

CONSENT AGENDA

Consider a resolution adopting items 1 through 8

- | | <u>TAB #</u> |
|---|---------------------|
| 1. April 4, 2016 City Council workshop meeting minutes | 1 |
| 2. April 4, 2016 City Council regular meeting minutes | 2 |
| 3. April payables and receipts (check numbers 007044-007136) | 3 |
| 4. April building, plumbing and mechanical permits report | 4 |
| 5. Pay application #11 from Kraus Anderson and subcontractors for Fire Hall construction | 5 |
| 6. Monetary donation request from Bayport American Legion Post 491 for Memorial Day Parade | 6 |
| 7. Special event application from Scott Schilling, Fitness Quest LLC, for boot camp fitness classes at Barker’s Alps Park | 7 |
| 8. Renewal of agreement with Washington County to provide assessment services | 8 |

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

1. Consider a resolution supporting proposed legislation to confer Economic Development Authority powers to the Washington County HRA 9

TAB #

- 2. Consider amendments to Chapter 48 – Stormwater Management of the Bayport Code of Ordinances to incorporate Minimal Impact Design Standards (MIDS) for stormwater management and Chapter 58 – Utilities of the Bayport Code of Ordinances to incorporate regulations for illicit discharge into the municipal sanitary and storm sewer systems 10
- 3. Consider a drainage and utility easement for the municipal parking lot project at 169 3rd St. N. 11
- 4. Consider an amendment to Appendix D – Fee Schedule of the Bayport City Code of Ordinances to establish rental fees for the Inspiration Nature Center building 12

CITY COUNCIL LIAISON REPORTS

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CITY COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT

RESOLUTION NO. 16-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MAY 2, 2016**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 2nd day of May 2016 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 1-8 FROM THE
MAY 2, 2016 CITY COUNCIL AGENDA**

1. April 4, 2016 City Council workshop meeting minutes
2. April 4, 2016 City Council regular meeting minutes
3. April payables and receipts (check numbers 007044-007136)
4. April building, plumbing and mechanical permits report
5. Pay application #11 from Kraus Anderson and subcontractors for Fire Hall construction
6. Monetary donation request from Bayport American Legion Post 491 for Memorial Day Parade
7. Special event application from Scott Schilling, Fitness Quest LLC, for boot camp fitness classes at Barker's Alps Park
8. Renewal of agreement with Washington County to provide assessment services

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

Susan St. Ores –
Connie Carlson –
Michele Hanson –

Dan Goldston –
Patrick McGann –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 2nd day of May 2016.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS**

**April 4, 2016
5:00 P.M.**

CALL TO ORDER

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

ROLL CALL

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

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, and City Engineer Consultant John Parotti

DISCUSS PLANNING FOR THE NEW PUBLIC WORKS DIRECTOR/CITY ENGINEER POSITION

Administrator Martin reviewed both current and past staffing levels of the Public Works Department, noting that the department previously consisted of as many as five full-time employees, compared to the current full-time staff of three. In recent succession planning discussions, it has become apparent that with the ongoing workload demands and potential for major upcoming infrastructure street/utility projects, it is not feasible to continue operating at current staffing levels. More importantly, the complexity of the operating systems and utility infrastructure that is overseen by the Public Works Department will require a higher level of education, experience, and advanced skill set over the coming years. For these reasons, staff is recommending the Public Works Department be restructured to include a full-time Director/City Engineer position at this time.

Administrator Martin noted the succession plan would include retention of the current Supervisor position for the next 1-2 years to perform ongoing workload, while also mentoring the new Director/City Engineer in all department duties and street/utility infrastructure. Discussion followed on budget impacts and Administrator Martin noted that funding for a mid-year hiring of this new position was included in the 2016 budget. He stated in future years, the budget would be modified to reduce expenses for consultant engineering services and these funds would be reallocated to offset salary and benefits for the new position. The consensus of the City Council was to move forward with the hiring process for the position at salary grade 12 as designated within the city's salary step schedule.

DISCUSS CONCEPT PLANS FOR THE MUNICIPAL PARKING LOT PROJECT AT 169 3RD ST. N.

Administrator Martin noted that staff has been working to create additional design options for the municipal parking lot project, as directed by the City Council at the March meeting. Four new options were reviewed, which were ranked by staff in a number of categories, including number of stalls, maneuverability, impervious coverage, snowplowing effort, fire code compliance, and overall versatility to accommodate community events. Due to varying factors, it was noted that options 1-4 were not recommended by staff. Options 5 and 6 ranked highest, but option 6 created the most stalls, while still providing the most green space and versatility, which were highly sought characteristics by the city. It was noted that discussion would continue at the regular meeting, following the workshop. Administrator Martin stated that if authorization was received to proceed, staff would anticipate awarding bids for the project in June.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the workshop at 6:00 p.m.

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
APRIL 4, 2016
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of April 4, 2016 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, City Engineer John Parotti, City Attorney Andy Pratt, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve the April 4, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The March recycling award recipient is Cornell MacDonald who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

Tara Johnson, 620 Oakwood Street South, expressed her continued dissatisfaction with the city allowing construction of a garage at 836 Minnesota Street South. She believes the city's actions are unlawful, demonstrate poor practices, and violate the city's ordinances. She said the city must follow its current ordinance and require that the height of the proposed garage be reduced 3 ½ feet so that it does not exceed 12 feet at the midpoint. She stated she is prepared to do what is necessary to hold the city accountable for its actions.

CONSENT AGENDA

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

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-04

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE
APRIL 4, 2016 CITY COUNCIL AGENDA**

1. March 7, 2016 City Council workshop meeting minutes
2. March 7, 2016 City Council regular meeting minutes
3. March payables and receipts (check numbers 006914-007043)
4. March building, plumbing and mechanical permits report
5. Donation of \$200.00 from Mary and Paul Goulette for downtown hanging flower baskets
6. Temporary on-sale liquor license application from Bethlehem Lutheran Church for Dane's Place Pig Roast on June 25, 2016

7. Special event application from Run Stillwater, Inc., for Lift Bridge Road Races at Lakeside Park on Saturday, July 23, 2016
8. Special event application from Bayport American Legion Post 491 for Memorial Day Parade on Monday, May 30, 2016
9. Donation of \$500.00 from the Baytown Woods Fund of the St. Croix Valley Foundation for the Bayport Fire Department
10. Donation of \$250.00 from Kelly Jacobs for city trees
11. Pay application #10 from Kraus Anderson and subcontractors for Fire Hall construction

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

Susan St. Ores – aye
 Connie Carlson – aye

Dan Goldston – aye
 Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

UNFINISHED BUSINESS

Consider authorization to prepare plans and specifications and solicit bids for construction of a municipal parking lot at 169 3rd Street North: Administrator Martin said the city engineer developed four new options for the proposed municipal parking lot. Staff reviewed the layouts and analysis for each of the six concepts under consideration. He said some options were not viable due to state fire code requiring a minimum separation between parking stalls and buildings. Staff recommended concept #6 due to the high level of maneuverability, ease of snowplowing, flexibility for public events and amount of green space. The owner of Woody's Bar and Grill is working with the city on plans to combine his two buildings into one main address, improving off-street parking, and potentially completing upgrades in conjunction with the city's parking lot project. Mayor St. Ores summarized the City Council's workshop discussion on concept #6 that currently offers 23 stalls. Councilmembers were concerned with the limited space for drivers to back out of the stalls when the lot is full and recommended designating one of the stalls as no parking or reducing the amount of green space to provide a turnaround spot. Engineer Parotti confirmed there is enough space to accommodate a turnaround area. Councilmember Hanson questioned whether concept #4, which provides a 20-foot circulation aisle, could be modified slightly to meet the fire code standard. Engineer Parotti said a 22-foot drive lane is preferred, with an industry standard of 24 feet, and reducing the lane would not be viable. Staff reviewed options for incorporating signage, benches and planters to enhance the parking lot, and it was noted these items would be considered at a later date. Engineer Parotti confirmed that one handicap, van accessible space is sufficient for the proposed lot. Administrator Martin said staff anticipates awarding bids at the June meeting, if authorization is received tonight.

It was moved by Councilmember McGann and seconded by Councilmember Hanson to authorize the preparation of plans and specifications for concept #6, pending further changes to accommodate a turnaround area, and the solicitation of bids for the construction of a municipal parking lot at 169 3rd Street North. Motion carried 5-0.

NEW BUSINESS

Consider authorization to initiate the hiring process and establish a salary grade for a city Public Works Director/Engineer position: Administrator Martin reviewed the Public Works Department staffing levels and said staff is beginning the succession planning process for the current Public Works Supervisor who has indicated his desire to retire in the next few years. The proposed plan is to establish

a fulltime Director/City Engineer position who would work alongside the current supervisor for 1-2 years to gain knowledge on the complexities of the city's infrastructure and operating systems. The 2016 budget allocates \$40,000 for the midyear hiring of the proposed position, and staff hopes to have the position filled in time for the busy summer work schedule. The position would be responsible for a portion of the city's engineering duties, with an estimated \$35,000-\$50,000 reduction in annual engineering consultant fees. Staff anticipates major infrastructure street and utility projects in the near future and having a licensed engineer on staff would increase productivity on these projects, as well as increase the department's technology capabilities to streamline work efforts. Staff recommended authorization to initiate the hiring process for this position at a salary grade 12 (\$71,524-\$101,387). Discussion followed on the City Council's expectations shared during the preceding workshop, including management, engineering and public works experience and that it will be a hands-on position, working alongside the Public Works staff. A transition plan will be developed to ensure a smooth and efficient transfer of duties.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to authorize the initiation of a hiring process for a fulltime Public Works Director/City Engineer within the established salary range. Motion carried 5-0.

Consider accepting quotes for pump repair and maintenance work for municipal Well #2 and authorizing completion of the project: Administrator Martin reported Well #2 is due for inspection and maintenance this year. Staff solicited quotes from three well service contractors, separating the quotes into two options, rebuilding or replacing the existing pump. He explained the condition of the pump will be unknown until it is removed and inspected. Keys Well Drilling submitted the lowest quote for the option to rebuild the pump and the second lowest quote to replace the pump. Administrator Martin explained the Keys Well Drilling new pump quote is for a higher grade pump preferred by the Public Works Department, and McCarthy Well Company quoted a price for a lower grade pump. Staff recommended awarding the project to Keys Well Drilling, the best value bidder.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to award the Well Pump #2 Maintenance Project to the best value bidder, Keys Well Drilling, St. Paul, Minnesota, in the not-to-exceed amount of \$18,565, and proceed with the servicing of Well Pump #2. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember Hanson reported that Penny Mealhouse, the new Office Administrator for the Central St. Croix Valley Joint Cable Commission, started her position today.

Councilmember Goldston shared information on the Middle St. Croix Watershed Management Organization (MSCWMO). The MSCWMO is a Joint Powers Watershed Management Organization composed of the communities of Afton, Bayport, Baytown Township, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater, and West Lakeland Township that manages the water resources within the Middle St. Croix watershed that flow into the St. Croix River. He said the ten communities help support the organization.

Councilmember Carlson reported on the March 28, 2016 Library Board meeting and reviewed events sponsored by the library. The library will be hosting a touring play of *The Grapes of Wrath* on Monday, April 18, at 7:00 p.m., as part of the Big Read in the St. Croix Valley program. The next Library Board meeting is scheduled for Tuesday, April 19, 2016, 6:00 p.m., at the library.

Mayor St. Ores attended the Fire Relief Association Audit Review and said the association received an unmodified/clean opinion on its 2015 financial statements. She had the opportunity to tour the new Fire

Hall and welcomed residents to attend the public open house on Saturday, April 30, 9:00 a.m.-1:00 p.m. She reported the Greater Stillwater Chamber of Commerce is hosting an expanded Community Showcase at the Stillwater Area High School on Sunday, April 10, 11:00 a.m. to 4:00 p.m. Sergeant Jackson of the Bayport Police Department and his K9 partner, Keylo, will be part of the family-friendly activities planned for the event.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger said the call volume for March was 113, 42 of which were to the nine high call volume addresses that are part of a new duty tone response system. The system allows members to option out of calls to the nine addresses when they are unable to respond, with the duty officer always responding to those calls. Monthly drills and meetings were reviewed. He reported the department is looking forward to hosting the Fire Hall open house on April 30. He reminded residents to change batteries in their smoke detectors every spring and fall and to set up and practice a family plan to follow in the event of severe weather. There will be a fundraiser for Fireman Mike Bell on Saturday, April 23 at the Bayport American Legion, beginning at 4:00 p.m.

Police Chief Eastman reported the department's new officer, Riley Cameron, is halfway through his field training and doing a good job. Past events and training were highlighted. Sergeant Jackson and K9 Keylo will be putting on a narcotics demonstration at the Greater Stillwater Chamber of Commerce showcase on April 10. Reserve officers will be onsite at Mike Bell's April 23 fundraiser and the Andersen Elementary Carnival on April 22. The department donated a raffle prize to the carnival and the prize winner will enjoy a tour of the Police Department and a canine narcotics demonstration. Staff will be interviewing potential reserve officers on April 25. In response to a question from Councilmember McGann, Chief Eastman reported the department has received one complaint about trains blocking Point Road in the past couple of months. Residents were reminded to notify the city when they experience a train blocking a roadway for more than 10 minutes because the city continues to document blockages for further discussions with the Union Pacific Railroad.

Assistant City Administrator/Planner received a grant from the St. Croix River Association to attend the recent St. Croix Summit where a variety of topics related to protecting and restoring the St. Croix River and its watershed were discussed. The Washington County Master Gardeners will be sponsoring the *Bayport in Bloom* Front Entry Garden Contest again this summer and contest details and nomination forms will be available in May. The city is coordinating a potential shuttle service from Lakeside Park to the new Fire Hall during the public open house on April 30. The Minnesota Department of Transportation will be sponsoring public paddle boat tours of the St. Croix Crossing bridge construction site beginning May 11. Interested parties must contact the boat company for tickets (www.stillwaterriverboats.com). Residents interested in signing up for the citywide garage sales on June 3 and 4 should contact City Hall to have their address added to the garage sale map.

Administrator Martin noted the Public Works department will be flushing fire hydrants April 12-29, weather permitting, and residents may notice discolored water. If this happens, run water until it clears up. He noted there will be a ribbon cutting event at the new Fire Hall on April 7 for Bayport officials and community partners, followed by the public open house on April 30.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores reminded people to report any suspicious, invasive aquatic species caught in the St. Croix River to the Minnesota Department of Natural Resources and/or the Bayport Police Department. If caught, these fish should not be returned to the river but rather turned over to authorities for tracking purposes.

2. Councilmember McGann said he believes the concerns raised by Tara Johnson during the open forum do not warrant further discussion at this time because no new information was presented and her issues have been heard and discussed extensively by city staff in recent months. Mayor St. Ores added that a definitive decision was made on the matter at the last City Council meeting, upon the guidance and recommendation of the city attorney.
3. Councilmember Hanson recognized the donations accepted on the consent agenda: Mary and Paul Goulette for hanging baskets, Baytown Woods Fund of the St. Croix Valley Foundation for a monetary donation to the Fire Department, and Kelly Jacobs for city trees.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to adjourn the meeting at 7:20 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: APRIL 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 %
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,920,019.00	\$186,407.83	\$1,733,611.17	90.29%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,000.00	\$2,000.00	\$4,000.00	66.67%
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	\$104,000.00	\$16,882.53	\$87,117.47	83.77%
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	\$94,900.00	\$16,033.94	\$78,866.06	83.10%
DEPT 42200 FIRE PROTECTION	\$434,242.00	\$50,525.06	\$383,716.94	88.36%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$0.00	\$7,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$32,150.00	\$3,660.40	\$28,489.60	88.61%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43300 CEMETERY	\$12,000.00	\$8,030.00	\$3,970.00	33.08%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,610,311.00	\$283,539.76	\$2,326,771.24	89.14%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$4,500.00	\$600.00	\$3,900.00	86.67%
DEPT 41200 MAYOR & COUNCIL	\$154,601.00	\$76,364.36	\$78,236.64	50.61%
DEPT 41240 RECYCLING	\$6,895.00	\$1,541.44	\$5,353.56	77.64%
DEPT 41400 ADMINISTRATION	\$161,041.00	\$47,764.80	\$113,276.20	70.34%
DEPT 41910 PLANNING & ZONING	\$252,853.00	\$78,742.51	\$174,110.49	68.86%
DEPT 41940 MUNICIPAL BUILDINGS	\$50,131.00	\$13,352.53	\$36,778.47	73.36%
DEPT 42100 POLICE	\$817,428.00	\$247,443.95	\$569,984.05	69.73%
DEPT 42200 FIRE PROTECTION	\$506,185.00	\$121,191.10	\$384,993.90	76.06%
DEPT 42201 FIRE STATION	\$0.00	\$55,256.10	-\$55,256.10	0.00%
DEPT 43100 STREET MAINT	\$312,784.00	\$57,225.14	\$255,558.86	81.70%
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	\$433.85	-\$433.85	0.00%
DEPT 43160 STREET LIGHTING	\$31,750.00	\$6,273.70	\$25,476.30	80.24%
DEPT 43200 PARKS	\$65,126.00	\$10,833.82	\$54,292.18	83.36%
DEPT 43300 CEMETERY	\$7,475.00	\$1,513.79	\$5,961.21	79.75%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure Accounts	\$2,370,769.00	\$718,537.09	\$1,652,231.91	69.69%

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CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

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APRIL 2016

	2016 YTD Budget	APRIL MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,610,311.00	\$7,658.30	\$283,539.76	\$2,326,771.24	10.86%
Expenditure	\$2,370,769.00	\$225,720.52	\$718,537.09	\$1,652,231.91	30.31%
		-218,062.22	-434,997.33		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$480.00	\$480.00	-\$480.00	0.00%
		-\$480.00	-\$480.00		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$1,475.00	\$1,600.00	-\$1,600.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,475.00	\$1,600.00		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

04/27/16 10:18 AM

*Fund Summary -
Budget to Actual©

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APRIL 2016

	2016 YTD Budget	APRIL MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$8,000.00	-\$8,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$8,000.00		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$295,800.00	\$660.00	\$4,895.87	\$290,904.13	1.66%
Expenditure	\$295,730.72	\$29,941.62	\$94,531.12	\$201,199.60	31.97%
		-\$29,281.62	-\$89,635.25		
FUND 300 ANDERSEN WINDOWS EQUIP GRANT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$9,794.14	\$241,274.56	-\$241,274.56	0.00%
		-\$9,794.14	-\$241,274.56		
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	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$79,409.75	\$1,230,018.58	-\$1,230,018.58	0.00%
		-\$79,409.75	-\$1,230,018.58		

CITY OF BAYPORT

04/27/16 10:18 AM

*Fund Summary -
Budget to Actual©

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APRIL 2016

	2016 YTD Budget	APRIL MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$359,250.00	\$3,838.60	\$9,356.78	\$349,893.22	2.60%
Expenditure	\$526,458.00	\$33,290.53	\$111,240.30	\$415,217.70	21.13%
		-\$29,451.93	-\$101,883.52		
FUND 602 SEWER					
Revenue	\$640,000.00	\$0.00	\$756.94	\$639,243.06	0.12%
Expenditure	\$337,012.00	\$56,359.55	\$260,010.95	\$77,001.05	77.15%
		-\$56,359.55	-\$259,254.01		
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	-\$596.53	\$596.53	0.00%
Expenditure	\$0.00	\$217.46	\$697.98	-\$697.98	0.00%
		-\$217.46	-\$1,294.51		
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		-\$421,581.67	-\$2,349,237.76		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 04/30/2016

FUND	FUND Descr	2016 Budget	2016 YTD Amt	2016 % of Budget	2016 % of Budget Remain
FUND 101	GENERAL	\$2,610,311.00	\$283,539.76	10.86%	89.14%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$0.00	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$1,600.00	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$8,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$0.00	0.00%	0.00%
FUND 211	LIBRARY	\$295,800.00	\$4,895.87	1.66%	98.34%
FUND 300	ANDERSEN WINDOWS EQUIP GR	\$0.00	\$0.00	0.00%	0.00%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$0.00	0.00%	0.00%
FUND 400	NEW FIRE STATION	\$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	\$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	\$359,250.00	\$9,356.78	2.60%	97.40%
FUND 602	SEWER	\$640,000.00	\$756.94	0.12%	99.88%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	-\$596.53	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,905,361.00	\$307,552.82	7.88%	92.12%

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	04/21/16	\$30.00	5650	ASSESSMENT SEARCH CK # 2036	R 101-00000-34105 USER FEE
101	04/25/16	\$30.00	5656	ASSESSMENT SEARCH CK # 2050	R 101-00000-34105 USER FEE
101	04/19/16	\$30.00	5871	ASSESSMENT SEARCH CK # 2003	R 101-00000-34105 USER FEE
101	04/20/16	\$30.00	5879	ASSESSMENT SEARCH CK # 2031	R 101-00000-34105 USER FEE
101	03/31/16	\$1.00	5822	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	03/31/16	\$5.00	5823	BUILDING SURCHARGE Skyline Renovatio	G 101-20104 STATE SURCHA
101	04/07/16	\$1.50	5835	BUILDING SURCHARGE Winderman #351	G 101-20104 STATE SURCHA
101	04/07/16	\$1.00	5837	PLUMBING SURCHARGE - RESIDENTIAL M	G 101-20104 STATE SURCHA
101	04/13/16	\$2.50	5851	BUILDING SURCHARGE CASH - MICHAEL	G 101-20104 STATE SURCHA
101	04/13/16	\$2.95	5854	BUILDING SURCHARGE SGO Roofing #18	G 101-20104 STATE SURCHA
101	04/19/16	\$55.00	5873	BUILDING SURCHARGE Sandstrom Roofin	G 101-20104 STATE SURCHA
101	04/19/16	\$2.29	5875	BUILDING SURCHARGE Michael Torkelson	G 101-20104 STATE SURCHA
101	04/21/16	\$1.00	5890	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	04/20/16	\$5.34	5648	State Sales Tax CK # 1046	G 101-20603 SALES TAX PAY
101	03/31/16	\$5.34	5820	State Sales Tax Siegfried #10192	G 101-20603 SALES TAX PAY
101	03/31/16	\$3.56	5824	State Sales Tax CASH - MINNESOTA CENT	G 101-20603 SALES TAX PAY
101	04/04/16	\$1.78	5826	State Sales Tax Staloch #7128	G 101-20603 SALES TAX PAY
101	04/05/16	\$10.69	5829	State Sales Tax Scullen #24847	G 101-20603 SALES TAX PAY
101	04/06/16	\$1.78	5830	State Sales Tax Krumm #12135	G 101-20603 SALES TAX PAY
101	04/06/16	\$5.34	5831	State Sales Tax Stillwater Area Schools #3	G 101-20603 SALES TAX PAY
101	04/11/16	\$1.78	5843	State Sales Tax Conley #9217	G 101-20603 SALES TAX PAY
101	04/11/16	\$1.78	5843	State Sales Tax	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5859	State Sales Tax CASH - Mike Mancino	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5860	State Sales Tax CASH - Ray Valley	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5861	State Sales Tax BEEDLE Ck.#16620	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5862	State Sales Tax Hanson #7113	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5864	State Sales Tax CASH - Klump	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5865	State Sales Tax CASH - Eugene Hill	G 101-20603 SALES TAX PAY
101	04/18/16	\$1.78	5868	State Sales Tax CASH - Weyer	G 101-20603 SALES TAX PAY
101	04/19/16	\$1.78	5874	State Sales Tax Skaret #5695	G 101-20603 SALES TAX PAY
101	04/19/16	\$1.78	5876	State Sales Tax Curtis #7317	G 101-20603 SALES TAX PAY
101	04/20/16	\$1.78	5881	State Sales Tax CK # 5361	G 101-20603 SALES TAX PAY
101	04/20/16	\$1.78	5881	State Sales Tax CK # 5361	G 101-20603 SALES TAX PAY
101	04/20/16	\$7.13	5881	State Sales Tax CK # 5361	G 101-20603 SALES TAX PAY
101	04/20/16	\$14.25	5886	State Sales Tax Fitness Quest, LLC #5223	G 101-20603 SALES TAX PAY
101	04/20/16	\$1.78	5887	State Sales Tax Farr #3708	G 101-20603 SALES TAX PAY
101	04/20/16	\$3.56	5888	State Sales Tax CASH - Pritchard	G 101-20603 SALES TAX PAY
101	04/21/16	\$1.78	5893	State Sales Tax Fenzi #4537	G 101-20603 SALES TAX PAY
101	04/21/16	\$1.78	5893	State Sales Tax	G 101-20603 SALES TAX PAY
101	04/21/16	\$1.78	5897	State Sales Tax Suski #1143	G 101-20603 SALES TAX PAY
101	04/25/16	\$7.13	5899	State Sales Tax CASH - ASHTON	G 101-20603 SALES TAX PAY
101	04/21/16	\$0.27	5900	State Sales Tax CK # 01000017254	G 101-20603 SALES TAX PAY
101	04/25/16	\$1.79	16910	PARK RESERV	G 101-20603 SALES TAX PAY
101	04/07/16	\$69.89	5840	HEALTH PARTNERS CK # 0014186123	G 101-27109 HEALTH PARTN
101	04/07/16	\$75.00	5840	HEALTH SAVING ACCT. CK # 0014186123	G 101-27122 H S A
101	04/18/16	\$50.00	5866	CONTRACTOR LICENSE - SPECIALTY Voge	R 101-41910-32100 BUSINES
101	04/07/16	\$25.00	5833	FENCE PERMIT CASH - MC MULLEN	R 101-41910-32200 NONBUST
101	04/12/16	\$50.00	5847	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUST
101	03/31/16	\$191.75	5823	BUILDING PERMIT Skyline Renovations, L	R 101-41910-32210 BUILDIN
101	04/04/16	\$75.00	5827	BUILDING PERMIT Viking Sprinkler #1004	R 101-41910-32210 BUILDIN
101	04/07/16	\$88.50	5835	BUILDING PERMIT Winderman #3516	R 101-41910-32210 BUILDIN
101	04/13/16	\$118.00	5851	BUILDING PERMIT CASH - MICHAEL P. KN	R 101-41910-32210 BUILDIN

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	04/13/16	\$132.75	5854	BUILDING PERMIT SGO Roofing #18997	R 101-41910-32210 BUILDIN
101	04/19/16	\$1,116.75	5873	BUILDING PERMIT Sandstrom Roofing #9	R 101-41910-32210 BUILDIN
101	04/19/16	\$118.00	5875	BUILDING PERMIT Michael Torkelson #63	R 101-41910-32210 BUILDIN
101	03/31/16	\$79.00	5822	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	04/07/16	\$79.00	5837	PLUMBING PERMIT - RESIDENTIAL Metro	R 101-41910-32220 PLUMBIN
101	04/21/16	\$79.00	5890	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	04/11/16	\$500.00	5845	J G HAUSE CONST. CUP CK # 7026	R 101-41910-34100 P & Z PE
101	04/11/16	\$250.00	5845	J G HAUSE CONST. CUP CK # 7026	R 101-41910-34100 P & Z PE
101	04/07/16	\$247.44	5839	POLICE SERVICES (OVERTIME) CK # 100	E 101-42100-102 OVERTIME
101	04/07/16	\$252.96	5839	POLICE SERVICES (OVERTIME) CK # 100	E 101-42100-102 OVERTIME
101	04/19/16	\$15.00	5874	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	04/21/16	\$60.00	5895	PEDDLER LICENSE Adam Swanda #2003	R 101-42100-33100 ADMINIS
101	04/21/16	\$3.73	5900	POLICE REPORTS CK # 01000017254	R 101-42100-34201 POLICE A
101	04/26/16	\$3,066.77	16911	MAR 2016 TRAIL COURT/POLICE DEPT.	R 101-42100-35101 COURT FI
101	04/20/16	\$10.00	5878	ANIMAL CONTROL CASH	R 101-42100-37000 MISCELL
101	04/08/16	\$25.00	5838	BURNING PERMIT CASH - RUSSELL SMIT	R 101-42200-32200 NONBUSI
101	04/14/16	\$25.00	5857	BURNING PERMIT MN Native Landscapes	R 101-42200-32200 NONBUSI
101	04/19/16	\$30.05	5870	FIRE PROTECTION PERMITS CK # 59868	R 101-42200-32200 NONBUSI
101	04/20/16	\$75.00	5648	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	03/31/16	\$75.00	5820	BEACHHOUSE - RESIDENT(M-TH) Siegfrie	R 101-43200-34780 PARK FEE
101	03/31/16	\$50.00	5824	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/04/16	\$25.00	5826	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/05/16	\$150.00	5829	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	04/06/16	\$25.00	5830	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/06/16	\$75.00	5831	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	04/11/16	\$25.00	5843	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/11/16	\$25.00	5843	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5859	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5860	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5861	BOAT TRAILER PARKING PERMIT BEEDLE	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5862	BOAT TRAILER PARKING PERMIT Hanson	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5864	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5865	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	04/18/16	\$25.00	5868	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	04/19/16	\$25.00	5874	BOAT TRAILER PARKING PERMIT Skaret	R 101-43200-34780 PARK FEE
101	04/19/16	\$25.00	5876	BOAT TRAILER PARKING PERMIT Curtis #	R 101-43200-34780 PARK FEE
101	04/20/16	\$25.00	5881	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/20/16	\$25.00	5881	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/20/16	\$100.00	5881	BEACHHOUSE - RESIDENT(FRI-SUN) CK #	R 101-43200-34780 PARK FEE
101	04/20/16	\$200.00	5886	PARK FIELD-COURT RENTAL FEE Fitness	R 101-43200-34780 PARK FEE
101	04/20/16	\$25.00	5887	BOAT TRAILER PARKING PERMIT Farr #3	R 101-43200-34780 PARK FEE
101	04/20/16	\$50.00	5888	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	04/21/16	\$25.00	5893	BOAT TRAILER PARKING PERMIT	R 101-43200-34780 PARK FEE
101	04/21/16	\$25.00	5893	BOAT TRAILER PARKING PERMIT Fenzl #	R 101-43200-34780 PARK FEE
101	04/21/16	\$25.00	5897	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	04/25/16	\$100.00	5899	BEACHHOUSE - RESIDENT(FRI-SUN) CAS	R 101-43200-34780 PARK FEE
101	04/25/16	\$25.00	16910	PARK RESERV	R 101-43200-34780 PARK FEE
101	04/25/16	\$300.00	5898	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	04/25/16	\$200.00	5898	CEMETERY - SATURDAY BURIAL	R 101-43300-34940 CEMETER
FUND 101 GENER		\$8,999.05			
FUND 202 DRUG FORFEITURE					
202	04/13/16	\$1,475.00	5852	DRUG FORFEITURE US Bank Cashier's Che	R 202-42102-36249 DRUG FO
FUND 202 DRUG		\$1,475.00			

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	04/18/16	\$167.65	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$8.78	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$128.01	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$167.10	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$490.69	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$6.30	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$171.38	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$69.70	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$113.01	0	UB Receipt Serv 41 TRUNK SEWER 1ST	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$174.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$73.20	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$435.14	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$82.56	0	UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$792.08	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$123.02	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$89.49	0	UB Receipt Serv 31 TRUNK/S COMB	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$711.50	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$124.40	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/14/16	\$621.35	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/14/16	\$16.20	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/14/16	\$622.45	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$5.70	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$62.46	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/14/16	\$17.38	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/12/16	\$5.64	0	UB Receipt Serv 41 TRUNK SEWER 1ST	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$27.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$18.49	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$588.20	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$1.54	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$1.65	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$15.90	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$617.37	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$42.49	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$242.68	0	UB Receipt Serv 38 TRUNK S/IND	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$6.47	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$14.49	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$1,045.50	0	UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	04/18/16	\$10.21	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$301.54	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$9.30	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$3.42	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$1,711.10	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	04/27/16	\$30.09	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/27/16	\$33.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/16	\$3.90	0	UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	04/26/16	\$310.54	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/27/16	\$57.04	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/27/16	\$53.15	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$10,425.46			
FUND 211 LIBRARY					
211	04/21/16	\$175.00	5902	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY

**CITY OF BAYPORT
MONTHLY RECEIPTS**

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Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
211	04/21/16	\$50.00	5903	LIBRARY RENT CK # 315203	R 211-45500-36220 RENTAL I
211	04/21/16	\$280.00	5903	LIBRARY RENT CK # 60797	R 211-45500-36220 RENTAL I
211	04/21/16	\$105.00	5903	LIBRARY RENT CASH	R 211-45500-36220 RENTAL I
211	04/21/16	\$50.00	5901	LIBRARY DONATIONS CK # 1164	R 211-45500-36230 DONATIO
FUND 211 LIBRA		\$660.00			
FUND 400 NEW FIRE STATION					
400	04/12/16	\$7,846.69	5849	NEW FIRE STATION -REFUND & REIMBUR	E 400-42201-220 OPERATING
FUND 400 NEW F		\$7,846.69			
FUND 601 WATER					
601	04/26/16	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/26/16	\$91.85	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/26/16	\$3,689.02	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/16	\$10.33	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/26/16	\$107.52	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/26/16	\$364.56	0	UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	04/12/16	\$23.85	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/27/16	\$415.63	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/16	\$190.96	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/07/16	\$6.36	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/27/16	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/14/16	\$9,219.68	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/27/16	\$651.06	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/16	\$7.95	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/12/16	\$1.61	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	04/12/16	\$2,566.41	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/12/16	\$50.80	0	UB Receipt Serv 2 WATER ONLY	G 601-14601 WATER BILLING
601	04/12/16	\$8.10	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/12/16	\$9,623.17	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/27/16	\$0.25	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$7.85	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$2.75	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$892.83	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$6,038.49	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$15.54	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$2,108.24	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/18/16	\$77.12	0	UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	04/18/16	\$337.44	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$11,797.44	0	UB Receipt Serv 3 INDUSTRIAL	G 601-14601 WATER BILLING
601	04/18/16	\$64.88	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/14/16	\$7.95	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/14/16	\$0.79	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/18/16	\$2,138.98	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/16	\$2,076.20	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/16	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/14/16	\$178.72	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/07/16	\$4.67	0	UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	04/14/16	\$10.00	0	UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	04/07/16	\$7,458.09	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/16	\$10.00	0	UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	04/18/16	\$12.72	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/07/16	\$107.12	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/26/16	\$18.46	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING

CITY OF BAYPORT
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Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	03/31/16	\$1,200.00	5822	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	04/21/16	\$1,200.00	5890	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	03/31/16	\$350.00	5822	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	04/21/16	\$350.00	5890	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	04/14/16	\$19.42	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/18/16	\$148.76	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/27/16	\$0.87	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/26/16	\$30.19	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/18/16	\$5.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/07/16	\$59.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/12/16	\$387.01	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/18/16	\$53.35	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/27/16	\$5.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/14/16	\$30.00	5856	WATER SHUTOFF - BUS HRS Metrowide PI	R 601-46120-37110 WATER R
FUND 601 WATE		\$64,243.08			
FUND 602 SEWER					
602	04/07/16	\$95.10	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/07/16	\$783.55	0	UB Receipt Serv 14 SEWER METER	G 602-14602 SEWER BILLING
602	04/07/16	\$6,543.29	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/07/16	\$212.05	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/07/16	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/07/16	\$1,400.85	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/07/16	\$5.33	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/26/16	\$81.85	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$163.65	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$354.10	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$2,900.10	0	UB Receipt Serv 23 INDUSTRI SEW	G 602-14602 SEWER BILLING
602	04/18/16	\$71.15	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/26/16	\$18.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$1,898.11	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/26/16	\$3,511.40	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/26/16	\$13,847.80	0	UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLING
602	04/26/16	\$37.90	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/26/16	\$411.30	0	UB Receipt Serv 29 INSTTT SEWER	G 602-14602 SEWER BILLING
602	04/27/16	\$644.16	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/27/16	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/27/16	\$345.65	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/26/16	\$21,685.52	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	04/14/16	\$188.10	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/12/16	\$8.10	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/12/16	\$65.80	0	UB Receipt Serv 15 1ST SEWER	G 602-14602 SEWER BILLING
602	04/12/16	\$48.50	0	UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLING
602	04/12/16	\$2,606.36	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/12/16	\$1.61	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/14/16	\$8,818.71	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$4,883.12	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/14/16	\$10.00	0	UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLING
602	04/18/16	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$15.39	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$1,374.30	0	UB Receipt Serv 15 1ST SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$854.15	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/18/16	\$85.10	0	UB Receipt Serv 29 INSTTT SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	04/18/16	\$705.10	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/12/16	\$7,963.98	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/14/16	\$0.40	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
FUND 602 SEWER		\$82,652.43			
		\$176,301.71			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2016

4 Month = 33.36

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,500.00	\$600.00	\$3,900.00	86.67%
41200	MAYOR & COUNCIL	\$154,601.00	\$76,364.36	\$78,236.64	50.61%
41240	RECYCLING	\$6,895.00	\$1,541.44	\$5,353.56	77.64%
41400	ADMINISTRATION	\$161,041.00	\$47,764.80	\$113,276.20	70.34%
41910	PLANNING & ZONING	\$252,853.00	\$78,742.51	\$174,110.49	68.86%
41940	MUNICIPAL BUILDINGS	\$50,131.00	\$13,352.53	\$36,778.47	73.36%
42100	POLICE	\$817,428.00	\$247,443.95	\$569,984.05	69.73%
42200	FIRE PROTECTION	\$506,185.00	\$121,191.10	\$384,993.90	76.06%
42201	FIRE STATION	\$0.00	\$55,256.10	-\$55,256.10	0.00%
43100	STREET MAINT	\$312,784.00	\$57,225.14	\$255,558.86	81.70%
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	\$433.85	-\$433.85	0.00%
43160	STREET LIGHTING	\$31,750.00	\$6,273.70	\$25,476.30	80.24%
43200	PARKS	\$65,126.00	\$10,833.82	\$54,292.18	83.36%
43300	CEMETERY	\$7,475.00	\$1,513.79	\$5,961.21	79.75%
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL		\$2,370,769.00	\$718,537.09	\$1,652,231.91	69.69%
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	\$295,730.72	\$94,531.12	\$201,199.60	68.03%
FUND 211 LIBRARY		\$295,730.72	\$94,531.12	\$201,199.60	68.03%
FUND 400 NEW FIRE STATION					
42201	FIRE STATION	\$0.00	\$1,230,018.58	-\$1,230,018.58	0.00%
FUND 400 NEW FIRE STATION		\$0.00	\$1,230,018.58	-\$1,230,018.58	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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2016

4 Month = 33.36

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$0.00	\$0.00	0.00%
41610	LYNN MOST PROJECT	\$0.00	\$0.00	\$0.00	0.00%
44151	TCE WATER MAIN IMPROVEME	\$0.00	\$0.00	\$0.00	0.00%
46110	WATER-PUMPHOUSE	\$52,650.00	\$14,340.19	\$38,309.81	72.76%
46120	WATER	\$473,808.00	\$96,900.11	\$376,907.89	79.55%
FUND 601 WATER		\$526,458.00	\$111,240.30	\$415,217.70	78.87%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$337,012.00	\$87,903.65	\$249,108.35	73.92%
46990	SEWER - NON-OPERATING	\$0.00	\$172,107.30	-\$172,107.30	0.00%
FUND 602 SEWER		\$337,012.00	\$260,010.95	\$77,001.05	22.85%
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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2016

4 Month = 33.36

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$135.27	-\$135.27	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	\$0.00	\$0.00	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	\$0.00	\$0.00	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$0.00	\$0.00	0.00%
80053	CHRIS HAYNER	\$0.00	\$0.00	\$0.00	0.00%
80054	LYNN MOST	\$0.00	\$0.00	\$0.00	0.00%
80055	MATTAMY MN PARTNERSHIP	\$0.00	\$562.71	-\$562.71	0.00%
80056	KYLE CARLSON	\$0.00	\$0.00	\$0.00	0.00%
80058	MILLER FARMS/DERRICK PHASE	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2016
 4 Month = 33.36

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
FUND 803 P & Z ESCROWS		\$0.00	\$697.98	-\$697.98	0.00%
		\$3,529,969.72	\$2,415,036.02	\$1,114,933.70	31.58%

CITY OF BAYPORT
MONTHLY EXPENSES 7044-7136

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
BERKLEY RISK SERVICES	101	04/26/16	\$3.50	E	41200	150	COMMISSION REFUND W	WORKER S COMP	007078
LEAGUE OF MN CITIES IN	101	04/26/16	\$47.62	E	41200	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
ECKBERG LAMMERS	101	04/27/16	\$139.50	E	41200	300	ATTEND STAFF MTG	PROF SER-LEGAL	007083
ECKBERG LAMMERS	101	04/27/16	\$1,999.50	E	41200	300	PROFESSIONAL SERVICE	PROF SER-LEGAL	007083
ECKBERG LAMMERS	101	04/27/16	\$255.75	E	41200	300	ATTEND STAFF MTG	PROF SER-LEGAL	007083
ECKBERG LAMMERS	101	04/27/16	\$69.75	E	41200	300	REVIEW CC MTG	PROF SER-LEGAL	007083
ECKBERG LAMMERS	101	04/27/16	\$500.00	E	41200	300	ATTEND CC MTGS	PROF SER-LEGAL	007083
S E H	101	04/26/16	\$313.41	E	41200	301	INSPIRATION NO PARKI	PROF SER-ENGIN	007118
S E H	101	04/26/16	\$209.95	E	41200	301	UTILITY EXTENSION	PROF SER-ENGIN	007118
S E H	101	04/26/16	\$678.86	E	41200	301	MIDS ORDINANCE REVIE	PROF SER-ENGIN	007118
S E H	101	04/26/16	\$1,094.17	E	41200	301	ATTEND STAFF MTGS	PROF SER-ENGIN	007118
S E H	101	04/26/16	\$66.56	E	41200	301	ATTEND CC MTG	PROF SER-ENGIN	007118
SCHLENNER WENNER & C	101	04/21/16	\$5,015.00	E	41200	303	ACCTING, GASB 68 & 71	PROF SER-AUDIT	007119
WASHINGTON COUNTY R	101	04/25/16	\$13,923.69	E	41200	304	2016 ASSESSING SERVIC	PROF SER-ASSESS	007135
COMPLETE HEALTH ENVI	101	04/26/16	\$370.00	E	41200	306	MARCH 2016 MAINTENA	PROF SER-OTHER	007081
POSTMASTER	101	04/26/16	\$215.00	E	41200	350	2016 FIRST CLASS PERM	PRINTING & PUBL	007112
ECM PUBLISHERS, INC.	101	04/26/16	\$15.85	E	41200	350	PH WOODYS BAR & GRIL	PRINTING & PUBL	007084
BAYPORT PRINTING HOU	101	04/26/16	\$463.00	E	41200	351	MAR 2016 NEWLETTER	NEWS LETTER PRI	007077
LEAGUE OF MN CITIES IN	101	04/26/16	\$11,514.00	E	41200	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
LEAGUE OF MN CITIES IN	101	04/26/16	\$3,199.00	E	41200	360	3/30/16-3/30/17 EXCESS	INSURANCE/P&L	007097
SCVRTA	101	04/26/16	\$150.00	E	41200	433	2016 MEMBERSHIP	DUES & MEMBERS	007121
DEPT 41200 MAYOR & COUNCIL			\$40,244.11						
DEPT 41240 RECYCLING									
BAYPORT PRINTING HOU	101	04/26/16	\$463.00	E	41240	351	MAR 2016 NEWLETTER	NEWS LETTER PRI	007077
DEPT 41240 RECYCLING			\$463.00						
DEPT 41400 ADMINISTRATION									
LEAGUE OF MN CITIES IN	101	04/26/16	\$533.57	E	41400	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
TR COMPUTER SALES LLC	101	04/26/16	\$97.50	E	41400	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
DEPT 41400 ADMINISTRATION			\$631.07						
DEPT 41910 PLANNING & ZONING									
HOLIDAY FLEET	101	04/12/16	\$79.85	E	41910	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
TR COMPUTER SALES LLC	101	04/26/16	\$81.25	E	41910	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
DEPT 41910 PLANNING & ZONING			\$161.10						
DEPT 41940 MUNICIPAL BUILDINGS									
CAMERON, RILEY	101	04/12/16	\$80.00	E	41940	302	1 CLEANING CITY HALL	CONTRACT SERVI	007045
OFFICE OF ENT TECHNOL	101	04/25/16	\$551.81	E	41940	321	PHONES/CITY HALL	COMMUNICATION	007107
LEAGUE OF MN CITIES IN	101	04/26/16	\$1,506.00	E	41940	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
XCEL	101	04/12/16	\$645.25	E	41940	380	FEB/MAR 2016 GAS&ELE	ELECTRIC SERVIC	007063
XCEL	101	04/12/16	\$204.21	E	41940	381	FEB/MAR 2016 GAS&ELE	FUEL FOR HEAT	007063
MINNESOTA ELEVATOR	101	04/26/16	\$154.36	E	41940	420	APR 2016 BI-MTHLY SER	R & M BLDGS, ST	007102
DEPT 41940 MUNICIPAL BUILDING			\$3,141.63						
DEPT 42100 POLICE									
	101	04/07/16	\$247.44	E	42100	102	POLICE SERVICES (OVER	OVERTIME	000003
	101	04/07/16	\$252.96	E	42100	102	POLICE SERVICES (OVER	OVERTIME	000003
LEAGUE OF MN CITIES IN	101	04/26/16	\$13,611.93	E	42100	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
HOLIDAY FLEET	101	04/12/16	\$8.82	E	42100	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
WASHINGTON COUNTY S	101	04/12/16	\$1,238.94	E	42100	212	MARCH 2016 FUEL & FUE	MOTOR FUELS & L	007062
V H BLACKINTON CO., IN	101	04/12/16	\$7.50	E	42100	220	BADGE REPAIR/POLICE D	OPERATING SUPP	007059

CITY OF BAYPORT

MONTHLY EXPENSES 7044-7136

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
ECKBERG LAMMERS	101	04/12/16	\$2,508.70	E	42100	300	MAR 2016 PROSECUTIO	PROF SER-LEGAL	007048
VERIZON WIRELESS	101	04/12/16	\$132.86	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	007061
THOMAS REUTERS - WES	101	04/12/16	\$170.00	E	42100	321	MARCH 2016 MTHLY CHA	COMMUNICATION	007057
VERIZON WIRELESS	101	04/12/16	\$105.03	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	007061
LEAGUE OF MN CITIES IN	101	04/26/16	\$3,470.00	E	42100	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
LEAGUE OF MN CITIES IN	101	04/26/16	\$644.00	E	42100	360	3/30/16-3/30/17 EXCESS	INSURANCE/P&L	007097
WASHINGTON COUNTY S	101	04/21/16	\$5,574.69	E	42100	391	1QTR RECORDS/POLICE	SHARED AUTOMA	007136
WASHINGTON COUNTY S	101	04/21/16	\$1,625.00	E	42100	391	1ST QTR ALERTS & MDC'	SHARED AUTOMA	007136
WILLMARTH, QUINN	101	04/26/16	\$5.00	E	42100	403	PARKING FEE FOR TRAIN	POLICE TRAINING	007071
LEAGUE OF MINNESOTA C	101	04/12/16	\$20.00	E	42100	403	JAY JACKSON	POLICE TRAINING	007053
PB ELECTRONICS INC.	101	04/21/16	\$535.00	E	42100	403	LASER BASIC REPAIR/PO	POLICE TRAINING	007110
LEAGUE OF MINNESOTA C	101	04/12/16	\$20.00	E	42100	403	LAURA EASTMAN	POLICE TRAINING	007053
BAYPORT TRANSMISSION	101	04/12/16	\$166.99	E	42100	412	2009 CHARGER/POLICE	REP & MAINT VEH	007044
CARQUEST OF STILLWAT	101	04/12/16	\$5.79	E	42100	412	VEH MAINT./POLICE DEP	REP & MAINT VEH	007046
TR COMPUTER SALES LLC	101	04/26/16	\$81.25	E	42100	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
EASTMAN, LAURA	101	04/26/16	\$90.00	E	42100	433	PEACE OFFICER LICENSE	DUES & MEMBERS	007065
DEPT 42100 POLICE			\$30,521.90						
DEPT 42200 FIRE PROTECTION									
LEAGUE OF MN CITIES IN	101	04/26/16	\$18,296.01	E	42200	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
MENARDS-STILLWATER	101	04/21/16	\$60.00	E	42200	201	OPERATING SUPPLIES/FI	OFFICE SUPPLIES	007100
MENARDS-STILLWATER	101	04/21/16	\$24.90	E	42200	201	OPERATING MATERIAL/F	OFFICE SUPPLIES	007100
HOLIDAY FLEET	101	04/12/16	\$552.84	E	42200	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
SAM S CLUB	101	04/12/16	\$45.00	E	42200	220	MEMBER#341054564800	OPERATING SUPP	007055
GRUBERS POWER EQUIP	101	04/12/16	\$2,350.00	E	42200	240	EQUIP. PURCHASES/FIRE	SMALL TOOLS-EQ	007049
MUNICIPAL EMERGENCY	101	04/12/16	\$39.60	E	42200	240	UNIFORM SUPPLIES/FIR	SMALL TOOLS-EQ	007054
MUNICIPAL EMERGENCY	101	04/21/16	\$61.20	E	42200	240	TOOL PURCHASE/FIRE D	SMALL TOOLS-EQ	007104
VERIZON WIRELESS	101	04/12/16	\$177.22	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	007061
LEAGUE OF MN CITIES IN	101	04/26/16	\$13,456.00	E	42200	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
XCEL	101	04/12/16	\$171.72	E	42200	380	FEB/MAR 2016 GAS&ELE	ELECTRIC SERVIC	007063
XCEL	101	04/12/16	\$219.64	E	42200	381	FEB/MAR 2016 GAS&ELE	FUEL FOR HEAT	007063
CARQUEST OF STILLWAT	101	04/21/16	\$1.39	E	42200	412	LAMP/FIRE DEPT.	REP & MAINT VEH	007079
DEPT 42200 FIRE PROTECTION			\$35,455.52						
DEPT 43100 STREET MAINT									
LEAGUE OF MN CITIES IN	101	04/26/16	\$5,353.97	E	43100	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
HOLIDAY FLEET	101	04/12/16	\$138.93	E	43100	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
S E H	101	04/26/16	\$84.00	E	43100	301	SPRING LOAD DISCUSS	PROF SER-ENGIN	007118
STILLWATER MEDICAL GR	101	04/26/16	\$106.00	E	43100	306	COLLECTION/MEL HORA	PROF SER-OTHER	007124
LEAGUE OF MN CITIES IN	101	04/26/16	\$2,796.00	E	43100	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
LEAGUE OF MN CITIES IN	101	04/26/16	\$72.00	E	43100	360	3/30/16-3/30/17 EXCESS	INSURANCE/P&L	007097
FREDS TIRE	101	04/21/16	\$5.98	E	43100	410	TIRE DISPOSAL/STREET	REPAIR & MAINT	007087
NAPA AUTO PARTS ACCT	101	04/21/16	\$34.02	E	43100	412	OIL & PAINT/STREET DE	REP & MAINT VEH	007105
TR COMPUTER SALES LLC	101	04/26/16	\$16.25	E	43100	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
DEPT 43100 STREET MAINT			\$8,607.15						
DEPT 43160 STREET LIGHTING									
XCEL	101	04/12/16	\$2,195.59	E	43160	380	FEB/MAR 2016 GAS&ELE	ELECTRIC SERVIC	007063
DEPT 43160 STREET LIGHTING			\$2,195.59						
DEPT 43200 PARKS									
LEAGUE OF MN CITIES IN	101	04/26/16	\$490.52	E	43200	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
HOLIDAY FLEET	101	04/12/16	\$39.62	E	43200	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
LEAGUE OF MN CITIES IN	101	04/26/16	\$127.00	E	43200	360	3/30/16-3/30/17 EXCESS	INSURANCE/P&L	007097
LEAGUE OF MN CITIES IN	101	04/26/16	\$3,274.00	E	43200	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
MENARDS-STILLWATER	101	04/21/16	\$14.95	E	43200	410	OULET COVERS/PARK DE	REPAIR & MAINT	007100

CITY OF BAYPORT
MONTHLY EXPENSES 7044-7136

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Period Name: APRIL

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
NAPA AUTO PARTS ACCT	101	04/21/16	\$41.99	E	43200	412	MOWER BATTERY/PARK	REP & MAINT VEH	007105
TRI STATE BOBCAT INC	101	04/21/16	\$39.92	E	43200	412	TOOLCAT ANTENNA/PAR	REP & MAINT VEH	007132
TR COMPUTER SALES LLC	101	04/26/16	\$16.25	E	43200	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
AIR FRESH PORTABLE TOI	101	04/21/16	\$78.75	E	43200	425	TENNIS CT 4/8/16-5/5/1	SATILLITIES	007074
AIR FRESH PORTABLE TOI	101	04/21/16	\$78.75	E	43200	425	RIVERSIDE 4/6/16-5/3/1	SATILLITIES	007074
DEPT 43200 PARKS			\$4,201.75						
FUND 101 GENERAL			\$125,622.82						
FUND 103 G O TIF BD FUND 1990 CAP PROJ									
DEPT 00000 GENERAL GOVERNMENT									
WASHINGTON COUNTY R	103	04/26/16	\$480.00	E	00000	306	TIF # 35 ADMIN FEE	PROF SER-OTHER	007135
DEPT 00000 GENERAL GOVERNMEN			\$480.00						
FUND 103 G O TIF BD FUND 1990 CAP			\$480.00						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
LEAGUE OF MN CITIES IN	211	04/26/16	\$1,614.41	E	45500	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
BAKER & TAYLOR	211	04/21/16	\$281.75	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$298.32	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$502.13	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$97.15	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$358.55	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
PENWORTHY COMPANY	211	04/21/16	\$470.74	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007111
BAKER & TAYLOR	211	04/21/16	\$129.30	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$99.24	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$54.27	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$72.44	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$331.23	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
BAKER & TAYLOR	211	04/21/16	\$507.59	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007076
INNOVATIVE OFFICE SOL	211	04/21/16	\$261.17	E	45500	220	OPERATING SUPPLIES/LI	OPERATING SUPP	007092
DEMCO	211	04/21/16	\$140.32	E	45500	220	OPERATING SUPPLIES/LI	OPERATING SUPP	007082
TOSHIBA BUSINESS SOLU	211	04/21/16	\$254.39	E	45500	302	MTHLY CONTRACT/LIBR	CONTRACT SERVI	007130
JODI OTTO	211	04/21/16	\$150.00	E	45500	302	3 SPRING CONTAINERS/	CONTRACT SERVI	007094
SHARON SIPPEL	211	04/21/16	\$1,500.00	E	45500	302	APR 2016 CLEANING/LIB	CONTRACT SERVI	007122
OFFICE OF ENT TECHNOL	211	04/25/16	\$78.60	E	45500	321	PHONES/LIBRARY	COMMUNICATION	007107
COMCAST	211	04/25/16	\$83.60	E	45500	321	MAY 2016 HIGH-SPEED I	COMMUNICATION	007080
LEAGUE OF MN CITIES IN	211	04/26/16	\$427.00	E	45500	360	3/30/16-3/30/17 EXCESS	INSURANCE/P&L	007097
LEAGUE OF MN CITIES IN	211	04/26/16	\$5,735.00	E	45500	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
XCEL	211	04/12/16	\$900.33	E	45500	380	FEB/MAR 2016 GAS&ELE	ELECTRIC SERVIC	007063
XCEL	211	04/12/16	\$278.25	E	45500	381	FEB/MAR 2016 GAS&ELE	FUEL FOR HEAT	007063
WASHINGTON COUNTY LI	211	04/21/16	\$21.11	E	45500	391	1ST QTR 2016 POSTAGE/	SHARED AUTOMA	007134
WASHINGTON COUNTY LI	211	04/21/16	\$22.00	E	45500	391	1STQTR2016 LOST & FO	SHARED AUTOMA	007134
SMITH, JILL	211	04/12/16	\$1,134.35	E	45500	402	CONFERENCE REIMBUR/	CONFERENCES &	007056
MINNESOTA ELEVATOR	211	04/21/16	\$161.75	E	45500	420	APR 2016 BI-WEEKLY SE	R & M BLDGS, ST	007102
DEPT 45500 LIBRARY			\$15,964.99						
FUND 211 LIBRARY			\$15,964.99						
FUND 303 GO TIF BOND 1990 DEBT SERVICE									
DEPT 00000 GENERAL GOVERNMENT									
ECKBERG LAMMERS	303	04/27/16	\$38.75	E	00000	300	ACQUISITION OF 169 3R	PROF SER-LEGAL	007083
S E H	303	04/26/16	\$9,515.39	E	00000	301	3RD ST. PARKING LOT	PROF SER-ENGIN	007118
DEPT 00000 GENERAL GOVERNMEN			\$9,554.14						

CITY OF BAYPORT
MONTHLY EXPENSES 7044-7136

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Period Name: APRIL

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
DEPT 41903 DEBT SERVICE									
WASHINGTON COUNTY R	303	04/26/16	\$240.00	E	41903	306	TIF # 72 ADMIN FEE	PROF SER-OTHER	007135
DEPT 41903 DEBT SERVICE									
			\$240.00						
FUND 303 GO TIF BOND 1990 DEBT SE									
			\$9,794.14						
FUND 400 NEW FIRE STATION									
DEPT 42201 FIRE STATION									
	400	04/12/16	\$7,846.69	E	42201	220	NEW FIRE STATION -REF	OPERATING SUPP	000004
S E H	400	04/21/16	\$112.19	E	42201	301	NEW FIRE STATION	PROF SER-ENGIN	007118
TMI COATINGS INC	400	04/25/16	\$19,950.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007129
RED CEDAR STEEL ERECT	400	04/25/16	\$3,876.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007114
RIGHT-WAY CAULKING, I	400	04/25/16	\$1,634.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007115
S & J GLASS, INC	400	04/25/16	\$3,732.55	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007117
TWIN CITY ACCOUSTICS,	400	04/25/16	\$13,588.99	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007133
OVERHEAD DOOR COMPA	400	04/21/16	\$1,513.30	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007109
STEINBRECHER PAINTING	400	04/25/16	\$1,681.50	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007123
QUALITY DRYWALL MIDW	400	04/25/16	\$2,620.10	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007113
KRAUS-ANDERSON CONST	400	04/21/16	\$2,570.13	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007096
SUPERIOR STRIPING, INC	400	04/21/16	\$450.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007127
MENARDS-STILLWATER	400	04/21/16	\$39.94	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007100
MENARDS-STILLWATER	400	04/21/16	\$41.55	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007100
TR COMPUTER SALES LLC	400	04/21/16	\$1,377.50	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007131
TR COMPUTER SALES LLC	400	04/21/16	\$1,198.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007131
INTEREUM	400	04/21/16	\$3,847.74	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007093
HORWITZ, INC.	400	04/25/16	\$12,041.25	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007090
ACOUSTICS ASSOCIATES,	400	04/25/16	\$14,183.50	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007073
INTEREUM	400	04/25/16	\$166.77	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007093
LEO A DALY	400	04/25/16	\$2,343.02	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007098
COMCAST	400	04/21/16	\$288.41	E	42201	321	NEW FIRE STATION	COMMUNICATION	007080
DEPT 42201 FIRE STATION									
			\$95,103.13						
FUND 400 NEW FIRE STATION									
			\$95,103.13						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	04/12/16	\$1,995.52	E	46110	380	FEB/MAR 2016 GAS&ELE	ELECTRIC SERVIC	007063
XCEL	601	04/12/16	\$128.17	E	46110	381	FEB/MAR 2016 GAS&ELE	FUEL FOR HEAT	007063
THERMA-STOR	601	04/21/16	\$178.57	E	46110	419	PART/AIR STRIPPER	REPAIR & MAINT	007128
AUTOMATIC SYSTEMS CO	601	04/26/16	\$517.30	E	46110	419	SCADA COMPUTER REPA	REPAIR & MAINT	007075
IDEAL SERVICE, INC.	601	04/26/16	\$322.50	E	46110	419	ANNUAL UFD SERVICE/W	REPAIR & MAINT	007091
THERMA-STOR	601	04/21/16	\$2,117.00	E	46110	419	DEHUMIDIFIER/AIR STRI	REPAIR & MAINT	007128
MCCARTHY WELL COMPA	601	04/26/16	\$1,935.00	E	46110	419	PERFORMANCE ANNUAL	REPAIR & MAINT	007099
DEPT 46110 WATER-PUMPHOUSE									
			\$7,194.06						
DEPT 46120 WATER									
LEAGUE OF MN CITIES IN	601	04/26/16	\$4,652.98	E	46120	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
HOLIDAY FLEET	601	04/12/16	\$185.53	E	46120	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
HAWKINS WATER	601	04/21/16	\$20.00	E	46120	216	WATER TREATMENT/WA	CHEMICALS AND	007088
CARQUEST OF STILLWAT	601	04/26/16	\$8.02	E	46120	220	LUBRICANT/WATER DEP	OPERATING SUPP	007079
MINNESOTA PIPE & EQUI	601	04/26/16	\$325.53	E	46120	220	HYDRANT MAINT. SUPPL	OPERATING SUPP	007103
MENARDS-STILLWATER	601	04/26/16	\$8.99	E	46120	240	NORTH TECH/WATER DE	SMALL TOOLS-EQ	007100
S E H	601	04/26/16	\$146.61	E	46120	301	WELL # 2 COMMENT ON	PROF SER-ENGIN	007118
ECM PUBLISHERS, INC.	601	04/21/16	\$155.00	E	46120	302	EMP AD/WATER DEPT.	CONTRACT SERVI	007084
AUTOMATIC SYSTEMS CO	601	04/21/16	\$289.90	E	46120	302	SCADA REPAIR/WATER D	CONTRACT SERVI	007075

CITY OF BAYPORT
MONTHLY EXPENSES 7044-7136

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
ONE CALL CONCEPTS	601	04/25/16	\$34.80	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	007108
ONE CALL CONCEPTS	601	04/21/16	\$31.90	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	007108
COMCAST	601	04/21/16	\$78.95	E	46120	321	MAY-JUN 2016 HIGH-SPE	COMMUNICATION	007080
LEAGUE OF MN CITIES IN	601	04/26/16	\$3,970.00	E	46120	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
LEAGUE OF MN CITIES IN	601	04/26/16	\$446.00	E	46120	360	3/30/16-3/30/17 EXCESS	INSURANCE/P&L	007097
XCEL	601	04/12/16	\$1,677.60	E	46120	380	FEB/MAR 2016 GAS&ELE	ELECTRIC SERVIC	007063
XCEL	601	04/12/16	\$581.23	E	46120	381	FEB/MAR 2016 GAS&ELE	FUEL FOR HEAT	007063
CARQUEST OF STILLWAT	601	04/21/16	\$27.49	E	46120	412	COVER KIT/WATER DEPT	REP & MAINT VEH	007079
CARQUEST OF STILLWAT	601	04/21/16	\$32.74	E	46120	412	GASKET SET/WATER DEP	REP & MAINT VEH	007079
STILLWATER MOTORS	601	04/21/16	\$33.74	E	46120	412	TRUCK SERVICE/WATER	REP & MAINT VEH	007125
CARQUEST OF STILLWAT	601	04/21/16	\$32.47	E	46120	412	COOLANT & FILTER/WAT	REP & MAINT VEH	007079
CARQUEST OF STILLWAT	601	04/21/16	\$16.99	E	46120	412	BRAKE HOSE/WATER DE	REP & MAINT VEH	007079
CARQUEST OF STILLWAT	601	04/21/16	\$49.19	E	46120	412	EXHAUST PARTS & ELEC	REP & MAINT VEH	007079
NAPA AUTO PARTS ACCT	601	04/21/16	\$17.11	E	46120	412	TRUCK PARTS/WATER D	REP & MAINT VEH	007105
NAPA AUTO PARTS ACCT	601	04/21/16	\$31.18	E	46120	412	RADIATOR HOSE/WATER	REP & MAINT VEH	007105
ROETTGER WELDING	601	04/21/16	\$35.00	E	46120	412	ALUMINUM/WATER DEPT	REP & MAINT VEH	007116
TR COMPUTER SALES LLC	601	04/26/16	\$16.25	E	46120	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
HD SUPPLY WATERWORK	601	04/26/16	\$35.97	E	46120	419	HYDRANT OIL/WATER D	REPAIR & MAINT	007089
ABLE HOSE & RUBBER IN	601	04/21/16	-\$13.24	E	46120	419	PARTS RETURNED/WATE	REPAIR & MAINT	007072
ABLE HOSE & RUBBER IN	601	04/21/16	\$20.10	E	46120	419	BRASS ADAPTER/WATER	REPAIR & MAINT	007072
FASTENAL	601	04/21/16	\$15.17	E	46120	419	HARDWARE/WATER DEP	REPAIR & MAINT	007085
SCHUEBEL S	601	04/21/16	\$96.00	E	46120	420	DEHUMIDIFIFER DISPOS	R & M BLDGS, ST	007120
DEPT 46120 WATER			<u>\$13,059.20</u>						
FUND 601 WATER			<u>\$20,253.26</u>						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
LEAGUE OF MN CITIES IN	602	04/26/16	\$4,652.99	E	46200	150	4/1/16-4/1/2017 ANNUA	WORKER S COMP	007097
HOLIDAY FLEET	602	04/12/16	\$101.49	E	46200	212	MAR 2016 MTHLY FUEL	MOTOR FUELS & L	007051
S E H	602	04/26/16	\$41.98	E	46200	301	2015 SEWER CLEANING	PROF SER-ENGIN	007118
S E H	602	04/26/16	\$1,549.74	E	46200	301	INFRASTRUCTURE STUD	PROF SER-ENGIN	007118
AIR FRESH PORTABLE TOI	602	04/21/16	\$70.00	E	46200	302	XTRA PUMPING INSPIRA	CONTRACT SERVI	007074
LEAGUE OF MN CITIES IN	602	04/26/16	\$1,719.00	E	46200	360	3/30/16-3/30/17 ANNUA	INSURANCE/P&L	007097
TR COMPUTER SALES LLC	602	04/26/16	\$16.25	E	46200	416	APR 2016 MTHLY STORA	REPAIR/MAINT OF	007131
FLEXIBLE PIPE TOOL CO	602	04/21/16	\$856.60	E	46200	419	REPAIR CLEANING NOZZ	REPAIR & MAINT	007086
DEPT 46200 SEWER - OPERATING			<u>\$9,008.05</u>						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	04/26/16	\$34,421.46	E	46990	434	MAY 2016 MTHLY ANNU	STATE FEES FOR	007101
DEPT 46990 SEWER - NON-OPERAT			<u>\$34,421.46</u>						
FUND 602 SEWER			<u>\$43,429.51</u>						
FUND 803 P & Z ESCROWS									
DEPT 80019 JG HAUSE CONSTRUCTION									
ECKBERG LAMMERS	803	04/27/16	\$116.25	E	80019	300	JEFF HAUSE CUP	PROF SER-LEGAL	007083
ECM PUBLISHERS, INC.	803	04/26/16	\$19.02	E	80019	350	PH / JEFF HAUSE	PRINTING & PUBL	007084
DEPT 80019 JG HAUSE CONSTRUCT			<u>\$135.27</u>						
DEPT 80055 MATTAMY MN PARTNERSHIP									
S E H	803	04/26/16	\$82.19	E	80055	301	INSPIRATION 111B/MAT	PROF SER-ENGIN	007118
DEPT 80055 MATTAMY MN PARTNE			<u>\$82.19</u>						
FUND 803 P & Z ESCROWS			<u>\$217.46</u>						

CITY OF BAYPORT
MONTHLY EXPENSES 7044-7136

04/27/16 10:26 AM
Page 6

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
			\$310,865.31						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: April, 2016

Printed: 4/27/2016

Page 1 of 3

Permit Number: BP2016-11
Parcel Address: 490 4TH Street N.
Applicant: VIKING AUTOMATIC SPRINKLER
VIKING AUTOMATIC SPRINKLER COMPANY FIRE
Construction Value:
Filing Date: 4/4/2016
BAYPORT, MN 55003
Applicant Phone: 651-558-3300
Total Fees: \$75.00

Permit Number: BP2016-12
Parcel Address: 205 5TH Street S.
Applicant: JOHN WINDERMAN
OWNER OWNER
Construction Value: \$3,000.00
Filing Date: 4/6/2016
BAYPORT, MN 55003
Applicant Phone:
Total Fees: \$90.00

Permit Number: BP2016-13
Parcel Address: 550 8TH St. N.
Applicant: S.G.O ROOFING &
S.G.O ROOFING & CONSTRUCTION LLC. ROOFING
Construction Value: \$5,896.00
Filing Date: 4/7/2016
BAYPORT, MN 55003
Applicant Phone: 952-469-8560
Total Fees: \$135.70

Permit Number: BP2016-14
Parcel Address: 490 4TH Street N.
Applicant: BETHLEHEM LUTHERAN
OWNER OWNER
Construction Value: \$5,000.00
Filing Date: 4/13/2016
BAYPORT, MN 55003
Applicant Phone: 651-439-3450
Total Fees: \$120.50

Permit Number: BP2016-15
Parcel Address: 15 POINT Road
Applicant: SANDSTROM ROOFING INC.
SANDSTROM ROOFING INC. RESIDENTIAL
Construction Value: \$110,000.00
Filing Date: 4/14/2016
BAYPORT, MN 55003
Applicant Phone: 612-801-9747
Total Fees: \$1,171.75

Building Permit Log

For: April, 2016

Printed:4/27/2016

Page2 of 3

Permit Number: BP2016-16
Parcel Address: 137 5TH St. N.
Applicant: MIKE TORKELSON
MIKE TORKELSON DEVELOPMENT INC--MTD INC--
Construction Value: \$4,590.00
Filing Date: 4/18/2016
BAYPORT, MN 55003
Applicant Phone: 651-433-2421
Total Fees: \$120.29

Permit Number: BP2016-18
Parcel Address: 141 6th Street N.
Applicant: NICK HENRICKSEN
Construction Value: \$4,000.00
Filing Date: 4/26/2016
Bayport, MN 55003
Applicant Phone: 715-338-6456
Total Fees: \$275.61

Permit Number: BP2016-19
Parcel Address: 970 Pickett Street N.
Applicant: ADOLFSON & PETERSON
ADOLFSON & PETERSON CONSTRUCTION General
Construction Value: \$1,093,000.00
Filing Date: 4/27/2016
Bayport, MN 55003
Applicant Phone: 952-544-1561
Total Fees: \$8,448.14

Permit Number: LSCB-16-004
Parcel Address: 1882 RACINE Ave. S.
Applicant: NICHOLAS MITCHELL
OWNER OWNER
Construction Value: \$4,000.00
Filing Date: 4/4/2016
LAKE ST. CROIX BEACH, MN 55043
Applicant Phone: 612-685-1361
Total Fees: \$105.25

Permit Number: LSCB-16-005
Parcel Address: 1771 RACINE Ave. S.
Applicant: PATRICE NERAD
OWNER OWNER
Construction Value: \$20,000.00
Filing Date: 4/18/2016
LAKE ST. CROIX BEACH, MN 55043
Applicant Phone: 651-436-5016
Total Fees: \$569.76

Permit Number: LSCB-16-007
Parcel Address: 16440 23RD Street S.
Applicant: CYNTHIA BUCKLAND
Construction Value: \$300.00
Filing Date: 4/19/2016
LAKE ST. CROIX BEACH, MN 55043
Applicant Phone: 715-410-8528
Total Fees: \$23.50

Building Permit Log

For: April, 2016

Printed:4/27/2016

Page3 of 3

Permit Number: LSCB-16-008
Parcel Address: 1300 RIVIERA Ave. S.
Applicant:J. G. HAUSE CONSTRUCTION
J. G. HAUSE CONSTRUCTION RESIDENTIAL
Construction Value:\$76,000.00

Filing Date: 4/20/2016
LAKE ST. CROIX BEACH, MN 55043
Applicant Phone: 651-439-0189
Total Fees: \$1,734.64

Permit Number: LSCB-16-05
Parcel Address: 1950 QUSAR Ave. S.
Applicant:BUILT STRONG EXTERIOR LLC
BUILT STRONG EXTERIOR LLC RESIDENTIAL
Construction Value:\$6,500.00

Filing Date: 4/5/2016
LAKE ST. CROIX BEACH, MN 55043
Applicant Phone: 651-707-5921
Total Fees: \$155.75

Permit Number: MC2016-19
Parcel Address: 970 Pickett Street N.
Applicant:VOGEL SHEETMETAL, INC
VOGEL SHEETMETAL, INC MECHANICAL
Construction Value:\$169,900.00

Filing Date: 4/27/2016
Bayport, MN 55003
Applicant Phone: 651-430-9992
Total Fees: \$2,128.75

Permit Number: PL2016-10
Parcel Address: 14 POINT Road
Applicant:METROWIDE PLUMBING
METROWIDE PLUMBING Plumber
Construction Value:\$2,100.00

Filing Date: 4/7/2016
BAYPORT, MN 55003
Applicant Phone: 651-328-4896
Total Fees: \$80.00

Permit Number: PL2016-11
Parcel Address: 15015 37th Street N.
Applicant:DERRICK CUSTOM HOMES, LLC
DERRICK CUSTOM HOMES, LLC RESIDENTIAL
Construction Value:\$600,000.00

Filing Date: 4/21/2016
Stillwater, MN 55082
Applicant Phone: 715-246-2320
Total Fees: \$1,630.00

Permit Number: PL2016-12
Parcel Address: 515 LAKESIDE DRIVE S.
Applicant:BELL'S TRUCKING, INC.
BELL'S TRUCKING, INC. SEWER & WATER
Construction Value:\$2,000.00

Filing Date: 4/26/2016
BAYPORT, MN 55003
Applicant Phone: 651-439-6375
Total Fees: \$80.00

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT

AIA DOCUMENT G722/CMa

PAGE ONE OF SEVEN PAGES

TO OWNER:

City of Bayport
294 North Third Street
Bayport, MN 55003

PROJECT:

APR City of Bayport
New Fire Station
1012 5th Aye North
Bayport, MN 55003

APPLICATION NO: 11

Distribution to:

PERIOD TO: 03/31/16

OWNER

PROJECT NO: 1521030-02

CONSTRUCTION

MANAGER

ARCHITECT

ATTENTION:

PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project.
Project Application Summary, AIA Document G723/CMa, is attached.

1. TOTAL CONTRACT SUMS (Item A Totals)	\$ 3,791,641.00
2. Total Net Changes by Change Orders (Item B Totals)	\$ 322,974.63
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$ 4,114,615.63
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$ 4,026,688.43
5. RETAINAGE (Item H Totals)	\$ 207,934.42
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$ 3,745,446.12
7. CURRENT PAYMENT DUE (Item J Totals)	\$ 73,307.89

PROJECT CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this Application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment of the AMOUNT CERTIFIED.

TOTAL OF AMOUNTS CERTIFIED \$ 73,307.89

The undersigned Construction Manager certifies that to the best of the Construction Manager's knowledge, information and belief of this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER

By:  Date: 04/01/16

State of: Minnesota
County of: Anoka

Subscribed and sworn to before me this 1st day of April, 2016



Notary Public: 
My Commission expires: January 31, 2019

CONSTRUCTION MANAGER: Kraus-Anderson Construction Company

By: 

Date: 04/01/16

ARCHITECT: Leo A. Daly

By: 

Date: 

This Certificate is not negotiable. The AMOUNTS CERTIFIED are payable only to the Contractors named in AIA Document G723/CMa, attached. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or the Contractors under their Contracts.

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE TWO OF SEVEN PAGES

A separate AIA Document G702/CMa, APPLICATION AND CERTIFICATE FOR PAYMENT, for each Contractor's signed Certification is attached.

APPLICATION NO: 11
 APPLICATION DATE: 3/31/2016
 PERIOD FROM: 3/1/2016
 TO: 3/31/2016
 PROJECT NOS: 1521030

City of Bayport New Fire Station

In tabulations below, amounts are stated to the nearest dollar.

CONTRACTOR'S NAME	Acoustic Associates, Inc.		Amery Welding		Arrow Building Center		Atomic Architectural Sheet Metal, Inc.		TOTALS THIS PAGE	PROJECT TOTALS
	PORTION OF WORK	Flooring WS 09-D	Structural Steel Material WS 05-A	Wood Windows WS 08-F	Metal Panels WS 07-A	TOTALS THIS PAGE	PROJECT TOTALS			
A ORIGINAL CONTRACT SUM	\$14,583.00	\$252,000.00	\$37,415.00	\$165,880.00		\$469,878.00	\$3,791,641.00			
B NET CHANGE ORDERS TO DATE	\$347.00	\$0.00	\$3,544.01	\$6,150.00		\$10,041.01	\$322,974.63			
C CONTRACT SUM TO DATE	\$14,930.00	\$252,000.00	\$40,959.01	\$172,030.00		\$479,919.01	\$4,114,615.63			
D WORK IN PLACE TO DATE	\$14,930.00	\$204,290.00	\$40,959.01	\$172,030.00		\$432,209.01	\$4,026,688.43			
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$14,930.00	\$204,290.00	\$40,959.01	\$172,030.00		\$432,209.01	\$4,026,688.43			
G RETAINAGE PERCENTAGE	5%	5%	5%	5%		5%	5%		5%	
H RETAINAGE AMOUNT	\$746.50	\$10,214.50	\$2,047.95	\$8,601.50		\$21,610.45	\$207,934.42			
I PREVIOUS PAYMENTS	\$0.00	\$194,075.50	\$38,911.06	\$163,428.50		\$396,415.06	\$3,745,446.12			
J CURRENT PAYMENT DUE (F-H-I)	\$14,183.50	\$0.00	\$0.00	\$0.00		\$14,183.50	\$73,307.99			
K BALANCE TO FINISH (C-F)	\$0.00	\$47,710.00	\$0.00	\$0.00		\$47,710.00	\$87,927.20			
L PERCENT COMPLETE (F+C)	100%	81%	100%	100%		90%	98%			

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G723/CMa-1991

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE THREE OF SEVEN PAGES

A separate AIA Document G702/CMa, APPLICATION AND CERTIFICATE FOR PAYMENT, for each Contractor's signed Certification is attached.

APPLICATION NO: 11
 APPLICATION DATE: 3/31/2016
 PERIOD FROM: 3/1/2016
 TO: 3/31/2016
 PROJECT NOS: 1521030

In tabulations below, amounts are stated to the nearest dollar.

CONTRACTOR'S NAME PORTION OF WORK	B & B Sheet Metal & Roofing, Inc. Roofing WS 07-B	Breth-Zenzen Fire Protection, LLC Fire Suppression WS 21-A	CE LLC Custom Expressions Window Treatments WS 12-A	Egan Company Electrical WS 26-A	Hollenback & Nelson Concrete/Masonry WS 03-A	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$142,000.00	\$36,500.00	\$6,053.00	\$469,600.00	\$853,800.00	\$1,507,953.00
B NET CHANGE ORDERS TO DATE	\$12,636.00	\$2,088.00	\$0.00	\$42,798.48	\$25,896.00	\$83,418.48
C CONTRACT SUM TO DATE	\$154,636.00	\$38,588.00	\$6,053.00	\$512,398.48	\$879,696.00	\$1,591,371.48
D WORK IN PLACE TO DATE	\$154,636.00	\$38,588.00	\$0.00	\$512,398.48	\$879,696.00	\$1,585,318.48
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$154,636.00	\$38,588.00	\$0.00	\$512,398.48	\$879,696.00	\$1,585,318.48
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$7,731.80	\$1,929.40	\$0.00	\$25,619.92	\$43,984.80	\$79,265.92
I PREVIOUS PAYMENTS	\$146,904.20	\$36,658.60	\$0.00	\$486,778.56	\$835,711.20	\$1,506,052.56
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$6,053.00	\$0.00	\$0.00	\$6,053.00
L PERCENT COMPLETE (F+C)	100%	100%	0%	100%	100%	100%

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G723/CMa-1991

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE FOUR OF SEVEN PAGES

A separate AIA Document G702/CMa, APPLICATION AND CERTIFICATE FOR PAYMENT, for each Contractor's signed Certification is attached.

APPLICATION NO: 11
 APPLICATION DATE: 3/31/2016
 PERIOD FROM: 3/1/2016
 TO: 3/31/2016
 PROJECT NOS: 1521030

In tabulations below, amounts are stated to the nearest dollar.

CONTRACTOR'S NAME	Horwitz, Inc	Kendell Doors, Inc	Miller Excavating, Inc.	Molin Concrete Products Company	Northland Paving		TOTALS THIS PAGE
					Doors, Frames, Hdwr WS 08-A	Earthwork & Utilities WS 31-A	
A ORIGINAL CONTRACT SUM	\$588,900.00	\$62,577.00	\$248,649.00	\$21,834.00		\$90,000.00	\$1,011,960.00
B NET CHANGE							
C ORDERS TO DATE	\$127,182.00	\$10,045.16	\$9,955.20	\$0.00		\$7,300.00	\$154,482.36
D CONTRACT SUM TO DATE	\$716,082.00	\$72,622.16	\$258,604.20	\$21,834.00		\$97,300.00	\$1,166,442.36
E WORK IN PLACE TO DATE	\$716,082.00	\$72,622.16	\$226,440.00	\$21,834.00		\$97,300.00	\$1,134,278.16
F STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
G TOTAL COMPLETED & STORED TO DATE (D+E)	\$716,082.00	\$72,622.16	\$226,440.00	\$21,834.00		\$97,300.00	\$1,134,278.16
H RETAINAGE PERCENTAGE	5%	5%	5%	5%		5%	5%
I RETAINAGE AMOUNT	\$35,804.10	\$3,631.11	\$11,322.00	\$1,091.70		\$4,865.00	\$56,713.91
J PREVIOUS PAYMENTS	\$668,236.65	\$68,991.05	\$215,118.00	\$20,742.30		\$92,435.00	\$1,065,523.00
K CURRENT PAYMENT DUE (F-H-I)	\$12,041.25	\$0.00	\$0.00	\$0.00		\$0.00	\$12,041.25
L BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$32,164.20	\$0.00		\$0.00	\$32,164.20
M PERCENT COMPLETE (F+C)	100%	100%	88%	100%		100%	97%

G723/CMa-1991

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE FIVE OF SEVEN PAGES

A separate AIA Document G702/CMa, APPLICATION AND CERTIFICATE FOR PAYMENT, for each Contractor's signed Certification is attached.

APPLICATION NO: 11
 APPLICATION DATE: 3/31/2016
 PERIOD FROM: 3/1/2016
 TO: 3/31/2016
 PROJECT NOS: 1521030

In tabulations below, amounts are stated to the nearest dollar.

CONTRACTOR'S NAME	Overhead Door Company of the Northland	Peterson Companies, Inc.	Quality Drywall Midwest Drywall WS 09-A	Red Cedar Steel Erectors Structural Steel Erection WS 05-A	Reiling Construction Company Inc.		TOTALS THIS PAGE
					Fencing WS 32-C	Carpentry WS 06-A	
A ORIGINAL CONTRACT SUM	\$72,207.00	\$14,000.00	\$163,000.00	\$122,700.00	\$244,742.00		\$616,649.00
B NET CHANGE ORDERS TO DATE	\$0.00	\$0.00	\$46,857.00	\$1,130.00	\$11,888.58		\$59,875.58
C CONTRACT SUM TO DATE	\$72,207.00	\$14,000.00	\$209,857.00	\$123,830.00	\$256,630.58		\$676,524.58
D WORK IN PLACE TO DATE	\$72,207.00	\$14,000.00	\$209,857.00	\$123,830.00	\$254,630.58		\$674,524.58
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$72,207.00	\$14,000.00	\$209,857.00	\$123,830.00	\$254,630.58		\$674,524.58
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%		5%
H RETAINAGE AMOUNT	\$8,610.35	\$700.00	\$10,492.85	\$6,191.50	\$12,731.53		\$38,726.23
I PREVIOUS PAYMENTS	\$63,596.65	\$13,300.00	\$196,744.05	\$113,762.50	\$241,899.05		\$629,302.25
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$2,620.10	\$3,876.00	\$0.00		\$6,496.10
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00		\$2,000.00
L PERCENT COMPLETE (F-C)	100%	100%	100%	100%	99%		100%

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

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APPLICATION NO: 11
 APPLICATION DATE: 3/31/2016
 PERIOD FROM: 3/1/2016
 TO: 3/31/2016
 PROJECT NOS: 1521030

In tabulations below, amounts are stated to the nearest dollar.

CONTRACTOR'S NAME PORTION OF WORK	Right Way Caulking, Inc. Sealants WS 07-C	S & J Contracting Entrances, Storefront WS 08-B	Steinbrecher Painting, Inc. Painting WS 09-H	Superior Tile & Terrazzo, Inc. Tile WS 09-B	Twin City Acoustics, Inc. Ceiling & Acoustical WS 09-C	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$17,200.00	\$22,606.00	\$53,500.00	\$16,575.00	\$9,920.00	\$119,801.00
B NET CHANGE	\$568.00	\$0.00	\$2,640.00	\$0.00	\$4,384.20	\$7,592.20
C CONTRACT SUM TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$16,575.00	\$14,304.20	\$127,393.20
D WORK IN PLACE TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$16,575.00	\$14,304.20	\$127,393.20
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$17,768.00	\$22,606.00	\$56,140.00	\$16,575.00	\$14,304.20	\$127,393.20
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$888.40	\$1,130.30	\$2,807.00	\$2,428.75	\$715.21	\$7,969.66
I PREVIOUS PAYMENTS	\$15,245.60	\$17,743.15	\$51,651.50	\$14,146.25	\$0.00	\$98,786.50
J CURRENT PAYMENT DUE (F-H-I)	\$1,634.00	\$3,732.55	\$1,681.50	\$0.00	\$13,588.99	\$20,637.04
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%	100%	100%	100%	100%

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

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APPLICATION NO: 11
 APPLICATION DATE: 3/31/2016
 PERIOD FROM: 3/1/2016
 TO: 3/31/2016
 PROJECT NOS: 1521030

In tabulations below, amounts are stated to the nearest dollar.

CONTRACTOR'S NAME	TMI Coatings, Inc.	Urban Companies, LLC			TOTALS THIS PAGE
PORTION OF WORK	Fluid Applied Flooring WS 09-G	Landscaping WS 32-B			
A ORIGINAL CONTRACT SUM	\$21,000.00	\$44,400.00	\$0.00	\$0.00	\$65,400.00
B NET CHANGE					
ORDERS TO DATE	\$0.00	\$7,565.00	\$0.00	\$0.00	\$7,565.00
C CONTRACT SUM TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
D WORK IN PLACE TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$1,050.00	\$2,598.25	\$0.00	\$0.00	\$3,648.25
I PREVIOUS PAYMENTS	\$0.00	\$49,366.75	\$0.00	\$0.00	\$49,366.75
J CURRENT PAYMENT DUE (F-H-I)	\$19,950.00	\$0.00	\$0.00	\$0.00	\$19,950.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%			100%

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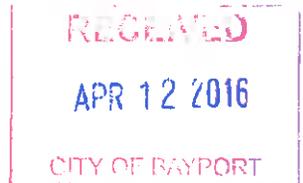
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G723/CMa-1991

Bayport American Legion Memorial Day Parade

April 11, 2016

City of Bayport
294 north 3rd street
Bayport Minnesota 55003



Honorable Mayor and Council Members,

On behalf of the Hesley Jensen American Legion Post 491, I respectfully make application for annual financial assistance for an amount of \$400.00 from the City of Bayport.

The Bayport American Legion Memorial Day Parade and Ceremony is being held to Honor our Nations War Veterans. It is an opportunity to come together as a community and is open to resident and organizations in the St. Croix Valley area. This Event attracts not only crowds of Bayport residents but participants and spectators from neighboring communities.

I am working hard to recruit bands and interesting entrants – most of which cost money. I am hoping to offset the costs with Parade entry fees and generous donations from organizations and people through out the St. Croix Valley. Any contribution you can make will be greatly appreciated and will help ensure a successful parade.

We take this opportunity to thank you for your contribution and support given to our Post over the years, which has been use to offset the expenses associated with the organization and execution of the annual Bayport American Legion Memorial Day Parade.

Please make contribution payable to:

**Hesley Jensen American Legion Post 491
Box 187
Bayport MN 55003**

Thank you very much for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Jim Menard".

Jim Menard, Parade Chairman
Cell-Phone 651-323-0980

Email BayportParade@comcast.net





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



City of Bayport
SPECIAL EVENT APPLICATION

Property Information

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

Applicant Information

Private/Individual/For-profit organization Public entity/Non-profit organization

Applicant/Contact Name: Scott Scilling
 Organization/Business Name: Fitness Quest, LLC
 Main Phone Number: 651-434-7257 Alternate Phone Number: _____
 Email Address: fitnessquestmn@gmail.com
 Address: 13040 22nd St. N.
 City/State/Zip: Stillwater, MN. 55082

Event Information

Name or title of event: Boot Camp
 Start Date: May 2nd 2016 Time: 6:00 p.m.
 End Date: September 29th, 2016 Time: 7:00 a.m.
 Estimated attendance: 1-8 people/session Private; invite only Public; community festival

Type of event:

Birthday/retirement/shower/reunion Graduation party Company/business gathering Fundraiser
 Wedding ceremony/reception Recreation race/tournament Concert/live entertainment
 Auto/boat show Art/craft show Carnival/festival Youth group/Scout activity Religious/worship
 If not listed, describe: Fitness / Boot Camp

Type of equipment / activity: (Please check all that apply)

Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis
 Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles
 Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*
 Other: Fitness Equipment * These activities require a separate license or permit and fee.

Description of Additional City Services and/or Equipment Requested

None

Diagram of Event Premises

A diagram or map of the event premises, including location of all proposed equipment and activities must be included below (or attached to this form).

See attached

Class Schedule

May 2-31; June 1-30; July 1-28; August 1-31; September 1-29

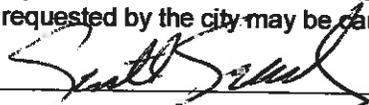
Monday & Wednesday: 6PM-7PM

Tuesday & Thursday: 6AM-7AM

Applicant Acknowledgement and Signature

The undersigned hereby applies for a special event as stated in this application, declares that the information and materials submitted are complete to the best of their knowledge, and agrees to assume responsibility for all fees associated with the event. The undersigned understands that this application will be processed in accordance with city review procedures at such time as it is deemed complete. Failure to supply accurate and necessary information as requested by the city may be cause for denial of the application.

Signature:



Date: 4/12/2016

Office Use	Amount Due	Payment	Date	Staff
Required Application Fee: Public entity/Non-profit Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 5218	Received: 4/12/16	Kjh
Rental Fees: Trash receptacle(s) \$ 10.00 + tax Barricade(s) \$ 10.00 + tax Picnic table(s) \$ 25.00 + tax Satellite toilet(s) \$100.00+ tax	<input type="checkbox"/> \$ N/A	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____	Received: _____	
Damage Deposit Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> \$ 500.00 (Up to \$1,000.00)	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 5222 <input type="checkbox"/> Deposit retained \$ _____	Received: 4/20/16 Destroyed: _____	Kj
Police Services and Fees Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> \$ _____ (Down Payment)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ Additional fees will be invoiced after event.	Received: _____	
Conditions/comments			Date	Staff
Special Event Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO			City: _____	
Certificate of Insurance Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Received: 4/12/16	Kjh
Shelter/Beach House Reservation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Lakeside: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Beach House Barker's: <input type="checkbox"/>	Received: _____		
Field or Court Reservation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Barker's Alps Open Space	Lakeside: <input type="checkbox"/> Ball field <input type="checkbox"/> Volleyball Barker's: <input type="checkbox"/> Ball field 1 <input type="checkbox"/> Ball field 2 <input type="checkbox"/> Soccer 1 <input type="checkbox"/> Soccer 2 Perro: <input type="checkbox"/> Ball field <input type="checkbox"/> Tennis 1 <input type="checkbox"/> Tennis 2	Received: 4/20/16 \$214.25		Kjh
Temporary Liquor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			City: _____ State: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			County: _____	

Barkers Alps Park



Imagery ©2016 DigitalGlobe, USDA Farm Service Agency, Map data ©2016 Google 100 ft



Barkers Alps Park

2 reviews

Park

5th Ave N, Bayport, MN 55003

ci.bayport.mn.us

(651) 275-4404

* The Boat Camp will be held to the west of the picnic shelter circled in red above.

2016 Boot Camp Equipment

- Dumbbells
- Resistance Bands
- Medicine Balls
- Training Cones
- Agility Ladder
- Weight Bars
- Kettle Bells
- Plyo Boxes

**** All equipment provided by Fitness Quest, LLC**



Property Records and Taxpayer Services

Jennifer Wagenius
Director

Joanne Helm
Deputy Director

April 8, 2016

Logan Martin
Administrator
City of Bayport
294 3rd St N
Bayport MN 55003

Dear Mr. Martin:

Thank you for partnering with Washington County for local assessment services. This is a great partnership that serves our citizens well. In the past, assessment service agreements have included expiration dates and that date is coming soon.

Attached is our standard agreement for assessment services. The agreement reflects our current arrangement, and ensures a seamless continuance of the existing services and procedures. Functionally, there are to be no changes. Administratively, the new agreement is an ongoing agreement that directs the County Assessor to perform assessment services until otherwise directed or terminated by either party. Minnesota statutes 273.072 allow us to enter into a rolling agreement with a termination clause rather than continually renewing fixed term agreements to reduce administrative burden. Under this statute either party may terminate the agreement with a six-month notice.

Please have your city council or township board review and execute the enclosed agreement. Signed agreements may be returned to me by June 1st in the enclosed envelope. If your organization requires a fully executed copy of the final agreement please mail two copies and we will return one for your records.

If you have any questions, concerns, or desire a visit to discuss the assessment expectations or process in further detail, please do not hesitate to contact Jennifer Wagenius, Property Records and Taxpayer Services Director at 651.430.6182, or myself at 651.275.7518.

We at Washington County appreciate the opportunity to provide assessing services to your community and look forward to continuing that partnership.

Sincerely,

Bruce Munneke, S.A.M.A.
Washington County Assessor

Enclosure: Agreement

AGREEMENT FOR ASSESSMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2016 by and between the City of Bayport, a Minnesota municipal corporation, herein referred to as the City, and Washington County, a body politic and corporate, herein referred to as "Washington County" pursuant to the authority contained in Minnesota Statutes 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties and Minnesota Statute 273.072 Subd. 1, which provides that a county and city or town may, by agreement entered into under 471.59 provide for the assessment of property in the municipality or town by the county assessor.

WITNESS:

WHEREAS, the City desires to retain Washington County and the Washington County Assessor to perform assessment services for the City; and

WHEREAS, Washington County desires to perform assessment services required by the City; and

WHEREAS, the City and Washington County deem it mutually advantageous to set forth the terms and conditions of their relationship in writing;

NOW, THEREFORE, the parties hereto agree that the following shall constitute joint agreement for assessment services:

SECTION ONE-PARTIES

The City hereby contracts with Washington County to perform, and Washington County hereby agrees to perform, the assessment services hereinafter described.

SECTION TWO-SERVICES

Washington County Assessor shall perform all assessment services required by State statute and the City. Such services shall include, but are not limited to the following:

- a. Appraisal of all real and personal property located within the City.
- b. Interprets regulations, rules and legislative changes to the City Council, Realtors, bankers, citizens and civic groups as necessary or upon request.
- c. Answers questions/concerns regarding property values and classifications.

- d. Draws and calculates "splits" of real estate sales reflective of joint ownership of land parcels.
- e. Maintains a listing of the assessment of each and every parcel of property within the City.
- f. Each parcel of property within the City shall be reviewed at least once every five years. It is the intention of the parties that the Washington County Assessor shall make every effort to view and revalue approximately one-fifth of the parcels during each year that this Agreement remains in force.
- g. Holds and staffs an annual Board of Appeal or Open Book Meeting. The format of this appeals meeting will be at the discretion of the City and guided by Minn. Stat. § 274.01, subd. 1.
- h. Interprets and applies regulations, rules and legislative changes to other appraisers, real estate professionals, citizens and civic groups, other governmental bodies and personnel as necessary and upon request.
- i. Answers property owner questions/concerns regarding appraisal practices, property values and classifications. Draws and interprets maps, charts and other descriptions to assist property owners in understanding the process.
- j. Develops land and building valuation schedules; conducts statistical analysis to support appraisal decisions, and oversees Computer Aided Mass Appraisal system (CAMA) table adjustments; and draws and calculates "splits" of real estate and new plats of property, including land areas, classes and valuations. Conducts statistical surveys to support appraisal decision e.g., current sales study using the CAMA system.
- k. Coordinates research of complex appraisal issues, reviews, investigates and makes recommendations on applications for abatement or other reduction of assessed value.
- l. Coordinates collection of sales information and annual assessment activities in apartment, commercial, industrial, residential and personal property markets.
- m. Coordinates the valuation and classification of exempt properties, including interpreting laws applying to exempt organizations and processing exemption requests.
- n. Manages state tax court petitions and coordinates TIF assessment functions with the city. Provides values to city for various projects in which there may be an assessment agreement.
- o. Investigates and handles all applications for abatement or reduction of assessed value.
- p. Provides a report of assessment activities (Assessment Report) each year prior to the appeals period.

SECTION THREE-AGREEMENT PRICE

The City shall pay a fee to the County each year for assessment services based on the parcel mix located within each community. The assessment fee schedule is approved by the County Board each year and establishes the fee associated with each property use. The County will utilize the same fee schedule for all of its contract communities. The City will be billed for assessing services upon the completion of the assessment cycle. The County will provide an invoice to the City no later than June 1 of each year payable on or around July 1.

SECTION FOUR-INDEPENDENT CONTRACTOR

It is understood and agreed between the parties that the Assessor is an independent contractor and not an employee of the City. The Assessor shall be responsible for furnishing its own transportation, books and any other documents or items of personal property required to perform the services. The City shall not be required to maintain any insurance coverage needed in connection with the performance of the Assessor's services, including but not limited to automobile liability insurance, workers compensation insurance and public liability insurance.

SECTION FIVE-DURATION AND TERMINATION

This Agreement shall commence on July 1, 2016 and remain in force until terminated by either party giving the other party a six-month written notice of its intent to terminate the Agreement per Minnesota Statute 273.072 Subd. 4.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF BAYPORT

WASHINGTON COUNTY

By _____
Mayor

By _____
County Board Chair

Attest _____
City Clerk

By _____
County Administrator

Recommended By:

Jennifer Wagenius
Director, Property Records and Taxpayer Services

Approved as to form by:

George Kuprian
Assistant Washington County Attorney



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

DATE: April 26, 2016
TO: Mayor and City Council
FROM: Logan Martin, City Administrator
RE: Consider a resolution supporting proposed legislation to confer Economic Development Authority powers to the Washington County HRA

BACKGROUND

Attached, please find a detailed memo from Washington County Housing & Redevelopment Authority (HRA) Executive Director Barbara Dacy discussing the HRA's initiative to add additional economic development powers to its enabling documents. This proposal was born out of the county-wide Economic Development Strategic Planning process, which staff participated in in 2013. Legislation to grant these additional powers to the HRA is currently being considered by the Minnesota House and Senate, and the HRA is asking cities to consider resolutions of support as it pursues this legislation.

Staff met with Executive Director Dacy recently and is supportive of this endeavor, as it will further empower the HRA to assist cities like Bayport with needed economic development programs and support. Because the City does not have a dedicated economic development staff member, partnering with the HRA on business outreach and retention initiatives, low-interest loan programs, commercial market analyses, etc. would be a significant benefit to the City and could increase our effectiveness in these areas.

RECOMMENDATION

Staff recommends the City Council authorize a resolution supporting proposed legislation to confer Economic Development Authority powers to the Washington County HRA.

Attachments

Memo from Washington County HRA
Draft Resolution of Support



Memo To: Mayor Susan St. Ores
Councilmember Connie Carlson
Councilmember Dan Goldston
Councilmember Michele Hanson
Councilmember Patrick McGann

From: Barbara Dacy, Executive Director

Date: March 1, 2016

RE: Proposed Legislation to Add Economic Development Powers to Washington County HRA

The Washington County Housing and Redevelopment Authority (HRA) respectfully requests the City of Bayport to adopt the enclosed resolution which will legally enable the HRA to conduct economic development activities in partnership with county cities and townships. The HRA has drafted legislation to amend its enabling law and has introduced a proposed bill for consideration during the 2016 legislative session. The proposed bill has been identified as part of the 2016 legislative agendas for both Washington County and Washington County HRA.

Attached to this memo is a summary of the key provisions of the bill (Attachment A), the proposed bill (Attachment B) and the proposed resolution (Attachment C).

Background

In the fall of 2013, Washington County convened a work group consisting of city economic development practitioners and community representatives to define the appropriate role of the county in economic development. An Economic Development Strategic Plan, adopted in 2014, establishes guiding policy principles and identifies specific strategies and goals. In 2015, the County Board researched organizational options and determined the Washington County HRA is to be responsible for county-wide economic development activities. The objectives of economic development are consistent with the HRA's mission, to promote community and economic development, and the HRA's brand, "to help communities thrive". The County Board authorized \$215,000 of the annual HRA levy to hire an Economic Development Director, support staff, and startup funds.

Implementing the Washington County Economic Development Strategic Plan

Guiding Principles

It is envisioned that the Washington County CDA will fill a vital role in coordinating county-level economic development activities and will support communities in the county in working towards their individual economic development goals. This supportive role has been the key foundation of the Economic Development Strategic Plan. The Washington County CDA would collaborate with cities and townships to provide additional support and capacity to local economic development programs, business retention and business creation efforts, as may be mutually determined.

The Washington County CDA would adhere to the following economic development guiding principles identified in the Strategic Plan:

- The private sector is the lead that drives the economy.
- The County will not duplicate or replace the work of cities and other public agencies.
- The County supports a strong collaborative approach to economic development.
- Business attraction and business retention are essential policy objectives.
- The diversity of the county requires an adaptable and open-minded approach.
- A deliberate, purposeful and strategic plan is required.

Goals and Benefits of Proposed Bill

Goals

The proposed bill to amend the HRA's enabling law was drafted to fulfill the following goals:

- Add statutory powers to enable the County to address economic needs through programs and projects, given the diversity of municipalities, large and small.
- Complement municipal economic development authorities and not impede their activities.
- Provide municipal approval prior to the CDA exercising any physical development powers.
- Confer consistent geographic jurisdiction for both HRA and EDA activities and levy authority.
- Maintain current process for levy authority and level of control by County Board.

Benefits to the City of Bayport

A county role in economic development will provide the following benefits:

- Dedicated staff experienced in economic development to respond to city and township requests.
- Stronger presence in the industry and marketplace through communication and marketing.
- Stronger county relationship with GreaterMSP.
- Opportunity to build on tourism initiatives, labor and talent attraction initiatives, business creation programs, or other suggestions from communities.
- Potential for additional financial resources for communities to augment existing programs.
- Conduct economic development and industrial/commercial market studies.
- Advocacy for economic development issues at the Legislature.

The initial responsibility of the new CDA Economic Development Director will be to determine how best to support the cities and to cultivate relationships with communities, key stakeholders, and relevant boards. One of the recommendations of the existing strategic plan was to convene a community workgroup; this will be implemented and a starting point to provide community input to determine the best manner in which the County can complement and augment what communities are doing.

Recommendation

We are excited to work with the City of Bayport in a collaborative approach. We respectfully request support for the proposed bill by adopting the attached resolution.

ATTACHMENT A

Key Aspects of the Proposed Bill

Key aspects of the proposed bill include naming of the agency, determining levy authority, requiring municipal approval prior to the CDA exercising its physical development powers within a jurisdiction, offering tax-forfeited lands to the CDA, and identifying limitations requiring County Board approval.

Agency Renaming

In order to adequately represent the combined housing, redevelopment and economic development powers to be bestowed, it is proposed the HRA be renamed the Washington County Community Development Agency (CDA). While this term is not defined in statute, the CDA nomenclature has been adopted by Dakota, Carver and Scott counties in their respective enabling laws. The consistency in terminology across the Minneapolis-St. Paul metropolitan area provides for greater recognition and understanding of a county CDA.

Levy Authority

State Statute permits special levying authority for housing and redevelopment authorities up to 0.0185% upon all taxable property, subject to the consent by resolution of the governing body. In addition, a county may, at the request of an economic development authority, levy a tax of up to 0.01813% upon all taxable property. The proposed bill, however, waives EDA tax levying authority under section 469.107 and, it retains the County Board consent process currently in place for establishing the levy rate and amount under the HRA limits in section 469.033, subd. 6. The proposed language reserves the right to levy the higher of the HRA or EDA permissible rates, as they may be determined by the legislature. This provides the County with future flexibility should there be a program or issue that the County determines is appropriate for this purpose. On an annual basis, the HRA Board has prepared a levy request, within its annual budget, of sufficient size to complete its strategic priorities and financial obligations for approval from the County Board. Under the amended enabling law, the CDA would follow the same process in proposing an annual levy request and obtaining the consent of the County Board.

Municipal Approval

The HRA's current enabling law requires municipal approval prior to the HRA undertaking a housing development. The proposed bill maintains this requirement and adds the municipal approval requirement prior to exercising economic development powers.

Offer of Tax Forfeited Land

When the County receives real property through the tax forfeiture process, it may determine the property to be appropriate for a housing, redevelopment, or economic development purpose. Currently, the HRA must purchase forfeited parcels in the same process as the general public. The proposed bill adds that such parcels "may" be offered to the CDA in the same manner it would be offered to a County department with justification of public purpose.

Establishing the Washington County CDA

The Washington County HRA was created in 1980 under a special enabling law and authorizing resolution from the County Board. This enabling law must be amended to add the powers of an

economic development authority and formally rename the agency to the Washington County Community Development Agency (CDA) to reflect the full scope of responsibilities. The proposed bill follows the same process taken by CDAs established in Dakota, Scott, and Carver counties.

The proposed bill retains board composition. The HRA Board is currently composed of seven members: five appointees representing each County district, a representative of the County Board of Commissioners, and a participant in the federal housing assistance programs. Historically, because many of the activities of the HRA require real estate development transactions involving public financing, the HRA Board has been comprised of members with backgrounds in real estate, finance and banking, business or government. It is also proposed that the CDA would solicit comment on policies and programs from county citizen boards including the Workforce Investment Board and the Community Development Block Grant Advisory Committee. The CDA will also convene a workgroup of community economic development professionals to provide ongoing input.

Final Approval

Upon passage of the proposed bill, the County Board will need to pass a resolution to formally confer the EDA powers and establish the Washington County CDA. The resolution will further identify any limitations of EDA powers the County may wish to impose on the CDA.

RESOLUTION NO. 16- _____

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MAY 2, 2016**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 2nd day of May 2016 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 SUPPORTING PROPOSED LEGISLATION TO AUTHORIZE THE COUNTY OF
WASHINGTON TO CONFER ECONOMIC DEVELOPMENT POWERS UPON THE WASHINGTON
COUNTY HOUSING AND REVELOPMENT AUTHORITY**

WHEREAS, the Washington County Housing and Redevelopment Authority (the "WCHRA") is a county housing and redevelopment authority created and existing under Laws 1974, Chapter 475, as amended, which provides and maintains affordable, decent, and safe housing opportunities in Washington County ; and

WHEREAS, in 2013 the County Board of Commissioners (the "County Board") of the County of Washington (the "County") established a broadly-representative economic development work group comprised of municipal economic development practitioners and community partners to assist the County in developing a county-wide long-range economic development strategy; and

WHEREAS, based on the process carried out by the economic development work group, in May of 2014 the County adopted an Economic Development Strategic Plan (the "Economic Development Strategic Plan"); and

WHEREAS, in furtherance of the Economic Development Strategic Plan, the County has determined that the WCHRA should have primary responsibility for economic development activities on behalf of the County; and

WHEREAS, proposed legislation has been prepared which would authorize the County Board by resolution to confer on the WCHRA the powers of an economic development authority (the "Proposed Law"), thus enabling the County to address economic needs as identified in the Economic Development Strategic Plan; and

WHEREAS, adoption of the Proposed Law would empower the WCHRA to undertake economic development activities not authorized by the current WCHRA enabling law, such as, by way of illustration, implementing County marketing and public relations programs relating to economic development, conducting economic development studies to document the need for financial assistance programs, and carrying out financial assistance programs for economic development purposes; and

WHEREAS, the Proposed Law would retain the existing County Board consent process for establishing the WHCRA's housing and redevelopment authority levy under Minnesota Statutes, Section 469.033, subdivision 6, and would preclude the WCHRA from imposing any concurrent or separate economic development authority levy otherwise authorized under Minnesota Statutes, Section 469.107 (while permitting the County Board to consent to a WCHRA levy at a rate equal to the higher of the permissible housing and redevelopment authority levy rate or the permissible economic development authority levy rate as they may be established by the Legislature); and

WHEREAS, consistent with existing requirements of the WCHRA's enabling law for local approval of housing projects and redevelopment projects, the Proposed Law would require municipal location and project approval as well for development districts and economic development projects; and

WHEREAS, in order to appropriately reflect the combined housing, redevelopment and economic development powers to be conferred, the Proposed Law would change the name of the WCHRA to the Washington County Community Development Agency; and

WHEREAS, the Proposed Law would effect no change in the current structure or composition of the WCHRA Board of Commissioners; and

WHEREAS, the Proposed Law would authorize the County to offer tax-forfeited real property to the WCHRA on the same basis as such parcels are offered to a County department; and

WHEREAS, the County Board has determined to include the Proposed Law as part of the County's legislative initiative for the 2016 Legislature; and

WHEREAS, the City Council of the City of Bayport, Minnesota, finds that enactment by the Legislature of the Proposed Law, and the carrying out of economic development activities by the WCHRA in the County, including in the City of Bayport, pursuant to the Proposed Law, would be in the public interest and would afford substantial benefit to the residents, businesses, citizens and taxpayers of the City of Bayport, and

WHEREAS, the County, the WCHRA and the City of Bayport contemplate that the WCHRA and the City of Bayport will work together as partners in carrying out economic development activities within the City of Bayport which will be complementary and non-duplicative.

NOW, THEREFORE, the City Council of the City of Bayport, Minnesota adopts this Resolution supporting the proposed legislation described above in furtherance of economic development activities by the WCHRA on behalf of Washington County.

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, adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 2nd day of May 2016.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor



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

Date: April 25, 2016

To: Mayor and City Council
Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
John Parotti, City Engineer

From: Mike Isensee, MSCWMO Administrator

Re: Consider amendments to Chapter 48 – Stormwater Management of the Bayport Code of Ordinances to incorporate Minimal Impact Design Standards (MIDS) for stormwater management and Chapter 58 – Utilities of the Bayport Code of Ordinances to incorporate regulations for illicit discharge into the municipal sanitary and storm sewer systems

BACKGROUND

On December 15, 2014 the Middle St. Croix Watershed Management Organization (MSCWMO) hosted a joint workshop with the Planning Commission and City Council to discuss stormwater management in the community, specifically participation in the voluntary Minimal Impact Design Standards (MIDS) program. MIDS are simplified standards developed to replace complicated and outdated standards that most municipalities currently have in place for managing stormwater runoff. The intent of implementing MIDS is not only to encourage better stormwater management practices for new and redevelopment projects, but also to address requirements that will soon be imposed due to the city's recent designation as a Municipal Separate Storm Sewer System (MS4) community.

As discussed in the workshop, the MSCWMO applied for and received a Clean Water Fund Grant to provide assistance to communities in Washington County to implement MIDS. This grant provided technical and financial assistance to help city staff and officials review and modify local ordinances to make it easier for developers to meet local water quality standards while protecting lakes, streams, and the St. Croix River. The city adopted Resolution 15-06 on March 2, 2015 declaring its commitment to review and revise ordinances to integrate MIDS standards, with funding provided through the MSCWMO by the Clean Water Fund Grant.

The MSCWMO and city staff have reviewed Chapter 48 - Stormwater Management and recommend revisions to align city ordinance with existing requirements for construction site erosion, sediment control and stormwater management. The proposed revisions to the 1994 ordinance bring the city ordinance into compliance with existing process and requirements that have been in place since 2006. The revisions clarify statutory authority, findings and purpose. The revisions also significantly update definitions, scope and effect, plan review/approval procedures, approval standards, inspections, and enforcement. The proposed revisions are consistent with neighboring communities in the MSCWMO and meet MS4 requirements. The MSCWMO and city staff also reviewed and modified code language to meet the illicit discharge requirements of the MS4 permit. Proposed revisions to Chapter 58 – Utilities meet the MS4 permit requirements by clarifying prohibited connections and discharges to the city storm sewer system.

Attached, please find a draft ordinance including revisions for both Chapter 48 and Chapter 58, which will be discussed in detail at the joint Planning Commission and City Council workshop on May 2. Adoption of the ordinance revisions will be presented for consideration at the regular City Council meeting on May 2.

RECOMMENDATION

Staff recommends the City Council adopt proposed revisions to Chapter 48 - Stormwater Management and Chapter 58 – Utilities the Bayport Code of Ordinances, as delineated.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 58 - UTILITIES OF THE BAYPORT CITY CODE

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

Section 1. Chapter 58 - Utilities, Article IV. Sewer System, is hereby amended to include the following:

DIVISION 3. PROHIBITED DISCHARGE INTO SANITARY SEWERS AND STORM DRAINAGE SYSTEM

Sec. 58-146. Illicit connections prohibited.

It is unlawful to install any plumbing, pipe, or connection of any sort for the purpose of conveying any substances described below, including, but not limited to oils, greases, inflammable liquids (other than domestic grease), inflammable oils mixed with other substances or effluent, or any other substances besides those explicitly allowed by this code into any sewer or drain in the city.

Sec. 58-147. Illicit discharges prohibited.

It is unlawful for any person to directly or indirectly discharge, place or cause to be discharged any of the following described substances into the city's sanitary sewers or storm drainage system:

1. Any liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the storm sewer system or receiving body. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides.
2. Solid or viscous substances which will or may cause obstruction to the flow in sanitary sewers or the storm drainage system such as, but not limited to, grease, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, wastepaper, wood, plastic, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, glass grinding, or polishing wastes.
3. Any water having a pH less than 6.0 or more than 10.0 or having any other corrosive properties capable of causing damage or hazard to structures or equipment.
4. Any water containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants to constitute a hazard to humans or animals, or create a toxic effect in the wastewater treatment plant or receiving surface waters.
5. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are capable of creating a public nuisance or hazard to life or are sufficient to prevent entry into the sanitary sewers or storm drainage system for their maintenance and repair.
6. Any water having an aesthetically unattractive color which would cause an adverse effect to receiving body.
7. Any effluent which creates conditions in the receiving wastewater treatment plant or surface waters which violate any statute or any rule, regulation, or ordinance of any public agency or state or federal regulatory body.
8. Any water having a temperature greater than one hundred fifty degrees Fahrenheit (150°F) (65.5°C), or causing, individually or in combination with other water, the influent at the receiving

surface waters to have a temperature exceeding one hundred four degrees Fahrenheit (104°F) (40°C) or having heat in amounts which will inhibit biological activity in the receiving surface waters.

9. Any slug load, which shall mean any pollutant, including oxygen demand pollutants (BOD, etc.) released in a discharge of such volume or strength as to affect the receiving surface waters.
10. Radioactive wastes or isotopes of such a half-life or concentration that they are in noncompliance with standards issued by the appropriate authority having control over their use.
11. Water containing any toxic heavy metals in such concentrated strengths to cause adverse effects to the wastewater treatment plant or receiving surface waters.

Sec. 148 – 160. Reserved.

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 2nd day of May, 2016.

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING CHAPTER 48 – STORMWATER MANAGEMENT
OF THE BAYPORT CITY CODE

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

Section 1. Chapter 48 – Stormwater Management, is hereby amended as follows, to delete the same in its entirety and substitute the following therefore:

Chapter 48 - STORMWATER MANAGEMENT

Sec. 48-1. Statutory authorization.

This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes §§ 103B, 103D, and 462; Minnesota Rules Parts 6120.2500 to 6120.3900; and Minnesota Rules Chapters 8410 and 8420. This ordinance is intended to meet the construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity (NPDES Permit) as defined in 40 CFR 122.26(b)(14)(x) and (b)(15), respectively. This ordinance is intended to meet the Minimal Impact Design Standards (MIDS) developed under Minnesota Statutes § 115.03 subd. 5c.

Sec. 48-2. Findings.

The city hereby finds that uncontrolled and inadequately planned use of wetlands, woodlands, natural habitat areas, areas subject to soil erosion, areas containing restrictive soils, and uncontrolled stormwater and construction site erosion from land disturbing activities and land development adversely affects the public health, safety and general welfare by impacting water quality and contributing to other environmental problems, creating nuisances, impairing other beneficial uses of environmental resources and hindering the ability of the city to provide adequate water, sewage, flood control, and other community services. In addition, extraordinary public expenditures may be required for the protection of persons and property in such areas and in areas which may be affected by unplanned land usage.

Sec. 48-3. Purpose.

The purpose of this chapter is to promote, preserve, and enhance the natural resources within the city and to protect them from adverse effects caused by poorly sited or planned development, or incompatible activities by regulating land-disturbing or development activities that would have an adverse and potentially irreversible impact on water quality and unique and environmentally sensitive land. The regulations in this chapter minimize conflicts and encourage compatibility between land-disturbing and development activities, and water quality and environmentally sensitive lands. The regulations in this chapter require detailed review standards and procedures for land-disturbing or development activities proposed for such areas. The regulations thereby achieve a balance between urban growth and development and protection of water quality and natural areas. Specific purposes of this ordinance are to establish performance standards that will:

- i. Meet Minimal Impact Design Standards (MIDS) for performance.
- ii. Assist in meeting NPDES/SDS Municipal Separate Storm Sewer System (MS4) and Construction Stormwater General Permit requirements.
- iii. Assist in meeting Total Maximum Daily Load (TMDL) plan waste load allocations for impaired waters through quantification of load reductions.
- iv. Assist in meeting policies and performance standards of the Middle St. Croix

Watershed Management Organization (MSCWMO);

- v. Protect life and property from dangers associated with flooding.
- vi. Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion.
- vii. Ensure site design minimizes the generation of stormwater and maximizes pervious areas for stormwater treatment.
- viii. Provide a single, consistent set of performance goals that apply to all developments.
- ix. Protect water quality from pollutant loadings of sediment, suspended solids, nutrients, heavy metals, toxics, debris, bacteria, pathogens, biological impairments, thermal stress and other pollutants.
- x. Promote infiltration and groundwater recharge.
- xi. Provide vegetated corridors (buffers) to protect water resources from development.
- xii. Protect functional values of all types of natural waterbodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds).
- xiii. Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.

Sec. 48-4. Definitions.

For the purpose of this chapter, the following terms, phrases, words, and their derivatives shall have the meanings stated below. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directive.

Applicant: any person or owner of land who wishes to obtain a building permit, zoning, subdivision, stormwater, or erosion and sediment control permit approval.

Atlas 14: the Precipitation Frequency Estimates released by the National Weather Service Hydrometeorological Studies Design Center, volume 8 (2013), which provides precipitation frequency estimates for many Midwestern states including Minnesota.

Best management practices (BMPs): the most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.

Better Site Design: the control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the current version of the Minnesota Stormwater Manual. Better Site Design includes preservation of natural areas, site reforestation, stream and shoreland buffers, open space design, disconnection of impervious cover, rooftop disconnection, grass channels, stormwater landscaping, compost and amended soils, impervious surface reduction, and trout stream protection.

Common plan of development or sale: a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.

Control measure: a practice or combination of practices to control erosion and attendant pollution.

Construction activity: construction activity as defined in 40 CFR 122.26(b)(14)(x) and small construction activity as defined in 40 CFR 122.26(b)(15) and construction activity as defined by Minn. Rules 709.0080 subp. 4. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling, and excavating. Construction activity includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) acre or more. Construction activity does not include a disturbance to the land of less than five (5) acres for the purpose of routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

Development, New: any development that results in the conversion of land that is currently prairie, agriculture, forest, or meadow and has less than 15% impervious surface. Land that was previously developed, but now razed and vacant, will not be considered new development.

Detention facility: a permanent natural or manmade structure, including wetlands, for the temporary storage of runoff which contains a permanent pool of water.

Dewatering: the removal of surface or ground water to dry and/or solidify a construction site to enable construction activity. Dewatering may require a Minnesota Department of Natural Resources (DNR) water appropriation permit, and if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.

Energy dissipation: methods employed at pipe outlets to prevent erosion caused by the rapid discharge of water scouring soils. Examples include, but are not limited to concrete aprons, riprap, splash pads, and gabions that are designed to prevent erosion.

Erosion and sediment control plan: a plan for projects disturbing less than one acre that is in compliance with the minimum requirements of the MSCWMO. The plan identifies erosion prevention and sediment control practices, location and timelines for installation that conform to the current requirements of NPDES/SDS Construction Stormwater General Permit. The plan also includes responsible parties and timelines for inspection and maintenance.

Erosion prevention: measures employed to prevent erosion. Examples include but not limited to soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.

Flood fringe: the portion of the floodplain outside of the floodway.

Floodplain: the areas adjoining a watercourse or water basin that have been or may be covered by a regional flood.

Floodway: the channel of the watercourse, the bed of water basins, and those portions of the adjoining floodplains that are reasonably required to carry and discharge floodwater and provide water storage during a regional flood.

Fully reconstructed impervious surface: areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and pavement rehabilitation projects that do not alter underlying soil material beneath the structure, pavement, or activity are not considered fully reconstructed impervious surfaces. Reusing the entire existing building foundation and re-roofing of an existing building are not considered fully reconstructed.

General contractor: the party who signs the construction contract with the owner or operator to construct the project described in the final plans and specifications. Where the construction project involves more than one contractor, the general contractor could be the party responsible for managing the project on behalf of the owner or operator. In some cases, the owner or operator may be the general contractor. In these cases, the owner may contract an individual as the operator who would become the

co-permittee.

Green infrastructure: a wide array of practices at multiple scales that manage wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, couples with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On a local scale, green infrastructure consists of site and neighborhood-specific practices, such as bioretention, trees, green roofs, permeable pavements and cisterns.

Hydric soils: soils that are saturated, flooded or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

Hydrophytic vegetation: macrophytic plant life growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

Impervious surface: a constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.

Land disturbance: any activity that results in a change or alteration in the existing ground cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, stockpiling, excavation, and borrow pits. Routine vegetation management, and mill and overlay/resurfacing activities that do not alter the soil material beneath the pavement base, are not considered land disturbance. In addition, other maintenance activities such as catch basin and pipe repair/replacement, lighting, and pedestrian ramp improvements shall not be considered land disturbance for the purposes of determining permanent stormwater management requirements.

Linear project: construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale. Mill, overlay and other resurfacing projects are not considered to be reconstruction.

Major subdivision: all subdivisions not classified as minor subdivisions, including, but not limited to, subdivisions of four or more lots, or any size subdivision requiring any new street or extension of the local government facilities, or the creation of any public improvements.

MIDS: the stormwater Minimal Impact Design Standards (MIDS), based on low impact development (LID)—an approach to storm water management that mimics a site's natural hydrology as the landscape is developed. MIDS represents the next generation of stormwater management and contains three main elements that address current challenges: (1) a higher clean water performance goal, (2) new modeling methods and credit calculations, and (3) a credits system and model ordinance package.

MIDS performance goals: the stormwater quality and quantity performance goals for new development, redevelopment, and linear development. The performance goals include the flexible treatment options for sites with restrictions, better site design standards, and stormwater rate controls.

Minor subdivision: any subdivision containing not more than three lots fronting on an existing street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provisions or portion of the comprehensive plan, official map, zoning ordinance, or the subdivision ordinance.

National Pollutant Discharge Elimination System (NPDES): the program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (Sections 301, 318, 402, and 405) and 33 CFR §§ 1317, 1328, 1342, and 1345.

Normal wetted perimeter: the area of a conveyance, such as a ditch, channel, or pipe that is in

contact with water during flow events that are expected to occur from a two-year 24 hour storm event.

Notice of termination: notice to terminate coverage under this permit after construction is complete, the site has undergone final stabilization, and maintenance agreements for all permanent facilities have been established, in accordance with all applicable conditions of this permit.

Operator: the person designated by the owner, who has day to day operational control and/or the ability to modify project plans and specifications related to the Stormwater Pollution Prevention Plan (SWPPP). The operator must be named on the permit as the Permittee.

Owner: the person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement or mineral rights license holder; or the contracting government agency responsible for the construction activity.

Permanent cover: surface types that will prevent soil failure under erosive conditions. Examples include: gravel, asphalt, concrete, rip rap, roof tops, perennial cover, or other landscaped material that will permanently arrest soil erosion. A uniform perennial vegetative cover (e.g., evenly distributed, without large bare areas) with a density of 70% of the native background vegetative cover for the area must be established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures. Permanent cover does not include the practices listed under temporary erosion protection.

Permittee: a person or persons, firm, or governmental agency or other entity that signs the application submitted to the MPCA and is responsible for compliance with the terms and conditions of the construction permit.

Person: any individual, firm, corporation, partnership, franchisee, association or governmental entity.

Public waters: all water basins and watercourses of the state as defined in Minn. Stat. § 103G.005subd. 15.

Redevelopment: any development that is not considered new development.

Regional flood: a flood that is representative of large floods known to have occurred generally in the state and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of a 100-year recurrence interval.

Resubdivision: a change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map or area reserved thereon for public use, or any lot line; or if it affects any map or plan legally recorded prior to the adoption of any regulations controlling subdivisions.

Retain: manage stormwater on site using a low-impact development approach so that the rate and volume of predevelopment stormwater reaching receiving waters is unchanged.

Retention facility: a permanent natural or manmade structure that provides for the storage of stormwater runoff by means of a permanent pool of water.

St. Croix Riverway: all lands and public waters within the riverway boundary subject to the standards and criteria for the Lower Saint Croix National Scenic Riverway in Minnesota.

Saturated soil: the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of redoximorphic features or other information.

Sediment: solid matter carried by water, sewage, and/or other liquids.

Sediment control: methods employed to prevent sediment from leaving the site. Sediment control practices include: silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent

sedimentation basins.

Small construction activity: small construction activity as defined in 40 CFR 122.26(b)(15). Small construction activities include clearing, grading and excavating that result in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five (5) acres.

Stabilized: exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Grass, agricultural crop or other seeding alone is not stabilization. Mulch materials must achieve approximately 90 percent ground coverage (typically 2 ton/acre).

Standard plates: general drawings showing a common or repeated construction activity or practice.

Stormwater: precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage (as defined in Minn. Rules 7077.0105 subp. 41(b)).

Stormwater Pollution Prevention Plan (SWPPP): a plan for stormwater discharge that includes erosion prevention BMPs, sediment control BMPs and permanent stormwater management systems that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.

Structure: anything manufactured, constructed or erected which is normally attached to or positioned on land, including portable structures, earthen structures, roads, parking lots, and paved storage areas.

Subdivision: the division of a parcel of land into two or more lots or parcels, for the purpose of transfer of ownership or building development. The term includes resubdivision and, when appropriate to the context, shall relate to the process of subdividing or to the land subdivided.

Surface water or waters: all streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private, except that surface waters do not include treatment basins or ponds that were constructed from upland.

Temporary erosion protection: methods employed to prevent erosion during construction activities. Examples of temporary erosion protection include; straw, wood fiber blanket, wood chips, vegetation, mulch and rolled erosion control products.

Underground waters (groundwater): water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground. The term groundwater shall be synonymous with underground water.

Waters of the state: all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof (as defined in Minn. Stat. § 115.01 subd. 22).

Wetland or wetlands: all areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions (as defined in Minn. Rules 7050.0130 subp. F). Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. For purposes of this definition, wetlands must have the following attributes:

- (1) Have a predominance of hydric soils;
- (2) Are inundated or saturated by surface or ground water at a frequency and duration

sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions;

- (3) Under normal circumstances support a prevalence of such vegetation.

Sec. 48-5. Scope and effect.

A. Applicability.

- (1) Unless otherwise exempted by section 48-5 (B) an approved stormwater management permit shall be required to any proposed land development that meets any activity of 48-8 (G) (2). All stormwater management permits shall include an erosion and sediment control plan or a Stormwater Pollution Prevention Plan (SWPPP).
- (2) Unless otherwise exempted by section 48-5 (B), a grading and filling permit including an erosion and sediment control plan shall be required prior to any proposed land disturbing activity that meets any criteria of 48-8 (H) (2).

B. Exemptions.

The provisions of this chapter do not apply to:

- (1) Resubdivisions.
- (2) Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
- (3) Emergency work to protect life, limb or property.
- (4) Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.
- (5) Silvicultural/forestry activity.

C. Waiver.

The city council, upon recommendation of the planning commission, may waive any requirement of this chapter upon making a finding that compliance with the requirement will involve an unnecessary hardship and the waiver of such requirement will not adversely affect the standards and requirements set forth in section 48-6. The city council may require as a condition of the waiver, such dedication or construction, or agreement to dedicate or construct as may be necessary to adequately meet said standards and requirements.

Sec. 48-6. Plan approval procedures.

A. Pre-application meeting.

At the discretion of the Zoning Administrator, the City may facilitate a pre-application meeting with the applicant, City staff (or their authorized representative), and staff of relevant partner agencies (e.g. Washington Conservation District (WCD), MSCWMO, MNDNR, etc.). The purposes of the meeting are to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of the ordinance.

B. Application.

A written application for stormwater management plan approval, along with the proposed stormwater management plan, shall be filed with the zoning administrator and shall include a statement indicating the grounds upon which the approval is requested, that the proposed use is permitted by right or as an exception in the underlying zoning district, and adequate evidence showing that the proposed use will conform to the standards set forth in this chapter. Prior to applying for approval of a stormwater management plan, an applicant may have the stormwater management plans reviewed by the appropriate departments of the city.

Two sets of clearly legible blue or black lined copies of drawings and required information shall be submitted to the zoning administrator and shall be accompanied by a receipt from the city administrator evidencing the payment of all required fees for processing and approval as set forth in section 48-7(e), and a bond when required by section 48-7(d) in the amount to be calculated in accordance with that section. Drawings shall be prepared to a scale appropriate to the site of the project and suitable for the review to be performed. At a minimum, the scale shall be one inch equals 100 feet.

The City shall make a determination regarding the completeness of a permit application and notify the applicant in writing if the application is not complete including the reasons the application was deemed incomplete.

C. Plan.

The minimum information requirements of the application shall be consistent with the requirements in the most recent version of the NPDES/SDS Construction Stormwater General Permit and MSCWMO performance standards. The application information must also include permanent treatment information showing the proposed project meets the MSCWMO performance goals. The stormwater management plan shall contain the following information:

(1) Existing site map.

A map of existing site conditions showing the site and immediately adjacent areas, including:

- a. The name and address of the applicant, the section, township and range, north point, date and scale of drawing and number of sheets;
- b. Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivisions, towns and districts or other landmarks;
- c. Existing topography with a contour interval appropriate to the topography of the land, but in no case having a contour interval greater than two feet;
- d. A delineation of all streams, rivers, public waters and wetlands located on and immediately adjacent to the site, including depth of water, a description of all vegetation which may be found in the water, a statement of general water quality and any classification given to the water body or wetland by the Minnesota Department of Natural Resources, the Minnesota Pollution Control Agency, and/or the United States Army Corps of Engineers;
- e. Location and dimensions of existing stormwater drainage systems and natural drainage patterns on and immediately adjacent to the site delineating in which direction and what rate stormwater is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where stormwater collects;
- f. A description of the soils of the site, including a map indicating soil types of areas to be disturbed as well as a soil report containing information on the suitability of the soils for the type of development proposed and for the type of sewage disposal proposed and describing any remedial steps to be taken by the developer to render the soils suitable;
- g. Vegetative cover and clearly delineating any vegetation proposed for removal; and
- h. 100-year floodplains, flood fringes and floodways.

(2) Site construction plan.

A site construction plan, including:

- a. Locations and dimensions of all proposed land-disturbing activities and any

- phasing of those activities;
 - b. Locations and dimensions of all construction site erosion control measures necessary to meeting the requirements of this chapter;
 - c. Schedule of anticipated starting and completion date of each land-disturbing activity, including the installation of construction site erosion control measures needed to meet the requirements of this chapter; and
 - d. Provisions for maintenance of the construction site erosion control measures during construction.
- (3) Plan of final site conditions.
 A plan of final site conditions on the same scale as the existing site map showing the site changes, including:
- a. Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features;
 - b. A landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size and description of all proposed landscape materials which will be added to the site as part of the development;
 - c. A drainage plan of the developed site delineating in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect;
 - d. The proposed size, alignment and intended use of any structures to be erected on the site;
 - e. A clear delineation and tabulation of all new and fully reconstructed impervious surface areas; and
 - f. Any other information pertinent to the particular project which in the opinion of the applicant is necessary for the review of the project.

Sec. 48-7. Plan review procedure.

A. Process.

Stormwater management plans meeting the requirements of section 48-6 shall be submitted by the zoning administrator to the planning commission for review in accordance with the standards of section 48-8. The commission shall recommend approval, recommend approval with conditions, or recommend denial of the stormwater management plan. Following planning commission action, the stormwater management plan shall be submitted to the city council at its next available meeting. City council action on the stormwater management plan must be accomplished within 120 days following the date the application for approval is filed with the zoning administrator.

B. Duration.

Approval of a plan submitted under the provisions of this chapter shall expire one year after the date of approval unless construction has commenced in accordance with the plan. However, if, prior to the expiration of the approval, the applicant makes a written request to the zoning administrator for an extension of time to commence construction setting forth the reasons for the requested extension, the zoning administrator may grant one extension of not greater than one single year. Receipt of any request for an extension shall be acknowledged by the zoning administrator within 15 days. The zoning administrator shall make a decision on the extension within 30 days of receipt. Any plan may be revised in the same manner as originally approved.

C. Conditions.

A stormwater management plan may be approved subject to compliance with conditions reasonable and necessary to insure that the requirements contained in this chapter are met. Such conditions may, among other matters, limit the size, kind or character of the proposed

development, require the construction of structures, drainage facilities, storage basins and other facilities, require replacement of vegetation, establish required monitoring procedures, stage the work over time, require alteration of the site design to insure buffering, and require the conveyance to the city or other public entity of certain lands or interests therein.

D. Performance bond or letter of credit.

Prior to approval of any stormwater management plan, the applicant shall submit an agreement to construct such required physical improvements, to dedicate property or easements, or to comply with such conditions as may have been agreed to. Such agreement shall be accompanied by a performance bond or letter of credit to cover the amount of the established cost of complying with the agreement. The city council will determine whether a performance bond or a letter of credit will be used to cover costs of complying with the agreement. The agreement and bond or letter of credit shall guarantee completion and compliance with conditions within a specific time, which time may be extended in accordance with subsection (B). The adequacy, conditions and acceptability of any agreement, performance bond or letter of credit shall be determined by the city council or any official of the city as may be designated by resolution of the city council.

E. Fees.

All applications for stormwater management plan approval shall be accompanied by a processing and approval fee which is designated in Appendix D – Fee Schedule. All applications that cause the city to expend funds for the payment of city staff or city consultants shall reimburse the city for the actual city staff costs and consultant fees expended by the city in connection with such application.

F. Modification of permitted plans.

The applicant must amend an approved ESC Plan or SWPPP to include additional requirements such as additional or modified BMPs designed to correct problems whenever:

- (1) There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
- (2) Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
- (3) The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity.

G. Permit completion:

Before work under the permit is deemed complete, the permittee must submit as-builts, a long term maintenance plan and agreement and information demonstrating that the stormwater facilities conform to design specifications.

Sec. 48-8. Approval standards.

A. Application review.

The applicant shall not commence any construction activity subject to this ordinance until a permit has been authorized by the City.

B. Permit authorization.

If the City determines that the application meets the requirements of this ordinance, the City may issue approval authorizing the project or activity. The approval shall be valid for one year.

- C. **Permit denial.**
If the City determines the application does not meet the requirements of this ordinance the application must be denied. If the application is denied, the applicant will be notified of the denial in writing including reasons for the denial. Once denied, a new application must be resubmitted for approval before any activity may begin.
- D. **Better Site Design.**
Whenever possible, development projects shall be designed using the Better Site Design techniques of the current version of the Minnesota Stormwater Manual.
- E. **MIDS calculator.**
Final site design and choice of permanent stormwater volume reduction practices shall be based on outcomes of the MIDS calculator (or other model that shows the performance goal can be met) and shall meet the performance goals in section 48-8(H)(3) of this ordinance.
- F. **Buffer requirement.**
Buffer locations and widths must comply with the State of Minnesota, Minnesota Pollution Control Agency, and Middle St. Croix Watershed Management Organization standards.
- G. **Erosion and Sediment Control.**
 - (1) **Site Design.**
The following general criteria shall be incorporated in site design for erosion and sediment control:
 - a. Minimize disturbance of natural soil cover and vegetation
 - b. Minimize, in area and duration, exposed soil and unstable soil conditions
 - c. Protect receiving water bodies, wetlands and storm sewer inlets
 - d. Protect adjacent properties from sediment deposition
 - e. Minimize off-site sediment transport on trucks and equipment
 - f. Minimize work in and adjacent to waterbodies and wetlands
 - g. Maintain stable slopes
 - h. Avoid steep slopes and the need for high cuts and fills
 - i. Minimize disturbance to the surrounding soils, root systems and trunks of trees adjacent to site activity that are intended to be left standing
 - j. Minimize the compaction of site soils
 - (2) **Erosion and Sediment Control Plan.**
 - a. Unless otherwise exempted by this ordinance in section 48-5(B), a Grading and Filling Permit including an Erosion and Sediment Control Plan shall be required prior to any proposed land disturbing activity that meets any of the criteria in i through iii, immediately below:
 - i. Any project undertaking grading, filling, or other land alteration activities which involve movement of 100 cubic yards of earth or removal of vegetation on greater than 10,000 square feet of land.
 - ii. Any project with wetland impacts, grading within public waters, grading within buffers or within 40-feet of the bluff line.
 - iii. A land disturbing activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.
- H. **Stormwater Pollution Prevention.**
 - (1) **Site Design.**

The following general criteria shall be incorporated in site design for stormwater runoff to protect surface and ground water and other natural resources by maintaining pre-development hydrological conditions:

- a. Reduce impacts on water
- b. Protect soils
- c. Preserve vegetation
- d. Decrease runoff volume
- e. Decrease erosion and sedimentation
- f. Decrease flow frequency, duration, and peak runoff rates
- g. Increase infiltration (groundwater recharge)
- h. Maintain existing flow patterns
- i. Reduce peak flows
- j. Store stormwater runoff on-site
- k. Avoid channel erosion

(2) Stormwater Management Permit.

- a. Unless otherwise exempted by section 48-5(B), an approved Stormwater Management Permit shall be required prior to any proposed land development activity that meets any of the criteria in i through v, immediately below. All stormwater management permits shall include an erosion and sediment control plan or a Stormwater Pollution Prevention Plan (SWPPP).
 - i. Any project that creates or fully reconstruct 6,000 square feet or more of impervious surface.
 - ii. All major subdivisions or minor subdivisions that are part of a common plan of development.
 - iii. Projects within the St. Croix Riverway that add 500 square feet of additional impervious surface.
 - iv. Any project requiring a variance from the current local impervious surface zoning requirements for the property.
 - v. Any land development activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

(3) Stormwater Volume Reduction Performance Standards.

- a. Any applicant for a Stormwater Management Permit as defined in section 48-8(H)(2)ii of this ordinance must meet the following performance goals:
 - i. New development volume control.
For new, nonlinear developments on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site.
 - ii. Redevelopment volume control.
Nonlinear redevelopment projects on sites without restrictions that create or fully reconstruct impervious surfaces shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.
 - iii. Linear development volume control.
Linear projects on sites without restrictions that create new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:
 - (a) 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site;

- (b) 1.1 inches of runoff from the net increase in impervious area on the site;
- b. Flexible treatment alternatives for sites with restrictions (as found in the MIDS Design Sequence Flowchart). The MIDS Design Sequence Flowchart can be found in the Minnesota Stormwater Manual. Applicant shall attempt to comply fully with the appropriate performance goals described above. Alternatives considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following flexible treatment alternatives shall be used:

Applicant shall document the flexible treatment alternatives sequence starting with Alternative #1 for new development and redevelopment or Alternative #1 for linear development. If Alternative #1 cannot be met, then Alternative #2 shall be analyzed. Applicants must document the specific reasons why Alternative #1 cannot be met based on the factors listed below. If Alternative #2 cannot be met then Alternative #3 shall be met. Applicants must document the specific reasons why Alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed. Volume reduction techniques considered shall include infiltration, reuse and rainwater harvesting, and canopy interception and evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota Stormwater Manual. Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs.

- i. Factors to be considered for each alternative will include:
 - (a) Karst geology
 - (b) Shallow bedrock
 - (c) High groundwater
 - (d) Hotspots or contaminated soils
 - (e) Drinking Water Source Management Areas or within 200 feet of drinking water well
 - (f) Zoning, setbacks or other land use requirements
 - (g) Poor soils (infiltration rates that are too low or too high, problematic urban soils)
- ii. Alternative #1.
Applicant attempts to comply with the following conditions:
 - (a) Achieve at least 0.55" volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
 - (b) Remove 75% of the annual TP load from all impervious surfaces if the site is new development, or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
 - (c) Alternatives considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.
- iii. Alternative #2.
Applicant attempts to comply with the following conditions:
 - (a) Achieve volume reduction to the maximum extent practicable.
 - (b) Remove 60% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment or linear development site.

- (c) Alternatives considered and presented shall examine the merits of relocating project elements to address varying soil conditions and other constraints across the site.
- iv. Alternative #3.
Off-site Treatment.
Mitigation equivalent to the original performance goal for new development, linear development, or redevelopment, as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:
 - (a) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - (b) Locations within the same Department of Natural Resource (DNR) catchment area (Hydrologic Unit 08) as the original construction activity.
 - (c) Locations within the next adjacent DNR catchment area upstream.
 - (d) Locations anywhere within the City's jurisdiction.

- (4) Stormwater Management Rate Control.
For new development, redevelopment, and linear development sites the site design shall provide on-site treatment during construction and post-construction to ensure no increase in offsite peak discharge for the 1-year, 2-year, 10-year, and 100-year, 24-hour storm events based on the standards defined by the MSCWMO. For individual building lots not part of a common plan of development site rate control requirements do not apply.

I. Other Design Standards

- (1) Minnesota Stormwater Manual.
All volume control for water quality and quantity and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.
- (2) NPDES/SDS Construction Stormwater General Permit.
All volume control and water quality and quantity Best Management Practice design specifications shall conform to the current version of the NPDES/SDS Construction Stormwater General Permit.
- (3) Site erosion and sediment control requirements.
All erosion and sediment control requirements shall conform to the current requirements of NPDES/SDS Construction Stormwater General Permit.
- (4) Watershed District/WMO requirements.
All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the Watershed Districts or Watershed Management Organizations in which the project is located. In the event provisions in this ordinance and requirements of watershed district or watershed management organizations overlap or conflict, the strictest provisions shall apply to the activities.

- J. Failure to meet standards.
Any stormwater management plan which fails to meet the standards contained in this section shall not be approved by the city council.

- K. Site dewatering.
Water pumped from the site shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, hydro-cyclones, swirl concentrators or other controls that are

appropriate. Water may not be discharged in a manner that causes erosion or flooding of the site, receiving channels or a wetland.

L. Waste and material disposal.

All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials or hazardous materials) shall be properly disposed of off-site and not allowed to be carried by runoff into a receiving channel or storm sewer system.

M. Design standards.

Stormwater detention facilities constructed in the city shall be designed according to the most current technology as approved by the City Engineer and shall contain, at a minimum, the following design factors:

- (1) A stormwater pond must have a permanent pool equal to or greater than 1,800 cubic feet of storage below the outlet pipe for each acre that drains to the basin.
- (2) The basin's permanent volume must reach a depth of at least three (3) feet and must have no depth greater than ten (10) feet.
- (3) A permanent pool length-to-width ratio of 3:1 or greater.
- (4) A minimum protective shelf extending ten feet into the permanent pool with a slope of 10:1, beyond which slopes should not exceed 3:1.
- (5) A buffer of unmowed natural vegetation surrounding the basin 100 year flood elevation.
- (6) All stormwater detention facilities shall have a device to keep oil, grease, and other floatable material from moving downstream as a result of normal operations.
- (7) All stormwater detention facilities must have pretreatment to remove coarse-grained particles.
- (8) Where applicable, a minimum of 20' shall be provided on all sides of all publically owned stormwater facilities for facility maintenance.
- (9) All stormwater management facilities shall be preserved by dedication or perpetual easement, including maintenance access to the municipality.

N. Wetlands.

- (1) Runoff shall not be discharged directly into wetlands without water quality treatment.
- (2) A buffer of natural vegetation shall surround all wetlands. The location and width of protective buffers shall comply with the standards of the MSCWMO, Minnesota Pollution Control Agency, Board of Water and Soil Resources and the United States Army Corps of Engineers.
- (3) Wetlands must not be drained or filled, wholly or partially, unless in accordance with the MSCWMO, Minnesota Pollution Control Agency, Board of Water and Soil Resources and the United States Army Corps of Engineers

O. Steep slopes.

Land-disturbing or development activities shall be allowed on slopes of 18 percent or more by the discretion of the City Engineer.

P. Catch basins.

All newly installed and rehabilitated catch basins shall be provided with a sump area for the collection of coarse-grained material. Such basins shall be cleaned when they are half- filled with material.

Q. Drain leaders.

All newly constructed and reconstructed buildings will route drain leaders to pervious areas wherein the runoff can be allowed to infiltrate. The flow rate of water exiting the leaders shall be controlled so no erosion occurs in the pervious areas.

Sec. 48.9. Inspections

A. Inspections and record keeping.

(1) Applicant responsibilities.

The applicant is responsible for inspections and record keeping during and after construction for all privately-owned stormwater treatment practices on the site.

(2) City inspections.

The City reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

B. Right of entry and inspection.

(1) Powers.

The issuance of a permit constitutes a right-of-entry for the City or its authorized representative to enter upon the construction site. Upon presentation of credentials, the applicant shall allow the City, or its authorized representatives, to:

- a. Enter the permitted site for the purpose of obtaining information, examination of records, and conducting investigations or surveys;
- b. Bring such equipment upon the permitted site as is necessary to conduct such surveys and investigations;
- c. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit;
- d. Inspect the stormwater pollution control measures;
- e. Sample and monitor any items or activities pertaining to stormwater pollution control measures;
- f. Correct deficiencies in stormwater and erosion and sediment control measures.

C. Fees.

Fees will be applied per Appendix D - Fee Schedule of the Bayport Code of Ordinances.

D. Long term inspection and maintenance of stormwater facilities.

(1) Private stormwater facilities.

a. Maintenance Plan Required.

No private stormwater facilities may be approved unless a maintenance agreement is provided that defines who will conduct the maintenance, the type of maintenance necessary to ensure effective performance, and the maintenance intervals. All private stormwater facilities shall be inspected by the property owner and maintained in proper condition by the owner consistent with the performance goals for which they were originally designed.

b. Facility Access.

The applicant shall obtain all necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the

- responsible party and the City or authorized representative.
 - c. **Removal of Settled Materials.**
All settled materials including settled solids, shall be removed from ponds, sumps, grit chambers, and other devices as necessary and disposed of in accordance with MPCA BMP sediment removal and disposal guidance.
 - d. **Inspections.**
All stormwater facilities within the City shall be inspected by the property owner during construction, during the first year of operation, and at a frequency consistent with the maintenance plan. Inspection reports shall be provided to the City upon request.
- (2) **Public stormwater facilities.**
- a. **Acceptance of Publicly Owned Facilities.**
Before work under the permit is deemed complete; the permittee must submit as-builts and a Maintenance Plan demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the City accepts ownership of the stormwater facilities.
 - b. **Maintenance.**
The City shall perform maintenance of publicly owned stormwater facilities in accordance with their comprehensive stormwater management plan and other regulatory requirements.

E. **Watershed management plans/groundwater management plans.**
Stormwater management plans shall be consistent with the Middle St. Croix Watershed Management Organization, other adopted watershed management plans and groundwater management plans prepared in accordance with M.S.A §§ 1038.231 and 1038.255 respectively, and as approved by the state Board of Water and Soil Resources in accordance with state law.

F. **Easements.**
If a stormwater management plan involves direction of some or all runoff off of the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.

Sec. 48.10. Enforcement.

A. Notification of Failure of the Permit.

The City shall notify the permit holder of the failure of the permit's measures.

(1) **Initial Contact.**

The initial contact will be to the party or parties listed on the application and/or the stormwater management plan as contacts. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. Except during an emergency action, forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion and sediment control measures, whichever is less, the City at its discretion, may begin corrective work. There are conditions when time is of the essence in controlling erosion. Where such conditions exist, the City may take immediate action, and then notify the applicant as soon as possible.

(2) **Erosion Off-site.**

If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If, in the discretion of the City, the permit holder does not repair the damage

caused by the erosion, the City may do the remedial work required. When restoration to wetlands and other resources is required, the applicant shall be required to work with the appropriate agencies to ensure that the work is done properly.

- (3) Erosion into Streets, Wetlands or Water Bodies.
If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
- (4) Failure to do Corrective Work.
When an applicant fails to conform to any provision of this ordinance within the time stipulated, the City may take the following actions:
 - a. Issue a stop work order.
 - b. Withhold the scheduling of inspections.
 - c. Withhold the issuance of a Certificate of Occupancy.
 - d. Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
 - e. Correct the deficiency, or hire a contractor to correct the deficiency.
 - i. The applicant shall reimburse the City for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within thirty (30) days after costs are incurred by the City, payment shall be made from the applicant's financial securities as described in city's zoning ordinance.
 - ii. If there is an insufficient financial amount in the applicant's financial securities as required by the city's zoning ordinance, the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.

B. Construction Stop Work Orders.

The city reserves the right to issue construction stop work orders when cooperation with inspections is withheld, or when a violation of this ordinance is identified that requires immediate attention to protect human health and/or the environment.

C. Other actions to ensure compliance.

The city can take any combination of the following actions in the event of a failure by applicant to meet the terms of this ordinance:

- (1) Withhold inspections or issuance of certificates or approvals.
- (2) Revoke any permit issued by the City to the applicant.
- (3) Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
- (4) Charge applicant for all costs associated with correcting the failure or remediating damage from the failure; if payment is not made within thirty days, payment will be made from the applicant's financial securities.
- (5) Bring other actions against the applicant to recover costs of remediation or meeting the terms of this ordinance.

Sec. 48-11. Penalty.

- A. Any person, firm or corporation that violates any of the provisions of this chapter shall be guilty of a misdemeanor offense punishable by a fine not exceeding \$700.00 or imprisonment for a term not exceeding 90 days, or both fine and imprisonment at the discretion of the court.
- B. Each day that a separate violation exists shall constitute a separate offense.

Sec. 48-12. Other controls.

In the event of any conflict between the provisions of this chapter and the provisions of an erosion control or shoreland protection ordinance adopted by the city council, the more restrictive standard prevails.

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 2nd day of May, 2016.

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator



Building a Better World
for All of Us®

MEMORANDUM

TO: Honorable Mayor St. Ores and Bayport City Council

FROM: John D. Parotti, PE

DATE: April 27, 2016

RE: 169 3rd Street North Parking Lot - Drainage and Utility Easement
SEH No. BAYPO 122136 14.00

BACKGROUND

The City of Bayport has acquired property at the above address and removed an old commercial building for the purposes of providing much needed parking in this area of the City. The Council has considered several parking lot configurations over the past several months and provided direction to staff and the City Engineer to proceed with a preferred option at the April 4, 2016 City Council meeting.

The option selected will include a single access to 3rd Street and provides 22 off-street parking spaces. The final design is underway and will include lighting and landscaping amenities.

STORM WATER MANAGEMENT

As with any new project of this type constructed in Bayport, the parking lot design must comply with State and local storm water regulations. Both the City Code and the Middle St. Croix Watershed Management Organization (WMO) have rules which govern how storm water runoff is managed and the design standards contained in those rules have been incorporated in the final design of the parking lot. A number of storm water management concepts were considered and discussed with staff and with WMO Administrator Mike Isensee before arriving at a preferred solution.

Runoff from the parking lot will sheet flow to the east end of the lot where the first 1.1" will be infiltrated in a landscaped depression. Excess runoff (or overflow) will be collected in a storm sewer pipe and directed east to Perro Creek along the rear property line of the adjacent private properties. City staff have discussed this solution with the potentially affected property owners who have indicated a willingness to allow the storm sewer to be constructed on their property.

EASEMENT NEEDS

In order for the City to construct a public storm sewer on private property, it will be necessary to obtain a permanent drainage and utility easement from the property owners. The permanent easement needs to be 10-foot wide along the north side of the south property line of 205 and 221 1st Avenue North. As mentioned above, staff has discussed the project and the need for an easement with the property owner and he has indicated a willingness to grant such an easement. As such, the City Attorney has granted an easement (attached) for consideration.

RECOMMENDATION

Staff recommends the City Council authorize the execution of a Public Drainage and Utility Easement Agreement for the project at 169 3rd St. N., as presented.

p:\aeb\baypo\122136\2016\169 3rd st n - parking lot\cc memo 2016_04_27.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

**PUBLIC DRAINAGE AND UTILITY
EASEMENT AGREEMENT**

THIS PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT is made this _____ day of _____, 2016, by and among **BARRY L. TORGERSON, AS TRUSTEE OF THE ROBERT S. TORGERSON TRUST UNDER TRUST AGREEMENT DATED NOVEMBER 15, 1991** (the “Grantor”) and the **CITY OF BAYPORT, MINNESOTA**, a municipal corporation and political subdivision located in Washington County, Minnesota (the “Grantee”).

WITNESSETH:

WHEREAS, the Grantor is the owner in fee simple of two parcels of real estate located in the City of Bayport, Minnesota, described on the attached Exhibit A (the “Grantor Property”).

That for and in consideration of the sum of **ONE AND NO/100 DOLLARS (\$1.00)** and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor has this day bargained and sold, and by these presents does bargain, sell and transfer unto the Grantee, its successors and assigns the following:

- (i) Perpetual Easement. A perpetual easement for public stormwater drainage and municipal utility purposes with the right to enter upon the real estate hereinafter described at any time that the Grantee may see fit, and the right to construct, maintain and repair any ponds, lines, equipment, materials, or other items for public drainage and municipal utility purposes, for the purpose of maintaining, repairing or replacing the said public facilities, water, sanitary sewer, storm sewer drainage and other municipal utilities over, across, through and under the lands hereinafter described, together with the right to excavate and refill ditches and/or trenches for the location of said public utilities, drainage and related facilities, and the further right to remove trees, bushes, undergrowth, and other obstructions interfering in the location, construction and maintenance of said public drainage and utilities (the

“Perpetual Easement”).

- (ii) Temporary Construction Easement. A temporary construction easement, with the right to enter upon the real estate hereinafter described and grade and excavate land for the purpose of constructing a storm water utility, and the further right to remove bushes, trees, undergrowth, and other obstructions interfering in the location and construction of said utility over, under and across a portion of the Grantor Property (the “Temporary Easement”).

The Perpetual Easement is located in the City of Bayport, State of Minnesota, and is legally described on Exhibit B attached hereto. The Temporary Easement is legally described on Exhibit C attached hereto and shall terminate on _____.

The Grantee will restore the Temporary Easement area to as good or better a condition as it was prior to the time of any excavation for storm water utilities or any other purpose, however the Grantee will not be required to restore any fencing that it is necessary to remove or becomes damaged during the process of any excavation.

The Grantee will re-seed all areas, where necessary, on the Temporary Easement area from which it is necessary to remove or damage the turf thereon, during the process of any excavation.

The Grantor covenants with the Grantee that the Grantor is lawfully seized and possessed of the Grantor Property. A sketch drawing of the Perpetual Easement and the Temporary Easement is attached on Exhibit D hereto.

TO HAVE AND TO HOLD, said Perpetual Easement and Temporary Easement unto the Grantee, its successors and assigns, forever, subject to any time restrictions of this Agreement.

GRANTEE:

CITY OF BAYPORT, MINNESOTA

By: Susan St. Ores
Its: Mayor

By: Logan Martin
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this ____ day of _____, 2016, before me, a Notary Public, in and for said County and State, appeared Susan St. Ores and Logan Martin, to me personally known, who being by me first duly sworn, did say that they are respectively the Mayor and Administrator of the City of Bayport, Minnesota, Grantee in the foregoing instrument, who executed the foregoing document by authority of the City Council of the City of Bayport, and said Mayor and Administrator acknowledge said instrument to be the free act and deed of said City of Bayport.

Notary Public

THIS INSTRUMENT DRAFTED BY:

ANDREW J. PRATT
Eckberg Lammers, P.C.
1809 Northwestern Avenue
Stillwater, Minnesota 55082

EXHIBIT A

GRANTOR PROPERTY LEGAL DESCRIPTION

PID 11.029.20.23.0032 – 221 First Avenue North

That part of Lots Ten (10), Eleven (11) and Twelve (12) of Block Fifty-nine (59) of Bayport (formerly South Stillwater), according to the Plat thereof on file and of record in the office of the County Recorder of Washington County, Minnesota, which lies Westerly of the East 75.25 feet of said lots as measured perpendicularly to the Easterly line thereof, subject to and together with an easement for driveway purposes over, under and across the Westerly 18 feet of the Easterly 83.25 feet of said lots as measured perpendicularly to said Easterly lot lines.

It is agreed that a joint and mutual easement for driveway purposes over said Westerly 18 feet of the Easterly 83.25 feet of said lots shall be created and conveyed and each of the parties agrees to keep the property on which the easement is located free from all temporary, permanent or seasonal obstruction, and further agrees that his conveyance shall be for the benefit of and appurtenant to the Easterly 75.25 feet of Lots Ten (10), Eleven (11), and Twelve (12) as measured perpendicularly to the Easterly lines thereof of Block Fifty-nine (59) of Bayport (formerly South Stillwater), according to the recorded Plat thereof on file and of record in the office of the County Recorder of Washington County, Minnesota.

PID 11.029.20.23.0031 – 205 First Avenue North

The East 75.25 feet of Lots Ten (10), Eleven (11) and Twelve (12) of Block Fifty-nine (59) of Bayport, formerly South Stillwater, according to the Plat thereof on file and of record in the office of the County Recorder of Washington County, Minnesota, as measured perpendicularly to the Easterly line thereof, subject to and together with an easement for driveway purposes over, under and across the Westerly 18 feet of the Easterly 83.25 feet of said lots as measured perpendicularly to said Easterly lot lines.

EXHIBIT B

PERPETUAL EASEMENT LEGAL DESCRIPTION

PID 11.029.20.23.0032 – 221 First Avenue North

The northerly ten (10) feet of that part of Lots Ten (10), Eleven (11) and Twelve (12) of Block Fifty-nine (59) of Bayport (formerly South Stillwater), according to the Plat thereof on file and of record in the office of the County Recorder of Washington County, Minnesota, which lies Westerly of the East 75.25 feet of said lots as measured perpendicularly to the Easterly line thereof, subject to and together with an easement for driveway purposes over, under and across the Westerly 18 feet of the Easterly 83.25 feet of said lots as measured perpendicularly to said Easterly lot lines.

PID 11.029.20.23.0031 – 205 First Avenue North

The northerly ten (10) feet of the East 75.25 feet of Lots Ten (10), Eleven (11) and Twelve (12) of Block Fifty-nine (59) of Bayport, formerly South Stillwater, according to the Plat thereof on file and of record in the office of the County Recorder of Washington County, Minnesota, as measured perpendicularly to the Easterly line thereof, subject to and together with an easement for driveway purposes over, under and across the Westerly 18 feet of the Easterly 83.25 feet of said lots as measured perpendicularly to said Easterly lot lines.



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

DATE: April 26, 2016

TO: Mayor and City Council

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

RE: Consider an amendment to Appendix D – Fee Schedule of the Bayport City Code of Ordinances to establish rental fees for the Inspiration Nature Center building

BACKGROUND

The City acquired ownership of the Inspiration Nature Center building and surrounding property in January from Inspiration Holdings, LLC via a deed transfer that was required per the original agreement for the development. On March 28, the City Council conducted a special workshop at the Nature Center to tour the facility and discuss the City’s intentions for utilizing the property going forward. A number of options were discussed at that time, including selling the structure back to the Inspiration neighborhood, moving it to another park location, or utilizing it as a rentable park facility (similar to the Lakeside Park Beach House). Ultimately, the City Council directed staff to investigate using the property as a rentable park facility and prepare a recommendation for appropriate rental fees.

Comparable structures were researched in surrounding communities / agencies, and staff also compared the amenities featured in the Nature Center to those in the City’s other facilities to establish adequate prices. Please find below staff’s recommended pricing structure, which accurately reflects cleaning costs and other fees required to operate the facility.

	Monday – Thursday	Friday - Sunday
Resident / Non-Profit Group	\$25.00 / hr. (plus \$100 deposit)	\$35.00 / hr. (plus \$100 deposit)
Non-resident / For-Profit Group	\$40.00 / hr. (plus \$100 deposit)	\$50.00 / hr. (plus \$100 deposit)
	**2 hr. minimum rental	

The fees proposed for the Nature Center are higher than the current Beach House rates due to the additional amenities that it features, including residential finishes, two restrooms, kitchen sink/prep area, some small appliances, and year-round usage capability (heating and air conditioning). The Inspiration Home Owner’s Association Board has generously agreed to leave behind the furniture and appliances, and has requested to utilize the building for their board meetings (5 per year) at no charge.

RECOMMENDATION

Staff recommends the City Council authorize an amendment to Appendix D – Fee Schedule of the Bayport City Code of Ordinances to establish rental fees for the Inspiration Nature Center building.

Attachments

Ordinance No. ____, Amending Appendix D, Fee Schedule

ORDINANCE NO. _____

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

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

Section 1. Appendix D of the Municipal Code of the City of Bayport is hereby amended by adding the following:

Description	
<i>Administration Department - General fees</i>	
Nature center rental/usage fee for residents/non-profit groups – Monday through Thursday	\$25.00/hour + \$100.00 deposit
Nature center rental/usage fee for residents/non-profit groups – Friday through Sunday	\$35.00/hour + \$100.00 deposit
Nature center rental/usage fee for non-residents/for profit groups – Monday through Thursday	\$40.00/hour + \$100.00 deposit
Nature center rental/usage fee for non-residents/for profit groups – Friday through Sunday	\$50.00/hour + \$100.00 deposit

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 2nd day of May 2016.

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator



Bayport Fire Department

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

April 2016 Memo from the Chief:

The April call volume is 85 through April 24.

The April 7 ribbon cutting for the new fire station was very well attended and we received many compliments on the great job our building committee, architect and community partners did bringing this project to completion. The department is looking forward to the public open house on Saturday, April 30.

Department drills/training for April: Blood borne pathogens review and quarterly Emergency Medical Service (EMS) training. Assistant Chief Galowitz and Captain Johnson attended the Fire Department Instructors Conference in Indianapolis, Indiana.

Meetings: Public Safety 911 Telecommunications where we met with Washington County Dispatchers; EMT Quarterly Training Module; and met with the Oak Park Heights Department of Corrections to review a prairie burn conducted at St. Croix Preparatory Academy.

The fund raiser for "Team Sweet Corn" was a great event with over 320 meals served. We thank everyone that attended and helped with the event, as well as those who donated so generously.

Fire inspections are ongoing.

SAFETY TIP - Recreational Fires and Burning Permits

Recreational fires can be a fun and relaxing way to spend an evening with family or friends. They are allowed on private, residential property in the city, provided the guidelines listed below are followed:

- * Fire is conducted between 5:00 p.m. and 12:00 a.m. and does not burn for more than 4 consecutive hours at a time
- * Fire is contained in a pit made of non-combustible material, not exceeding 30 inches in diameter or 30 inches in height
- * Fire is 10 feet away from any property line and 15 feet from buildings and structures
- * Fire is constantly attended by a responsible adult 18 years of age or older
- * Fire is not used to burn yard waste, construction debris, or garbage
- * An operable water hose or fire extinguisher is within 15 feet of the fire
- * Fire is conducted when winds in the area are less than 15 miles per hour
- * All fire bans issued by the City of Bayport and/or Washington County are observed.

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: April 26, 2016
To: Mayor and City Council
City Administrator Martin
From: Police Chief Laura Eastman
Subject: Police Reports and Updates

Past Events

April 10: Greater Stillwater Chamber Community Showcase - K9 demonstration
April 18: Annual Chief Law Enforcement Executive Training (36 hours)
April 21: Training Shoot – All officers
April 22: Andersen Elementary Razzle Dazzle – Reserves and Officer
April 25: Reserve interviews (5)

Upcoming Events

May 12: Defensive tactics/intermediate weapons training/scenarios – All officers
May 30: Memorial Day Parade – Officers/Reserves

March (continued)

23 – 31: Disturbance outside bar, W/W speed, AOA/audible alarm, medical L1, w/w speed, GM 3rd degree dui, DAR/NPI, welfare check 3rd party, AOA domestic, public assist/property retrieval/drug information, parking issue, medical L1, W/W speed, stolen I-phone, No Contact order, medical L2, NCO-cancelled, public assist/HRO questions, civil issue/info. only, MAARC/vul. Adult investigation, medical L1, speed 62/40, possible fire, 3rd degree DUI/open bottle, NPI, Medical L1/L3, harassment questions, harassment report, AOA/intro. Contraband, AOA/threats report, medical L1, w/w in park after hours, poss. Small amount of MJ/drug Para., school crossing, AOA/alarm, AOA/SW prison/DAR, AOA/hit and run, , poss. Small amount of MJ/drug Para., AOA/narcotics use, AOA/fire alarm, damage to property, business checks, w/w speed x 3, vehicle lockout x 2, school crossing, intoxicated female, fraud purchase, w/w speed, w/w stop/speed, w/w speed, w/w equipment, w/w NPI, AOA peds, school crossing, threats report, theft report, extra patrols, w/w speed, w/w speed, school crossing, found property, city council packets, vehicle lockout, ordinance violation, w/w speed, school crossing, medical L1, accident, DAR/exp. Reg.

April Call Load

01 – V/W curfew violation x 4, 911 open line, public assist info., speed 56/40, traffic arrest/DAR/NPI, ,
02 – w/w/ speed, w/w equipment violation, careless driving, NPI, DAC, NPI, VW/equipment/NPI, welfare concern intoxicated male, medical L3. ,
03 – Public assist, trespass delivered, possible drug activity, DAS/NPI, w/w stop sign violation, w/w tint, w/w plate display.
04 – MAARC report, ord. violation, reserve officer background, school crossing, IRS scam, permit to purchase, theft of money, DAS.
05 – Fight /AOA, w/w equipment, w/w speed, felony warrant/2nd degree arson/fail to appear/2nd degree DUI, permit to purchase, school crossing.

- 06 – Business complaint, open door, open garage, accident, OAA/MSP accident, school cross, scam report x 2, public assist, theft report, medical L1, medical L3, check area, medical L3, sick raccoon, w/w speed, suspicious vehicle.
- 07 – 911 Hang up, trespass letter questions, AOA/felony arrest, school crosswalk, medical, vacation check, 911 hang up, check fraud.
- 08 – W/W expired registration, poss. Of 5th degree cont. substance/DWI, school crossing, child protection report, w/w fail to yield, runaway, warrant, speed 69/40.
- 09 – *Speed 70/40*, area checks, 5th degree cont. subs, open bottle, w/w/ window tint, AOA/citizens assist, found property, suspicious activity.
- 10 – No POI, verbal domestic, K9 demo community event and outreach, NPI, w/w speed, medical unknown, w/w tint, juvie in poss. Of tobacco, equipment violation/no tail light, w/w tint, w/w equipment.
- 11 – Traffic arrest, crosswalk, IRS fraud, ordinance complaint, scam report, 911 abandon call, animal complaint, crosswalk violation, medical L3.
- 12 – w/w speed, warrant open bottle, drug para, AOA/DAR/domestic, school crosswalk, found dogs, public assist, permit to purchase, H & R, w/w fail to obey stop sign, w/w speed, speed 58/40, w/w speed.
- 13 – Inattentive driving, crosswalks, record check, 911 hang up, abandon vehicle, medical L1, informational, NCO, accident, department information, suspicious activity, speed 54/30k.
- 14 – *Speed 52/40*, NPI, no MN ID, w/w equipment violation, w/w stop sign, w/w speed, w/w crosswalk violation, found dog, crosswalks.
- 15 – accident, crosswalks, extra patrol information, animal complaint, found property, burglary/forced entry, w/w speed x2, w/ stop sign, AOA/accident, AOA/domestic.
- 16 – Motorists assist, medical L1, medical L1, medical L3, AOA/fire call, burning complaint, AOA/911 call, burglar alarm.
- 17 – Medical L1, w/w speed x 2, trail cameras placed, speed, no driver's license in possession.
- 18 – AOA/stolen vehicle, medical L2/transported, welfare concern, school crossing, harassment, records request, records request x 2, no contact order violation, school crossing, missing cat, BP city hall letter delivered, city ordinance issues. .
- 19 – parking longer than 24 hours, traffic hazard, disorderly citation issued, school crossing, road rage, lost cat, background cleaning crew x2, background seasonal, road debris, DAR/speed 43/30, officer information.
- 20 – AOA/warrant arrest, DAC/IPS violated dl instructions, w/w speed, school crosswalk, report request, medical L2, AOA/drive off, fraud report, medical L3, w/w seat belt, planning commission packets, lockout, w/w speed, 3rd degree/ DUI, school crossing.
- 21 – 911 call, medical L1, officer assist community events, verbal altercation.
- 22 – DAS, school crossing, medical L3, liquor background check, school crossing, animal concern, vacant building check.
- 23 - 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, UUMV = unauthorized use of mother vehicle, AOA= Assist other agency, POR= predatory offender verification, watch property protection TC= camera placement, FDRC= fail to display current registration.



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

Date: April 27, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update – May City Council Meeting

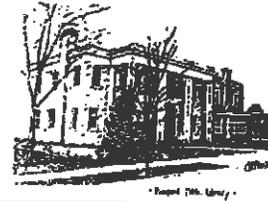
During the month of April, the full-time Public Works staff, with assistance from part-time staff, completed the following tasks:

1. Flushed and maintained 200 plus fire hydrants
2. Continued spring street sweeping
3. Continued assistance with the Minnesota Pollution Control Agency raw water main project
4. Finished yearly grounds equipment annual maintenance service
5. Restored summer-only parks and cemetery water services
6. Installed the 4th Avenue North boarding dock
7. Completed ongoing maintenance and repairs to trucks and equipment
8. Installed multiple new water meters, repaired numerous nonfunctioning water meters, and read numerous water meters for final utility billings
9. Performed ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, and attending to system malfunctions

PUBLIC WORKS MESSAGE OF THE MONTH

Vehicles with boat trailers are prohibited from parking on any city streets.
Park in designated areas only.

Bayport Public Library



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

Date: April 25, 2016
To: Mayor and City Council; Logan Martin, City Administrator
From: Jill Smith, Bayport Public Library Director
Re: Bayport Library Update

The Library Board has authorized me to proceed with updating the Library's circulation system to one that uses RFID (Radio Frequency Identification) tags in our materials. RFID tags are used by Stillwater Public Library, and soon will be in use in all Washington County Libraries. Bayport Public Library materials would require special handling at other libraries if we did not upgrade; the new system also improves ergonomics for circulation staff by reducing repetitive motion and is more accurate in checking in and checking out materials. As part of the project, we will also add a self check machine that will allow patrons to check out materials on their own. This project is made possible with financial support from the Foundation for Bayport Public Library. I anticipate that the tagging of the collection will occur in May and June and that the equipment will arrive and be fully operational by mid- July.

Eleven people attended the performance of *The Grapes of Wrath* presented by the St. Croix Festival Theatre at the Library as part of the Big Read in the St. Croix Valley.

On May's calendar is the Annual Spring Author Luncheon from the Foundation for Bayport Public Library. This year's luncheon will be on Saturday, May 14 at noon, and it features Minnesota author Sarah Stonich. The lunch will be catered by the Lake Elmo Inn once again. Tickets are available for purchase at the library or online.

We will have a spring booksale on Saturday, May 21. We are still planning to have a book sale in September as well.

I have attached the schedule for programming for Summer Reading. We have a wide variety of programs planned, and will also offer incentives like free books, State Fair tickets and Twins tickets to reward kids and teens for reading over the summer.

I attended the Public Library Association Conference in Denver earlier this month, joining over 8,000 librarians from across the country to learn more about best practices and new trends in public libraries. I focused on attending sessions to improve the user experience for patrons and ways to engage with the community. I left with many ideas about improving the Library services we offer.

As we approach the busy summer season when we can support summer reading and learning for students, thank you for your continued support of the Library!

Bayport Library Summer Reading 2016

Super Summer Events!

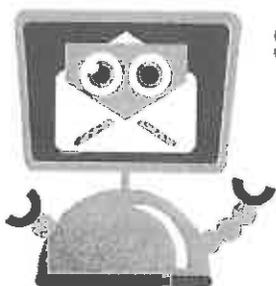
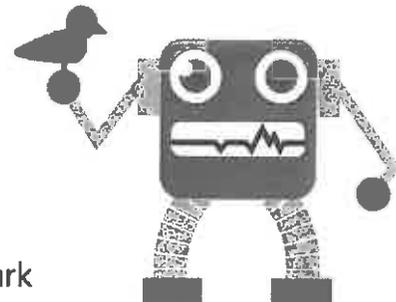
Bird-a-Wocky by the Como Zoo, Thursday, June 16, 1:00 pm

Wonder Weavers Storytellers, Thursday, June 23, 1:00 pm

Mixed Nuts, Thursday, July 7, 1:00 pm

Duke Otherwise Concert, Monday, July 18, 1:00 pm at Lakeside Park

Climb Theater Presents "Tortoise and the Hare", Thursday, July 21, 1:00 pm



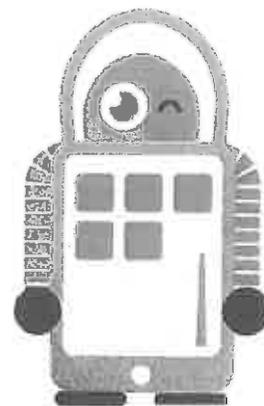
Summer Movies! Thursdays at 1:00 pm

Come see movies on our big 70" TV!! Popcorn and Lemonade!!!

June 30 **Kung Fu Panda 3** (Rated PG, 95 min)

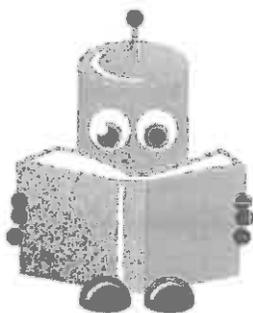
July 14 **Zootopia** (Rated PG, 108 min)

July 28 **Star Wars** (Rated PG13, 136 min)



Weird Science Wednesdays! ...at 2:00 pm

Simple STEM experiments for elementary students! Try a different experiment every week! June 8 - July 27 at 2:00 pm



Programs with Peggy!

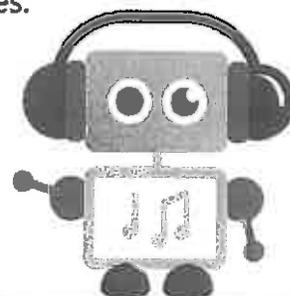
Kid's Book Club: for Grades 1-6. *When Life Gives You OJ* by Erica Pearl. Sign up at the library. The group meets on the following Tuesdays from 11:45 am - 12:45 pm; June 14, June 28, July 12 and July 26.

Chess Club: meets on the following Tuesdays from 11:45 am - 12:45 pm; June 21, July 5 and July 19. Bring your chess board & pieces.

Cooking Class with Lisa Wagner!

Monday, August 8. Limit of 10 cooks per class.

Grades 1-4, 11:00 am - 12:30 pm, Grades 5-7, 1:30 pm - 3:00 pm



End of Summer Party! Thursday, August 4th at 1:00 pm

Programs and movies funded by The Foundation for Bayport Library and it's donors.



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

Date: April 26, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Sara Taylor, Assistant City Administrator/Planner

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

CONDITIONAL USE PERMIT APPLICATION FOR 174 3RD ST. S. WITHDRAWN

On April 25, I received a request from property owner and applicant Jeff Hause that his conditional use permit (CUP) application to allow open outdoor storage and product display of construction services at 174 3rd St. S. be withdrawn indefinitely from consideration by the city. He stated that he was able to negotiate a successful lease agreement for someone else to operate automotive sales at the property, and therefore he was going to postpone the relocation of his construction business to this site until further notice. As such, the application was not heard by the Planning Commission at their April 25 meeting. City staff will tentatively be meeting with Jeff and the lessee next week to review their existing CUP for automotive sales and outdoor display, to ensure the property and lessee remain in compliance with conditions required by the city.

NEW PLANNING COMMISSION ORIENTATION AND APRIL MEETING

On April 19, Logan, City Attorney Andy Pratt, and I conducted an orientation/training session for our two newest Planning Commissioners Coleen Siegfried and John Dahl. The session covered an in-depth overview of the expectations, roles, and responsibilities of a commissioner, as well as meeting conduct, terms and definitions related to the city's zoning ordinances, types of land use applications, and the city's comprehensive plan. A Planning Commission meeting was held on April 25. Business included oaths of office for the new commissioners, election of Beth Kelly as Chairperson and Brad Abrahamson as Vice Chairperson, and approval of previous meeting minutes. The Planning Commission has been invited to attend a joint workshop with the City Council on May 2 to review draft ordinance amendments related to minimal impact design standards (MIDS) for stormwater management and regulations for illicit discharge into the municipal sanitary and storm sewer systems.

ANNUAL DEPARTMENT OF NATURAL RESOURCES FLOODPLAIN TRAINING

Last week, I attended the annual technical training session on ordinance administration and permit regulation for properties designated within a floodplain area. The session includes continuing education on topics related to floodplain management, regulatory flood protection elevations, FEMA map determinations, and updates to flood insurance regulations. I was pleased to see multiple Bayport projects featured as successful examples on how to elevate structures out of the floodplain to meet FEMA standards, using both floodproofing materials and vents (Waterford Condominiums) and fill (Twin Homes of Bayport Townhomes)!



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Date: April 26, 2016
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: Administration Department Update – May City Council meeting

XCEL ENERGY REBATE AT FIRE HALL

During initial design of the Fire Hall, the City worked with Xcel Energy to submit the building to their Energy Efficient Buildings program for review. This voluntary program allowed the City to access Xcel's expertise in including energy efficiencies into the building design (lighting, mechanical systems etc.), and made the project eligible for rebates based on the features included in the final design. We are pleased to report that Xcel completed their final inspection of the building recently, and the City received over \$7,900 in rebates, which is more than the \$6,000 originally anticipated.

PUBLIC WORKS SUCCESSION PLANNING

The recruitment process is underway for the recently authorized Public Works Director / City Engineer position. The job announcement is posted on the League of MN Cities website, and has been shared through a few other avenues to get the word out and recruit the best candidates possible. The position is open until May 10, at which point we will begin the interview process, and we anticipate tentatively having an employment offer to consider at the June Council meeting.

FIRE HALL OPEN HOUSE

The public open house for the new Fire Hall is set for Saturday, April 30 from 9am – 1pm. The event will feature tours of the new station, a chance to view the fire vehicles, and treats from Bread Art. Due to an anticipated shortage of parking in the area, a circulator shuttle bus has been arranged that will pick residents up from the parking lot at Lakeside Park every 15 minutes. Thanks to the Lions for helping manage the bus, the firefighters for serving as tour guides, and City Hall staff for working on logistics for the event, it should be a wonderful day!

MUNICIPAL PARKING LOT PROJECT

Staff continues to work on finalizing the landscaping, lighting, stormwater, and overall design for the municipal parking lot project. City Engineer Parotti will provide a full update separately during the meeting, however we are still on track to receive bids in the coming weeks. If the project remains on this aggressive schedule, an award of bids could be considered at the June meeting, with construction taking place during the summer months. Staff still anticipates addressing a few remaining questions with the Council regarding some features of the parking lot, but we are very pleased with the trajectory that the project is currently on.

UPCOMING MEETINGS AND EVENTS

April 30	Fire Hall Open House	9am – 1pm	Fire Hall
May 2	Council / Planning Comm. workshop	5pm	City Hall
May 2	City Council meeting	6pm	City Hall
May 14	Bark for Life Event	9am – Noon	Barker's Alps
May 14	Library Author Lunch	Noon	Library
May 30	Memorial Day Parade	8:30am	City streets
June 3-4	Citywide Garage Sales	Varying times	Citywide
June 4	BCAL Craft Fair	10am – 4pm	Village Green
June 6	City Council meeting	6pm	City Hall